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## AGENDA

<b>Committee</b>	ENVIRONMENTAL SCRUTINY COMMITTEE
<b>Date and Time of Meeting</b>	TUESDAY, 3 OCTOBER 2017, 4.30 PM
<b>Venue</b>	COMMITTEE ROOM 4 - COUNTY HALL
<b>Membership</b>	Councillor Patel (Chair) Councillors Philippa Hill-John, Owen Jones, Lancaster, Lay, Mackie, Owen, Wong and Wood

*Time approx.*

### 1 **Apologies for Absence**

To receive apologies for absence.

### 2 **Declarations of Interest**

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

### 3 **Minutes** (*Pages 1 - 10*)

To approve as a correct record the minutes of the meeting held on 5 September 2017.

### 4 **Managing Food Hygiene in Cardiff** (*Pages 11 - 94*)

4.40 pm

- (a) Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling and Environment has been invited to attend the meeting and make a brief statement (if he wishes);
- (b) Officers from Shared Regulatory Services have been invited to attend, deliver a presentation and answer Members' questions;
- (c) Questions by members of the Committee

- 5      **Cardiff's Taxi Services** (*Pages 95 - 140*)      5.40 pm
- (a) Councillor Jacqueline Parry, Chair of Cardiff's Licensing & Public Protection Committees and Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment have been invited to attend the meeting and make a brief statement on the areas relevant to their portfolio of responsibility (if they wish);
- (b) Officers Shared Regulatory Services and City Operations Directorate have been invited to attend, deliver a presentation and answer Members' questions;  
Questions by members of the Committee.
- 6      **Member Briefing: First Cardiff Local Development Plan Annual Monitoring Report** (*Pages 141 - 348*)      6.40 pm
- (a) Principal Scrutiny Officer to talk Members through the report titled 'Member Briefing: First Cardiff Local Development Plan Annual Monitoring Report';
- (b) Members to note the content of the report titled 'Member Briefing: First Cardiff Local Development Plan Annual Monitoring Report' and decide on an approach to future scrutiny of the 'Local Development Plan Annual Monitoring Report'.
- 7      **Environmental Scrutiny Committee - Work Programme 2017/18** (*Pages 349 - 366*)      6.55 pm
- (a) Principal Scrutiny Officer to talk Members through the current content of the Environmental Scrutiny Committee Work Programme 2017/18;
- (b) Members will need to consider, suggest and agree future items for the Environmental Scrutiny Committee Work Programme 2017/18.
- 8      **Way Forward**      7.10 pm
- 9      **Date of next meeting**

**Davina Fiore**

**Director Governance & Legal Services**

Date: Wednesday, 27 September 2017

Contact: Graham Porter, 029 2087 3401, g.porter@cardiff.gov.uk

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ENVIRONMENTAL SCRUTINY COMMITTEE

5 SEPTEMBER 2017

Present: County Councillor Patel(Chairperson)  
County Councillors Philippa Hill-John, Owen Jones, Lay,  
Lancaster, Mackie, Owen, Wong and Wood

1 : APPOINTMENT OF CHAIRPERSON AND COMMITTEE MEMBERSHIP

The Committee noted that Council on 25 May 2017 appointed Councillor Ramesh Patel as Chair and the following Members to the Committee:

Councillors Philippa Hill-John, Jones, Lancaster, Lay, Mackie, Owen, Wong and Wood

2 : TERMS OF REFERENCE

Members were asked to note the Committee's Terms of Reference.

3 : APOLOGIES FOR ABSENCE

No apologies for absence were received.

4 : DECLARATIONS OF INTEREST

No declarations of interest were received.

5 : MINUTES

The minutes of the Environmental Scrutiny Committee of 14 February and 7 March 2017 were noted. The minutes of the Joint Scrutiny Committee held on 18 July 2017 were approved.

6 : MANAGING STREET CLEANLINESS & TOTAL STREET SCENE IN CARDIFF

The Committee received a report providing Members with a briefing on how the Council deals with litter, street cleansing and the total street scene in Cardiff and in particular, the various categories of litter; the resources available to tackle litter; the challenges of managing litter; litter management campaigns and recent Local Environmental and Management Systems (LEAMS) results.

Members were advised that the Council is tasked with managing litter in the city. This applies in the main to public spaces, however, in some instances the Council also has to take responsibility for cleansing private land. The main functions of litter management are carried out by Street Cleansing Service and Waste Enforcement and are delivered by the Council's Neighbourhood Services team.

On 6 July 2017 the Council published the 'Capital Ambition' document which set out the authority's commitments, including managing litter and street cleanliness. The four commitments relating to managing litter and street cleansing were set out in the report.

The Street Cleansing Service provides a number of statutory services including street cleansing, public bin emptying and the removal of fly-tipping. The service cleanses approximately 1088 km of carriageway and 1900 km of footway and empties approximately 1700 bins on a regular basis. In 2016/17 the service responded to 7,958 fly-tipping incidents, of which 7,827 were cleared within 5 working days. Members were asked to note that fly-tipping incidents reported an increase in incidents of 1,744 (approximately 28%) between 2015/16 and 2016/17. Despite the increase in reported incidents 98.35% of incidents were responded to within 5 working days.

The Street Cleansing Service employs 164 full time staff. The total costs of running the service during 2016/17 was £6,800,446, resulting in a net cost to the Council of £6,058,546. The cost of running the service has been reduced by 16.9% since 2011/12.

The Waste Enforcement Service is responsible for providing waste management related education and enforcement activities. In 2016/17 the service dealt with 19,847 cases. The service issued 2,075 fixed penalty notices in 2016/17. A summary of these cases and the fixed penalty notices issued was appended to the report.

The Waste Enforcement Service employs 41 members of staff. Six officers are temporary for 12 months and two officers are funded by the University. During 2016/17 the total cost of running the service was £1,099,383; this resulted in a net cost to the Council of £332,336. The net cost was supported by £415,000 grant monies and from £352,047 from fines. During the period 2011/12 to 2015/16 the income from fines increased from £26,012 to £352,047.

Members were advised that the powers available officers were reviewed by the Environmental Scrutiny Committee in March 2017. A copy of the report received by the Committee, a summary of the service and an update on a number of new developments was appended to the report at Appendix 2.

The main elements of the enforcement process are Education Awareness, Enforcement and Prevention and Processing and Transactions. All three parts have to complement each other to be effective. The majority of waste and environment enforcement issues fall under four broad headings, namely: Waste Presentation, Local Environment Quality (LEQ), Fly Tipping and Highways Licensing Enforcement.

Two teams within Neighbourhood Services issue fines for waste/environmental and highways licensing contraventions are the LEQ Team and Waste Team, the LEQ Team issue Fixed Penalty Notices (FPNs) for litter and dog fouling; and highway contraventions such as A-frames, street cafes, fly posting and scaffolding. The Waste Team issue FPNs predominantly for uncorrected presented waste.

The report included an overview of the main performance indicators used to measure street cleanliness: LEAMS – Local Environmental Audit and Management System surveys; and 2 established performance indicators – the Cleanliness Index and the percentage of Highways to a High or Acceptable Standard of Cleanliness. Appendix 3 to the report provided an illustration of the performance indicators results for the period July 2014 to July 2017.

Members were also advised that in September 2016 the Council launched the city-wide 'Love Where You Live' campaign, which aimed to improve the standard of street cleanliness in streets and neighbourhoods by engaging the support of local residents. The campaign initially focussed on the inner city wards of Grangetown, Canton, Cathays, Riverside, Plasnewydd, Adamsdown and Splott. Each ward was targeted for a one-week period with each of the wards being visited twice. The outer wards have also received visits for a shorter duration.

In terms of future proposals for the service, a number of new initiatives and service improvements were being considered, including: an emphasis on total street scene; an introduction of ward based total action plans; digitalisation of Neighbourhood Services Enforcement; enforcement of highway licences and the introduction of Public Space Protection Orders; delivering camera enforcement in relation to larger scale commercial/construction tipping; update on changes to small scale fly-tipping; volunteering and citizen engagement.

The Chairperson welcomed Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling and Environment, and Andrew Gregory, Corporate Director, to the meeting. Councillor Michael was invited to make a statement.

Councillor Michael thanked the Committee for the invitation to attend the meeting. Councillor Michael stated that street Cleansing was an important issue for citizens and he intends to provide improvements by putting processes in place to deliver cleaner streets.

The Councillor considered that it was important to consider the total street scene and not rely on the authority sending different teams of personnel to deal with different issues. New technologies will also assist in delivering service improvements.

Councillor Michael accepted that the authority will always face challenges from students, major events and commuters. The total street scene approach together with by engaging with communities on initiatives such as 'Love Where You Live' and 'The Big Sweep' the authority will deliver cleaner streets and less fly-tipping.

A zero tolerance approach to litter will be adopted. The public will have a role to play in helping move to a position whereby dropping of litter is deemed unacceptable. Education and enforcement will be used to encourage a change of culture in this respect.

The Director stated that the challenge was to make streets cleaner and yet, whilst targets are being met, the street scene still feels dirty. A range of issues such as trees, drainage, gulleys and signage are being addressed collectively under the total area assessment. It was also anticipated that closer engagement with Members and the community would lead to improvements. The Director recognised that there are a number of factors which impact on the street scene, and these factors are different in different parts of the city. It was questioned whether a generalised service was the most efficient way as there are different densities in different parts of the city.

Matt Wakelam, Operational Manager, Infrastructure and Operations delivered a presentation on Managing Street Cleanliness. Members were invited to comment, seek clarification or raised questions on the information received. Those discussions are summarised as follows:

- Members asked when the Ward Action Plans would be rolled out. Officers advised that Ward Action Plans would be piloted in January 2018, initially in a number of wards. There was also an opportunity to look at other funding streams, such as s106, as part of the plans.
- Members welcomed the Ward Action Plans. Officers were asked to explain how actions would be prioritised within wards. The Director advised that Wards Area Plans identify perceptions and balance these against the technical information available. The plans represent an agreement between a number of parties. It was accepted that some wards there will be more 'need'.
- Members noted that the number of dog fouling incidents was relatively low and asked whether officers were making efforts to increase this. Officers stated that it was difficult for officers to witness the act of dog fouling, but where they do action is taken. Councillors were invited to raise local issues of concern.
- Officers were asked to explain why the number of reported fly-tipping incidents in the city had increased by 28%. Members were advised that reports of litter received by C2C were often recorded as fly-tipping and this would skew the reported figures. Large events, such as the Champions League Final, also had an impact and had distorted the figures. The Cabinet Member stated that a strong definition of what constituted fly-tipping would assist matters.
- Members asked whether clean street audits were carried out at different times of the day and on different days of the week. Officers stated that audits should be random. Audits that are carried out as part of safety inspections can be at any time of the day. Officers are also able to collate data, such as the number of complaints, and the data can be used to identify trends. For example, there are likely to be litter problems after waste collections. Data can also be interrogated so that enforcement can be targeted in the future.
- Members recognised that there are particular issues in the Cathays ward which are related to the high numbers of students living in the ward. Referring to the high number of penalty notices issued in the Cathays ward, a Member asked whether students were being targeted because they are more compliant or whether enforcement officers were more efficient in the Cathays ward. The Committee was advised that efforts are made to contact all student households and provide advice on the correct way to present of waste. Education packs are provided and visits are recorded. If waste is subsequently presented incorrectly then fines may be issued. The Authority is supported by the University in getting the strong message across to students that if fines are not subsequently paid, a summons will be issued; it is a criminal matter and payments are made to the Courts.
- Members considered that as 659 Section 46 notices had been issued within the Cathays ward, the public perception may be that the authority is focussing its attention on that ward. A Member asked whether officers had considered other methods of enforcement, such as targeting the landlords of HMOs. The Cabinet Member stated that the authority was working with landlords as part of the education programme. Prosecutions need to be evidence based and it would therefore not be possible to fine landlords for offences which they did not commit.

- Members questioned why in some wards no offences were reported. Some Members considered that it was implausible that offences were not being committed in those wards and asked, therefore, whether offences were being investigated. The Director stated that there are clear differences in the activities taking place within different wards. Area Action Plans, if balanced correctly, will result in less activity in some wards and more activity in other wards.
- Members asked what could be done to reduce missed collections in the City Centre. Officers stated that the Council only collects 30% of the waste presented in the City Centre. The authority does work with other waste collectors. The City Centre Team provides a 24/7 service which will proactively respond to reports of missed collections.
- Members noted that the Cathays ward was subject to high levels of enforcement activity when compared to Plasnewydd; an area of similar composition and where similar waste enforcement problems were common. Members questioned whether Cathays was being targeted with more enforcement officers. An officer stated that serious problems often present themselves in the Cathays ward and no other wards were a problematic.
- The Committee requested further details with regard to the collection rate on notices issued. Officers agreed to provide details of the collection rate.
- A Member asked whether the authority held information on the origin of fly-tipping offenders. Officers indicated that small scale fly-tipping offenders were often local residents. Officers also considered that larger scale fly-tipping, such as construction waste, which is dumped on the periphery of the city may originate from outside the city limits.
- Members asked whether the authority was addressing potential waste presentation problems occurring in temporary accommodation in the city. Officers stated that individuals residing in temporary accommodation were often transient residents, such as asylum seekers. Their accommodation is Home Office funded. The authority has an agreement with Clearsprings, who pay the authority to collect waste and provide waste presentation advice in a number of languages and dialects. Problems as such accommodation is managed when it is reported.
- Residents are encouraged to report waste problems and it was anticipated that digitalisation would make reporting problems easier.
- The 7 additional enforcement staff referred to in the report were appointed using a one-off budget allocation. The additional officers have focused on delivering improved enforcement in relation to tables and chairs, skips, scaffolding and A-frames.
- The Committee asked officers to explain the reduction in LEAMS standards between September 2016 and May 2017. Officers advised that falls had occurred as a result of the annual Autumn leaf fall and changes to the LEAMS auditing process. Members were asked to note that, whilst the fall during this period was concerning, the overall trend in the data indicated that standards are improving. The Director stated that the authority was seeking a closer relationship between the measurement of cleanliness and people's perception. The Cabinet Member

asked whether a universal standard for cleanliness existed and would welcome further investigation by the Committee on this.

- A Member asked for the officers' views on sickness absence levels within the service. The Director stated that corporate policies were being rigorously applied.

RESOLVED – That the Chairperson writes on behalf of the Committee to the Cabinet Member to convey their comments and observations.

## 7 : MANAGING RECYCLING IN CARDIFF

The Committee received a report providing a briefing on the approach taken by the Council to recycle and process the waste material it collects in Cardiff. The report sought to highlight the statutory targets, available infrastructure, resources, challenges and responsibilities placed upon the Council. The Council must meet the statutory obligations placed upon it by legislation.

The Council's Waste Management Strategy 2011 helped to increase overall recycling rates from 39% in 2009/10 to 52% in 2012/13. However, in 2013/14 the authority fell short of the Welsh Government's 50% target. Preventative measures were required in future years to ensure that recycling targets were secured and cost efficiencies were maximised. In addition, the Council had to test its compliance with its duty to collect recyclable materials separately and obtain high quality recycling.

Therefore, the Waste Management Strategy 2015 was mindful of the need to meet recycling targets for 2017/18; outline the future position on the recycling collections methodology; seek cost reductions and deliver the most effective approach; secure high quality recycling; reduce the carbon footprint; and secure long-term regional working and partnerships for recycling; and to deliver waste minimisation, education and enforcement activities.

Members were advised that the Waste Management Strategy is reviewed every three years to ensure that it reflects current legislation and challenges. The seven core objectives underlying the strategy were summarised in the report. The strategy is broken down into a number of implementation phases. Each phase has been the subject of a detailed business plan and budget approval. A summary of each of the five phases was also set out in the report.

Members were reminded of the financial risk for failing to reach recycling targets. If no changes are made to the delivery of Council recycling, then there was potential for fines to equate to over £21 million between now and 2020.

There has also been a change in EU legislation that related to recycling and waste collections, as set out in the Waste Framework Directive 2012 and subsequently the Waste (England and Wales) (Amendment) Regulations 2012. The regulations outlined the need for separate waste collections of waste paper, metal, plastic and glass, or to demonstrate that the collection methods used could achieve high quality recycling, whilst also being the best technical, environmental and economically practicable solution (TEEP).

The Welsh Government set out its preferred approach to collections in 'the collections blueprint' and failure to adhere to this blueprint could possibly result in the loss of grant funding which is currently worth over £7 million to the authority per

annum. The TEEP business case must be benchmarked against a kerbside sort box solution as the EU and Welsh Government determined this method to be the optimum solution.

The Council developed robust evidence and data modelling around its decision to use co-mingled collections. The main areas that the Council considered in its evidence base were set out in the report. The Council also considered the health and social impacts of its collection method.

The report included details of the current collection schedule and an overview of recent waste collection changes, such as the expansion of the wheeled bin programme and the introduction of the 140 litre bin for general waste.

Members were advised that Household Waste Recycling Centre (HWRC) provide facilities for the disposal of a range of recyclable materials and waste. HWRCs recycle just over 60% of the materials that they receive. The Council has two purpose built sites at Lamby Way and Bessermer Close. In addition, the Wedal Road site remains open until re-use provisions are in place.

The Council currently processes and recycles much of its collected waste through the following infrastructure:

- Materials Reclamation Facility (MRF)
- Cardiff Energy Recovery Facility (ERF) -
- Kelda Organic Energy
- Household Waste Recycling Centres

Regional working through joint procurements have been successful and by combining together on projects such as Prosiect Gwyrdd, the Cardiff and Vale organics procurement and regional procurement contracts authorities are able to share resource costs and secure better gate fees through economies of scale. Welsh Government also supports more regional working to secure longer term cost savings. Whilst regional approaches exist for residual waste, food and green waste there remains a gap in the market for recyclable materials.

It is proposed that through partnership with the Welsh Government and neighbouring authorities, the Council will explore the feasibility of a regional recycling facility. The main objectives of the facilities will be to secure future recycling capacity in the region; to deliver high quality materials for the market place; to provide a flexible processing facility for all dry recyclable materials; and to provide economies of scale to deliver cost effective processing and maximise income potential for the region.

The report also provided Members with a summary of the recycling performance indicator results from 2012/13 to 2015/16.

The Chairperson invited Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling and Environment to make a brief statement. Councillor Michael stated that the Cardiff tops those core cities with a recycling rate of 58% thanks in the main to widespread public support for recycling. The volatility of the recycling markets remains a challenge for the authority. In the future the service will focus on improving the quality of recycled materials, regional collaboration and the best collection methods.

Pat McGrath, Operational Manager, Infrastructure and Projects and Jane Cherrington, Operational Manager, Strategy and Enforcement were invited to deliver a brief presentation on recycling drivers and challenges. Members were invited to comment, raise questions or seek clarification on the information received. Those discussions are summarised as follows:

- Members noted that the total waste collected during 2015/16 had increased by 7000 tonnes. Officers indicated that increases in the commercial waste stream and a number of large events in the city had increased the tonnages collected.
- Members asked what lessons had been learnt during the implementation of previous changes to waste collections. Officers stated that the way the authority communicates with the public has changed and there was now a reliance on social media. It was also recognised that more 'up front' public consultation was necessary.
- The Committee noted that HWRC facilities were performing well. Officers were asked what proposals were being considered to increase recycling rates further. The Cabinet Member stated that the authority was aiming for a 100% recycling rate. The Cabinet Member believed that small HWRCs offer a limited service but large purpose built facilities, such as the Lamby Way site, which are able to offer a wide range of services and yet still be accessible, are the way forward. The administration was still considering options for increasing the number of HWRCs in the city.
- Responding to a question from the Committee, the Cabinet Member indicated that discussions with neighbouring authorities were being held and that there may be scope for a joint approach to, for example, collecting for energy from waste. However, these were complex discussions.
- Members were advised that wheeled bin collections produce less waste and less litter, but these are only possible in certain parts of the city. Different collection methods would be considered and the authority is to trial the separation of glass in the near future. The Committee debated this proposal. Some Members considered that further separation of recycling, such as in the kerbside sort methods used by some authorities, was not practicable in Cardiff and would fail to gain public support. Other Members considered that the public would support such a move. The Cabinet Member stated that the same arguments were put when green bin collections were first introduced and when black bins were reduced in size. He considered that the public would support any proposals that would further increase in the net amount of waste being recycled.
- Members asked what initiatives were in place to encourage recycling culture in schools and school children. Officer stated that the 'Really Rubbish Campaign' was in its 10<sup>th</sup> year and was taken to all schools in the city, with the express aim of promoting recycling.
- A Member asked what was being done to reduce waste or reuse unwanted goods. Officers stated that waste minimisation does not count towards recycling targets. However, programmes such as home composting were in place. The social benefits of reducing waste and re-use were recognised but currently there

was not a significant impact on performance.

- Members recognised the challenge associated with waste collections from residents in blocks of flats. Space and storage problems were a major concern. Further education and enforcement was necessary as it only takes one resident to contaminate the waste stream. Officer accepted that there is further work required.
- Members asked why the provision of recycling bags was restricted. Officers stated that it was estimated £1 million had been lost under the previous system as there was no control and limitless number of recycling bags were given to anyone. Recycling bags are still available at all Council buildings and can be ordered online.
- Members asked how the 60% recycling figure at HWRCs compared with other local authorities in Wales and whether officers have considered displaying recycling figures to members of the public at HWRCs. Officers stated that the 60% figure was low down the league table. Signage was currently being erected and figures will be displayed in the near future.

RESOLVED – That the Chairperson writes on behalf of the Committee to the Cabinet Member to convey their comments and observations.

#### 8 : ENVIRONMENTAL SCRUTINY COMMITTEE - DRAFT WORK PROGRAMME 2017/18

Members received the Committee's draft work programme for 2017/18. The Principal Scrutiny Officer invited comments on the work programme. Members welcomed the work programme and were broadly supportive of the topics included.

Expressions of interest were sought from Members who may be interested in participating in the Air Pollution Task and Finish Group. The Principal Scrutiny Officer agreed to circulate an email providing some clarification of the Task and Finish Group process and seeking participants.

AGREED – That the Environmental Scrutiny Committee Work Programme 2017/18 be approved.

#### 9 : DATE OF NEXT MEETING

Members were advised that the next Environment Scrutiny Committee is scheduled for 3 October 2017.

The meeting terminated at 8.00 pm

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**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**ENVIRONMENTAL SCRUTINY COMMITTEE**

**3 OCTOBER 2017**

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**MANAGING FOOD HYGIENE IN CARDIFF**

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**Reason for the Report**

1. To provide Members with a briefing on the approach taken by Shared Regulatory Services to manage food hygiene in Cardiff on behalf of the Council. In doing so the item will highlight:
  - The role, responsibilities and challenges facing Shared Regulatory Services in managing food hygiene in Cardiff;
  - The aims and objectives of Shared Regulatory Services in terms of managing food hygiene in Cardiff;
  - Performance targets facing Shared Regulatory Services for managing food hygiene in Cardiff;
  - The resources available to Shared Regulatory Services for managing food hygiene in Cardiff.

**Background**

2. Shared Regulatory Services is the recently created collaborative service formed between Bridgend, Cardiff and the Vale of Glamorgan Councils in May 2015. Shared Regulatory Services delivers a fully integrated service under a single management structure for Trading Standards, Environmental Health and Licensing functions with shared governance arrangements ensuring full elected member involvement.
3. Local authorities have a duty to enforce the Food Safety Act 1990, the Official Food and Feed Controls (Wales) Regulations 2009 and a vast array of food and feed legislation including the Food Hygiene (Wales) Regulations 2006 and as part of the

Food Standards Agency's Framework Agreement are required to produce a Food and Feed Service Plan setting out the arrangements in place to discharge this duty.

4. To help address the requirements of the various pieces of food legislation and to ensure that food hygiene is efficiently managed Shared Regulatory Services has created a document titled 'Shared Regulatory Services – Food & Feed Law Service Plan 2017/18(Draft)'; a copy of this document is attached as **Appendix 1**.
5. **Appendix 1** is designed to inform residents, the business community and the wider audience, of the arrangements Bridgend, Cardiff and the Vale of Glamorgan has in place to regulate food safety. It also shows how these activities contribute to and support others in delivering corporate objectives to the community as a whole. **Appendix 1** details how Shared Regulatory Services will fulfil the major purpose of ensuring the safety and quality of the food chain to minimise risk to human and animal health. To achieve this, officers provide advice, education and guidance on what the law requires, conduct a programme of interventions, investigations, sampling and take enforcement action where appropriate. **Appendix 1**, therefore, is designed to both meet the requirements laid down by the Food Standards Agency and to clearly show how through encouragement, regulation and enforcement, food safety will be delivered across the region and the resources available to do this.

### **Aims & Objectives**

6. Shared Regulatory Services is responsible for and committed to improving the safety and quality of the food chain and so to help achieve this has adopted the following twelve aims and objectives:
  - To meet the 'The Standard' outlined in the Framework Agreement on Local Authority Food Law for enforcement of food hygiene, food standards and/or feed legislation;
  - To ensure that all food and feed premises receive an intervention in accordance with relevant statutory codes of practice;
  - To investigate food and feed complaints;
  - To develop Primary Authority partnerships with businesses and respond to enquiries from other enforcing authorities;

- To provide advice to consumers and business on food and feed matters and respond to all enquiries for service within specified target times;
- To maintain an adequate food and feed inspection and sampling programme;
- To ensure that food and feed imported into the European Union through the Port of Cardiff, Barry and Cardiff International Airport meet legal requirements and are subject to checks;
- To control and investigate sporadic and outbreak cases of food poisoning and food related infectious disease;
- To investigate, initiate and respond to food alerts and incidents;
- To work with other food and feed authorities and professional bodies to ensure consistency of food and feed safety enforcement;
- To promote food and feed safety and standards;
- To take appropriate enforcement action proportionate to the degree of risk to public health.

### **Links to Corporate Objectives & Strategic Plans**

7. As a regional organisation providing regulatory services across three local authority areas, Shared Regulatory Services places the corporate priorities and outcomes of the three councils at the heart of its operations. In developing the strategic priorities for Shared Regulatory Services the service has considered the priorities of all the three authorities, together with the needs and aspirations of our partners and customers so they translate into priorities that meet local needs. The following strategic priorities are particularly relevant to the delivery of the food and feed controls:

- **Improving Health & Wellbeing** – Amongst other factors impacting on health, the quality of the food we eat, the standards to which it is produced and the environment in which it is prepared, are central to people's health. Food hygiene and food standards enforcement strives to ensure that food and drink is accurately described and labelled, meets the required food standards and is prepared in a safe environment. Food hygiene controls and inspections seek to minimise the risk to consumers of food borne infection.

- **Safeguarding the Vulnerable** – The role of the food service plays a vital part in safeguarding the vulnerable particularly in relation to educational and care homes settings. Good nutrition and safe food are essential to everyone’s short and long term health and wellbeing which is further enhanced in terms of vulnerable adults and children. The enforcement of food regulations ensures that food provided in these settings are safe, therefore protecting our vulnerable residents.
- **Supporting the Local Economy** – The provision of timely advice and guidance on food safety and food standards legislation can benefit the economic viability of businesses. Failure of a food producer to correctly label foods can, for example lead to costly re-labelling of inaccurately described foods and it is essential for producers to be fully acquainted with the legislation that applies to their products and the hygiene standards they need to comply with when producing the food. The equitable enforcement of regulations helps to maintain a level playing field, allowing businesses to compete on equal terms.

## **Organisational Structure**

8. The teams within Shared Regulatory Services responsible for food and feed hygiene provide a comprehensive food and feed service combining education, advice and enforcement. The scope of the work they deliver includes:
  - Provision of education, training and advice on food and feed issues;
  - Undertaking of food hygiene, food standards, feed and agricultural inspections;
  - Investigating complaints;
  - Implementing the Food Sampling programme;
  - Implementing the FSA Feed Sampling Programme;
  - Investigating cases of communicable disease including food poisoning;
  - Responding to Food Standards Agency alerts as appropriate;
  - Implementing the National Food Hygiene Rating Scheme;
  - Port health;
  - Approval of product specific establishments and feed businesses.

## **Food Safety – Service Demands**

9. The total area covered by Shared Regulatory Services has approximately 5,928 food premises with Bridgend having approximately 1,294 premises, Cardiff approximately 3,325 premises and the Vale of Glamorgan 1,309. A table setting out the profile of the food premises can be seen on page 10 of **Appendix 1**. Shared Regulatory Services has the responsibility for monitoring these to ensure that they meet the required food hygiene standards.

## **Enforcement Policy & Food Hygiene Interventions**

10. Fair and effective enforcement is essential to protect the economic, environmental and social interests of the public and business. Decisions about enforcement action and in particular the decision to prosecute, has serious implications for all involved and for this reason, Shared Regulatory Services has adopted a Compliance and Enforcement Policy.
11. The Compliance and Enforcement Policy sets out the standards that will be applied by the Service when dealing with issues of non-compliance, and what residents, consumers and businesses can expect. Such a policy helps to promote efficient and effective approaches to regulatory inspection and enforcement, and balances the need for improvement in regulatory outcomes with minimising unnecessary burdens on business.
12. Traditionally based upon the principles of the Enforcement Concordat and the Regulators Compliance Code, local authority Enforcement Policies must now reflect the Regulators Code of 2014 and the regulatory principles required under the Legislative and Regulatory Reform Act 2006. The Regulators Code is based upon six broad principles:
  - Regulators should carry out their activities in a way that supports those they regulate to comply and grow;
  - Regulators should provide straightforward ways to engage with those they regulate and hear their views;
  - Regulators should base their regulatory activities on risk;
  - Regulators should share information about compliance and risk;

- Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply;
  - Regulators should ensure that their approach to their regulatory activities is transparent.
13. It is the policy of Shared Regulatory Services to ensure that food and feed businesses within its jurisdiction receive interventions, for example, inspections in accordance with the Food Law and Feed Law Codes of Practice and Practice Guidance. This requires local authorities to have a programme of interventions which is adequately resourced and provides sufficient information to show that businesses are complying with food law.
  14. The planned programme for food hygiene interventions programme is based on the requirements of the Code of Practice and Practice Guidance. Following inspection all food businesses are risk rated from A (highest risk) to E (lowest risk). A suitable intervention is required in accordance with that risk rating.
  15. Official controls are required at prescribed frequencies for risk categories A-C and category D premises. However, Category D interventions can alternate between an official control, for example, a full inspection, and a visit by a non-Environmental Health Officer.
  16. Low risk food premises (Category E) need not be subject to an official control, however, they must be subject to an alternative enforcement strategy not less than once in any three year period, this could include a postal questionnaire.
  17. When a full inspection is completed as an intervention on an establishment a risk assessment will be made based on the Officer's findings. This will result in some movement of food businesses between the different risk categories. Food Establishments with improved performance will move to a lower risk category and under-performing businesses will move to high risk categories and receive more frequent interventions.
  18. Since the Food Law Practice Guidance (Wales) was revised in February 2012 all new food businesses should receive an inspection within 28 days of opening.

19. While the Code of Practice allows some lower rated businesses to be subject to interventions other than a full inspection, the introduction of the Food Hygiene Rating Act means that in order to be given a hygiene rating, food businesses within scope of the Act need to have received a full inspection. For 2016/17 the chosen interventions were as follows:

- **A – C Rated Food Businesses** - 100% of A and B rated food businesses were subject to a full inspection. 90% of C rated food businesses due an intervention were targeted to receive either a full inspection or verification visit. Of the 90% target, food businesses that were not broadly compliant and do not have a food hygiene rating of 5 were subject to inspection..
- **D Rated Food Businesses** - D rated food establishments can alternate between a full inspection and a non official control, for example, an information gathering visit using a questionnaire. No new risk rating or food hygiene rating score is permitted from a non official control.
- During 2017/18 interventions to D rated food businesses (who have not received a questionnaire for previous inspection) will receive an information gathering visit questionnaire by Technical Officer employed in the service. The questionnaire will be used to assess whether there had been changes to the food business that would increase the risk posed to the consumer. If at the time of the verification visit there is a concern that the level of food safety had deteriorated, or the food operation had changed, then the intervention was referred to a competent officer for a full inspection. It is anticipated that there would be an additional requirement for inspections as a result of change of ownership and nature of operation.
- **E Rated Food Businesses** - E rated food businesses may be subject to an alternative enforcement strategy only, i.e. a postal questionnaire. (No new risk rating or food hygiene rating score is permitted from this type of intervention). The information received allows assessment of the current level of compliance with food hygiene legislation and highlight any changes to the business. Where changes in management, activities or serious deficiencies were identified inspections were undertaken. During 2016/17 the service implemented the use of

an alternative enforcement strategy for E rated food establishments, this was completed by Technical Officers within the service who were unable to inspect.

- **New Businesses** - Unrated food establishments were subject to a full inspection. These are undertaken within 28 days of their opening. Cardiff has a high turnover of business ownership which presents a challenge for the Food and Port Health Team over and above the routine inspection programme. During 2016/17 new premises were identified in Cardiff (416), Bridgend (194) and the Vale of Glamorgan (140). Issues are encountered across the three areas due to unnecessary resources being spent on visiting new businesses that failed to open for trade on their initial specified date. This had an adverse effect on the ability to complete the inspection within 28 days of the programmed inspection date.

### **Key Performance Indicators**

20. In recent years the main food hygiene performance indicator reported to the Environmental Scrutiny Committee has been PAM/023 (previously known as PPN/009). This measures the percentage of food establishments which are 'broadly compliant' with food hygiene standards and is measured using the following guidance:

*The assessments of food establishments' level of compliance with food law are based on the risk rating system set out in Annex 5 of the Food Law Code of Practice (Wales 2008). For a food business to be "broadly compliant" in terms of food hygiene it must attain a score of no more than 10 points for each of the following three factors:*

- (a) Level of current compliance with statutory obligations on, (i) hygiene requirements (including food handling practices and procedures and temperature controls) and (ii) structural requirements (including cleanliness, layout, condition of structure, lighting, ventilation, facilities etc);*
- (b) Confidence in management/control systems.*

*In terms of food hygiene and structure a rating score of 10 is defined as - "...some non-compliance with statutory obligations and industry codes of recommended practice. Standards are being maintained or improved."*

*For confidence in management/control procedures a score of 10 is defined as – “satisfactory record of compliance. Access to and use of technical advice either in-house, from trade associations and/or from Guides to Good Practice.*

*Understanding of significant hazards and control measures in place. Making satisfactory progress towards a documented system/procedures commensurate with type of business.”*

*Factors that will influence the inspector's judgement in terms of confidence in management include:*

- *The "track record" of the company, its willingness to act on previous advice and enforcement and the complaint history;*
- *The attitude of the previous management towards hygiene and food safety;*
- *The hygiene and food safety technical knowledge available to the company (internal or external), including hazard analysis/HACCP and the control of critical points, satisfactory HACCP based procedures.*

21. The 2017/18 target for PAM/023 is 93%; during Quarter 1 2017/18 Cardiff achieved a score of 92.71%. The 2016/17 target for PAM/023 was 1% higher at 94%. The results for 2016/17 and 2017/18 are set out in **Table 1**.

**Table 1 – PAM/023 Results 2016/17 & 2017/18**

<b>Period</b>	<b>Target</b>	<b>Result</b>
<b>Quarter 1 - 2017/18</b>	93%	92.71%
<b>Quarter 4 - 2016/17</b>	94%	90.74%
<b>Quarter 3 - 2016/17</b>	94%	92.73%
<b>Quarter 2 - 2016/17</b>	94%	93.09%
<b>Quarter 1 - 2016/17</b>	94%	93.51%

22. The results for PAM/023 indicate that Cardiff has very narrowly missed target for the last five quarters. The result for Quarter 2 2017/18 is due to be published on the 15<sup>th</sup> October 2017.

### **Food Hygiene Rating (Wales) Act 2013 Food Hygiene Rating (Wales) Act 2013**

23. The Food Hygiene Rating (Wales) Act 2013 was introduced in November 2013. It requires all relevant food businesses to display their food hygiene rating sticker in a prominent place at the establishment so that prospective customers can clearly identify the food hygiene score achieved. The scheme was also extended in November 2014 to trade to trade businesses and now, following inspection these businesses are provided with a rating which they must display.
24. The scheme has been deemed a success and has raised public awareness of food hygiene in Wales; in turn this has increased food safety standards across the industry. All food establishments receive a score ranging from 5 to 0 (5 being the highest score and 0 being the lowest). **Appendix 2** attached to this report lists the 125 food establishments in Cardiff currently scoring 0 or 1. The total number of food establishments scoring 0 or 1 in September 2017 was 125 (13 scored 0 and 112 scored 1); this was one lower than the June 2017 score of 126 (13 scored 0 and 113 scored 1). Only three of 13 food establishments scoring 0 in June 2017 still scored 0 in September 2017.
25. The Food Hygiene Rating Scores are publically available and can be found by visiting: <http://ratings.food.gov.uk/authority-search/cardiff>
26. Since November 2016 takeaways in Wales have been required to include a bilingual statement on leaflets or flyers such as takeaway menus telling consumers where they may find details of the food hygiene rating on the website of the Food Standards Agency. There is a need for enforcement and promotion of this new requirement in addition to the ongoing enforcement of the requirement to display a rating sticker. This means service of a fixed penalty notice or possibly prosecution. The service also continues to deal with appeals against ratings and carry out re-rating visits following applications from food business owners that have made improvements. During 2015/16 the Service received 200 requests for re-rating in

Bridgend (17) Cardiff (130) and the Vale of Glamorgan (53). Re-ratings must be undertaken within three months of the request.

## **Resources**

27. The estimated overall Shared Regulatory Services financial budget for food and feed safety for 2017/18 is £3,520,442. The Cardiff allocation came to a net figure of £1,968,050. The Cardiff figure included a cost of £1,748,639 for staffing, £35,507 for travel / subsistence, £44,231 for sampling, £139,673 for supplies and services.
28. The overall total FTEs dealing with food hygiene issues across Shared Regulatory Services for 2017/18 is was 34.09; from this total 19.45 are apportioned to work in Cardiff.

## **Support for Food Businesses**

29. **Food and Safety News** – The Service’s commitment to advising and supporting food businesses to achieve legal compliance and the highest possible standards resulted in the development of a twice yearly newsletter aimed at food businesses to inform, educate and advise on responsible food safety and health and safety across Bridgend, Cardiff and the Vale of Glamorgan. The first edition offered advice on how to keep customers and staff safe, provided guidance on food allergens, less than thoroughly cooked burgers and how to achieve a high food hygiene rating.
30. In order to improve standards in new food businesses every new business that registered with SRS received a letter detailing the food hygiene rating scheme and the matters to be addressed in order to achieve a food hygiene rating.
31. **Advice visits and training** - Shared Regulatory Services has introduced a paid for advice service and training service to facilitate savings and increase the range and availability of what is available. A fee of £102 +VAT is charged for a 2 hours on site advice visit tailored to the businesses needs with a follow up written report. Courses currently offered include Level 2 and 3 Food Safety Training Courses with a HACCP course currently being developed.

32. **Website** - In addition development of the Shared Regulatory service website is aimed to assist local businesses in sourcing relevant information for their successful operation.
33. **Breakfast Forum** – SRS hosted a breakfast forum for food businesses at a packed ‘Principality Stadium’ in February to give businesses advice on how best to meet standards. The forum gave food businesses across Bridgend, Cardiff and the Vale of Glamorgan an insight into the advice and support services available in areas such as food hygiene, health and safety, allergens and food labelling. Attended by more than 100 businesses from coffee shops to restaurants, hotels, nurseries and caterers, delegates received tips on scoring a high food hygiene rating, the importance of understanding allergens and how to keep staff and the public safe in a food establishment. The Services also highlighted the tailored advice services available via a consultancy basis or Primary Authority Partnership which can include staff training, auditing of terms, conditions, policies and procedures and mock food hygiene inspections to better prepare businesses for the real thing. Feedback from the event was very positive with 95% of attendees who responded to the survey believing that the event would help them improve standards of compliance in their business.

### **External Factors Affecting Food Hygiene**

34. Shared Regulatory Services faces a number of challenges in managing food hygiene in Cardiff. Some of the main challenges are set out below:
- **Events** – Cardiff’s Capital City status brings with it extra demands and challenges. The City hosts many outdoor events across a wide range of venues. The time spent planning, organising, monitoring events and inspecting and sampling at food premises during events each year is significant. The Enterprise & Specialist Services (Industry) team attend the Events Liaison Panel/Safety Advisory Groups in all three authorities and co-ordinates the work and responses for Shared Regulatory Services.

**Developing the New Service** - The creation and development of Shared Regulatory Service across three distinct areas, together with the implementation

of a new leaner structure and different ways of working has presented many challenges for the Service and its workforce. This change continues as we harmonise processes and implement new technology all of which requires changes in culture, working methods, and staff development in addition to delivering “business as usual”.

Notwithstanding this there has been clear benefits for business, staff and stakeholders as we attempt to reduce burdens on local businesses by reducing the number of visits and improving advice and support services and harmonising regulatory controls between the regulatory functions. We will continue to seek opportunities to enhance and extend the technical capabilities of staff, provide improved access for all partners to new and/or scarce skills and very importantly allow the collaborative authorities to achieve required budget savings.

- **Tascomi Database** – The implementation of a shared database across the 3 authorities to replace 4 versions of Civica was crucial to the development of SRS as an integrated shared service. The new Tascomi database was implemented in February 2017 and required considerable work to prepare and migrate data across to the new system. The system is now operational however work continues to ensure the system is fit for purpose and fully embedded within the service .
- **Financial** – The overall budget for the Shared Regulatory Service has been provided by the three authorities. The service has realised the full savings anticipated by the business case agreed in 2015.

Income streams already exist within the Service however there will be a need to extend these opportunities to meet the target set for 2017/18. Income generation provides a means to offset some of the likely budget reductions that the service will face over the next three years and will be generated through a number of activities. This includes the development of products and services that can be sold to businesses, offering to provide services to other local authorities and could include expanding the partnership to include new partners.

Income generation is not an answer in itself and cannot be used to generate a profit. Consequently income generation may not be sufficient to prevent

reductions in service delivery, but may allow the service to maintain service delivery at existing levels.

Welsh Ministers agreed the sum of £490,000 should be removed from the Revenue Support Grant (RSG) on a recurrent basis from 1 April 2015 in order to fund, the delivery of the feed service across Wales and this is administered by Food Standards Agency (FSA) Wales. In 2016/17 Shared Regulatory Services was allocated £25,020.08 and claimed a total of £20,992.58 to carry out interventions at feed premises.

Shared Regulatory Service has been allocated £20,440 in 2017/18 to carry out interventions at feed premises. This funding is ring-fenced for delivery of the feed service.

- **Food Hygiene Rating (Wales) Act 2013** – The introduction of the Food Hygiene Rating (Promotion of Food Hygiene Rating) (Wales) Publicity Regulations 2016 introduced a new requirement for all businesses that supply takeaway food directly to consumers to include a bilingual English and Welsh statement on their takeaway menus. The Food Standards Agency (Wales) have required a graduated approach to its enforcement and in the coming months checks and follow up enforcement action will be completed to ensure a level playing field for all within the area. The service will further promote and enforce these regulations following complaints from consumers or following routine inspections.

Under this Act, the service is also required to deal with a number of appeals from businesses against the food hygiene rating awarded following an inspection by our Officers. This can have a significant impact on resources as they can take many hours to consider and may also require a revisit to the business concerned. The number of appeals by the service currently represents 39% of the total number of appeals received across all 22 local authorities in Wales. During 2016/17 the Service received 276 requests for re-rating (49 Bridgend, 216 Cardiff and 11 Vale of Glamorgan) which must be undertaken within 3 months of the request and 43 appeals (11 Bridgend, 21 Cardiff and 11 Vale of Glamorgan).

- **Regulating our future** – The Food Standards Agency (FSA) are currently consulting on changes to the food hygiene and food standards inspection model

and regulatory framework. It will be important that SRS engages with the FSA in relation to these proposals to ensure that we are involved in its design.

Furthermore any modifications to the current regime will involve many changes to the way food hygiene and food safety is delivered by SRS and it will be important to prepare for these alterations as they emerge.

- **Food with a twist** – As the trend for eating out continues to gain momentum, businesses develop new culinary products to attract customers. Over the years the Service has seen the introduction of less than thoroughly cooked burgers, cooking by sous vide, balut eggs, production of billtong, placenta products, etc. All of these products require the consideration of additional food safety controls and often where these controls are not suitably implemented, appropriate enforcement action must be taken by the service.
- **New Food Law Code of Practice** - The introduction of a new code of practice which governs the work of the food service continues to be considered by the FSA. If implemented it is likely to introduce onerous and time consuming requirements on lead food officers around ensuring and maintaining the competence of enforcement officers.
- **Review and Audit** - The Food Standards Agency are undertaking a review of each local authority in Wales in respect of its implementation and enforcement of the Food Hygiene Rating (Wales Act 2013) over the last 3 years. A number of reports will be required to be prepared for the initial review which will impact on workloads. Following completion of the review half a dozen local authorities will be identified for further audit.
- **Food Information Regulations** – These Regulations have a substantial effect on all food businesses. Takeaways for example, now have to declare all applicable allergens in their food. The Regulations also have a significant impact on caterers who hitherto have been exempt from many labelling requirements so there is a considerable resource issue in educating and enforcing the requirements and ensuring that food businesses have incorporated suitable control measures within their food safety management systems to prevent the cross contamination of food with allergens if allergen free claims are made. In order to address this issue, food

premises will continue to be targeted with advice and working in partnership with the FSA to increase awareness of the requirements.

- **Food Fraud** – Economic decline has resulted in an increase in food fraud with unscrupulous traders endeavouring to save money by placing food on the market that fails to meet food safety requirements and poses a risk to public health. Inspections of food premises in 2016/17 have highlighted a number of issues including substituting smoked ham for parma ham, cheese analogue (synthetic products) on pizzas instead of real cheese and mechanically recovered turkey ham as a substitute for ham.

### **Way Forward**

35. Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment has been invited to attend for this item. He will be supported by officers from Shared Regulatory Services.

### **Legal Implications**

36. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **Financial Implications**

37. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

## **RECOMMENDATION**

The Committee is recommended to:

- i. Note the contents of the attached report;
- ii. Consider whether they wish to pass on any comments to the Cabinet following scrutiny of the item titled 'Managing Food Hygiene in Cardiff'.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**27 September 2017**

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# Shared Regulatory Services



Food Hygiene  
and Standards

## Food and Feed Law

## Service Plan 2017/18



Shared  
**Regulatory**  
Services



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# Introduction

Shared Regulatory Services (SRS) is a collaborative service formed between Bridgend, Cardiff and the Vale of Glamorgan Councils on 1<sup>st</sup> May 2015. The new Service delivers a fully integrated service under a single management structure for Trading Standards, Environmental Health and Licensing functions with shared governance arrangements ensuring full elected member involvement.

Local authorities have a duty to enforce the Food Safety Act 1990, the Official Food and Feed Controls (Wales) Regulations 2009 and a vast array of food and feed legislation including the Food Hygiene (Wales) Regulations 2006 and as part of the Food Standards Agency's Framework Agreement are required to produce a Food and Feed Service Plan setting out the arrangements it has in place to discharge this duty. This Food and Feed Law Enforcement Service Plan, is produced in response to that requirement and is designed to inform residents, the business community and the wider audience, of the arrangements Bridgend, Cardiff and the Vale of Glamorgan has in place to regulate food and feed safety. It also shows how these activities contribute to and support others in delivering corporate objectives to the community as a whole.

The Service Plan details how the Food and Feed Service will fulfil the major purpose of ensuring the safety and quality of the food chain to minimise risk to human and animal health. To achieve this, officers from the Shared Regulatory Service will provide advice, education and guidance on what the law requires, conduct a programme of interventions, investigations, sampling and take enforcement action where appropriate. This Plan is therefore designed to both meet the requirements laid down by the Food Standards Agency and to clearly show how through encouragement, regulation and enforcement, food safety will be delivered across the region and identifies the resources available to do this.

**Christina Hill**  
**Operational Manager Commercial Services**

# 1. Service Aims and Objectives

## 1.1 Aims and objectives

The Food and Feed Safety Service is committed to improving the safety and quality of the food chain and to demonstrate this, the Service has adopted the following aims and objectives.

The overall aim of the Service is to:-

***Protect public health by ensuring that food for human or animal consumption is without risk to the health and safety of consumers, and is labelled and described accurately.***

To achieve this, the service has adopted the following 12 key delivery priorities:-

- Meet the 'The Standard' outlined in the Framework Agreement on Local Authority Food Law for enforcement of food hygiene, food standards and/or feed legislation.
- Ensure that all food and feed premises receive an intervention in accordance with relevant statutory codes of practice.
- Investigate food and feed complaints.
- Develop Primary Authority partnerships with businesses and respond to enquiries from other enforcing authorities.
- Provide advice to consumers and business on food and feed matters and respond to all enquiries for service within specified target times.
- Maintain an adequate food and feed inspection and sampling programme.
- Ensure that food and feed imported into the European Union through the Port of Cardiff, Barry and Cardiff International Airport meet legal requirements and are subject to checks.
- Control and investigate sporadic and outbreak cases of food poisoning and food related infectious disease.
- Investigate, initiate and respond to food alerts and incidents.
- Work with other food and feed authorities and professional bodies to ensure consistency of food and feed safety enforcement.
- Promote food and feed safety and standards.
- Take appropriate enforcement action proportionate to the degree of risk to public health and in accordance with the Food Hygiene Rating Scheme.

## 1.2 Links to Corporate Objectives and Strategic Plans

As a regional organisation providing regulatory services across three local authority areas, we place the **corporate priorities** and outcomes of the three councils at the heart of all that we do (Appendix E). In developing our own strategic priorities and outcomes for Shared Regulatory Services, we have considered the priorities of all the three authorities, together with the needs and aspirations of our partners and customers so they translate into priorities that meet local needs.

### Our priorities



### Our outcomes

Improving health and wellbeing	Safeguarding the vulnerable	Protecting the environment
<ul style="list-style-type: none"> <li>• The food chain is safe and free from risks;</li> <li>• Risks in the workplace are managed properly;</li> <li>• Noise and air emissions are controlled;</li> <li>• A safe trading environment is maintained;</li> <li>• Licensed premises operate responsibly;</li> <li>• The quality of private rented property is improved;</li> <li>• Infectious disease is controlled and prevented.</li> </ul>	<ul style="list-style-type: none"> <li>• Children are protected from harmful substances and products;</li> <li>• Older and vulnerable people are protected from rogue traders and scams;</li> <li>• Illegal money lending activities are prevented</li> <li>• Taxi provision is safe and fair.</li> </ul>	<ul style="list-style-type: none"> <li>• The environment is protected from harmful emissions to land, air and water;</li> <li>• People will use energy efficient buildings and products</li> <li>• Communities are protected from nuisance and are safer</li> <li>• Resources are used sustainably.</li> </ul>
	Supporting the local economy	Maximising the use of resources
	<ul style="list-style-type: none"> <li>• A fair trading environment is maintained;</li> <li>• Informed and confident consumers;</li> <li>• Improved business practices and operation;</li> <li>• Accessible services responsive to business needs.</li> </ul>	<ul style="list-style-type: none"> <li>• SRS operates effectively and efficiently across all 3 areas;</li> <li>• Public and stakeholders are able to access our services;</li> <li>• Income generation underpins sustainable service delivery;</li> <li>• Staff are effective in their roles.</li> </ul>

The following strategic priorities are particularly relevant to the delivery of the food and feed controls:-

**Improving health and wellbeing** – Amongst other factors impacting on health, the quality of the food we eat, the standards to which it is produced and the environment in which it is prepared, are central to people’s health.

Food hygiene and food standards enforcement strives to ensure that food and drink is accurately described and labelled, meets the required food standards and is prepared in a safe environment. Food hygiene controls and inspections seek to minimise the risk to consumers of food borne infection.

**Safeguarding the Vulnerable** – The role of the food service plays a vital part in safeguarding the vulnerable, particularly in relation to educational and care homes settings. Good nutrition and safe food are essential to everyone’s short and long term health and wellbeing which is further enhanced in terms of vulnerable adults and children. The enforcement of food regulations ensures that food provided in these settings are safe, therefore protecting our vulnerable residents.

**Supporting the local economy** – The provision of timely advice and guidance on food safety and food standards legislation can benefit the economic viability of businesses. Failure of a food producer to correctly label foods can, for example lead to costly re-labelling of inaccurately described foods and it is essential for producers to be fully acquainted with the legislation that applies to their products and the hygiene standards they need to comply with when producing the food. The equitable enforcement of regulations helps to maintain a level playing field, allowing businesses to compete on equal terms.

Nationally the service also contributes to the **National Enforcement Priorities for Wales** for local regulatory delivery which highlight the positive contribution that regulatory services, together with local and national partners, can make in delivering better outcomes:-

- Protecting individuals from harm and promoting health improvement
- Ensuring the safety and quality of the food chain to minimise risk to human and animal health
- Promoting a fair and just environment for citizens and business
- Improving the local environment to positively influence quality of life and promote sustainability.

### **The Local Public Health Plan 2016/17-2018/19**

Published as part of the Local Public Health Strategic Framework the Local Public Health Plan provides details of how local Public Health teams work in partnership to improve and protect the health and well-being of the local population. The Plan sets out several priority work areas and actions necessary to achieve improvement. Priority areas include:-

- Tobacco
- Obesity
- Sexual health
- Health at work
- Immunisation
- Alcohol
- Falls prevention
- **Health protection**
- Healthcare public health

The Food and Feed Service contribute to the Health Protection priority by working towards a reduction in the incidence and impact of infectious disease and environmental hazards. The relevant section of the Plan can be found in Appendix B.

## 2. Background

### 2.1 Area profile

**Shared Regulatory Services covers the Council areas of Bridgend, Cardiff and the Vale of Glamorgan and serves over 600,000 residents.** Extending from St Mellons in the east of Cardiff to Maesteg in the west, the area encompasses Cardiff, the capital City of Wales with its array of cultural, financial and commercial organisations and the rural areas of Bridgend and the Vale of Glamorgan with their vibrant tourist and agricultural economies.

**Bridgend is situated on the south coast straddling the M4 corridor.** It comprises an area of 28,500 hectares and a population of just over



140,000 residents. To the north of the M4, the area consists of mainly ex-coal mining valley communities with Maesteg as the main centre of population. To the south of the M4, the ex-market town of Bridgend is the largest town, the hub of the economy and its employment base. To the south west on the coast lies Porthcawl, a traditional seaside resort, with a high proportion of elderly residents, which is subject to a major influx of tourists during the summer period.

**Cardiff is the capital city of Wales and is continuing to grow faster than any other capital city in Europe.** In population terms, it is the largest city in Wales with a population of 360,000.

Measures of population however, belies Cardiff's significance as a regional trading and business centre. The population swells by approximately 70,000 daily with commuters and visitors. Cardiff is the seat of government and the commercial, financial and administrative centre of Wales. Cardiff boasts one of the most vibrant city centres in the UK and on a typical weekend, Cardiff's night time economy can attract over 40,000 people and sometimes more than 100,000 when the City's Millennium Stadium hosts international events.



**The Vale of Glamorgan is bounded to the north by the M4 motorway and to the south by the Severn Estuary.** It covers 33,097 hectares with 53 kilometres of coastline, and a population of over



130,000 residents. The area is predominantly rural in character, but contains several urban areas of note such as Barry, Penarth, Dinas Powys and the historic towns of Cowbridge and Llantwit Major. Barry is the largest town, a key employment area and popular seaside resort. The rural parts of the Vale provide a strong agricultural base together with a quality environment, which is a key part of the area's attraction. The area includes Barry Docks area and Cardiff International Airport.



## 2.2 Organisational structure

Food and Feed Services are provided by the Commercial Services and Enterprise and Specialist Services Teams within Shared Regulatory Services. The Teams consist largely of Environmental Health and Trading Standards Officers delivering services across the three areas. The Vale of Glamorgan Council act as the host authority for the Service with functions associated with this Plan delegated to the Shared Service Joint Committee.

Commercial Services deal with food safety, port health, health improvement and communicable disease, feed safety, food standards, food labelling in retail premises, whilst Enterprise and Specialist Services deal with these activities in non-retail premises together with feed safety and feed standards and where they arise, major investigations. Operational functions within the Service are illustrated in the following table with those that have responsibility for food and feed matters are highlighted in darker blue.

**Shared Regulatory Services Organisational Chart**



## 2.3 Scope of the Food and Feed Service

The Food and Feed Service of Shared Regulatory Services is responsible for providing a comprehensive food and feed service combining education, advice and enforcement. The scope of the Food and Feed Service includes:-

- Provision of education, training and advice on food and feed issues;
- Undertaking of food hygiene, food standards, feed and agricultural inspections;
- Investigating complaints;
- Implementing the Food Sampling programme;
- Implementing the FSA Feed Sampling Programme;
- Investigating cases of communicable disease including food poisoning;
- Responding to Food Standards Agency alerts as appropriate;
- Implementing the National Food Hygiene Rating Scheme;
- Port health;
- Approval of product specific establishments and feed businesses.

### Responsibility

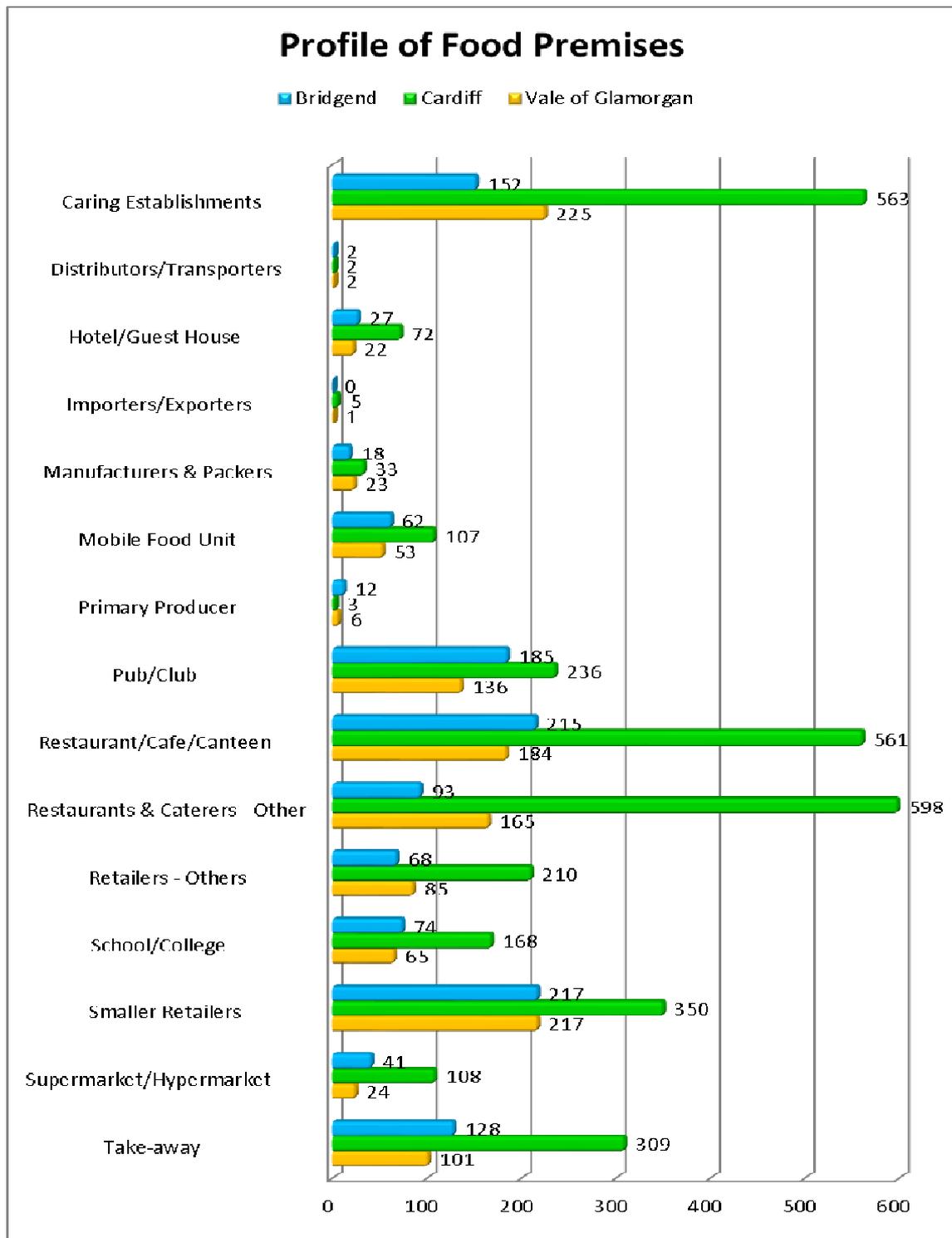
Responsibility for food safety activities is broken down as follows:-

Team	Responsibility
Food and Port Health Teams (Commercial Services)	Food Safety Intervention programme in retail and catering businesses
	Complaints and requests for service for retail and catering businesses
	Food sampling at retail and catering businesses
	Food Safety alerts and incidents
	National Food Hygiene Rating Scheme
	Port Health
	Imported food control
Trading Standards (Commercial Services)	Feed safety and standards at commercial premises
	Food Standards inspection programme in retail premises
	Complaints and requests for service
	Education
	Food and feed sampling at retail premise
	Food and feed safety alerts and incidents
	Responsible for the registration/approval of feed premises.
Communicable Disease Team (Commercial)	Communicable disease
Specialist Services (Enterprise and Specialist Services (Industry))	Food Safety and Standards Intervention programme at manufacturing and packing premises and distributors.:
	Complaints and requests for service
	Approval of product specific establishments
	Fee Paying Advice Visits (Food Standards & Food Safety)
	Feed safety and standards during manufacture
	Food and Feed Sampling at manufacturing premises
	Co-ordination of Events Panel attendance/follow up
	Provision of training courses for businesses
Specialist Services (Enterprise and Specialist (Environment))	Feed safety and standards on farms
	Complaints and requests for service
	Feed Sampling
	Inspection
	Feed safety alerts and incidents
Specialist Services (Major investigations)	Investigation of any large scale investigation involving food or feed

## 2.4 Demands on the Food and Feed Service

### Food Safety

The region has approximately 5928 food premises with Bridgend having approximately 1294 premises, Cardiff approximately 3325 premises and the Vale of Glamorgan 1309. All require a range of interventions. The following tables provide a profile of the food premises within the three areas by type. Food business operators must register their businesses with the food authority except where the establishment requires approval. Of the 5928 identified food businesses 15 are approved (4 Bridgend, 10 Cardiff and 1 Vale).

