DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS	THURSDAY, 29 JUNE 2017
GWYS Y CYNGOR	DYDD IAU, 29 MEHEFIN 2017,

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, County Hall, Atlantic Wharf, Cardiff CF10 4UW on Thursday, 29 June 2017 at 4.30 pm to transact the business set out in the agenda attached.

Davina Fiore

Davina Fiore
Director of Governance & Legal Services

County Hall
Cardiff
CF10 4UW

Friday, 23 June 2017

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

Item		Approx. Time	Max Time Allotted
1	**Apologies for Absence** *To receive apologies for absence.*		
2	**Declarations of Interest** *To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct)*	4.30pm	5 mins
3	**Minutes** *(Pages 1 - 12)* *To approve as a correct record the minutes of the previous meeting.*		
4	**Petitions** *To receive petitions from Elected Members to Council.*	4.35 pm	5 mins
5	**Lord Mayor's Announcements** *To receive the Lord Mayor's announcements including Recognitions and Awards.*	4.40 pm	5 mins
6	**Welsh Language Standards: Annual Report 2016-2017** *(Pages 13 - 60)* *Report of Director Governance and Legal Services.*	5.00 pm	25 mins
7	**Statements** *To receive statements from the Leader and Cabinet Members*	5.25 pm	45 mins
8	**Oral Questions** *To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.*	6.40 pm	90 mins
9	**Urgent Business**	8.10 pm	5 mins

Unopposed Council Business			
10	**Appointment of Local Authority School Governors** *(Pages 61 - 66)* *To approve the recommendation of the Local Authority Governor Panel 21 June 2017.* *Report of Director Governance and Legal Services*	8.15 pm	5 mins
11	**Committee Membership Matters** *(Pages 67 - 76)* *Report of Director Governance and Legal Services*		
12	**Appointments of Members to Serve on Outside Bodies** *(Pages 77 - 86)* *Report of Director Governance and Legal Services*		
13	**Calendar of Meetings 2017 - 2018** *(Pages 87 - 88)* *Report of Director Governance and Legal Services*		

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THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 25 May 2017 to transact the business set out in the Council summons dated Friday, 19 May 2017.

Present: Monica Walsh (Lord Mayor for municipal year 2016-2017 in the Chair)

County Councillors Ahmed, Asghar Ali, Dilwar Ali, Bale, Berman, Bowden, Bowen-Thomson, Boyle, Bradbury, Bridgeman, Burke-Davies, Carter, Congreve, Cowan, Cunnah, Davies, De'Ath, Derbyshire, Driscoll, Ebrahim, Elsmore, Ford, Goddard, Goodway, Gordon, Henshaw, Gavin Hill-John, Philippa Hill-John, Hinchey, Howells, Hudson, Jacobsen, Jenkins, Jones-Pritchard, Keith Jones, Owen Jones, Joyce, Kelloway, Lancaster, Lay, Lent, Lister, Mackie, McEvoy, McGarry, McKerlich, Merry, Michael, Molik, Morgan, Murphy, Naughton, Owen, Parkhill, Jackie Parry, Keith Parry, Patel, Phillips, Dianne Rees, Robson, Sandrey, Sattar, Simmons, Singh, Stubbs, Taylor, Graham Thomas, Huw Thomas, Lynda Thorne, Walker, Weaver, Wild, Williams, Wong and Wood

1   :   MINUTE SILENCE

Manchester Arena 22 May 2017
A minute silence was held as a mark of respect for those who tragically lost their lives at the event at Manchester Arena on 22 May 2017.

Group Leaders and Members spoke to reflect on sad loss of life, those seriously injured and the support given by the emergency services.

The Lord Mayor advised that she had written to the Mayor and people of Manchester to express sincere and profound sympathy to all those affected by such a tragic event.

Rhodri Morgan
A minute silence was observed for Rhodri Morgan, former MP for Cardiff West and First Minister of Wales who passed away suddenly on 17 May 2017.

Group Leaders and Members paid tribute to the contributions Rhodri made to life and politics in Wales and Cardiff.

The Lord Mayor advised that she had written to Julie Morgan and her family to express the Members and Council sincere condolences for their loss.

2   :   APOLOGIES FOR ABSENCE

There were no apologies for this meeting.

3 : DECLARATION OF INTEREST

In accordance with the Members Code of Conduct, all Councillors declared a personal interest in Item 16 Members' Remuneration & Allowances 2017/18.

4 : TO ELECT THE LORD MAYOR AND CHAIRMAN OF COUNCIL FOR 2017/18

The Council received nominations for Lord Mayor and Chairman of the Council for 2017- 2018.

Councillor Huw Thomas proposed Councillor Bob Derbyshire and this was seconded by Councillor Adrian Robson.

There were no other nominations

RESOLVED – That Councillor Bob Derbyshire be elected as Lord Mayor and Chairman of the County Council of the City and County of Cardiff for 201 - 2018.

Monica Walsh invested the Right Honourable the Lord Mayor of the City and County of Cardiff, Councillor Bob Derbyshire with the chains of office.

(Members showed their appreciation with applause).

The Lord Mayor, County Councillor Bob Derbyshire had pleasure in investing the Lady Mayoress, Mrs Caroline Derbyshire with her chain of office.

5 : CHAIR'S ANNOUNCEMENTS

The Lord Mayor and Chair of Council addressed the Council following his election as 113th Lord Mayor of the City & County of Cardiff. It was an honour and delight to be elected and he thanked Councillor Huw Thomas and Councillor Adrian Robson for their kind words in nominating him, and family and friends and many colleagues for their support.

The Lord Mayor recognised the high expectations that come with the role of first citizen and with the support of his wife Caroline the Lady Mayoress, the Deputy Lord Mayor - Councillor Daniel De'Ath and the Deputy Lady Mayoress Rebecca Crump, family, friends and colleagues was looking forward to the challenge and being wonderfully assisted in this important role. .

The Lord Mayor charities for 207-2018 were the RSPB and Bug Life, Forest Farm.

The Lord Mayor on behalf of my council colleagues, the people of Cardiff and those benefitting from the outgoing Lord Mayor's charitable work, thanked Monica and Maria for being superb ambassadors for our capital city.

(Members showed their appreciation with applause).

6 : TO APPOINT THE DEPUTY LORD MAYOR AND DEPUTY CHAIRMAN OF COUNCIL FOR 2017/18

The Council received nominations for Deputy Lord Mayor and Chairman.

Councillor Joe Boyle proposed Councillor Dan De'Ath as Deputy Lord Mayor and this was formally seconded by Councillor Neil McEvoy.

There were no other nominations

The Lord Mayor invested the Deputy Lord Mayor of the City and County of Cardiff, Councillor Dan De'Ath with the chains of office.

The Lord Mayor invested the Deputy Lord Mayor, Ms Rebecca Crump with her chain of office.

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

(Members showed their appreciation in the appropriate way).

There followed a vote of thanks from the Huw Thomas, Leader of the Labour Group to the outgoing Lord Mayor, Monica Walsh and presented Monica Walsh and Maria Harvey with their badges of office as a mark of their year in office. Councillor Thomas also acknowledged the work of Councillor Georgina Phillips and the Deputy Lord Mayor Consort Len for their significant contribution as ambassadors for Cardiff during the last twelve months.

Each of Party Group Leader acknowledged the work of the outgoing Lord Mayor, her work in raising over £100,000 for Cancer Research Wales; and wishes her all the very best for the future

Monica Walsh responded and acknowledged the support that she had received over her year; the events and community representatives and people of Cardiff and South Wales she had met during her year; and the support given to her charitable fundraising. In particular, she thanked Councillor Dilwar Ali who had raised over £7,000 with his Walk the Wall in China in earlier in the month.

7 : ELECTION OF MEMBERS TO THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF

Details of Members elected to Cardiff County Council on 4 May 2017, were submitted for information.

The Lord Mayor congratulated those who were successful during the recent elections and expressed the Council's appreciation of the work carried out by those Members who were not successful in gaining re-election to the Council and to those Members who did not seek re-election.

8   :   THE CARDIFF UNDERTAKING

All Elected Members were required to sign the Cardiff Undertaking and Members were asked to endorse their commitment to the Cardiff Undertaking at the meeting.

RESOLVED – That all Members endorsed and signed the Cardiff Undertaking.

9   :   TO ELECT THE LEADER OF THE COUNCIL

The Chair invited nominations for Leader.

It was proposed by Councillor Sarah Merry and seconded by Councillor Bernie Bowen-Thomson that Councillor Huw Thomas be elected as Leader of the County Council.

RESOLVED – That Councillor Huw Thomas be elected Leader of the County Council.

10   :   ELECTION OF CABINET MEMBERS

The Leader provided his nominations for the Cabinet, which were seconded by Councillor Bernie-Bowen Thomson.

RESOLVED - That the Election of Cabinet Members were approved as follows: -

- Deputy Leader & Cabinet Member, Education, Employment, Skills – Councillor Sarah Merry;
- Cabinet Member for Children and Families – Councillor Graham Hinchey;
- Cabinet Member for Clean Streets, Recycling and Environment – Councillor Michael Michael;
- Cabinet Member for Culture and Leisure – Councillor Peter Bradbury;
- Cabinet Member for Finance, Modernisation and Performance - Councillor Christopher Weaver;
- Cabinet Member for Housing and Communities – Councillor Lynda Thorne;
- Cabinet Member for Investment and Development – Councillor Russell Goodway;
- Cabinet Member for Social Care, Health and Well-being – Councillor Susan Elsmore;
- Cabinet Member for Strategic Planning and Transport – Councillor Caro Wild.

11   :   LEADER'S ANNOUNCEMENTS

The Leader welcomed and congratulated new and returning Members and thanked all those retired or who had not returned after the election for their positive and significant contributions. The Leader also paid tribute to former leaders Councillor Bale, Councillor Walker and former Councillor Clark.

The Leader referred to the tragic events in Manchester, which was a stark reminder of the impotence values of freedom, tolerance and democracy. The Leader spoke about social justice; equality of opportunity; and the importance that every Cardiff

citizen has an opportunity to contribute to life in Cardiff, and his ambitions to meet these values.

The Leader updated Council on arrangements for the forthcoming Champions League Final in light of recent events and discussions with South Wales Police; operational teams supporting the event. This was a great event and opportunity for Cardiff and the Region.

12   :   PLANNING COMMITTEE - NEW REGULATIONS

The Council was advised of new legislation made by Welsh Government in relation to the Planning Committee and recommend the necessary amendments to the Planning Committee Procedure Rules.

The report was proposed by Councillor Caro Wild and seconded by Councillor Keith Jones.

RESOLVED – That

1.   noted the provisions of the new subordinate legislation relating to Planning Committees be noted and adopted;

2.   the requisite amendments to the Planning Committee Procedure Rules, as set out in the report be approved; and

3.   the Monitoring Officer be instructed to make the necessary Constitution amendments.

13   :   THE ESTABLISHMENT OF STANDING COMMITTEES OF THE COUNCIL 2017/ 18

The Constitution provides that the Council will at its Annual meeting decide any amendments to its standing committees for the municipal year, and the size and terms of reference of those committees.

RESOLVED – That the Council the establishment of the Council Committees; their size as set out in that Table A; and the terms of reference of each Committee, as set out in Appendix A to the report be approved the 2017 - 2018 Municipal Year.

14   :   THE ESTABLISHMENT OF SCRUTINY COMMITTEES FOR 2017/18

The Council was requested to consider the recommendations of the Constitution Committee 2 March 2017 on a future model for scrutiny. The Lord Mayor advised that an amendment to the report in accordance with Council Procedure Rule 24A. This amendment is included on the amendment sheet.

The report was proposed by Councillor De'Ath and seconded by Councillor Gordon.

The amendment was proposed by Councillor Chris Weaver and seconded by Councillor Bernie Bowen-Thomson.

Following discussion on the item the Lord Mayor took the vote on the amendment.

The Amendment was **CARRIED.**

RESOLVED – That

1.   the Council agreed to retain the existing five committee scrutiny structure with its existing terms of reference for the municipal year 2017-18;

2.   Membership of Scrutiny committees be agreed as nine Elected Members each; and

3.   all non-Executive Elected Members be encouraged to participate in Scrutiny, as committee members and / or as members of task and finish inquiries. The maximum number of Members to sit on a task and finish inquiry be nine.

15   :   ALLOCATION OF SEATS AND NOMINATIONS OF MEMBERS TO COMMITTEES

The Council was requested to approve the Allocation of Seats on the Established Committees and receive nominations from the political groups to the seats.

Nominations received in accordance with Party Group wishes appeared on the amendment sheet that had been circulated around the Chamber.   The Lord Mayor advised that since the Party Group Whips meeting and the printing of the amendment sheet the Plaid Group had indicated that it wished to take up some of its allocated seats on Committees.

RESOLVED – That

1.   the 'alternative arrangements' for the allocation of seats on each Committee to political groups as set out in Appendix A were approved, subject to further discussions with the Party Group Whips;

2.   the nominations received from the political groups to the seats allocated to each group and the corresponding appointments be approved subject to further discussions with the Chief Whips;

3.   the Monitoring Officer be requested to report to the next Council meeting the details of all appointments to committees for information, taking into account any further nominations or changes notified following this meeting.

16   :   ELECTION OF CHAIRS AND DEPUTY CHAIRS OF COMMITTEES

The Council was requested to elect the Chairs and Deputy Chairs of Committees in accordance with Party Group wishes. The Party Group nominations appeared on the amendment sheet. There are no contested Chairs.

RESOLVED – That

(1)   the nominations received for the Chairs and Deputy Chairs (as appropriate) to the Regulatory and Other Committees were approved as follows:

	Committee	Chair/ Deputy
(1).	Licensing Committee/ Public Protection Committee Chair Deputy Chair	 Jackie Parry Jim Murphy
(2)	Democratic Services Committee Chair	 Mike Jones-Pritchard
(3).	Planning Committee Chair Deputy Chair	 Keith Jones Iona Gordon

(2)   the proportional allocation of Scrutiny Chairs as set out in paragraph 4, Table A of the report was approved; and

(3)   subject to approval of recommendation (2), the Council note the appointment of the Scrutiny Chairs in accordance with the wishes of Party Groups pursuant to Part 6 of The Local Government (Wales) Measure 2011.

	Committee	Chair/ Deputy
i.	Children & Young People Scrutiny Committee Chair	 Lee Bridgeman
ii.	Community & Adult Services Committee Chair	 Mary McGarry
iii.	Economy and Culture Scrutiny Committee Chair	 Nigel Howells
iv.	Environmental Scrutiny Committee Chair	 Ramesh Patel

	Committee	Chair/ Deputy
v.	Policy Review & Performance Scrutiny Committee	
	Chair	David Walker

17   :   NOMINATION OF MEMBERS TO SERVE ON OUTSIDE BODIES

The Council received nominations to those outside bodies for which nominations are required on an annual basis or are required at this time in order to meet particular deadlines. Nominations received from Party Groups were included on the amendment sheet.

In respect of the Local Government Association, the following amended names were proposed: by Councillor Bernie Bowen-Thomson and seconded by Councillor Ed Stubbs.: -

Councillors Huw Thomas, Merry, Bale and Robson.

Councillor Joe Carter requested that the initial proposal that appeared on the amendment sheet be proposed, as this was in accordance with normal convention. This was seconded by Councillor Joe Boyle as follows: -

Councillors Huw Thomas. Merry, Robson and Boyle.

