



DINAS A SIR CAERDYDD  
CITY AND COUNTY OF CARDIFF

**COUNCIL SUMMONS**

THURSDAY, 20 OCTOBER 2016

**GWYS Y CYNGOR**

DYDD IAU, 20 HYDREF 2016,

You are summoned to attend a meeting of the **COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF** which will be held at Council Chamber, City Hall, Cathays Park, Cardiff on Thursday, 20 October 2016 at 4.30 pm to transact the business set out in the agenda attached.

**Davina Fiore**  
**Director of Governance & Legal Services**

County Hall  
Cardiff  
CF10 4UW

Friday, 14 October 2016

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

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<i>Item</i>		<i>Approx Time</i>	<i>Max Time Allotted</i>
<b>1</b>	<b>Apologies for Absence</b> <i>To receive apologies for absence.</i>	4.30 pm	
<b>2</b>	<b>Declarations of Interest</b> <i>To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct)</i>		
<b>3</b>	<b>Minutes</b> <i>To approve as a correct record the minutes of the meeting 29 September 2016.</i>		
<b>4</b>	<b>Petitions</b> <i>To receive petitions from Elected Members to Council.</i>	4.35 pm	5 mins
<b>5</b>	<b>Lord Mayor's Announcements</b> <i>To receive the Lord Mayor's announcements including Recognitions and Awards.</i>	4.40 pm	5 mins
<b>6</b>	<b>City of Cardiff Council Statutory Improvement Report 2015-16 (Pages 1 - 110)</b> <i>Cabinet Proposal</i>	4.45 pm	30 mins
<b>7</b>	<b>Supplementary Planning Guidance (Pages 111 - 182)</b> <i>Cabinet Proposal</i>  (a) Houses in Multiple Occupation; and  (b) Waste Collection and Storage Facilities	5.15 pm  5.35pm	20 mins  20 mins
<b>8</b>	<b>Member Champion Annual Reports (Pages 183 - 190)</b> <i>Report of Director Governance and Legal Services</i>	5.55 pm	15 mins
<b>9</b>	<b>Statements</b> <i>To receive statements from the Leader and Cabinet Members</i>	6.10 pm	45 mins

<b>Notices of Motion</b>			
<b>10</b>	<p><b>Motion 1</b></p> <p>This Council notes that:</p> <ul style="list-style-type: none"> <li>• there have been a number of unauthorised travellers camps set up in Cardiff Council parks and open spaces;</li> <li>• when an eviction notice is served on unauthorised camps by Cardiff Council, the notice only excludes campers from returning to the Council open space or park they are currently operating in for three months;</li> <li>• some unauthorised camps leave rubbish and cause damage to the park and open space they set up in. This then has to be cleansed and repaired, normally at a cost to the taxpayer.</li> </ul> <p>This Council calls on the Cabinet to:</p> <ol style="list-style-type: none"> <li>1. examine the legal notice served on unauthorised camps in Cardiff with a view that the notice should be extended to prevent a return to all Council owned parks and open spaces;</li> <li>2. explore whether the notice can be extended to prevent a return for a period of six months; and</li> <li>3. consider a mechanism for taking civil action to recover the Council's losses.</li> </ol> <p>Proposed by: Councillor Dianne Rees</p> <p>Seconded by: Councillor Adrian Robson</p>	6.55 pm	30 mins
<b>11</b>	<p><b>Motion 2</b></p> <p>This Council:</p> <ul style="list-style-type: none"> <li>• notes that since 2010 wages have gone down in real terms, whilst prices have continued to rise, which has put increasing financial pressure on many hard working families in Cardiff;</li> <li>• deplores the Tories' rebranding of the National Minimum Wage, as the National Living Wage, in an effort to hoodwink people into believing that they are getting a pay rise;</li> </ul>	7.25 pm	30 mins

	<ul style="list-style-type: none"> <li>celebrates that since September 2012 this Labour Council has paid a real Living Wage, as defined by the Living Wage Foundation, to all its employees. In April 2015, we became the first Welsh Council to be an accredited Living Wage Employer, and to encourage all contractors working for the Council to also pay their staff a living wage;</li> <li>recognises that many companies and third sector bodies, of all sizes, across Cardiff support their staff by paying a Real Living Wage.</li> </ul> <p>We therefore call on:</p> <ol style="list-style-type: none"> <li>this Council to promote Cardiff as a Living Wage City by encouraging, and supporting, businesses and charities who wish to take part in the Living Wage Foundation scheme; and</li> <li>the Leader of the Council write to the Labour Welsh Government to explore ways of encouraging other employers across the City to sign up to paying a Real Living Wage.</li> </ol> <p>Proposed by: Councillor Darren Williams</p> <p>Seconded by: Councillor Heather Joyce</p>		
<b>12</b>	<b>Oral Questions</b>  <i>To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.</i>	7.55 pm	90 mins
<b>13</b>	<b>Urgent Business</b>	9.25 pm	
<b>Unopposed Council Business</b>			
<b>14</b>	<b>Constitution Committee: Assistant to Cabinet Members - Role Descriptions (Pages 191 - 196)</b>  <i>Report of Director Governance and Legal Services</i>	9.30 pm	
<b>15</b>	<b>Committee Membership (Pages 197 - 198)</b>  <i>Report of Director Governance and Legal Services</i>		

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16	<p><b>Nominations to Outside Bodies</b> (<i>Pages 199 - 204</i>)</p> <p><i>Report of Director Governance and Legal Services</i></p>		
17	<p><b>Written Questions</b></p> <p><i>In accordance with the Council Procedure Rules, Rule 17(f) Written Questions received for consideration and response will be included as a record in the minutes of the meeting.</i></p>		

***This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg***

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**DINAS A SIR CAERDYDD  
CITY & COUNTY OF CARDIFF****COUNCIL:****13 OCTOBER 2016**

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**CABINET PROPOSAL**

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**CITY OF CARDIFF COUNCIL ANNUAL STATUTORY  
IMPROVEMENT REPORT 2015-16****Reason for this Report**

1. This report has been prepared to enable the Council to approve the Council's Annual Statutory Improvement Report, a document required under the Local Government (Wales) Measure 2009, for submission to Council in October 2016, and its publication by 31st October 2016.

**Background**

2. The Local Government (Wales) Measure 2009 requires that we publish our Improvement Objectives and how we plan to achieve them. In previous assessments of how the Council fulfils this requirement, the Auditor General for Wales has highlighted the need for the Council to be more focussed on its key priorities and on the delivery of these. In recognition of this opinion, and the growing pressure on the finances available to deliver services to the citizens and communities of Cardiff, in 2015-16 the Council focused on the following four priorities:
  - Education and Skills for People of All Ages
  - Supporting People in Vulnerable Situations
  - Sustainable Economic Development as the Engine for Growth and Jobs
  - Working with People and Partners to Design, Deliver and Improve Services
3. The Council's Corporate Plan 2015-17 addressed what the Council would deliver to achieve these four priorities, and in turn they helped to shape our Improvement Objectives for 2015-16 and the content of our Outcome Agreement with the Welsh Government for 2013-16.
4. The Council's Improvement Objectives for 2015-16 were:
  - Every Cardiff school is a good school where learners achieve well
  - Looked After Children in Cardiff achieve their potential
  - Adult learners achieve their potential
  - People at risk in Cardiff are safeguarded

- People in Cardiff have access to good quality housing
  - People in Cardiff are supported to live independently
  - Cardiff has more employment opportunities and higher value jobs
  - Cardiff has a high quality city environment that includes attractive public spaces and good supporting transport infrastructure
  - Communities and Partners are actively involved in the design, delivery and improvement of highly valued services
  - The City of Cardiff Council has effective governance arrangements and improves performance in key areas
  - The City of Cardiff Council makes use of fewer, but better buildings
5. The Council is required under the Local Government (Wales) Measure 2009 to assess our performance against the National Strategic Indicator (NSI) and Public Accountability Measures (PAM) data sets. These are set by the Welsh Government. The Council's performance against the full range of NSI and PAM data sets is shown in the 'How We Measure Up' section of the Improvement Report. Specific indicators are also referenced throughout the report when they are relevant to self-assessment of a particular Improvement Objective or the achievement of the Outcome Agreement.

### **City of Cardiff Council's Annual Statutory Improvement Report 2015-16**

6. The Council's Annual Statutory Improvement Report provides a retrospective summary evaluation of performance for 2015-16 and Members should note that the Report attached at Appendix 1 is a final draft.
7. The City of Cardiff Council's Annual Statutory Improvement Report 2015-16, attached as Appendix 1, is a text document which, once approved, will be translated into Welsh prior to publication by 31 October 2016.
8. The Improvement Report should:
- provide a picture of the Council's performance for the reporting year against the agreed outcomes, activities (Improvement Objectives), and targets
  - communicate improvement information that is timely and accurate to Members, officers, citizens, communities, stakeholders, other councils, the Welsh Government and regulators
9. As outlined by the Wales Audit Office in its assessment of the Council's 2014-15 performance, the Council must also ensure that its annual report contains a summary assessment of the Council's view of its success in achieving its Improvement Objectives for the previous year (in this case, 2015-16).
10. The Council's Annual Statutory Improvement Report 2015-16 seeks to fulfil these requirements.

## **Our Performance**

11. In 2015-16 the Council improved or maintained its performance in 70% of our National Performance Indicators compared to 47.7% in 2014-15. Performance in 2015-16 exceeds the all-Wales improvement of 65% and this makes the Council the third most improved Local Authority in Wales.
12. Despite positive trends, however, it is recognised that the Council will need to continue to focus on addressing areas of underperformance which are also underlined by the NSI and PAM results 2015-16. These areas will in part inform future planning arrangements in the context of changing demographics, a growing population and ongoing budgetary pressures.
13. Within its Performance & Governance Programme, the Council has embarked on a programme of activity to further develop and embed its performance management arrangements. This will allow the Council to develop a meaningful Performance Management Framework to support effective business planning, performance reporting and performance support.
14. A key part of this Performance Management Framework will be the development of a consistent approach to setting targets for performance indicators across the Council, ensuring targets that are both realistic and sufficiently challenging.
15. In March 2016, Estyn deemed that the Council had made sufficient progress and was moved from any further Estyn monitoring.
16. In a report entitled 'Inspection of Children's Services in City of Cardiff Council' of March 2016, the Care and Social Services Inspectorate Wales (CSSIW) reported that the Council's Elected Members and Management Team demonstrated a common understanding of the direction and drive needed to ensure Social Services effectively supports improved outcomes for children and young people in Cardiff, and partnership agencies are well engaged strategically and evidence understanding of the complex issues facing the Council. CSSIW also highlighted that the needs of the child were kept at the forefront of assessment and the core assessments observed were comprehensive and of good quality.
17. In its Annual Improvement Report of May 2016 the Wales Audit Office reported that during 2016-17 the Council is likely to comply with the requirements of the Local Government (Wales) Measure 2009, providing arrangements to support improved outcomes are embedded and the current pace of improvement is maintained.

## **Wales Audit Office Corporate Assessment of the City of Cardiff Council**

18. The Wales Audit Office (WAO) undertook a Corporate Assessment Follow-on in October 2015, and, in February 2016, the Auditor General

published his report of this Follow-on activity. This report concluded that 'The Council has put in place better arrangements to support improvement and to address longstanding issues, but is now at a critical point in embedding them if it is to achieve a step change in delivering improved outcomes'. The outcome of this work was a formal recommendation that 'The Council must ensure that it addresses the proposals for improvement as set out in the report to deliver improved outcomes within the next 12 months'.

19. The Council responded constructively to the Corporate Assessment Follow-on and prepared a Statement of Action to address the recommendation made and the associated Proposals for Improvement. The Statement of Action was resolved at the Council's Cabinet meeting on 21 March 2016 to drive through the required improvements.
20. The Council's Annual Statutory Improvement Report, as outlined earlier, provides a picture of the Council's performance for the reporting year against the agreed outcomes, activities (Improvement Objectives), and targets and is therefore a key strand of our performance arrangements.
21. The Council's Annual Statutory Improvement Report will be audited by the Wales Audit Office in November 2016.

#### **Role of the Auditor General for Wales**

22. The Auditor General for Wales, through the work of the Wales Audit Office (WAO), audits each Welsh Local Authority's Improvement Report to assess the extent to which the Report has been prepared and published in accordance with statutory requirements and will determine whether or not to issue a Certificate of Compliance.

#### **Policy Review and Performance Scrutiny Committee**

23. The Policy Review and Performance Scrutiny Committee considered the Statutory Improvement report on 11<sup>th</sup> October 2016 and the Chair's letter is attached at Appendix 2.
24. Following the discussion at the Policy Review and Performance Scrutiny Committee, the self-assessment for each of the Improvement Objectives has been reviewed to ensure it reflects the challenges that remain for the Council's improvement journey in light of demographic pressures and continued financial restraint.

#### **Reason for Recommendations**

25. To recommend the Council's Annual Statutory Improvement Report 2015-16 to Council in time for the Plan to be published by the statutory date 31 October 2016.

## **Financial Implications**

26. There are no financial implications directly arising from this report, however action on identified priorities for improvement may well have financial implications which would need to be addressed in the budget setting process.

## **Legal Implications**

27. The recommendation is made for the purposes of enabling the Council to comply with its legal duties as outlined in this report

## **HR Implications**

28. There are no HR implications arising directly from this report.

## **RECOMMENDATION**

Council is recommended to approve the City of Cardiff Council Annual Statutory Improvement Report (attached at Appendix 1) for publication by 31 October 2016.

## **THE CABINET**

*The following appendices are attached:*

- Appendix 1 – Annual Statutory Improvement Report  
Appendix 2 – Letter from Policy Review and Performance Scrutiny  
Committee (Committee date 11 October) (*Response to follow*)

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City of Cardiff Council

# Improvement Report 2015/16



make the  
**diff**erence





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# Our Vision for Cardiff

*Being a liveable capital city means achieving seven shared outcomes*

People in Cardiff are Safe and Feel Safe

People Achieve their Full Potential

Cardiff has a Prosperous Economy

Cardiff is Fair, Just and Inclusive

People in Cardiff are Healthy

Cardiff is Clean and Sustainable

Cardiff is a Great Place to Live, Work and Play

## Co-operative Council: Delivering the Vision

We will be a Co-operative Council,  
**connected to the citizens  
and communities** of Cardiff

Cardiff will **connect Wales to the world** and  
be a **Capital city that attracts business,  
investment, talent and tourism**

## Co-operative Values: We Are Cardiff

### Open

We are open and honest about the difficult choices we face, and allow people to have their say on what's important to them and their communities

### Fair

We champion fairness, recognising that with less resource we need to prioritise services for those who need them most.

### Together

We work with our communities and partners across the city to deliver the best outcomes for the people of Cardiff

## Our Priorities:

Better education and skills for all

Supporting vulnerable people

Creating more and better paid jobs

Working together to transform services

## Cardiff ranked as ‘third best’ Capital City in Europe

Cardiff has moved up the rankings to become Europe’s ‘third best’ capital city to live in according to a new European survey which sought the opinion of 2,000 Cardiff residents. Cardiff climbed from 6th place to joint third with Copenhagen and Stockholm. The Quality of Life in European Cities gathered the opinions of residents in EU member states, focussing on quality of life and levels of satisfaction with various aspects of city living, including:

- Employment Opportunities
- Public Transport
- Education
- Health
- Cultural activities
- Sports facilities
- Shopping
- House prices
- Air quality
- Public spaces
- Safety
- Green spaces
- Cleanliness

***“It’s wonderful to see Cardiff rising up the ranks rated side by side with European cities the calibre of Stockholm and Copenhagen. Our Council’s vision is to make Cardiff Europe’s Most Liveable Capital City, so this is really pleasing and something we can all be proud of”***

*– Leader of the City of Cardiff Council, Cllr Phil Bale*

*\*Source ITV Report of 8th February 2016*



# Introduction





## Welcome to our 2015/16 Improvement report

This is a statutory document that we publish each year to demonstrate the service improvements that the Council has made, during the previous financial year, and the progress made towards achieving our Improvement Objectives.

This Improvement report is designed to fulfil our statutory obligation for the 2015-16 financial year. It is a review of our performance, using evidence that demonstrates the delivery of our Improvement Objectives and the impact our work has made. We balance this by providing an assessment of any areas that have shown slow progress and not resulted in the levels of performance we set out to achieve.

Further detailed information about the current and future plans for the Council's contribution to public services in Cardiff is contained within a number of key documents including:

- Corporate Plan
- What Matters Integrated Partnership Strategy
- Directorate Delivery Plans
- Wales Audit Office Assessments under the Local Government (Wales) Measure 2009
- The Council's Outcome Agreement with the Welsh Government

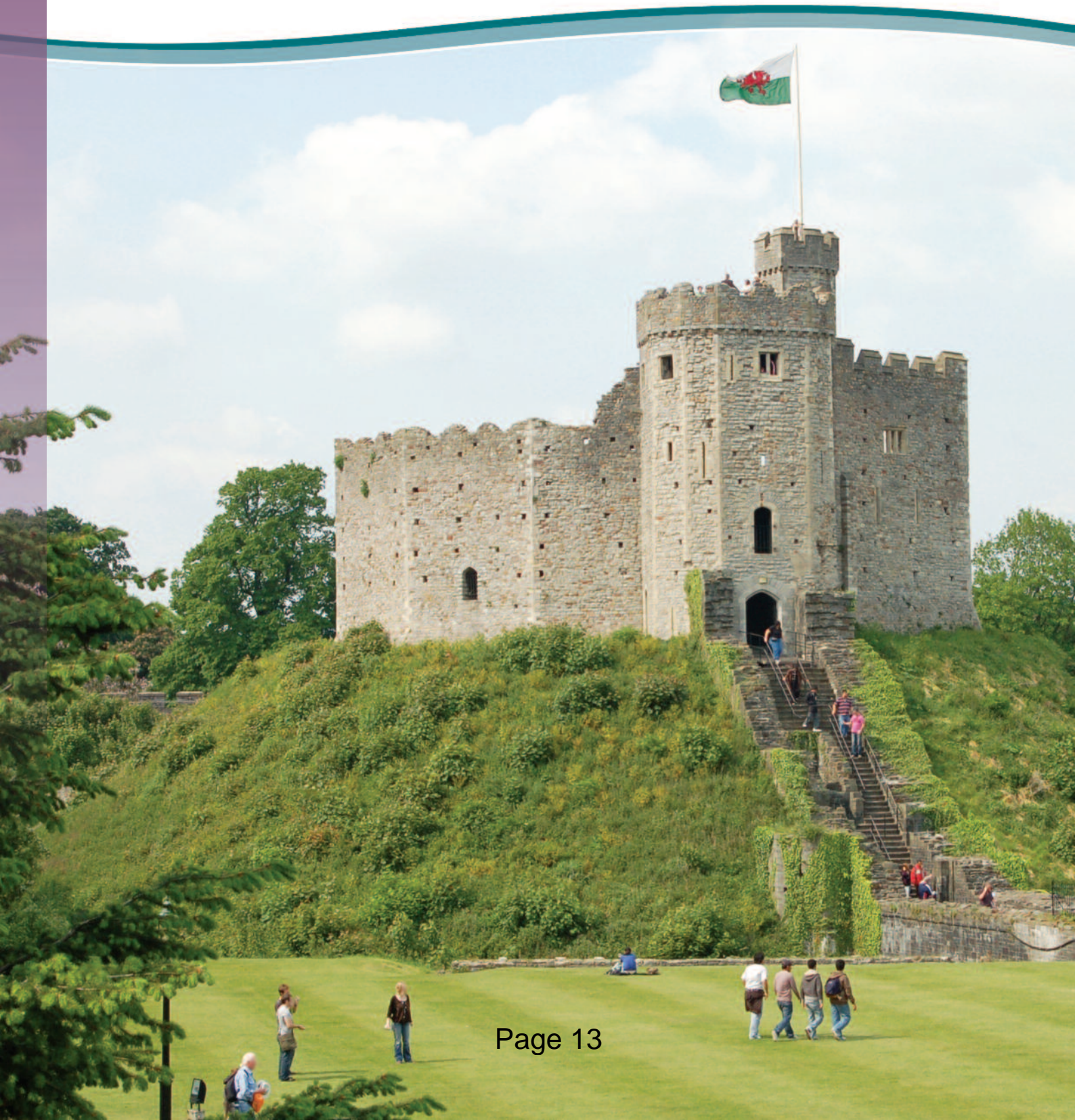
This Improvement Report is available in English and Welsh online at [www.cardiff.gov.uk](http://www.cardiff.gov.uk), and in printed format from the Council's libraries.

Copies are available in braille on request.

Your feedback on the content and style of this Improvement Report is welcomed. Please send your comments to the Head of Performance and Partnerships, City of Cardiff Council, County Hall, Atlantic Wharf, Cardiff. CF10 4UW or email [improvementandinformation@cardiff.gov.uk](mailto:improvementandinformation@cardiff.gov.uk)

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.

# Our Improvement Objectives



The Local Government (Wales) Measure 2009 requires that we publish our Improvement Objectives and how we plan to achieve them. The Auditor General for Wales, in previous assessments of how we do this, highlighted the need for the Council to be more focussed on our key priorities and on the delivery of these. In recognition of this opinion, our Corporate Plan 2015-2017 set out the following four priorities:

- Education and Skills for people of all ages
- Supporting people in vulnerable situations
- Sustainable Economic Development as the engine for growth and jobs
- Working with people and partners to design, deliver and improve services

The Council's Corporate Plan 2015-17 focusses on what the Council will deliver to achieve these four priorities, and in turn they have helped to shape our Improvement Objectives for 2015-16.

Our Improvement Objectives focus on:-

- Every Cardiff school is a good school where learners achieve well
- Looked After Children in Cardiff achieve their potential
- Adult learners achieve their potential
- People at risk in Cardiff are safeguarded
- People in Cardiff have access to good quality housing
- People in Cardiff are supported to live independently
- Cardiff has more employment opportunities and higher value jobs
- Cardiff has a high quality city environment that includes attractive public spaces and good supporting transport infrastructure
- Communities and Partners are actively involved in the design, delivery and improvement of highly valued services
- The City of Cardiff Council has effective governance arrangements and improves performance in key areas
- The City of Cardiff Council makes use of fewer, but better buildings



In setting our Improvement Objectives an exercise was undertaken to ensure that they contributed to the seven improvement aspects of Strategic Effectiveness (SE), Service Quality (SQ), Service Availability (SA), Fairness (F), Sustainability (S), Efficiency (E) and Innovation (I) and the collaborative (C) nature of the work needed to deliver each one as set out in the Local Government (Wales) Measure 2009. The result of this exercise is contained in the following matrix:-

Improvement Objective	SE	SQ	SA	F	S	E	I	C
Every Cardiff school is a good school where learners achieve well	✓	✓	✓	✓	✓	✓	✓	✓
Looked After Children in Cardiff achieve their potential	✓	✓	✓	✓	✓	✓	✓	✓
Adult learners achieve their potential	✓	✓	✓	✓	✓	✓	✓	✓
People at risk in Cardiff are safeguarded	✓	✓	✓	✓	✓			✓
People in Cardiff have access to good quality housing	✓	✓	✓	✓	✓	✓	✓	✓
People in Cardiff are supported to live independently	✓	✓	✓	✓	✓	✓	✓	✓
Cardiff has more employment opportunities and higher value jobs	✓	✓	✓	✓	✓	✓	✓	✓
Cardiff has a high quality city environment that includes attractive public spaces and good supporting transport infrastructure	✓	✓	✓	✓	✓	✓	✓	✓
Communities and Partners are actively involved in the design, delivery and improvement of highly valued services	✓	✓	✓	✓	✓	✓	✓	✓
The City of Cardiff Council has effective governance arrangements and improves performance in key areas	✓	✓	✓		✓	✓	✓	✓

# The Cost of our Services



## Our Revenue Budget

Our financial performance for 2015-16 is summarised in our Statement of Accounts.

Our outturn position resulted in an underspend against our revenue budget of £1.696 million.

An overspend of £4.635 million was experienced in connection with directorate budgets.

However, this was more than offset by corporate amounts, including a general contingency amount of £4.000 million, additional Council Tax income (£1.429 million) and additional Outcome Agreement Grant (£0.862 million).

As part of this overall outturn position, it was possible to make a number of contributions to specific earmarked reserves, for use in connection with future initiatives and cost pressures.

The final surplus of £1.696 million was transferred to the Council Fund Balance, increasing the balance to £15.255 million and the Council's financial resilience in the process.

In providing our day to day services we incurred costs during 2015-16 in the following areas:

Employee costs - £388 million,

Running costs - £559 million

Capital financing costs - £48 million.

To fund these costs we received:

£139 million from fees, charges and other income

£144 million from Council Tax and,

£714 million from Government grants

## Our Capital Budget

In addition to our revenue spending outlined above, we also spent £289.3 million on our capital programme during 2015-16. This compares with £82.5 million in 2014-15.

Within the 2015-16 expenditure figure is a one-off cost of £187.392 million in relation to the Council's exit of the Housing Revenue Account (HRA) Subsidy System.

Our 2015-16 capital spending programme also included spending on the fabric of dwellings, energy efficiency schemes, 21st Century Schools, development of community hubs, improvements to transport infrastructure, leisure centre refurbishments, superfast broadband, energy generation schemes and waste-reduction initiatives.

Significant projects undertaken during the year include:

- exit of the HRA Subsidy System
- completion of the new Pontprennau Primary School,
- refurbishment of Eastern Leisure Centre,
- completion of the new STAR hub and pool,
- Radyr Weir hydro facility,
- public realm and temporary works to allow the closure of Cardiff Bus Station.

The sources of funding of our capital spending in 2015-16 include:  
£8.4 million from Government approved borrowing,  
£48.7 million from prudential borrowing,  
£33.0 million of specific grants and other contributions received,  
£6.0 million in contributions from revenue, and  
£5.9 million from capital receipts

The most significant capital receipts we received in 2015-16 were:

- the first instalment in relation to the former central bus station site - £2.0 million,
- land adjacent to County Hall - £2.4 million
- sale of the Council's investment in the Medicentre joint venture - £1.3 million
- sale of Council dwellings - £1.7 million

Capital receipts not used to pay for capital expenditure or to repay debt are carried forward to meet future capital expenditure commitments.







# Our Collaborative Activity



In addition to working with public services in Cardiff to plan and deliver more effective services across the City, we have continued to work with other local authorities and organisations to establish shared collaborative services.

We use this way of working as a means of improving services for citizens and communities, reducing our costs and maximising the use of our available resources.

Details of some of our collaborative activities during the past year were received by joint meetings and agendas and minutes for these meetings can be accessed through our website.

**Prosiect Gwyrdd Joint Committee:** Prosiect Gwyrdd is a partnership between Caerphilly Borough County Council, The County Council of the City and County of Cardiff, Monmouthshire County Council, Newport Council and Vale of Glamorgan Council. The combined municipal waste of the five authorities makes up 40% of the total municipal waste of Wales. Prosiect Gwyrdd is committed to looking for the best environmental, cost effective and practical solution for waste after recycling and composting has been maximised in each area.

All authorities are committed to recycling and composting and meeting the challenging targets ahead of us. The Welsh Assembly Government has outlined a 70% recycling and composting rate by 2025, and each authority is striving to meet this target.

**Shared Regulatory Services Joint Committee:** The Shared Regulatory Service is a partnership between Bridgend Council, Cardiff Council and the Vale of Glamorgan Council. The partnership is governed by a Joint Committee, which is equally represented by Cabinet Members and Public Protection Committee Chairs from each Council. The aim of the partnership is to deliver more efficient, cost effective services, increasing the resilience of Trading Standards, Environmental Health and Licensing across the region.

**Glamorgan Archives Joint Committee:** The Glamorgan Archives is administered by the Glamorgan Archives Joint Committee (GAJC), a Committee of Councillors' and co-opted members which meets four times a year. The Committee's remit is to develop and run a joint archive service for the six local authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan.

**Vale, Valleys and Cardiff Adoption:** This regional adoption service brings together the adoption services of Cardiff Council, Vale of Glamorgan Council, Merthyr Tydfil County Borough Council and Rhondda Cynon Taff County Borough Council. The development of this adoption collaboration is unique to Wales and forms a key part of the implementation of the Social Services and Well-being (Wales) Act 2014.



# Our Outcome Agreement



We set up a three year Outcome Agreement with the Welsh Government to deliver and demonstrate improvement in a number of key service areas. This is aligned to the Welsh Government's *Programme for Government*, the Council's key priorities and Improvement Objectives, and focuses on:-

- Supporting the economy and business
- Improving the quality of housing
- Ensuring people receive the help they need to live fulfilled lives
- Improving school attainment
- Improving the skills of young people and families

As of 31st March 2016 our Outcome Agreement with the Welsh Government came to an end and the Minister for Local Government has no plans to set a new round of Outcome Agreements.



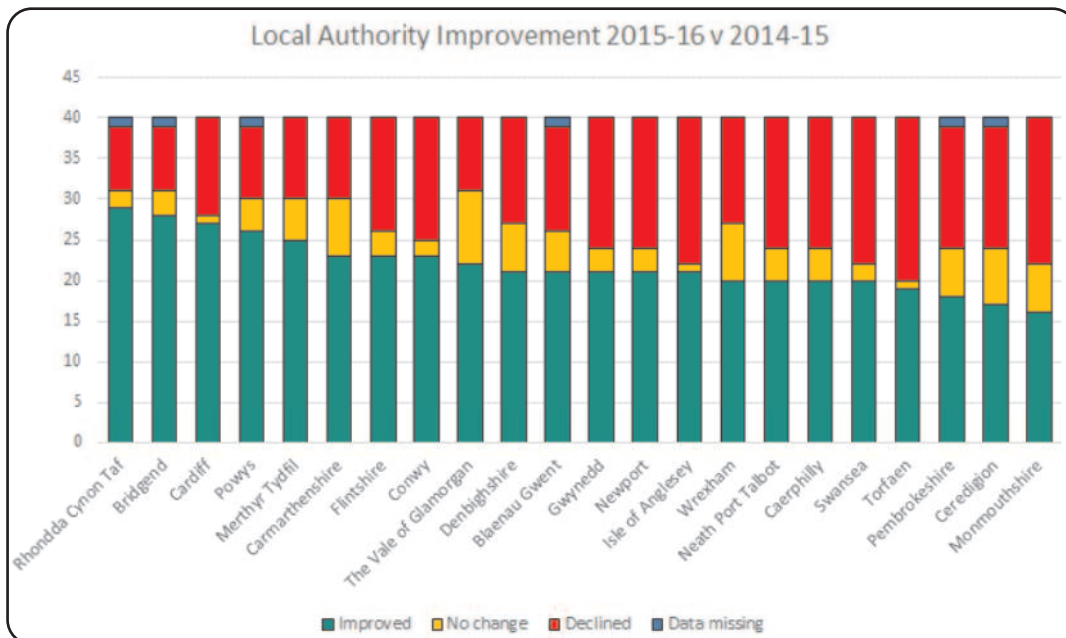


# Our National Strategic Performance Indicators & Public Accountability Measures



We are also required under the Local Government (Wales) Measure 2009 to assess our performance against the National Strategic Indicator (NSI) and Public Accountability Measures (PAM) data sets. These are set by the Welsh Government. Where these indicators and measures are relevant to the progress we have made against our Improvement Objectives they are included in this Improvement Report. Our performance against the full range of NSI and PAM data sets is shown in the 'How We Measure Up' section.

We are pleased to report that in 2015-16, we improved or maintained our performance in 70% of our National Performance Indicators compared to 47.7% in 2014-15. Our performance in 2015-16 exceeds the all Wales improvement of 65%. The graph below shows that we are the third most improved Local Authority in Wales.



Where our performance has declined, we are working to understand the reasons for this so we can seek to improve, if possible, during the current year.





# Continuous Improvement in Cardiff



In accordance with the Local Government (Wales) Measure 2009, we have a duty to improve the services that we deliver. Building upon the Corporate Assessment of 2014, the Council received a Corporate Assessment Follow On inspection by the Wales Audit Office (WAO), in October 2015. The WAO concluded that the Council has *'better arrangements in place to support improvement'*. As part of this follow-on inspection, we received one statutory recommendation from the WAO; *'The Council must ensure that it addresses the proposals for improvement as set out in this report to deliver improved outcomes within the next 12 months'*. In response to this, we prepared a *Statement of Action*, to address each of the proposals for improvement identified by WAO, and put in place a performance management programme to enable;

- Performance management that is outcomes focussed
- A culture of accountability
- A strong golden thread linking performance management across all levels of the organisation and to the wider City performance
- A culture of proactive performance management

This programme will build upon the Council's existing performance management arrangements and Performance Management Framework, which ensures that we discharge our statutory obligations. The Framework aims to support the delivery of providing services to our citizens against a backdrop of increasing financial challenges. The Framework allows us to develop a performance culture where open and honest debate about performance issues is the norm, and is used to drive focussed improvement. Our Framework is based on:

- Corporate planning to set out the long-term priorities of the Council, with identified Improvement Objectives and commitments to allow us to exercise our general duty to "make arrangements to secure continuous Improvement".
- Delivery Plans that are SMART and contain the priorities of each of our Directorates in contributing to the overall Improvement Objectives of the Council
- Aligned monitoring and reporting cycles for finance and service performance information to afford the Council greater visibility of its overall performance position
- Performance Challenge sessions at Senior Management Team on a monthly basis
- Joint Cabinet & Senior Management Team Performance Challenge meetings
- Scrutiny of performance information prior to formal Cabinet consideration
- A Challenge Forum which draws together senior Members and officers, together with external peer support, to test and challenge the Council's progress against its improvement journey
- An extensive staff engagement programme to raise awareness of, and involvement in, the improvement journey
- A Personal Performance Development & Review process to allow for individual employee's contributions to Directorate Delivery plans and the Corporate Plan



# Citizen Engagement - The Cardiff Debate



In partnership with Cardiff and Vale University Health Board, South Wales Police, and South Wales Fire and Rescue Service, we established the Cardiff Debate as a three-year conversation with our citizens about the planning, prioritising and provision of public services in Cardiff. The Cardiff Debate was established so that the Council could engage with communities, listen to ideas and opinions on the future operations of Council services, and respond effectively to budget reductions, whilst continuing to deliver high quality services.

Our Citizen Engagement programme, along with our Budget Consultation, has helped to shape our 2015-17 Corporate Plan, allowing us to ensure that services are responsive to local need. For the first phase of the Cardiff Debate we undertook 37 Citizen Engagement events, covering all Neighbourhood Partnership areas. The table below illustrates how the Council has responded to some of the feedback and themes emerging.

<b>Cardiff Debate Feedback</b>	<b>Responding to Community Voices</b>
<p><b>Which services are a priority for you and your family?</b></p> <p>Health Services Education and Skills Keeping Children Safe</p>	<p>Education and Supporting Vulnerable People are clear priorities for the Corporate Plan. There are specific objectives about integrating health and social care and promoting independent living which is known to have an impact on health and quality of life</p>
<p><b>Which services do you and your family use?</b></p> <p>Parks and Green Spaces Sports, Leisure and Culture City Travel Libraries, Community Centres and Hubs</p>	<p>The Sustainable Economic Development priority includes a number of objectives to improve transport in the City. The Corporate Plan's 4th Priority (Working with people and partners to design, deliver and improve services) has specific objectives on ensuring sustainable long-term provision of non-statutory but highly valued services such as cultural and leisure centres, libraries and community services</p>
<b>Cardiff Debate Feedback</b>	<b>Responding to Community Voices</b>
<p><b>What matters most to you in the delivery of the service?</b></p> <p>Strong emphasis on service quality as opposed to other factors such as cost, proximity of services to home and who delivers the service</p>	<p>We have addressed this in our Corporate Plan priority that focuses on Working with people and partners to design, deliver and improve services. We have also established a 3 year Organisational Development Programme to ensure that Council services can change to meet the challenges of growth and austerity</p>



- **Social Media Strategy** – Since the end of June 2014 we have utilised Social Media to maximise awareness of the Cardiff Debate programme. We set up both Facebook and Twitter accounts dedicated to the Cardiff Debate with daily updates detailing the challenges faced by public services in the city, updates on how and where the public can participate in the debate and feedback from the events held to date. The Cardiff Debate currently has 419 likes on Facebook and 1,386 Twitter followers. Information in relation to the Cardiff Debate can be found online at [www.cardiffdebate.co.uk](http://www.cardiffdebate.co.uk)
- **Online Consultation** – We adapted our engagement activities into an electronic format and made available bilingually online
- **Community Venues** – Postcards and drop boxes were left at hubs, libraries and leisure centres across the city which invited citizens to have their say on the services that matter most to them and their family.
- **Ask Cardiff Survey** – The annual Ask Cardiff Survey 2015 received a total of 4,431 responses offering our citizens the opportunity to share their views on a range of Council services. .

Engagement through the Cardiff Debate has resulted in a number of learning outcomes and the opportunity to participate in a conversation has been hugely welcomed by our citizens.



# Organisational Development





In May 2014 the Cabinet established a comprehensive Organisational Development Programme (ODP), which was designed to reshape the Council in response to a range of critical challenges, including the marked deterioration of the Council's financial position, demand-led pressures on services, and the inadequate performance of a number of statutory services.

The ODP brought together the key change projects that will help deliver more efficient council services and improve performance outcomes. The scope and scale of the programme reflected the absolute requirement for the Council to continue to move rapidly to new models of service delivery that enable the effective management of current and future demand with vastly reduced resources. In doing so, it sought to address issues identified by the Welsh Local Government Association (WLGA)-led Corporate Peer Review and anticipated many of the observations of the Wales Audit Office's Corporate Assessment.

As a result, the Wales Audit Office report of September 2014 made one proposal for improvement:

*"The Council ensures the implementation of its Organisation Development Plan resolves the range of issues identified in this assessment".*

In July 2015, the Council's ODP was re-orientated to focus on a smaller number of priorities, and to ensure that the Council's transition to new ways of working proceeded at pace. It was also framed as the central component of the "Make the Difference" staff engagement campaign to secure staff ownership of the drive to improve the organisation.

The Wales Audit Office published its Corporate Assessment Follow On report on 26th February 2016. The report concluded that:

*"The Council has put in place better arrangements to support improvement and to address longstanding issues, but is now at a critical point in embedding them if it is to achieve a step change in delivering improved outcomes".*

Organisational development work has focussed on addressing fundamental issues: for example, setting the Council's strategic direction for the next three years; improving the governance of the organisation; reshaping council services to reflect severe financial and demand pressures; placing alternative delivery mechanisms clearly on the Council's agenda; developing and implementing strategies for key corporate enablers, such as technology, land and property; bringing about a step change in staff engagement; and accelerating improvement in key services, such as education and social services.

While progress has been made, it is important to ensure that momentum is maintained. A comprehensive review of the ODP is being undertaken with a view to ensuring that key projects and initiatives reinforce the need to achieve a step change in delivering outcomes for citizens. Specifically, the review will:

- Provide an update on the Programme and map out the next steps for key projects and initiatives that are essential to improving the Council's financial resilience and service delivery performance in the medium term;
- Ensure all projects within the ODP have effective financial and performance management plans and measures in place; and
- Ensure that saving plans included in the medium term financial plan are directly linked to the ODP.

This review will further reinforce the Council's ability to respond positively to the Wales Audit Office's Proposals for Improvement.





# ‘What Matters’

## The 10 Year Strategy for Cardiff





Delivery of the What Matters Outcomes has continued in 2015-16 and an Annual Report for 2014-15 was produced in May 2015 detailing delivery progress of the What Matters outcomes.

In 2015-16, as part of a mid-term review, the ten year What Matters Strategy has been refreshed to ensure that it is fit for purpose for the next five years. It reflects the changing policy and legislative context which has emerged since publication of the original Strategy. To inform the review and ensure that the Strategy continues to focus on the needs of Cardiff's citizens and communities, an update of the Strategic Needs Assessment was carried out in 2015 to evaluate progress to date, identify any emerging issues or trends and future priorities for the Partnership. The Assessment, which provides updated population indicators in relation to the seven citizen outcomes, was compiled by a multi-agency group which brought partners together to enable collective work to be undertaken based on a shared view and understanding of the data.

The refreshed What Matters Strategy, prepared in conjunction with partner organisations represented on the Cardiff Partnership Board, identifies key themes integral to any new approaches developed by partners. The Well-being of Future Generations (Wales) Act 2015 came into force in April 2016 and establishes the Cardiff Partnership Board (our current Local Service Board) as a statutory public services board.

Further information on 'What Matters', including the annual review, quarterly Neighbourhood Intelligence Reports and updates on the Partnership Programmes, can be found at [www.cardiffpartnership.co.uk](http://www.cardiffpartnership.co.uk).

# ‘Everyone Matters’ - Equalities



The Equality Act 2010 places a duty on Local Authorities to consider the needs of people with 'Protected Characteristics' when carrying out their day to day work – in shaping policy, in delivering services and in relation to their own employees. It requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different groups when carrying out their activities.