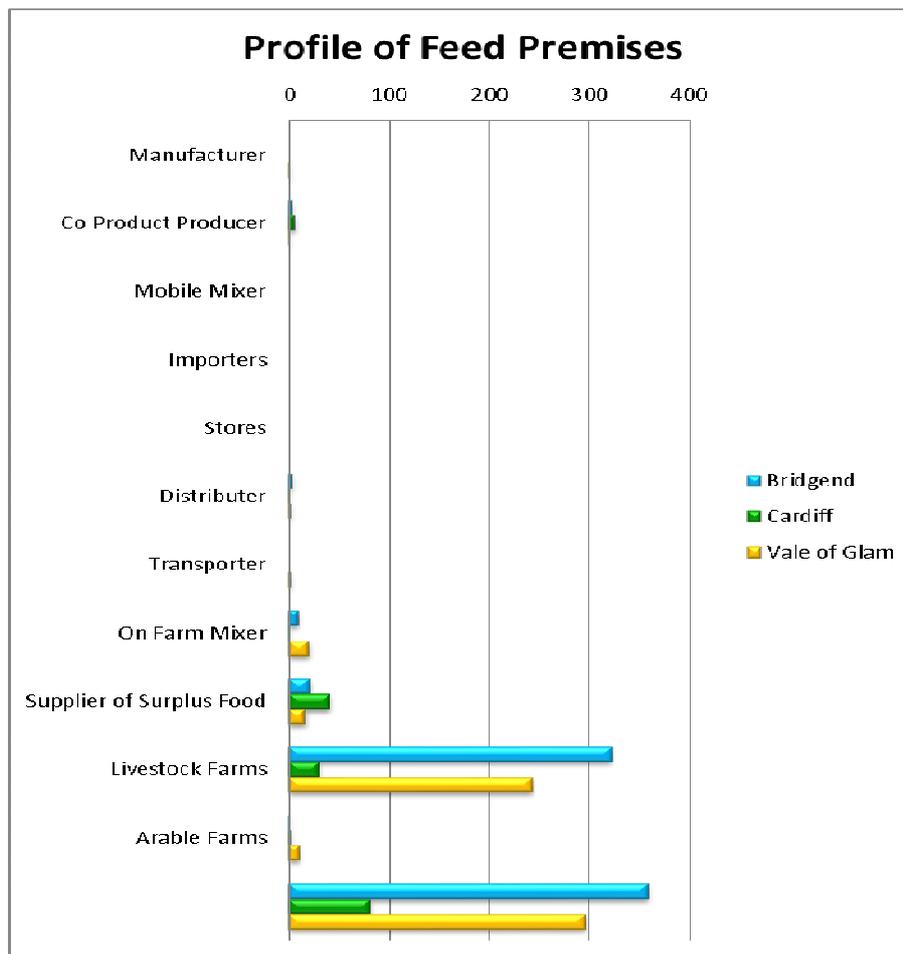


## Feed Safety

Feed safety is a vitally important element of controlling food safety and this service takes a holistic view ensuring compliance from farm to fork; feed that is fed to animals eventually enters the food chain. The legislation requires that premises involved in the feed chain producing, trading in or using animal feed must be registered with local authorities; and those that manufacture complex feeds have to be specifically approved. The businesses described include livestock farms, livestock farms which mix using additives, arable farms that grow, use or sell crops for feed use, fish farms, surplus food suppliers i.e. businesses supplying food e.g. bread suitable for re-entering the feeding stuffs market, co-product producers e.g. a by-product of a manufacturing process such as brewers grains which can be used in animal feed, transporters of feed, manufacturers of feeding stuffs including pet food, stores and distributors such as animal feed merchants.

The Feed Law Code of Practice re-issued in October 2014 requires that inspection of animal feed premises in line with a risk based approach. There are currently 296 premises registered under these Regulations in the Vale of Glamorgan and 81 in Cardiff and 359 in Bridgend.

Bridgend and the Vale of Glamorgan are principally rural areas dominated by livestock farming and these businesses although high in number are primarily low risk feed premises. The high risk feed premises such as manufacturers, distributors and surplus food suppliers are situated within Cardiff and the larger towns of Bridgend and the Vale of Glamorgan. There are 81 registered feed premises in Cardiff with the majority being retail premises supplying surplus food for the production of feed. The profile of these premises can be found below.



## Service delivery points

Food and feed related services are delivered from 3 service delivery points and while the service primarily operates office hours from Mondays to Fridays, weekend and out of business hours duties are carried out as the need arises. Shared Regulatory Services also operates an out of hours duty officer scheme for emergency situations.

Food Related Service Delivery Points		
Locations	Service Area	Office Hours
<b>Civic Offices</b> <b>Angel Street</b> <b>Bridgend</b> <b>CF31 4WB</b>	Food Hygiene & Port Health, Health Improvement including Communicable Diseases, Health & Safety  Trading Standards: -Business Services - Commerce & Projects and Consumer Fraud – food standards, food labelling, feed safety, feed standards, primary producers, animal health, consumer advice and education (vulnerable consumers).	Mon - Thurs 08:30 - 17:00  Friday 08:30 - 16:30
<b>Level 1</b> <b>County Hall</b> <b>Atlantic Wharf</b> <b>Cardiff</b>		
<b>Civic Offices</b> <b>Holton Road</b> <b>Barry</b> <b>CF63 4RU</b>		

The Shared Regulatory Services website provides information on the services provided and the website address is [www.srs.wales](http://www.srs.wales).

## External Factors and emerging issues impacting on the Service

**Events** – Cardiff’s Capital City status brings with it extra demands and challenges. The City hosts many outdoor events across a wide range of venues. The time spent planning, organising, monitoring events and inspecting and sampling at food premises during events each year should not be underestimated. The Enterprise & Specialist Services (Industry) team attend the Events Liaison Panel/Safety Advisory Groups in all three authorities and co-ordinates the work and responses for the Shared Service.

**Developing the new Service-** The creation and development of Shared Regulatory Service across three distinct areas, together with the implementation of a new leaner structure and different ways of working has presented many challenges for the Service and its workforce. This change continues as we harmonise processes and implement new technology all of which requires changes in culture, working methods, and staff development in addition to delivering “business as usual”.

Notwithstanding this there has been clear benefits for business, staff and stakeholders as we attempt to reduce burdens on local businesses by reducing the number of visits and improving advice and support services and harmonising regulatory controls between the regulatory functions. We will continue to seek opportunities to enhance and extend the technical capabilities of staff, provide improved access for all partners to new and/or scarce skills and very importantly allow the collaborative authorities to achieve required budget savings.

**Tascomi Database** – The implementation of a shared database across the 3 authorities to replace 4 versions of Civica was crucial to the development of SRS as an integrated shared service. The new Tascomi database was implemented in February 2017 and required considerable work to prepare and migrate data across to the new system. The system is now operational however work continues to ensure the system is fit for purpose and fully embedded within the service .

**Financial** - The overall budget for the Shared Regulatory Service has been provided by the three authorities. The service has realised the full savings anticipated by the business case agreed in 2015.

Income streams already exist within the Service however there will be a need to extend these opportunities to meet the target set for 2017/18. Income generation provides a means to offset some of the likely budget reductions that the service will face over the next three years and will be generated through a number of activities. This includes the development of products and services that can be sold to businesses, offering to provide services to other local authorities and could include expanding the partnership to include new partners.

Income generation is not an answer in itself and cannot be used to generate a profit. Consequently income generation may not be sufficient to prevent reductions in service delivery, but may allow the service to maintain service delivery at existing levels.

Welsh Ministers agreed the sum of £490,000 should be removed from the Revenue Support Grant (RSG) on a recurrent basis from 1 April 2015 in order to fund, the delivery of the feed service across Wales and this is administered by Food Standards Agency (FSA) Wales. In 2016/17 Shared Regulatory Services was allocated £25,020.08 and claimed a total of £20,992.58 to carry out interventions at feed premises.

Shared Regulatory Service has been allocated £20,440 in 2017/18 to carry out interventions at feed premises. This funding is ring-fenced for delivery of the feed service.

**Food Hygiene Rating (Wales) Act 2013** – The introduction of the Food Hygiene Rating (Promotion of Food Hygiene Rating) (Wales) Publicity Regulations 2016 introduced a new requirement for all businesses that supply takeaway food directly to consumers to include a bilingual English and Welsh statement on their takeaway menus. The Food Standards Agency (Wales) have required a graduated approach to its enforcement and in the coming months checks and follow up enforcement action will be completed to ensure a level playing field for all within the area. The service will further promote and enforce these regulations following complaints from consumers or following routine inspections.

Under this Act, the service is also required to deal with a number of appeals from businesses against the food hygiene rating awarded following an inspection by our Officers. This can have a significant impact on resources as they can take many hours to consider and may also require a revisit to the business concerned. The number of appeals by the service currently represents 39% of the total number of appeals received across all 22 local authorities in Wales. During 2016/17 the Service received 276 requests for re-rating (49 Bridgend, 216 Cardiff and 11 Vale of Glamorgan) which must be undertaken within 3 months of the request and 43 appeals (11 Bridgend, 21 Cardiff and 11 Vale of Glamorgan).

**Regulating our future** – The Food Standards Agency (FSA) are currently consulting on changes to the food hygiene and food standards inspection model and regulatory framework. It will be

important that SRS engages with the FSA in relation to these proposals to ensure that we are involved in its design. Furthermore any modifications to the current regime will involve many changes to the way food hygiene and food safety is delivered by SRS and it will be important to prepare for these alterations as they emerge.

**Food with a twist** – As the trend for eating out continues to gain momentum, businesses develop new culinary products to attract customers. Over the years the Service has seen the introduction of less than thoroughly cooked burgers, cooking by sous vide, balut eggs, production of billtong, placenta products, etc. All of these products require the consideration of additional food safety controls and often where these controls are not suitably implemented, appropriate enforcement action must be taken by the service.

**New Food Law Code of Practice** - The introduction of a new code of practice which governs the work of the food service continues to be considered by the FSA. If implemented it is likely to introduce onerous and time consuming requirements on lead food officers around ensuring and maintaining the competence of enforcement officers.

#### **Review and Audit**

The Food Standards Agency are undertaking a review of each local authority in Wales in respect of its implementation and enforcement of the Food Hygiene Rating (Wales Act 2013) over the last 3 years. A number of reports will be required to be prepared for the initial review which will impact on workloads. Following completion of the review half a dozen local authorities will be identified for further audit.

**Food Information Regulations** – These Regulations have a substantial effect on all food businesses. Takeaways for example, now have to declare all applicable allergens in their food. The Regulations also have a significant impact on caterers who hitherto have been exempt from many labelling requirements so there is a considerable resource issue in educating and enforcing the requirements and ensuring that food businesses have incorporated suitable control measures within their food safety management systems to prevent the cross contamination of food with allergens if allergen free claims are made. In order to address this issue, food premises will continue to be targeted with advice and working in partnership with the FSA to increase awareness of the requirements.

**Food Fraud** – Economic decline has resulted in an increase in food fraud with unscrupulous traders endeavouring to save money by placing food on the market that fails to meet food safety requirements and poses a risk to public health. Inspections of food premises in 2016/17 have highlighted a number of issues including substituting smoked ham for parma ham, cheese analogue (synthetic products) on pizzas instead of real cheese and mechanically recovered turkey ham as a substitute for ham.

**Seasonal demand** – Porthcawl is home to the largest caravan park in Europe which attracts a large influx of tourists during the summer months. This results in a number of food premises which operate on a seasonal basis, both at the caravan site, the funfair and within the town. Inspections and other enforcement activity at these premises take place during the restricted trading period.

## 2.5 Enforcement Policy

Fair and effective enforcement is essential to protect the economic, environmental and social interests of the public and business. Decisions about enforcement action and in particular the decision to prosecute, has serious implications for all involved and for this reason, the Shared Regulatory Service has adopted a Compliance and Enforcement Policy.

The Compliance and Enforcement Policy sets out the standards that will be applied by the Service when dealing with issues of non-compliance, and what residents, consumers and businesses can expect. Such a policy helps to promote efficient and effective approaches to regulatory inspection and enforcement, and balances the need for improvement in regulatory outcomes with minimising unnecessary burdens on business.

Traditionally based upon the principles of the Enforcement Concordat and the Regulators Compliance Code, local authority Enforcement Policies must now reflect the Regulators Code of 2014 and the regulatory principles required under the Legislative and Regulatory Reform Act 2006

The Regulators Code is based upon six broad principles:

- Regulators should carry out their activities in a way that supports those they regulate to comply and grow;
- Regulators should provide straightforward ways to engage with those they regulate and hear their views;
- Regulators should base their regulatory activities on risk;
- Regulators should share information about compliance and risk;
- Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply;
- Regulators should ensure that their approach to their regulatory activities is transparent.

## 3. Service Delivery

### 3.1 Interventions at Food and Feeding Stuffs Establishments

It is the policy of the Shared Regulatory Service to ensure that food and feed businesses within its jurisdiction receive interventions e.g. inspections in accordance with the Food Law and Feed Law Codes of Practice and Practice Guidance. This requires local authorities to have a programme of interventions which is adequately resourced and provides sufficient information to show that businesses are complying with food law.

#### Food Hygiene Interventions

The planned programme for food hygiene interventions is shown below. The programme is based on the requirements of the Code of Practice and Practice Guidance. Following inspection all food businesses are risk rated from A (highest risk) to E (lowest risk). A suitable intervention is required in accordance with that risk rating.

Official controls are required at prescribed frequencies for risk categories A-C and category D premises. However, Category D interventions can alternate between an official control, e.g. a full inspection, and a visit by a non Environmental Health Officer.

Low risk food premises (Category E) need not be subject to an official control, however they must be subject to an alternative enforcement strategy not less than once in any 3 year period, this could include a postal questionnaire.

When a full inspection is completed as an intervention on an establishment a risk assessment will be made based on the Officer's findings. This will result in some movement of food businesses between the different risk categories. Food Establishments with improved performance will move to a lower risk category and under-performing businesses will move to high risk categories and receive more frequent interventions.

Since the **Food Law Practice Guidance (Wales)** was revised in February 2012 all new food businesses should receive an inspection within 28 days of opening.

While the Code of Practice allows some lower rated businesses to be subject to interventions other than a full inspection, the introduction of the Food Hygiene Rating Act means that in order to be given a hygiene rating food businesses within scope of the Act need to have received a full inspection.

## **For 2017/18 the chosen interventions will be as follows:-**

### **A – C Rated Food Businesses**

100% of A and B rated food businesses will be subject to a full inspection.

90% of C rated food businesses due an intervention this year are targeted to receive either a full inspection or verification visit. Of the 90% target, food businesses that are not broadly compliant and do not have a food hygiene rating of 5 will be subject to inspection.

An increase in the target number of C rated businesses to receive an intervention has been agreed from 80% to 90% due to the successful qualification of three out of four Technical Officers to become registered with the Environmental Health Registration Board enabling them to inspect food businesses.

### **D rated food businesses**

D rated food establishments can alternate between a full inspection and a non official control e.g. an information gathering visit using a questionnaire. No new risk rating or food hygiene rating score is permitted from a non official control.

For this year interventions to D rated food businesses (who have not received a questionnaire for previous inspection) will receive an information gathering visit questionnaire by Technical Officer employed in the service. The questionnaire will be used to assess whether there has been changes to the food business that would increase the risk posed to the consumer. If at the time of the verification visit there is concern that the level of food safety has deteriorated, or the food operation has changed, then the intervention will be referred to a competent officer for a full inspection. It is anticipated that there will be an additional requirements for inspections as a result of change of ownership and nature of operation.

### **E rated food businesses**

E rated food businesses may be subject to an alternative enforcement strategy only i.e. a postal questionnaire. (No new risk rating or food hygiene rating score is permitted from this type of intervention). The information received will allow assessment of the current level of compliance with food hygiene legislation and highlight any changes to the business. Where changes in management, activities or serious deficiencies are identified an inspection will be undertaken.

For 2017/18 the service will implement the use of an alternative enforcement strategy for E rated food establishments.

### **New Businesses**

Unrated food establishments will be subject to a full inspection. This should be undertaken within 28 days of their opening.

The table below illustrates the risk ratings of premises, the intervention frequencies and the total number of interventions to be delivered during 2017/18 together with the % achievement for the previous year. Narrative around the results achieved during 2016/17 can be found on page 44 in Part 6 of this Plan.

Food Safety Intervention Plan												
Risk Category		Target intervention	Number of Interventions due at Start of Year (Including any Backlog)									
			Bridgend			Cardiff			Vale of Glamorgan			
			15/16	16/17	17/18	15/16	16/17	17/18	15/16	16/17	17/18	
<b>HIGH RISK</b>	A	6 mths	10	6	6	52	80	60	12	14	5	
	B	12 mths	86	73	71	228	234	216	74	66	75	
	C	18 mths	404	413	368	753	893	876	348	358	288	
	'High Risk' Total			<b>500</b>	<b>492</b>	<b>445</b>	<b>1033</b>	<b>1207</b>	<b>1122</b>	<b>434</b>	<b>438</b>	<b>372</b>
<b>% Achievement</b>			89.94%	87.66%		82.50%	96.30%		88.89%	91.56%		
<b>268 MEDIUM-LOW RISK</b>	D	2 years	73	101	57	473	580	165	105	111	67	
	E/A ES*	3 years	117	138	232	263	525	544	83	225	206	
	'Medium to low Risk' Total			<b>190</b>	<b>239</b>	<b>289</b>	<b>736</b>	<b>1105</b>	<b>709</b>	<b>188</b>	<b>336</b>	<b>273</b>
	<b>% Achievement</b>			34.74%	83.56%		9.24%	70.36%		50%	83.05%	
<b>NEW BUSINESSES</b>	Unrated (New business identified at 1 April)		29	47	13	43	39	63	16	31	17	
	<b>% Achievement</b>			89.7%	100%		100%	100%		100%	100%	
	Unrated (New business identified during course of year)		Act 138	Act 194	Est 194	Act 374	Act 416	Est 416	Act 160	Act 140	Est 140	
	<b>% Achievement</b>			85.51%	93.03%		98.40%	84.86%		94.38%	87.86%	
<b>TOTALS</b>			<b>857</b>	<b>972</b>	<b>941</b>	<b>2186</b>	<b>2767</b>	<b>2310</b>	<b>798</b>	<b>945</b>	<b>802</b>	

Source: Planned Inspection Monitoring Programme

## Inspection of New Businesses

Cardiff has a high turnover of business ownership which presents a challenge for the Food and Port Health Team over and above the routine inspection programme. During 2016/17 416 new premises were identified in Cardiff. In Bridgend 194 new premises were identified and 140 in the Vale of Glamorgan.

Issues are encountered across the three areas due to unnecessary resources being spent on visiting new businesses that fail to open for trade on their initial specified date. This has a subsequent adverse effect on the ability to complete the inspection within 28 days of the programmed inspection date.

## Food Hygiene Revisits

Inspection of food businesses often requires follow up visits to ensure compliance with food safety requirements. The intervention and revisit procedure requires that all businesses rated 0 are revisited within 28 days and all those rated 1 or 2 are revisited within 3 months.

## Imported foods

During the inspection of food businesses, officers consider the origin of imported foods. Any indications that food may not have been subject to correct import controls are investigated and, where necessary, the food is removed from the food chain.

## Port Health Functions

As a Port Health Authority, Shared Regulatory Services is responsible for the enforcement of food law and promotion of food safety issues on board all ships and aircraft arriving in Cardiff and the Vale. This includes responsibility for monitoring the safety of imported food and feed at the point of import, the control of infectious disease, undertaking ship inspections, enforcing food safety and hygiene standards and general public health within the Port.

Currently neither the Port of Barry nor Cardiff International Airport are Border Inspection Posts and there is no importation of food products of animal origin or feed. The Port of Cardiff however provides an entry point for food stuffs within and outside the EU and as such the Service carries out a range of health controls enforcing regulations on behalf of central government.

The Service will continue to liaise with Barry Port and Cardiff International Airport to maintain up to date knowledge of the likelihood of food and feed imports in the future. In the meantime however, the Service will continue to monitor food produced for and delivered to aircraft, inspect aircrafts and respond to reports of illness on board in accordance with International Health Regulations, inspect ships at Barry Port either at the request of a shipping agent to issue Ship Sanitation Certificates or as part of a planned inspection.

The Port Health Service Plan outlines the work undertaken in relation to the Authority's Port Health functions including food safety.

## Food Standards

Food Standards is a legislatively complex area covering meat speciation, composition, labelling, claims, allergens, chemical contamination (such as heavy metals and carcinogens such as mycotoxins), compositional standards (such as meat content), additives, food fraud and genetically modified ingredients and foods. It also covers articles that come into contact with food and ensuring that there is no transfer of chemicals including carcinogens.

Primary producers are the initial growers and manufacturers of all food commodities such as meat, grains, eggs, honey etc. and the most common primary producers are farms. As with food and feed businesses, primary producers have to register with the authority and are subject to the same controls as more regular food and feed businesses.

The Service uses the food code of practice as a risk assessment model and the Food Safety Act. Work was undertaken during last financial year to ensure all areas are using the same assessment model ensuring a harmonised approach.

Food Standards inspections for premises are divided into four categories, namely High, Medium, Low and Non Inspectable Risk. Inspection targets are shown in the table below together with % achievement from the previous year. NB. The significant increase in medium and low risk interventions due in Cardiff for 2016/17 results from the identification of previously unrecorded premises. Narrative around the results achieved during 2015/16 can be found on page 44 in Part 6 of the Plan.

**Food Standards Intervention Plan 2017/18 to be confirmed.**

## Feed Hygiene Interventions

The BSE health scare during the last two decades revealed the fundamental link between the feed we give to animals and our own health. This is also borne out by the recent dioxin scare where contaminated oil was fed to chickens and pigs in Germany and affected eggs ended up in a manufacturer based in Cardiff. Consequently feed safety is now considered a fundamental part of food safety and is enforced by the Service.

The controls are similar to those relating to food. A register is maintained of feed businesses, and inspections are completed according to their risk rating. Checks are made during inspections to ensure that feed is stored hygienically and that feed placed on to the market and fed to food-producing animals is safe and labelled correctly to allow for product traceability and recall in the event of a feed incident. The ring fenced funding administered by the FSA has allowed Shared Regulatory Service to review and refine the information held on the register which in turn has enabled the better identification and targeting of feed premises for interventions.

The planned programme for feed hygiene interventions is shown below. The programme is based on the requirements of the Feed Law Code of Practice (Wales), the national feed enforcement priorities identified by the FSA, national enforcement priorities for Wales and regional collaborative local priorities. Following inspection all feed businesses are risk rated on their level of compliance with specified feed law. Feed businesses are risk rated from A (poor compliance) to E (satisfactory and assurance scheme member). An intervention is required in accordance with that risk rating.

The revision of the Feed Law Code of Practice takes into account the principle of earned recognition; this will reduce the number of inspections of feed establishments due. Feed business operators who demonstrably maintain high standards of feed safety by taking appropriate steps to comply with the law, may have these standards recognised when determining the frequency of their official controls and therefore earn recognition. Such recognition of current compliance levels and management controls will be applied to all feed business operators depending on whether a feed business operator is a member of an approved assurance scheme or not.

All feed business operators registered or approved for high risk feed activities such as manufacturers, surplus food suppliers, co-product producers and distributors are required by the Feed Law Code of Practice (Wales) to have interventions undertaken by a qualified, competent and authorised officer. Low risk premises such as livestock farms which may or may not mix with additives, arable farms, official controls at primary production and at points of entry can have interventions undertaken by a competent authorised officer.

### **New Businesses**

Unrated high risk feed businesses and those subject to Annex II of Regulation (EC) 1831/2003 will receive a full inspection within 28 days of opening. New businesses carrying out primary production only will be subject to a full inspection within the calendar quarter of opening.

The numbers of new feed businesses which open each year are very small. The majority of feed businesses falling within the remit of Shared Regulatory Services are well established with little turnover of business ownership.

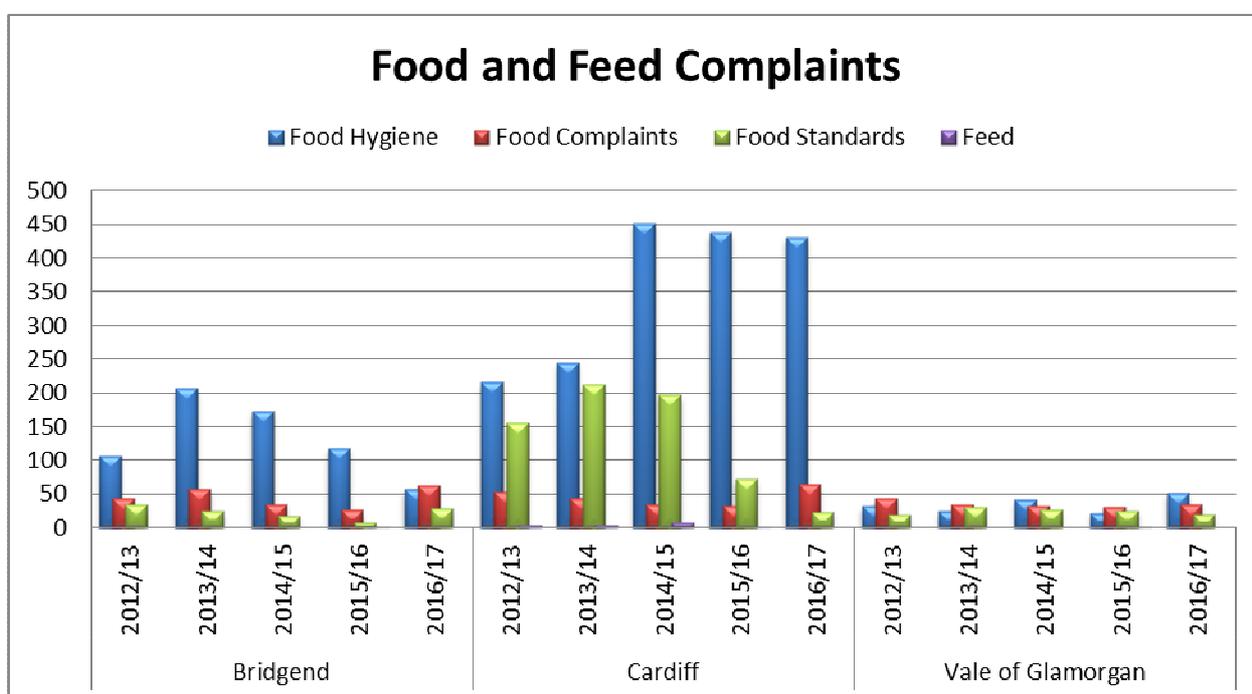
**Feed Safety Intervention Plan 2017/18 – To be confirmed.**

## 3.2 Food and Feed Complaints

There are occasions where unsafe practices or potential risks come to light as a result of a complaint or concern raised by a member of the public or employee and these are treated as complaints. Complaints received vary from foreign bodies, to mould, to compositional standards or to the perception that the food or feed is spoiled. Following a complaint an Officer will carry out an investigation to verify the existence of the problem and where necessary seek to minimise the risk. This will often require the procurement of a sample, which would not form part of the sampling programme.

Support from the Public Analyst and Public Health Wales Laboratory is needed to complete investigations which place a financial implication on service provision.

The following graph illustrates the number of complaints received during the last 5 years.



From these results it is estimated that for the period 2016/17 the following numbers of complaints could be received.

Complaint type	Bridgend	Cardiff	Vale of Glamorgan
Food Hygiene	57	431	52
Food Complaints	62	64	35
Food Standards	28	23	20
Feed Safety	1	1	1

### 3.3 Primary Authority Scheme

The Primary Authority Scheme builds on the foundations created by the Home Authority Partnership Scheme but entails a shift in the nature of the relationship between the regulated and the regulator bringing benefits to both parties. It offers local authorities the opportunity to develop a constructive partnership with a business that can deliver tailored “assured” advice and co-ordinated and consistent enforcement for the business and provides new funding arrangements, allowing local authorities to recover costs from partner businesses. The Primary Authority Scheme is especially beneficial to businesses with outlets in a number of local authority areas. The partnership is a legally recognised agreement that provides assured advice, ensures consistency of regulation between local authorities and reduces duplication of inspections and paperwork. Regulatory Delivery (RD) is promoting the Primary Authority Scheme in Wales.

The assured advice given by a Primary Authority must be adhered to by other local authorities. The primary authority can block enforcement if the enforcing authority has not considered the advice the Primary Authority has given. The Primary Authority may also develop inspection plans which enforcing authorities must follow.

Shared Regulatory Services has a number of Primary Authority agreements in place, of which there are currently 8 partnerships for Food Hygiene and/or Food Standards categories across the region. Within Bridgend there is a partnership with Just Perfect Catering for Food Hygiene and Food Standards and also BBI Healthcare Limited and Bravura Foods for Food Standards. In Cardiff there are partnerships with Cardiff Sports Nutrition Limited, Royal Voluntary Service and Vydex Corporation for both Food Hygiene and Food Standards. In the Vale of Glamorgan there are partnerships with Filco Supermarkets and Sloane Home for both Food Hygiene and Food Standards.

It is however, a major goal of the new service to significantly increase these numbers. The Service will therefore be widely promoting Primary Authority partnerships going forward in order to maximise cost recovery for the new Service.

Conversely, where the Service deals with a business that has a primary authority agreement in place with another Authority, the following guidelines will apply: -

- Where Shared Regulatory Services acting as an enforcing authority has concerns about the compliance of a business that has a primary authority, it will discuss the issue with the primary authority at an early stage.
- If enforcement is envisaged Shared Regulatory Services will notify the primary authority of the proposed enforcement action through the Primary Authority Register.
- Shared Regulatory Services will follow published inspection plans and will only deviate if required to issue a food hygiene rating or events during a visit require this.

The Primary Authority Scheme eligibility is due to expand extensively from October 2017 and will also increase the Service’s need to check and recognise Partnerships as an enforcing authority as well as increasing opportunities as a Primary Authority partner.

### 3.3 Advice to business

Shared Regulatory Services aims to assist businesses wherever possible by providing food and feed safety advice through a variety of channels, such as:-

- Advice provided as part of the inspection process;
- Responding to complaints and requests for service;
- Twice yearly food newsletter.
- Provision of information leaflets; (The provision of chargeable training and seminars;
- Promotion and participation in national events, such as Food Safety Week;
- Participation in working groups, such as Events Liaison Panel;
- Advice through Shared Regulatory Services website;
- Regular Food Business Forums;
- Practical targeted training at business premises;
- Paid for food hygiene advice visits available to all applicable food businesses;
- Food Standards advice provided on inspection and provision of labelling reviews on a chargeable basis.

### 3.5 Food and Feed Sampling

Sampling is important in helping protect public health and safety by testing food and feed to ensure they meet composition, labelling, chemical and microbiological safety standards in accordance with current Codes of Practice and guidance. Proactive sampling is undertaken in the following situations:-

- National, regional and locally co-ordinated surveys/programmes;
- Local food and feed producers;
- Home and originating authority samples;
- Complaints;
- Process monitoring and verification;
- Special investigations;
- Imported foods and feed;
- Inspections;
- Durability;
- Surveillance/screening;
- Water quality monitoring aboard ships, approved premises and food businesses served by private water supply.;
- Foods procured by the authority will be checked for compliance not only with legal standards but the specifications of the contract. This will include meat specification.

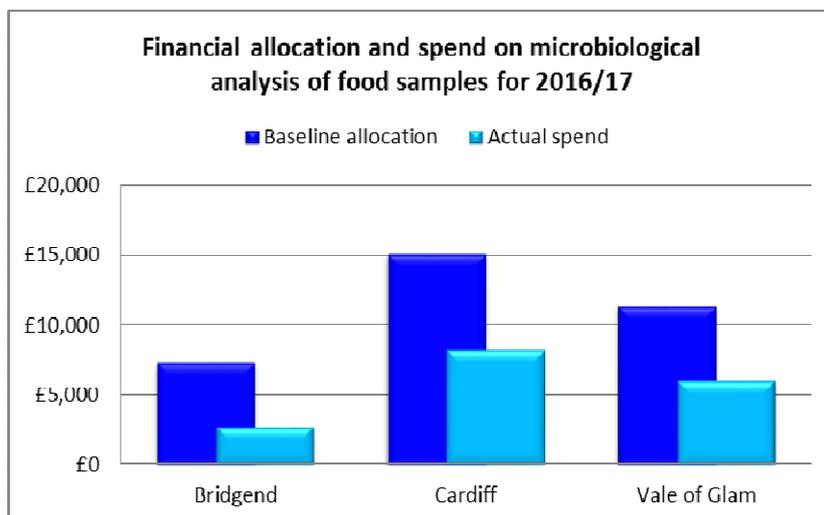
#### Food Hygiene Sampling

Sampling to secure the safety of food involves testing of food and water for microbiological, chemical, physical and/or radiological parameters (refer to attached plan contained in Appendix A).

The policy is largely determined by the Service's participation in proactive schemes co-ordinated through agencies such as the Food Standards Agency (FSA), Public Health Wales, Local Government Regulation (previously LACORS), Welsh Food Microbiological Forum (WFMF) and

Public Health England. End product testing at approved establishments and high risk premises also constitutes an important element of the proactive work undertaken by the Service. Reactive sampling arrangements cover food importation, food poisoning outbreaks and the investigation of water and food complaints.

Each year Shared Regulatory Services receives a budget allocation for microbiological analysis of samples from Public Health Wales. In 2016/17 480 samples were collected and submitted to Public Health Wales for analysis. (134 Bridgend, 178 Cardiff and 168 Vale of Glamorgan).



Unfortunately last year the Service was unable to utilise the available budget for sampling due to the restructure, and vacant posts resulting in the redirection of resources to endeavour to complete interventions. However two sampling officers have been appointed (one for Commercial Services and one for Enterprise and Specialist Services) which will ensure the service utilises the available budget for this work.

The majority of informal food samples taken for surveillance and monitoring purposes will be assessed using the criteria contained in the “Guidelines for Assessing the Microbiological Safety of Ready-to-Eat Foods Placed on the Market”, revised HPA Guidance 2010 and Microbiological Criteria for Foodstuffs (EC Regulation 2073/2005). Most of these samples will be of an informal nature but the provisions of the Food Law Code of Practice will be followed when formal samples are required e.g. where a prosecution could result.

### Food Standards Sampling

Incidents in the food chain are becoming increasingly common and are often as a result of chemical contamination. Some of the most dangerous chemical contaminants belong to the mycotoxin family – specifically aflatoxin B1 which is one of the most carcinogenic substances known. It affects animals as well as humans and has been found in milk from cows that have been fed aflatoxin contaminated feed. In recent years the Service has targeted their food and feed sampling towards mycotoxin sampling.

In recent years priority has been given to sampling meat products from authority procured meat and meat products as well as from food businesses and having them analysed for meat speciation. This work showed evidence of problems in takeaways where kebab samples did not contain the meat they were alleged to contain as the incorporation of mechanically recovered meat introduces meat from a variety of sources.

All food standards and feed samples have their labels and descriptions examined to ensure compliance and the majority are also analysed. Common labelling problems found include foreign labelling, misleading origin claims, particularly “welsh” claims, and a lack of labelling on beef. The Service also samples based on local/national intelligence, an example being an increase in the switching meat in curries to cheaper cuts of meat with particular problems in relation to lamb. From April 2015 the Food Information Regulations implemented an origin marking requirement for unprocessed meat and poultry, although currently, there are no domestic regulations for Wales to implement the requirements. Allergen labelling poses a particular issue for caterers, and the sampling programme will ensure that the food standards team concentrate efforts around allergy information available to the consumer at the point of ordering particularly in relation to persons declaring an allergen.

## **Feed Hygiene Sampling**

Contaminated or unfit feed given to animals can adversely affect animal health and the health of consumers of animal products (milk, meat and eggs). While the frequency of major feed incidents is low, the impact in terms of public health risk, cost and reputational damage can be high.

When incorporated into a programme of official feed controls, risk based sampling will ensure that a robust, targeted and proportionate level of enforcement takes place. The sampling programme is designed to detect/prevent potential threats to feed safety for food producing animals, based on officers’ local knowledge as well as the national enforcement priorities set by the FSA .

## **Sampling Programmes 2017/18**

Sampling programmes for Food Hygiene, Food Standards and Feed can be found as appendices.

Bridgend received an allocation of £7,306 and Vale of Glamorgan £11,359 for microbiological analysis of food and water samples from Public Health Wales for 2016/17. Only 36.5%and 52.4% respectively of the allocation was spent due to the restructure within the Service and the need to redirect resources to complete the intervention programme.

Cardiff received an allocation of £15,092 for microbiological analysis of food and water samples from Public Health Wales for the same period. The specific sampling surveys identified in the Sampling Plan were delivered and 54.1% of the allocation was spent.

The total feed sampling budget for 2016/17 was £2325. However due to an underspend on Feed Inspections, (due to a miscalculation by the FSA) SRS undertook additional sampling (agreed by the FSA), and spent a total of £3245. The 17/18 sampling plan has not yet been provided by the FSA but it is anticipated to be similar to that provided in 16/17.

Samples for microbiological examination are submitted to the Public Health Wales laboratories at Llandough Hospital.

Samples for analysis are submitted to the Public Analyst at Minton, Treharne and Davies at Cardiff and Carmarthen.

## 3.6 Control and investigation of outbreaks and food related infectious disease

All cases of communicable disease are investigated. This includes the investigation of all notified confirmed and suspected cases and outbreaks of food poisoning and food borne disease. These investigations are supported by inspections of food businesses, food, water and environmental sampling of implicated premises and delivering bespoke training where required.

In relation to outbreaks, SRS follow the Wales Outbreak Plan 2014 which lays out the approach for managing all communicable disease outbreaks including food poisoning and is followed by all 22 local authorities in Wales in partnership with Public Health Wales and Food Standards Agency. The Plan is overseen by the Welsh Government and prescribes the manner in which outbreaks are identified, managed and controlled.

The Plan requires designation of a named Lead Officer for Communicable Disease for each local authority. Within SRS these are:

- Bridgend                      Dr Sarah Jones
- Cardiff                        Allyson Jones
- Vale of Glamorgan        Angela Clack

This designation does not imply exclusivity. To ensure a prompt response and a timely investigation any of the 3 Lead Officers together with 2 technical officers respond and investigate suspected and confirmed cases throughout the 3 local authorities.

The investigation of cases and outbreaks of food poisoning routinely includes:-

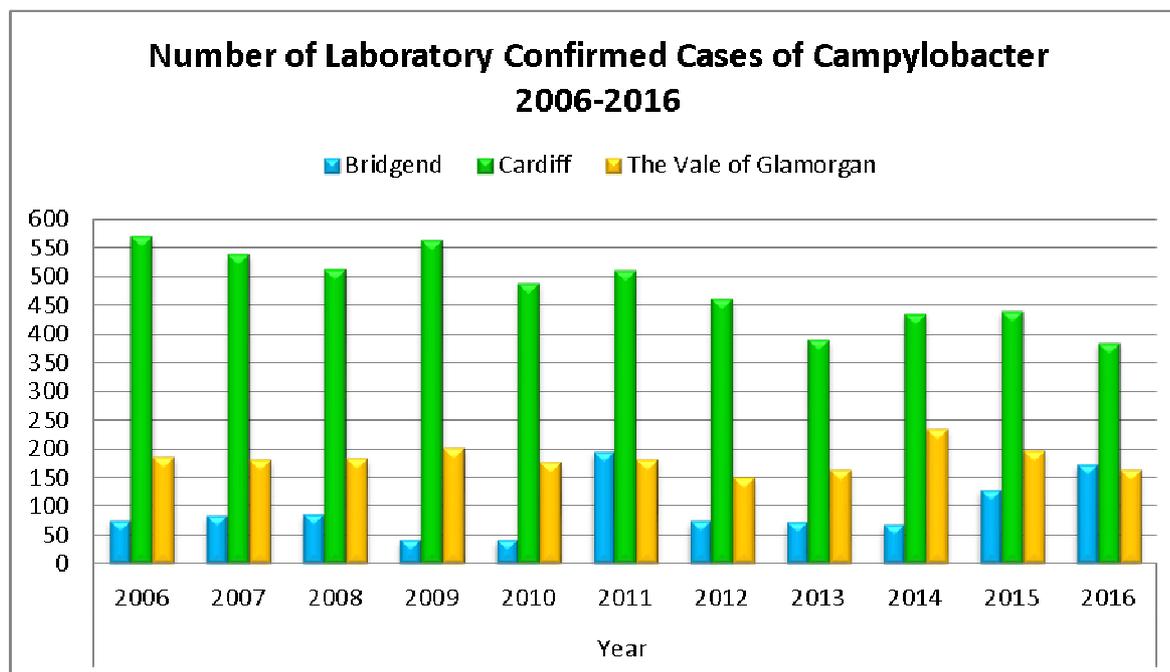
- The receipt and verification of laboratory confirmed isolates from Public Health Wales Microbiological Laboratories (via IBID) and unconfirmed reports of food poisoning from Medical Practitioners, members of the public, cases, employers, other local authorities and rarely masters of vessels visiting the port and their agents;
- Telephone and face to face interviews with cases, close contacts and the provision of infection control advice;
- Managing exclusions of cases and contacts from the workplace, schools and health care settings;
- Liaison with GP surgeries, hospitals, Public Health Wales and other stakeholders during the investigation for the purposes of identifying the source of infection and preventing onward transmission;
- Undertaking site visits and applying control and preventive interventions;
- Managing the collection and submission of faecal samples;
- The collection, analysis and reporting of data relating to food poisoning;
- The investigation, management and control of outbreaks of communicable disease where food or water is, or is thought to be, the vehicle of infection.
- Taking the lead on and contributing to local and national communicable disease initiatives and surveillance programmes, examples including *Campylobacter* Good Practice Statement, Hepatitis E and *E. coli* O157 national surveillance programmes.

For all sporadic cases and small, or medium size outbreaks (up to 50 cases), the staffing resources provided by the Communicable Disease Team are sufficient, however for larger outbreaks, other staff within the Commercial Services Team would be available for interviewing cases and collection of specimens. For certain outbreaks comprising a significantly greater number of cases, or cases of greater severity or longevity, environmental health staff based in other teams would be trained and used in the data gathering and investigation process.

In 2016, SRS was notified of 1,300 cases of food poisoning of which 987 (76%) were laboratory confirmed and 313 (24%) were suspected food poisoning cases. The noticeable increase in figures this year was observed in unconfirmed cases of food poisoning for all 3 local authorities (2015: Cardiff 31, Vale 13 and Bridgend 2). In the main these cases are members of the public who suspect that they have suffered food poisoning, however the majority of these are viral gastro enteritis most likely to have been acquired through person to person transmission or within the environment. The greater proportion of these cases are observed in the winter months when Norovirus is particularly prevalent within the community. The increase in cases in Bridgend and the Vale can be also explained by the change in reporting as these local authorities adopted the same system as Cardiff.

Of the 987 confirmed cases, 568 (57%) occurred in Cardiff, 213 (22%) in the Vale and 206 (21%) in Bridgend. Campylobacter makes up the greatest proportion of confirmed cases; 722 (73%). Of these 385 (53%) in Cardiff, 173 (24%) in Bridgend and 164 (23%) in the Vale (see Graph below).

Graph: Reported cases of Campylobacter from 2006 – 2016



Campylobacter is the most common cause of food poisoning in the UK and many developed countries around the world. Most cases are sporadic and food borne outbreaks are rare. A number of risk factors are known to be associated with Campylobacter infection. The most common risk factor is poultry and in particular, the consumption of undercooked chicken and commercially prepared chicken. Other less common risk factors include dairy and other animal products, consumption of untreated or contaminated water, contact with animals, both domestic

and farm, home sewerage problems and also travel abroad underlying medical problems such as diabetes and reduced gastric acidity also can increase the risk of infection.

All cases notified to the Service are contacted and interviewed primarily by phone and occasionally by face to face interview. Interview questions relate to exposures within the 10 days prior to the onset of illness and include clinical and demographic information, food history and environmental exposures, foreign and domestic travel, and with regard to chicken domestic food preparation and purchasing practices and commercial dining locations.

722 cases of Campylobacter occurred in SRS in 2016 of these 685 were interviewed, a response rate of 95%. The highest rates of infection were observed in age groups: 64+ years, 45 – 54 years and 25-34 years and the highest incidence of Campylobacter in Cardiff occurred in June and July.

539/650 cases (83%) reported residing in the SRS area during their incubation period and therefore contracted their infection within the SRS boundary of Bridgend, Cardiff or Vale of Glamorgan. The remaining 111 (17%) cases had travelled during their incubation period including abroad. The common travel destinations were:

- Europe (80, 72%) (Spain: 26% Portugal: 13% and France: 8%)
- Asia (9, 8%)
- North America (5, 4.5%)
- Africa (4, 3.6%)
- Australia (1, 0.9%)

The most common risk factor associated with Campylobacter infection was the consumption of either home or commercially prepared chicken. Risks of infection associated with recreational water activities, contact with human sewage or animal contact were found to be low.

The level of surveillance adopted by the Communicable Disease Team underlines the importance of thorough investigation of all Campylobacter cases and provides evidence for continued public health interventions relating to the risks associated with the handling, preparation and cooking of chicken within the domestic and commercial setting and identifying those 'at risk' populations which require prioritised action. To further understand the risks associated with Campylobacter infection within the 3 authorities, it is intended that a more detailed analysis of 2017 data will be undertaken. An additional statistical database in EPI INFO for Windows has been developed in readiness for this analysis.

The response rates (the percentage of Campylobacter cases interviewed) in the 3 local authorities from 2016 and 2014 are outlined below:

	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Cardiff</b>	94%	96%	91%
<b>Bridgend</b>	97%	77%	75%
<b>The Vale</b>	96%	50%	44%

Response rates are determined by the method of interview and the promptness to respond to notifications. Response rates will be good when cases are interviewed by telephone within a couple of days of notification. Evidence confirms that people are more willing to engage if still

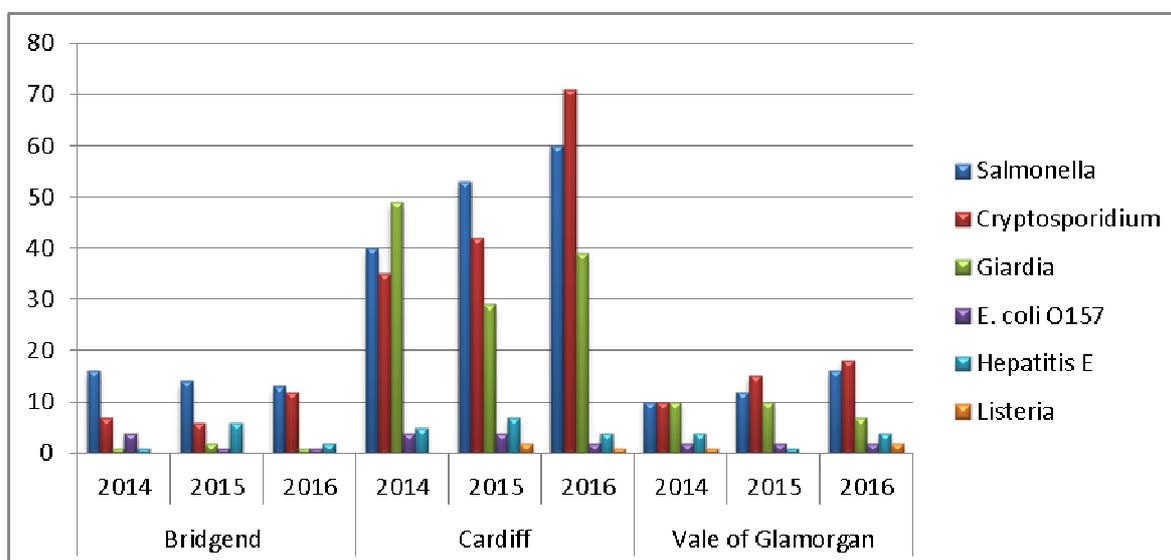
experiencing symptoms or have recently recovered. This approach always assures a better quality interview and facilitates early detection of a cluster or outbreak of cases. Considerable improvements in the response times for cases in Bridgend and the Vale has been achieved in 2016.

The Table below outlines the mean, median, mode and range for the number of days between the date of notification of a Campylobacter case and the interview date in 2016 and compares this with 2015 data. This evidence further endorses the benefit of harmonising procedures to those of Cardiff which reflect the Good Practice Statement for Campylobacter Investigation and Surveillance.

LA	Mean		Median		Mode		Range	
	2016	2015	2016	2015	2016	2015	2016	2015
<b>Bridgend</b>	2.7	6	2	2	2	0	0-17	0-26
<b>Cardiff</b>	2.4	3	2	2	0	2	0-26	0-38
<b>Vale</b>	2.2	14	1	11	0	7	0-24	0-37

The remaining commonly reported confirmed cases of food poisoning are outlined in the graph below.

Graph: Incidence of the common pathogens causing food poisoning in SRS between 2014 – 2016



Investigations of these pathogens vary in complexity and control and preventive measures involve a diverse application of interventions for example identifying high risk activities such as food handlers, health care workers, child care workers, environmental sampling and sampling of close contacts and applying control measures such as exclusion from work, restricting employment and leisure activities, closure of business activities and training. Timely investigation is thus critical to the control and containment of these infections.

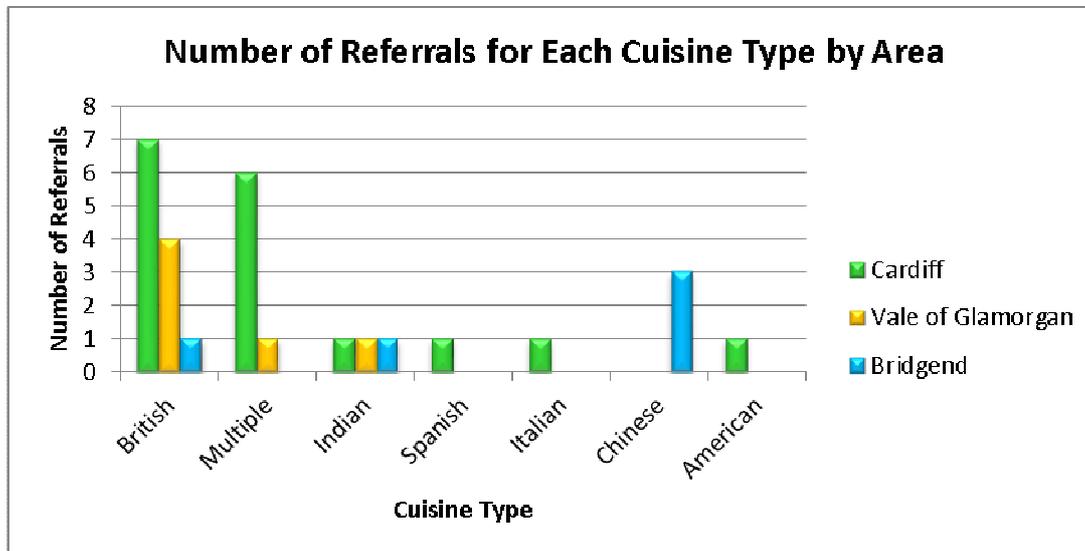
## Enhanced surveillance of cases and clusters of confirmed and suspected food poisoning

As a matter of routine, food businesses are referred to the food safety team for further investigation when case interviews identify a plausible link between illness and consumption of food products from that business. In 2016, in order to better understand the types of businesses associated with the food poisoning illness and inform future interventions and funding streams a database was set up to collate and review standards within these identified businesses. Information currently being collated includes type of cuisine, catering operation, inspection category, recency of inspection and total risk rating scores. The Risk Rating (Food Hygiene Rating Score) as set out in Annex 5 of the Food Law Code of Practice (Wales) comprises of a score for Food Hygiene & Safety Procedures, Structure/Cleaning issues and Confidence in Management/Control Procedures.

In 2016, 28 referrals were made to the Food Safety Team, this proactive initiative will therefore be extended for a further year to assure a more robust dataset. In the interim, the following basic information is presented. Of the 28 referrals:

- 5 in Bridgend,
- 6 in the Vale of Glamorgan and
- 17 in Cardiff.

Of these referrals 43% (n=12) were identified as British cuisine, 25% (n=7) multiple cuisine, 11% (n=3) for Indian and Chinese cuisines and 4% (n=1) for Spanish, Italian and American. The graph below shows the distribution of cuisines by authority.



Suspected food poisoning cases accounted for 50% of the referrals, meaning for these cases there was no confirmed causative agent and the remaining 50% were confirmed cases of Campylobacter (28%), E-Coli O157 (14%), Listeria (4%) and Salmonella (4%).

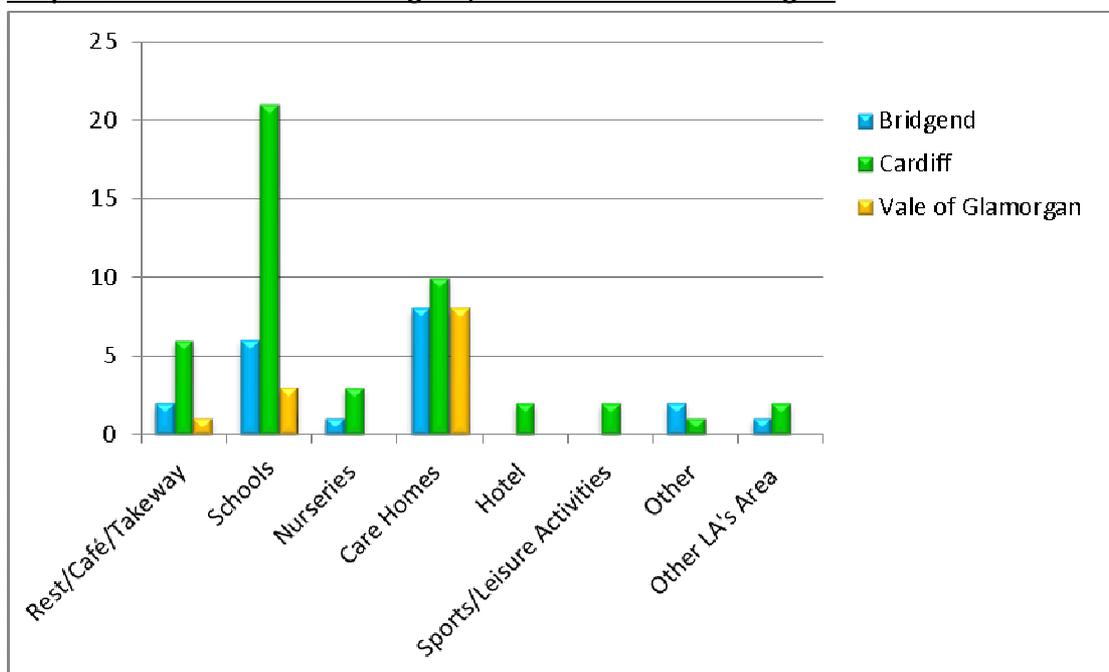
## Outbreaks

In addition to the ongoing investigation of sporadic cases of food poisoning in 2016, a total of 79 outbreaks were identified and investigated by the Communicable Disease Team, of which:

- 20 outbreaks occurred in Bridgend,
- 47 in Cardiff and
- 12 in the Vale of Glamorgan.

An outbreak is defined as illness affecting two or more people who share a common exposure factor linked by time, place or person. The outbreaks are commonly caused by suspected Norovirus and the most common mode of transmission associated with these is either person to person or environmental contamination rather than foodborne transmission. The graph below outlines the outbreaks that occurred in Bridgend, Cardiff and the Vale of Glamorgan. Schools make up 38% and care homes account for 33% of all outbreaks, these outbreaks were associated with confirmed or suspected Norovirus infections. Considerable work is undertaken to support educational and care home settings, particularly during the winter months to minimise the disruption caused by these viral infections. Norovirus infections are difficult to prevent in semi enclosed settings but their longevity and level of disruption can be greatly reduced with early intervention and application of effective public health measures.

**Graph: Outbreaks in 2016 in Bridgend, Cardiff & Vale of Glamorgan.**



As predicted in the CD Business Plan 2016/17 the incidence of outbreaks in Bridgend and the Vale of Glamorgan increased significantly as improvements were made to the recording and notification procedures in these two local authorities. In 2015 6 outbreaks were reported in Bridgend and 1 outbreak reported in the Vale (there were 35 outbreaks reported in Cardiff).

## Notable outbreaks

### **A Confirmed Norovirus outbreak associated with a food business operating in Cardiff**

In late October 2016, SRS were notified by a food business operating in Cardiff, that 7 of their food handlers were unwell with symptoms of vomiting and diarrhoea.

The restaurant is part of a national chain, which has been operating in Cardiff since November 2014. Similar issues of staff illness had been reported at other branches of the same restaurant

chain in the UK. The business suspected that the illness was caused by Norovirus and were focussed on the food supply chain as they could not readily identify any other links between sites such as a staff meeting or training event and no auditors had visited multiple sites.

The Cardiff restaurant closed voluntarily and a deep clean was arranged. The business was given advice regarding the disposing of any open foods at the premises, the use of cleaning chemicals that would be capable of removing viruses, strict observance of the 48 hour symptom free rule and thorough handwashing.

Nationwide investigations were undertaken by multiple agencies on different aspects of the outbreak to establish the cause of the illness. In Cardiff, information was obtained for all ingredients and preparation methods and investigations also included a comprehensive examination of the supplier lists, floor plans and recipe specification cards in order to try and establish if a particular ingredient could be identified that could have come via a central distributor that supplied all the affected restaurant sites.

A full analysis of the menu ingredients concluded that the business should investigate their supply chain for cooked shredded chicken and chipotle chilli products to determine how and where possible contamination incidents might have occurred and to review the microbiological risk procedures with respect to food items used uncooked within the menu.

In Cardiff a total of 11 members of staff and 15 customers were identified as having reported illness and of which 5 (3 staff members and 2 customers) were microbiologically confirmed as having *Norovirus* genotype II.

### **Suspected Norovirus outbreak associated with a conference at a hotel operating in Cardiff**

In October 2016, 80 people out of 203 delegates (attack rate: 39%) had become ill with symptoms of vomiting, diarrhoea, abdominal pain, fever and nausea following attendance at a conference. As symptoms were short lived no samples were submitted for microbiological testing and no cases were hospitalised.

A visit was made to the hotel and the matter was discussed with hotel management and the Assistant Head Chef. The source of the foods and the preparation of the conference food were discussed in detail. The kitchen and storage facilities were inspected and found to be satisfactory. The food safety management system and associated records were examined and found to be in good order. There were no issues of concern identified in relation to the food preparations during this visit. Although Hotel Management were not aware of any staff being unwell in the period leading up to the event the hotel's Housekeeping Team reported cleaning up the male toilets that serviced the main conference event following a vomiting incident on the morning of the conference. Organisers had reported that one of their delegates had seen and reported a vomit incident to Reception.

The investigation concluded that the illness was likely to have been viral in origin which would be consistent with the sudden onset of illness and recovery from illness within 48 hours. Viral illness e.g. Norovirus can be transmitted through contaminated food, but can also be transmitted by environmental exposure, for example from touching contaminated surfaces or objects and also by person to person spread particularly through a group of people in a closed environment such as a conference event.

## 3.7 Feed/Food Safety Incidents

The Service will on receipt of any food alert respond in accordance with the Food Safety Act Food Law Code of Practice and Practice Guidance .

A Product Withdrawal Information Notice or a Product Recall Information Notice is issued where a solution to the problem has been put in place – the product has been, or is being, withdrawn from sale or recalled from consumers, for example. A Food Alert for Action is issued where intervention by enforcement authorities is required.

Alerts requiring substantial reactive action will occur occasionally and irregularly. Sufficient resources will be allocated to deal with each warning as it arises, although this may require diversion from the planned programme of inspection.

In 2016/17, four food alert notifications requiring action were received from the Food Standards Agency.

If the Service becomes aware of a feed hazard we will take action to protect public and animal health at the earliest opportunity and in any event by the next working day. An assessment will be carried out to determine the likely scale, extent and severity of the risk, involving other agencies as appropriate. Enforcement options include, if necessary, detaining or seizing the feed concerned. The Service will on receipt of any feed alert respond in accordance with the Feed Law Code of Practice and the Food Standards Agency.

Dealing with feed safety incidents includes the effective response to Feed Alerts issued by the FSA and ensuring that any action specified by the FSA is undertaken promptly and with sufficient resources.

One feed alert requiring action was received from the Food Standards Agency in 2016/17.

## 3.8 Liaison with other organisations

Liaison is an appropriate mechanism for ensuring consistency between enforcers, for sharing good practice, for sharing information and for informing other enforcers of potential difficult situations.

The main liaison arrangements in place and regularly used are as follows:-

- Food Standards Agency
- Directors of Public Protection Wales Food Safety Expert Panel; Communicable Disease Expert Panel; Wales Heads of Trading Standards Food Panel; Food and Agriculture Panel
- Directors of Public Protection Wales Regional Liaison Group, the Glamorgan Group Food Panel, the all Wales Feed Group; Food and Agriculture Group; South West Wales and South East Wales Food Safety Task Groups, South West Wales Communicable Disease Task Group, Welsh Food Microbiological Forum, Wales Food Hygiene Rating Scheme Implementation Group.

- Liaison with professional bodies such as the Chartered Institute of Environmental Health, the Royal Society of Health, the Royal Institute of Public Health and Hygiene, the Chartered Institute of Trading Standards; Public Health Wales, Care Standards Inspectorate for Wales.
- Regulatory Delivery (RD)
- Advisory groups, e.g. Food Hygiene Focus Group.
- Liaison with other Council services such as Business Rates, Planning and Building Control to inspect and review applications, Procurement and Schools Service;
- Liaison with the PH Wales Environment Sub Group and the Infection Control Committee and the Cardiff Health Alliance;
- Maritime and Coastguard Agency and stakeholders at the port including port operators;
- Directors of Public Protection Wales Port Health Expert Panel;
- Association of Port Health Authorities and the Ports Liaison Network;
- Welsh Government;
- Local Government Data Unit
- Cardiff International Airport and stakeholders at the airport including UK Border Force, airline operators, baggage handlers
- Public Health Wales including Consultants in Communicable Disease Control, microbiologists, laboratories at Llandough, Princess of Wales, Singleton and the Heath Hospitals
- Local Health Boards
- Animal and Plant Health Agency
- Centre for Radiation and Chemical & Environmental Hazards
- Crown and Magistrates Courts
- Public analyst laboratories, Minton Treharne and Davies, Cross Hands and Cardiff

### 3.9 Food and Feed Safety Promotion

Shared Regulatory Services is committed to promoting a positive food safety culture through a variety of channels. Promotion of food and feed safety will generally involve:-

- Provision of advice and information to businesses and members of the public through inspections, complaints and notifications;
- Provision of Food Hygiene training courses at both Level 2 and 3;
- Delivery of Food Safety Management and Safer Food Better Business training ;
- Provision of training courses in other languages based on local need;
- Leaflets covering food and feed issues;
- Participation in national events such as Food Safety Week;
- Promotion of Food Hygiene Rating Scheme;
- Key partner on the Food and Health Steering Group developing the Cardiff Food and Health Strategy;
- Guidance to assist businesses;
- Advice through Shared Regulatory Services website and other social media;
- Targeted education, advice and seminars.
- Where possible interventions and promotional activities are evaluated to learn how they can be improved for next time.
- Healthy Options Awards

## 4. Resources

### 4.1.1 Financial allocation

The estimated financial expenditure on food and feed safety for 2017/18 is demonstrated in the following table. Legal charges are part of a central recharge and cannot be separately calculated. Investment in and renewal of information technology assets is funded centrally following a bid process based on the development of a business case.