The Lord Mayor took a vote on the nominations for the Local Government Association as they appeared on the amendment sheet as proposed by Councillor Joe Carter.

The Vote was **LOST.**

The Lord Mayor took a vote on the amended proposal from Councillor Bernie Bowen-Thomson on the amended nominations to the Local Government Association.

The vote was **CARRIED**

RESOLVED – That

1. following appointments to outside bodies were received and approved-

    Cardiff Business Improvement District Board (1 Member) - Councillor Huw Thomas

    Cardiff Bus (7 Members - 4 Labour, 2 Conservative & 1 Liberal Democrat)
    Labour - Councillors Chris Lay, Ramesh Patel, Elaine Simmons and Ed Stubbs (Chair)
    Conservative - Councillors Gavin Hill-John and Adrian Robson
    Liberal Democrats - Councillor Emma Sandrey

Cardiff & Vale of Glamorgan Community Health Council (3 Members)
Labour -   Councillor Iona Gordon
Conservative -   Councillor Lyn Hudson

Local Government Association (4 Members)
Labour - Councillors Phil Bale, Sarah Merry and Huw Thomas
Conservative - Councillor Robson

Millennium Stadium Plc
Labour - Councillor Huw Thomas

National Adoption Service Governance Board (1 Member)
Labour - Councillor Hinchey

South Wales Fire & Rescue Authority
Labour - Councillors Dilwar Ali, Heather Joyce and Peter Wong
Conservative - Councillors Mile Phillips
Liberal Democrats - Councillors Dan Naughton

South Wales Police & Crime Panel (2 Members)
Labour - Councillor Bernie Bowen-Thomson
Conservative - Councillor Tim Davies

WLGA (8 Member)
Labour - Councillors Peter Bradbury, Susan Elsmore, Russell Goodway, Sarah Merry, Michael Michael, Huw Thomas, Lynda Thorne and Chris Weaver

WLGA Executive Board (1 Member) - Councillor Huw Thomas

 2.   agreed to delegate authority to the Corporate Director (Resources) and the Director of Governance and Legal Services and Monitoring Officer to proceed with the advertising and appointment to the independent Non-Executive Director positions and to establish a politically balanced Members Appointment Panel for the purpose of the appointment process (based on three Labour; one Liberal Democrat and one Conservative Members).

18   :   MEMBERS' REMUNERATION & ALLOWANCES 2017/18

The Council received the determined of the Independent Remuneration Panel for Wales on the prescribed levels of Members' Remuneration and Allowances that are payable in 2017/18, and was requested to agree those matters reserved for local determination by the Council.

RESOLVED – That

1.   the determinations of the Independent Remuneration Panel for Wales made in its Annual Report 2017, as set out in the report be noted;

2.   the annual Basic Salary of £13,400 is payable to all elected members for the municipal year 2017/18 be noted;

3. the Band 2 Senior Salary payable in 2017/18 to all Cabinet Members (except for the Leader and Deputy Leader) at Level 1 (prescribed by the Panel as £32,100 for this Council was approved;

4. the Band 3 Senior Salary payable in 2017/18 to those Committee Chairs that are remunerated at Level 1 (prescribed by the Panel as £22,100) was approved;

5. the maximum of 19 Senior Salary positions he allocated and payable for 2017/18 as follows:

Bands of Responsibility	Role(s)	No. of Senior Salary Positions
Band 1	Leader	1
	Deputy Leader	1
Band 2 (Level1)	Other Cabinet Members	8
Band 3 (Level1)	Scrutiny Committee Chairs	5
	Planning Committee Chair	1
	Licensing / Public Protection Committees Chair	1
Band 4	Leader of largest opposition group (Conservative Group)	1
Band 5	Leader of the Liberal Democrat Group	1
	Total	19

6. the Civic Salary payable in 2017/18 for the positions of Civic Head/Lord Mayor (£24,100) and Deputy Civic Head/Deputy Lord Mayor (£18,100) at Level 1 as prescribed by the Panel was approved   and

7. the payment of Co-opted Member fees in 2017/18 should continue to be capped at a maximum of the equivalent of 10 full days a year was approved.

19   :   REVIEW OF THE COUNCIL MEETING PROCEDURE RULES

The Council received proposed Constitution Amendments to the Council Procedure Rules recommended by Constitution Committee 2 March 2017.

The report was proposed by Councillor De'Ath and seconded by Councillor Gordon.

In accordance with Council Procedure Rule 25(a) (iv), Councillor Bowen- Thomson moved that the report be referred back to the Constitution Committee to allow the new Council and Councillors to make a decision on the proposed changes.

The Motion without notice was seconded by Councillor Rod McKerlich.

The Lord Mayor took a vote on the motion to reference the report back.

The vote was **CARRIED**

RESOLVED – That the report be referred back to be considered by the Constitution Committee at its next meeting.

20   :   CALENDAR OF FULL COUNCIL MEETINGS FOR 2017/18

The Council Procedure Rules provide that the Council approved a programme of ordinary meetings of the Council for each municipal year. A list of meetings currently scheduled to end of August 2017 was included on the amendment sheet.

A full schedule of meetings for the Municipal Year 2017/18 will be submitted to the June meeting of Council, this will allow for Chairs to Committees appointed by Annual Council to be consulted on the frequency and times for Committees.

RESOLVED – That

1.   the Interim Calendar of Council, Cabinet & Regulatory Committee meetings for June & August 2017 be noted and approved;

2.   the outcome of the Members Timing of Meeting Survey be noted, and that this information be taken into account in finalising a composite programme of Council, Cabinet and Committee meetings for 2017/18;

3.   a programme of meeting dates for 2017 - 2018 and indicative dates for 2018- 2019 be submitted for consideration at Council on 29 June 2017 following consultation with the elected Chairs of Committee.

21   :   URGENT BUSINESS

There was no urgent business

(Meeting closed at 18.28)

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CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **29 JUNE 2017**

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

WELSH LANGUAGE STANDARDS: ANNUAL REPORT 2016-17

PORTFOLIO: LEADER (ECONOMIC DEVELOPMENT & PARTNERSHIPS)

Reason for this Report

1.   To agree and approve the content of the 2016-17 Welsh Language Standards Annual Report prior to publication in accordance with the Welsh Language Standards under the Welsh Language (Wales) Measure 2011.

Background

2.   The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language Regulation Standards). The standards issued to the City of Cardiff Council are listed in 'The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011 (**www.cardiff.gov.uk/bilingualcardiff**)

3.

> **The principle aim of the legislation (standards) is to ensure that the Welsh language is treated no less favourably than the English language with the emphasis on actively offering and recording language choice rather than the onus being on the individual service user or employee to request information or services in Welsh.**

4.   The standards are listed in the following categories:
Service delivery standards:
In relation to the delivery of services in order to promote or facilitate the use of the Welsh language, or to ensure that it is treated no less favourably than English.
Policy making standards:
Require organisations to consider what effect their policy decisions will have on the ability of persons to use the language and on the principle of treating Welsh no less favourably than English.
Operational standards:
Standards which deal with the internal use of Welsh by organisations.

Promotional standards:
Require organisations to adopt a strategy setting out how it proposes to promote and facilitate the use of Welsh.
Record keeping standards:
These standards make it necessary to keep records about some of the other standards, and about any complaints received by an organisation. These records will assist the Commissioner in regulating the organisation's compliance with standards.

5. The Welsh language standards have been drafted with the aim of:

- Improving the services Welsh-speakers can expect to receive from organisations in Welsh
- Increasing the use people make of Welsh-language services
- Making it clear to organisations what they need to do in terms of the Welsh language
- Ensuring that there is an appropriate degree of consistency in terms of the duties placed on organisations in the same sectors.

6. Each local authority were issued with a compliance notices from the Welsh Language Commissioner in September 2015 which lists the standards and compliance date which the organisation is expected to comply with. The City of Cardiff Council was issued with **171 standards.**

The City of Cardiff Council				
Categories	**Compliance date: 30 March 2016**	**Compliance date: 30 September 2016**	**Compliance date: 30 September 2018**	**Total**
Service Delivery	85	3	0	88
Policy Making	16	0	0	16
Operational	41	7	1	49
Record Keeping	13	1	0	14
Promotional	0	4	0	4
Total	155	15	1	**171**

7. The Council has a statutory duty to comply with the Welsh language standards which includes the requirement to produce an annual Report on compliance with these standards.

Issues

8.   The Welsh Language Standards Annual Report has been completed to meet the requirements of the Welsh Language Standards (Welsh Language [Wales] Measure 2011)

9.   Approval needs to be given by Council prior to it being published on the Council's website by the required deadline of 30th June 2017.

10.   The Welsh Language Commissioner can investigate a failure to comply with the Welsh Language Standards and can take enforcement action, including imposing a civil penalty, requiring an action plan to remedy the breach or publicising the breach.

Reasons for Recommendations

11.   Standard 158, 164 and 170 requires the Council to produce an annual report, in relation to each financial year, which deals with the way in which the Council has complied with the service delivery, policy making and operational standards.

<u>Legal Implications</u>

The Welsh Language (Wales) Measure 2011 introduces a new system of regulation through 'standards', which specify how an organisation should use the Welsh language and created the Welsh language Commissioner. It is a statutory requirement to comply with the Welsh Language (Wales) Measure 2011.

The Welsh Language Standards (Number 1) Regulations 2015 were approved on the 24th March 2015 and specify standards in relation to the conduct of County Councils. The Welsh language Commissioner issued the Council with a compliance notice on the 30th September 2015. This contains 5 different types of Standards; Service delivery standards, policy making standards, operational delivery standards, promotional standards and record keeping standards.

Standard 158 requires the Council to produce an annual monitoring report in relation to each financial year which deals with the way in which the Council has complied with the service delivery standards; similarly standard 164 requires this in relation to the policy making standards and standard 170 makes similar provision for the operational delivery standards. The annual report must include the number of complaints that the Council received during that year which related to compliance with the standards, details of the Welsh language skills of Council staff, training courses offered and attended by Council staff and number of posts advertised with Welsh language as a requirement. The annual report must be published no later than 30th of June following the financial year to which the report relates and must be publicised and placed on the Councils website as well as at any Council offices open to the public.

The Welsh Language Commissioner can investigate any failure to comply with the Welsh Language Standards and can take enforcement action, including imposing a civil penalty, requiring an action plan to remedy the breach or publicising the breach.

Financial Implications

The report highlights a series of recommendations which will be actioned and in the event of costs arising will be funded from within the current budgetary allocation of the Council individual directorates. The covering report highlights the potential for financial sanctions to be incurred as a result of non-compliance to the Welsh Language Standards. Any financial penalties incurred will need to be found from within the overall budgetary allocation of the appropriate directorate.

RECOMMENDATION

The Council is recommended to approve the Welsh Language Standards Annual Report 2016-17 (as attached as Appendix A) and agree the report prior to publication in accordance with the Welsh Language Standards (Welsh Language (Wales) Measure 2011).

DAVINA FIORE
Director of Governance & Legal Services
19 June 2017

The following appendices are attached:

Appendix A – Draft Welsh Language Standards Annual Report 2016-17

Appendix I – Welsh Language Standards Complaints

Appendix II – Welsh Essential and Desirable Posts

Appendix III – Welsh Language Training

Appendix IV – CIS Improvement Actions

Welsh Language Standards Annual Report 2016-17

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

From 30th March 2016 all local authorities in Wales have a statutory duty to comply with regulation Welsh language standards which explain how they as organisations should use the Welsh language in different situations. The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language Regulation Standards). The standards issued to the City of Cardiff Council are listed in 'The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011. A copy of the standards which is referred to in this report is also available from www.cardiff.gov.uk/bilingualcardiff .

1. Introduction

The Council is committed to realising our vision of creating a truly bilingual Capital city for Wales which provides an equally high quality service in both Welsh and English for our citizens. The Bilingual Cardiff Strategy will assist us in facilitating and promoting the Welsh language in Cardiff and help us achieve our ambitious vision of a truly bilingual capital city for Wales.

The new Welsh language standards came into force in March 2016 under the Welsh Language (Wales) Measure 2011, replacing the Council's former Welsh language scheme which was created as a requirement of the Welsh Language Act 1993.

The principal aim of the legislation (standards) is to ensure that the Welsh language is treated no less favourably than the English language, with the emphasis on actively offering and recording language choice rather than the onus being on the individual service user or employee to request information or services in Welsh.

The standards are listed in the following categories

- **Service delivery standards**:
In relation to the delivery of services in order to promote or facilitate the use of the Welsh language, or to ensure that it is treated no less favourably than English.
- **Policy making standards**:
Require organisations to consider what effect their policy decisions will have on the ability of persons to use the language and on the principle of treating Welsh no less favourably than English.
- **Operational standards**:
Standards which deal with the internal use of Welsh by organisations.
- **Promotional standards**:
Require organisations to adopt a strategy setting out how it proposes to promote and facilitate the use of Welsh.
- **Record keeping standards**:
These standards make it necessary to keep records about some of the other standards, and about any complaints received by an organisation. These records will assist the Commissioner in regulating the organisation's compliance with standards.

The Welsh language standards have been drafted with the aim of:

- Improving the services Welsh-speakers can expect to receive from organisations in Welsh
- Increasing the use people make of Welsh-language services
- Making it clear to organisations what they need to do in terms of the Welsh language
- Ensuring that there is an appropriate degree of consistency in terms of the duties placed on organisations in the same sectors.

Each local authority has been issued with a compliance notice from the Welsh Language Commissioner which lists the standards and compliance date which the organisation is expected to comply with. The City of Cardiff Council has been issued with **171** standards, of which 155 had a compliance date of 30th March 2016 and 15 with a compliance date of 30th September 2016.

The City of Cardiff Council			
Categories	**Compliance date 30 March 2016**	**Compliance date 30 September 2016**	**Compliance date 30 September 2018** / **Total**
Service Delivery	85	3	0 / 88
Policy Making	16	0	0 / 16
Operational	41	7	1 / 49
Record Keeping	13	1	0 / 14
Promotional	0	4	0 / 4
Total	155	15	1 / **171**

This report outlines our progress to date and also key data which we are required to report on under the standards.

The Welsh Language Standards Annual Report will be agreed and approved by full Council prior to being published on the Council's website in accordance with the statutory requirements of the standards.

The report will be available to download on the Council's website from the **30th June 2017** www.cardiff.gov.uk/bilingualcardiff

2. Achievements

- The Bilingual Cardiff 5 Year Welsh Language Strategy was published in March 2017 following cabinet and full Council consideration. It sets out our priorities for facilitating and promoting the Welsh language in Cardiff with our partners, starting our journey to become a truly bilingual capital for Wales.
- Bilingual Cardiff return **97.1%** of translation requests by agreed deadlines (**8,352,966** words). The team translated more words than any previous year. A **64.7%** increase in the number of words translated compared to 2015-16.
- Entered into a Service Level Agreement with the Vale of Glamorgan Council and Bridgend County Borough Council to provide Welsh Translation Services.
- **800** staff completed the Corporate Welsh language awareness e-module in 2016-17, and a total of **1946** staff have completed the module to date (25.5.17).
- **184** staff attended corporately funded Welsh language training in 2016-17.
- The Council advertised **54** Welsh Essential posts and a further **141** posts where Welsh was a desirable requirement.
- The Council published it's Welsh in Education Strategic Plan 2017-2020 in March 2017 which will act as a key driver to ensure that children are able to develop their Welsh skills, and create new speakers, to support Welsh Government's vision of having a million Welsh speakers by 2050.
- Bilingual Cardiff have purchased simultaneous translation equipment and trained 2 translators to deliver this service in-house to all service areas as well as partner organisations.
- Promotion and communication of a series of corporate guidelines created to assist staff in complying with the Welsh language standards.
- A standing article in Council's Core Brief and the circulation of the Welsh Matters monthly brief (distributed via the Welsh language coordinators network) to update on developments within the Welsh language agenda or any complaints received against the Welsh language scheme/standards.

