DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

GWYS Y CYNGOR	DYDD IAU, 19 GORFFENNAF 2018
COUNCIL SUMMONS	THURSDAY, 19 JULY 2018,

Fe'ch gwysir I fynychu cyfarfod **CYNGOR SIR DINAS A SIR CAERDYDD**, a gynhelir yn Siambr y Cyngor - Neuadd y Ddinas, Parc Cathays, Heol Gerddi'r Orsedd, Caerdydd, CF10 3ND on Dydd Iau, 19 Gorffennaf 2018 at 4.30 pm I drafod y materion a nodir yn yr agenda atodedig.

Davina Fiore
Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol

Neuadd y Sir
Caerdydd
CF10 4UW

Dydd Gwener, 13 Gorffennaf 2018

Hyrwyddo cydraddoldeb a pharch at eraill   Gwrthrychedd a priodoldeb   Anhunaoldeb a stiwardiaeth
Uniondeb   Dyletswydd i gynnal y gyfraith   Atebolrwydd a bod yn agored

Trwy dderbyn y Pecyn Agenda hwn yn electronig, rydych wedi arbed yr Awdurdod tua. £15.22 mewn costau argraffu

GWE-DARLLEDU

Caiff y cyfarfod hwn ei ffilmio i'w ddarlledu'n fyw a/neu yn olynol trwy wefan y Cyngor. Caiff yr holl gyfarfod ei ffilmio, heblaw am eitemau eithriedig neu gyfrinachol, a bydd y ffilm ar gael ar y wefan am 12 mis. Cedwir copi o'r recordiad yn unol â pholisi cadw data'r Cyngor.

Ar ddechrau'r cyfarfod, bydd y Cadeirydd yn cadarnhau a gaiff y cyfarfod cyfan neu ran ohono ei ffilmio. Fel rheol, ni chaiff ardaloedd y cyhoedd eu ffilmio. Fodd bynnag, wrth fynd i'r ystafell gyfarfod a defnyddio'r ardal gyhoeddus, mae aelodau'r cyhoedd yn cydsynio i gael eu ffilmio ac y defnyddir y lluniau a recordiadau sain hynny o bosibl at ddibenion gwe-ddarlledu a/neu hyfforddi.

Os oes gennych gwestiynau ynghylch gwe-ddarlledu cyfarfodydd, cysylltwch â'r Gwasanaethau Pwyllgorau ac Aelodau ar 02920 872020 neu e-bost Gwasanethau Democrataidd

Eitem		Tua Amser	Max Amser
1	**Apologies for Absence** *To receive apologies for absence.*	4.30 pm	5 mins
2	**Datgan Buddiannau** *Derbyn datganiadau buddiannau (i'w gwneud yn unol â Chod Ymddygiad i Aelodau)*		
3	**Cofnodion** *(Tudalennau 9 - 46)* *Cymeradwyo cofnodion y cyfarfod blaenorol fel rhai cywir.*		
4	**Cwestiynau Cyhoeddus** *(Tudalennau 47 - 48)* *Derbyn cwestiynau yr hysbyswyd amdanynt ymlaen llaw gan Aelodau'r Cyhoedd.*	4.35 pm	5 mins
5	**Deisebau** *Derbyn deisebau gan Aelodau Etholedig i'r Cyngor.*	4.40 pm	5 mins
6	**Cyhoeddiadau'r Arglwydd Faer** *Derbyn cyhoeddiadau'r Arglwydd Faer gan gynnwys Cydnabyddiaethau a Gwobrau.*	4.45 pm	5 mins
7	**Strategaeth Cyllideb 2019-2020** *(Tudalennau 49 - 94)* *Cynnig y Cabinet*	4.50 pm	40 mins
8	**Adroddiad Blynyddol y Gwasanaethau Cymdeithasol** *(Tudalennau 95 - 190)* *Derbyn Adroddiad Blynyddol Cyfarwyddwr y Gwasanaethau Cymdeithasol a gyflwynwyd i'r Cyngor gan Aelodau Cabinet dros y Blynyddoedd Cynnar, Plant a Theuluoedd ac Iechyd a Lles.*	5.30 pm	20 mins

Trwy dderbyn y Pecyn Agenda hwn yn electronig, rydych wedi arbed yr Awdurdod tua. £15.22 mewn costau argraffu

9	**Canllaw Cynllunio Atodol: Canllaw Cynllunio Atodol Archeoleg ac Ardaloedd Archeolegol Sensitif a Chanllaw Cynllunio Atodol Rheoli Effeithiau Trafnidiaeth (Ymgorffori'r Safonau Parcio)** *(Tudalennau 191 - 376)* *Cynnig y Cabinet*	5.55 pm	15 mins
10	**Bargen Ddinesig Prifddinas-Ranbarth Caerdydd: Cydbwyllgor Trosolwg a Chraffu** *(Tudalennau 377 - 498)* *Adroddiad Cyfarwyddwr Llywodraethiant a Gwasanaethau Cyfreithiol*	6.10 pm	10 mins
11	**Datganiadau** *(Tudalennau 499 - 526)* *Derbyn datganiadau gan yr Arweinydd ac Aelodau'r Cabinet*	6.20 pm	45 mins
Egwyl			
12	**Cynnig Wedi ei Ohirio: Cyngor 21 Mehefin 2018** *(Tudalennau 527 - 528)*	7.25 pm	10 mins
13	**Hysbysiad o Gynnig 1** Cynigiwyd gan: Y Cynghorydd Rodney Berman Eiliwyd gan: Y Cynghorydd Emma Sandrey Mae'r Cyngor hwn yn nodi: 1. Mai diffiniad Sefydliad Iechyd y Byd (WHO) o ordewdra ydy gormodedd o fraster yn y corff, sy'n peri perygl o nifer o afiechydon cronig (yn cynnwys y clefyd siwgr, afiechydon ar y galon a rhai mathau o ganser). 2. Mae WHO wedi rhybuddio mai bod dros eich pwysau neu'n ordew yw achos mwyaf canser y gellid ei osgoi, ar ôl, ac mae Cymdeithas y Llywodraethau Lleol wedi dadlau yr ystyrir mai gordewdra yw un o heriau mwyaf difrifol iechyd y cyhoedd yn y 21ain ganrif. 3. Drwy'r DU, mae ystadegau wedi eu cyhoeddi'n dangos bod gordewdra – a ddiffinnir fel Mynegai Màs y Corff (BMI) o 30kg/m^2 neu fwy – wedi	7.45 pm	30 mins

cynyddu gan 15% ymhlith oedolion i 27% yn 2015.

4. Mae'r data a gyhoeddodd Arsyllfa Iechyd Cyhoeddus Cymru yn dangos mai canran yr oedolion yng Nghaerdydd a gofnodwyd yn ordew trwy Arolwg Iechyd Cymru ar gyfer 2009-12 oedd 15% ymhlith oedolion o 16 i 44 oed, 26% o 45 i 64 oed a 18% ymhlith oedolion 64+oed.

5. Mae gordewdra'n cynyddu ymhlith plant yng Nghymru. Er bod yr ystadegau diweddaraf a gyhoeddodd Iechyd Cyhoeddus Cymru ar gyfer y Rhaglen Mesur Plant Cymru yn dangos bod y sefyllfa'n well yng Nghaerdydd nag yn rhan fwyaf awdurdodau lleol Cymru, maent yn dangos, fodd bynnag, mai canran plant y ddinas 4 i 5 oed a oedd yn ordew oedd 10.7%, sef cynnydd ers 9.4% yn 2015-16.

6. Mae data gan Raglen Mesur Plant Cymru yn dangos bod cyfradd uwch o ordewdra ymhlith plant sy'n byw yn ardaloedd mwyaf difreintiedig Cymru o'u cymharu â'r rhai sy'n byw yn yr ardaloedd lleiaf difreintiedig; roedd cydberthynas debyg rhwng amddifadedd a gordewdra ymhlith oedolion, fel y dengys data Arolwg Iechyd Cymru 2009-12.

7. Yn dilyn ymrwymiadau yn Neddf Iechyd y Cyhoedd (Cymru) 2017, mae Llywodraeth Cymru wedi datgan yn ddiweddar ei fod wrthi'n datblygu strategaeth pwysau iach 10 mlynedd y bydd yn ymgynghori arni yn hwyrach eleni.

Gan gydnabod ddifrifwch y mater hwn yng Nghaerdydd a'i effaith ar iechyd ein dinasyddion, geilw'r Cyngor ar y Cabinet i wneud y canlynol:

1. gweithio â'r sefydliadau partner perthnasol (yn cynnwys Bwrdd Iechyd Prifysgol Caerdydd a'r Fro ac Iechyd Cyhoeddus Cymru) i lunio strategaeth 5-10 mlynedd â'r nod o ostwng gordewdra ymhlith oedolion a phlant yng Nghaerdydd, a dod â hi'n ôl gerbron y cyngor llawn i'w hystyried yn hwyrach eleni; ac

2. wrth ddatblygu'r strategaeth hon, rhoi ystyriaeth deilwng i ymgorffori'r cynigion canlynol:

   a. gosod targedau CAMPUS heriol ond cyraeddadwy i weithio tuag at ostwng gordewdra ymhlith oedolion a phlant yng Nghaerdydd;

   b. cynnwys camau gweithredu penodol wedi eu

targedu, â'r nod o fynd i'r afael â gordewdra ymhlith plant (yn cynnwys gweithio gydag ysgolion y ddinas) yn ogystal â'r rhai sy'n byw yng nghymunedau mwyaf difreintiedig y ddinas;

c. cynnal ymgyrch ymwybyddiaeth gyhoeddus trwy'r ddinas tebyg i "*Newcastle Can*" Hugh Fearnley-Wittingstall: (https://www.newcastlecan.com/), a welwyd yn ddiweddar ar raglan "*Britain's Fat Fight*" BBC 1;

d. gweithio â busnesau lleol i hyrwyddo darpariaeth fwy o wybodaeth maeth, o bosibl try gynllun gwirfoddol yn cynnwys busnesau bwyd llai megis caffis a bwytai annibynnol, i alluogi cwsmeriaid i wneud penderfyniadau ar sail rhagor o wybodaeth wrth fwyta allan;

e. gwahardd hysbysebu bwyd sothach ar holl safleoedd hysbysebu sy'n eiddo i'r Cyngor, yn cynnwys arosfannau bws, fel cynigion tebyg a gynigiodd Maer Llundain yn ddiweddar ar gyfer rhwydwaith bysus a metro Llundain;

f. gweithio tuag at ddarpariaeth fwy eang o ffynhonnau dŵr yfed a gorsafoedd llenwi poteli dŵr i roi dewis arall i bobl yn hytrach na phrynu diodydd llawn siwgr;

g. sicrhau y cydlynir camau gweithredu i fynd i'r afael â gordewdra – yn cynnwys trwy hyrwyddo teithio llesol yn strategaeth drafnidiaeth y ddinas, y fframwaith cynllunio lleol a thrwy gydnabod cyfraniad pwysig y gwasanaethau hamdden;

h. archwilio y posibilrwydd ym mholisi cynllunio lleol o ddatblygu "parthau iach", lle cyfyngir ar nifer y llefydd gwerthu bwyd brys yn ogystal â'r posibilrwydd o fabwysiadu canllaw cynllunio ategol gyda gofynion tebyg i ddogfen cynllunio ategol Cyngor Gateshead mewn perthynas â llefydd tecawê cynnes, sy'n gofyn am ystyried lle mae plant yn dueddol o ymgynnull; nifer y llefydd tecawê cynnes sydd yn barod a'r lefelau uchel o ordewdra;

i. ystyried arfer gorau gan ddinasoedd eraill sydd wedi mabwysiadu rhaglenni lleol â'r nod o fynd i'r afael â gordewdra, yn cynnwys Amsterdam lle bu gostyngiad gan 12% yn nifer y plant dros eu pwysau a gordew rhwng 2012 a 2015.

| 14 | **Hysbysiad o Gynnig 2** | 8.15 pm | 30 mins |

Cynigiwyd gan: Y cynghorydd Jayne Cowan

Eiliwyd gan: Y Cynghorydd John Lancaster

Mae Rheoli Gwastraff yn adran sydd wedi derbyn nifer o gwynion gan Gynghorwyr ac Aelodau'r Cyhoedd dros y blynyddoedd diwethaf.

Rydym yn galw ar y Cabinet i:

Egluro pam y mae'n amhosibl rhoi manylion i Gynghorwyr ynghylch costau'r teithiau i gasglu sbwriel a fethwyd yn ystod y casgliadau arferol.

Rhoi contract y tu allan i oriau (ar sail rota) ar waith i fynd i'r afael â chwynion fel y'u derbynnir gyda'r bwriad o osgoi costau dychwelyd i gasglu biniau/bagiau a fethwyd ar ddiwrnod arall, a thrwy hyn wella'r gwasanaethau i'r cyhoedd.

Gwella cyfraddau casglu trwy ymgysylltu â phreswylwyr mewn strydoedd lle bu'r casgliadau'n gyson anodd, er mwyn gwella mynediad ar yfer y loris sbwriel.

Archwilio ffyrdd o sicrhau bod casglwyr sbwriel yn clirio baw ci os ydynt yn ei weld ar eu hynt, sydd, fel rydym yn deall, yn rhan o'u cyfrifoldebau.

Dod ag adroddiad gerbron y Cyngor erbyn diwedd 2018 gyda chynigion i ostwng costau a gwneud y gwasanaeth y fwy effeithlon. Dylai'r adroddiad archwilio'r holl opsiynau er mwyn canfod y dull mwyaf effeithlon o gasglu gwastraff gan gynnal darpariaeth gwasanaeth dda. Byddai hyn yn cynnwys ymchwilio'r posibilrwydd o ddefnyddio contractau allanol.

Mae'n rhaid hefyd i'r adroddiad ystyried y lefelau uchel parhaus o absenoldeb salwch yn yr adran rheoli gwastraff ac egluro pa fesurau a weithredir i fynd i'r afael â'r broblem.

15	**Cwestiynau Llafar**	8.45 pm	60 mins
	Cwestiynau ar lafar i'r Arweinydd, Aelodau'r Cabinet; Cadeiryddion y Pwyllgor a/neu Aelodau enwebedig o'r Awdurdod Tân.		
16	**Materion Brys**	9.45 pm	5 mins

	Materion y Cyngor nas Gwrthwynebir		
17	**Aelodaeth y Pwyllgor** *(Tudalennau 529 - 530)* *Adroddiad Cyfarwyddwr Llywodraethiant a Gwasanaethau Cyfreithiol*	9.55 pm	5 mins
18	**Penodi Cynrychiolwyr i Gyrff Allanol** *(Tudalennau 531 - 534)* *Adroddiad Cyfarwyddwr Llywodraethiant a Gwasanaethau Cyfreithiol*		
19	**Cwestiynau Ysgrifenedig** *Yn unol â Rheolau Gweithdrefn y Cyngor, Rheol 17(f), caiff Cwestiynau Ysgrifenedig eu hystyried a'r ymateb ei gynnwys fel cofnod yng nghofnodion y cyfarfod.*		

THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 21 June 2018 to transact the business set out in the Council summons dated Friday, 15 June 2018.

Present: County Councillor Dianne Rees (Lord Mayor)

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

17   :   APOLOGIES FOR ABSENCE

Apologies were received from Councillor Congreve, Gordon, Howells, Lay, McEvoy, Morgan, Murphy and Stubbs.

18   :   DECLARATIONS OF INTEREST

The following declaration of interest was received in accordance with the Members Code of Conduct: -

Councillor	Item	Interest
All Councillors	Item 22 – Members' Schedule of Remuneration 2018 - 19 to be published in line with the requirements of the Independent Remuneration Panel for Wales.	Personal interest as Councillors in receipt of remuneration set by the Independent Remuneration Panel for Wales.
Councillors Phil Bale, Rodney Berman, Joe Boyle, Jayne Cowan, Daniel De'Ath, Sean Driscoll, Lisa Ford, Russell Goodway, Gavin Hill-John, Philippa Hill-John, Lyn Hudson, Mike Jones-Pritchard, Ashley	Item 11 – Cardiff and Vale of Glamorgan Fund – Amendment to the Terms of Reference for the Local Pension Board as Members of the Cardiff and Vale of Glamorgan Pension Scheme	Personal interest as members of the Cardiff and Vale of Glamorgan Pension Scheme

Councillor	Item	Interest
Lister, Sarah Merry, Michael, Rod McKerlich, Dan Naughton, Oliver Owen, Thomas Parkhill, Michael Phillips, Adrian Robson, Emma Sandrey, Elaine Simmons, Kanaya Singh, Rhys Taylor, Graham Thomas, Huw Thomas, David Walker, Caro Wild and Joel Williams		
Councillor Dianne Rees	Item 11 – Cardiff and Vale of Glamorgan Fund – Amendment to the Terms of Reference for the Local Pension Board as Members of the Cardiff and Vale of Glamorgan Pension Scheme	Personal interest as members of the Cardiff and Vale of Glamorgan Pension Scheme Also Personal and pecuniary interest as the Chair of the Local Pension Board is a personal acquaintance.
Councillor Carter	Item 7 - Consultation - Cardiff's Transport and Clean Air Green Paper	Personal interest as an employee of a Charity campaigning on air pollution
Councillor Rhys Taylor	Item 7 - Consultation - Cardiff's Transport and Clean Air Green Paper	Personal interest as an employee of a Charity campaigning on air pollution
Councillor Hudson	Item 13 - Community & Adult Services Scrutiny Committee Annual Report 2017- 2018 and Item 17 - Cabinet Member, Social Care. Health & Well-being – Councillor Elsmore	Personal Interest as a family member is in receipt of Social Care Services
Councillor Bradbury	Item 18 – Motion 1	Personal interest as a Trustee of Caerau and Ely Sports and a Season Ticket Holder of Cardiff City Football Club.
Councillor Driscoll	Item 23 - Appointment of Local Authority Governors to School Governing Bodies	Personal interest in relation to proposed appointment as a Local Authority Governor.

Councillor	Item	Interest
Councillor Owen Jones	Item 23- Appointment of Local Authority Governors to School Governing Bodies	Personal interest in relation to proposed appointment as a Local Authority Governor.

19 : MINUTES

The minutes of the Extraordinary meeting and Annual meeting of the Council held on 24 May 2018 were approved as a correct record and signed by the Chairperson.

20 : PUBLIC QUESTIONS

Public Question from Dr. Alexandra Phillips to Deputy Leader and Cabinet Member Education, Employment and Skills.

Question – Dr. Phillips

The residents of Cardiff North need reassurance that Cardiff Council is not just building houses, but is building a cohesive and inclusive community, in line with the Well-being of Future Generations (Wales) Act 2015. The extensive housing development in the Pontprennau / Old St. Mellons / Lisvane area, comprising over 5000 family homes, began in 2016.

When will the Council be opening the secondary school promised in the Local Development Plan (ED 009.6) to cope with demand?

Reply – Councillor Merry

Pupils resident in the catchment area of Pontprennau Primary School fall within the catchment areas of Llanishen High and Ysgol Glantaf. Pupils resident in the new and proposed housing developments in neighbouring areas would fall within the catchment areas of Llanishen High or Eastern High, and Ysgol Glantaf or Ysgol Bro Edern.

Each of the schools I've listed was able to admit all on-time applicants resident within their catchment area this year. In 2022, the pupils in the catchment area of Pontprennau Primary School will still be able to attend these in-catchment schools.

A planning application for the future housing development, within which a new secondary school would be located, is expected to be submitted by developers later this year. Officers are working closely with developers and monitoring the build rate and projected yield from the new and proposed housing, as well as the patterns of take up in English-medium, Welsh-medium and Faith provision at primary and secondary age.

Appropriate interim proposals will be brought forward in good time to ensure that there are sufficient English-medium and Welsh-medium places to serve existing and new housing.

A new secondary school will be also brought forward to serve those areas when the number of local pupils is sufficient to support the highest educational standards that Cardiff demands.

Supplementary Question - Dr. Phillips

Thank you very much for your answer and detailed response. My question was backed by a petition which shows the amount of interest in this by the parents and residents.

My supplementary question is about time and dates, you mention 'expected later this year' you also talked about 'in good time.' When will the residents of Cardiff North be told, and in what manner will they be told because there is a great deal of concern bearing in mind that Pontprennau Primary is already the most over-subscribed primary school in Cardiff?

Reply – Councillor Merry

I totally understand the concern of parents, unfortunately if I had more specific dates I would provide them. What I have been told is the new secondary school is most likely to be established after 2025 but that is not a definite date. The difficulty we have is that in terms of school buildings being built under S106 arrangements, is that we are, to a certain extent, bound by the developers and the predicted demand for school places. We are not building schools directly and supplying the capital as such, so that makes it much more difficult to actually give you a precise date.

I will make sure I keep the Local Members informed as plans become clearer.

21   :   PETITIONS

The following Petitions were received by Full Council:

Councillor	No of signatures	Topic
Councillor Jacobsen	2142	Requesting the Council to repair and improve Pentwyn Lake at Parc Coed y Nant
Councillors Cowan, Owen and Robson	304	Calling on the Council to prioritise a scheme to tackle the lack of a four way pedestrian crossing facilities at Pantbach Road /Ty Wern Road /Ty'n y Parc Road (Monico) Crossroads, and to put in measures to prevent cars from mounting the pavement, with a scheme to be implemented by the end of 2018.
Councillor Carter	163	Calling on the Council to stop the eviction of local charities from Llanedeyrn Sports hall.

Councillor Bale	290	Requesting that the Council consider the petition to stop the NAT Group X8 service from travelling through Launcelot Crescent and Camelot Way.

22 : LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor informed Council that sadly Mrs Thora Lewis, an Independent Member of the Standards and Ethics Committee had passed away at the end of May. She had recently joined the Committee after a long and fulfilling career as a French teacher, spending much of her teaching life at Llanrumney High School where she also became the Deputy Head teacher. The Chair of Standards and Ethics Committee had written to the family to express condolences.

The Lord Mayor congratulated all those citizens of Cardiff who received honours in the Queen's Birthday Honours List.

Order	Honour	Given to	Citation
Commanders of the Order of the British Empire	CBE	Mr Kenneth Martin FOLLET	Cardiff Born author for services to Literature and to charity.
Commanders of the Order of the British Empire	CBE	Professor Graham HUTCHINGS FRS	Director of the Cardiff Catalysis Institute for services to Chemistry and to Innovation.
Commanders of the Order of the British Empire	CBE	Professor Billie HUNTER	Professor of Midwifery Cardiff University. For services to Midwifery and to Midwifery Education in the UK and Europe.
Commanders of the Order of the British Empire	CBE	Mr Huw Vaughan THOMAS	Auditor General Wales. For services to Public Audit and Accountability in Wales.
Commanders of the Order of the British Empire	CBE	Mr Alun Howard TUCKER	Lately Member, UN International Criminal Tribunal for the former Yugoslavia. For services to International Justice.
Officers of the Order of the British Empire	OBE	Mrs Marlize PALMER	Departmental Records Officer, Welsh Government. For services to Information Management.
Officers of the Order of the British Empire	OBE	Dr Stephen THOMAS	Principal of Medetec, Independent Medical Device Consultant (Wound Dressings) and Medical Writer. For

Order	Honour	Given to	Citation
			services to the NHS.
Members of the Order of the British Empire	MBE	Dr Richard Ian DEWAR	Consultant Physician, Cwm Taf University Health Board. For services to the NHS, particularly Stroke Patients.
Members of the Order of the British Empire	MBE	Professor Haley Louise GOMEZ	Head of Outreach and Engagement, School of Physics and Astronomy, Cardiff University. For services to Astrophysics, Astronomy and Outreach Activities.
Members of the Order of the British Empire	MBE	Mrs Ruth Helen JACKSON	Headteacher, Kitchener Primary School, Cardiff. For services to Education.
Members of the Order of the British Empire	MBE	Ms Avril LEWIS	Managing Director, EST net and Member, Welsh Government Information and Communication Technology Sector Panel. For services to the Technology Industry in Wales.
Medallist of the Order of the British Empire	BEM	Mrs Carol May COLEMAN	For services to Amateur Theatre and to the community in Rhiwbina.
Medallist of the Order of the British Empire	BEM	Mrs Eluned Margaret Ramsey Clifton-Davies	First Aid Trainer and Assessor, St John Ambulance Wales. For voluntary service to First Aid Training. (Cardiff)
Medallist of the Order of the British Empire	BEM	Robert John Lawrence	For political and public service
Medallist of the Order of the British Empire	BEM	Ms Yvette Suzanne DUVAL	BAME Mental Health Manager, Diverse Cymru. For services to the BAME community in Wales
Medallist of the Order of the British Empire	BEM	Dr Hasmukhlal Vadilal SHAH	For services to the Hindu community in Cardiff.

Queen's Fire Service Medal (QFSM) – England and Wales	
Huw Dennis JAKEWAY Chief Fire Officer South Wales Fire and Rescue Service	For Distinguished Services to the Fire and Rescue Service
Queen's Police Medal (QPM) – England and Wales	
Chief Superintendent Sally Ann BURKE	For Distinguished Services to the South Wales Police
Mr. Paul Francis Dominic HURLEY,	For Distinguished Services to the South

Lately Detective Chief Superintendent,	Wales Police
Sergeant Lindsey SWEENEY	For Distinguished Services to the South Wales Police
Queen's Ambulance Medal (QAM) – England and Wales	
Jason Frederick COLLINS, Finance Manager,	For Distinguished Services to the Welsh Ambulance Service

The Lord Mayor congratulated all staff recognised and involved in initiatives and projects as set out in the Recognition and Awards briefing to Council.

The Lord Mayor was pleased to have launched the Lord Mayor's Charity Fundraising with Noah's Ark Charity Trust in May and pledged in her year of office to raise much needed funds for the Tiny Lives Appeal and the purchase of vital breathing equipment for critically ill babies.

A number of events were planned over the coming months including a Coffee morning on 6 July; a Cricket Match on 26 July and a fundraising luncheon on 29 July. The Lord Mayor was grateful for the support of Councillors.

Further details of activities during the Lord Mayors first month in office had been circulated for Members information.

23   :   CONSULTATION - CARDIFF'S TRANSPORT AND CLEAN AIR GREEN PAPER

The Cabinet Member for Strategic Planning and Transport introduced the Green Paper on 'Cardiff's Transport & Clean Air' and made a statement and in accordance with Council Procedure Rule 21 invited Councillors Michael, Elsmore and Patel to contribute to the presentation of the Green Paper. The Cabinet Member outlined the consultation process and engagement activities undertaken to encourage and capture feedback from as wide a range of citizens of Cardiff as well as Elected Members.

Councillor Michael referred to the Clean Air initiatives including the provisioning of Electric Vehicle Charging stations; work to encourage all-electric fleet cars and taxis; and the wider adoption of the Low Emissions Transport Strategy for Council vehicles by other public bodies.

Councillor Elsmore focussed on Clean Air and Public Health issues; the Council's Wellbeing Plan and the delivery of sustainable travel options for all citizens across the city.

Councillor Patel referred to the work of the Environmental Scrutiny Committee on Improving Air Quality in Cardiff and its key recommendation relating to Public Health; low emission zones; sustainable fuel infrastructure and better cycle and bus lanes; driving a modal transport shift and introduction of 20mph zones.

The Lord Mayor invited contributions from the Group Spokespersons and the Independent Member which would be captured as part of the consultation process still open to individual Councillors and Groups until 1 July 2018.

Members welcome the opportunity to address matters raised by the Green Paper and the significant efforts made to engage with citizens and stakeholder groups. Group Spokespersons commented on the need to address issues around clean air and tackling harmful emissions; the importance of sustainable transport options and improvements to infrastructure; good urban design and creation of vibrant local communities. They stressed the importance of working with businesses to reinvigorate local shopping centres especially at a time when shopping habits are changing again with the increase use of on-line services.

Other issues raised were the realignment of bus services; introduction of integrated ticketing; a move towards a zero carbon bus fleet/s and improvements to the technology to support traffic flow and updating the traffic lighting system. Members reinforced the requirement for a Park & Ride facility in the north of the city around Junction 32 to ease the congestion at peak times in and out of the city, and more work could be done with public and private bodies to encourage employees to car share or use Park and Ride instead of driving and parking within the County area.

The importance of equal access to the city centre and services for people with disabilities was highlighted, which at times is challenging for people in wheelchairs, particularly when buses are full and the need for Equality Impacts Assessments to be put in place.

The Lord Mayor thanked Members for their contributions which would be captured in full and submitted as part of the consultation process.

24 : WELSH LANGUAGE STANDARDS: ANNUAL REPORT 2017 - 18

The Leader, Councillor Huw Thomas presented the 2017-18 Welsh Language Standards Annual Report detailing the Council's achievements and progress in delivering the Bilingual Cardiff Strategy. Cardiff has the fourth highest number of Welsh speakers in Wales after Carmarthenshire, Gwynedd and Anglesey.

The Council actively works to promote the Welsh Language throughout it services, working with partners including the Welsh Government to support the development and promotion of the Welsh Language. The Welsh Language Standards are an important element in ensuring consistent compliance and remains the best way of promoting the language. The Leader was pleased to report the increase in the number of bilingual staff in the Council.

In addition Cardiff was once again welcoming the National Eisteddfod at the beginning of August a unique event open to all.

Councillor Owen Jones, as Chair of the Bilingual Cardiff Member Group seconded the report and was pleased to recognise improvements and progress being made and the commitment given the Council to supporting the Welsh Language in the City. He did recognise that there were still areas for improvement.

The Lord Mayor invited contributions and Members expressed support for the work of the Council and partners; the fund raising efforts made by communities in Cardiff to

support the National Eisteddfod in Cardiff; the ambition of the Welsh Government for 1 million Welsh speakers by 2050; the provision of opportunities for learning Welsh and using Welsh in the workplace; the importance of the Welsh language as part of the culture and heritage of Cardiff as a Capital City. A comment was made regarding the number and bureaucracy involved with the implementation of the Welsh Language Standards. The cultural and social benefits for citizens of the Welsh language were recognised.

RESOLVED – That the Welsh Language Standards Annual Report 2017-18 for publication in accordance with the Welsh Language Standards (Welsh Language (Wales) Measure 2011) was approved.

25 : INDEPENDENT MEMBER VACANCY - STANDARDS & ETHICS COMMITTEE

The Council was informed of the Independent Member vacancy that had unexpectedly arisen on the Standards and Ethics Committee and sought approval for arrangements to fill the vacancy.

The Leader, Councillor Huw Thomas proposed the recommendation received from the Standards and Ethics Committee members at it last meeting on 13 June 2018 which was seconded by Councillor Stephen Cunnah a member of the Standards and Ethics Committee.

RESOLVED - That reappointment of Hollie Edwards-Davies as an Independent Member of the Standards and Ethics Committee for a further four year term from 22 June 2018 was approved.

26 : APPOINTMENT TO THE POST OF CORPORATE DIRECTOR RESOURCES AND SECTION 151 OFFICER

The Council was asked to approve the public advertisement and remuneration of the post of Corporate Director Resources in view of the pending retirement of the current Corporate Director Resources in October 2018.

The Cabinet Member Finance, Modernisation and Performance, Councillor Weaver presented the proposal which was in accordance with the senior management structure approved by Cabinet in November 2017 for a like for like recruitment with no change to the structure or current salary approved by the cross party Employment Conditions Committee and confirmed in the Annual Pay Policy approved by Council in March 2018. The proposal was seconded by Leader, Councillor Huw Thomas.

The Lord Mayor invited comments on the report. The like for like replacement proposal was noted and welcomed overall. Clarification was sought about the payment of Returning Officer fees and it was confirmed that duties of the Returning Officer was not integral to the Corporate Director Resources post and the allocation of duties of the Returning Officer would be subject to further report. Members stressed the importance of a handover transition and succession plan for the replacement to avoid the loss of corporate knowledge

The Liberal Democrat Group expressed their opposition to the proposed salary level and requested that a separate vote be taken on Recommendation 2.

The Lord Mayor called for a vote to be taken.

A vote on Recommendation 1 and 3 was taken. The vote was CARRIED.