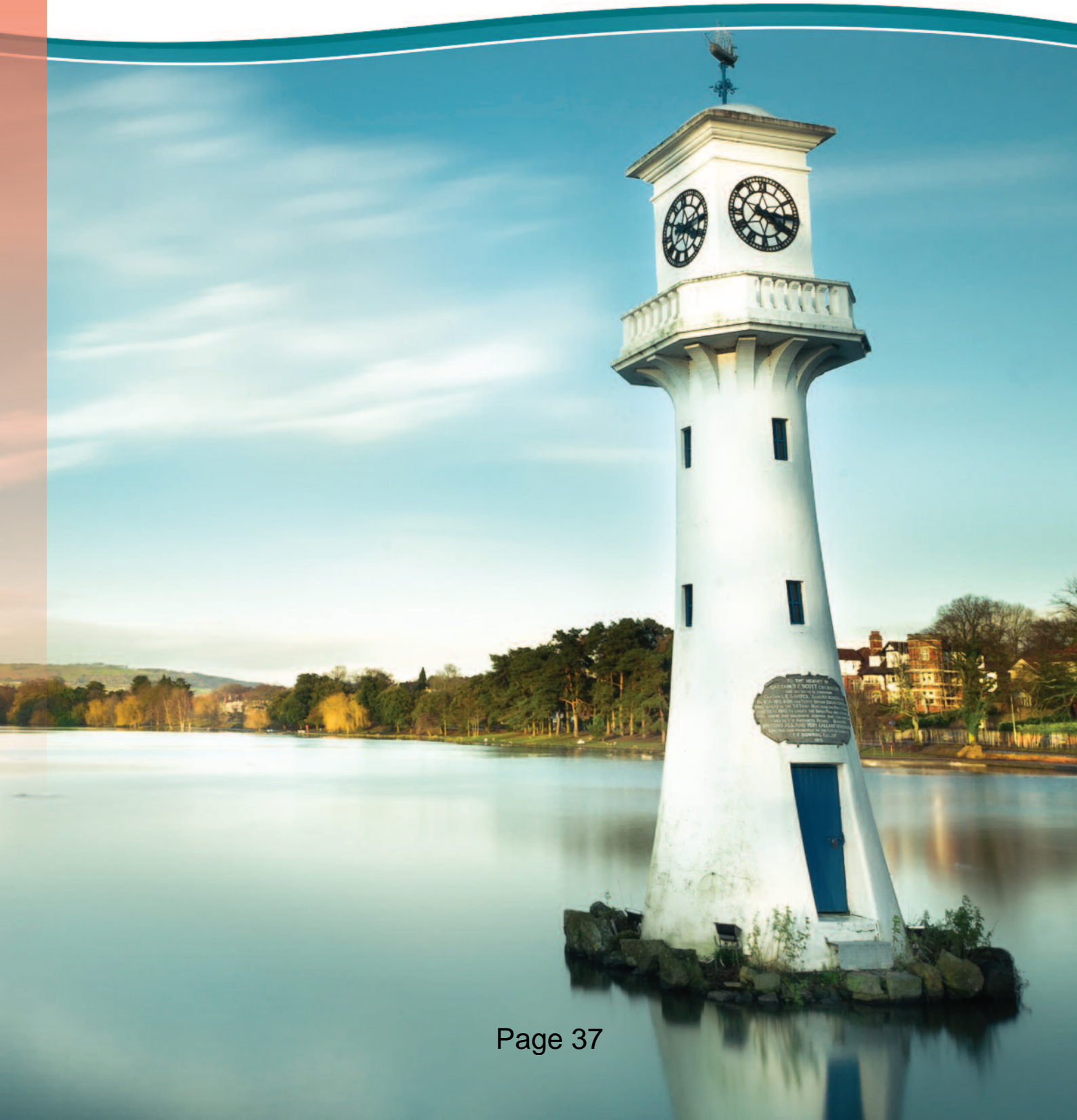
The City of Cardiff Council manages these duties through its Strategic Equality Plan - a four-year plan that outlines our commitment to reducing inequalities and sets out our key priorities for the period ahead. During 2015-16 the Council engaged widely on proposals towards publishing its second Strategic Equality Plan, which Cabinet agreed in March 2016. The seven strategic equality objectives set out in the Plan link to the Corporate Plan and 'What Matters', to ensure a consistent approach is adopted to addressing inequalities in Cardiff and that our equality work is targeted at the areas of highest need for the city.

The Council publishes an Annual Equalities Review, setting out the steps we have taken to identify and collect relevant information, how we have used this information, and evaluating the effectiveness of the steps we have taken to fulfil our equality objectives. The annual report also reflects upon our achievements, challenges and improvements during the past year. Our most recent report is available at [www.cardiff.gov.uk/equality](http://www.cardiff.gov.uk/equality).

We have undertaken extensive engagement, consultation and involvement activities throughout 2015-16 to give citizens the opportunity to participate in and influence the design of services. These include engagement around equalities issues through our Access Focus Group, Cardiff Youth Council and 50+ Forums, and on budget priorities through the Cardiff Debate. We also have well established employee equality networks around gender, race, disability and sexual orientation.



# Sustainability



To tackle sustainability issues and opportunities we need to consider the social, environmental and economic implications of our decisions. To achieve sustainable development, we work to ensure that economic activity works towards social progress, and that this is within environmental limits. We have produced a One Planet Cardiff strategy that sets out our vision for a sustainable One Planet Cardiff, focusing on key impact areas of energy, waste, transport, food, water, place and people and the socio-economic benefits of these areas. We use the One Planet Cardiff branding in our promotion of sustainable development issues and held a One Planet Cardiff Schools Challenge during June 2015.

The Welsh Government Well-being of Future Generations Act comes into force in April 2016 and sets out the requirements for consideration and delivery of sustainable development in the public sector in Wales. We have been working with the WLGA as an 'early adopter' of the legislation from 2014 to 2016, with this work focusing on corporate and community planning requirements.

Cardiff Council is a signatory of the Sustainable Development Charter committing the Authority to making decisions that produce the best long term outcomes for themselves and for the future of Wales.

We maintained corporate registration to Level 3 of the Green Dragon Environmental Standard following an annual audit in November 2015, following accreditation to Level 2 in 2008 and Level 1 in 2005. Achieving Level 3 shows that we understand our environmental responsibilities and can demonstrate legal compliance with applicable environmental legislation, and also that we are monitoring and managing our environmental performance and measuring our carbon emissions. Additionally, three sites achieved Level 4 of the Standard: Thornhill Crematorium & Cemetery, Storey Arms Outdoor Education Centre, and Bute Park Administrative Building.

Cardiff has been selected as one of six cities in the UK to share in one million pounds of funding to be invested in improving food culture and support its efforts to become a Sustainable Food City – Cardiff is currently a bronze award Sustainable Food City. This has enabled the appointment of a dedicated Food City Coordinator, co-hosted by the Council and Public Health Wales, who is working on the development and delivery of Cardiff's Sustainable Food Action Plan and Food Cardiff Partnership. In summer 2015 Food Cardiff was involved in the School Holiday Enrichment Programme (SHEP) which brought food and fun to deprived areas of the city during the school holidays. SHEP has attracted interest from across the UK and been shortlisted for several awards.



# Scrutiny in Cardiff





Scrutiny was introduced to Wales under the Local Government Act 2000 as an integral aspect of local governance, and its statutory powers for securing effective improvement of local authority services, through the Wales Programme for Improvement, are clearly defined in the Local Government Act 2009. Its constructive challenge is designed to support the Cabinet in making available a range of accessible, efficient and effective services for citizens.

Cardiff's scrutiny arrangements have been examined by Wales Audit Office, Estyn and the Care and Social Services Inspectorate for Wales in 2015-16, and each inspectorate has found Scrutiny to be playing a strong and improving role. The function undertook a review of its operational effectiveness during 2015, and is currently working through an action plan of 18 Quick Wins to maintain the authority's "best in class" reputation as an authority that takes scrutiny seriously, and which has received national honours for the quality of its scrutiny work.

Each of the Council's five scrutiny committees has carried out work to support each of the key themes of the Corporate Plan. Underpinning these was a programme of co-ordinated and consistent scrutiny of Service Area Business Plans, Directorate Budget Briefings and regular performance monitoring. The efforts invested in detailed scrutiny of the Cabinet's draft 2016-18 Corporate Plan and draft Budget Proposals for 2016-17 in February 2016 presented many opportunities for reviewing past financial and service performance, and previewing monitoring arrangements for 2016-17 by the relevant Scrutiny Committee(s).

Much of the Council's scrutiny work in 2015-16 supported the authority's significant service transformation. Policy Review and Performance Scrutiny Committee has in particular paid close attention to work being developed through the Programme for Organisational Change, and major developments such as the Business Infrastructure Alternative Delivery Model. This performance review work has been reinforced by the other four Scrutiny Committees, who have considered the integration of Health and Social Care, the transformation of the centre of Cardiff and its transport interchange, the Local Development Plan, safeguarding of children and vulnerable adults and the development of new models for management of leisure and arts services.

Each Committee has undertaken scrutiny of the growing range of collaborative delivery models and partnership activity, whether through individual activities such as the South East Wales Regulatory Collaboration Project, or South Central Wales Education Consortium, or through the multi-agency Cardiff Partnership Board – to hold to account the Council and its key strategic partners for the work it is undertaking through its 'What Matters' Single Integrated Plan.

## Improving Scrutiny for the Future

The draft Local Government Bill and Well-being of Future Generations Act will, during 2016, each specify new and more robust scrutiny duties for Welsh local authorities.

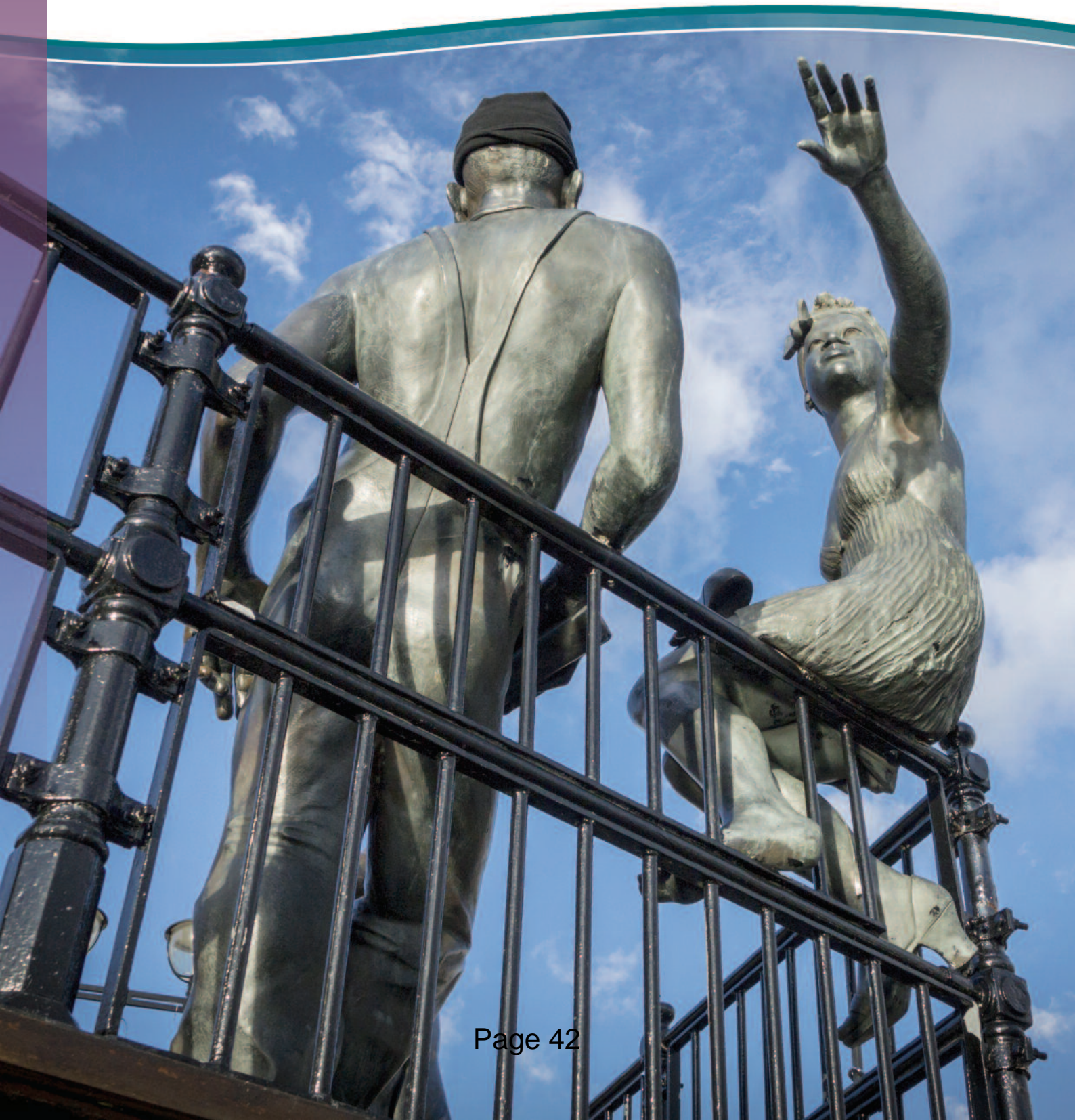
The Future Generations Act will require the Council to arrange scrutiny of the newly created Public Services Board, and to test the way that the Council, Police, Health, Natural Resources Wales and other partners are working to deliver well-being to current and future citizens.

Although the Local Government Bill is still subject to consultation, its provisions include the way that scrutiny interfaces with external auditors, regulators and inspectors; the role of scrutiny in local authority self-assessment; the relationship between scrutiny and internal audit; and the way that scrutiny engages citizens in local democracy.

At a local level, the Council has instigated a review to take place during 2016, to ensure that these scrutiny issues can best be addressed following the May 2017 Council elections.



## How we self-evaluate our Improvement Objectives



To help us to understand and assess how we are progressing against our Improvement Objectives, we use a number of sources of information, for example:

- **Inspection Reports** – Our regulators include the Wales Audit Office, Estyn (Education) and the Care and Social Services Inspectorate Wales (CSSIW). The Council is subject to a number of inspections from these regulatory bodies, and their findings help us to assess areas in which we are performing well, as well as, identifying areas that require improvement.
- **Surveys** – We use the annual Ask Cardiff survey to provide our citizens the opportunity to share their views on a wide range of our services. From this, we can identify areas in which we are performing well, and also identify those areas where our citizens feel we need to improve.
- **Feedback & Case Studies** – Where available we use evidence from case studies or qualitative feedback from our service users. This gives us an insight into what our service users feel and think about our services.
- **Progress against the commitments we made** – Within our Corporate Plan we make a number of commitments which we believe will help us to deliver against our Improvement Objectives. Monitoring the progress of these commitments enables us to understand what we have achieved and where further work is required.
- **Progress against our performance measures** – We identify a number of performance measures within our Corporate Plan which we feel will enable us to demonstrate how well we are delivering against our Improvement Objectives. Where applicable, we set targets against our performance measures to demonstrate the level of achievement we want. However, as we are on an improvement journey, we are more focussed upon identifying where improvements are evidenced, and where we are not improving and further attention is required.

Using this information allows us to consider and give a balanced picture of our improvement journey over the year. By utilising this information, we can identify areas where we have improved and celebrate success, and we can also identify areas where we may have not performed so well, which may require further attention from us.

The Local Government (Wales) Measure 2009 requires us to ‘make arrangements to secure continuous improvement’. Whilst we assess our Improvement Objectives on an annual basis, they cannot be completed within one year. Therefore, in most cases, our Improvement Objectives remain static within our Corporate Plan, and we monitor, review and revise our planned activities and measures of progress on an annual basis to support our improvement journey.




Using the above information helps us to come to a decision on our Improvement objectives as detailed below:



**Good progress:** We assess ourselves as having made good progress, where we observe improvement across all key performance areas.

**Satisfactory progress:** We assess ourselves as having made satisfactory progress, where we observe improvement across most of our key performance areas. However, there may be areas where our performance is not as satisfactory as we would like, and we embrace this as it helps us to identify where we need to focus more attention.

**Unsatisfactory progress:** We assess ourselves as having made unsatisfactory progress, where we have not observed any improvement across our key performance areas.

-  Performance met or exceeded target
-  Performance within 10% of target
-  Performance more than 10% off target

Unfortunately, we received a certificate of non-compliance for our 2014-15 Improvement Report, as we had failed to meet the requirements of the Local Government (Wales) Measure 2009 in not assessing our improvement objectives. In their Annual Improvement Report issued July 2016, the Wales Audit Office made the following recommendation:

***“The Council must ensure that its annual improvement report contains a summary assessment of the Council’s view of its success in achieving its improvement objectives for the year”.***

We have structured this report around our 11 improvement objectives and our summary assessment shows that we have made **Good Progress** in 4 of our improvement objectives and **Satisfactory Progress** in 7 of our improvement objectives. We have not assessed any of our improvement objectives as having made **Unsatisfactory Progress**. The table below shows this summary assessment and the remainder of this report



Progress against our Improvement Objectives	Good Progress	Satisfactory Progress	Unsatisfactory Progress
Every Cardiff School is a good school where learners achieve well		✓	
Looked After Children in Cardiff achieve their full potential		✓	
Adult Learners achieve their potential	✓		
People at risk in Cardiff are safeguarded	✓		
People in Cardiff have access to good quality housing	✓		
People in Cardiff are supported to live independently		✓	
Cardiff has more employment opportunities and higher value jobs	✓		
Cardiff has a high quality city environment that includes attractive public spaces and good supporting transport infrastructure		✓	
Communities and Partners are actively involved in the design, delivery and improvement of highly valued services		✓	
The City of Cardiff Council has effective governance arrangements and improves performance in key areas		✓	
The City of Cardiff Council makes use of fewer, but better, buildings		✓	

## Improvement Objective: Every Cardiff school is a good school where learners achieve well

### What did we want to achieve?

During 2015-16 we said we would focus on:

- Creating the conditions and opportunities for every child in Cardiff to attend a good school, achieve positive outcomes and move on successfully to the world of work

### Our summary of performance

Our self-evaluation of performance tells us that we have made satisfactory progress in relation to this Improvement Objective, as we have observed improvement across most key performance areas. The standards achieved by our pupils and the progress they make are the key measures of the quality of education they have received. The results for the 2014-2015 academic year build on the improvements observed last year and indicate that the actions put in place to address longstanding shortcomings in provision are now having a positive impact on improving outcomes for learners. Standards of attainment continue to improve in all key stages and in many indicators at a faster rate than across Wales as a whole.

The Welsh Government National Categorisation model provides us with a picture of the performance of Cardiff schools according to a consistent evaluation of standards, leadership, teaching and learning. Schools are placed in one of four support categories: red, amber, yellow, green, with red schools deemed to need most support to improve and green schools the least (i.e. green schools are better performing schools).


In January 2016, 35% (45 of 127) of our schools were categorised as green, compared with 23% (29 of 127) in January 2015. The number of our schools requiring the most support, categorised as red, decreased in 2015-16 to 10, compared with 18 in the previous year.

There are proportionately more secondary schools than primary schools in the amber and red categories, and more primary schools than special schools. Just over half of secondary schools remain in the two highest risk categories (four in red and six in amber), just under a quarter of primary schools (five in red and 17 in amber) and one special school (red).

The combined picture of improving standards and an increasing number of 'green' schools indicates that positive progress is being made towards our ambitions to make every Cardiff school a good school. Assurance was provided by Estyn following their final monitoring visit to Cardiff in January 2016, concluding that the authority is no longer in need of significant improvement and would be removed from any further follow up activity. Satisfactory progress was noted, taking account of improved pupil performance across all key stages over the last three years.

While we have made satisfactory progress, we recognise that there is still more work to be done and we will continue to monitor our progress against this Improvement Objective in our 2016-18 Corporate Plan. This will coincide with the launch of 'Cardiff 2020 – Aiming for Excellence', a renewed vision for education and learning in Cardiff.

### How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The number of schools which are placed in a formal category, either Special Measures or Requiring Significant Improvement, following an Estyn Inspection	1	3	2	6	▼	
<p>Two schools, one secondary and one primary were placed in special measures. The Local Authority had signalled concerns to the secondary school in a warning notice in advance of the inspection by Estyn but insufficient improvement had been made.</p> <p>Three primary schools were placed in significant improvement following inspections in the course of the year. A secondary school was also placed in significant improvement. Changes to the way that schools are challenged and supported have been put in place as a result of this pattern of judgements in order to ensure that weaknesses are identified and addressed at an earlier stage.</p>						



Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The % of pupils assessed at the end of Year 6 achieving the Core Subject Indicator (CSI)	86.5 %	82.6 %	85.1 %	87.8 %	▲	😊
<p>This year in the Core Subject Indicator, Cardiff attained 87.8 %, compared with 87.7 % across Wales, and exceeded the target set of 86.5 %. The increase in Cardiff was greater than that for Wales as a whole (2.7 % compared with 1.6 %). The performance in this indicator is now in line with the national average. There was further improvement in the performance of Cardiff schools at this Key Stage when compared to similar schools nationally, with an increase in the number in the highest benchmarking quarter and a decrease in the number in the lowest quarter. However, variation in the performance of schools is still a notable feature.</p>						
The % of pupils aged 15 who achieved GCSE grade A*-C in English or Welsh and Mathematics	60.00 %	49.86 %	54.04 %	59.30 %	▲	😐
<p>The target for the academic year 2014-15 was narrowly missed. There has been an improvement of 5.26 percentage points to 59.3 %, which is the biggest improvement in the consortium and 1 percentage point greater than the improvement in 2014. However, in order to be in the top 25 % performing authorities, Cardiff's performance in this indicator would need to be 62.3 %. Eight out of 18 secondary schools met or exceeded their expected performance for the Level 2+ threshold. In the 10 schools where performance was below expectation, four schools had outcomes below expectation by more than five percentage points. However, four out of every 10 pupils still end their compulsory education without having achieved five good GCSEs including English or Welsh and mathematics. In five schools, more than half of the pupils failed to reach the Level 2+ threshold, and in three schools it was more than seven out of every ten pupils. Action has been taken to intervene in the three secondary schools with markedly low performance which had a negative impact on the city's overall figures. New leadership is in place in all three schools.</p>						
The % of pupils achieving 5 GCSEs	94.50 %	91.74 %	93.19 %	92.15 %	◀ ▶	😐
<p>We did not meet the target that we set ourselves, as there was a decrease of approximately 1 percentage point in the Level 1 threshold, caused predominantly by the 2 percentage points decrease in the performance of boys. There continues to be little correlation between school outcomes in these measures and the proportion of Free School Meal (FSM) pupils. This strongly suggests that any differences reflect the variation in provision within schools, in terms of a suitable curriculum offer and rigour in tracking the progress of all pupils. There has been an increased focus this academic year from challenge advisers and local authority officers on improving the provision in schools and the quality of provision from partners, to ensure that the percentage of pupils who reach the Level 1 threshold increases.</p>						

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The % point gap between Free School Meals (FSM) pupils and non FSM pupils in the CSI at KS2	16.22 % point gap	19.46 % point gap	17.50 % point gap	14.28 % point gap	▲	😊
<p>The target for this performance indicator was exceeded. The difference in performance between FSM pupils and non-FSM pupils has been reduced again this year from 17.5 percentage points to 14.3 percentage points. The gap has continued to reduce over the last four years as FSM pupils' performance is improving at a faster rate than the performance of non-FSM pupils. The performance of FSM pupils has improved by just over 5 percentage points, compared to that of non-FSM pupils which has improved by 1.9 percentage point. The performance of the city's FSM pupils is 1.6 percentage points ahead of the national figures for 2015.</p>						
The % point gap between FSM and non FSM pupils' achievement of 5 GCSEs A*-C including English or Welsh and Mathematics	30.00 % point gap	36.18 % point gap	33.29 % point gap	32.23 % point gap	▲	😐
<p>Results for 2015 show that 32.2% of FSM pupils attained the Level 2+ threshold in Cardiff compared to 31.6% of FSM pupils across Wales. However, the gap in performance between the two groups increased slightly to 34.28 percentage points and the target was not met. This area of work is a focus for both the Local Authority and the Consortium. A closing the gap strategy 2016-2018 has been implemented. The aim is to exceed the Welsh Government target of 34% for FSM pupils achieving the GCSE Level 2+ measure in 2016 and to achieve a position where no school falls below this threshold. The strategy prioritises building the capacity of schools to improve the quality of teaching and learning. In conjunction with this, recommendations are made regarding other whole school high impact / low cost approaches to close the attainment gap of children affected by poverty.</p>						
The % of Year 11 leavers not in Education, Employment or Training (NEET)	2.50 % NEET	4.90 % NEET	4.26 % NEET	4.50 % NEET	◀ ▶	😞
<p>The 4.5% comprised of 118 young people (3.53%) who did not progress into EET and 18 young people or 1.02% who could not enter EET due to illness or being in youth custody. Of the 152 young people who were NEET at the October 2015 Destination Count, 106 had been identified by Vulnerability Assessment Profiling (VAP) as being amber or red. This is encouraging as it demonstrates that the young people who need support are being identified appropriately.</p>						

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The % of Year 12/13 leavers not in Education, Employment or Training (NEET)	3.00 % NEET	4.2 % NEET	4.40 % NEET	2.95 % NEET	▲	😊
<p>The target was achieved and a total of 41 Year 13s had not progressed into Education, Employment or Training (EET) at the time of the Destinations survey. This was 2.95 % of the cohort of 1389. The 2.95 % comprised of 34 young people (2.45 %) who did not progress into EET and 7 young people or 0.5 % who could not enter EET due to illness or caring responsibilities. This represents a 1.45 % improvement on the previous year's position (2014) when 62 Year 13 school leavers did not progress into EET. This was 4.4 % of the cohort.</p>						
Attendance at primary school	94.0 %	94.0 %	94.9 %	95.2 %	▲	😊
<p>Attendance in primary schools continues to improve. The figure for 2014-15 was 95.1 %, which was a 0.2 percentage point improvement on the previous year. (The primary figure of 95.19 % was returned to Welsh Government but the final figure published by WG was reduced to 95.1 % with the addition and aggregation of primary special school attendance). Performance is above the average primary attendance for Wales of 94.9 % and Cardiff is now 6th out of the 22 local authorities in Wales. Performance is better than in similar authorities such as Swansea, ranked 11th, and Newport, ranked 21st. Overall, 51.5 % of primary schools achieved an attendance rate over 95 % and 27.4 % of schools achieved attendance of 96 % or above. Since the implementation of the 5 Step Framework for managing attendance in 2011-12, the percentage of schools in the 1st and 2nd Quartiles has improved by a little over 17 percentage points from 45.92 % to 63 %. There is further work needed to ensure all schools compare favourably against similar schools but progress is encouraging.</p>						
Attendance at secondary school	95.0 %	92.9 %	93.9 %	93.9 %	◀ ▶	😐
<p>The 2014-2015 overall attendance figure for secondary schools remained the same as in the last academic year, at 93.8 %, which matches the Welsh average. This places Cardiff 11th out of the 22 local authorities in Wales for secondary school attendance and 7th out of the 10 core cities. Seven schools achieved attendance above 95 % compared to five last year. Notably poor attendance in two schools impacted significantly on the overall city data. Additional support has been focused on the poorest performing schools and there is better joint challenge and planning with colleagues in the Consortium where schools are not making progress, which has helped to secure improvement so far this academic year. Secondary attendance up until the end of January 2016 was 94.68 % which compares favourably with the same point last year when attendance was 94.05 %.</p> <p>There has been pleasing progress in the number of schools whose attendance rates place them in the 1st and 2nd Benchmarking Quarters against similar schools nationally. Since the implementation of the 5 Step Framework for managing attendance in 2011-12, the percentage of schools in the 1st and 2nd Quarters has improved by almost 30 percentage points from 45 % to 73 %. There is further work needed to ensure all schools compare favourably against similar schools but progress is encouraging.</p>						



### What have we achieved this year?

In our 2015-17 Corporate Plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against this Improvement Objective. The information below details what we have achieved in 2015-16.

- **Further increase the role of Cardiff schools in leading the school-to-school working across the Central South Wales region**

In collaboration with the Central South Consortium, via the Central South Wales Challenge, we have worked to further develop a self-improving school system, to reduce variations in school standards, and to improve the quality of teaching and leadership. Nearly all of our schools are now part of a Schools Improvement Group, and our high performing schools are continually encouraged by their Challenge Adviser to take a lead role. **We have observed significant progress in engagement with, and understanding of, a self-improving school system based around a model which is now very familiar to schools and stakeholders across the region.**

The Consortium Business Plan highlights the areas that need to be developed further if we are to create a sustainable system of school improvement which can support our schools to be the best in Wales and beyond. Within our Corporate Plan 2016-18, we have committed to continue working with the Consortium to further develop a Central South Wales networked learning community, focusing on improvements in the quality of leadership, teaching and learning.

- **Deliver the Challenge Cymru programme in six secondary schools by the end of the 2015-16 academic year**

Six of our secondary schools are part of the Welsh Government's multi-million-pound Challenge Cymru school improvement programme.

As part of the delivery of this programme, Accelerated Improvement Boards monitor performance and the quality of provision. Despite the ongoing work to deliver the Challenge Cymru programme, performance in Key Stage 4 at the Level 2+ threshold has not improved at the desired rate. In 2015 one of the six schools improved its performance and one maintained its performance. However, outcomes in the other four schools decreased. We have intervened in three of these schools and leadership capacity has been increased. In the fourth school, although there was a decline in performance, this still remains significantly above modelled expectations.

The Challenge Cymru programme continues to be delivered with officers from Education, Finance and Human Resources providing ongoing support to schools to deliver their improvement plans.

Improving the performance of the minority of secondary schools that continue to cause concern is a priority commitment in our Corporate Plan 2016 – 2018.

- **Where schools do not make expected progress over time, use Local Authority intervention powers and bring about improvement on an annual basis**

In October 2014, we issued warning notices to five of our secondary schools. In the summer of 2015, two of these schools improved significantly and the other three are expected to improve their results in 2016.

- **Strengthen school governance, ensuring appointment to all LA governor vacancies on school governing bodies in a timely manner by June 2015**

During 2015, we launched a new governor recruitment campaign within the overarching ‘Education is Everybody’s Business’ campaign. This raised the profile of the benefits of becoming a governor in our schools and enabled improved links with local businesses and other partner organisations.

We worked in collaboration with the Central South Consortium, and provided a full range of training to governors, in order to meet mandatory training requirements, and enable them to discharge their duties effectively. Schools classified as ‘In need of greatest improvement’ have received bespoke governor training from the Challenge Adviser team. Online training was also launched in September 2015 to offer a more accessible training option for governors.

Communication with governors continues to improve, including termly strategic briefings for Chairs of Governors by the Director of Education and regular electronic updates.

A revised recruitment, selection and retention process has been introduced for Local Authority governors, which aims to ensure that appropriate governors are selected to represent the Local Authority.

As at the end of March 2016, the percentage of governor vacancies had increased slightly to 9.13% (175 vacancies) compared to 9% in the previous year. While positive progress has been made to strengthen governance, the turnover within the system, due to the four year governor term, presents challenges in ensuring that vacancies are kept to a minimum. This continues to be a priority for the Directorate and will be monitored by the Education Management Team.

- **Deliver the Schools Organisation Programme including the completion of Band A investment projects by 31st March 2019**

The 21st Century Schools programme has progressed significantly. The new Eastern High School design has been finalised and planning permission was granted on 13th January 2016. Demolition of buildings on the site has started, with the new school to be delivered for September 2017. Approval has been given for the new high school in the West, Four Wards primaries and Willows Primary.

- **Implement the Welsh Government Youth Guarantee to ensure appropriate progression routes for all learners by 2016**

The Youth Guarantee is the offer, acceptance and commencement of:

- A place on a full or part-time course in school, college, with an independent provider, or traineeship or apprenticeship place
- Training to at least Level 2 during employment

We are committed to the implementation of the Youth Guarantee and have undertaken a number of activities to support this. A Common Area Prospectus (CAP), which allows young people, their parents and those working with them to explore and apply for education and training programmes within their area, has been produced and schools have received guidance on the expectations for Information Careers Advice Guidance for Year 11. We have also completed a Learner Choice Survey and our Engagement & Progression Co-ordinator continues to work with schools and Careers Wales to identify those young people who do not have a destination planned. Any young people identified will be included within a Summer Transition programme to support them in achieving entry into further education, training or employment by September 2016. The Youth Guarantee is offered each academic year and will become an annual activity across learning providers in Cardiff.

- **Identify young people most at risk of disengagement by embedding the Vulnerability Assessment Profiling (VAP) tool across Cardiff schools by 2015**

We have embedded the VAP in all secondary schools, our Pupil Referral Unit and Greenhill Special School, to identify those pupils who are most at risk of not making a positive progression into Education, Employment or Training. Of the 152 young people who were Not in Education Employment or Training (NEET) at the October 2015 Destination Count by Careers Wales, 106 had been identified by the VAP as being at most risk of disengagement. This is encouraging as it demonstrates that the right young people who need support are being identified appropriately. However, it also illustrates that much more work needs to be done to ensure that those young people at risk of disengagement are properly supported and given appropriate opportunities to pursue learning and employment pathways that meet their needs.





Cardiff's 2015 NEET figure for year 11 school leavers is 4.5%, this represents 152 young people of a cohort of 3,343, and shows a slight decline in progress. This has resulted in Cardiff being ranked as the worst performing authority in Wales in 2015 for this measure. The 4.5% comprised 118 young people who did not progress into EET and 34 young people who could not enter EET due to illness, pregnancy, custodial sentence, disability, or caring responsibilities. Static performance this year is due in part to high levels of NEETs from a minority of schools.

Two European Social Fund projects will both bring additional capacity to the lead worker team who will be able to support more young people identified by the VAP as being most at risk of becoming NEET.

We are dedicated to delivering the 'Cardiff Commitment', a strategy to improve youth engagement and progression. This strategy sets out how the Council, along with a range of partners in the public, private and third sectors, will seek to ensure a positive destination for every young person. In our 2016-18 Corporate Plan we have developed an Improvement Objective committed to all young people in Cardiff making a positive transition into EET. To support this Improvement Objective, we have made a number of commitments around early identification, information sharing and expanding opportunities for young people.

## Improvement Objective: Looked after children in Cardiff achieve their full potential

### What did we want to achieve?

During 2015-16 we said we would focus on:

- Supporting Looked After Children (LAC) to achieve their potential, ensuring positive progression routes in Education, Employment or Training for all care leavers

### Our summary of performance

Our self-evaluation of performance tells us that we have made satisfactory progress in relation to this Improvement Objective, as we have observed improvement across most key performance areas. The Care and Social Services Inspectorate Wales (CSSIW) report of their inspection of Children's Services stated that the Council works with partners to deliver help, care and protection for children and young people and fulfils its corporate parenting responsibilities for Looked After Children.

Improved destinations for LAC were acknowledged by our ESTYN inspectors, via the implementation of a trainee programme to provide LAC with new skills and qualifications. The Looked After Children Traineeship Scheme was also highlighted as an area of good practice by ESTYN:





- 31 young people gained work experience
- Two young people were offered Corporate apprenticeships
- We trained 15 of our managers to become Youth Mentors

We are pleased to note continual improvement in the numbers of care leavers who obtain five or more GCSEs at grades A\*-C, however, the number of our Looked After Children in Primary School achieving the expected level in English or Welsh, Mathematics and Science has declined.

In consultation with young people, we launched a new Personal Education Plan (PEP) designed to help track and promote the educational achievements of Looked After Children. A Thematic Estyn inspection highlighted our PEP documents as an area of good practice. The PEP documents are 'child-friendly' documents to better support children and young people to be engaged in the process of developing their PEP and ensure their voice is heard. Performance in relation to PEPs has improved this year, with 27.6% completed within 20 days of a child entering care or joining a new school, compared with 20.4% in the previous year.

While we have made satisfactory progress, we recognise that there is still more work to be done and we will continue to monitor our progress against this Improvement Objective in our 2016-18 Corporate Plan. Our new Corporate Parenting Strategy sets out the shared vision, between Cardiff Council and the Cardiff and Vale University Health Board, of working together to ensure the best possible outcomes for children who are looked after or have left care, so that they can lead a happy and fulfilling life. We plan to embed key elements of this strategy by March 2017.

## How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The % of Looked After Children in Year 6 Primary School achieving the Core Subject Indicator	68 %	65 %	65.2 %	54.5 %	▼	
<p>Despite focussed work to improve outcomes for LAC, including an increased focus on joint working with Education, performance shows that we have not performed so well this year. However, we have continued to strengthen the relationship between Children's Services and Education, particularly where frontline staff work closely together, to have a direct impact upon the education of LAC. We have also established a 'virtual' tracking system to track attendance and attainment.</p>						
The % of care leavers aged 16+ who obtained 5 or more GCSEs at grade A* to C	12 %	8 %	9 %	11 %	▲	
<p>Performance improved to 11 % (13 / 121) from 9 % (11 / 128) in 2014-15, but was just short of the 12 % target. An additional 26 young people achieved 5 or more GCSEs grade A* to G, and a further 41 young people achieved another educational or vocational qualification.</p>						
The average external qualifications point score for 16 year old Looked After Children	220	216	191	257	▲	
<p>Improvement in this indicator reflects focussed work over several years to improve outcomes for Looked After Children, including an increased focus on joint working with Education.</p>						
The % of young people formerly looked after, who are known to be engaged in education, training or employment at the age of 19	58 %	53.2 %	56. %	52.4 %	▼	
<p>Despite a decline in performance, the Council's LAC Traineeship scheme has gone from strength to strength. Over the past year, 31 young people have been able to undertake work experience through the Council, compared to five in the previous year. We offered two young people Corporate Apprenticeships and trained 15 of our staff to be Youth Mentors. It is anticipated that the impact of these schemes will have a positive effect on these young people and enable them to transition into Employment, Education or Training at the age of 19.</p>						



### What have we achieved this year?

In our 2015-17 Corporate Plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against this Improvement Objective. The information below details what we have achieved in 2015-16.

#### Prepare a Joint Looked After Children Education Delivery Plan, by July 2015, with a specific focus on:

- **Significantly improving the timeliness and quality of Personal Education Plans**
- **Developing a system to capture and evidence the progress of every Looked After Child**
- **Developing an early flagging system that enables timely additional support to be provided to looked after learners to enable achievement**
- **Developing a methodology for capturing the non-academic achievements of LAC as a performance measure for the future**
- **Improving learning outcomes for children with additional needs**

To improve outcomes for Looked After Children, Children's Services and the Education Directorate worked together to prepare a Joint Education and Children's Services Looked After Children Education Delivery Plan.

In consultation with young people, we also launched a new Personal Education Plan (PEP) designed to help track and promote the educational achievements of Looked After Children. To support the quality and timely completion of these plans, we delivered best practice training to 150 social workers, 30 teachers and 50 foster carers. A thematic Estyn inspection looked at the education of Looked After Children, and highlighted our PEP documents and the Looked After Children Traineeship Scheme as two areas of good practice. The Looked After Children Traineeship Scheme saw 31 young people gain work experience, and two young people were offered Corporate apprenticeships. We trained 15 of our managers to become youth mentors, enabling them to assess individual educational needs and behavioural factors that may create barriers to learning.

We also established a virtual tracking system which allows our managers from both Children's Services and Education to track the attendance and attainment of all looked after children on a monthly basis. From this, action plans are devised when issues arise, so that problems can be addressed in a timely manner, preventing disruption or exclusion and maintaining continuity of education for the Looked After Child.

Two joint workshops for the Services that support Looked After Children aged 0-14 and aged 14+ were held with key Education staff to look at the Special Educational Needs (SEN) process and to develop a network of partnership opportunities for staff from both Directorates. The SEN workshops have enabled social workers to expedite work on education plans in a much timelier way and this helps improve the situation for Looked After Children and young people as we can resolve matters more effectively and quickly.

The relationship between Children's Services and Education continues to strengthen particularly where frontline staff work closely together to have a direct impact upon the education of looked after children. Managers from both Directorates meet on a monthly basis to track the attendance and attainment of all looked after children and to devise action plans together when issues arise so that problems can be addressed in a timely way to prevent disruption or exclusion and maintain continuity for the child.

Where provision is not meeting the needs of a Looked After Child, schools are challenged by the Achievement Leader. Progress is discussed in Team Around the School meetings and termly meetings are held by the Looked After Children Education Team to challenge Looked After Children provision and share good practice.

Our commitment to ensuring that Looked After Children in Cardiff achieve their full potential is continued in our 2016-18 Corporate Plan and we intend to launch a new Corporate Parenting Strategy to further raise the profile of Looked After Children. This will ensure that the Council and partners collectively fulfil their responsibilities to all children and young people who are in their care by seeking exactly the same positive outcomes that every good parent would want for their own children.