3. Bilingual Cardiff: 5-year Welsh Language Strategy 2017-2022

Standard 145 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to produce and publish a five year strategy by the 30th of September 2016 which sets out how we will promote and facilitate the use of Welsh. The Bilingual Cardiff strategy include a target to increase the number of Welsh speakers within Cardiff as well as specific actions to facilitate the use of the language in line with the Welsh Government's Welsh Language Strategy 2012—17 and draft strategy: a million Welsh speakers by 2050 (published August 2016).

Public consultation on the strategy was carried out in the autumn last year with over 70 per cent of respondents either strongly agreeing or tending to agree with the vision of a truly bilingual Cardiff and over 53 per cent agreeing with the target of increasing the number of Welsh speakers in the city. As part of the consultation a workshop event was held on the 20th of October with our 26 main partners and stakeholders.

Attendees included Welsh Government, the Welsh Language Commissioner, Cardiff University, the Public Service Board organisations, Menter Caerdydd, and Urdd Gobaith Cymru.

This is a strategy for the city as a whole, not for any one organisation. Delivering the strategy will therefore rely on partnership working: between public sector partners; between the public, private and education sectors; and, most importantly of all, with the people of Cardiff. The platform for doing this is already in place. The Bilingual Cardiff conference, convened by the Council, brought partners from across the city together and led to the idea for a new and dedicated facility in the city which would showcase the Welsh language and Welsh culture as well as creating new opportunities for people to socialise, participate and express themselves in a bilingual atmosphere. As a result Yr Hen Lyfrgell, Cardiff's Welsh Culture Centre opened in February 2016 in the Old Library building. This centre – and the partnership approach that is represents - will play a key role in the promotion of the Welsh language in the city and the implementation of this strategy's priorities.

Over the last 25 years, the number of Welsh speakers in Cardiff has more than doubled with the latest census figures indicating that over 16% of the city's population have one or more skills in the Welsh language. As the city grows our aim in this draft strategy is to increase both the number and percentage of Welsh speakers and learners in Cardiff. We fully support and share the Welsh Government's vision for a million Welsh speakers by 2050. In order for Cardiff to play its part in achieving this vision, we would need to increase the number of Welsh speakers (aged 3+) in Cardiff by 15.9% from 36,735 (2011 Census) to 42,584 (2021 Census).

Supporting young people, families and communities to learn and speak Welsh will also be at the heart of delivering our ambitions. Recent years have seen a significant increase in the growth of Welsh medium education in the city with an ever increasing number of our children and young people now receiving their education in Welsh. The education system and the Council's Welsh in Education Strategic Plan will play a key role in ensuring the future growth of the language as we aim to increase the number of children – and parents – who have the opportunity to learn and speak Welsh, and have opportunities to use the language outside the school gates.

The Bilingual Cardiff strategy is the first Welsh language promotional strategy for the City of Cardiff Council and was published in March 2017 following cabinet and full Council consideration. It sets out our priorities for facilitating and promoting the Welsh language in Cardiff with our partners, starting our journey to become a truly bilingual capital for Wales.

The strategy was approved by full Council on the 23rd of March 2017 and is available to view at www.cardiff.gov.uk/bilingualcardiff

4. Welsh in Education Strategic Plan 2017-2020

WESP Mission Statement
Every child in our city feels confident in Welsh by 2050 to contribute towards creating a truly bilingual Cardiff where the Welsh language is protected and nurtured for future generations to use and enjoy.

WESP Vision

Cardiff's education system will act as a key driver to ensure that children are able to develop their Welsh skills, and create new speakers, to support Welsh Government's vision of having a million Welsh speakers by 2050.

WESP Values

Over the next three years, 2017-2020, the strategic aims of this Welsh in Education Strategic Plan are for educational provision in which:

- Welsh-medium education and childcare is **available** to all, with effective transition between ages and phases;
- Pupils have **improved fluency** and use of the Welsh language across all community, faith and foundation schools in Cardiff.
- Provision is **Inclusive**, overcoming barriers, providing opportunities for any young person to achieve a good education through the medium of Welsh;
- We **celebrate** and promote the Welsh language, through high quality teaching and challenging children's learning abilities;
- We **promote** the wider use of Welsh outside the classroom through play, leisure and holiday care and youth opportunities as well as beyond school in Further and Higher Education, training and employment.

Every three years each local authority in Wales is required to submit a three-year Welsh in Education Strategic Plan (WESP). A WESP is a plan that details the strategic direction for the planning and delivery of Welsh-medium and Welsh-language education in the authority.

Cardiff's Welsh in Education Strategic Plan covers the period 2017-2020. The Plan is underpinned and informed by Welsh Government's current Welsh-medium Education Strategy (April 2010) and policy statement for 2015-16 (March 2016) as well as being an integral part of the Bilingual Cardiff: 5 Year Welsh Language Strategy (2017-2022).

The target to increase the number of Welsh speakers in Cardiff in line with the Welsh Government's vision will largely be achieved through the WESP and the Education system. The aspirations within Cardiff's WESP are in line with Bilingual Cardiff five year strategy and this is reflected through aligned visions and specific actions being reflected in both documents.

Both strategies share the same vision which is to realise the Welsh Government's vision of a million Welsh speakers in Wales by 2050 and to develop a bilingual Cardiff with Welsh-medium education and childcare that is available to all, and where the Welsh language is protected and nurtured for future generations to use and enjoy.

The strategy was approved by the Cabinet on the 16th of March 2017 and is available to view at
https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Documents/Welsh%20in%20Education%20Strategic%20Plan.pdf

5. Complaints against the Welsh language standards 2016-17

During 2016/17, a total of 17 public complaints were received in relation to the Welsh Language Standards – please see **Appendix I** for further information. Whether the complaints were received in the medium of English or Welsh they were dealt with in accordance with the corporate complaints procedure.

The Council were also subject to 19 investigations into the possible failure to comply with standards under section 71 of the Welsh Language Measure (Wales) 2011 by Welsh Language Commissioner. Of these the Council has received:

- **4 Final Decisions** confirming that we've **breached** the Welsh language standards in relation to * temporary road signs, temporary event signs, telephone service by Planning, and an online Council tax form which was not available in Welsh at the time.
- **1 Final Decision** confirmed that we have **not breached** Welsh language standards in relation to a telephone service by C2C.
- **4** of these investigations have been **discontinued** relating to an incorrect sign at Cardiff Harbour, Rent Smart Wales website, web pages on the Cardiff ModernGov site, and English address on electoral voting cards.

The Council is currently awaiting final decision notices on 10 investigations. A register of enforcement action is available to view on the Welsh Language Commissioner's website

http://www.comisiynyddygymraeg.cymru/English/Enforcement/Register%20of%20enforcement%20action/Pages/theregister.aspx

The Corporate Complaints policy was updated in 2015-16 to reflect certain requirements arising from the introduction of the Welsh language standards including confirming that the Council welcomes complaints in both Welsh and English, and will respond in whichever language in which we are contacted. The policy has been well publicised and all Directorates are required to complete a Complaints Monitoring Form each quarter in order to report the number of complaints they have received that relate to the Welsh Language Standards.

6. Posts advertised in 2016-17

During 2016/17 **1394** posts were advertised - Please see **Appendix II** for further breakdown.

54 posts were advertised where Welsh language skills were essential.

141 posts were advertised where Welsh language skills were desirable

1199 posts were advertised where Welsh language skills were deemed not necessary at present.

Please note that these figures also include re-advertised posts.

The Council does not currently hold information regarding Welsh language skills which need to be learnt when appointed to posts as under the Council's Welsh Language Skills Strategy posts are either designated Welsh essential, desirable or not required. There have been occasions where posts have been re-advertised with the requirement for the successful applicants to attend Welsh language training.

7. Welsh Language Training & Welsh Medium training courses

The City of Cardiff Council has been issued with standard 128 which states that we are required to provide training in Welsh for staff in the following areas, if they are provided in English:

- Recruitment and interviewing;
- Performance management;
- Complaints and disciplinary procedures;
- Induction;
- Dealing with the public; and
- Health and safety.

117 staff attended Welsh language training courses in 2016/17 and a further **67** staff attended a 2 day Welsh language taster course in June & July 2016.

The number and percentage of staff who received Welsh language and Welsh language awareness training is monitored closely and individual records kept on internal HR System (DigiGov). Please see **Appendix III** for breakdown of individual courses.

In September 2015 the new Welsh Language Awareness training e-module was made available to staff on the Cardiff Academy Learning Pool site. **800** staff have completed the Welsh language awareness module in 2016-17, and **1946** staff have completed the module since its launch (as of 25.05.17).

44 staff from adults and children's services have attended face to face Welsh Language Awareness training, with an additional 95 having completed the online module. Sessions are already arranged for more direct, team based Welsh language awareness sessions during 2017/18. This is particularly aimed at social care staff, who find it more difficult to attend off site training sessions.

Welsh Language Standards 128-132 (internal training)
Arrangements are in place to ensure that staff can request to receive their training through the medium of Welsh in accordance with standard 128. In 2016-17 one member of staff requested Performance Management training in Welsh. All the information for the course was provided in Welsh; however the course itself was delivered in English as there were not sufficient numbers to deliver the course in Welsh.

8. Employees Welsh Language Skills

With the development of the HR System (DigiGov) and the opportunity for staff to validate their own personal data, this has enabled the Council to record the Welsh language ability (and other languages) of staff. As of 31st March 2017 6,149 (non-school based) staff are employed by the City of Cardiff Council and of these a total of 4,274 staff have validated their entries on the HR system. From these 242 staff have stated they have Welsh language skills. This represents 5.7% of those registered on the system. Further roll-out of the HR System (DigiGov) will need to be undertaken with other areas of the Council (specifically school based employees), which will enable wider monitoring. Articles have featured in the Welsh Matters brief reminding staff of the need to update their entries on the HR system.

LEVEL	Reading No. of staff	Writing No. of staff	Speaking No. of staff
None/Very Basic	36	47	38
Fair	50	62	46
Good	69	65	79
Very Good	87	68	79

TOTAL	242

9. Mwy na Geiriau / More than just Words
Strategic Framework for Welsh Language in Health, Social Services and Social Care

Progress Report 2016 -17

Progress in the Social Services Directorate continues following the introduction of the Welsh Language Standards. They strengthen the corporate responsibility for ensuring provision of bilingual services both in social care and the council as a whole and reinforce the important requirements of Mwy na Geiriau. The new Follow-on Strategy for Mwy na Geiriau and its action plan for 2016-19, links each of its objectives to the relevant part of the Welsh Language Standards. This leaves the Social Services Directorate to focus on the importance of language need and the active offer in the field of social services, with an emphasis on supporting the staff to be able to meet the requirements of both the Mwy na Geiriau as well as the Welsh Language Standards. These requirements cover the areas of National and local Leadership; mapping and profiling; service and workforce planning; promotion and engagement; professional education; Welsh in the workplace and regulation and inspection.

Achievements over 2016-17

- In terms of leadership, one senior officer has now been appointed as a Welsh Language Champion to cover the Directorate of Social Services, bringing adults and children's service together. The Director of Social Services retains a good level of oversight and leadership in relation to Welsh language development matters.
- Welsh Language awareness training has continued with staff attending face to face training as well as completion of the E-module on the Council website. Bespoke training has been delivered to care staff who will be working in the Dementia Day Care Centre, which is due to open during 2017/18.
- Continued to hold sessions on the importance of Welsh language need in social care, with undergraduates on the social work degree course at Cardiff University and Cardiff Metropolitan University. The theme is continued through professional placements and induction programmes with Cardiff Council and is a mandatory element of the training programmes for the First Year in Practice award.
- A survey was issued to all staff in the Directorate to profile the specific skills, confidence and training needs of Welsh speaking staff and learners. Action has already been in progress to encourage new learners and existing Welsh speakers to undertake training to increase

their confidence across the service. The profile of the language and need for Welsh speakers to make themselves known has been increased by issuing the survey.

- Questions to record the individual's Welsh language preference and the Active Offer have been added to the CareFirst record system. Members of the public who are not direct users of our services may sign up to the Disability Index, where their language choice is recorded. Disability Index newsletters are also sent out based on language preferences of subscribers. It is anticipated that the Care First record system will in the future be replaced by the Community Care Information System (WCCIS). Cardiff representatives have highlighted the need to consider the Welsh language and have been reassured that there is a Welsh Language work-steam in relation to WCCIS.

- Discussions have progressed between Social Services, Bilingual Cardiff and Commissioning staff to identify how most effectively and appropriately to communicate the Welsh Language requirements to third party providers of services. A consistent approach which extends beyond social care to all council providers is currently being explored. Engagement with the Independent Sector remains a priority for the year ahead.

- The Welsh Language Co-ordinators from Adults and Children's Services contributed to the production of the Population Needs Assessment, which was completed and published this year.

- Annual Director's Report and Directorate Business Plan contains sections on the Welsh language and the Delivery Plan actions include an objective to increase Directorate capacity to deliver bilingual services during 2017/18.

10.   Monitoring & Overseeing Compliance with the Standards

To monitor compliance with the new Welsh language standards, the standards issued to the City of Cardiff Council have been grouped and entered as improvement actions for each directorate on the Cardiff Improvement System (CIS), please see **Appendix IV**. Each action appeared against each of the Directorates in order to ensure that all Directorates are aware of every measure, as well as responsibility and target date.

The CIS is currently the authority's main tool for monitoring compliance with the new Welsh language standards, although we have now included improvement measures specific to each Council directorate in all directorate business plans from April 2017 onwards in order to ensure further corporate ownership of the requirements of the standards.

Matters relating to the Welsh language will report through performance reports to the Policy Review and Performance Scrutiny Committee and the Bilingual Cardiff Member group.

11.   Promoting & Facilitating the Standards - Actions to Date

Please see below additional measures that have been put in place to ensure compliance with any new requirements resulting from the Welsh language standards.

SERVICE DELIVERY STANDARDS

ACTIONS TO DATE

CAPTURING LANGUAGE CHOICE

SAP CRM (C4C) and the legacy C2C application both record a customer language preference for customers who engage with the council through its central contact method (C2C). At present, between C2C and C4C there are c.10,500 customer records marked with a language preference for Welsh. This information is available to be shared using collaboration areas in SharePoint however access should be co-ordinated through Bilingual Cardiff for interested parties.

Individual directorates will manage their own customer records and any preferences however; the information is not shared across the authority at present.

CORRESPONDENCE

All external Council emails as well as the new corporate letterhead include the following statement within the footer in order to comply with the requirements of standards 2, 3 & 7.

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn sicrhau ein bod yn cyfathrebu â chi yn eich dewis iaith boed yn Gymraeg, yn Saesneg neu'n ddwyieithog dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.

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

Guidelines on *Communicating Bilingually* have been published on the Bilingual Cardiff intranet page to assist staff on complying with these requirements.