	Budget 2016/17				Budget 2017/18			
	Bridgend	Cardiff	Vale of Glamorgan	Bridgend Cardiff Vale of Glamorgan	Bridgend	Cardiff	Vale of Glamorgan	Bridgend Cardiff Vale of Glamorgan
<b>Staffing</b>		1,073,003	354,000	<b>3,111,493</b>	697,312	1,748,639	657,279	<b>3,103,230</b>
<b>Travel / Subsistence</b>		30,740	12,000	<b>44,040</b>	14,584	35,507	13,619	<b>63,710</b>
<b>Sampling</b>		88,310	20,000	<b>142,970</b>	21,749	44,231	21,070	<b>87,050</b>
<b>Supplies and services</b>		45,620	110,000	<b>221,939</b>	40,231	139,673	36,966	<b>216,870</b>
<b>TOTALS</b>	551,470	1,237,673	496,000	<b>3,520,442</b> This figure relates to the entirety of the teams involved in food. This figure does not reflect the allocation to food only.	773,876	1,968,050	728,934	<b>3,470,860</b> This figure relates to the entirety of the teams involved in food. This figure does not reflect the allocation to food only.

### 4.2 Staffing allocation

The table below indicates the actual number of staff working on Food and Feed safety and related matters (in terms of full time equivalents FTE). The total across Food and Feed Standards is 42.295 FTE. Levels of qualification are expressed with reference to the appropriate Food Safety Act Food Law Code of Practice and Practice Guidance and Feed Law Code of Practice, including support staff.

Food Safety					
Position	Function	Qualification	FTE		
			Bridgend	Cardiff	Vale
Head of Shared Regulatory Services	Management of Environmental Health, Trading Standards and	Trading Standards Officer	0.02	0.06	0.02

	Licensing functions				
OM Commercial Services	Includes management of public protection functions - food hygiene, port health and food poisoning and Trading Standards	Diploma in Trading Standards (DTS)	0.075	0.15	0.075
OM Enterprise & Specialist Services	Includes management of Industry Team which includes Food Hygiene, Food Standards and Feed Hygiene functions; and also the Environment Team (Feed Hygiene)	Diploma in Trading Standards (DTS), Lead Auditor Qualification	0.02	0.04	0.02
Team Manager (Food and port health)	Food safety management and liaison.	Environmental Health Officer (EHORB registered, competent to inspect all categories)	0.46	1.00	0.46
Team Manager (Health & Safety and Communicable Disease Team)	Community Health including food poisoning and liaison	Environmental Health Officer(EHORB registered)	0.05	0.1	0.05
Team Manager (Industry)	Management of Industry Team which includes Food Hygiene and Food Standards functions at Manufacturing Premises	Diploma in Trading Standards (DTS), Lead Auditor Qualification	0.1	0.2	0.1
Commercial Services Officers (Food and Port Health)	Food safety inc. 2 FTE for Port Health	Environmental Health Officer	3.1	7.3	3.1
Commercial Services Officers (CD)	Community health (food poisoning and infection control )	Degrees in in Environmental Health or equivalent science	0.1	0.50	0.2
Commercial Services Officer ( Industry)	Food Safety & Food Standards at Manufacturing/Industrial Premises including EH Approvals	Environmental Health Officers & Trading Standards Officers	0.75	1.5	0.75
Sampling Officer (Food)	Sampling	Advanced Certificate in Food Hygiene	0.25	0.5	0.25
Technical Officer (Food and Port Health)	Food safety and port health	( 1 requires to be EHRB registered)	1.9	6.8	1.9
Technical Officer (CD)	Community health including food poisoning	Degrees in in Environmental Health or equivalent science	0.1	0.80	0.2
Technical Officer (Industry)	Food Safety & Food Standards at Manufacturing/Industrial Premises	Ordinary & Higher Certificates in Food Premises inspection, Higher Certificate in Food Control	0.25	0.5	0.25
		<b>Totals</b>	<b>7.27</b>	<b>19.45</b>	<b>7.37</b>
		<b>Overall Total (FTEs)</b>	<b>34.09</b>		

Food Standards					
Position	Function	Qualification	FTE		
			Bridgend	Cardiff	Vale
OM Commercial Services	Includes management of public protection functions - food hygiene, port health and food poisoning and Trading Standards	Diploma in Trading Standards (DTS),	0.05	0.1	0.05
OM Enterprise & Specialist Services	Includes management of Industry Team which includes Food Hygiene, Food Standards and Feed Hygiene functions; and also the Environment Team (Feed Hygiene)	Diploma in Trading Standards (DTS), Lead Auditor Qualification	0.02	0.04	0.02
Team Manager (Trading Standards)	Management of Commercial Services Trading Standards Team includes Food Standards and Feed Hygiene functions.	Diploma in Consumer and Trading Standards	0.05	0.2	0.05
Team Manager (Industry)	Management of Industry Team which includes Food Hygiene and Food Standards functions at Manufacturing Premises	Diploma in Trading Standards (DTS), Lead Auditor Qualification	0.1	0.1	0.1
Commercial Services Officers (Trading Standards)	Food standards and feed hygiene functions.	Diploma in Trading Standards (DTS) or Diploma in Consumer and Trading Standards (DCATS).		1.6	0.8
Commercial Services Officer ( Industry)	Food Safety & Food Standards at Manufacturing/Industrial Premises including EH Approvals	Environmental Health Officers & Trading Standards Officers	0.25	0.5	0.25
Technical Officer ( Trading Standards)	Food standards and feed hygiene functions	DCATS Food and Agriculture module or equivalent.	0.8	0.8	
		Totals	1.27	3.34	1.27
		<b>Overall Total (FTEs)</b>		<b>5.88</b>	

Feed Hygiene					
Position	Function	Qualification	FTE		
			Bridgend	Cardiff	Vale
OM Enterprise & Specialist Services	Includes management of Industry Team which includes Food Hygiene,	Diploma in Trading Standards (DTS), Lead Auditor Qualification	0.01	0.02	0.01

	Food Standards and Feed Hygiene functions; and also the Environment Team (Feed Hygiene)				
Team Manager (Trading Standards)	Management of Commercial Services Trading Standards Team includes Food Standards and Feed Hygiene functions.	Diploma in Consumer and Trading Standards	0.0025	0.015	0.0025
Team Manager (Industry)	Management of Industry Team which includes Food Hygiene and Food Standards functions at Manufacturing Premises	Diploma in Trading Standards (DTS), Lead Auditor Qualification	0.01	0.01	0.01
Commercial Services Officers (Trading Standards)	Food standards and feed hygiene functions.	Diploma in Trading Standards (DTS) or Diploma in Consumer and Trading Standards (DCATS).	0.025	0.05	0.025
Team Manager (Environment)	Management of Animal Health and Welfare Team	BSc,	0.05	0.05	0.05
Commercial Services Officer (Industry)	Food Safety & Food Standards at Manufacturing/Industrial Premises including EH Approvals	Environmental Health Officers & Trading Standards Officers	0.05	0.05	0.05
Sampling Officer (Food)	Sampling	Advanced Certificate in Food Hygiene	0	0	0
Technical Officer (Trading Standards)	Food standards and feed hygiene functions	DCATS Food and Agriculture module or equivalent.	0	0	0
Animal Health & Welfare Officer	Feed hygiene on farm including sampling	Competency achieved through training, monitoring and assessment (officer to complete CoC in Agriculture 2017).	0.05	0.10	0.05
Animal Health & Welfare Officers	Feed hygiene on farm including sampling	Competency achieved through training, monitoring and assessment	0.10	0.025	0.10
		Totals	0.2975	0.32	0.2975
		<b>Overall Total (FTEs)</b>	<b>0.915</b>		

Successful delivery of the service plan is dependent on adequate staffing resources being maintained during the plan period. To deliver the full programme in accordance with the FSA requirements would require additional resource over the existing budget.

## 4.3 Staff Development Plan

The creation and development of the new Shared Regulatory Service across three distinct areas, together with the implementation of a new structure and new ways of working presents many challenges for the new Service and its workforce. This will involve considerable change in culture, working methods and staff development all of which will impact on the workforce. Shared Regulatory Service's approach to managing this is through the production of a Workforce Development Plan that provides a plan for developing the workforce to ensure the workforce has and maintains the right mix of experience, knowledge and skills required to fulfil our goals.

The Workforce Development Plan, will provide a framework that addresses wide ranging issues and bring together the following areas:-

- Developing organisational culture
- Leadership and management development
- Skills development
- Recruitment, retention and progression
- Communication and employee engagement
- Employee performance management

Continuing Professional Development (CPD) is actively encouraged and officers attend a wide range of training courses, seminars, meetings and briefings to help maintain competency and improve technical, legal and administrative knowledge. The Food Law Code of Practice requires a minimum of 10 hours CPD to be completed by all authorised officers. The Chartered Institute of Environmental Health and the Chartered Trading Standards Institute have mechanisms in place to monitor CPD of its members requiring 20 hours a year to be met for normal membership and 30 hours a year for chartered membership.

Regular food safety and standards training is carried out in house. At least one internal training session will take place each year.

All officers receive training in respect of new food and feed legislation and how it relates to establishments involved in the supply of products of animal and non animal origin. This is an ongoing process and officers will receive further training and guidance as required.

The Service also recognises the need for full technical support to be available to all Food and Feed Officers and this is achieved through a variety of ways, including internet subscription and library.

## 5. Quality Assessment

Shared Regulatory Services recognises the need to measure the effectiveness of its food and feed safety duties and strongly supports the ethos of continuous improvement. The Service therefore participates and undertakes a number of activities to ensure that work is of a high standard and opportunities to identify and implement improvements are taken.

### **Documented procedures**

To ensure the quality and consistency of our activities, processes, procedures and work instructions for Food and Feed enforcement activities are documented within each local authority area. To ensure the quality and consistency of our activities and in accordance with the Food Standards Agency Framework Agreement, consistent procedures have been developed to harmonise the processes, and work across Shared Regulatory Services and are available to all Shared Regulatory Services staff.

Documented procedures identify responsibility for the work carried out and ensure that all changes identified through audit are carried out in accordance with improvement procedures. .

### **Assessment and audits**

The monitoring of the quality of our policies and procedures is assessed in a number of ways, namely:-

- Internal audit of documented procedures and work instructions via internal audit;
- Audits undertaken by the Food Standards Agency.
- Customer consultation and feedback;
- Review of corporate complaints and compliments about the service.

Shared Regulatory Services is committed to continuous improvement using various management tools for identifying opportunities for improvement and has used 'lean management' techniques to review processes and procedures which require the mapping out and examination of processes to identify more efficient and effective working practices.

In March 2017 an Audit was completed by the Food Standards Agency Wales of the delivery of official food controls in Shared Regulatory Services. This identified recommendations for incorporation into the Service to ensure best practise. An Action Plan will be drafted with set timescales to ensure that these improvements are made. Shared Regulatory Services are in discussions with the FSA in relation to this action plan and once agreed this will be included into this Service Plan.

### **Customer consultation and feedback**

We are committed to involving customers in the continuous improvement of services and recognise the need to have structured methods of obtaining service users views and perception of the service. During 2016/17 this included a questionnaire sent to food business operators in Cardiff following each planned food hygiene inspection visit asking a series of questions to gauge the business's satisfaction with the enforcement services. Results for 2016/17 show that 89% of respondents said that the food hygiene inspection helped them to improve food hygiene standards and 93% were very satisfied or satisfied with the overall level of service they received.

# 6. Review

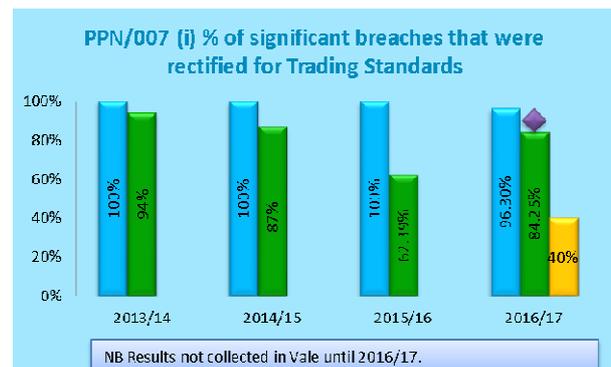
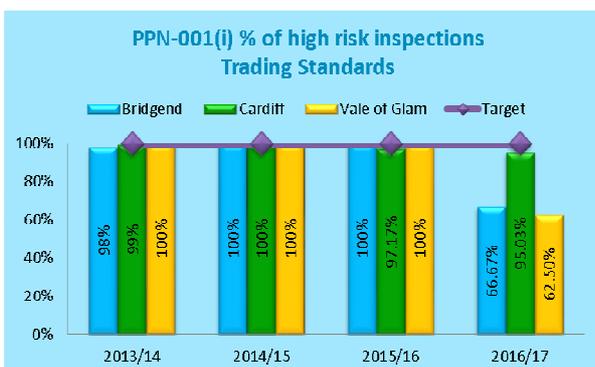
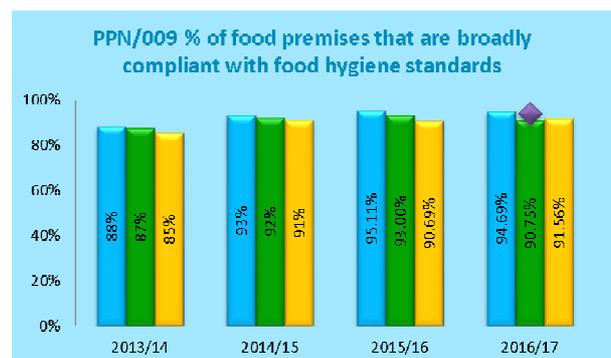
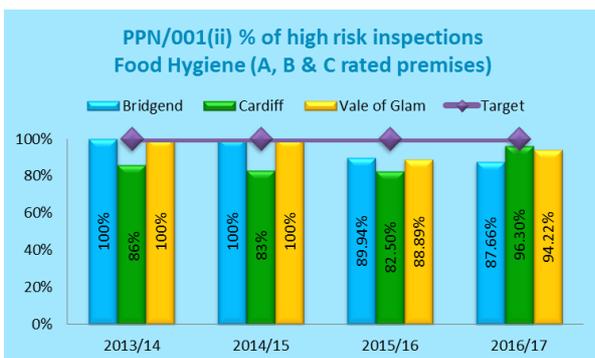
## 6.1 Review against the Service Plan

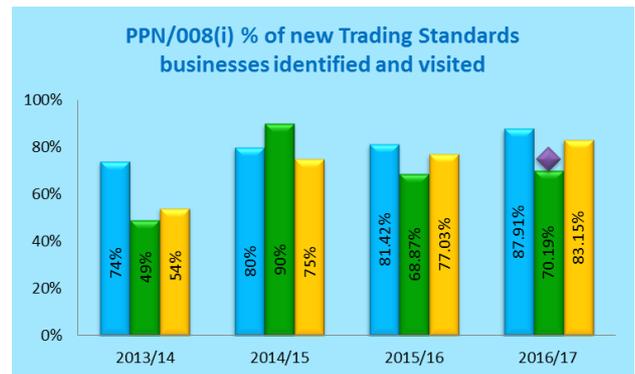
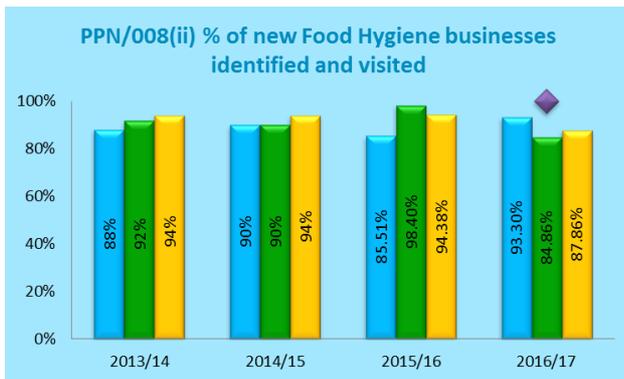
In order to ensure continuous improvement it is essential that performance is regularly monitored. Shared Regulatory Services has an effective performance management infrastructure in place for developing, delivering, monitoring and reviewing interventions which is undertaken through the following mechanisms:-

- The Joint Committee for the Shared Regulatory Service will approve this Service Plan setting out the work programme for the service and reviewing performance against the previous year's programme.
- Performance of the service is considered at team and divisional meetings on a monthly basis. Performance against strategic and local Performance Indicators is reviewed through a framework of management review meetings.
- Section and Divisional meetings allow for the effective management of work and are also one of the routes of communication that allow individual and team involvement in the development and delivery of interventions.
- Performance of individuals is managed through the #itsaboutme Scheme detailed in Section 4.
- Procedures and work instructions will be managed through a Shared Regulatory Service document control system.

### Performance measures

The only current Public Accountability Measure relevant to Food Safety is PPN/009, however other performance indicators such as service improvement data are collected. The following graphs show the results for the last 4 years.





The target for interventions to be completed at high risk businesses for food safety in 2016/17 were A- 100%, B100% and C 80%. All these targets were met for food safety across Bridgend, Cardiff and the Vale of Glamorgan and the final performance as pictured was as a result of the lower number of interventions being completed at C rated businesses. Whilst the Service endeavoured to complete 100% of the C rated businesses in accordance with the Food Law Code of practice unfortunately this was not achieved due to 4 members of staff having training needs and contractors not fulfilling their contract.

The broadly compliant figure indicates the number of businesses within each area who has managed to achieve a food hygiene rating of 3 or above. Whilst the Service endeavours to improve compliance with food law through advice and guidance or enforcement, ultimately the achievement of a score of 3 depends on the willingness of the food business operator to make and maintain improvements. There is a noticeable reduction in the broadly compliant figure for Cardiff which maybe attributed to the fact that a large number of businesses in the D rated category were inspected which had not received an intervention for some time. This indicates the importance of regular interventions from food safety officers to ensure compliance with food law requirements is maintained.

70% of high risk feed inspections were also achieved across Bridgend, Cardiff and the Vale in 2015/16. The shortfall represented 4 inspections outstanding at the end of the year.

There are currently 5928 food premises across the region that are subject to local authority enforcement. During 2016/17 enforcement measures taken included 2686 warning letters (1721 in Cardiff, 516 Bridgend and 449 Vale).

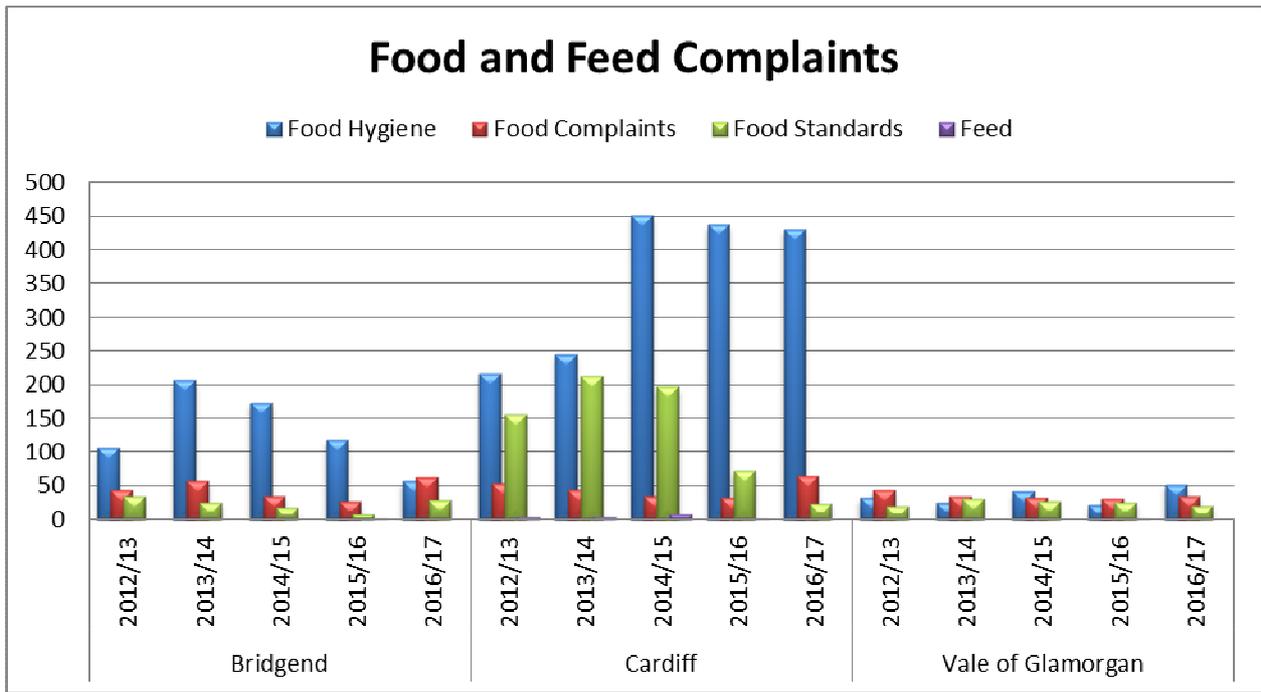
A total number of 47 Hygiene Improvement Notices were issued (15 Bridgend, 19 Cardiff and 13 Vale).

There are currently 736 registered feed premises across the region that are subject to local authority enforcement.

Enforcement	2015/16									2016/17								
	Bridgend			Cardiff			Vale			Bridgend			Cardiff			Vale		
	Food Hyg	Food Stds	Feed Safety	Food Hyg	Food Stds	Feed Safety	Food Hyg	Food Stds	Feed Safety	Food Hyg	Food Stds	Feed Safety	Food Hyg	Food Stds	Feed Safety	Food Hyg	Food Stds	Feed Safety
Voluntary closure	2	0		20	0		2	0		2	0		30	0		2	0	
Seizure, detention and surrender of food	2	0		10	0		0	0		2	0		18	0		0	0	
Suspension/revocation of approval or licence	0	0		0	0		0	0		0	0		0	0		0	0	
Emergency Prohibition Notice (Formal)	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prohibition Order	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple caution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(Hygiene )Improvement notice	19	0	0	19	0	0	9	0	0	15	0	0	19	0	0	13	0	0
Written Warnings	561	1	0	1204	1	6	547	79	29	514	2	0	1712	9	0	447	2	0
Prosecutions concluded	3	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Remedial Action Notices	2	0	0	19	0	0	0	0	0	1	0	0	10	0	0	11	0	0

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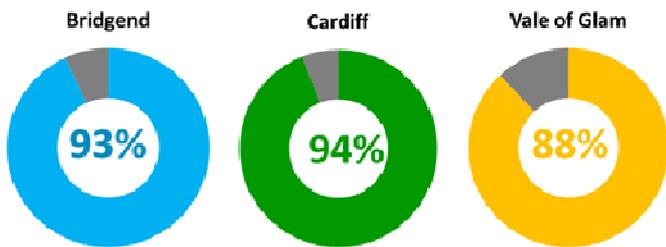
773 service requests were received in 2016/17 (complaints) 147 Bridgend, 518 Cardiff and 108 Vale of Glamorgan were received in total and all were investigated. The table below shows a breakdown of the type of complaint received.



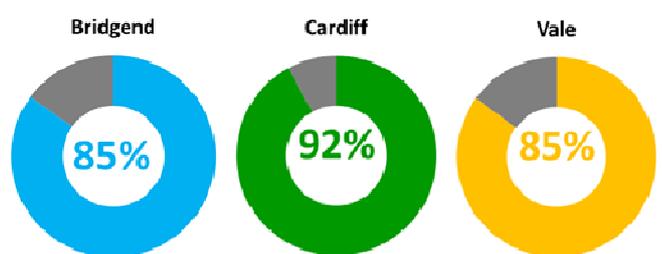
The graph shows a dramatic increase in the number of Food Hygiene complaints received in Cardiff since 2014/15. This is believed to be largely due to more accurate recording of information together with greater awareness of food safety issues following the introduction of the Food Hygiene Rating Scheme.

During 2016/17 questionnaires were sent to food business customers following an inspection to gauge their views on the inspection process across the 3 areas. This was a new process for Bridgend and Vale of Glamorgan. Results were very positive with a high percentage of businesses feeling that the food safety inspection helped them improve standards in their business and high satisfaction with the service provided across all three areas.

**% of food businesses satisfied with overall level of service**



**Businesses who felt food safety inspection helped them improve food hygiene standards in their business**



Source – Respondents to customer satisfaction questionnaire

## Achievements

### Bids for Funding

SRS has been awarded a total of £8,131.50 by the FSA in 2017-18 to complete the following:-

**Bid 1:** The updating, rebranding and printing of guidance booklets, leaflets and hand-outs for distribution to targeted food business in the SRS region.

**Bid 2:** Provide Safer Food Better Business seminars and Food Safety Management training to approximately 40 businesses within the SRS region that have a poor confidence in management score.

**Bid 3:** The updating and rebranding of the Cardiff Safer Food Better Business Toolkit to enable it to be used by food businesses throughout the region, to assist with raising staff awareness and training.

### Support for food businesses

**Food and Safety News** – The Service's commitment to advising and supporting food businesses to achieve legal compliance and the highest possible standards resulted in the development of a twice yearly newsletter aimed at food businesses to inform, educate and advise on responsible food safety and health and safety across Bridgend, Cardiff and the Vale of Glamorgan. The first edition offered advice on how to keep customers and staff safe, provided guidance on food allergens, less than thoroughly cooked burgers and how to achieve a high food hygiene rating.

In order to improve standards in new food businesses every new business that registered with SRS received a letter detailing the food hygiene rating scheme and the matters to be addressed in order to achieve a food hygiene rating.

**Advice visits and training** - Shared Regulatory Services has introduced a paid for advice service and training service to facilitate savings and increase the range and availability of what is available. A fee of £102 +VAT is charged for a 2 hours on site advice visit tailored to the businesses needs with a follow up written report. Courses currently offered include Level 2 and 3 Food Safety Training Courses with a HACCP course currently being developed.

**Website** - In addition development of the Shared Regulatory service website is aimed to assist local businesses in sourcing relevant information for their successful operation.

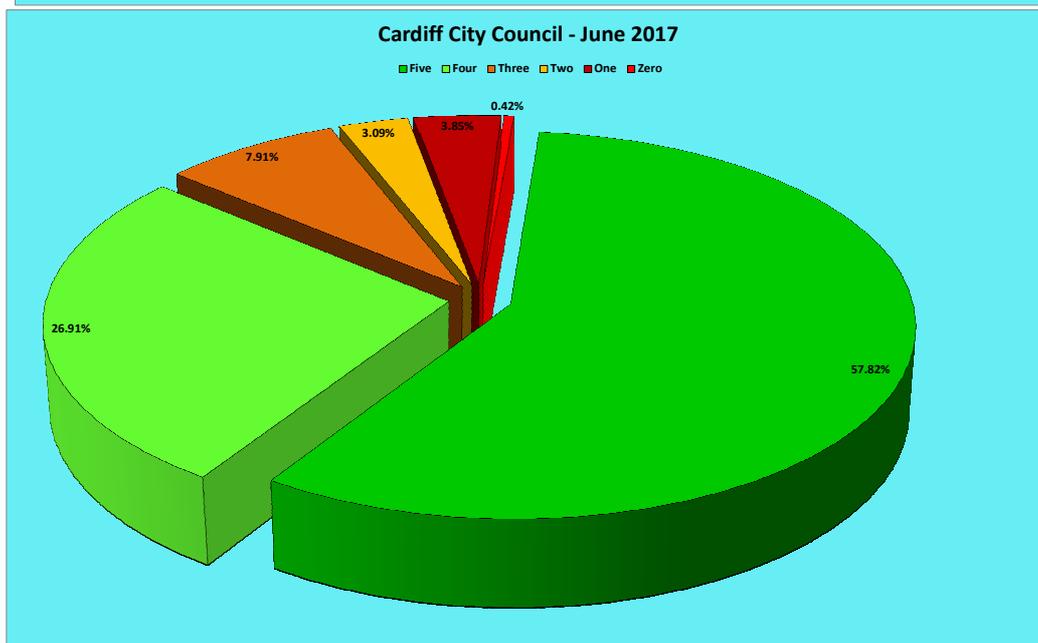
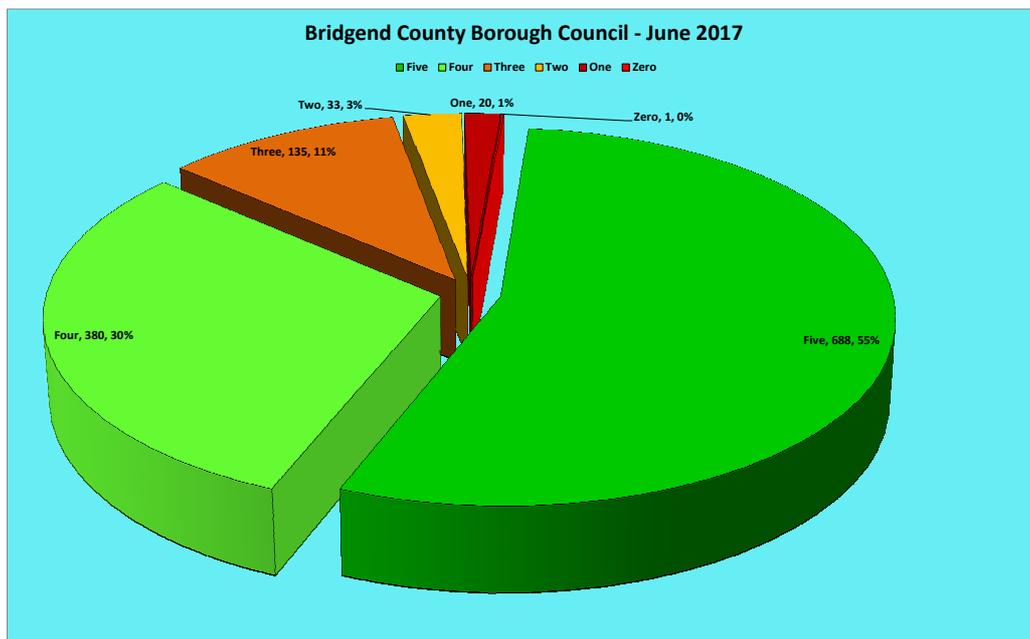
**Breakfast Forum** – SRS hosted a breakfast forum for food businesses at a packed 'Principality Stadium' in February to give businesses advice on how best to meet standards. The forum gave food businesses across Bridgend, Cardiff and the Vale of Glamorgan an insight into the advice and support services available in areas such as food hygiene, health and safety, allergens and food labelling. Attended by more than 100 businesses from coffee shops to restaurants, hotels, nurseries and caterers, delegates received tips on scoring a high food hygiene rating, the importance of understanding allergens and how to keep staff and the public safe in a food

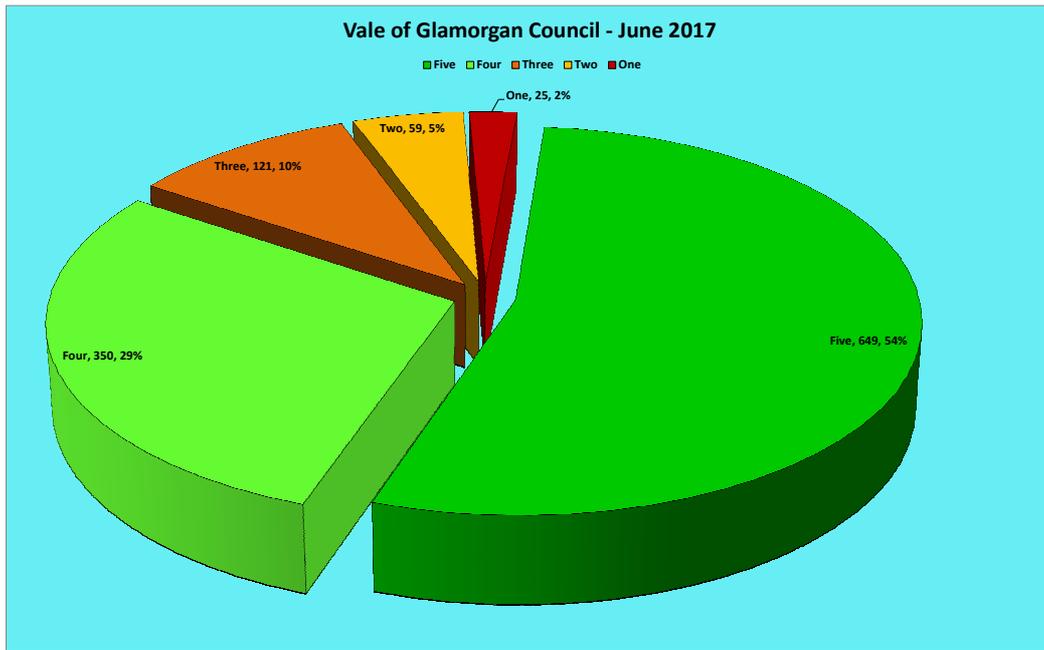
establishment. The Services also highlighted the tailored advice services available via a consultancy basis or Primary Authority Partnership which can include staff training, auditing of terms, conditions, policies and procedures and mock food hygiene inspections to better prepare businesses for the real thing. Feedback from the event was very positive with 95% of attendees who responded to the survey believing that the event would help them improve standards of compliance in their business.

### Food Hygiene Rating Scheme (FHRS)

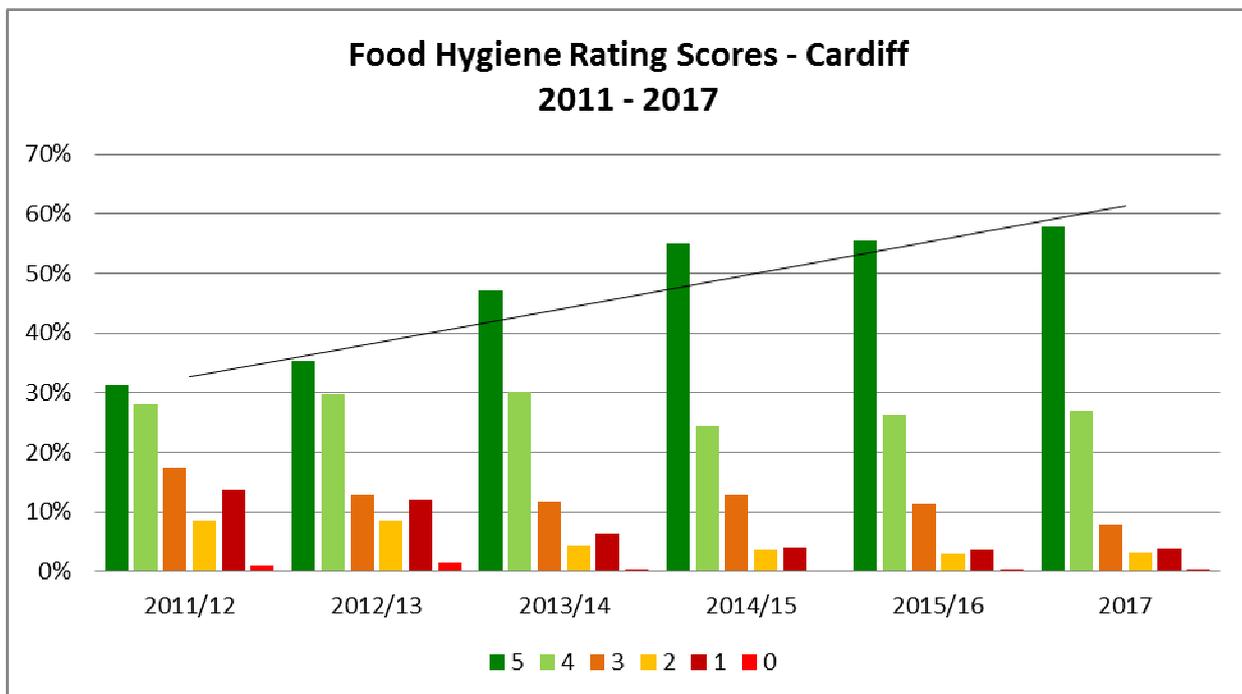
On 1<sup>st</sup> October 2010 the FHRS was introduced. As premises have been inspected they have received a hygiene rating. In November 2013 a statutory scheme was introduced throughout Wales.

The following charts highlight the number of premises inspected across the region together with their rating. A breakdown of the scores across Bridgend, Cardiff and Vale of Glamorgan can be found below.





The Scheme has had a positive impact in improving standards in food businesses and the following graph demonstrates how over a 6 year period the percentage of Cardiff businesses that have been granted a '5' rating, the highest rating that can be achieved, has increased. Similarly the number of low scoring businesses has dropped.



## **Managing E.coli risk within the Council**

The partner councils all have a role in procuring and providing food to a range of establishments. Over the last three years, significant progress has been made to address the E.coli risk at Cardiff Council. In 2013/14 Cardiff Council adopted a Corporate Food Safety Management System, supported by an E-learning module. A corporate Action Plan is in place and the E-learning module has been significant in allowing a greater numbers of relevant employees to be trained and this has been reflected positively in the Action Plan. The Shared Regulatory Service recognises the need to maintain this momentum to implement and develop these corporate procedures and as such will continue to support this regime in 2016/17. The impact upon the overall compliance of the Council establishments at Cardiff has been significant and in 2016/17 the Shared Service will discuss extending this regime to the other partner councils. Supporting these “in-house” regimes is not a core function of the Shared Service and any work undertaken will need funding from the partner Councils.

## **Food Hygiene Intervention Programme**

### **Planned High Risk Food Hygiene Inspections (Risk Category A-C)**

The Service faced a number of challenges during 2016/17 yet despite this an overall high risk inspection rate of 87.66% Bridgend, 96.30% Cardiff and 94.22% in the Vale of Glamorgan was attained against a target of 100% and show significant improvement, particularly in relation to Cardiff and the Vale of Glamorgan from the previous year.

The service completed all Category A and B premises visits to schedule. Resources, limited during this period, were prioritised to ensure these premises were visited as required. The shortfall against target consists of premises in Category C.

The term high risk premises includes those businesses rated as:-

- category A (those premises requiring a visit every six months)
- category B (those premises requiring an annual visit)
- category C (those premises requiring a visit every 18 months)

Meeting this performance indicator has proved problematic, particularly for Cardiff Council in recent years. The figures illustrate that the new operating model, when fully resourced, is capable of delivering the required performance for high risk premises while delivering the savings sought by the Councils.

### **Other Planned Food Hygiene Interventions (Risk Category D-E)**

An overall intervention rate of 83.56% in Bridgend, 70.36% in Cardiff and 83.05% in the Vale of Glamorgan was achieved for category D and E premises. These figures are much improved from last financial year (34.75% Bridgend, 9.24% Cardiff and 50% Vale). This was achieved through utilising unqualified Technical Officers to conduct alternative enforcement inspections to category D and E premises.

## **Unrated Premises**

As many as one in three UK businesses fail in the first three years. Establishing contact with new businesses in their first year of trading is an important part of the SRS strategy to promote and support the local economy. Early engagement with a business helps us to protect the public health and allows the SRS to work with food businesses and provide them with the opportunity to understand often complex legal requirements.

During 2016/17 100% of premises in Bridgend, Cardiff and the Vale that were unrated on the 1 April 2016 were inspected during the year. The requirement to inspect new businesses within 28 days has however not been achieved with 93.30% Bridgend, 84.86% Cardiff and 87.86% of new businesses identified during the course of the year being inspected. The new business performance indicator will always be challenging for the food service. Food businesses often register however will not be ready for trade within 28 days.

## **Broadly Compliant Premises**

The percentage of food premises which were deemed to be broadly compliant with food hygiene law i.e. rated a 3 or above, continued to stay at a high level for all 3 areas with 94.69% in Bridgend, 90.75% in Cardiff and 91.56% in the Vale of Glamorgan. This is in part the positive impact of the implementation of the Food Hygiene Rating Scheme which encourages many businesses to strive for a better rating. Once improvements are made, businesses request a revisit to be rescored.

## **Successful prosecutions**

The Service had a number of successful prosecutions during 2016/17. These included the following:-

A Penarth bakery was fined more than £10,000 after committing 36 hygiene offences and its owner banned from managing a food business for 10 years, following interventions by officers. A number of visits made to the food manufacturer supplying other outlets as well as its own retail shop revealed serious breaches of hygiene regulations that resulted in 11 improvement notices being served in the interest of public health. Breaches included poor personal hygiene, filthy premises in poor condition, failure to protect food from contamination, rodents and insects not controlled at the premises, and placing unfit food on the market.

A Cardiff wholesaler who had a food hygiene rating of one, was prosecuted and fined £120,000 for delivering 'high risk' food to a business in a vehicle that wasn't refrigerated following an investigation by the service. The issue first came to the attention of officers in 2014 when following the receipt of a complaint that food such as ham and cheese were being transported in vehicles that were not refrigerated, an investigation resulted in a Remedial Action Notice being served on the company. A follow up inspection that took place within 14 days found the company to be complying with the measures imposed on them. Unfortunately, some time later, the company was found to have breached the 'Remedial Action Notice' when an Environmental Health Officer visiting another premises as part of a routine inspection, noticed a van from the company delivering food and checked the van. The van was not refrigerated and found to contain both cooked and uncooked meat with no temperature control equipment in the vehicle. The fine was reduced on appeal to £80,000.

## 6.2 Identification of any variation from the Service Plan

The mechanisms in place to review performance enable remedial action to be put in place should any shortfalls against targets or plans occur during the year. Consideration will be given to the various factors that may contribute to any shortfalls and whether additional resources, re-allocation of staff resources or re-prioritisation of workload is required to resolve any problems. Any issues that may not have been resolved at the end of the year will be included in the Service Plan for the following year.

The performance against the food safety intervention plan for 2016/17 has been outlined in detail above. It was recognised at the time of plan adoption that resources were insufficient to deliver the full requirements of the Food Law Code of Practice. Therefore, in light of the reduced resource available, decisions were made regarding priorities which included inspection of all A, B, non-broadly compliant C premises and new businesses. These premises were the focus of priority throughout the year. As it became clear during the year that performance would be poor for high risk business inspection, contractors were employed to inspect approximately 600 C rated premises in Cardiff. Any high risk premises due for inspection but not inspected as part of the programme for 2016/17 have been included in the programme for 2017/18.

Cardiff Council received an allocation of £15,092 for microbiological analysis of food and water samples from Public Health Wales during 2016/17. The specific sampling surveys identified in the Sampling Plan were delivered and 54.1% of the allocation was spent.

Bridgend received an allocation of £7,306 and Vale of Glamorgan £11,359 for microbiological analysis of food and water samples from Public Health Wales for 2016/17. Only 36.5% and 52.4% respectively of the allocation was spent due to the restructure within the Service and the need to redirect resources to complete the intervention programme.

## 6.3 Areas for improvement

As part of the annual review process, any areas for improvement will be identified and included in the Plan and/or the Service Area Business Plan with such improvement encompassing areas such as :-

- Improvements to working practices;
- New projects or initiatives;
- Greater partnership working;
- Improvements in efficiency and effectiveness;
- Promotion of food issues;
- Greater focus on outcomes.

As a result of a review of the service, the following opportunities for development are identified for 2017/18.

## **Food Safety**

- Continue to review and harmonise policies and procedures across Shared Regulatory Services.
- Continue to implement and enforce the statutory Food Hygiene Rating System at all visits carried out by the Food and Port Health Teams and initiate projects to ensure appropriate display of ratings.
- Promote the new requirements of the Food Hygiene Rating (Promotion of food hygiene rating)(Wales) Publicity Regulations 2016 introduced in November 2016.
- Continue to prioritise new businesses and A and B rated businesses for inspection.
- Address the shortfall of interventions carried out at C, D and E rated businesses.
- Bid for any grant funding that maybe available in order to improve standards in poorly performing businesses.
- Establish arrangements for engaging with business and communicating food safety messages.
- Maximise the use of the available funding for sampling by developing and implementing a suitable sampling programme.
- Promote the uptake of paid for advice and training by businesses to improve their hygiene ratings.
- In light of the impact of the Shared Regulatory Service on Cardiff Council arrangements for Corporate E.coli management, continue to input into the Council's compliance with E. Coli Action Plan to ensure that the Council maintains working group meetings, HACCP (Hazard Analysis and Critical Control Point) implementation, roll out of online training and corporate training and focus on educational establishments.
- Engage with local businesses to promote and secure additional Primary Authority relationships.
- Develop and implement a workforce development plan to ensure ability to meet goals and secure resilience of service.
- Implement changes required by FSA Audit.
- Check and ensure accuracy of data on new database.

## **Food Standards**

- Continue to ensure that unrated and low rated food premises are assessed via a combination of self assessment questionnaires and inspection.
- Ensure all food qualified officers are kept up to date with changes in legislation via a combination of internal and external training courses and workshops.
- Review the food incident procedure to ensure that co-products, which are products derived from food manufacture including waste food that enter the feed chain, are included.
- Address the shortfall of interventions undertaken at medium and low risk businesses.
- Continue the process of registering feed businesses and share intelligence with other authorities about the types of businesses supplying the feed chain especially those supplying co-products.
- Increase the number of competent level one feed officers within the service to help deal with the increasing number of feed businesses.
- Encourage officers to become food and/or feed qualified

## Feed Hygiene

- Work with the Wales Feed Group to standardise policies and procedures.
- Ensure all feed officers are kept up to date with changes in legislation through training courses and monitoring.
- Prioritise newly registered feed businesses for inspection.
- Increase the number of qualified and/or competent feed officers through training and monitoring to ensure resilience within the Service.
- To identify new feed businesses through self-assessment questionnaires and intelligence sharing.
- To review and update as necessary the register of feed businesses.

## Communicable Disease

- Harmonisation of response and investigation procedures for suspected and confirmed cases of food poisoning, including the application of the Good Practice Statement for the investigation and surveillance of Campylobacter Infection.

## Appendices

- A. [Food Safety Sampling Plan](#)
- B. [Local Public Health Strategic Framework \(relevant sections\)](#)
- C. [Food Standards Sampling Plan](#)
- D. Wales Feed Standards Sampling Plan – To be confirmed.
- E. Corporate Priorities of partner authorities

# Appendix A - Food Safety Sampling Plan

Food Safety Sampling Plan 2016/17							
Microbiological (M) Chemical (C) Physical (P) Radiological (R)							
Product	Type	Analysis	Analyst	Duration	Sampling Rate	Approx samples/premises	Estimated samples/year
SURVEILLANCE MONITORING							
End Product Testing High Risk Premises	M	Aerobic Colony Counts & Food Pathogens	PH Wales	Ongoing	Annually	Variable	80
Food Poisoning Outbreaks	M	"	PH Wales	Ongoing	As required	Variable	100
Premise Specific Sampling (Surveillance)	M	"	PH Wales	Ongoing	As required	Variable	100
Imported Foods (Port & Inland)	M	"	PH Wales	Ongoing	As required	Variable	60
	C	Various Contaminants & Pesticides	CSS	Ongoing	As required	Variable	40
SPECIFIC SURVEYS							
Welsh Food Microbiological Forum Cooked Chicken Survey	M	Aerobic Colony Counts, listeria & enterobacteriaceae&	PH Wales	April to Sept	As per protocols	Variable	30
Welsh Food Microbiological Forum Ice Used in Coffee Shops	M	Aerobic Colony Counts, E coli, coliforms and faecal streptococci	PH Wales	July to October	As per protocols	Variable	50
Welsh Food Microbiological Forum Examination of meals in Welsh primary and secondary schools	M	Aerobic Colony Counts, E coli Enterobacteriaceae, listeria, bacillus, clostridium perfringens, salmonella, S. aureus&	PH Wales	Oct to March	As per protocols	8	350
Welsh Food Microbiological	M	Aerobic Colony Counts &	PH Wales		As per	Variable	40

**Food Safety Sampling Plan 2016/17**  
**Microbiological (M) Chemical (C) Physical (P) Radiological (R)**

Product	Type	Analysis	Analyst	Duration	Sampling Rate	Approx samples/premises	Estimated samples/year
Shopping basket 14		Food Pathogens		April to March	protocols		
PRODUCT SPECIFIC PREMISES (Vertically Approved)							
Meat Products (4)	M	pathogens & ACC	PH Wales	Ongoing	Bi Annually July 15 & Jan 16	Variable	20
Fishery Products (3)	M	"	PH Wales	Ongoing	Bi Annually July 15 & Jan 16	Variable	15
Meat Preparations (1)	M	"	PH Wales	Ongoing	Bi Annually July 15 & Jan 16	Variable	5
Approved Premises - (13 – 4 Bridgend, 8 Cardiff, 1 Vale)	M	"	PH Wales	Ongoing	Bi Annually July 15 & Jan 16	Variable	5 per premises approx. 65
WATER MONITORING							
Product Specific Premises (13)	M	Total Coliforms & E.coli	PH Wales	Ongoing	Annual	Variable	13
Special Events Waters	M	Total Coliforms & E.coli	PH Wales	Ongoing	Variable	Variable	20
Pool Waters	M	Total Coliforms & E.coli	PH Wales	Ongoing	Variable	Variable	70

# Appendix B – Local Public Health Strategic Framework



<p><b>LOCAL PUBLIC HEALTH PLAN 2016/17-2018/19</b> <i>Second order priority</i></p> <p><b>Health protection</b></p> <p>Lead officers: Dr Sian Griffiths, Fiona Kinghorn, Dr Tom Porter, Dr Suzanne Wood (tel: 029 2033 6201)</p> <p>Partnership leads: Dr Gwen Lowe (Health protection, Public Health Wales), Dave Holland (City of Cardiff Council &amp; Vale of Glamorgan Council), Huw Brunt (Environmental health protection, Public Health Wales)</p>	<p><b>HEADLINE PERFORMANCE INDICATORS OR TARGETS</b></p> <ul style="list-style-type: none"> <li>No circulating measles in Cardiff and the Vale</li> <li>All declared outbreaks evaluated against World Health Organisation (WHO) evaluation template at their conclusion for outbreaks and environmental incidents</li> <li>Achieve national target of 85% TB treatment completion rate</li> <li>3,000 teenagers swabbed for meningococcal carriage study</li> <li>Ensure flu vaccination offered to all children in risk groups in special schools</li> <li>85% uptake of TB screening invitations in higher education</li> </ul>																																
<p><b>WHAT ARE WE TRYING TO ACHIEVE?</b> A reduction in the incidence and impact of infectious diseases and environmental hazards in Cardiff and Vale</p>																																	
<p><b>STORY BEHIND THE PRIORITY AREA</b></p> <ul style="list-style-type: none"> <li>Infectious disease emergencies cause mortality, morbidity and great anxiety to the public. Preventative evidence-based activities are key in reducing the risk</li> <li>Food borne infections continue to present a serious risk to health. The Pennington Inquiry, following the South East Wales <i>E. coli</i> 0157 outbreak, highlighted local government weaknesses in food procurement, food safety management systems and food hygiene enforcement services. Action plans remain in place to deliver improvements. The Shared Regulatory Service will apply some of the successful action plans established at Cardiff into the Vale of Glamorgan processes to identify and deliver any appropriate improvements</li> <li>Tuberculosis (TB) remains an important cause of morbidity in Cardiff. Control depends on early detection, the completion of effective supervised treatment and the identification and screening of all close contacts and new entrants from high prevalence countries.</li> <li>It is estimated that 14% of the burden of disease in the UK is attributable to environmental stressors and impacts are believed to disproportionately affect the more vulnerable and deprived, therefore actions to address the most common public health impacts associated with exposures play a key role in protecting and improving health. In addition to responding to acute incidents, proactive research is needed to understand relationships between environmental hazards, health outcomes and other factors so effective action can be taken to reduce associated health burdens</li> <li>There is a health protection on-call rota out of hours covering Wales which is staffed by Specialty Registrars and Consultants, including those from the Cardiff and Vale local Public Health team, in addition to specialist support from Public Health Wales health protection leads. The team also contributes to co-ordinating any LHB actions which may be required as a result of an outbreak or event during work hours</li> </ul>																																	
<p><b>ACTIONS FOR 2016/17-2018/19</b></p> <ul style="list-style-type: none"> <li>Deliver the National Food Hygiene Rating Scheme and implement alternative strategies for securing improvements in the food safety performance of local businesses</li> <li>Lead the development and delivery of the Cardiff and Vale of Glamorgan Food Law enforcement service plans 2016/17</li> <li>Ensure that multiagency preparedness plans are in place to mitigate risk from imported Ebola Virus Disease infection</li> <li>Swab 3,000 teenagers for the meningococcal carriage study to contribute to the evidence base for prevention of meningococcal disease</li> <li>Facilitate preventative activities in vulnerable group settings including infection prevention and control interventions in care homes, and improving flu vaccination uptake in special schools</li> <li>Offer mass TB screening sessions to those at risk in higher education establishments</li> <li>Audit measles control activities to ensure that cases are not missed</li> <li>Provide appropriate and timely responses to infectious disease notifications, identify any linked cases/outbreaks and audit/evaluate this response</li> <li>Deliver enhanced surveillance for <i>Campylobacter</i> to identify clusters of illness associated with food</li> </ul>	<p><b>ADDRESSING INEQUALITIES</b></p> <ul style="list-style-type: none"> <li>Tuberculosis is more prevalent among more deprived communities in Cardiff and Vale so targeting this will help reduce inequalities</li> <li>Environmental stressors and impacts disproportionately affect more vulnerable and deprived communities (see above)</li> </ul> <table border="1" data-bbox="1120 1101 1948 1204"> <thead> <tr> <th colspan="2">Equality impact assessment (EqIA)</th> <th colspan="2">Key: Impact on inequalities + Positive, - Negative, 0 None</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td>0</td> <td>Caring responsibilities</td> <td>0</td> </tr> <tr> <td>Gender reassignment</td> <td>0</td> <td>Married or civil partnership</td> <td>0</td> </tr> <tr> <td>Race</td> <td>0</td> <td>Religion, belief or non-belief</td> <td>0</td> </tr> <tr> <td>Sexual orientation</td> <td>0</td> <td>Welsh language</td> <td>0</td> </tr> <tr> <td colspan="4">Disability</td> </tr> <tr> <td colspan="4">Pregnant or recent birth</td> </tr> <tr> <td colspan="4">Gender</td> </tr> </tbody> </table> <p>Comments and mitigation actions (where required)</p>	Equality impact assessment (EqIA)		Key: Impact on inequalities + Positive, - Negative, 0 None		Age	0	Caring responsibilities	0	Gender reassignment	0	Married or civil partnership	0	Race	0	Religion, belief or non-belief	0	Sexual orientation	0	Welsh language	0	Disability				Pregnant or recent birth				Gender			
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<p>businesses in accordance with the best practice guide endorsed by the Directors of Public Protection in Wales</p> <ul style="list-style-type: none"> <li>• Maintain the capacity of the TB unit to deliver screening and control activities and facilitate TB screening of asylum seekers through the Cardiff Health Access Practice.</li> <li>• Provide appropriate and timely responses to environmental incidents, identify any associated exposed populations and health impacts and audit/evaluate the response</li> <li>• Deliver the Environmental Public Health Team work plan for 2014/15 to 2016/17</li> <li>• Participate in the delivery of a National Infection Prevention and Control Project for Childcare settings (0-5years)</li> <li>• Participate in the health protection on-call rota</li> </ul>	<p><b>PARTNERSHIP LINKS</b></p> <ul style="list-style-type: none"> <li>• Communicable disease             <ul style="list-style-type: none"> <li>○ City of Cardiff and Vale of Glamorgan Councils</li> <li>○ NHS including GPs, Public Health Wales</li> <li>○ Third and private sectors</li> <li>○ Local communities</li> <li>○ Offender health including Prisons</li> <li>○ Education</li> </ul> </li> <li>• Environment             <ul style="list-style-type: none"> <li>○ Public Health Wales</li> <li>○ Local Authorities</li> <li>○ Natural Resources Wales</li> <li>○ Food Standards Agency</li> </ul> </li> </ul>
<p><b>PERFORMANCE TRAJECTORY FOR 2016/17-2018/19</b></p> <ul style="list-style-type: none"> <li>• Please contact relevant lead for specific trajectories</li> </ul>	<p><b>RESOURCE RISKS AND REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Internal (UHB)             <ul style="list-style-type: none"> <li>○ Maintain capacity within TB unit</li> </ul> </li> <li>• Partners / Welsh Government             <ul style="list-style-type: none"> <li>○ Maintain resource in local authorities for delivery of communicable disease response in appropriate and timely manner; and resource for food safety function</li> <li>○ Provide ongoing support for the Environmental Public Health network in Wales</li> </ul> </li> </ul>

## Appendix C - Food Standards Sampling Plan 2017/18

The Shared Regulatory Services Commercial Services Trading Standards Food Sampling Programme for 2017-18 will be made up of planned samples, samples taken in response to food incidents or alerts, samples taken of products from Bridgend, Cardiff and Vale of Glamorgan retailers, samples taken as part of surveys funded by the Food Standards Agency and samples taken as part of combined surveys with other Local Authorities within the 'Glamorgan Group' and Welsh Heads of Trading Standards (WHOTS).

The second element is sampling surveys which the Service is not committed to, however they are surveys that are either, potential areas of concern or will supplement work of existing survey strands. This is intended to be flexible and it means not all surveys may be undertaken and the number of samples taken as part of the surveys may be adjusted to prioritise appropriately during the year. A set budget is available for this work.

Q	Food Matrix	Analysis	Comments	Target Number	Cost per Sample £	Total Cost	Safety, Fraud, Quality
1	Sausages and burgers (GG)	Meat Content %	Retail – independent butchers	20	81	1620	Quality/ Fraud
	Goat meat	Speciation		6	220	1320	
	Formal sampling Special fried rice	Presence of egg (allergen)	Chinese takeaways – previously failed samples	9	79	711	Safety
	Gluten Free Cakes	Presence of Gluten (allergen)	Retailers – previously failed samples	3	79	237	Safety
2	Foreign Labelled foods (GG)	Analysis of label for allergens	Retailers of foreign food	20	50	1000	Safety

Q	Food Matrix	Analysis	Comments	Target Number	Cost per Sample £	Total Cost	Safety, Fraud, Quality
	Obscure Canned Vegetables/ Obscure fresh fruit	Heavy Metals (Pd/Cd/Hg/As)	Retailers	10	80	800	Safety
	Dented/ old canned fruit	Inorganic tin - 200mg/kg limit	Retailers	10	50	500	Safety
	Single fruit	Pesticide residue	Pick your own	6	175	1050	Safety
3	Craft Ales	Alcohol content	Local micro breweries	12	87	1044	Quality/ Fraud
		Sulphur dioxide					
		Gluten		12	83	996	Safety
	Turkeys	Previously frozen	Local suppliers – methodology TBC	6	108	648	Fraud
	Olive oil/ Extra Virgin Oils	Compositional Standard	Local suppliers/Delis	6	180	1080	Quality/ Fraud

Q	Food Matrix	Analysis	Comments	Target Number	Cost per Sample £	Total Cost	Safety, Fraud, Quality
4	Food Supplement (GG)	Labelling	Local Gyms and Health clubs	15	50	750	Safety
	Joint exercise – MIST Food supplements	High Protein claims banned substances	On line sellers	6	TBC		Safety
						11756	

# Appendix E

## Bridgend County Borough Council



### Corporate priorities

- Supporting a successful economy;
- Helping people to become more self reliant;
- Smarter use of resources.

### Outcomes

- A successful , sustainable and inclusive economy that will be supported by a skilful, ambitious workforce.
- Individuals and families that will be more independent and less reliant on traditional Council services.
- A Council that has lean, robust processes and a skilful workforce. A Supported third/community sector with the opportunity to take on services that meet citizens' needs.

## City of Cardiff Council



### Corporate priorities

- Better education and skills for all;
- Supporting vulnerable people;
- An economy that benefits all our citizens;
- Working together to transform services.

### Outcomes

- People in Cardiff are safe and feel safe;
- People achieve their full potential;
- Cardiff has a prosperous economy;
- Cardiff is fair, just and inclusive;
- People in Cardiff are healthy;
- Cardiff is clean and sustainable;
- Cardiff is a great place to live, work and play.

## Vale of Glamorgan Council



### Corporate priorities

- Reducing poverty and social inclusion;
- Providing decent homes and safe communities;
- Promoting regeneration, economic growth and employment;
- Promoting sustainable development and protecting our environment;
- Raising overall standards of achievement;
- Valuing culture and diversity;
- Encouraging and promoting active and healthy lifestyles;
- Safeguarding those that are vulnerable and promoting independent living.

### Outcomes

- An inclusive and safe Vale;
- An environmentally responsible and prosperous Vale;
- An aspirational and culturally vibrant Vale;
- An active and healthy Vale.