## Improvement Objective: Adult learners achieve their potential

### What did we want to achieve?

During 2015-16 we said we would focus on:

- Increased numbers of accredited courses delivered to priority learners and improved levels of enrolment to support adult learners to achieve their full potential

### Our summary of performance

Our self-evaluation of performance tells us that we have made good progress in relation to this Improvement Objective, as we have observed improvement across all key performance areas. Since 2013 we have received two Estyn inspections; the most recent, in 2015, noted that we had made either good or very good progress against all six of their recommendations and the partnership was removed from any further follow-up activity.

Some of the areas of progress noted by Estyn were:

- Improved success rates and accreditation for learners
- Improved focus on raising learners' standards of achievement
- Effectively utilising the expertise of individual organisations to improve the quality of work across the partnership
- Effective working across Curriculum and Progression groups to deliver a better-focused curriculum

Since this inspection we have continued to build on the good work being delivered in Adult Community Learning (ACL). Our performance shows significant improvements in success rates across the ACL partnership and, more specifically, improvements in Cardiff and our most deprived areas.

Our Into Work Services help people to obtain the skills they need to enter employment. Some key areas of success over the year are:

- 3,722 people completed work skills training; an increase of 1,371 people compared to last year
- Consistent with last year, 1,431 people completed accredited training
- Consistent with last year, 91 % of people successfully passed their course
- 98 % of people reported feeling better able to enter employment as a result of the training they had received, an increase of 18 % when compared to last year

We will continue to monitor our progress against this Improvement Objective through our 2016-18 Corporate Plan.





**How we measured our progress**

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The success rate of learners within the Partnership	90 %	80 %	84 %	91 %	▲	😊
The result here shows that performance across the ACL partnership has increased significantly and we have met our target in 2015-16. This demonstrates that through effective working across the ACL partnership, learners' success rates have improved.						
The success rate of learners in Cardiff	88 %	60 %	72 %	87 %	▲	😐
Although we have narrowly missed our target, performance in 2015-16 shows significant improvement when compared to the previous year. This demonstrates that the success rate in Cardiff is improving significantly.						
Learners within deprivation deciles one and two to achieve a success rate at or above the overall Partnership success rate	87 %	Decile 1 = 76 % Decile 2 = 78	Decile 1 = 84 % Decile 2 = 84 %	Decile 1 = 92 % Decile 2 = 91 %	▲	😊
Performance for 2015-16 shows improvement, demonstrating that learners in our hardest to reach areas are achieving an above average success rate.						



### What have we achieved this year?

In our 2015-17 Corporate Plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against this Improvement Objective. The information below details what we have achieved in 2015-16.

- **Increase enrolments for priority learners on a year by year basis by March 2016**

We have worked in collaboration with Communities First and Job Centre Plus to develop a Learning for Work programme, tailored to the needs of priority learners. A total of 2,178 enrolments were received from priority learners, compared with 2,436 in the previous year. This increase in enrolments means that priority learners are accessing the courses available, enabling them to gain the skills and qualifications to progress into further education or employment opportunities.

We received some positive feedback from our learners over the year, including:

*“I very much enjoyed this course. There was a good balance of information and general knowledge. It has made me excited about going into paid employment”*

*“My long term aim is to become a teaching assistant. I currently work as a lunchtime supervisor and this course has helped me both in a work and home environment”*

*“Andrea has said how much the support and encouragement from attending classes and support from other ACL staff has made a difference to her confidence and self-esteem. She is going to be attending the volunteers course at Cardiff and Vale College and will start volunteering for ACL in September”*

- **Increase the number of accredited courses delivered to priority learners by March 2016**

Through robust curriculum planning we were able to increase the number of accredited courses available through the Learning for Work programme. The increase in courses allowed priority learners to gain qualifications, enabling them to access further education or employment opportunities. A total of 206 accredited courses were delivered, compared with 173 in the previous year.

- **Increase the number of courses for priority learners held in Communities First areas by March 2016**

Working in collaboration with Communities First we were able to provide courses best suited to priority learners in Communities First areas. Overall, 267 courses were delivered compared with 292 courses in the previous year.

## Improvement Objective: People at risk in Cardiff are safeguarded

### What did we want to achieve?

During 2015-16 we said we would focus on:

- Development of a range of more effective services to prevent the need for vulnerable children or adults to be separated or cared for away from their families
- Continued protection of vulnerable people from significant harm or exploitation

### Our summary of performance

Our self-evaluation of performance tells us that we have made good progress in relation to this Improvement Objective as we have observed improvement across all key performance areas. We received a positive inspection by the Care and Social Services Inspectorate Wales (CSSIW), who concluded in their report entitled 'Inspection of Childrens Services in City of Cardiff Council' of March 2016:

***“The Council is committed to prioritising services that support those who are most vulnerable, but has to deliver this against a backdrop of a declining budget and increasing demand”.***

During 2015-16 we have developed and implemented the following:

- The Multi Agency Safeguarding Hub (MASH) – we have worked with our partners in the Police, Health, Education and Probation to enable us to improve the system for protecting children from significant harm
- The new Early Help Strategy that will enable earlier access to help for families, preventing the need for children to be removed from their homes

We developed an Outcome Framework for human exploitation in Cardiff, to allow for the collection of information and data on human trafficking in Cardiff. A total of 329 officers across various partnership organisations (including CVUHB, the Third Sector and South Wales Police) have attended Human Trafficking Training.

Whilst we have made good progress in this area, we recognise that there is further work to be done. We have put in place a Council-wide Safeguarding Board, which is chaired by one of our Cabinet Members, supported by the Director of Social Services. Over the next year, our Director of Social Services will be evaluating the effectiveness of the Council's safeguarding arrangements.

While we have made good progress, we recognise that there is still more work to be done and we will continue to monitor our progress against this Improvement Objective in our 2016-18 Corporate Plan.



### How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The % of Children's Services social work vacancies across the service	15 %	20.8 %	27.2 %	22.2 %	▲	☹
<p>The vacancy position has remained reasonably stable over the year. We have continued with our recruitment campaign and have agreed that when all vacancies have been filled, we will continue to recruit to a "pool" of additional social workers. This will enable the service to maintain consistency of service provision and caseloads whilst managing healthy staff turnover without needing to rely on expensive agency social workers. The ambitious 15 % target has been revised to 18 % for 31st March 2017. A joint Social Services Workforce Strategy will be developed in 2016-17.</p>						
The % of referrals that are re-referrals within 12 months	24 %	25.6 %	25.4 %	23.4 %	▲	😊
<p>There has been a continued decrease in the number of re-referrals over the quarter and performance is on target. Regular monitoring will continue. The review of the Multi-Agency Referral Form planned for Quarter 2 has been integrated with work being undertaken in relation to the Social Services and Well-being (Wales) Act. Consideration is being given to adopting the Cwm Taf form which takes account of the National Minimum Core Data Set. It is envisaged that the Multi Agency Safeguarding Hub (MASH), once implemented, will lead to a reduction in inappropriate referrals and re-referrals. There has also been a renewed focus on achieving better outcomes for children at the point of case closure thereby reducing re-referrals to the Directorate.</p>						
The % of initial child protection conferences due in the year which were held within 15 working days of the strategy discussion	92 %	83.8 %	90.7 %	94.4 %	▲	😊
<p>There was continued improvement against this performance indicator in 2015-16 and the annual outturn was in excess of the 92 % target.</p>						
The % of child protection reviews carried out within statutory timescales during the year	100 %	98.5 %	99.8 %	99.8 %	◀ ▶	☹
<p>Performance in relation to timeliness of child protection reviews remains strong, with just two reviews being held outside of timescales during the year.</p>						

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The percentage of adult protection referrals completed where the risk has been managed	Not applicable to set a target	91.98 %	91.14 %	95.88 %	▲	Not applicable to set a target
The 2015-16 result (95.88 %) saw an increase in completed investigations; these were a result of an increase in concerns at a number of nursing providers and a number of investigations linked to one domiciliary care provider						

### What have we achieved this year?

In our 2015-17 Plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against our Improvement Objective. The information below details what we have achieved in 2015-16.

- **Develop a coordinated programme of training and awareness raising for all front-line staff in relation to Vulnerable People by July 2016, which will include Child Sexual Exploitation, Human Trafficking, Vulnerable Adults and Vulnerable Children**

A total of 329 officers across various partnership organisations (including CVUHB, the Third Sector and South Wales Police) have attended Human Trafficking Training. Training was provided to 60 Cardiff Council employees, including Social Workers, Flying Start Health Visitors and Hub Officers. Feedback from the training was positive, for example;

***“Awareness has been raised for Frontline Officers to assist with identifying potential victims”***  
***“Gave a much better insight info for Police Officers” and “Very informative and thought provoking”***

This training has increased awareness in relation to human trafficking and has resulted in an increase in referrals to the Multi-Agency Risk Assessment Conference (MARAC) which deals with suspected cases of human trafficking.

We conducted a review of our Protection of Vulnerable Adults (POVA) procedures to ensure compliance with the introduction of the Social Services and Well-being (Wales) Act 2014, and contributed to the Corporate Safeguarding Board training programme with awareness raising sessions commencing in September 2015. A total of 190 Adults’ Services staff received POVA training during the year and our performance shows that we managed the risk in 95.88 % of adult protection referrals, compared with 91.14 % in the previous year.

- **Establish a multi-agency methodology for gathering data and intelligence concerning child sexual exploitation by March 2016**

In preparation for the all-Wales reporting requirements we worked in close collaboration with the Police to introduce a Multi-Agency Tool to be used to collate information on all child sexual exploitation (CSE) cases across Cardiff and the Vale of Glamorgan. In addition to this, we have worked to ensure links to the CSE Vulnerability Toolkit are properly put in place, which will enable us in the future to extend our ability to gather intelligence. The intelligence gathered will allow us to share information across the partnership to better prevent child sexual exploitation.

- **Establish a multi-agency methodology for gathering data and intelligence concerning human trafficking by March 2016**

We developed an Outcome Framework for human exploitation in Cardiff, to allow for the collection of information and data on human trafficking in Cardiff.

We also put a system in place for all intelligence gathered for the human trafficking MARAC to be shared with the Police Force Intelligence Unit and we are represented at the Regional Intelligence Board which meets on a quarterly basis. Using this system will allow us in the future to analyse trends which will alert us and Partnership agencies to criminal activity.

- **Implement the Accelerated Improvement Agenda for Children's Services, including:**
  - **Improving the system for protecting children from significant harm by implementing new interagency arrangements for managing referrals by March 2016**
  - **Improving the recruitment and retention of children's social workers, ensuring the Council achieves and maintains a vacancy rate below 15% by March 2016**

To enable us to improve the system for protecting children from significant harm we have worked with our partners in the Police, Health, Education and Probation to agree the Multi Agency Safeguarding Hub (MASH) governance arrangements, operating model, staff composition and ICT infrastructure. We have experienced some delays in relation to ICT and floor planning however South Wales Police have mitigated further delays to allow staff to be co-located. Partners are developing the Information Sharing Protocol, process mapping for referral pathways has been completed, and the vetting process for staff is almost complete.

We have taken into account the Social Service and Well-being (Wales) Act 2014, amending the Multi Agency Referral Form (MARF) and Vulnerable Adults form (VA1) in readiness for use in 2016-17.

The impact of the MASH will be monitored throughout 2016-17.



- **Commence implementation of a new Children and Families Preventative Strategy by October 2015 that enables earlier access to help for families, prevents the need for children being removed from their homes and alleviates the need for costly interventions**

In consultation with our key partners (Health, Police, Barnardo's, Action for Children) we developed the new Early Help Strategy. The impact of the strategy will be monitored alongside our work to embed it in 2016-17 as it is too soon to evidence the impact at the time of writing. We will develop a set of indicators that will be monitored throughout 2016-17, alongside any possible impact on budgets to provide evidence that our prevention work is having the desired effect.

We also piloted the Rapid Response Service and observed positive outcomes, which have allowed us to continue with the service and expand capacity. The service supports families who are referred to Children's Services due to family breakdown, where children may be experiencing neglect or a breakdown in their relationship with parents/carers and are therefore at immediate risk of becoming looked after and placed into foster care. Within the first six weeks of the pilot, 23 children and their families engaged with the service and reported that they felt listened to and supported to reach their own family goals. Risks were reduced during this period, with two children becoming looked after.

We progressed the Joint Assessment Family Framework (JAFF) pilot to help agencies to assess need and respond in a timely way. Premises have been secured for the new Adolescent Resource Centre – the posts to support the centre have been created and the psychology input model that will be used to support Young People has been agreed with our colleagues within Health.

The Adolescent Resource Centre will target 11-16 year olds who are at risk of becoming looked after. The approach will offer parenting support as well as behaviour support to young people using evidenced-based interventions.

- **Implement a fully re-commissioned domestic violence support service to meet the requirements of new legislation - whilst offering more integrated provision - by March 2017**

We conducted a review of existing provision and the Police & Crime Commissioner commissioned Safe Lives, which carried out work on the commissioning of Domestic Violence Services in Cardiff. Work began on the introduction of an accommodation gateway for domestic violence refuges, but further work will be carried out in 2016-17 to fully implement a domestic violence support service.

- **By September 2015, develop a robust multi-agency PREVENT Delivery Plan that:**
  - **Responds to the challenges of terrorism and extremism**
  - **Prevents people from being drawn into terrorism with advice and support**
  - **Addresses the threat of radicalisation**

PREVENT is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy. It aims to stop people becoming involved in terrorism or supporting terrorism. We developed a multi-agency PREVENT delivery plan that enabled:

- Improved governance across CONTEST and PREVENT strategies.
- Delivery of WRAP (Workshop to Raise Awareness of 'PREVENT') training to key strategic providers in Cardiff. This has included training to circa 3,000 people since 2015. Following the roll-out of WRAP training, more staff are now better placed to identify PREVENT issues and are aware of where to go for assistance, when required.
- Delivery of GOT (Getting on Together) in all Cardiff Secondary Schools. GOT training enables the development of critical thinking skills around extremism, in line with the Counter Terrorism and Security Bill (2015), with key support of teachers.
- Delivery of the Upstanding Neighbourhood Project to 38 community members from a range of communities which has resulted in PREVENT campaigns being undertaken, under the leadership of Cardiff Race Equality First.
- Successful completion of the young leaders project to 25 young people. The young people on the scheme are developing leadership and mentoring skills, with a view to better understanding extremism issues and supporting colleagues
- Effective Channel process, a place to safeguard individuals at risk of radicalisation
- Bids were submitted to secure funding for projects for 2016-17

As a result of the projects delivered, 3,063 people from statutory agencies and the community have received PREVENT training. This enables individuals to identify issues of radicalisation, report the matter where appropriate and run campaigns to challenge extremism.

## Improvement Objective: People in Cardiff have access to good quality housing

### What did we want to achieve?

During 2015-16 we said we would focus on:

- High quality, sustainable and affordable homes for those most in need
- Increased level of housing available for Council tenants
- A private rented sector that is fit for purpose

### Our summary of performance

Our self-evaluation of performance tells us that we have made good progress towards this Improvement Objective, as we have observed improvement across all key performance areas. For the past three years we have continued to see an increase in the number of new affordable rented housing units and new assisted home ownership units delivered.

We have also performed well in some other areas, for example:

- We helped 713 tenants transfer or exchange their properties as a result of Welfare Reform changes to ensure the property they occupy meets their needs
- We made 2,262 offers of Social Housing to those affected by Welfare Reform
- 75.1 % of our tenants are satisfied with the City of Cardiff Council as their landlord
- 86.6 % are satisfied with the condition of their property
- The Council continues to maintain the Welsh Housing Quality Standard at 100%, which further demonstrates that the housing offer for Council tenants remains of a high quality, in line with Welsh Government standards
- Our Housing Partnering scheme with national developer Wates Living Space Homes is on track and planning for phase 1 sites is complete
- No Houses of Multiple Occupation were subject to enforcement activity this year

While we have made good progress, we recognise that there is still more work to be done and we will continue to monitor our progress against this Improvement Objective in our 2016-18 Corporate Plan.



## How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The number of additional affordable housing units provided during the year	20 %	58 %	48 %	69 %	▲	😊
In 2015-16 we delivered 273 affordable housing units, compared with 239 in 2014-15 and 204 in 2013-14. This demonstrates our continued capability and commitment to delivering affordable homes in Cardiff.						

## What have we achieved this year?

In our 2015-17 Corporate Plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against this Improvement Objective. The information below details what we have achieved in 2015-16.

- **Deliver circa 1600 new homes for Cardiff through the Housing Partnering Scheme, as part of a phased approach by 2024, 40% of which will be affordable housing**

Our Housing Partnering Scheme represents an exciting development partnership between the City of Cardiff Council and national developer Wates Living Space Homes, to help tackle the housing need across Cardiff. The scheme will run until 2024 and is currently on schedule: over the past year we have appointed a contractor and begun detailed planning for phase 1 sites.

- **Implement the Housing Allocation Policy to manage the demand for housing and ensure provision is allocated to those with the highest need**

We have continued to work with the main Housing Associations in Cardiff to help people find affordable homes in the city.

We have a limited number of homes to rent and within the past year we have amended our allocation scheme to reflect new homelessness legislation outlined in the Housing (Wales) Act 2014.

Along with Cadwyn, Cardiff Community, Hafod, Linc Cymru, Newydd, Taff, United Welsh and Wales & West Housing Associations, we used the same Waiting List and Allocation Scheme to let properties across Cardiff. The Scheme ensures that we help people with the greatest housing need first, providing people with a choice about where they want to live, in properties that suit their needs.

- **Ensure the private rented sector is fit for purpose and homes meet the legal standards to protect the health of tenants through prioritised investigation of complaints and the proactive delivery of additional licensing schemes in the city**

Since becoming the designated Licensing Authority for the whole of Wales in 2015, we have continued to lead on the national initiative, Rent Smart Wales, to ensure that both Landlords and Agents within the private rented sector comply with the requirements of the Housing (Wales) Act 2014. So far, 13,192 landlords in Wales are registered with Rent Smart Wales and 1,858 have completed training sessions.

In Cardiff we liaised with private landlords to identify the barriers they face when housing clients with priority need. From this we were able to create an offer to landlords, in the form of a Housing Solutions package, to provide support and assistance in renting their property. We officially launched the Housing Solutions package in March 2016 and will continue to promote this over the coming year.

To ensure that homes meet standards and are safe for their occupants, and to build on the good work already undertaken, we re-declared the Cathays Additional Licensing Scheme. We did this to ensure that approximately 2000 Houses of Multiple Occupation will continue to benefit from inspection and regulated standards of amenity and fire safety.

## Improvement Objective: People in Cardiff are supported to live independently

### What did we want to achieve?

During 2015-16 we said we would focus on:

- People being able to live independently within their own home
- Effective transitional support for vulnerable young adults leaving the care system

### Our summary of performance

Our self-evaluation of performance tells us that we have made satisfactory progress in relation to this Improvement Objective as we have observed improvement across most of our key performance areas.

We received a positive inspection report from the Care and Social Services Inspectorate Wales (CSSIW) in relation to Domiciliary Care. This inspection by CSSIW found that *“people using the service receive care from competent and confident staff who treat them with dignity and respect. The service works closely with members of the health team to provide support that is responsive to changes in people’s care needs”*. Feedback from service users included **“I cannot praise the staff enough”**, **“everyone was really good”** and **“staff who listened”**.

We created the Independent Living Service to support the Council’s Preventative agenda and some key outcomes are:

- We launched the First Point of Contact (FPOC) in October 2015, and 1,052 cases were resolved at FPOC where alternative outcomes for Independent Living were identified to allow people to remain in their own homes
- Independent Living Officers made 1,037 holistic visits, and from these:
  - 265 people were referred for a preventative intervention to reduce slips, trips and falls
  - 239 people were referred for Assistive Technology
  - 176 people were assisted with social isolation
- Our Housing Resettlement Officers directly assisted the discharge of 124 patients from hospital to allow them to regain independence in their own homes and 18 people were temporarily housed in step-down accommodation, reducing the need for them to stay in hospital while adaptations were made to their homes



- At the end of the year, we experienced a 24 % decrease in the number of Delayed Transfers of Care (DToC), when compared to the same period in the previous year. However, Cardiff and Vale University Health Board reported the second highest number of DToCs across Wales and capacity within the Cardiff Domiciliary market remained a key challenge.

While we have made satisfactory progress, we recognise that there is still more work to be done and we will continue to monitor our progress against this Improvement Objective in our 2016-18 Corporate Plan.

### How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The number of older people aged 65+ supported in the community	47	46.42	44.12	41.53		
We originally selected this performance measure to demonstrate supporting people in the Community. However, the Council's Policy now focusses on a preventative agenda, signposting service users to community-based independent living solutions as opposed to traditional packages of care, therefore we no longer use this indicator to measure our performance. We launched the First Point of Contact (FPOC) in October 2015, and 1,052 cases were resolved at FPOC where alternative outcomes for Independent Living were identified to allow people to remain in their own homes.						
The number of people aged 65+ supported in Care Homes	18	17.98	18	17.61	▲	😊
Despite an increase in our population aged 65+, we have observed a slight improvement in our performance. The number of people we support in Care Homes has decreased slightly this year to 859, compared to 861 in 2014-15. This shows that there is an ongoing need for people aged 65+ with complex needs to be supported within a care home setting.						
The % of adult clients supported in the community	86.8 %	86.4 %	86.3 %	86.1 %		
We originally selected this performance measure to demonstrate supporting people in the Community. However, the Council's Policy now focusses on a preventative agenda; signposting service users to community-based independent living solutions as opposed to traditional packages of care, therefore we no longer use this indicator to measure our performance. We launched the First Point of Contact (FPOC) in October 2015, and 1,052 cases were resolved at FPOC where alternative outcomes for Independent Living were identified to allow people to remain in their own homes.						

### How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The rate of delayed transfers of care for social care reasons per 1000 population aged 75 or over	5.92	8.56	10.92	11.18	◀ ▶	☹
<p>While further work has been carried out in this area, our performance has not improved and we have not met the target we set ourselves. However, our data shows that at the end of the year there was a 24% reduction in the number of Delayed Transfers of Care when compared to the previous year. Our Community Resource Teams moved to a seven day working week to enable weekend discharges, and our Housing resettlement officers continued to support discharges from hospital.</p>						
Number of adults using the Direct Payments scheme	700	501	550	615	▲	☹
<p>Overall take up has improved over the year but we have not met the target of 700 for the year. The drive towards increasing the number of people receiving Direct Payments is demonstrated by 43 people working towards the scheme at the end of the year. We will be introducing a new local indicator in 2016-17 to capture those in receipt of Direct Payments 'during' the year to ensure that we capture the flow and gain a more accurate picture of take up. During 2015-16, 197 people started Direct Payments and 83 ceased (of which, the main reasons were deceased and admission to Care Homes).</p>						
The % of carers of adults who were offered an assessment or review of their needs	90%	50.2%	64.4%	76.8%	▲	☹
<p>While we have not met the target that we set ourselves, we have demonstrated continued improvement in our carer assessment offers. In 2015-16 we offered 2735 carer assessments compared with 2079 in the previous year, and completed 771 assessments, compared with 596 in 2014-15. Offering carers assessments allows us to give carers an opportunity to discuss with us how caring affects their life and what support services can be put in place.</p>						

### What have we achieved this year?

In our 2015-17 Corporate Plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against this Improvement Objective. The information below details what we have achieved in 2015-16.

- **Deliver better integrated housing support and social care to improve outcomes for those who need support to live independently, including increasing the number of people who are able to remain at home with minimal intervention**

We established a First Point of Contact to respond to enquiries and act as a triage service to find alternative solutions for independent living. This service has been able to respond to low level issues via the telephone, offering advice and signposting to alternative service provision. We referred more complex cases to Independent Living Officers who provided assessments to 1,037 service users. We maintained our performance throughout the year with only 48 % of calls passed to Social Care; the remainder were solved by the First Point of Contact team.

- **Work with our health partners to reduce the total number of Cardiff residents who experience a Delayed Transfer of Care from hospital**

A Delayed Transfer of Care Improvement Group met in December 2015 and revised their action plan to improve patient flow. We continued to review the capacity of the domiciliary care market and worked with Commissioning & Procurement and Business Wales on this issue. Our Community Resource Teams moved to a seven day working week to provide a weekend discharge service. This, along with additional Home Care managers, allowed for a potential of eight more screening assessments for home care to take place at weekends. Our Housing Resettlement Officers (HROs) continued to support discharges from hospital, including St David's and Rookwood hospitals. The HROs supported the use of Step Down accommodation as an alternative to remaining in hospital. During the year the HROs supported 124 discharges from hospital and 16 people were supported to use Step Down accommodation.

- **Increase the uptake of Direct Payments as an alternative to direct provision of care for Cardiff residents every month**

While the number of Cardiff residents in receipt of Direct Payments has increased, we did not meet the target that we set ourselves. During the year we set up a project group so that we could explore alternative ways to deliver Direct Payments, and from this two groups were established to focus on the financial elements and research into alternative models.

- **Support carers by ensuring that all carers are offered a carer assessment and increase the number of carer assessments undertaken**

We extended the employment of our two dedicated Carer Assessment Workers (CAWs) until the end of March 2017 and during the year they continued to target the completion of carer assessments. The total number of carer assessments we completed improved from 596 in 2014-15 to 771 in 2015-16. Over the next year we plan to recruit two further CAWs to increase our resources in completing carer assessments.

- **Improve the effectiveness of transitional support for disabled and vulnerable children approaching adulthood**

We worked in partnership with Careers Wales and Cardiff and Vale College to identify a number of young people who could be supported to develop their skills and independence through accessing community-based services. We piloted the 'When I am Ready' scheme, which allows young people to continue living with their Foster Carers beyond the age of 18, providing stability in their home environment. The experience of families with disabled young people leaving Children's services and entering Adults' services has improved over the past year. An example of an effectively managed transition is detailed below:

*"A young person and their family had multiple planning meetings between Children's and Adults' Services to identify their current and future needs. All relevant agencies were involved to ensure there was continuity of service. The family reported that they felt well informed through the transition between services, feeling valued, with a clear understanding of who was working with their family and why. From this, the service was able to identify the need for a Decision Planning Tool assessing the young person's need for Continuing Health Care Funding".*

- **Expand the range of supported accommodation options for vulnerable young adults**

We worked in partnership with our Housing service to develop a 'Gateway' database to support young people needing access to accommodation. We launched this Gateway in October 2015 to provide a 'one stop shop' for housing provision for young people. The Gateway has been a very positive development for young people needing to access accommodation and for the staff supporting them to do so. The service is very accessible, reduces anxiety for young people and reduces homelessness.



## Improvement Objective: Cardiff has more employment opportunities and higher value jobs

### What did we want to achieve?

During 2015-16 we said we would focus on:

- Creating an environment which is attractive to business investment
- Continuing support to new and existing businesses
- Increasing the number of jobs within the city
- Securing new tourism investment and attracting visitors

### Our summary of performance

Our self-evaluation of performance tells us that we have made good progress in relation to this Improvement Objective, as we have observed improvement across all key performance areas. The Council has worked with partners in the public and private sector to improve the city centre to make it an attractive place for businesses and to improve the visitor experience. Significant investment in infrastructure and facilities has been attracted and implemented over the last year, which has led to an increase in the number and quality of jobs available and an increase in the number of people visiting the city.

Some key areas of success over the year are:

- 415 businesses have been supported by the Council and some of these businesses have gone on to attract a combined total of £6,959,014 of grant aid and private sector finance
- 4,304 new and safeguarded jobs in businesses supported by the Council, of which 60% are above the average salary for Wales
- Planning consent has been provided for 316,211 square feet of Grade A office accommodation in the city centre

While we have made good progress, we recognise that there is still more work to be done and we will continue to monitor our progress against this Improvement Objective in our 2016-18 Corporate Plan.

## How we measured our progress

Performance Measure	2015-16 target	2014-15 result	2015-16 result	Are we improving?	Have we met target?
'Grade A' office space committed for Development in Cardiff	100,000	30,000	316,211	▲	😊
During the year planning consent has been approved for 316,211 sq ft of Grade A office accommodation which reflects a demand from major employers such as the BBC, Finance Wales, Alert Logic, Network Rail, WSP/Parsons Brinckerhoff, and Opus Energy.					
Businesses supported financially or otherwise by the Council	50	351	415	▲	😊
In the year we provided financial supported to 382 companies and business advice was provided to 33 businesses.					
New and safeguarded jobs in businesses supported by the Council, financially or otherwise	1,000	2,395	4,304	▲	😊
Despite a reduction in available grant funding, we have seen an increase in the number of jobs created and safeguarded in companies supported by the Council and this is partly due to Cardiff's profile as an attractive business destination.					

## What have we achieved this year?

In our 2015-17 Corporate Plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against this Improvement Objective. The information below details what we have achieved in 2015-16.

- **Deliver, with partners, 200,000 square feet of Grade A office space as part of a new business district in the vicinity of Central Station between March 2014 and March 2016**

During the year planning consent was approved for 316,000 sq ft of Grade A offices. This reflects demand from major employers including the BBC, Finance Wales, Alert Logic, Network Rail, WSP/Parsons Brinckerhoff, and Opus Energy.

The regeneration of Central Square is progressing well with the completion of One Central Square and commencement of the BBC Building. Building No2 is currently awaiting a decision on planning and Foster & Partners have been commissioned to develop a detailed planning application for the bus interchange which is anticipated to be submitted in September.

- **Deliver with partners a proposal to Central Government for a City Deal for Cardiff by March 2016, along with a subsequent programme for delivery**

A partnership has been established between 10 Local Authorities in South East Wales to develop a City Deal for the Cardiff Capital City Region. A proposal was submitted to the UK Government securing funding of £1.22bn over 20 years. New governance arrangements have been agreed for the city-region and high-level programme themes to ensure benefits are received across the region.

- **Implement a delivery strategy to progress a Multi-Purpose Arena by March 2016**

Good progress has been made with identifying and securing a suitable site for the arena. Formal agreements relating to the land will be taken forward in 2016-17.

- **Develop a heritage quarter proposal for the Civic Centre, including a plan for the refurbishment of City Hall by March 2016**

A draft Cathays Park Urban Design Framework has been completed providing a new development vision for the Civic Centre. The framework will now be taken forward for consultation in 2016-17. As part of this a review of City Hall will be commissioned in 2016-17.

- **Establish a new Tourism Development Strategy by June 2015 with a view to doubling the value of overnight tourism in the city-region by 2020**

The Council's Cabinet approved the new Tourism Strategy and Action Plan 2015 – 2020. Outcomes will be led by the private sector, supported by the Council, and will require close working with a range of local stakeholders.

Tourism figures released by STEAM for 2015 show:

- Total visitor numbers: 20.51 million (a 5% increase from 2014)
- Total economic impact of tourism: £1.20 billion (a 6.8% increase from 2014)
- FTE jobs supported by tourism spend: 13,881 (a 8.3% increase from 2014)

## **Improvement Objective: Cardiff has a high quality city environment that includes attractive public spaces and good supporting transport infrastructure**

### **What did we want to achieve?**

During 2015-16 we said we would focus on:

- Creating sustainable communities, with great parks and open spaces and excellent transport links.

### **Our summary of performance**

Our self-evaluation of performance tells us that we have made satisfactory progress in relation to this Improvement Objective as we have observed improvement across most key performance areas.

We maintained the Green Flag status of nine of our parks and green spaces, an achievement that recognises continuing good quality provision in these areas. The results of our Ask Cardiff survey 2015 show that 87.2% of our respondents were satisfied with parks and open spaces in Cardiff, a result that is consistent with the previous year.

60.2% of our Ask Cardiff 2015 respondents were satisfied with public transport, a level consistent with the previous year. However, we recognise that 61.2% felt there are still travel and transport issues within the city. Securing approval from Welsh Government of our Local Transport Plan, which sets out a 15-year programme of transport infrastructure schemes, should help us address these issues.

We achieved bronze Sustainable Food City status and became one of the first sustainable food cities in the UK. Being part of a Sustainable Food network allows us, along with our key partners, to support sustainable communities in recognising the key role food can play in dealing with some of today's most significant social, economic and environmental challenges.

We have achieved a 6% year-on-year reduction in Carbon emissions from the Council's estate which supports our Carbon Reduction Commitment. We also received the Wales Green Energy Award for best use of renewable energy in the Public Sector. Winning this award means that we are recognised as an organisation that has done the most to develop renewable energy.

While we have made satisfactory progress, we recognise that there is still more work to be done and we will continue to monitor our progress against this Improvement Objective in our 2016-18 Corporate Plan.



## How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The percentage of highways inspected of a high or acceptable standard of cleanliness	90 %	93.76 %	86.79 %	90 %	▲	😊
The increase in performance from the previous year (2015-16 – 86.79 %) reflects progress made through the phased roll out of the Neighbourhood Services approach. This new approach is being further developed during the 2016/17 period.						
Percentage of principal (A) roads that are in overall poor condition	5 %	4 %	4.3 %	3.7 %	▲	😊
Following the Welsh Government Local Government Borrowing Initiative (LGBI), additional capital funding has been invested in highways enhancements. Investment in highways assets between 2012 and 2015, and recent targeted investment in the principal road network, has meant that condition results for the A, B and C class roads have improved as expected.						
Percentage of non-principal/classified (B) roads that are in overall poor condition	8 %	8.2 %	7.4 %	6.5 %	▲	😊
Following significant Welsh Government LGBI investment in highways assets between 2012 and 2015, and recent targeted investment in the principal network, condition results for the A, B and C class roads have improved as expected.						
Percentage of non-principal/classified (C) roads that are in overall poor condition	8 %	10.1 %	9.3 %	6.6 %	▲	😊
Following significant Welsh Government LGBI investment in highways assets between 2012 and 2015, and recent targeted investment in the principal network, condition results for the A, B and C class roads have improved as expected.						
Mode of Travel to Work by: Sustainable Transport	44.1 %	N/A	43.1 %	43.9 %	▲	😊
Number of Green Flag Park and Open Spaces	9	9	9	9	◀ ▶	😊
The Green Flag Park and Open Spaces status has been retained for existing parks following an external assessment, meaning that some of our parks are recognised as some of the best green spaces in Wales.						

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
Mode of Travel to Work by: Cycling	9.2 %	N/A	8.4 %	9.2 %	▲	😊
Cardiff continues to make positive progress towards increasing travel by sustainable modes (including walking, cycling and public transport); through on-going initiatives such as managing parking, enforcement, road safety improvements such as speed reductions, safer routes to schools, network improvements and improvements associated with developments. There are also future opportunities to encourage sustainable travel through the City Deal.						
Mode of Children's Travel to School by: Cycling	3 %	N/A	2.7 %	3.1 %	▲	😊
Cardiff continues to make positive progress towards increasing travel by sustainable modes (including walking, cycling and public transport); through on-going initiatives such as managing parking, enforcement, road safety improvements such as speed reductions, safer routes to schools, network improvements and improvements associated with developments. There are also future opportunities to encourage sustainable travel through the City Deal.						
Generate an additional Renewable energy generation of 5.4MW on the council's portfolio (land and assets) by 2017	0.698 MW	N/A	N/A	0.698 MW	N/A	😊
As this is a new indicator there is no baseline comparison. The Council met its short term target of 0.698MW from renewable installations across the estate. This comprised of solar PV installations across the Council's housing, corporate and schools estate.						

### What have we achieved this year?

In our 2015-17 Plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against our Improvement Objective. The information below details what we have achieved in 2015-16.

- **Work with key partners to design and deliver a new transport interchange – including a new bus station – as part of a high quality gateway into the city by December 2017**

Following the closure of the existing bus station, we put interim arrangements in place along with Cardiff Bus to ensure services could continue to operate effectively. We undertook consultation with the public which we then used to feed into our draft design of the new bus station with our preferred developer. A planning application will be submitted in November 2016.

- **Support Welsh Government and other key stakeholders in the formulation of proposals to develop the Cardiff City Region Metro. Develop a Cardiff City Transport Strategy benchmarked against European best practice by December 2015**

We have worked in partnership with the Welsh Government, Local Authorities in the Region and other stakeholders to formulate proposals to develop the transport infrastructure for the Cardiff City Region Metro that will help deliver investment across the region over the next twenty years.

We secured funding to deliver the Phase 1 Metro Schemes that, once completed, will bring better sustainable transport facilities across the region. The phase 1 Metro schemes have progressed according to the Welsh Government Metro delivery programme and are on track. We completed the Cardiff Transport Strategy to provide the public and key stakeholders with a better understanding of key transport investment priorities in Cardiff. We plan to consult on and approve this strategy in 2016-17.

The Cardiff City Region Metro is a long-term project, and we will continue to work with our key partners, including the Welsh Government, to support the delivery of this scheme.

- **Develop a new Master Plan and Action Plan for Cardiff Bay Area by December 2015**

We appointed expert consultants to prepare a Master Plan utilising engagement with relevant Council services, stakeholders and landowners. By taking this comprehensive master planning approach we hope to achieve investor confidence and ensure future developments deliver the maximum social, economic and environmental benefits to existing and future residents. We plan to complete a Green Paper for consultation in the Autumn of 2016.

- **Adopt the Local Development Plan by October 2015**

The Local Development Plan (LDP) was not adopted until January 2016. The plan sets out how the city will develop up to 2026 and provides the legal framework for the use of land within Cardiff. We determined 2,500 planning applications, including Central Square and the first applications on LDP strategic sites. We also supported the delivery of major planning applications such as the BBC Headquarters, Ely Mill and Greenfield Strategic Sites to help meet the evidenced need for new homes, jobs and infrastructure in Cardiff.

- **Establish an Energy Prospectus by August 2015, recommending the investment vehicle and delivery opportunities to generate clean, locally generated energy for the city and potentially the region**

We established and agreed an energy prospectus which has been working towards delivering the following:

- Radyr Weir Hydro Scheme – this will generate enough electricity to power around 550 homes
- Solar panels installed on the roofs of Council buildings amounting to almost 0.5MW of renewable energy
- A process for the delivery of energy efficiency projects across our schools estate which has led to £1m of investment in LED lighting installations in 15 schools; this has a potential lifetime saving of £2.5m

Our progress in relation to the Lamby Way Solar Farm was adversely affected by a government policy change. We will formalise a new strategy later in 2016-17 for the delivery of this solar farm.

- **Establish a new strategy for highways and transport asset maintenance & renewal by October 2015**

Unfortunately, we experienced delays to the development of the Highways Investment Strategy and, on reflection, we have developed the project to incorporate cross-service working in keeping with a 'One Council' approach to asset management. We have delayed the development of this strategy to October 2016 and progress will be monitored.

- **Develop a Cardiff Cycle Strategy benchmarked against European best practice by December 2016**

Our existing route map was approved by the Welsh Government and we delivered a briefing on the Cycle Strategy at our Informal Cabinet meeting in March 2016. We plan to undertake stakeholder engagement to inform Network options and Cycle Strategy key themes. We will monitor progress of the development of our Cycle Strategy.



## **Improvement Objective: Communities and Partners are actively involved in the design, delivery and improvement of highly valued services**

### **What did we want to achieve?**

During 2015-16 we said we would focus on:

- Increased partnership working and work with our residents to provide more integrated services
- Implementation of a 'One Council' approach to ensure more joined up working making services easier to access for residents
- Development and implementation of alternative models for delivering services
- Maintenance of the quality of our services regardless of who is responsible for delivering them

### **Our summary of performance**

Our self-evaluation of performance tells us that we have made satisfactory progress in relation to this Improvement Objective, as we have observed improvement across most of our key performance areas. However, there are areas where our performance is not as strong as we would like.

Our performance shows that we did not maintain customer satisfaction with Council services in 2015-16, with performance declining to 69.3%, compared with 80.8% in the previous year.




We maintained 100% satisfaction across all eight of our Community Hubs, which support our citizens to access a wide range of Council and Partner services in one place, and, in 2015-16, 99.6% of customers agreed with the statement "overall the hub met my requirements".

Through the Ask Cardiff survey, the Cardiff Debate and the Stepping Up process, we engaged with our citizens to support our plans for the future cultural and leisure needs of the city to be delivered by the local community. Completed Community Asset Transfers include Plasnewydd Community Centre and Pentreban Community Centre.

We improved our performance and met our recycling target for 2015-16; this is especially positive as we have had to implement our Waste Restricting Programme, meaning some changes to household recycling and waste collection. Our citizen consultation shows that in 2015 80.3% of respondents were satisfied with the Waste and Recycling services they received, an improvement compared to 73.1% in 2014.

While we have made satisfactory progress, we recognise that there is still more work to be done and we will continue to monitor our progress against this Improvement Objective in our 2016-18 Corporate Plan.