All directorates have been issued with the following improvement actions relating to correspondence:

WELSH LANGUAGE STANDARDS: CORRESPONDENCE (1-7)

> Create a data base of an individual's language choice (Welsh/English) and /or ensure that you have a process in place for recording language choice e.g. SAP CRM. Please record the database or process you have in place. Conduct an audit to ensure that all standard letters and emails are sent bilingually and include a statement regarding language choice. Record the results of the audit including additional improvement measures for any non-compliant letters and/or emails.

TELEPHONE CALLS

Staff guidelines on Welsh language calls have been published to assist staff in complying with these requirements.The vast majority of telephone calls are received by the Council's C2C contact centre which has a dedicated Welsh language team.

On the central phone directory staff can filter to view all Welsh language speakers within their service areas / Directorates.

All directorates have been issued with the following improvement actions relating to Telephone calls:

> **WELSH LANGUAGE STANDARDS: TELEPHONE CALLS (8-22)**
> Ensure that all staff within your Directorate have received and are aware of the process for dealing with Welsh language calls (http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74658) and record how the information has been circulated. Conduct an internal audit to ensure that staff are following the agreed process as specified in the guidance including answering the phone bilingually and transferring correctly. Record the results of the audit including additional improvement measures for any non-compliance found.

MEETINGS

New staff guidelines on holding bilingual meetings have been published to assist staff in complying with these requirements.

The Bilingual Cardiff team will provide in-house simultaneous translation services for all Directorates and services areas.

All directorates have been issued with the following improvement actions relating to Meetings:

> **WELSH LANGUAGE STANDARDS: MEETINGS (24-34)**
> Ensure that all staff within your Directorate are made aware of the Guidance for Holding Meetings (http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74656) and record how the information has been circulated. Conduct an internal audit to ensure that staff are aware of the guidance including offering language choice and arranging a simultaneous translator as required. Record the results of the audit including additional improvement measures for any non-compliance found.

PUBLIC EVENTS

The Events Team within the Council ensure that Welsh language requirements are included in contracts for events which the Council is a partner. The Welsh Language Commissioner guidelines and check list for organising events has been communicated to all staff via the Welsh Matters monthly brief.

All directorates have been issued with the following improvement actions relating to Public Events.

> **WELSH LANGUAGE STANDARDS: PUBLIC EVENTS (35-36)**
> Ensure that all public events organised or funded by us are bilingual by creating a checklist of the following bilingual requirements for each event: Publicity material, signage, audio announcements and services offered to persons attending the event and ensuring that accurate and up to date records are kept that each element is bilingual for each event.

DOCUMENT & FORMS

Meetings (41)

Bilingual agendas and minutes are uploaded via the Cardiff Modern.Gov site.

The Council's web content request form and translation request form and returning emails remind all staff to include the following wording in accordance with standards 49 and 50A.

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

All directorates have been issued with the following improvement actions relating to Documents & Forms:

> **WELSH LANGUAGE STANDARDS: Forms & Documents (41-51)**
> Conduct an audit to ensure that the following are bilingual within your Directorate: • Agendas and minutes for meetings, conferences and seminars that are open to the public. • Forms• Licences • Certificates • Brochures • Leaflets, pamphlets or cards • Policies, strategies, annual reports and plans • Guidelines, Codes of Practice and Rules • Press Statements Record your findings and prepare an Improvement Plan (or IACTs) to address any areas of non-compliance.

SIGNS & NOTICES

Corporate guidance note on signs & notices have been published to make staff aware of these requirements. Contractors working for the Council have also been notified of the requirement to display bilingual signs with the Welsh text positioned first. All directorates have been issued with the following improvement actions relating to Signs & Notices:

> **WELSH LANGUAGE STANDARDS: SIGNS, NOTICES & DISPLAY MATERIAL (38, 613 / 6970)**
> Conduct an audit to ensure that all existing signs linked to your Directorate are bilingual and create new Improvement Actions to address any instances of non-compliance. Ensure that all staff are aware of the requirement to have bilingual signs and notices with the Welsh text positioned first (all signs after 30th March 2016) and evidence how this has been achieved.

WEBSITES, ONLINE SERVICES & SOCIAL MEDIA
Welsh language requirements are actively considered as part of any project brief or new project mandate as part of the statement of requirements.

ICT continue to advise customers of their responsibility to provide Welsh language material for all customer facing projects at the project brief phase of all IT related projects. It is the customer's responsibilities to determine whether they require bilingual aspects of any new system after receiving this advice so it is their responsibility to satisfy themselves that they are meeting the standards. The Web Team conduct manual audit of all sections of www.caerdydd.gov.uk to ensure Welsh is published on every page. This involves checking pages, forms, docs, links, etc, and English / Cymraeg option appears in global navigation of the website. This provides direct link between English and corresponding Welsh content.

The Council operate a fully bilingual corporate social media accounts on Facebook and on twitter. All staff are frequently reminded via established communication channels of the need to ensure that any social media account associated with the Council is available in Welsh.

All directorates have been issued with the following improvement actions relating to Websites, Online Services & Social Media:

> **WELSH LANGUAGE STANDARDS: WEBSITES, ONLINE SERVICES & SOCIAL MEDIA (52-59)**
> Conduct an audit to ensure that all websites linked to your Directorate are bilingual and put measures in place to address any instances of non-compliance. Ensure that all staff are aware of the requirement that all social media accounts must be bilingual and operate bilingually and record how this information has been circulated.

Planning & Building Control has procured a replacement Case Management Software which includes a new bilingual (skin) website as a deliverable requirement. It is anticipated that this project will be implemented by the end of 2017/18.

RECEPTION SERVICES
Guidelines on bilingual reception services have been published to assist staff in complying with these requirements.

We continue to implement the Council's Corporate Welsh Language Skills Strategy which aims to increase the number of staff with Welsh language skills in frontline posts. This Strategy ensures that the linguistic requirements of all frontline posts are assessed and designated Welsh essential, Welsh desirable or no linguistic requirement accordingly.

Bilingual reception services are available in the main Council offices of City Hall and County Hall, however standard 64 relating to other reception areas continues to be challenging. When these posts become vacant and recruited they are designated Welsh essential until the team can guarantee a bilingual frontline service. This is defined as a minimum of 2 staff or at least 10% of larger teams.

We continue to provide a flexible package of corporately funded Welsh language courses for staff run by Welsh for Adults (Cardiff University). Staff can attend over 100 courses across Cardiff & the Vale of Glamorgan at times and locations what suit them and their work. As well as providing an annual in-house 2 day Welsh taster course to staff we will look to provide further tailored Welsh greeting training to frontline reception staff in 2017-18.

All directorates have been issued with the following improvement actions relating to Reception Services:

> **WELSH LANGUAGE STANDARDS: RECEPTION SERVICES (64-68)**
> Identify all reception services linked to your Directorate and ensure that they are delivering bilingual services (or are aware of the process in no Welsh speaker is available) by conducting a mystery shopper exercise. Put measures in place to address any instances of non-compliance. Ensure that all staff within your Directorate are made aware of the Bilingual Reception Service Guidance (http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74654) and record how the information has been circulated.

AWARDING GRANTS

Relevant grant documents have been updated to reflect the new requirements, and all grant applicants are asked their language preference.

All directorates have been issued with the following improvement actions relating to Awarding Grants:

> **WELSH LANGUAGE STANDARDS: AWARDING GRANTS (71-75)**
> Ensure that all grantees are aware of the requirement to comply with the Welsh language standards in so far as they relate to the provision of the service(s) and record how the information has been circulated. Conduct an internal audit to ensure that grantees are aware of how the standards relate to their service and record the results including any additional improvement measures.

AWARDING CONTRACTS

Tender specifications have been updated to reflect the new requirements. New "Selling to the Council Guide" includes the following statement.

"In accordance with the Welsh Language Standards (The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011) tenders may be submitted in the English or Welsh language. A tender for a contract submitted in Welsh will not be treated less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions). The Council will communicate with tenderers in the language of their choice, whether that's English, Welsh or bilingual."

The Bilingual Cardiff team will provide in-house simultaneous translation services in any tender interviews, and the standard Terms and Conditions for service contractors will contain an updated clause which addresses the new legislative requirements.

Officers in the Council's Legal department have been instructed to include the following updated Welsh language clause in all contracts.

During the Term of the Agreement the Contractor agrees that it will comply with the requirements of:

- *The Welsh Language (Wales) Measure 2011 and the Welsh language standards issued to the City of Cardiff Council (Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011) insofar as it relates to the provision /carrying out of the ***** ***(Services, Works, Grant).***
- *A copy of the Welsh language standards is available from <u>www.cardiff.gov.uk/bilingualcardiff</u>*

EDUCATION COURSES
Adult Community Learning contacted all learners to ask their language preference (Standard 86) and include an additional question to this effect on their evaluation forms. A copy of the survey is available to view on the Council's website. All directorates have been issued with the following improvement actions relating to Education Courses.

> **WELSH LANGUAGE STANDARDS: EDUCATION COURSES (84-86)**
> Assess the need for all education courses offered by your Directorate to be delivered in Welsh and publish this information on the Council's website. Ensure that all staff responsible for arranging education courses within your Directorate are aware of the requirement to assess the need for the courses to be delivered in Welsh and evidence how this has been achieved.

PROMOTING & FACILITATING

In order to promote and facilitate the implementation of the standards, the Council has created and updated guidelines for staff. These include:
- A summary of the 'Service Delivery Standards'
- Communicating Bilingually
- Bilingual Reception Service
- Holding Meetings Bilingually

- Welsh Language Calls
- Guidance Note: Bilingual Signage & Official Notices
- Translation Guidelines
- Welsh Language Standards: Quick Wins Guide

These guidelines are available for staff on the Bilingual Cardiff Intranet and have been regularly promoted to staff through established communication channels including the monthly Core Brief and 'Welsh Matters' newsletters which are distributed to all staff. Regular articles have also appeared on the Council's intranet homepage.

Reception signs (standard 67) and email signature logos (standard 134) are also available to staff on the Bilingual Cardiff intranet page as well as a copy of the full standards, annual reports, and online translation request form.

The web content and translation request form have both been updated to remind staff to include the corporate statements to comply with standards 2, 3 & 7 (Correspondence), 49 (forms) and 50A (documents).

TRANSLATION & POLICY ADVICE

Bilingual Cardiff provides a full Welsh-English and English-Welsh translation and simultaneous translation service for all Council Directorates.

The team offer guidance and advice to all Council staff, along with organisations, companies and individuals who provide services on behalf of the Council, on issues regarding the Welsh language, translation and the Council's commitment under the statutory Welsh Language Standards.

WELSH LANGUAGE COORDINATORS & CHAMPIONS

The Council has a network of Welsh language coordinators and champions across our various Directorates, who support the work of Bilingual Cardiff in implementing the Welsh Language Standards. The role of the members includes

- Ensuring that their Directorate complies with the Council's Welsh language standards.
- Feedback on issues relating to the Welsh language from the Directorate to the group, and vice versa if necessary.
- Feedback on any complaints or issues regarding the Welsh language from services users to the group.
- Distribute relevant documentation and information within service areas.
- Coordinate response for the Annual Monitoring Report for their Directorate.

The coordinators network meet on a monthly basis.

BILINGUAL CARDIFF MEMBER GROUP

The Bilingual Cardiff Member Group is a cross-party group established to take a lead role in developing a truly bilingual Cardiff where citizens and staff of the City of Cardiff Council can access services and support in either language equally through improved partnership working. During 2016-17 the group met three times to discuss Welsh language matters, primarily the implementation of the new Welsh Language Standards and development of the Bilingual Cardiff Strategy 20917-2022 (Standard 145)

BILINGUAL CARDIFF: 5 YEAR STRATEGY
The strategy was approved by full Council on the 23rd of March 2017. Please see page 4.

CORPORATE WELSH LANGUAGE SKILLS STRATEGY
The Welsh Language Skills Strategy (WLSS) was approved by full Council, with full Unions support, in 2009. The purpose of the WLSS is to ensure that we have staff with the linguistic skills required to provide a bilingual service at first point of contact.
The strategy provides a practical toolkit to help managers in assessing their Welsh language requirements, so that certain posts can be advertised as 'Welsh essential' and current staff can be offered Welsh language training. In order to comply with the requirements of standard 136 and to streamline the linguistic assessment process for new posts, the Council is currently developing a new linguistic assessment form within the HR system (DigiGov). This development is expected to be live at the end of 2017 and will allow the Council to keep full and accurate records of all assessments as we as ensuring that assessments are completed for all recruited posts.

WELSH LANGUAGE TRAINING
Staff are supported to use their Welsh language skills when communicating with the public. Currently staff can choose from over 100 approved courses in Cardiff University or in the community, varying from total beginners to fluent speakers at a time and location that best suits them.

There is a corporate budget for Welsh language training, therefore the courses are free for Cardiff Council staff (priority to frontline staff) and staff have their hours credited for time attending courses.

POLICY MAKING STANDARDS

ACTIONS TO DATE

The Policy Integration Tool has been developed into the **Statutory Policy Screening Tool** to reflect the evolving policy context. If a strategy, policy or activity is being developed within the Council that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of challenge.

Completing the Policy Screening Tool will ensure that all strategies, policies and activities of the City of Cardiff Council comply with relevant

statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Screening Tool will identify if there is a need for a full impact assessment, as relevant.

The main statutory requirements that strategies, policies or activities must reflect include:

- Equality Act 2010 - Equality Impact Assessment
- Welsh Government's Well-being of Future Generations (Wales) Act 2015
- Welsh Government's Statutory Guidance – Shared Purpose Shared Delivery
- United Nations Convention on the Rights of the Child
- United Nations Principles for Older Persons
- Welsh Language (Wales) Measure 2011
- Health Impact Assessment
- Habitats Regulations Assessment
- Strategic Environmental Assessment

The Policy Screening Tool allows the Council to meet the requirements of all these pieces of legislation as part of an integrated screening method that usually takes no longer than an hour. More importantly, it will ensure that the Council's approach is joined up and well informed.

The Tool is embedded in the corporate process. All reports which require a formal cabinet decision must first of all complete a forward plan. The forward plan established if the strategy/policy or activity needs to be subject to the screening tool. If yes, then the process will be completed before the report goes to cabinet for final decision.

The tool is updated on a rolling basis as relevant officers with responsibility for specific areas highlight any change to the policy environment. For instance, the tool has been updated to reflect the specific requirements of Council policy emerging from the Welsh Language (Wales) Measure 2011.

In this way we can encourage joined up decision making and ensure that any development work undertaken within the Council is aware of wider requirements and the potential impact on important matters such as the Welsh language.

To ensure the Welsh language is considered as a central component of any policy development work it has also been included alongside the 9 protected characteristics identified by the Single Equalities Act and features prominently in Everyone Matters (the Council's Strategic Equality Plan). This allows Welsh language to be mainstreamed along with the 9 protected characteristics across the organisation.

Within the screening tool itself, there is a section which prompts a consideration of any impact (positive, negative, neutral or uncertain) on the

Welsh language. See below:

Will this Policy/Strategy/Project have a differential impact on any of the following:
• Disability
• Gender Reassignment
• Marriage & Civil Partnership
• Pregnancy & Maternity
• Race
• Religion/Belief
• Sex
• Sexual Orientation
• Welsh Language

The Screening Tool can be completed as a self-assessment or as part of a facilitated session, should further support be needed.

As a critical analysis, a number of major strategies, plans and activities (such as the Corporate Plan) have been considered via the statutory screening tool which has helped policy development; however it is important that a wider awareness of some of the statutory requirements is promoted. It is important that officers across the Council understand the spirit and purpose of the legislation and much of this work is done through the Cardiff academy, particularly Equality Awareness and Welsh language courses.