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BusinessName	BusinessType	AddressLine2	RatingValue
Cathays Fish & Chips	Takeaway/sandwich shop	Cathays	0
Empire Restaurant	Restaurant/Cafe/Canteen	Roath	0
Global Food Centre	Takeaway/sandwich shop	Splott	0
Greggs	Retailers - other	Adamsdown	0
Happy House Takeaway	Takeaway/sandwich shop	Roath	0
Ichiban Japanese Restaurant	Restaurant/Cafe/Canteen	Roath	0
International Food Centre	Retailers - other	Roath	0
Kitchen Gallery	Restaurant/Cafe/Canteen	Gabalfa	0
Maryport Stores	Retailers - other	Penylan	0
Taste Buds	Restaurant/Cafe/Canteen	Roath	0
The Eurasian Tandoori	Restaurant/Cafe/Canteen	Riverside	0
The Kebabary	Manufacturers/packers	Fairwater	0
Tika Taco	Takeaway/sandwich shop	Gabalfa	0
4 Winds User Led Association	Takeaway/sandwich shop	Grangetown	1
A K General Store Off Licence	Retailers - other	Butetown	1
Abu Alabo Halal	Retailers - other	Adamsdown	1
Adamsdown Play Centre	Hospitals/Childcare/Caring Premises	Adamsdown	1
Ades Sandwich Bar	Restaurant/Cafe/Canteen	Adamsdown	1
Ania Polski Sklep	Retailers - other	Adamsdown	1
Arif Halal Food Store	Retailers - other	Riverside	1
B & M Home Store	Retailers - other	Grangetown	1
Baan Thai Foods	Retailers - other	Gabalfa	1
Basilco	Takeaway/sandwich shop	Adamsdown	1
Bellavista Cardiff	Hospitals/Childcare/Caring Premises	Butetown	1
Benedito's	Retailers - other	Splott	1
Britain's Finest/food On The Move	Mobile caterer	Leckwith	1
Buffalo Bar	Restaurant/Cafe/Canteen	Cathays	1
Ca Va Chauffer	Other catering premises		1
Canton Chop Suey House	Takeaway/sandwich shop	Heath	1
Canton Fishbar	Takeaway/sandwich shop	Canton	1
Capital Caterer's	Mobile caterer	Trowbridge	1
Cardiff Sports Nutrition	Retailers - other	Gabalfa	1

Cayo Arms	Restaurant/Cafe/Canteen	Riverside	1
Cf11 Diner (wickes Carpark)	Restaurant/Cafe/Canteen	Leckwith	1
Chez Francis	Restaurant/Cafe/Canteen	Riverside	1
Chicken Plus	Takeaway/sandwich shop	Grangetown	1
City Road Gate Ltd	Retailers - other	Roath	1
Clare Food Superstore Ltd	Retailers - other	Roath	1
Clark's Fish Bar	Takeaway/sandwich shop	Adamsdown	1
Clifton Food & Wine	Retailers - other	Adamsdown	1
Clifton Food Market	Retailers - other	Adamsdown	1
Clifton Spice	Takeaway/sandwich shop	Adamsdown	1
Clwb Carco	School/college/university	Llanishen	1
Corporation Hotel	Pub/bar/nightclub	Canton	1
Cottage Hotel	Pub/bar/nightclub	Splott	1
Cyncoed Methodist Church Luncheon Club	Other catering premises	Cyncoed	1
Desai Newsagents	Retailers - other	Splott	1
Desi Karahi & Grill	Restaurant/Cafe/Canteen	Riverside	1
Desserts 2 Doors	Other catering premises	Fairwater	1
Dickens Tea Rooms	Restaurant/Cafe/Canteen	Cathays	1
Dipisa	Restaurant/Cafe/Canteen	Roath	1
DM Stores LTD T/A Ernie's News	Retailers - other	Splott	1
Ely Conservative Club	Pub/bar/nightclub	Ely	1
Embassy Cafe	Other catering premises	Cathays	1
Exotica Foods	Retailers - supermarkets/hypermarkets	Canton	1
Extratime Asc	Hospitals/Childcare/Caring Premises	Trowbridge	1
Foodstore Express	Retailers - other	Grangetown	1
Frankie & Benny's	Restaurant/Cafe/Canteen	Grangetown	1
Funky Chicken	Takeaway/sandwich shop	Adamsdown	1
Gabalfa Fish Bar	Takeaway/sandwich shop	Gabalfa	1
Gap Club	Hospitals/Childcare/Caring Premises	Rhiwbina	1
Gina's Cafe	Restaurant/Cafe/Canteen	Cathays	1
Goldstars After School Club	Hospitals/Childcare/Caring Premises	Splott	1
Grand Avenue Post Office	Retailers - other	Ely	1
Grand Cafe & Pizza House	Takeaway/sandwich shop	Ely	1

Haraf	Takeaway/sandwich shop	Grangetown	1
Hotwok Chinese Takeaway	Takeaway/sandwich shop	Splott	1
Indo Cymru Restaurant	Restaurant/Cafe/Canteen	Riverside	1
J & K Food Store Ltd	Retailers - other	Riverside	1
J T Morgan	Retailers - other	Cathays	1
Jaboraj At The Bay	Restaurant/Cafe/Canteen	Butetown	1
Jing Xing Express	Retailers - other	Roath	1
Jump Arena	Restaurant/Cafe/Canteen	Leckwith	1
Lifestyle Express	Retailers - other	Rumney	1
Lifestyle Express	Retailers - supermarkets/hypermarkets	Ely	1
Lifestyle Express	Retailers - other	Riverside	1
Lifestyle Express	Other catering premises	Splott	1
Lifestyle Express	Retailers - other	Riverside	1
Lock Keepers Cottage	Restaurant/Cafe/Canteen	Butetown	1
Lucky Chef	Takeaway/sandwich shop	Roath	1
Minto's	Mobile caterer	Butetown	1
Mr Doner	Restaurant/Cafe/Canteen	Riverside	1
My Place	Restaurant/Cafe/Canteen	Adamsdown	1
Nasir & Son Convenience Store	Retailers - other	Butetown	1
Nawroz Continental Food Store	Retailers - other	Roath	1
Neil Morris Butchers	Retailers - other	Pentwyn	1
Newsbox	Retailers - other	Riverside	1
Pak Butchers	Other catering premises	Grangetown	1
Pearl Of The Orient	Restaurant/Cafe/Canteen	Butetown	1
Pendine Stores	Retailers - other	Ely	1
Premier Stores	Retailers - other	Adamsdown	1
Pronto Mr Chips	Takeaway/sandwich shop	Ely	1
Pwllmelin Stores	Retailers - supermarkets/hypermarkets	Fairwater	1
Roscoe Grill's	Restaurant/Cafe/Canteen	Butetown	1
Rotana Grill House	Takeaway/sandwich shop	Cathays	1
Royal George	Pub/bar/nightclub	Roath	1
Sebastians	Mobile caterer		1
Shiv's Convenience Store	Retailers - other	Roath	1

Shopwise	Retailers - other	Splott	1
So Good Chinese Restaurant	Restaurant/Cafe/Canteen		1
Spar Gabalfa	Retailers - other	Gabalfa	1
Splott Fish & Chips	Takeaway/sandwich shop	Splott	1
St Mellons Community Centre	Other catering premises	Trowbridge	1
St Mellons Service Station	Retailers - other	Old St Mellons	1
Steve's Cafe	Other catering premises	Canton	1
Stop N Shop	Retailers - other	Grangetown	1
T & A Donner Kebabs	Takeaway/sandwich shop	Cathays	1
Tchilos	Restaurant/Cafe/Canteen	Gabalfa	1
The Bagel And Burger Kitchen	Restaurant/Cafe/Canteen	Cathays	1
The Court Nursing Home	Hospitals/Childcare/Caring Premises	St Fagans	1
The Kiosk	Restaurant/Cafe/Canteen	Canton	1
The Paddle Steamer	Restaurant/Cafe/Canteen	Butetown	1
The Raj Takeaway	Takeaway/sandwich shop	Ely	1
The Salvation Army Lunch Club	Restaurant/Cafe/Canteen	Ely	1
The Unicorn	Pub/bar/nightclub	Old St Mellons	1
Trenwydd Stores	Retailers - other	Caerau	1
Troy Restaurant	Restaurant/Cafe/Canteen	Roath	1
Ty Rosa	Hotel/bed & breakfast/guest house	Grangetown	1
United Services Mess	Pub/bar/nightclub	Cathays	1
V & S News	Retailers - other	Splott	1
Village Munch Box	Restaurant/Cafe/Canteen	Rumney	1
Vulcan Lounge	Pub/bar/nightclub	Cathays	1
Whitchurch Lower School	School/college/university	Whitchurch	1
Whitchurch Rugby, Sports & Social Club	Pub/bar/nightclub	Whitchurch	1
Z & A Stores	Retailers - other	Roath	1

**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**ENVIRONMENTAL SCRUTINY COMMITTEE**

**3 OCTOBER 2017**

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**CARDIFF'S TAXI SERVICES**

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**Reason for the Report**

1. To provide Members with a briefing on the way in which Taxi Services in Cardiff currently operate, the challenges that they face and to consider where improvements can potentially be achieved.

**Background**

2. The Council has the responsibility for acting as the Licensing Authority for taxi vehicles, taxi drivers and Operators in Cardiff. In doing this the Council has the responsibility for setting the conditions and issuing licences to ensure the vehicles used are safe and comfortable and that the drivers and Operators are fit and proper persons, medically fit, knowledgeable and free from relevant convictions.
3. There are two types of taxi licences in the UK, the Hackney Carriage Vehicle Licence and Private Hire Taxi Licence. The differences between the two types of licence are explained below:
  - **Hackney Carriage Vehicle Licence** – Hackney carriage licences are for vehicles which are licenced to "ply for hire". They are able to carry passengers for hire or reward; be hailed by prospective passengers in the street or park on a rank to await the approach of passengers. A Hackney Carriage must be driven by a driver who holds a Hackney Carriage driver's licence. Hackney Carriage Vehicles can be found at the ranks around Cardiff and can be hailed in the street. These vehicles have a roof light with the word TAXI on them. They have a yellow plate affixed to the rear and a smaller version affixed to the windscreen which

carry details of the expiry date, licence number and vehicle registration. Hackney Carriages in Cardiff are typically black with a white bonnet or are a traditional London taxi style.

There are currently 946 Hackney Carriage Vehicle Licences issued for Cardiff and the total number has been capped by the local authority.

In order to be licensed to drive either a Hackney Carriage or a Private Hire Vehicle you must hold a Taxi Drivers Licence. Within Cardiff as with many other local authorities in the UK ,drivers are 'dual badged' in that they are licenced as both Hackney Carriage and Private Hire drivers.

The application forms for a Hackney Carriage Vehicle Licence and a Taxi Drivers Licence are attached in **Appendices 1 & 2** to this report. The full list of Hackney Carriage and Private Hire Licence fees is attached in **Appendix 3**.

The fares charged by Hackney Carriages within Cardiff are set by the Council through the schedule of 'Hackney Carriage Fares' which is attached to this document as **Appendix 4**. All journeys which start and end within Cardiff must be recorded by meter, i.e. the meter should be switched on at the start of the journey and record the entire journey. Journeys to areas outside of the city are not subject to the schedule of 'Hackney Carriage Fares'and the fare arrangement is agreed between the driver and passenger.

- **Private Hire Taxi Licence** – These are issued for Private Hire Vehicles (often also referred to as 'minicabs'). A Private Hire Vehicle cannot ply for hire or stand in a rank. It must be pre-booked with a Licensed Private Hire Operator.either by telephone or increasingly via a telephone app. The vehicles have door signs which state "Advanced bookings only". They have a yellow plate affixed to the rear and a smaller version affixed to the windscreen which carry details of the expiry date, licence number and vehicle registration. These vehicles are not insured to "ply for hire".

To operate a Private Hire Vehicle in Cardiff (and within all other locations across the United Kingdom) a vehicle will need to be covered by a 'Private Hire Operators Licence'.

'Private Hire' is not governed by a schedule of fares and the fee is agreed between the 'Private Hire Operator' or 'Private Hire Driver' and the customer. '.

There are currently 1,289 active Private Hire Taxi Licences and 80 Private Hire Operators Licences issued for Cardiff. The Council cannot place a cap on the number of private hire licences that it issues.

4. Recent developments within the taxi hire business are the arrival of new forms of business models where customers use online apps to access taxi services. Uber is an American technology company that develops, markets and operates the Uber car transportation mobile app across the world. The Uber car transportation mobile app is used by owner drivers in the United Kingdom. They charge a fee of 25% of the fare provided through their app and all payments are dealt with electronically through the Uber billing system. When a customer requests a taxi journey through the app the details are placed onto the platform and Uber drivers are given the opportunity to bid for the fare; the customer then has the option to agree or decline one of the offers.
5. Private Hire Operator Licences are issued for a maximum of five years and the licence for Uber was issued in 2016 and runs until 2021.

### **Cardiff Taxi Driver Code**

6. The Council, in association with the taxi trade has created a document titled 'Cardiff Taxi Driver Code – Our Promise to our Passengers'. This code explains that Cardiff taxi operators and drivers are firmly committed to offering the highest levels of service to all our passengers and promise the following:
  - Drivers will be clean and tidily dressed, with their badge visible at all times;
  - Drivers will greet passengers in a friendly way and offer reasonable help with their luggage at both ends of the journey;
  - Drivers will take all reasonable steps to assist disabled passengers;

- Passengers can expect their taxi to be clean, safe and well maintained, with a working taximeter;
- It will be clear from outside the taxi that it is for hire. If indicated that the taxi is for hire, this means that the vehicle is ready to be hired by anyone, wherever their journey within the city;
- Drivers will not discriminate against passengers for any reason or turn passengers away without good reason;
- Current fares will be displayed in the taxi. The driver will use the meter on all journeys within Cardiff;
- If going outside the city, the driver and passenger will agree the fare before setting off, to avoid disputes;
- Passengers will be able to expect their driver to drive safely and within the law, for example, not using a mobile phone while driving;
- Passengers will be able to expect their driver to be familiar with all the city's hotels, attractions, entertainment and sports venues, and take the most direct routes to them.

7. Licensed taxi drivers can expect passengers to:

- Treat licensed vehicles and drivers with respect;
- Provide clear details of the proposed journey and their destination;
- Be in a fit state to travel. If not they may be refused carriage;
- Have sufficient means to pay for the journey about to be undertaken;
- Not smoke whilst in a licensed vehicle;
- Behave in a civil manner. Drivers have the right to turn away passengers who are abusive or aggressive.

### **Welsh Government Taxi Consultation 2017**

8. The United Kingdom legislation surrounding taxis is currently in the process of being devolved to the Welsh Government. Much of the legislation surrounding operating taxis is 200 years old and so the Welsh Government is currently reviewing its options around future arrangements.

9. The Welsh Government has based its consultation exercise on the recent Law Commission review into the law governing taxi and private hire vehicles. This made 84 recommendations, many of which are reflected in the Welsh Government's proposals for reform. They include:
- The introduction of national standards for all taxis and private hire vehicles, set by the Welsh Ministers;
  - Local licensing authorities able to set additional licence conditions where appropriate and remain responsible for issuing licences and enforcement;
  - Private hire vehicles licencing to include novelty vehicles and stretch limousines, but wedding and funeral cars would continue to be exempt;
  - Providers being able to work across local authority borders more easily with licensing officers provided with new enforcement powers to deal with vehicles and drivers licensed in different areas;
  - Tougher penalties on touting are also proposed (actively soliciting customers), including impounding vehicles;
  - Local licensing authorities retaining the right to limit the number of taxis working in their licensing area;
  - Improved arrangements for regulating fares.
10. The Council was asked to submit a response to this consultation exercise which finished on the 7<sup>th</sup> September; a copy of which has been attached to this report as **Appendix 5**.

### **Hackney Carriage Vehicle Licence Limitation & Industry Consultation 2016**

11. Cardiff's Public Protection Committee received a report titled 'Hackney Carriage Vehicle Licence Limitation' at its meeting on the 6<sup>th</sup> December 2016; a copy of this report has been attached as **Appendix 6**.
12. In December 2013 the Public Protection Committee resolved to continue the moratorium placed upon the granting of new Hackney Carriage Vehicle Licences as it was satisfied that there was no significant unmet demand in the city. The moratorium was originally implemented in 2010.

13. In its Best Practice Guidance the Department for Transport recommends that where local authorities impose a limit on the granting of Hackney Carriage Vehicle Licences, an independent survey should be undertaken at no more than three yearly intervals to assess the current levels of demand. In 2016 AECOM Ltd were commissioned by the Council to undertake an independent survey of Cardiff's taxi demand in February 2016.
14. The overall recommendation of the AECOM report was that there is no significant unmet demand for Hackney Carriages in Cardiff and that the current moratorium on the granting of new hackney carriage vehicle licences should be maintained.
15. Under section 16 of the Transport Act 1985 a local authority has a discretion, but no obligation, to refuse the grant of a Hackney Carriage Vehicle Licence if, it is satisfied there is no significant unmet demand for the service of Hackney Carriages, within the area to which the licence would apply. This discretion only applies to Hackney Carriage Vehicles and cannot be used to restrict the number of Hackney Carriage driver's licences or private hire vehicle / driver's licences issued.
16. To assess the level of unmet demand the independent survey considered the following points:
  - The length of time that would-be customers have to wait at ranks;
  - Waiting times for street hailings and for the telephone bookings;
  - Latent demand, for example, people who have responded to long waiting times by not even trying to travel by taxi;
  - Peaked demand, it is sometimes argued that delays associated only with peaks in demand (such as morning and evening rush hours, or pub closing times) are not 'significant' for the purpose of the Transport Act 1985;
  - Consultation with all those concerned, including user groups, the police, hoteliers, operators of pubs and clubs and visitor attractions, and providers of other transport modes;
  - Publication, all the evidence gathered in a survey should be published, together with an explanation of what conclusions have been drawn from it and why.

17. The AECOM survey consisted of a number of smaller separate surveys aimed at different groups and issues. The issues identified in the three main sub surveys are set out below:

- **Taxi Rank Survey** - AECOM completed a comprehensive survey of hackney carriage use at Cardiff's 13 official ranks and five unofficial ranks (ranks used on a temporary informal basis by the Trade). The surveys were undertaken over a four month period from March 2016 and June 2016, and a total of 1020 hours of observations were carried out.

The survey identified that across all days of the week the average taxi supply significantly exceeds the average passenger demand. The average passenger delay was calculated across all ranks. Only four official ranks and one unofficial rank showed an average passenger delay at all.

- **Public Attitude Survey** - AECOM conducted a public attitude survey to supplement the rank surveys. The aim of the survey was to obtain information on the public's use of licensed vehicles, and assess their level of satisfaction with the service they received. In total, 733 public attitude surveys were completed. The public were asked questions about their use of hackney carriages/private hire vehicles such as the reason for use and the cost of their last trip. The majority responded that their last trip was for leisure purpose. The majority (approx. 12%) of those surveyed stated that their last trip cost between £9 and £10. The majority of those surveyed rated their last trip as 'good' in terms of driver quality, 'average' in terms of price and 'average' in terms of waiting time.

57% of respondents stated that they felt safe using licensed vehicles in Cardiff, 29% said they did not feel safe and 14% didn't answer the question. Those that responded and stated they did not feel safe were asked to comment on how safety could be improved. The highest ranked answer was for increased police presence at pick up areas.

The public were asked if they felt there was sufficient availability of Hackney Carriages in Cardiff. There was a fairly even split with 36% of respondents stating there are sufficient numbers and 44% saying they didn't know, only 8% said there

were insufficient numbers of taxis.

- **Driver & Proprietor Attitude Survey** - Surveys were sent to all licensed drivers and Hackney Carriage & Private Hire Vehicle proprietors. There was an overlap in some responses as some proprietors were also drivers. The survey shows that the average number of hours worked per week by Hackney Carriage drivers is around 40 hours, compared with around 45 hours by Private Hire drivers. The majority of these hours worked by both Hackney Carriage and Private Hire drivers is during the daytime (weekdays).

Hackney Carriage drivers were asked which three ranks they visit most frequently, the top answers were St Mary Street, Greyfriars Road/Hilton Hotel and Park Place. The average waiting time for a Hackney Carriage to obtain a fare was stated as over 15 minutes.

The majority of Hackney Carriage respondents (56%) stated that their vehicle was wheelchair accessible, whereas 93% of Private Hire respondents stated that their vehicle was not wheelchair accessible. Despite this the number of disabled passengers carried by Private hire vehicles was relatively high.

The last question of the driver's survey asked whether drivers had been attacked in the last 12 months, whether physically or verbally. Approximately half of Hackney Carriage drivers stated that they had been verbally attacked in the last 12 months and 13% stated that they have been physically attacked. This compares to 65% of Private Hire drivers stating that they have not been attacked in the same period.

The vast majority of respondents to both surveys stated they felt there were too many Hackney Carriage Vehicles in Cardiff, and most felt that a limit should be set at the current number.

## **Way Forward**

18. Councillor Jackie Parry is the Chair of the Public Protection Committee and Councillor Michael Michael the Cabinet Member for Clean Streets, Recycling & Environment have been invited to attend for this item. They will be supported by officers from Shared Regulatory Services and the City Operations Directorate.

## **Legal Implications**

19. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **Financial Implications**

20. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

## **RECOMMENDATION**

The Committee is recommended to:

- i. Note the contents of the attached report;
- ii. Consider whether they wish to pass on any comments to the Cabinet following scrutiny of the item titled 'Cardiff's Taxi Services'.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**27 September 2017**

Taxi Licensing  
 Public Carriage Office,  
 Cardiff Bus Depot,  
 Sloper Road, Cardiff, CF11 8TB

licensing@cardiff.gov.uk  
 www.cardiff.gov.uk/licensing  
 (029) 2078 7737/ Fax: (029) 2066 6375



## Hackney Carriage Vehicle Renewal Application

Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847

**Please note this form will NOT be processed unless ALL sections below are completed**

### 1. Renewal or Change of Vehicle Application

Please tick as applicable

Renewal		Change of Vehicle	
---------	--	-------------------	--

### 2. Applicant Details

Full Name (or company name):			
Address:			
Registered address (if a Ltd company)			
Landline number:		Mobile number:	
Email address:			

### 3. Vehicle Details

Plate number (if applicable):		Vehicle make and model:			
Registration number:		Colour:			
Number of passenger seats:		Meter make and model:			
Is the vehicle wheelchair accessible?		Does the vehicle have a wheelchair lift?	Yes		No

**4. Registered Keeper of the Vehicle**

(Please state "as above" if it is the same as the licence holder)

Full name:	
Address:	

**5. Interested Parties**

Any person connected to the vehicle, including the driver and anyone hiring the vehicle must be listed here. Add additional pages for further information.

Name(s):		
Address:		

**6. Place where vehicle is normally kept when not in use (please state address in full)**

(Please state "as above" if it is the same as the licence holder address)

Address:	
----------	--

**7. Is the vehicle currently licensed by another authority?**

Yes  No

If so, which authority?

.....

**8. Intended Use**

Do you intend to operate this vehicle predominately within the City of Cardiff?

Yes  No

If not, where do you intend to use the vehicle?

.....

**9. Private Hire Operator**

Do you work with a Private Hire Operator?

Yes  No

If you answered yes to the above, which operator do you work with?

.....

**10. Declaration**

I declare that to the best of my knowledge and belief, the answers given above are true. If a Licence is granted, I undertake to comply with the conditions attached on that licence and the Hackney Carriage byelaws.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the council processing the data for the purpose for which it is supplied. Your vehicle registration number will be passed to the council's Network Management department and South Wales Police for the purpose of monitoring permitted vehicles in bus lanes. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. The authority is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signature of applicant(s) ..... Date .....

..... Date .....

**Applicants are advised that it is a criminal offence to knowingly or recklessly make a false statement or to omit any material particularly in giving information.**

**Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh**

**All applicants are required to produce the following items with this completed form:**

- The appropriate Licence fee (available from the Public Carriage Office or the website above). We accept cash, cheque or debit card payment. Cheques to be made payable to Cardiff County Council.
- The plate from the back of the vehicle.
- A valid Certificate of insurance for the vehicle. (*In the case of renewals it must be continuous cover, if using Fleet insurance a schedule will also be required*).
- The vehicle registration document (log book) must be produced with this application form. (*If this is a first plate and not available, then other proof of ownership such as a legal bill of sale can be used once*). (*Photocopies of log books will not be accepted*).
- A valid MOT certificate together with a Declaration of Fitness Form (Obtained from Sloper Road, then signed, dated and stamped by the approved VOSA garage that carried out the MOT). *These are valid for 28 days or 2000 miles whichever comes first.*
- A valid meter test certificate.
- In the case of vehicles converted to dual fuel, a certificate issued by the installer confirming the satisfactory installation, examination and test of the vehicle in accordance with the Liquid Petroleum Gas Association Code of Practice.
- In the case of vehicles with a wheelchair lift, a valid Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) certificate.

<b>FOR OFFICIAL USE ONLY</b>			
<b>Receipt No:</b>		<b>Amount Paid: Page 107</b>	<b>Processing Officer:</b>

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## Hackney Carriage/Private Hire Driver Licence Application for the Grant of a Licence

Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847 (As Amended)

Please complete this form in block capitals and enter ticks where appropriate. Please note this form will NOT be processed unless ALL sections below are completed.

Before completing your application you should read the guidance notes at the end of this form to help you decide whether you meet the basic requirements to become a Hackney Carriage/Private Hire driver.

The Council has published a statement of policy about the relevance of convictions which is available at [www.cardiff.gov.uk/licensing](http://www.cardiff.gov.uk/licensing) or as a hard copy from the Licensing Section. **You should read this document before completing your application.**

### 1. Applicant Details

Full name:			
Home address:			Postcode
Date of birth:		National Insurance number:	
Landline number		Mobile number:	
Email address:			

## 1. Applicant Details (Continued)

Country of birth:	
Nationality:	

Do you have permission to lawfully reside in the UK?	Yes		No	
Do you have permission to lawfully work in the UK?	Yes		No	

**Original supporting documents will be required to prove your right to remain and work in the UK. Please see list of acceptable documents below.**

## 2. Driving Details etc.

Date you obtained a full DVLA driving licence:				
Have you previously been licensed to drive a vehicle for hire in this or another authority?	Yes		No	
Do you hold a current licence to drive a vehicle for hire in another authority?	Yes		No	

If Yes, please give details of all previous licences.....

.....

Please provide details of the Private Hire Operator that you intend to work for (if any)?

.....

## 3. Health

The City of Cardiff Council requires applicants to meet Group 2 medical standards and a satisfactory medical certificate must be produced. Please see the guidance notes for further information.

**You must immediately notify the licensing authority of any change in your medical fitness which may affect your driving or abilities to carry out the duties of a Hackney Carriage or Private Hire Driver.**

#### 4. Declaration of Previous Convictions etc.

In order to properly assess your suitability to be a licensed driver you are required to disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Have you ever been convicted of a road traffic offence, or does your DVLA licence have any endorsements?	Yes		No	
--	-----	--	----	--

If you answered yes, please give details below:

.....

.....

Have you been convicted, received a caution or fixed penalty notice for any offence other than motoring offences?	Yes		No	
---	-----	--	----	--

If you answered yes, please give details below

.....

.....

Do you have any driving and/or criminal prosecutions pending against you?	Yes		No	
---	-----	--	----	--

If you answered yes, please give details below including the hearing date

.....

.....

Have you ever had a Hackney Carriage / Private Hire Drivers Licence refused / revoked / suspended by Cardiff Council or any other local authority?	Yes		No	
--	-----	--	----	--

If yes, please give dates and brief details:

.....

.....

**Please note: we will be checking all available records, failure to state all convictions / cautions / warnings / penalty notices may result in you having to attend a committee hearing.**

## 5. Declaration

I hereby declare that I have checked the information given on this Hackney Carriage/Private Hire Driver Licence Grant application form and that it is true to the best of my knowledge. I make this declaration in the knowledge that if I have knowingly or recklessly made a false statement or make a misleading omission, I shall be liable to prosecution and that my licence (if granted) will be liable to be suspended or revoked.

Signature of applicant..... Date .....

Print full name.....

**Applicants are advised that it is a criminal offence to knowingly or recklessly make a false statement or to omit any material particularly in giving information.**

**If you have made an application for a DBS check, the certificate will be sent to your home address and it is your responsibility to bring the original to the Public Carriage Office when you receive it.**

*Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.*

*This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.*

**Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh**

### FOR OFFICIAL USE ONLY

DBS form completed	Yes		No		Driving Licence	Yes		No	
BTEC certificate	Yes		No		Passport/other ID	Yes		No	
					Proof of NI number	Yes		No	
Proof of right to work in the UK	Yes		No		2 Proofs of Address (3 mths)	Yes		No	
Leave to remain									
DVLA D796 mandate/printout	Yes		No		Receipt No:		Amount paid:	£	
Medical certificate (1 mth)	Yes		No		Issue date		Expiry date:		
4 Photographs	Yes		No		Processing officer:				

### NOTES

## Guidance notes

### Please read these guidance notes before filling in the application

This is your application for the grant of a Hackney Carriage or Private Hire Drivers Licence. Before you complete the form you should take time to read the following information. It will help you decide whether you meet the basic requirements to become a Hackney Carriage and/or Private Hire Driver.

#### Minimum requirements

1. You must be over 21.
2. You must be free from infirmity of mind and body and must be capable of assisting passengers with their luggage.
3. You must be of good character, sober and honest.

#### Application procedure

1. The initial completed application form must be submitting with:-

**Current Full DVLA Driving Licence.** This Licence must have been held for at least 12 months

**4 Coloured passport sized photographs.** These photos must be recent photographs, must not be photocopies and persons must not wear hats or sunglasses.

**Satisfactory Proofs of identity including Proof of Eligibility to Work in the UK** - Satisfactory documentary evidence that may be produced in support of an application as detailed on the guidance sheet in the application pack.

**Your completed Disclosure Application Form.** You are required to complete and sign the enclosed Disclosure Application Form from the Disclosure & Barring Services. Licensing complies fully with the DBS Code of Practice details of which are available on the Disclosure website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs). This will enable a check to be made of your criminal history, if any. PLEASE READ GUIDANCE NOTES.

**Fee of £44.00.** Cheques to be made payable to Cardiff County Council. NB This amount represents the fee payable to the Disclosure & Barring Services. The Licence fee will be charged separately on successful completion of the application procedure.

2. All applicants must provide, within 4 months, the following support documents:

- Evidence of having successfully undertaken the Level 2 BTEC course "Introduction to the Role of the Professional Taxi and Private Hire Driver."
- A Group 2 Medical Certificate signed by your own General Practitioner or another General Practitioner in the Practice with which you are registered that you are physically fit to drive a Hackney Carriage or Private Hire vehicle (a blank medical form is enclosed to be completed by your doctor or another doctor in the Practice with which you are registered).
- Provide the Certificate from the Disclosure & Barring Service (DBS).
- Complete a D796 mandate, which authorises the DVLA to disclose all relevant information relating to your driver record from their computerized register.

3. Subject to your application and supporting documents being satisfactory and before a licence is granted you will be required to prove your knowledge of the Cardiff area and will be tested on this knowledge.

The test consists of a written and oral examination, if you fail the first test you will be given an opportunity to have a second, a third test will only be granted if you have reached a certain score on the previous test.

Written knowledge tests - £37 Fee (to be paid at the Public Carriage Office)

Once all relevant documents have been submitted, and you have paid the fee, you will then receive the time and date of the test through the post.

Written Test - This test will consist of the following parts

- |            |  |
|------------|--|
| Part 1     | 20 questions on legislation, conditions of licence and tariff information.   |
| Part 2 & 3 | 28 questions. You will be tested on your knowledge of the location of prominent buildings, entertainment establishments, hotels, main roads and areas etc. |
| Part 4     | 4 questions. Using an A-Z you will be asked to provide the grid reference of 4 establishments in the City.   |

If you successfully pass the written test you will be able to sit the oral test.

Oral Test - £50 Fee (1st and 2nd attempt) £91 Fee if a 3rd test is offered.

(Payment can be made by telephone 02920871651 with a debit card or at the Public Carriage Office by cash, cheque or debit card). You will receive the time and date through the post.

You will be asked by the examiner to describe the shortest and most direct route between a selection of 15 different starting and finishing locations throughout the City. You will also be asked 15 random supplementary questions based on pictures of locations.

Failure to attend an appointment for a test without giving at least 48 hours' notice will require you to pay a £10 booking fee if you wish to arrange a further test.

4. If you successfully pass the Knowledge Test, you may obtain a Hackney Carriage/Private Hire Drivers Licence. It is at this stage that you will be required to pay the Licence fee. The current fee for the Licence can be obtained by either telephoning Cardiff 20787737 or calling at the Public Carriage Office.

If you fail the first oral test, a new date for the second (or third), will be agreed between yourself and the Enforcement Officer. Please be advised there will be no re-arranging of these dates.

5. Attached to your Hackney Carriage/Private Hire Drivers Licence will be a number of Conditions that you must comply with at all times.

If you have read and understood the above requirements and wish to pursue your application to be a Hackney Carriage or Private Hire Driver then please complete the attached form and return to this office at the address below with the following documentation.

The completed application form should be returned in person to the Public Carriage Office on Sloper Road

## **Lists of acceptable documents for right to a licence**

The lists of documents are based on those prescribed to show evidence of a right to work.

### **List A: No restrictions on right to work in the UK**

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. An example of an Immigration Status Document may be found [here](#).
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

## List B: Restrictions on right to work in the UK

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
  2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
  3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence. This guidance [[link to page 16](#)] provides further information on checking a non-European Economic Area national family member's right to a licence.
  4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
  2. A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

Cardiff Council has an ethnic monitoring scheme to make sure that we serve all of our community equally. The information provided will be separated from your file and kept anonymously. Please help us by taking a few moments to complete this form.

**What type of Licence are you applying for** \_\_\_\_\_

Do you consider yourself to be Welsh? Yes  No

Now please choose **ONE** of the following:

**White**

British  Irish  European

Any additional White background: \_\_\_\_\_

**Black**

British  African  Caribbean

Any additional Black background: \_\_\_\_\_

**Asian**

British  Pakistani  Indian  Bangladeshi

Any additional Asian background: \_\_\_\_\_

**Mixed Race**

White & Black  White & Black African  White & Asian

Any additional Mixed Race background: \_\_\_\_\_

**Chinese or other Far Eastern**

British Chinese  Chinese  Vietnamese

Japanese  Korean

Any additional Chinese or Far Eastern background: \_\_\_\_\_

**Any additional ethnic background not already listed (please state):**

If you wish documents to be supplied to you in Welsh, please tick here:

**Are you:** Male  Female

If you do **not** wish to tell us your ethnic background, please tick here:

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## *City of Cardiff Council*

### *Full List of Hackney Carriage & Private Hire Licence fees and charges (With effect from 02.05.2016)*



<b>Type of Licence</b>	<b>Fee/charge</b>		
Hackney Carriage Vehicle	£154.00	Renewal	12 months
	£86.00	Renewal	6 months
Private Hire Vehicle	£103.00	Grant	12 months
	£ 69.00	Grant	6 months
Private Hire Vehicle	£ 85.00	Renewal	12 months
	£ 51.00	Renewal	6 months
Private Hire Operator's Licence	£ 427.00	Grant	5 Years
	£ 350.00	Renewal	5 Years
HC/PH Driver's Licence	£165.00	Grant	3 Years
	£100.00	Renewal	3 Years

#### **Additional Charges**

Disclosure & Barring Service Check	£ 44.00
Written Knowledge Test	£ 37.00
Cancellation of Knowledge Test	£ 10.00
1 <sup>st</sup> /2 <sup>nd</sup> Oral Knowledge Test	£ 50.00
3 <sup>rd</sup> Oral Knowledge Test	£ 91.00

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## HACKNEY CARRIAGE TARIFF

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

### AUTHORISED FARE TARIFF

First 103 yards (94.18metres) or Part thereof,	£2.30
If distance exceeds 103 yards (94.18m) for first 103 yards (94.18m)	£2.30
For each subsequent 207 yards (189.28m)	£0.20

### WAITING TIME

For each period of 48 seconds	£0.20
-------------------------------	-------

### EXTRA CHARGES

For hirings between midnight and 6.0 am and on Sundays, and Bank Holidays	£1.00
For hirings between 8.0 pm Christmas Eve and 6.0 am on 27 <sup>th</sup> December and between 8.0 pm New Years Eve and 6.0 am 2 <sup>nd</sup> January	£3.00
For each passenger exceeding four	£1.00 each
For bicycles, cabin trunks (minimum size 36" x 24" x 18") and items of furniture	£0.50 each

THE EXTRA CHARGE FOR NIGHT TIME, SUNDAYS AND BANK HOLIDAYS WILL NOT APPLY WHEN EXTRA CHARGE FOR CHRISTMAS AND THE NEW YEAR APPLIES.

### CONTAMINATION

For the fouling of a vehicle	£50.00
------------------------------	--------

- ❖ *On all journeys within the boundary of the City and County of Cardiff the driver must use the meter which must not exceed the authorised fare scale shown above.*
- ❖ *Fares for journeys ending outside the area of the City and County of Cardiff, and in respect of which no fare or rate of fare was agreed before the hiring was effected, must not exceed the authorised fare scale as shown above.*

**COMPLAINTS REGARDING FARES, VEHICLES OR DRIVERS SHOULD BE MADE TO THE LICENSING SECTION, CITY HALL, CARDIFF, 029 20871651 QUOTING NUMBER OF VEHICLE AND THE NUMBER OF THE DRIVER'S BADGE.**

**Dave Holland**  
**HEAD OF REGULATORY SERVICES**

**21 December 2015**

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## Taxi and private hire vehicle licensing in Wales

Consultation response form

Your name: William Lane, Operational Manager, Shared Regulatory Service

Organisation (if applicable): Shared Regulatory Service, responding on behalf of the following Local Authorities:-

Bridgend County Borough Council

City of Cardiff Council

Vale of Glamorgan Council

e-mail/telephone number: [wlane@valeofglamorgan.gov.uk](mailto:wlane@valeofglamorgan.gov.uk) / 01446 709360

Your address: Vale of Glamorgan Council, Civic Offices, Barry

Responses should be returned by 08/09/17 to:

Public Transport Policy Team  
Transport – Policy, Planning and Partnerships  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ

or completed electronically and sent to:

e-mail: [PolisiTrafnidiaethGyhoeddus.PublicTransportPolicy@wales.gsi.gov.uk](mailto:PolisiTrafnidiaethGyhoeddus.PublicTransportPolicy@wales.gsi.gov.uk)

Q1: Should the 2 tier system be retained in Wales or should a single tier model be developed for the taxi and private hire vehicle sector in Wales?

It is the view of the Shared Regulatory Service (SRS) of Bridgend, Cardiff and the Vale of Glamorgan that a new piece of primary legislation to replace the existing archaic legislative structure provides an ideal opportunity to implement a system that reflects an evolving transport regime.

The public are often unaware of the distinction between hackney carriage and private hire vehicles and it rarely makes a difference to them whether they make a booking via a telephone, smartphone app or hail a vehicle from the roadside.

In principle, a one tier system would be the preferred model. However, it is acknowledged that a number of challenges would have to be overcome for this model to be successfully implemented.

An issue created by a one tier system is that of rank space, particularly within town centres. If a one tier system were adopted, this would put further pressure on rank space. However, in light of the evolving nature of the trade and the general move towards electronic booking systems, one solution would be the provision of additional 'holding areas' on the fringes of town centres for vehicles to wait until they are booked electronically. These areas could be tailored specifically for taxis, including charging points for the eventual move to electric vehicles and could be the catalyst for taxis to embrace electric vehicles. This would also help alleviate pollution in town centres as fewer vehicles would have their engine's idling within the centre.

In major urban areas where there is a high concentration of entertainment venues or large scale events taking place, the demand for taxis by the public to take them home may require centralised ranks in order to operate efficiently and safely. In this respect SRS believe there would need to be local solutions implemented depending on the circumstances.

Some Local Authorities have limits in place on the number of hackney carriage licences that can be issued, as a result HC plates carry an intrinsic value that can run into thousands of pounds. In order to recognise this, any legislative changes would need to take into account the significant investments made by individuals and operators.

The following benefits are envisaged from a one tier system, it would:

- Create a level playing field for the trade;
- Simplify insurance policies as only public hire would be required;
- De-criminalise the act of private hire vehicles plying for hire (known as flimping);
- Be much easier for the public to understand;
- Do away with inconsistent fares between private hire (agreed at the point of hire) and hackney carriages (maximum fare set by the Local Authority);
- Allow for a fare to be agreed for pre-booked journeys and set by the council if hailed in the street or hired at a taxi rank, regardless of whether the journey ends outside the LA area. (taxi driver will have the right to refuse a fare for distances beyond the LA area anyway);
- Ensure consistent minimum standards for drivers and vehicles;
- Do away with the terms hackney carriage and private hire and introduces the term "taxi", (which the public already recognise).

Q2: Should the arrangements in Wales require taxi drivers to maintain accurate records of:

- a. all journeys undertaken in taxis
- b. only journeys that have been pre-booked or started out of the taxis licensing area
- c. not to require taxi drivers to maintain records

Ideally records should be kept for every journey undertaken; however, there are obvious practical difficulties with this approach. Attempting to obtain a passenger's name and address at the end of an evening would not only would be difficult (refusals, false names etc.), but could put the driver in a confrontational situation.

The purpose of record keeping is primarily for safeguarding reasons. The retention of records would provide evidence of where a vehicle has been and who has been conveyed, which assists with enforcement, but these records could easily be manipulated and as such could not be relied upon.

It is our view that technology should instead be used to improve safeguarding; the use of CCTV, trackers and GPS systems would provide a more robust system of record keeping without placing administrative burden on taxi drivers. If technology cannot be used, the only practicable solution would be to require records to be kept for pre-booked journeys only. However, this needs to be balanced against the potential financial burden on smaller operators.

Q3: Should the arrangements for licensing taxis in Wales require all persons handling personal information to be licensed or not?

Any person taking or holding an individual's personal information should have to be vetted to ensure that they are safe and suitable ("fit and proper"). The most appropriate way to do this would be to introduce a licensing system, which is consistent with the Welsh Government's proposals for licensing the dispatcher and operator.

Q4: Should a person taking a booking for a private hire vehicle be licenced?

Any person taking or holding an individual's personal information should be vetted to ensure that they are safe and suitable ("fit and proper"). The most appropriate way to do this would be to introduce a licensing system, which is consistent with the Welsh Governments proposals for licensing the dispatcher.

Q5: Should the “fit and proper persons” test for the application and issue of licences be retained in Wales?

The fit and proper test should be retained for drivers and operators and should be extended to include proprietors and dispatchers.

Q6: Do you agree that local authorities should have the discretion, within certain constraints, to impose conditions on individual licence holders to meet additional local requirements and standards where there is a reason to do so?

Due to the considerable difference between the licensed trade in Wales, particularly between rural and urban locations, Local Authorities should be able to impose additional conditions to help deal with an issue that may be unique to their area. For example a Local Authority, as a result of a complaint/conviction, may wish to attach a condition to a licence for the licensee to attend a specific local course.

Q7: In relation to setting fees for the licensing of taxis and private hire vehicles, do you agree that:

- a. The fees for the licensing of private hire vehicles should be set by the Welsh Ministers with fees for taxis being set by local licensing authorities at a rate not less than those applied to private hire vehicles – as recommended by the Law Commission; or
- b. Local licensing authorities be required to set all fees in their areas, exercising their functions having due regard to guidance issued by the Welsh Ministers?

Having fees for hackney carriage and private hire vehicles set independently by two separate bodies would bring no additional benefits and would not be conducive with a one tier model.

Local Authorities should be able to set fees locally, levied so that they reflect the actual cost of providing the service. The current fee setting regime set under the existing legislation is explicit as to what elements of cost recovery are permitted and not all costs are recoverable. For example, Local Authorities cannot recover the costs for the use of night-time taxi marshals in urban areas, or for the enforcement of conditions for licensed drivers.

Fee setting powers provided in any new legislation should allow the Local Authority to recover all costs associated with the administration and enforcement of the regime, rather than it being subsidised by council tax payers.

The Local Authorities served by the SRS have historical experience of legislative challenge and judicial review associated with fee recovery and would welcome further detailed discussions with WG on the proposed fee setting process where that knowledge could contribute to the legislative proposals.

Q8: Do you agree that:

- a. Local licensing authorities should be required to publish driver, vehicle and operator licensing data information as prescribed by the Welsh Ministers as recommended by the Law Commission, or
- b. Local licensing authorities should be required to share information about any enforcement action that has taken place and resulted in the removal or suspension of a licence, and that licensing authorities required to consult that information prior to any application for a licence being granted.

It would be of no benefit to publish information about licence holders. However, a national database maintained and accessed by Licensing Authorities would be an excellent tool to prevent unsuitable drivers from obtaining or retaining licences. The SRS firmly believe that such information should be shared between Licensing Authorities and any provisions put in place to facilitate this would be beneficial.

Q9: If required, should the Welsh Ministers have the power to make a scheme that:

- a. Allows taxi licences to be traded between licence and perspective licence holders;  
or
- b. Requires licences to be returned to the local licensing authority for reissue but allow for a compensation scheme to be established ensuring that licence holders that have traded plates previously in relation to Wales to be compensated for any potential loss.

Local Authorities already have procedures in place to allow taxi licences to be transferred from one proprietor to another, in much the same way as alcohol and entertainment licences under the Licensing Act 2003 are transferred between licence holders. However, the existing process set out in the Local Government (Miscellaneous Provisions) Act 1976 requires tightening up, with an application process being prescribed which includes the ability for the Local Authority to charge a fee.

Q10: Do you consider that equality requirements proposed by the Law Commission can be met under the requirements imposed by the existing public sector equality duty (s149 of the Equality Act 2010) and the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011?

The SRS believe that including the proposals in primary legislation would strengthen existing provisions and would provide a consistent approach to equality issues throughout Wales.

A number of Local Authorities have introduced policies that require all new hackney carriages to be wheelchair accessible. A lack of available wheelchair accessible vehicles is a common complaint received by the public, particularly in areas that have not introduced such policies. Therefore, any new legislation must take this issue into account to ensure accessibility is improved.

Q11: Do you agree that applicants or existing licence holders must first allow a review of a refusal, suspension or revocation by a person not involved with the initial decision to be undertaken within a reasonable timeframe before an appeal to magistrates' courts can be made?

Central Government  
Public Transport User Groups  
Local Authority (Wales)  
Environmental Groups  
Local Authority (England)  
Disability Groups  
Taxi PHV sector  
Community Groups  
Commissioners / Ombudsman  
Freight Operators / Users  
Advisory Groups  
Bus Industry / Operators  
Media

Air Industry / Operators  
Emergency Services  
Sea Industry / Operators  
Health Sector  
Trade Unions  
Other (Please state)

It would be of no benefit having a Councillor or Officer reviewing a decision that was previously determined by a Committee consisting of between 3 and 15 Councillors. In our view this review would not be independent and would be perceived as a decision taken by the Local Authority regardless of who made the decision.

The appeal process should either be retained as it currently stands or another independent body should hear the appeal.

Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please tick here:

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**PUBLIC PROTECTION COMMITTEE: 6 December 2016**

**Report of the Head of Shared Regulatory Services**

**HACKNEY CARRIAGE VEHICLE LICENCE LIMITATION**

**1. Background**

- 1.1 The Town Police Clauses Act 1847 and the Transport Act 1985 give local authorities the power to grant hackney carriage proprietor (vehicle) licences. An Authority may limit the number of licences issued provided it has evidence that there is no significant level of unmet demand for the services of hackney carriages.
- 1.2 In December 2013 the Public Protection Committee resolved to continue the current moratorium placed upon the granting of new hackney carriage vehicle licences as it was satisfied that there was no significant unmet demand. The moratorium was originally implemented in 2010. At the time of writing this report there are currently 944 licensed hackney carriages in Cardiff.
- 1.3 In its Best Practice Guidance the Department for Transport (DfT) recommends that where local authorities impose a limit on the granting of hackney carriage vehicle licences, an independent survey should be undertaken at no more than three yearly intervals to assess the current levels of demand.
- 1.4 AECOM Ltd were commissioned by Cardiff Council to undertake an independent survey of Cardiff's taxi demand in February 2016. The full report is detailed in Appendices A - D.
- 1.5 The overall recommendation of the AECOM report is that there is no significant unmet demand for hackney carriages in Cardiff and that the current moratorium on the granting of new hackney carriage vehicle licences should be maintained.
- 1.6 This report provides the Committee with further detail of how the survey was conducted and the additional findings of the survey to allow the committee to consider fully the recommendation set out at clause 12 below.

## 2. Legislation and DfT Best Practice.

2.1 Under section 16 of the Transport Act 1985 a local authority has a discretion, but no obligation, to refuse the grant of a hackney carriage vehicle licence if, it is satisfied there is no significant unmet demand for the service of hackney carriages, within the area to which the licence would apply. This discretion only applies to hackney carriage vehicles and cannot be used to restrict the number of hackney carriage driver's licences or private hire vehicle / driver's licences issued.

2.2 To assess the level of unmet demand the DfT recommends an independent survey is conducted and includes the following considerations:

- **the length of time that would-be customers have to wait at ranks.** However, this alone is an inadequate indicator of demand
- **waiting times for street hailings and for the telephone bookings.** However, waiting times at ranks does not address fully question of unmet demand
- **latent demand,** for example people who have responded to long waiting times by not even trying to travel by taxi. This can be assessed by surveys of people who do not use taxis, perhaps using stated preference survey techniques
- **peaked demand.** It is sometimes argued that delays associated only with peaks in demand (such as morning and evening rush hours, or pub closing times) are not 'significant' for the purpose of the Transport Act 1985. The Department does not share that view. Since the peaks in demand are by definition the most popular times for consumers to use taxis, it can be strongly argued that unmet demand at these times should not be ignored. Local authorities might wish to consider when the peaks occur and who is being disadvantaged through restrictions on provision of taxi services
- **consultation.** As well as statistical surveys, assessment of quantity restrictions should include consultation with all those concerned, including user groups (including people with disabilities, and people such as students or women), the police, hoteliers, operators of pubs and clubs and visitor attractions, and providers of other transport modes
- **publication.** All the evidence gathered in a survey should be published, together with an explanation of what conclusions have been drawn from it and why. If quantity restrictions are to be continued, their benefits to consumers and the reason for the particular level at which the number is set should be set out
- **financing of surveys.** It is not good practice for surveys to be paid for by the local taxi trade (except through general revenues from licence fees). To do so can call in question the impartiality and objectivity of the survey process

### **3. Taxi Rank Survey**

- 3.1 AECOM completed a comprehensive survey of hackney carriage use at Cardiff's 13 official ranks and 5 unofficial ranks (ranks used on a temporary informal basis by the Trade). The surveys were undertaken over a four month period from March 2016 and June 2016, and a total of 1020 hours of observations were carried out. Details of the survey's area and method used is detailed in AECOM's 'Taxi Rank Operations & Public Attitude Survey Report' in Appendix A
- 3.2 The survey shows that across all days of the week the average taxi supply significantly exceeds the average passenger demand.
- 3.3. The average passenger delay was calculated across all ranks. Only 4 official ranks and 1 unofficial rank showed an average passenger delay at all. The PM weekday period at Churchill Way show average delays of 30 seconds and the Sunday inter-peak period show average delays of 12.5 seconds.
- 3.4 Conversely the average delay for hackney carriages was high with the majority of drivers waiting over 5 minutes for a fare, and in some cases in excess of 2 hours.
- 3.5 Overall the rank surveys demonstrate that there is no significant unmet hackney carriage demand.

### **4. Public Attitude Survey**

- 4.1 AECOM conducted a public attitude survey to supplement the rank surveys. The aim of the survey was to obtain information on the public's use of licensed vehicles, and assess their level of satisfaction with the service they received. In total, 733 public attitude surveys were completed.
- 4.2 The public were asked questions about their use of hackney carriages/private hire vehicles such as the reason for use and the cost of their last trip. The majority responded that their last trip was for leisure purpose. The majority (approx. 12%) of those surveyed stated that their last trip cost between £9 and £10. The majority of those surveyed rated their last trip as 'good' in terms of driver quality, 'average' in terms of price and 'average' in terms of waiting time.
- 4.3 The public were asked to suggest new locations for taxi ranks. There was little consensus over locations and only 13% responded to this question. 'Outside the City Centre' was the most popular response (4%).
- 4.4 57% of respondents stated that they felt safe using licensed vehicles in Cardiff, 29% said they did not feel safe and 14% didn't answer the question. Those that responded and stated they did not feel safe were asked to comment on how safety could be improved. The highest ranked answer was for increased police presence at pick up areas.

4.5 The public were asked if they felt there was sufficient availability of hackney carriages in Cardiff. There was a fairly even split with 36% of respondents stating there are sufficient numbers and 44% saying they didn't know, only 8% said there were insufficient numbers of taxis.

## 5. **Stakeholder & Operator Attitude Survey**

5.1 The Stakeholder Attitude Survey was conducted online with 11 stakeholders including: student representatives, charities, a tourist attractions, an hotelier, Transport Operator and Cardiff Access Group (representing disabled users)

5.2 The majority of respondents perceived that the availability of taxis and PHVs had increased in the last 3 years.

5.3 AECOM also surveyed 6 private hire operators, the results of which are detailed in Appendix B.

## 6. **Driver & Proprietor Attitude Survey**

6.1 Surveys were sent to all licensed drivers and hackney carriage & private hire vehicle proprietors. There was an overlap in some responses as some proprietors are also drivers, which may have led to a duplication of responses. Although drivers are issued with a 'dual' badge in Cardiff, they were asked in the survey whether they predominately worked as hackney carriage or private hire drivers.

6.2 The survey shows that the average number of hours worked per week by hackney carriage drivers is around 40 hours, compared with around 45 hours by private hire drivers. The majority of these hours worked by both hackney carriage and private hire drivers is during the daytime (weekdays).

6.3 Hackney carriage drivers were asked which three ranks they visit most frequently. The top answers were: St Mary Street and Greyfriars Road/Hilton Hotel and Park Place. The average waiting time for a hackney carriage to obtain a fare was stated as over 15 minutes.

6.4 The majority of hackney carriage respondents (56%) stated that their vehicle was wheelchair accessible, whereas 93% of private hire respondents stated that their vehicle was not wheelchair accessible. Despite this the number of disabled passengers carried by private hire vehicles is relatively high.

6.5 The last question of the driver's survey asked whether drivers had been attacked in the last 12 months, whether physically or verbally. Approximately half of carriage drivers stated that they have been verbally attacked in the last 12 month and 13% stated that they have been physically attacked. This compares to 65% of private hire drivers stating that they have not been attacked.

- 6.6 The vast majority of respondents to both surveys stated they felt there were too many hackney carriage vehicles in Cardiff, and most felt that the current limit on the issue of new hackney carriage licences should be maintained.
- 6.7 Hackney carriage drivers/proprietors believe that there are not enough taxi ranks in Cardiff. When asked to suggest locations for new ranks, the following were the top answers: Castle Street/Kingsway/Duke Street, and increased space at Central Station. These are similar to the responses given in the previous survey in 2013.
- 6.8 With regard to levels of enforcement, the majority of private hire drivers and vehicle proprietors stated that there is not enough enforcement. The majority of hackney carriage drivers thought the current level of enforcement was about right.
- 6.9 The drivers and proprietors surveys ended with an open ended improvements/comments section. The most popular answer given by both drivers and proprietors was that vehicle/driver inspections and checks should be stricter. The 2<sup>nd</sup> highest response given by proprietors was that there should be restriction on non-Cardiff drivers, The 2<sup>nd</sup> highest suggestion by taxi drivers was that there should be stricter requirement on becoming a driver. The 2<sup>nd</sup> most popular response from private hire drivers was there are too many drivers/private hire vehicles.
- 6.10 The Driver and Proprietor Attitude Survey Report is detailed in Appendix C.

## **7. Comparison with 2013 Study.**

- 7.1 The 2013 demand study was also carried out by AECOM. This assisted the comparison with the previous results to establish whether there was increase/decrease in unmet demand for hackney carriages.
- 7.2 The average passenger demand, effective hackney carriage demand, and average hackney carriage supply was compared between 2013 and 2016. The most significant change in results was a reduction in passenger demand on weekday nights by more than 65% since the 2013 survey. The weekend night time peak in passenger demand has shifted one hour later from the 2013 survey to 3am.
- 7.3 Taxi supply has generally adjusted to the changes in passenger demand which includes a decrease in weekday night supply by around 65% which corresponds with the fall in passenger demand.
- 7.4 Since 2013 there has been a slight increase in average passenger waiting time from 0.2 seconds to 0.9 seconds, however the survey has highlighted that this may be a result of the data including results of the Sophia Gardens rank which has unique behaviour, due to the National Express bus stop. With the Sophia Gardens

results excluded the average passenger wait time reduces to 0.3 seconds, which indicated that the current moratorium on the issue of new licences has not had a detrimental impact on passenger delay.

7.5 In common with the 2013 report is a growing commentary about enforcement. The report indicates a strong consensus across the industry that enforcement (or perception of enforcement) needs to be improved. In particular in the following three areas:

- Vehicle standards;
- Driver regulation; and
- Taxi drivers refusing fares.

Undertaking more work to improve the standards of vehicles can be funded through an increase in vehicle licence fees. However, the fees cannot fund work against recalcitrant drivers and the Council would need to fund this work from the base budget.

## **8. Consultation**

8.1 The trade consultation procedure was undertaken in accordance with the consultation procedure on any policy matters. The draft reports intended for consideration were made available at the licensing offices for any interested party to provide written submissions.

## **9. Achievability**

This report contains no equality personnel or property implications.

## **10. Legal Implications**

10.1 Section 16 of the Transport Act 1985 amended the Town Police Clauses Act 1847 and allowed Councils to restrict the number of Hackney Carriage vehicle licences granted if they wished to do so. It must be noted that this is discretionary.

10.2 In order to satisfy the prescriptive provisions of the Transport Act, before exercising this discretion, the Council must be satisfied that there is no significant unmet demand for the services of hackney carriages.

10.3 This does not mean that the Council must limit the number of hackney carriage vehicle licences issued, even if it is satisfied that demand is met. The effect of the 1985 Act is simply to prevent the Council from restricting the numbers for any other reason.

10.4 Any decision that Council makes about whether to place a limit on the number of Hackney Carriage vehicles or not could potentially be open to challenge by way

of Judicial Review. Therefore the Council will need to ensure that it takes all factors into consideration. The decision that it is being asked to make is a discretionary one. The Court will be unlikely to intervene in the exercise of a discretion unless the decision making process is flawed. Any decision would have to avoid being “Wednesbury” unreasonable. This means that the Council will have to take account of relevant considerations, not take into account irrelevant considerations, and come to a decision that a reasonable Council would reach based on the circumstances before it.

- 10.5 The Department for Transport Guidance referred to in this Report does not have statutory effect. This means that it is not something prescriptive that binds the Council. However, it would be highly unusual for a public body to depart from guidance from national government unless there were good reasons for doing so. In this case Government guidance suggests that a licensing authority’s decision of whether or not to limit hackney carriage vehicles should be approached in terms of the interests of the travelling public. Clearly this factor must be taken into account. If Council were to depart from this non statutory guidance, it would have to carefully set out and record its reasons for doing so. If this were not done then, if the Council did limit, any interested party could apply for a Judicial Review of the decision alleging that the Council had failed to take into account a relevant consideration.
- 10.6 Further, if the Council should set a limit, there is a possibility of challenge by future applicants for a Hackney Carriage licences on the basis that the Council had unreasonably fettered its discretion. Any policy introduced must be kept under review and also be seen to be responsive to changes in the local economy impacting upon the hackney trade.
- 10.7 There are also suggestions that a limit would create a closed market which could consequently be in restraint of trade. It is the view of the Office of Fair Trading that it is preferable that an open market is maintained.

## **11. Financial Implications.**

- 11.1 As limitation has been in place since 2010 (reviewed in 2013), to retain the current moratorium on hackney carriage proprietor licences would not result in a change in income.
- 11.2 Any increased enforcement, clause 7.5 above, would require additional funding out with the current budget.

## **12.1 Recommendation**

- 12.1 Based on the results of AECOM surveys, the Committee are recommended to approve the continuation of the current moratorium on the issue of new hackney carriage proprietor licences.

**Dave Holland**  
**HEAD OF SHARED REGULATORY SERVICES**

**9 November 2016**

This report has been prepared in accordance with procedures approved by Corporate Managers.

Background Papers: None

**APPENDIX A**

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**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**ENVIRONMENTAL SCRUTINY COMMITTEE**

**3 OCTOBER 2017**

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**MEMBER BRIEFING: FIRST CARDIFF LOCAL DEVELOPMENT PLAN  
ANNUAL MONITORING REPORT**

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**Reason for the Report**

1. To provide a short briefing to Members on the content of a Cabinet report titled 'First Cardiff Local Development Plan Annual Monitoring Report' that was presented to Cabinet at its meeting on Thursday 21<sup>st</sup> September 2017. Members are asked to note the content of this item and discuss any future actions relating to this report.
2. A copy of the Cabinet paper titled 'First Cardiff Local Development Plan Annual Monitoring Report' and the 'Cardiff Local Development Plan 2006 to 2026 – 1<sup>st</sup> Annual Monitoring Report – October 2017' are attached to this report respectively as **Appendices 1 & 2**.

**Background**

3. The Cardiff Local Development Plan 2006 to 2026 (LDP) was formally adopted by the Council on 28th January 2016. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR) and submit to Welsh Government by the 31st October each year after Plan adoption.
4. This is the first AMR to be prepared since the adoption of the plan and is based on the period 1st April 2016 to 31st March 2017. The AMR consists of the following sections:
  - Executive Summary;
  - Introduction;

- Contextual Information – changes to policy framework at a national or local level;
  - LDP Monitoring Process – explains the monitoring process undertaken;
  - LDP Monitoring Indicators – reporting on the 107 LDP monitoring indicators which were agreed during the LDP examination process and set out in the Inspectors Report;
  - Sustainability Appraisal Monitoring – reporting on the 28 sustainability monitoring indicators;
  - Conclusions and recommendations – setting out an overall overview of all indicators and Plan performance in the first year following adoption.
5. This is the first year the LDP has been operative and this is the first AMR to be prepared. Therefore, this year's AMR provides a short term position statement and baseline data for future comparative analysis in successive AMRs.
  6. Future monitoring over a longer period will enable trends to be identified and firmer conclusions drawn. It will help inform the extent to which the LDP strategy, objectives and policies are being achieved. It also allows the Council to assess the impact of the LDP on the social, economic and environmental well-being of the city and identify any significant contextual changes.
  7. The findings of this work over coming years will directly help to inform the LDP review process as the Council is required to undertake a major review of the LDP 4 years after adoption.

### **The AMR Report**

8. It is important to note that this is the first AMR to be prepared and this year's AMR provides a short term 1 year position statement and baseline data for future comparative analysis in successive AMRs.
9. Overall the findings of the first AMR for year 1 are generally positive with the majority of the indicators shown as green indicating that the majority of LDP policies are being implemented effectively. For example, the report identifies that:

- Significant progress in meeting the 50:50 modal shift for all journey purposes by 2026 over the monitoring period has been made and the targets set out in the AMR have been exceeded for all journey purposes.
- Employment land take up over the monitoring period has been strong and targets set out in the AMR have been achieved.
- Significant progress that has been made in producing a programme of new Supplementary Planning Guidance (SPG) to support the policies in the adopted Plan and the Cardiff Infrastructure Plan has been updated. Work on this SPG programme will continue through the next twelve months and will be evidenced in the next AMR.

10. There are a few indicators not shown as green and these represent areas where further work is being undertaken to fully understand and address relevant issues. For example, housing completions from Strategic Sites allocated in the LDP have not been coming forward at the rates originally set out by Developers. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed – in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council’s aspirations as set out in the LDP.

11. The report also explains that significant work has already been undertaken to address this issue in order to stimulate an enhanced trajectory of provision. It explains that proactive dialogue has already taken place with all relevant Developers with the aim of enabling and bringing forward new homes within the master-planning and infrastructure planning framework set out in the LDP. It is considered that a proactive approach will, over-time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR’s will provide formal regular annual updates.

## **Conclusions**

12. Section 7 of the AMR provides the conclusions and recommendations of this first AMR which sets out short term position statement for year 1 and baseline data for

future comparative analysis in successive AMRs. The key conclusion is that while it is difficult to determine definitive trends in policy performance in the first year of reporting, good progress is being made in delivering the identified targets and monitoring outcomes. Importantly, ongoing work demonstrates a positive response to areas where further attention is required. There is no evidence to suggest the need for a full or partial review of the LDP at this early stage of plan implementation.

13. The report recommends that this AMR is submitted to the Welsh Government in accord with statutory requirements. Continued monitoring in future AMRs will help to identify any definitive trends in the performance of the Plan's strategy and policy framework.

### **Next Steps**

14. The second AMR in respect of the Cardiff LDP will be presented to Cabinet at the same time next year, with the broad structure of the AMR remaining the same from year to year in order to provide ease of analysis between successive reports. The AMR reports will be used to help inform the review of the LDP which the Council is required to undertake four years after Plan adoption.

### **Way Forward**

15. This item is a Member briefing and so the content of the report is for noting. Members are welcome to suggest future actions in relation to the scrutiny of this item.

### **Legal Implications**

16. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement

imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

### **Financial Implications**

17. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

### **RECOMMENDATION**

The Committee is recommended to:

- i. Note the contents of the report and attached Appendices;
- ii. To consider future actions in relation to future scrutiny of this item.

**DAVINA FIORE**  
**Director of Governance & Legal Services**  
**27 September 2017**

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**FIRST CARDIFF LOCAL DEVELOPMENT PLAN ANNUAL  
MONITORING REPORT****STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO  
WILD)****AGENDA ITEM: 9**

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**DIRECTOR OF CITY OPERATIONS****Reason for this Report**

1. To outline the purpose of the Local Development Plan (LDP) Annual Monitoring Report (AMR) process and to seek the endorsement of the first Cardiff LDP AMR for submission to the Welsh Government by 31<sup>st</sup> October 2017.