### How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
Customer/citizen satisfaction with Council services	80.8 %	88.4 %	80.8 %	69.3 %	▼	
<p>The results of our Ask Cardiff survey show that customer satisfaction with Council services has declined. Our data shows that this decrease is largely attributed to three areas: Waste Management, Street Cleansing and Road Maintenance. Despite this, our data shows that our performance in relation to highways that are of a high or acceptable standard of cleanliness, has improved to 90.64% in 2015-16, compared with 86.79% in the previous year. Furthermore, 98.3% of fly-tipping incidents were cleared within 5 working days, a result consistent with the previous year.</p>						
Medium Term Financial Gap	To meet the financial gap	N/A (new measure)	Met	Met	N/A	
<p>The Medium Term Financial Gap was met by setting a balanced budget for 2015-16. The Wales Audit Office (WAO) undertook an assessment of all 22 Local Authorities in respect of financial resilience. As a result, we were rated as having low risk for Financial Control and Financial Governance and a medium risk for Financial Planning. Therefore, we have further developed the planning arrangements in budget setting for 2016-17 in order to reduce the risk in respect of Financial Planning.</p>						
% of municipal waste collected and prepared for re-use / recycled	58 %	49 %	53 %	58 %	▲	
<p>We improved our performance and met our recycling target for 2015-16; this is especially positive as we have had to implement our Waste Restricting Programme, meaning some changes to household recycling and waste collection. Our citizen consultation shows that in 2015, 80.3% of respondents were satisfied with the Waste and Recycling services they received, an improvement compared to 73.1% in 2014. We have also improved our performance significantly in relation to municipal waste that we send to landfill. In 2015-16, 7.51% of our municipal waste was sent to landfill, compared with 32.57% in 2014-15 and 46.85% in 2013-14.</p>						

## What have we achieved this year?

In our 2015-17 Corporate plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against this Improvement Objective. The information below details what we have achieved in 2015-16.

- **Introduce new models of service provision for play services in the city by April 2017, with existing services running until new services are in place.**

While this commitment will take us longer than a year to deliver, our key priority has been to ensure that existing services are still running. We have employed three Development Officers to support the provision of play services, and have identified a community group and organisation to potentially asset transfer buildings in all of our locations, with the exception of Llanrumney. We have also worked with staff to develop a play model based on a peripatetic basis. We will continue to track our progress in this area through the monitoring of our 2016-18 Corporate Plan.

- **Establish the future cultural and leisure needs of the city and ensure the sustainable delivery of cultural and leisure infrastructure and services at less cost through new operating models by June 2016**

We have worked through the procurement process to identify final bidders for both our leisure centres and arts venues, and invitation to submit detailed solutions is in the final stage. We recognise there is further work to be done in this area and have committed to progressing this through our 2016-18 Corporate Plan.

- **Commence implementation of a new approach to infrastructure services (which include Waste, Cleansing, Parks, Highways, Design, Fleet and Facilities Management services) to improve effectiveness while reducing costs from 2016**

We completed a full business case analysis so that we could assess whether a Wholly Owned Company or Modified In-House model would be the best way forward for Cardiff. This work has taken slightly longer than we anticipated and we now plan to have this operational by March 2017. We will monitor the progress of this through our 2016-18 Corporate Plan.

- **Implement service changes for Cardiff to enable the Council to meet its statutory recycling target (58%) by March 2016 and continue to develop the future Waste and Recycling strategy for Cardiff in partnership with Welsh Government**

We implemented a city-wide waste restricting programme to limit the amount of waste households in Cardiff produce. We expanded wheeled bins to over 10,000 additional properties and delivered general waste restriction to over 130,000 households. We also introduced identification checks at our Household Waste Recycling Centres (HWRCs) to ensure these centres are only being used by Cardiff residents. We secured new contracts for materials such as bottom ash, carpets and mattresses, all of which contributed to achieving our recycling targets. Commercial waste services were expanded and we developed partnerships with neighbouring Authorities to help generate income and increase our recycling rates. We listened to our citizens and introduced seasonal opening hours at our HWRCs to meet customer demand and deliver a more efficient service. By implementing these changes, we have ensured that our recycling performance has improved this year and is in line with the statutory targets set by Welsh Government (WG), meaning we are able to avoid substantial fines.

- **Implement the regional service for Regulatory Services with the Vale of Glamorgan and Bridgend Councils to deliver efficiencies and build resilience within public health protection, trading standards, landlords and licensing services**

Along with the Vale of Glamorgan and Bridgend Councils, we implemented the new operating model for this service and delivered the financial savings that we had planned. Although we experienced some significant resource issues, performance against some of our key indicators has been maintained in most areas relating to public health, trading standards and landlords and licensing services. Maintaining our performance indicates to us that our new operating model is capable of delivering a sustainable service.

- **Develop a commercial opportunities strategy and establish a commercial trading company by September 2015**

The commercial strategy was progressed as part of the Alternative Delivery Model (ADM) work that the Council has undertaken, covering a number of areas including Waste, Street Cleansing, Parks Management and Development, Highways, Central Transport Services, Facilities Management, and Projects, Design and Development. It seeks to optimise income generation to support core funded services for areas of the Council that have the potential to become more commercial.

The strategy sets out the need to build commercial understanding and capacity within the Council, and to embed a new commercial culture and mindset, ensuring that managers and all employees have a thorough understanding of detailed service costs and appropriate pricing strategies to facilitate targeted growth in income.



- **Progress the agreed Community Hubs Strategy by opening a Grangetown Hub (September 2015), developing a new STAR Hub (March 2016) and bringing forward for consideration opportunities for future hub development in Llandaff North, Fairwater, Llanishen and St Mellons**

Our Hubs Strategy provides co-located services across the city, allowing access to a variety of Council and partner agency services in one central location. Hubs were opened in Central Library, Rumney and Grangetown, while work commenced on the STAR Hub and phase 1 of the extension at St Mellons Hub was completed. Stakeholder and community consultations for Llandaff North and Fairwater Hubs were undertaken, the contractor has been appointed and works have started on the Llandaff North Hub, and a Hub in Llanishen was approved following consultation.

- **Deliver a new Customer Relationship Management (CRM) Model that improves customer services and drives down costs, implementing the first phase by December 2015**

First phase of the CRM went operational on 25th January, and more than 10,000 unique customer identifications have been created, giving a single view of each customer and the ability to track any request or call logged and give updates on their progression. In phase 1 we have concentrated on the telephony aspect of the CRM with C2C before moving onto the digital aspect in phase 2.

## Improvement Objective:

### The City of Cardiff Council has effective governance arrangements and improves performance in key areas

#### What did we want to achieve?

During 2015-16 we said we would focus on:

- Further strengthening the Governance arrangements and effective performance management to ensure the Council's priorities are delivered
- Work in partnership with the Wales Audit Office and other external partners to drive improvement in priority areas including Education and Children's Services

#### Our summary of performance

Our self-evaluation of performance tells us that we have made satisfactory progress in relation to this Improvement Objective, as we have observed improvement across most key performance areas. We have worked with our regulatory inspectors, Wales Audit Office (WAO), Estyn and the Care and Social Services Inspectorate Wales (CSSIW) to support improvement across the Council. The WAO undertook a Corporate Assessment of the Council in October 2015, and concluded that a better performance management culture was emerging. The WAO reported:

***“The Council has put in place better arrangements to support improvement and to address long-standing issues, but is now at a critical point in embedding them if it is to achieve a step change in delivering improved outcomes”***

We responded positively to this assessment with a Statement of Action, and a Performance & Governance programme has been developed under the Council's Organisational Development Programme, which includes work streams relating to Planning, Reporting, Challenge and Workforce Strategy. The WAO issued the Council with its Annual Improvement Report in May 2016 which concluded that, based on the work carried out by the WAO and other relevant regulators over the previous year, the Council is likely to comply with the requirements of the Local Government (Wales) Measure 2009 during 2016-17, providing that it embeds arrangements to support improved outcomes and maintains the current pace of improvement.

In their letter of March 2016, Estyn deemed that the Council had made sufficient progress and was removed from any further Estyn monitoring.

In a report entitled 'Inspection of Children's Services in City of Cardiff Council' of March 2016, CSSIW reported that our Elected Members and our Corporate Management Team demonstrated a common understanding of the direction and drive needed to ensure Social Services effectively supports improved outcomes for children and young people in Cardiff, and partnership agencies are well engaged strategically and evidence understanding of the complex issues facing the Council. CSSIW also highlighted that the needs of the child were kept at the forefront of assessment and the core assessments observed were comprehensive and of good quality.

While we have made satisfactory progress, we recognise that there is still more work to be done and we will continue to monitor our progress against this Improvement Objective in our 2016-18 Corporate Plan.

### How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The % of National Strategic Indicators and Public Accountability Measures that are in the top two quarters nationally	50 %	37.2 %	40 %	42.5 %	▲	☹
Analysis is based on the National Strategic Indicators and Public Accountability Measures when compared to performance in 2014-15. This ranks the Council as **14th when compared to the other 21 Councils in Wales against this comparable basket of information, and since 2014-15 the Council has improved or maintained performance in 70 % of these indicators. (** "The Western Mail" table places Cardiff in 19th place – this is based on a points system.)						
The % of National Strategic Indicators and Public Accountability Measures that meet set targets	85 %	65 %	56 %	50 %	▼	☹
Whilst we have not always met the targets that we set ourselves, we are working to ensure that we have a robust target setting process in place, and we will be focussing our efforts on the indicators where targets were not met in the hope of improving our performance over the next year.						
The % of National Strategic Indicators and Public Accountability measures that show an improving trend	85 %	73 %	42 %	67.5 %	▲	☹
Performance for 2015-16 shows that Cardiff is the 3rd most improved Local Authority in Wales and is ranked as 14th compared to 22nd in 2014-15. Our performance for 2015-16 is comparable to all-Wales performance, with 65 % of National Indicators improving across Wales.						

## How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
The level of sickness absence per Full Time Equivalent Employee	9	10.18	10.11	9.56	▲	☹
The quarter on quarter improvement in 2015-16 is attributed to the targeted work we have undertaken and resulted in 25,300 days saved since sickness absence was at its highest of 11.71 working days in 2012-13.						
The % of personal performance & development reviews completed for permanent staff	90 %	82 %	89 %	90 %	▲	😊
We met our 90 % target for PPDR compliance for 2015-16; this equated to 5,370 members of our staff having PPDRs undertaken across the Council.						
The % of middle managers completing the Cardiff Managers programme	90 %	N/A	N/A	91 %	N/A	😊
We developed the Cardiff Managers Programme, in conjunction with CAVC (Cardiff & Vale College), using Welsh Government funding to provide our Managers with the opportunity to develop their skills and knowledge in areas that we consider to be a priority. The programme covers areas such as Financial Skills, Behaviours and Culture, and Problem Solving. 91 % (350) of our Middle Managers, against a target of 90 % have received training through an ILM (Institute of Leadership & Management) Accredited Management Development Programme. We intend to continue this programme and extend it further across the Council.						
Outcome Agreement Grant Achieved	100 %	100 %	100 %	100 %	◀ ▶	😊
The Council has been successful in achieving 100 % of its Outcome Agreement grant, payable upon demonstration of performance improvement against its 5 agreed outcomes relating to Economic Development, Education, Housing, NEETs (young people not in Education, Employment or Training).						



## What have we achieved this year?

In our 2015-17 Corporate Plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against this Improvement Objective. The information below details what we have achieved in 2015-16.

- **Implement performance management tools consistently across the Council to ensure performance improvement in key areas by 2017**

Significant work has been undertaken throughout the Council to implement performance management tools to enable improvement. Quarterly performance reports relating to the Council's Directorate Delivery Plans are presented to Cabinet and Scrutiny Committees for discussion of the progression of planned commitments. These reports provide both an update on key actions and targets and identify any emerging challenges and risks, which are accompanied by mitigating actions.

The Council has also introduced 'Star Chamber' to enable the Leader, Cabinet Members and the Chief Executive to review performance in respect of quarterly performance reports. These take place in line with the Quarterly Performance Reporting cycle as well as the Budget Monitoring Reports and Cabinet/Scrutiny meeting cycles. Our recent Corporate Assessment undertaken by WAO observed that Star Chamber offers a robust mechanism to question and challenge directorate performance.

- **Increase monitoring, compliance and support for staff and managers to reduce the levels of sickness absence by March 2016**

Continued support has been provided to Directorates and the good practice carried out in Waste Management is being rolled out in other areas where high sickness levels have been identified. We focused on non-compliance with the different intervention stages of our Attendance & Wellbeing Policy and our Managers are encouraged and supported to ensure these stages are implemented as appropriate to ensure the effective management of sickness absence.

We piloted a Sickness Absence Management Action Planning approach within our Environment Directorate; based on its success we rolled it out to other Directorates including Sports, Leisure & Culture and Health & Social Care, with additional plans to roll it out further for areas with higher sickness absence levels. This approach provides a focus for managers and the relevant management teams, and involves weekly reviews of absence reports by managers, home visit reports provided fortnightly to OMs and reminders of the "ringing-in" requirements.

The activity described above has resulted in quarter-on-quarter improvement and a year-end outturn of an average of 9.56 FTE days lost across the organisation, which is the strongest result in five years.

- **Improve support for staff and managers to maximise the impact of Personal Performance & Development Reviews (PPDRs) in improving Council performance by March 2016**

Our half-yearly PPDR compliance data showed improvement from 85.8% in 2014-15 to 90% in 2015-16, with our year end compliance meeting its set target of 90%. Work has been undertaken across the Council to ensure the PPDR process is being followed and compliance targets met. Emphasis is now being put on the quality of PPDRs, with an audit being undertaken on a sample of PPDRs to identify whether objectives are SMART. During 2016-17, an eLearning module to help set SMART objectives will be developed and a number of PPDR objectives have been cascaded for Managers, including the Cardiff Managers programme for Grade 7 and below with line management responsibility. The Council will also be undertaking a review of its PPDR process to strengthen the link between the contribution of employees and the delivery of Council Priorities.

- **Ensure Delivery of Outcome Agreement by March 2016**

To support the Welsh Government (WG) 'Programme for Government', all Councils within Wales were required to set Outcome Agreements covering the period 2013-16.. The Council selected five outcome areas, with associated supporting performance measures, to monitor over the three-year period. These outcome areas were selected to support the Priorities and Improvement Objectives of the Council, focusing on the following:

- Economic Development
- Education
- Housing
- NEETs (young people not in Education, Employment or Training)
- Social Care for Adults

In 2013-14, the Council obtained 100% of its Outcome Agreement Grant, based on its ability to demonstrate continual improvement in relation to the outcome areas listed above. In 2014-15, the Minister for Public Services announced that the Outcome Agreement initiative would cease in March 2016, with grant monies being rolled into the Revenue Support Grant.

## Improvement Objective: The City of Cardiff Council makes use of fewer, but better, buildings

### What did we want to achieve?

During 2015/16 we said we would focus on:

- Reduced cost of ownership of the Council's property estate
- Improved quality of the buildings that the Council retains

### Our summary of performance

Our self-evaluation of performance tells us that we have made satisfactory progress in relation to this Improvement Objective as we have observed improvement across most of our key performance areas.

The Council owns or has an interest in a large property estate which includes over 500 operational buildings used to deliver Council services and around 500 properties retained for investment purposes. The Council has focused activities on reducing the cost of ownership of the operational property estate by rationalising the estate, reducing the gross internal area and by improving the quality of buildings that are retained. An important part of this agenda has also been an improved co-operation around property with partners.

Some key areas of success have been:

- The gross internal floor area of the estate was reduced by 3.5 %;
- The property maintenance backlog was reduced by in excess of £4.4m;
- The running cost of the estate was reduced by £1m and more than £6.7m was realised in capital receipts.

We will continue to monitor our progress against this Improvement Objective through our 2016-18 Corporate Plan.

## How we measured our progress

Performance Measure	2015-16 target	2013-14 result	2014-15 result	2015-16 result	Are we improving?	Have we met target?
Reduce the Gross Internal Area (GIA) of buildings in operational use	3.5 %	N/A	0.54 %	3.5 %	▲	😊
Implementation of the Corporate Asset Management Plan has delivered a significant reduction in the number of operational buildings compared to the previous year.						
Reduce the average running cost of occupied operational buildings	4.5 %	N/A	0.6 %	4.5 %	▲	😊
During the year the Council has delivered a £1 million reduction in the running cost of operational building by rationalising the current and future use of operational buildings.						
Prioritised Fitness for Purpose Assessments completed	50 %	N/A	N/A	100 %	N/A	😊
High-level assessment undertaken of all assets and captured in the master property schedule. A rolling 3 year programme of priorities has been established. Detailed audit of properties for review identified and progressing.						
Reduce the maintenance back log	£4.3m	N/A	N/A	£4.5m	N/A	😊
Targeted management of the Corporate Estate as set out in the CAMP has delivered revenue savings during the year						
Reduction in the proportion of operational buildings rated as in 'poor or bad condition'	55 %	N/A	N/A	52 %	N/A	😐
The Council has undertaken actions resulting in a 52% reduction of operational buildings works rated as in poor or bad condition through a range of disposals, refurbishments and decisions to demolish. Some transactional delays and a review of project timescales resulted in affected properties being moved from the 2015/16 programme to 2016/17 and 2017/18 programmes. Therefore the proposed reduction of buildings works rated in 'poor or bad condition' will be realised in accordance with the Property Strategy but at a later date than first anticipated.						



### What have we achieved this year?

In our 2015-17 Corporate Plan we made a number of commitments, setting out what we wanted to achieve to help us deliver against this Improvement Objective. The information below details what we have achieved in 2015-16.

- **Deliver the approved Property Strategy, including:**
  - **Implementing an annual Corporate Asset Management Plan for approval by Cabinet by April 2015**
  - **Introducing new Neighbourhood Area Asset Plans by December 2015.**
  - **Introducing new Service Area Property Plans by April 2015**
  - **Implementing a programme of Fitness for Purpose Assessments of all operation property by April 2016**

The Council continues to take forward a number of initiatives to ensure effective use of its property. In November 2015, Cabinet approved a review of the non-operational estate (the Investment Estate) to improve performance of the estate. As part of this a decision was taken to re-invest proceeds towards modernising the estate and to grow income. A new governance arrangement to deal with the efficient management of the estate with support of a commercial advisor has been established to recommend disposal, investment, re-gearing and acquisition as appropriate.

The Council has published its Corporate Asset Management Plan, providing a corporate view of all property-related activities to be taken forward over the course of each financial year. In particular, the Corporate Asset Management Plan provides direction and supports delivery of the 3 key programmes of activity around the estate: SOP; Office Rationalisation Programme; and the Community Hubs Programme.

The Council is in on-going dialogue through the Partnership Asset Management Board with local public sector partners to review property ownership and utilisation in Neighbourhoods. A new approach has been implemented based around a number of key partnership projects in Neighbourhoods. Further strategic planning is ongoing.

Property Partners from Strategic Estates have worked with service areas and developed a property master schedule detailing gross internal area for all buildings, running cost, maintenance backlog and capital receipts. A master property schedule has been established setting out services' current and future property requirements and highlighting actions to be taken in regard to current and future property provision. This is monitored monthly at the Asset Management Board.

A full high-level Fitness for Purpose review of the operational estate has been undertaken. This is currently being supplemented by detailed utilisation reviews of the high priority properties identified through the Fitness for Purpose review and will lead to an action plan for the highest priority buildings.



- **Delivery of an Office Rationalisation programme to deliver £1m of revenue savings and £6m of capital receipts by December 2017**

800 of our staff have been involved in the office rationalisation programme in 2015-16. A programme of Agile Working has been rolled out to assist the relocation of staff from Global Link to County Hall. At the end of 2015-16 the programme had assisted with the delivery of £1m revenue savings and £6.7m capital receipts.





# How we measure up



Reference	Success Indicator	2014-15 Outturn	2015-16 Target	2015-16 Outturn	Wales Average	Target Met?	Trend	Cardiff's Rank (out of 22 Local Authorities)
CHR/002	The number of working days, per full-time equivalent local authority employee, lost due to sickness absence	10.1 days	9 days	9.6 days	10.2	Didn't meet target	Improved	4
Introduced in 2014-15, the performance in this indicator improved to 9.6 in 2015-16 compared to 10.1 in 2014-15 and is above the Wales average of 10.2 days								
EDU/002i	All pupils that leave compulsory education, training or work based learning without an approved external qualification	1.1%	0.3%	0.5%	0.2%	Didn't meet target	Improved	22
Performance in this indicator has improved to 0.5% during 2015-16 compared to 1.1% in 2014-15, against a Wales average of 0.2%. The result is placed in the 4th Quarter and in 22nd position. However, it should be noted that the numerator for this result accounts for 18 young people out of a cohort of 3324.								
EDU/002ii	Pupils in local authority care that leave compulsory education, training or work-based learning without an approved external qualification	6.3%	2.0%	0.0%	0.5%	Met target	Improved	1
Performance in this indicator has improved to 0% in 2015-16 compared to 6.3% in 2014-15.								
EDU/003	Pupils assessed at the end of Key Stage 2 achieving the Core Subject Indicator	85.1%	86.5%	87.8%	88.1%	Met target	Improved	13
Performance in this indicator has improved to 87.8% in 2015-16 compared to 85.1% in 2014-15, however performance remains below the Wales average of 88.1%.								
EDU/004	Pupils assessed at the end of Key Stage 3 achieving the Core Subject Indicator	81.5%	79.3%	83.4%	84.1%	Met target	Improved	13
Performance in this indicator has improved to 83.4% in 2015-16 compared to 81.5% in 2014-15 however performance remains below the Wales average of 84.1%								



Reference	Success Indicator	2014-15 Outturn	2015-16 Target	2015-16 Outturn	Wales Average	Target Met?	Trend	Cardiff's Rank (out of 22 Local Authorities)
EDU/006ii	Pupils assessed, receiving a Teacher Assessment in Welsh at Key Stage 3	11.2%	11.3%	11.8%	17.8%	Met target	Improved	11
Performance in this indicator has improved to 11.80% during 2015-16 compared to 11.22% in 2014-15, however performance is well below the Wales average of 17.8%.								
EDU/011	The average point score for pupils aged 15	477.0	497.0	497.2	538.6	Met target	Improved	20
Performance in this indicator has improved to 497.2 in 2015-16 compared to 477.0 in 2014-15, however Cardiff's performance remains below the Wales Average of 538.6.								
EDU/015a	Final statements of Special Education Need issued within 26 weeks	62.6%	72.0%	62.0%	68.1%	Didn't meet target	Declined	14
Performance in this indicator has declined to 62% (132 cases out of 213) during 2014-15 compared to 62.6% (137 cases out of 319) in 2014-15 and performance remains below the Wales average of 68.1%.								
EDU/015b	Final statements of Special Education Need issued within 26 weeks (excluding exceptions)	100.0%	100.0%	94.59%	94.5%	Didn't meet target	Declined	17
Performance in this indicator has declined to 94.59% during 2015-16 (70 out of 74 cases) compared to 100.0% in 2014-15 (103 out of 103 cases) and is below the Wales average of 94.5%.								
EDU/016a	Primary School Attendance	94.9%	94.6%	95.2%	95%	Met target	Improved	5
Performance has improved to 95.2% in Primary schools in 2015-16 compared to 94.9% in 2014-15 and performance is above the Wales average of 95.0% in Primary Schools.								
EDU/016b	Secondary School Attendance	93.9%	94.1%	93.9%	93.9%	Didn't meet target	Maintained	11
Performance has been maintained at 93.9% in Secondary schools in 2015-16 compared respectively to 94.9% and 93.9% in 2014-15. Performance is equal to the Wales average (93.9%).								

Reference	Success Indicator	2014-15 Outturn	2015-16 Target	2015-16 Outturn	Wales Average	Target Met?	Trend	Cardiff's Rank (out of 22 Local Authorities)
EDU/017	Pupils who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics – Level 2+	54.0%	60.0%	59.3%	58.3%	Didn't meet target	Improved	10
Performance in this indicator has improved to 59.3% in 2015-16 compared to 54.0% in 2014-15, and is above the Wales average of 58.3%.								
LCL/001b	The number of visits to public libraries	8376	8500	8660	5374	Met target	Improved	1
Performance in this indicator has improved to 8660 in 2015-16 compared to 8376 in 2014-15. Performance remains well above the Wales Average of 5374.								
LCS/002 (b)	The number of visits to local authority sport and leisure centres	8744	9647	8028	8409	Didn't meet target	Declined	13
Performance in this indicator has declined to 8028 in 2015-16 compared to 8744 in 2014-15, and is below the Wales average of 8409.								
PLA/006 (b)	The number of additional affordable housing units provided during the year as a percentage of all additional housing units provided during the year	93%	20%	64%	36%	Met target	Declined	2
Performance in this indicator has declined to 64% (256 / 398) in 2015-16 compared to 93% in 2014-15 (457 / 494).								
PPN/009	Food establishments which are 'broadly compliant' with food hygiene standards	91.76%	92.0%	93.0%	94.22%	Met target	Improved	14
Performance in this indicator has improved to 93.0% in 2015-16 compared to 91.76% in 2014-15. However, performance remains below the Wales average of 94.22%.								
PSR/002	The average number of calendar days taken to deliver a disabled facilities grant	197	200	247	241	Didn't meet target	Declined	13
Performance in this indicator has declined to 247 calendar days during 2014-15 compared to 197 in 2014-15 and is below the Wales average of 241.								

Reference	Success Indicator	2014-15 Outturn	2015-16 Target	2015-16 Outturn	Wales Average	Target Met?	Trend	Cardiff's Rank (out of 22 Local Authorities)
PSR/004	Private sector dwellings, that had been vacant for more than 6 months, that were returned to occupation through direct action by the local authority	6.54%	6.60%	2.68%	11.08%	Didn't meet target	Declined	19
Performance in this indicator has declined to 2.68% in 2015-16 compared to 6.54% in 2014-15 and is well below the Wales average of 11.08%.								
SCA/001	The rate of delayed transfers of care for social care reasons	10.92	5.92	11.18	4.87	Didn't meet target	Declined	22
Performance in this indicator has declined to 11.18 (263 people) in 2015-16 compared to 10.92 (254 people) in 2014-15 and is below the Wales average of 4.87								
SCA/002a	The rate of older people (aged 65+) supported in the community per 1000 population aged 65 or over at 31 March	44.06	47.0	41.53	64.12	Didn't meet target	Declined	Not Available
Performance in this indicator has declined to 41.53 in 2015-16 compared to 44.12 in 2014-15. However, the Council's Policy now focusses on a preventative agenda, signposting service users to community-based independent living solutions as opposed to traditional packages of care, therefore we no longer use this indicator to measure our performance. It is not possible to compare Cardiff's performance to the other Local Authorities performance due to inconsistencies in data nationally.								
SCA/002b	The rate of older people (aged 65 or over) whom the authority supports in care homes	18.70	18.00	17.61	18.02	Met Target	Improved	10
Performance in this indicator has improved to 17.61 in 2015-16 compared to 18.00 in 2014-15, despite an increase in our population aged 65+ and is above the Wales average of 18.02.								
SCA/007	Clients with a care plan at 31 March whose care plans should have been reviewed that were reviewed	82.0%	90.0%	88.8%	83%	Didn't meet target	Improved	7
Performance in this indicator has improved to 88.8% in 2015-16 compared to 82.0% in 2014-15 and is above the Wales average of 83.0%.								

Reference	Success Indicator	2014-15 Outturn	2015-16 Target	2015-16 Outturn	Wales Average	Target Met?	Trend	Cardiff's Rank (out of 22 Local Authorities)
SCA/018(a)	Carers (of adults) aged 18 or over known to Social Services who were offered an assessment or review of their needs in their own right	64.4%	90.0%	76.8%	91.4%	Didn't meet target	Improved	19
Performance in this indicator has improved to 76.8% in 2015-16 compared to 64.4% in 2014-15. However, performance remains well below the Wales Average of 91.4%.								
SCA/019	Adult protection referrals where the risk has been managed	91.14%	No target set	95.88%	97%	No target set	Improved	15
Performance in this indicator has improved to 95.88% in 2015-16 compared to 91.14% in 2014-15 but is still below the Wales Average of 97.00%.								
SCC/002	Looked After Children who have experienced one or more changes of school	17.8%	11.0%	9.1%	11.9%	Met target	Improved	6
Performance in this indicator has improved to 9.1% in 2015-16 compared to 17.8% in 2014-15 and is above the Wales average of 11.9%.								
SCC/004	Looked After Children who have had three or more placements during the year	10.46%	8.0%	9.9%	9.8%	Didn't meet target	Improved	15
Performance in this indicator has improved to 9.9% in 2015-16 compared to 10.46% in 2014-15 and is marginally below the Wales average of 9.8%.								
SCC/011b	Initial assessments that were completed during the year where there is evidence that the child has been seen alone by the Social Worker	26.4%	No target set	29.2%	49.5%	No target set	Improved	21
Performance in this indicator has improved to 29.2% in 2015-16 compared to 26.4% in 2014-15 but is well below the Wales average of 49.5%.								
SCC/025	Statutory visits to Looked After Children due in the year that took place in accordance with regulations	88.9%	92.0%	86.6%	88.1%	Didn't meet target	Declined	12
Performance in this indicator has declined to 86.6% in 2015-16 compared to 88.9% in 2014-15 and is below the Wales average of 88.1%.								



Reference	Success Indicator	2014-15 Outturn	2015-16 Target	2015-16 Outturn	Wales Average	Target Met?	Trend	Cardiff's Rank (out of 22 Local Authorities)
SCC/033 d	Young people formerly looked after with whom the authority is in contact at the age of 19	90.5%	96.0%	94.0%	93.2%	Didn't meet target	Improved	13
Performance in this indicator has improved to 94.0% in 2015-16 compared to 90.5% in 2014-15 and is above the Wales average of 93.2%. The service attempts to keep in touch with all care leavers as required, however the young people determine for themselves whether they wish to respond and remain in contact.								
SCC/033 e	Young people formerly looked after with whom the authority is in contact, who are known to be in suitable, non-emergency accommodation at the age of 19	91.2%	96.0%	85.7%	93.5%	Didn't meet target	Declined	20
Performance in this indicator has declined to 85.7% in 2015-16 (54 out of a cohort of 63 young people) compared to 91.2% in 2014-15 (52 out of a cohort of 57 young people), meaning that whilst there was a decline in performance, the actual number of young people supported increased between the two years.								
SCC/033 f	Young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19	56.1%	58.0%	52.4%	60.7%	Met target	Declined	17
Performance in this indicator has declined to 52.4% (33 out of a cohort of 63 young people) in 2015-16 compared to 56.1% in 2014-15 (32 out of a cohort of 57 young people). Whilst only one more young person was NEET in 2015-16 compared to 2014-15, the size of the cohort has impacted considerably on the percentage outcome for this indicator.								
SCC/037	The average external qualifications point score for 16 year old Looked After Children	191	220	257	269	Met target	Improved	10
Performance in indicator has improved to 257 in 2015-16 compared to 191 in 2014-15 but is below the Wales average of 269.								
SCC/041 a	Eligible, relevant and former relevant children that have pathway plans as required	60.5%	90.0%	73.3%	93.5%	Didn't meet target	Improved	21
Performance in this indicator has improved to 73.3% in 2015-16 compared to 60.5% in 2014-15. However, performance is well below the Wales average of 93.5%.								

Reference	Success Indicator	2014-15 Outturn	2015-16 Target	2015-16 Outturn	Wales Average	Target Met?	Trend	Cardiff's Rank (out of 22 Local Authorities)
SCC/045	Reviews of Looked After Children, Children on the Child Protection Register and Children in Need carried out in line with the statutory timetable	70.8%	90.0%	81.7%	90.3%	Didn't meet target	Improved	21
Performance in this indicator has improved to 81.7% in 2015-16 compared to 70.8% in 2014-15 but is below the Wales average of 90.3%.								
STS/005 b	Highways inspected of a high or acceptable standard of cleanliness	86.8%	90.0%	90.6%	96.5%	Met target	Improved	20
Performance in this indicator has improved to 90.6% in 2015-16 compared to 86.8% in 2014-15 but is below the Wales average of 96.5%.								
STS/006	Fly tipping incidents cleared within 5 working days	82.61%	90.0%	97.91%	95.26%	Met target	Improved	4
Performance in this indicator has improved to 97.91% in 2015-16 compared to 82.61% in 2014-15 and is above the Wales average of 95.26%.								
THS/007	Adults aged 60+ who hold a concessionary bus pass	100.0%	94.0%	96.5%	85.6%	Met target	Declined	1
Performance in this indicator has declined to 96.5% in 2015-16 compared to 100% in 2014-15. A National Fraud Initiative took place between 2014-15 and 2015-16. It was estimated that this piece of work identified approximately 4,000 Cardiff passholders who are very likely to have passed away. These figures were checked and where appropriate deceased cardholder records deleted from the records, explaining the decrease between years.								
THS/012	Principal (A) roads, non-principal/classified (B) roads and non-principal/classified (C) roads that are in overall poor condition	6.8%	7.0%	5.2%	11.2%	Met target	Improved	6
Performance in this indicator has improved to 5.2% in 2015-16 when compared to 6.8% in 2014-15 and performance remains well above the Wales Average of 11.2%.								
CAM/037	The percentage change in the average Display Energy Certificate (DEC) score within local authority public buildings	New indicator	3.0%	5.3	3	Met Target	New indicator	7
This indicator was introduced in 2015-16 and therefore previous data is not provided within the data return. Percentage change between 2014 and 2015-16 was 5.3%.								

Reference	Success Indicator	2014-15 Outturn	2015-16 Target	2015-16 Outturn	Wales Average	Target Met?	Trend	Cardiff's Rank (out of 22 Local Authorities)
WMT/004b	Municipal waste collected by local authorities sent to landfill	32.57%	30.0%	30.0%	18.14%	Met target	Improved	3
Performance in this indicator has improved to 7.51% in 2015-16 compared to 32.57% in 2014-15 and is below the Wales average of 18.14%.								
WMT/009b	Municipal waste collected by local authorities and prepared for reuse and/or recycled, including source-segregated biowastes that are composted or treated biologically in another way	53.38%	58.00%	58.18%	60.19%	Met target	Improved	19
Performance in this indicator has improved to 58.18% in 2015-16 compared to 53.38% in 2014-15. Performance, however, remains below the Wales Average of 60.19%.								

Date: 12 October 2016



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Councillor Graham Hinchey,  
Cabinet Member, Corporate Service & Performance,  
Cardiff Council,  
County Hall  
Cardiff  
CF10 4UW

Dear Councillor Hinchey,

**Policy Review & Performance Scrutiny Committee: 11 October 2016**  
**Statutory Improvement Report 2015/16**

Thank you for attending Committee to facilitate the Policy Review & Performance Scrutiny Committee's consideration of the Statutory Annual Improvement Report 2015/16. Following discussion at the Way Forward Members have asked that I pass on the following comments and observations for consideration by the Cabinet.

The Committee is pleased to hear that this year all steps have been taken to meet the requirements of the Local Government (Wales) Measure 2009 in respect of the Council's own assessment of its 2015/16 performance, and therefore comply with Wales Audit Office requirements. We note that in future the Measure's Improvement Objectives, used for performance improvement measurement, will be replaced by the Well-being Goals introduced by the Well-being of Future Generations (Wales) Act 2015.

The central focus of the Committee's concerns continues to be around the robustness of the Council's target setting. Members illustrated such concerns about performance measures using the following examples during the Committee and the Way Forward:

- **Page 43: The percentage of year 11 leavers not in Education, Employment or Training (NEET).** We accept that – where there has been over performance – managers use an outcome to determine future resource allocation; but we are concerned as to what happens next. The Committee wishes to have a fuller explanation of how the effectiveness of target setting is reviewed, given its contribution to overall improvement.
- **Page 63: The number of additional affordable housing units provided during the year.** Here performance has far exceeded the target set for 2015/16. The target has been set considerably lower than both 2013/14 and



2014/15 results. Clearly we have met the target and are therefore assessed as improving, though against what could be considered an unchallenging target.

- **Page 71: 'Grade A' office space committed for Development in Cardiff.** The 2014/15 result was 100,000 square feet, the target set for 2015/16 was 100,000 square feet, which was duly achieved and self assessed as having made strong progress (a smiley face), though it could be considered there has been no improvement because the assessment is measured against a target that doesn't allow for improvement. The report indicates the Council actually approved 316,000 square feet of Grade A offices.
- **Page 75, Mode of Travel to Work by Cycling.** The 2013/14 and 2014/15 result was 9.2%, and the target set for 2015/16 was 9.2%, which was duly achieved and self assessed as a smiley face, though again it could be considered there has been no improvement because the assessment is measured against a target that doesn't allow for improvement.

The Committee considers that the smiley face assessments used are sometimes subjective, and wish to suggest the accuracy of the judgements is checked. We would be interested to understand the framework used to arrive at the final judgement.

Members take on board the Chief Executive's view that the self assessment process adopted this year is clearer and more precise, however they have some reservations that the tick approach (*page 9*) does not reflect the detail behind services such as 'access to good quality housing' and 'every Cardiff School is a good school'. These are services about which Members receive many enquiries in the course of their ward work. Members therefore feel there may be an opportunity to improve the robustness of the assessment of performance process.

Whilst we acknowledge that other published Council documents provide financial detail, the Committee feels that within 'The Cost of our Services' section (*Pages 11/12*) the report would benefit from greater detail of budget overspend.

Finally, the Committee notes your intention to conduct a comprehensive independent review of the Organisational Development Programme (ODP) by the end of the 2016/17 municipal year and is keen to have an opportunity to consider the findings. We also note for future work programming you consider it will be necessary to re-visit the ODP programme early in the 2017/18 new municipal year.

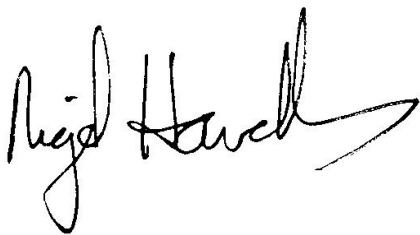
To recap, the Committee:

- Requests that Cabinet give consideration to the robustness of the Council's Performance Measure target setting;

- Would be grateful for a fuller explanation of how the effectiveness of target setting is reviewed;
- Would be interested to understand the framework used to arrive at the final judgement of performance;
- Wishes to consider the comprehensive independent review of the Organisational Development Programme (ODP) when it becomes available.

Once again thank you for attending Committee, we remain keen to support the Council in its performance review work and contribute to a culture of proactive performance management that provides a strong foundation for improvement in Council services.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nigel Howells', with a stylized flourish at the end.

**COUNCILLOR NIGEL HOWELLS**  
**CHAIR, POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE**

cc Members of the Policy Review & Performance Scrutiny Committee;  
Paul Orders, Chief Executive;  
Christine Salter, Corporate Director Resources;  
Joseph Reay, Head of Performance & Partnerships;  
Clare Deguara, Cabinet Business Manager;  
Matt Swindell, Principal Administrative Officer.

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**DINAS A SIR CAERDYDD  
CITY & COUNTY OF CARDIFF****COUNCIL:****20 OCTOBER 2016**

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**CABINET PROPOSAL**

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**SUPPLEMENTARY PLANNING GUIDANCE****Reason for this Report**

1. To advise on the outcome of consultation on the following draft Supplementary Planning Guidance (SPG) which help to deliver the Liveable City agenda, bring about positive improvements to neighbourhoods, and to recommend their approval, as amended, by the Council:
  - Houses in Multiple Occupation
  - Waste Collection and Storage Facilities

**Background**

2. The Council has a number of SPGs which were prepared to supplement the policies contained in previous adopted plans. In order to ensure conformity with the recently adopted Cardiff Local Development Plan (LDP) policies, a review of these is underway and a programme of SPG to support and amplify the policies in the LDP is currently being produced. These SPG's are the first tranche of this programme and further tranches will be brought before Cabinet and Council in next 12 months.
3. Welsh Government guidance encourages local planning authorities to prepare SPG to provide advice on how LDP policies will be implemented. This 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.
4. SPG must be consistent with planning legislation, Welsh Government guidance and the LDP. It should be prepared in consultation with the public and appropriate interests, and their views should be taken into account before formal Council approval. SPG may be given weight as a material consideration when making decisions on planning applications.
5. In May and June 2016 consultation was undertaken for six weeks on the SPGs is in line with the LDP Community Involvement Scheme. Consultation included the following:



- A 6 weeks public consultation period
  - A public notice in the local press to notify anyone with an interest
  - Copies of the documents were made available to view in all Cardiff Libraries, County Hall and on the Council website.
6. In addition to this Councillors were notified about the current SPG consultation and an email/letter notification was sent out to consultees on the SPG Consultation List – this list included the formal LDP consultees and anyone else who has requested to be kept informed of SPG consultations, including businesses, interested groups and individuals. Each of the SPG appended to this report contains appendices outlining the specific consultation undertaken, a summary of the representations submitted and the changes made in response.
7. Most of the comments received were minor and technical in nature and a summary of the content of each of the SPG's together with a summary of any significant comments received and any proposed changes is included below:

### **Houses in Multiple Occupation SPG**

8. The SPG seeks to outline the council's position on the growth of Houses of Multiple Occupation (HMO) and establish how the authority would like to manage future developments in order to retain balanced communities and a high standard of development
9. The authority recognises the vital role played by HMOs in contributing towards the housing mix within the city. However, the absence of planning guidance on HMOs can and has led to concentrations of HMOs in certain areas which the council feels can lead to negative consequences. The SPG seeks to address this in the future.
10. The SPG went to public consultation in May 2016. A wide range and variety of comments were received, some of these were replicated by different consultees, but around 30 distinct comments were received. These will be addressed within an appendix in the SPG. Of the comments, a number will lead to changes within the final SPG. These are relatively minor and do not alter the main thrust of the SPG.
11. A number of changes were considered which would have potentially led to loopholes that in practice would have allowed continued development, further reducing the balance of family homes within certain communities. These changes were not acted upon, instead the prospect for a future review if deemed necessary was included in the SPG. This would further consider the concerns raised in the consultation and assess the impact of the SPG.