The Statutory Policy Screening Tool has been revised to meet the specific requirements of the Policy Making standards.

To comply with the new standards, the screening tool now asks:

Part 4: Welsh Language (Wales) Measure 2011

		Yes	No	Unsure
4.1	Have you considered how the policy could be formulated so that the policy decision would have positive effects, or increased positive effects on opportunities for persons to use the Welsh language?			
4.2	Does the policy ensure that the Welsh language is treated no less favourably than the English language?			

If you have any doubt about your answers to the above questions, then please consult the Bilingual Cardiff team for advice on (029) 2087 2527 or email: Bilingualcardiff@cardiff.gov.uk

All completed assessments can be made available, and processes are in place to ensure that all emerging strategies, policies and activities which need to be, are subject to the Screening Tool. The Council has helped ensure that the screening tool is a corporate consideration, observed by all Directorates in the development of new policies, strategies and activities. Responsibility for making the Corporate Team aware of appropriate updates for specific policy areas will sit with relevant services areas.

OPERATIONAL STANDARDS

ACTIONS TO DATE

98 Policy on facilitating the use of the Welsh language internally
A draft policy on using Welsh internally for the purpose of promoting and facilitating the use of the language is available on the Bilingual Cardiff intranet page.

99 New Posts
The Council offers new employees contracts in Welsh or English in accordance with their language preference.

100-104 Staff Employment Correspondence & Documentation
A survey letter was sent to all non-school staff in April 2016 advising them of their rights under the standards, as well as asking staff to record their Welsh language skills and language choice. In order to accurately and centrally record the language preferences of those wishing to receive paper correspondence in Welsh, further developments within the HR system are currently ongoing. These developments will mean that managers and HR staff will be reminded to send correspondence in Welsh in accordance with language choice.

105-111 HR Policies
The policies stated in standards 105-111 are now available bilingually.

112-119 Complaints & Disciplinary
The Council's disciplinary and resolution policy has been replaced by a new resolution policy from April 2016. This will include reference to rights of staff who wish to have specific information/process made available in Welsh.

Under the Welsh Language Standards, employees have the right to make complaints, and respond to complaints or allegations made against them via the disciplinary process in Welsh. The Council will ensure that correspondence, documents and any associated proceedings, meetings and outcomes will be

made available in Welsh. We will provide a simultaneous translation service from Welsh to English for associated meetings unless they are conducted in Welsh without translation services.

120 Software

"Cysgliad" (Welsh spellchecking software) is available to all staff that have PC's as their desktop interface, and its availability is frequently advertised in the Welsh Matters newsletter and articles on 'Your Inbox'. Staff can request a copy via the Service Desk. Windows and Office are also available in Welsh, and advice on changing language settings is available from ICT.

121-126 Intranet

The homepage and any new pages published on the Council intranet is now bilingual. Staff news articles are updated daily and are published in both Welsh and English. Work in ongoing on developing a fully bilingual intranet which we aim to complete by the 30th of September 2018.

127 Assessing language skills

A survey letter was sent to staff in April 2016 advising them of the standards and asking them to note their Welsh language skills and language preference.

Staff are frequently reminded to validate their own personal data on HR system (DigiGov), this has enabled the Council to record the Welsh language ability (and other languages) of staff.

128-132 Training

Arrangements are in place to ensure that staff can request to receive their training through the medium of Welsh in accordance with standard 128.

In 2016-17 one member of staff requested Performance Management Course in Welsh.

Welsh Language Training
Staff are supported to use their Welsh language skills when communicating with the public. Currently staff can choose from over 100 approved courses in Cardiff University or in the community, varying from total beginners to fluent speakers at a time and location that best suits them.

There is a corporate budget for Welsh language training, therefore the courses are free for Cardiff Council staff (priority to frontline staff) and staff will get their hours credited for time attending courses.

Welsh Language Awareness Online Training
A Welsh Language Awareness training module is available to staff on the Cardiff Academy Learning Pool site.

The aim of the course is for staff to:

- Understand of the importance of the Welsh language in the delivery of Council services within Wales.
- Understand their own role and responsibilities in delivering Welsh language and bilingual services.
- Assess how they currently deliver Welsh language services and identify areas for improvement.
- Understand and be able to use simple Welsh words and phrases that may be useful when dealing with Welsh speaking service users.

136 - Assessing linguistic requirements for each vacant post.
The corporate Welsh language skills strategy provides a practical toolkit (linguistic assessment tool) to help managers in assessing their team's Welsh language requirements, so that certain posts can be advertised as 'Welsh essential' and current staff can be offered Welsh language training. In 2016-17 Managers were reminded to complete the linguistic assessment forms each time a new post is recruited through the HR system (DigiGov).

Due to the number of posts advertised by the Council HR are integrating the linguistic assessment tool into the HR system (DigiGov) recruitment process. This will allow the Council to keep central records of all linguistic assessments and ensure that these assessments are completed for each post that is recruited.

137-140 – Application Forms
The current application forms were updated to comply with the new requirements of the standards. All interview offer letters provide a space for individuals to indicate that they wish to use the Welsh language at an interview or at any other method of assessment. Bilingual Cardiff's translation service will provide simultaneous translation services should it be required.

141-143 Signs displayed in a body's workplace
All new signs are bilingual with the Welsh positioned first. New guidance note on signs & notices have been published to make all staff aware of these requirements.
144 - Audio announcements and messages in a body's workplace
Requirement included in the HR People Service Welsh language standards action plan.

12.   Challenges

- **Welsh Language Commissioner Investigations**

The Council received 19 investigations from the Welsh Language Commissioner in 2016-17 relating to alleged breaches of standards. Under the Welsh Language (Wales) Measure 2011 the Welsh Language Commissioner has the authority to impose a fine organisations for non-compliance with the standards therefore this continues to be a risk for the Council.

- **Reception Services**

Standard 64 requires us to ensure that our main reception area can provide an equal service in Welsh and English within 6 months (30th March 2016) with all reception areas being subject to this standard within 9 months (30th September 2016).

Fully meeting the requirements of this standard continues to pose a significant challenge, not least as Welsh speakers remain under represented in our workforce (5.7% as of 31 March 2017). All frontline staff are offered corporately funded Welsh language lessons as a matter of course, and with the corporate Welsh Language Skills Strategy due to be incorporated and streamlined into the HR system (DigiGov), this should lead to an increase in the number of Welsh Essential posts being advertised.

- **Welsh Translation Services**

The Council's in-house Welsh translation service (Bilingual Cardiff) has seen a significant increase in the demand for Welsh translation. Additional translators have been employed to meet this increased demand and are mainly funded through a Service Level Agreement for translation services with the Vale of Glamorgan Council and Bridgend.

In 2017-18, we intend to address the above challenges and put additional measures in place to mitigate the risk to the Council. These include undertaking a review of the Council's reception posts and preparing an action plan to ensure that we meet the requirements of standard 64 and

including a requirement in all directorates business plans to prepare a specific implementation plan for their areas to address any underlying issues or service specific challenges going forward.

Appendix I – Public Complaints in relation to the Welsh language standards

Date Received	Complaint
April 2016	English only letter sent in relation to Alley Gating.
April 2016	English response received by a service user requesting a postal vote.
April 2016	Complaint received by the Council Tax section regarding English only letter received.
May 2016	Complaint regarding the lack of Welsh language content on the Facebook pages of Western and Fairwater Leisure Centres.
May 2016	English only letter and licence sent in response to a service user request.
May 2016	English only Postal Vote confirmation letter sent in response to a service user request.
July 2016	Complaint regarding a bilingual email sent by the Cardiff Research Team with the English text above the English text. The complaint alleged that the Council was in breach of the Welsh language standards.
September 2016	Temporary signs at Western Leisure Centre and posters at Fairwater Hub which displayed the English language text first.
October 2016	English text above Welsh text on posters in Llanrumney Leisure Centre.
October 2016	English email response to a Welsh email received by Waste Management.
November 2016	Complainant alleges that the Council did not respond to correspondence regarding parking fines because they were sent in Welsh.
November 2016	Complaint regarding the quality of the Welsh language services provided by the Council. The complaint alleges that: 1. Parking fine payment was not available on the website in Welsh. 2. There were no Welsh speakers within the Nursery admissions team. 3. No Welsh service available in Grangetown Hub.
January 2017	Incorrect Welsh on a poster within Libraries.
January 2017	Size of the Welsh text on the sign "Yr/The Hyb" outside Llandaff North & Gabalfa Hub.
February 2017	Incorrect Welsh on pitch update email notification sent by Parks.
February 2017	English text above Welsh text on a bus poster.
February 2017	Incorrect Welsh on a Fostering leaflet / poster.

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APPENDIX II: WELSH ESSENTIAL & DESIRABLE POSTS 2016-17

Green highlighted text indicate re-advertised posts

SERVICE AREA	POST NUMBER	POST DESIGNATION	NO OF ADDITIONAL POSTS	GRADE	STATUS	WELSH LANGUAGE	INTERNAL / EXTERNAL
Social Services	CH50003714	Residential Childcare Officer	0	Grade 5	Permanent	Desirable	INTERNAL
Social Services	CH50003789	Service Manager	0	Grade 10	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50010052	Senior Customer Support Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	INTERNAL
Communities, Housing & Customer Services	CS50120463	Benefit Trainee (Welsh Essential)	0	Grade 3	Temporary	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50149482	New Claims Assistant	0	Grade 3	Temporary	Desirable	EXTERNAL
Communities, Housing & Customer Services	CS50215388	Customer Service Representative (Welsh Essential)	2	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50224439	Advice Officer (Digital Inclusion)	0	Grade 4	Temporary	Desirable	EXTERNAL
Communities, Housing & Customer Services	CS50235847	Control Centre Operator (ARC/CCTV)	0	Grade 4	Permanent	Desirable	EXTERNAL
Education & Lifelong Learning	ED50010499	Business Support Officer	0	Grade 4	Temporary	Desirable	INTERNAL
Social Services	CH50003714	Residential Childcare Officer	0	Grade 5	Permanent	Desirable	EXTERNAL
Social Services	CH50005350	Training & Development Officer (Welsh Essential)	0	Grade 8	Permanent	Essential	INTERNAL
Communities, Housing & Customer Services	CS50010052	Senior Customer Support Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50215388	Customer Service Representative (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Education & Lifelong Learning	ED50221876	Flying Start Advisory Teacher	1	MPS	Permanent	Desirable	INTERNAL
Education & Lifelong Learning	ED50230965	Flying Start Inclusion Co-ordinator	0	MPS + SEN 1 or 2	Permanent	Desirable	INTERNAL
Economic Development	ET50229543	Assistant Caravan Warden	0	Grade 4	Permanent	Desirable	INTERNAL
Social Services	HS50238877	Carers Assessment Worker	1	Grade 5	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50005283	Senior Customer Support Officer	0	Grade 4	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50207293	Administrative Assistant (Welsh Essential)	0	Grade 3	Permanent	Essential	INTERNAL
Communities, Housing & Customer Services	CS50235780	Hub Officer	0	Grade 4	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50237439	Licensing Officer (Rent Smart Wales) (Welsh Essential)	2	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50241096	Hub Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	INTERNAL
Communities, Housing & Customer Services	CS50242247	Regeneration Officer	0	Grade 4	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50242248	Regeneration Officer	0	Grade 7	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50242523	Locality Warden (Welsh Essential)	0	Grade 4	Permanent	Essential	INTERNAL
Economic Development	ET50222668	Architectural Technician	1	Grade 7	Permanent	Desirable	EXTERNAL
HR People Services	HR50186785	Service Delivery Adviser - Recruitment (Welsh Essential)	0	Grade 4	Temporary	Essential	INTERNAL
Social Services	HS50004101	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Social Services	HS50004302	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
City Operations	SC50008234	Centre Assistant (Female Only)	0	Grade 3	Permanent	Desirable	INTERNAL
City Operations	ST50009883	Building Control Surveyor	0	Grade 7	Permanent	Desirable	EXTERNAL
Social Services	CH50003475	Administrative Assistant	0	Grade 4	Permanent	Desirable	EXTERNAL
Social Services	CH50003724	Residential Childcare Officer	0	Grade 5	Permanent	Desirable	EXTERNAL
Communities, Housing & Customer Services	CS50006204	Benefit Trainee (Welsh Essential)	0	Grade 3	Temporary	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50006963	Customer Service Representative	6	Grade 4	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50207293	Administrative Assistant (Welsh Essential)	0	Grade 3	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50229531	Housing Trainee (Welsh Essential)	1	Grade 3	Temporary	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50235120	Advice Officer (Landlord Services)	0	Grade 4	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50237439	Licensing Officer (Welsh Essential)	2	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50242523	Locality Warden (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50242682	Admin Assistant (Welsh Essential)	0	Grade 2	Permanent	Essential	INTERNAL
Communities, Housing & Customer Services	CS50242928	Project Manager	0	Grade 8	Temporary	Desirable	INTERNAL
Education & Lifelong Learning	ED50010499	Business Support Officer	0	Grade 4	Temporary	Desirable	EXTERNAL
Education & Lifelong Learning	ED50118606	Senior Business Support Officer	0	Grade 5	Temporary	Desirable	EXTERNAL
Education & Lifelong Learning	ED50242709	Senior SOP & Appeals Officer	0	Grade 7	Permanent	Desirable	INTERNAL
Education & Lifelong Learning	ED50242812	Senior SOP Governance & Compliance Officer	0	Grade 7	Permanent	Desirable	INTERNAL