**Background**

2. The Cardiff Local Development Plan (2006 to 2026) was formally adopted by the Council on 28<sup>th</sup> January 2016. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR) and submit to Welsh Government by the 31<sup>st</sup> October each year after Plan adoption.
3. This is the first AMR to be prepared since the adoption of the plan and is based on the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017. The AMR consists of the following sections:
  - Executive Summary
  - Introduction
  - Contextual Information – changes to policy framework at a national or local level.
  - LDP Monitoring Process – explains the monitoring process undertaken.
  - LDP Monitoring Indicators – reporting on the 107 LDP monitoring indicators which were agreed during the LDP examination process and set out in the Inspectors Report.
  - Sustainability Appraisal Monitoring – reporting on the 28 sustainability monitoring indicators.
  - Conclusions and recommendations – setting out an overall overview of all indicators and Plan performance in the first year following adoption.

4. This is the first year the LDP has been operative and this is the first AMR to be prepared. Therefore, this year's AMR provides a short term position statement and baseline data for future comparative analysis in successive AMRs.
5. Future monitoring over a longer period will enable trends to be identified and firmer conclusions drawn. It will help inform the extent to which the LDP strategy, objectives and policies are being achieved. It also allows the Council to assess the impact of the LDP on the social, economic and environmental well-being of the city and identify any significant contextual changes.
6. The findings of this work over coming years will directly help to inform the LDP review process as the Council is required to undertake a major review of the LDP 4 years after adoption.

#### The AMR Report

7. As set out above it is important to note that this is the first AMR to be prepared and this year's AMR provides a short term 1 year position statement and baseline data for future comparative analysis in successive AMRs.
8. Overall the findings of the first AMR for year 1 are generally positive with the majority of the indicators shown as green indicating that the majority of LDP policies are being implemented effectively. For example:
  - Significant progress in meeting the 50:50 modal shift for all journey purposes by 2026 over the monitoring period has been made and the targets set out in the AMR have been exceeded for all journey purposes.
  - Employment land take up over the monitoring period has been strong and targets set out in the AMR have been achieved.
  - Significant progress that has been made in producing a programme of new Supplementary Planning Guidance (SPG) to support the policies in the adopted Plan and the Cardiff Infrastructure Plan has been updated. Work on this SPG programme will continue through the next twelve months and will be evidenced in the next AMR.
9. There are a few indicators not shown as green and these represent areas where further work is being undertaken to fully understand and address relevant issues.
10. For example, housing completions from Strategic Sites allocated in the LDP have not been coming forward at the rates originally set out by Developers. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed – in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

11. However, significant work has already been undertaken in addressing this issue in order to stimulate an enhanced trajectory of provision. Proactive dialogue is already taking place with all relevant Developers with the aim of enabling and bringing forward new homes within the master-planning and infrastructure planning framework set out in the LDP. The current situation is more encouraging with a number of planning consents now issued and on-going Development Management activity on a range of Strategic Sites and different outlets within the sites. It is therefore considered that this proactive approach will, over-time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide formal regular annual updates.
12. In addition work in progressing on the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites has been delayed due to the need to undertake additional detailed site investigations. These site investigations have now reached an advanced stage. It is anticipated that this work will help inform considerations of the way forward in the near future.

### **Conclusions**

13. Section 7 of the AMR provides the conclusions and recommendations of this first AMR which sets out short term position statement for year 1 and baseline data for future comparative analysis in successive AMRs. The key conclusion is that while it is difficult to determine definitive trends in policy performance in the first year of reporting, good progress is being made in delivering the identified targets and monitoring outcomes. Importantly, on-going work demonstrates a positive response to areas where further attention is required. There is no evidence to suggest the need for a full or partial review of the LDP at this early stage of plan implementation.
14. It is recommended that this AMR be submitted to the Welsh Government in accord with statutory requirements. Continued monitoring in future AMRs will help to identify any definitive trends in the performance of the Plan's strategy and policy framework.

### **Next Steps**

15. The second AMR in respect of the Cardiff LDP will be presented to Cabinet at the same time next year, with the broad structure of the AMR remaining the same from year to year in order to provide ease of analysis between successive reports. The AMR reports will be used to help inform the review of the LDP which the Council is required to undertake four years after Plan adoption.
16. The AMR will be placed on the Council's website for information.

### **Reason for the Recommendation**

17. To comply with provisions in the Planning Compulsory Purchase Act (2004) and Welsh Government guidance which require the Council to produce an AMR for submission to the Welsh Government at the end of October each year following adoption.

### **Legal Implications**

18. The annual monitoring of the LDP is part of the wider statutory LDP process. Section 76 of the Planning and Compulsory Purchase Act 2004 requires authorities to prepare an Annual Monitoring Report covering the preceding financial year from 1 April to 31 March. It must be submitted to the Welsh Government by 31 October each year and published on the authorities' website, in accordance with Regulation 37 of the Town and Country Planning (Local Development Plan)(Wales) Regulations 2005 (as amended). Those regulations and the LDP Manual Edition 2 August 2015 specify what the AMR is required to include. The AMR and associated documents have been prepared in accordance with the body of the report.

### **Financial Implications**

19. There are no direct financial implications arising from this report with the preparation of the LDP AMR being completed using existing resources.

### **RECOMMENDATION**

Cabinet is recommended to endorse the first LDP AMR for submission to the Welsh Government by 31<sup>st</sup> October 2017.

#### **ANDREW GREGORY**

Director

15 September 2017

*The following Appendix is attached:*

Appendix A - Cardiff LDP 1<sup>st</sup> Annual Monitoring Report, October 2017

# Cardiff Local Development Plan 2006 - 2026

Appendix 2



## 1st Annual Monitoring Report

October 2017

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# **Cardiff Local Development Plan 1<sup>st</sup> Annual Monitoring Report 2017**

**Based on data collected for period  
1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017**

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## **1. Executive Summary**

The Cardiff Local Development Plan (LDP) was adopted on 28 January 2016. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR).

The AMR provides the basis for monitoring the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that may influence plan implementation or review.

This is the first AMR to be prepared since the adoption of the Cardiff LDP and is based on data collected for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017. As this is the first year the LDP has been operative and this is the first AMR to be prepared, it simply provides a short term position statement. This AMR therefore provides a baseline for future comparative analysis from which successive AMRs will be able to evidence the emergence of trends.

### **Key Findings of the First Annual Monitoring Process 2016-2017**

#### **Contextual Information**

A summary of the relevant contextual material that has been published since the adoption of the Plan at a national, regional and local level, along with general economic trends is included in Section 3. Overall, none of the changes identified to date suggest the need for an early review of the Plan. The implications of some of the contextual changes will take place over the longer term and subsequent AMRs will continue to provide updates on relevant contextual material and give further consideration to any changes which could affect the Plan's future implementation.

#### **Local Development Plan Monitoring – Policy Analysis**

Section 5 assesses how the Plan's strategic policies and associated supporting policies are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's progress in delivering the targets/monitoring outcomes and policies during this monitoring period. The table below provides a visual overview of the effectiveness of policies during the monitoring period based on the traffic light rating used in the assessment:

<b>Continue Monitoring (Green)</b>	
Where indicators are suggesting the LDP Policies are being implemented effectively and there is no cause for review.	
<b>Training Required (Blue)</b>	
Where indicators are suggesting that LDP policies are not being implemented as intended and further officer or Member training is required.	
<b>Supplementary Planning Guidance Required (Purple)</b>	
Indicators may suggest the need for further guidance to be provided in addition to those already in the Plan.	
<b>Further Research (Yellow)</b>	
Where indicators are suggesting the LDP policies are not being as effective as they should, further research and investigation is required.	
<b>Policy Review (Orange)</b>	
Where indicators are suggesting the LDP policies are failing to implement the strategy a formal review of the Policy is required. Further investigation and research may be required before a decision to formally review is confirmed.	
<b>Plan Review (Red)</b>	
Where indicators are suggesting the LDP strategy is failing and a formal review of the Plan is required. This option to fully review the Plan will need to be fully investigated and undertaken following serious consideration.	

## Key Findings

As set out above it is important to note that this is the first AMR to be prepared and this year's AMR provides a short term 1 year position statement and baseline data for future comparative analysis in successive AMRs.

Overall the findings of the first AMR for year 1 are generally positive with the majority of the indicators shown as green indicating that the majority of LDP policies are being implemented effectively. For example:

- Significant progress in meeting the 50:50 modal shift for all journey purposes by 2026 over the monitoring period has been made and the targets set out in the AMR have been exceeded for all journey purposes.
- Employment land take up over the monitoring period has been strong and targets set out in the AMR have been achieved.
- Significant progress that has been made in producing a programme of new Supplementary Planning Guidance (SPG) to support the policies in the adopted Plan and the Cardiff Infrastructure Plan has been updated. Work on this SPG programme will continue through the next twelve months and will be evidenced in the next AMR.

There are a few indicators not shown as green and these represent areas where further work is being undertaken to fully understand and address relevant issues.

For example, housing completions from Strategic Sites allocated in the LDP have not been coming forward at the rates originally set out by Developers. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed – in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

However, significant work has already been undertaken in addressing this issue in order to stimulate an enhanced trajectory of provision. Proactive dialogue is already taking place with all relevant Developers with the aim of enabling and bringing forward new homes within the master-planning and infrastructure planning framework set out in the LDP. The current situation is more encouraging with a number of planning consents now issued and on-going Development Management activity on a range of Strategic Sites and different outlets within the sites. It is therefore considered that this proactive approach will, over-time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide formal regular annual updates.

In addition work in progressing on the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites has been delayed due to the need to undertake additional detailed site investigations. These site investigations have now reached an advanced stage. It is anticipated that this work will help inform considerations of the way forward in the near future.

## **Sustainability Appraisal (SA) Monitoring**

Section 6 expands the assessment of the performance of the LDP against the SA monitoring objectives. This provides a short term position statement on the performance of the Plan against a number of sustainability indicators and provides a baseline for comparative analysis.

## **Conclusions**

The key conclusion from this first AMR is that while it is difficult to determine definitive trends in policy performance, good progress is generally being made in delivering the identified targets and monitoring outcomes and there is no evidence to suggest the need for a full or partial review of the LDP at this early stage in its implementation.

This is the first year the LDP has been operative and is the first AMR to be prepared following the adoption of the Plan. This AMR provides the baseline for future comparative analysis and preliminary conclusions from which future AMRs will be able to evidence the emergence of trends.

It is recommended that this AMR be submitted to the Welsh Government in accord with statutory requirements. The Council should continue to monitor the LDP through the preparation of successive AMRs. Future monitoring will be necessary to determine the effectiveness of the Plan's spatial strategy and policy framework particularly in relation to housing delivery including strategic housing site allocations, the delivery of affordable housing and the progress on strategic employment sites.

The Council is required to commence a full review of the LDP every four years. A review of the LDP in advance of the formal review will only take place if the conclusions of the AMR, or other exceptional circumstances, indicate otherwise.

## **2. Introduction**

The Annual Monitoring Report (AMR) process provides the basis for monitoring the effectiveness of the Local Development Plan (LDP) and helps inform whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that might influence the Plan's implementation or review.

Monitoring is a continuous part of the plan making process. It provides the connection between evidence gathering, plan strategy and policy formulation, policy implementation, evaluation and plan review.

### **Adoption of the Cardiff Local Development Plan**

Under the Planning and Compulsory Purchase Act (2004) and associated Regulations, local planning authorities (LPAs) are required to produce a LDP. The Cardiff Local Development Plan was formally adopted by the Council on 28<sup>th</sup> January 2016. The LDP provides the land use framework which forms the basis on which decisions about future development in the city, including planning applications, are based.

This is the first AMR to be prepared since the adoption of the Cardiff LDP and is based on data collected for the period 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017.

### **The Requirement for Monitoring Planning and Compulsory Purchase Act 2004**

The Council has a statutory obligation, under section 61 of the 2004 Act, to keep all matters under review that are expected to affect the development of its area. In addition, under section 76 of the Act, the Council has a duty to produce information on these matters in the form of an Annual Monitoring Report for submission to the Welsh Government at the end of October each year following plan adoption. The preparation of an AMR is therefore an integral part of the statutory development plan process.

In order to monitor LDP performance consistently, plans should be considered against a standard set of monitoring indicators and targets. The Welsh Government has issued regulations and guidance on the required content of AMRs.

### **Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015**

The Town and Country Planning (Local Development Plan) (Wales) Regulations have been amended to simplify certain aspects of the local development plan procedures, however, these do not affect the LDP monitoring process. Under Regulation 37 the

AMR is required to:

- Identify policies that are not being implemented;

And for each policy:

- Identify the reasons why the policy is not being implemented;
- Identify the steps (if any) that are intended to be taken to enable the policy to be implemented;
- Explore whether a revision to the plan to replace or amend the policy is required.

In addition, the AMR is required to monitor identified core indicators by specifying:

- The housing land supply from the current Housing Land Availability Study, and;
- The number (if any) of net additional affordable and general market dwellings built in the LPA area.

These are both for the year of the AMR and for the full period since the LDP was first adopted.

Other Core Output Indicators for LDPs include:

- Total housing units permitted on allocated sites as a % of overall housing provision
- Employment land permitted (ha) on allocated sites as a % of all employment allocations
- Amount of major retail, office and leisure development (sq m) permitted within and outside established town and district centre boundaries
- The extent of primary land-won aggregates permitted in accordance with the Regional Technical Statement for Aggregates expressed as a percentage of the total capacity required as identified in the Regional Technical Statement (MTAN).

### **Local Development Plan Manual (Edition 2, 2015)**

The LDP Manual states that aspects that are usefully included in an AMR are:

- Key findings, in the form of a 1-2 page Executive Summary.
- Significant contextual change, i.e. a review of wider strategic issues affecting the local area and the context within which the LDP operates, including the fortunes of any significant local industries, emerging national planning guidance or a significant planning application
- Sustainability monitoring related to the SA Report and integrated assessment process (see section 9.2.2).
- Strategy monitoring, to assess whether the plan is achieving its main objectives, and whether it is “on track” in terms of the level of implementation, e.g. the level of new housing development or take-up of major sites.
- Policy monitoring, to highlight any policies which are not functioning effectively, and to highlight how such issues will be addressed.
- Conclusions and recommendations; e.g. identify any improvements/changes to key parts of the plan which would need to be considered in a future review and possible plan revision. Other appropriate responses may include identifying the need for SPG or further research and evidence gathering.

The Manual states that it is not realistic or necessary for all policies to be monitored - this would lead to an unnecessarily large and complicated document. Some key areas

will need to be included consistently each year and this will be for the Authority to determine based on those elements crucial to delivering the plans strategy.

The Manual states the broad structure of the AMR should remain the same from year to year in order to provide ease of analysis between successive reports and build on preceding results. Good use of illustrative material such as charts, graphs and maps will also make the AMR more accessible.

The Manual states that it is important that the AMR has an analytical dimension. There is also merit in incorporating qualitative information from consultation with key stakeholders, for instance, the views of community leaders on their areas, and the plan makers' assessment of trends, conditions and issues driving change.

The Manual states that it is important to consider why information is needed, and to structure the analysis accordingly. The following questions may be relevant:

- What new issues have occurred in the area or in local/national policy (key recent contextual and national policy changes, future prospects)?
- How relevant, appropriate and up-to-date is the LDP strategy and its key policies and targets?
- What sites have been developed or delayed in relation to the plan's expectations on location and timing?
- What has been the effectiveness of delivering policies and in discouraging inappropriate development?

### **Cardiff LDP Monitoring Framework**

A Monitoring Framework is provided in Chapter Six and Appendix 9 of the LDP comprising a series of 5 contextual indicators and 102 core and local indicators, with corresponding targets and triggers for further action, in relation to the Plan's strategic policies. It also indicates the linkages between the Plan objectives, strategic policies and other Plan policies. The indicators were developed in accordance with the above Welsh Government Regulations and guidance on monitoring. The Monitoring Framework forms the basis of the AMR.

### **Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended 2011)**

In addition the LDP and AMR must comply with European Directives and Regulations. The Final Sustainability Appraisal Report, January 2016 identifies a further set of indicators (26) that will be used to monitor progress on sustainability issues. Whilst interlinked, these are set out separately from the LDP Policy Monitoring Framework and have been used in the AMR to measure the environmental, economic and social impacts of the LDP.

The completion of the AMR accords with the requirements for monitoring the sustainability performance of the Plan through the Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended 2011).

## **AMR Format and Content**

The AMR has been designed to be a succinct and easily accessible document that can be used as a convenient point of reference for all strategic policy areas.

The structure of the AMR is as follows:

**Section 1 Executive Summary** - Provides a succinct written summary of the key monitoring findings.

**Section 2 Introduction** - Outlines the requirement for, the purpose and structure of the AMR.

**Section 3 Contextual Information** - Provides a brief overview of the relevant contextual information which, although outside the remit of the Plan, could affect the performance of the LDP policy framework. Policy specific contextual information is provided in the relevant policy analysis section, including changes to policy framework at a national or local level.

**Section 4 LDP Monitoring Process** - Explains the monitoring process undertaken.

**Section 5 LDP Monitoring - Policy Analysis** - Reports on the 107 LDP monitoring indicators which were agreed during the LDP examination process and set out in the Inspectors Report.

**Section 6 Sustainability Appraisal Monitoring** - Provides an assessment of the LDP's performance against the 28 SA monitoring indicators.

**Section 7 Conclusions and Recommendations** – Sets out an overall overview of all indicators and Plan performance in the first year following adoption.

**Publication** – The AMR will be published on the Council's website.

### **Future Monitoring**

The broad structure of the AMR should remain the same from year to year in order to provide ease of analysis between successive reports. However, given that the monitoring process is dependent upon a wide range of statistical information that is sourced from both the Council and external sources, any changes to these sources could make certain indicators ineffective or out-dated. Accordingly, the monitoring framework may evolve over the Plan period and AMRs will be used as a means of identifying any such inevitable changes to the framework.

The Council is required to commence a full review of the LDP every four years after Plan adoption. A review of the LDP in advance of the formal review will only take place if the conclusions of the AMR or other exceptional circumstances indicate otherwise.

### **3. Contextual Changes**

This section provides a brief summary of the relevant contextual material that has been published during the current monitoring period. This includes national legislation and relevant plans, policies and strategies at the national, regional and local level. Any potential overall implications for the LDP as a whole are outlined where appropriate. General economic trends which have occurred since the LDP's adoption are also set out, together with progress on key supplementary planning guidance.

Contextual information which is specific to a particular LDP policy area is provided in the relevant policy analysis section for ease of reference and is therefore not repeated here.

#### **Legislative Changes**

##### **Planning (Wales) Act 2015**

The Planning (Wales) Act received Royal Assent in July 2015 and came into force in stages between October 2015 and January 2016. It sets out a series of legislative changes to deliver reform of the planning system in Wales, to ensure that it is fair, resilient and enables development. The Act addresses 5 key objectives which includes strengthening the plan-led approach to planning. It introduces a legal basis for the preparation of a National Development Framework (NDF) and Strategic Development Plans (SDP). The NDF is a national land use plan which will set out Welsh Government's policies in relation to the development and use of land in Wales. It is anticipated that this will be produced in 2018/9 when it will replace the Wales Spatial Plan. SDPs will address cross-boundary issues at a regional level such as housing, employment and waste and must be in general conformity with the NDF. The Regulations make reference to three strategic planning areas including South East Wales. It is anticipated that Cardiff will be part of this strategic planning area, in alignment with the emerging Cardiff Capital Region City Deal proposals. LDPs will continue to have a fundamental role in the plan-led system. The Act requires LDPs to be in general conformity with the NDF and any SDP which includes all or part of the area of the authority.

##### **The Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015**

Amendments to The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 were carried out in response to the outcome of the LDP Refinement Exercise and aim to simplify certain aspects of the local development plan process.

The amended Regulations:

- Remove the statutory requirement to advertise consultation stages in the local press;
- Allow local planning authorities to make revisions to the local development plan where the issues involved are not of sufficient significance to warrant the full procedure, without going through the full revision process;
- Eliminate the need to call for and consult on alternative sites following the deposit consultation; and

- Make minor and consequential amendments.

The amended LDP Regulations came into force on 28 August 2015 and together with the related policy and guidance in Planning Policy Wales (PPW) and the revised LDP Manual aim to make the LDP process more efficient and effective (i.e. enabling swifter plan preparation and revision without imposing unnecessary prescription). The amended Regulations do not have any implications for the current LDP but will need to be considered in relation to any Plan review and will be given further consideration as necessary.

### **Well-being of Future Generations (Wales) Act 2015**

The Well-being of Future Generations (Wales) Act gained Royal Assent in April 2015 and came into force on 1<sup>st</sup> April 2016. The Act strengthens existing governance arrangements for improving the well-being of Wales by ensuring that sustainable development is at the heart of government and public bodies. It aims to make a difference to the lives of people in Wales in relation to a number of well-being goals including improving health, culture, heritage and sustainable resource use. The Act provides the legislative framework for the preparation of Local Well-being Plans which will replace Single Integrated Plans. Given that sustainable development is the core underlying principle of the LDP (and SEA) there are clear associations between the aspirations of both the LDP and Act/Local Well-being Plans. Indeed, it is considered that the LDP evidence base, SEA/SA and AMR will inform the Council's Local Well-being Plan. Moving forward, sustainable development principles will continue to inform any review of the Plan.

### **Environment (Wales) Act 2016**

This Act received Royal Assent in March 2016 and came into force on 21<sup>st</sup> May 2016 and sits alongside the Planning (Wales) Act 2015 and the Well-being of Future Generations (Wales) Act 2015 in promoting sustainable use, management and development of Welsh resources. The Environment (Wales) Act introduces new legislation for the environment and provides an iterative framework which ensures that managing Wales' natural resources sustainably will be a core consideration in decision-making. It requires Natural Resources Wales (NRW) to prepare a State of Natural Resources Report that provides an assessment of natural resources and considers the extent to which they are being sustainably managed. The Act also requires Welsh Government to produce a National Natural Resources Policy that sets out the priorities, risks and opportunities for managing Wales' natural resources sustainably. NRW will also produce a local evidence base (Area Statements) to help implement the priorities, risks and opportunities identified in the National Policy and set out how these will be addressed. Any subsequent implications for the LDP will be given further consideration as necessary.

### **Historic Environment (Wales) Act 2016**

The Historic Environment (Wales) Act 2016 received Royal Assent in March 2016. The Act makes important changes to the two main UK laws that provide the legislative framework for the protection and management of the historic environment: the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings

and Conservation Areas) Act 1990. The Act will give more effective protection to listed buildings and scheduled ancient monuments; improve the sustainable management of the historic environment; and introduce greater transparency and accountability into decisions taken on the historic environment. While some of the Act's measures came into force in May 2016, the majority will require further secondary legislation or other preparations before they are brought into effect later in 2017 or in 2018. Any implications for the LDP will be given further consideration as necessary.

## **National Planning Policy Amendments**

### **Planning Policy Wales (Edition 8, January 2016)**

A revised version of Planning Policy Wales (PPW) was published in January 2016. The main changes contained in Edition 8 relate to the following matters:

#### ***Local Development Plans (Chapter 2):***

A revised version of Chapter 2 was published on 25 September 2015 following the refinement of the LDP process. It takes account of related amendments to the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005, to the guidance in the Local Development Plan Manual (Edition 2, 2015) and to the withdrawal of Local Development Plans Wales: Policy on Preparation of LDPs (2005).

#### ***Planning for Sustainability (Chapter 4):***

Chapter 4 has been updated to take into account the Well-being of Future Generations (Wales) Act 2015. The amendments insert information on the provisions of the Act, including the seven well-being goals and the sustainable development principle. The description of legislative requirements for sustainable development in the planning system has also been updated. The changes also illustrate how the Welsh Government's planning policy objectives link to the well-being goals. It has also been updated to reflect the Welsh language provisions of the Planning (Wales) Act 2015 which strengthen the consideration given to the Welsh language in the planning system.

#### ***Minerals (Chapter 14):***

This new Chapter integrates into PPW the Welsh Government's planning policies for minerals development which were previously set out in Minerals Planning Policy Wales (2001). No changes to existing policy have been made as part of this integration exercise and Minerals Planning Policy Wales has been cancelled as a result.

### **Planning Policy Wales (Edition 9 November 2016)**

Edition 9 of *Planning Policy Wales* (PPW) was published in November 2016. This edition of PPW incorporates fully revised chapters on 'The Historic Environment' and on 'Retail and Commercial Development', along with changes to take account of provisions of the Planning (Wales) Act 2015 and the coming into force of the Well-being of Future Generations (Wales) Act 2015. The main changes to PPW are as follows:

#### ***Introduction (Chapter 1)***

This has been updated to reflect the introduction of both the 'Planning Performance Framework' and the validation appeals policy expectations.

### ***Local Development Plans (Chapter 2)***

Chapter 2 has been updated to take account of changes in legislation, including provisions of the Planning (Wales) Act 2015. Some procedural elements that are covered in the LDP Manual (Edition 2, 2015) have also been removed.

### ***Making and Enforcing Planning Decision (Chapter 3)***

Chapter 3 has been streamlined as a result of the publication of the Development Management Manual. The revised chapter also now includes reference to 'Developments of National Significance' following the coming into force of the relevant Regulations related to the Planning (Wales) Act 2015.

### ***Planning for Sustainability (Chapter 4)***

Chapter 4 has been updated to include the statutory purpose of the planning system which was introduced by the Planning (Wales) Act 2015. There have also been amendments to take account of the coming into force of the Well-being of Future Generations (Wales) Act 2015 and regarding Design and Access Statements, linked to the Planning (Wales) Act.

### ***The Historic Environment (Chapter 6)***

Chapter 6 has been fully revised in conjunction with Cadw following the consultation exercise that took place earlier this year and Royal Assent of the Environment (Wales) Act 2016.

### ***Retail and Commercial Development (Chapter 10)***

Chapter 10 has been refreshed to update the Welsh Government's planning policy for retail and commercial development. The requirement remains to consider retail and commercial centres first and complementary uses, as well as the requirements for retail need and sequential tests and the undertaking of impact assessments where appropriate. The updated Chapter is accompanied by a revised Technical Advice Note 4, *Retail and Commercial Development*.

### **Technical Advice Notes (TANs)**

TAN 12 Design and Guidance on Site Context Analysis was updated in March 2016 and TAN4 Retail and Commercial Development in November 2016. The potential implications of the changes to these TAN's for the LDP are provided in the relevant policy analysis section.

## **Regional Context**

### **Cardiff Capital Region and City Deal**

South-East Wales is identified as a new city-region in Wales, covering Cardiff and South-East Wales Local Authorities. As set out in the report 'Powering the Welsh Economy'<sup>1</sup>, the Cardiff Capital Region is intended to encourage the ten local authorities and other key partners in its boundaries to work together and collaborate

on projects and plans for the area. A transition board has been established although Progress remains at an early stage and at present the potential consequences for the LDP are not clear. Similarly the Authorities forming the Capital Region are continuing to work on a City Deal bid to fund projects aimed at boosting the competitiveness of the region over the next 20 years. Of note, the City Deal document was signed by the 10 local authority leaders, Secretary of State for Wales, Chief Secretary to the Treasury and First Minister in March 2016. The progress of the Cardiff Capital Region agenda, City Deal Bid and any subsequent implications for the LDP will be given further consideration in subsequent AMRs where appropriate.

## **Local Context**

### **Capital Ambition Report**

This report was issued in July 2017 and sets out the Council's new administration's five-year plan for the city. It outlines the Council's vision for Cardiff to become a leading city on the world stage. The plan focuses on four main areas:

- **Working for Cardiff** - Making sure everyone who lives and works here can contribute to, and benefit from, the city's success.
- **Working for Wales** - A successful Wales needs a successful capital city.
- **Working for the future** - Managing the city's growth in a sustainable way.
- **Working for public services** - Making sure public services are delivered efficiently, effectively and sustainably in the face of rising demands and reduced budgets.

### **Cardiff Community Infrastructure Levy (CIL) Update**

Consultation on the CIL Draft Charging Schedule commenced during the current monitoring period. As this matter has now been devolved to Welsh Government the Council is currently awaiting guidance from Welsh Government on this matter before deciding how to proceed with the next steps in the preparation process. This guidance is due to issued by Welsh Government in early 2018 The progress of the CIL and any subsequent implications for the LDP will be given further consideration in successive AMRs where appropriate.

## **General Economic Trends**

### **Economic Activity**

Key economic activity data for Cardiff and Wales from the LDP base date of 2006 to the current monitoring period is shown in the tables below. The data demonstrates that Cardiff has experienced improved economic performance in relation to these indicators with employment, unemployment and earnings indicators all higher than the LDP base date of 2006. However, such changes are not considered to be so significant to have any implications for the LDP. These economic indicators will be considered in subsequent AMRs and any potential implications recorded.

## Economically Active – In Employment

	Cardiff	Wales
April 2006 to March 2007	66.7%	69.1%
April 2007 to March 2009	68.9%	69.3%
April 2008 – March 2009	69.5%	68.4%
April 2009 – March 2010	68.15	66.6%
April 2010 – March 2011	64.7%	66.4%
April 2011 – March 2012	65.5%	66.7%
April 2012 – March 2013	65.5%	67.6%
April 2013 – March 2014	69.4%	69.5%
April 2014 – March 2015	65.6%	69.3%
April 2015 – March 2016	69.2%	71.1%
Oct 2015 to Sept 2016	67.9%	71.1%

Source: Nomis

## Economically Active – Unemployed

	Cardiff	Wales
April 2006 to March 2007	6.2%	5.3%
April 2007 to March 2008	6.1%	5.6%
April 2008 – March 2009	6.9%	6.8%
April 2009 – March 2010	8.7%	8.3%
April 2010 – March 2011	8.9%	8.4%
April 2011 – March 2012	9.1%	8.4%
April 2012 – March 2013	10%	8.3%
April 2013 – March 2014	8.1%	7.4%
April 2014 – March 2015	8.4%	6.8%
April 2015 – March 2016	6.7%	5.4%
Oct 2015 – Sept 2016	5.3%	4.7%

Source: Nomis

## Gross Weekly Pay Full-Time Workers (Earnings by Residence)

	Cardiff	Wales
April 2006 to March 2007	£442.2	£414.8
April 2007 to March 2009	£453.2	£424.8
April 2008 – March 2009	£483.0	£444.6
April 2009 – March 2010	£499.3	£456.2
April 2010 – March 2011	£498.5	£455.1
April 2011 – March 2012	£495.4	£454.9
April 2012 – March 2013	£503.6	£475.3
April 2013 – March 2014	£496.4	£480.0
April 2014 – March 2015	£519.0	£487.6
April 2015 – March 2016	£531.4	£498.3

Source: Nomis

## House Prices

As demonstrated in the table below, Land Registry data indicates that in general average house prices in Cardiff have increased over the current monitoring period, with the exception of quarter 3 2016 (July to September). Subsequently, average prices in February 2016 at £232,476 were higher than the 2006 baseline price (£177,469). The data below shows that house prices have risen by 9% during the monitoring period.

### Cardiff Average House Prices 2006 to 2017

Time Period	Average House Price
2006	£177,469
2007	£184,136
2008	£174,278
2009	£173,100
2010	£183,498
2011	£181,529
2012	£181,690
2013	£190,048
2014	£195,390
2015	£202,970
Quarter 1 2016	£213,444
Quarter 2 2016	£216,949
Quarter 3 2016	£209,904
Quarter 4 2016	£213,726
January 2017	£215,652
February 2017	£232,476

Source: Land Registry

## Supplementary Planning Guidance

A number of supplementary planning guidance (SPG) documents to support key LDP policy areas have been adopted during the current monitoring period. These are:

- Houses in Multiple Occupation
- Waste Collection and Storage Facilities
- Locating Waste Management Facilities
- Planning Obligations
- Tall Buildings
- Residential Design Guide

In addition a number of SPG have been prepared and consulted on during the monitoring period. It is anticipated that they will be progressed through to approval by Cabinet and Council during the next monitoring period. These are:

- Childcare SPG

- Planning for Health
- Infill Design Guidance
- Residential Extensions and Alterations Guidance
- Green Infrastructure (including Technical Guidance Notes relating to Open Space, Ecology and Biodiversity, Trees, Soils, Public Rights of Way and River Corridors)
- Safeguarding Business and Industrial Land and Premises
- Food, Drink and Leisure Uses

Work on other SPG is ongoing and progress on these will be reported in the next AMR.

## **Summary**

As detailed above, new legislation and national, regional and local plans, policies and strategies have emerged during the current monitoring period, some of which may have implications for the future implementation of the LDP. However, none of contextual changes identified to date suggest the need for an early review of the Plan. Subsequent AMRs will continue to provide updates on relevant contextual material which could affect the Plan's future implementation.

## 4. LDP Monitoring Process

### How is the LDP Monitored?

Section 5 considers the extent to which the LDP's strategy is being realised with reference to the performance of particular policies against the indicators, targets and triggers contained within the LDP monitoring framework. The structure of the section is as follows:

#### Strategic objective

This is the starting point for the monitoring process. The AMR replicates each of the 4 overarching LDP objectives set out below from which the LDP policies flow.

- **Objective 1** – To respond to evidenced economic needs and provide the necessary infrastructure to deliver development
- **Objective 2** – To respond to evidenced social needs
- **Objective 3** – To deliver economic and social needs in a co-ordinated way that respects Cardiff's environment and responds to the challenges of climate change
- **Objective 4** – To create sustainable neighbourhoods that form part of a sustainable city

#### Contextual information

Significant contextual information that has been published since the Plan's adoption is outlined where relevant to a particular strategic policy. This will enable the AMR to determine whether the performance of a policy has been affected by contextual changes. These can include new or amended legislation, national, regional and local plans, policies or strategies as well as external social and economic trends which could affect the delivery of the LDP such as economic conditions. Any such changes lie outside the remit of the LDP.

#### Indicators

The LDP monitoring framework contains a variety of core and local indicators which will inform policy progress and achievement. The selection of these indicators has been guided by the need to identify output indicators which are able to measure quantifiable physical activities that are directly related to the implementation of LDP policies.

Several of the core indicators are either prescribed by LDP Regulation 37 or recommended by the LDP Manual for their ability to enable an assessment of the implementation of national policy. Further core indicators were identified on the basis of their ability to provide useful information on whether the delivery of the LDP strategy is progressing as anticipated.

The local indicators supplement the core indicators and have been selected based on the availability and quality of data and their relevance to the local area. Some local contextual indicators have also been included which cover key local characteristics against which LDP policies operate.

## **Targets**

The policy indicators are associated with corresponding targets which provide a benchmark for measuring policy implementation. Given the length of the plan period, it is necessary to incorporate 'milestone' targets to determine whether the Plan is progressing towards meeting the overall strategy. The timeframe attributed to such targets primarily relates to the anticipated delivery of development. The Council will investigate any policy that fails to meet its target. The level of consideration given to such policies within the AMR will depend on the reasons identified for the failure and the significance of the policy for the delivery of the overall plan strategy.

## **Triggers**

Trigger levels have also been included for certain targets to more accurately help measure plan performance. They will provide an indication of when policy targets are not being met, or insufficient progress is being made towards meeting them.

## **Analysis**

Having regard to the indicators, relevant targets, triggers and monitoring outcomes, the AMR assesses whether the Plan's policies are being implemented as intended and whether the LDP objectives and strategy are being achieved. This includes the identification and further investigation of any policy that fails to meet its target and/or has reached its trigger point. However, the fact that a policy reaches its trigger level does not automatically imply that the policy is failing. The analysis will consider whether such performance may be due to extraneous circumstances or could be justified in the context of the overall policy framework. In certain instances it has been difficult to identify meaningful trends due to the limited amount of data available and consequently some of the conclusions drawn are preliminary and will need to be verified by a longer period of monitoring. In instances where the Council has been unable to monitor an indicator or where an indicator has been superseded, an explanation will be provided in the relevant policy analysis section.

## **Recommendations**

Taking account of the policy analysis, appropriate recommendations are provided including a statement of any necessary actions required. If policies are found to be failing the AMR will set out clear recommendations on what, if anything, needs to be done to address this.

## **Overall findings for each strategic objective**

Finally, for each strategic objective, an overall statement of performance is provided and a conclusion made on whether that particular objective is being achieved through the combination of policies identified.

## Policy Performance Traffic Light Rating

As a visual aid in monitoring the effectiveness of the Plan's strategic policies and to provide a quick reference overview of policy performance a 'traffic light' rating is included for relevant indicators as follows:

<b>Continue Monitoring (Green)</b>	
Where indicators are suggesting the LDP Policies are being implemented effectively and there is no cause for review.	
<b>Training Required (Blue)</b>	
Where indicators are suggesting that LDP policies are not being implemented as intended and further officer or Member training is required.	
<b>Supplementary Planning Guidance Required (Purple)</b>	
Indicators may suggest the need for further guidance to be provided in addition to those already in the Plan.	
<b>Further Research (Yellow)</b>	
Where indicators are suggesting the LDP policies are not being as effective as they should, further research and investigation is required.	
<b>Policy Review (Orange)</b>	
Where indicators are suggesting the LDP policies are failing to implement the strategy a formal review of the Policy is required. Further investigation and research may be required before a decision to formally review is confirmed.	
<b>Plan Review (Red)</b>	
Where indicators are suggesting the LDP strategy is failing and a formal review of the Plan is required. This option to fully review the Plan will need to be fully investigated and undertaken following serious consideration.	

## **Sustainability Appraisal Monitoring Framework**

The Sustainability Appraisal Monitoring expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) monitoring objectives. The SA identifies 26 indicators developed to measure the environmental, economic and social impacts of the LDP. This is set out in Section 6 of the AMR.

This section provides a detailed assessment of whether the Plan's strategic policies, and associated supporting policies, are being implemented as intended and whether the LDP objectives and strategy are being achieved. Appropriate recommendations are subsequently provided, together with necessary actions to address any policy implementation issues identified through the monitoring process. Aligned with the LDP, the analysis is set out in strategic policy order.

## 5. LDP Monitoring Policy Analysis

### Contextual Indicators

Contextual Indicators	Target	Trigger	Result
Annual unemployment rate	The annual unemployment rate decreases	The annual unemployment rate increase for two or more consecutive years	5.3%
Percentage of population in the 100 most deprived wards in Wales	The percentage of population in the 100 most deprived wards in Wales decreases	The percentage of population in the 100 most deprived wards in Wales increases for 2 or more consecutive years	The latest Welsh Index of Multiple Deprivation data from 2015 shows that 12% of the population of Cardiff is in the 100 most deprived wards in Wales
Level of Police recorded crime in Cardiff	Police Recorded Crime rates decrease	Police Recorded Crime rates increase for two or more consecutive years.	No ONS data currently available for 2017. In the quarter ending December 2016, crime rates were up in Cardiff (and in the South Wales force area) compared with the corresponding quarter in 2015. Crime rates in Cardiff increased from 23.08 crimes per thousand residents to 25.72 crimes per thousand residents.
Percentage of adults meeting recommended guidelines for physical activity	The percentage of adults meeting recommended guidelines for physical activity increases annually over the Plan period	The percentage of adults meeting recommended guidelines for physical activity decreases for two of more consecutive years	62% of adults reported being physically active for more than 150 mins in the previous week  23% of adults reported being physically active for less than 30 mins in the previous week
Waste Reduction Rate	Waste reduction rate of 1.2% annually to 2050	The waste reduction rate falls below 1.2% for two or more consecutive years	The amount of household waste collected and generated between 2014/15 and 2015/16 increased by 3% from 170,715 to 177,457 tonnes

**Objective 1** – To respond to evidenced economic needs and provide the necessary infrastructure to deliver development

**Reference OB1 EC1**

**Relevant LDP Policies:** KP2, KP9, EC1 – EC7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>Core</b> Employment land permitted (ha) on allocated sites as a percentage of all employment allocations.	None	None	Total land area of Allocations = 132 ha  Employment development permitted on allocated sites (April 2016 to April 2017) = 11.6 ha. This equates to 9 %

**Analysis**

Please see table below for a breakdown of employment land permitted during the monitoring period on allocated sites:

Application No.	Proposal	Address	Site Area (ha)	Status
16/02731/MJR	Erection of transport interchange residential apartments and offices	Land to the North of Cardiff Central Railway Station	1.14	Not yet started (Granted 01/03/2017)
16/01584/MJR	New Office Building	Land at John Street, Butetown	0.84	Not yet started (Granted 22/02/2017)
16/01749/MJR	Mixed Use Commercial Office Building	No 4 Capital Quarter, Tyndall Street, Atlantic Wharf	0.69	Not yet started (Granted 23/11/2016)

08/02716/C	Office Development (outline permission)	Plot E04 Callaghan Square	2.4	Not yet started (Granted 17/11/2016)
14/02733/MJR	Residential led mixed use development including 15,500 sqm of B1	North West Cardiff	2 (approx.)	Not yet started (Granted 20/03/2017)
14/00852/MJR	Major mixed use development	Land North of J33, M4, Cregiau	6.5	Not yet started (Granted 08/02/2017)
		<b>Total</b>	<b>11.6</b>	

The employment land permitted (ha) on allocated sites during the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 as a percentage of all employment allocations is 9%. Please note a significant area of this allocation already has an existing development footprint, or has already been developed during the LDP plan period. Furthermore, a significant proportion of residential or mixed use development is expected to come forward, in addition to employment schemes in this zone.

Within the Cardiff Central Enterprise Zone a significant number of planning applications have now been granted, and land take up has also been high. The development is for multi-storey high density office developments, in accordance with Policy KP2 (A) Cardiff Central Enterprise Zone and Regional Transport Hub.

Full planning permission has now been granted for the required employment provision on Strategic Sites KP2(C) North West Cardiff and KP2(D) North of Junction 33 on M4.

### Recommendations

No action is required at present. Continue to monitor.

## Reference OB1 EC2

**Relevant LDP Policies:** KP2, KP9, EC1-EC7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<p><b>Core</b> Annual Employment land take up (based on completions) in Cardiff (including on Strategic Sites – Policy KP2)</p>	<p>Offices (B1) = 27,000-33,400 sqm annually.</p> <p>Industrial (B1 b/c, B2, B8) = 4 to 7 ha annually</p>	<p>Offices (B1) = Take up is more than 10% above or below the target for 2 or more consecutive years (B1b/c, B2, B8) = Take up is more than 10% above or below the target for two or more consecutive years.</p>	<p>Office Take Up (April 2016 to April 2017) = 9760 sqm (please see analysis)</p> <p>Industrial Take up (April 2016 to April 2017) = 12.3 ha</p>
<b>Analysis</b>			
<p>Office Take up is based on completions during the period April 2016 to 31<sup>st</sup> March 2017. In this period 9790 sqm of office floorspace was completed through the development of Capital Quarter, No 2, Tyndall Street. Although this falls below the target set, it is important to note that One Central Square, in the city centre was recently completed in February 2016 which equates to 16,000 sqm office floorspace. Furthermore, Fusion Point Phase 3, Dumballs Road is also currently under construction (8,830 sqm), with an anticipated completion date Summer 2017. Finally, Capital Quarter No 3, Tyndall street, is well under construction (8,700 sqm) with anticipated completion scheduled for Winter 2017. If these figures were to be considered this would provide a further 33,530 sqm of office floorspace.</p> <p>Taking these figures into consideration, Cardiff's Office market is deemed to be strong, and no concerns are raised in relation to this indicator.</p> <p>Industrial Take-up exceeds the target based on completions during the period April 2016 to April 2017. However, 11.2 ha of this figure can be attributed to the completion of the Aldi Distribution Centre, Capital Business Park, Wentloog. No concerns are raised in relation to this indicator.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB1 EC3**

**Relevant LDP Policies:** KP2, EC1-EC7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>Local</b> Amount of employment land lost to non-employment uses in primary and local employment sites (Policy EC1)	No loss of employment land (Policy EC1) unless in accordance with Policy EC3.	Loss of one or more occupied premises or land on primary or local employment sites (Policy EC1) unless in accordance with Policy EC3	No loss of employment land on EC1 protected sites, except for developments which have been considered a complimentary use under Policy EC2, or which have been considered to satisfy Policy EC3.
<b>Analysis</b>			
<p>In relation to complimentary uses, a number of small scale gyms as well as two creches have been approved in addition to one A3 use. All of these developments have been considered appropriate ancillary/complimentary facilities in accordance with Policy EC2.</p> <p>Three vehicle showrooms have been approved in the Penarth Road/Hadfield Road Area (EC1:10). However, the schemes incorporate workshops, in relation to the servicing/repair of vehicles. This would constitute a B2 use. These schemes subsequently did not raise any land use policy concerns.</p> <p>It is therefore considered that policy EC1 and EC3 are functioning effectively. The council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## Reference OB1 EC4

**Relevant LDP Policies:** KP2(A), KP9, EC1 – EC7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<p><b>Local</b> Employment provision on Allocated Sites – (KP2 A – Cardiff Central Enterprise Zone)</p>	<p>Employment densities for B1 use at least 14.5 per sqm (gross external value)</p>	<p>No trigger is set at present but will be revised once further details are known.</p>	<p>Within the Allocated Site (KP2 A) 9760 sqm of office floorspace has been completed (April 2016 – April 2017)</p> <p>23,380 sqm of office floorpace is currently under construction.</p> <p>A further 157,897 sqm of office floorspace is in the pipeline with planning permission.</p> <p>For an individual breakdown please see the analysis section.</p> <p>In summary, a significant number of planning applications have now been granted, and land take up has also been high within this allocation. The development is for multi-storey high density office developments, in accordance with Policy KP2 (A) Cardiff Central Enterprise Zone and Regional Transport Hub.</p>

## Analysis

Within the Allocated Site (KP2 A) 9760 sqm of office floorspace has been completed (April 2016 – April 2017) (Note a further 16,000 sqm was completed in February just outside of the monitoring period)

23,380 sqm of office floorspace is currently under construction.

A further 157,897 sqm of office floorspace is in the pipeline with planning permission.

## Take Up

Application No.	Proposal	Address	Floorspace (sqm)	Status
13/02267/DCI	6-7 Storey Office building with under-croft parking and landscaping works	Block G, Capital Quarter, Tyndall Street, Atlantic Wharf	9760	Complete
14/00385/DCI	9 Storey Office Development	1 Central Square, City Centre	16,000	Complete (Feb 2016)
15/02766/MNR	6-7 Storey Office Development with lower ground floor parking	Block H, Capital Quarter, Tyndall Street, Atlantic Wharf	8700	Under Construction
16/00857/MJR	Office development	Fusion Point 3, Dumballs Road	8830	Under construction
14/2405/DCI	Demolition of Marland House, Media Centre and Office development (Plot 2)	Land to the North of Cardiff Central Railway Station, incorporating Cardiff bus station, Marland House	14,550	Under construction

**Sites with planning permission**

<b>Application No.</b>	<b>Proposal</b>	<b>Address</b>	<b>Office Floorspace (sqm)</b>	<b>Status</b>
16/02731/MJR	Erection of transport interchange residential apartments and offices	Land to the North of Cardiff Central Railway Station	12,052	Not yet started (Granted 01/03/2017)
16/01584/MJR	New Office Building	Land at John Street, Butetown	40,000	Not yet started (Granted 22/02/2017)
16/01749/MJR	Mixed Use Commercial Office Building	No 4 Capital Quarter, Tyndall Street, Atlantic Wharf	11,022	Not yet started (Granted 23/11/2016)
08/02716/C	Office Development (outline permission)	Plot E04 Callaghan Square	42,883	Not yet started (Granted 17/11/2016)
14/00430/DCI	Hybrid Application 2150 dwellings, 48,350 sqm commercial offices	Land at Dumballs Road, Butetown	48,350	Not yet started (Granted 02/07/2014)
14/01026/DCI	6 Storey Office Development	Crawshay Court, 6 Curran Road, Butetown	3,590	Not yet started (Granted 16/07/2014)

In summary, a significant number of planning applications have now been granted, and land take up has also been high within this allocation. The development is for multi-storey high density office developments, in accordance with Policy KP2 (A) Cardiff Central Enterprise Zone and Regional Transport Hub.

It is, therefore, considered that policy KP2 A is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.

**Recommendations**

No action is required at present. Continue to monitor.

## **Reference OB1 EC5**

**Relevant LDP Policies:** KP2(C), KP9, EC1 – EC7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Employment provision on Allocated Sites – (KP2 C – North West Cardiff)	15,000sq m (B1 & B1 (b&c))	No trigger was set at present but will be revised once further details are known.	15,500sq m B1(a), B1(b) & B1(c) included in planning application (ref 14/02733/MJR) approved 20/03/2017
<b>Analysis</b>			
<p>Planning permission 14/02733/MJR granted 20/03/2017 for the residential led mixed use development of this strategic site which includes the target level of B1 floorspace.</p> <p>It is, therefore, considered that policy KP2 C is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB1 EC6**

**Relevant LDP Policies:** KP2 (D&E), KP9, EC1 – EC7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Employment provision on Allocated Sites – (KP2 D&E - North of J33 & South of Creigiau)	3 ha by J33 plus 2.5ha flexible local employment space	No trigger was set at present but will be revised once further details are known.	6.47ha employment space including interchange included in planning application (ref 14/00852/MJR) approved 28/02/2017
<b>Analysis</b>			
<p>Planning permission 14/00852/MJR granted 28/02/2017 for the residential led mixed use development of this strategic site which includes the target level of employment floorspace.</p> <p>It is, therefore, considered that policy KP2 D&amp;E is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB1 EC7**

**Relevant LDP Policies:** KP2 (F), KP9, EC1 – EC7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Employment provision on Allocated Sites – (KP2 F - North East Cardiff)	6.5ha B1 & B1 (b&c) employment space	No trigger is set at present but will be revised once further details are known.	No application submitted to date
<b>Analysis</b>			
<p>No application submitted to date.</p> <p>The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB1 EC8**

**Relevant LDP Policies:** KP2 (H), KP9, EC1 – EC7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Employment provision on Allocated Sites – (KP2 H – South of St. Mellons Business Park)	80,000 to 90,000sq m ( B1 (b)/(c))	No trigger is set at present but will be revised once further details are known.	No application submitted to date
<b>Analysis</b>			
<p>No application submitted to date.</p> <p>The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB1 EC9**

**Relevant LDP Policies:** KP2, KP9, EC1 - EC7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Net job creation over the remaining Plan period (Total = 40,000 over whole Plan period, 20,900 jobs created between 2006 and 2015)	19,100 by 2026 or 1,736 annually. Target is set at 1,750 jobs annually over the remaining Plan period.	If annual creation of new jobs falls more than 10% below the anticipated rate of 1,750 jobs for 2 or more consecutive years.	Total jobs in Cardiff - 202,000 In 2015 (latest Nomisweb.co.uk figures, May 2017)
<b>Analysis</b>			
The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## Reference OB1 EC10

Relevant LDP Policies: R1-R8

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>Local</b>  Active A1 (retail) units within District and Local Centres remaining the predominant use.	A1 units comprising 40% of all units within District & Local Centres (Base Level in 2013).	A1 units comprising less than 40% of all units within a centre.	District Centres – Average of 46% active A1 retail units within centres.  Local Centres – Average of 47% active A1 retail units within centres.  For an individual breakdown please see the analysis section.

### Analysis

#### District Centres

<i>District Centre</i>	<i>Total No of Units</i>	<i>No active A1 (retail) units</i>	<i>Percentage Active A1 (retail) units</i>
Albany Road/Wellfield Road	197	98	50%
City Road	164	67	41%
Clifton Street	98	50	60%
Cowbridge Road East	195	85	44%
Crwys Road/Woodville Road	132	51	39%
Bute Street/James Street	61	19	31%
Merthyr Road, Whitchurch	94	50	53%
Penarth Road/Clare Road	68	35	51%
St Mellons	20	8	40%
Thornhill	7	4	57%
Whitchurch Road	119	45	38%
		<b>Average</b>	<b>46%</b>

The average percentage of active A1 retail units within District Centres is 46 percent. The majority of District centres well exceed the 40 percent target with the

exception of Bute St/James Street, Crwys Road/Woodville Road and Whitchurch Road.

It is acknowledged that Bute Street/James Street has historically had a large element of restaurants/cafes given its location within Mermaid Quay, Cardiff Bay. Being 9% below the 40% target in terms of active retail units does not raise cause for concern in this instance. This is because there has been a 4% increase in A1 retail within this centre since 2013 (as evidence in Background Technical Paper No.7 Sept 2013). This has also been the case in Crwys Road, whereby there has been a 3% increase in active retail units. Whitchurch Road has also experienced a small increase of 2%. The latter two centres are therefore well on course to meeting the 40% target of the plan period.

### Local Centres

<b>Local Centre</b>	<b>Total No of Units</b>	<b>No active A1 (retail) units</b>	<b>Percentage of Active A1 (retail) units</b>
Birchgrove	44	19	43%
Bute Street (Loudoun Square)	10	8	80%
Cathedral Road	28	16	57%
Countisbury Avenue	35	19	54%
Caerau Lane	9	5	56%
Fairwater Green	16	7	44%
Gabalfa Avenue	15	5	33%
Grand Avenue	15	8	53%
High Street, Llandaff	33	11	33%
Maelfa, Llanedeyrn*	N/A*	N/A*	N/A*
Newport Road, Rumney	46	22	48%
Rhiwbina Village	46	25	54%
Salisbury Road	44	15	34%
Splott Road	37	11	30%
Station Road, Llanishen	29	15	52%
Station Road, Llandaff North	25	12	48%
Station Road, Radyr	14	8	57%
Tudor Street	34	12	35%
Willowbrook Drive	5	1	20%
Wilson Road	15	8	53%
		<b>Average</b>	<b>47%</b>

*\*Maelfa Local Centre is currently undergoing a mixed use redevelopment (Planning Application 11/1082/DCO)*

The average percentage of active A1 retail units within Local Centres is 47 percent. The majority of Local centres well exceed the 40 percent target with the exception of Gabalfa Avenue, High Street, Llandaff, Salisbury Road, and Tudor Street. These centres fall just below the 40% threshold. Any further non-shopping uses within these centres will be scrutinised in light of this evidence, however each case will be assessed on its merits.

Splott Road and Willowbrook Drive both fall well below the 40% target. Splott Road has experienced a high vacancy rate over the last few years and this trend seems set to continue, despite retail policy designation.

Willowbrook Drive has also failed to attract new A1 occupiers during the plan period, whereby two large retail units have been vacant for over 10 years. These long term vacancies have attracted various forms of anti-social behaviour by way of theft, damage, graffiti, fly-tipping, and vandalism.

### **Recommendations**

No action is required at present. The majority of centres are providing a strong retail function. Carefully scrutinise further applications for change of use of A1 units in the following Local centres Gabalfa Avenue, High Street, Llandaff, Salisbury Road and Tudor Street. Continue to monitor.

## **Reference OB1 EC11**

**Relevant LDP Policies:** R2, R3

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Proportion of protected City Centre shopping frontages with over 50% Class A1 (Shop) units.	100%	90%	54 (84.4%) of the city centres 64 Protected Shopping Frontages have over 50% Class A1 units.
<b>Analysis</b>			
<ul style="list-style-type: none"> <li>• The Council's City Centre Land Use and Floorspace Survey (LUFS) is published each autumn.</li> <li>• The October 2016 survey identifies that 54 (84.4%) out of city centres 64 Protected Shopping Frontages comprised of over 50% Class A1 units.</li> <li>• It should be noted that the 10 Protected Shopping Frontages which have been identified as falling below the 50% threshold are weaker frontages that have not historically achieved 50%, but were included as protected frontages in the LDP for their group value within the Central Shopping Area (CSA).</li> </ul>			
<b>Recommendations</b>			
<ul style="list-style-type: none"> <li>• For the purpose of this indicator going forward, it is recommended that 54 Protected Shopping Frontages represents the 100% target for the future monitoring of this benchmark.</li> <li>• No actions are triggered under the first year of performance monitoring.</li> </ul>			

## Reference OB1 EC12

Relevant LDP Policies: KP10, R1-R8

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>Local</b>  Percentage of ground floor vacant retail units in the Central Shopping Area, District and Local Centres	Vacancy levels are no higher than the national UK average (12%). Current vacancy levels in Cardiff are 9% (City Centre), 10% (District Centres) and 9% (Local Centres)	Vacancy levels rise above national UK average for more than two consecutive years	District Centres – Average of 6% vacancy rate within centres.  Local Centres – Average of 7% vacancy rate within centres.  For an individual breakdown please see the analysis section.  13.9% of the Central Shopping Areas (CSA) ground floor retail units are currently (at October 2016) vacant. This equates to 9.4% of the CSA's ground floor retail floorspace (sqm).

### Analysis

#### District Centres

<i>District Centre</i>	<i>Total No of Units</i>	<i>No vacant retail units</i>	<i>Percentage vacant retail units</i>
Albany Road/Wellfield Road	197	6	3%
City Road	164	14	9%
Clifton Street	98	4	4%
Cowbridge Road East	195	7	4%
Crwys Road/Woodville Road	132	11	8%
Bute Street/James Street	61	10	16%
Merthyr Road, Whitchurch	94	4	4%

Penarth Road/Clare Road	68	7	10%
St Mellons	20	1	5%
Thornhill	7	0	0%
Whitchurch Road	119	8	7%
		<b>Average</b>	<b>6%</b>

All the District centres fall below the 10% vacancy trigger, with the exception of Bute Street/James Street which has a 16% vacancy rate. Continue to monitor this centre for improvements next year.

### Local Centres

<b>Local Centre</b>	<b>Total No of Units</b>	<b>No vacant retail units</b>	<b>Percentage vacant retail units</b>
Birchgrove	44	2	5%
Bute Street (Loudoun Square)	10	0	0%
Cathedral Road	28	0	0%
Countisbury Avenue	35	1	3%
Caerau Lane	9	1	11%
Fairwater Green	16	1	6%
Gabalfa Avenue	15	1	7%
Grand Avenue	15	1	7%
High Street, Llandaff	33	0	0%
Maelfa, Llanedeyrn*	N/A*	N/A*	N/A*
Newport Road, Rumney	46	2	4%
Rhiwbina Village	46	3	7%
Salisbury Road	44	3	7%
Splott Road	37	7	19%
Station Road, Llanishen	29	0	0%
Station Road, Llandaff North	25	1	4%
Station Road, Radyr	14	0	0%
Tudor Street	34	5	15%
Willowbrook Drive	5	2	40%
Wilson Road	15	1	7%
		<b>Average</b>	<b>7%</b>

\*Maelfa Local Centre is currently undergoing a mixed use redevelopment (Planning Application 11/1082/DCO)

All the Local centres fall below the 9% vacancy trigger, with the exception of Caerau Lane, Tudor Street, Splott Road and Willowbrook Drive. It is noted that Caerau Lane only has 1 vacant unit which does not raise cause for concern. Tudor Street has a 15% vacancy rate, and will continue to be monitored for improvements next year.

Splott Road and Willowbrook Drive well exceed the 9% trigger. It is noted that Splott Road has experienced a high vacancy rate over the last few years.

Willowbrook Drive has also failed to attract new A1 occupiers during the plan period, whereby two large retail units have been vacant for over 10 years. These long term vacancies have attracted various forms of anti-social behaviour by way of theft, damage, graffiti, fly-tipping, and vandalism.

Monitoring over future years will evidence if these trends continue.

### **City Centre**

The Council's City Centre Land Use and Floorspace Survey (LUFS) is published each autumn.

The October 2016 survey identifies that 13.9% of the Central Shopping Areas (CSA) ground floor retail units are currently (at October 2016) vacant. It should be noted however that this equates to only 9.4% of the CSA's ground floor retail floorspace (sqm).

It is considered that the figure recorded in 2016 has been impacted upon, in part, by the level of vacant units within the Capitol Shopping Centre, which has risen from 21.4% (6 out of 28 units) in 2013 to 46.4% (13 out of 28 units) in 2016. This higher level of vacancy is considered to be a temporary issue while redevelopment proposals are considered for the centre.

As the survey is undertaken over a 5 day period, it does not recognise where a unit maybe temporarily vacant due to an imminent change in occupiers. 2016 marks the first year of the survey for the LDP and as it builds year-on-year, it will be possible to distinguish between short-term and long-term vacant units.

### **Recommendations**

No action is required at present. Vacancy rates are predominantly below the required threshold. Continue to monitor.

## **Reference OB1 EC13**

**Relevant LDP Policies:** KP6

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Preparing an annual Infrastructure Plan and Infrastructure Plan Delivery Report update.	Update the Infrastructure Plan and Infrastructure Plan Delivery Report annually to reflect the latest available information with regard to key infrastructure, costs/funding and estimated timescales.	Failure to update the Infrastructure Plan and Infrastructure Plan Delivery Report annually.	The current (2016) version of the Cardiff Infrastructure Plan was published in September. The 2017 version is currently being prepared in advance of its completion later in 2017
<b>Analysis</b>			
<ul style="list-style-type: none"> <li>• A review / update of the Cardiff Infrastructure Plan is undertaken on an annual basis, with the current version having been published in September 2016.</li> <li>• Work is currently being undertaken to update the Infrastructure Plan for 2017, which will be completed later in 2017. The structure of the document is being amended to capture / record the S106 agreements for permissions granted on LDP Strategic Sites and the associated delivery of infrastructure provision going forward.</li> </ul>			
<b>Recommendations</b>			
<ul style="list-style-type: none"> <li>• No actions are triggered under the first year of performance monitoring.</li> </ul>			

## Reference OB1 EC14

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>Local</b> Achievement of 50:50 modal split for all journeys by 2026	Increase the sustainable travel proportion of the modal split by 1% per annum for each journey purpose: 1) Work = 45.2% (2014) 2) Education = 57.8% (2014) 3) Shopping (City Centre) = 67.1% (2014) 4) Shopping (Other) = 43.2% (2014) 5) Leisure = 58% (2014)	Failure to achieve an annual increase of 1% for each journey purpose for two or more consecutive years	1) Work: 2014 = 45.2% 2015 = 45.0% (-0.2%) 2016 = 48.1% (+3.1%)  2) Education: 2014 = 57.8% 2015 = 50.4% (-7.4%) 2016 = 59.6% (+9.2%)  3) Shopping (City Centre): 2014 = 67.1% 2015 = 66.0% (-1.1%) 2016 = 67.9% (+1.9%)  4) Shopping (Other): 2014 = 43.2% 2015 = 41.3% (-1.9%) 2016 = 45.6% (+4.3%)  5) Leisure: 2014 = 58.0% 2015 = 54.8% (-3.2%) 2016 = 60.2% (+5.4%)

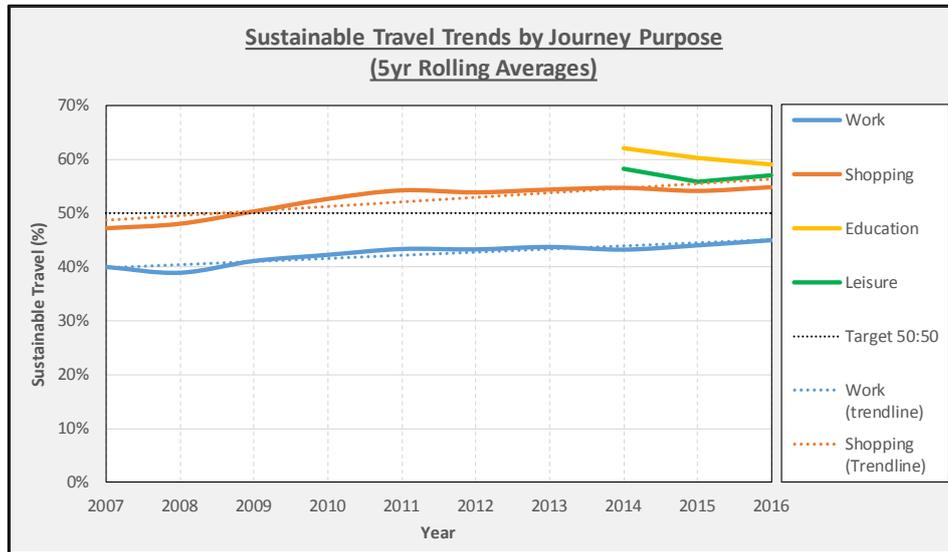
### Analysis

Although an annual increase of 1% was not achieved between the 2014 baseline and 2015, with a decrease in the proportion of sustainable travel for each journey purpose; there has since been a significant increase between 2015 and 2016. This increase is far higher than the required 1% annual mode-shift, and in each instance the value for 2016 is also significantly higher than that in 2014. The outturns for 2014 through to 2016 are summarised below –

	2014	2015	2016	Change 2014-2015	Change 2015-2016	Change 2014-2016
Work	45.2%	45.0%	48.1%	-0.2%	+3.1%	+2.9%
Education	57.8%	50.4%	59.6%	-7.4%	+9.2%	+1.8%
Shopping (City Centre)	67.1%	66.0%	67.9%	-1.1%	+1.9%	+0.8%

Shopping (Other)	43.2%	41.3%	45.6%	-1.9%	+4.3%	+2.4%
Leisure	58.0%	54.8%	60.2%	-3.2%	+5.4%	+2.2%

In order to provide further confidence that the overall trend is that travel by sustainable modes is increasing, the historic 5yr rolling average for each journey purposes has been plotted below –



Above it can be seen that there is clear evidence that travel to both Work and Shopping is increasingly being made by sustainable modes. Note that both Leisure and Education have been included in the above for completeness sake, but annual raw data for these only extend as far back as 2010, therefore 5yr rolling averages cannot be established prior to 2014, and as such there is insufficient data to determine the long-term trend for these.