A vote on Recommendation 2 was taken. The vote was CARRIED

RESOLVED – That

1. the public advertisement of the post of Corporate Director Resources on the basis of the existing duties, role profile and terms & conditions was approved;

2. the remuneration of the post of Corporate Director Resources based on a spot salary of £132,613 per annum in accordance with the Council's Pay Policy Statement 2018/19 was agreed;

3. the responsibility for the appointment of a suitable candidate to the post of Corporate Director Resources is delegated to the Appointments Committee was agreed.

27   :   CARDIFF AND VALE OF GLAMORGAN PENSION FUND - AMENDMENT TO THE TERMS OF REFERENCE FOR THE LOCAL PENSION BOARD

(The Lord Mayor had declared a personal and pecuniary interest in this item and left the meeting during the consideration of this item.)

(Deputy Lord Mayor, Councillor McKerlich in the Chair)

Cardiff Council is the administering authority for the Cardiff & Vale of Glamorgan Pension Fund which is part of the Local Government Pension Scheme (LGPS) for England and Wales. In 2015 the Council established the Local Pension Board for the Pension Fund in compliance with the Public Service Pensions Act 2013 and the LGPS Regulations but also to recognise that the Council has a Pension Committee.

The Cabinet Member Finance, Modernisation and Performance sought approval of amendments to the Terms of Reference for the Local Pensions Board which included extending the terms of office of Board Members for a further year.

The proposal was seconded by Councillor Mackie.

RESOLVED – That

1. Cardiff Administering Authority for the Pension Fund has formal responsibility for the Local Pension Board and that all but minor amendments to the Board's Terms of Reference will be presented for approval by Full Council was noted;

2. delegated authority was granted to the Corporate Director Resources to make any minor amendments that may be required to the Board's Terms of Reference, from time to time;

3. the proposed amended Terms of Reference were approved;

4. the administration of the Board, (including appointments to the Board) falls within the operational pension's matters delegated to the Corporate Director Resources in the Council's Scheme of Delegations, subject to consultation, as appropriate with the Chair of the Pensions Committee and the Chair of the Board were noted;

5. the appointment of Board members to extended terms of office for 12 months be approved.

28   :   CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE ANNUAL REPORT 2017 - 2018

(The Lord Mayor in the Chair)

The Chair of Children & Young People Scrutiny Committee, Councillor Lee Bridgeman presented the Committee's Annual Report detailing the investigatory and scrutiny work undertaken by the Committee in 2017 – 18.

The Chair commended the work and the time given by Committee Members; Co-Opted Members; witness and stakeholders to meetings and the Task Group meetings; and the valuable support provided by the Principal Scrutiny Support Officer.

The Chair responded to questions on the report in particular on the Task Group on Out of County Placements.

29   :   COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE ANNUAL REPORT 2017- 2018

The Chair of Community & Adult Services Scrutiny Committee, Councillor McGarry presented the Committee's Annual Report detailing the items covered by the Scrutiny Committee in its Work Plan for 2017 -18

The Chair commended the work and the time given by Cabinet Members, Committee Members; witnesses and stakeholders to meetings and the Task Group meetings; and the valuable support provided by the Principal Scrutiny Support Officer.

The Chair emphasised the important role of scrutiny as a critical friend, helping to inform policy, undertake research and evaluate result of research and looking at the policy once formed.

30   :   ECONOMY AND CULTURE SCRUTINY COMMITTEE ANNUAL REPORT 2017 - 2018

Councillor Hill-John a Member of the Economy and Culture Scrutiny Committee presented the Committee's Annual Report on behalf of the Chair who was unable to attend the meeting. The Annual report provided the detail of the work of the Committee in 2017 -18.

The Councillor thanked the time given by Cabinet Members, Committee Members; witnesses and stakeholders to meetings and the Task Group meetings; and the valuable support provided by the Principal Scrutiny Support Officer.

Comments were raised in relation to the Parks and Green Spaces Inquiry and need to maintain the funding of parks; dogs in parks and retain the resources for the Park Ranger services. The recommendations of the report were due to be considered by Cabinet shortly.

31   :   ENVIRONMENTAL SCRUTINY COMMITTEE ANNUAL REPORT 2017 - 2018

The Chair of Environmental Scrutiny Committee, Councillor Ramesh Patel presented the Committee's Annual Report detailing the work of the scrutiny Committee in 2017 – 18.

The Chair commended the work and the time given by Cabinet Members, new Committee Members; external witness and stakeholders at Committee meetings and the Task Group meetings; and the valuable support provided by the Principal Scrutiny Support Officer, Committee and Members Support.
The Chair referred to the efforts made to encourage engagement from the public and all Committees had been Webcasted.

The Chair responded to questions on the Food Hygiene Rating Scheme; issues around fly tipping; and the delivery of the Household Waste Recycling facility.

32   :   POLICY REVIEW & PERFORMANCE SCRUTINY COMMITTEE ANNUAL REPORT 2017 - 2018

The Chair of the Policy Review & Performance Scrutiny, Councillor David Walker presented the 2017 – 2018 Annual report for the overarching strategic scrutiny Committee of the Council looking at complex plans and policies and how these thread through the Council, and the outcomes from these policies as well as deep dives on specific issues for example the important matter of sickness absence.

The Committee had completed two Task and Finish Group Inquiries on the Corporate Landlord model looking at the Council property and assets and Customer Leadership providing recommendations on change.

The Chair outlined the importance of an audit on the outcomes of the recommendations made from scrutiny.

The Chair thanked Cabinet Members, Committee Members, witnesses and participants at meetings and Task Groups and the Principal Scrutiny Support Officer for their hard work and diligence in the work undertaken over the last 12 months.

The Chair responded to a question received on the number and resources available for the scrutiny service and the work undertaken on an annual basis. The Chair was keen that the level of resourcing going forward was maintained.

33   :   STATEMENTS

The following statements were received: -

Leader Statement – Councillor Huw Thomas

The Leader responded to questions on the Local Government Reform and the Volvo Ocean Race.

Strategic Planning & Transport – Councillor Wild

The Cabinet Member responded to questions on the Car Free day, Transport for Wales and the Metro Project and the Nextbike scheme.

Investment & Development – Councillor Goodway

The Cabinet Member responded to questions on Cardiff Economy and challenges in the retail sector; Brexit, County Estates and Corporate Transport Services

Culture & Leisure – Councillor Bradbury

Deputy Leader, Education, Employment & Skills - Councillor Merry

The Cabinet Member responded to questions on Young People not I Education, Employment and Training, Estyn Inspections, fairer system for students and Period Poverty.

Finance Modernisation & Performance - Councillor Weaver

The Cabinet Member responded to questions on LGBT Pride Month and inclusive employers, Cardiff Gov App, and Connect to Cardiff calls and response times, availability of the Council's Twitter.

Housing & Communities - Councillor Thorne

It was noted that this Statement and been omitted from the published agenda pack and would be circulated to all Members at the end of the meeting. The Cabinet Member welcomed any questions on her statement by email.

Clean Streets, Recycling & Environment – Councillor Michael

The Cabinet Member responded to questions on Fly-tipping, Fixed Penalty Notices, Solar Panels at Lamby Way, disposal of waste, development proposals scheme of energy low carbon emissions, skips service, replacement of Wedal Road and Bereavement Services, CHP Plant Trident Park heat generation.

Children & Families - Councillor Hinchey

The Cabinet Member responded to questions on Fostering Care Services and wishes of young people leaving residential care and the Adolescent Resource Centre.

Social Care. Health & Well-being – Councillor Elsmore

The Cabinet Member responded to questions on Violence Against Women, Domestic Abuse and Sexual Violence Strategy and the PREVENT strategy, and the importance of collaboration and positive use of language used in the strategy, Dementia Action Week and Meals on Wheels Service.

34   :   MOTION 1

The Lord Mayor advised that the notice of motion proposed by Councillor Keith Jones and seconded by Councillor Bridgeman had been received for consideration and was included on the Summons for the meeting. Two amendments had been received to the motion.

The Lord Mayor invited Councillor Jones to propose the motion as follows:

This Council recognises the outstanding achievements of our City's sports teams this year and congratulates:

1. Cardiff City on their promotion to the Premier League;
2. Cardiff Blues on their success on winning the European Challenge Cup Final;
3. Cardiff Devils on winning both the Elite League and Elite League Playoffs.

This Council notes the importance of Community Sports Clubs and the success of many of our local teams across the City and the vital role they play in community cohesion and in improving the Health and Wellbeing of the City.

The Council further notes the importance Cardiff Council places on getting more girls into sport which includes Sports Cardiff's Girls Together event which will see 300 Primary School and 300 Secondary School girls take part in sporting events to mark International Women's Day in 2019.

The Council supports the work that the Council's Sports Development team do in partnership with Cardiff Met University and the 2012/13 decision to give free access to under 16s to our Park Sporting facilities.

The Council recognises the investment that the Council has made in improving sports facilities including improvements to changing rooms and the installation of 3G pitches.

This Council therefore resolves that sport is continued to be made available to children of all means and that it will continue to give free access to our parks facilities for all under 16s for organised sport and work with all our Elite clubs to continue this sporting renaissance in our city.

The Motion was seconded by Councillor Bridgeman

The Lord Mayor took each of the amendments in order.

Amendment 1: Proposed by Councillor Mike Jones-Pritchard and seconded by Councillor Jayne Cowan

The amendment was as follows:

In line one, add *"all"* after achievements of, and delete *"this year"*

Add point 4. *"The City's many amateur teams including Cardiff AAC who also achieved promotion to the Premiership of the British Athletics League last season".*

In the last paragraph add, after organised sport *"and ensure that the sports areas are maintained on a regular basis"*

The Amended Motion would read as follows:

This Council recognises the outstanding achievements of all our City's sports teams and congratulates:

1   Cardiff City on their promotion to the Premier League;
2   Cardiff Blues on their success on winning the European Challenge Cup Final;
3   Cardiff Devils on winning both the Elite League and Elite League Playoffs;
4   The City's many amateur teams including Cardiff AAC who also achieved promotion to the Premiership of the British Athletics League last season.

This Council notes the importance of Community Sports Clubs and the success of many of our local teams across the City and the vital role they play in community cohesion and in improving the Health and Wellbeing of the City.

The Council further notes the importance Cardiff Council places on getting more girls into sport which includes Sports Cardiff's Girls Together event which will see 300 Primary School and 300 Secondary School girls take part in sporting events to mark International Women's Day in 2019.

The Council supports the work that the Council's Sports Development team do in partnership with Cardiff Met University and the 2012/13 decision to give free access to under 16s to our Park Sporting facilities.

The Council recognises the investment that the Council has made in improving sports facilities including improvements to changing rooms and the installation of 3G pitches.

This Council therefore resolves that sport is continued to be made available to children of all means and that it will continue to give free access to our parks facilities for all under 16s for organised sport and ensure that the sports areas are maintained on a regular basis and work with all our Elite clubs to continue this sporting renaissance in our city.

Amendment 2: Proposed by Councillor Joe Boyle and seconded by Councillor Emma Sandrey

The amendment was as follows:

Add a Pont 4 – *4. Cardiff Metropolitan Ladies for lifting the Welsh Premier Women's League title, meaning they will represent Wales in the UEFA Women's Champions' League in the forthcoming season*.

Second Paragraph add an additional sentence at the end *"Nonetheless, the Council regrets those instances where community sports teams and groups have been evicted from Council facilities".*

Third paragraph at the end of the sentence remove the full stop and replace with a comma and add the following: - *"but has concerns that Better Leisure's over-16s requirement for female swimming sessions stops young girls and their mothers from participating together in a sport they enjoy and with which they feel comfortable".*

Fifth paragraph at the end of the sentence remove the full stop and replace with a comma and add the following – *"while regretting the loss of facilities such as bowling greens and instances where the poor quality of sports pitches has forced local teams to relocate".*

Sixth paragraph after the words *"This Council"* add the following words *"also notes that handing over the running of leisure centres to a private company has not delivered all the benefits that we were promised and"*

The amended Motion would read

This Council recognises the outstanding achievements of our City's sports teams this year and congratulates:

1   Cardiff City on their promotion to the Premier League;
2   Cardiff Blues on their success on winning the European Challenge Cup Final;
3   Cardiff Devils on winning both the Elite League and Elite League Playoffs.
4.   Cardiff Metropolitan Ladies for lifting the Welsh Premier Women's League title, meaning they will represent Wales in the UEFA Women's Champions' League in the forthcoming season.

This Council notes the importance of Community Sports Clubs and the success of many of our local teams across the City and the vital role they play in community cohesion and in improving the Health and Wellbeing of the City. Nonetheless, the Council regrets those instances where community sports teams and groups have been evicted from Council facilities.

The Council further notes the importance Cardiff Council places on getting more girls into sport which includes Sports Cardiff's Girls Together event which will see 300 Primary School and 300 Secondary School girls take part in sporting events to mark International Women's Day in 2019, but has concerns that Better Leisure's over-16s requirement for female swimming sessions stops young girls and their mothers from participating together in a sport they enjoy and with which they feel comfortable.

The Council supports the work that the Council's Sports Development team do in partnership with Cardiff Met University and the 2012/13 decision to give free access to under 16s to our Park Sporting facilities.

The Council recognises the investment that the Council has made in improving sports facilities including improvements to changing rooms and the installation of 3G pitches, while regretting the loss of facilities such as bowling greens and instances where the poor quality of sports pitches has forced local teams to relocate.

This Council also notes that handing over the running of leisure centres to a private company has not delivered all the benefits that we were promised and therefore resolves that sport is continued to be made available to children of all means and that it will continue to give free access to our parks facilities for all under 16s for organised sport and work with all our Elite clubs to continue this sporting renaissance in our city.

The Lord Mayor invited debate on the motion.

At the conclusion of the debate the Lord Mayor invited Councillor Keith Jones to sum up. In summing up Councillor Jones confirmed that he accepted amendment 2 as the substantive motion.

The Lord Mayor moved to the vote on Amendment 2. The vote on Amendment 2 was LOST.

The vote on the Substantive Motion was CARRIED as follows: -

This Council recognises the outstanding achievements of all our City's sports teams and congratulates:

1. Cardiff City on their promotion to the Premier League;
2. Cardiff Blues on their success on winning the European Challenge Cup Final;
3. Cardiff Devils on winning both the Elite League and Elite League Playoffs
4. The City's many amateur teams including Cardiff AAC who also achieved promotion to the Premiership of the British Athletics League last season.

This Council notes the importance of Community Sports Clubs and the success of many of our local teams across the City and the vital role they play in community cohesion and in improving the Health and Wellbeing of the City.

The Council further notes the importance Cardiff Council places on getting more girls into sport which includes Sports Cardiff's Girls Together event which will see 300 Primary School and 300 Secondary School girls take part in sporting events to mark International Women's Day in 2019.

The Council supports the work that the Council's Sports Development team do in partnership with Cardiff Met University and the 2012/13 decision to give free access to under 16s to our Park Sporting facilities.

The Council recognises the investment that the Council has made in improving sports facilities including improvements to changing rooms and the installation of 3G pitches.

This Council therefore resolves that sport is continued to be made available to children of all means and that it will continue to give free access to our parks facilities for all under 16s for organised sport and ensure that the sports areas are maintained on a regular basis and work with all our Elite clubs to continue this sporting renaissance in our city.

35   :   MOTION 2

The Lord Mayor advised that the notice of motion proposed by Councillor Jones-Pritchard and seconded by Councillor Williams had been received for consideration and was included on the Summons for the meeting. One amendment had been received to the motion.

The Lord Mayor invited Councillor Jones- Pritchard to propose the motion as follows:

This Council recognises the positive steps set out in the Council's Capital Ambition document to make sure every child in Cardiff goes to a good or excellent school and that around half of schools are either good or excellent. It also recognises the good work of officers, teachers, governors and others, involved in education in Cardiff that has brought about the improvement in standards in recent years and the continuing need and drive to further improve standards across all levels and in all areas of Cardiff.

This Council recognises that Capital Ambition states that:

•   We will close the attainment gap in schools so that no child is left behind
•   Education is one of the surest routes out of poverty
•   Education is everyone's business
•   We must invest in aspiration and life chances from an early age
•   We must work to align funding from across the public and third sectors … around what each individual child and family needs
•   Early intervention is critical
•   We need to provide lasting solutions to complex problems

- That every citizen will have the chance to fulfil their potential and
- That the key to long term success and prosperity of a city lies in how it chooses to invest in aspiration and life chances from an early age.

This motion calls upon the Cabinet to be even more ambitious and to deal with a critical need, not referred to, or identified, in Capital Ambition, which is the deplorable situation of the significant number of children, in all areas of the city, who join nursery with limited language and social skills, who have minimal self-help or personal care skills, with many unable to use the toilet or hold a cup.

It calls upon the Council to work across service areas and, with other organisations, to develop, and put in place, an initiative to enable those parents and carers of pre-school age children, to have ready access to Flying Start, or similar provision, in every primary school in Cardiff where there is the need. A provision where support and guidance on positive parenting, child care and development etc. can be accessed without stigma, to enable us to ensure that all children in Cardiff, whether they live in an area classed as deprived, or not, and whose parents or carers need help, have the opportunity to start nursery at the expected level and stage of development.

Councillor Jones- Pritchard in proposing the motion advised following discussions during the Council break that he would over the next month work with the Labour group on a composite motion to bring back to the next meeting.

The motion as proposed was seconded by Councillor Joel Williams.

The Lord Mayor invited Councillor Lister to propose the amendment advised that he wished to withdraw the amendment with the consent of the meeting to allow time to work with the opposition group on a composite motion to be brought back to Council next month.

Councillor Lent seconded the withdrawal of the amendment.

In accordance with the Council Procedure Rules 22 (w) (iv) the Cabinet Member was given an opportunity to respond to the motion on behalf of Cabinet.

The Lord Mayor sought Council approval to the proposal to adjourn the vote on the Motion to allow for further discussions between the proposers and seconders of the motion and the lead Cabinet Member on a composite motion to be brought to Council on 19 July 2018.

The ADJOURNMENT of the motion was CARRIED.

36   :   ORAL QUESTIONS

Question - *Councillor Robson*

What more can be done to reduce Cardiff's Carbon footprint?

Reply – *Councillor Michael*

Latest Government figures show that Cardiff saw a 39% decrease in per capita CO2 emissions between 2005 and 2015, which meant that we met our 2020 EU Covenant of Mayors target ahead of time.

However, there is no room for complacency, which is why we are leading by example to drive carbon emissions lower in response to new Welsh Government targets. Examples include:

- energy efficiency schemes in Council buildings and street lighting;
- renewable energy projects, including Radyr Weir and roof mounted solar panels; and
- the installation of over 7,700 grant funded energy efficiency measures in Council and private homes.

The Cabinet has also approved a new Low Emission Fuels Strategy and business cases for a District Heat Network and solar farm at Lamby Way, which will all make a major contribution towards our future carbon savings.

Supplementary Question – *Councillor Robson*

Will you commit to Cardiff becoming a Carbon Neutral City?

Reply – *Councillor Michael*

I think I need to study it and see exactly what you mean by that before I do it. It's my recollection that the Welsh Government wants us to be Carbon Free by 2030 anyway, so we are already down that path.

Question - *Councillor Berman*

In the light of the ongoing economic challenges we are seeing to the high street (both here in Cardiff and across the UK) as most acutely highlighted by the recent announcement of the forthcoming closure of the city's House of Fraser store together with the major gap this will leave in Cardiff's retail offer, what plans do you have to alter the council's economic strategy to adopt an innovative approach that can leave us best placed to adapt to such challenges, and how will you seek to deliver it?

Reply - *Councillor Goodway*

I share the Councillors concern regarding the announcement that the House of Fraser store in town is to close. I can assure councillors that the Council, along with colleagues in Welsh Government and in UK Government, is working directly with the business and the owner of the building to secure alternative employment opportunities for the staff and to secure a future use for the site.

I am conscious of the ever changing retail environment that is affecting town and city centres across the UK. Whilst city centres have always evolved, and types of retail have changed, it is the threat of online retailers that provides a more structural

concern for the sector. In response, we know that our city centre will need to provide a broader range of uses and look to provide "what Amazon cannot do".

To some extent the response will be led by businesses. However, as a Council we have a role in overseeing the development of our city centre to maintain footfall, drive business and attract visitors. Part of this response will be to increase overall commercial activity in the city centre. The redevelopment of Central Square, for example, has the potential to support up to 30,000 jobs, which in turn will support the retail sector in the city.

We will also work with other organisations to ensure success.

Supplementary Question – *Councillor Berman*

The problems we are seeing at House of Fraser and other high street retailers and also the more recent job losses at Barclays in the City are in my view signs that the economy here and elsewhere in the UK is faltering as the reality of the impact of our rush towards Brexit increasingly starts to bite. As such, and in view of your comments earlier, can I therefore ask if you agree with your Leader, Councillor Thomas, when he told the Policy Review and Performance Scrutiny Committee yesterday that Brexit is frankly a disaster or is there a split within the ranks of the Council's Labour administration on this issue?

Reply - *Councillor Goodway*

Rule one, the Leader is always right. Rule two, there is no rule two. Rule three, the Leader is always right. I note again, your obsession with Brexit, I think there is a shared view on the Labour ranks that there are going to be difficult challenges for us to face in the post Brexit era. What I am saying to the Council is that it is my responsibility in this portfolio to make sure that Cardiff does its upmost to prosper as far as it can to meet those challenges and if possible to make sure that Cardiff prospers more than any other City in the UK.

Question - *Councillor McGarry*

Can the Cabinet Member please tell me what the criteria are for prioritising road safety schemes in the City?

Reply - *Councillor Wild*

Thank you Councillor McGarry, the schemes included in the future road safety programme are prioritised using an objective method of assessment, which takes into account factors such as traffic and pedestrian flows, injury collisions over a 5 year period, traffic speed and site layout etc. Funding from the Council's general capital fund road safety budget will be allocated to schemes on this priority basis.

Supplementary Question – *Councillor McGarry*

There is a street in our ward that goes out of town, it's in a straight line, it's in a 20mph zone but traffic speed surveys have been done in the street and the average

speed that they took on those speed surveys was over 40mph and the fastest was 95mph.

With 20 mph zones, unless they are enforced, and the police have not got the resources to enforce them, and unless you have traffic calming measures included in those 20 mph zones, it's very difficult to keep the traffic at 20 mph. The question is, we have had traffic calming measure on the table for this street for 6 years and I'm just wondering when it might come to the fore, its Mackintosh Place.

I wondered if you could tell me outside this Council, when that scheme night be done?

Reply - *Councillor Wild*

There's programmes all over Cardiff and I'd like to be able to do more of them as you know but with that one in particular, can I find out a bit more information about it, follow up to check that the things are in place that you have spoken about and that we are making the right decisions.

Question – *Councillor Hudson*

To generate income, can Cardiff Council seek and encourage sponsorship from individuals, groups, organisations and business for planters, trees, benches, lighting etc.?

Reply - *Councillor Michael*

We currently offer companies the opportunity to sponsor a roundabout or litter bin and to advertise on vehicles and lamppost banners. We also have a sponsorship contract with Admiral for our Road Safety team uniforms.

We are compiling a webpage to add to the current information about "Advertising on Council Property", which will promote and provide more details about sponsorship opportunities available for benches, planters etc.

We also will be promoting advertising space on parking meters. In other words we will advertise on anything as long as they pay.

Supplementary Question – *Councillor Hudson*

With sponsorship, especially with the introduction of shrubs, trees and planters, it would be eco-friendly and would embrace the clean air initiative in the City. Do you agree it will help absorb some of the pollution we are experiencing and reduce the carbon dioxide and produce oxygen, so can I ask please for your vigorous and enthusiastic support for the eco-system for shrubs trees and planters?

Reply - *Councillor Michael*

Since 1997 when I got elected we have always had business opportunities to sponsor everything from benches to banners and we will continue to have that. If anybody wishes to come along with offers to sponsor any plants I will gladly look at it.

Question - *Councillor Sandrey*

The area investigation report for last year, which identifies planning, transport and environmental priorities, has yet to be published. I was first told that the report would be published in early 2018, then May 2018, and now I have been told that due to staff resource issues, the area investigation report for last year has no definitive timescale for publication. Residents who have asked for areas to be reviewed as part of this report are rightly frustrated by this delay. When will the report see the light of day?

Reply – *Councillor Wild*

The Council investigates in the region of 500 to 600 road safety and accessibility concerns each year, but that said I have to be honest with you, I'm disappointed that the Road Safety Investigation Report hasn't come forward sooner. If we are truthful about that it's partly because we are changing over the way that some of that works and tying it into some work that we are doing with Ward Action Plans and some service coming together, you will have seen this week the appointment of Mat Wakelam to one of these roles. I'd like to apologise that some of this has come forward a bit late.

Supplementary Question – *Councillor Sandrey*

Have you got any idea when the report will be released then?

Reply – *Councillor Wild*

It should be complete by the end of October. I would like to add that because the report isn't there, it doesn't mean that those investigations aren't happening, the work is continuing, so by October Councillor.

Question - *Councillor Owen Jones*

Can the Cabinet Member tell me what plans does Cardiff Council have to address Anti-Social Behaviour in our Parks?

Reply – *Councillor Bradbury*

Our Urban Park Ranger Service takes responsibility for enforcing our current byelaws, which seek to address anti-social behaviour in parks.

I do recognise that some aspects of our byelaws require review, in particular those that relate to the control of dogs within our parks, which I am very aware is an issue of concern to users.

With this in mind, I plan to bring forward a report to Cabinet prior to the summer recess that seeks approval to commence a public consultation exercise on the proposal to introduce a Public Space Protection Order for our public spaces, including our parks.

This will enable the Council to introduce a range of measure relating to the control of dogs in parks.

We also want to increase community involvement in the management of our parks as such involvement can engender a sense of ownership. We will work very closely with PCSO's, local community groups and park rangers to try and stamp out the wider issue of anti-social behaviour, particularly in weather such as we have been experiencing.

Supplementary Question – *Councillor Owen Jones*

As you say the weather that we have been experiencing recently has seen an understandable increase in the use of our City's parks, these parks are there for everyone, so I have been very sorry to hear a number of residents coming to me saying they are too intimidated to take their children and even their dogs, to the park, because of the blatant alcohol and drugs use that goes and the huge amount of litter that is left behind. I appreciate that measures are being taken and that powers are limited, but this anti-social behaviour usually happens after school times, it would be encouraging to see a multi-agency approach from the Parks, Education, Waste departments and the Police on this issue as its surely the right of all citizens and visitors to Cardiff to feel safe and comfortable in every park, whilst enjoying the rare bit of sun we do get.

Reply – *Councillor Bradbury*

I couldn't agree more, I think where there are issues of serious anti-social behaviour we would ask officers to ensure the police would deal with them, particularly in relation to drug and alcohol abuse.

The weather is fantastic at the minute and people are thoroughly enjoying our parks and we should be encouraging them to do so. The key message from me is that we will not let a small minority of people ruin the enjoyment of our parks, whether it be a community park like the one you refer to in your ward or the prestige parks such as Bute Park or Coopers Field, Pontcanna or any of those major parks we are talking about. We don't tolerate it and we will work with the Police to do what we can to stamp that sort of behaviour out.

Question - *Councillor Phillips*

The schools buildings programme will see hundreds of millions of pounds committed with contractors. How will quality control throughout these works be managed and what contractual controls will be put in place?

Reply – *Councillor Merry*

The 21st Century Schools programme will include many new build schools and large-scale extensions.

All building projects will have a dedicated technical project manager, quantity surveyor and internal project manager, in order to ensure the contractors meet the quality and performance measures set at the outset of the projects. These will be measured regularly and monies can be withheld should standards fail to be met.

As part of the grant conditions with Welsh Government, all projects must be contracted via the SEWSCAP buildings framework. This framework is managed by Cardiff Council and provides a set of pre-qualified contractors who go through a further competition at contract award level.

Each project will be tendered and evaluated against a robust set of criteria set by the Council, measuring against both cost and quality specifications. Furthermore a paper will be going to Cabinet in July outlining capacity and governance for the 21st Century Band B schools programme.

Supplementary Question – *Councillor Phillips*

As background to my question I would like to draw your attention to the situation in one local primary in our ward, where we have internal walls that resemble the water sculpture in Roald Dahl Plas when it rains, we have ceilings being progressively damaged by water ingress, external window designed and built in buildings where the internal designs cover them up, so a waste of money there, toilet doors randomly hung, that open outward, inward with no care for the workmanship, and automated windows that open when it rains and closes when the sun shines, all these in new buildings that are about 5 years old. In places they appear to be poorly designed and poorly built. If the authority fails to be holding the contractor here to account, this contractor continues to receive new lucrative contracts from the authority.

Could you confirm if you are building meaningful warranties and maintenance plans into these new contracts, post-delivery and I'd like to invite you if you'd be kind enough to visit Whitchurch Primary School to see these issues for yourself?

Reply – *Councillor Merry*

I would be very happy to visit Whitchurch Primary School I wasn't aware of the particular issues in case and I would like to come and see them for myself. It is going to be a robust process and obviously as well as the paper on capacity on governance there will be a paper on the corporate landlord model as well coming to Cabinet.

Question - *Councillor Carter*

What is the rationale for evicting popular local charities, providing support from cradle to grave, from the Llanedeyrn Sports Hall?

Reply – *Councillor Goodway*

The Councillor will be aware that the Council has a policy of rationalising its operational estate, which I understood has cross party support. I am satisfied that appropriate alternative buildings and facilities have been identified to support the activities to which the Councillor refers and, as it's the activities and not the building which is most important, there appears to be no impediment to proceeding as planned.

Supplementary Question – *Councillor Carter*

A decision to close the centre and evict the tenants was handled in an absolutely appalling way, there was no consultation with Councillors, the tenants themselves were given 20 days to go and by this time next week they all have to be gone. Even the Powerhouse, our local Hub wasn't aware that people would be coming in their direction seeking accommodation until notices went out. With the short timescales involved and the way this has been handled in an incredibly speedy way despite the fact that the people involved in the family contact centre clearly knew it was coming, could you give a commitment this evening, to pause and investigate this issue and look into possible long term remedies, at the moment the options available are going to cost the main community group Busy Whizzes £5,500, money they simply haven't got and there isn't the space in the Powerhouse to accommodate them.

Equally this service could go lots of different places in the City and we as councillors have received no justification, all 4 of us, as to why it has to come to our ward so could you at the very least pause and investigate.

Reply – *Councillor Goodway*

I won't give an absolute commitment to pause, but I am prepared to indicate that I am prepared to reflect on it with officials, for me the important thing is the activities that are retained and that there are suitable alternative facilities to support those activities. I will have discussions with my officials in the morning, and if there is a justification for pausing then that is what we will do.

Question - *Councillor Burke-Davies*

Parents have a legal right to breastfeed anywhere under the 2010 Equality Act, but many do not feel confident doing so. Can the cabinet member give a statement on what Cardiff can do to make breastfeeding welcome & accessible to families across the city?

Reply – *Councillor Elsmore*

The Council has been working in collaboration with the Cardiff & Vale UHB to ensure that Health Visiting and Midwifery Services have been fully accredited by UNICEF's Baby Friendly Initiative. This ensures that breastfeeding mothers are fully supported by the health teams. In terms of what we can do specifically, I believe this falls into 3 discreet areas all of which are proven to encourage the sustainability of breast feeding, supporting public health promotion campaigns, whether that's advertising

say on Cardiff Bus or exploring a Breastfeeding welcome scheme in public places, supporting employers to implement policies and provide suitable environments to whether studying or working, and through good use of our buildings, Hubs, Libraries, Leisure Centres, to provide venues for our mothers to come together for either peer to peer support or health professional support.

Supplementary Question – *Councillor Burke-Davies*

Ill declare an obvious interest. Its breastfeeding awareness week, I Loves the Diff used their article in the Echo this week to highlight the issue and whilst their and many other peoples experiences of breastfeeding in Cardiff are largely positive, Breastfeeding rates in Cardiff are still low. Last November our colleagues in Newport City Council launched their Breastfeeding Welcome Here scheme, where businesses would display the logo and would have attended breastfeeding awareness sessions supported by their local health board and council, it's the first scheme of its kind in Wales, and whilst I'm obviously ecstatically happy for our colleagues in Newport, I was livid that we didn't do it first. Primarily, I know you have mentioned working with the local health board but is there an option to set a timeline of when we can achieve that?