Department	Ref	Job Title	Vacancies	Grade	Type	Priority	Audience
Economic Development	ET50235755	Senior Visitor Experience Officer	0	Grade 5	Permanent	Desirable	INTERNAL
HR People Services	HR50186785	Service Delivery Adviser - Recruitment (Welsh Essential)	0	Grade 4	Temporary	Essential	EXTERNAL
City Operations	SC50008068	Centre Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
City Operations	SC50242232	Assistant Manager	2	Grade 7	Permanent	Desirable	INTERNAL
City Operations	SC50242241	Centre Assistant	2	Grade 3	Permanent	Desirable	INTERNAL
Children's Social Services	CH50003463	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Children's Social Services	CH50003474	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50242523	Locality Warden	0	Grade 4	Permanent	Desirable	EXTERNAL
Communities, Housing & Customer Services	CS50243161	Hostels & Support Services Manager	0	Grade 8	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50243162	Hostels & Support Services Housing Officer	1	Grade 5	Permanent	Desirable	INTERNAL
Education & Lifelong Learning	ED50118606	Senior Business Support Officer	0	Grade 5	Permanent	Desirable	EXTERNAL
Governance & Legal Services	LS50166759	Records Assistant	0	Grade 3	Temporary	Desirable	INTERNAL
Resources	RS50202675	Marketing Communications Coordinator	0	Grade 5	Temporary	Desirable	INTERNAL
City Operations	SC50155240	Centre Assistant	19	Grade 3	Permanent	Desirable	EXTERNAL
Children's Social Services	CH50005365	Training and Development Officer		Grade 8	Permanent	Desirable	INTERNAL
Children's Social Services	CH50023263	Higher Clerical Assistant/Word Processor Operator	0	Grade 3	Temporary	Essential	INTERNAL
Communities, Housing & Customer Services	CS50024023	Customer Service Representative (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50229911	Hub Officer (Library)	0	Grade 4	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50236334	Community Support Coordinator	0	Grade 7	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50237422	Licensing Officer (Rent Smart Wales)		Grade 4	Permanent	Desirable	EXTERNAL
Communities, Housing & Customer Services	CS50237425	Licensing Officer (Rent Smart Wales) (Welsh Essential)		Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50243266	Senior Hub Officer	0	Grade 5	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50243271	Admin Assistant	0	Grade 2	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50243465	Trainer Auditor Rent Smart Wales (Welsh Speaker)	1	Grade 6	Permanent	Essential	EXTERNAL
Communites, Housing & Customer Services	CS50243605	DEWIS System Administrator & Co-ordinator	0	Grade 6	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50243822	Housing Trainee (Welsh Essential)	0	Grade 3	Temporary	Essential	EXTERNAL
Communites, Housing & Customer Services	CS50243823	Housing Trainee	1	Grade 3	Temporary	Desirable	EXTERNAL
Education & Lifelong Learning	ED50221311	Senior Teaching Assistant	0	Grade 6	Temporary	Desirable	INTERNAL
Economic Development	ET50238157	Architectural Assistant Internship	0	Grade 4	Temporary	Desirable	EXTERNAL
Governance & Legal Services	LS50166772	Archivist	0	Grade 6	Temporary	Desirable	EXTERNAL
City Operations	SC50008128	Receptionist	0	Grade 3	Permanent	Desirable	INTERNAL
Children's Social Services	CH50223036	Relief Residential Childcare Officer	0	Grade 5	Permanent	Desirable	EXTERNAL
Communities, Housing and Customer Services	CS50004074	Contact Officer (Welsh Essential)	0	Grade 4	Temporary	Essential	INTERNAL
Communities, Housing and Customer Services	CS50243605	DEWIS System Administrator & Co-ordinator	0	Grade 6	Temporary	Desirable	EXTERNAL
Adult Social Services	HS50243927	WILG Audit Officer	0	Grade 5	Temporary	Desirable	INTERNAL
City Operations	SC50008077	Senior Receptionist (Welsh Essential)	0	Grade 5	Permanent	Desirable	INTERNAL
City Operations	SC50008219	Centre Assistant (Female Only)	1	Grade 3	Permanent	Desirable	EXTERNAL
City Operations	SC50167696	Centre Assistant	0	Grade 4	Temporary	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50004074	Contact Officer (Welsh Essential)	0	Grade 4	Temporary	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50004074	Contact Officer	0	Grade 4	Temporary	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50242681	Hub Officer (Library)	0	Grade 4	Permanent	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50242683	Administrative Assistant (Welsh Essential)	0	Grade 2	Permanent	Essential	INTERNAL
Communities, Housing and Customer Services	CS50243822	Housing Trainee (Welsh Essential)	0	Grade 3	Temporary	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50234301	Hub Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	INTERNAL
Communities, Housing and Customer Services	CS50234301	Hub Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50243605	DEWIS System Administrator & Co-ordinator	0	Grade 6	Temporary	Desirable	EXTERNAL
Education & Lifelong Learning	ED50049475	Teacher	0	MPS	Temporary	Essential	INTERNAL
Adult Social Services	HS50004101	Higher Clerical Assistant	0	Grade 3	Temporary	Desirable	INTERNAL
Adult Social Services	HS50004231	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Adult Social Services	HS50238879	Carers Assessment Worker	3	Grade 5	Permanent	Desirable	INTERNAL
Adult Social Services	HS50243927	WILG Audit Officer	0	Grade 5	Temporary	Desirable	EXTERNAL
Children's Social Services	CH50003463	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Children's Social Services	CH50003466	Higher Clerical Assistant	0	Grade 3	Temporary	Desirable	INTERNAL

Department	Ref	Job Title	No.	Grade	Type	Welsh	Type2
Children's Social Services	CH50003504	Administrative Assistant	0	Grade 4	Permanent	Desirable	INTERNAL
Children's Social Services	CH50023249	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	EXTERNAL
Children's Social Services	CH50229464	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50006016	Hostel Night Services Officer	0	Grade 5	Permanent	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50223716	Assistant Hub Manager	3	Grade 6	Permanent	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50234301	Hub Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50242683	Administrative Assistant (Welsh Essential)	0	Grade 2	Permanent	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50243553	24/7 Services Coach	0	Grade 6	Permanent	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50243822	Housing Trainee (Welsh Essential)	0	Grade 3	Temporary	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50244937	District Hub Manager	0	Grade 8	Permanent	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50245440	Housing Solutions Co-ordinator	0	Grade 7	Permanent	Desirable	INTERNAL
Education & Lifelong Learning	ED50050338	Cook in Charge - Primary School	0	Grade 4	Temporary	Desirable	INTERNAL
Education & Lifelong Learning	ED50244780	Teacher (Welsh Essential)	0	MPS + 1/2 SEN	Permanent	Essential	EXTERNAL
Adult Social Services	HS50244535	Social Work Assistant	5	Grade 5	Temporary	Desirable	INTERNAL
Education & Lifelong Learning	ED50010278	Educational Psychologist (Welsh Essential)	0	EDPSY	Temporary	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50133727	New Claims Assistant	0	Grade 3	Temporary	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50242681	Hub Officer (Library)	0	Grade 4	Permanent	Desirable	EXTERNAL
Communities, Housing and Customer Services	CS50245441	Assistant Hub Manager	0	Grade 6	Permanent	Desirable	EXTERNAL
Education & Lifelong Learning	ED50217324	Business Support Assistant	0	Grade 3	Temporary	Desirable	EXTERNAL
Governance & Legal Services	LS50246101	Welsh Translator	1	Grade 6	Permanent	Essential	EXTERNAL
City Operations	SC50008687	Registrar (Welsh Essential)	0	Grade 6	Permanent	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50024031	Customer Service Representative (Welsh Essential)	2	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50186179	Hub Officer	0	Grade 4	Permanent	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50202670	Online Designer	0	Grade 6	Permanent	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50228889	Trainee Advice Officer	0	Grade 3	Temporary	Desirable	EXTERNAL
Communities, Housing and Customer Services	CS50229533	Housing Trainee	0	Grade 3	Temporary	Desirable	EXTERNAL
Communities, Housing and Customer Services	CS50235089	Hub Officer (Housing Solutions)	1	Grade 4	Permanent	Desirable	EXTERNAL
Communities, Housing and Customer Services	CS50235091	Hub Officer (Housing Solutions)	1	Grade 4	Permanent	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50243474	Enforcement Officer Rent Smart Wales (Welsh Essential)	1	Grade 6	Permanent	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50246381	Senior Outreach Officer	0	Grade 7	Permanent	Desirable	INTERNAL
Education & Lifelong Learning	ED50186317	Teacher (Welsh Essential)	0	MPS + 2 SEN	Permanent	Essential	EXTERNAL
Economic Development	ET50219575	Front of House Supervisor	0	Grade 5	Permanent	Essential	EXTERNAL
HR People Services	HR50217826	Senior Service Delivery Adviser - Manage (Welsh Essential)	0	Grade 7	Temporary	Essential	EXTERNAL
Governance & Legal Services	LS50246460	Member Services Support Officer	2	Grade 4	Permanent	Desirable	INTERNAL

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Appendix III: WELSH LANGUAGE COURSES

COURSE NAME	COUNT OF COURSE LEVEL
Advance Level	1
Advanced	1
Advanced 2	1
Beginner	1
Beginner course	1
BLOCK	1
Canolradd 1	2
Entry	11
Entry	2
Entry 1	6
Entry 1 & 2	7
Entry 1 & 2	4
Entry 1 & 2 Blended Course	1
Entry 1 + 2 Blended	1
Entry 1 Beginner Course	1
Entry 1&2	1
Entry 2	3
Entry Level 1	5
Entry Level 1 & 2	1
Entry Level 2	2
Fast Track Entry Level	1
Fast Track Foundation	1
Foundation	8
Foundation	1
Foundation 1	7
Foundation 1 & 2	5
Foundation 1 + 2	1
Foundation 1 + 3	1
Foundation Reading	1
Gioywi Iaith 2	1
Gloywi Iaith	1
Gloywiath block Course	1
Glywi Iaith	1
Intensive course	1
Intermediate	4
Intermediate 1	2
Mynediad	1
Mynediad 2	3
Pontio iuwch	1
Proficiency	2
Proficient	1
refresher	1
Summer Course	1
Sylfaen	1
Sylfaen 1	1
Sylfaen 2	4
Taster	1

UWCH	3
UWCH 2	1
Uwch 3 & 4	1
UWCH 4	1
Welsh books for course	1
Welsh for the Family	1
Welsh Taster	2
Total	**117**

2 Day In-House Welsh Taster Course	**67**

Appendix IV

IMPROVEMENT ACTIONS
WELSH LANGUAGE STANDARDS: Forms & Documents (41-51)
Conduct an audit to ensure that the following are bilingual within your Directorate: • Agendas and minutes for meetings, conferences and seminars that are open to the public • Forms • Licences • Certificates • Brochures • Leaflets, pamphlets or cards • Policies, strategies, annual reports and plans • Guidelines, Codes of Practice and Rules • Press Statements Record your findings and prepare an Improvement Plan (or IACTs) to address any areas of non-compliance.
WELSH LANGUAGE STANDARDS: WELSH LANGUAGE AWARENESS
Ensure that all staff with access to a PC complete the Welsh language awareness e-training on Cardiff Learning Pool site (http://cardiff.learningpool.com/course/view.php?id=540#section-2)
WELSH LANGUAGE STANDARDS: AWARDING GRANTS (71-75)
Ensure that all grantees are aware of the requirement to comply with the Welsh language standards in so far as they relate to the provision of the service(s) and record how the information has been circulated. Conduct an internal audit to ensure that grantees are aware of how the standards relate to their service and record the results including any additional improvement measures.
WELSH LANGUAGE STANDARDS: EDUCATION COURSES (84-86)
Assess the need for all education courses offered by your Directorate to be delivered in Welsh and publish this information on the Council's website. Ensure that all staff responsible for arranging education courses within your Directorate are aware of the requirement to assess the need for the courses to be delivered in Welsh and evidence how this has been achieved.
WELSH LANGUAGE STANDARDS: RECEPTION SERVICES (64-68)
Identify all reception services linked to your Directorate and ensure that they are delivering bilingual services (or are aware of the process in no Welsh speaker is available) by conducting a mystery shopper exercise. Put measures in place to address any instances of non-compliance. Ensure that all staff within your Directorate are made aware of the Bilingual Reception Service Guidance (http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74654) and record how the information has been circulated.
WELSH LANGUAGE STANDARDS: SIGNS, NOTICES & DISPLAY MATERIAL (38, 61-3 / 69-70)
Conduct an audit to ensure that all existing signs linked to your Directorate are bilingual and create new Improvement Actions to address any instances of non-compliance. Ensure that all staff are aware of the requirement to have bilingual signs and notices with the Welsh text positioned first (all signs after 30th March 2016) and evidence how this has been achieved.
WELSH LANGUAGE STANDARDS: WEBSITES, ONLINE SERVICES & SOCIAL MEDIA (52-59)
Conduct an audit to ensure that all websites linked to your Directorate are bilingual and put measures in place to address any instances of non-compliance. Ensure that all staff are aware of the requirement that all social media accounts must be bilingual and operate bilingually and record how this information has been circulated.
WELSH LANGUAGE STANDARDS: PUBLIC EVENTS (35-36)
Ensure that all public events organised or funded by us are bilingual by creating a checklist of the following bilingual requirements for each event: Publicity material, signage, audio announcements and services offered to persons attending the event and ensuring that accurate and up to date records are kept that each element is bilingual for each event.
WELSH LANGUAGE STANDARDS: MEETINGS (24-34)
Ensure that all staff within your Directorate are made aware of the Guidance for Holding Meetings (http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74656) and record how the information has been circulated. Conduct an internal audit to ensure that staff are aware of the guidance including offering language choice and arranging a simultaneous translator as required. Record the results of the audit including additional improvement measures for any non-compliance found.
WELSH LANGUAGE STANDARDS: TELEPHONE CALLS (8-22)
Ensure that all staff within your Directorate have received and are aware of the process for dealing with Welsh language calls (http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74658) and record how the information has been circulated. Conduct an internal audit to ensure that staff are following the agreed process as specified in the guidance including answering the phone bilingually and transferring correctly. Record the results of the audit including additional improvement measures for any non-compliance found.
WELSH LANGUAGE STANDARDS: CORRESPONDENCE (1-7)
Create a data-base of an individual's language choice (Welsh/English) and /or ensure that you have a process in place for recording language choice e.g SAP CRM. Please record the database or process you have in place. Conduct an audit to ensure that all standard letters and emails are sent bilingually and include a statement regarding language choice. Record the results of the audit including additional improvement measures for any non-compliant letters and/or emails.

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CYNGOR CAERDYDD
CARDIFF   COUNCIL

CARDIFF
CAERDYDD

COUNCIL: **29 June 2017**

REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES

Reason for this Report

1.   To appoint Local Authority School Governors.

Background

2.   Section 19 of the Education Act 2002 creates the general ability for the Local Authority to appoint governors to the Governing Bodies of maintained schools, with further detail contained in the Government of Maintained Schools (Wales) Regulations 2005. When Local Authority school governor vacancies arise, either by appointees reaching the end of their term of office or resigning, it is the statutory duty of the Council to fill the vacancies as soon as possible.

3.   The Local Authority Governors Panel to oversee this process was constituted at the Annual Council in May 2015 and held its first termly meeting in September 2015.

Issues

4.   The Local Authority Governors Panel met on 21 June 2017 to consider new applications to current and future vacancies up to 30 September 2017. The recommendations of the Panel are contained in Appendix 1 to this report.

Reasons for Recommendations

5.   To ensure that the Council fulfils its statutory functions in respect of the appointment of local authority governors for maintained schools.

Legal Implications

6.   As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to appoint local authority governors to the Governing Bodies of maintained schools, in accordance with those statutory provisions.

7.   Appointments to outside bodies are a local choice function, which is reserved under the Council's Constitution to full Council. Accordingly, the appointment of local authority governors to Governing Bodies, as recommended in this report, requires the approval of full Council.

Financial Implications

8.   There are no financial implications arising from this report.

Recommendation

9.   That Council consider the recommendations of the Local Authority Governor Panel of 21 June 2017 and approve the appointments of Local Authority Governors to the School Governing Bodies as set out in Appendix 1.

Davina Fiore
Director Governance & Legal Services
22 June 2017

The following Appendix is attached:

Appendix 1   List of Local Authority School Governor vacancies and recommendations for appointment by the Local Authority Governor Panel for the period 1 July 2017 to 30 September 2017

The following Background Documents have been taken into account: N/A

LA Governor Vacancies - Recommendations from LA Governor Panel   **Appendix 1**
1 July 2017 – 30 September 2017

i.   All appointments in the list are recommended by the LA Governor Appointments Panel and will have satisfied the required application process.

ii.   All terms of office unless otherwise stated are for 4 years.