Currently, the 50:50 is being achieved for Education trips, Shopping (City Centre) trips and Leisure trips. Meanwhile both Work and Shopping (Other) trips are on target to achieve the 50:50 by 2026 as required.

### Recommendations

Continue to work with developers to deliver the infrastructure necessary to meet the 50:50 across all journey purposes by 2026. Continue to monitor.

## Reference OB1 EC15

**Relevant LDP Policies:** KP2, KP6, KP8, T1-T9

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

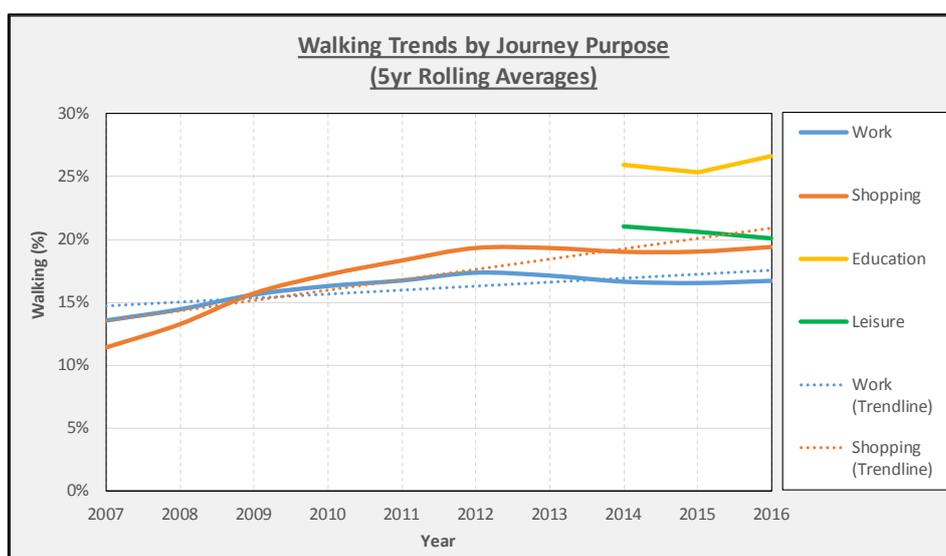
Indicator	Target	Trigger	Performance
<b>Local</b> Percentage of people walking (all journeys)	An annual increase of journeys made on foot for each journey purpose: 1) Work = 15.9% (2014) 2) Education = 24.1% (2014) 3) Shopping (City Centre) = 16.7% (2014) 4) Shopping (Other) = 22.3% (2014) 5) Leisure = 19% (2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years	1) Work: 2014 = 15.9% 2015 = 16.6% (↑) 2016 = 17.9% (↑)  2) Education: 2014 = 24.1% 2015 = 22.6% (↓) 2016 = 27.6% (↑)  3) Shopping (City Centre): 2014 = 16.7% 2015 = 16.5% (↓) 2016 = 18.4% (↑)  4) Shopping (Other): 2014 = 22.3% 2015 = 22.2% (↓) 2016 = 23.5% (↑)  5) Leisure: 2014 = 19.0% 2015 = 18.9% (↓) 2016 = 21.8% (↑)

### Analysis

An increase has been achieved in walking to work, both between 2014 and 2015, and between 2015 and 2016. However, for the other journey purpose, there was a decrease in walking between the 2014 baseline and 2015. Nevertheless, not only in each instance is the 2016 value higher than that of 2015, it is also significantly higher than that of 2014, indicating a general increase in walking for all journey purposes. The outturns for 2014 through to 2016 are summarised below –

	2014	2015	2016	Change 2014 to 2015	Change 2015 to 2016	Change 2014 to 2016
Work	15.9%	16.6%	17.9%	0.7%	1.3%	2.0%
Education	24.1%	22.6%	27.6%	-1.5%	5.0%	3.5%
Shopping (City Centre)	16.7%	16.5%	18.4%	-0.2%	1.9%	1.7%
Shopping (Other)	22.3%	22.2%	23.5%	-0.1%	1.3%	1.2%
Leisure	19.0%	18.9%	21.8%	-0.1%	2.9%	2.8%

In order to provide further confidence that the overall trend is that travel by walking is increasing, the historic 5yr rolling average for each journey purposes has been plotted below –



From the above, it can be seen that the long-term trend is that the proportion of those walking to Work and Shopping is increasing. Note that both Leisure and Education have been included in the above for completeness sake, but annual raw data for these only extend as far back as 2010, therefore 5yr rolling averages cannot be established prior to 2014, and as such there is insufficient data to determine the long-term trend for these.

### Recommendations

No action is required at present. Continue to monitor.

## Reference OB1 EC16

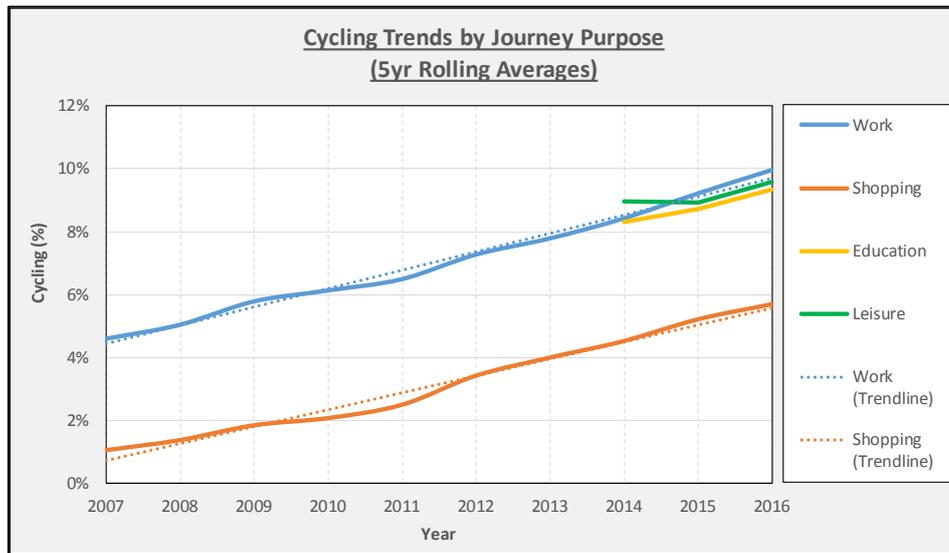
Relevant LDP Policies: KP2, KP6, KP8, T1-T9

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local Percentage of people cycling(all journeys)	An annual increase of journeys made by bike for each journey purpose: 1) Work = 10.6% (2014) 2) Education = 9.5% (2014) 3) Shopping (City Centre) = 5.9% (2014) 4) Shopping (Other) = 5.7% (2014) 5) Leisure = 10.1% (2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years	1) Work: 2014 = 10.6% 2015 = 10.0% (↓) 2016 = 11.3% (↑)  2) Education: 2014 = 9.5% 2015 = 8.9% (↓) 2016 = 9.6% (↑)  3) Shopping (City Centre): 2014 = 5.9% 2015 = 5.9% ( ) 2016 = 6.6% (↑)  4) Shopping (Other): 2014 = 5.7% 2015 = 5.3% (↓) 2016 = 6.0% (↑)  5) Leisure: 2014 = 10.1% 2015 = 9.6% (↓) 2016 = 10.0% (↑)
<b>Analysis</b>			
<p>For all journey purposes, the proportion cycling has either decreased or remained the same between the 2014 baseline and 2015. However, the proportion cycling has since increased between 2015 and 2016, and with the exception of leisure, the 2016 values are also higher than those of 2014, indicating a general increase in cycling. The outturns for 2014 through to 2016 are summarised below –</p>			

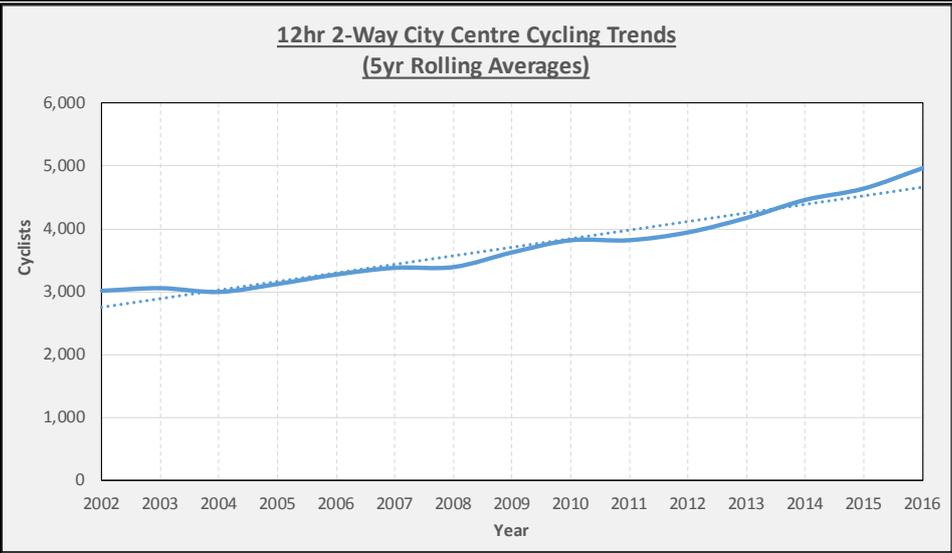
	2014	2015	2016	Change 2014 to 2015	Change 2015 to 2016	Change 2014 to 2016
Work	10.6%	10.0%	11.3%	-0.6%	1.3%	0.7%
Education	9.5%	8.9%	9.6%	-0.6%	0.7%	0.1%
Shopping (City Centre)	5.9%	5.9%	6.6%	0.0%	0.7%	0.7%
Shopping (Other)	5.7%	5.3%	6.0%	-0.4%	0.7%	0.3%
Leisure	10.1%	9.6%	10.0%	-0.5%	0.4%	-0.1%

In order to provide further confidence that the overall trend is that travel by cycling is increasing, the historic 5yr rolling average for each journey purposes has been plotted below –



The above demonstrates significant gains in the proportions cycling for all journey purposes, albeit that historic data for Leisure and Education is limited such as to reliably establish the long-term trends for these. Of note, the proportion cycling has almost doubled between 2008 and 2016, while the proportion cycling for shopping related trips has tripled over the same period. The trend also demonstrates that Cardiff is on-target to achieve the required doubling in the number of cyclists required by the Cycling Strategy between 2015 and 2016.

In order to further demonstrate the increases in levels of cycle use, 5yr rolling average trends for the daily number of cyclists crossing the City Centre cordon (12hr 2-way, based on Council classified counts) are provided below. This shows that the numbers of cyclists within the City Centre has risen by around 65% between 2002 and 2016, which corresponds to an average relative increase of around 5% per annum.



**Recommendations**

No action is required at present. Continue to monitor.

## Reference OB1 EC17

**Relevant LDP Policies:** KP2, KP6, KP8, T1-T9

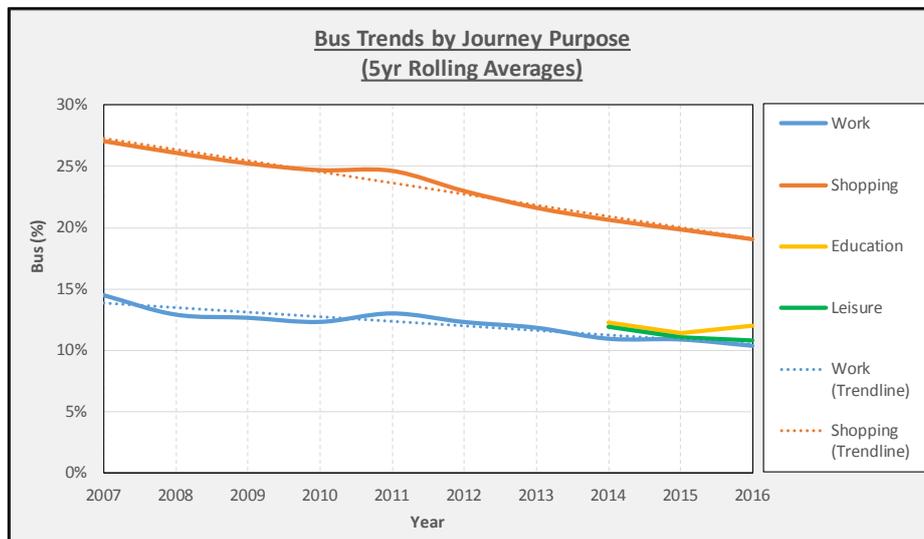
**Contextual Changes:** The previous Cardiff Bus Station closed in August 2015, and is to be replaced by the new Integrated Transport Hub. There were reductions in bus subsidy for 2014/2015, as discussed in the Report to Environmental Scrutiny on 08/05/14 – Agenda Item 4 “Bus Routes & Subsidies”, with further reductions in 2015/2016, leading to a reduction in service frequency on some services, and a reduction in service provision during evening and on Sundays. Meanwhile, new cross-city services have been introduced, with the X1 in May 2015, followed by the X11 in January 2016, and the X8 and X45 in March 2017. A list of infrastructure being provided and funding secured can be found in OB1 EC21-22 and SA4a.

Indicator	Target	Trigger	Performance
<b>Local</b> Percentage of people travelling by bus (all journeys)	An annual increase of journeys made by bus for each journey purpose: 1) Work = 11.1% (2014) 2) Education = 13% (2014) 3) Shopping (City Centre) = 29.4% (2014) 4) Shopping (Other) = 8.6% (2014) 5) Leisure = 11.2(2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years	1) Work: 2014 = 11.1% 2015 = 10.7% (↓) 2016 = 10.0% (↓)  2) Education: 2014 = 13.0% 2015 = 11.6% (↓) 2016 = 12.8% (↑)  3) Shopping (City Centre): 2014 = 29.4% 2015 = 29.4% ( ) 2016 = 26.7% (↓)  4) Shopping (Other): 2014 = 8.6% 2015 = 8.4% (↓) 2016 = 8.9% (↑)  5) Leisure: 2014 = 11.2% 2015 = 10.8% (↓) 2016 = 10.5% (↓)
<b>Analysis</b>			
Importantly, bus use as a mode, makes up the biggest proportion (more than a quarter) of Shopping trips to the City Centre, second only to those travelling by car. Levels in bus use overall have decreased or remained the same between the 2014 baseline and 2015. While levels of bus use have since increased for Education and Shopping (Other) trips between 2015 and 2016, the other journey purposes			

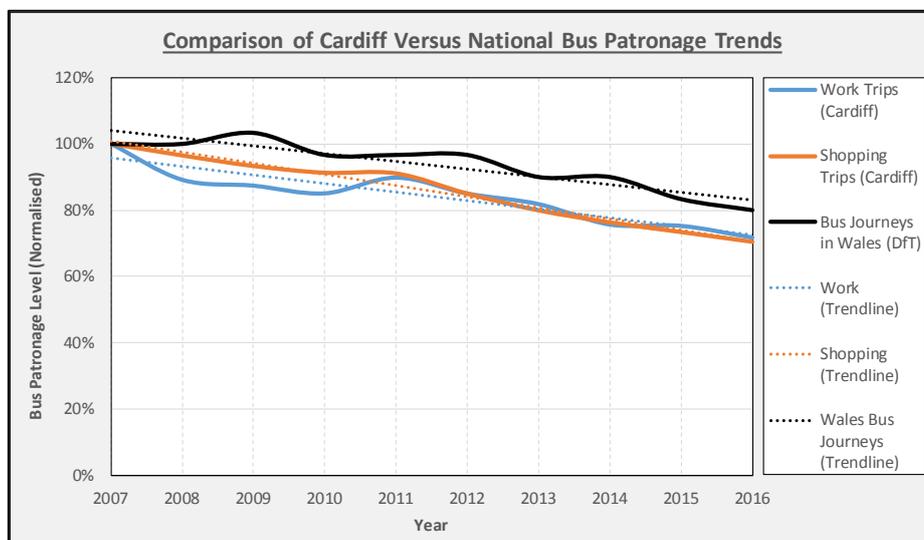
have decreased yet again over this period. The outturns for 2014 through to 2016 are summarised below –

	2014	2015	2016	Change 2014 to 2015	Change 2015 to 2016	Change 2014 to 2016
Work	11.1%	10.7%	10.0%	-0.4%	-0.7%	-1.1%
Education	13.0%	11.6%	12.8%	-1.4%	1.2%	-0.2%
Shopping (City Centre)	29.4%	29.4%	26.7%	0.0%	-2.7%	-2.7%
Shopping (Other)	8.6%	8.4%	8.9%	-0.2%	0.5%	0.3%
Leisure	11.2%	10.8%	10.5%	-0.4%	-0.3%	-0.7%

The above are symptomatic of a longer term trend in the decline in bus use, as demonstrated in the chart below –



However, the decline in bus use is not specific to Cardiff, and closely follows the national trends in the number of bus journeys in Wales, as presented below –



As further evidence, a comparative of bus-related satisfaction between 2009 and 2016, based on data from the Ask Cardiff Survey, is presented below. This demonstrates a significant general decline in bus satisfaction levels over this period. This having said, the overall satisfaction in public transport has increased from 58% in 2015 to 64% in 2016 –

	2009	2016	Change
Provision of Real-Time Information	62%	50%	-12%
Bus Service Reliability	66%	55%	-11%
Condition of Bus Stops/Shelters	60%	56%	-4%
Bus Service Frequency	70%	57%	-13%
Provision of PT Information	67%	55%	-12%
Bus Service Overall	62%	57%	-5%

Ultimately however, levels of bus use are influenced by a number of factors, such as congestion leading to reduced reliability, but are also subject to externalities such as increasing fares and comparative fuel prices.

### **Recommendations**

The Council is currently exploring methods to measure bus journey times and reliability, and to compare these between bus and car, and to establish a measure of congestion; using tools such as the DfT's TrafficMaster dataset and the VIX BusNet Operator Reports System. Furthermore, the Council canvases user opinion on bus provision through its annual Ask Cardiff Survey, and intends to undertake extensive data collection for the strategic corridors. Collectively this data which shall be available prior to next year's report, should help explain recent trends in bus use, and suggest suitable opportunities for improvement.

The Council will continue to work with developers, bus operators and partners in Welsh Government, to deliver the infrastructure and improvements necessary to encourage increases in bus use, as part of the target which has been set to double the number of trips made by public transport by 2026.

## Reference OB1 EC18

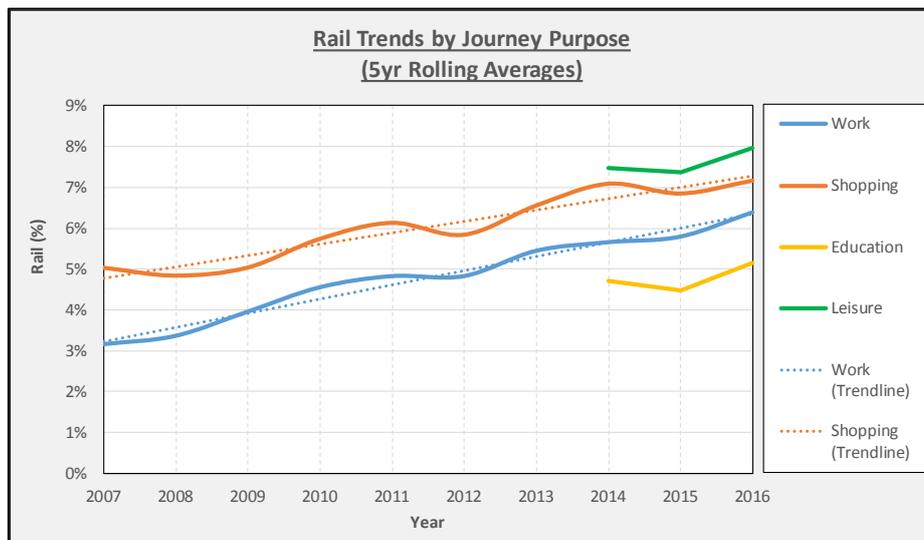
**Relevant LDP Policies:** KP2, KP6, KP8, T1-T9

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

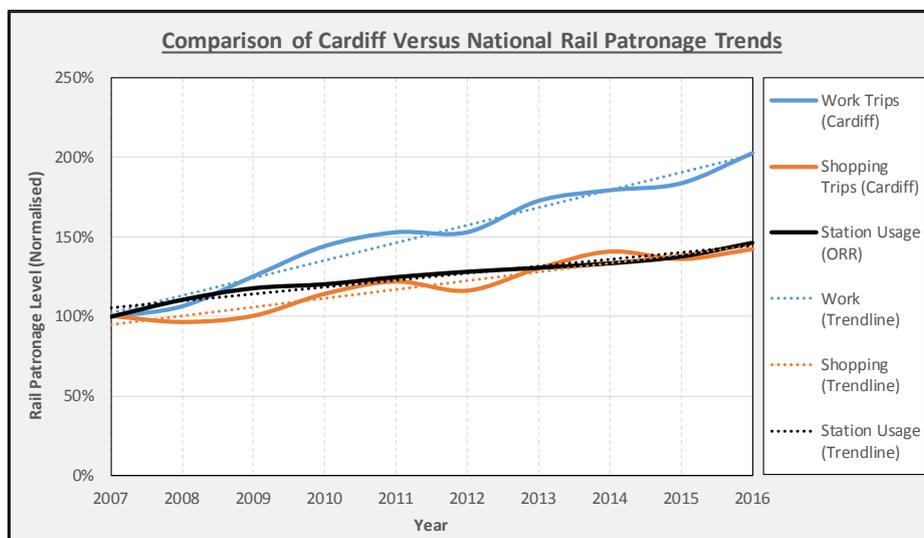
Indicator	Target	Trigger	Performance
<b>Local</b> Percentage of people travelling by train (all journeys)	An annual increase of journeys made by train for each journey purpose: 1) Work = 5.8% (2014) 2) Education = 5.2% (2014) 3) Shopping (City Centre) = 10.6% (2014) 4) Shopping (Other) = 3.8% (2014) 5) Leisure = 8.7% (2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years	1) Work: 2014 = 5.8% 2015 = 6.0% (↑) 2016 = 7.6% (↑)  2) Education: 2014 = 5.2% 2015 = 4.8% (↓) 2016 = 5.6% (↑)  3) Shopping (City Centre): 2014 = 10.6% 2015 = 10.1% (↓) 2016 = 11.3% (↑)  4) Shopping (Other): 2014 = 3.8% 2015 = 3.0% (↓) 2016 = 4.4% (↑)  5) Leisure: 2014 = 8.7% 2015 = 7.5% (↓) 2016 = 8.8% (↑)
<b>Analysis</b>			
<p>While the proportion of journeys to work by rail increased between the 2014 baseline and 2015, the proportions for the other journey purposes decreased over the same period. However, the proportion between 2015 and 2016 increased, and in each case was higher than the value for 2014. The outturns for 2014 through to 2016 are summarised below –</p>			

	2014	2015	2016	Change 2014 to 2015	Change 2015 to 2016	Change 2014 to 2016
Work	5.8%	6.0%	7.6%	0.2%	1.6%	1.8%
Education	5.2%	4.8%	5.6%	-0.4%	0.8%	0.4%
Shopping (City Centre)	10.6%	10.1%	11.3%	-0.5%	1.2%	0.7%
Shopping (Other)	3.8%	3.0%	4.4%	-0.8%	1.4%	0.6%
Leisure	8.7%	7.5%	8.8%	-1.2%	1.3%	0.1%

Exploring the above in further detail; taking the historic 5yr rolling average for each journey purposes, we have the following –



Comparing the data above with that for published rail station usage for Cardiff (ORR), as provided below; it can be seen that the trend in shopping trips by rail, closely mirrors that of station usage, with usage levels having increased by around 50% between 2007 and 2016 –



<b>Recommendations</b>
No action is required at present. Continue to monitor.

## Reference OB1 EC19

**Relevant LDP Policies:** KP2, KP6, KP8, T1-T9

**Contextual Changes:** The Council is currently awaiting access to the tools necessary to determine bus journey times and reliability, namely the DfT's TrafficMaster dataset and the VIX BusNet Operator Reports System. Without use of these, it is not feasible at this stage to be able to determine bus journey times and reliability directly. Therefore, as an interim measure for this year's report, levels of bus user satisfaction of journey times and reliability as recorded in the Ask Cardiff Survey, will be used instead as a proxy, until such time that the required tools become available. Further contextual changes relating to bus use are defined in OB1 EC17, and a list of infrastructure being provided and funding secured can be found in OB1 EC21-22 and SA4a.

Indicator	Target	Trigger	Performance																								
<b>Local</b> Improvement in journey times by bus	An annual 1 percent improvement in journey times for key corridors (North West Corridor, North East Corridor, Eastern Corridor and Southern Corridor) from adoption of the Local Development Plan	Failure to achieve an annual improvement in bus journey times of 1% for two or more consecutive years	Public Satisfaction Regarding Bus Journey Times (Ask Cardiff Survey):  2015 = 59.8% 2016 = 62.6% Change = +2.7%																								
<b>Analysis</b>																											
Satisfaction regarding bus journey times, has been determined from summing all responses of 'Very Satisfied' and 'Fairly Satisfied' from the corresponding question of the Ask Cardiff Survey. A summary of the calculations is provided below –																											
<table border="1"> <tbody> <tr> <td></td> <td>2015</td> <td>2016</td> <td></td> </tr> <tr> <td>Very Satisfied</td> <td>682</td> <td>557</td> <td></td> </tr> <tr> <td>Fairly Satisfied</td> <td>1,760</td> <td>1,661</td> <td></td> </tr> <tr> <td>All Respondents</td> <td>4,082</td> <td>3,545</td> <td></td> </tr> <tr> <td>TOTAL Satisfied</td> <td>2,442</td> <td>2,218</td> <td>Change</td> </tr> <tr> <td>TOTAL Satisfied (%)</td> <td>59.8%</td> <td>62.6%</td> <td>2.7%</td> </tr> </tbody> </table>					2015	2016		Very Satisfied	682	557		Fairly Satisfied	1,760	1,661		All Respondents	4,082	3,545		TOTAL Satisfied	2,442	2,218	Change	TOTAL Satisfied (%)	59.8%	62.6%	2.7%
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<b>Recommendations</b>																											
Make use of alternative tools to monitor, as these become available.																											

## Reference OB1 EC20

**Relevant LDP Policies:** KP2, KP6, KP8, T1-T9

**Contextual Changes:** The Council is currently awaiting access to the tools necessary to determine bus journey times and reliability, namely the DfT's TrafficMaster dataset and the VIX BusNet Operator Reports System. Without use of these, it is not feasible at this stage to be able to determine bus journey times and reliability directly. Therefore, as an interim measure for this year's report, levels of bus user satisfaction of journey times and reliability as recorded in the Ask Cardiff Survey, will be used instead as a proxy, until such time that the required tools become available. Further contextual changes relating to bus use are defined in OB1 EC17, and a list of infrastructure being provided and funding secured can be found in OB1 EC21-22 and SA4a.

Indicator	Target	Trigger	Performance																								
<b>Local</b> Improvement in bus journey time reliability	An annual 1 percent improvement in journey time reliability for key corridors (North West Corridor, North East Corridor, Eastern Corridor and Southern Corridor) from adoption of the Local Development Plan	Failure to achieve an annual improvement in bus journey time reliability of 1% for two or more consecutive years	Public Satisfaction Regarding Bus Journey Time Reliability (Ask Cardiff Survey):  2015 = 50.4% 2016 = 55.2% Change = +4.8%																								
<b>Analysis</b>																											
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## Reference OB1 EC21

**Relevant LDP Policies:** KP2, KP6, KP8, T4

**Contextual Changes:** Planning approval for the new Integrated Transport Hub was granted in March 2017.

Indicator	Target	Trigger	Performance
<b>Local</b> Delivery of a regional transport hub	A regional transport hub will be delivered by 2018	Failure to deliver a regional transport hub by 2018	Whilst significant progress has been made in relation to the wider masterplanning and delivery of the wider area and securing planning approval for the Transport Hub, project delivery has slipped against the originally proposed timescales
<b>Analysis</b>			
<p>Key consideration and milestones in relation to delivery of the new Integrated Transport Hub, are as follows –</p> <ul style="list-style-type: none"> <li>• The previous Cardiff Bus Station catered for 56 services and 765 bus movements per 12 hours (07:00-19:00), as yet it is unclear how many services will use the new facility.</li> <li>• Demolition of this began on the 1<sup>st</sup> of August 2015, preceded by changes to the junction of Central Square, and followed by construction of the new 150,000 sq. ft. BBC Cymru Wales HQ (for 1,200 staff) which began on the 7<sup>th</sup> of December 2015 (Central Square Phase 2 - Plot 3).</li> <li>• Works on the 135,000 sq. ft. office development at One Central Square were completed in March 2016 (Central Square Phase 1 - Plot 1).</li> <li>• Demolition of Marland House began in May 2016 and completed in December 2016, while demolition of the former Wood Street NCP multi-storey car park began in January 2017 and completed in May 2017.</li> <li>• The current arrangement is that services previously using the bus station, now operate from existing and additional on-street stops, with layover stands also provided on-street.</li> </ul>			

- The developer for the new hub is Rightacres Property Co. Ltd, which will form Phase 3 of the redevelopment of Central Square, on Plots 9-13.
- Planning approval was granted to the proposed design on the 1st of March 2017, based on a 14-stand facility with Drive-in-Reverse-out (DIRO) arrangement.
- Included within the design for Central Square are – offices, ancillary retail, residential apartments, student accommodation, seating, toilets and amenities, 225 private car parking spaces, and a 500-space public bike store facility.
- The proposals also include improvements to the following sections of the network – Central Square, Westgate Street, Wood Street, Havelock Street, Scott Road, Park Street and Bute Terrace.
- The hub is developer funded, with a bid for funding having been submitted to Welsh Government to cover fit-out, and a separate bid for funding is expected to be made as part of City Deal.
- Construction of the 100,000 sq. ft. office development at Two Central Square, is currently nearing completion (Central Square Phase 2 - Plot 2).
- Demolition is expected over the current months of – Saunders Road Car Park (Central Square Phase 3), Thompson House (Central Square Phase 4 - Plots 4, 5 & 8), and finally by St David's House (Central Square Phase 5 – Plots 6 & 7).

### **Recommendations**

No action is required at present. Continue to monitor.

## Reference OB1 EC22

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

**Contextual Changes:** No significant contextual changes but observation of the challenges currently faced with regard to funding constraints and securing the active engagement from relevant agents/consultants to deliver appropriate sustainable transportation infrastructure.

Indicator	Target	Trigger	Performance
<b>Local</b> Delivery of new sustainable transportation infrastructure including: Rapid Bus Corridors, Cycle Network, Transport Hubs and LTP schemes to mitigate development impacts and support modal shift	To prepare & implement a range of sustainable transport schemes including schemes identified in the Cardiff LTP which support modal shift and the delivery of the Masterplanning principles set out in the LDP	Failure to deliver projects identified in LTP timeframes and/or failure to deliver sustainable key principles as referenced in OB4 SN12	<b>Not all LTP and LDP identified schemes have been able to be delivered within the timeframes originally set out.</b>  However, 3 schemes are complete, and a further 15 are currently on-going.

### Analysis

Progress against LTP and LDP identified sustainable transport infrastructure schemes for the period 2015-2017, are summarised below –

Timeframe	Type	Scheme	Completed?	Commentary
2015-	Rail Improvements	Electrification of South Wales Mainline	On-going	Works on going as far as Cardiff
2015-	Rail Improvements	Electrification of Valleys Lines	On-going	Expected to form part of City Deal and the new Wales & Borders rail franchise
2015-	Rail Improvements	Other CCC-Led Station Improvements as specified in the LDP Infrastructure Plan	On-going	Rail infrastructure improvements under WG
2015-	Transport Hubs	Park & Ride North of M4 J33	No	1,000-space P&R to be delivered as part of Strategic Site (subject to signing of S106)
2015/2016	Cycle Networks / Active Travel	North Cardiff Community Route (NCCR) - Phase 4	No	Route is identified as a secondary Integrated Network Map route

2015/2016	Cycle Networks / Active Travel	Strategic Cycle Network Route 1 - Heath Halt Road	No	To be provided as part of the North-South Superhighway
2015/2016	Cycle Networks / Active Travel	Strategic Cycle Network Route 1 - King George V Drive East	No	To be provided as part of the North-South Superhighway
2015/2016	Cycle Networks / Active Travel	Strategic Cycle Network Route 5 (Penarth Road Corridor) - Phase 2	Yes	Scheme completed in 2015
2015/2016	Cycle Networks / Active Travel	Strategic Cycle Network Route 50 (Wood St-Leckwith Rd)	Yes	Scheme completed in 2015
2015/2016	Cycle Networks / Active Travel	Strategic Cycle Network Route 6 - Cowbridge Rd East/West	On-going	Cowbridge Road East Toucan completed in 2016; Ely River Bridge completed in 2017; WCAT design being progressed 2017/2018
2015/2016	Cycle Networks / Active Travel	WNP Llanrumney, St Mellons and Ely & Caerau - Phase 1	On-going	Phase 1 completed in 2015/2016; Phase 2 completed in 2016/2017; Phase 3 to be completed in 2017/2018
2015/2016	Rail Improvements	Access Improvements to Danescourt, Waun-Gron Park & Fairwater Stations	No	On hold - awaiting funding
2015/2016	Rapid Bus Corridors	A469 Phase 1: St Georges Road to Birchgrove Road	On-going	Consultation complete, awaiting funding; Some improvements made south of Birchgrove Road junction
2015/2016	Rapid Bus Corridors	A470 Phase 1: Coryton to Gabalfa	On-going	Birchgrove Road to Caegwyn Road complete; Remaining 2 sections are on-hold, awaiting funding
2015-2017	Multi-Modal	Newport Road / West Grove Junction Improvements	On-going	Phase 1: East Grove/Howard Place = complete 05/05/16; Phase 2a: West Grove/The Parade = complete 25/08/16; Phase 2b: Newport Road/West Grove = complete 14/03/17; Phase 3: Newport Road/Fitzalan Road = to be undertaken Q3-Q4 2017/2018
2016-	Rail Improvements	WG Metro Station Improvements: Llandaf Station	On-going	Works on-going since 05/12/16
2016-	Rail Improvements	WG Metro Station Improvements: Radyr Station	On-going	Works on-going since 05/12/16

2016-	Rapid Bus Corridors	A469 Phase 3: North of Maes-y-Coed Road	On-going	Consultation complete, awaiting funding
2016-	Rapid Bus Corridors	A470 Phase 2: Gabalfa to City Centre	No	On hold - awaiting funding
2016-	Rapid Bus Corridors	City Centre Improvements: Bus Lanes, Bus Gates & Bus Priority	On-going	Concept design completed for Bute Terrace and Station Terrace/Stuttgarter Strasse; Detailed design proceeding
2016-	Rapid Bus Corridors	Part-time Bus Lanes on Strategic Routes	No	Has not yet been required but may be needed where there is conflict with parking requirements
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 3 (Newport-Cardiff) - Phase 1	No	Segregated cycle route on Newport Rd to be provided as part of East-West Superhighway; Greenway Rd identified as secondary Integrated Network Map route
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 34 - Bute Dock Footway Shared Use	No	Route is identified as a secondary Integrated Network Map route scheme 119
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 34 - Bute East Dock-Hemingway Rd	No	Route is identified as a secondary Integrated Network Map route scheme 120
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 34 - Connection to Route 3	No	Route is identified as a secondary Integrated Network Map route
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 34 - Sanquahar/Windsor Rd	On-going	New crossing has been implemented; route is identified as a secondary Integrated Network Map route
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 34 - Tyndall St/Schooner Way)	No	Route is identified as a secondary Integrated Network Map route scheme 138a
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 50 (Leckwith) - Phase 2	No	Route is identified as a secondary Integrated Network Map route
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 6 - Ely Bridge Roundabout	On-going	Cowbridge Road East Toucan completed in 2016; Ely River Bridge completed in 2017; WCAT design being progressed 2017/2018
2016/2017	Cycle Networks / Active Travel	WNP Splott, Grangetown and Llandaff North - Phase 1	On-going	WNP superseded by Integrated Network Map; SRIC has been implemented in area.

2016/2017	Rail Improvements	Access Improvements to Radyr, Ty-Glas & Birchgrove Stations	No	On hold - awaiting funding
2016-2017	Rapid Bus Corridors	A469 Phase 2: Birchgrove Road to Maes-y-Coed Road	Yes	Delivered in 2016/2017
<b>Recommendations</b>				
<p>Many of the above undelivered cycle network schemes are being progressed through the Integrated Network Mapping as part of the Cycling Strategy. Continue to monitor.</p>				

## **Reference OB1 EC23**

**Relevant LDP Policies:** R3

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Central Shopping Area Protected Frontages SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Central Shopping Area Protected Frontages SPG is due to be issued for public consultation in March 2018.
<b>Analysis</b>			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB1 EC24**

**Relevant LDP Policies:** KP5

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Shop Fronts and Signs Guidance SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Shop Fronts and Signs Guidance SPG is due to be issued for public consultation in November 2017.
<b>Analysis</b>			
Preparatory work on the SPG is at an advanced stage and it is due to be issued for public consultation in November 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB1 EC25**

**Relevant LDP Policies:** EC1, EC3

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Protection of Employment Land and Premises for Business and Industry and Warehousing SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Protection of Employment Land and Premises for Business and Industry and Warehousing SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017
<b>Analysis</b>			
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## Objective 2 – To respond to evidenced social needs

### Reference OB2 SO1

**Relevant LDP Policies:** KP1

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>CORE</b> The housing land supply taken from the current Housing Land Availability Study (TAN1)	A minimum 5 year supply of land for residential development is maintained throughout the Plan period.	Less than a 5 year supply of residential land is recorded for any year.	The housing land supply taken from the current Joint Housing Land Availability Study (1 <sup>st</sup> April 2017) is 3.6 years.

#### **Analysis**

##### TAN1/Residual Methodology

It is important to stress that the Council believes that in reality more land is potentially available for development than the figure derived through the rigid residual methodology prescribed in TAN1 which is solely based on the LDP housing figure as opposed to taking account of past build rates. In this respect, it should be noted that the current land bank (sites over 10 units) is 24,995 dwellings which compares to 9,998 dwellings which meet the requirements of the JHLAS reporting process. Much land, while physically available in Cardiff is not eligible for inclusion in the 5-year calculation. This includes sites subject to the signing of a s106 agreement<sup>1</sup> (328 units) or sites with consent categorised as constrained in the C3/C4 categories (14,629 units). These categories are not eligible to be counted in the JHLAS, but could add considerably (around 4.8 years' worth of land) to the official 3.6 year supply.

While no longer permitted, TAN1 previously allowed comparison of the current land supply with past building rates. The past build rate methodology was introduced in 1992 by PPG3 (Wales) to address instances where the residual calculation does not accurately reflect supply. Comparison with both the previous 10-year past building rate and 5-year building rate provide land supply figures for Cardiff of 9.6 years and 14.8 years, respectively. Whilst it is accepted that these build periods may reflect the effects of recession it nevertheless offers a useful perspective.

##### Students

<sup>1</sup> Where a Section 106 agreement remains unsigned for more than one year after the date of the resolution to grant planning permission

Historically, private student accommodation was eligible for inclusion in Cardiff's 5-year land supply. This was established practice since students living in private student accommodation are included in the dwelling requirement which underlies the development plan. This form of accommodation also reduces pressure on the traditional private rented sector thereby contributing to overall stock. Revised TAN1 guidance (January 2015) introduced a condition that only dwellings within the C3 Use Class Order definition can be counted towards the supply. This restricts student accommodation from the JHLAS which is considered *Sui Generis* rather than C3. This sector has provided an important source of accommodation in Cardiff over the past 15 years and has more recently experienced a boom. To provide an indication of scale, approximately 480 student units were eligible to be included in Cardiff's 5-year supply in the 2014 JHLAS. Between 1<sup>st</sup> April 2014 and 1<sup>st</sup> April 2016 a further 1,699 additional units (2,975 bed spaces) were approved. Typically, these schemes have been built readily without experiencing the delays affecting traditional residential schemes. Current evidence shows the further strength of the student accommodation market in Cardiff.

Revised TAN1 came into effect after Cardiff's LDP had been submitted for Examination and this change of Policy had not been anticipated since it did not form part of the consultation proposals. As such, household projections within the adopted LDP, and the subsequent dwelling requirement (41,415) take into account the requirements of students living in private accommodation but new student accommodation cannot technically contribute to the supply. This issue was acknowledged by Inspectors during the LDP Examination, reported in paragraphs 4.18 & 4.19 of the Inspectors' Report. Future work will be required to address this matter of reconciling student demand and supply ahead of the Plan review process.

#### Short-term Delays on Strategic Sites

For the current JHLAS period (2018-2022) completion forecasts amounted to a combined contribution of 8,030 units on strategic sites. A further 2,302 units were anticipated to be completed prior to the Study, between 2015 and 2017. During this year's JHLAS process the Council has received revised forecasts for each strategic site representing a total contribution of 5,498 contribution over the period 2018-2022, resulting in a loss 2,532 units from the anticipated 5-year supply equivalent to approximately 0.8 years supply. Similarly, only 113 completions have taken place to date on strategic sites, a shortfall of 2,189 from anticipated completions over the period, representing 0.7 years. Under the residual method, any shortfall in anticipated completions is factored in to the calculation (residual requirement) thereby making it more difficult to achieve a 5-year supply.

Reasons for delays vary from site to site, but in general start dates have slipped post adoption. The Council considers that these delays are therefore at least partly responsible for the lack of a 5-year housing land supply in Cardiff, and that in reality Cardiff is not faced with a supply issue, but a delivery challenge where the development sector is not delivering the rates previously anticipated.

#### Population Growth

Welsh Government's most recent population estimates for local authorities in Wales indicate Cardiff has a current population of 361,468 (2016 MYE). This suggests that to date, population growth has been slower than previously projected

by Welsh Government, whose 2011-based projections estimated a population of 366,761 in 2016 (approx. 5,300 difference). Though the adopted LDP dwelling requirement remains below that indicated by Welsh Government's 2011 projections, the population growth underpinning the LDP has not yet materialised either (approx. 4,200 difference when compared with the 2016 MYE).

In September 2016, Welsh Government released its most up to date (2014-based) official population projections for local authorities in Wales. Over the 25 year period, 2014 to 2039, the population of Cardiff is projected to increase by 90,400 (25.5%) – more than any other local authority in Wales. However, the latest figures suggest that Cardiff's growth is lower than in the previous, 2011-based projections. Between 2014 and 2036, Cardiff's projected growth has decreased from 27.2% (2011-based projections) to 22.3% (2014-based projections). Projected population growth has also been revised downwards by 2026, the end of the LDP period, from 412,801 to 395,679.

PPW specifies that latest Household Projections should form the starting point for assessing housing requirements. In this respect, it should be noted that population projections become increasingly uncertain the further into the future they run and thus as the Plan period progresses, it will be increasingly important to monitor new demographic evidence as set out in forthcoming official population and household projections.

#### National Perspective

It should be noted that the lack of a 5-year supply in Cardiff is no exception when considered within the context of Wales as a whole; many LPAs have experienced similar land supply situations, post LDP adoption. In 2013, 2014 and 2015 respectively, 18 (72%) Welsh LPAs had less than 5-years' housing land supply. The situation has not improved over time, with 19 LPAs recording a sub 5-year land supply in 2016. Average land supply across Wales also fell during this period, from 4.3 years in 2013 to 2.5 years by 2016. The widespread difficulty in demonstrating a 5-year housing land supply across Welsh LPAs is recognised by Welsh Government who have conducted research into the issues surrounding delivery. While viability appears to be a key underlying factor throughout much of Wales, other primary factors are evident in Cardiff, as described above.

#### **Conclusion**

This Council has identified several underlying reasons which it believes may be significant in considering the latest housing land availability figure set out in the 2017 JHLAS. The Council consider these technical factors distort the reality of a much healthier supply of housing land which exists in practice with a key challenge being the ability of the housing sector to effectively deliver build rates promoted during the LDP examination process. These factors should be taken into account where attributing weight to the 5-year supply figure for the purpose of determining planning applications.

It is considered that the Council is being proactive in following the enabling approach set out by Welsh Government, and positive dialogue is taking place with the development sector to achieve mutual objectives of delivering a plan-led

approach. Continuous review of new evidence through the AMR process will help to ensure the land supply situation remains closely monitored.

### **Recommendations**

Whilst there is clearly a 'delivery lag' following LDP adoption, the Council is liaising with landowners and developers with the aim of stimulating an enhanced trajectory of provision on Strategic Sites. It is hoped that this proactive and enabling approach will, over time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide regular annual updates.

## Reference OB2 S02

Relevant LDP Policies: KP1

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<p><b>CORE</b> The number of net general market dwellings built</p>	<p>Provide 22,555 net general market dwellings over the remaining Plan period in accordance with the cumulative 2 year targets set out below: 2016: 2,495 2018: 4,096 2020: 4,153 2022: 4,042 2024: 4,010 2026: 3,759</p>	<p>Failure to deliver the required number of dwellings for each 2 year period.</p>	<p>The total number of general market dwellings built during 2014/15 was 377.</p> <p>The total number of general market dwellings built during 2015/16 was 489.</p> <p>The combined total of general market dwellings built by 1<sup>st</sup> April 2016 was 866.</p>
<p><b>Analysis</b></p> <p>This is the first year the LDP has been operative and this is the first AMR to be prepared. Therefore, this year's AMR provides a short term position statement and baseline data for future comparative analysis in successive AMRs. Future monitoring over a longer period will enable trends to be identified and firmer conclusions drawn.</p> <p>The original housing completion rates set out in the LDP evidence base as 'Statements of Common Grounds' for each of the strategic site allocations were submitted by developers, landowners and agreed with the Council during December 2014. The original phasing of the strategic sites as agreed within these Statements of Common Grounds are reflected in this Annual Monitoring Framework. The anticipated completion rates were examined by Inspectors in January 2015 and no changes were made during the examination process or in the Inspector's Report.</p> <p>It is considered that as the Cardiff LDP was adopted in January 2016, the significant complexity of the development of the strategic sites has resulted in slower start up times when compared to the original agreed phasing plans. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed - in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of</p>			

securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

Whilst it is difficult to determine definitive trends in policy performance in the first year of reporting, progress has been made on most of the strategic sites in terms of planning applications being granted or construction having started.

### **Recommendations**

Whilst there is clearly a 'delivery lag' following LDP adoption, the Council is liaising with landowners and developers with the aim of stimulating an enhanced trajectory of provision on Strategic Sites. It is hoped that this proactive and enabling approach will, over time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide regular annual updates.

## Reference OB2 S03

**Relevant LDP Policies:** KP1, KP2, KP4, KP13, H3

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<p><b>CORE</b> The number of net additional affordable dwellings built (TAN2)</p>	<p>Provide 6,646 net affordable units over the remaining Plan period (representing an average of 22.8% of total housing provision).</p> <p>Expected delivery rate to meet the target set out below: 2016: 735 2018: 1,207 2020: 1,224 2022: 1,191 2024: 1,181 2026: 1,108</p>	<p>Failure to deliver the required number of dwellings for each 2 year period.</p>	<p>The total number of affordable dwellings provided during 2014/15 was 105.</p> <p>The total number of affordable dwellings provided during 2015/16 was 244.</p> <p>The combined total of affordable dwellings provided by 1<sup>st</sup> April 2016 was 349.</p>

### Analysis

This is the first year the LDP has been operative and this is the first AMR to be prepared. Therefore, this year's AMR provides a short term position statement and baseline data for future comparative analysis in successive AMRs. Future monitoring over a longer period will enable trends to be identified and firmer conclusions drawn.

The original housing completion rates set out in the LDP evidence base as 'Statements of Common Grounds' for each of the strategic site allocations were submitted by developers, landowners and agreed with the Council during December 2014. The original phasing of the strategic sites as agreed within these Statements of Common Grounds are reflected in this Annual Monitoring Framework. The anticipated completion rates were examined by Inspectors in January 2015 and no changes were made during the examination process or in the Inspector's Report.

It is considered that as the Cardiff LDP was adopted in January 2016, the significant complexity of the development of the strategic sites has resulted in slower start up times when compared to the original agreed phasing plans. Reasons for this vary

from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed - in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

Whilst it is difficult to determine definitive trends in policy performance in the first year of reporting, progress has been made on most of the strategic sites in terms of planning applications being granted or construction having started.

In addition to the affordable completions expected from strategic sites, a partnership between the City of Cardiff Council and Wates Residential: Cardiff Living will eventually deliver 1,500 high quality and sustainable new affordable homes across a number of locations throughout Cardiff.

### **Recommendations**

Whilst there is clearly a 'delivery lag' following LDP adoption, the Council is liaising with landowners and developers with the aim of stimulating an enhanced trajectory of provision on Strategic Sites. It is hoped that this proactive and enabling approach will, over time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide regular annual updates.

## Reference OB2 S04

**Relevant LDP Policies:** KP1

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>CORE</b> Annual dwelling completions (all dwellings)	Provide 29,201 dwellings over the remaining Plan period in accordance with the cumulative 2 year targets set out below: 2016: 3,230 2018: 5,303 2020: 5,377 2022: 5,233 2024: 5,191 2026: 4,866	Failure to deliver the required number of dwellings for each 2 year period.	The total number of all dwellings provided during 2014/15 was 482.  The total number of all dwellings provided during 2015/16 was 733.  The combined total by 1 <sup>st</sup> April 2016 was 1,215.

### Analysis

This is the first year the LDP has been operative and this is the first AMR to be prepared. Therefore, this year's AMR provides a short term position statement and baseline data for future comparative analysis in successive AMRs. Future monitoring over a longer period will enable trends to be identified and firmer conclusions drawn.

The original housing completion rates set out in the LDP evidence base as 'Statements of Common Grounds' for each of the strategic site allocations were submitted by developers, landowners and agreed with the Council during December 2014. The original phasing of the strategic sites as agreed within these Statements of Common Grounds are reflected in this Annual Monitoring Framework. The anticipated completion rates were examined by Inspectors in January 2015 and no changes were made during the examination process or in the Inspector's Report.

It is considered that as the Cardiff LDP was adopted in January 2016, the significant complexity of the development of the strategic sites has resulted in slower start up times when compared to the original agreed phasing plans. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed - in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of

securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

Whilst it is difficult to determine definitive trends in policy performance in the first year of reporting, progress has been made on most of the strategic sites in terms of planning applications being granted or construction having started.

### **Recommendations**

Whilst there is clearly a 'delivery lag' following LDP adoption, the Council is liaising with landowners and developers with the aim of stimulating an enhanced trajectory of provision on Strategic Sites. It is hoped that this proactive and enabling approach will, over time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide regular annual updates.

## **Reference OB2 S05**

**Relevant LDP Policies:** KP1

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Number of windfall units completed per annum on all sites	Annual target of overall anticipated windfall contributions for the remainder of the Plan period - 488 dwellings per annum.	Delivery varies by more than 10% above or below 488 dwellings per annum for any consecutive 2 year period.	The total number of windfall contributions during 2016/17 was 449 dwellings.
<b>Analysis</b>			
During the monitoring period for 1 <sup>st</sup> April 2016 to 31 <sup>st</sup> March 2017, there were 449 dwellings completed which were considered 'windfall' sites as they were over 10 dwellings, were not the result of a change of use and did not form part of an LDP allocated site. The 449 completed windfall unit's fall within the 10% buffer set out in the trigger.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB2 SO6**

**Relevant LDP Policies:** KP3(B) Settlement Boundaries EN1: Countryside Protection

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Number of dwellings permitted annually outside the defined settlement boundaries that does not satisfy LDP policies	Number of dwellings permitted that are not in accordance with KP3(B)	1 or more permission that does not satisfy LDP policies	No applications permitted outside the settlement boundary that do not satisfy policy.
<b>Analysis</b>			
During the monitoring period 5 applications for residential development outside the settlement boundary were permitted. Of these applications 4 of the applications the principle of residential development on the site had already been established through an earlier application. For the remaining application it was considered the application met national planning guidance.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB2 SO7**

**Relevant LDP Policies:** H7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Keep the Seawall Road site under review for potential permanent residential Gypsy and Traveller accommodation		Site is no longer categorised within Flood Risk Zone C2	Site is still categorised within Flood Risk Zone C2 in latest Development Advice Maps
<b>Analysis</b>			
<p>This site was included as an allocation for a Gypsy and Traveller site in the Deposit LDP in September 2013. However the site was deleted from the Plan at the LDP Examination in 2015 as it was located in a C2 Flood Risk Zone where highly vulnerable development such as Gypsy and Traveller sites are precluded by Welsh Government Planning Guidance. It was agreed at the LDP Examination that an indicator would be included in the Monitoring Framework to keep the site under review should the position regarding flood risk change over the lifetime of the Plan. This will ensure that the site can continue to be considered along with other sites to accommodate the need for new Gypsy and Traveller pitches.</p> <p>The status of the site in terms of flood risk remains unchanged and the site is still lies within Flood Risk Zone C2 in the latest Development Advice Maps produced by Welsh Government and Natural Resources Wales.</p> <p>A feasibility Study has been undertaken by the Council to investigate options to improve flood defences along the Rover Way Foreshore and River Rhymney. This Study recommends design options for improving the flood defences along this stretch of the coastline and has been submitted to Welsh Government for grant funding to implement the recommended works.</p> <p>Should funding be forthcoming and the works implemented it is anticipated the flood risk relating to the site could change and progress with this scheme will continue to be monitored and reported on in future AMR's.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## Reference OB2 SO8

**Relevant LDP Policies:** H7

**Contextual Changes:** In November 2016 the Welsh Government approved an updated Gypsy and Traveller Accommodation Assessment (GTAA) in March 2017. This identifies a reduced need for 72 permanent pitches in the city by 2026 (compared to a need for 108 pitches in the previous 2013 GTAA) and a regional need for a transit site of 10 pitches. Of the 72 permanent pitches 48 are required short term in the next five years compared to 43 in the previous 2013 GTAA.

Indicator	Target	Trigger	Performance
<b>LOCAL</b> Provision is made for meeting identified needs for permanent Gypsy and Traveller accommodation	<ol style="list-style-type: none"> <li>1. Agree project management arrangements including reporting structure and representatives – July 2015</li> <li>2. Agree methodology for undertaking site search and assessment – December 2015</li> <li>3. Undertake Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014 – February 2016</li> <li>4. Undertake a site search and assessment and secure approval of findings – July 2016</li> <li>5. Secure planning permission and funding (including any grant funding from Welsh Government) for identified site(s) required to meet short term need for 43 pitches by May 2017</li> <li>6. Secure planning permission and funding (including any grant funding from Welsh Government) for</li> </ol>	Failure to achieve these targets	<p>Project management arrangements, including reporting structure and representatives have been established and a methodology for undertaking site search and assessment was approved at Cabinet in January 2016. In addition an updated Gypsy and Traveller Accommodation Assessment (GTAA) was approved by Welsh Government in November 2016.</p> <p>Cabinet in September 2016 noted that good progress has been made in undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites but agreed that the assessment is not yet fully complete and there was a clear need to undertake more detailed technical investigations.</p>

	<p>identified site(s) required to meet long term need for 65 pitches by May 2021</p>	<p>At Cabinet it was agreed that it would be premature to conclude the site assessment process until these have been completed.</p> <p>Work on undertaking these more detailed technical assessments has been ongoing throughout the year. When these assessments are complete the Council will consider the findings and determine a way forward</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community.</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>
<p><b>Analysis</b></p>		

The Gypsy and Traveller Study is being project managed jointly by Officers from Housing and the Planning Service. Work undertaken by the Group is overseen by a Steering Group comprising senior Officers from the Housing and Planning Service and relevant Cabinet Members. The aim of the study is to identify the need for permanent and transit Gypsy and Traveller accommodation within the city and identify sites to meet this need.

Progress to date includes the completion of an updated Gypsy and Traveller Accommodation Assessment (GTAA), which was approved by the Welsh Government in November 2016. This identifies a reduced need for 72 permanent pitches in the city by 2026 (compared to a need for 108 pitches in the previous 2013 GTAA) and a regional need for a transit site of 10 pitches. Of the 72 permanent pitches 48 are required short term in the next five years compared to 43 in the previous 2013 GTAA.

In order to meet this need a comprehensive city wide search for suitable sites for Gypsy and Travellers has been undertaken using site selection criteria approved by the Council's Cabinet in January 2016. The approved site selection criteria sets out assessment criteria around three main headings relating to availability, site suitability and achievability. Availability considerations include whether the site is genuinely available long term and there are no legal issues. Site suitability considerations include a comprehensive list of policy and physical constraints, and deliverability considerations relate to the consideration of total cost (including any abnormal costs) to ensure it does not prejudice the ability to develop the site.

To date good progress has been made with undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites and Cabinet in September 2016 noted that the study had reached the point where there is a clear need to further investigate technical aspects identified in the agreed methodology. Given this Cabinet considered that it would be premature to conclude the site assessment process until these detailed technical investigations have been carried out and detailed technical investigations, particularly flood risk assessments, have been commissioned to fully establish the extent of risk at this stage, along with the potential scope of mitigation measures and any other relevant site-specific technical matters. This work is being carried out in liaison with Natural Resources Wales and takes account of the most up to date information with regard to flood risk data.

These site investigations have now reached an advanced stage. It is anticipated that this work will help inform considerations of the way forward in the near future.

The Council recognises it has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community. I can confirm there remains a firm and absolute commitment to comply with the requirements of the Housing (Wales) Act 2014.

Progress with this will continue to be monitored and reported on in future AMR's.

### **Recommendations**

No action is required at present. Continue to monitor.

## Reference OB2 SO9

**Relevant LDP Policies:** H7

**Contextual Changes:** In November 2016 the Welsh Government approved an updated Gypsy and Traveller Accommodation Assessment (GTAA) in March 2017. This identifies a reduced need for 72 permanent pitches in the city by 2026 (compared to a need for 108 pitches in the previous 2013 GTAA) and a regional need for a transit site of 10 pitches. Of the 72 permanent pitches 48 are required short term in the next five years compared to 43 in the previous 2013 GTAA.

Indicator	Target	Trigger	Performance
LOCAL Provision is made for meeting identified needs for transit Gypsy and Traveller accommodation	<ol style="list-style-type: none"> <li>1. Agree project management arrangements including reporting structure and representatives – July 2015</li> <li>2. Agree methodology for undertaking site search and assessment – December 2015</li> <li>3. Undertake Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014 – February 2016</li> <li>4. Undertake a site search and assessment and secure approval of findings – July 2016</li> <li>5. Secure planning permission and funding</li> </ol>	Failure to achieve these targets	<p>Project management arrangements, including reporting structure and representatives have been established and a methodology for undertaking site search and assessment was approved at Cabinet in January 2016. In addition an updated Gypsy and Traveller Accommodation Assessment (GTAA) was approved by Welsh Government in November 2016.</p> <p>Cabinet in September 2016 noted that good progress has been made in undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites but agreed that the</p>

	<p>(including any grant funding from Welsh Government) for identified site(s) required to meet short term need for 43 pitches by May 2017</p> <p>6. Secure planning permission and funding (including any grant funding from Welsh Government) for identified site(s) required to meet long term need for 65 pitches by May 2021</p>		<p>assessment is not yet fully complete and there was a clear need to undertake more detailed technical investigations. At Cabinet it was agreed that it would be premature to conclude the site assessment process until these have been completed.</p> <p>Work on undertaking these more detailed technical assessments has been ongoing throughout the year. When these assessments are complete the Council will consider the findings and determine a way forward</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community.</p>
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			The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.
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### Analysis

The Gypsy and Traveller Study is being project managed jointly by Officers from Housing and the Planning Service. Work undertaken by the Group is overseen by a Steering Group comprising senior Officers from the Housing and Planning Service and relevant Cabinet Members. The aim of the study is to identify the need for permanent and transit Gypsy and Traveller accommodation within the city and identify sites to meet this need.

Progress to date includes the completion of an updated Gypsy and Traveller Accommodation Assessment (GTAA), which was approved by the Welsh Government in November 2016. This identifies a reduced need for 72 permanent pitches in the city by 2026 (compared to a need for 108 pitches in the previous 2013 GTAA) and a regional need for a transit site of 10 pitches. Of the 72 permanent pitches 48 are required short term in the next five years compared to 43 in the previous 2013 GTAA.

In order to meet this need a comprehensive city wide search for suitable sites for Gypsy and Travellers has been undertaken using site selection criteria approved by the Council's Cabinet in January 2016. The approved site selection criteria sets out assessment criteria around three main headings relating to availability, site suitability and achievability. Availability considerations include whether the site is genuinely available long term and there are no legal issues. Site suitability considerations include a comprehensive list of policy and physical constraints, and deliverability considerations relate to the consideration of total cost (including any abnormal costs) to ensure it does not prejudice the ability to develop the site.