Reply – *Councillor Elsmore*

In terms of conversation I have had with the breastfeeding coordinator she is also in charge of health visitors in the health board, we have had a conversation today and I think there is an awful lot that we can do together, I'd be very happy indeed to include you in those conversations.

Question - *Councillor Bowden*

Young people in the residential care of this Local Authority are required to leave this care at the age of 18. However, those in foster care have the right to 'stay put' until the age of 21. What is this Council doing to end this difference in care provision and to enable every young person in our care the chance to 'stay put' until the age of 21?

Reply – *Councillor Hinchey*

Current regulations do not allow for anyone over the age of 18 to reside in a children's home and, therefore, the "when I am ready" scheme does not apply. The Welsh Government is aware of this anomaly and is considering how best to extend the scheme to children's homes.

However, every child leaving care has a pathway plan over the age of 15 and children are supported into appropriate accommodation post-18 and can access leaving care services until the age of 21 or 25 if they remain in education.

Supplementary Question – *Councillor Bowden*

I think we are all aware of the issues that arise from our young people leaving care at the age of 18, hence those who are in foster care have the opportunity to stay put. A number of local authorities around the country have supported this campaign for

there to be equal treatment. Is there more that we can do as an authority to bring pressure on to the Welsh Government to look at legislation perhaps here in Wales?

Reply – *Councillor Hinchey*

I absolutely accept that there is always certainly more we can do for those children in our care, as all corporate parents would in this chamber. I'm not sure whether you are aware that the language between Stay Put and When We Are Ready are the English/Welsh different versions in a sense and my preference is obviously When I'm Ready because that's what we want to achieve. In terms of what can we do in the future which was your question, there is a Welsh Government Ministerial Task and Finish Group which is already set up and we have certainly encouraged our Children's Services Assistant Director who is on that Ministerial group leading on one of those streams, and obviously we want to look at how we would encourage and prepare those young people into university or accommodation or support and so 4 Heads of Service are part of that work stream including our own. They will include the range of placements, the quality, the availability and the provision and we will be bringing forward a paper very soon on how we will tackle the lack of placements in Wales and increase our fostering contingent within Cardiff, I will drop you a note to include the bits I couldn't get in.

Question - *Councillor Cowan*

How much does it cost to send a waste vehicle and crew back to a property for a missed collection?

Reply – *Councillor Michael*

The response to this question is the same as the last time you asked it to my predecessor a few years ago.

We don't hold information relating to the specific cost of sending crews back for missed collections, because they still have to picked up as part of the budget of waste collections, whether we go back for them or not.

We do monitor missed collection statistics and what I will do is send you month by month statistics for Rhiwbina for the last year if that will help you. Just to help you even further I will tell you that May 2017 we were running at just over 18000 missed collections, May this year we are down to 13147 which is a substantial drop, in terms of percentages Councillor Weaver mentioned that we do millions of pick-ups, we are approaching around 20 million, which means we have a successful rate of 99.97% I'd love to get it up to 100%, I'd love to cut the 13000 down to nothing and we are working on it.

Supplementary Question – *Councillor Cowan*

I'm slightly concerned that the finance officers isn't in the chamber because I think she would be very concerned to learn that 2 years ago and now, we still cannot cost how much it costs to send a vehicle back and the staff costs. I appreciate what you're saying, they need to be collected but they could be doing other work as

opposed to going back to Rhiwbina, Lisvane or Whitchurch or wherever, they are tasked to do the job they are employed to do. I think it's an absolute disgrace I have to say that you don't have this figure to hand.

I have to say that Rhiwbina is really suffering, we are getting lack of information lack of timely responses and the cut and paste mentality of this authority is ridiculous we are getting literally the same response to every question. What we want to see is answers do you agree?

Reply – *Councillor Michael*

 You have a straight forward answer, there are breakdowns, there are missed collections, there have been since day one 1 and there will continue to be. I've just said we have a 99.97% success rate, if you know of any private company that is doing the same job that could do better let me know and I will go and meet them and we will ask them how they do it and I will copy it. We are not picking on Rhiwbina we are not picking on any site, what we are doing is a really first class service especially in light of the cuts we have had to face thanks to your Government in Westminster.

Question - *Councillor Molik*

Parents in Cyncoed & Lakeside, who have lived in the area for several years, children with compelling health reasons or siblings at local primary school are being refused a place in their local primary school and schools within over 2 mile radius. Does the council recognise they are failing to meet needs of families and there is a lack of school capacity in the area?

Reply – *Councillor Merry*

No children with compelling grounds were refused admission to primary schools in Cyncoed or Lakeside this year.

No children resident within the catchment areas of Rhydypenau and Lakeside Primary Schools, and with siblings attending those schools, were refused a place at these schools.

All children resident in the catchment area of Lakeside Primary School, who applied for the school, were admitted this year.

Each child resident in the catchment area of Rhydypenau Primary School who was unable to gain a place at that school was informed of available places at other English-medium primary schools, which included five schools within close proximity. This meant that none of those children would need to travel more than 1.1 miles from their home.

Supplementary Question – *Councillor Molik*

Insufficient primary school places is an ongoing problem in a highly desirable family area like Cyncoed and Lakeside. Families move into this area to provide the best for the children and to ensure that children attend local schools. However our Council is

failing to meet those demands, with growing housing in the area the problem will only get worse. Band B funding only focusses on secondary school provisions. As we are trying to encourage children to take up active travel routes to their schools, how can you ensure that children in Cyncoed and Lakeside will be attending their local schools?

Reply – *Councillor Merry*

As I've already stated Councillor Molik there are actually 5 primary schools within a close proximity which means that none of those children would have to travel more than 1.1 miles from their home and unless you have information to the contrary which you can supply separately outside this meeting, is actually factually incorrect about siblings. What I would say is we are very conscious about the pressure on our primary schools which is why we did not exceed to the Lib Dem suggestion in our Admissions Policy for feeder schools for secondary schools. I'm sure you would understand the implications of that policy if it had been adopted, for your constituents who would then have been able to access Cardiff High.

Question - *Councillor Dilwar Ali*

Can the cabinet member make a statement regarding the removal and replacement of cladding in high rise council-owned buildings throughout Cardiff?

Reply – *Councillor Thorne*

Members will be aware that Cardiff was proactive in checking the safety of our high-rise housing blocks, even though they did not have the same ACM cladding as that used on Grenfell Tower. Six blocks were found to have cladding that does not meet current combustibility standards.

Work will start shortly to remove this cladding from Nelson House in Butetown and from three blocks at Lydstep Flats in your ward.

Arrangements are also being made to remove the cladding from Channel View in Grangetown and Loudoun House in Butetown. Leaseholders will not be charged for this work.

While these arrangements are being made, a 24-hour fire watch will remain in place to ensure that tenants are safe. The blocks will also be monitored by CCTV through the Alarm Receiving Centre.

While consideration is being given to replacing the cladding, we need to ensure that all the lessons from Grenfell Tower tragedy are learnt and that the new cladding is totally safe.

Supplementary Question – *Councillor Dilwar Ali*

I have been contacted by a number of my constituents regarding the timeframe of the work, can you confirm or send me the detail by email?

Reply – *Councillor Thorne*

I will need to get back to you on the timescales

Question - *Councillor Robson*

Has any consideration been giving to phasing traffic lights in favour of buses which are running behind schedule?

Reply – *Councillor Wild*

It's a good idea, and I think perhaps not just buses that are running late but buses that are on service, any little bit of help we can give them, 10 seconds here and 30 seconds there so that its more attractive for people on those public service journeys is important. I don't think it is as straightforward is my understanding in terms of the technical requirements of the buses and the GPS requirements of the buses for us to do that. I think we do hope that there are going to be some improvements to come forward from Transport for Wales as part of the Metro and also as part of the work we are doing around the Green Paper to see how we can improve the bus service and some of the technology that allows us to do these things.

Supplementary Question – *Councillor Robson*

I would urge you on timescales, I appreciate you talking about when the Green Paper is finished and as Transport for Wales come up with their proposals but let's get on with this, this particular example there are other quick wins for all buses using the City which I'm sure will also make a big difference but I think the technology must be there more or less, maybe it's not been trialled in this part of the world but there must be other areas that are doing it, the report certainly came from another council area and we can learn lessons from them and actually be the pioneers of the UK, certainly for Wales in doing this because we have many buses coming into the City and those few seconds at a set of traffic lights soon add up to many minutes saving the time, running on time or prioritising when needed.

Reply – *Councillor Wild*

I agree entirely, if you have got information on that other City let me know, I think it's similar to that integrated ticketing isn't it you know different services all operating in a City and how we get them working together. You know I'm impatient to get these things done Councillor Robson but thanks again and let me know about that other City.

Question - *Councillor Sandrey*

My ward colleagues and I first had a meeting with Cllr Russell Goodway in February, regarding the empty My Local/Pentwyn Arms unit on Pentwyn Drive – we have heard nothing since then, despite talk of monthly meetings and despite my having chased the issue via email. When can we expect an update on this matter?

Reply – *Councillor Goodway*

Soon.

Supplementary Question – *Councillor Sandrey*

How soon?

Reply – *Councillor Goodway*

Not very soon.

Question - *Councillor McGarry*

In 2013 there was an advertising campaign; called "The Usual Suspects" to educate people as to what littering offences were punishable with a fine. Does the Cabinet Member have any plans for another campaign in the near future, as I believe this is needed?

Reply – *Councillor Michael*

Encouraging people to dispose of waste and litter correctly is a key priority for the Council. All littering is classed as a zero tolerance offence, which carries a penalty of £80.

The former Usual Suspect's campaign has now evolved into the 'Love Where You Live' branding with various campaigns planned under this umbrella.

For example, the current "Love When You Leave" campaign is targeted primarily at encouraging students to dispose of their waste responsibly before leaving Cardiff. Other campaigns are planned this year in relation to fly-tipping, dog fouling and smoking related litter.

Each campaign is carefully planned and targeted to ensure maximum effectiveness – for example, by introducing 'voting' bins alongside our campaign to tackle smoking litter (I'll explain that if you ask me). Key messages are delivered effectively through signage throughout the city, including on high-speed routes.

Supplementary Question – *Councillor McGarry*

It is a big problem, you didn't mention spitting in that list of littering and spitting is fineable by an £80 fine. I'm just wondering about enforcement, are we maybe going to have a swoop and employ more enforcement officers to fine people so that people will actually see that they are going to be fined for dropping litter and they will probably pay their way if they fine people.

Reply – *Councillor Michael*

Happy to send you statistics of all the enforcement we have taken, the problem with a lot of this stuff is actually seeing people doing it, no one wants to see anyone spit

but you have to have an enforcement officer witness it. I have suggested in the past that any member of the public can complain, we see spitting every day, look at every football match, it's an offence but nobody does anything about it. The problem is you have got to see them disposing of the litter, witness the dog fouling and we simply haven't got enough enforcement officers to do that and where we can we take action.

Question - *Councillor Cowan*

Will the Cabinet Member advise how many play areas under the ownership of the Council have had play equipment removed since 2017, and how many are awaiting funding for the pieces to be replaced or repaired?

Can we be provided with the cost breakdowns and also the wards?

Reply – *Councillor Bradbury*

I can confirm that out of 117 parks across the City 23 play areas have had equipment removed since January 2017.

Funding has been earmarked for 7 of these play areas through the use of Section 106 monies.

Outside of Section 106 monies, capital funding is available to enable the replacement of further items of equipment from the 16 other sites; however, the extent of the programme of replacement will be governed by the budget available.

The 18 wards in which these play areas are located are:

Adamsdown, Butetown, Canton, Caerau, Ely, Cyncoed, Grangetown, Llandaff, Llandaff North, Llanishen, Llanrumney, Pentwyn, Radyr & Morganstown, Rhiwbina, Riverside, Rumney, Splott and Trowbridge.

I would be grateful if you could be more specific in terms of your request for cost breakdowns but happy to help in any way I can.

Supplementary Question – *Councillor Cowan*

You mention in your statement that there is some funding available for some replacements, we have been told in part of one park we could have some work done on some of them but some have been removed and we've been told there is no funding available at all and it would have be done through section 106, now I don't know if we are fortunate or unfortunate not to have section 106 money, I think probably quite fortunate, but there is a big area in Rhiwbina in Caedelyn Park where there will be virtually no equipment, could you explore that as you said there is some funding available whether or not they could apportion some to Caedelyn Park and some to Llanishen Fach open space that would be welcomed.

Reply – *Councillor Bradbury*

I can't make that commitment here because it's based on a system of need in terms of which equipment has been most damaged and has been removed. There was capital funding of £90k available in the 2018/19 budget, I will though commit to meeting you and your ward colleagues on this subject to see how we can resolve this issue which clearly of great importance to your constituents.

37 : URGENT BUSINESS

None

38 : MEMBERS' SCHEDULE OF REMUNERATION 2018 - 2019

The Council was asked to approve the Members' Schedule of Remuneration 2018 – 2019 in accordance with the Independent Remuneration Panel for Wales Regulations for publication by 31 July 2018.

RESOLVED: The Council

(i)   the Members' Schedule of Remuneration 2018-2019 was approved for publication by 31 July 2018; and

(ii)   delegated authority be granted to the Monitoring Officer to update the Members' Schedule of Remuneration and to make necessary amendments to the 2018-2019 Schedule (published within the Constitution) from time to time during the municipal year in order to reflect any changes in membership of the Council, Cabinet or Committee's or as a result of any Supplementary Reports issues by the Independent Remuneration Panel for Wales.

39 : APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES

The Council was requested to approve the recommendations of the Local Authority Governor Panel 7 June 2018

RESOLVED – That

1. the following appointments be approved to existing vacancies: -

School	Ward	Start of Vacancy	Appointment Approved
Adamsdown Primary School	Adamsdown	18/04/2018	Cllr Owen Jones
Cantonian High School	Fairwater	06/03/2018	Jean Fudge
Christ the King RC Primary School	Llanishen	01/04/2018	Vicki Woods
Danescourt	Llandaff	26/07/2017	Cllr Sean

Primary School			Driscoll
Lansdowne Primary School	Canton	19/09/2017	Michelle Townsend
Rumney Primary School	Rumney	03/02/2018	Stella Dunstone
St Patrick's RC Primary School	Grangetown	16/09/2016	Nasir Adam
Trelai Primary School	Caerau	09/09/2017	Geoff Morgan
Ysgol Gymraeg Melin Gruffydd	Whitchurch & Tongwynlais	04/10/2016	Eleri Allsobrook

2. the following appointments be approved to future Local Authority vacancies

School	Ward	Start of Vacancy	Appointment Approved
Baden Powell Primary School	Splott	24/10/2018	Gill Dallow
Cantonian High School	Fairwater	26/09/2018	Alvyn Morgan
Corpus Christi R.C High School	Lisvane	17/09/2018	Kath Brown
Eastern High	Rumney	24/10/2018 24/10/2018	Barbara Cooke Chris Taylor
Llanedeyrn Primary School	Pentwyn	23/07/2018	Nicola Whitefield
Moorland Primary School	Splott	18/06/2018	Rachel Barnett
Pencaerau Primary School	Caerau	24/09/2018 24/09/2018	Pamela James John Skelton
Peter Lea Primary School	Fairwater	27/06/2018 24/10/2018	Patricia Thomas Matthew Cook
Radyr Comprehensive School	Radyr & Morganstown	26/09/2018	John Wilson
Roath Park Primary School	Plasnewydd	24/07/2018	Cllr Peter Wong
Severn Primary School x 2 vacancies	Riverside	27/06/2018 26/09/2018	Christine Newman Gareth Jones
St Paul's C.W Primary School	Grangetown	03/07/2018	Gordon Bell
The Bishop Of Llandaff C.W High School	Llandaff	26/09/2018	Sarah Cullen

Ysgol Gyfun Gymraeg Plasmawr	Fairwater	17/09/2018 17/09/2018	Ruth Parry Evan Morgan

40 : COMMITTEE MEMBERSHIP

The Council was requested note the membership of Committees following the Annual Council meeting 24 May 2018 and to approve any further nominations to vacancies in accordance with political group wishes reported on the amendment sheet for Council.

RESOLVED – That the following appointments to Committee vacancies be approved in accordance with Party Group wishes:

Committee	Appointment
Environment Scrutiny	Councillor Derbyshire
Economy and Culture Scrutiny	Councillor Henshaw

41 : APPOINTMENTS TO OUTSIDE BODIES

The Council was requested to approve the appointment of Council representatives to statutory and non-statutory outside bodies.

RESOLVED – that the following nominations were approved

Body	Appointment
Cardiff & Vale of Glamorgan Community Health Council	Irene Humphries
Standing Advisory Council for Religious Education (SACRE)	Councillor Jones Pritchard Councillor Norma Mackie
Millennium Stadium Charitable Trust	Councillor Peter Bradbury
Willie Seager Memorial Homes Trust	Councillor Ashley Lister

42 : PROGRAMME OF COUNCIL, CABINET AND ORDINARY MEETINGS 2018 - 2019

The Council received the finalised programme of Full Council, Cabinet and Committee meetings for the period June 2018 to August 2019 following any changes made or in consultation with the elected Chairs of Committees for the Municipal Year 2018-2019.

RESOLVED: The Council noted the finalised programme of Council, Cabinet and Committee meeting dates for June 2018 – August 2019.

43 : WRITTEN QUESTIONS

In accordance with the Council Procedure Rules, Rule 17(f) Written Questions received for consideration and response will be included as a record in the minutes of the meeting.

Written Questions 21.06.18

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CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **19 JULY 2018**

PUBLIC QUESTION FROM BRONWEN DAVIES

QUESTION TO COUNTY COUNCILLOR LYNDA THORNE (CABINET MEMBER FOR HOUSING AND COMMUNITIES)

The Safe & Legal Project is a Heritage Lottery funded project which has collected documents, materials and oral histories relating to the struggle to defend and extend women's right to abortion in Cardiff 1967-2017. The Project Group asked in summer 2017 whether a small exhibition, showcasing some of the findings from the project, could be hosted at the Cardiff Central Library Hub. Although the group were aware that similar exhibitions had been hosted there earlier in the year, our request was turned down. Further enquiries to discover the reason for this decision have eventually resulted in a letter dated 23 May 2018 from Councillor Lynda Thorne, stating that the pressures on space means that the Council are currently reviewing their position with regard to holding exhibitions in the building in the future. That being so, can the Council supply a list of alternative Council venues where the Safe & Legal Exhibition can be displayed, together with the details of to whom we should apply to arrange this?

SUPPORTING INFORMATION

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 19 JULY 2018

CABINET PROPOSAL

BUDGET STRATEGY REPORT 2019/20 AND THE MEDIUM TERM

Reason for this Report

1. To consolidate and update the financial strategy of the Council in readiness for the preparation of the 2019/20 revenue and capital budgets.

2. To outline the timetable that the budget process will follow in order to present the 2019/20 Budget to Council in February 2019.

3. To provide an update in relation to the Council's financial resilience.

Structure of the Report

4. The following table provides a guide to the key sections of the Report. Appendix 1 provides a short overview of the Budget Strategy in a question and answer format.

Section	From Para No
General Background and Context	5
Budget Reduction Requirement	23
Budget Strategy	26
Consultation and Engagement	42
Capital Programme	45
Financial Resilience and Risk	74

General Background

5. The Medium Term Financial Plan (MTFP) included within the Council's 2018/19 Budget Report identified a potential budget gap of £34.2 million in 2019/20 and £91.4 million over the period 2019/20 – 2021/22. The budget gap is due to anticipated funding reductions, at the same time as demand and inflationary pressure on services is expected to rise significantly. This is illustrated in the chart below.

Modelling of Budget Gap 2019/20 - 2021/22
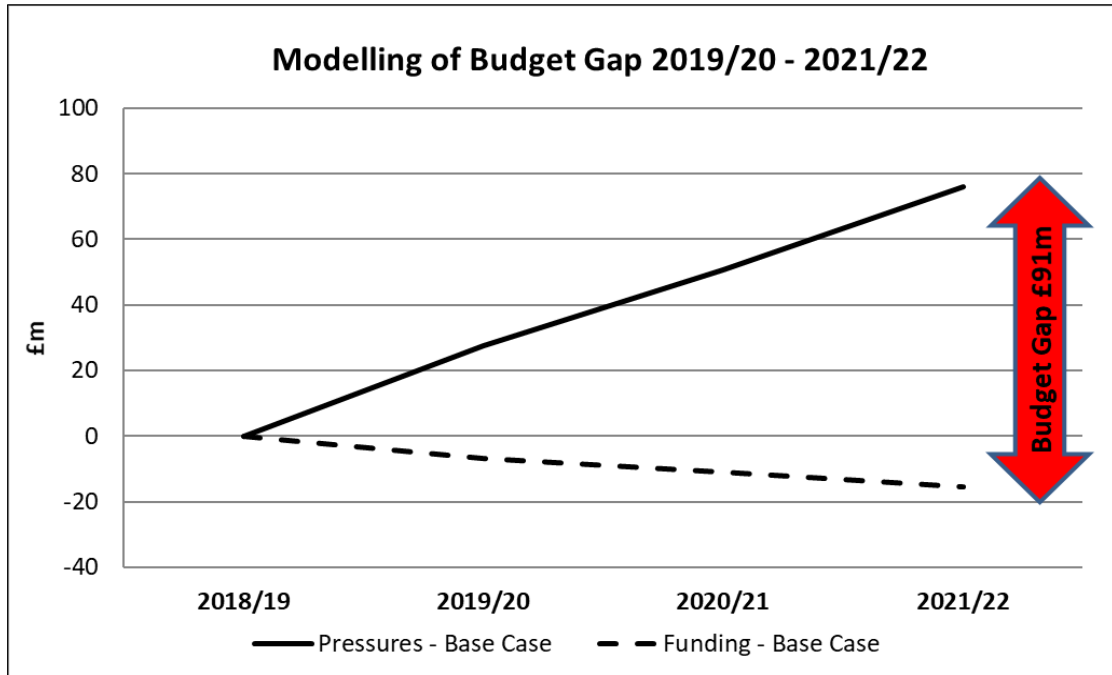
6.   This Report reviews the budget gap, outlines the strategy and timetable for addressing it and considers the Council's ongoing financial resilience in the face of continued financial challenge.

National Context

7.   Local financial planning and horizon scanning is inextricably linked to the wider economic and financial context. The Chancellor's Spring Statement provides an update on the overall health of the economy and takes into account economic forecasts produced by the Office of Budget Responsibility (OBR). The 2018 Spring Statement identified some positive signs, including that:-

- The economy has grown for five consecutive years, exceeding expectations in 2017. The OBR forecast growth of 1.5% in 2018 and 1.3% in 2019, a slight revision from the growth prediction of 1.4% in the Autumn Budget.
- Employment has increased by 3 million since 2010 with predictions of a further 500,000 people in work by 2022.
- Forecasts suggest inflation of 2.3% for 2018, falling to 2.1% in 2019 with wages anticipated to rise faster than prices over the next five years.
- National debt as a percentage of GDP is forecast to fall from 85.5% in 2017/18 to 77.9% in 2022/23.

8.   The level of national debt (relative to GDP) has been at the root of public spending reductions in recent years. Forecasts that this measure will begin to fall this financial year are therefore positive. However, the Chancellor called for caution, indicating his view that national debt is still too high, leaving the UK economy vulnerable to future financial shocks. He advocated a balanced approach to weighing public spending against the ongoing need to reduce the

deficit. Nevertheless, there was a suggestion within the Spring Statement that if public finances continue on an improved path, there could be increases to public spending and investment in the years ahead.

9.   A key uncertainty in the economic analysis is how Britain's exit from the European Union (BREXIT) may ultimately affect forecasts. Throughout their analysis, the OBR note that because negotiations around the terms of exit are still ongoing, there is no firm basis upon which to reflect the end-point of BREXIT within their forecasts. It is also of note that whilst the forecasts outlined above appear broadly positive, the Institute for Fiscal Studies' (IFS) commentary on the Spring Statement noted that compared to two years ago, projections of growth are lower and the forecast national deficit is higher. The IFS also pointed out that despite forecast wage increases, 2022/23 levels would be similar to 2007/08 and that inflation will continue to erode most working age benefits, which are frozen in cash terms. The overall outlook therefore seems to be cautiously positive with ongoing uncertainty around BREXIT.

10. In June 2018, three months following the Spring Statement, the Government announced £20 billion additional funding for the NHS by 2023. The Prime Minister has suggested that this may be financed from possible tax increases and through the potential financial outcome of BREXIT. From a Welsh perspective the Barnett consequential of this announcement and subsequent Welsh Government decisions regarding its allocation will need to be kept under review.

The Welsh Context

11. The diagram below sets out how funding flows through to Welsh Local Government.   The previous section identified that there is uncertainty regarding future public spending at a UK level. The diagram is intended to illustrate how the level of uncertainty increases for bodies further down the flow chart, such as Welsh Local Government. This is because multiple decisions must be made as to how limited funds will be distributed across significant and competing demands before any funding reaches individual Welsh local authorities.
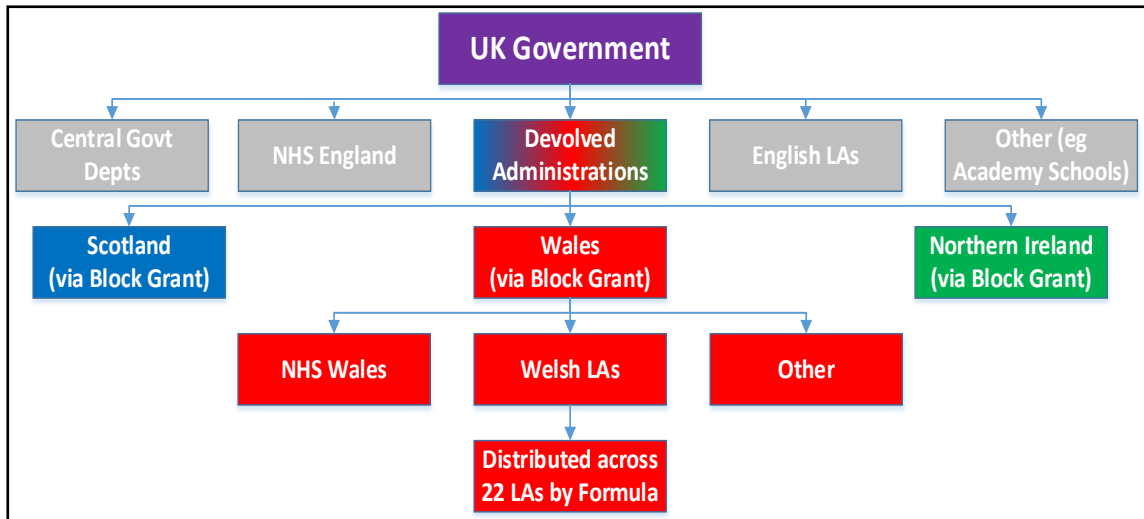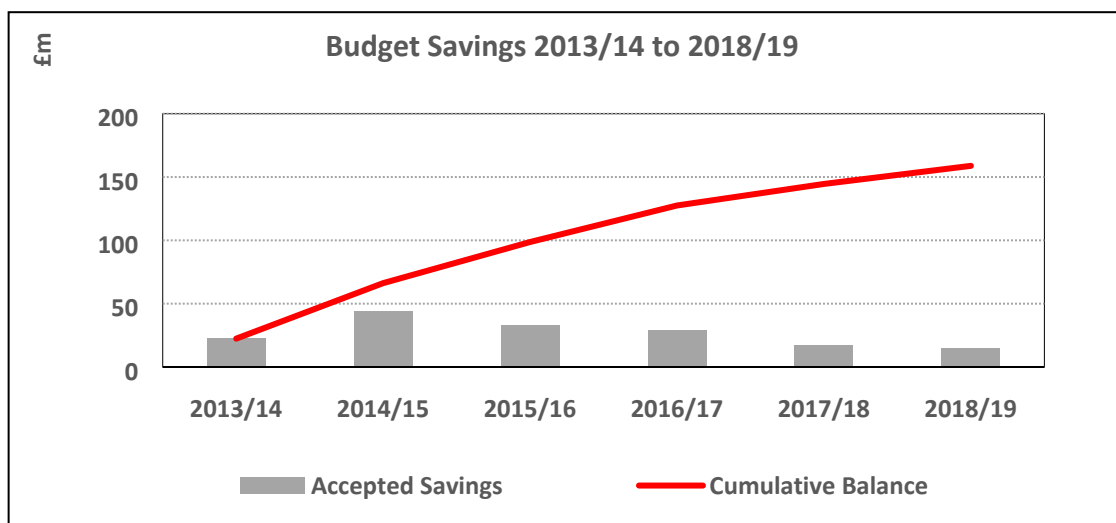
12. This illustrates the inherent difficulty for Welsh Local Government in trying to predict future funding settlements. It is also worth noting that the recent change to the timing of the UK budget (from Spring to Autumn) may increase the potential for changes to the Welsh Local Government funding settlement between its provisional announcement in October and final announcement in December. This is because any changes to fiscal policy announced in the Autumn Budget may have implications for the Welsh Block Grant, as was the case last year.

13. In October 2017, the 2018/19 Provisional Settlement set out an indicative average AEF reduction of 1.5% for 2019/20. As a direct result of announcements made in the UK budget in November 2017, Welsh Government announced a further £20 million for Welsh Local Government in 2019/20 at final settlement in December 2017. Although the final settlement did not restate the indicative 1.5% reduction previously announced, it is generally accepted that it has been improved to an average reduction of 1%. The additional funding is clearly very welcome, but this highlights the uncertainty inherent in the process. Given the significant impact that minor percentage fluctuations can have on the budget gap, provisional and final settlement are two crucial stages in the budget timetable, which is outlined at Appendix 2.

14. In recognition of the uncertainty in relation to general grant funding, the Council has a financial resilience mechanism (FRM) that was set up to provide support in the event that Aggregate External Finance (AEF) is worse that the Council had anticipated. The FRM is a £4 million base budget that is used annually for one-off investment in priority areas. This means that is available for immediate release in the event that AEF is worse than assumed in the MTFP, thus limiting the need to identify significant additional savings at short notice. Once released, the FRM will provide no further mitigation in respect of subsequent settlements.

15. The position in relation to specific grants is also likely to be challenging. A number of reductions are already anticipated for 2019/20, as indicated in the
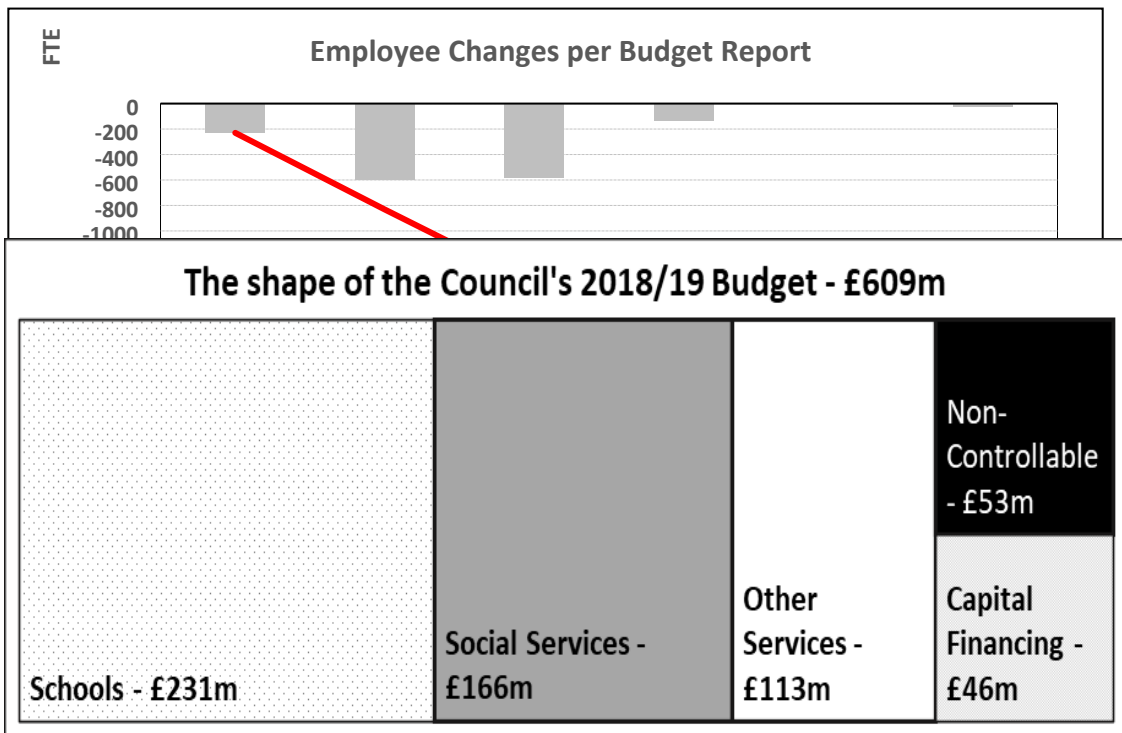
2018/19 settlement. The latter indicated that there would be reductions of £11 million to Education Improvement Grant (EIG) and £9.8 million to the schools' post-16 grant at an All Wales level, which are in addition to significant reductions experienced in the current financial year. In 2018/19, WG announced that there would be flexibility across a number of significant grant streams, including Flying Start, Supporting People and Families First. This is with a view to them becoming a single Early Intervention, Prevention and Support grant in 2019/20, which would be subject to a 5% reduction. Opportunities for flexibility across these grant streams will need to be considered during the course of this year in order to accommodate this.