<u>**Existing LA Governor Vacancies**</u>

School	Ward	Start of Vacancy	Applications received
Allensbank Primary School	Gabalfa	18/05/2017	Glen Gilchrist
Baden Powell Primary School	Splott	17/09/2016	
Cathays High School	Gabalfa	18/05/2017	Cllr Chris Weaver
Coryton Primary School	Whitchurch & Tongwynlais	04/05/2017	
Danescourt Primary School 2 x vacancies	Llandaff	01/09/2016 01/09/2016	Nisreen Mansour
Ely and Caerau Children's Centre	Ely	14/07/2016	Rachel Wrathall
Glan Yr Afon Primary School	Llanrumney	09/02/2017	Beth Poulton
Grangetown Nursery School	Grangetown	02/09/2016	
Grangetown Primary School	Grangetown	16/09/2016	Cllr Ashley Lister
Herbert Thompson Primary School	Ely	20/01/2017	
Hywel Dda Primary School	Ely	03/11/2016 31/03/2017	Geoffrey Morgan
Kitchener Primary School	Riverside	23/05/2017	Cllr Kanaya Singh
Lakeside Primary School	Cyncoed	01/02/2017	Cllr Bablin Molik

Marlborough Primary School	Penylan	11/01/2017	Rebecca Herrington
Mount Stuart Primary School	Butetown	25/09/2006	Cllr Saeed Ebrahim
Oakfield Primary School	Trowbridge	04/03/2015	Cllr Joel Williams
Pencaerau Primary School	Caerau	01/09/2010	
Pentrebane Primary School	Fairwater	27/06/2016	
Pentyrch Primary School	Pentyrch	05/05/2017	
Peter Lea Primary School	Fairwater	27/06/2016	
Rhydypenau Primary School	Cyncoed	22/05/2017	Cllr Wendy Congreve
Rhiwbeina Primary School 2 x vacancies	Rhiwbina	18/10/2016 23/05/2017	
Severn Primary School	Riverside	24/03/2017	
St Cuthbert's RC Primary School	Butetown	15/02/2017	
St David's CiW Primary School	Pentwyn	26/05/2107	Steven Erickson
St John Lloyd RC Primary School	Trowbridge	30/01/2013	
St Patrick's RC Primary School	Grangetown	16/09/2016	
The Hollies School (Pentwyn)	Pentwyn	26/09/2016	
Tongwynlais Primary School	Whitchurch & Tongwynlais	10/05/2017	Cllr Mike Jones-Pritchard
Trelai Primary School	Ely	17/05/2017	Alun Morgan
Trowbridge Primary School	Trowbridge	09/03/2017	
Willows High School	Splott	15/09/2016	
Windsor Clive Primary School	Ely	23/03/2016	
Woodlands High School	Caerau	29/09/2016	
Ysgol Gynradd Gymraeg Hamadryad	Butetown	10/05/2017	Rachel Maycock
Ysgol Gymraeg Bro Eirwg	Llanrumney	01/02/2017	
Ysgol Glan Ceubal	Llandaff North	01/10/2016	Cllr Jennifer Burke Davies
Ysgol Gymraeg Melin Gruffydd 3 x vacancies	Whitchurch	04/10/2016 19/02/2017 18/05/2017	
Ysgol Gymraeg Nant Caerau	Caerau	28/06/2016	Michael Nelson

Ysgol Pencae	Llandaff	01/09/2016	
Ysgol Gymraeg Treganna	Canton	01/02/2017	Aled Phillips
Ysgol Pwll Coch 2 x vacancies	Canton	27/01/2017 17/02/2017	Cllr Stephen Cunnah Sara Lewis

Future LA Governor Vacancies – 1 July – 30 September 2017

School	Ward	Start of Vacancy	Re-appointment Requested	Applications Received
Allensbank Primary School	Gabalfa	27/09/2017	Mohammed Ahmed	
Danescourt Primary School	Llandaff	26/07/2017		
Llandaff CiW Primary School	Llandaff	27/09/2017		
Radnor Primary School	Canton	26/07/2017	Richard Cook	
Springwood Primary School	Pentwyn	28/06/2017		Cllr Emma Sandrey
The Hollies School	Pentwyn	25/09/2017	Lisa Gerson	
Ysgol Gyfun Gymraeg Glantaf	Llandaff North	27/09/2017		

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CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **29 JUNE 2017**

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

COMMITTEE MEMBERSHIP MATTERS

Reason for Report

1.   To seek Council's approval of the membership of Committees following receipt Party Group nominations and appointments made at Annual Council 25 May 2017, and changes received from Party Groups since that meeting.

2.   To seek Council's approval of the nominations received for the remaining Chairs of Committees and Panels. These roles are not remunerated.

Background

2.   The Annual Council 25 May 2017 established the Committees and Panels of the Council; their composition and allocation of seats in accordance with political balance; and nominations were received to each committee from Party Groups.

Issues

3.   Appendix A to this report provides a composite list of Committees; the details of nominated Chairs and Deputies where appropriate; and membership for the 2017/18 Municipal Year.

4.   In accordance with the Welsh Audit Office Statement of Action membership of committees is a standing item on monthly Group Whips meetings and Full Council if required.

5.   In order to protect the Council's interests in respect of pensions matters, the Chief Executive has exercised his delegated authority (delegation reference CE1) to appoint a temporary Chair to the Pensions Committee, pending the appointment by full Council.

6.   Any further nominations of Chairs and to fill any vacant Committee seats received prior to Full Council on 29 June, 2017 will be included on the amendment sheet.

Legal Implications

7.   The Council is under a duty to make appointments to committees, in accordance with the approved allocation of seats to political groups, so as to give effect to the wishes of the political groups (pursuant to Section 16 of the 1989 Act).

8. The Council must also elect a Chair (and a Deputy Chair where appropriate) for each of its committees (Council Meeting Procedure Rules, Rule 2(b) (xv)).

9. Detailed legal implications in respect of appointments to Committees and the election of Chairs and Deputy Chairs were set out in the reports to Annual Council (Agenda item 14).

Financial Implications

10. There are no financial implications directly arising from this report

RECOMMENDATIONS

The Council

1. notes and approves the Membership of Committees as set out in Appendix A and any further nominations to vacant seats received from Party groups and listed on the amendment sheet circulated at the meeting; and

2. approves the election of Chairs of Ordinary Committees as set out on the amendment sheet

DAVINA FIORE
Director Governance and Legal Services
21 June 2017

Appendix A: - Committee Membership 2017/18 – 20 June 2017

Background Papers
Annual Council reports on Appointments to Committees and Election of Chairs and Deputy Chairs, May 2017
Officer Decision of the Chief Executive, 'Appointment of Chair of Pensions Committee' – 22 June 2017

Composition of Committees and Membership 2017/18

Ordinary Committees

Audit Committee (12 - 8 Council Members & 4 Independent Members)

Labour (4)	Councillors Stephen Cunnah, Susan Goddard, Mary McGarry and Kanaya Singh
Conservative (2)	Councillors Jayne Cowan and Dianne Rees
Liberal Democrats (1)	Councillor Nigel Howells
Plaid Cymru (1)	Vacant
Independent Members (4)	**Ian Arundale (Chr),** David Hugh Thomas (Dep Chr), Gavin McArthur and David Price.

Constitution Committee (12 Members)

Labour (6)	Councillors Jennifer Burke-Davies, Susan Goddard, Russell Goodway; Keith Jones and Peter Wong. (1 vacancy)
Conservative (3)	Councillors Michael Jones-Pritchard; Kathryn Kelloway and Rod McKerlich
Liberal Democrat (2)	Councillors Rodney Berman and Joe Carter
Plaid Cymru (1)	Councillor Neil McEvoy

Corporate Parenting Advisory Committee (9 Members *excluding any members of the Children and Young People's Scrutiny Committee*)

Labour:	Councillors Hinchey & Merry (1 vacancy)
	Councillors Susan Lent and Ashley Lister
Conservative (3)	Councillors Tim Davies, Shaun Jenkins David Walker
Liberal Democrats (1)	Councillor Bablin Molik

Council Appeals Committee (9 Members)

Labour (5)	Councillors Saeed Ebrahim, Susan Goddard, Owen Llewellyn Jones, Sue Lent and Jim Murphy.
Conservative (3)	Councillors Gavin Hill-John, Michael Phillips and Joel Williams.
Liberal Democrat (1)	Councillor Joe Boyle.

Democratic Services Committee (12 Members)

Labour (6)	Councillors Phil Bale, Jennifer Burke-Davies, Susan Goddard, Russell Goodway; Jim Murphy, and Peter Wong.
Conservative (3)	Councillors **Michael Jones-Pritchard (Chr)**; Kathryn Kelloway and Rod McKerlich.
Liberal Democrat (2)	Councillors Emma Sandrey and Dan Naughton
Plaid Cymru (1)	Councillor Lisa Ford

Employment Conditions Committee (8 Members)

Labour (5)	Councillors Lee Bridgeman, Bernie Bowen-Thomson, Heather Joyce, Ed Stubbs and Chris Weaver.
Conservative (2)	Councillors Jayne Cowan and David Walker.
Liberal Democrat (1)	Councillor Joe Boyle

Licensing Committee (12 Members) & Public Protection Committee (12 Members)
(Same Membership to facilitate meetings)

Labour (6)	Councillors Susan Goddard, Frank Jacobsen, Norma Mackie, Jim Murphy (Dep Chr), **Jackie Parry (Chr)** and Elaine Simmons.
Conservative (3)	Councillors Lyn Hudson, John Lancaster and Joel Williams.
Liberal Democrat (2)	Councillors Rhys Taylor and Ashley Wood
Plaid Cymru (1)	Vacant

Pensions Committee (5 Members)

Labour (3)	Councillors Dilwar Ali, Abdul Sattar and Chris Weaver *(Chr)*.
Conservative (1)	Councillor Graham Thomas
Liberal Democrat (1)	Councillor Nigel Howells

Planning Committee (12 Members)

Labour (6)	Councillors Ali Ahmed, Iona Gordon (Dep Chr), Frank Jacobsen, **Keith Jones (Chr**), Jim Murphy and Chris Lay.
Conservative (3)	Councillors Sean Driscoll, Lyn Hudson and Michael Jones-Pritchard
Liberal Democrat (2)	Councillors Asghar Ali and Wendy Congreve
Plaid Cymru (1)	Councillor Keith Parry

Standards & Ethics Committee (3 Council Members, 5 Independent Members and 1 Community Councillor)

Labour (1)	Councillor Stephen Cunnah
Conservative (1)	Councillor Joel Williams
Liberal Democrat (1)	Councillor Emma Sandrey
Independent Members:	**Richard Tebboth (Chr)** Holly Edward-Davies, Dr James Downe, David Hugh Thomas and Lizz Roe; Community Councillor (Vacant)

Local Authority Governor Panel (7 Members - at least 1 Member each Party Group)

Labour (4)	Councillors Dilwar Ali, Susan Lent*,* Sarah Merry *(Chr)* and Ashley Lister.
Conservative (2)	Councillors Thomas Parkhill and Dianne Rees
Liberal Democrat (1)	Councillor Wendy Congreve

Scrutiny Committees

Children & Young People Scrutiny Committee (9 Council Members and 4 Co-opted Members)

Labour (5)	Councillors **Lee Bridgeman (Chr)**, Dan De'Ath, Heather Joyce. Jim Murphy and Kanaya Singh.
Conservative (3)	Councillors Philippa Hill-John, Linda Morgan and Michael Phillips.
Liberal Democrat (1)	Councillor Rhys Taylor.
Co Opted Members	Carol Cobert (Church in Wales Representative) & Mrs P Arlotte (Roman Catholic Representative); Hayley Smith & Karen Dell'Armi (Parent Governor representative).

Community & Adult Services Scrutiny Committee (9 Members)

Labour (5)	Councillors Ali Ahmed, Susan Goddard, Sue Lent and **Mary McGarry (Chr)** (1 vacancy).
Conservative (2)	Councillors Shaun Jenkins and Kathryn Kelloway.
Liberal Democrat (2)	Councillors Asghar Ali and Joe Carter.

Economy and Culture Scrutiny Committee (9 Members)

Labour (5)	Councillors Saeed Ebrahim, Iona Gordon, Abdul Sattar, Elaine Simmons and Ed Stubbs.
Conservative (3)	Councillors Gavin Hill-John, Thomas Parkhill and Adrian Robson
Liberal Democrat (1)	**Councillor Nigel Howells (Chr)**

Environmental Scrutiny Committee (9 Members)

Labour (5)	Councillors Chris Lay, Owen Llewellyn Jones, Norma Mackie, **Ramesh Patel (Chr)** and Peter Wong
Conservative (3)	Councillors Philippa Hill-John, John Lancaster and Oliver Owen
Liberal Democrat (1)	Councillor Ashley Wood

Policy Review & Performance Scrutiny Committee (9 Members)

Labour (5)	Councillors Bernie Bowen-Thomson, Stephen Cunnah, Frank Jacobsen, Norma Mackie and Jim Murphy.
Conservative (2)	Councillors Rod McKerlich and **David Walker (Chr**).
Liberal Democrat (2)	Councillors Rodney Berman and Joe Boyle.

Other Committees

Bilingual Cardiff Working Group (9 Members – at least 1 Member each Party group)

Labour (6)	Councillors Jennifer Burke-Davies, Jane Henshaw, Owen Llewellyn Jones, Sue Lent and Huw Thomas.
Conservative (2)	Councillors Linda Morgan and Oliver Owen.
Liberal Democrat (1)	Councillor Rhys Taylor.
Plaid Cymru (1)	Councillor Neil McEvoy.

Pension Panel (*from Members of the Pension Committee*) (5 Members)

Labour (1)	Councillor Chris Weaver
Conservative (1)	Councillor Graham Thomas
Liberal Democrat (1)	Councillor Nigel Howells

Works Council (*from Members of the Employment Conditions Committee*) (5 Members)

Labour (3)	Councillors Heather Joyce, Ed Stubbs and **Weaver (Chr)**
Conservative (1)	Councillor Jayne Cowan
Liberal Democrat (1)	Councillor Joe Boyle

Health & Safety Advisory Group (5 Members)

Labour (3)	Councillors Norma Mackie and Ramesh Patel (1 vacancy)
Conservative (1)	Councillor Timothy Davies
Liberal Democrat (1)	Councillor Joe Boyle

Joint Committees

Glamorgan Archives Joint Committee (5 Members)

Labour (3)	Councillors Stephen Cunnah, Jane Henshaw and Mary McGarry
Conservative (1)	Councillor Jayne Cowan
Liberal Democrat (1)	1 vacancy

City Deal Joint Board

Labour (1) (Leader of the Council	Councillor Huw Thomas

Cardiff & Vale Regional Partnership Board

Labour (2) Relevant Cabinet Members	Councillor Susan Elsmore and Graham Hinchey

Public Services Board

Labour (1) Relevant Cabinet Member (and nominated substitute)	Councillor Huw Thomas nominated substitute Councillor Sarah Merry

Prosiect Gwyrdd

Labour (2) Relevant Cabinet Members	Councillors Michael Michael and Chris Weaver

Shared Regulatory Services

Labour (2) Relevant Cabinet Member and Chair of Licensing Committee	Councillors Michael Michael and Jackie Parry

Central South Consortium Joint Education Services Joint Committee

| Labour (1) | Councillor Merry |

Vale, Valleys and Regional Adoption Collaborative Joint Committee

| Labour (1) | Councillor Hinchey |

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CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **29 JUNE 2017**

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

APPOINTMENTS OF MEMBERS TO SERVE ON OUTSIDE BODIES

Reasons for the Report

1.   To receive and agree the appointment of Council representatives to outside bodies under the Local Choice functions.

Background

2.   The Constitution provides that the Council will receive nominations and make Member appointments as necessary to serve as representatives of the Council on outside bodies.

3.   The appointment of Members to serve on outside bodies is a Local Choice function under the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001.