### **Waste Collection and Storage Facilities SPG**

12. The Waste SPG outlines the minimum requirements for waste storage, collection and presentation for all new developments (commercial and domestic).

13. The current SPG was written in March 2007 and is now out of date with the current waste collection methods and the storage requirements for new developments. The SPG has therefore been updated to reflect the current needs of the residents, developers and Waste Management.
14. The main changes are as follows:
  - Updated storage requirements for all residential dwellings based on the recent collection changes, particularly the sizes of residual waste bins required. The new SPG references the recently rolled-out 140 litre bins and the separate food waste storage requirements, as introduced in 2011.
  - The bin provision for flats have been altered, to coincide with the waste restrictions for houses (140L residual waste per flat). The previous SPG only referenced the waste storage requirements for 1 or 2 bed flats, causing confusion for developers of larger flats.
  - This new SPG makes direct reference to houses converted to flats, and the requirement for waste to be storage in an external area. It is no longer acceptable for waste to be stored in cupboards or rooms within the flat between collections.
  - A designated storage area for bulky waste is required for all purpose built flat developments
  - Identification of the equality considerations for new dwellings (i.e. bins must be within 25m of collection vehicle to enable the Council to offer the Assisted Lift Service to all new properties)
  - Specifies that where possible, all waste should be stored at the rear of properties. If not, storage at the front will require screening from the highway (artificial or natural).
  - Instructions for the best practice for developers, once construction has been completed (covers how to organise the purchase of bins from Waste Management)
  - The waste requirement for commercial units remains unchanged.
15. Comments were received from Councillors during the consultation period. Appendix 6 shows all the responses submitted by Councillors and the reasons why actions were not required.
16. As a summary, the two Councillor responses were very supportive of the proposed update for the Waste SPG, particularly the new requirement for external waste storage for converted flats.
17. The main significant criticism was the allowance of bins to be stored at the front of residential properties. The SPG stipulates that the storage of waste at the front of new developments is not preferable and should be used as a last resort (see paragraph 6.2). It is not possible to expect all developments to avoid waste storage at the front of properties, due to the nature of some developments (i.e. terraced housing), where it is not possible or practical for waste to be stored anywhere other than the front. Waste Management feel it is acceptable to allow waste storage at the front, as a last resort, and where screening is provided (as shown in

images on Page 18 and under paragraph 6.2 within the proposed SPG). Therefore, no action was taken to this consultation response.

### **Reason for the Recommendation**

18. To comply with Welsh Government guidance on the process for preparing Supplementary Planning Guidance.

### **Legal Implications**

- 19 The Cardiff Local Development Plan (LDP) was adopted on 28 January 2016 and contains policies and proposals which provide the basis for deciding planning applications. The policies in the adopted Cardiff LDP have special status under section 38(6) of the Planning and Compulsory Purchase Act 2004 which means that planning decisions must be taken in accordance with it unless material considerations indicate otherwise.
- 20 Whilst the LDP contains policies and proposals which provide the basis for deciding planning applications supplementary planning guidance (SPG) can be used as a means of setting out more detailed guidance on the way in which those policies will be applied in particular circumstances or areas. SPG may be taken into account as a material consideration when determining planning applications.
- 21 In order for a SPG to be given as much weight as possible as a material consideration it must be formulated, prepared and adopted in the proper manner. The Houses in Multiple Occupation SPG (HMO) and Waste Collection and Storage Facilities SPG have been subject to public consultation and where appropriate amendments have been made to reflect the comments received.  
Powers and Duties
- 22 The Council has a duty to seek to continually improve in the exercise of its functions (which includes where appropriate powers) in terms of inter alia strategic effectiveness, service quality and availability , sustainability, efficiency and innovation pursuant to the Local Government (Wales) Measure 2009.
- 23 Section 3 of the Wellbeing of Future Generations (Wales) Act 2015 imposes a duty on public bodies to carry out sustainable development in accordance with the sustainable development principle to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs (section 5).
24. In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a) Age, (b) Gender reassignment (c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e)

Disability,(f) Pregnancy and maternity (g) Marriage and civil partnership,(h) sexual orientation (i) Religion or belief – including lack of belief

- 25 The LDP was subjected to an Equalities Impact Assessment. The SPGs supplement and provide guidance on the policies which were prepared within this framework.

### **Financial Implications**

26. No direct financial implications are expected to arise for the Council following the approval of the specific Supplementary Planning Guidance included in this report.

### **CABINET PROPOSAL**

Council is recommended to approve the Houses in Multiple Occupation and Waste Collection and Storage Facilities Supplementary Planning.

### **THE CABINET**

28 September 2016

The following Appendices are attached:

Appendix 1 - Supplementary Planning Guidance: Houses in Multiple Occupations

Appendix 2 - Supplementary Planning Guidance: Waste Collection and Storage Facilities



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# Houses in Multiple Occupation (HMOs)

## Supplementary Planning Guidance



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## Contact

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## 1.0 Introduction

### 1.1 What is Supplementary Planning Guidance (SPG)?

1.1.1 The Welsh Government (WG) support the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and National Planning policy guidance. Before it is adopted, an SPG undergoes a period of public consultation and must be approved by the council. Upon adoption by the City of Cardiff Council in September 2016, the SPG became a material consideration in the determination of relevant planning applications.

1.1.2 This document supplements Policy H5 of the adopted Cardiff Local Development Plan (LDP) 2006 -2026. This relates to sub-division or conversion to flats or Houses in Multiple Occupation (HMOs).

### 1.2 What is the history of the Houses in Multiple Occupation SPG?

1.2.1 The SPG went to public consultation between 9<sup>th</sup> May 2016 and 20<sup>th</sup> June 2016. It was adopted by the City of Cardiff Council on XX/XX/2016. Monitoring of the impact of the SPG will take place after its adoption, alongside a review if deemed necessary.

### 1.3 What is the purpose of this SPG?

1.3.1 The purpose is to provide background information on, and provide a rationale for how the council will assess applications for planning permission to create new C4 and *Sui Generis* HMOs. More information on the policy context is provided in 3.0. More information on the background to this SPG and the role of HMOs in the city is provided in 4.0.

1.3.2 This SPG will identify the threshold at which it is deemed that the concentration of HMOs in an area has reached a level considered to adversely impact upon the community. This is explained in more detail in 5.0. Secondly it provides guidance on how HMOs should be developed, if their development is appropriate in the location proposed. This is explained in more detail in 6.0.

1.3.3 This SPG will be used to assess HMOs that require planning permission. It cannot be taken into account when issuing licences under housing legislation or building regulations. Further information regarding the licensing requirements of all HMOs in Cardiff can be found at the Shared Regulatory Service Website [www.srs.wales](http://www.srs.wales)



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## 2.0 Terminology

### 2.1 Dwellinghouse

2.1.1 The Town and Country Planning (Use Classes) Order 1987<sup>1</sup> (as amended) defines a Use Class C3 dwellinghouse as a residence that is used (whether or not as a sole or main residence) by:

- a) a single person or by people to be regarded as forming a single household
- b) not more than six residents living together as a single household where care is provided for residents; or
- c) not more than six residents living together as a single household where no care is provided to residents (other than a use within class C4)

2.1.2 For the purposes of (a) above, a single household is construed in accordance with section 258 of the Housing Act 2004

### 2.2 House in Multiple Occupation

2.2.1 In Planning terms, HMOs can be broken down into two different types. An HMO has the same meaning as in section 254 of the Housing Act 2004.

- a) Small HMOs refer to shared houses or flats occupied by between 3-6 unrelated persons who share basic amenities. This is classed as planning Use Class C4. Changes of use to C4 Use Class require planning permission.
- b) Large HMOs refer to properties with more than six unrelated persons sharing. They do not fall within any use class and are treated as '*Sui Generis*' (meaning 'of their own kind'). Changes of use to a Sui Generis HMO also require planning permission

2.2.2 Separate definitions for HMOs exist in property licensing terms. In broad terms, smaller HMOs are classed as those between 3-5 persons, and larger HMOs as those with 5 or more persons AND 3 or more storeys. These are explained in more detail in 5.3.

2.2.3 Since their creation as a planning use class in February 2016, smaller (C4) HMOs have required planning permission. This SPG explains how the council will assess applications for planning permission for the creation of C4 and sui generis HMOs. This is explained more in 3.1.4

<sup>1</sup>-Town and County Planning (Use Classes) (Amendment) (Wales) Order 2016

## 3.0 Planning Policy Context

### 3.1 National Policy

#### 3.1.1 Planning Policy Wales (Edition 8, 2016)

This document sets out land-use planning policies of the Welsh Government. It is supplemented by a series of Technical Advice Notes (TAN's). Procedural advice is given in circulars and policy clarification letters

#### 3.1.2 Paragraph 3.1.7 states:

*The planning system does not exist to protect the private interests of one person against the activities of another. Proposals should be considered in terms of their effect on amenity and existing use of land and buildings in the public interest. The courts have ruled that the individual interest is an aspect of the public interest, and it is therefore valid to consider the effect of a proposal on the amenity of neighbouring properties. However, such consideration should be based on general principle, reflecting the wider public interest (for example a standard of 'good neighbourliness', rather than the concerns of the individual).*

#### 3.1.3 Paragraph 9.3.3 states:

*Insensitive infilling, or the cumulative effects of development or redevelopment, including conversion or adaptation, should not be allowed to damage an area's character or amenity. This includes any such impact neighbouring dwellings, such as serious loss of privacy or overshadowing.*

#### 3.1.4 Following consultation, on 25<sup>th</sup> February 2016, Welsh Government legislation created the C4 Use Class. This changed the definition of HMOs within the planning system, effectively introducing the existence of smaller HMOs, which until this date had been included in the C3 use class. This means that policy can be created referencing smaller and larger HMOs, as defined in 2.2.1.

### 3.2 Local Policy

#### 3.2.1 The Cardiff Local Development Plan (LDP) 2006-2026 was adopted in January 2016. A policy within the LDP refers explicitly to the sub division or conversion of residential properties. This is outlined below. Several other policies are also applicable to the development of HMOs and will be referenced throughout this SPG. Unless stated otherwise, policies noted within this SPG will refer to those within the LDP.

Policy H5: Sub-Division or conversion of residential properties states:

*Proposals for any conversion to flats or Houses in Multiple Occupation will be permitted where:*

- i) The property is of a size, whereby the layout, room sizes, range of facilities and external amenity space of the resulting property would ensure an adequate standard of residential amenity for future occupiers.*
- ii) There would be no material harm to the amenity of existing, nearby residents by virtue of general disturbance, noise, or overlooking.*
- iii) The cumulative impact of such conversions will not adversely affect the amenity and/or character of the area.*
- iv) Does not have an adverse effect on local parking provision.*

#### 3.2.2 Supporting text in relation to the above policy is as follows:

- 5.18: The subdivision of a residential building into smaller residential units can be an important source of housing. It can take different forms such as:*
- Subdivision of existing houses into flats and HMOs*
  - Conversion of HMOs to flats.*

5.19: *The council requires all flat conversions and HMOs to be of a high quality and to be well designed.*

5.20: *The objectives of the policy are:*

- *To support the creation of attractive sustainable development for self-contained flats and HMOs;*
- *To promote good design and layout.*

5.21: *The subdivision of a building into smaller residential units is a sustainable form of development as it gives a new lease of life to buildings which might be redundant or economically unviable in their current use.*

5.22: *With sympathetic alterations to the exterior of a building, conversion has a lower visual impact on the street scene by preserving the existing frontage and respecting the character of an area.*

5.23: *However, unsatisfactory conversion work can result in accommodation which is an over-intensification form of development resulting in inadequate and poor quality accommodation. Occupants may be exposed to problems, such as overlooking, poor outlook, overcrowding, and lack of amenity space, noise and disturbance from neighbouring premises, and inconvenient and unsafe access.*

### 3.3 **Listed Buildings and Conservation Areas**

3.3.1 Owners of properties that have been listed by Cadw for their special architectural or historic interest or are in a conservation area should seek additional advice prior to contemplating conversion into an HMO. Many alterations or associated facilities (such as bin stores, roof lights or dormer windows) that often form part of an HMO conversion, may require planning permission or listed building consent (LBC) and will be less acceptable within designated historic areas than elsewhere in the city.

3.3.2 Proposals in conservation areas are required to preserve or enhance the character or appearance of the area, as set out in LDP Policies KP17 and EN9 of the LDP. Specific advice regarding each conservation area is available on the Council's website [www.cardiff.gov.uk/conservation](http://www.cardiff.gov.uk/conservation). The location of conservation areas and listed buildings can also be checked on the website.

## 4.0 Impact of HMOs on Communities

- 4.1 In accordance with KP5 of the LDP, the City of Cardiff Council requires all new HMOs to be high quality, well designed and fit to afford a good quality of life to inhabitants and the surrounding community.
- 4.2 As stated in 3.2.2, it is recognised that HMOs can provide an important source of housing, and it is recognised that demographic change has driven many of the changes that have seen traditional family homes become HMOs. HMOs are popular accommodation source for many groups, including students, young professionals, migrant workers and often people on lower incomes.
- 4.3 In spite of the above, concentrations of HMOs, clustered in small geographical areas can detract from the character of the area and actively contribute towards a number of perceived problems, including, but not limited to, those listed below. It is considered that this may conflict with policy KP13 of the LDP which aims to improve the quality of life for all.
- Increased population density, leading to greater demand for infrastructure, such as waste collections and on-street parking.
  - Higher proportion of transient residents, potentially leading to less community cohesion, undermining existing community facilities
  - Areas of higher HMO concentrations becoming less popular with local residents, with many properties taken out of the owner-occupier market.
  - A proliferation of properties vacant at certain points of the year
  - Subsequent impact on crime, local centre viability, as a result of the number of properties temporarily vacant for long periods.
- 4.4 Cardiff has a disproportionate number of HMOs within Wales. According to the 2011 census, the city has a population of 346,090 representing 11% of the Welsh population of 3,063,456. However, Cardiff is home to 33% of Wales' licenced HMOs (see Appendix B). This demonstrates that the number of HMOs is a justifiable concern for the city. In addition, as 5.3 shows, the distribution of these HMOs within the city is very uneven, with the vast majority of mandatory licenced properties being in Cathays and Plasnewydd. This has subsequently led to both these wards being declared as 'additional licenced areas'.
- 4.5 Evidence of the issues noted in 4.3 can be found in numerous sources, some of which are presented in Appendices D, F and G. It provides evidence that a dense concentration of HMOs can lead to substantial concerns and issues for the local authority. Two notable reports highlight these issues; a 2008 Ecotec report for the UK Government entitled *Evidence Gathering – Housing in Multiple Occupation and possible planning responses* and a 2015 report for the Welsh Government entitled *Houses in Multiple Occupation: Review and Evidence Gathering*. Both conclude that a concentration of HMOs in small areas can create negative consequences.
- 4.6 Demographic change occurs in all Local Authorities and within all wards within those Local Authorities. It cannot be used as a determinant of something that is positive or negative, but is useful background in highlighting the pace, uniqueness or notable characteristics in how some wards change compared to others. Some notable statistics are presented below, and more data, including changes over recent decades is shown in Appendix E
- The average household size, at 2.8 persons is higher in Cathays than any other inner ward, and 0.5 persons higher than the city average.
  - 77% of people in Cathays and 51% in Plasnewydd are aged between 15 and 29. The citywide average is 28%.
  - Only 4.5% of people in Cathays and 9.6% in Plasnewydd are aged 0-15. The citywide average is 17%.
- 4.7 The City of Cardiff Council's Waste Management team cite a number of concerns regarding the



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high number of issues concentrated in particular in Cathays and Plasnewydd. Although the data is not dwelling-specific, there is a correlation between wards with very high concentrations of HMOs, and substantially greater numbers of waste concerns. Appendix D presents the data in full. For example;

- In respect of reported incidents from the public concerning street cleansing, Cathays receives more than double the citywide average for calls, and Plasnewydd received 173% of the average.
- Waste enforcement requests from the public number 152 per year in Cathays and 233 in Plasnewydd, compared to a citywide average of 57 per ward.
- In terms of litter and requests from the public for street cleaning, the average calls for Cathays is double the citywide average, and the average calls for Plasnewydd is triple the average.

4.8 There is evidence that a concentration of HMOs can lead to negative consequences in respect of crime and anti-social behaviour. In particular, burglary is considered to be more prevalent in streets with high concentrations of HMOs, and the same pattern is noticeable for anti-social behaviour. Appendix F considers this in more detail. For example;

- Streets with large numbers of HMO are more likely to have police incidents than comparable streets with few, or no HMOs
- This is especially the case for Anti-Social Behaviour and burglary, whereby streets with high numbers of HMOs are significantly more likely to report incidents than comparable streets with lower numbers of HMOs.

4.9 Transient Communities can cause issues in respect of managing and maintaining a vibrant business community over a 12 month period. While it is recognised that HMOs are populated by persons other than students, students do represent a very large portion of HMO occupants, and it can be assumed that many new HMOs will also be occupied by students. As many students are likely to be absent from these properties for 4-5 months of the year, the nature of this type of tenancy can impact upon the viability of local centres, especially in the summer months.

4.10 Collectively, the above issues point to a conclusion that the concentration of HMOs as exists in parts of the city does not come without social or amenity costs. While any individual new HMO may not directly impact upon this, collectively, their concentration is something that the Council can justifiably feel may need management for the benefit of the community at large. In this respect, a concentration of HMOs may conflict with parts of policy KP13.

4.11 Despite the issues associated with concentrations, it is recognised that HMOs play an important role in the housing stock of the city, providing accommodation and homes to a large number of residents, including those who often are unable to purchase their own properties. Where conversion is appropriate, it is important that high design and amenity standards are upheld.

## 5.0 Managing HMO Concentrations

- 5.1 One of the aims of this SPG is to identify a threshold at which the level of HMOs is deemed to be such that it has a detrimental impact upon the community in respect of, but not limited to the issues noted in 4.3. As stated in 2.2.1, this SPG will utilise planning definitions of an HMO, with smaller HMOs being classed as C4 and larger as *Sui Generis*.
- 5.2 It is important to refer to and respect the location of existing HMOs so to identify the areas where the concentration is such that the council would seek to prevent development of additional HMOs. This will be determined by using data at the council's disposal, such as planning applications, licenced HMO data, council tax data or electoral roll information.
- 5.3 For analytical purposes, it is most appropriate to utilise licencing data. Licensed HMOs in Cardiff have two classifications; citywide, a mandatory HMO licencing system is in operation for dwellings that are three-storey or more, and contain at least five residents not forming a single household. In Cathays and Plasnewydd wards, an additional licence is also in operation for properties with three or more residents not forming a single household. Additional Licencing is not used in other wards. As of February 2016, 86% of all mandatory licenced HMOs were concentrated in two wards.

Mandatory Licences		
Citywide	962 HMOs	
Cathays	555 HMOs	58% of citywide total
Plasnewydd	283 HMOs	29% of citywide total
All other wards	124 HMOs	13% of citywide total
Additional Licences		
Cathays	1688 HMOs	
Plasnewydd	257 HMOs	

- 5.4 It is recognised that the Licensing definitions of HMO, as stated previously, differ to those of Planning. However, the combination of *Mandatory* and *Additional* licences does clearly identify clusters of HMO (irrespective of size of HMO) in certain parts of the city. The issues laid out in Section 4 remain; that HMOs impact on surrounding areas, whether the property is mandatory or additionally licenced in Licensing terms or whether it is a C4 or sui generis HMO in planning terms.
- 5.5 There is evidence therefore, that;
- 1) There is a large number of HMOs in the city
  - 2) The location of HMOs is not evenly distributed around the city
  - 3) Irrespective of the positive or negatives that HMOs bring to communities, the disparity in distribution would justify a different approach to their growth in different areas of the city depending on the existing level of concentration.
- 5.6 Having identified in 4.3, some of the issues caused by HMOs, and having illustrated the uneven distribution of them around the city, it is necessary to determine the threshold at which new HMOs may cause harm to a local area. This threshold will resist further HMOs in communities that already have a concentration above this limit, while also controlling the growth of HMOs in communities below this threshold.
- 5.7 A two-tier threshold will be applied to determine when an area has reached the point at which further HMOs would cause harm.
- 1) In Cathays and Plasnewydd the figure of 20%
  - 2) In all other wards, the figure of 10%

This means that within Cathays or Plasnewydd, if more than 20% of the dwellings within a 50m radius of the proposed HMO are already established HMOs (ie, either C4 or sui generis in Planning

terms) then this development would be considered unacceptable. In other wards, the figure would be 10%. This is shown as a map in 7.1 and as examples in 7.2 and 7.3.

This is justified because Cathays and Plasnewydd are home to a vastly greater number of HMO than other parts of the city, and are designated as Additional Licensing areas.

Recognition of the role that HMOs play in these wards is reflected in the higher threshold, which allows for sustainable growth. Elsewhere, with smaller HMO numbers, the 20% threshold would allow for a large number of conversions from a low base. As such, the threshold of 10% is deemed more appropriate, allowing growth in these areas where there is demand, whilst retaining the essential character of those communities, and resisting the problems that can occur from HMO concentrations. The figure of 10% is recommended in the 2015 *Welsh Government Houses in Multiple Occupation: Review & Evidence Gathering* report.

- 5.8 When considering the level of concentration, as stated in 5.7, a definition of 50m from the property in question will be used. Within this, all dwellinghouses that have their main street-facing entrance within this radius will be included. 50m is deemed an appropriate extent to reflect an area that lies within a sphere of influence of a property, such as being affected in terms of amenity or disruption. It is also an appropriate distance in densely populated inner wards, and will ensure that many properties are taken into account. Other cities use radii varying between 40m and 200m. However, larger areas (such as a 100m radius, or entire street length) would firstly cause less impact in terms of amenity, and secondly would not notably alter the outcome in terms of assessing concentrations, and if it did, it would be through the consideration of properties further away from the proposed HMO at the expense of those closer by.
- 5.9 In certain circumstances, it may also be appropriate to consider whether dwellinghouses immediately neighbouring a property are already HMOs. This shouldn't override the core principle as stated in 5.7, but it is a consideration in determining the extent that a new HMO may have upon neighbours. For example, if a property is immediately surrounded by HMOs on all sides, this is worthy of consideration alongside the main determinant of whether the stated concentration within 50m of the property is reached.
- 5.10 A property that is already a C<sub>4</sub> HMO will not automatically be permitted to become a *sui generis* HMO. Even though it is already an HMO, if the concentration in the area is high, then by definition, the creation of the larger *sui generis* HMO will only likely heighten the issues caused by HMOs. As such, C<sub>4</sub> to *Sui Generis* developments will not automatically be considered neutrally or favourably. Correspondingly, while *Sui Generis* HMOs will need to apply for planning permission to convert to a C<sub>4</sub> HMO, it should be viewed positively irrespective of concentration, as it would result in smaller HMO, and thus not heighten issues caused by the concentration of HMOs
- 5.11 HMOs that were in existence prior the creation of the C<sub>4</sub> use class on the 25<sup>th</sup> January 2016 may need to provide evidence of their HMO status via tenancy agreements or other documentation. Otherwise they will be assumed to be C<sub>3</sub> dwellings and treated as such.
- 5.12 Developments of HMOs on brownfield sites, or developments of new HMOs that do not result in the loss of an existing C<sub>3</sub> property may be viewed more favourably. Although this will result in an increased concentration of HMOs, with the issues this may bring, it will be an addition to the total housing stock, which will not result in the loss of family dwellings.

## 6.0 Design Guidance for Proposed HMOs

6.01 This part of the SPG presents design guidance for HMOs that are proposed in suitable locations. A checklist of the information that would be expected alongside an application is included in Appendix A

### 6.1 Room Sizes and Facilities

6.1.1 The Cardiff *HMO Licensing Fire Safety and Amenity Standards* (updated 2014) sets standards in terms of amenity, space standards and facilities which must be adhered to, and is the minimum that would be expected to be achieved.

6.1.2 Specific reference is given to the number of bathrooms, toilets, kitchen facilities, and the size of rooms within HMOs. The figures are the minimum that are accepted for the purpose of licensing, and offer an appropriate level in planning terms in respect of the minimum that would be expected. Applicants should refer to licencing prior to submitting a planning application. This data is reproduced in Appendix C.

6.1.3 In terms of ceiling heights, a height appropriate to afford a good standard of living must be demonstrated as part of the application. In respect of loft conversions, habitable room space is only counted as that which is above 1.5m. A minimum of 2m headroom must be provided above stairwells which is measured vertically from the pitch line of the stairs. The habitable rooms should have a minimum head room of 2 metres. The minimum floor space required for habitable rooms is noted in Appendix C.

### 6.2 Recycling and Refuse Storage

6.2.1 Adequate provision must be made for waste, recycling and composting facilities. Policy W2 (Provision for Waste Management Facilities in Development) of the LDP states:

*Where appropriate, provision will be sought in all new development for facilities for the storage, recycling and other management of waste.*

6.2.2 When waste is stored in frontages, it must be suitably contained within bins, provided by the landlord in bag areas, or by the Council in bin areas. The latest *Waste and Recycling: Collection and storage SPG* states:

*"Developers of high density, multiple occupancy dwellings or five or more flats must provide a dedicated refuse store or screened storage area for bulk bins. The bin store must be capable of housing the maximum number of containers required, based on an assessment of projected arising's."*

6.2.3 The *SPG* provides guidance on the provision of waste storage facilities for larger HMOs, which is replicated below

Number of Bedrooms/Residents	Recycling	General	Garden	Food
1-5	Bags (140L)	1 x 140L	240L	1 x 25L
6-8	Bags (240L)	1 x 240L	240L	2 x 25L
9-10	Bags (380L)	1 x 240L and 1 x 140L	240L	3 x 25L
11+	Bags (480L)	2 x 240L	240L	3 x 25L



6.2.4 Planning applications that cannot demonstrate suitable, ideally covered, storage space, for recycling and waste will be refused. External storage must be provided to accommodate recycling and waste for a 14 day period. External storage areas must not have an adverse impact on the availability of amenity space and will be excluded from calculations.

6.2.5 Particular care should be given to the siting and appearance of refuse storage in conservation areas and within the curtilage of a Listed Building, additional restrictions may also apply.

### 6.3 Amenity space

6.3.1 Amenity space is important in retaining a quality of life for people living within the dwelling, and to a lesser extent, those who live nearby. Amenity space can perform many different functions, such as a secure playing space for children, a horticultural area, a place for drying clothes, or for sitting out in. Policy H5 specifically references amenity space, stating:

*Proposals for any conversion for flats or Houses in Multiple Occupation will be permitted where:*

- i) *The existing property is of a size (without being extended for the proposed use) whereby the layout, room sizes, range of facilities and external amenity space of the resulting property would ensure an adequate standard of residential amenity for future occupiers.*

6.3.2 The City of Cardiff Council has typically used the figure of 25m<sup>2</sup> as the minimum expected external useable amenity space for C3 or dwellings, ie, for those dwellings up to 6 persons. This level should also apply to C4 properties. Each additional person would be expected to have 2.5m<sup>2</sup>. As such, for example, the minimum expected for a 7 bed HMO would be 27.5m<sup>2</sup> of external amenity space. Each additional person should result in a corresponding increase of 2.5m<sup>2</sup>. Useable amenity space is considered to be at least 1.4m wide, enabling storage and access.

Persons in dwellings	Minimum external amenity space required
Up to 6 (C4 Dwellings)	25m <sup>2</sup>
7 (Sui Generis HMO)	27.5m <sup>2</sup>
8	30m <sup>2</sup>
9	32.5m <sup>2</sup>
10	35m <sup>2</sup>

6.3.3 All residents within an HMO should have access to amenity space without impacting upon other residents within the HMO, i.e. access should be through communal space, not a private bedroom. The amenity space should also not overlook occupied bedrooms.

### 6.4 Vehicle Parking

6.4.1 The impact on parking is a key local issue with all residential development, and this is especially the case with HMOs, where there can be a heightened perception of the impact that this type of dwelling can have on often limited street space. As such car parking provision should be effectively incorporated into the design of the development. Policy H5 of the LDP states:

*'Proposals for any conversion to flats or houses in multiple occupation will be permitted where  
iv) it does not have an adverse effect on local parking provision.*

In this regard, the saturation points, as noted in 5.7 will be taken into account when determining the impact an HMO will have upon parking within the street.

6.4.2 Reference should be made to the Councils parking standards, which are set out in the latest *Managing Transport Impacts and Parking Standards SPG*, which provides guidance on:

- Car, cycle, motorcycle and disabled parking provision

- Layout and design
- Minimum Parking Provision

6.4.3 Clear guidance on the need to consider parking provision is noted, in the above SPG, which states:

*Changes of use involving the subdivision of properties to create additional units can potentially result in the intensification of use and an increase in the level of demand for car parking. In areas where there is a high concentration of single dwellings that are in multiple occupation, or have been subdivided into multiple flat/bedsit/apartment units, levels of on-street parking may already be oversubscribed. In locations where these circumstances exist, proposals for the further subdivision of existing dwellings will need to be carefully considered in light of the likely impacts of any intensification upon existing parking pressures. In exceptional circumstances, the likely parking impacts of a proposal may warrant a flexible application of the standards in this SPG with the effect that permission may not be granted unless additional off street parking space can be provided within the curtilage of the building*

6.4.4 The merits and circumstances of each planning application need to be taken into account when applying parking standards; including any requirements for cycle parking, blue badge parking provision, visitor parking, and any factors relating to location and context.

6.4.5 Whatever the proposed parking solution, due consideration must be given to boundary treatments and pedestrian access. Any new hard surfacing must have appropriate drainage and ideally incorporate permeable materials to create sustainable drainage. Permission for new footpath crossings and dropped kerbs will require consent from the Council's Highways Assets section. Consideration of proposals for new front or rear parking spaces utilising existing non-parking space, will be balanced against the need to provide private amenity space.

## 6.5 Cycle Storage

6.5.1 The council supports and encourages the use of cycling as a sustainable means of transportation and as such encourages appropriate cycle provision as part of residential developments. Policy T1 of the LDP states:

*To enable people to access employment, essential services and community facilities by walking and cycling the Council will support developments which incorporate:*

- vii) Supporting facilities including signage, secure cycle parking and, where necessary, shower and changing facilities.*

6.5.2 The council's cycle parking standards are set out in the latest *Managing Transport Impacts and Parking Standards SPG*. The SPG identifies that in HMOs, a minimum of one cycle parking space should be provided for each bedroom. Cycle storage should also be located externally and there must be no storage of bicycles in communal hallways, stairways or landings, as this obstructs the means of escape in case of fire.

6.5.3 Outside cycle storage should be secure, sheltered and adequately lit, with easy access to the street. Cycle parking and storage provision should be considered into the design of an HMO from the outset and shown in any plans

## 6.6 Noise

6.6.1 Design and layout of new HMOs should minimise the potential for noise nuisance. By definition, HMOs are likely to be used by more people than a single dwellinghouse, and there is also a greater likelihood that the occupants will be more transient, or less connected to each other. This can result in a greater number of movements and disturbance to those living within, and nearby an HMO.

6.6.2 Effective sound insulation is important between HMOs and adjoining properties and also within HMOs. This is dealt with under Building Regulations and not Planning, but it is something which

design should consider. Planning conditions may be attached to any permission granted to ensure that adequate noise insulation is achieved.

## **6.7 Light and Outlook**

6.7.1 All habitable rooms must have natural light a means of outlook, light and ventilation. As an example, a living room reliant on roof lights is not acceptable.

6.7.2 Privacy within HMOs and between HMOs and surrounding properties is important. Rooms should be arranged in a manner that maximises the living standards of occupants, preventing the overlooking of neighbouring properties and avoiding bedrooms facing high boundary walls. This accords with KP5 of the LDP.

## **6.8 Access**

6.8.1 HMOs that are above shops or offices should have their own separate access to the street frontage to avoid conflict with the commercial properties on the lower floor(s). If this is not possible, strong justification must be given for the utilisation of shared entrances.

6.8.2 Access to the building should be through the front door with direct access from the street entrance or a shared entrance hallway off the street entrance. All entrances should be visible, well lit, secure and clearly numbered.

6.8.3 Rear or side access should only be used as the primary access if it is well lit and already extensively used for this purpose. External staircases at the back of the building, via a back alley are not acceptable as the main access as they cause a loss of privacy for neighbouring properties.

## **6.9 External alterations and internal alterations impacting on external appearance**

6.9.1 The visual impact of any conversion on the external appearance of the property is a key issue, and consideration of this through good design must be considered. KP5 of the SPG states:

*To help support the development of Cardiff as a world-class European Capital City, all new development will be required to be of a high quality, sustainable design and make a positive contribution to the creation of distinctive communities, places and spaces by:*

- i) *Responding to the local character and context of the built and landscape setting so that layout, scale, form, massing, height, density, colour, materials, detailing and impact on the built and natural heritage are addressed within development proposals.*

6.9.2 6.1.3 Presents guidance on ceiling heights and floor levels. If floor levels are altered, the impact on the appearance from the street must be considered, with the lower floor level not visible to those using the street. This is best achieved by using obscured glazing. Additionally, in cases where it may be appropriate to split larger rooms into smaller rooms (See Appendix C), care must be taken to ensure that new windows align with the divided room. This is especially the case in traditional bay fronted properties, where it is not appropriate for two rooms to share the same window.

6.9.3 Future maintenance of the HMO needs to be considered. Materials should be durable, and low maintenance planting is preferred. Retention of any existing gardens is strongly favoured, for amenity value, biodiversity and to assist flood prevention. A respect for the adjoining properties and public spaces, including pavements is essential and thought should be demonstrated for how the building interacts with pavements or other public spaces. During development work, appropriate licences for skips and scaffolding must be obtained from the City of Cardiff Council (City Operations, Asset Management)

6.9.4 New HMOs will need to have consideration in respect of designing out crime and the creation of safe environments. Applicants are encouraged to seek out Police Design Out Crime Officers and

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refer to secured by design principles, which can be found at [www.securedbydesign.com](http://www.securedbydesign.com). Policy C3 (Community Safety / Creating Safe Environments) of the LDP states:

*All new development and redevelopment shall be designed to promote a safe and secure environment and minimise the opportunity for crime. In particular development shall:*

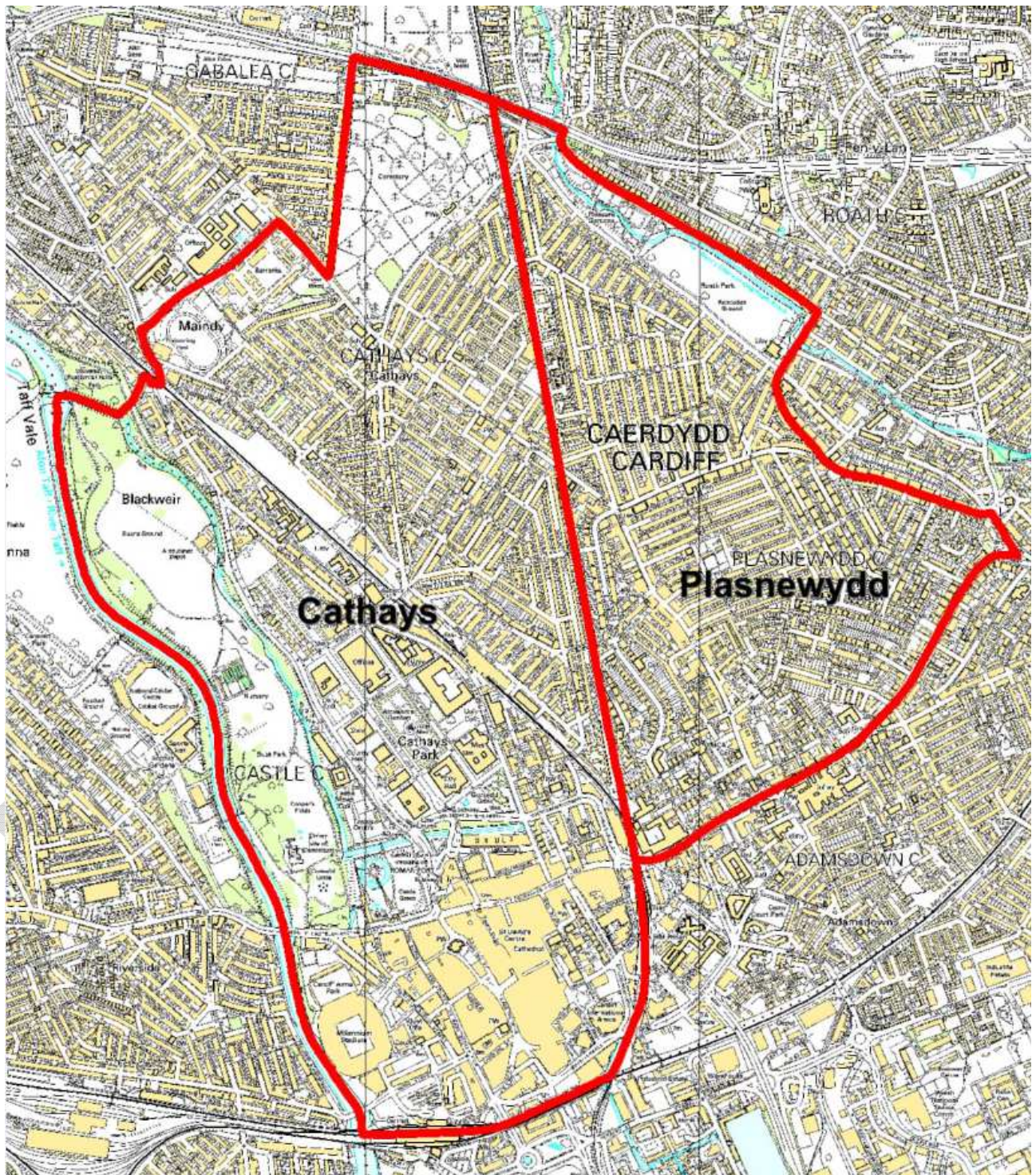
- i) Maximise natural surveillance of areas which may be vulnerable to crime such as publicly accessible spaces, open space, car parking areas and footpaths*
- ii) Have well defined routes, spaces and entrances that provide convenient movement without compromising security*
- iii) Maintain perceptible distinction between public and private spaces through well-defined boundaries and defensible space.*
- iv) Provide a good standard of lighting to public spaces and routes while minimising energy use and light pollution; and*
- v) Be designed with management and maintenance in mind, to discourage crime in the present and future.*

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## 7.0 HMO Threshold Map

- 7.1 The map below shows the Cathays and Plasnewydd wards, within which the 20% concentration threshold would apply (See 5.7). All other wards would fall under the 10% concentration threshold.



In the overleaf examples, a property is shown in blue. A 50m radius is shown from the property, to reflect the immediate local community. Existing HMOs (both mandatory and additionally licenced and council tax defined) are marked in red, while C3 dwellinghouses are green.

- 7.2 In the first example, there are 34 dwellings within the radius, 16 of which are considered HMOs according to the councils licencing and council tax records. This constitutes 47% of properties, meaning the threshold of 20% has been exceeded. The council therefore would look to refuse this application unless its



implementation, judged in the light of all other material considerations, would serve the public interest.



7.3 In the second example, a property in Grangetown is shown. Within this 50m area, only one out of 53 other properties is an HMO. This is below the 10% threshold and therefore the conversion to an HMO would not be opposed subject to satisfactory compliance of the criteria set out on Policy H5, and this SPG.