16. Beyond these known reductions, the position on specific grants is relatively uncertain. Specific Grant information at Provisional Settlement tends to be at an All Wales level and is frequently incomplete at that stage. There is a risk that grants may reduce or fall out altogether or that transfers into Revenue Support Grant (RSG) are not effected in the correct way. The latter is particularly problematic as it hinders visibility and results in a worse than published position to AEF. This was the position in relation to the Minority Ethnic Achievement Grant (MEAG) element of the EIG in the 2018/19 settlement. The treatment of this grant within the settlement would have resulted in a £4 million loss of funding to Cardiff, however this was not initially evident as there was no identifiable transfer into RSG. Whilst WG have put in place transitional support for MEAG in the current year, the position for 2019/20 will need to be kept under review.

Council Context – Financial

17. The charts below and overleaf highlight the intensity of the financial challenge that the council has faced, which will make it more challenging to deliver the significant savings required over the medium term. The first shows that the Council has identified cumulative savings of £145 million over the past five years with a further £14.3 million in the current year. The second shows that over 1,500 full time equivalent (FTE) posts have been lost over the same period.

Budget Savings 2013/14 to 2018/19

Employee Changes per Budget Report

FTE

0
-200
-400
-600
-800
-1000

The shape of the Council's 2018/19 Budget - £609m

Schools - £231m

Social Services - £166m

Other Services - £113m

Non-Controllable - £53m

Capital Financing - £46m

18. The chart below sets out the current shape of the Council's budget. The bullet points below the graph provide a brief description of each identified area

.

- **Capital Financing** – this includes the budget for the repayment of borrowing associated with the capital programme, along with other budgets that relate to the funding of capital schemes such as contributions to the Schools' Organisation Plan Reserve. There is upward pressure on capital financing budgets in future years due to the additional borrowing reflected in the capital programme.
- **Non-controllable areas** – this block comprises budgets that are much more difficult for the Council to influence in terms of savings. It includes areas outside the Council's direct control including the Council Tax Reduction Scheme (CTRS) budget and the budget for levies paid to other organisations such as the Fire Service.
- **Other Services** – this includes all council services with the exception of schools and social services. It contains areas of statutory duty.
- **Schools and Social Services** - these blocks are self-explanatory and reflect the controllable budgets for these particular services.

19. The shape of the budget makes the medium term position even more challenging. Schools and Social Services are the subject of exceptional inflationary and demand pressure. They account for 65% of the current budget and 70% of the financial pressures identified over the medium term. Non-controllable areas are difficult to reduce and there is upward pressure on the capital financing budget. Collectively, Schools, Social Services, capital financing and non-controllable budgets account for 82% of the Council's overall budget. Consequently, in the absence of additional grant funding to meet particular pressures in these areas, funds are being diverted from other

services, which are being squeezed much harder and currently equate to just 18% of the Council's overall budget.

Council Context - Strategic

20. The Council approved its Corporate Plan 2018-2021 in May 2018. The Corporate Plan, which was produced alongside the 2018/19 Budget, recognises that given the financial position, the reality is that there is a need to focus on a smaller number of key priorities. These priorities are identified in the Administration's Capital Ambition programme and are set out below.

     * **Working for Cardiff** – Making sure that all our citizens 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 our public services are delivered efficiently, effectively and sustainably in the face of the rising demand and reducing budget

21. The Corporate Plan and the Well-being Plan are key documents in delivering Capital Ambition and translating the Administration's priorities into deliverable organisational objectives. The Corporate Plan focuses on the issues and services that the Council has prioritised and the Well-being Plan focuses on areas of collaborative advantage in the delivery of public services in the city. The well-being plan contains the following seven well-being objectives:

     * A Capital City that works for Wales
     * Cardiff grows in a resilient way
     * Safe, confident and empowered communities
     * Cardiff is a great place to grow up
     * Supporting people out of poverty
     * Cardiff is a great place to grow older
     * Modernising and integrating our public services

22. The well-being objectives outlined above have been adopted by all members of the Cardiff Public Services Board (PSB,) and are designed to contribute to the national well-being objectives for Wales. They have been developed in the context of the Well-being of Future Generations (Wales) Act. As well as aiming to improve the social, economic, environmental and cultural well-being of Wales, the Act aims to make public services more sustainable by encouraging public bodies to think about the long term, how they can work together and with their communities to prevent problems and take a joined up approach (known as the five ways of working).

23. The four priorities and seven well-being objectives outlined above form the strategic context for the development of the Budget Strategy. Budget Strategy assumptions will also need to have regard to the principles within the Well-being of Future Generations (Wales) Act.

The Medium Term Budget Reduction Requirement

24.   The 2018/19 Budget Report identified a budget reduction requirement of £34.2 million for 2019/20 and £91.4 million over the three-year MTFP period. These figures are a base case scenario predicated upon the Council receiving Welsh Government funding decreases of 1% per annum. This section of the Report outlines the key components of the budget gap and the assumptions that underpin them.

25.   The MTFP undergoes regular review to ensure it reflects most recent information. A refresh undertaken during the first quarter of 2018/19 has resulted in minimal change, either confirming the assumptions already within the MTFP, or suggesting no reasonable basis to depart from them at this stage. The key components of the MTFP are summarised in the table below. Further detail on each component along with information on key assumptions can be found in Appendix 3.

| | Medium Term Budget Gap | | | |
	2019/20 £000	2020/21 £000	2021/22 £000	TOTAL £000
Schools Growth	11,184	8,532	8,183	**27,899**
Pay and Price Inflation (Non Schools)	7,438	6,768	6,726	**20,932**
Capital Financing, Commitments & Realignments	2,317	1,314	3,848	**7,479**
Non Schools Demographic Growth	3,500	3,538	3,577	**10,615**
Emerging Financial Pressures	3,000	3,000	3,000	**9,000**
Fall out of 2018/19 Reserve Funding	2,350	0	0	**2,350**
Estimated 1% funding reduction	4,409	4,366	4,322	**13,097**
TOTAL	**34,198**	**27,518**	**29,656**	**91,372**

26.   The MTFP will undergo further review as the year progresses both to reflect any emerging issues and to make any necessary adjustments to assumptions in light of more recent information. Whilst all areas will be kept under review, particular consideration will need to be given to:

- Funding assumptions, following announcement of the Provisional Settlement in October 2018.
- The 2018/19 monitoring position as the year progresses.
- The effect of the new NJC pay structure on local arrangements once this has been agreed.

- The Council Tax Base for 2019/20 when it is approved in December 2018, taking into account any related redistributive impact in AEF at final settlement.
- Teachers' Pensions Contribution rates, once there is further clarity of changes associated with the discount rate and pending actuarial review of the fund. At present, the impact within the MTFP is estimated.
- The proposed corporate landlord planned preventative maintenance programme for new buildings.
- The impact of the Local Development Plan, particularly in the last year of the MTFP and beyond given that the variables involved are complex. As well as identifying additional demand for services, there is a need to consider potential additional funding that could result from tax-base increases or population increases that feed through into the RSG funding formula, as people move into the area. For services such as schools, there is a need to consider population movement within Cardiff, as well as the potential influx of people from outside the city in shaping future service provision.

Approach to Budget Strategy

27. The strategy to address the budget gap is framed around four over-arching assumptions. These assumptions along with their respective contributions to bridging the gap are set out in the table below and are in line with the 2018/19 Budget Report. These will require further review and refinement as the budget process progresses, not least because the budget gap itself may change.

	2019/20 £000	2020/21 £000	2021/22 £000	Total £000
Council Tax (+4.3%)	5,785	6,034	6,293	**18,112**
Cap on Schools' Growth	2,796	2,172	1,926	**6,894**
Use Earmarked Reserves	1,500		(750)	**750**
Savings Required	24,117	19,312	22,187	**65,616**
Total	**34,198**	**27,518**	**29,656**	**91,372**

28. The council tax increase will be kept under review as the budget process progresses. The income is after taking account of the impact on Council Tax Reduction Scheme (CTRS) budgets and is therefore the *net* additional income that will be generated. Council Tax accounts for approximately 27% of the Council's funding. This means that to generate a 1% increase in the Council's overall funding would require a net 3.7% increase in council tax.

29. The Council Tax income in the table is based on the current year's tax base and will be updated for the 2019/20 tax base once it is approved by Cabinet in December 2018. Due to the way in which the local government funding formula

works, any increase in tax base may result in an associated reduction in AEF. However, this is difficult to predict as the change is relative to the tax base fluctuations of all other Welsh Local Authorities. For this reason, the Council does not account for any increases in tax base until final settlement has been announced.

30.   It is important to note that the cap on schools growth will not result in a reduction to the current level of schools' budgets. In fact, under the outlined strategy, schools would receive additional budget of £21 million over the next three years. By comparison, most other directorate budgets are expected to reduce from their existing base line over the next three years. The cap reflects schools contributing to the Budget Strategy by managing 30% of their emerging pressures. This is with the exception of increasing pupil numbers, which would continue to be fully funded. As set out in the 2018/19 Budget Report, schools will contribute the additional capital financing costs associated with the 21st Century Schools' Band B programme.

31.   The 2018/19 Budget includes a £2.35 million drawdown from earmarked reserves as general budget funding. The Budget Strategy reduces the use of earmarked reserves to £1.5 million per annum in 2019/20 and 2020/21 and to £750,000 in 2021/22. The decision to reduce annual use of reserves was taken in the context of existing levels of reserves and the Council's ongoing financial resilience. Good practice avoids over-reliance on reserves for a number of reasons, including that their use in one year creates an immediate gap in the finances of the following year. The strategy will require a total drawdown from reserves of £3.75 million over the three-year period. The Council has a Strategic Budget Reserve to support this strategy. The reserve had a balance of £4 million as at 31 March 2018 of which £1 million will be used in support of the 2018/19 Budget. The remaining £3 million budget will support the £3.75 million requirement outlined in the Budget Strategy, accompanied by ongoing review of the Council's other earmarked reserves.

32.   Directorate savings form the largest component of the strategy, with a requirement of £66 million over the three-year period. Clearly, this is a huge challenge in view of the significant levels of savings that have already been found. The Council will continue to explore opportunities to identify savings that align with its key strategic priorities, including for example digitalisation, prevention and early intervention. In addition, there will be ongoing review of external spend and collaborative arrangements to ensure that value is secured on commissioned spend and services. Directorates will continue to explore opportunities to maximise income, both in new and existing markets as well as reviewing and challenging the cost base associated with generating income. In addition, the Council will continue to review the use of specific grants to ensure they are used as efficiently and flexibly as possible.

33.   In reality however, whilst every effort will be made to identify savings of the nature outlined above, it is no longer possible that all savings will be achievable by these means and without impact on services. Savings at the quantum required in the Budget Strategy equate to an annual reduction of 17% in 2019/20 for all services with the exception of Schools and Social Services,

with similarly challenging levels in years 2020/21 and 2021/22. It will not be possible to deliver savings on this scale without impact on services, particularly taking into account the significant levels of savings that have already been found over an extended period.

34.   In reviewing and challenging existing budgets, all means of reducing spend will need to be explored, including review of the level at which discretionary services are currently subsidised and consideration of how universal services are delivered. Whilst Social Services will not be subject to the 17% reductions outlined above, there will be ongoing effort to identify savings within this area and to release as much as it is possible to take in support of the Budget Strategy. This will include exploring opportunities for an integrated approach to services.

35.   The identification and delivery of the required level of savings will be extremely challenging. In recognition of this, there will need to be continued improvement to the challenge and due diligence process to improve savings achievability rates. To increase the deliverability of savings, every opportunity should be taken to accelerate detailed planning and preparatory work to maximise the chances of securing a full year saving in 2019/20. This report recommends that a reminder of the voluntary redundancy scheme be circulated to all staff to enable managers to consider expressions of interest alongside their preparatory work for savings delivery. To support this and where feasible, proposals may be actioned during this financial year particularly where policy decisions are not required or where decisions have already been taken.

36.   Directorates have been undertaking work to review and challenge all areas of their budgets and further work on the detailed development of 2019/20 savings proposals will take place over the summer months. In line with the budget timetable set out in Appendix 2, this will enable 2019/20 proposals to be consulted upon over the autumn, once Provisional Settlement has been confirmed. In parallel to the more detailed work that is being undertaken in relation to 2019/20, directorates are also assessing what the medium term savings requirements mean for their areas in years two and three of the MTFP. Different scenarios are currently being modelled to enable discussion around the most appropriate way to manage the incidence of savings in later years, which will include exploring options for an integrated approach in this regard.

Budget Strategy to Address Medium Term Reduction Requirement – Updated

37.   The table below summarises the key elements of the budget gap and the strategy to address it.

Estimated Budget Reduction	2019/20	2020/21	2021/22	TOTAL

Requirement	£000	£000	£000	£000
Schools Growth	11,184	8,532	8,183	**27,899**
Pay and Price Inflation	7,438	6,768	6,726	**20,932**
Capital Financing, Commitments & Realignments	2,317	1,314	3,848	**7,479**
Non Schools Demographic Growth	3,500	3,538	3,577	**10,615**
Emerging Financial Pressures	3,000	3,000	3,000	**9,000**
Fall out of 2017/18 Reserve Funding	2,350	0	0	**2,350**
Estimated 1% funding reduction	4,409	4,366	4,322	**13,097**
Budget Reduction Requirement	**34,198**	**27,518**	**29,656**	**91,372**

Strategy to Address Budget Reduction Requirement				
Budget Strategy Assumptions				
Council Tax at 4.3%	5,785	6,034	6,293	**18,112**
Cap on Schools Non-Demographic Growth @ 30%	2,796	2,172	1,926	**6,894**
Use of Earmarked Reserves	1,500		(750)	**750**
Directorate Savings	24,117	19,312	22,187	**65,616**
Total Strategy to Address Gap	**34,198**	**27,518**	**29,656**	**91,372**

Medium Term Financial Plan Scenario Analysis

38. The sensitivity analysis below flexes some of the key assumptions within this report to produce a worse-case scenario. This reflects the possibility of:-

- pay awards 1% higher than modelled in the base case (where there is currently no accepted award)
- annual funding reductions of 2% over the MTFP compared to the 1% that has been assumed within the base case
- a more pessimistic view of potential Teachers Pension Scheme contribution rates

Worse Case Scenario	2019/20 £000	2020/21 £000	2021/22 £000	TOTAL £000
Base Case MTFP Position	**34,198**	**27,518**	**29,656**	**91,372**
Changes:				
AEF	4,409	4,366	4,322	13,097
Pay Award	1,554	3,595	3,640	8,789

Pensions Issues - actuarial	1,245	889		2,134
Revised MTFP Shortfall	**41,406**	**36,368**	**37,618**	**115,392**

39. A 1% annual fluctuation in AEF has the biggest impact on the base case MTFP, adding £13.1 million to the estimated budget reduction requirement over the three-year period. Release of the Council's FRM would mitigate this sum by £4 million in total. As noted at the start of the Report, there is inherent uncertainty in trying to predict future funding settlements. The table above highlights that relatively minor percentage changes can be significant in terms of their impact on the MTFP.

40. One key risk over the MTFP period is the level of pay awards. The base case MTFP reflects the known award for NJC staff in 2019/20. It assumes 2% thereafter for NJC staff and assumes 2% per annum for teaching staff. Given the significant impact that minor changes to these assumptions can have, the worse-case scenario models the potential for awards to be 1% higher in each year of the MTFP in all instances where there is not currently an accepted award. The table above identifies that this could add £8.8 million to the MTFP.

41. The worse-case scenario models the potential for employer's contribution rates in respect of the teachers' pension to increase to 20% over the medium term. This is higher than the increase from 16.48% to 18% that is included within the base case MTFP. Commentators advising Academy Schools in England in relation to potential risk factors over the medium term have suggested that the rate could increase to 20%. This issue will require careful monitoring as it depends upon two factors, which are changeable or difficult to predict. Firstly, it depends upon a discount rate, which is changeable over this period. Secondly, it will be impacted by the outcome of the next actuarial review of the Teachers Pensions Scheme, which has not yet been published.

42. A number of "known unknowns" are also being monitored in relation to the MTFP period. These are currently too uncertain to quantify but will be monitored closely as many have the impact to be significant in terms of quantum. These include:
   - The terms agreed as part of the UK's exit from the European Union and their impact on the economy
   - The impact of WG's devolved tax powers
   - WG's stated intention to review the Local Government Finance system
   - Local Government Reform in Wales and associated pooled budget options
   - Future pressures on demand led budgets which may require budget realignments to be considered
   - The impact of the Local Development Plan, particularly in the last year of the MTFP and beyond
   - The impact of Universal Credit following its roll-out in Cardiff
   - The potential for further changes or reductions to specific grants

- Wales Audit Office's suggested changes to the accounting treatment of the Council Tax Reduction Scheme (CTRS) within Welsh Authorities' Statement of Accounts and WG's interpretation of whether this requires any adjustment to tax-base calculations used within the funding formula
- Welsh Government policy changes that may come into force over the MTFP period

Consultation and Engagement

43. The Council places a high regard on being open and honest about difficult choices. In order to provide an opportunity for people to have their say on what is important to them and their communities, a detailed consultation on 2019/20 budget proposals will take place in the autumn once provisional settlement affords additional clarity to the funding position. Over the summer, the Ask Cardiff survey will pave the way for the detailed consultation through consulting on a number of budget themes.

44. The proposed Budget Timetable Framework for 2019/20 is included at Appendix 2. Over this period, involvement and consultation will take place with Cardiff Citizens, the third sector, Budget Forum, Scrutiny Committee, Audit Committee, Trade Unions and schools.

Employee Engagement

45. Employee engagement at all levels within the organisation continues to be given high priority through a number of mechanisms including frequent directorate and council-wide roadshows, dissemination of the core brief, the ambassador network and the staff app. The Council has in place various mechanisms to engage directly and work with employees at all levels of the organisation. Employees will continue to receive briefings through these channels at all key stages of the budget process.

Capital Strategy

46. Councils have a legal requirement to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities and this was updated in December 2017. This was primarily to strengthen it in light of concerns regarding some authorities undertaking activities of a more commercial nature, such as investments in property and companies primarily for financial benefit.

47. The Code requires that by 2019/20, the Council or a body nominated by it, approves a Capital Strategy that sets out the long-term context in which both capital expenditure and investment decisions are made. This is:-

- to ensure that the strategy, governance procedures and risk appetite are fully understood by members
- that the strategy should form part of the authority's integrated revenue, capital, treasury management and balance sheet planning to understand future financial sustainability

- to include sufficient detail in the strategy to allow members to understand how stewardship, value for money, prudence, sustainability and affordability will be secured to meet legislative requirements on reporting

48. The S151 Officer is required to report explicitly on the affordability and risk associated with the capital strategy and where appropriate, may access specialised advice to enable them to reach their conclusions.

49. The Council already adopts many of the good practices that accord with the CIPFA code. Areas of improvement identified will need to be embedded over future years as part of a process of continuous improvement. Appendix 4 highlights the main areas that form part of a Capital Strategy and how this already links to the Treasury Management Strategy, Revenue Budget plan and also the approach to repayment of historic borrowing, already approved by Council and integrated into the budget strategy process. With this in mind, the Capital Strategy will form part of the Council Budget report to be considered in February 2019 rather than be a separate document.

Current Capital Programme

50. Capital Expenditure is incurred on the acquisition and enhancement of assets. The Council sets a five-year rolling capital investment programme, which is updated annually. The current programme was approved by Council in February 2018 and is summarised in the table below.

Capital Programme	2018/19* £000	Indicative 2019/20 £000	Indicative 2020/21 £000	Indicative 2021/22 £000	Indicative 2022/23 £000	Total £000
Annual Sums Expenditure	20,465	15,247	15,247	15,247	14,620	80,826
Ongoing Schemes	27,275	22,513	1,238	770	130	51,926

New Capital Schemes	13,247	15.510	27,403	24,187	10,567	90,914
Schemes Funded by External Grants and Contributions	20,460	20,346	51,497	51,380	24,704	168,387
Invest to Save Schemes	18,292	22,385	35,823	42,880	21,204	140,584
Total General Fund	**99,739**	**96,001**	**131,208**	**134,464**	**71,225**	**532,637**
Total Public Housing (HRA)	**42,025**	**29,522**	**39,200**	**42,530**	**34,800**	**188,077**
Total Capital Programme	**141,764**	**125,523**	**170,408**	**176,994**	**106,025**	**720,714**

* Includes slippage estimated at Month 9. The final slippage figure, from the outturn, will be reflected in the Month 4, 2018/19 budget monitoring report.

51. Pressures on the Capital Programme are arising from a number of sources as illustrated in the following diagram.
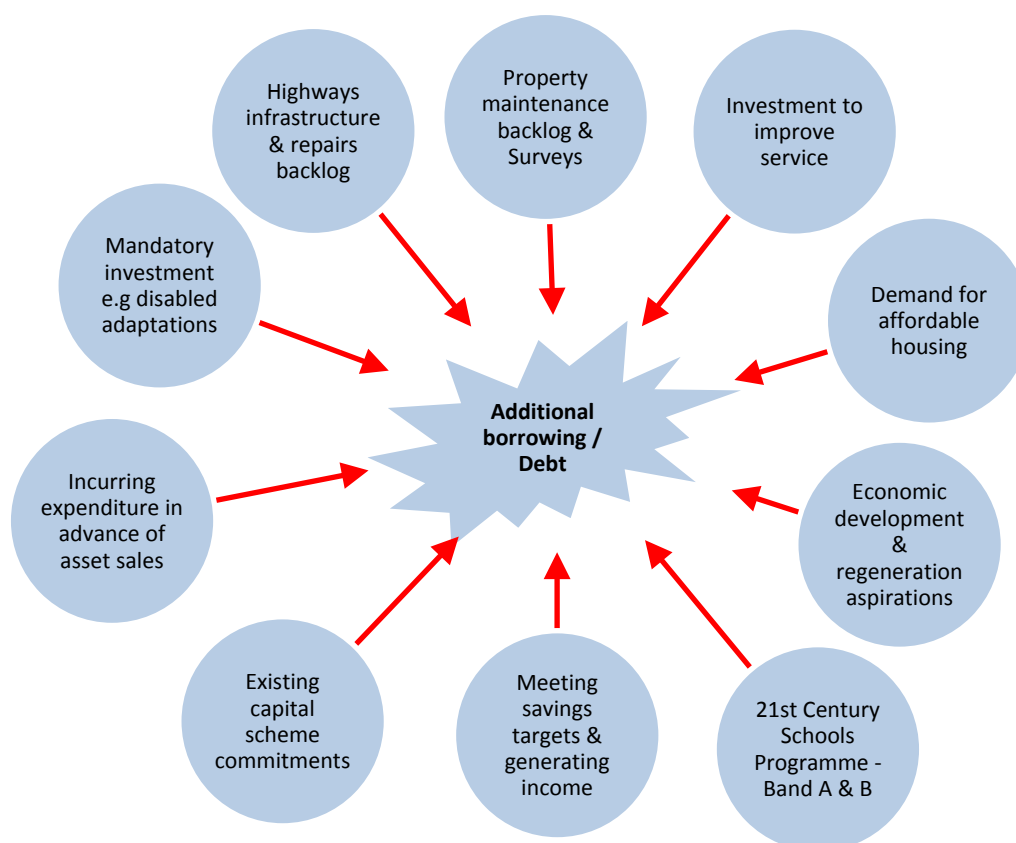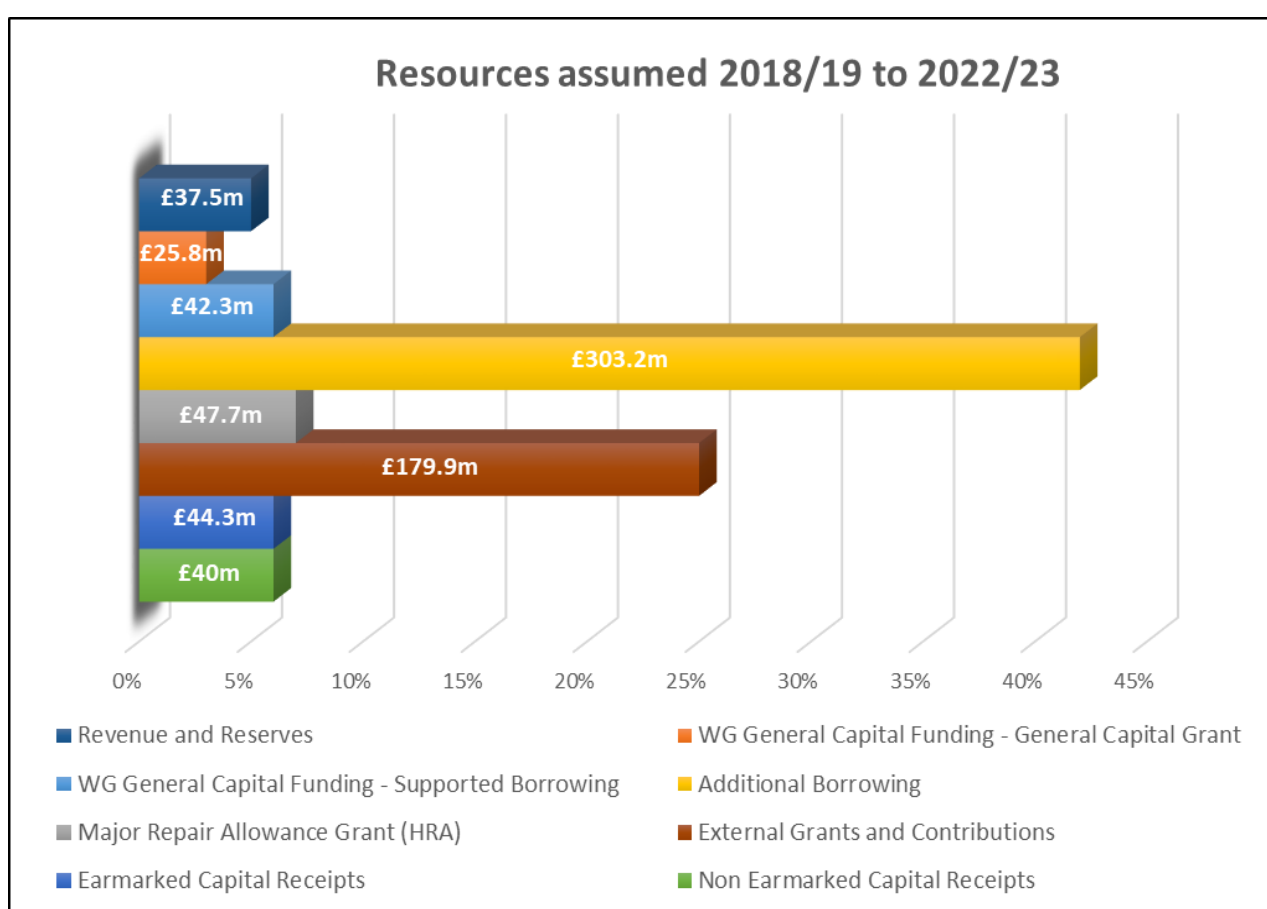

52. In recognition of the need to invest to meet the identified pressures, the 2018/19 budget process took a medium term view rather than an incremental approach and new investment was approved on the following principles:-

- New schemes proposed should support key priorities and improvement objectives of the Council's Capital Ambition
- Additional borrowing to be principally for existing assets such as highway infrastructure, and to address the condition of properties to be retained in the long term.

- Directorates should manage priorities within existing budgets and no further requests for additional asset renewal funding from directorates are expected over the five-year period 2018/19 – 2022/23, in future years.
- There should be recognition that the Council's controllable budget alone cannot afford the capital financing implications of additional investment required for existing and new schools.
- Investment to be confined to where it needs to be made by the Council and cannot be better made by others
- Take advantage of opportunities for grant match funding to secure investment in schools, transport and regeneration.

53.   Appendix 5 details the key schemes included in the programme. The resources assumed to pay for capital investment during 2018/19 to 2022/23 are shown below.

Resources assumed 2018/19 to 2022/23

£37.5m	Revenue and Reserves
£25.8m	WG General Capital Funding - General Capital Grant
£42.3m	WG General Capital Funding - Supported Borrowing
£303.2m	Additional Borrowing
£47.7m	Major Repair Allowance Grant (HRA)
£179.9m	External Grants and Contributions
£44.3m	Earmarked Capital Receipts
£40m	Non Earmarked Capital Receipts

54.   The level of General Capital Support provided by WG as part of the annual settlement has reduced by 35% since 2010/11. This means that essential investment must be paid for by the Council. Expenditure approved to be funded by unsupported additional borrowing is £303 million. Of this, £213 million is to meet General Fund capital expenditure, including schemes expected to pay for themselves on an invest-to-save basis. The remaining £90 million is in respect of public housing capital expenditure. The programme

assumes £40 million of non-earmarked capital receipts which are to be determined through a review of the Council's whole estate.

Borrowing and Affordability

55. The following sections of the Report outline some of the key considerations in developing the capital investment plan.
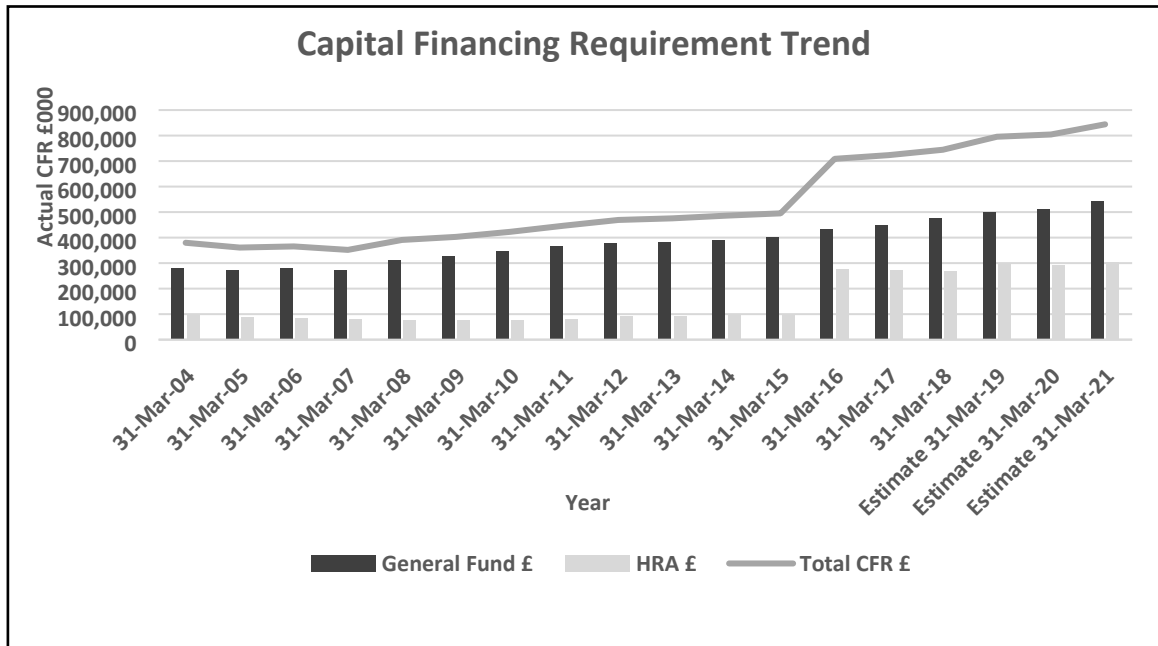
Capital Financing Requirement Projection

56. Where capital expenditure is incurred without a resource to pay for it immediately (e.g. via capital receipts, grants or other contributions), this increases the Council's Capital Financing Requirement (CFR), which is the requirement to borrow. The Council is required to make a prudent provision for the repayment of historic capital expenditure annually from its revenue budget. This reduces the CFR. Calculation of the CFR is summarised in the table below and results in the need to borrow money.