To date good progress has been made with undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites and Cabinet in September 2016 noted that the study had reached the point where there is a clear need to further investigate technical aspects identified in the agreed methodology. Given this Cabinet considered that it would be premature to conclude the site assessment process until these detailed technical investigations have been carried out and detailed technical investigations, particularly flood risk assessments, have been commissioned to fully establish the extent of risk at this stage, along with the potential scope of mitigation measures and any other relevant site-specific technical matters. This work is being carried out in liaison with Natural Resources

Wales and takes account of the most up to date information with regard to flood risk data.

These site investigations have now reached an advanced stage. It is anticipated that this work will help inform considerations of the way forward in the near future.

The Council recognises it has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community. I can confirm there remains a firm and absolute commitment to comply with the requirements of the Housing (Wales) Act 2014.

Progress with this will continue to be monitored and reported on in future AMR's.

**Recommendations**

No action is required at present. Continue to monitor

## **Reference OB2 SO10**

**Relevant LDP Policies:** H7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Total number of Gypsy and Traveller pitches for residential accommodation	Ensure the existing supply of pitches is maintained (Should existing pitches be no longer available alternative pitches will be sought)	Any net loss of existing Gypsy and Traveller pitch provision	There has been no net loss of existing Gypsy and Traveller pitch provision during the monitoring period
<b>Analysis</b>			
The updated Gypsy and Traveller Accommodation Assessment (GTAA) approved by the Welsh Government states that there are 80 pitches on two local authority owned sites at Shirenewton (59 pitches) and Rover Way (21 pitches). In addition there are four authorised private sites with a total of 22 pitches giving a total of 92 pitches for the County as a whole. There has been no net loss of existing Gypsy and Traveller pitch provision during the monitoring period.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## Reference OB2 SO11

**Relevant LDP Policies:** KP2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>LOCAL</b> Total annual dwelling completions of Strategic Housing Site A – Cardiff Central Enterprise Zone	2,150 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates based on the JHLAS 2014 and developer intentions: 2016: 231 2018: 254 2020: 405 2022: 400 2024: 400 2026: 460	Failure to deliver the required number of dwellings for each 2 year period.	As at 1 <sup>st</sup> April 2016 there had been no completions on Strategic Housing Site A.
<b>Analysis</b>			
<p>As at 1<sup>st</sup> April 2016, there had been no residential completions on Strategic Site A and so the target of 231 units as originally anticipated has not been met. There are however now two extant residential planning permissions on this site, representing a total of 2,259 dwellings (i.e. above the allocated figure of 2,150 dwellings). These are summarised below:</p> <ul style="list-style-type: none"> <li>• 14/00430 Hybrid application granted 15/08/2014 comprising: Full consent for 690 dwellings and Outline consent for 1,460 dwellings</li> <li>• 17/00159: Planning Committee (21/06/2017) resolved to grant Full planning consent for a mixed-use development comprising 109 no. 1 and 2 bedroom apartments</li> </ul> <p>During the latest (2017) JHLAS, the agent for 14/00430 has confirmed that delivery rates remain valid. Whilst it is accepted that there has been some slippage on this application, at this stage it is not envisaged that the delivery of Strategic Site A will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.</p>			

<b>Recommendations</b>
No action is required at present. Continue to monitor.

## **Reference OB2 SO12**

**Relevant LDP Policies:** KP2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Total annual dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road.	500 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 0 2018: 80 2020: 140 2022: 170 2024: 110 2026: 0	Failure to deliver the required number of dwellings for each 2 year period.	In line with the target for this indicator, as at 1 <sup>st</sup> April 2017, there had been no completions on Strategic Site B.
<b>Analysis</b>			
<p>The agent for this site has advised that there has been some delay in marketing the site. The site was marketed in late 2016 and remediation work is scheduled to be completed by mid-2018. On this basis it is expected that development will commence in 2019/20, with the first completions coming forward in 2020. It is not envisaged that there will be any change to delivery rates thereafter.</p> <p>Whilst some slippage to the delivery targets set out above is now inevitable, based on recent dialogue with the agent it is not envisaged that the delivery of Strategic Site B will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## Reference OB2 SO13

Relevant LDP Policies: KP2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>LOCAL</b> Total annual dwelling completions of Strategic Housing Site C – North West Cardiff	5,000 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 135 2018: 624 2020: 1,060 2022: 1,060 2024: 1,060 2026: 1,060	Failure to deliver the required number of dwellings for each 2 year period.	As at 1 <sup>st</sup> April 2016 there had been no completions on Strategic Housing Site C.
<b>Analysis</b>			
<p>As at 1<sup>st</sup> April 2016 there had been no completions on Strategic Housing Site C and so the target of 135 units by 2016, as originally anticipated has not been met. The initial lag in developers getting on site is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. Despite this initial delay, much progress has been made since the adoption of the LDP. Planning permissions have now either been consented, or received for in excess of 7,000 units (summarised below), and as of summer 2017 construction work has commenced on site.</p> <ul style="list-style-type: none"> <li>• <b>Plasdwr (Redrow) 14/02733</b> Outline planning granted 20/03/2017 up to 5,970 residential units.</li> <li>• <b>Land North and South of Llantrisant Road (Redrow) 14/02157</b> Outline granted 09/08/2016 for 630 units and 16/02016 Reserved Matters granted 23/12/2016 for Phase 1A (126 units)</li> <li>• <b>Land South of Pentrebane Road (Redrow) 14/02188</b> Outline granted 13/12/2016 290 Units (30% Affordable) and 17/00414 Reserved Matters (received for 120 units)</li> </ul>			

- **Goitre Fach Farm, Llantrisant Road (BDW South Wales) 16/00106**  
Outline 300 dwellings granted 27/04/2017 and Reserved Matters application 17/01012 submitted for 265 units

At the latest JHLAS meeting (June 2017) developers confirmed that despite the delay, delivery rates on Strategic Site C will ramp up to remain broadly aligned with the rates agreed in the LDP. Completion rates of 400+ unit's p.a. are anticipated by 2020 and 530+ units p.a. by 2022. Accordingly, at this stage it is envisaged that the delivery of 5,000 units at Strategic Site C will not slip beyond the beyond the Plan period. The Council will continue to monitor the delivery of this site through annual monitoring.

### **Recommendations**

No action is required at present. Continue to monitor.

## **Reference OB2 SO14**

**Relevant LDP Policies:** KP2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Total annual dwelling completions of Strategic Housing Site D – North of Junction 33	2,000 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 110 2018: 240 2020: 300 2022: 400 2024: 450 2026: 500	Failure to deliver the required number of dwellings for each 2 year period.	<b>As at 1<sup>st</sup> April 2017 there had been no completions on Strategic Site D.</b>
<b>Analysis</b>			
<p>As at 1<sup>st</sup> April 2017 there had been no completions on this strategic site and so the 2016 delivery target of 110 units, as originally anticipated has not been met.</p> <p>As with several strategic sites, the initial lag is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. There has however been significant progress since adoption, with Planning Committee recently (08/02/2017) resolving to grant outline permission for 1,500 units subject to the signing of a section 106 agreement.</p> <p>At the latest (2017) JHLAS it was agreed that this slippage be reflected in the schedule of completions for this site, however, at this stage it is not envisaged that delivery of Strategic Housing Site D will necessarily fall beyond the Plan period. The Council will continue to monitor the delivery of this site through annual monitoring.</p>			
<b>Recommendations</b>			

No action required at present. Continue to monitor.

## **Reference OB2 SO15**

**Relevant LDP Policies:** KP2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Total annual dwelling completions of Strategic Housing Site E – South of Creigiau	650 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 150 2018: 300 2020: 200	Failure to deliver the required number of dwellings for each 2 year period.	As at 1 <sup>st</sup> April 2016 there have been no completions at Strategic Site E.
<b>Analysis</b>			
As at 1st April 2017 there have been no completions at Strategic Site E and so the 2016 delivery target of 150 units, as originally anticipated has not been met. Planning Applications have not yet been submitted for South of Creigiau, however, during recent consultation for the Cardiff JHLAS the site agent confirmed that technical work is on-going and an application is being targeted in the near future. At this stage, it is not envisaged that the delivery of South of Creigiau will slip beyond the Plan period. The Council will continue to monitor progress at Land South of Creigiau and will endeavour to process any forthcoming application efficiently, preventing unnecessary delay to the delivery of the site.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## Reference OB2 SO16

Relevant LDP Policies: KP2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>LOCAL</b> Total annual dwelling completions of Strategic Housing Site F – North East	4,500 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 180 2018: 1,197 2020: 808 2022: 808 2024: 808 2026: 699	Failure to deliver the required number of dwellings for each 2 year period.	As at 1 <sup>st</sup> April 2016, 49 completions had taken place at Strategic Site F.

### Analysis

While the delivery target of 180 units, as originally anticipated, has not been met, as at 1<sup>st</sup> April 2016, there were 49 completions on Strategic Housing Site F, situated at Land off Cefn Mabley Road, Lisvane. This parcel of land, totalling 51 houses had been completed by 1<sup>st</sup> April 2017.

As with several strategic sites, the initial lag is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

Notably, it is understood that the primary developer had not secured full land ownership by April 2017 (but at the time of writing, it has now been confirmed that land ownership is in place so this should promptly trigger the planning application process.

In terms of the planning status of the site, there are two extant outline consents for part of the site, known as Churchlands (1,000 units and 1,200 units respectively) while during the recent (2017) JHLAS, the agent confirmed that contracts have exchanged between landowners and developers are keen to progress the

development of the North East Cardiff. An outline application for the bulk of the land and a full planning application for a part of the site are anticipated shortly, which should accelerate delivery now the land issues have been resolved.

The Council will continue to monitor progress at North East Cardiff and will endeavour to process any forthcoming applications efficiently, preventing unnecessary delay to the delivery of the site.

**Recommendations**

No action is required at present. Continue to monitor.

## **Reference OB2 SO17**

**Relevant LDP Policies:** KP2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Total annual dwelling completions of Strategic Housing Site G – East of Pontprennau Link Road	1,300 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 140 2018: 375 2020: 285 2022: 270 2024: 200 2026: 30	Failure to deliver the required number of dwellings for each 2 year period.	<b>As at 1<sup>st</sup> April 2016 there had been no completions at Strategic Site G.</b>
<b>Analysis</b>			
As at 1 <sup>st</sup> April 2016 there had been no residential completions at Strategic Site G and so the delivery target of 140 units, as originally anticipated had not been met. However, as at 1 <sup>st</sup> April 2017 construction was underway on Site G, both on Land at Church Road (Bellway) and St Edeyrns Village (Persimmons) where there had been 62 completions. During the latest (2017) JHLAS, it was agreed that the trajectory for this site be pushed back to reflect the lag in getting on site, however, the rates of annual delivery remain broadly aligned to those in the LDP. The Council will continue to monitor the delivery of this site through annual monitoring.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB2 SO18**

**Relevant LDP Policies:** KP2, KP13

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Annual affordable dwellings completions of Strategic Housing Site A – Cardiff Central Enterprise Zone	430 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on the JHLAS 2014 and developer intentions: 2016: 47 2018: 50 2020: 81 2022: 80 2024: 80 2026: 92	Failure to deliver the required number of dwellings for each 2 year period.	As at 1 <sup>st</sup> April 2016 there had been no affordable completions on Strategic Housing Site A.

### **Analysis**

The above figures have been amended from the original to accurately reflect a 20% brownfield affordable housing contribution across the Plan period.

As at 1<sup>st</sup> April 2016, there had been no residential completions on Strategic Site A and so the target of 231 units as originally anticipated has not been met. There are however now two extant residential planning permissions on this site, representing a total of 2,259 dwellings (i.e. above the allocated figure of 2,150 dwellings). These are summarised below:

- 14/00430 Hybrid application granted 15/08/2014 comprising: Full consent for 690 dwellings and Outline consent for 1,460 dwellings
- 17/00159: Planning Committee (21/06/2017) resolved to grant Full planning consent for a mixed-use development comprising 109 no. 1 and 2 bedroom apartments

During the latest (2017) JHLAS, the agent for 14/00430 has confirmed that delivery rates remain valid. Whilst it is accepted that there has been some slippage on this application, at this stage it is not envisaged that the delivery of Strategic Site A will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.

<b>Recommendations</b>
No action is required at present. Continue to monitor.

## **Reference OB2 SO19**

**Relevant LDP Policies:** KP2, KP13

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Annual affordable dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road	100 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 0 2018: 16 2020: 28 2022: 34 2024: 22 2026: 0	Failure to deliver the required number of dwellings for each 2 year period.	In line with the target for this indicator, as at 1 <sup>st</sup> April 2017, there had been no completions on Strategic Site B.
<b>Analysis</b>			
<p>The agent for this site has advised that there has been some delay in marketing the site. The site was marketed in late 2016 and remediation work is scheduled to be completed by mid-2018. On this basis it is expected that development will commence in 2019/20, with the first completions coming forward in 2020. It is not envisaged that there will be any change to delivery rates thereafter.</p> <p>Whilst some slippage to the delivery targets set out above is now inevitable, based on recent dialogue with the agent it is not envisaged that the delivery of Strategic Site B will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## Reference OB2 SO20

Relevant LDP Policies: KP2, KP13

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>LOCAL</b> Annual affordable dwelling completions of Strategic Housing Site C – North West Cardiff	1,500 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 41 2018: 187 2020: 318 2022: 318 2024: 318 2026: 318	Failure to deliver the required number of dwellings for each 2 year period.	As at 1 <sup>st</sup> April 2016 there had been no affordable completions on Strategic Housing Site C.
<b>Analysis</b>			
<p>As at 1<sup>st</sup> April 2016 there had been no completions on Strategic Housing Site C and so the target of 135 units by 2016, as originally anticipated has not been met. The initial lag in developers getting on site is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. Despite this initial delay, much progress has been made since the adoption of the LDP. Planning permissions have now either been consented, or received for in excess of 7,000 units (summarised below), and as of summer 2017 construction work has commenced on site.</p> <ul style="list-style-type: none"> <li>• <b>Plasdwr (Redrow)</b> 14/02733 Outline planning granted 20/03/2017 up to 5,970 residential units.</li> <li>• <b>Land North and South of Llantrisant Road (Redrow)</b> 14/02157 Outline granted 09/08/2016 for 630 units and 16/02016 Reserved Matters granted 23/12/2016 for Phase 1A (126 units)</li> <li>• <b>Land South of Pentrebane Road (Redrow)</b> 14/02188 Outline granted 13/12/2016 290 Units (30% Affordable) and 17/00414 Reserved Matters (received for 120 units)</li> <li>• <b>Goitre Fach Farm, Llantrisant Road (BDW South Wales)</b> 16/00106 Outline 300 dwellings granted 27/04/2017 and Reserved Matters application 17/01012 submitted for 265 units</li> </ul>			

At the latest JHLAS meeting (June 2017) developers confirmed that despite the delay, delivery rates on Strategic Site C will ramp up to remain broadly aligned with the rates agreed in the LDP. Completion rates of 400+ unit's p.a. are anticipated by 2020 and 530+ unit's p.a. by 2022. Accordingly, at this stage it is envisaged that the delivery of 5,000 units at Strategic Site C will not slip beyond the beyond the Plan period. The Council will continue to monitor the delivery of this site through annual monitoring.

**Recommendations**

No action is required at present. Continue to monitor.

## **Reference OB2 SO21**

**Relevant LDP Policies:** KP2, KP13

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Annual affordable dwelling completions of Strategic Housing Site D - North of Junction 33	603 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 100 2018: 100 2020: 100 2022: 100 2024: 100 2026: 103	Failure to deliver the required number of dwellings for each 2 year period.	As at 1 <sup>st</sup> April 2017 there had been no affordable completions on Strategic Site D.
<b>Analysis</b>			
As at 1 <sup>st</sup> April 2017 there had been no completions on this strategic site and so the 2016 delivery target of 110 units, as originally anticipated has not been met.			
As with several strategic sites, the initial lag is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. There has however been significant progress since adoption, with Planning Committee recently (08/02/2017) resolving to grant outline permission for 1,500 units subject to the signing of a section 106 agreement.			
At the latest (2017) JHLAS it was agreed that this slippage be reflected in the schedule of completions for this site, however, at this stage it is not envisaged that delivery of Strategic Housing Site D will necessarily fall beyond the Plan period. The Council will continue to monitor the delivery of this site through annual monitoring.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB2 SO22**

**Relevant LDP Policies:** KP2, KP13

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Annual affordable dwelling completions of Strategic Housing Site E – South of Creigiau	195 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 150 2018: 300 2020: 200	Failure to deliver the required number of dwellings for each 2 year period.	As at 1 <sup>st</sup> April 2016 there have been no affordable completions at Strategic Site E.
<b>Analysis</b>			
<p>The above figures have been amended from the original to accurately reflect a 20% brownfield affordable housing contribution across the Plan period.</p> <p>As at 1st April 2017 there have been no completions at Strategic Site E and so the 2016 delivery target of 150 units, as originally anticipated has not been met. Planning Applications have not yet been submitted for South of Creigiau, however, during recent consultation for the Cardiff JHLAS the site agent confirmed that technical work is on-going and an application is being targeted in the near future. At this stage, it is not envisaged that the delivery of South of Creigiau will slip beyond the Plan period. The Council will continue to monitor progress at Land South of Creigiau and will endeavour to process any forthcoming application efficiently, preventing unnecessary delay to the delivery of the site.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## Reference OB2 SO23

Relevant LDP Policies: KP2, KP13

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>LOCAL</b> Annual affordable dwelling completions of Strategic Housing Site F - North East Cardiff (West of Pontprennau)	1,350 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016 : 54 2018: 359 2020: 242 2022: 242 2024: 243 2026: 210	Failure to deliver the required number of dwellings for each 2 year period.	As of 1 <sup>st</sup> April 2017 there have been no affordable completions on site.
<b>Analysis</b>			
<p>While the delivery target of 180 units, as originally anticipated, has not been met, as at 1<sup>st</sup> April 2016, there were 49 completions on Strategic Housing Site F, situated at Land off Cefn Mabley Road, Lisvane. This parcel of land, totalling 51 houses had been completed by 1<sup>st</sup> April 2017.</p> <p>As with several strategic sites, the initial lag is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.</p> <p>Notably, it is understood that the primary developer had not secured full land ownership by April 2017 (but at the time of writing, it has now been confirmed that land ownership is in place so this should promptly trigger the planning application process.</p> <p>In terms of the planning status of the site, there are two extant outline consents for part of the site, known as Churchlands (1,000 units and 1,200 units respectively) while during the recent (2017) JHLAS, the agent confirmed that contracts have exchanged between landowners and developers are keen to progress the development of the North East Cardiff. An outline application for the bulk of the</p>			

land and a full planning application for a part of the site are anticipated shortly, which should accelerate delivery now the land issues have been resolved.

The Council will continue to monitor progress at North East Cardiff and will endeavour to process any forthcoming applications efficiently, preventing unnecessary delay to the delivery of the site.

**Recommendations**

No action is required at present. Continue to monitor.

## **Reference OB2 SO24**

**Relevant LDP Policies:** KP2, KP13

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Annual affordable dwelling completions of Strategic Housing Site G – East of Pontprennau Link Road	390 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 42 2018: 113 2020: 86 2022: 81 2024: 60 2026: 8	Failure to deliver the required number of dwellings for each 2 year period.	As of 1 <sup>st</sup> April 2017 there have been no affordable completions on site.
<b>Analysis</b>			
As at 1 <sup>st</sup> April 2016 there had been no completions at Strategic Site G and so the delivery target of 140 units, as originally anticipated had not been met. However, as at 1 <sup>st</sup> April 2017 construction was underway on Site G, both on Land at Church Road (Bellway) and St Edeyrns Village (Persimmons) where there had been 62 completions. During the latest (2017) JHLAS, it was agreed that the trajectory for this site be pushed back to reflect the lag in getting on site, however, the rates of annual delivery remain broadly aligned to those in the LDP. The Council will continue to monitor the delivery of this site through annual monitoring.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB2 SO25**

**Relevant LDP Policies:** KP13, H3

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Changes in market value of property in Cardiff on Greenfield and Brownfield areas	Provide 6,646 affordable units over the remaining Plan period based on achieving 30% on Greenfield sites and 20% on Brownfield sites. Expected delivery rate to meet the target set out below: 2016: 735 2018: 1,207 2020: 1,224 2022: 1,191 2024: 1,181 2026: 1,108	An increase or decrease of 10% of market values of properties in Cardiff on Greenfield and Brownfield areas	Data not available for 2016/17.
<b>Analysis</b>			
It is not considered that this indicator provides a useful assessment of the performance of the LDP and is not something that the Plan could seek to have any significant influence over.			
<b>Recommendations</b>			
As the data is not readily available it is suggested that the indicator is deleted and not monitored in future Annual Monitoring Reports.			

## **Reference OB2 SO26**

**Relevant LDP Policies:** KP1

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Need for release of additional housing land identified in the flexibility allowance	To ensure sufficient land is brought forward for development in accordance with the Plan strategy and to maintain a minimum 5 year supply of land as set out in the JHLAS.	Build rates exceed the anticipated number of completions as set out in indicator OB2 SO4 by the 1st Plan review i.e. more than 13,910 dwellings completed between 2014 - 2020	Build rates have not exceeded the anticipated number of completions as set out in Indicator OB2 S04 for the first 2 year period to 1 <sup>st</sup> April 2016.
<b>Analysis</b>			
As set out in paragraph 4.25 of the Cardiff Local Development Plan, the LDP tests of soundness required that LDPs are sufficiently flexible to positively respond to a change in circumstances. However, as expected the need to release additional land is not necessary as build rates have not exceed the anticipated number of completions as set out in Indicator OB2 S04.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB2 SO27**

**Relevant LDP Policies:** KP13, H3

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Affordable Housing SPG		Failure to adopt SPG within 6 months of adoption of the Plan	Detailed supplementary guidance relating to affordable housing incorporated in the Planning Obligations SPG which was approved by the Council in January 2017
<b>Analysis</b>			
Detailed supplementary guidance relating to affordable housing provision has been incorporated in the Planning Obligations SPG which was approved by the Council on 26 <sup>th</sup> January 2017. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
<b>Recommendations</b>			
No action is required.			

## **Reference OB2 SO28**

**Relevant LDP Policies:** H5

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Houses in Multiple Occupation SPG		Failure to adopt SPG within 6 months of adoption of the Plan	The Houses in Multiple Occupation SPG was approved in January 2017
<b>Analysis</b>			
The SPG was approved by Council on 26 <sup>th</sup> January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
<b>Recommendations</b>			
No action is required.			

## **Reference OB2 SO29**

**Relevant LDP Policies:** KP7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Planning Obligations SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Planning Obligations SPG was approved in January 2017
<b>Analysis</b>			
The SPG was approved by Council on 26 <sup>th</sup> January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
<b>Recommendations</b>			
No action is required.			

## **Reference OB2 SO30**

**Relevant LDP Policies:** C1

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Community Facilities and Residential Development SPG		Failure to adopt SPG within 18 months of adoption of the Plan	Detailed supplementary guidance relating to community facilities and residential development has been incorporated in the Planning Obligations SPG which was approved by the Council in January 2017
<b>Analysis</b>			
Detailed supplementary guidance relating to community facilities and residential development has been incorporated in the Planning Obligations SPG which was approved by the Council on 26th January 2017. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
<b>Recommendations</b>			
No action is required.			

## **Reference OB2 SO31**

**Relevant LDP Policies:** C1

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>Local</b> Childcare Facilities SPG		Failure to adopt SPG within 18 months of Plan adoption	The Childcare Facilities SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017
<b>Analysis</b>			
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB2 SO32**

**Relevant LDP Policies:** C6

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>Local Health SPG</b>		Failure to adopt SPG within 18 months of Plan adoption	The Planning for Health SPG issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017
<b>Analysis</b>			
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB2 SO33**

**Relevant LDP Policies:** H8

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Gypsy and Traveller Sites SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Gypsy and Traveller Sites SPG is due to be issued for public consultation in March 2018.
<b>Analysis</b>			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

**Objective 3 – To deliver economic and social needs in a co-ordinated way that respects Cardiff’s environment and responds to the challenges of climate change**

**Reference OB3 EN1**

**Relevant LDP Policies:** KP3(A), KP3(B), KP5, KP15, KP16, KP18, EN14

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<p><b>Core</b> Amount of development (by TAN15 paragraph 5.1 development category) permitted in C1 floodplain area not meeting all TAN 15 tests</p>	<p>No permissions granted for highly vulnerable development within C1 floodplain area that does not meet TAN 15 tests</p>	<p>1 application permitted for development in any 1 year that does not meet TAN 15 tests</p>	<p>No applications were permitted in C1 floodplain areas that did not meet all TAN 15 tests</p>
<p><b>Analysis</b></p>			
<p>During the monitoring period 48 applications for highly vulnerable development were permitted in Zone C1. All these application met the TAN15 tests demonstrating that Policy EN14 is functioning effectively.</p>			
<p><b>Recommendations</b></p>			
<p>No action is required at present. Continue to monitor.</p>			

## **Reference OB3 EN2**

**Relevant LDP Policies:** KP3(A), KP3(B), KP5, KP15, KP16, KP18, EN14

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>Core</b> Amount of development (by TAN15 paragraph 5.1 development category) permitted in C2 floodplain areas	No permissions granted for highly vulnerable development within C2 floodplain area	1 application permitted for development in any 1 year	No applications permitted in C2 floodplain areas.
<b>Analysis</b>			
During the monitoring period no applications for highly vulnerable development were permitted in Zone C2 without flood mitigation measures which were confirmed as appropriate through advice provided by NRW. Given this it is considered that Policy EN14 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

### **Reference OB3 EN3**

**Relevant LDP Policies:** KP15, KP16, KP18, EN4, EN10, EN11 & EN14

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Percentage of water bodies of good status	No planning consents granted planning permission contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	1 application permitted for development in any 1 year	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)
<b>Analysis</b>			
No applications have been approved contrary to the advice of Dwr Cymru / Welsh Water or Natural Resources Wales concerning status of water bodies.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN4**

**Relevant LDP Policies:** KP15, KP16, KP18, EN4, EN10, EN11 & EN14

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Number of permissions granted where there is a known risk of deterioration in status	No planning consents granted planning permission contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	1 application permitted for development in any 1 year	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)
<b>Analysis</b>			
No applications have been approved contrary to the advice of Dwr Cymru / Welsh Water or Natural Resources Wales concerning status of water bodies.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN5**

**Relevant LDP Policies:** KP15, KP16, KP18, EN4, EN10, EN11 & EN14

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Number of permissions incorporating measures designed to improve water quality where appropriate	No planning consents granted planning permission contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	1 application permitted for development in any 1 year	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)
<b>Analysis</b>			
No applications have been approved contrary to the advice of Dwr Cymru / Welsh Water or Natural Resources Wales concerning measures to improve water quality.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN6**

**Relevant LDP Policies:** KP18, EN11 & EN14

**Contextual Changes:**

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Number of planning permissions granted contrary to the advice of the water supplier concerning adequate levels of water quality and quantity and waste water provision	No planning consents issued where there is an objection concerning provision of water quality and quantity and waste water from water supplier	1 application permitted for development in any 1 year	No planning consents issued where there is an outstanding objection from the water supplier
<b>Analysis</b>			
No applications have been approved where there is an outstanding objection from Dwr Cymru / Welsh Water concerning provision of water quality and quantity and waste water from water supplier.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN7**

**Relevant LDP Policies:** KP3(A): Green Wedge EN1: Countryside Protection

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
OB3 EN7  <b>LOCAL</b> The number of inappropriate developments permitted within the Green Wedge that do not satisfy LDP policies	No inappropriate developments granted planning permission contrary to policies KP3 (A) and EN1	1 application permitted for development in any 1 year	No applications permitted in the Green Wedge that do not satisfy policy.
<b>Analysis</b>			
During the monitoring period five applications have been permitted of these on one the site benefited from an extant planning permission, one the principal of development had been established in an earlier application and for the remaining three applications it was considered that the development would maintain the openness of the green wedge and would therefore not conflict with the purposes of including land within it such as regularisation of an existing use which through planning conditions further mitigates impacts on the local environment.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN8**

**Relevant LDP Policies:** EN3: LANDSCAPE

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>OB3 EN8 LOCAL</b>  The number of planning permissions granted contrary to Policy EN3 which would cause unacceptable harm to Special Landscape Areas	No development granted planning permission contrary to Policy EN3 which would cause unacceptable harm to Special Landscape Areas	1 application permitted for development in any 1 year	No applications permitted within a Special Landscape Area that does not satisfy policy.
<b>Analysis</b>			
During the monitoring period six relevant applications were approved on land within a Special Landscape Area. Of these applications all were considered to be policy compliant /policy compliant subject to conditions/recommendations. In addition in four cases the principle of development on the site had already been established through an earlier application.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN9**

**Relevant LDP Policies:** EN8: Trees, Woodlands and Hedgerows

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
OB3 EN9 <b>LOCAL</b> Ancient Semi-Natural Woodland	No inappropriate development granted planning permission contrary to Policy EN8	1 application permitted for development in any 1 year	No applications permitted within areas of Ancient Semi Natural Woodland that do not satisfy policy.
<b>Analysis</b>			
During the monitoring period two relevant applications were permitted on areas of ancient semi natural woodland. Both applications were considered to be policy compliant subject to conditions/recommendations placed on the approval, for example where the principal of development had been established under a previous application or for minor proposals such as erection of fencing.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN10**

**Relevant LDP Policies:** EN1 - 8

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
OB3 EN10  <b>LOCAL</b> The number of planning permissions granted on SSSI or SINC designated areas.	No planning permissions granted permission that would result in an unacceptable impact which could not be mitigated against on an SSSI or SINC that does not satisfy LDP policies	1 application permitted for development in any 1 year	No applications were permitted on SSSIs and SINC that do not satisfy policy
<b>Analysis</b>			
During the monitoring period twelve relevant applications were permitted on SSSI or SINC designated areas. It is considered that these permissions were policy compliant/policy compliant subject to conditions/recommendations placed on the application			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN11**

**Relevant LDP Policies:** EN1 - 8

### **Contextual Changes:**

There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
OB3 EN11 <b>LOCAL</b> Number of planning applications granted which have an adverse effect on the integrity of a Natura 2000 site	Ensure protection of European designated sites as required by paragraph 5.3.9 in Planning Policy Wales, Annex 3 in TAN 5 and policies	1 application permitted contrary to the advice of NRW or the authority's ecologist	No applications were permitted on Natura 2000 sites that do not comply with policy.
<b>Analysis</b>			
During the monitoring period fourteen applications were approved within Natura 2000 sites. Each of these applications were considered to be policy compliant/policy compliant subject to conditions and not contrary to the advice of NRW and the authority's ecologist.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN12**

**Relevant LDP Policies:** EN1 - 8

### **Contextual Changes:**

There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
OB3 EN12  <b>LOCAL</b> Number of planning applications granted which would result in detriment to the favourable conservation status of EU protected species in their natural range or significant harm to species protected by other statute	No application granted permission that would result in detriment to the maintenance of the favourable conservation status of EU protected species in their natural range or significant harm to species protected by other statute	1 application permitted contrary to the advice of NRW or the authority's ecologist	No developments have been permitted contrary to the advice of NRW or the authority's ecologist.
<b>Analysis</b>			
During the monitoring period of the relevant applications approved it is considered that no applications were approved contrary to the advice of NRW or the authority's ecologist. Approved applications were policy compliant/policy compliant subject to conditions/recommendations placed on the permission.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN13**

**Relevant LDP Policies:** KP16, KP18, C5

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Achievement of functional open space requirement across Cardiff as set out in Policy C5	2.43 Ha functional open space per 1,000 population	Less than 2.43 Ha functional open space per 1,000 population	Latest figures show 1.18 ha of functional open space per 1,000 population in Cardiff.  For all types of open space the equivalent figure is 7.44 ha of open space per 1,000 population.
<b>Analysis</b>			
<p>The latest survey of open space shows that the baseline figure for the first Annual Monitoring Report is 1.18 ha of functional open space per 1,000 population in Cardiff. This figure increases if you include educational playing fields to 1.89 functional open space per 1,000 population in Cardiff and if you include all types of open space the equivalent figure is 7.44 ha of open space per 1,000 population, well in excess of the indicator target.</p> <p>Significant additional functional open space will be provided in conjunction with the large strategic housing sites which are at the very early stages of development or are yet to commence. Once significant progress has been made on these sites it is anticipated that the amount of functional open space per 1,000 population will increase over and above the baseline figure identified above.</p>			
<b>Recommendations</b>			
<ul style="list-style-type: none"> <li>• For the purpose of this indicator going forward, it is recommended that 1.18 ha of functional open space per 1,000 population represents the baseline and the target for future monitoring should be an increase in this baseline figure as the strategic housing sites come forward.</li> <li>• No actions are triggered under the first year of performance monitoring.</li> </ul>			

## **Reference OB3 EN14**

**Relevant LDP Policies:** EN13

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Number of Air Quality Management Areas	No more than 4 current AQMA in action	One or more additional AQMA	There are currently 4 AQMA's within Cardiff meaning there has been no change in the number of AQMA's during the monitoring period
<b>Analysis</b>			
<p>There are currently four established AQMAs within Cardiff:</p> <ol style="list-style-type: none"> <li>1. Cardiff City Centre- declared 1st April 2013</li> <li>2. Llandaff- declared 1st April 2013</li> <li>3. Stephenson Court- declared 1s December 2010</li> <li>4. Ely Bridge- declared 1st Feb 2007</li> </ol> <p>Each of these AQMAs was declared as a result of road-traffic derived Nitrogen Dioxide. There is one action plan in place for Ely Bridge AQMA and interim Action Plans have prepared for Cardiff City Centre, Llandaff and Stephenson Court AQMAs.</p> <p>These recommend that further monitoring is undertaken and set out measures to improve air quality in these areas. Such measures include Environmental Health Officers working closely with Planning Officers to advise on any development with the potential for detrimental impacts on air quality, requesting Air Quality Assessments and applying conditions where necessary and working to reduce traffic and emissions through implementation of the Local Transport Plan (LTP).</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN15**

**Relevant LDP Policies:** C4, C5

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Open Space SPG		Failure to adopt SPG within 6 months of adoption of the Plan	The Green Infrastructure SPG, incorporating guidance on open space was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
<b>Analysis</b>			
The Open Space SPG has been incorporated in the Green Infrastructure SPG which was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN16**

**Relevant LDP Policies:** T1

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Public Rights of Way and Development SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Green Infrastructure SPG, incorporating guidance on public rights of way was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
<b>Analysis</b>			
The Public Rights of Way and Development SPG has been incorporated in the Green Infrastructure SPG which was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN17**

**Relevant LDP Policies:** EN8

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Trees and Development SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Green Infrastructure SPG, incorporating guidance on trees and development was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
<b>Analysis</b>			
The Trees and Development SPG has been incorporated in the Green Infrastructure SPG which was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN18**

**Relevant LDP Policies:** EN5, EN6, EN7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Biodiversity SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Green Infrastructure SPG, incorporating guidance on biodiversity was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
<b>Analysis</b>			
The Biodiversity SPG has been incorporated in the Green Infrastructure SPG which was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN19**

**Relevant LDP Policies:** EN14

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Flooding SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Flooding SPG is due to be issued for public consultation in March 2018.
<b>Analysis</b>			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN20**

**Relevant LDP Policies:** KP16, EN3 - EN8

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Natural Heritage Network SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Green Infrastructure SPG, incorporating guidance on the natural heritage network was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
<b>Analysis</b>			
The Natural Heritage Network SPG has been incorporated in the Green Infrastructure SPG which was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB3 EN21**

**Relevant LDP Policies:** EN14

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Archaeologically Sensitive Areas SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Archaeologically Sensitive Areas SPG is due to be issued for public consultation in March 2018.
<b>Analysis</b>			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## Objective 4 – To create sustainable neighbourhoods that form part of a sustainable city

### Reference OB4 SN1

**Relevant LDP Policies:** EN12

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
<b>Local</b> The number and capacity of renewable energy developments permitted	An increase in the number of renewable energy schemes permitted	No increase in the number of renewable energy schemes permitted for two or more consecutive years	No notable renewable energy schemes were permitted during the monitoring period.
<b>Analysis</b>			
<p>In many respects, it is considered that there is relatively limited scope for renewable energy in Cardiff. Unlike some other local authorities in Wales, Cardiff has no Strategic Search Areas (TAN8) thereby restricting the potential for harnessing large-scale onshore wind power. With regards to other technologies, Cardiff is a relatively small area with much of its land already developed. Outside the urban areas, topography, environmental constraints plus relatively high land values constrain opportunities for medium-large renewable energy generation. There are however exceptions, within the former docklands two notable schemes are already in operation including an Energy Recovery Facility in Splott (30MW) and more recently a biomass plant in Tremorfa (2MW). As such, further opportunities relating to these technologies may be somewhat limited.</p> <p>It should also be noted that under the provisions of The Town and Country Planning (General Permitted Development) (Amendment) (Wales) Order 2012, householders and businesses benefit from ‘permitted development’ rights relating to microgeneration/small-scale renewable energy technologies. Given the extent of these rights, it is inevitable that many small-scale renewable energy schemes will take place in Cardiff without the need for obtaining planning permission. Subsequently, holistic monitoring of renewable energy developments is not possible and certain developments will not be captured by this monitoring indicator.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN2**

**Relevant LDP Policies:** KP12, W1

**Contextual Changes:** A 'Waste Planning Monitoring Report' for South East Wales was published in April 2016 (covering the year 2014/15) in response to the requirement in TAN21 for regional waste monitoring.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Maintain a sufficient amount of land and facilities to cater for Cardiff's waste capacity	Maintain a sufficient capacity to cater for Cardiff's waste (to be confirmed at a regional level in accordance with TAN21)	No trigger	A sufficient amount of land and facilities are available to cater for Cardiff's waste capacity
<b>Analysis</b>			
<p>TAN21 and its associated regional monitoring reports will be used to monitor whether each region has enough capacity to manage its waste arising's and anticipate when additional regional capacity will be needed. Cardiff is part of the South East Wales region. The 'Waste Planning Monitoring Report: South East Wales' published in April 2016 concluded that there is no further need for landfill capacity within the South East Wales region and that any proposals for further residual waste treatment should be carefully assessed to ensure that the facility would not result in overprovision.</p> <p>Waste developments of significance within the monitoring period are as follows:</p> <ul style="list-style-type: none"> <li>• An Anaerobic Digestion plant with a capacity of 35,000t which will take food waste from Cardiff and the Vale of Glamorgan opened in Tremorfa in March 2017;</li> <li>• Permission was granted for a replacement HWRC at Lamby Way;</li> <li>• An application to vary a condition at Viridor's Energy Recovery Facility proposed an increased throughput of 425,000t per annum;</li> <li>• An application to modify the s106 agreement at Viridor's Energy Recovery Facility was approved which would allow waste from outside South East Wales to be recovered at the facility.</li> </ul> <p>Therefore, it is considered that policies KP12 and W1 are functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>			
<b>Recommendations</b>			
No action required at present. Continue to monitor.			

## **Reference OB4 SN3**

**Relevant LDP Policies:** KP12, W1, W2

**Contextual Changes:** There have been no contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Amount of household waste recycled	Minimum Overall Recycling - 58% by 2016, 64% by 2020 and 70% by 2025. Maximum Landfill = n/a by 2016, 10% by 2020 and 5% by 2025	Minimum Overall Recycling - Less than 58% by 2016, 64% by 2020 and 70% by 2025, Maximum Landfill = n/a by 2016, less than 10% by	The amount of household waste recycled in 2015/16 was 58.2% and amount sent to landfill was 7.5%
<b>Analysis</b>			
<p>Latest figures produced by Welsh Government show that the household recycling rate in 2015/16 was 58.2% which met the target set out above. This rate continues an upward trend over the last few years as rates in 2014/15 were 53.4% and 2013/14 were 49.7%. Only 7.5% of household waste was sent to landfill in 2015/16 which is below the 10% target for 2020 set out above. This percentage represents a significant reduction from 2012/13 when 39% was sent to landfill.</p> <p>Therefore, it is considered that policies KP12. W1 and W2 are functioning effectively in this regard. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN4**

**Relevant LDP Policies:** KP12, W1, W2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Applications received for waste management uses on B2 sites	Maintain a sufficient range and choice of waste management facilities	1 or more applications refused in any 1 year	No applications for waste management uses on B2 land refused
<b>Analysis</b>			
<p>During the monitoring period, one application for a change of use to a scrap yard on B2 land was approved. No applications for waste management uses on B2 land were refused during the monitoring period.</p> <p>An application to modify the s106 agreement relating to Viridor's energy recovery facility was approved which would allow waste from outside south east Wales to be processed at the facility. An application to vary a condition allowing up to 425,000 tonnes of waste to be treated at the facility was granted, subject to s106 agreement.</p> <p>Therefore, it is considered that policies KP12 and W2 are functioning effectively in this regard. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN5**

**Relevant LDP Policies:** KP11, M7

**Contextual Changes:** There have been no contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Maintain a minimum 10 year landbank of crushed rock reserves	10 year supply	Less than 10 year supply	More than 10 year supply maintained throughout the plan period
<b>Analysis</b>			
<p>The most recent published data on the landbank is the SWRAWP Annual Report 2014. This states that Cardiff has a landbank of crushed rock of 32 years based on a 3 year average of sales (2012-2014) and 37 years based on a 10 year average of sales (2005-2014). The Annual Report for 2015 has not yet been published and data for 2016 is currently being collated. The Council cannot publish any information on rates of sales in relation to reserves in an uncollated format due to the need to protect the commercial confidentiality of operators.</p> <p>Given that there would be a landbank in excess of 10 years at the end of the plan period in 2026, it is considered that policy M7 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN6**

**Relevant LDP Policies:** KP11, M6

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Amount of development within Sand Wharf Protection Area	No permanent development which would prejudice the ability to land marine dredged sand and gravel will be permitted within the safeguarded sand wharfs which is contrary to Policy M6	1 application permitted for development in any 1 year	No applications permitted with the Sand Wharf Protection Area
<b>Analysis</b>			
During the monitoring period no applications were permitted within the Sand Wharf Protection Area. It is, therefore, considered that policy M6 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN7**

**Relevant LDP Policies:** KP11, M7

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Amount of development permitted within a mineral safeguarding area	No permanent sterilising development as defined in MPPW/MTAN 1 will be permitted within a Mineral Safeguarding Area which is contrary to Policy M7 of the Plan	1 application permitted for development in any 1 year	No permanently sterilising developments permitted contrary to policy M7
<b>Analysis</b>			
<p>During the monitoring period three applications located within mineral safeguarding areas were approved:</p> <ul style="list-style-type: none"> <li>• Retention of and extension to a stable block located within the Limestone Safeguarding Area;</li> <li>• Wooden pavilion at an existing cricket ground within the Limestone Safeguarding Area;</li> <li>• Drive through coffee shop, where part of the site area was within the Sand and Gravel Safeguarding Area.</li> </ul> <p>The stable block and cricket pavilion would not be considered permanent development. The part of the coffee shop proposal which fell within the safeguarding area was indicated as being for car parking, so would be unlikely to permanently sterilise the mineral resource.</p>			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN8**

**Relevant LDP Policies:** M2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Number of planning permissions permitted for extraction of aggregate mineral not in line with Policy M2	0 planning permissions permitted	1 application permitted for development in any 1 year	No applications permitted for extraction of aggregate mineral not in line with Policy M2
<b>Analysis</b>			
During the monitoring period no applications for mineral extraction which could be considered to be not in line with Policy M2 were permitted.			
An application for a lateral extension to Creigiau Quarry was approved subject to s106 agreement in October 2016.			
<b>Recommendations</b>			
No action required at present. Continue to monitor.			

## **Reference OB4 SN9**

**Relevant LDP Policies:** M4

**Contextual Changes:** There have been no contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Number of planning permissions for inappropriate development e.g. dwellings/ mineral working, permitted in Minerals Buffer Zones contrary to Policy M4	1 planning permission permitted	1 application permitted for development in any 1 year	No applications for inappropriate development permitted within the Minerals Buffer Zones
<b>Analysis</b>			
During the monitoring period no applications for inappropriate development were permitted within the Minerals Buffer Zones. It is, therefore, considered that policy M4 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN10**

**Relevant LDP Policies:** M3

**Contextual Changes:** There have been no contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Number of prohibition orders issued on dormant sites	Ensure that those dormant sites deemed not likely to be re-worked in the future (as part of the annual review) are served with prohibition orders	LPA fails to serve prohibition orders on sites that are deemed not likely to be re-worked in the future	No prohibition orders served in the monitoring period. Work has progressed in securing the closure of southern and western parts of Creigiau Quarry in line with M3
<b>Analysis</b>			
<p>The Council has not served any prohibition orders within the monitoring period.</p> <p>Planning application 15/01953/MJR concerning Creigiau Quarry was approved subject to s106 agreement in October 2016. The proposal would allow an extension to the south east of the current quarry area and would also secure a relinquishment of the southern and western parts of the site. The s106 agreement is yet to be finalised.</p> <p>It is considered that further research and investigation into the appropriateness of serving prohibition orders be carried out. The Council will continue to monitor progress on the application at Creigiau Quarry.</p>			
<b>Recommendations</b>			
Further research on prohibition orders is required. Continue to monitor.			

## Reference OB4 SN11

**Relevant LDP Policies:** KP17: Built Heritage, EN9: Conservation of the Historic Environment

### **Contextual Changes:**

From 16 March 2016, there has been a requirement for applicants to undertake pre-application consultation applies to all planning applications for ‘major’ development (full or outline) for development affecting a scheduled monument or its setting, registered historic landscapes, registered historic parks or gardens

This requirement also falls upon a local authority when a major application affecting one of these assets is registered.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
OB4 SN11  <b>LOCAL</b> Number of applications permitted contrary to Policy EN9 that would adversely affect Scheduled Ancient Monuments, registered historic parks and gardens, Listed Buildings or Conservation Areas	No developments permitted over the course of the Plan where there is an outstanding objection from statutory heritage advisors or that would adversely affect Scheduled Ancient Monuments, registered historic parks and gardens, Listed Buildings or Conservation Areas	1 application permitted for development in any 1 year where there is an outstanding objection from statutory heritage advisors	No developments have been permitted with an outstanding objection from statutory heritage advisors.
<b>Analysis</b>			
During the monitoring period ninety-four relevant applications were received on historic environment assets. Of these applications all were considered to be policy compliant/policy compliant subject to conditions/recommendations placed on the permission. No applications were permitted with an outstanding objection from statutory heritage advisors.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN12**

**Relevant LDP Policies:** KP2 (A-H), KP4, KP6

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Delivery of each key principle from the Strategic Sites Masterplanning Framework as embedded in the LDP to ensure delivery of key infrastructure including sustainable transportation interventions, social and community facilities, together with any other key Masterplanning requirements	Failure of any key principles being effectively delivered in accordance with details which are approved through the Development Management process (e.g. S106 obligations & planning conditions)	1 (or more) key principles not delivered	As of June 2017, planning permission(s) have been granted at Strategic Sites C (North West Cardiff), F (North East Cardiff – West of Pontprennau) and G (East of Pontprennau Link Road). Associated S106 agreements link to infrastructure provision identified through policies KP2(A-H). To date, construction work has only commenced at Site G and the delivery of infrastructure provision identified through the associated S106 agreements will be monitored as schemes progress over the coming years.
<b>Analysis</b>			
All of the LDP Strategic Sites are at their initial stages of development (submission of planning applications / granting of permissions etc) and, as such, the delivery of infrastructure provision onsite will commence over the coming years. At this stage (2017) it is only possible to monitor Strategic Site infrastructure provision through the details set out in the S106 agreements associated with the granting of planning permissions. These details will be identified in the 2017 update of the Cardiff Infrastructure Plan to be completed later in 2017			
<b>Recommendations</b>			
<ul style="list-style-type: none"> <li>• Continue to monitor the delivery of Strategic Site infrastructure provision through annual updates of the Cardiff Infrastructure Plan.</li> <li>• No actions are triggered under the first year of performance monitoring.</li> </ul>			

## **Reference OB4 SN13**

**Relevant LDP Policies:** KP6

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Preparing an annual Infrastructure Plan and Infrastructure Plan Delivery Report update.	Update the Infrastructure Plan and Infrastructure Plan Delivery Report annually to reflect the latest available information with regard to key infrastructure, costs/funding and estimated timescales.	Failure to update the Infrastructure Plan and Infrastructure Plan Delivery Report annually.	The current (2016) version of the Cardiff Infrastructure Plan was published in September. The 2017 version is currently being prepared in advance of completion later in 2017
<b>Analysis</b>			
<ul style="list-style-type: none"> <li>• A review / update of the Cardiff Infrastructure Plan is undertaken on an annual basis, with the current version having been published in September 2016.</li> <li>• Works is currently being undertaken to update the Infrastructure Plan for 2017, which will be published in the autumn. The structure of the document is being amended to capture / record the S106 agreements for permissions granted on LDP Strategic Sites and the associated delivery of infrastructure provision going forward.</li> </ul>			
<b>Recommendations</b>			
<ul style="list-style-type: none"> <li>• No actions are triggered under the first year of performance monitoring.</li> </ul>			

## **Reference OB4 SN14**

**Relevant LDP Policies:** T5

**Contextual Changes:** The requirements of the SPG have changed significantly from those originally foreseen, giving rise to the need for extensive additional technical work, which together with a lack of staff resource, has meant significant delays in its progress towards delivery.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>Local</b> Design and Parking Guidance SPG (incorporating Access, Circulation and Parking Requirements SPG and sustainable design guidance)	To deliver the SPG	Failure to adopt SPG within 6 months of adoption of the Plan	The Draft SPG is in the process of being finalised.
<b>Analysis</b>			
<p>The Council adopted the LDP on the 28th of January 2016. The intention was that the SPG should have been adopted by the end of July 2016.</p> <p>However, progress on the document has been delayed due to the extensive additional technical work which has been required in preparing the guidance, in combination with limitations of workloads and staffing capacity.</p> <p>The substantial technical work needed has been as a result of changing requirements (e.g. the need to establish new cycle parking standards), but also crucially the need to give the agents of developers significantly more guidance on methodology than has been historically required. This is because of a lack of willingness for some agents/consultants to cooperate with providing the Council the information needed to determine applications in an efficient and effective manner, and to demonstrate sufficient mitigation measures, in order to support future demand and the delivery of modal split targets.</p> <p>The future timescales for delivery of the SPG are anticipated that internal and member consultation to be undertaken during 2017, with publication of the draft SPG expected for public consultation in 2017/18. It should also be noted, that some technical parts of the SPG will be 'live' working documents in the appendices, which will be amended as the new approaches are applied.</p>			
<b>Recommendations</b>			

Prioritise resources to the delivery of the SPG as per the above timescales, to ensure adoption in 2018.

## **Reference OB4 SN15**

**Relevant LDP Policies:** W1, W2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Locating Waste Management Facilities SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Locating Waste Management Facilities SPG was approved in January 2017
<b>Analysis</b>			
The SPG was approved by Council on 26 <sup>th</sup> January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
<b>Recommendations</b>			
No action is required.			

## **Reference OB4 SN16**

**Relevant LDP Policies:** KP5

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Infill Sites Design Guidance SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Infill Sites Design Guidance SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
<b>Analysis</b>			
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN17**

**Relevant LDP Policies:** KP5

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Tall Buildings SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Tall Buildings SPG was approved in January 2017
<b>Analysis</b>			
The SPG was approved by Council on 26 <sup>th</sup> January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
<b>Recommendations</b>			
No action is required.			

## **Reference OB4 SN18**

**Relevant LDP Policies:** KP5

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Householder Design Guidance SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Residential Design Guidance SPG was approved in January 2017
<b>Analysis</b>			
The SPG has been renamed Residential Design Guidance SPG and was approved by Council on 26 <sup>th</sup> January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
<b>Recommendations</b>			
No action is required.			

## **Reference OB4 SN19**

**Relevant LDP Policies:** KP5

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Public Art SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Public Art SPG is due to be issued for public consultation in March 2018.
<b>Analysis</b>			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN20**

**Relevant LDP Policies:** R8

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Food Drink and Leisure Uses and Premises for Eating, Drinking and Entertainment in Cardiff City Centre SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
<b>Analysis</b>			
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN21**

**Relevant LDP Policies:** W1, W2

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Waste Collection and Storage Facilities SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Waste Collection and Storage Facilities SPG was approved in October 2016
<b>Analysis</b>			
The SPG was approved by Council on 20 <sup>th</sup> October 2016 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
<b>Recommendations</b>			
No action is required.			

## **Reference OB4 SN22**

**Relevant LDP Policies:** H5

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Design Guidance and Standards for Flat Conversions SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Design Guidance and Standards for Flat Conversions SPG is due to be issued for public consultation in March 2018.
<b>Analysis</b>			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## **Reference OB4 SN23**

**Relevant LDP Policies:** EN12

**Contextual Changes:** There have been no significant contextual changes relating to this policy area during the monitoring period.

<b>Indicator</b>	<b>Target</b>	<b>Trigger</b>	<b>Performance</b>
<b>LOCAL</b> Renewable Energy Assessments SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Renewable Energy Assessments SPG is due to be issued for public consultation in March 2018.
<b>Analysis</b>			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2 <sup>nd</sup> AMR in 2018.			
<b>Recommendations</b>			
No action is required at present. Continue to monitor.			

## 6. Sustainability Appraisal Monitoring

### Methodology

The Sustainability Appraisal monitoring expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) Monitoring Objectives. The data collated includes a mix of qualitative and quantitative data with a commentary in the latter column to describe the progress and provide a recommendation.

Indicators may have been amended where there is a data gap to allow for similar information to be collated, the text is italicised to identify indicators where a change has been made. There is also overlap with some LDP indicators, these indicators are marked in bold and coloured green for clarity. This is intended to provide an indication of how the LDP monitoring and SA monitoring are interlinked. A brief commentary is provided although reference should be made to Section 5 LDP Policy Analysis for additional information.

There are a number of SA indicators where information is not published annually, for example those based on the census. The purpose of the monitoring framework is to review changes on an annual basis, as a consequence these are not necessarily going to be useful moving forward in terms of future monitoring. They have however been retained in order to provide a baseline, further work will be undertaken in time for the next AMR to determine whether alternative sources of information are available.

The traffic light rating system used for the LDP Monitoring Indicators has not been taken forward for use with the SA Monitoring. Many of the SA objectives are aspirational. In addition, the LDP alone would not be the only factor that would need to be considered in achieving their aims. The SA Monitoring does not include targets as such, unlike the LDP monitoring, it would therefore prove difficult to interpret the commentary into a traffic light rating. This is the first SA monitoring to be undertaken since the adoption of the LDP and it provides a baseline only, emerging trends are therefore not apparent. Accordingly, the direction of change is not included in the commentary for this monitoring period but will be included in future AMRs. This will be utilised to assess the LDPs progression towards meeting the identified sustainable development indicators.

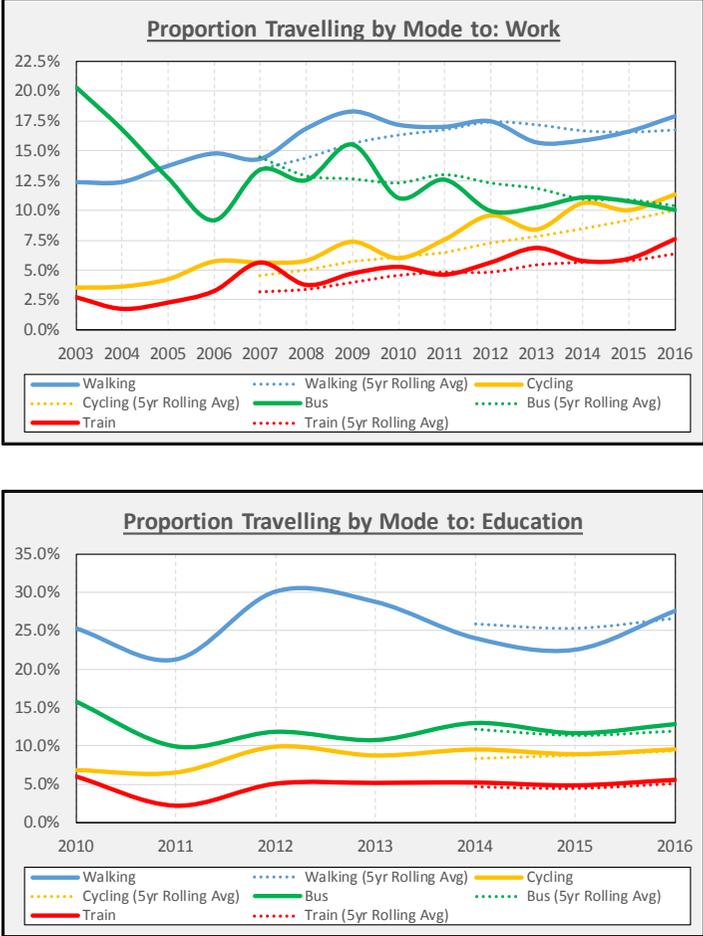
Information contained in the SA monitoring framework in the main relates to a wide range of data produced internally, by various departments of the Council and externally from other organisations. Where data has been sourced externally, a footnote is provided to ensure the data source is easily identifiable.

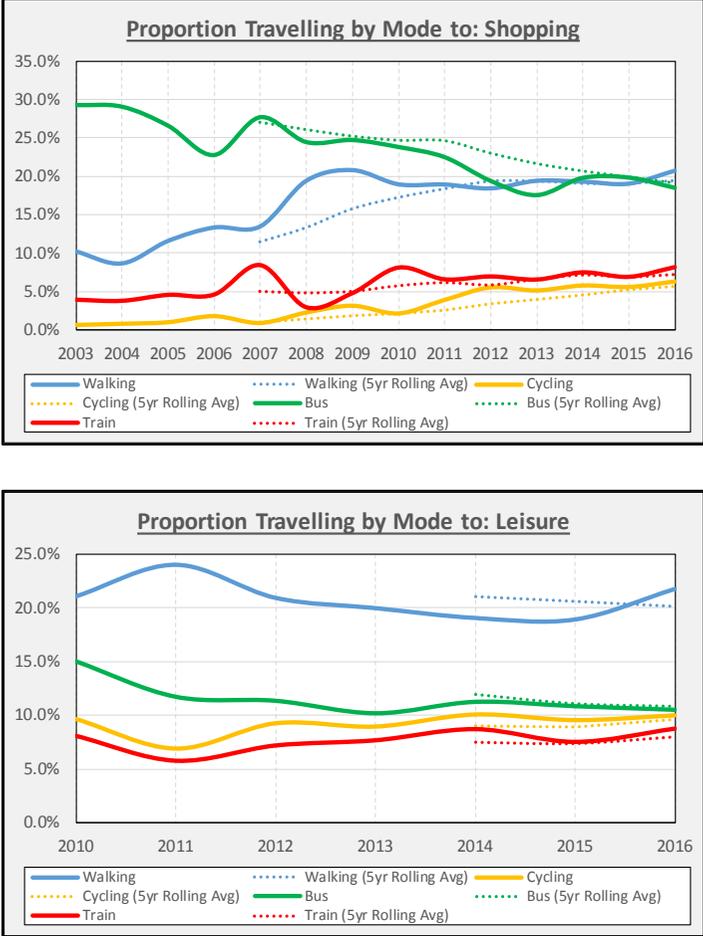
SA objective	Indicator	Target	Data	Commentary
1. Help deliver equality of opportunity and access for all	The percentage of population in the 100 most deprived wards in Wales	Reduction	12% is the 2015 baseline	The latest Welsh Index of Multiple Deprivation data from 2015 shows that 12% of the population of Cardiff is in the 100 most deprived wards in Wales
	The number of net additional affordable dwellings built	6,646 net affordable units over the remaining Plan period (representing an average of 22.8% of total housing provision)	579	From 2014/15 to 2016/17 a total of 579 affordable dwellings were completed leaving a residue of 6,067 dwellings to be completed over the remaining 9 years to 2026.
	Total number of Gypsy and Traveller pitches for residential accommodation	Net increase	No increase	Work ongoing to identify new site for Gypsy and Traveller pitches.

SA objective	Indicator	Target	Data	Commentary
2. Maintain and improve air quality	NO2 levels	40µgm3	Exceedance's of the 40µgm3 within the declared AQMAs	The 2015 nitrogen dioxide Council monitoring data shows a number of sites representative of relevant exposure with exceedances of the 40µgm3 annual mean objective. These sites are predominantly contained within the declared AQMAs. However, there are two monitoring locations (Station Terrace & Ocean Way) which are not located within AQMAs, but it should be noted that annual exceedances are not out of character for these sites and are in locations not representative of relevant exposure.
3. Protect and enhance biodiversity, flora and fauna	Number and extent of designated sites of importance (SACs, SPAs, SSSIs, Ramsars, LNRs and SINCs, ancient woodland)	No loss of area	No loss of area	It is considered that there has been no loss of area as a result of applications permitted within the monitoring period. It is considered that all relevant applications permitted during the monitoring period were policy compliant/policy compliant subject to conditions/recommendations placed on the permission
	Condition of SSSIs	No reduction in condition	No reduction in condition	It is considered that there has been no reduction in the condition of SSSIs as a result of applications permitted within the monitoring period. It is considered that all relevant applications permitted during the monitoring period were policy compliant/policy compliant subject to conditions/recommendations placed on the permission.