## 8.0 Appendices

### 8.1 Appendix A: Planning Application Checklist

- Site Layout Plan
- Application Form
- Plans detailing existing and proposed layouts
- External appearances – if altered.
- OS Plan highlighting property in red
- Appropriate fee

Further details at [www.cardiff.gov.uk/dc](http://www.cardiff.gov.uk/dc)

### 8.2 Appendix B: HMO licencing across Wales

The below data is taken from an April 2015 *Houses in Multiple Occupation: Review and Evidence Gathering* report into HMOs that was conducted on behalf of the Welsh Government. It uses Licenced HMO data and demonstrates that Cardiff is the location for a disproportionate number of HMOs.

Year 2013-2014	HMO licences			Selective licences	Total licences
	Mandatory HMO licences	Additional HMO licences	Total HMO licences		
Isle of Anglesey	12	29	41	0	41
Gwynedd	261	518	779	0	779
Conwy	29	168	197	0	197
Denbighshire	32	92	124	0	124
Flintshire	7	0	7	0	7
Wrexham	28	257	285	0	285
Powys	4	40	44	0	44
Ceredigion	323	326	649	0	649
Pembrokeshire	7	0	7	0	7
Carmarthenshire	33	0	33	0	33
Swansea	727	867	1,594	0	1,594
Neath Port Talbot	6	0	6	63	69
Bridgend	20	0	20	0	20
Vale of Glamorgan	7	5	12	0	12
<b>Cardiff</b>	<b>929</b>	<b>1,403</b>	<b>2,332</b>	<b>0</b>	<b>2,332</b>
Rhondda Cynon Taf	82	451	533	0	533
Merthyr Tydfil	1	0	1	0	1
Caerphilly	9	0	9	0	9
Blaenau Gwent	3	0	3	0	3
Torfaen	0	0	0	0	0
Monmouthshire	0	0	0	0	0
Newport	158	324	482	0	482
<b>Wales</b>	<b>2,678</b>	<b>4,480</b>	<b>7,158</b>	<b>63</b>	<b>7,221</b>

Source: <https://statswales.wales.gov.uk/Catalogue/Housing/Hazards-and-Licences/dwellingslicenced-by-area-licencetype> and Welsh Government.

### 8.3 Appendix C HMO Licensing Standards

The below data refers to the minimum standards of amenity space, as expected by the City of Cardiff Council in licenced properties. Final published SPG may contain a link to Regulatory Services Website

#### Space Standards

**Example 1:** Shared house of 3 or more occupants.

**Kitchen:**

7m<sup>2</sup> for up to 6 persons with 2.5m<sup>2</sup> per additional user. Not to be more than 1 floor away from any bedroom unless the property has a dining room or other eating area.

**Bedroom:**

Where a separate living room is provided:

Minimum 6.5m<sup>2</sup> for a single room

Minimum 11m<sup>2</sup> for a double room

Where no separate living room is provided:

Minimum 10.0m<sup>2</sup> for a single room

Minimum 15m<sup>2</sup> for a double room

**Living room:**

11.5m<sup>2</sup> for up to 6 persons with 2.5m<sup>2</sup> per additional person.

**Example 2:** Flat with combined lounge kitchen and a separate bedroom (Total of 2 rooms excluding bathroom)

**Lounge – Kitchen:**

10m<sup>2</sup> for 1 person or 13m<sup>2</sup> for 2 people

**Bedroom:** 6.5<sup>2</sup> for 1 person or 11m<sup>2</sup> for 2 people.

**Example 3:** Flat with combined lounge bedroom and a separate kitchen. (Total of 2 rooms excluding bathroom)

**Lounge – bedroom:** 10m<sup>2</sup> for one person 15m<sup>2</sup> for 2 people.

**Kitchen:** 5.5m<sup>2</sup> For up to 2 people.

**Example 4:** Flat/bedsit with combined lounge kitchen and bedroom (Total of 1 room excluding bathroom)

1 person unit = 13m<sup>2</sup>

2 person unit = 15m<sup>2</sup>

**Example 5:** Flat with separate lounge, separate bedroom/s , and separate kitchen.

**Bedroom:** 6.5m<sup>2</sup> for 1 person 11m<sup>2</sup> for 2 people

**Lounge:** 8.5m<sup>2</sup> For 1 person. 10m<sup>2</sup> for 2 persons and 11m<sup>2</sup> for up to 6people with an additional 2.5m<sup>2</sup> per person after this.

**Kitchen:** 5.5m<sup>2</sup> For up to 2 people. 7m<sup>2</sup> For up to 6 people with 2.5m<sup>2</sup> per additional person.

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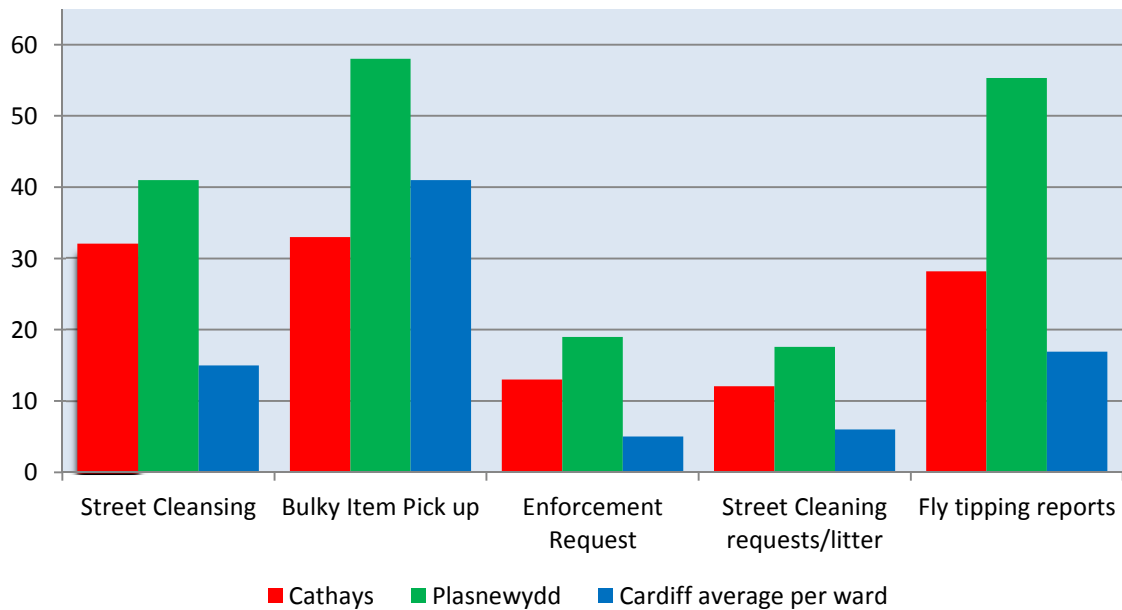
Required Amenities	Shared HMO
<b>Personal Hygiene</b>	
<b>Bathrooms</b> (This means a room containing a bath or shower, but not necessarily a toilet or wash hand basin).	1 bathroom for every 5 occupants. 1 to 5 occupants = 1 bathroom. 6 to 10 occupants = 2 bathrooms. 11 to 15 occupants = 3 bathrooms.
<b>Water Closets (WC)</b> (Toilets)	1 WC for up to 4 occupants (may be in bathroom/shower room) 1 WC per 5 occupants (in a separate compartment to the bath/shower) 2 WCs per 6 Occupants (may be in bathroom/shower room) 2 WCs per 7 occupants (with 1WC to be in a separate compartment) 3 WCs per 11-15 occupants (with 1WC to be in a separate compartment to the rooms containing baths/showers). * All W.C's must contain a WHB with hot and cold water
<b>Kitchens</b>	
<b>Cooker</b>	1 cooker (oven, grill, 4 hobs) per 5 occupants Option for up to 7 occupants, rather than providing a second full cooker, is to provide one full cooker and one <u>convector</u> microwave combination oven of capacity (min) 27 litres. This option is not available where there are 8 or more occupants. For 8 - 10 persons : 2 cookers (oven, grill, 4 hobs) 11-15 persons: 3 cookers (oven, grill, 4 hobs)
<b>Sinks</b> With permanent supply of hot & cold water and draining board.	1 sink per 5 occupants Option for up to 7 is to provide one sink and a dishwasher (or 2 sinks). For 8 - 10 persons : 2 sinks 11-15 persons: 3 sinks
<b>Electrical sockets</b>	3 double sockets in addition to any serving major appliances (major appliances being fridges, freezers, dishwashers, washing machines, etc.)
<b>Worktop</b> (Usually 600 mm deep)	2.0 linear metres per 5 occupants with an additional 0.5 linear metres for each extra person.
<b>Food Storage</b>	0.4 cubic metres dry goods per person (1 average cupboard). 0.1 cubic metres (100 litres) (3.5 cubic feet) combination of refrigerated and frozen food storage per person (this would normally mean one shelf in a fridge and one shelf in the freezer, per person).
<b>Ventilation</b>	Extractor fan (to outside air) to be provided with a minimum extraction rate of 30 litres/second if located near to the cooker or 60 litres/second if located elsewhere.

#### 8.4 Appendix D Waste Management

The below data refers to public requests made to the City of Cardiff Council's Waste Management department over a 12 month period from October 2014 to September 2015. It includes requests for Street Cleaning, Bulky Item Pick-ups, Enforcement requests, street cleaning, litter and reports of fly tipping. It gives an indication of the type and level of waste issues in the city.

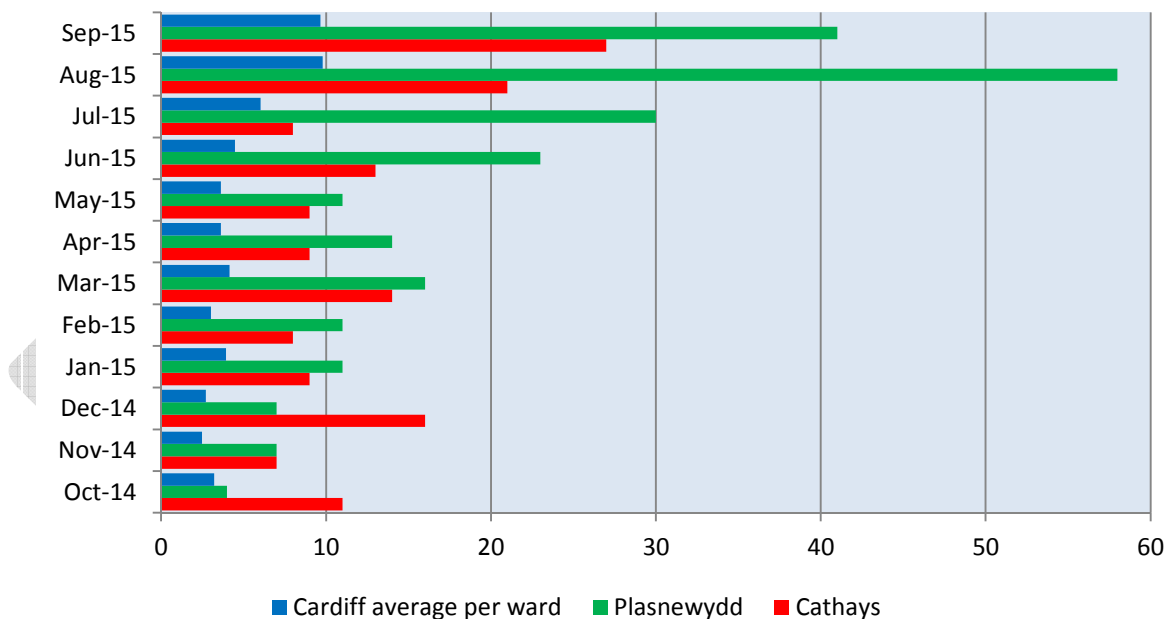
##### Calls per month

The below chart shows that the level of requests in Cathays and Plasnewydd far surpasses the ward average across the city. As can be seen, for each issue type, the number of incidents are generally far higher in Cathays and Plasnewydd (home to most HMOs) than the city wide average.



### Enforcement Requests

The below chart shows that there is a larger reliance on Waste Management's services throughout the year from the Cathays and Plasnewydd wards.



## 8.5 Appendix E Demographic Change

One of the consequences about concentrations of HMOs refers to the extent that it can deliver rapid demographic change. Demographic change does occur naturally and is not something to that is necessarily positive or negative, but the extent and pace of change within Cathays and Plasnewydd is notable. The tables below use UK census data information

### Housing Tenure

The number of homes owned by its occupiers has remained relatively constant over the last 40 years, with a rise between 1971 and 2011, followed by a small fall up to 2011. Cathays however, and to a lesser extent Plasnewydd, has seen a very steady drop since 1991, falling from a level

similar to the inner wards and city wide average, to a figure of less than half.

HMOs fall under the private rented sector, but owner-occupier data is used due to the changes in the type and definition of various property rentals used in census data between 1971 and 2011.

#### % owner occupier households by inner city ward

	1971	1981	1991	2001	2011
Adamsdown	44.60	51.40	47.50	49.84	32.40
Butetown	21.00	21.30	32.50	39.76	30.90
Canton	66.70	77.50	80.10	78.79	67.70
Cathays	54.10	66.80	64.60	43.08	23.70
Gabalfa	61.70	70.80	72.50	64.92	48.60
Grangetown	55.20	64.60	66.20	64.55	47.10
Plasnewydd	51.00	58.40	55.30	47.36	32.60
Riverside	45.70	54.70	55.30	53.58	43.00
City Wide	51.50	63.90	69.90	69.19	59.10

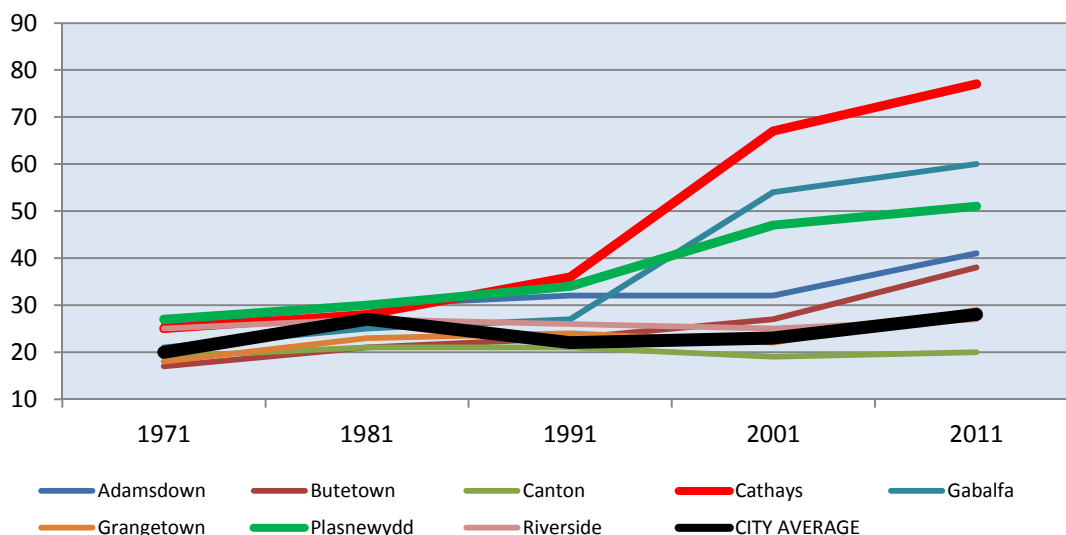
#### Age Structure

76.5% of people in Cathays are aged 15-29. This is almost three times the citywide average, while at 51.4%, Plasnewydd is twice the average. While a young demographic is not necessarily negative, the extent that the ward has changed since 1991, and the extent that Cathays in particular is different to surrounding wards is justification for a different approach in planning terms

#### % people aged 16-29 (15-29 in 2011) by inner city ward

	1971	1981	1991	2001	2011
Adamsdown	26.30	29.50	31.70	31.87	40.70
Butetown	16.70	20.90	22.70	27.28	38.40
Canton	19.10	20.60	21.10	18.83	20.30
Cathays	25.40	27.50	36.40	66.82	76.50
Gabalfa	20.80	24.60	26.80	53.85	59.50
Grangetown	17.90	23.10	24.40	21.80	28.90
Plasnewydd	26.50	29.60	34.30	47.22	51.40
Riverside	25.00	27.30	25.70	24.86	27.20
City Wide	20.30	27.30	21.70	22.50	27.50

#### % people aged 16-29 (15-29 in 2011) by inner city ward

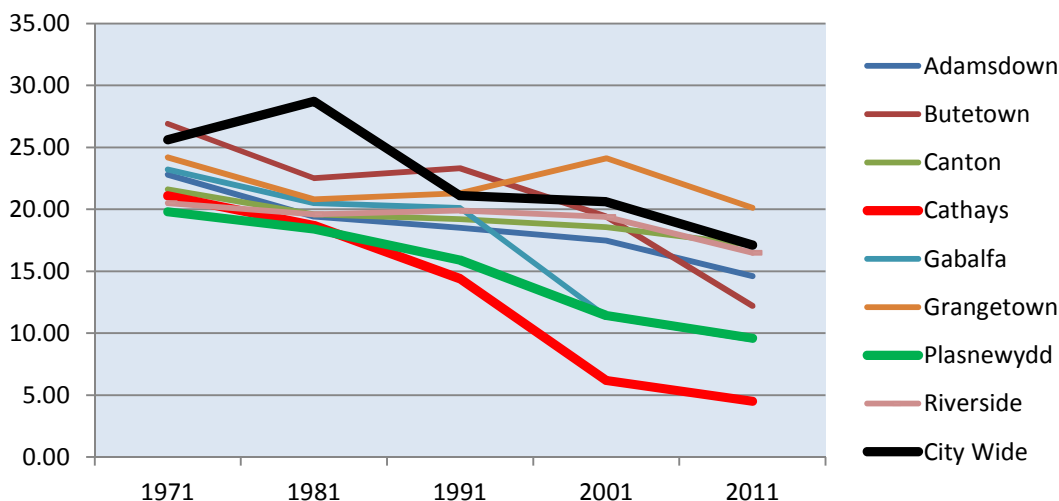


Further evidence of a large disparity in age structure is found when considering the number of children in the ward – this is critical in maintaining a balanced community with the infrastructure to support family life. As can be seen below, the number of 0-15 year olds (0-14 in 2011 data) has fallen to less than 5% of the population in Cathays. Even allowing for generally falling proportions of children citywide, the level is still less than half that of other wards.

**% people aged 0-15 (0-14 in 2011) by inner ward**

	1971*	1981*	1991*	2001*	2011**
Adamsdown	22.80	19.40	18.50	17.48	14.60
Butetown	26.90	22.50	23.30	19.40	12.20
Canton	21.60	19.60	19.20	18.57	17.10
Cathays	21.10	18.70	14.40	6.19	4.50
Gabalfa	23.20	20.50	20.10	11.34	9.50
Grangetown	24.20	20.80	21.30	24.11	20.10
Plasnewydd	19.80	18.40	15.90	11.43	9.60
Riverside	20.50	19.60	19.90	19.39	16.50
City Wide	25.60	28.70	21.10	20.60	17.10

**% people aged 0-15 (0-14 in 2011) by inner ward.**





## Average Household size

With the exception of Butetown, the inner wards of the city all share a broadly similar housing style – typified by streets of Victorian or Edwardian terraced housing. Despite this a growing difference has emerged in the average household size between wards. As late as 1991, the dwellings in Cathays (and Plasnewydd) were both significantly below the citywide average household size. Since then however, the situation has reversed, and Cathays in particular now has a household size .5 persons larger than the citywide average. This coincides with the growth of HMOs.

**Average Household size (persons) by inner city ward**

	1971	1981	1991	2001	2011
Adamsdown	2.91	2.62	2.23	2.14	2.10
Butetown	2.98	2.88	2.48	1.99	1.90
Canton	2.73	2.55	2.42	2.29	2.30
Cathays	2.74	2.55	2.30	2.85	2.80
Gabalfa	2.91	2.77	2.56	2.54	2.70
Grangetown	2.95	2.76	2.46	2.37	2.30
Plasnewydd	2.59	2.38	2.19	2.37	2.30
Riverside	2.63	2.56	2.31	2.19	2.20
City Wide	2.98	2.88	2.48	2.41	2.30

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The causes of anti-social behaviour (ASB) and criminal activity are recognised to be diverse, and cannot be attributed to any housing type alone. However, an analysis of 50 streets from different inner city wards demonstrates that there may be some correlation between a concentration of HMOs and the prevalence of certain crime and ASB incidents

The prevalence of HMOs is not something that is recorded within crime data, and as such, a sample of streets has been taken to cross-compare with crime statistics from 2014/15 and 2015/16. This compares 50 streets from around the inner wards of the city. Each street has a different number of HMOs, and so when contrasted to crime data, a picture emerges of the extent that a concentration of HMOs might have upon the likelihood of incidents occurring.

The table below shows the number of metres per police incident reported, by street. The streets with the highest concentration of HMO are marked in Blue. While several streets with low number of HMOs have high incidence of crime, the streets with a high (more than 25% in this case) rate of HMOs generally have a higher crime rate. Overall, there is an incident every 5.16m in a street with a high number of HMOs, an incident every 6.31m in all streets surveyed, and an incident every 8.68m in streets with zero recorded HMOs, thus demonstrating a potential link between HMO concentrations and incidents of crime.

Street	Ward	Total HMO	Total Props	% HMO	HMO Rate	Metres per incident
Piercefield Place	Adamsdown	4	30	13%	Moderate	1.2
Stacey Road	Adamsdown	3	93	3%	Low	1.3
Mackintosh Place	Plasnewydd	56	224	25%	High	1.8
Talworth Street	Plasnewydd	5	32	16%	Moderate	1.9
Dispenser Gardens	Riverside	2	11	18%	Moderate	2.3
Manor Street	Gabalfa	0	91	0%	Zero	2.4
Treharris Street	Plasnewydd	7	164	4%	Low	2.5
Diana Street	Plasnewydd	14	130	11%	Moderate	2.7
Rhymney Street	Cathays	126	195	65%	High	2.8
Daniel Street	Cathays	30	61	49%	High	2.9
Keppoch Street	Plasnewydd	7	137	5%	Low	2.9
Smeaton Street	Riverside	0	33	0%	Zero	3.0
Donald Street	Plasnewydd	15	163	9%	Low	3.0
Marlborough Road	Penylan	9	128	7%	Low	3.1
Tewkesbury Street	Cathays	81	130	60%	High	3.2
Alfred Street	Plasnewydd	17	113	15%	Moderate	3.2
Arran Street	Plasnewydd	9	141	6%	Low	3.3
Janet Street	Splott	0	73	0%	Zero	3.4
Llanishen Street	Gabalfa	5	93	5%	Low	3.7
Boverton Street	Plasnewydd	3	38	8%	Low	3.7
Harold Street	Adamsdown	0	52	0%	Zero	3.7
Gwendoline Street	Splott	0	29	0%	Zero	3.9
Strathnairn Street	Plasnewydd	15	146	10%	Moderate	4.2
Brithdir Street	Cathays	39	99	39%	High	4.3
Richards Street	Cathays	75	120	63%	High	4.7
Flora Street	Cathays	54	77	70%	High	5.1
Coburn Street	Cathays	81	110	74%	High	5.2
Moy Road	Plasnewydd	16	117	14%	Moderate	5.3
Thesiger Street	Cathays	38	65	58%	High	5.6
Harriet Street	Cathays	81	113	72%	High	5.7
Gelligaer Gardens	Cathays	1	27	4%	Low	5.7
Talygarn Street	Gabalfa	0	61	0%	Zero	5.8
Adeline Street	Splott	0	84	0%	Zero	6.0
Treherbert Street	Cathays	25	45	56%	High	6.2
Flaxland Avenue	Gabalfa	3	52	6%	Low	6.7

Australia Road	Gabalfa	0	93	0%	Zero	6.9
Heathfield Place	Gabalfa	0	32	0%	Zero	7.0
Glamorgan Street	Canton	0	83	0%	Zero	7.1
Cosmeston St	Cathays	25	94	27%	High	7.8
Canada Road	Gabalfa	0	103	0%	Zero	8.3
Ordell Street	Splott	0	91	0%	Zero	8.5
Florentia Street	Cathays	10	66	15%	Moderate	9.3
Brecon Street	Canton	0	46	0%	Zero	9.4
Sandringham Road	Penylan	0	36	0%	Zero	9.6
Brydges Place	Cathays	1	6	17%	Moderate	10.1
Anglesey street	Canton	0	15	0%	Zero	11.1
Fitzroy Street	Cathays	9	23	39%	High	11.8
Upper Kinraig Street	Plasnewydd	0	75	0%	Zero	13.4
Kings Road	Canton	4	189	2%	Low	25.0
Basil Place	Cathays	0	0	0%	Zero	38.0

HMOs however, are not considered to particularly contribute to an abundance of general incidents. When considering Anti-Social Behaviour and burglary (see overleaf), a clearer picture emerges. In this respect, all of the streets with the higher concentrations of HMOs are towards the higher end of the incidence table. Overall, there is an ASB or burglary incident every 28m in a street with a high number of HMOs, an incident every 44m in all streets surveyed, and an incident every 71m in streets with zero recorded HMOs. With incidents in streets with high number of HMOs more than twice as common as those in streets with no HMOs, thus demonstrates a potential link between HMO concentrations and incidents of Anti-Social Behaviour and burglary.

Street	Ward	Total HMO	Total Props	% HMO	HMO Rate	Metres per incident
Talworth Street	Plasnewydd	5	32	16%	Moderate	9.2
Piercefield Place	Adamsdown	4	30	13%	Moderate	9.4
Mackintosh Place	Plasnewydd	56	224	25%	High	10.6
Dispenser Gardens	Riverside	2	11	18%	Moderate	11.2
Stacey Road	Adamsdown	3	93	3%	Low	11.8
Treharris Street	Plasnewydd	7	164	4%	Low	14.2
Flora Street	Cathays	54	77	70%	High	15.6
Rhymney Street	Cathays	126	195	65%	High	16.1
Donald Street	Plasnewydd	15	163	9%	Low	17.8
Daniel Street	Cathays	30	61	49%	High	18.1
Harold Street	Adamsdown	0	52	0%	Zero	19.0
Keppoch Street	Plasnewydd	7	137	5%	Low	20.6
Diana Street	Plasnewydd	14	130	11%	Moderate	21.1
Janet Street	Splott	0	73	0%	Zero	21.5
Llanishen Street	Gabalfa	5	93	5%	Low	23.1
Manor Street	Gabalfa	0	91	0%	Zero	24.6
Boverton Street	Plasnewydd	3	38	8%	Low	24.7
Harriet Street	Cathays	81	113	72%	High	25.7
Thesiger Street	Cathays	38	65	58%	High	26.7
Treherbert Street	Cathays	25	45	56%	High	27.2
Coburn Street	Cathays	81	110	74%	High	28.5
Arran Street	Plasnewydd	9	141	6%	Low	30.9
Brithdir Street	Cathays	39	99	39%	High	31.4
Moy Road	Plasnewydd	16	117	14%	Moderate	31.4
Strathnairn Street	Plasnewydd	15	146	10%	Moderate	32.6
Tewkesbury Street	Cathays	81	130	60%	High	33.6

Gwendoline Street	Splott	0	29	0%	Zero	35.0
Richards Street	Cathays	75	120	63%	High	37.5
Marlborough Road	Penylan	9	128	7%	Low	38.6
Heathfield Place	Gabalfa	0	32	0%	Zero	39.7
Flaxland Avenue	Gabalfa	3	52	6%	Low	43.8
Cosmeston Street	Cathays	25	94	27%	High	46.8
Smeaton Street	Riverside	0	33	0%	Zero	47.3
Alfred Street	Plasnewydd	17	113	15%	Moderate	47.5
Talygarn Street	Gabalfa	0	61	0%	Zero	53.5
Fitzroy Street	Cathays	9	23	39%	High	56.3
Adeline Street	Splott	0	84	0%	Zero	56.4
Ordell Street	Splott	0	91	0%	Zero	68.0
Glamorgan Street	Canton	0	83	0%	Zero	82.7
Gelligaer Gardens	Cathays	1	27	4%	Low	86.0
Australia Road	Gabalfa	0	93	0%	Zero	87.4
Anglesey street	Canton	0	15	0%	Zero	89.0
Florentia Street	Cathays	10	66	15%	Moderate	102.0
Sandringham Road	Penylan	0	36	0%	Zero	105.5
Canada Road	Gabalfa	0	103	0%	Zero	106.3
Basil Place	Cathays	0	0	0%	Zero	152.0
Brecon Street	Canton	0	46	0%	Zero	160.0
Kings Road	Canton	4	189	2%	Low	n/a
Brydges Place	Cathays	1	6	17%	Moderate	n/a
Upper Kinraig St	Plasnewydd	0	75	0%	Zero	n/a



## 8.7 Appendix G – Environment Health

Statistics below show the number of reported pollution control incidents over a nine month period from 1/4/2015 to 5/1/2016. In this period, 2,766 incidents were reported on a range of pollution control issues, ranging from Property alarms through to air quality or dust nuisance. The table shows these issues by ward, also including the percentage of incidents in the ward, and contrasts this with the percentage of the city's population within that ward. By a large margin, Cathays followed by Plasnewydd have the most disproportionately high number of pollution control calls.

	Env Health Incidents	Percentage of city average	Prop of City pop	Higher/Lower than Population
Adamsdown	107	3.90	3.00	↑
Butetown	116	4.23	2.93	↑
Caerau	78	2.84	3.27	↓
Canton	99	3.61	4.13	↓
Cathays	363	13.23	5.81	↑
Creigiau / St Fagans	21	0.77	1.49	↓
Cyncoed	30	1.09	3.22	↓
Ely	141	5.14	4.22	↑
Fairwater	137	4.99	3.75	↑
Gabalfa	33	1.20	2.54	↓
Grangetown	185	6.74	5.60	↑
Heath	44	1.60	3.65	↓
Lisvane	10	0.36	1.07	↓
Llandaff	23	0.84	2.60	↓
Llandaff North	49	1.79	2.41	↓
Llanishen	102	3.72	5.03	↓
Llanrumney	81	2.95	3.20	↓
Pentwyn	151	5.50	4.52	↑
Pentyrch	13	0.47	1.01	↓
Penylan	50	1.82	3.66	↓
Plasnewydd	249	9.08	5.25	↑
Pontprennau / Old St Mellons	43	1.57	2.81	↓
Radyr & Morganstown	26	0.95	1.85	↓
Rhiwbina	39	1.42	3.28	↓
Riverside	146	5.32	3.98	↑
Rumney	56	2.04	2.55	↓
Splott	130	4.74	3.83	↑
Trowbridge	136	4.96	4.68	↑
Whitchurch & Tongwynlais	85	3.10	4.66	↓
	2743*	100	100	

\*Note, small number of incidents not allocated a ward location

Over 50% of all calls referred to *Amplified Music*, and of these the vast majority referred to domestic noise, as opposed to commercial. Therefore, citywide, domestic noise is by some distance the greatest reported pollution control issue, with a total of 1,259 incidents.

As the table overleaf shows, Cathays and Plasnewydd are the only two wards that have incidence rates more than double what we would expect based on population. Cathays in particular has 13.56% of domestic noise incidents, yet is home to only 5.81% of the city's population. This demonstrates that there may be a link between a large number of HMOs and some aspects of Environmental Health incidents.

	Domestic Amplified Music Cases	Percentage of city average	Prop of City pop	Higher/Lower incident rate than pop
Adamsdown	58	4.57	3.00	↑
Butetown	45	3.55	2.93	↑
Caerau	43	3.39	3.27	↑
Canton	46	3.63	4.13	↓
Cathays	172	13.56	5.81	↑
Creigiau / St Fagans	5	0.39	1.49	↓
Cyncoed	7	0.55	3.22	↓
Ely	72	5.68	4.22	↑
Fairwater	71	5.60	3.75	↑
Gabalfa	16	1.26	2.54	↓
Grangetown	98	7.73	5.60	↑
Heath	11	0.87	3.65	↓
Lisvane	5	0.39	1.07	↓
Llandaff	9	0.71	2.60	↓
Llandaff North	11	0.87	2.41	↓
Llanishen	46	3.63	5.03	↓
Llanrumney	36	2.84	3.20	↓
Pentwyn	89	7.02	4.52	↑
Pentyrch	4	0.32	1.01	↓
Penylan	30	2.37	3.66	↓
Plasnewydd	142	11.20	5.25	↑
Pontprennau / Old St Mellons	14	1.10	2.81	↓
Radyr & Morganstown	8	0.63	1.85	↓
Rhiwbina	14	1.10	3.28	↓
Riverside	46	3.63	3.98	↓
Rumney	18	1.42	2.55	↓
Splott	59	4.65	3.83	↑
Trowbridge	56	4.42	4.68	↓
Whitchurch & Tongwynlais	28	2.21	4.66	↓
	<b>1259</b>	<b>99.29*</b>	<b>100</b>	

\*note, figure is below 100% due to small number of incidents not being allocated a ward location

## 8.8 Appendix H – Consultation comments

The following comments and responses provide a summary of the responses to the public consultation. The comments are not verbatim and reflect the thrust of responses to the SPG, rather than a comprehensive list of points made. The public consultation ran from the 9<sup>th</sup> May 2016 to the 20<sup>th</sup> June 2016.

Paragraph (Consultation Draft)	Comment	Response	Action
General, incl 4.3, 4-5	Concerns over negative social impact of restricting HMOs. Including, impact on local area, freedom of choice, displacement to other areas, lack of positivity towards HMOs and increase in homelessness.	The SPG will help create and sustain a more balanced, vibrant and functioning community and seek to ensure a balanced mixture of tenures.	No Change
General	Concerns over negative economic impact of restricting HMOs. Including impact on home values and property market by the SPG	The SPG will help ensure a more sustainable and balanced market for different types of dwelling in the long term. However, the change is recognised and an explicit reference to the opportunity for a review of the SPG is included in 1.2.1	SPG Amended
General	Policy H5 of the LDP is Permissive, but the SPG is not.	The SPG builds upon the principle outlined in the LDP that HMOs will be permitted unless the cumulative impact of them adversely affects the amenity and/or character of an area.	No Change
General	Concern that landlords will not let dwellings to families for fear of 'losing C4 status'	This concern is acknowledged, and the impact will be considered in any future review of the SPG.	No Change
General	Transport implication of developing (student) HMOs further away from universities	The council recognises that Cathays and Plasnewydd are naturally popular areas for HMOs, and the SPG doesn't propose the removal of any HMOs. By insisting upon the provision of sustainable transport means within new HMOs, and encouraging their development in a more balanced nature around the city, it is felt that any perceived negatives to individuals of being further away from university, is offset by gains to the community(ies) concerned.	No Change
General	SPG replicates pollution control, building control or private sector housing licencing conditions that already ensure high standards	The SPG does not seek to replace standards dealt with elsewhere by the local authority. In some cases however it is appropriate to reference these. Moreover, the SPG seeks to create balanced communities, whereas most standards are focused on individual dwellings.	No Change
Appendices	The Appendices do not demonstrate clear link between HMOs and negative issues presented.	The data is used to demonstrate a link between a high concentration of HMOs and statistics regarding waste, environmental health, crime, anti social behaviour and demographic change. The purpose is to present a broad picture, not to imply that all issues are caused by HMOs, or that all HMOs contribute to issues presented. The SPG supports balanced communities, of which HMOs play a role.	No Change
Consultation	Concerns over lack of consultation on SPG	The SPG was sent to over 400 groups and individuals and was undertaken in line with the LDP Delivery Agreement	N/A
5.1	Questioning methodology of 50m radii and 10/20% thresholds	A wider radii or street-based analysis was rejected for two reasons; firstly they did not alter the outcome in most cases, and secondly only did so by including data further away from the dwelling in Question. The SPG will use the 10/20% threshold. This has been used by other LPAs, and also recognises that HMOs are naturally more likely to occur in Cathays and Plasnewydd, where a higher threshold will be	No Change
5.1	Opposing C4 to Sui Generis is unfair as it does not impact on number of C3 Family Dwellings	It is recognised that whilst the impact may be greater when a new HMO is created from a family dwelling, the creation of a larger HMO from a smaller HMO still contributes toward exacerbating concerns cited in the SPG.	No Change
5.3	Use of Map to highlight locations of HMOs is inaccurate	The map was displayed to highlight the locations of HMOs according to data the council currently possesses. However, it is agreed that it serves no beneficial purpose in the SPG and therefore has been	SPG Amended
6.2	Belief that waste issues should be addressed separately	The SPG builds upon the guidance provided within the 2016 Waste Collection & Storage Facilities SPG, which should be referred to for more detail.	No Change
6.8	Concerns that requiring HMOs above shops to have separate street accesses is unnecessary	Agreed. While this is preferable, it is agreed that if well managed, there should be no requirement for this design element.	SPG Amended
6.9.2	Design concerns over lowering of internal floors, particularly the visual impact from the street	Internal changes are not the responsibility of Planning. The aim is to mitigate for any lowering of floors, to ensure that the view from the street is not impacted upon.	No Change
6.9.4	Would favour more emphasis on design out crime principles and other crime reduction techniques to be emphasised.	The SPG makes a clear reference to the importance of these issues and encourages developers to seek out the benefits of crime prevention design matters. The SPG has been amended to make this more explicit.	SPG Amended

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## 9.0 Further Reading

Of particular interest are two background documents; offering comprehensive analysis of the role of HMOs, their growth in recent years, their concentration in certain areas, and what the positive and negatives of these developments are.

Houses in Multiple Occupation: Review & Evidence Gathering. April 2015. Produced for Welsh Government, by Opinion Research Services and Lavender & Wilson Housing Training & Consultancy.

Evidence Gathering – Housing in Multiple Occupation and possible planning responses. Final Report. September 2008. Produced for Department for Communities and Local Government, by ECOTEC

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*Supplementary Planning Guidance*  
Waste Collection and Storage Facilities  
September 2016

**WASTE COLLECTION AND STORAGE FACILITIES SUPPLEMENTARY  
PLANNING GUIDANCE SEPTEMBER 2016**

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# 1 Introduction

- 1.1 This Supplementary Planning Guidance Note (SPG) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to the provision of waste management facilities in new development.
- 1.2 Welsh Government support the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications. Policies in the LDP to which this SPG relates are identified in Chapter 2
- 1.3 This guide acts as a practical guide of **minimum** standards for planners, architects, developers and property managers, to assist in planning and designing storage and collection of refuse and recycling facilities in domestic and commercial developments. This will ensure they accord with the Council's waste management strategies and collection arrangements.
- 1.4 Throughout this guide, **development** includes any new or altered building, any redevelopment and any change of use or conversion of existing buildings which requires planning permission.
- 1.5 The Council will work in partnership with developers to implement guidance on waste collection and storage facilities. However, where refuse storage accommodation is not provided in accordance with this guide, or with any agreed alternative arrangements, the council has a variety of powers either to secure compliance or to decline to accept adoption or waste collection proposals from developers.
- 1.6 The Council's waste and recycling service is reviewed on a regular basis and applicants/agents are advised to contact us to ascertain that the details outlined within this document are still applicable at the time.
- 1.7 Where a specific issue is not covered, or clarification is required, enquiries can be made to:

*Waste Strategy  
City Operations  
Lamby Way Depot,  
Rumney  
CARDIFF  
CF3 2HP*

*Telephone: 029 20717 500  
Fax: 029 2036 3420*

*Email: WasteManagementPlanning@cardiff.gov.uk*



## 2. Planning and Waste Policy

- 2.1 The European Union's *Directive on Waste* has set many targets for waste and recycling for the member states, which are designed to allow greater sustainability of waste management. These targets include recycling 65% of municipal waste by 2030.
- 2.2 In response to the European Union's Directive on Waste, the Welsh Government has developed further recycling targets in the *Towards Zero Waste (2010)* policy document. These targets are an obligation for every local authority in Wales with the long term goal to be a zero waste nation by 2050.
- 2.3 In light of these targets, further policy documents have been created to support the aim of sustainable waste management.

### Planning Policy Wales (PPW)

- 2.4 The PPW document sets out the land use policies of the Welsh Government. Included are references for the consideration of waste provisions. Paragraph 12.7.3 states:

*"Adequate facilities and space for the collection, composting and recycling of waste materials should be incorporated into the design of any development and waste prevention efforts at the design, construction and demolition stage should be made by developers<sup>9</sup>. All opportunities should be explored to incorporate re-used or recyclable materials or products into a new building or structure."*

### Technical Advice Note 21: Waste (TAN 21)

- 2.5 In support of the PPW, TAN 21 further implements the sustainable approach to waste management. Paragraph 2.1 states:

*"When considering development proposals for all types of waste management facilities, planning authorities should take into account their potential contribution to the objectives, principles and strategic waste assessments set out in Towards Zero Waste and the relevant waste sector plans and the relevant development plan for the area."*

### Local Development Plan 2006-2026 (LDP)

- 2.6 This SPG has been produced in line with the most recent LDP which was adopted in 2016.
- 2.7 The adopted LDP provides the statutory framework for the development and use of land within Cardiff over the Plan period (2006-2026).
- 2.8 Key Policy 12 (KP12) in the LDP outlines the waste management requirements for all new developments. See **Appendix 1** for further details.
- 2.9 This document also supports Policy W2 from the LDP which outlines the requirement for appropriate waste provisions in all new developments. For further details see **Appendix 1**.