	Opening Capital Financing Requirement (CFR)
+	Capital expenditure incurred in year
-	Grants, contributions, reserves & receipts used for capital expenditure
-	Prudent Minimum Revenue Provision & Voluntary Repayment
=	*Closing Capital Financing Requirement (CFR)*

57. The actual CFR as at 31 March 2018 and estimates for current and future years for the General Fund and HRA as per the 2018/19 budget are shown below:

Capital Financing Requirement as at 31 March				
	2018 Actual £m	**2019 Est. £m**	**2020 Est. £m**	**2021 Est. £m**
General Fund	478	500	510	541
Housing Revenue Account (HRA)	267	295	294	303
Total	**745**	**795**	**804**	**844**

58. As shown in the chart below, this continues a long-term increasing trend since this measure was introduced in 2004. The spike in 2015/16 was a result of payments made to HM Treasury to exit the Housing Revenue Account Subsidy System.

Capital Financing Requirement Trend

Chart title: Capital Financing Requirement Trend. Y-axis: Actual CFR £000 (0 to 900,000). X-axis: Year (31-Mar-04 through Estimate 31-Mar-21). Legend: General Fund £, HRA £, Total CFR £.

59. The same considerations of affordability, prudence and sustainability to rent payers must be undertaken before additional investment is undertaken. Unlike the HRA, which has a debt cap of £316 million, there is no borrowing cap currently in place for the General Fund. The Council's borrowing requirement is managed in accordance with the Treasury Management Strategy approved by Council as part of the budget

Minimum Revenue Provision

60. Where capital expenditure is paid for using borrowing, the Council must charge an amount to future revenue budgets for the eventual repayment of that expenditure. This spreads the cost of capital expenditure incurred now and historically, to future revenue budgets. The Council's policy to providing prudent provision is approved annually as part of the Budget Report and was considered by Audit Committee in November 2016, particularly in relation to the approach taken for any borrowing costs supported by WG as part of the revenue budget settlement.

61. Every authority's circumstances may differ and this will result in different approaches. However, it is important that a range of factors, specific to local authority circumstances are considered in determining a long term prudent approach. This could include:-

   - Capital expenditure in terms of asset life and the period over which benefits will be spread
   - The efficacy of our approach and revenue resources to maintain assets
   - The Well-being of Future Generations (Wales) Act 2015
   - Consistency with the future direction of level of capital expenditure
   - Impact on Financial Resilience
   - WG Guidance

62.   Welsh Government are reviewing their guidance and approach to supported borrowing within the Local Government Settlement and this will need to be kept under review.

Revenue Budget and MTFP Impact

63.   The Council's revenue budget makes no allowance for increasing the level of additional borrowing further. The Capital Financing revenue budget includes the costs of interest and a provision for repayment of historic expenditure. The latter is based on WG guidance and the Policy is approved by Council as part of the budget. Based on assumptions included in the 2018/19 budget, this is forecast to increase over the medium term and is now bigger than some directorate net expenditure budgets.

64.   The proportion of the Council's controllable budget that is spent on capital financing has increased over recent years, with forecasts shown below:-

Capital Financing Costs expressed as percentage of Controllable Budget			
	2011/12 Actual %	2022/23 Estimate %	Diff 2011/12 – 2022/23 (%)
Net capital financing budget	13.47	16.65	23.61
Gross capital financing budget	15.17	24.62	62.29

65.   Continuing to increase the amount of borrowing will have a consequential increase on the capital financing budget within the revenue account. In general terms, each £1 million of capital expenditure funded by borrowing, costs £65,000 in the initial years of the revenue budget and that is assuming a very long asset life of 25 years. In most cases, the types of schemes being undertaken by the Council mean that asset life is lower and so the annual cost of additional borrowing will be higher.

Capital Receipts – Disposal Strategy

66.   The Council's Corporate Land and Property Management Plan approved by Cabinet in February 2018 sets out the approach to managing the Council's property assets. It is clear that within this financial climate of reducing revenue resources, all necessary actions must be taken to reduce both initial capital expenditure and by accelerating a reduction in the Council's asset base within a limited timeframe.

67.   Capital receipts are important to increase the affordability of the Capital Programme, however, the actual realisation and timing of capital receipts is relatively unpredictable given the number of variable factors involved. The budget assumes non-earmarked net capital receipts of £40 million, a significant increase on previous years. This includes:

- £4 million for commitments made in the 2017/18 five year capital programme
- £11 million commitments for new capital schemes and grant match funding over the period 2018/19 – 2022/23 approved by Council
- £25 million towards the 21st Century Schools (Band B) model

68. Such significant levels of capital receipts need to be supported by a clear, approved strategy for their realisation and timing. To do otherwise is a significant risk to the Council's borrowing requirement and future revenue budget. Accordingly, the Council's approach to delivery of capital receipts is to be set out in a disposal strategy developed by Strategic Estates and considered by Cabinet in October 2018. In setting the target for capital receipts, it was recognised that earmarking would need to be limited, with the priority being to pay for schemes in the existing capital programme. Any shortfall in the £40 million target would necessitate a review of the affordability of the current programme. Should receipts exceed £40 million over the period, it is intended that they would be used to repay debt rather than to take forward further new commitments although this would be subject to review at the relevant time.

Invest-to-Save

69. Examples of proposed capital investment to be paid for from borrowing on an invest-to-save basis are shown in Appendix 5. It includes investment in 21st Century Schools and essential health and safety improvements in schools. Invest-to-Save schemes are assumed to be net neutral on the capital financing budget. However, there are risks that the level of income, savings or capital receipts anticipated from such schemes will not materialise and would have a detrimental long-term consequence on the revenue budget. Accordingly, these represent an additional risk to borrowing levels and affordability, which requires robust due diligence and risk assessment of business cases before approval as well as ensuring any such schemes are essential to be undertaken by the Council to meet strategic objectives.

Developing the Capital Programme 2019/20 to 2023/24

70. Borrowing has long-term financial consequences and costs span generations. Accordingly, previous advice for development of budget strategy in terms of the capital programme remains even more relevant.

"Particular Attention needs to be given to the medium and long term impact of additional borrowing on the Council's revenue budget, as it is clear that continuing to increase levels of additional borrowing within the General Fund is not consistent with the significant level of savings to be found" – S151 Officer

"Within this financial climate of reducing revenue resources all action necessary must be taken to reduce both initial capital expenditure and the subsequent need to borrow."

71. The Council must consider the consequences of increasing borrowing along with:-

- The Prudential Indicators highlighting longer term impact of capital decisions on the revenue budget and affordability, prudence and sustainability
- Control mechanisms for different types of unsupported borrowing before approval
- Whether the inherent risks in a project are better managed via commercial options rather than direct Council investment
- The key long term strategic priorities for the city for which investment to be funded by additional borrowing is to be approved
- Risk appetite and due diligence, where commercial or non-treasury investments are proposed.

72. In updating and formulating the five-year Capital Programme for 2019/20 to 2023/24, emerging pressures should be managed and prioritised where possible within the resources allocated in the 2018/19 and indicative future Capital Programme. As mentioned earlier, the capital financing budget in the MTFP does not make any allowance for additional borrowing. The approach to formulating the investment priorities will be as follows:-

- Directorates consider whether existing commitments remain essential or can be reduced / deferred
- Determine the affordability of the existing programme following the Cabinet Report on generation of capital receipts
- Any other expenditure requests to be considered in the context of external funding or robust invest to save business cases
- For 2023/24, the new year covered by the 2019/20 – 2023/24 programme, funding requests to undertake additional borrowing will only be considered where they relate to Asset Renewal for existing assets to be retained
- HRA investment to remain within the legal cap and business plan affordability modelling, with new build schemes subject to individual viability assessments.
- All investment to be in accordance with Directorate Asset Management Plans, Capital Ambition delivery programme and :-
  - be evidence based
  - be risk prioritised
  - have considered all alternative solutions for funding and achieving the same outcome before request for council funding
  - demonstrate value for money in expenditure and approach to delivering outcomes.

73. There are also emerging capital expenditure and wider financial implications of major projects either being or planned to be undertaken by the Council that need to be developed as part of a longer term budget strategy process rather than on an ad-hoc basis. Examples are:-
- New Public Services Hub

- Economic regeneration initiatives such as indoor arena
- Transport Strategy
- Clean Air Zones
- Electric Vehicle Charging
- The Metro as it impacts on Cardiff Council aspirations
- Heat Network

74. It is essential that due diligence is undertaken on business cases for such projects, with sourcing of external expertise where relevant to support decision making and to understand key risks and any financial liabilities that could arise from such investment. The taking forward of those projects must also consider whether investment needs to be made by the Council and cannot be better made by or together with others.

Financial Resilience

75. Given the scale of the financial challenge and the risks that have been identified in previous sections, it is important to undertake regular review of the Council's financial standing and resilience. Key challenges in respect of financial resilience include:

- The need to continue to deliver significant levels of savings during a period of prolonged austerity.
- The impact that delays to the delivery of savings proposals has on the budget monitoring position.
- The cumulative impact of achieving 2018/19 savings in addition to the unachieved 2017/18 savings which remain to be realised.
- The increasing ratio of capital financing charges as controllable budgets reduce, which impacts on the relative affordability of the capital programme.

76. The financial resilience snapshot included at Appendix 6 provides a high-level overview of the financial health of the Council at the time of setting the Budget Strategy for 2019/20. Financial snapshots are produced at intervals during the year and are designed to provide an overview of the Council's financial resilience through consideration of key past, present and future information. The current snapshot reflects information contained in the draft Statement of Accounts 2017/18, the 2017/18 Outturn Report, the risk profile of 2018/19 savings and the budget strategy reflected within this report.

77. The first column looks at past information, including trends over recent years. It provides important context to the information contained in the two subsequent columns. The challenges associated with the way in which the Council is funded and the cumulative level of savings over recent years have already been covered in previous sections and while they are not repeated here, they are an important part of the overall picture on financial resilience.

78. Reserves are also an important part of financial resilience. In times of uncertainty they provide a financial cushion and help to ensure a healthy cash position. The first column of the snapshot sets out changes in the levels

of the Council's Reserves over the past four financial years. The unaudited accounts show that the level of the Council's General Reserve as at 31 March 2018 was unchanged on the previous year at £14.3 million. As a proportion of net revenue expenditure there has been a slight reduction from 2.47% as at 31 March 2017 to 2.43% as at 31 March 2018. Whilst 2017/18 comparator information is not yet available, this remains below the Welsh average as at 31 March 2017.

79.   The snapshot shows an increase in earmarked reserves during 2017/18 from £59.3 million as at 31 March 2017 to £61.8 million as at 31 March 2018. As percentage of the Council's net budget, the balance is still in the region of 10% of total net budget. Part of the increase in earmarked reserves relates to a top-up made to the strategic budget reserve at the end of 2017/18. This was made in order to improve resilience by supporting the budget process over the medium term period. As noted in earlier sections the balance on this reserve will assist in covering the planning assumptions on use of reserves that is contained within the 2019/20 Budget Strategy.

80.   Whilst all earmarked reserves theoretically improve financial resilience, there are some that have a particular focus on resilience, which account for a significant component of the overall balance. These include the £6.5 million insurance reserve and the £7.3 million employee changes reserve. The latter will support the funding of voluntary redundancy costs over the medium term.

81.   The first column also looks at financial ratios. Whilst these can be used to support benchmarking, scrutiny and challenge of finances, there are risks inherent in making such comparisons and care should be taken in doing so. It should be remembered that balance sheet data is taken at a point in time, and that accounting and other balances within a Council's accounts can skew comparisons.

82.   The ratios provided in the Financial Snapshot are based on the Council's single entity Statement of Accounts and several show little change between 2017/18 and 2016/17. One of those that has changed is Working Capital as a percentage of Gross Revenue Expenditure. This indicator measures the authority's ability to cover existing expenditure from working capital (current assets less current liabilities). Whilst Local Authorities are protected to a degree, given their ability to obtain short-term borrowing, this measure acts as an indicator of how an authority manages its short-term finances. The inference of year-on-year increases in this ratio is that the Council continues to improve its position to cover day-to-day expenditure.

83.   Another increase can be seen in the Usable Reserves as a percentage of Gross Revenue Expenditure Ratio. This measure indicates the level of funds the Council is retaining for future plans and unforeseen expenditure, relative to its expenditure. This increased from 11.48% to 13.28% between 2016/17 and 2017/18. This partly reflects the fact that, as already outlined above, the year-end position allowed the Council to increase the level of reserves for

use in connection with future demands and in support of budget strategy, thereby improving the Council's financial resilience. However, it should also be noted that the definition of usable reserves for the purposes of this ratio, includes capital receipts. As such, the annual increase in this indicator is also attributable to several asset disposals that were made in 2017/18. These generated capital receipts that formed part of usable reserves at year-end. The receipts will be used in support of the capital programme moving forward.

84. Council tax as a percentage of taxation and non-specific grants has been incrementally increasing over the four year period shown. This is to be expected in the current financial climate given that AEF has seen real term reductions over a number of years.

85. The middle section of the snapshot outlines the 2017/18 outturn position and the level of savings achieved in 2017/18. The snapshot shows that the 2017/18 outturn position was balanced overall, but with a £4.9 million over-spend at a directorate level. This was offset by the Council's £3 million general savings contingency along with underspends in others areas such as insurance and the Council Tax Reduction Scheme.

86. The delivery of delayed savings in addition to those included in the 2018/19 Budget is a key area of risk that will be monitored closely as the year progresses. The 2018/19 Budget wrote out £306,000 of prior year savings deemed to be unachievable and realigned particular pressures in relation to Social Services which were a significant factor in the £4.9 million directorate overspend. The achievability risk associated with 2018/19 savings is set out at the foot of the middle column on the snapshot. Monitoring of savings has already commenced in the current year, with regular consideration at Senior Management Team and timetabled discussion with Cabinet Members. As the year progresses, further iterations of the snapshot will reflect the in-year monitoring position, setting out the position on achievement of in year savings.

87. The final column summarises the contents of this report and the future financial challenge that faces the Council. The challenge, which is significant in itself, is amplified by the context summarised in the preceding columns of the snapshot.

Risk

88. The risk assessment carried out as part of 2018/19 budget preparation identified a number of financial and operational challenges over the medium term. These risks remain relevant and most have already been discussed during the course of this report. The table on the next page summarises the key challenges. These will need to be kept under careful review as the budget process progresses.

Area	Key Challenges
Demand Pressures	• Increased volume and complexity of demand in social services • Increasing pupil numbers both generally and in relation to Additional Learning Needs budgets • The potential impact of welfare reforms including the roll out of Universal Credit in Cardiff
Pricing Pressure	• The expectation that inflation will remain at or above 2% • The exceptional price inflation already being experienced in some areas as a result of the National Living Wage and other pressures • The impact of pay award over the MTFP following the easing of the 1% public sector pay cap
Funding Uncertainty	• The potential for negative redistributive impacts within the formula • Recent volatility and uncertainty in relation to specific grants and transitional arrangements • Increased potential for changes between the provisional and final settlement as a result of the timing of the UK budget • The intention of WG to revisit reform of Local Government Finance in Wales • The potential requirement to address significant specific grant reductions at short notice where these are integral to the functions of the Authority
Capital Pressures	• Increased pressure on the revenue budget as a result of additional borrowing undertaken in previous years, which affects the ability to take forward new schemes • Pressure on scarce resources due to the condition of property and infrastructure assets • The increasing financial exposure of the Council in relation to the development of the 21st Century Schools Band B Programme and Cardiff Capital Region City Deal • The potential for capital schemes predicated upon income generation failing to do so • The need to realise capital receipts in support of the existing programme – net target of £40 million • The current five year programme assumes that no additional expenditure funded by borrowing will be undertaken unless it is self-financing
Resilience	• The need to continue to deliver significant levels of savings during a period of prolonged austerity. • The impact that delays to the delivery of savings proposals has on the budget monitoring position. • The cumulative impact of achieving 2018/19 savings in addition to the unachieved 2017/18 savings which remain to be realised • The increasing ratio of capital financing charges as controllable budgets • The ongoing impact of the past reduction in headcount that has taken place over an extended period

Reasons for Recommendations

89.	To seek Cabinet approval for the Budget Strategy in respect of 2019/20 and the MTFP.

90.	To note the Budget Timetable Framework and forward this to Council for approval.

91.	To seek approval to request expressions of interest from officers in respect of the voluntary redundancy scheme.

Legal Implications

92.	It is the responsibility of the Cabinet to receive financial forecasts and develop a medium term financial strategy with a view to proposing a Budget for the Council to approve. The report highlights the seriousness of the financial challenges ahead. As stated in the body of the report, it is important that members take note of the statements made by the Section 151 Officer in this regard.

93.	There are no general legal issues arising from the report. Specific legal issues will be addressed as part of the proposed budget preparation.

94.	The report provides that the proposed Budget Timetable framework for 2019/12 will make provision for consultation. It is important to note that consultation raises the legitimate expectation that any feedback received from the consultation will be taken into account in developing the proposals consulted upon.

95.	In considering this matter and developing the budget proposal regard must be had to the Council's duties under the Equality Act 2010 and appropriate steps taken to ensure that i) the Council meets the requirements of the Public Sector Equality Duties; and ii) due regard as been / is taken of the likely impact of decisions in terms of equality and discrimination.

Financial Implications

96.	The report sets out the Budget Strategy for 2019/20 and the medium term. It is written in a period of prolonged financial constraint and economic uncertainty. It outlines a likely budget reduction requirement of £91.4 million over the next three years, of which £34.2 million relates to 2019/20. The budget gap and the assumptions that underpin it will need to be kept under review as the year progresses.

97.	The report sets out the strategy for addressing the budget reduction requirement. Collectively, a 30% cap on schools (non-pupil number growth), a 4.3% council tax increase and £1.5 million use of reserves (reducing to £750,000 in 2021/22) will contribute £25 million to the budget reduction requirement, leaving a savings requirement of £65 million. Further refinement of 2019/20 savings will take place over the summer to enable public

consultation on proposals once the 2019/20 funding position is confirmed by provisional settlement in October 2018.

98. The Council has identified £160 million in savings since 2013/14. The £65 million savings requirement indicated in the current strategy will add to this quantum. Delivering savings of this scale over a sustained period is extremely challenging. In circumstances such as these, careful monitoring of financial controls and financial resilience will continue to be extremely important. Due diligence and acceleration of planning and preparatory work will be important in aiming to improve the achievability rates of savings.

99. The financial resilience snapshot at the time of this report shows that earmarked reserves have increased during 2017/18. This improves the Council's financial resilience generally, as reserves provide a financial cushion. More specifically, one of the increased reserves was the Strategic Budget Reserve. This will assist with the challenging medium term position and is used as part of this budget strategy. Whilst the 2017/18 outturn position was balanced overall, there was an overspend of £4.982 million at a directorate level. This was offset by the use of the £3 million general savings contingency and underspends in corporate areas such as insurance and council tax reduction scheme. Delivery of delayed 2017/18 savings in addition to planned 2018/19 savings will require close monitoring and this has already begun.

100. The report models a worse-case scenario of £41.4 million for 2019/20 and £115.4 million over the medium term. The variables that contribute to this potential worsening are the potential for higher pay awards, less favourable funding settlements and higher TPS contributions than currently assumed within the plan. The Council has a financial resilience mechanism that would enable it to withstand one funding reduction of 1% worse than covered by the MTFP without having to resort to identifying additional savings at short notice. Thereafter, funding reductions that deviate from 1% would require a review of the strategy.

101. The report sets out that the position in respect of capital is equally challenging. The capital programme currently relies on £40 million capital receipts. Cabinet will receive a report in October regarding how and when these will be delivered. This could result in a need to review the affordability of the existing programme. The MTFP currently assumes there will be no further additional borrowing over and above that which is already assumed in the Capital Programme approved in February 2018. Any additional borrowing for 2023/24, the new year covered by the 2019/20-2023/24 programme should only be considered where it relates to asset renewal on existing assets that the Council intends to retain. All other funding requests will need to be considered in the context of external funding or robust invest-to save business cases. It is also essential that capital expenditure and wider financial implications of capital projects are factored into longer term budget strategy.

HR Implications

102.   The report outlines the UK and Welsh contexts under which the budget is being set together with the continued financial challenges faced by the Council in balancing reducing finances with increasing demands. The Council will continue to review the shape and scope of the organisation and the way in which services are delivered and efficiencies achieved. New service delivery models will need to meet demand pressures and reflect budgetary realities alongside securing further efficiency savings through better collaboration and partnerships, integration of service delivery and reducing duplication of effort and resources.

103.   Given the level of savings required in 2019/20 and beyond, it will be key that the savings proposals identified are robust and deliverable. The extent of financial challenge in a continued period of restraint will result in savings targets for controllable budgets which will be considerably challenging and will result in significant changes to how local government services are delivered. The availability of resources to support the delivery of these radical and sustained changes will be key.

104.   Whilst it is not possible to provide specific HR implications on any changes at this time, it is clear that the ongoing budget difficulties will continue to have significant people implications associated with actions necessary to manage the financial pressures facing the Council. As service delivery proposals are brought forward, there will be consultation with employees (those directly and indirectly impacted) and the Trade Unions so that they are fully aware of the proposals, have the opportunity to respond to them and understand the impact that the new model of service will have on them. Further and specific HR implications will be provided when relevant models are proposed. Any proposed reductions in resource levels will be managed in accordance with the Council's recognised policies for restructuring which include, where appropriate, redeployment and voluntary redundancy.

105.   The Council's Voluntary Redundancy Scheme is always available however, following this report it will be widely publicised to employees. Whilst those interested in leaving on this basis (with a post subsequently deleted) should express an interest to do so, a business case to support the exit will still need to be made and signed off. Flexible retirement continues to be another option available and a Sabbatical policy is in place as well as ability to request voluntary reductions in working hours. Training and development to support new skill requirements will remain available in order to place employees in the best possible position for potential redeployment.

106.   Initial Trade Union consultation has taken place on this report. A Trade Union Partnership Meeting has been established and will meet on a monthly basis to facilitate early discussion with Trade Unions on key organisational proposals, with more detailed discussion continuing with employees and trade unions at local directorate level. It is essential that there continues to be appropriate consultation on proposals that are taken forward, as and when they are developed. This could include early proposals which are required to be implemented in preparation for the 2019/20 financial year. Many of these

will have people implications that will need to be considered at an early stage in consultation with the Trade Unions and employees affected.

107.   There will be employee engagement events during the autumn with the Leader of the Council and the Chief Executive that will include the budget strategy on the agenda as well as the developments within the Council around service delivery.

CABINET CONSIDERATION

108.   The Cabinet considered this report on 12 July 2018 and resolved that:

(1)   the budget principles on which this Budget Strategy Report is based and the approach to meeting the Budget Reduction Requirement both in 2019/20 and across the period of the Medium Term Financial Plan. Whilst recognising the objectives set out in Capital Ambition be agreed.

(2)   directorates work with the relevant Portfolio Cabinet Member, in consultation with the Corporate Director Resources and Cabinet Member for Finance, Modernisation and Performance to identify potential savings to assist in addressing the indicative budget gap of £34 million for 2019/20 and £91 million across the period of the Medium Term Financial Plan.

(3)   the Chief Executive, in consultation with the Leader and Cabinet Member for Finance, Modernisation and Performance, be delegated the authority to implement any saving proposal in advance of 2019/20 where no policy recommendation is required or where a policy decision has already been taken.

(4)   the Council indicate to Joint Committees and to bodies which raise precepts and levies on the Council, the level of the financial challenge facing the Council, and that this be taken into consideration when they are developing their own financial plans but still within the framework of the objectives set out in Capital Ambition.

(5)   the Corporate Director Resources in consultation with the Cabinet Member for Finance, Modernisation and Performance, be delegated the authority to identify an alternative budget reduction requirement upon receipt of further clarification in respect of Welsh Government funding.

(6)   the Corporate Director Resources in consultation with the Cabinet Member for Finance, Modernisation and Performance, be delegated the authority to amend the Budget Strategy, if this amendment does not significantly depart from the underlying principles. Any requirement to depart significantly from these principles would require a further Budget Strategy Report to Cabinet.

(7)   Council seek expressions of interest from officers in respect of the voluntary redundancy scheme by 14 September 2018.

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

(9)   there be a two stage process in relation to public consultation on 2019/20 proposals. This will commence with the Ask Cardiff Survey including a section on general budget themes, followed by more detailed consultation on 2019/20 proposals later in the Autumn, once there is further clarity on the 2019/20 funding position.

Cabinet Proposal

Council is recommended to agree to adopt the budget timetable framework set out in Appendix 2 and that the work outlined is progressed with a view to informing budget preparation.

THE CABINET
13 JULY 2018

The following appendices are attached;

Appendix 1 - Budget Strategy Frequently Asked Questions
Appendix 2 - Proposed Budget Timetable Framework 2019/20
Appendix 3 - Key Assumptions underpinning the MTFP
Appendix 4 - Capital Strategy as part of Budget Strategy
Appendix 5 - Key Schemes within the 2018/19 – 2022/23 Capital Programme
Appendix 5 - Appendix 6 - Finance Snapshot – Financial Resilience

Background Documents

2018/19 Budget Report – February 2018

Mae'r dudalen hon yn wag yn fwriadol

Budget Strategy Report 2019/20 - Question and Answers

Revenue Budget

What is this about?
- This is a brief overview of the Council's 2019/20 Budget Strategy Report, which you can view in full online.

What are things looking like?
- In two words, uncertain and challenging

What are the uncertainties?
There are many, but here is a flavour:-
- **General Grant Funding** - the general grant we receive from Welsh Government (WG) accounts for 72% of how we fund our budget. We have an early indication of what this may be next year at an All Wales level although this may change. Individual Councils will not have funding figures until October 2018 and these will not be finalised until December 2018.
- **The UK Budget** - this is now held in the autumn. This increases the likelihood for changes to funding between WG's initial announcement in October and finalisation in December.
- **BREXIT -** we don't yet know what terms the Government will secure and how these will affect the economy.
- **Welsh Local Government Reform and Local Government Finance Reform -** what will this mean for the future shape of Councils and their financing?

What are the challenges?
Again, there are many but here is an overview:-
- **Cost Pressures and Funding Reductions** - the Council is still facing significant cost pressures over the next few years. These pressures are partly inflation related, e.g. pay awards and external providers increasing their prices. They are also demand related, for example, increasing pupil numbers and the well-publicised pressures on social services that are being experienced UK wide. In addition, we believe that funding will continue to reduce but we don't yet know by how much. The combination of funding reductions and financial pressures creates a "budget gap." In other words, our expected need to spend exceeds the level of funding we believe we will have and so we need to bring the two back into balance.
- **The extended period of financial challenge** - every year, balancing the books becomes harder because so much of the budget has already been reduced - £145 million savings over the past five years with another £14 million in the current year.
- **The shape of our budget** - two areas of the budget that are under demand pressure – schools and social services – account for 65% of the Council's budget. This means the squeeze on other areas is even harder.

How much is the Budget Gap?
- The budget gap is estimated to be **£34 million in 2018/19 and £91 million over the next three years.**

2019/20 £m	2020/21 £m	2021/22 £m	Total £m
34.2	27.5	29.6	**91.3**

So how will the Council bridge this gap?

- The Council's plan to address the gap is set out in its Budget Strategy
- The four things the Council can consider to address the gap are 1) increase council tax 2) use reserves 3) limit schools growth 4) make savings.
- The Budget Strategy is about deciding the right mix. To do this we need to balance the Council's priorities as set out in the Corporate Plan and Capital Ambition document, with risk and the Council's long-term financial resilience.
- This is the strategy as outlined in the Budget Strategy Report:-

This is a cap not a cut. Schools will receive +£21m

£3.75m in total over 3 years

To be kept under review

	2019/20 £m	2020/21 £m	2021/22 £m	TOTAL £m
Budget Strategy				
Limit Schools Growth - @ 30%	2.8	2.2	1.9	**6.9**
Council tax at 4.3%	5.8	6.0	6.3	**18.1**
Use of Earmarked Reserves	1.5		(0.8)	**0.7**
Savings	24.1	19.3	22.2	**65.6**
Total Strategy	**34.2**	**27.5**	**29.6**	**91.3**

Savings

- Savings form the largest component of the strategy at £66m over the three-year period – this will be a huge challenge in view of the significant levels of savings already found.
- The Council is reviewing and challenging all areas of the budget and work on the detailed development of 2019/20 proposals will continue over the summer months.
- Taking into account the significant levels of savings that have already been found over an extended period, the reality is that it is no longer possible that all savings will be achievable without impact on services, though every effort will be made to minimise any such impacts.
- Although the immediate focus must be on delivering savings for 2019/20, directorates are also considering in broader terms how to address savings requirements for 2020/21 and 2021/22.

How can I have my say?

- The Council is open and honest about the difficult choices it faces.
- Over the summer you can have your say by responding to budget-related questions in the "Ask Cardiff" survey.
- In the autumn, there will be a more detailed consultation, once there is a clearer picture on funding.

What if funding reductions are worse than planned?
- We have assumed that funding will reduce by 1% and that is reflected in our budget gap.
- The Council could withstand a further 1% reduction by using a budget we would otherwise use for one-off investment. This budget was set up to protect the Council from future funding uncertainties.

What next?
- We will continue to keep the budget gap under review – things change quickly and regular review is an important part of being prepared.
- General consultation on budget themes will take place during the summer
- Directorates will refine their work on the 2019/20 position during the summer
- Detailed consultation on budget savings proposals will take place in the Autumn, once 2019/20 funding levels have been announced
- Whilst immediate focus will be on developing a robust position for 2019/20, work on addressing savings requirements for 2020/21 and 2021/22 will run in parallel but will be in broader terms at this stage

The Capital Programme

What is capital?
- Capital expenditure refers to acquiring or improving assets for the long term. The way the Council can fund this type of expenditure is different to revenue.
- The capital programme sets out our expenditure plans and how we will pay for them over a five year period

What is the picture on Capital?
- To fund new capital spend, we must either sell existing assets or borrow. Borrowing places pressures on the revenue budget - debt must be repaid with interest.
- The need to maintain our essential buildings and highways as well as to address corporate priorities places pressure on the capital programme.
- Replacement of schools buildings, regeneration of the city and sustainable transport initiatives also place pressure on the programme.