SA objective	Indicator	Target	Data	Commentary
	Extent of Local Biodiversity Action Plan priority habitats	No reduction in extent		Local Biodiversity Action Plans are not currently being progressed. To be updated once a replacement has been established.
4. Reduce emissions of greenhouse gases that cause climate change and adapt to its effects	Traffic volumes (vehicle-km)	n/a	2015 = 2,927 2016 = 2,991 Change = +2.2%	<p>According to DfT published road traffic statistics data, traffic volumes in Cardiff have increased by a significant 2.2% from 2,927 to 2,991 million vehicle-km between 2015 and 2016, respectively. This level of growth is consistent with the average for the region, for GB and for Wales as a whole, and comparable to that for many local authorities.</p> <p>Examining the longer term trends as presented below, it is clear that historically traffic volumes have been increasing, but that these dipped between around 2008 and 2012, likely due to the economic downturn, and have since returned to their previous levels –</p>

SA objective	Indicator	Target	Data	Commentary																																																																											
				<p><b>Cardiff Traffic Volume Trends</b></p> <table border="1"> <caption>Estimated data from Cardiff Traffic Volume Trends graph</caption> <thead> <tr> <th>Year</th> <th>Absolute Values (million vehicle-km)</th> <th>Rolling Averages (million vehicle-km)</th> </tr> </thead> <tbody> <tr><td>1993</td><td>2450</td><td>2450</td></tr> <tr><td>1994</td><td>2500</td><td>2500</td></tr> <tr><td>1995</td><td>2550</td><td>2550</td></tr> <tr><td>1996</td><td>2600</td><td>2600</td></tr> <tr><td>1997</td><td>2650</td><td>2650</td></tr> <tr><td>1998</td><td>2700</td><td>2700</td></tr> <tr><td>1999</td><td>2750</td><td>2750</td></tr> <tr><td>2000</td><td>2700</td><td>2700</td></tr> <tr><td>2001</td><td>2750</td><td>2750</td></tr> <tr><td>2002</td><td>2800</td><td>2800</td></tr> <tr><td>2003</td><td>2850</td><td>2850</td></tr> <tr><td>2004</td><td>2950</td><td>2850</td></tr> <tr><td>2005</td><td>2850</td><td>2850</td></tr> <tr><td>2006</td><td>2900</td><td>2850</td></tr> <tr><td>2007</td><td>2950</td><td>2850</td></tr> <tr><td>2008</td><td>2850</td><td>2850</td></tr> <tr><td>2009</td><td>2800</td><td>2850</td></tr> <tr><td>2010</td><td>2750</td><td>2850</td></tr> <tr><td>2011</td><td>2750</td><td>2850</td></tr> <tr><td>2012</td><td>2750</td><td>2850</td></tr> <tr><td>2013</td><td>2750</td><td>2850</td></tr> <tr><td>2014</td><td>2850</td><td>2850</td></tr> <tr><td>2015</td><td>2900</td><td>2850</td></tr> <tr><td>2016</td><td>2950</td><td>2850</td></tr> </tbody> </table>	Year	Absolute Values (million vehicle-km)	Rolling Averages (million vehicle-km)	1993	2450	2450	1994	2500	2500	1995	2550	2550	1996	2600	2600	1997	2650	2650	1998	2700	2700	1999	2750	2750	2000	2700	2700	2001	2750	2750	2002	2800	2800	2003	2850	2850	2004	2950	2850	2005	2850	2850	2006	2900	2850	2007	2950	2850	2008	2850	2850	2009	2800	2850	2010	2750	2850	2011	2750	2850	2012	2750	2850	2013	2750	2850	2014	2850	2850	2015	2900	2850	2016	2950	2850
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	<p>% of people walking, cycling, travelling by bus and train for each journey purpose</p>	<p>n/a</p>	<p>Work (2016):  Walking = 17.9%  Cycling = 11.3%  Bus = 10.0%  Train = 7.6%</p> <p>Education (2016):  Walking = 27.6%  Cycling =</p>	<p>Historic trends for these modes and the main journey purposes are provided below, based on results of the Ask Cardiff Survey –</p>																																																																											

SA objective	Indicator	Target	Data	Commentary
			<p>9.6% Bus = 12.8% Train = 5.6%</p> <p>Shopping (City Centre) (2016): Walking = 18.4% Cycling = 6.6% Bus = 26.7% Train = 11.3%</p> <p>Shopping (Other) (2016): Walking = 23.5% Cycling = 6.0% Bus = 8.9% Train = 4.4%</p> <p>Leisure (2016): Walking = 21.8%</p>	 <p><b>Proportion Travelling by Mode to: Work</b></p> <p><b>Proportion Travelling by Mode to: Education</b></p>

SA objective	Indicator	Target	Data	Commentary
			Cycling = 10.0% Bus = 10.5% Train = 8.8%	 <p>The above illustrate that the proportion travelling by each of these modes and for each journey purpose is rising. The exception being bus; while for travel to education and out of</p>

SA objective	Indicator	Target	Data	Commentary
				<p>town shopping this has increased, otherwise the proportion travelling by bus has decreased.</p> <p>The data also demonstrate that walking is the most significant mode at typically around 20% for each journey purpose, the only exception being for travel for shopping in the City Centre, where the proportion travelling by bus is even higher at more than 25%.</p>
	No. residents working in Cardiff, no. people commuting out of Cardiff, no. people commuting into Cardiff	n/a	<p>Residents Working in Cardiff: 2015 = 131,400 2016 = 139,500 (+6%)</p> <p>Residents Commuting Out of Cardiff: 2015 = 34,000 2016 = 27,700 (-19%)</p> <p>Commuting into Cardiff from Outside: 2015 = 84,400 2016 = 89,700 (+7%)</p>	<p>According to data from the Annual Population Survey as published by the Welsh Government, there are currently 229,200 people working in Cardiff. Of these around 139,500 are resident in Cardiff, with the remaining 89,700 having travelled in from outside (all modes). Meanwhile, around 27,700 residents currently commute outside of the authority.</p> <p>The total number working in Cardiff has increased by 6% since 2015, with a similar 7% increase over the same period in those commuting into Cardiff from outside. The data also demonstrates a large decrease in the number of residents working outside of Cardiff (-19%), to instead work within the authority. This could be as a result of increased attractive employment opportunities in recent years within Cardiff itself, resulting in a reduced need to travel outside in order to seek employment.</p> <p>The number and proportion of those travelling into Cardiff to work by origin, is provided in the table below –</p>

SA objective	Indicator	Target	Data	Commentary			
			Total Working in Cardiff: 2015 = 215,400 2016 = 229,200 (+6%)	Origin	2015	2016	Change
				Blaenau Gwent	1,000 (0.5%)	1,100 (0.5%)	10%
				Bridgend	6,200 (3%)	7,700 (3%)	24%
				Caerphilly	13,200 (6%)	14,300 (6%)	8%
				Cardiff (Internal)	131,400 (61%)	139,500 (61%)	6%
				Merthyr Tydfil	1,500 (1%)	2,700 (1%)	80%
				Monmouthshire	2,500 (1%)	2,300 (1%)	-8%
				Newport	9,700 (5%)	8,100 (4%)	-16%
				Rhondda Cynon Taf	18,800 (9%)	22,000 (10%)	17%
				Vale of Glamorgan	20,300 (9%)	20,100 (9%)	-1%
				Torfaen	3,100 (1%)	3,500 (2%)	13%
				<b>TOTAL From Region (excl. Cardiff)</b>	<b>76,300 (35%)</b>	<b>81,800 (36%)</b>	<b>7%</b>
				<b>TOTAL From Outside Region</b>	<b>7,700 (4%)</b>	<b>7,900 (3%)</b>	<b>3%</b>
				<b>TOTAL Commuting In</b>	<b>84,000 (39%)</b>	<b>89,700 (39%)</b>	<b>7%</b>
				<b>TOTAL Working in Cardiff</b>	<b>215,400 (100%)</b>	<b>229,200 (100%)</b>	<b>6%</b>

SA objective	Indicator	Target	Data	Commentary
				<p>As can be seen from the above, there are currently around 81,000 commuting into Cardiff from the Southeast Wales region. Of these the most significant proportion are from Rhondda Cynon Taf (10% of total working in Cardiff), Vale of Glamorgan (9%), Caerphilly (6%), Newport (4%), and Bridgend (3%).</p> <p>The number commuting from the region has risen by 7% since 2015, with large increases over this period from Merthyr Tydfil (+80%), Bridgend (+24%), Rhondda Cynon Taf (+17%), and Torfaen (+13%). Meanwhile, the proportion from Newport and Monmouthshire has declined over the same period, by 16% and 8% respectively.</p>
	Modal split	'At least 50% of all trips on Cardiff's transport network. made by sustainable modes by the end of the Plan period in 2026'	<p>Absolute Values: 2015 = 46.0% 2016 = 50.3%</p> <p>5yr Rolling Averages: 2015 = 47.6% 2016 = 48.0%</p>	<p>Travel by mode is recorded each year in the Ask Cardiff Survey for the following journey purposes – Work, Education, Shopping (City Centre), Shopping (Other), and Leisure. However this does not take into account business-related journeys, escort journeys which are not education based, or journeys for personal business. Therefore, in order to account for these unobserved journey purposes, it is necessary to infill with data from the National Travel Survey (NTS), as published annually by the DfT in Table NTS0409. Note that in past analyses the DfT's TEMPRO had been used for this purpose. This same NTS dataset is also used to relatively proportion each journey purpose such as to arrive at a single figure for use of sustainable modes for all journeys.</p> <p>The resulting figures show that as of 2016, 50% of all journeys are already being made by sustainable modes, an increase</p>

SA objective	Indicator	Target	Data	Commentary																																																								
				<p>from 46.0% in 2015. While it may appear that the 2026 target has already been achieved, when taking a more representative 5yr rolling average, the current trend is at 48.0%, compared with 47.6% in 2015. Nevertheless, the reality is that significant efforts shall be required in order to maintain a 50% mode-split, in the face of the increased pressure from a 12% rise in population projected between 2016 and 2026, and with a corresponding growth in the number of trips.</p> <p>A breakdown of the proportions of total trips, which travel sustainably by each journey purpose, based on the methodology described previous, is provided in the table below –</p> <table border="1"> <thead> <tr> <th></th> <th>Work</th> <th>Education</th> <th>Leisure</th> <th>Shopping</th> <th>Other</th> <th>All Journeys</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>6.4%</td> <td>6.9%</td> <td>20.2%</td> <td>11.5%</td> <td>6%</td> <td>50.7%</td> </tr> <tr> <td>2011</td> <td>6.8%</td> <td>7.4%</td> <td>17.5%</td> <td>10.7%</td> <td>6%</td> <td>48.2%</td> </tr> <tr> <td>2012</td> <td>6.7%</td> <td>8.0%</td> <td>17.3%</td> <td>10.4%</td> <td>6%</td> <td>48.0%</td> </tr> <tr> <td>2013</td> <td>6.7%</td> <td>7.8%</td> <td>16.8%</td> <td>10.2%</td> <td>6%</td> <td>47.0%</td> </tr> <tr> <td>2014</td> <td>7.3%</td> <td>7.1%</td> <td>18.1%</td> <td>10.5%</td> <td>6%</td> <td>48.6%</td> </tr> <tr> <td>2015</td> <td>7.0%</td> <td>6.1%</td> <td>16.8%</td> <td>10.6%</td> <td>5%</td> <td>46.0%</td> </tr> <tr> <td>2016</td> <td>7.3%</td> <td>7.3%</td> <td>19.2%</td> <td>11.1%</td> <td>5%</td> <td>50.3%</td> </tr> </tbody> </table> <p>The above is illustrated graphically in the stacked chart below. This demonstrates that of all those currently travelling sustainably, the largest proportion are made up for Leisure-</p>		Work	Education	Leisure	Shopping	Other	All Journeys	2010	6.4%	6.9%	20.2%	11.5%	6%	50.7%	2011	6.8%	7.4%	17.5%	10.7%	6%	48.2%	2012	6.7%	8.0%	17.3%	10.4%	6%	48.0%	2013	6.7%	7.8%	16.8%	10.2%	6%	47.0%	2014	7.3%	7.1%	18.1%	10.5%	6%	48.6%	2015	7.0%	6.1%	16.8%	10.6%	5%	46.0%	2016	7.3%	7.3%	19.2%	11.1%	5%	50.3%
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				<p>based trips. Currently both Work and 'Other' trips are failing to achieve the 50% sustainable target, at 48% and 25%, respectively. This is in spite of Work-related trips making up 15% of the overall demand, and 'Other' trips accounting for a further 22% (37% with both combined). This therefore demonstrates the importance of these journey purposes towards achieving the 50:50 modal split for all journeys by 2026 –</p> <div data-bbox="1272 609 2069 1114" data-label="Figure"> <p><b>Proportion of Sustainable Travel by Journey Purpose</b></p> <table border="1"> <caption>Estimated data from the chart</caption> <thead> <tr> <th>Year</th> <th>Work</th> <th>Education</th> <th>Leisure</th> <th>Shopping</th> <th>Other</th> <th>TOTAL Sustainable</th> <th>Target 50:50</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>10%</td> <td>10%</td> <td>15%</td> <td>10%</td> <td>5%</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>2011</td> <td>10%</td> <td>10%</td> <td>15%</td> <td>10%</td> <td>5%</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>2012</td> <td>10%</td> <td>10%</td> <td>15%</td> <td>10%</td> <td>5%</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>2013</td> <td>10%</td> <td>10%</td> <td>15%</td> <td>10%</td> <td>5%</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>2014</td> <td>10%</td> <td>10%</td> <td>15%</td> <td>10%</td> <td>5%</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>2015</td> <td>10%</td> <td>10%</td> <td>15%</td> <td>10%</td> <td>5%</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>2016</td> <td>10%</td> <td>10%</td> <td>15%</td> <td>10%</td> <td>5%</td> <td>50%</td> <td>50%</td> </tr> </tbody> </table> </div> <p>A further consideration is that the above measure relates to an average across the day. However, the greatest pressures are known to occur during peak periods when a higher proportion of movements are made by car.</p>	Year	Work	Education	Leisure	Shopping	Other	TOTAL Sustainable	Target 50:50	2010	10%	10%	15%	10%	5%	50%	50%	2011	10%	10%	15%	10%	5%	50%	50%	2012	10%	10%	15%	10%	5%	50%	50%	2013	10%	10%	15%	10%	5%	50%	50%	2014	10%	10%	15%	10%	5%	50%	50%	2015	10%	10%	15%	10%	5%	50%	50%	2016	10%	10%	15%	10%	5%	50%	50%
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	Delivery of transport	As per the LDP and site	SSA. Cardiff Central	The following sustainable infrastructure and initiatives have been agreed to be delivered as part of the key strategic sites,																																																																

SA objective	Indicator	Target	Data	Commentary
	infrastructure as part of key strategic sites	masterplans	<p>Enterprise Zone - S106 Funding Contributions:</p> <ul style="list-style-type: none"> <li>16/02731/MJR Integrated Transport Hub (Awaiting signing of S106)</li> </ul> <p>SSC. NW Cardiff - S106 Funding Contributions:</p> <ul style="list-style-type: none"> <li>14/02157/MJR - Land North &amp; South of Llantrisant Road £605,000 (£5,000 Received)</li> </ul>	<p>which will help to reduce greenhouse gas emissions –</p> <p><b>SSA. Cardiff Central Enterprise Zone</b></p> <p>16/02731/MJR - Integrated Transport Hub:</p> <ul style="list-style-type: none"> <li>Integrated Transport Hub, based on 14 stands with DIRO arrangement</li> <li>500-space Bike Store Facility</li> </ul> <p><b>SSC. NW Cardiff</b></p> <p>14/02157/MJR - Land North &amp; South of Llantrisant Road:</p> <ul style="list-style-type: none"> <li>Cycle parking, including at Radyr Station</li> <li>3x new priority access junctions on Newport Road, with footways, cycleways &amp; crossing facilities</li> <li>New 3m wide eastbound bus lane on Llantrisant Road with associated bus stops</li> <li>New traffic signal control junction at Llantrisant Road/Heol Isaf, with Toucan facilities on all arms, bus lane on southern arm, and associated footways &amp; cycleways</li> <li>New raised roundabout with zebra crossing on Newport Road</li> <li>2x new Toucan crossing facilities</li> <li>Subsidy to provide extension to existing bus services for 2 years between Danescourt and Clos Parc Radyr</li> </ul>

SA objective	Indicator	Target	Data	Commentary
			<ul style="list-style-type: none"> <li data-bbox="1021 277 1227 533">• 14/02733/MJR – Plasdwr £26.03 million (Subject to Schedule)</li> <li data-bbox="1021 580 1227 906">• 16/00106/MJR - Goitre Fach Farm £1.29 million (Subject to Schedule)</li> <li data-bbox="1021 954 1227 1279">• 14/02188/MJR - South of Pentreban e £1.33 million (Subject to Schedule)</li> </ul> <p data-bbox="972 1327 1178 1391">SSD. North of J33 - S106</p>	<ul style="list-style-type: none"> <li data-bbox="1285 277 2107 341">• Provision of 1-year free bus pass &amp; £50 cycle voucher to first residential occupiers</li> </ul> <p data-bbox="1240 389 1599 421">14/02733/MJR - Plasdwr:</p> <ul style="list-style-type: none"> <li data-bbox="1285 469 2085 533">• New traffic control junction at Llantrisant Road/Crofft-y-Genau, with Toucan facilities on all arms (J1)</li> <li data-bbox="1285 549 2063 612">• New tabled zebra crossing on Rhydlafer Drive, with footway widening &amp; shared use</li> <li data-bbox="1285 628 1951 692">• Safeguarding of corridor for the provision of northbound bus lane on Crofft-y-Genau Road</li> <li data-bbox="1285 708 1973 740">• Spine-road treatment on Crofft-y-Genau Road</li> <li data-bbox="1285 756 2040 820">• New traffic control access junction on Llantrisant Road, with cycle feeder lanes &amp; dropped kerbs (J2)</li> <li data-bbox="1285 836 2085 900">• Safeguarding of land for the provision of a northbound bus lane at the southern arm to J2</li> <li data-bbox="1285 916 2107 1011">• New traffic control junction at Llantrisant Road/Clos Park Radyr, with formal crossings to link cycle tracks &amp; cycle feeder lanes (J3)</li> <li data-bbox="1285 1027 2063 1059">• New northbound bus lane at the southern arm to J3</li> <li data-bbox="1285 1075 2063 1171">• 3x new priority access junctions on Llantrisant Road, with crossing facilities, footways, cycleways, shared use &amp; raised tables (J4-6)</li> <li data-bbox="1285 1187 2107 1283">• New traffic control junction at Pentreban e Road/Waterhall Road, with associated bidirectional 3m wide cycle lanes &amp; Toucan crossings on all arms (J11)</li> <li data-bbox="1285 1299 2040 1362">• New segregated cycling facility between Amethyst Road and J11</li> </ul>

SA objective	Indicator	Target	Data	Commentary
			<p>Funding Contributions:</p> <ul style="list-style-type: none"> <li>• 14/00852/DCO – North of J33 (Awaiting signing of S106)</li> </ul> <p>SSF. NE Cardiff - S106</p> <p>Funding Contributions:</p> <ul style="list-style-type: none"> <li>• 14/02891/MJR - Churchlands (Awaiting signing of S106)</li> </ul> <p>SSG. St Edeyrns - S106 Funding Contributions:</p>	<ul style="list-style-type: none"> <li>• 2x new priority access junctions on Pentrebane Road, with associated bidirectional 3m wide cycle lanes, crossing facilities &amp; dropped kerbs (J12-13)</li> <li>• Safeguarding of land for the provision of a southbound bus lane at the northern arm to J12</li> <li>• Realignment of Crofft-y-Genau Road into Pentrebane Road, providing cyclist &amp; pedestrian access to St Brides Road (J14)</li> <li>• Stopping up of Pentrebane Road, with provision of shared use link</li> <li>• ANPR traffic gate to limit tidal flow access to Crofft-y-Genau Road</li> <li>• 2x new priority access junctions on Crofft-y-Genau Road , with associated ANPR traffic gate &amp; access flared for bus movements (J15-16)</li> <li>• Bridge Road 270m southbound bus lane, shared cycle footway &amp; signalised junction with Llantrisant Road</li> <li>• Cardiff Road/Fairwater Road upgrade of traffic signals</li> <li>• Cardiff Road cycling &amp; bus stop improvements between Ely Road and Fairwater Road</li> <li>• Provision of segregated off-road cycleway on disused rail line</li> <li>• 90m Southbound bus lane on Fairwater Road approach to St Fagans Road</li> <li>• Heol Isaf pedestrian &amp; cycle improvements</li> <li>• Llantrisant Road segregated cycleway on southern side between Danescourt Station and Cardiff Road</li> <li>• 300m eastbound bus lane &amp; shared cycle footway on southern side of St Fagans Road</li> </ul>

SA objective	Indicator	Target	Data	Commentary
			<ul style="list-style-type: none"> <li>13/00578/DCO - St Edeyrns £2.79 million (£6,500 Received)</li> </ul>	<ul style="list-style-type: none"> <li>St Fagans Road safety improvements</li> <li>100m westbound bus lane on Waun-Gron Road</li> <li>A48 Western Avenue/Waun-Gron Road junction improvements</li> <li>Amethyst Road cycle street between Plasmawr Road and Keyston Road</li> <li>Cardiff Road northbound bus lane improvements at Western Avenue junction</li> <li>East-West cycle primary route, Llandaff</li> <li>New traffic control junction at Llantrisant Road/Danescourt Road East</li> <li>New traffic control junction at Llantrisant Road/Danescourt Road West</li> <li>Llantrisant Road shared cycleway footway between Danescourt Road East/West</li> <li>Llantrisant Road shared cycleway footway between Waterhall Road and Heol Aradur</li> <li>Pwllmelin Road and Fairwater Road traffic calming &amp; cycling improvements</li> <li>Radyr Court Road traffic calming of cycle route</li> <li>Radyr Court Road pedestrian &amp; cycling safety and access improvements, with zebra crossing on Bridge Road</li> <li>Radyr Court Road upgrade of cycle link to Llantrisant Road</li> <li>Western Avenue to Ely Roundabout southbound traffic pre-signals</li> <li>Western Avenue/Ely Road (East) junction toucan crossing</li> </ul>

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> <li>• Western Avenue to Waun-Gron Road shared cycle footway on west side</li> <li>• Cardiff Road/Palace Road junction, pedestrian &amp; traffic calming improvements</li> <li>• Provision of £12 million bus subsidies, to provide services linking the development, Pentrebane, Radyr, Cardiff City Centre (via Llantrisant Road &amp; Pentrebane Road), Pontyclun/Talbot Green, Heath Hospital, J33 Park &amp; Ride, Cardiff West Interchange, Cardiff Bay (via Ely Mill), and Whitchurch (via Llandaff)</li> </ul> <p>16/00106/MJR - Goitre Fach Farm:</p> <ul style="list-style-type: none"> <li>• Cycle parking</li> <li>• New traffic signal access junction at Llantrisant Road with Toucan &amp; Puffin crossing facilities</li> <li>• Realignment of segregated cycleway on Llantrisant Road</li> <li>• New public transport, pedestrian &amp; cycle facilities along Llantrisant Road</li> <li>• New raised crossing facility on Llantrisant Road</li> <li>• New spine-road with 2x 2m wide footway, 3m wide segregated cycleway, and 6.3m wide carriageway</li> <li>• Bus contribution to Llantrisant Road (subject to occupation)</li> <li>• Cycling measures on A4119 between Waterhall Road roundabout and Penhill Road</li> <li>• Provision of 1-year free bus pass &amp; £50 cycle voucher to first residential occupiers</li> </ul>

SA objective	Indicator	Target	Data	Commentary
				<p>14/02188/MJR - South of Pentrebane:</p> <ul style="list-style-type: none"> <li>• New Pentrebane Road priority access junction to accommodate safe &amp; convenient 2-way bus movement, with associated footway &amp; cycle provision</li> <li>• Provision of bus stop &amp; bus turning circle, with 3m wide segregated cycleways, 2m wide footways &amp; 6.1m carriageways to promote sustainable travel</li> <li>• Secure cycle parking, including covered cycle parking at Fairwater Station &amp; at key bus stops</li> <li>• Improvements to Llantrisant Road &amp; Pentrebane Road as part of the North West Corridor programme</li> <li>• Bus contribution (in accordance with trigger points &amp; installments)</li> <li>• Provision of 1-year free bus pass &amp; £50 cycle voucher to first residential occupiers</li> </ul> <p><b>SSD. North of J33</b></p> <p>14/00852/DCO - North of J33:</p> <ul style="list-style-type: none"> <li>• 1,000 space Park &amp; Ride facility, with 3/4 accessed from J33 &amp; 1/4 accessed from A4119 (subject to imminent signing of S106)</li> <li>• New junctions on Llantrisant Road, including crossing facilities, associated cycle &amp; footway provision, and bus lanes (subject to imminent signing of S106)</li> </ul>

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> <li>• On-site public transport infrastructure, bus &amp; cycle lanes (subject to imminent signing off S106)</li> <li>• Financial contribution to new and enhanced bus services (subject to imminent signing off S106)</li> </ul> <p><b>SSF. NE Cardiff</b></p> <p>14/02891/MJR – Churchlands <i>(Infrastructure not confirmed, as waiting signing of S106)</i></p> <p><b>SSG. St Edeyrns</b></p> <p>13/00578/DCO - St Edeyrns:</p> <ul style="list-style-type: none"> <li>• Provision of missing link to Rhymney Trail, south of A48 between Pentwyn Link Interchange and development, including upgrade of A48 subway</li> <li>• Cycle parking spaces</li> <li>• Investigation &amp; provision of a northbound bus lane on A4232</li> <li>• Bus service extension from the development to City Centre serving Church Road and St Mellons Road</li> <li>• Investigation &amp; provision of bus service extension on A48 from A4232</li> <li>• A scheme to demonstrate effective operation of Heol Pontpennau Roundabout, including bus priority measures, Toucan crossing facilities, and associated pedestrian &amp; cyclist provision</li> </ul>

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> <li>• Spine-road treatment on access road, including the provision of bus lane</li> <li>• Widening of existing footways linking the Toucan crossing and Heol Pontprennau signalised crossing</li> <li>• Scheme to provide shared path south of Heol Pontprennau Roundabout, providing direct traffic-free link to A48 Interchange with Church Road</li> <li>• Scheme to reduce the speed limit on Pentwyn Link towards J30 from 50mph to 40mph</li> <li>• Scheme to prevent vehicular through access via St Mellons Road and Bridge Road, with the provision of bus gates at both ends</li> <li>• Provision of a new bridge across the River Rumney for pedestrians &amp; cyclists to St Mellons</li> </ul>
	Permissions granted for highly vulnerable development in C1 and C2 flood risk areas	0	0	No applications were granted for highly vulnerable development in C1 and C2 flood risk areas during the monitoring period.
5. Protect and enhance historic and cultural heritage	Number of listed buildings, conservation areas, etc.	No reduction	No reduction	There has been no reduction in the number of local, national or international designations as a result of applications approved during the monitoring period. It is considered that all relevant applications permitted during the monitoring period were policy compliant/policy compliant subject to conditions/recommendations placed on the permission.

SA objective	Indicator	Target	Data	Commentary																							
6. Help deliver the growth of a sustainable and diversified economy	Net job creation over the remaining Plan period	40,000 net additional jobs over plan period, 20,900 between 2006 and 2015	12,000 since 2009	Total jobs in Cardiff - 202,000 in 2015 (latest Nomisweb.co.uk figures, May 2017). This compares to an equivalent figure from 2009 of 190,000 jobs in Cardiff which represents a 12,000 increase in jobs over that period.																							
7. Improve health and well-being	Delivery of community infrastructure as part of key development sites			As of June 2017, planning permission(s) have been granted at Strategic Sites C (North West Cardiff), F (North East Cardiff – West of Pontprennau) and G (East of Pontprennau Link Road). Associated S106 agreements link to infrastructure provision identified through policies KP2 (A-H). To date, construction work has only commenced at Site G and the delivery of infrastructure provision identified through the associated S106 agreements will be monitored as schemes progress over the coming years.																							
	% of journeys made by walking/cycling	Increase	<p>Work: 2015 = 26.6% 2016 = 29.2% (+2.6%)</p> <p>Education: 2015 = 31.5% 2016 = 37.2% (+5.7%)</p> <p>Shopping (City Centre): 2015 = 22.4% 2016 = 25.0%</p>	<p>Based on data from the Ask Cardiff Survey, the proportion of journeys made by active travel modes (i.e. walking and cycling), has increased between 2015 and 2016. In total, the proportion of these are calculated to make up 27.4% of all journeys in 2016, compared with 24.4% in 2015, corresponding to a rise of around 3%. The proportion walking and cycling for each journey purpose is presented in the table below –</p> <table border="1"> <thead> <tr> <th></th> <th colspan="2">Walking</th> <th colspan="2">Cycling</th> <th colspan="3">Walking &amp; Cycling</th> </tr> <tr> <th></th> <th>2015</th> <th>2016</th> <th>2015</th> <th>2016</th> <th>2015</th> <th>2016</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td>Work</td> <td>17%</td> <td>18%</td> <td>10%</td> <td>11%</td> <td>27%</td> <td>29%</td> <td>3%</td> </tr> </tbody> </table>		Walking		Cycling		Walking & Cycling				2015	2016	2015	2016	2015	2016	Change	Work	17%	18%	10%	11%	27%	29%
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	Percentage of population in the 100 most deprived wards in Wales in the 10% most deprived wards in Wales for physical environment	Reduction	28%	The latest Welsh Index of Multiple Deprivation data from 2015 shows that 28% of the population of Cardiff is in the 100 most deprived wards in Wales for physical environment.																																								

SA objective	Indicator	Target	Data	Commentary
8. Protect and enhance the landscape	Achievement of functional open space requirements	2.43ha per 1,000 population	1.18ha per 1,000 population	Latest figures show 1.18 ha of functional open space per 1,000 population in Cardiff. For all types of open space the equivalent figure is 7.44 ha of open space per 1,000 population.
	Special Landscape Areas	Five SLAs designated by plan adoption	Five SLAs designated	Five SLAs have been designated at: <ul style="list-style-type: none"> <li>• St Fagans Lowlands and the Ely Valley</li> <li>• Garth Hill and Pentyrch Ridges</li> <li>• Fforest Fawr and Caerphilly Ridge</li> <li>• Wentloog Levels</li> <li>• Flat Holm</li> </ul>
9. Use natural resources efficiently and safeguard their quality	Percent of housing on previously developed land	60%	84.2%	For the year 2016/17 84.2% of housing was on previously developed land.
	Average density of new development		118.7 dwellings per hectare	For 2016/17 the average density of new housing development in Cardiff was 118.7 dwellings per hectare.
	Area of contaminated land cleared up	>0	N/A	Presently no data is available to monitor this indicator. Will re-assess position in next monitoring report.
10. Respond to demographic changes in a sustainable way	Total population	n/a	361,468	The latest Mid Year estimate for Cardiff produced by Office of National Statistics shows that Cardiff has a population of 361,468 in 2016.
	No. homes in Cardiff	45,400 net additional homes by 2026	14,247 completed 2006 to 2017	Since the base date of the Plan in 2006 14,247 dwellings have been completed leaving 27,168 to be completed.

SA objective	Indicator	Target	Data	Commentary
11. Minimise waste, increase re-use & recycling	Waste reduction rate	Reduction per household	+2.6%	Waste generated per household in Cardiff increased from 1.16 to 1.19 tonnes per household between 2014/15 and 2015/16 which represents an increase of 2.6%.

## 7. Conclusions

This is the first AMR to be prepared since the adoption of the Cardiff LDP and provides a short term position statement on the initial impacts of the LDP. The key conclusion is that while it is difficult to determine definitive trends in policy performance, good progress is being made in delivering the identified targets/ monitoring outcomes and policies and there is no evidence to suggest the need for a full or partial review of the LDP at this early stage in its implementation. The findings of this report provide for future comparative analysis in successive AMRs and the monitoring of the policy framework over a longer period will enable trends to be identified and firmer conclusions drawn.

Welsh Government procedural guidance 'Local Development Plans Wales (Edition 2 2015), (para 4.3) sets out seven questions that the AMR should address. The issues included in these questions have been considered throughout the AMR as part of the analysis of the monitoring data.

- What new issues have occurred in the area or in local/national policy (key recent contextual and national policy changes, future prospects)?
- How relevant, appropriate and up-to-date is the LDP strategy and its key policies and targets?
- What sites have been developed or delayed in relation to the plan's expectations on location and timing?
- What has been the effectiveness of delivering policies and in discouraging inappropriate development?

This section concludes the findings of the monitoring process and directly responds to the LDPW questions, ensuring that the procedural guidance is fully addressed.

### **What new issues have occurred in the area or in local/national policy (key recent contextual and national policy changes, future prospects)?**

Section 3 contains contextual information outlining the changes to national planning policy guidance and technical advice which have taken place over the monitoring period. Whilst these changes will need to be incorporated into any future review of LDP policies they are not considered to be of a scale that requires reconsideration of the Plan strategy or individual policies at this time.

### **How relevant, appropriate and up-to-date is the LDP strategy and its key policies and targets?**

The evidence collected through the AMR process indicates that progress is being made with the implementation of the spatial strategy and it remains sound at this time. It is, however, difficult to determine definitive trends at this stage as this is the first monitoring period.

Section 5 provides a detailed assessment of how the Plan's strategic policies, and associated supporting policies, are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's

progress in delivering the targets/monitoring outcomes and policies during this monitoring period. The table below provides a visual overview of the effectiveness of the Plan's policies during the monitoring period based on the traffic light rating used in the assessment:

<b>Continue Monitoring (Green)</b>	<b>80</b>
Where indicators are suggesting the LDP Policies are being implemented effectively and there is no cause for review.	
<b>Training Required (Blue)</b>	<b>0</b>
Where indicators are suggesting that LDP policies are not being implemented as intended and further officer or Member training is required.	
<b>Supplementary Planning Guidance Required (Purple)</b>	<b>0</b>
Indicators may suggest the need for further guidance to be provided in addition to those already in the Plan.	
<b>Further Research (Yellow)</b>	<b>22</b>
Where indicators are suggesting the LDP policies are not being as effective as they should, further research and investigation is required.	
<b>Policy Review (Orange)</b>	<b>0</b>
Where indicators are suggesting the LDP policies are failing to implement the strategy a formal review of the Policy is required. Further investigation and research may be required before a decision to formally review is confirmed.	
<b>Plan Review (Red)</b>	<b>0</b>
Where indicators are suggesting the LDP strategy is failing and a formal review of the Plan is required. This option to fully review the Plan will need to be fully investigated and undertaken following serious consideration.	

## **What sites have been developed or delayed in relation to the plan's expectations on location and timing?**

The analysis demonstrates that there are no policy indicator targets / monitoring outcomes which are causing concerns over policy implementation (red traffic light rating). There are, however, a number which are not currently being achieved but with no corresponding concerns over policy implementation (yellow traffic light rating). Further investigation has determined that there are justified reasons for the performance recorded and this is not representative of any fundamental issues with the implementation of the policy framework or strategy at this time. The most significant findings in relation to these are set out in the key findings below.

### **Key Findings**

As set out above it is important to note that this is the first AMR to be prepared and this year's AMR provides a short term 1 year position statement and baseline data for future comparative analysis in successive AMRs.

Overall the findings of the first AMR for year 1 are generally positive with the majority of the indicators shown as green indicating that the majority of LDP policies are being implemented effectively. For example:

- Significant progress in meeting the 50:50 modal shift for all journey purposes by 2026 over the monitoring period has been made and the targets set out in the AMR have been exceeded for all journey purposes.
- Employment land take up over the monitoring period has been strong and targets set out in the AMR have been achieved.
- Significant progress that has been made in producing a programme of new Supplementary Planning Guidance (SPG) to support the policies in the adopted Plan and the Cardiff Infrastructure Plan has been updated. Work on this SPG programme will continue through the next twelve months and will be evidenced in the next AMR.

There are a few indicators not shown as green and these represent areas where further work is being undertaken to fully understand and address relevant issues.

For example, housing completions from Strategic Sites allocated in the LDP have not been coming forward at the rates originally set out by Developers. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed – in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

However, significant work has already been undertaken in addressing this issue in order to stimulate an enhanced trajectory of provision. Proactive dialogue is already taking place with all relevant Developers with the aim of enabling and bringing forward new homes within the master-planning and infrastructure planning framework set out in the LDP. The current situation is more encouraging with a number of planning consents now issued and

on-going Development Management activity on a range of Strategic Sites and different outlets within the sites. It is therefore considered that this proactive approach will, over-time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide formal regular annual updates.

In addition work in progressing on the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites has been delayed due to the need to undertake additional detailed site investigations. These site investigations have now reached an advanced stage. It is anticipated that this work will help inform considerations of the way forward in the near future.

The SA monitoring provides a short term position statement on the performance of the Plan against a number of sustainability indicators. As such it provides a baseline for comparative analysis from which future AMRs will be able to evidence the emergence of trends.

There is no evidence to suggest that there is a need for a full or partial review of the LDP at this early stage in its implementation. This is the first year the LDP has been operative and is the first AMR to be prepared following the adoption of the Plan. This AMR provides the baseline data for future comparative analysis and preliminary conclusions from which future successive AMRs will be able to evidence the emergence of trends.

### **What has been the effectiveness of delivering policies and in discouraging inappropriate development?**

The policies have been very effective in discouraging inappropriate development and the Council does not consider that any aspects of the Plan need adjusting or replacing at this time.

### **Conclusions:**

1. No action is required at present in terms of a full or partial plan review.
  2. Submit the 2017 first AMR to the Welsh Government by 31 October 2017 in accord with statutory requirements. Publish the AMR on the Council's website.
  3. Continue to monitor the Plan through the preparation of successive AMRs. Close monitoring will be necessary to determine the effectiveness of the Plan's spatial strategy and policy framework particularly in relation to housing delivery including strategic housing site allocations, the delivery of affordable housing and the progress on strategic employment sites.
1. Prepare the 2018 second AMR, report to Cabinet and submit to the Welsh Government by the required deadline, 31 October 2018.

## Appendix 1: Table setting out summary of findings

### Objective 1 –To respond to evidenced economic needs and provide the necessary infrastructure to deliver development

		<b>Page</b>
OB1 EC1	Employment land permitted (ha) on allocated as a percentage of all employment allocations	24
OB1 EC2	Annual employment land take up in Cardiff	26
OB1 EC3	Amount of employment land lost to non-employment uses in primary and local employment sites	27
OB1 EC4	Employment provision on allocated sites KP2 (A)	28
OB1 EC5	Employment provision on allocated sites KP2 (C)	31
OB1 EC6	Employment provision on allocated sites KP2 (D & E)	32
OB1 EC7	Employment provision on allocated sites KP2 (F)	33
OB1 EC8	Employment provision on allocated sites KP2 (H)	34
OB1 EC9	Net job creation over the remaining plan period	35
OB1 EC10	Active A1 units within District & Local Centres remaining in predominant use	36
OB1 EC11	Proportion of protected City Centre shopping frontages with over 50% Class A1 units	39
OB1 EC12	Percentage of ground floor vacant retail units in the Central Shopping Area, District & Local Centres	40
OB1 EC13	Number of retail developments permitted outside of the Central shopping area and District Centres not in accordance with Policy R6	43
OB1 EC14	Achievement of 50:50 modal split for all journeys by 2026	44
OB1 EC15	% of people walking	46
OB1 EC16	% of people cycling	48
OB1 EC17	% of people travelling by bus	51
OB1 EC18	% of people travelling by train	54
OB1 EC19	Improvement in journey times by bus	57
OB1 EC20	Improvement in bus journey time reliability	58
OB1 EC21	Delivery of a regional transport hub	59
OB1 EC22	Delivery of new sustainable transportation infrastructure	61
OB1 EC23	Central Shopping Area Protected Frontages SPG	65
OB1 EC24	Shop Fronts and Signs Guidance SPG	66
OB1 EC25	Protection of Employment Land and Premises SPG	67

## Objective 2 - To respond to evidenced social needs

Page

OB2 SO1	The housing land supply taken from the current Housing Land Availability Study (TAN1)	68
OB2 SO2	The number of net general market dwellings built	72
OB2 SO3	The number of net additional affordable dwellings built (TAN2)	74
OB2 SO4	Annual dwelling completions (all dwellings)	76
OB2 SO5	Number of windfall units completed per annum on all sites	78
OB2 SO6	Number of dwellings permitted annually outside the defined settlement boundaries that does not satisfy LDP policies	79
OB2 SO7	H7 - Seawall Road	80
OB2 SO8	H7 - Permanent	81
OB2 SO9	H7 - Transit	85
OB2 SO10	H7 - Existing Provision	89
OB2 SO11	Total annual dwelling completions of Strategic Housing Site A – Cardiff Central Enterprise Zone	90
OB2 SO12	Total annual dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road	92
OB2 SO13	Total annual dwelling completions of Strategic Housing Site C – North West Cardiff	93
OB2 SO14	Total annual dwelling completions of Strategic Housing Site D – North of Junction 33	95
OB2 SO15	Total annual dwelling completions of Strategic Housing Site E – South of Creigiau	97
OB2 SO16	Total annual dwelling completions of Strategic Housing Site F – North East Cardiff (West of Pontprennau)	98
OB2 SO17	Total annual dwelling completions of Strategic Housing Site G – East of Pontprennau Link Road	100
OB2 SO18	Annual affordable dwellings completions of Strategic Housing Site A – Cardiff Central Enterprise Zone	101
OB2 SO19	Annual affordable dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road	103
OB2 SO20	Annual affordable dwelling completions of Strategic Housing Site C – North West Cardiff	104
OB2 SO21	Annual affordable dwelling completions of Strategic Housing Site D - North of Junction 33	106
OB2 SO22	Annual affordable dwelling completions of Strategic Housing Site E – South of Creigiau	107
OB2 SO23	Annual affordable dwelling completions of Strategic Housing Site F - North East Cardiff (West of Pontprennau)	108
OB2 SO24	Annual affordable dwelling completions of Strategic Housing Site G – East of Pontprennau Link Road	110

OB2 SO25	Changes in market value of property in Cardiff on Greenfield and Brownfield areas	111
OB2 SO26	Need for release of additional housing land identified in the flexibility allowance	112
OB2 SO27	Affordable Housing SPG	113
OB2 SO28	Houses in Multiple Occupation SPG	114
OB2 SO29	Planning Obligations SPG	115
OB2 SO30	Community Facilities and Residential Development SPG	116
OB2 SO31	Childcare Facilities SPG	117
OB2 SO32	Health SPG	118
OB2 SO33	Gypsy and Traveller SPG	119

**Objective 3 - To deliver economic and social needs in a co-ordinated way that respects Cardiff's environment and responds to the challenges of Climate Change**

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OB3 EN1	EN14 C1	120
OB3 EN2	EN14 C2	121
OB3 EN3	Percentage of water bodies of good status	122
OB3 EN4	Number of permissions granted where there is a known risk of deterioration in status.	123
OB3 EN5	Number of permissions incorporating measures designed to improve water quality where appropriate.	124
OB3 EN6	Number of planning permissions granted contrary to the advice of the Water supplier concerning adequate levels of water quality and quantity and waste water provision	125
OB3 EN7	The number of inappropriate developments permitted within the Green Wedge that do not satisfy LDP policies	126
OB3 EN8	The number of planning permissions granted contrary to Policy EN3 which would cause unacceptable harm to Special Landscape Areas	127
OB3 EN9	Ancient Semi-Natural Woodland	128
OB3 EN10	The number of planning permissions granted on SSSI or SINC designated areas.	129
OB3 EN11	Number of planning applications granted which have an adverse effect on the integrity of a Natura 2000 site	130
OB3 EN12	Number of planning applications granted which would result in detriment to the favourable conservation status of EU protected species in their natural range or significant harm to species protected by other statute	131
OB3 EN13	Achievement of functional open space requirement across Cardiff as set out in Policy C5	132

OB3 EN14	Number of Air Quality Management Areas	133
OB3 EN15	Open Space SPG	134
OB3 EN16	Public Rights of Way and Development SPG	135
OB3 EN17	Trees and Development SPG	136
OB3 EN18	Biodiversity SPG	137
OB3 EN19	Flooding SPG	138
OB3 EN20	Natural Heritage Network SPG	139
OB3 EN21	Archaeologically Sensitive Areas SPG	140

#### **Objective 4 - To create sustainable neighbourhoods that form part of a sustainable city**

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OB4 SN1	The number and capacity of renewable energy developments permitted	141
OB4 SN2	Maintain a sufficient amount of land and facilities to cater for Cardiff's waste capacity	142
OB4 SN3	Amount of household waste recycled	143
OB4 SN4	Applications received for waste management uses on B2 sites	144
OB4 SN5	Maintain a minimum 10 year landbank of crushed rock reserves	145
OB4 SN6	Amount of development within Sand Wharf Protection Area	146
OB4 SN7	Amount of development permitted within a mineral safeguarding area.	147
OB4 SN8	Number of planning permissions permitted for extraction of aggregate mineral not in line with Policy M2	148
OB4 SN9	Number of planning permissions for inappropriate development e.g. dwellings/mineral working, permitted in Minerals Buffer Zones contrary to Policy M4.	149
OB4 SN10	Number of prohibition orders issued on dormant sites	150
OB4 SN11	Number of applications permitted contrary to Policy EN9 that would adversely affect Scheduled Ancient Monuments, registered historic parks and gardens, Listed Buildings or Conservation Areas	151

OB4 SN12	Delivery of each key principle from the Strategic Sites Masterplanning Framework as embedded in the LDP to ensure delivery of key infrastructure including sustainable transportation interventions, social and community facilities, together with any other key Masterplanning requirements	152
OB4 SN13	Preparing an annual Infrastructure Plan and Infrastructure Plan Delivery Report update.	153
OB4 SN14	Design and Parking Guidance SPG	154
OB4 SN15	Locating Waste Management Facilities SPG	156
OB4 SN16	Infill Sites Design Guidance SPG	157
OB4 SN17	Tall Buildings Guidance SPG	158
OB4 SN18	Householder Design Guidance SPG	159
OB4 SN19	Public Art SPG	160
OB4 SN20	Food Drink and Leisure Uses + Premises for Eating, Drinking and Entertainment in Cardiff City Centre SPG	161
OB4 SN21	Waste Collection and Storage Facilities SPG	162
OB4 SN22	Design Guidance and Standards for Flat Conversions SPG	163
OB4 SN23	Renewable Energy Assessments SPG	164

**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**ENVIRONMENTAL SCRUTINY COMMITTEE**

**3 OCTOBER 2017**

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**ENVIRONMENTAL SCRUTINY COMMITTEE – WORK PROGRAMME  
UPDATE**

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**Background**

1. The Constitution states that each Scrutiny Committee will set their own work programme. This is undertaken at the beginning of a municipal year and updated as the work progresses. The work programme needs to be carefully constructed so that the time available to the Committee is used most effectively.
2. The Environmental Scrutiny Committee's Terms of Reference provide the Committee with the responsibility for the scrutiny of a number of specific service areas. A copy of the terms of reference has been attached to this document as **Appendix 1**. This will remind Members of the scope of ideas that could be considered.
3. The Committee is responsible for the scrutiny of a number of policies and strategies that affect the sustainability and environment of Cardiff. It can also undertake investigations into any of these areas.
4. The construction of a work programme involves obtaining information from a range of sources, these include:
  - Information from the relevant Directorate;
  - Relevant extracts from the current Corporate Plan;
  - Suggestions and ideas put forward by the previous Environmental Scrutiny Committee;
  - Member suggestions and observations;

- Citizen and third party comments and observations;
  - Performance Information.
5. The topics gathered from the sources identified above were recorded in a document titled 'Environmental Scrutiny Committee Work Programme – Potential Work Programme Items 2017/18'; this document was considered at a meeting on the 18<sup>th</sup> July 2017 and then used to create the version of the 'Environmental Scrutiny Committee Work Programme 2017/18' that was approved at the meeting on the 5<sup>th</sup> September 2017. A copy of the 'Environmental Scrutiny Committee Work Programme 2017/18' has been attached to this report as **Appendix 2**.
  6. The current Environmental Scrutiny Committee Work Programme 2017/18 (**Appendix 2**) only nominates items for September, October and November 2017 – this is a contrast to work programmes published in previous years which set out a schedule of work for a 12 month period. In an effort to create a more relevant and reactive work programme the Chair of the Committee has decided to review and publish a three month rolling programme by updating this document on a monthly basis using an 'Environmental Scrutiny Committee – Work Programme Review'.
  7. During this item Members will be asked to suggest and agree a number of topics for inclusion in an updated version of the 'Environmental Scrutiny Committee Work Programme 2017/18'. To support this process an updated copy of the 'Environmental Scrutiny Committee Work Programme – Potential Work Programme Items 2017/18' has been attached to this report as **Appendix 3**; this document includes all potential items identified in September 2017 less those included on the current 'Environmental Scrutiny Committee Work Programme 2017/18' (**Appendix 2**).
  8. In addition to the items from **Appendix 3** Members are able to accept new suggestions from various sources including (but not limited to) those identified in paragraph 4 of this report.

## **Way Forward**

9. Members should consider the 'Environmental Scrutiny Committee Work Programme 2017/18' (**Appendix 2**) and decide on a number of topics for inclusion in an updated version of the 'Environmental Scrutiny Committee Work Programme 2017/18'.

## **Legal Implications**

10. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **Financial Implications**

11. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

## **RECOMMENDATION**

The Committee is recommended to:

- i. Consider the contents of this report; and
- ii. Agree a way forward for the work programme.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**27 September 2017**

## Environmental Scrutiny Committee – Terms of Reference

The role of this Committee is to scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of environmental sustainability including:

- Strategic Planning Policy
- Sustainability Policy
- Environmental Health Policy
- Public Protection Policy
- Licensing Policy
- Waste Management
- Strategic Waste Projects
- Street Cleansing
- Cycling and Walking
- Streetscape
- Strategic Transportation Partnership
- Transport Policy and Development
- Intelligent Transport Solutions
- Public Transport
- Parking Management

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

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

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	Tuesday 18th July 2017	August	Tuesday 5th September 2017	Tuesday 3rd October 2017	Tuesday 7th November 2017
<b>Corporate items</b>					Monitoring Quarterly Performance 2017/18
<b>Information reports</b>	Joint Scrutiny - Economy and Culture & Environmental - 'Delivering the Bus Interchange'		Managing Street Cleanliness & Total Street Scene in Cardiff	Cardiff's Taxi Services	Tree Management
			Recycling in Cardiff	Managing Food Hygiene in Cardiff	Greener Grangetown - Member Update
			Environmental Scrutiny Committee - Draft Work Programme 2017/18	Member Briefing Paper - First Cardiff local Development Plan Annual Monitoring Report	Environmental Scrutiny Committee - Work Programme Review
				Environmental Scrutiny Committee - Work Programme Review	
<b>Cabinet responses</b>					

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## Environmental Scrutiny Committee – Potential Work Programme Items 2017/18

The following tables contain a number of suggested items that can potentially be scrutinised by Cardiff's Environmental Scrutiny Committee during the 2017/18 municipal year. The tables below are broken into eight areas that contribute to the overall Environmental Scrutiny Committee terms of reference, these are Energy Schemes, Neighbourhood Services (including Parking Management), Planning, Transportation, Shared Regulatory Service, Waste Management, Other and Mandatory Items.

The potential ideas have been identified from a broad range of areas including suggestions from Councillors; senior officers; public recommendations via scrutiny viewpoints and topics that are due to be presented at Cabinet in the near future (i.e. form the Cabinet Forward Plan).

### Energy Schemes

<b>1</b>	<b>Future Energy Schemes</b>	A review of proposed future energy schemes for Cardiff and an update on Cardiff's Energy Prospectus.
<b>2</b>	<b>Cardiff's Heat Network</b>	A review of the results of the study proposal for delivering the heat network in Cardiff. The results are due to be published in the autumn 2017.
<b>3</b>	<b>Renewable Transport Fuels</b>	A review of the future for renewable transport fuels in Cardiff, for example, what can be done to increase the use of such fuels in Cardiff and the Council's role in supporting potential growth in this area.
<b>4</b>	<b>Solar Energy Projects on Council Buildings</b>	A review of the work being undertaken to introduce solar energy into buildings on the Council's estate.

## Neighbourhood Services (including Parking Management)

5	<b>Pothole Mapping</b>	A review on how pothole data is collected; how accessible this information is and most importantly how it can be used to ensure that potholes and road surfaces are effectively managed. This could include how and when permanent reinstatement is applied; different recording systems (for example, GIS systems); the mark & repair scheme and the use of modern technology (for example, pothole reporting apps).
6	<b>Best Practice in Managing Public Bins</b>	An exercise to review current best practice in terms of managing public bins and how this can be applied to Cardiff, for example, sensor bins & compactor bins. Such a review should also consider the approach currently being applied by the Council in terms of bin management.
7	<b>Cam Car / Enforcement Car</b>	A review of how the Cam Car / Enforcement Car has been used to date. This should include the areas that the vehicle has been used; the types of offence it has been enforcing against (for example, yellow boxes or signs and lines outside schools); safety impacts; public / school feedback; vehicle time table; revenue generated; future proposals.
8	<b>Street Lighting – Update</b>	A review into the modernisation of Cardiff's street lighting network, for example, an update on LED lighting, the CRM, lighting quality and energy savings.
9	<b>Cardiff's Drainage Programme</b>	A review of how Cardiff's drainage system is managed; the budget available; the challenges and the overall drainage management programme.
10	<b>Council Enforcement Options</b>	A scrutiny to review how best to deliver a range of enforcement activities in Cardiff. This could explore best practice in other local authority areas, review the in house verses outsourcing options, the legal challenges and general opportunities.
11	<b>Maintenance of Overgrown Hedgerows &amp; Overdue Tree Work on</b>	A scrutiny to review how the Council manages and maintains hedgerows, trees and other vegetation along Cardiff's roads, lanes and

	<b>Cardiff's Roads, Lanes &amp; Footpaths</b>	footpaths. This could explore the Council's responsibility in this area; available resources and challenges / opportunities arising from this type of work.
12	<b>Love Where You Live</b>	A review of the 'Love Where You live' community based approach to improving Cardiff's Environment. Love Where You Live is 'a city-wide campaign to clean up our streets and neighbourhoods and is calling on the citizens of Cardiff to get involved to help make the Diff-erence'. It focuses on harnessing people power, neighbourhood cleaning, zero tolerance approach to littering, raising recycling awareness and student education.
13	<b>Neighbourhood Services – Progress Update</b>	A further progress update on the recently established Neighbourhood Services. This service includes Street Cleansing; Parks; Waste Enforcement; Highways Operations; Highways Asset Management; Highways Engineering; Design & Delivery and Parking Management. The service was created following the Infrastructure Services Project.

## Planning

14	<b>Community Infrastructure Levy</b>	A progress update on the potential introduction on the Community Infrastructure Levy to Cardiff. This would follow on from the recent joint scrutiny task & finish exercise titled Community Infrastructure Levy. The Community Infrastructure Levy is a planning obligation that has been introduced to the UK in recent years. It is effectively a roof tax on development and in principle works alongside other planning obligations, for example, section 106 contributions. It has yet to be introduced into Cardiff and is still very much under review.
15	<b>Local Development Plan</b>	This could include scrutiny on the progress of the Local Development Plan in particular it could consider the following action points from the City Operations Directorate Delivery Plan 2017 to 2019: 2474, 2475, 41959, 41960 and 41961.

		Such a scrutiny could also review the appropriate allocation of infrastructure for the candidate sites and how the delivery of such infrastructure is phased.
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## Shared Regulatory Service

<b>16</b>	<b>Council Policy on Tethering of Horses on Roadside Verges</b>	A review of the Council's policy / approach for the tethering of horses on the roadside verges in Cardiff.
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## Transportation

<b>17</b>	<b>Cycle Hire Scheme</b>	A review of the proposed new cycle hire scheme being developed for Cardiff. For example, how it would operate, sponsorship / funding details, costings, etc...
<b>18</b>	<b>Cardiff's Cycling Strategy</b>	A progress update on the development of Cardiff's Cycling Strategy to correspond with the end of the consultation phase for the strategy. Such an item could then review any future plans which might be implemented as a result of the consultation exercise.
<b>19</b>	<b>Cycling in Cardiff's Parks</b>	A progress update on the cycling in parks pilot exercise and scrutiny of any plans for further developing cycling in Cardiff's parks.
<b>20</b>	<b>Car Free Days</b>	Exploring the success of the recent car free day pilot and the scope for expanding the scheme in future.
<b>21</b>	<b>Cardiff Central Transport Interchange</b>	An opportunity to receive timely updates on the development of Cardiff's new central transport interchange. This has the potential for regular joint scrutiny with the Economy & Culture Scrutiny Committee.
<b>22</b>	<b>Bus Lanes</b>	A progress update on new and proposed bus lane schemes in Cardiff. It should also review how these tie in with proposals contained within the Local Development Plan.

23	<b>20mph Scheme Roll Out</b>	An update on phase one of the 20mph scheme roll out (Canton & Riverside) and details of when the next phases will be rolled out. The 20mph schemes are being funded from the Parking Revenue Account – this would be an opportunity to explore the benefit of using this funding for such schemes.
24	<b>Development of Public Transport Infrastructure in Cardiff and Delivering 50:50 Modal Split</b>	An update on how the Council is performing in relation to achieving the 50:50 modal shift target and the work being delivered / planned to help achieve this target. This target is an integral part of setting transport policy in Cardiff.  This could include a review of new planned public transport infrastructure for Cardiff and surrounding areas.
25	<b>School Transport Safety Zones</b>	A review of new and old school transport safety zones. This could look to review the linkages between Transport and Education and how they work together (the working relationship is sometimes viewed as splintered). The impacts of poor transport safety planning could be explored - this could include gridlock traffic and safety concerns.
26	<b>Taff Trail Usage Policy</b>	A scrutiny to review the policies that support how the Taff Trail is used and how these might affect key stakeholders including cyclists, pedestrians and dog walkers. Such an item could consider options of creating a catch all policy for use of the Taff Trail.
27	<b>Car Free Zones</b>	A scrutiny to consider the options for introducing temporary and permanent car free zones to Cardiff and the benefits that these might deliver.
28	<b>Cycle Hubs</b>	A review of the importance of cycle hubs in increasing the popularity of cycling and how these could be provided / enhanced in Cardiff. This could include a summary of existing facilities and consideration of suitable future locations.

29	<b>How compliant with the spirit and policies contained within Cardiff's Local Development Plan in regard to transport provision have the decisions of the Council's Planning Committee been?</b>	A potential scrutiny to determine if there have been any clear determinations to significantly reduce the provision of parking on residential developments, and if there have there been determinations that prepare the ground for integrated public transport provision.
30	<b>Traffic Congestion in the Trowbridge Ward</b>	Peak hour traffic congestion is now so bad in Trowbridge that it can take a resident an hour to get on to Newport Road or the A48. How can the Council's traffic and transport division assist in helping traffic to move more quickly especially at the worst places (the junction of Llaneirwg Way and Greenway Road, the roundabout at the junction of Llaneirwg Way and Newport Road and the Blooms roundabout). Could ideas that would address the issue in this part of Cardiff be applied to other areas with similar congestion issues.
31	<b>Metro &amp; City Deal – Scrutiny of Regional Working for Transport</b>	A scrutiny update on major projects that have an impact on delivering local and region transport for Cardiff and the wider city region. This could involve consideration of any proposals falling out of the Metro and City Deal.
32	<b>Review of the results of the Wales &amp; Borders Rail Network Contracts</b>	As the title suggests this would involve an update on the result of the Wales & Borders Rail Network Contracts which are due to be announced in 2018. This would just be an update and in reality the results of the procurement exercise is way outside of the Council's control – that said the contract award should have a significant impact on Cardiff and the wider city region so the outcome is important.
33	<b>City Centre Transport Plans</b>	A review of current and future transport plans for Cardiff city centre. This could focus on the network in the city centre and area around the bus station.
34	<b>Primary Routes for Cycling</b>	A scrutiny of the impact that primary cycling routes can have upon the city. This could involve looking at where such a route(s) could be located; the costs involved and the benefits that the route(s) could have. The scrutiny could

		look at case studies such as the super highway cycling routes that have been created in London.
<b>35</b>	<b>Development of Transport Interchanges in Cardiff</b>	A scrutiny to review the idea of developing transport interchanges in and around Cardiff. Such an item could consider potential sites and linkages to the various transport modes in the city.

## Waste Management

<b>36</b>	<b>Waste Collection Management - Major Events</b>	A scrutiny to review how the Council can effectively plan to ensure continuation of service for waste collection during major events. Such an item could reflect upon the experiences and lessons learnt during recent major events.
<b>37</b>	<b>A Bespoke Local Approach to Waste Management in Cardiff</b>	A review of the feasibility of waste management actions taken on a ward-by-ward basis. For example, challenging the blanket approach to waste management currently applied across Cardiff and exploring if local alterations could be applied to achieve overall citywide improvements.
<b>38</b>	<b>Progress Report on the New Bulky Waste Scheme</b>	A scrutiny to review the implementation of the new bulky waste scheme. This could consider the demand for the scheme, the costs of running the operation and the impact that it has had on increasing recycling rates.
<b>39</b>	<b>Cardiff Organic Waste Treatment – Change of Contractor Ownership</b>	Potential pre decision scrutiny of the proposals for the sale of the Kelda Organic Waste Treatment Facility. Kelda currently holds the contract for processing all of Cardiff's organic waste (food & green waste). They have recently received an offer for purchase of the facility and as per the terms of the contract the Council has to review the proposal prior to any sale taking place.
<b>40</b>	<b>Commercial &amp; Collaborative Services – Progress Update</b>	A further progress update on the recently established Commercial & Collaborative Services. This service includes Recycling Waste Services (Collections, Treatment and Disposal), Central Transport Service (Vehicle /

		Fleet Management and workshops), Total Facilities Management (Building Management and Pest Control) and Projects Design & Development. The service was created following the Infrastructure Services Project that reviewed a range of operating models for a range of outdoor services in Cardiff.
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## Other

<b>41</b>	<b>Establishment of a Country Park for East Cardiff in St. Mellons</b>	An item to explore the establishment of a Country Park for East Cardiff in St. Mellons on the undeveloped flood plain land west of the main drainage reen that runs parallel to Cypress Drive and into Hendre Lake at its eastern end and between the junction of Fortran Road and Cypress Drive southwards to Hendre Lake and the railway line. Also to include the land between the western end of the lake and Wentloog Road between the railway line on the south and the urban housing developments in the north, to incorporate Greenway Park and Cemaes Crescent Park.
<b>42</b>	<b>Providing Sufficient Burial Space for a Growing Population</b>	A review of the existing burial provision for Cardiff and the potential burial demands for a growing population.
<b>43</b>	<b>Public Correspondence</b>	A review into how the Council currently manages public correspondence relating to public services - in particular how this impacts on key environmental services, for example, litter, road management and waste collection. This piece of work could look into how we can improve feedback and speed up the process so that the 10 / 21 day turn around deadline is achieved. As this incorporates customer services this scrutiny could be jointly undertaken with PRAP.

## Mandatory Items

<b>44</b>	<b>Environmental Scrutiny Committee – Review of Quarter 3 Performance</b>	A review of the Council's Quarter 3 performance relevant to the Environmental Scrutiny Committee terms of reference. In
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		recent years this has been undertaken on a quarterly basis to support the Council wide improvement agenda in line with recommendations made by the Wales Audit Office.
45	<b>Environmental Scrutiny Committee – Review of Quarter 4 Performance</b>	A review of the Council’s Quarter 4 performance relevant to the Environmental Scrutiny Committee terms of reference. In recent years this has been undertaken on a quarterly basis to support the Council wide improvement agenda in line with recommendations made by the Wales Audit Office.
46	<b>Scrutiny of the Budget &amp; Corporate Plan for 2018/19</b>	Scrutiny of the Council budget savings and Corporate Plan 2018/19 relevant to the Environmental Scrutiny Committee terms of reference. This always takes place in February and typically one dedicated meeting for this topic.
47	<b>City Operations Directorate Business Plan – 2018/19</b>	A scrutiny item to review the ‘City Operations Directorate Business Plan – 2018/19’ prior to it receiving final approval.
48	<b>Economic Development Directorate Business Plan – 2018/19</b>	A scrutiny item to review the ‘Draft Economic Development Directorate Business Plan – 2018/19’ prior to it receiving final approval.
49	<b>Shared Regulatory Services Business Plan – 2018/19</b>	A scrutiny item to review the ‘Draft Shared Regulatory Services Business Plan – 2018/19’ prior to it receiving final approval.
50	<b>Cabinet Response to the Environmental Scrutiny Committee report titled ‘Restore Our Rivers’</b>	A scrutiny item to receive the Cabinet feedback to the Environmental Scrutiny Committee report titled ‘Restore Our Rivers’.
51	<b>Cabinet Response to the Environmental Scrutiny Committee report titled ‘Managing Section 106 Funding for Community Projects’</b>	A scrutiny item to receive the Cabinet feedback to the Environmental Scrutiny Committee report titled ‘Managing Section 106 Funding for Community Projects’.

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