### 3 Submitting Planning Applications

- 3.1 Details of the location, volume, management and collection arrangements for waste and recycling **must** be submitted as part of the following planning applications:
- All full or reserved matters applications
  - Proposals of additional dwellings (including flat conversions)
  - Proposals of houses of multiple occupation (HMO)
  - Proposals of additional commercial floor space
  - Change of use applications
- 3.2 Relocated storage areas should be highlighted on site plans so that it can be confirmed that they comply with current Waste Management requirements.
- 3.3 Applications should clearly identify;
- An **adequate footprint** for the **internal and external** storage of all waste and recycling
  - The **proposed location** for the storage of food waste, recycling and residual waste (plus garden waste where required)
  - The type and design of the **proposed food, recycling, garden and waste facilities**
  - The **kerbside presentation point** (or other agreed) location for collection
  - **Access routes** for collection vehicles (including manoeuvres and vehicle tracking), operatives, residents and staff
- 3.4 If the construction of a dedicated bin store is proposed, further details of this construction should also be provided. See Chapter 5 for further guidance.

#### Building regulations

- 3.5 Domestic and commercial building works involving new build developments, extensions and alterations to existing buildings are subject to the Building Regulations 2010 (as amended). Regulation H6 and the supporting Approved Document to Part H make requirements for the provision of facilities for the storage of solid waste and removal of solid waste, the regulations also refer to BS 5906:1980 Storage and on-site treatment of solid waste from buildings.
- 3.6 Chapter 6 provides information in respect to the design and specification for waste enclosures.
- 3.7 Designers and developers should give due consideration to the requirements as outlined; further information can also be obtained from Building Control Services at Cardiff County Council ([www.Cardiff.gov.uk/buildingcontrol.htm](http://www.Cardiff.gov.uk/buildingcontrol.htm); and e-mail: [buildingcontrol@cardiff.gov.uk](mailto:buildingcontrol@cardiff.gov.uk); ) or from Local Authority Building Control (LABC) [www.labc.co.uk](http://www.labc.co.uk);

#### Planning Conditions

- 3.8 Development Control will consult and take into account the views of Waste Management on all types of commercial and residential developments. Planning Conditions will be imposed to ensure that satisfactory waste storage and collection details have been received and agreed before development commences. The beneficial use of a

development will not normally be granted until the agreed waste management facilities and arrangements are put in place. See Appendix 2 for examples of waste Planning Conditions.

- 3.9 Applicants should seek to discharge waste Planning Conditions at the earliest opportunity. Where problems arise, Waste Management will be pro-active in perusing the discharge of the condition.
- 3.10 Where specific conditions of planning permission are breached or where development is not carried out in accordance with the approved proposals, a referral to Planning Enforcement will be made.

### **Site Waste Management Plans**

- 3.11 In 2013, the Welsh Government held a consultation on Site Waste Management Plans (SWMP's). They concluded the SWMPs for Construction and Demolition (C&D) projects in Wales will be voluntary. Although SWMP's remains voluntary SWMP's are considered best practise in the C&D industry and are supported by The City of Cardiff Council.

### **Waste Strategy and Management Plans**

- 3.12 Large mixed use, commercial and retail proposals (of 50 or more dwellings or any commercial development which includes public access) should include an operational **Waste Strategy and Management Plan** as part of the planning permission application. This should include:
- Estimated volumes and types of waste produced by the development
  - The size and location of waste and recycling stores, and how the waste will be delivered to these facilities.
  - The size and quantity of containers for waste
  - Any proposed separate collection point, and the method for transferring waste to this location

### **Planning Obligations**

- 3.13 For details of the waste Section 106 Obligations for new developments, refer to the Planning Obligations Supplementary Planning Guidance (2016).

## 4. Residential developments

- 4.1 All residential developments are entitled to domestic waste collections provided by the Council, providing they meet minimum requirements.
- 4.2 The following information gives a guide as to the predicted volume of waste for residential developments. Some developments may vary from these predicted volumes and applicants are advised to contact the Council for more specific advice.
- 4.3 **All** residential developments are required to provide adequate storage for 4 dedicated waste streams; recycling, garden, food and residual waste. Provision must be made for the total volume of all waste streams produced over a 14 day period. **This storage must be separate from the dwelling it serves.** It is not acceptable for waste to be stored for a long period of time within the dwelling.
- 4.4 To enable and encourage occupants of new residential units to recycle their waste, developers should provide adequate **internal storage**, usually within the kitchen, for the segregation of recyclable materials from other waste. All dwellings should have four internal storage containers, each with a **minimum capacity of 60 Litres** for dry recyclables, compostable waste and general waste, and a **7 Litre storage capacity** for food waste.
- 4.5 If residential developments are located on new access roads, these must be designed to allow safe use by waste collection vehicles. Refer to Chapter 6 to ensure adequate access.
- 4.6 There are currently two methods for storing and presenting domestic waste for collection:
- Bags\* – All waste is to be stored in bespoke bags (supplied by the Council) for collection (with the exception of the food caddy); no bins will be provided for the storage of general or garden waste.
  - Bins – The development will be allocated a bin for general waste. Recycling bags will still be used.
- \* Only suitable for re-developments, where limited storage space prevents bins from being accommodated.
- 4.7 The method for storing waste is dependent on location. The Council retains the right to determine the method of waste collection for any residential development.
- 4.8 Developments which utilise the bag collection method **MUST** provide a waste storage facility for the safe storage of waste bags between collections. It must be capable of storing the maximum number of bags required for the development.
- 4.9 For details on collection frequency, please go to the Council's website: [www.cardiff.gov.uk](http://www.cardiff.gov.uk)
- 4.10 For full details of the bin specification for domestic properties refer to Appendix 3.

### Houses

- 4.11 The bin provision for houses will be:



- 140L black wheeled bin **or** bags (equivalent to 140L) for residual waste
- 240L green wheeled bin **or** re-usable sacks for garden waste
- 25L kerbside brown caddy for food waste
- 7L kitchen brown caddy for food waste
- Green bags for recyclable waste (equivalent to 140L)

4.12 Additional provision should be made for houses with 6+ residents. Houses which use the bin collection method, will be allocated larger or additional bins. Houses which use bags will be allocated more bags.

Number of Residents	Recycling	General	Garden	Food
1-5	Bags (140L)	1 x 140L	240L	1 x 25L
6-8	Bags (240L)	1 x 240L	240L	2 x 25L
9-10	Bags (380L)	1 x 240L and 1 x 140L	240L	3 x 25L
11+	Bags (480L)	2 x 240L	240L	3 x 25L

**Table 1: Waste storage capacities in houses of multiple occupation (HMO)**

4.13 Where possible, a bin store should be constructed to store the bin provision for houses. See Chapter 5 for further guidance.

### Houses of Multiple Occupation (HMO)

4.14 Additional consideration should be made for those properties being converted into HMOs. Bin provisions will be based on how many residents are in each unit (see Table 1).



4.15 Developers of high density, multiple occupancy dwellings or five or more flats must provide a dedicated refuse store or screened storage area for bins/bags. The bin store must be capable of housing the maximum number of containers required, based on an assessment of projected arising's.

### Houses converted to flats

4.16 For houses being converted into flats, the preferred option is individual bin allocation. Each flat would be allocated:

- 140L wheeled bin **or** bags (equivalent to 140L) for general waste
- 25L kerbside caddy for food waste
- Green bags for recycling

4.17 There is also the option for communal bins which can be comprised of large 660L or 1100L bulk bins or smaller 240L wheeled bins. Table 2 shows the bin provision of smaller wheeled bins for converted flats, and Table 3 shows the potential provision for larger bulk bins.

Number of flats	Recycling	General	Garden	Food
3	n/a	1 x 240L and 1 x 140L	240L	1 x 25L
4	n/a	2 x 240L	240L	2 x 25L
5	n/a	3 x 240L	240L	2 x 25L
6	n/a	3 x 240L and 1 x 140L	240L	240L
7	n/a	4 x 240L	240L	240L
8	n/a	4 x 240L and 1 x 140L	240L	240L
9	n/a	5 x 240L	240L	240L

Table 2: Bin provision for houses converted to flats

### Purpose built flats

4.18 Developers should allow a degree of flexibility with the storage of waste, particularly for purpose built flats, to accommodate possible future changes to the Council’s waste collection method.

4.19 For large developments of purpose built flats and apartments, refer to the waste storage requirements shown in Table 3. The calculations for recycling and general are based on an allocation of 140L per each flat, with the minimum number of bins.

Number of Flats (up to 3 Bedrooms)	Recycling (L)	General (L)	Garden* (L)	Food** (L)	Reuse/Bulky Storage
5	660	660	-	240	-
10	1100	1100	-	240	5m <sup>2</sup>
15	2200	2200	-	240	5m <sup>2</sup>
20	2200	2200	-	240	5m <sup>2</sup>
25	3300	3300	-	480	5m <sup>2</sup>
30	4400	4400	-	480	5m <sup>2</sup>
35	4400	4400	-	480	5m <sup>2</sup>
40	5500	5500	-	480	5m <sup>2</sup>
45	6600	6600	-	720	10m <sup>2</sup>
50	6600	6600	-	720	10m <sup>2</sup>

Table 3: Waste and recycling storage capacities for larger developments

\*Garden waste is not supplied under the assumption that the flats do not have individual gardens/amenity areas. If the proposed development has individual gardens, waste bins can be provided in 240L containers on request.

\*\*Receptacles for food waste must be no larger than 240L wheeled containers, due to the weight and the resulting health and safety implications for collection operatives.

4.20 In the instance where the proposed flats are “cluster flats” (multiple bedrooms with multiple occupancy, and a shared kitchen) the storage requirements are based on the

number of bedrooms. See Table 4. These calculations were based the following expected waste volumes per week per bedroom:

- 60 litres of general waste
- 60 litres of recycled waste
- 7 litres of food waste

Number of Bedrooms	Recycling (L)	General (L)	Garden* (L)	Food** (L)	Reuse/Bulky Storage
10	1100	1100	-	240	5m <sup>2</sup>
20	2200	2200	-	240	5m <sup>2</sup>
30	2200	2200	-	240	5m <sup>2</sup>
40	3300	3300	-	480	5m <sup>2</sup>
50	3300	3300	-	480	5m <sup>2</sup>
60	4400	4400	-	480	10m <sup>2</sup>
70	4400	4400	-	480	10m <sup>2</sup>
80	5500	5500	-	720	10m <sup>2</sup>
90	5500	5500	-	720	10m <sup>2</sup>
100	6600	6600	-	720	10m <sup>2</sup>

**Table 4: Waste and recycling storage capacities for large developments of studio or cluster flats**

\*Garden waste is not supplied under the assumption that the flats do not have individual gardens/amenity areas. If the proposed development has individual gardens, waste bins can be provided in 240L containers on request.

\*\*Receptacles for food waste must be no larger than 240L wheeled containers, due to the weight and the resulting health and safety implications for collection operatives.

4.21 The City of Cardiff Council currently operates a chargeable collection for large, bulky items from domestic properties. Due to statutory targets, under cover storage for the reuse/recycling of **bulky waste items is now a compulsory element** for purpose built flats. The proposed storage area should be a dedicated area, so that bulky items awaiting collection do not interfere with the collection of other bins.



## High Rise

4.22 In high rise developments where it is not always convenient for residents to take waste to a single storage area, or a large enough waste storage area cannot be found, alternative arrangements need to be considered. The developer should contact Waste Management at the earliest opportunity before confirming alternative arrangements.

4.23 High rise buildings present a number of challenges for the designer in respect of waste management strategies and in this respect we recommend that the designer / developer

takes the opportunity to discuss the proposals at an early stage with the Waste Management Team, Development Control and Building Control.

### **Communal Storage**

- 4.24 Options for communal storage areas include small storage areas on each floor (which can be collected by building maintenance staff), or a large communal storage in a ground floor/basement location that requires residents to take waste/recyclables to the ground floor/basement level. If containers are to be moved by a lift, the lift must be large enough to safely accommodate a container and a member of staff.
- 4.25 Where waste containers are to be taken to a collection point (other than the kerbside) by residents or staff, a method statement must be provided. The statement must describe the proposed method of transporting containers to the dedicated collection point, and the access and turning space for refuse collection vehicles.
- 4.26 If the full bin provision is unable to be accommodated in a communal bin store it is possible to pay for additional collections using a commercial waste contract. This will allow the development to have a smaller volume of storage, as the frequency of collection is increased. For more advice please contact Waste Management.

(Note: the free domestic collection service offered by the Council may not be compatible with other commercial waste contractors. The Council's commercial waste service is compatible and can therefore be used in conjunction with the domestic service.)

### **Composting**

- 4.27 Consideration should be given to the provision of composting facilities in developments with gardens. Home composting should take place in all new dwellings where space is not restricted. Home composting bins can be purchased from The City of Cardiff Council by calling Connect to Cardiff on **029 20872087**.

### **Equality considerations**

- 4.28 Equality of residents should be considered when designing waste storage and collection facilities on new residential developments. This is especially important in affordable housing, where houses should be designed to be able to function as "life-long homes".
- 4.29 Residents who are elderly or disabled, and are therefore unable to move waste from a bin store to the collection point (i.e. kerbside), are entitled to the Council's Assisted Lift service. This is an arrangement for the collection crews to collect waste from a more suitable area. In order to facilitate this service, developments should be designed with suitable space to store waste which is within 25m of the collection point and 10m of the dwelling.
- 4.30 For developments which feature a communal bin store with doors should make special considerations for residents with limited dexterity or strength. Thought should be given to suitable door handles and door weight.



## 5. Commercial developments

- 5.1 By law all industrial and commercial premises have a duty of care to ensure their waste is managed and disposed of correctly.
- 5.2 Owners or developers of industrial and commercial developments/properties who require The City of Cardiff Council to collect and dispose of their waste and recycling can contact the commercial services department on **02920 717501**.
- 5.3 Table 5 shows approximate total waste storage capacities for a range of commercial developments. The actual capacity required will vary according to the exact nature of the commercial activities and the frequency of collections. At least two day's additional contingency waste storage should be provided for, over and above the regular volumes stored prior to collection.

Type of Premises	Storage Capacity
Offices	2500L per 1000m <sup>2</sup> gross floor space
Retail	5000L per 1000m <sup>2</sup> gross floor space
Premises Serving Food	*500L per 20 Dining Spaces or 600L per 100 meals served
Hotels and Accommodation	35L per room / day or **1500L per 20 dining spaces

**Table 5: Waste Storage Capacities in Commercial Premises**

*\* certain food outlets such as fast food restaurants and takeaways will produce substantially more waste*

*\*\* the volume of waste depends to a large extent on the type of hotel and facilities offered*

- 5.4 Commercial contracts will offer a range of collection frequencies with varying waste storage receptacles. Please contact the preferred commercial contractor to discuss potential arrangements before submitting planning applications. See Appendix 4 for details of receptacles provided by the Council's commercial waste collection service.
- 5.5 The provision of a compactor or baler should be considered. Compacting waste before collection can significantly reduce the storage space required and the frequency of collections. Compaction also offers a secure containment of waste. However, it should be noted that The City of Cardiff Council does not collect compacted waste for operational purposes, and alternative collection arrangements will need to be made.
- 5.6 Providing space for recyclable material not only encourages recycling, but can reduce collection costs for commercial tenants.
- 5.7 Please see Chapters 6 and 7 to ensure storage facilities are suitable before submitting applications.
- 5.8 Class A3 units will be required to supply litter bins, in order to prevent littering which could occur as a direct result of the development. These litter bins must be owned and maintained by the management.

### Hazardous Waste

- 5.9 All hazardous wastes should be correctly identified, segregated and stored separately in accordance with guidance from the Environment Agency and specialist hazardous waste contactors.
- 5.10 Hazardous waste must not be mixed with general waste, composting or recycling.

## **Mixed Use Developments**

- 5.11 In a mixed development, a strict separation of waste is required to ensure that commercial waste does not enter the domestic waste stream. Two refuse storage areas must be identified on site plans detailing this separation.

## 6. Waste enclosure design and specification

- 6.1 The requirements for waste storage are set out in the *Building Regulations 2010* (Section H6).
- 6.2 Storage of waste on the public highway or footway is **not permitted**.

### Location of External Bin Storage Areas

<b>External bin storage areas should:</b>	
<i>Be within 25m of collection point and 30m from the dwelling</i>	<i>Be away from windows or ventilation and preferably under cover or shade.</i>
<i>Be accessible (See Chapter 7)</i>	<i>Not be situated as to interfere with pedestrian or vehicular access to a building.</i>
<i>Be at the side or rear of the property. As a last resort it should be placed on the front.</i>	<i>Where possible, screened from external view using planting, fencing, walls and other appropriate structures.</i>
<i>Be located so that any potential nuisance from the spillage, odour, noise and visual impact is prevented.</i>	<i>Be sensitively integrated within their surroundings and reflect the building design, materials and architecture.</i>
<i>Have access paths with a suitable width of 1.2m for the use of residents in wheelchairs.</i>	

- 6.3 All developments must provide a dedicated storage area for waste and recycling containers, which must be shown on submitted site plans. All enclosures and storage areas should be located within the property boundary and be visible and easily accessible to users/residents to encourage use.
- 6.4 All waste and recycling must only be contained in either bins/bags as specified by The City of Cardiff Council, and stored in a purpose built refuse store or in a bulk containerised system held within the boundary of the site.
- 6.5 Bin storage and enclosure design should take into account ease of user access the collection of containers and any maintenance requirements. All storage chambers/housings should be constructed to *BS 5906 (1980)* and conform to *Building Regulations 2010*, Part H6.

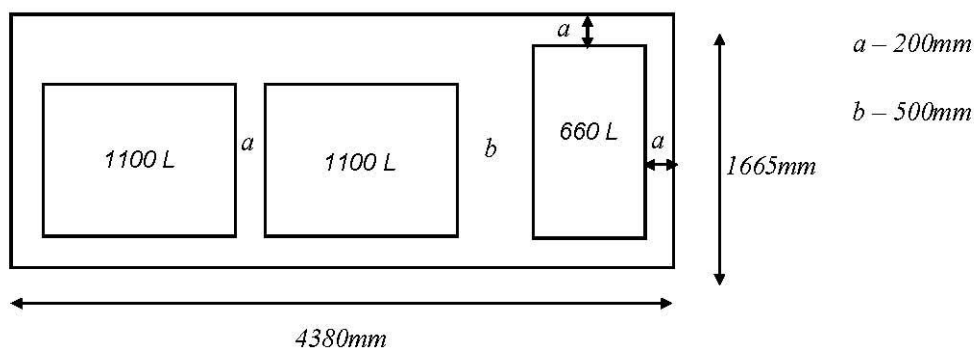
<b>Bulk bin enclosure requirements:</b>	
<i>Any double doors should open outwards, with a clear opening of at least 1.5m and a facility to hold doors during collection.</i>	<i>Allow the container to be withdrawn horizontally, without removing another container</i>
<i>Allow the lid of the bin to be fully opened</i>	<i>Be screened to a height of 1.8m if a roof is not required</i>
<i>Allow a headroom of 2m for pedestrians</i>	<i>Any roller doors must have a clearance of 2.4m.</i>
<i>Must not obstruct sight lines for pedestrians, drivers or cyclists</i>	<i>No access doors should open onto/over public highway</i>
<i>Surfaces should be smooth and impervious to permit cleaning and drainage.</i>	<i>Artificial lights are required to allow safe handling of bins.</i>

- 6.6 The storage area must be maintained to an acceptable standard. Failure to do so could result in non-collection.

### Size of Enclosures

- 6.7 The size of the enclosure will depend on the anticipated waste quantity from the site, the size of containers chosen and the collection frequency.
- 6.8 The footprint requirement for each residence or premises, should allow adequate space around each bin (ideally 200mm between and around each container or 500mm if residents are required to lift the lid of a container). This is applicable only to the 660L or 1100L bins.

Below is an example footprint.

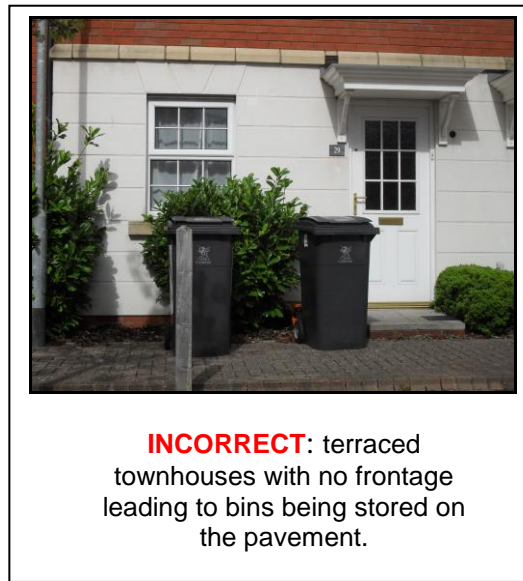


- 6.9 There should be a minimum clearance of 500 mm width through any doorway over and above the bin size.

### Communal refuse storage examples:



**Individual refuse storage examples:**



**Signage and Labelling**

**DIM EITEMAU SWMPUS**  
Ni chaiff biniau sydd wedi'u llenwi â gwastraff swmpus eu gwagio

**NO BULKY WASTE**  
Bins blocked by bulky waste cannot be emptied




Ar gyfer unrhyw ymholiadau sy'n ymwneud â Rheoli Gwastraff, cysylltwch â C2C ar **029 2087 2088**  
For any queries regarding Waste Management contact **C2C** on **029 2087 2087**




- 6.10 Storage areas for waste and recycling must be clearly designated for this use only and be clearly labelled, on walls, doors and floors as appropriate and also on the relevant container itself. If a shared facility, signage should also indicate which properties are entitled to use the facility.
- 6.11 If bins and containers are to be collected by the Council, they must be individually identified with bar codes and other appropriate labels where specified by the Council.





**Wash Down Provisions**

6.12 Where wet waste is generated (including food), the waste enclosure should have either a concrete or paved floor graded to a silt trap, with the trap connected to the sewer. A cold-water tap should be provided either in or adjacent to the enclosure, so the waste container can be cleaned.

## 7. Collection access

### Access for Collection Vehicles

- 7.1 The construction of all access roads for refuse collection vehicles should be in accordance with the Department of Transport's *Design Bulletin 32: Residential Roads and Footpaths and Places, Streets and Movement: A Companion Guide to Design Bulletin 32*, supplemented by the council's *County Highway Design Standards for Residential Developments*.
- 7.2 Roads and parking areas should be laid out to ensure reasonable convenience for the collection vehicles.

<b>Access requirements for collection vehicles:</b>	
<b>Vertical clearance of 4.5m</b>	<i>Must not need to reverse into or from highway for collection</i>
<b>Minimum working area of 3.5m; 4m where emptying containers is to take place</b>	<i>Ideally the vehicle should pull into a dedicated off road bay, without the necessity of reversing into or out of the bay.</i>
<b>The emptying location the vehicle operates from should be relatively level and flat for the entire length of vehicle and container. Any slopes or gradients (other than those necessary for surface water drainage) should be avoided.</b>	<i>Suitable foundations and surfaces which can withstand the maximum payload of the vehicle (30 tonnes). Also includes gully gratings, manholes etc.</i>
<b>Sufficient turning circles or hammerheads on site if manoeuvring on site is required (requires vehicle tracking on site plans)</b>	<i>If inaccessible by vehicle, alternative presentation points can be arranged with Waste Management</i>
<b>See Appendix 5 for the dimensions of collection vehicles.</b>	

<b>Access requirements for collection crews:</b>	
<b>Access paths for transferring refuse should be relatively level. Incline should be no greater than 1:12.</b>	<i>Where communal bins are used, for health and safety reasons, dropped kerbs must be in place and resulting gradients should be minimal.</i>
<b>Refuse is not collected from private drives.</b>	<i>Access paths need to have a smooth, non-slip surface</i>
<b>All refuse must be presented at kerbside (unless discussed with Waste Management).</b>	<i>Collection operatives <b>must not</b> be required to move a bulk container (660L or 1100L) more than 25m.</i>
<b>Access paths must at least 1.5m wide and free from kerbs and steps</b>	<i>Any paths should be free from obstructions</i>
<b>In some cases, illumination of access path may be required</b>	

- 7.3 Any gradients that pose manual handling issues will require the use of a tow truck to move bins. The City of Cardiff Council does not supply bins that are suitable for towing. An alternative collection contractor will need to be arranged in this instance.
- 7.4 **Note** - Where foundations have eroded and trip hazards have formed, the landowner will be responsible for any and all appropriate repairs. Failure to maintain foundations and surfaces to a satisfactory standard may result in collections being halted for health and safety reasons.

## 8. After Planning Approval

- 8.1 Since 27<sup>th</sup> July 2015, the developers of all new residential units are required to purchase the bin provision required for each unit. The bins have to meet the Council's specifications (shown in Appendix 3) and can be purchased directly by contacting the Waste Management's Commercial Team on **02920 717500**. See Table 6 for prices. Please note these prices are for domestic developments only. For commercial developments please contact the Commercial Team.

Bin type	Price
140 litre wheeled bin	£25 (+ VAT)
240 litre wheeled bin	£25 (+ VAT)
7 litre food caddy	£0
25 litre food caddy	£0
660 litre bulk bin	£300 (+ VAT)
1100 litre bulk bin	£390 (+ VAT)

Table 6: Prices of domestic bins, as of 27<sup>th</sup> July 2015.

**Note** – 140 litre and 240 litre wheeled bins **must** be purchased from The City of Cardiff Council, whereas, the 660 and 1100 litre bulk bins can be purchased elsewhere.

- 8.2 For any other potential payments required via Section 106 agreements are detailed in the Planning Obligations SPG.
- 8.3 If the waste receptacles are to be purchased from an organisation other than the Council, details will need to be submitted to Waste Management after planning approval. Details of the bin dimensions, material, colour and supplier will be required. The bin specifications will have to match those shown in Appendix 3, in order to ensure bins are compatible with collection vehicles and health and safety standards are met. If details are not provided and as a result the waste receptacles are not safe to collect, the Council reserves the right to refuse collection until suitable bin specifications are met. Please forward this information on using the contact details shown on page 3.
- 8.4 If the use of 1100L or 660L bins has been approved on a residential development, a risk assessment will need to be completed by Waste Management before bin delivery or waste collections can commence. If this applies to your development, please contact Waste Management once construction has been completed.
- 8.5 If written communication material is used to educate new occupants of the development on the waste strategy and collection method, efforts should be made to offer bi-lingual material; in Welsh and English.
- 8.6 It is the landlord/landowners responsibility to ensure the occupants are provided with the full bin provision for new developments.

## Appendices

### Appendix 1: Key Policy 2 (KP2) and Waste Policy 2 (W2) from the Local Development Plan (2016)

#### KP12: WASTE

Waste arisings from Cardiff will be managed by:

- i. Promoting and supporting additional sustainable waste management facilities, measures and strategies in accordance with the Collections, Infrastructure and Markets Sector Plan (2012) and TAN 21 (2014) in a manner that follows the waste hierarchy and the principles of an integrated and adequate network of waste installations; nearest appropriate installation; self-sufficiency and protection of human health and the environment;
- ii. Encouraging the provision of in-building treatment facilities on existing and allocated areas of general industry;
- iii. Supporting the provision and maintenance of sustainable waste management storage and collection arrangements in all appropriate new developments; and
- iv. Supporting waste prevention and reuse and the provision of facilities that use recycled or composted products.

#### W2: PROVISION FOR WASTE MANAGEMENT FACILITIES IN DEVELOPMENT

Where appropriate, provision will be sought in all new development for facilities for the storage, recycling and other management of waste.

## Appendix 2: Planning Condition Examples

PLANNING CONDITION	Description
<b>STANDARD</b>	No development shall take place until details of facilities for the storage of refuse containers have been submitted and approved in writing by the Local Planning Authority. The facilities approved shall be provided before the development is brought into beneficial use and thereafter retained
<b>APPROVED PLANS (ref: 09/00817/C)</b>	The refuse storage facilities shown on the approved plans shall be provided prior to the beneficial occupation of the development and shall thereafter be retained and maintained unless otherwise agreed in writing by the Local Planning Authority. Reason: To ensure an orderly form of development
<b>SPECIFIC TO FLATS</b>	<p>Details of refuse storage facilities for the x flats shall be provided within 1 month of the date of this consent and the approved details shall be implemented prior to occupation. The approved scheme shall consist of:</p> <p>QTY x 1100/660 Recycling bins            QTY x 1100/660 Residual waste bins            QTY x 240 Food waste bins            QTY x 240 Garden Waste Bins</p> <p>The approved scheme shall thereafter be retained and maintained unless otherwise agreed in writing by the Local Planning Authority. Reason: To ensure an orderly form of development and to protect the amenities of the area.</p>
<b>INTERNAL STORAGE (ref:09/00658/W)</b>	Internal refuse storage facilities shall be provided within 3 months of the date of this permission in accordance with the floor plan/site layout dated xxxxx and thereafter maintained. Reason: To secure an orderly form of development and to protect the amenities of the area.
<b>MORE INFO (ref:09/00307/W)</b>	Prior to any of the flats hereby permitted being brought into beneficial use, details of collection arrangements (to include a location plan showing both the presentation point for collection and a method statement of who is to be responsible for presenting the bins kerbside) shall be submitted to and approved in writing by the Local Planning Authority. Those arrangements shall be implemented as approved on first occupation of any of any of the flats hereby permitted and shall be maintained thereafter. Reason: To secure an orderly form of development, and in the interests of highway safety and public amenity.
<b>COMMERCIAL (ref:09/00751/W)</b>	Prior to the beneficial occupation of the development, a scheme for the storage of commercial waste shall be submitted to and approved in writing by the Local Planning Authority, and the approved scheme shall be implemented prior to the first use of the XXX, and thereafter retained
<b>SMOKING LITTER (ref:08/02288/C)</b>	Prior to the development hereby permitted being brought into beneficial use provision shall be made, and thereafter maintained, for the disposal of smoking related litter. Reason: In the interests of amenity.
<b>LITTER BINS (ref:07/03021/C)</b>	No development shall take place until details of facilities for the storage of refuse containers, to include a Double Derby litter/recycling bin (reference number BX45 2552-240 DD) have



	been submitted to and approved in writing by the Local Planning Authority. The facilities approved shall be provided before the development is brought into beneficial use. Reason: To secure an orderly form of development and to protect the amenities of the area
<b>WASTE STRATEGY FOR MAJOR COMMERCIAL DEVELOPMENTS (ref: 09/02175/C)</b>	Details of a comprehensive waste strategy, which includes facilities for the storage of refuse containers shall be submitted to and approved in writing by the local planning authority. The approved strategy shall be implemented before the development is brought into beneficial use and be thereafter retained and maintained at all times. Reason: To secure an orderly form of development and to protect the amenities of the area.
<b>CONSTRUCTION LITTER (ref:08/01621/C)</b>	Immediately following demolition of the building, the site shall be cleared of debris; thereafter the site shall be kept from litter and other refuse pending its development. Reason: To protect the visual amenities of the surrounding area.

### Appendix 3: Bin Specification

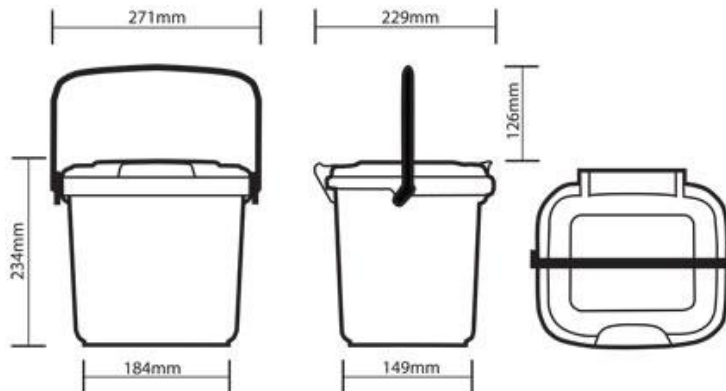
The following information describes the dimensions of the various waste containers and wheeled bins specified by The City of Cardiff Council for domestic properties.

Bin Type	Size (mm)			Wheels	Material	Waste Stream Colours			
	Height	Width	Depth			General	Recycling	Compost	Food
140 Litres	950	500	555	2	Plastic	Black	n/a	Green	n/a
240 Litres	1100	580	740	2	Plastic	Black	n/a	Green	Brown
660 Litre Bulk Bin	1330	1250	720	4	Steel	Silver	Bright Green	n/a	n/a
940 Litre Chamberlain	1410	940	1010	4	Steel	Silver	n/a	n/a	n/a
1100 Litre Bulk Bin	1250	1250	980	4	Steel	Silver	Bright Green	n/a	n/a

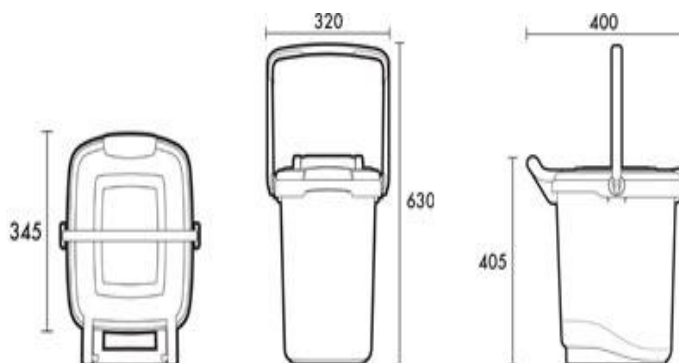
**Bulk bins must meet the British Standard as follows:**

- Handles – BS EN 840
- Comb lifting bar – BS EN 840-2

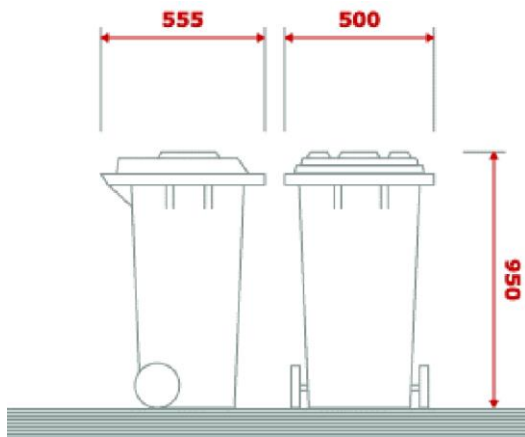
**7 litre Kitchen Caddy (internal storage):** Food waste: brown



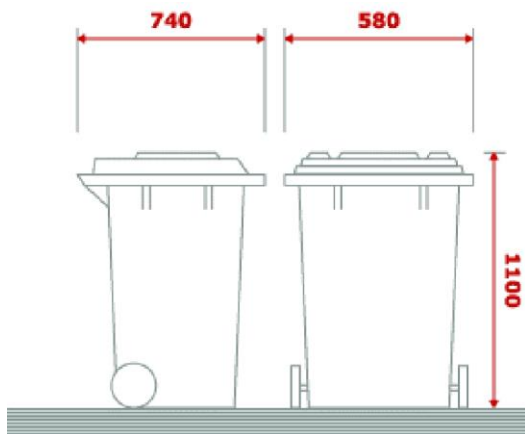
**25 litre Kerbside Caddy (external storage):** Food waste: brown



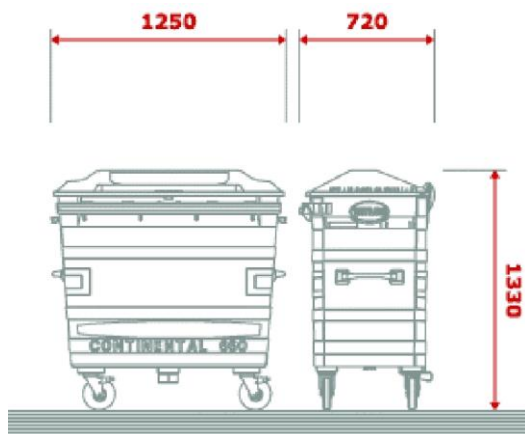
**140 litre Wheeled Bin:** Residual Waste: black, Green Waste: green



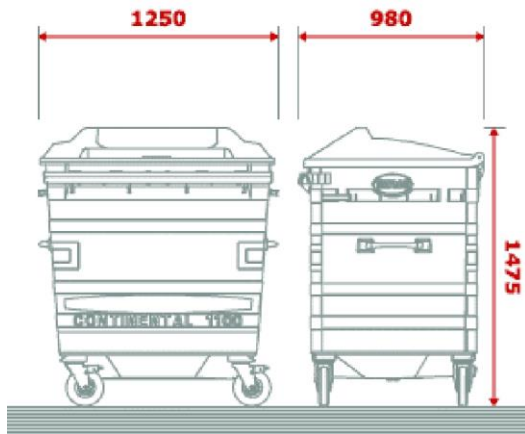
**240 litre Wheeled Bin:** Residual Waste: black, Green Waste: green



**660 litre Wheeled Bin (steel):** Residual Waste (silver body, black lid), Recycling (green body, green lid)



**1100 litre Wheeled Bin (steel):** Residual Waste (silver body, black lid), Recycling (green body, green lid)



## Appendix 4: Commercial Storage

			Recommended segregation of waste						
			Recycling	Compost	Food	Cardboard	Glass	Residual	Litter bins
	Development Type	Recommended capacity requirements							
<b>COMMERCIAL</b>	Office	2500 litres per 1000m <sup>2</sup>	X		X			X	
	Retail & Mixed Use	5000 litres per 1000m <sup>2</sup>	X		X			X	
	Food & Drink	500 litres per 20 dining spaces	X		X	X	X	X	X
	Hotels & Accommodation	1500 litres per 20 dining spaces	X	X	X	X	X	X	X
	Other Commercial	Further details required	X		X	X	X	X	X

### Bin Specification:

As in Appendix 3 for 240, 660 and 1100 litre bins, but also includes the following:

**35 litre Caddy for Food Waste:** green, plastic

Width: 390mm

Depth: 317mm

Height: 500mm

Height with vertical handle: 740mm



## Appendix 5: Refuse Collection Vehicle Dimensions



Olympus 6x2RS Narrow, Smooth Body RCV (19N)

Drawing Reference	Vehicle Part	Dimensions in mm
V1	Overall wheelbase	5250
V2	Overall length	9190
V2	Overall length with tailgate raised	10270
V3	Front axle to front of compaction body	650
V4	Front overhang	1665
V4	Front overhang with cab tilted	3465
V5	Rear overhang	2285
V5	Rear overhang with tailgate raised	3145
V6	Overall height	3450
V6	Overall height with tailgate raised	5100
V7	Height at exhaust tip - nominal	3500
V8	Cab roof height	3130
V8	Cab roof height with cab tilted	3690
V9	Cab floor height	885
V10	First cab step height from ground	495
V11	Rave rail height	1050
V12	Ground clearance at lowest part of vehicle	250
V13	Ground clearance with tailgate	410

## Appendix 6: Consultation Representations and Responses

Public consultation was undertaken between 9<sup>th</sup> May and the 20<sup>th</sup> June 2016. A press notice was placed in a local newspaper on Monday 9<sup>th</sup> May 2016. Copies of the draft guidance were placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors\*\*\*, the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance:

2Let2 Cardiff Letting Agents	Belvoir Estate Agents
4LET	Bentleys Student Lettings Agency
A Space in the City	Biffa
A1 Property Lettings	Black Environment Network
A2Z Property Lettings	Blake Morgan LLP
Abraham Estates	Blue Bay Estate Agents
Absolute Lettings and Sales	BNP Paribas Real Estate
Accommodation For Students	Boulton & Griffiths - Professionals Relocating Limited
ACJ Properties	Bovis Homes
Acorn Estates	Boyer Planning
Adam Waddington	Brilliant Student Services
AJM Property Management	Bristol City Council
Albany Properties	Bryant Homes (South West)
Alder King	BT Group plc
Alternatives for Transport	Burnett Davies
AMEC Environment & Infrastructure UK Limited	Business in the Community Wales
Apple Estates Cardiff	BusyMost Ltd Cardiff
Arts Council of Wales	bValued
Arup	C2J
Asbri Planning Ltd	Cadwyn Housing Association
Ashi Properties	Caerphilly County Borough Council
Aspire Residential	CAIS
Associated British Ports	Campaign for the Protection of Rural Wales
Association of Inland Navigation Authorities	Capital Properties Cardiff
Astra Properties	Cardiff & District Allotments Association
Atkins	Cardiff & Vale Parents Federation
Atlantic Properties	Cardiff & Vale University Health Board Cardiff
Austin-Smith: Lord	Cardiff Access Group
Baker Associates	Cardiff Against the Incinerator
Bannits Lettings	Cardiff and Vale University Local Health Board
Barbara Cunningham	Cardiff Bus
Barbara Rees Estate Agents	Cardiff Bus Users
Barton Willmore (Cardiff)	Cardiff Civic Society
Barton Willmore Planning Partnership	Cardiff Community Housing Association
Barton Wilmore (Cardiff)	Cardiff Cycling Campaign
Bay City Living	Cardiff Ethnic Minority Elders
Bellway Homes (Wales Division) Ltd	