How will the capital programme be updated?
- The approach is to focus on looking after our existing assets – the need to spend must be evidence based and prioritised by risk.
- Any new capital expenditure pressures that do not relate to existing assets that we intend to keep should only be considered if they can be funded externally, or if there is clear evidence that they will pay for themselves (invest to save).
- There will be a need to review the resources assumed to be available in paying for the expenditure

Mae'r dudalen hon yn wag yn fwriadol

PROPOSED BUDGET TIMETABLE FRAMEWORK 2019/20

Date	Budget Strategy
July 2018	Budget Strategy Report considered at Cabinet
	Budget Strategy Report considered at Council
July-September 2018	Directorates develop further detail on 2019/20 budget proposals Directorates develop shape of 2020/21 and 2021/22 proposals
September	Senior Officer Meetings to scrutinise detailed 2019/20 budget proposals
October 2018	Provisional 2019/20 Settlement received
October/ November 2018	Further work on later years of MTFP
November /December 2018	Consultation on 2019/20 draft budget savings proposals
December 2018	Cabinet approval of Council Tax Base
	Final Budget Settlement received
January 2019	Fine-tuning of budget proposals and consideration of medium term financial plans
February 2019	Approval of Corporate Plan and Budget

In addition, throughout this period there will be continued involvement and consultation with council tax payers, the grants sector, the Budget Forum, Scrutiny Committees, Trade Unions, employees and statutory consultation with schools

Mae'r dudalen hon yn wag yn fwriadol

Key Assumptions Underpinning the MTFP

Plan Area	Pressures covered and key assumptions
Schools Growth	• Pay award - assumed 2% (teaching), agreed NJC pay award (non-teaching) • Incremental Drift - estimated cost of teachers' annual pay scale progression • Teacher's Superannuation – anticipated increase to employer's contribution rates following changes to the discount rate used to set employers' rates for unfunded public sector schemes • Pupil Number Growth - estimated annual growth re: rising pupil numbers • Other Growth - needs pressures e.g. additional learning needs budgets. • NDR - anticipated increases in rateable valuations associated with the development of the Schools Estate
Pay and Price Inflation	• Pay award for non-schools staff – in line with agreed pay award • Voluntary Living Wage – assumed the agreed pay award will lift all salary points up to (or above) VLW, pending announcement of rate in Nov 2018 • Employer's Superannuation – maintains employers' superannuation contribution rates at 23.5% as set out in the 2018/19 Budget Report. • Exceptional price inflation – generally, directorates are required to absorb price inflation within existing resources. However, the MTFP allows for specific fee uplifts in areas deemed exceptional either due to the scale of the uplift or the quantum of the budget to which the increase applies.
Capital Financing, Commitments & Realignments	• Capital Financing - figures reflect the cost of servicing debt based on the existing capital programme with no assumption of new schemes from 2019/20 onwards. It is assumed that schools will contribute capital financing costs associated with the 21st Century Schools Band B Programme • Commitments and Realignments – includes commitments in relation to Corporate Apprenticeships, the full and later year effects of pressures identified as part of the 2018/19 budget process and potential increases to the fire levy.
Non-Schools Demographic Growth	• Most growth in the area of social services. As well as growth in numbers, this reflects increasing complexity of demand.
Emerging Financial Pressures	• For financial resilience, the plan includes £3m p.a. in recognition that additional burdens may arise. The figures, which equate to approx. 0.5% of net budget, will be kept under review.
Reserve Funding	• The 2018/19 budget included £2.35 million use of reserves. The plan reflects the fall out of this sum in 2019/20. • Appropriate use of reserves for 2019/20 and beyond is considered in the Strategy section of this report.
Estimated 1% funding reduction	• Estimated annual reduction in AEF. Indicative minus 1% for 2019/20, no indicative figure beyond • Usually Cardiff's settlement is slightly above average due to particular population challenges. However, it is not considered prudent to pre-empt an above average settlement given the potential for distribution or other unexpected changes within the settlement • The Council's FRM budget is available to assist with funding settlements being worse than anticipated. This would cover a further 1% (in one year but not annually)

Mae'r dudalen hon yn wag yn fwriadol

Capital Strategy as part of Council's Budget Strategy

TREASURY MANAGEMENT STRATEGY

How we manage the borrowing requirement arising from the Capital Strategy; temporary cash balances and risk

Economy and interest rates
Internal and external borrowing
Security, Liquidity, Yield
Approach to non treasury investments
Scrutiny / Training / Skills / Risk / Reporting

Strategy approved by Council

REVENUE BUDGET - SHORT / MEDIUM AND LONG TERM FINANCIAL PLANNING

Revenue budget impact of capital strategy

Affordability
Revenue budget pressures
Resource forecast
Financial Risks and Resilience

Budget approved by Council

PRUDENT PROVISION FOR REPAYMENT OF BORROWING

How we spread the repayment of historic and future capital expenditure to be paid for by borrowing

WG Supported borrowing
Unsupported borrowing
Useful life
Wellbeing and future generations (Wales) Act
WG Guidance

Policy approved by Council

CAPITAL STRATEGY

Risk

• Effective due diligence

• Defining risk appetite

• Approach to commercial investment

• Proportionality of income from commercial investment

• Financial Guarantees & other long term liabilities

• Approach to invest to save - Exposure / Restrictions / Limits

Governance

• Programme approval, monitoring, reporting and revision

• Outcomes and measurement

• Capitalisation policies

• Capital Finance and accounting regulations compliance

• Finance & Contract Procedure rules compliance

• Wellbeing and future generations (Wales) Act

• Restrictions or limits on expenditure

• Accountability

Prudential Code

• Affordability - Indicators

• Prudence - Indicators

• Sustainability - Indicators

• Exploring alternative sources of capital funding; timing and certainty

• Asset life of expenditure

• Revenue implications of new schemes (Operating and financing)

• Prioritisation for use of borrowing

• Approach to invest to save - Restrictions / Limits

Strategy

• Council strategic and citywide objectives

• External influences - WG, Economic, Regional working

• Asset Management Plans - Stewardship of assets

• Effective asset utilisation / disposal strategy

• Approach to earmarking of capital receipts

• Approach to working with external partners for benefit of residents

• Longer term approach

Process

• Option appraisal

• Prioritisation of limited resources

• Challenge / Review

• Procurement and value for money

• Delivery mechanism

• Capacity / skills to deliver investment plans

• Avoiding optimism bias to reduce slippage; avoid cost increase

• Assessment of business cases

Specific approval of Capital Strategy by Council as part of the Budget

S151 Officer to report explicitly on affordability and risk associated with the Capital Strategy. Where appropriate have access to specialised advice to enable them to reach their conclusions

Mae'r dudalen hon yn wag yn fwriadol

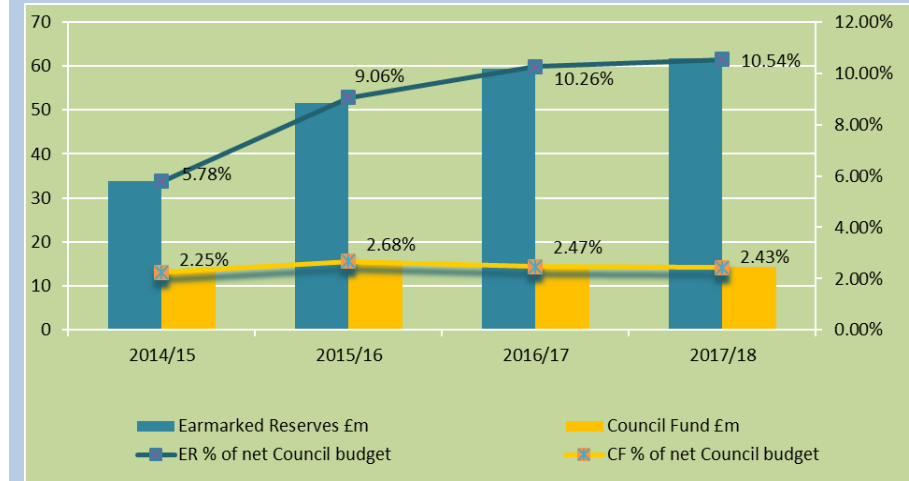## Key Schemes within the 2018-19 to 2022-23 Capital Programme

Theme	Types of expenditure
Annual Sums	• Disabled adaptations to allow people to remain in their homes • Highway infrastructure and property asset renewal • Neighbourhood regeneration • Parks asset renewal • Road safety; cycle and public transport network improvements
Previously Agreed / Ongoing Schemes	• Day Centre Opportunities Strategy • Facility to support victims and those at risk of domestic abuse • Whitchurch High School accessibility for disabled pupils • Bereavement Strategy • Western transport interchange • Completion of 21st Century Schools Band A programme • Economic development initiatives including Central Square public realm • Modernising ICT to improve business process
New Capital allocation proposed in 2018/19 Budget	• Neighbourhood renewal schemes • City Centre youth hub and Butetown pavilion • Additional asset renewal investment in existing assets, to support highway infrastructure, non-schools buildings, parks play equipment and waste infrastructure • Strategic cycle routes • Council contribution to support WG grant bids for coastal erosion, transport links and a targeted regeneration investment programme • Development of a household waste recycling centre in the north of the city • Council agreed contribution to CCRCD expenditure in accordance with profile approved by Regional Cabinet in January 2018
External Grant and Contribution assumptions	• 21st Century School Band A and Band B grant from WG • WG transport and road safety grants • Planning gain and other contributions received towards a range of schemes
Invest to Save	• 21st Century Schools Band A and Band B financial models • Schools property asset renewal, health and safety and additional learning needs • Council leisure centre investment as part of alternative service delivery • Loan to Cardiff City Transport Services Limited subject to approval of business case • New cemetery to increase burial space in the city • Building energy efficiency schemes • Lamby Way solar farm • Economic Development initiatives
Public Housing	• Improvements to garages, gullies and open spaces • Investment in existing stock to sustain Welsh Housing Quality Standards (WHQS) • High rise block upgrades • Sheltered accommodation remodelling • New affordable housing including land acquisition • Disabled adaptations

Mae'r dudalen hon yn wag yn fwriadol

Appendix 6

FINANCIAL SNAPSHOT REPORT - BUDGET STRATEGY VERSION - JULY 2018

The following tables, charts and figures give an indication of the financial resilience of the Council as per the Statement of Accounts.
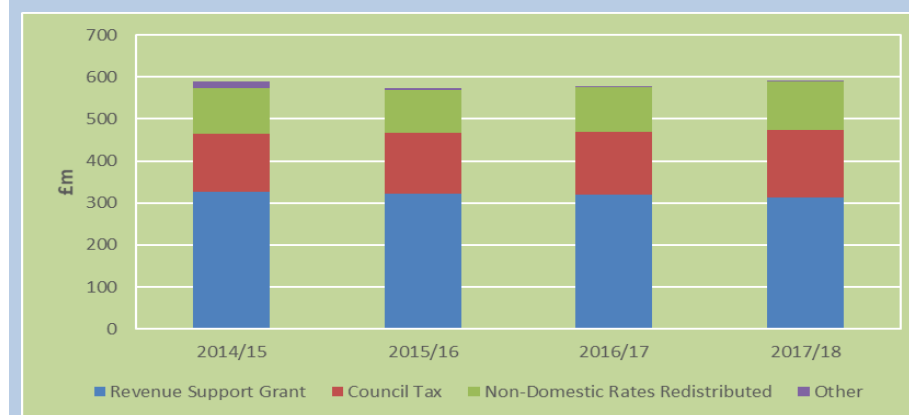
The tables below show the Outturn position for the 2017/18 financial year for both revenue and capital.

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

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

Cardiff Council Historic Cumulative Budget Savings
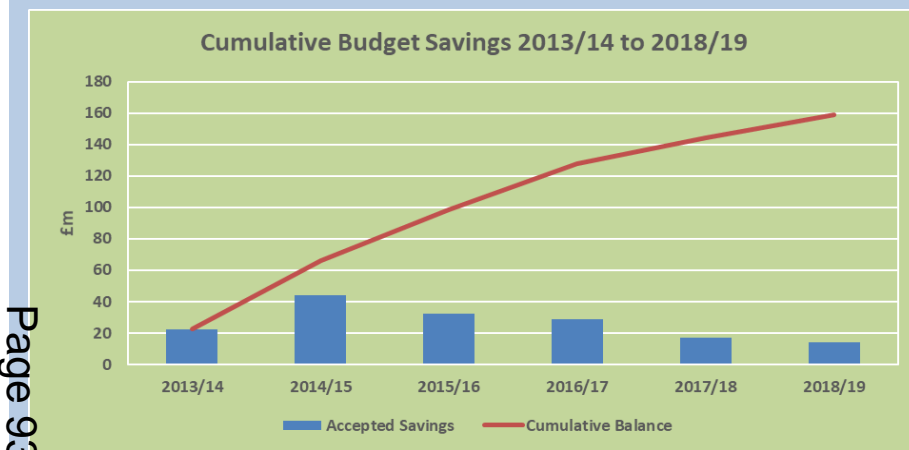
Actual Revenue Funding Split

Other Financial Indicators

Indicator	2014/15	2015/16	2016/17	2017/18
Working Capital as a percentage of Gross Revenue Expenditure (%)	5.02%	6.02%	7.00%	9.45%
Usable Reserves as a percentage of Gross Revenue Expenditure (%)	7.01%	10.31%	11.48%	13.28%
Earmarked Reserves as a percentage of Gross Revenue Expenditure (%)	4.00%	7.00%	8.00%	8.00%
Unallocated/General Reserves to Gross Revenue Expenditure (days)	6	7	6	6
Long-term Borrowing to Long-term Assets (ratio)	0.24:1	0.35:1	0.35:1	0.36:1
Long-term Borrowing to Taxation & Aggregate External Finance	0.72:1	1.05:1	1.03:1	1.02:1
Council Tax as a % of Taxation & Non-Specific Grants (%)	25.64%	27.68%	27.85%	28.03%

Revenue Outturn Position

| Directorate	Net Expenditure Budget £000	Outturn £000	Variance £000	Variance %
City Operations	34,800	34,790	(10)	0.0%
Communities, Housing & CS	43,390	43,009	(381)	(0.9%)
Corporate Management	25,851	25,800	(51)	(0.2%)
Economic Development	13,358	15,001	1,643	12.3%
Education & Lifelong Learning	249,150	250,499	1,349	0.5%
Governance & Legal Services	6,055	6,055	0	0.0%
Resources	19,709	19,371	(338)	(1.7%)
Social Services	153,549	156,319	2,770	1.8%
Total Directorates	545,862	550,844	4,982	0.91%
Capital Financing	33,717	34,567	850	2.5%
Discretionary Rate Relief	350	447	97	27.7%
General Contingency	3,000	0	(3,000)	(100.0%)
Summary Revenue Account etc.	4,055	1,358	(2,697)	(66.5%)
Total	586,984	587,216	232	0.0%
Funded by:				
Revenue Support Grant	312,737	312,737	0	0.0%
Non-Domestic Rates (NDR)	115,480	115,480	0	0.0%
Reserves and Balances	1,500	1,500	0	0.0%
Council Tax	157,267	157,499	(232)	(0.1%)
Total Funding	586,984	587,216	(232)	0.0%
Net (Surplus) /Deficit for Year	0	0	0	0

2017/18 Revenue Savings Achieved and Unachieved

Capital Outturn Position

Directorate	Budget £000	Outturn £000	Variance £000	Variance %	(Under)/ Overspend £000	Slippage £000
City Operations	33,298	22,414	(10,884)	(32.7%)	(114)	(10,770)
Communities, Housing & Customer Services	13,014	10,854	(2,160)	(16.6%)	185	(2,345)
Economic Development	21,830	14,155	(7,675)	(35.2%)	8	(7,683)
Education & Lifelong Learning	58,275	57,924	(351)	(0.6%)	(206)	(145)
Resources	7,143	6,491	(652)	(9.1%)	0	(652)
Social Services	2,352	1,603	(749)	(31.8%)	0	(749)
Total	135,912	113,441	(22,471)	(16.53%)	(127)	(22,344)

Final Budget Proposals 2018/19 Risk Analysis - TOTAL SAVINGS £14.3m
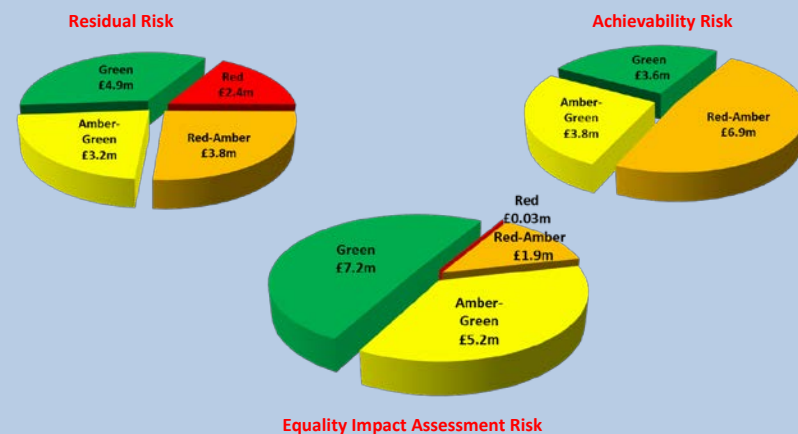
MTFP Scenario

	2019/20 £000	2020/21 £000	2021/22 £000	TOTAL £000
Financial Pressures	27,439	23,152	25,334	75,925
Funding Reductions	6,759	4,366	4,322	15,447
Budget Requirement Reduction	34,198	27,518	29,656	91,372
Budget Strategy Assumptions	10,081	8,206	7,469	25,756
Total Savings Required	24,117	19,312	22,187	65,616
Total Strategy	34,198	27,518	29,656	91,372
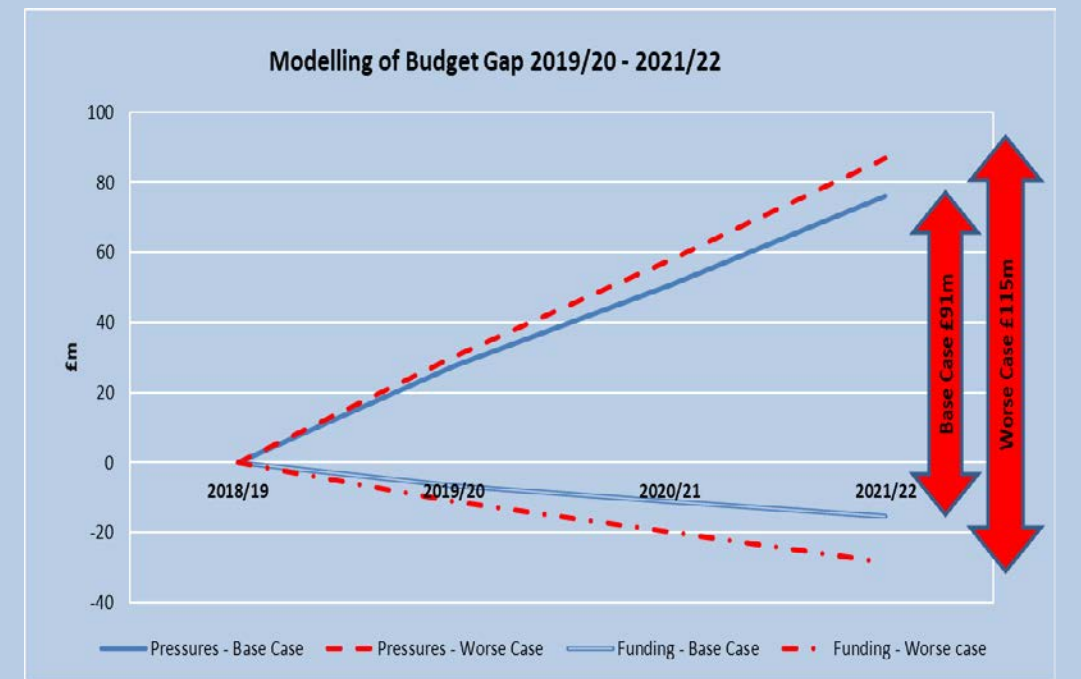
Capital Expenditure & Capital Financing Requirement (CFR)

	31 Mar 18 £000	31 Mar 19 £000	31 Mar 20 £000	31 Mar 21 £000
Capital Expenditure	Actual	Estimate	Estimate	Estimate
Council Fund (General Fund)	111,393	99,739	96,001	131,208
Housing Revenue Account	24,824	42,025	29,522	39,200
Total Capital Expenditure	136,217	141,764	125,523	170,408
Capital Financing Requirement excl. Landfill				
Council Fund CFR	477,722	500,311	510,547	541,216
Housing Revenue Account CFR	266,711	295,099	293,722	302,908
Total CFR	744,433	795,410	804,269	844,124

Affordability Indicator - Capital Financing Costs as a % of Controllable Budget

	2011/12	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Difference 11/12-21/22
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	
	%	%	%	%	%	%	%	%
Net	13.47	14.4	13.87	14.49	15.11	16.46	16.65	23.61
Gross	15.17	18.16	20.13	19.21	20.56	23.38	24.62	62.29

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Mae'r dudalen hon yn wag yn fwriadol

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 19 JULY 2018

CABINET PROPOSAL

ANNUAL COUNCIL REPORTING FRAMEWORK - LOCAL AUTHORITY SOCIAL SERVICES REPORT 2017/18

Reason for this Report

1. The purpose of this report is for the Cabinet to receive the 9th Annual Report of Local Authority Social Services (Appendix 1) as required by the Welsh Government. The requirement is outlined in the document 'Part 8 Code of Practice on the Role of the Director of Social Services (Social Services Functions)' issued under Part 8 of the Social Services and Well-Being (Wales) Act 2014 (SSWB Act).

Background

2. From 2009/10, each council in Wales has been required to produce and publish an Annual Report as part of an Annual Council Reporting Framework (ACRF) for Social Services.

3. This is the 9th Annual Report of Local Authority Social Services, and the second such report since the implementation of the SSWB Act in April 2016. The Report is specifically authored by the incumbent Director for the period under consideration and therefore, in this case, by our previous Director of Social Services, Tony Young, who retired from his post in April 2018.

4. The systems and processes established to inform its production have been refined and developed in 2017/18 to take account of learning from previous years. Feedback and comments received on the report this year will be taken into consideration during the preparation of future reports.

5. The Report will be submitted to the Care Inspectorate Wales (CIW). The Regulation and Inspection of Social Care (Wales) Act places the Annual Report on a statutory footing and CIW no longer produce an individual performance evaluation report for each council. Verbal feedback will be provided at a Performance Review Meeting in September between CIW, the Director of Social Services and relevant (invited) elected member portfolio holders.

6. The priorities for action identified in the Annual Report are reflected in the Directorate Delivery Plan for Social Services for 2018/19.

Issues

7.   The Report was finalised as a result of engaging managers and staff in a structured challenge process.

8.   In previous years, the need to improve the opportunity for citizens who use or are eligible for social services to engage in some level of challenge prior to finalising the report and lessons learned has been noted.   In recent years, the Director and senior managers, alongside members of the Corporate Parenting Advisory Committee have engaged in a face to face challenge session with young people based upon their own analysis of the report.   This has been a positive and mutually beneficial experience and a similar event with young people is being arranged this year.

9.   Social Services approached a number of stakeholder organisations via C3SC regarding the challenge process and they responded positively, being keen to engage and provide feedback.   A draft version of the outcomes and actions contained within the report was issued to these organisations and their feedback resulted in amendments to the report.

10.   Social Services also approached members of the public via the Citizen Panel and invited them to rate their level of agreement with the outcome statements included in the report.   195 responses were received and feedback from the exercise is included in the report.

Scrutiny Consideration

11.   The draft Report was considered at a joint meeting of the Children & Young People and Community & Adult Services Scrutiny Committees on 4th July 2018. The letter from the Chair is attached at Appendix 2.

Reasons for Recommendations

12.   To receive the Annual Report of Local Authority Social Services for 2017/18 in order to fulfil the responsibilities required by the Welsh Government in the document entitled 'Part 8 Code of Practice on the Role of the Director of Social Services (Social Services Functions)'.

Legal Implications

13.   The reporting requirements for local authority social services have been placed on a statutory footing by Part 8 of the Social Services and Well-being (Wales) Act 2014 (SSWB Act) and Regulations and Codes issued thereunder.   The new legal provisions came into effect in September 2017.

14.   Each local authority is required to produce an annual report on the discharge of its social services functions (pursuant to s.144A of the SSWB Act), which must include:

   i.   an evaluation of the performance in delivering social services functions for the past year, including lessons learned;

ii. how the local authority has achieved the six quality standards for well-being outcomes;

iii. qualitative and quantitative data relating to the achievement of well-being outcomes;

iv. the extent to which the local authority has met the requirements under Parts 3 and 4 of the SSWB Act;

v. objectives for promoting the well-being of people needing care and support and carers needing support for the following year including those identified by population needs assessments under section 14 of the SSWB Act;

vi. assurances concerning:
- structural arrangements enabling good governance and strong accountability;
- effective partnership working via Partnership Boards; and
- safeguarding arrangements;

vii. the local authority's performance in handling and investigating complaints;

viii. responses to any inspections of its social services functions;

ix. an update on Welsh language provision; and

x. how the local authority has engaged people (including children) in the production of the report.

15. The report must be:

i. published as soon as practicable after 31st March of the year to which it relates;

ii. presented to the council by the director;

iii. copied to Welsh Ministers; and

iv. made available on the local authority's website.

16. The Local Authority Social Services Annual reports (Prescribed Form) (Wales) Regulations 2017 prescribe the format and headings of the report, which must be followed.

17. Non-statutory guidance has been issued by the Association of Directors of Social Services and Welsh Government (http://www.adsscymru.org.uk/wp-content/uploads/2017/10/LASSAR-Annual-Report-Guidance.pdf) which provides guidance on the statutory requirements and best practice. The guidance states that: 'Although the report must be delivered to the council by the director, it is the local authority's report on the performance of its social services functions. It needs to explain how the wider functions of the local authority such as transport, housing, education and leisure have contributed and will continue to contribute to the achievement of individuals' well-being outcomes.' (paragraph 4.13)

18. Legal Services is instructed that the Annual Report for 2017/18 meets the requirements set out in Part 8 of the SSWB and the Codes and Regulations issued thereunder, and complies with the non-statutory guidance, as referred to above.

19. Under executive arrangements, social services functions are the responsibility of the Cabinet (pursuant to section 13(2) of the Local

Government Act 2000 and Regulations made thereunder, SI 2007/399), which means that the Cabinet is authorised to approve the Local Authority's Social Services Annual Report, prior to submission of the report by the Director of Social Services to full Council.

Financial Implications

20. There are no direct financial implications arising from this report.

CABINET PROPOSAL

Council is recommended to approve the Local Authority's Social Services Annual Report for 2017/18

THE CABINET
13 July 2018

The following Appendices are attached:

Appendix 1: Director of Social Services Annual Report 2017/18
Appendix 2: Letter from Chair of Scrutiny

The following Background Papers have been taken into account:

Part 8 Code of Practice on the Role of the Director of Social Services (Social Services Functions)
The Local Authority Annual Social Services Reports - Guidance

Local Authority Social Services Annual Report

> 2017 / 2018

CARDIFF
CAERDYDD

CONTENTS

Mae'r ddogfen hon ar gael yn Gymraeg

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1. INTRODUCTION

MESSAGE FROM CABINET MEMBERS

Councillor Susan Elsmore, Cabinet Member for Social Care, Health and Well-being

Councillor Graham Hinchey, Cabinet Member for Children and Families

We very much welcome this, the 9th Annual Report of the effectiveness of the Local Authority's Social Services. As Cabinet Members with direct responsibility for Social Services, those who need care and support in our city are our first priority, and this is reflected in the importance given to Social Services by the Cabinet and the Council as a whole.

This report reflects the progress being made to ensure that Social Services in Cardiff are integrated with the widest range of Council and partner services focussed on helping families and individuals to be independent, to thrive and to reach their full potential in life. Whilst focusing on the previous financial year, this report should be understood as reflecting a longer term development journey, the objective of which is to ensure that the Council is better able to harness social services and partner resources and expertise across the whole system to provide support in ways that makes sense from the point of view of those experiencing, rather than delivering services. There is still much to do to achieve this goal and the need to increase the pace of change was the key driver behind the recent decision to establish a Corporate Director, People and Communities.

We are highly conscious of the challenges that Social Services continues to face in meeting the growing level of need across the city and it is vital that the focus on early support and help continues to develop so that services and support are available to everyone who needs it at the time they need it.

The more coherent whole-systems approach that was initiated with the establishment of a single Social Services entity and which will increase in line with the Cardiff Public Service Board Well-being objectives is fully consistent with the requirements of the Social Services and Well-being (Wales) Act 2014. This alignment of purpose across all partners gives us a genuine foundation for sustainable collaboration and integration very much in line with the recommendations of the Parliamentary Review of Health and Social Care in Wales.

We believe it is important that the Local Authority's Annual Report provides a publicly accountable picture of Social Services that recognises strengths and weaknesses, and which enables us to know what we must focus on over the next 3 years in order to improve further; this report provides that

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balanced insight. It tells us that we have reason for greater confidence about the future but must remain resolutely focused on improving the way we assist and support families, individuals and communities to thrive.

Looking forward, we know that we need to strengthen our preventative approaches for both adults and children and families. To support people to live the lives they want to live we need to focus on how we connect people and communities and target interventions to prevent people's needs escalating to the next level of support. Really effective family support services and reablement services for adults are important and we will review current provision to make sure it is having the maximum impact. We will also support the continued focus on practice – Signs of Safety for children and families, and strength based practice for adults. We are committed to supporting Social Services which does not only work well as an integrated department, but also works seamlessly with other parts of the Council and partners to meet the needs of people with care and support needs. Finally, support for the whole social care workforce in developing and improving their practice so they can in turn provide the very best for the people of Cardiff is a key priority. We need the right permanent workforce, with the skills, values, and aspirations of the Council to be at the leading edge of sustainable and progressive Social Services.

FOREWORD

Tony Young, Director of Social Services

As the Council's Statutory Director of Social Services it is part of my job to report to you annually on how well I think the Council's Social Services are performing overall. The report that follows relates to the 2017/18 year and is the result of a process of planning, review and evaluation undertaken by Operational Managers in the Social Services Directorate. The intention of the report is to set out our progress in developing services that enable people in Cardiff to access information, advice and assistance, and to secure care and support where eligible, following an assessment.

Although this is the 9th Annual Report of the Local Authority's Social Services, it is only the second such report since the implementation in April 2016, of the Social Services and Well-Being (Wales) Act 2014 (SSWB Act). As this is my final report as the statutory Director of Social Services, pending my retirement from full-time employment in April 2018, I wish to take the opportunity to convey some key messages that reflect on the performance, health and fitness of social services from a personal perspective after 5 years in the statutory role in Cardiff.

- It is widely recognised that Social Services in Cardiff is now in a much-improved position when compared with the fragmented and significantly sub-optimal position it occupied in 2012/13. At that time:
    - Adult and Children's Services were led, managed and organised quite separately, hampering an effective line of sight by the statutory Director in terms of leading and managing safe practice, workforce development, strategic coherence or performance improvement.
    - Performance was characteristically weak with Children's Services attracting the attention of the inspectorate and substantially at risk of intervention.
    - Morale was low across the board with front-line practice and senior management both poorly served by fragmented and frequently changing leadership.
    - Partnership was characterized by disenchantment amongst partners in general about the willingness of Social Services to either recognise the importance of partnership or to engage effectively in the challenge of trying to converge agendas and share effort around common ground.
    - Partners' confidence in the extent to which Social Services was open to appropriate challenge in terms of safeguarding practice, was low.

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- o Social Services was little understood within the Council or corporately and this was reflected by a lack of transparency in the relationship between Social Services and Members, particularly in relation to Scrutiny.
- o Cardiff Social Services' profile in the wider national environment was opaque and weak in reputational terms.
- Much has changed since that time and although much remains to be done to further improve performance and services to citizens, it is clear that on all counts, the picture at the end of 2017/18 is almost the reverse of the picture in 2012/13.
- In terms of the Directorate itself, achieving this transformation has without question been a genuinely team effort by managers and staff who had always had the ability and desire to deliver continuous improvement but who had been frustrated in their aspirations, either because they were not empowered to perform or because of indifference or inattention to the importance of their contribution to front-line delivery and practice.
- More broadly, the transformation of Social Services would have been impossible without strong Member and corporate support, focus and investment, so again the significance of team effort across the whole corporate body has been pivotal.
- As the departing Director I would want to convey my genuine thanks to all staff within the Directorate, to my own Extended Management Team, the Chief Executive and colleagues in the Senior Management Team. I would also wish to thank very many others in finance, HR, Organisational Development, Legal Services and performance roles who have made it possible for me to discharge my role as the statutory Director, confident in the knowledge that I would be supported in that role.
- Social Services will continue to be critical to the well-being of many thousands of citizens and families across the city at a time of increasing complexity, social dysfunction and distress. Staff in the Directorate will continue to work with that acute distress in circumstances that ask a great deal of them in terms of personal resilience and commitment and the onus will continue to be on managers, leaders and Members to support front-line staff in that task.
- Sustainability remains a challenge both in terms of inescapable demand and in terms of financial pressure. Much as the Council has been highly supportive in terms of investing in Social Services in Cardiff, this is not sustainable over the longer term without further real terms national government financial support – in this sense it is little different from the NHS. Where it does differ however, is that the gradual erosion of community-based services will in itself serve to accelerate the kind of social dislocation that drives demand for more costly Social Services intervention and support. This is partly recognised in the Welsh Government's Parliamentary Review, but there remains a critical challenge that is fundamentally about long term structural funding for councils as a whole and acutely so for Social Services in particular.
- I am confident however, that funding challenges aside, there is now no reason why Cardiff Social Services should not be amongst the best in terms of the quality, range and effectiveness of the services it offers to those in need of care and support. It is now well placed to engage in a further and broader level of transformation with partners, to ensure that it remains fit, relevant and responsive to the changing needs of a fast growing and increasingly diverse population.