Issues

4.   The Council at its Annual meeting on 25 May 2017 made a number of appointments and agreed that a full list of those outside bodies for which appointments are to be made by Council be considered at this meeting.

5.   The list of outside bodies is contained in the Appendix A to this report. Appointments to any further outside bodies will be reported to a future meeting of Council.

6.   The appointments are for the duration of the administration unless other requirements are necessary.

Legal Implications

7.   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

8.   There are no financial implications arising as a direct consequence of this report.

RECOMMENDATION

The Council is recommended to receive and approve nominations for, and make appointments to those outside bodies as listed in Appendix A included on the Council Amendment Sheet

DAVINA FIORE
Director Governance and Legal Services
23 June 2017

Appendix A – List of Outside Bodies for Council Nominations

Name of Organisation	Council Representation	Nomination	Main aims and functions of the organisation
Artes Mundi	1 – Member (Relevant Cabinet Member)	Councillor Peter Bradbury	Wales-based arts charity whose mission is: "To present a landmark programme of international, contemporary visual art that will enrich the cultural and educational life of Wales and its people, develop and inspire new audiences and build cultural bridges between Wales and the wider world".
Arts Council for Wales – South Wales Area Committee	1 – Member (Relevant Cabinet Member)	Councillor Peter Bradbury	To develop and improve the knowledge, understanding and practice of the arts; increase the accessibility of the arts to the public; advise and co-operate with other public bodies; & distribute lottery money for the Arts in Wales
Association for Public Service Excellence APSE	1 – Member (Relevant Cabinet Member)	Councillor Michael Michael	APSE is a networking community that assists local authorities who are striving to improve frontline services
Association of Port Health Authorities (APHA)	1 – Member		To promote an efficient port health service and negotiate with Government regarding environmental health in ports, imported food control, shellfish production, animal product important, animal health and rabies control.
Business in Focus Ltd	1 – Member (Relevant Cabinet Member)	Councillor Russell Goodway	To stimulate & promote the creation of new enterprise having as an objective the provision of goods or services in, or the creation of employment opportunity or the making of an addition to the economic well-being of the area.
Butetown Artists	1 – Member (Ward Member)	Councillor Saeed Ebrahim	Aims to establish secure and affordable working spaces for artists and to investigate the potential of building to exhibit art to the public.
Cambrian Educational Foundation for Deaf Children	1 – Member		The Foundation offers financial assistance to young people between the ages of pre-school & 25 years, 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. ***Representation is a requirement of the Foundation Constitution***
Cardiff & Vale College Corporation	1 – Member (Relevant Cabinet	Councillor Sarah Merry	Formerly Coleg Glan Hafren Corporation. Merged with Barry College in August 2011 to form new Cardiff & Vale College. See

Name of Organisation	Council Representation	Nomination	Main aims and functions of the organisation
	Member)		Welsh SI No.657 (2011) – Cardiff & Vale Further Education Corporation (Government) Regulations 2011.
Cardiff & Vale University Health Board – Stakeholder Reference Group	1 – Member		Facilitate full engagement and active debate amongst stakeholders from across the communities served by the UHB, with the aim of reaching and presenting a cohesive and balanced stakeholder perspective to inform the UHB's decision making. http://www.cardiffandvaleuhb.wales.nhs.uk/stakeholder-reference-group
Cardiff Action for the Single Homeless (Huggard Centre)	1 – Member	Councillor Lynda Thorne	To provide accommodation care & day centre facilities for persons who are homeless or suffering from psychological or physical infirmity or who by reason of adverse circumstances are in need of help.
Cardiff Adoption Panel	1 - Member		Adoption Panels must be established and operate in accordance with the regulations and contribute to improving adoption practice and ensuring consistent policy in adoption work
Cardiff Fostering Panel	1 – Member		Fostering Panels must be established and operate in accordance with the regulations and contribute to improving fostering services and ensuring consistent policy in adoption work
Cardiff Airport Consultative Committee	2 – Members (relevant Cabinet Member + 1 nominated substitute	Councillor Caro Wild Councillor Russell Goodway	A forum for the Airport & neighbouring local authorities to meet periodically to consider & discuss matters of mutual interest.
Cardiff Bay Advisory Committee	2 – Members (relevant Cabinet Member + 1 nominated observer	Councillor Michael Michael Councillor Caro Wild	The committee is a statutory committee established under Section 2) of the Cardiff Bay Barrage Act, 1993. The rights of the Committee are: a) Cardiff County Council shall, except where it is not reasonable practicable to do so, consult the committee about any matter substantially affecting the environment or amenities of the inland bay, or navigation in the inland bay or at the outer harbour;

Name of Organisation	Council Representation	Nomination	Main aims and functions of the organisation
			b) To be informed if the level of the impounded lake falls below 4 metres AOD for reasons other than for the prevention of flooding, the maintenance of water quality, or the testing or repair of the Barrage; c) To make representations, which Cardiff county council must take into account, on any matters affecting the environment or amenities of the inland bay, or navigation in the inland bay or outer harbour.
Cardiff Business Technology Centre (CBTC)	4 – Members (including Relevant Cabinet Member (as Directors)	Councillor Russell Goodway	To support the development of quality knowledge driven, technology based small firms sector in Cardiff.
Cardiff Mind	1 – Member		The promotion of mental health, assisting in supporting and rehabilitating people with mental problems, in particular through the provision of accommodation.
Cardiff Museum Development Trust	1 – Member (Relevant Cabinet Member)	Councillor Peter Bradbury	The Objectives of the Trust are: a) To raise funds towards meeting the capital funding targets of the Cardiff Story Museum; b) To provide support and advice to fundraising efforts relating to the Cardiff Story Museum's Phase 2 Capital Development; c) The Trust carries out its objects by raising funds from individual donors, corporate organisations, trust and foundations to support the capital development costs of the Museum; d) By supporting this development process, the Trust is able to help the Cardiff Story achieve its strategic vision of establishing a free-access international cultural venue which is an inclusive, exciting and inspirational resource; bringing people together to help them learn about the making of Cardiff, its diverse narratives and the multicultural communities which created the capital city of

Name of Organisation	Council Representation	Nomination	Main aims and functions of the organisation
			Wales.
Cardiff University Court	3 – Members (including Chair of Council)	Councillor Bob Derbyshire *(as Lord Mayor)*	This is the Governing body of the University
Cardiff Vales and Valleys (Part of the RNIB Cymru Group)	1 – Member		Cardiff Vales and Valleys (CVV) is the new operating name for Cardiff Institute for the Blind, CVV is a registered charity that is part of the RNIB Cymru Group and aims to expand its model of direct services and support for blind and visually impaired people in the Capital City and right across South Wales. CVV now offers direct services in Cardiff, the Vale of Glamorgan, Swansea, Neath, Port Talbot, Rhondda Cynon Taff and Merthyr.
Care & Repair Cardiff	1 – Member *(relevant Cabinet Member)*	Councillor Lynda Thorne	Care & Repair in Wales, in partnership with Welsh Government, local government and more recently with Health, has been delivering, evolving and innovating services that help older people remain living independently in their own homes for over 30 years. Care & Repair Agencies deliver practical, front line services that help the strategic challenge of providing older people with safe, warm, accessible homes and helping them live independently at home for as long as they want. Care & Repair Cymru is at the heart of leading and strengthening front line services, and representing the housing needs of older people.
Chapter (Cardiff) Limited	1 – Member *(Ward Member)*	Canton Ward Member	Dedicated to developing contemporary culture, nurturing new talent & providing public access to the arts.
Consortium of Local Authorities in Wales (CLAW)	1 – Member (relevant Cabinet Member)	Councillor Russell Goodway	The Consortium of Local Authorities in Wales (CLAW) supports the professional and technical interests of property management in local government in Wales. It works with associate member organisations for the promotion of excellence in the management of property assets. http://claw.torfaen.gov.uk/

Name of Organisation	Council Representation	Nomination	Main aims and functions of the organisation
Cymric Building Preservation Trust	2 – Members (Chair & Deputy Chair Planning Committee)	Councillor Keith Jones Councillor Iona Gordon	To preserve building & structures of particular beauty or historic architectural structure.
Flat Holm Consultative Group	2 – Members (Chair & Deputy Chair Planning Committee)	Councillor Keith Jones Councillor Iona Gordon	To oversee the management and conservation of Flat Holm Island.
Flood Risk Management – South East Area Environment Group	1 – Member	Councillor Michael Michael	Flood Defence Committee are responsible for funding of flood defence works, also prepares annual programmes of flood defence maintenance & improvement works, & responsible for providing & operating flood warning systems. The South East Area Environment Group advises the Environment Group advises the Environment Agency on operational performance, issues of concern & implications of national policy proposals on a regional basis.
Joint Council for Wales	2 – Members (1 relevant Cabinet member)	Councillor Chris Weaver	The Joint Council for Wales (JCW) is an all Wales forum where the Local Authority Employers in Wales and the relevant Trades Unions meet on workforce issues of mutual concern and interest. The role of the JCW is to: • Identify issues of key importance to local government in Wales in its employment function. • Develop, seek consensus and share best practice around workforce issues. • Undertake more detailed examination of particular issues. • Formulate joint advice and guidance on specific workforce issues. • Learn about relevant changes and developments. • Enable the joint voice of Welsh local government and it's trades unions to be heard by a range of Welsh and UK external agencies. • Review the progress of UK and Welsh initiatives in Wales. • Support the work of the Joint Secretaries in seeking to resolve local disputes.

Name of Organisation	Council Representation	Nomination	Main aims and functions of the organisation
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Living Levels Partnership Board (RSPB)	1 – Member (Cabinet Member)		The aim of the Living Levels Landscape Partnership scheme is to reconnect people and communities to their landscape and provide a sustainable future for this historic and vibrant place.
Local Access Forum	1 – Member		To advise relevant bodies on the improvement of public access to land in Cardiff for the purpose of open-air recreation and the enjoyment of the area.
Millennium Stadium Charitable Trust	1 – Member	Councillor Peter Bradbury	The Millennium Stadium Charitable Trust (MSCT) is an independent body & all-Wales organisation, which was established through an agreement between the Millennium Stadium plc & the Millennium Commission when the Stadium was built. The Trust's income is generated through a levy on every ticket purchased for public events at the Stadium and the Trust provides grant funding support to projects throughout Wales. The Council also nominates 1 Officer and 1 Independent Person (joint nomination with Sport Wales) for appointment to the Trust.
Minerals Regional Technical Statement – Member Steering Group	2 – Members (1 Member + 1 nominated substitute)	Councillor Michael Michael Councillor Caro Wild	Welsh government planning guidance contained in Minerals Technical Advice Note 1 (MTAN1) requires the 18 Local Authorities in the South Wales Regional Aggregate working Party (SWRAWP) region to jointly prepare a Minerals Regional Technical Statement (RTS)
Mayors for Peace UK and Ireland Chapter Network	1 – Member Same Member as NFLA		Mayors for Peace is led by Hiroshima and an Executive Board of cities (including Manchester City Council) with just under 7,100 members in 160 countries. It calls for a more peaceful world and the global elimination of nuclear weapons. General Conference every 4 years (only attend if in UK)
Nuclear Free Local Authorities (NFLA)	1 – Members		Nuclear Free Local Authorities (NFLA) is an organisation set up by Manchester City council which currently has over 75 member councils across the UK. NFLA works towards improving public and environmental protection by engaging with civil society, wider local government, government departments, national and devolved administrations, European institutions, regulatory

Name of Organisation	Council Representation	Nomination	Main aims and functions of the organisation
			bodies, industry and other organisations in the nuclear field.
PATROL - Parking and Traffic Regulations Outside London	National Group – 1 – Member Wales Group – 1 – Member	Councillor Caro Wild	There are over 200 councils in England (outside London) and Wales that have taken on civil enforcement powers, issuing Penalty Charge Notices (PCNs), i.e., parking tickets. Civil Enforcement Authorities operate under the Regulations from the Traffic management Act 2004.
Severn Estuary Partnership	1 – Member Relevant Cabinet member)	Councillor Michael Michael	An independent estuary-wide initiative that works with both local and national stakeholders in promoting a sustainable approach to the planning, management, and development of the estuary for all who live and work in and around the Severn Estuary now, and for future generations.
South Wales Merchant Navy Welfare Board	2 – Member		The Board meets three times per year and has 30 Members who represent sea-farers welfare. It provides mutual support and the opportunity to network with colleagues from across the maritime sector. It also provides briefings on national policies and issues relevant to visiting or resident seafarers and their families.
South Wales Regional Aggregates Working Party – Regional Technical Statement Member Forum	1 – Member	Councillor Michael Michael Councillor Caro Wild	The SWRAWP is a technical working group with membership drawn from the 18 Mineral Planning Authorities
Sport Wales Community Chest	3 – Members (incl. relevant Cabinet Member + 2 Members	Councillor Peter Bradbury	Joint working with Sports Council for Wales re: allocation of grant funding.
Standing Advisory Council for Religious Education (SACRE)	8 – Members (relevant Cabinet Member)	Councillor Sarah Merry	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
Wales Council for Deaf People	1 – Member		To benefit & promote the welfare of the deaf & hard of hearing throughout Wales
Wales Council for the	1 – Member		To enable & empower visually impaired people

Name of Organisation	Council Representation	Nomination	Main aims and functions of the organisation
Blind			
Welsh Books Council	1 – Member		Funded by Welsh Government to develop and promote the publishing industry in Wales.
Willie Seager Memorial Homes Trust	2 – nominations as trustees		An independent charity that manages10 alms-house accommodation for single elderly and retired Merchant Seamen in Cardiff. *(No longer administered by the Council)*

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: **29 JUNE, 2017**

REPORT OF DIRECTOR OF GOVERNANCE & LEGAL SERVICES

CALENDAR OF MEETINGS 2017/2018

Reasons for the Report

1.   To seek Council approval of the calendar of meetings for the Municipal Year 2017 – 2018 and indicative dates for Full Council meetings during this administration based on the current cycle of meetings.

Background

2.   Annual Council at its meeting on 25 May 2017 approved an indicative calendar of meetings for the Council, Cabinet and Regulatory meetings from June 2017 to August 2017 in order to facilitate the transition arrangements for the new administration.

Issues

3.   Appendix A (marked to follow) sets out the calendar of Council, Cabinet and Committee meetings for 2017- 2018 municipal year.

4.   The calendar has been prepared on the basis of the Committee structure agreed at Annual Council on 25 May 2017, and in consultation with those Chairs appointed at Annual Council. Further discussions with Chairs of Committee to be appointed under Item 11 may necessitate an updated calendar to be circulated with the amendment sheet.

5.   The composite Calendar has taking into account outcomes of the survey of Members on the timing and cycle of meetings undertaken with the newly Elected Members in May 2017.

Legal Implications

7.   The Local Government (Wales) Measure 2011 requires the Council to survey its Members in respect of times and interval in which meetings of the local authority are held.

8.   The Council Procedure Rules provide that the Council's programme of all Council meetings shall be set by the Council.

Financial Implications

9.   There are no financial implications in this report

RECOMMENDATION

The Council

(1)   approves the calendar of all Council, Cabinet and Committee meetings for the municipal year 2017 - 2018 subject to any changes that will appear on the amendment sheet;

(2)   notes the indicative dates for future full Council meetings for the duration of this administration. .

DAVINA FIORE
Director of Governance and Legal Services
22 June 2017

The following Appendix is to follow:

Appendix A   Calendar of all Meetings 2017/2018