Cardiff Greenpeace  
 Cardiff Heliport  
 Cardiff Homes  
 Cardiff International Airport Ltd.  
 Cardiff Lettings  
 Cardiff Local Access Forum  
 Cardiff Metropolitan University  
 Cardiff Naturalists  
 Cardiff Pedestrian Liberation  
 Cardiff Student Lets  
 Cardiff Student Letting  
 Cardiff Transition  
 Cardiff University  
 Carolyn Jones Planning Services  
 CDN Planning  
 Cedar Properties  
 Celsa Manufacturing (UK) LTD  
 Celtic Properties  
 Cemex Uk Operations Ltd  
 CFW Architects  
 CGMS Consulting  
 Chambers Estate Agents  
 Chartered Institute of Housing in Wales  
 Cherry Bird Estate Agents  
 Chichester Nunns Partnership  
 Chris Davies Estate Agents  
 Chris Johns  
 Chris Morgan  
 Chris Watkins  
 Chwarae Teg  
 Civil Aviation Authority  
 CK- Residential Lettings  
 Coach House Lettings  
 Coal Authority  
 Coleg Glan Hafren  
 Community Land Advisory Service Cymru  
 Confederation of British Industry  
 Confederation of Passenger Transport  
 Connections Design  
 Country Land and Business Association  
 CPS Homes  
 CPS Properties-Cardiff  
 Crofts Davies & Co Estate Agents  
 Cymdeithas yr Iaith Gymraeg  
 Danescourt Community Association  
 Darlows  
 David Lock Associates  
 David Ricketts Estate Agents  
 Davies Sutton Architects  
 DavisMeade Agricultural  
 Derek Prosser Associates  
 Design Circle RSAW South  
 Design Commission for Wales  
 Development Planning Partnership  
 Development, Land & Planning Consultants Ltd  
 Disability Arts Cymru  
 Disability Wales  
 DJ Skinner Property Services  
 DLP Consultants  
 DPP Cardiff  
 Drivers Jonas  
 DTB Design  
 DTZ Consulting  
 Dwr Cymru Welsh Water  
 Easy Rent  
 Edenstone Homes  
 Edmond Estate Agents  
 Edwards & Co Property  
 Elite Property Estate Agents  
 Equality and Human Rights Commission  
 Ethnic Business Support Project  
 Ezee Let  
 Federation of Small Businesses  
 First City Limited  
 First4 Rentals  
 FirstGroup plc  
 Firstplan  
 Flat Homes  
 Forestry Commission Wales  
 Fortis Properties  
 Freight Transport Association  
 Friends of Nantfawr Community Woodland  
 Friends of the Earth (Cymru)  
 Fulfords Land & Planning  
 G Powys Jones  
 Garden History Society  
 Geraint John Planning Ltd  
 GL Hearn Ltd  
 GL Hearn Planning  
 Glamorgan - Gwent Archaeological Trust Ltd  
 Glamorgan Gwent Housing Association  
 Globe Property Services  
 GMA Planning  
 Graham Griffiths Estate Agents  
 Graig Community Council  
 Graig Protection Society  
 Great Western Trains Company Limited  
 Gregory Grey Associates

Grosvenor Waterside	Kingstons Letting Agents Cardiff
Guardian Property Management	Knight Estate Agents
GVA	Knight Frank
GVA Grimley	La Maison Properties
H and M Property Services	Landlord Direct
H O W Commercial Planning Advisors	Landscape Institute Wales
Haford Housing Association Limited/ Hafod Carbet -Save Association Limited	Let Wise
Halcrow	Letz Move
Harmers	Levvel Ltd
Harry Harper	Lewis Property Maintenance
Health & Safety Executive	Linc-Cymru
Heath Residents Association	Lisvane Community Council
Heledd Williams	Llandaff Conservation Group
Hentons	Llandaff Society
Herbert R Thomas LLP	Lovell Partnership
Hern-Crabtree	Loyn & Co Architects
HJF & Co Property	Lts Property
Home Builders Federation	LucKey Lettings
Home Finder Pro	Lyn Powell
Homeline Cardiff	M & D Properties
Horizon Properties	MAC Homes Cardiff
Hoskins Johnson	Madley Construction
Hutchinson 3G UK	Maison Letting Agents
Hyland Edgar Driver	Mango Planning and Development Limited
Igbal Homes	Mansells Estate Agents
Imperial Services	Marshfield Community Council
Institute of Civil Engineering	Martel Property Services Ltd
Inter Let Properties	Martin & Co Cardiff Estate Agents
Interfaith Wales	Martin Robeson Planning Practice
Jacobs Babtie	MC Letting Software
James Douglas Sales and Lettings	McCarthy & Stone (plc)
Jeffrey Ross	Mead Property
Jeremy Peter Associates	Meadgate Homes Ltd
Jet Developments	Michael Graham Young
John Lewis Partnership	Michael Jones & Co
John Robinson Planning & Design	Mineral Products Association
John Williams Rental	Moginie James
John Wotton Architects	Mohammed Shahid Munir Property
Jones Lang LaSalle	Morgan Cole
JP Morgan Asset Management	Morgans Residential
JPE Executive Lettings	Mott MacDonald
Jupiter Property Services	Mr Homes
Just Property Wales	Nathaniel Lichfield & Partners
Keep Wales Tidy	National Youth Arts
Kelly Taylor & Associates	Natural Resources Wales
Kelvin Francis	Neame Sutton
KeyLet	Network Rail
Kingsmeade Assets Limited	Network Rail Infrastructure Ltd

Newport City Council  
 NFU Cymru  
 Nina Estate Agents  
 North West Cardiff Group  
 Northover & Williamson Sales and Letting Agents  
 Northwood Letting & Estate Agents  
 Norton Estate Agents  
 Nova Properties  
 Novell Tullet  
 O2 UK  
 Oakgrove Nurseries  
 Old St Mellons Community Council  
 Orange  
 Pantmawr Residents Association  
 PDM Properties  
 Peace Mala  
 Peacock & Smith  
 Pentyrch Community Council  
 Persimmon Homes  
 Persimmon Homes East Wales  
 Peter Wood Residential  
 Peter Alan  
 Peter Davies  
 Peter Mulcahy  
 Peterson Williams  
 Peterstone Community Council  
 Philippa Cole  
 Pinnacle Group  
 Planning Aid Wales  
 Planning Inspectorate  
 Planning Officers Society Wales  
 Plaza Property Management Services  
 PM Premier  
 Police & Crime Commissioner  
 Powergen  
 Prestige Sales & Lettings  
 Profile Wide Estates  
 Property Direct Agents  
 Quarry Products Association  
 Quin & CO  
 Quin & Co Ltd  
 R H Seel  
 Race Equality First  
 Radyr & Morganstown Association  
 Radyr and Morganstown Community Council  
 Radyr and Morganstown Partnership and Community Trust (PACT)  
 Radyr Golf Club  
 Redrow Homes (South Wales) Ltd  
 Reservoir Action Group (RAG)  
 Residential Landlords Association  
 Rhiwbina Civic Society  
 Rhondda Cynon Taf County Borough Council  
 RICS Wales  
 Rio Architects  
 Robert Turely Associates  
 Robertson Francis Partnership  
 Rochefort Shugar Property Management  
 Roger North Long Surveyors  
 Royal Commission on the Ancient & Historical Monuments of Wales  
 Royal National Institute for the Blind  
 RPS Group Plc  
 RSPB Cymru  
 Save Creigiau Action Group  
 Savills  
 Scope Cymru  
 Sequence Homes  
 Seraph Estates  
 Shawn Cullen  
 Simpson Estates  
 SK Designs  
 SLR Consulting  
 South Wales Chamber of Commerce Cardiff  
 South Wales Estates  
 South Wales Lettings  
 South Wales Mgi Ltd  
 South Wales Police  
 South Wales Police Crime Prevention Design Adviser  
 South Wales WIN  
 Sower Estate Agents  
 Square Foot Estate Agents  
 SSE Energy Supply Ltd  
 St Fagans Community Council  
 Stedman Architectural  
 Stewart Ross Associates  
 Stonewall Cymru  
 Stride Treglown Town Planning  
 Stuart Coventry Scott Wilson  
 Student Houses Cardiff  
 Sullivan Land & Planning  
 SuperLet Cardiff  
 Sustrans Cymru  
 SWALEC  
 Taff Housing Association  
 Tanner & Tilley  
 Taylor Estate Agents



Temp2Perm Housing  
Terry Nunns Architects  
The 20th Century Society  
The Boarding Centre Ltd  
The Design Group 3  
The Georgian Group  
The Institute of Cemetery and Crematorium Management  
The Planning Bureau  
The Royal Town Planning Institute  
The Umbrella Homes  
The Victorian Society  
The Wildlife Trust of South & West Wales  
Theatres Trust  
Thomas & Rose Agents  
Thomas George Estate Agents  
Thomas H Wood Letting & Estate Agents  
Thomas Joseph Lettings Management & Maintenance  
T-Mobile (UK) Ltd  
Tongwynlais Community Council  
Torfaen County Borough Council  
Town Planning & Development  
Turley Associates  
Ty Seren Lettings  
United Welsh Housing Association  
Urban City Ltd  
Urdd Youth Group  
Vale of Glamorgan Council  
Velindre NHS Trust Corporate Headquarters  
Veolia  
View Property Wales  
Virgin Media  
Vivaz Homes Ltd  
Vodafone  
Wales & West Housing Association  
Wales Council for Voluntary Action  
Wales Women's Aid  
Watts Morgan  
Welsh Ambulance Services NHS Trust  
- South East Region  
Welsh Federation of Housing Association  
Welsh Government  
Welsh Language Commissioner  
Welsh Tenants Federation Ltd  
Wenlock Lettings  
Wentloog Community Council  
Wentworth Properties  
Western Permanent Property Management Cardiff

White Young Green Planning  
Wigley Fox Partnership  
Williams Rentals  
Willmott Dixon  
Wimpey Homes  
X Factor Properties  
Zenith Design Solutions

Comments specifically or generally relevant to the draft guidance were received from the above consultees indicated \*\*\*

<b>Name</b>	<b>Comment</b>	<b>Response/Action</b>
Cllr E Clark	Section 4.16 needs to make the expectation to provide covered containers at the rear of properties for bag waste clearer. I suggest the wording is amended to "Developers of high density, multiple occupancy dwellings or five or more flats must provide covered containers for waste bags or screened storage for bins. The covered containers must be capable of housing the maximum number of bags required, based on an assessment of projected waste. Where houses have no frontages these need to be provided to the rear of the property.	The SPG is not able to stipulate that storage containers must be provided in rear areas of the property, as this is private land and it does not impact on waste collections. A comment on the need to require storage containers for bag collections is already included in paragraph 4.8.
	Page 18: I don't agree with the encouragement of bins being stored to the front of properties with no frontage. The individual refuse storage example pictures and references should be deleted.	No action. All new developments should be using the bin collection method, so for terraced properties it is necessary for bins to be stored at the front. The pictures in question show bins being suitably contained within a frontage.
	I agree that waste storage requirements within flats should be generous and the waste storage requirements for the numbers living at a property specified.	No action
	Landlords should be required to ensure that brown food caddies and sufficient other waste receptacles are provided for new tenants	This comment will be included in Section 8 of the SPG.
	The enforcement process and penalties for not following the waste SPG need to be clear	This comment does not have a place in this SPG. This document is for developers/architects who are not required to understand the enforcement process.
	The SPG should deter large commercial waste containers from being stored on the street when not presented for waste collection.	The SPG already specifies that waste storage needs to be provided (see paragraph 6.4)

<p>Cllr Merry, Cllr Weaver, Cllr Knight</p>	<p>We strongly support the proposal that developments should not be allowed with internal storage for waste: if followed by residents it is unhygienic and almost inevitably leads to waste being put out as bags are full as understandably residents do not want to store waste inside.</p>	<p>No action</p>
	<p>We also believe that waste storage should be concealed from view and not simply stacked up in front gardens, that it should be adequate for the number of tenants and preferable secure to prevent spillage and pests.</p>	<p>No action</p>

**CITY & COUNTY OF CARDIFF  
DINAS A SIR CAERDYDD****COUNCIL****20 OCTOBER 2016**

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

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**MEMBER CHAMPIONS ANNUAL REPORTS****Reason for the Report**

1. To receive the second Annual Reports from the Member Champion for Equalities and Diversity; the Member Champion for Community Food Growing; and the Member Champion Cycling and Sustainable Transport appointed by Council in July 2014 and September 2015.

**Background**

2. Member Champions are Elected Members who, in addition to their other Council responsibilities, ensure that the issues or groups that they are championing are taken into account when Council policy is being developed and decisions are made.
3. The Council has for some time allocated Member Champion roles to individual Council Members. Individual Cabinet Members will, due to their portfolio responsibilities, have a related Champion role, as well as certain Committee Chairs - for example, the Chair of Democratic Services is the Member Development Champion for the Council. Occasionally a community or third sector organisation has sought the Council's support in allocating informal responsibility for an issue to a Council Member.
4. In 2014 the Expert Group on Diversity in Local Government in Wales chaired by Professor Laura McAllister published its report: "On Balance: Diversifying Democracy in Local Government in Wales", highlighted the importance of Member Diversity Champions with a particular role to encourage the training and development of Councillors. The report recommended that Member Diversity Champions in each Council should be encouraged to play an external role in encouraging greater participation, especially among women in local government. Since publication of the report a number of Elected Members have supported the project by mentoring Cardiff residents who are interested in taking up a career in politics.
5. In their first year each Member Champion focused on their area of interest; looked at good practice; asked questions about performance and resourcing for the area; engage with relevant external bodies and community groups with an interest or stake in the area; and engage internally with, and complement the

work of, the Cabinet Member, the Scrutiny function and lead officers in relation to the role.

6. The Council on 22 October 2015 adopted the Welsh Local Government Association published Role Descriptions for a Member Champion, which set out details of the role both within the Council and in the community, and also identifies a number of competencies in a person specification that would support the Member in fulfilling their role.
7. It was agreed that the Champions would have no decision making powers or the power to commit the Council to any course of action or the deployment of Council resources. They would not attract a Special Responsibility Allowance. They would report annually to Full Council on their work.

### **Issues**

8. During the past year the Member Champions have been carrying out their respective roles. Attached as **Appendices A, B and C** are the Annual Reports setting out activities, successes and suggestions for the future work to optimise the impact on the overall subject area and the work of individual Champions.
9. It is proposed that the Council approve the continuation of the three designated Member Champion Roles until the end of this municipal year.

### **Legal Implications**

10. All the relevant legal provisions are set out in the body of the report.

### **Financial Implications**

11. All the relevant financial provisions are set out in the body of the report. There are no financial implications arising from this report.

### **RECOMMENDATIONS**

Council is recommended to:

- (1) receive and acknowledge the good work undertaken by Member Champions as set out in their Annual Reports; thank the Member Champions and the officers and communities who have supported their work;
- (2) agree to continue the Member Champion Initiative with these three roles until the end of this Municipal year.

### **DAVINA FIORE**

**Director of Governance & Legal Services**

**14 October 2016**

Background Papers

Welsh Local Government Association published its Framework for Member Role Descriptions and Person Specifications – August 2015



### **Member Champion: Equality and Diversity Annual Report 2015/2016**

I was pleased to take on the role of Member Champion for Equality & Diversity from Councillor Cecilia Love in October 2015. I was born in Bangladesh, but moved to Cardiff as a child and have lived in Cardiff for 38 years. I have found Wales a welcoming place, but recognise that people from various backgrounds and with protected characteristics face barriers and problems that can limit their wellbeing and participation in Cardiff's society.

So I wanted to focus my work as Member Champion on using the contacts that I have made to benefit people facing difficulties in their lives, and opening opportunities for them both individually and at a community level.

#### Diversity in Democracy

I have supported the Welsh Government's Diversity in Democracy Project, designed to bring about significant change in the diversity of people putting themselves forward for election, both at county and community level. I have attended the Project Steering Group, and its launch, and have enjoyed mentoring two Cardiff residents, one from the Pakistani community, and another from Bangladesh. Both had a real appetite to learn what was involved in being a Councillor, and I hope I was able to provide some insight based on my experience. One of these gentlemen is now actively seeking selection to stand as a candidate in the May 2017 Council elections.

#### Linking Communities with the Council

I have been fortunate through my work as a Councillor for Butetown to meet people from so many different ethnic and faith backgrounds. This for instance has given me the opportunity this year to help the Greek Orthodox Church and the Ward's two Mosques by securing permission for the communities to fund directional signs signposting people from Bute Street to their buildings.

I wanted to build connections between the Council and the city's different faith communities, and have spent a lot of time meeting different groups. I starting within my own faith of Islam, and have visited all of the city's Mosques to share worship and to meet the leaders and worshippers.

I have now begun to reach out to other faith communities, to make sure they feel included in the city's life, are well connected with Council services, and to see if there were any barriers or problems that those communities are facing.

This has put me in contact with Rev Aled Edwards, Chief Executive of Cytun, and I have attended the Interfaith Network on a number of occasions. I was delighted to attend the Interfaith Dinner at City Hall on Monday.

My most recent visit was to the Sanatan Mandal Hindu Temple in Lewis Road, Splott, where I was invited to attend a ceremony to bless the new deity idols

that the community had raised money to buy. I have also regularly visited the Samaj Centre in Grangetown. I wish to continue to develop my own understanding of other faiths, and have asked officers to explore further opportunities for me to meet faith groups I have yet to encounter.

### Countering Hate Crime

I have had a long relationship with Cardiff's PREVENT Team, and have been active this year supporting the PREVENT agenda to counter radicalisation of young Muslims.

Shortly after the Brexit Referendum in June, I was walking through Roath when a man racially abused me. At first I felt shocked and afraid, but quite soon I realised that many people from ethnic minority backgrounds, including my friend Ashley Govier, were also experiencing the same ignorance and hate. I felt that as Chair of United Against Fascism Wales and co-Chair of Stand Up To Racism Cardiff, I was in a position to stand up against this treatment, and have gone on record in the media to challenge racism.

I am pleased that there are robust partnership arrangements in place locally counter hate crime, and support victims, and that the Council, Police and Public Services Board partners have since Brexit commissioned a task and finish group to reinforce their efforts in this area.

### Supporting Homeless People

Charity is a very important part of Muslim culture. I have been networking with city Mosques and homeless charities like the Salvation Army to develop the principle of "Sharing Ramadan". Muslims like to give back to other faiths and communities during the holy month of Ramadan. I was pleased that several Members of this Council and the Chief Executive joined me in various Mosques to share the food we enjoy at the end of the daily fast.

For next year, I have arranged for local restaurants to sponsor free food at the Homeless Bus at least once a month. I also want us to follow some other cities who are building this into a very visible and significant project, helping support vulnerable people, but also spreading goodwill and understanding of the positive values of Islam that are often forgotten by the media.

**Councillor/ Cynghorydd Ali Ahmed  
October 2016**

### **Member champion: Community Food Growing Annual report 2015/2016**

It has been a busy year and much progress has been made on moving towards a more coordinated view of growing in the city. Like last year much of my time has been spent focussing on improving allotments. I have myself attended various events across the city promoting food sustainability and community initiatives and have been on numerous sites visits outside Cardiff to learn how others promote allotments and growing. The most important lesson I have learnt on all my visits is that the more Councils engage with and enable individual growing communities to self regulate the better those communities fare. Conversely where Councils seek to keep control of growing and allotments those growing communities stagnate.

I am happy to report that relations between allotment holders and the Council are amicable and cooperative after the work done last year to foster deeper ties. Cardiff Allotment Holders Association (CAHA) the group which advocates for allotment sites in Cardiff, have vastly increased their capacity to mediate relations going forward. They have constituted themselves with charitable status to enable them to better access grants to aid and promote growing in the city. New working groups have been set up to deal with Water, Finances and Brick cubicles which have yielded very positive (if shocking) results. The Water group for instance initiated by myself last year and now mediated by CAHA discovered a simple and effective way to predict water leaks on allotment sites; this resulted in the discovery of water leaks costing in excess of £20,000 per year in wasted water. It was revealed that for at least the last 3-5 years the vast majority of the monies allocated for general maintenance have had to be diverted to pay water bills and make major repairs to the aging water infrastructure on sites. It was clear early on that alternatives to mains water needed to be sought soon to decrease wasted money and if the realisation of long term investment in other areas of allotment infrastructure was to be undertaken. To this end CAHA and the Water Committee have entered into a dialogue with Welsh Water to access grant funding to pilot new ways of providing water to allotment sites, it is hoped a pilot can be rolled out early next year with more coming on line as funding and suitability is determined.

The collaborative approach described above is exactly what I envisioned was needed to improve growing and allotments; many varied parties have contributed to its successful start however one name above all comes to mind which I need to thank here; Francis Mullins. Throughout the last two years Francis has been relentless in producing reports, gathering evidence and acting as critical friend to both the Council and CAHA, without his input little could have been achieved in such a short space of time and my congratulations and thanks go out to him.

The challenge now of course is to further expand on the role that collaboration plays in the management of allotments and promotion of growing. CAHA have already made some steps towards this with the drawing up of a draft plan for self-regulation of allotments in Cardiff. This ambitious plan which could see the management of allotments transferred to CAHA on a long term lease would follow model practice that has already been implemented in many core cities. The benefits are clear; with

the Council better able to focus on the strategic planning of new and expanded growing sites whilst assured that accountable and robust management of the day to day maintenance of allotments is taken care of. Where these kinds of arrangements have been made in other towns and cities in the UK, growing and in particular allotment growing flourishes, as grants and volunteer hours, which are not able to be accessed by Councils, flow into the communities.

As I enter my third year as Champion I look forward to realising my goal of more connected growing in our city, CAHA and individual allotment associations have already begun to explore these connections, with site visits occurring across the city and wider region. Creation of new community gardens focussed on refugees and the homeless are in the initial stages and the knowledge gained and networks created will begin to open up growing to those harder to reach communities. In time I am confident that we can and will see a sharing of excess produce right across our city so that no edible produce is wasted that could feed a hungry mouth.

Diolch/ Thank you

**Councillor/ Cynghorydd Gareth Holden**  
**October 2016**

### Member Champion: Cycling and Sustainable Transport

#### Annual Report 2015/ 2016

##### Keeping the issues at the forefront of Council business:

###### Cardiff Cycle Liaison Group

I Chair the Cardiff Liaison Cycle Group, which has representatives from about 16 agencies, charities, social enterprises and Council officers with cycling as their main focus. This year I joined a small bi-monthly meeting with the Director of the Environment and the Cabinet Member for Planning, Highways and Transport and the Deputy Cabinet member responsible for Active Travel to go over issues that arose at the Liaison Group and from other consultations. Through this we have lobbied for cycling and sustainable transport to be taken into account, particularly over the development of Central Square and the new city centre Transport Hub focussing on the Central Railway Station. I have met with the Director and senior officers in Transport and City Centre Development.

###### Car Free Day 2016

I sat on the Planning Group for Cardiff's first 'car-free' day. This was held on Thursday 22<sup>nd</sup> September which is International Car Free Day. Park Place was closed to traffic for the day and it coincided with the return of the University students to a new academic year.

There was good attendance from public transport companies, including Cardiff Bus, and cycling and sustainable travel charities. Many people were disappointed that the street closures were not more extensive but this year was a pilot and it was generally felt to be effective and reinforced Council policy to shift the modal split from car dependence to sustainable travel.

###### National Bike Week

I raise the profile of cycling and sustainable transport by writing letters to the South Wales Echo, via Twitter & email contacts e.g. highlighting National Bike Week 2016. I take a lead on organising the annual Commute Challenge. This year 4 Councillors were involved in the commute challenge as well as members of Communities First teams. The results that show cycling over distances of between 2 and 6 miles are faster by bicycle. Cycling rates in Cardiff are steadily increasing and the Council transportation team and the Cardiff Cycling Campaign have statistics to verify this.

I am confident that the authority transport planners are aware of good practice in other cities in Britain and on the Continent, and I continue to lobby for policies to be adopted that take road space from cars and segregate cyclists and pedestrians where possible.



Work in progress:

- Living Streets: I continue to liaise with the Wales Director of this pedestrian focussed charity setting up in Cardiff to provide a voice for people who walk as their main means of getting around.
- I attend the South West Neighbourhood Partnership team to encourage their promotion of active travel.
- I am encouraging stake-holders to engage with the development of the Active Travel Plan and we eliminated some cycle network routes as they did not reach the standard of continuity that the Welsh Government expects.

**Councillor / Cynghorydd Iona Gordon**

October 2016

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



**COUNCIL**

**20 OCTOBER 2016**

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

**ASSISTANTS TO CABINET MEMBERS**

**Reason for this Report**

1. To enable the Council to consider recommended amendments to the current constitutional provisions in respect of Assistants to Cabinet Members.

**Background**

2. As part of its executive arrangements the Council is able to provide for Deputies or Assistants to Cabinet Members to be appointed to assist the Cabinet. The National Assembly for Wales' Statutory Guidance on Executive Arrangements (SI 2006/56) advises as follows:

*4.29 Local authorities will be free to determine whether to have deputy cabinet members but should they so decide, those deputies will be unable to substitute for a cabinet member at a cabinet meeting nor vote on behalf of the cabinet member for whom they deputise. Cabinet members cannot delegate decision-making power to individual elected members outside the cabinet. An executive, therefore, is not able to have formal substitute or deputy members. A separate executive is designed to increase transparency and accountability. Allowing formal substitution could cloud accountability. Since deputies cannot play a formal role in the decision-making process, their role, if appointed, would be a support and advisory one which could have a representational element.*

3. The Cardiff Constitution, Article 7.5 ('Assistants to Cabinet Members') currently provides that:

*'The Cabinet may appoint Councillors to act as assistants to the Cabinet as the Cabinet considers reasonably necessary and appropriate. Their role will be:*

- (a) To assist the Cabinet collectively;*
- (b) To liaise with the Chairs and members of relevant Scrutiny Committees; and*
- (c) To act as observers at meetings of the Cabinet or a committee of the Cabinet.*

*Assistants to the Cabinet may not vote on any matters before the Cabinet, neither may they substitute for a Cabinet Member at a meeting of the Cabinet nor in any decision making role.'*

4. In order to widen Member participation in Council business and provide additional support to Cabinet Member portfolios, in May 2014 the Cabinet agreed to create three Deputy Cabinet Member positions and approved a generic role description. Appointments to these positions were made by the Cabinet in June 2014.
5. The Constitution Committee, in June 2014, considered the Deputy Cabinet Member appointments and the constitutional provisions of Article 7.5. The Committee expressed some concern that the designation of 'Deputy Cabinet Member' may be misleading as the post-holders are not able to fully deputise for Cabinet members. The Committee resolved to retain the title used in the Constitution of 'Assistants to Cabinet Members'.
6. In June 2015, the Cabinet revised the positions and approved three Assistant to Cabinet Member appointments, to assist Cabinet Members in the following areas:
  - Technology, Innovation and Skills;
  - Active Travel & Wellbeing (including Libraries); and
  - Housing and Tackling Poverty.

A new Assistant was appointed for the Housing and Tackling Poverty position in February 2016, following the resignation of the previous post-holder.

## **Issues**

7. The Wales Audit Office Corporate Assessment Follow On Report issued in February 2016 considered the Council's arrangements in this respect and reported (at paragraph 52) that:

*'Three Assistants to Cabinet Members have been appointed. Their functions are clearly defined in the Council's constitution, but during our review they were often referred to as Assistant (sic) [Deputy] Cabinet Members, which are posts that are not permissible. This lack of clarity raises the risk that they may be perceived to be members of the Cabinet or inappropriately become directly involved in the decision making process. However, the Council advised us that they did not do so.'*

Accordingly, one of the Wales Audit Office Proposals for Improvement (reference P2b) was to:

*'Ensure that the titles and roles of Assistants to Cabinet Members are applied consistently, ensuring that their limited roles and responsibilities do not cloud any accountabilities.'*

8. In considering the WAO Follow On Report on 21st March 2016 the Cabinet approved a Statement of Action which included the following action on this matter:

*'Role description for Assistants to Cabinet Members will be included within the Council's Constitution and provided to all post-holders to assist in clarifying roles and responsibilities.'* (Action Point P2b)

9. The Constitution Committee considered a report on this matter at its meeting on 21<sup>st</sup> September, and specifically considered the Role Descriptions which had been approved by Cabinet when the positions were created in May 2014.
10. The Committee agreed to recommend to Council the insertion of the Role Description approved by Cabinet into the Constitution Article 7.5 'Assistants to Cabinet Members', subject to the following amendments:
  - a) The word 'deputise' to be replaced with 'attend on behalf of' or 'assist', as appropriate, in order to make clear that the role is not to formally deputise or substitute for the Cabinet Member; and
  - b) To stipulate that Assistants to Cabinet Members may not give formal speeches at events on behalf of a Cabinet Member.
11. The amended Role Description is appended as **Appendix A** to this report.
12. In addition to recommending the insertion of the approved Role Description into the Constitution, the Committee also instructed the Monitoring Officer to ensure that all Assistants to Cabinet Members are supplied with a copy of the Role Description, subject to approval by Council.

### **Legal Implications**

13. The Local Government Act 2000 and the Local Authority Constitution (Wales) Direction 2002 requires the authority to keep its constitution up to date.
14. The Constitution Committee has responsibility for reviewing, and recommending to Council any changes to the Constitution.
15. The recommended changes to the Constitution set out in this report require the approval of full Council, pursuant to Article 14.2(a) of the Constitution.
16. Other relevant legal implications are set out in the body of the report.

### **Financial Implications**

17. There are no direct financial implications arising from this report.

## **Recommendations**

Council is recommended to:

- (1) Approve the amendment of Article 7.5 of the Constitution to include the Role Description for Assistants to Cabinet Members set out in **Appendix A**, subject to any further amendments;
- (2) Instruct the Monitoring Officer to make the necessary amendments to the Constitution (arising from Recommendation (1) above); and
- (3) Note that the approved Role Descriptions are to be circulated by the Monitoring Officer to all Assistants to Cabinet Members.

**Davina Fiore**  
**Director Governance and Legal Services and Monitoring Officer**

22 September 2016

## **Appendices**

Appendix A Assistants to Cabinet Members – Role Description (amended)

### **Background papers**

Constitution Committee report 'Assistants to Cabinet Members', 21<sup>st</sup> September 2016;  
Cabinet report 'Deputy Cabinet Members and Member Champions', 15<sup>th</sup> May 2014 and minutes thereof;  
Constitution Committee report 'Constitution Update', 11<sup>th</sup> June 2014 and minutes thereof;  
Wales Audit Office 'Corporate Assessment Follow On' report, issued February 2016;  
Cabinet report, 'Wales Audit Office Corporate Assessment Follow On Report – Statement of Action', 21<sup>st</sup> March 2016; and minutes thereof;  
National Assembly for Wales Statutory Guidance, Guidance for County and County Borough Councils in Wales on Executive and Alternative Arrangements, July 2006.



## **ASSISTANTS TO CABINET MEMBERS – ROLE DESCRIPTION**

Article 7.5 Cardiff Constitution provides as follows:

‘The Cabinet may appoint Councillors to act as Assistants to the Cabinet as the Cabinet considers reasonably necessary and appropriate. Their role will be:

- (a) To assist the Cabinet collectively
- (b) To liaise with the Chairs and members of relevant Scrutiny Committees and
- (c) To act as observers at meetings of the Cabinet or a committee of Cabinet.

Assistants to the Cabinet may not vote on any matters before the Cabinet, neither may they substitute for a Cabinet Member at a meeting of the Cabinet nor in any decision making role.’

### **ROLE DESCRIPTION**

1. Assistants to Cabinet Members are members appointed by the Cabinet to work with a Cabinet Member or Cabinet Members and assist them with any function except decision-making subject to the limitations set out below.

2. This includes taking forward particular projects or programmes. Most Assistant posts will range across the functions of the Cabinet Member but it is a matter for each individual Cabinet Member, after discussion with the Leader of the Council, to establish any limits or conditions on the ways in which the Assistant will operate. Any limitations on the role of Assistant which the Cabinet Member wishes to impose should be a matter of record, to be copied to the Leader of the Council and the Monitoring Officer.

3. The role of Assistant to Cabinet member does not attract a special responsibility allowance

4. Assistants to Cabinet Members may:

- Undertake specific tasks, research and investigations and attend conferences, seminars and meetings, as requested by the Cabinet Member, so as to keep abreast of current policy and development initiatives.
- Attend Cabinet Briefings on behalf of a Cabinet Member.
- Attend (but not vote) at Cabinet meetings on behalf of a Cabinet Member.
- Attend formal and informal functions on behalf of a Cabinet Member, except for official openings or ceremonies or events where a formal speech is required, in which case, in the event of the absence of the Cabinet Member, the Lord Mayor or another Cabinet Member will normally represent the Council.
- Formally speak at events and functions on issues within his or her area of responsibility, where the Assistant has received a specific named invitation to speak.

- Liaise with non-executive members in order to ensure that the Cabinet Member is fully aware of issues which are of concern to members.
- Appear before a Scrutiny Committee where the Cabinet Member cannot attend or where the Assistant has focussed on the particular project or programme. (However, the Scrutiny Committee may also request the Cabinet Member to attend on a further occasion).
- Be a member of a Scrutiny Committee which does not relate to his or her Cabinet Member's portfolio.
- Be a member of a Scrutiny Task and Finish Group.

5. However, an Assistant to a Cabinet Member cannot:

- Take decisions
- Deputise for a Cabinet Member at Council Meetings
- Be a member of the Scrutiny Committee which scrutinises his or her Cabinet Member's portfolio.

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

### **COMMITTEE MEMBERSHIP**

#### **Reason for this Report.**

1. To make appointments to fill current vacancies on Committees in accordance with the approved allocation of seats and in accordance with Party Group wishes.

#### **Background**

2. The Council at its Annual Meeting on 28 May 2016 established its committees and allocated seats to party groups in accordance with the relevant provisions of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended.
3. 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. Once the Council has determined the allocation of seats, it is obliged to make appointments so as to give effect to the wishes of the political group to which the seat has been allocated.
4. Appointments to Committees have been made in accordance with the agreed allocations and the wishes of the political groups.

#### **Issues**

5. The Committee vacancies are as follows.

<b><u>Committee</u></b>	<b><u>No of Vacancies</u></b>
Planning Committee	3 vacancies
Licensing Committee	2 vacancies
Public Protection Committee	2 vacancies
Audit Committee	1 vacancy
Corporate Parenting Advisory Committee	2 vacancies

<b><u>Committee</u></b>	<b><u>No of Vacancies</u></b>
Council Appeals Committee	1 vacancy
Democratic Services Committee	1 vacancy
Community & Adult Scrutiny Committee	1 vacancy
Economy Scrutiny Committee	2 vacancies
Environment Scrutiny Committee	1 vacancy
Policy Review & Performance Scrutiny	1 vacancy
Bilingual Cardiff Working Group	1 vacancy
Health & Safety Advisory Group	1 vacancy
Glamorgan Archives Joint Committee	2 vacancies

6. The vacancies have been discussed with all Party Group Whips at their regular monthly meetings. Nominations will be reported to Council on the amendment sheet, to allow Council to make appointments to fill the vacancies in accordance with the wishes of the relevant political groups.

### **Legal Implications**

7. The legal implications are set out in the body of this report.

### **Financial Implications**

8. 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**

The Council make appointments to fill the vacancies on Committees in accordance with the wishes of Party Groups as reported on the Amendment Sheet.

### **DAVINA FIORE**

Director Governance and Legal Services and Monitoring Officer  
14 October 2016

Background Papers  
Committee Membership Schedule (Master)

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



**COUNCIL:**

**20 OCTOBER 2016**

**REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES**

**APPOINTMENT OF MEMBERS TO OUTSIDE BODIES**

**Reasons for the Report**

1. To agree the appointment of Council representatives to Outside Bodies under the Local Choice functions.

**Background**

2. The Constitution provides that the Council will, from time to time, receive nominations and make Member appointments as necessary to serve as representatives of the Council on outside bodies.

**Issues**

3. The Council is asked to consider nominations to serve on Outside Bodies relating to vacancies and changes as set out in Appendix A of the report and listed on the amendment sheet.

**Legal Implications**

4. The appointment of individuals to serve on outside bodies is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007. The Council has determined that responsibility for this function shall rest with Full Council unless delegated by the Council.

**Financial Implications**

5. There are no financial implications arising as a direct consequence of this report.

**RECOMMENDATION**

Council is recommended to receive and approve nominations for, and make appointments to those outside bodies as listed in Appendix A and any nominations included on the Council Amendment Sheet on 25 June 2015. .

**DAVINA FIORE**

**Director of Governance & Legal Services**

20 October 2016





NAME OF ORGANISATION	COUNCIL REPRESENTATION	MAIN AIMS & FUNCTIONS OF ORGANISATIONS	NOMINATIONS RECEIVED
Cambrian Educational Foundation for Deaf Children	1 – Member	To offer financial assistance to young people between the ages of pre-school & 25 yrs, who have hearing impairment and either reside in Wales or have a parent who resides in Wales. Assistance is given for their education and social development.	<b>1 vacancy</b>
Cardiff & District Pre-Retirements Association	1 – Member	Offers unbiased advice on a range of specific issues relevant to anyone approaching retirement.	<b>1 vacancy</b>
Cardiff & Vale of Glamorgan Community Health Council	3 – Members	<p>The CHC represents the interests of the patients and public of Cardiff &amp; the Vale of Glamorgan in relation to local health services. The 4 statutory duties/functions of the CHC are to:</p> <ol style="list-style-type: none"> <li>1 Scrutinise the operation of health services in Cardiff &amp; Vale of Glamorgan, to make recommendations for the improvement of that service, and to advise the UHB upon such matters relating to the operation of the health service.</li> <li>2 To be consulted by the UHB in respect of health services for which it is responsible.</li> <li>3 To enter and inspect NHS premises.</li> <li>4 To provide an independent advocacy service on behalf of the Welsh Ministers for those aged 18 and over.</li> </ol>	<i>Councillor Hudson</i> <b>Two vacancies</b>
Cardiff & Vale University Health Board – Stakeholder Reference Group	1 – Member	The SRG has early engagement and involvement in the determination of the UHB overall strategic direction; provision of advice on specific service proposals prior to formal consultation as well as feedback on the impact of the UHB operations on the communities it services.	<i>Councillor Sanders (Independent)</i> <b>1 vacancy</b>
Cardiff Bus	7 – Members (If proportional + 5 Labour; 1 Lib Dem & 1 Conservative)	Cardiff City Transport Services Ltd (otherwise known as Cardiff Bus) is a private limited company which is wholly owned by Cardiff Council. It was constituted as a Public Transport company within the mean of Section 72 of the Transport Act 1985 and the main purpose of the company is the provision of road passenger transport services.	<i>Councillors Goddard, Simmons, Benjamin Thomas, White,</i> <b>1 vacancy (Labour)</b> <i>Councillor Robson (Conservative)</i> <i>Councillor Aubrey,</i>

NAME OF ORGANISATION	COUNCIL REPRESENTATION	MAIN AIMS & FUNCTIONS OF ORGANISATIONS	NOMINATIONS RECEIVED
Ffotogallery	2 – Members	To widen its range of influence through touring exhibitions, collaborations with other organisations & galleries, through publications and expanding education programme including courses in techniques & appreciation & work with schools & community groups.	<b>2 vacancies</b>
South Wales Fire & Rescue Authority	5 - Members	The Fire & Rescue Authority consists of 24 councillors from the 10 local authorities which originally combined to form the Authority. The composition of the Authority is determined by the size of the electoral representation within each local authority and the political proportionality across the combined area.	Councillors Dilwar Ali, Phillips, <b>1 vacancy</b> (Labour) Councillor McKerlich (Cons) Councillor Hyde (Lib Dem)

NAME OF ORGANISATION	COUNCIL REPRESENTATION	MAIN AIMS & FUNCTIONS OF ORGANISATIONS	NOMINATIONS RECEIVED
Standing Advisory Council for Religious Education (SACRE)	8 – Members (relevant Cabinet Member)	SACRE is a statutory body which meets once a school term to advise the Council on matters concerned with collective worship and the provision of religious education	<i>Councillor Merry (Cabinet Member)</i> <i>Councillor Ali Ahmed</i> <i>Councillor McGarry</i> <i>Councillor Parry</i> <i>Councillor Elsmore</i> <i>Councillor Gordon</i> <b>2 vacancies</b>

\*\* *Those Members in italics have been appointed previously*

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