Challenge Process

The analysis and judgements in this report were subject to a process of challenge that included testing out and gathering feedback from staff teams via the Staff Ambassador Network and citizens via the Citizen Panel. Challenge events were held with Cardiff Third Sector Council (C3SC) and planned separately for looked after children and care leavers. Taken together, these engagement sessions enabled us to strengthen our evaluation and amend this report accordingly.

In terms of feedback from the Citizen Panel, draft outcomes were shared with citizens and they were invited to rate the outcomes they had direct experience of. It is pleasing to note that 195 responses were received, 90 of which were from people who had experience of Social Services in the last 12 months. Key themes emerging suggest that changes to service delivery that will lead to people being better listened to, having their views taken into account and better identification of strengths are not yet embedded enough to be generally reflected in the experience of people who access Social Services. Analysis of the responses indicates that citizens were generally more likely to disagree with the outcomes than agree with them. However, it is noted that because people only responded to the outcomes they had direct experience of, some numbers are low and therefore caution is required in the interpretation of this data. It is concerning to note that 82% (32 / 39) disagreed with the reported outcome "improved processes to reduce the likelihood of carers reaching crisis point". However, it is encouraging to note that 64% (11 / 17) people agreed that "partners in Education and Health have increased understanding of their safeguarding responsibilities" and 70% (7 / 10) people agreed that the St. David's Day Grant means that care leavers are better supported through higher education. Citizen responses and comments will be shared with senior managers in order that the feedback can be taken into account to inform changes to improve service delivery.

Overview

I am pleased to be able to report that Cardiff Council has improved in some key areas of Social Services. Where performance has not improved, it is still considered to be good in the context of severe financial pressures and inexorable increases in demand and complexity. Social Services for adults and children remain a clear priority for Cardiff Council and the Council continues to afford Social Services a significant degree of budget protection. This is reflected in the Council's endorsement of its budget for 2018/19 and the allocation of £8.4m net growth for Social Services, including 10 additional posts; this at a time when other priority areas for the council are required to operate on the basis of reduced budgets.

Whereas 2016/17 was in effect a key transitional year for the Directorate, both in terms of responding effectively to the first year of implementation of the Social Services and Well-being (Wales) Act 2014 and in terms of consolidating the merger in 2015 of Adult and Children's services into a single Social Services Directorate, 2017/18 has been characterized by substantial strides in developing new models of delivery. What had been declarations of strategic intent in 2016/17 have been realized in terms of more tangible service delivery during 2017/18, as demonstrated in the many examples set out in the report that follows. These include:

- Relocation from split sites of all Looked After Children's Services into a single refurbished facility that is accessible for young people.

- Opening a new building – the John Kane Centre – for the delivery of Youth Offending Services.
- Launch and opening of the Adolescent Resource Centre.
- Launch of Safeguarding Guidance and Protocol for Mosques and Madrassas.
- A second Think Safe! Young People's Conference.
- Launch of a new Direct Payments Service.
- Launch of the Integrated Autism Service.
- Opening a newly refurbished Day Centre for Older People.
- Launch of a new social worker trainee scheme.
- Introduction of a new Risk Assessment framework / tool in Independent Supported Living.
- Further reductions in Delayed Transfers of Care – with Cardiff and the Vale of Glamorgan achieving benchmark status.
- Implementation of the Young Carers' Action Plan.
- First Regional Workforce Board Celebration Event.

Moreover, as the report illustrates in many places, staff and managers have also been able to sustain continuous qualitative improvement and notably good outcomes for citizens in a context of rising demand and complexity. When reading the case examples described in this report, one cannot but be struck by the personal impact of the work that is being undertaken with individuals and the significance that close and careful attention to the needs of those individuals has, for achieving good personal outcomes.

3 Key Commitments and Strategic Aims of the Directorate Management Team:

- **Home First** – we will maximise opportunities to support children and adults in their homes where it is safe to do so, avoiding unnecessary intervention or care.

- **What Matters to Me** – we will ensure that what is important to those who may need care and support is at the centre of our needs assessment approach and all individual plans. The voices of children, adults and their carers and families will be treated with respect and will drive everything that we do so long as this is consistent with the safety of those in need of care and support.

- **Affordable Futures** – we will ensure that our longer term strategies, commissioning and service design maximises the affordability of care and support provision so that we can continue to support people in the community in the context of a reducing budget base.

The purpose of well-being, social care and health in Cardiff is *to maximise opportunities for all people to live the lives they want to live and achieve the positive outcomes they identify'*.

In respect of children and families, *we will find safe and appropriate ways to work with families to help them meet their children's needs, including their need to be protected from harm. We will, whenever it is safe to do so, look for ways to support children and young people to remain with their birth family or extended family and avoid the need for children and young people to become looked after.*

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Our purpose drives everything we do. It shapes our culture, our practice, our systems, how we recruit and develop our people and invest our time and resources.

Underlying our purpose are four principles:

- Listen to people to understand what matters to them;
- Build on strengths, not deficits;
- Connect people to other people and their communities;
- Relationships at the heart of care and support.

This means in practice we need to spend time in having the right conversations so we work with people on the basis of what is important to them; recognising their strengths, capabilities and the resources available to them through their networks of family, friends and communities. This is at the heart of practice-led transformation. We aim to work with people; alongside them, not doing to them.

These same principles govern how we work in partnership. People's lives should not exist in a Social Services 'bubble'. As Social Services, we recognise that the resources and assets people need to live their lives will exist outside of Social Services – with Housing, employment, Health partners to name but a few. Strategically and operationally we will work with others to develop productive partnerships and integrated services which better support people to achieve their outcomes.

Given the intended long term impact on outcomes and delivery approaches that implementation of the **Social Services and Well-being (Wales) Act 2014** was designed to achieve, its implementation with effect from 6th April 2016, means that in 2017/18 and for the next 2-3 years, we are still in the early years of an ongoing programme of transformation. Even so, as this report demonstrates, much has already been achieved within these first two years, particularly in terms of re-shaping delivery and the way in which we work with people who need care and support.

This report has been completed in line with an agreed national template that seeks to promote consistency of approach and enable better informed comparisons in the achievement of well-being outcomes across Wales.

Headline Volumes in Context

Cardiff has a population of **361,468** (as at 2016) with **73,994** children and young people aged 0-17 and **287,473** adults aged 18 and over. Of these, **2,787** are in receipt of services from Children's Services and **7,047** are in receipt of services from Adult Services at any given time; many thousands cross our threshold during a given year. Thousands are helped to achieve better outcomes through the provision of short term support or who, as a result of a period of care, go on to live independent lives.

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Children's Services received **28,569** contacts / referrals in 2016/17. **830** children were being looked after at 31st March 2018, and **230** were included on the Child Protection Register.

Adult Services received **6,657** enquiries and **1,113** Protection of Vulnerable Adult referrals during 2017/18. **7,662** adults were assessed or reviewed during the year and **7,047** were in receipt of services as at 31st March 2018, of which **1,004** were receiving residential and nursing care, **3,333** were living at home with social care packages and **2,710** were receiving other services.

Message from Incoming Director of Social Services

Claire Marchant, Director of Social Services from July 2018

I am really excited to be joining Cardiff as Director of Social Services at a time when so much has been achieved to develop really strong and stable Social Services. The publication by Welsh Government of the national plan for health and social care, 'A Healthier Wales: Our Plan for Health and Social Care' provides a fantastic opportunity for us to work with our partners to translate the potential for really radical transformation into real delivery.

The first priority in any transformation programme has to be the development and support of the workforce who will make change happen. The commitment and passion of the workforce in working with people and delivering services, often in challenging and complex situations has been immediately evident to me. Recruiting, retaining, supporting and developing the social care workforce is my highest priority as the incoming Director. The right people, who share the values, have the skills and ambition to make a difference to people's lives are fundamental to achieving the best possible outcomes for people.

Sustainable public services in Wales are dependent on Social Services which are sustainable both from a service and financial perspective. With the right workforce in place, my focus will be on the following 4 areas:

1. To work with others to embed Social Services within localities and communities so people with care and support needs can connect to the many assets and opportunities available.

2. To ensure that preventative services are targeted and effective at keeping people safe, well and supported, and in so doing reducing escalation of need to the next tier of service.

3. Embedding Signs of Safety and strength based practice so we can have confidence in quality of assessment, management of risk and care planning which are person-centred and focus on what is important to the person in living their own lives.

4. Developing and commissioning services through positive relationships with providers which are in themselves progressive in that they reflect the outcomes within care plans, are integrated within localities and demonstrate the value for money which is critical to sustainability.

There are always many challenges to overcome in delivering really good Social Services, not least financial austerity and increasing complexity of need. Cardiff has the scale, ambition, people and partners to mean that with focus and effective leadership at every level we can address these challenges and align resources to improve outcomes and transform the lives of our most vulnerable people and communities.

2. DIRECTOR'S SUMMARY OF PERFORMANCE

Although 2017/18 was the second year during which the new measures introduced by National Outcomes Framework following implementation of the Social Services and Well-being (Wales) Act 2014, were operational, they are yet to provide a reliable basis for drawing comparisons year on year or on a national basis between councils. This was reflected in the decision of Welsh Government not to publish all Wales comparative Social Services data in September 2017, simply because it is not yet thought to be sufficiently robust. Whilst this means that a key element of good performance management is not fully available to us, it is the Directorate's view that overall performance has been positive during the year in the context of increasing demand and complexity. The evidence for this view is set out in the paragraphs below, but it is particularly pleasing to note improvement in the following areas:

- Percentage of children looked after on 31st March who experienced 3 or more placements during the year – 9.0% (75 / 830) in 2017/18 from 10.9% (79 / 725) in 2016/17.
- Increase in the percentage of eligible adults who are caring for adults that were offered a Carers Assessment during the year to 87.2% (2,899 / 3,326) from 79.5% (2,833 / 3,563) in 2016/17.

Equally, there are areas where performance appears to be less strong or effective and even though the data is not yet as reliable for comparative terms as we need, we are concerned to address any underlying issues associated with the following data:

- Decrease in the percentage of all care leavers who are in education, training or employment at 12 months after leaving care to 49.4% (43 / 87) from 58.5% (55 / 94) in 2016/17.
- Decrease in the percentage of people helped back to independence without ongoing care services, through short term intervention to 70.5% (777 / 1,102) from 90.8% (461 / 508) in 2016/17, although the numbers of people increased significantly.

In addition to the new quantitative indicators, qualitative surveys were deployed for the second year. Unfortunately, although more surveys have been issued in 2017/18, the return rates are notably lower than in the previous year, which may be attributed to the fact that they were new in 2016/17 and attracted a better response rate for that reason. Nevertheless, these give us valuable soft intelligence about citizens' views of the service they receive and these are cited throughout the report.

SERVICES FOR ADULTS

KEY MESSAGE – Social Services for adults remain a top priority for the Council, receiving strong support from the Cabinet and the Chief Executive. We are particularly committed to enhancing prevention to maximise the opportunities for people to live as independently and safely as possible.

During 2017/18 the main focus for **Adult Services** has been to help people to live independently, enabling people to develop the skills they need to live on their own, supporting them with reasonable adaptations to their homes and providing services in a way that meets their needs and outcomes.

This focus resulted in:

- Reduction in the rate of delayed transfers of care for people aged 18+ to 4.7 (110) in 2017/18 from 5.2 (123) in 2016/17.
- Increase in the percentage of eligible adults who are caring for adults that were offered a Carers Assessment during the year to 87.2% (2,899 / 3,326) from 79.5% (2,833 / 3,563) in 2016/17.

SERVICES FOR CHILDREN

KEY MESSAGE – Children's Services remains a top priority for the Council, receiving strong support from the Cabinet and the Chief Executive. During 2017/18 the service has focused on progressing key areas of strategic development, particularly around prevention and integration whilst sustaining work to improve practice on the ground.

In relation to **Children's Services**, during 2017/18 the focus continued to be on improving performance in relation to indicators that have the greatest significance for safe and effective practice concerning children.

2017/18 was a year of significant activity within Children's Services with the launch of Support4Families (early help front door), Disability Index and Integrated Autism Service. In addition to this, the Adolescent Resource Centre was opened, all alongside the ongoing implementation of the Signs of Safety approach to service provision.

Areas that were prioritised during the year include:

- Non transitional school moves for looked after children reduced to 10.0% (48 / 494) from 13.3% (56 / 421) in 2016/17.
- The number of First Time Entrants to the youth offending system reduced to 75 from 109 in 2016/17.

During the year there was a continued focus on recruitment and retention – the percentage of social worker vacancies remained stable at 23.2% from 23.5% in 2016/17, although there was some fluctuation in year with the vacancy rate falling below 20% for the first time since September 2015, to 18.5% in August 2017. Whilst it would appear that the improvement in Quarter 2 was not sustained for the remainder of the year, closer examination shows that existing staff had been appointed to newly created senior roles, leaving their substantive posts as vacancies. Whilst in the past we have generally been able to recruit newly qualified social workers, the retention and development of a stable cohort of more experienced and skilled practitioners has been more challenging and this in turn has greater significance for the

sustainability of a safe and effective service. Our growing strength in depth in terms of retention is therefore, a basis for real confidence that our commitment to make Cardiff the destination of choice for social work is beginning to have traction. Of the 22 posts created from the 2017/18 financial pressures bid, 9 have been filled. If the vacancies that have arisen due to promotions were excluded, the PI result for the quarter would be a vacancy rate of 20.9%. Addressing the vacancy position continues to be a priority and further improvement is predicted as the newly appointed staff begin to take up post in Quarter 1.

INSPECTION OUTCOMES

- The Care Inspectorate Wales (CIW) inspection report on **Crosslands Children's Home** published in July 2017 concluded "that the young people are safe, confident and engaged in constructive lifestyles and activities. They are encouraged to express themselves and to develop self responsibility and the three young people we spoke with said they like the staff and feel assured by the support they provide them. They enjoy placement stability; staff continuity and consistency and are encouraged to develop relationships and attachments with their carers. 'Normalisation' is promoted along with the rights of young people to thrive and to feel valued. The premises provide well for their purpose; there are a sufficient number of skilled and experienced staff and the arrangements for the management and leadership of the home are robust."

- CIW undertook an unannounced inspection of **Ty Storrie** (a commissioned residential facility providing respite care for disabled children) in March 2017. The report raised serious concerns related to staffing and leadership of the home and consistency of care, and non-compliance notices were issued to the provider.
  Children's' Services worked with the provider to develop a robust improvement plan that sought to address the concerns. As a response, the provider strengthened the management structure, seconded in an experienced Registered Manager, appointed a new team leader and undertook team building activities. It reviewed and improved management systems and processes, updated training for staff and worked openly and constructively with Children's Services managers. It also involved parents in its improvement journey and improvements were made to the garden and internal decoration of the home.
  In October 2017, CIW carried out a follow up inspection. The report noted that effective action has been taken since the March inspection, and well-being of children and consistency of care had improved. The inspector observed that staff morale had improved and staff appeared to be more motivated; the improved physical environment was also noted. The Council is currently considering its options for the future running of the provision. The preferred option is to bring it in-house, however, the final decision is expected to be made by Cabinet in 2018. Please see page 26 for further information.

- **Supported living** (independent living accommodation for learning disabled adults):
  Social Services In-House Supported Living Accommodation Service was inspected during the year. The report recognised areas of consistent good practice and noted that people reported that they were happy with the care they received and that they enjoy their lives.

- Children's Services took part in a national **self assessment in relation to looked after children and care leavers**. From the information provided, CIW concluded that "the work of children's services is valued by the council and investment over the last 2 x years has supported improvement. The local authority knows the profile of its looked after children population well and is planning services to meet the needs of the population. Whilst demand is high the authority is investing in early help services and is also re-modelling their structure to more effectively meet demand".

Inspections on the following areas were also undertaken during the year, and the reports for these are pending:

- **Mental Health**
  CIW and the Healthcare Inspectorate Wales (HIW) undertook a joint inspection of Mental Health Services in August 2017.

- **Care & Support Provision to Cardiff Prison** – the Social Services and Well-Being (Wales) Act 2014 introduced significant new duties for Directors of Social Services and councils with secure estate provision in their area (prisons, secure homes or similar) to ensure effective access by prisoners to care and support for those in the secure estate. Initial feedback from a February 2018 Her Majesty's Inspectorate of Prisons (HMIP) / CIW secure estate inspection of the work undertaken by social workers in Cardiff Prison, indicated evidence of good quality assessment work, supported by the new Strength Based Approach to social work in Adult Services.. The final report is pending.

"More than Just Words" / "Mwy na Geiriau"

The introduction of the Welsh Language Standards Act has strengthened the gradually improving position regarding the provision of bilingual services both in social care and the council as a whole. The Act has helped to reinforce the pre-existing social services requirements set out in Mwy na Geiriau for bi-lingual social services.

Social Services in Cardiff recognise the importance of meeting Welsh language need as part of routine assessment and care and are committed to providing and developing Welsh language services.

Welsh Language Standards Objectives for Social Services:

Increase opportunities for people to receive Health and Social Care in Welsh by:

- Ensuring that an active offer of Welsh language services is communicated to all Social Services staff and within commissioned services.
- Including Welsh language service provision within third sector and independent contract specifications, service level agreements and grant funding processes.
- Developing plans to maximise ability to provide services in Welsh with current Welsh-speaking staff; where gaps in workforce capacity to deliver series in Welsh are identified these should be reflected in the organisation's Bilingual Skills Strategy.

Even though the percentage of Welsh speakers is relatively low, the numbers (likely now to be over 40,000) means that Cardiff is the local authority with the 4th highest number of Welsh speakers in Wales. The number of Welsh speakers in Cardiff has doubled since the 1991 census. The Cardiff and the Vale of Glamorgan Population Needs Assessment reports the following statistics regarding the Welsh language community profile of Cardiff.

Progress during the year has included:

- Establishment of a Regional Forum to enhance the coordination of Welsh language activity within the service, and to ensure coordination with partners.
- Staff throughout the organisation continue to be regularly reminded about the requirements of the Welsh language standards through monthly 'Welsh Matters Brief".
- Welsh language social work posts are in the process of being created.
- Regular promotion of Welsh language training opportunities across the service.
- Questions have been added to DigiGov to gain a more comprehensive and continually up to date picture. All Social Services staff are prompted to update their language record.
- Questions have been added to CareFirst to record the active offer. We are currently looking at how successful these have been in terms of recording rates and in prompting the active offer to be made.
- We have been able to evidence positive examples of social workers who are sensitive to identifying Welsh language needs during their casework with positive results. Further work is required to identify how well this is being done across the service and by non-Welsh speaking social workers.

The proportion of people of all ages who can speak Welsh in Cardiff is 11.1% - significantly below the all Wales average of 19%, but represents 36,735 people.

Over 1 in 4 young people aged 15 and under speak Welsh in Cardiff (26.7%) although this is still below the Wales average for that age group (37.6%).

FUTURE CHALLENGES

Scrutiny members remain very supportive of the Directorate and its ambitions for ongoing improvement but they have equally been concerned to understand the wider underlying factors that are driving the overall growth in demand and complexity. This has stimulated a wide ranging debate about the significance of changing patterns of modern living; the pressures on working families associated with meeting the simultaneous care needs of children and of older or frailer relatives; pressures experienced in the context of social media, particularly for children; the fast changing nature of the population and its needs; the capacity of predatory and unscrupulous individuals to outpace agencies in finding new ways of exploiting the vulnerable; and the extent to which those most marginalized by change are struggling to cope.

Although there is clearly no single solution to this combination of factors that are driving distress and demand, it is clear that Social Services must increasingly work with a wider range of partners in order to address challenges that are increasingly multi-faceted in nature. To this extent, the advent of the Parliamentary Review is timely in terms of joining health and social care forces where it can make a difference to meeting these challenges in terms of the adult population. Although this has implications for children and families too, meeting the needs of those children at the threshold of the care system requires a different set of inter-agency alliances, and although this is best captured in the Regional Safeguarding Children Board membership, there is further work to do to determine the best partnership governance to give this agenda better traction. Facilitated by the Institute of Public Care, the inter-agency Improving Services to Children Board made significant strides in this area during the year in terms of developing a partnership approach to preventative strategy; it will be important that this is sustained.

Top challenges facing Cardiff Social Services:

1	Recruiting, retaining and developing a permanent social care workforce with the right values, skills and experience.
2	Delivering service and financial sustainability plans which are based on robust evidence and business cases.
3	Developing early intervention and prevention services which effectively reduce demand on more intensive services.
4	Implementing practice lead transformation in Children's and Adult Services.
5	Reviewing priority services to ensure they are cost effective and able to effectively meet the outcomes from more progressive practice.

Top challenges facing Children's Services:

1	Reviewing the range of early intervention and prevention services and maximising the impact of the Early Help Strategy with partners.
2	Embedding Signs of Safety as a model of practice within Children's Services and with partners.
3	Achieving a permanent workforce and eliminating the need for agency workers.
4	Commissioning sufficiency of the right type of services in Cardiff to meet the needs of the increased number of looked after children effectively and cost effectively.
5	Working with Councillors and Members to ensure that the Council is fulfilling its corporate parenting responsibilities for the increased number of looked after children well.

Top challenges facing Adult Services:

1	Launch and embed the newly developed Strengths Based Approach to social work with adults.
2	Sustainability of the domiciliary and nursing care market – working with providers to implement the requirements of the Regulation and Inspection of Social Care (Wales) Act 2016.
3	Develop locality working which connects people with care and support needs to community assets reducing the need for long term social care support.
4	Develop integrated working with Cardiff and Vale University Health Board, ensuring people see the right person in the right place at the right time without unnecessary handoffs.
5	Review commissioning strategies for learning disabilities and mental health to ensure provision reflects the strengths based model of practice.

3. HOW ARE PEOPLE SHAPING OUR SERVICES ?

As part of the Families First programme our Young Commissioners Officer has enabled young people to assess existing services against participation standards. The findings of these reports has contributed towards the development of specifications for future Families First provision. Further young commissioner and parent commissioner training will facilitate the growth in user-led commissioning.

Engagement with young people has also been undertaken in relation to the Bright Start Traineeship Scheme, including:
- CV and Job Search workshops in partnership with the Into Work Team.
- Aspiration Workshops.
- 2 young people supported to take part in the council's Pitch Perfect service improvement scheme.
- Creative "Cake and Make" workshops in partnership with female entrepreneurs.
- Care leaver's book club set up.

Other examples of how people have been engaged or involved in service development during the year include:

- Engagement with parents specifically on naming the Early Help Front Door Service as **Support4Families**, this was a name identified and chosen by parents.

- **Involving young people in Recruitment** and interviews for
  - **Children Sexual Exploitation (CSE) Intervention Practitioner** posts in the new Think Safe! Team.
  - **Staff and foster carers for the Adolescent Resource Centre**, social workers for the 13+ Team and social workers and personal advisers in Specialist Services.

- The second annual **Think Safe! Young People's Conference** was held on 13th March 2018. Local schools nominated 3 children to attend the conference. Participants took part in activities and workshops to raise their awareness around CSE, including how children can look out for dangerous adults, spot when their peers may be in danger, call for help and keep themselves and their friends safe. By the end of the day, the young people were trained as CSE Ambassadors as we know young people respond well to learning from their peers. Children's Services Think Safe! Team will be working with each participating school to hold further events where the newly trained ambassadors will educate their peers.

- A tender has been issued for an organisation to facilitate *Think Again* - a young people's advisory group made up of young people who have been groomed and / or sexually exploited. The group will gain young people's views on the support that they have received with a view to improving services for young people who have or are at risk of

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grooming and sexual exploitation.

- Consultation events are held with **parents of disabled children** and young people to support planning and development of service for disabled children.

- Welsh Pioneer for the Bristol University **Bright Spots Survey** for looked after children.

- **Bright Sparks Group** - with a budget allocation from the new **St David's Day fund** this well-established group of looked after children and care leavers engages in service and policy developments with the support of our excellent advocacy provider the National Youth Advocacy Service (NYAS).

- A young person serves as an advisor to the Corporate Parenting Advisory Committee.

- A Consultation Group with young people was held in partnership with Housing to discuss the accommodation retendering process.

- The Youth Offending Service (YOS) have a young person lined up to participate in the YOS Board meetings. This young person is part of our knife crime strategy and recently represented Cardiff YOS at an all-party review of knife crime in Parliament.

- As part of the **Day Opportunities Strategy** review we worked in partnership with Cardiff and Vale People First to design questionnaires to obtain feedback from people who use the service and their families. Suggestions included a refurbishment of the building and creating more facilities for people with multiple and profound disabilities. As a result a **£300K refurbishment** (including £50k from the Integrated Care Fund) is being undertaken including:
  - Fitting automatic doors so that people who use a wheelchair can be more independent.
  - Fitting ceiling mounted hoists within the adapted toilet and changing room so that people who use a hoist for personal care can be more independent.
  - Refurbishing the adapted toilet and creating two additional adapted toilets.
  - Creating additional changing facilities to a 'Changing Places' standard.
  - Updating the décor throughout the building.
  - Purchasing new furniture and fittings.

- Use of **Support Planners in Learning Disability Services** has demonstrated positive outcomes and greater independence for individual citizens:
  - Supported a citizen to access various identified activities in integrated community settings including social groups and the opportunity to participate in activities run by local community Hub. This reduced isolation and improved confidence, motivation and social skills.
  - Input provided a citizen who was previously reluctant to engage the opportunity to make informed choices in order to access a variety of activities. The citizen is now actively engaged with Princes Trust, attending literacy and numeracy classes as well as undertaking a recognised Agored programme, enabling greater personal confidence, raised self-esteem and a wider social network.

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- Input gave citizen the opportunity to access activities to improve social connections and confidence/motivation due to extreme shyness and anxiety. Taster at Track 2000 with independent travel training resulted in improved confidence, motivation and self-esteem. Now able to sustain their participation in a V21 Charity shop in local home area and their acquired independent travel skills.

A selection of quotes is provided below:

- **Community Resource Team service user:**

"I want to express my thanks for the efficiency and help I have received during the last six weeks. Also to the many carers who were so cheerful, kind and encouraging. My thanks to you all."

- **Grandparent:**

"I am writing with regard to the wonderful work done by our assigned social worker N, we found her pleasant and patient. As this is the third child (my grandchildren) that we have had through Social Services, she is very astute, we can only be extremely thankful and grateful to N and you for our positive assessments and for standing with us so that the brothers and sisters could be together within the family unit. N was very supportive and aided us every step of the way. We will do our very best to give these children a happy stable life. Thank you again.

- **Colleague from the prison service:**

I am a family support worker supporting a pregnant woman in custody. R is the social worker looking after the case, and I just wanted to write to you to explain how impressed I am with R's work. As you can imagine, we work with many social workers from across many local authorities and I have to say, I am in awe of the empathy and R's ability to connect with Ms V. R was able to relay such negative news, almost in a positive way. The meeting held today was to explain to Ms V that there will be a removal from birth and court proceedings will be initiated when baby arrives. R relayed this information clearly so that Ms V could understand and her overall approach was fantastic. I just felt the meeting went so well and I just wanted to highlight this good work to yourself to ensure R gets the recognition for her great work.

- **Support Planner service user (Learning Disability Service) :**

"This man is magic, the support planner actually got things done. We were never left waiting for anything".

Work on the second national survey under the Social Services and Well-being (Wales) Act 2014 was undertaken. Adult Services issued 2,396 people with the relevant standard Welsh Government questionnaire, which gathered qualitative performance data relating to our care and support planning. The response rate was 35% for adults in need of care and support and 35% for carers. Children's Services issued 868 questionnaires to children over the age of 7 and 947 questionnaires to parents. An additional 231 surveys were issued to young people aged 18+. The response rate was 19% for children, 9% for parents and 8% for young people aged 18+. The results are referenced in the relevant chapter throughout this report.

'LEARNING THE LESSONS' - COMPLAINTS AND REPRESENTATIONS

Although the Directorate commissioned an independent review of the current arrangements for managing complaints in 2016/17and some changes to current arrangements were initiated during the year in partnership with corporate information governance officers, a lack of capacity has prevented the Directorate from implementing all the changes necessary to ensure a more coherent approach to the management of Social Services complaints. Complaints are a key source of intelligence for the Director of Social Services in terms of overall quality assurance, particularly in relation to citizen entitlements, safeguarding and practice learning. A key benefit of the new structural arrangements coming on stream in 2018/19, is that appropriate capacity will be will be focused on implementing a range of overdue improvements to the complaint process.

Despite existing concerns about systems and process, the Directorate has nevertheless managed to respond reasonably effectively to a wide range of complaints, many of which reflect the highly complex nature of individual cases.

Children

Children's Services received 124 complaints during 2017/18, little change from the 128 complaints received during 2016/17. 8 complaints were received direct from children and young people (or an advocate) during the year compared with 9 in 2016/17. The 124 complaints equates to 4% of the children receiving services from us at any given time during the year.

There were 8 Stage 2 investigations initiated in 2017/18 compared with 6 in 2016/17. There were 7 referrals to the Public Service Ombudsman for Wales, compared with 6 in 2016/17. In relation to these referrals, the Ombudsman made the following decisions:

- 5 cases required no action to be taken.
- 2 cases were recommended to progress to Stage 2 before any further involvement with the Ombudsman.

Stage 1 complaints are resolved effectively which means that only a small percentage of complaints – 6% (8 / 124) proceed to Stage 2 or require action from the Public Service Ombudsman for Wales.

Adults

Adult Services received 68 complaints during 2017/18, 1 more than the 67 complaints received during 2016/17. The 68 complaints equate to 1% of the adults receiving services from us at any given time during the year.

There were 7 Stage 2 investigations in 2017/18 compared with 5 in 2016/17. There were no investigations by the Public Service Ombudsman for Wales.

Stage 1 complaints are resolved effectively which means that only a small percentage of complaints – 10% (7 / 68) proceed to Stage 2 or required action from the Public Service Ombudsman for Wales.

Themes

The following themes were identified in relation to children and adults from the complaints received during 2017/18:

- Unhappy with Proactis system of determining cost of residential nursing homes.
- Number of new complaints received in relation to the transfer to a new direct payments provider.
- Safeguarding of children where concerns raised did not appear to be acted upon.
- Other examples from Children's Services include:
  - Decisions made by social workers and not returning telephone calls / communicating to family.
  - Inaccurate information presented to Court – not challenged in Court.
  - Grandmother (didn't have parental rights) only allowed minimal contact and not allowed to contribute in meetings.
- Other examples from Adult Services include:
  - Unhappy with services of provider e.g. internal supported living (learning disabilities)
  - Residential / nursing homes but complaints related to the providers processes and not the local authority.
  - Access to respite services limited.

Compliments

Children's Services received 58 compliments during 2017/18, an 87% increase on the 31 received during 2016/17.

Adult Services received 19 compliments during 2017/18, a 12% increase on the 17 received during 2016/17.

4. PROMOTING AND IMPROVING THE WELL-BEING OF THOSE WE HELP

WORKING WITH PEOPLE TO DEFINE AND CO-PRODUCE PERSONAL WELL-BEING OUTCOMES THAT PEOPLE WISH TO ACHIEVE

Outcomes achieved:

✓ Children and their families are better supported to identify their needs and achieve their own outcomes earlier by establishment of the Early Help front door, Support4Families.

✓ Improved identification of families' strengths by ongoing implementation of Signs of Safety approach in Children's Services.

✓ Children and their families are identifying their own worries, strengths and changes needed to achieve their goals by implementing Signs of Safety in Child Protection case conferences and through the work of the Integrated Family Support Team.

✓ Children's needs are better understood as a result of Children's Services staff being able to spend more time with children and their families following the restructure funded by investment in the service.

✓ People enabled to make their own choices and take control over the care services they receive by use of Direct Payments for 908 children and adults during 2017/18.

✓ Young carer awareness of their entitlement to assessment improved by the Young Carer's in Schools Programme.

✓ Voices of people are heard, better listened to and taken into account as a result of moving towards a strengths based approach in Adult Services.

What did we plan to do last year ?

- Further embed First Point of Contact / Information, Advice and Assistance functions across Social Services by March 2018 in order to enable people to identify their own needs and achieve their own outcomes.

- Implement the Disability Futures Programme by December 2018 to remodel services for disabled children, young people and adults across Cardiff and the Vale of Glamorgan to improve effectiveness and efficiency of services and outcomes for disabled people and their families.

- Continue to increase the number of children and adults with care and support needs in receipt of Direct Payments by March 2018 to enable people to make their own choices and take control over the care services they receive.

- Undertake a campaign by March 2018 to raise Young Carers' awareness of their entitlement to a Young Carers Assessment.

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- Conclude the implementation of Signs of Safety in Children's Services by March 2020 in order to ensure that all staff within the Directorate are able to engage with families using the Signs of Safety Risk Assessment Framework.
- Explore the possibility of designing a new model for the delivery of Adult Services on a strengths-based approach similar to Signs of Safety to enable people to be as independent as possible for as long as possible, and engaged in their local community.

How far did we succeed and what difference did we make ?

First Point of Contact / Information, Advice and Assistance (IAA)

In Children's Services, the the **Early Help front door**, now known as Support4Families, was launched on 27th November 2017. This provides additional capacity to deliver enhanced key working for high-risk families, and to develop an alternative contact point with the aim of reducing the numbers of referrals to the Multi Agency Safeguarding Hub (MASH). Children's Services have committed two social workers to work with Support4Families to provide consultancy and ensure an effective interface with MASH. The development of this service as part of Families First will help to deliver better arrangements that are wider than Families First. A project is underway which is exploring how other services and programmes will be able to link in to the 'front door'. In addition to the commitment from Children's Services, the project is exploring links with the Family Information Service, Health (including Mental Health and Substance Misuse Services), and the employability 'Gateway' that is being developed post Communities First. This may result in co-location of some elements, but also clearer pathways between services and programmes.

The rate of calls coming through the divert route and impact on Multi Agency Safeguarding Hub (MASH) contacts is being closely monitored. Early indications are that this has been effective in reducing the number of contacts and has resulted in an increase in the number of families receiving early help. The volume of telephone calls into MASH, following the MASH divert number being introduced in December 2017, is showing that 46.6% have been diverted away from MASH (28.5% to 'Support4Families' and 18.1% to the Reception and Data Team). 53.4% of calls were received by MASH.
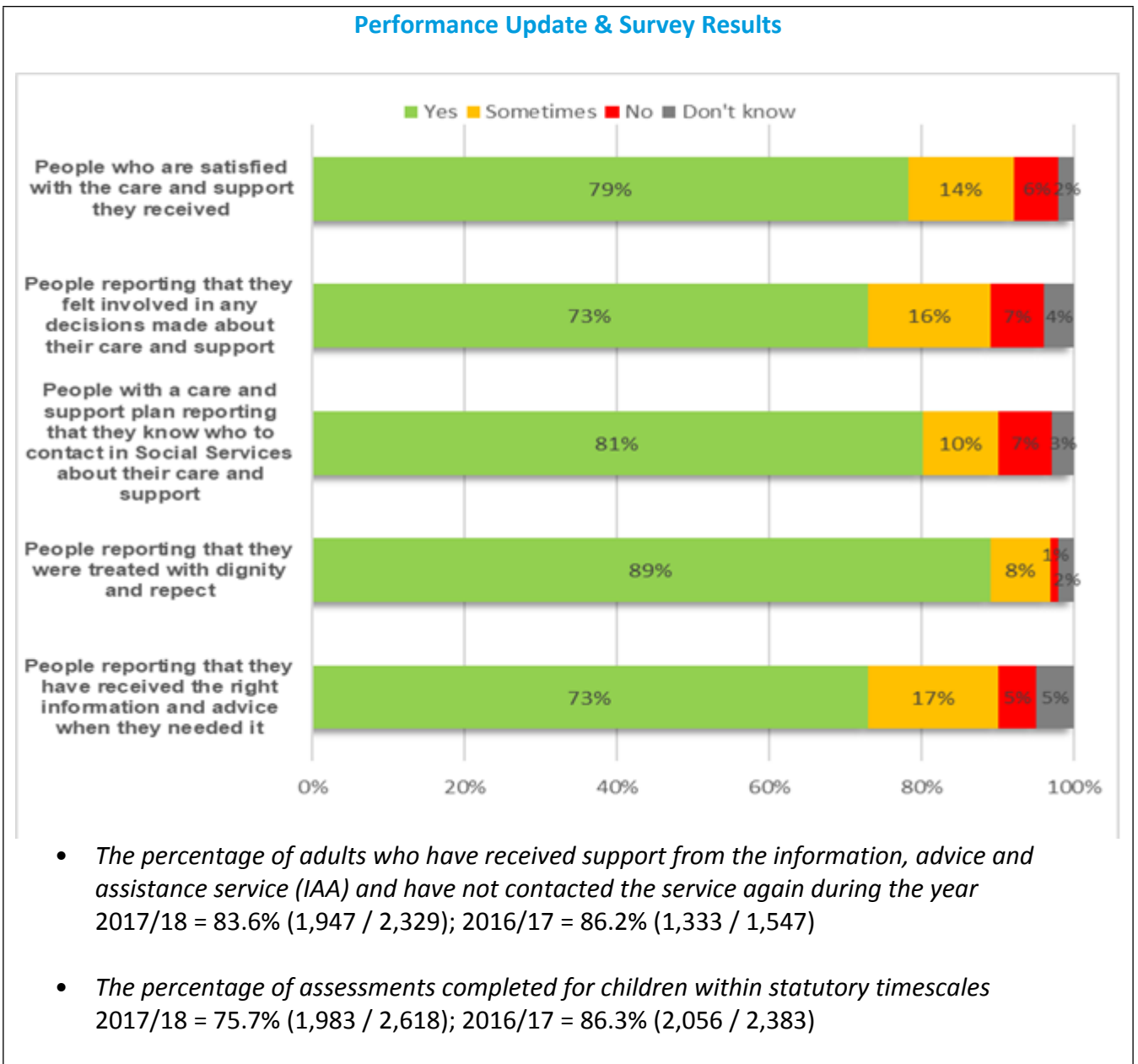
The Independent Living Services (ILS) First Point of Contact (FPoC) for Adult Services includes a wide range of services with the aim of providing preventative services. The ILS is a holistic team which includes Occupational Therapists, Day Opportunities, Telecare, Meals on Wheels, a Visiting Service, and an Independent Living Equipment Service. The ILS focuses on a citizen's strengths to help them achieve their outcomes and in 70% of instances ILS are able to find an alternative solution and there is no need for the citizen to be referred to Social Services.

The ILS Visiting Service also provides visits for elderly and vulnerable adults who require a visit in their own home. The ILS FPoC carry out the initial stages of the assessment process which is then passed onto the FPoC Social Care Team. The social work staff in FPoC work to develop citizen's resilience and independence initially through conversations that expand on how citizens see themselves and what support systems they have both emotionally and practically. The FPoC social workers then work with Cardiff citizens to establish their outcomes and to enable them to find sustainable ways of living as independently as they can in their communities. The ILS FPoC and

FPoC Social Care Team also has close working links with the Carers Assessment Team based in County Hall, around carers needs.

During 2017/18 the role of the social work team managers within the First Point of Contact (FPoC) was extended to cover both the University Hospital Llandough (UHL) and University Hospital Wales (UHW). This is helping to develop and embed a clear and consistent approach / pathway for citizens who access Adult Services.

Performance Update & Survey Results

Legend: ■ Yes ■ Sometimes ■ No ■ Don't know

Category	Yes	Sometimes	No	Don't know
People who are satisfied with the care and support they received	79%	14%	6%	2%
People reporting that they felt involved in any decisions made about their care and support	73%	16%	7%	4%
People with a care and support plan reporting that they know who to contact in Social Services about their care and support	81%	10%	7%	3%
People reporting that they were treated with dignity and repect	89%	8%	1%	2%
People reporting that they have received the right information and advice when they needed it	73%	17%	5%	5%

- *The percentage of adults who have received support from the information, advice and assistance service (IAA) and have not contacted the service again during the year* 2017/18 = 83.6% (1,947 / 2,329); 2016/17 = 86.2% (1,333 / 1,547)

- *The percentage of assessments completed for children within statutory timescales* 2017/18 = 75.7% (1,983 / 2,618); 2016/17 = 86.3% (2,056 / 2,383)

'Disability Futures Programme' transitional support for disabled and vulnerable children
Integrated Respite for Children
As mentioned earlier (see page 14 for further information) the Care Inspectorate Wales (CIW) undertook an unannounced inspection of Ty Storrie in March 2017. The report raised serious concerns related to staffing and leadership of the home and consistency of care, and non-compliance notices were issued to the provider. During the year, Children's Services focus has

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been on working with the provider to develop and implement an improvement plan to address the concerns. The Council is currently considering its options for the future running of the provision. The preferred option is to bring it in-house, however, the final decision is expected to be made by Cabinet in 2018.

Complex Needs Service

The Complex Needs Service was rebranded as the **Integrated Disability Services Project** (IDSP) during the year. Funds were made available for the inclusion of activities to support integration across Health, Social Care and Education with the following activity undertaken:

- The project has delivered an enhanced approach to a group of children and young people with a range of more complex needs using a partnership approach across Health, Education and Social Care.
- Within this a number of training sessions were delivered to a wide range of stakeholders to support the use of person-centred approaches across services that work with children and young people with disabilities and their families.
- Additional social work posts have been recruited to, enhancing the Child Health and Disability Service.
- An enhanced transition service within Cardiff Children's Services has been secured, with the implementation of the Transition Review Interface Group to oversee the planning of transitions for all children with disabilities known to Social Services. This has successfully achieved a regional offer across Cardiff and the Vale which ensures equitable approaches to transition across the region, and strengthens workforce development in this area.
- Processes for multi-agency assessment and co-ordination are being trialled and will continue to be piloted into next year with a view to evaluation to inform next steps.

A report was commissioned to support understanding of Continuing Care across Health and Social Services for complex children who may need additional support from health and social care. Key stakeholder engagement has commenced and informed completion of a report that will enable joint working arrangements across Health, Education and Social Care services in delivering care and support plans in the best interests of children and young people with very complex needs. This report will inform policy and procedure that enables early decision making between Health and Social Care services and enable partnership approaches to assessment, planning and delivery of services.

Individual pilot projects have been evaluated and report positive outcomes and transformational working methods. The pilots that will continue into next year are:

- Services for parents who have children with Attention Deficit Hyperactivity Disorder (ADHD) – this pilot has proved successful, however, wider commissioning activity has impacted on the volume of service that can be offered. A new pilot, in partnership with Cardiff and the Vale University Health Board (UHB), will be taken forward into 2018/19 to support a more sustainable approach to ensuring families whose children receive a diagnosis are proactively offered post-diagnostic information and support.
- Better than a Booklet Service – this pilot has enhanced the 'Front Door' to services for disabled children, with over 350 families supported directly via the information service at St David's Hospital which enables families to be provided information and signposting post clinic appointments. This service continues to reduce the need for multiple service referrals by clinicians, with families having access to information and services which best

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meet their needs from the first conversation. This service will continue into 2018/19 as part of the wider Disability Team Around the Family Service in Cardiff, and the Families First Advice Line within the Vale of Glamorgan.

Case Study – Complex Needs Service

A is a 17 year old girl. Two years ago following a traumatic incident she became a wheelchair user, and has restricted physical mobility. She also has a diagnosis of high functioning autism.

A was allocated to a social worker in the ISDP in March 2017 with objectives of:
- *Supporting the family through building adaptions on their property (wheelchair accessibility)*
- *Facilitating smooth transition to Adult Services.*

In order to achieve these goals IDSP identified additional goal of developing a relationship with A and supporting her to become involved.

Objectives achieved:
- *A disabled facilities grant was successfully completed. Children's Services supported A and her family to access appropriate temporary accommodation for the period of the building work.*
- *Social worker developed a positive relationship with A through regular visits. A had not engaged with her previous 2 social workers.*
- *Due to missed appointments and her age, the multi disciplinary team had largely disengaged with A. Social worker contacted lead health consultant, and 2 multi disciplinary team meetings were held. A attended and contributed to both (which she hasn't done previously). There is now a clear planned transition to Adult Health Care Services.*
- *Cohesive 'joined up' working between agencies. Regular contact between social worker and assistant psychologist working directly with A.*
- *Person centred practice has been used to make changes to A's care package to ensure that it is more targeted to meet her needs.*
- *A has actively asked to meet with her social worker and expresses her views to her. This has allowed A to regain control over areas of her life. For example, A has expressed preferences for certain carers and asked that others are removed from her care. These views and wishes have been respected and acted upon.*
- *Planned transition with Adult Services - Adult Services social worker allocated and work started in April 2017- almost a year ahead of A's 18th birthday.*

Impact:
- *Additional time to allow research into the best ways to engage with A (due to her ASD specific techniques are helpful - if she is not engaged in an appropriate manner she will end relationships).*
- *Additional time to spend developing a positive working relationship with A.*
- *Time spent with support planners in Adult Services to consider person centred planning and how this could be used for A.*
- *Supervision from acting regional principal social worker who has a background in Adult Services. Given A's age it was important to consider the situation from this perspective, specifically in relation to capacity issues when potential safeguarding issues were raised.*
- *Mental capacity training - was helpful in considering 'best practice'. Training is now to be made more widely available and commissioned via IDSP.*
- *Improved outcomes for A - she has been involved in changes to her care package, and has a 'voice' in what is happening. Stronger relationship with social worker.*
- *Positive working experience for social worker also, having more time to spend with and get to know A, and the associated positive outcomes.*

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Regional Joint Commissioning

Young people and parents, as well as professionals, have told the Directorate through direct consultation, that 'Families First' services were too complicated and they didn't know how to access them. In response, the Directorate aims to ensure less complex service arrangements, with a clearer offer available for all families across Cardiff and the Vale of Glamorgan.

Although some services will be de-commissioned in 2018/19, due to funding changes, the 'Families First' Team are working with the Disability Futures Programme to review the services provided to make sure that they are the services that families need. The changes will also mean that the Directorate will be able to consider new funding into services that parents have told us are important to them one of which is the need for informal respite. Families First will be working with the Disability Futures Programme to pilot some new approaches to this over the next year.

A good example of positive changes is that Families First started to fund the Disability Index (DI) during 2017/18 and its quarterly newsletter, because of the importance of keeping families with disabled children better informed about what activities and other forms of support are available to them. A DI Co-ordinator was appointed to lead for both Cardiff and the Vale of Glamorgan Councils. The DI is Cardiff and the Vale of Glamorgan's voluntary register of children and young people with disabilities or additional needs. The DI aims to provide a clearer picture of how many children and young people with disabilities or additional needs there are and enable Cardiff and the Vale of Glamorgan to work together with other agencies and families to influence the types of provision being offered / developed and better coordinate services.

Transition

The Transition Project was initiated in April 2017 as part of the Disability Futures Programme which aims to improve services for children and young people with disabilities in the Cardiff and Vale of Glamorgan region. The objectives of the project were to:

- Create a regional transition protocol that is formally agreed by Cardiff Council (CC) and the Vale of Glamorgan Council (VoG) and Cardiff and Vale University Health Board (C&VUHB).
- Ensure that young people in transition from Children's to Adult Services experience a well co-ordinated, timely and efficient service which is consistent across the region.
- Ensure the new transition process is resourced adequately in Cardiff Council.

The following key activities have been key to ensuring that we remain on track to implement the agreed objectives:

- Mapping of current regional transition processes and definition of a future state regional process.
- Analysis of demand for transition services and projection of future demand to recommend resources required.
- Design of regional transition promotion materials.
- Development and promotion of 'Local Options' available to service users.
- Pilot of the Transition Review Interface Meetings (TRIG) as a multi-agency group to support decision making in pathway planning for young adults.

- Enhancement of Transition services through the Integrated Care Fund (Adult Learning Disability – 2 additional transition social worker posts).
- Enhancement of Transition services creating 2 dedicated transition social workers.

The transition networks are being further cemented by the implementation of regional Transition Resource Interface Group (TRIG) meetings. It is intended that TRIG, as a regional model of practice, will bolster the work that has already been completed effectively in Cardiff. Regular transition meetings are in place with Child Health & Disability and the Learning Disability service and these have provided smooth transition planning and an overall positive transition experience for children.

A transition event was held for families and professionals to be supported with information on Cardiff's local offer for young adults in partnership with Cardiff and Vale College. The feedback has been very positive with professionals and families pointing out the excellent networking and information sharing opportunities for professionals and the wide range of providers and agencies attending the event enabling families to get a good understanding of what is on offer locally. The multi-agency planning meetings involving Social Services and local providers from Cardiff and the Vale of Glamorgan will continue to organise further regional events in the future.

Integrated Autism Service (IAS)
The regional service formally launched on 27th September 2017 at Cardiff County Hall with over 150 attendees from across the integrated and regional workforce. All vacancies were filled so the service is now fully staffed.

Engagement with key partners and design of interventions has been the focus of activity within the service. Individuals have started to access information, advice, support and interventions delivered under the Integrated Autism Service. There has been an increase in waiting times for diagnostic services as a result of staffing difficulties outside of the IAS. Training provided towards the end of the year enabled the IAS Team to diagnose individuals and reduce this waiting time.

Enhanced Direct Payments – Launch of New Service in July 2017
Cardiff Council has been operating a Direct Payments service since 1996. The service allows for the provision of Domiciliary Care services either through a Personal Assistant (PA) or a Registered Domiciliary Care Agency (Agency). Direct Payments (DPs) are an essential tool to enable councils to put control in the hands of people who require care and support or in the hands of their carers on their behalf. They do this by providing a citizen or their carer, with money to procure a service or employ a personal assistant or agency. Direct Payments can also be used for meeting the care and support needs of a child and of their carer.

The successful transition to a new provider during 2017/18 has meant that the new service offers better value for money, greater consistency of support, and better transparency in terms of monitoring quality and outcomes. The Direct Payments Support Service is provided by the Council across Cardiff to 908 children and adults (during the year to 31st March 2018), and is an opportunity to strengthen and further improve the Direct Payment offer, in light of the Social Services and Well-Being (Wales) Act 2014.

Performance Update

- *The total number of children and adults in need of care and support using the Direct Payment Scheme*
  2017/18 = 908; 2016/17 = 933

Young Carers

The **Cardiff and Vale Young Carers Action Plan** involving Education, Health and third sector partners was finalised and became operational during the year. Implementation of the plan is ongoing and will facilitate better awareness of this group and the support available to them.

There are currently 10 schools in Cardiff supported by Carers Trust South East Wales Schools Development Worker working towards the Young Carers in Schools Programme. The purpose of the programme is to:

- Ensure young carers aren't being missed in schools.
- Provide a national approach to support teaching, learning and awareness-raising in schools.
- Work alongside the development of the Successful Futures curriculum, ensuring the programme provides an integral approach to supporting vulnerable learners, of which young carers make up a large majority.
- Provide a real opportunity for joint working with health, local authorities, young carers, their families and young carers services.

A social worker from Support4Families has been identified to undertake assessments of young carers and to liaise with appropriate support groups. This is an interim measure until a Young Carers Development Officer is in post. The recruitment process is underway and will be completed early in 2018/19. If a referral comes into Children's Services from a professional without the consent of the young person, they are initially advised to signpost the young person to the YMCA as they will engage with that person, offer support and establish if they want an assessment in their own right.

Signs of Safety model for the delivery of social work with children

Signs of Safety is a **strengths-based approach** to child protection casework, aiming to work collaboratively with all people involved, in assessing and planning in order to increase safety and reduce risk and danger by focusing on families' strengths, resources and networks. The approach actively engages children's participation and personal investment in the development of their safety plan.

We are in the second year of our five-year implementation of the Signs of Safety framework which has been adopted to enable the service to work towards a strategic vision: prioritising prevention, minimising the need for statutory interventions including care proceedings and reducing the need to place children in our care.

This has already started to have a highly positive impact on our work and consequently on children and families. The framework is allowing practitioners to put children, not process and paperwork, at the centre of their practice, encouraging a strong emphasis on creating opportunities for

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children to be involved. By focusing on the strengths of families, whilst considering actual and potential harm experienced by the child(ren), we can support children and families to remain together where it is safe for them to do so.

A recent celebration event saw practitioners from across the service bringing examples of how their practice has changed to incorporate signs of safety:

- Social workers in the Multi Agency Safeguarding Hub (MASH) using Signs of Safety to insist that partners present a balanced picture of worries and strengths so that a proper analysis of risk can be identified at the outset.
- Child protection case conferences transformed so that families feel involved in the process and part of the solution.
- Families in crisis, due to alcohol and drug misuse, setting their own goals for change.
- Teenagers in care involved in creating their safety plans.

The positivity generated at the event was palpable and is an example of the impact Signs of Safety is having on the practice, attitude and morale of the workforce. Staff reported feeling motivated and enthused. The way we are working is changing for the better and while we still have a long way to go before we are able to measure the tangible benefits for children and families across all the teams, we are beginning to see how this is making a difference for children and their families.

Strengths Based Approaches in Adult Services

The Director commissioned the Institute of Public Care (IPC) to work with Cardiff to develop a parallel but bespoke strengths-based approach across Adult Services. This work is based around the Anatomy of Resilience Toolkit published by Social Care Wales. The toolkit supports the sector to help people remain independent in their communities for longer. Although the toolkit is aimed at practitioners who work with older people in the community, as well as planners and commissioners of care and support services for older people, implementation relies on the principles being embedded as an operating model across Adult Services as a whole. It helps identify the strengths and assets of people and what really matters to them, by listening to the voices of people and hearing what well-being means to them. Fundamentally it supports the Social Services & Well-being (Wales) Act 2014 in the shift towards outcome-focused social work practice being adopted across Wales.

The aim is to offer a selection of 'tools' that are intended to challenge, inspire and prompt a re-focusing on what people tell us they want and need. The success of the model will enable people to be as independent as possible for as long as possible, and more engaged in their local community, thereby avoiding two features that characterise traditional care management approaches:

- Premature intervention, which superficially resolves the problem but takes over from citizen's natural support structures increasing the risk of isolation, creating dependency, and providing 'solutions' that do not enable the individual to achieve their personal outcomes.
- Over-provision, which creates long-term dependency and narrows opportunities for change reducing independence and individual well-being.

Advocacy

At the end of 2016/17 we worked collaboratively with the Vale of Glamorgan Council to jointly commission a new **regional Independent Advocacy Service** for children and young people with the Vale of Glamorgan leading the procurement exercise. Children and young people participated in the tender evaluation interviews and the National Youth Advisory Service (NYAS) was awarded the contract which commenced in April 2017. Cardiff's element of the service also includes participation and independent visiting. Whilst there have been some initial teething problems in recording the 'Active Offer' (as required by regulation), take-up of the advocacy service remains good and engagement with the provider is positive. Since the start of the service we have seen a steady increase in referrals from children who receive care and support but who are not looked after or in the Child Protection system. As well as supporting children and young people to get something stopped, started or changed in relation to Children's Services, the service has supported several young people within court / legal processes. In particular, advocates have provided reports for court / tribunal on young people's views, wishes and feelings on parental contact and educational placements.

We also collaborated with the Vale of Glamorgan to develop new arrangements for independent professional advocacy for adults in need of care and support. Engagement sessions were held with advocacy providers across the region with support and advice provided by Golden Thread. This helped Officers shape proposals for new arrangements which are expected to come on stream in June 2018. A 2-year advocacy gateway service will be piloted, offering a single point of contact for all advocacy services via a telephone advice line and website, alongside the maintenance of existing advocacy services in the region, including independent professional advocacy.

What are our priorities for next year and why?

- Empower people to **remain independent at home** and reduce reliance on intensive interventions by preventing hospital admissions, accelerating safe hospital discharge and supporting assisted living by:
  - Promoting the First Point of Contact Service to prevent unnecessary hospital admissions.
  - Developing a First Point of Contact to support people to leave hospital safely and in a timely manner.
  - Extending Direct Payments to more people.
  - Establishing reablement as the unifying model for the provision of community based domiciliary care.

- Embed the **Disability Futures Programme** by March 2023 to develop and implement remodelled services for disabled children, young people and adults across Cardiff and the Vale of Glamorgan to improve effectiveness and efficiency of services and outcomes for disabled young people and their families.

- **Ensure children and adults are protected from risk or harm and abuse** by:
    o Continuing implementation with key partners of the **"Signs of Safety"** model, a **strengths-based whole-service methodology** for working with children and families in need of care and support; target completion 2022
    o Designing and implementing a **parallel model in adult services** by 2022.

- Raise awareness during 2018/19 of the entitlement of **young carers** to have an assessment of their unique needs and ensure that there is appropriate provision to meet assessed needs.

WORKING WITH PEOPLE AND PARTNERS TO PROTECT AND PROMOTE PEOPLE'S PHYSICAL AND MENTAL HEALTH AND EMOTIONAL WELL-BEING

Outcomes achieved:

✓ Admission to the looked after system avoided for children during the year as a result of preventative initiatives such as the Adolescent Resource Centre and Rapid Response.

✓ Improving emotional well-being and mental health of looked after children and young people through the joint funding (with Health) of a Clinical Psychologist to provide consultation to children, young people, carers and social workers.

✓ Housing provision is better meeting the emotional needs of young people through the joint work of Children's Services and Housing on the Youth Gateway.

✓ Better outcomes for Cardiff young people by continuing to reduce the number of First Time Entrants into the criminal justice system (from 109 in 2016/17 to 73 in 2017/18).

✓ More timely discharge to a more appropriate care setting by reducing the number of Delayed Transfers of Care (DToC) for social care reasons from 123 in 2016/17 to 110 in 2017/18.

✓ Quality of care experienced by older people and their relatives in care home settings substantially improved by effective application of the Escalating Concerns procedure.

What did we plan to do last year ?

- Revisit the effectiveness of the current partnership arrangements for the delivery of Child and Adolescent Mental Health Services by March 2018 to identify ways in which to improve services in this area

- Implementation of the Youth Offending Service Improvement Plan by March 2018 in response to Her Majesty's Inspectorate of Probation inspection findings.

- Work with partners to maintain the reduction in Delayed Transfers of Care for social care reasons during 2017/18 to support more timely discharge to a more appropriate care setting.

- Implement the recommendations of the Community Services Review in collaboration with the University Health Board, regarding the future model of Community Mental Health Services in order to effectively support and deliver community based mental health services by March 2019.

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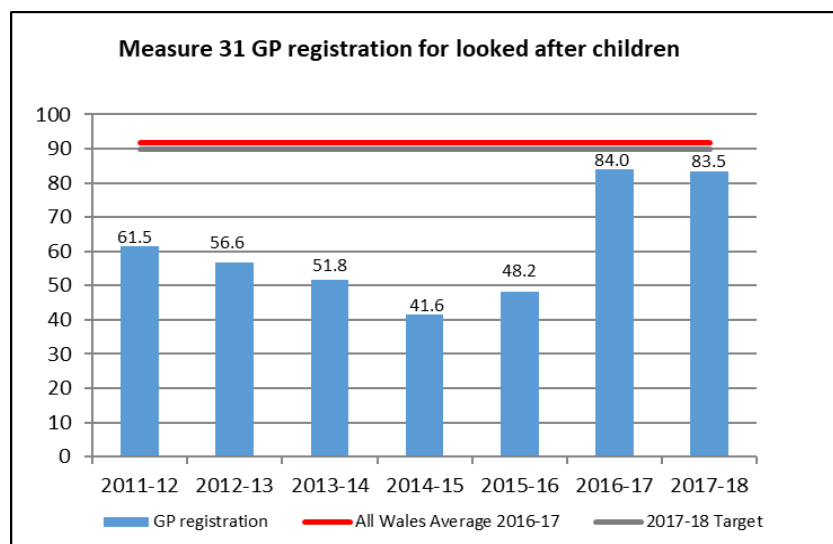## How far did we succeed and what difference did we make ?

Child & Adolescent Mental Health Service (CAMHS)

Children's Services and Health jointly fund a dedicated psychologist to be available full time for the Looked After Children Service. Feedback from staff is that this is having a positive impact on work with looked after children.

The CAMHS structure is changing and the service will be repatriated to the University Health Board. Children's Services will continue to work closely with the University Health Board in the transition process which should help improve the provision once it is back based in Cardiff.

Performance Update

- *The percentage of children seen by a registered dentist within 3 months of becoming looked after*
  2017/18 =59.6% (96 / 161) from 48.4% (89 / 184) in 2016/17.
  The improvement seen is primarily due to improved recording mechanisms that were put in place part way through the year. We anticipate further improvement in 2018/19.

- *The percentage of looked after children registered with a GP*
  2017/18 =83.5% (348 / 417) from 84.0% (321 / 382) in 2016/17.
  Performance improved in 2016/17 as a result of information regarding recording of GP registration being provided to managers to enable proactive monitoring to prioritise improvement. This improvement was sustained in 2017/18.

Measure 31 GP registration for looked after children

Year	GP registration
2011-12	61.5
2012-13	56.6
2013-14	51.8
2014-15	41.6
2015-16	48.2
2016-17	84.0
2017-18	83.5

GP registration — All Wales Average 2016-17 — 2017-18 Target

Youth Offending Service (YOS)

The 11-18 year old population of Cardiff has been consistently around 30,000 for a number of years, however the number of young people YOS have worked with has reduced from 460 in 2011 to 229 in 2015, a reduction of more than half. This reduction is something to celebrate as it evidences the effective role YOS has within Children Services in keeping the children and the public of Cardiff safe. The hard work and dedication of the staff in the Cardiff YOS to reduce

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offending mirrors that of the national trend in work undertaken to keep children out of the criminal justice system and the success in dramatically reducing the numbers of young people entering the criminal justice system and custody. These improved outcomes for young people have resulted in lower caseloads for staff and a reduction in the size of the service in recent years.

The focus for the YOS going forward is to continue the impressive work already evidenced whilst addressing the increase in complexity of the young people who persistently (re)offend in order to reduce reoffending. The Youth Justice Board (YJB) and the recent Taylor (reform) Report (2017) both cite these trends and are developing ways in which services should respond. Cardiff YOS has recently moved from Penhill to the newly refurbished John Kane building as part of our overall service development. Emphasis will be on this complex cohort of children, providing a service that places the young person's needs at the centre of the intervention rather than the young person fitting in to an existing intervention (Taylor, 2017).

In introducing the Enhanced Case Management (ECM) model, which explores how the impact of Adverse Childhood Experiences (ACEs) influences behaviour, specifically targeting those persistent offenders at risk of custody, Cardiff and Wales are leading the way in innovative responses to reoffending. Staff have completed training on this model as well being trained to deliver the Signs of Safety model which Cardiff are implementing as a strength-based approach to working with families. 9 young people are being managed using the ECM model at the time of writing. The YOS recognises that we all need to work together to provide a united response for the city's children, so it has become more integrated within Children's Services and in doing so is committed to strengthening its partnerships with agencies such as the newly developed Adolescent Resource Centre (ARC) and Think Safe! Team in Cardiff, delivering parenting programs and advising on multi agency meetings. In addition, our wider partnership relationships are key to developing a response to meet the increase in complexity and the existing and emerging themes as we tackle increases in knife crime, exploitation and drug use. We are working hard at a strategic level with the Youth Service, Health and Education to develop collaborative interventions to meet the challenges for all the children across the city to ensure all our children and the wider population of Cardiff are safe.

Other activity within YOS during the year includes:

- The YOS allotment has been in action for the second year running with all produce being donated to the Huggard Centre to feed the homeless of Cardiff.
- New volunteers have been recruited and trained to engage in a number of roles with the YOS, such as acting as appropriate adults at the police station, facilitating Referral Order and Neighbourhood Resolution Panels.
- A young person being supervised by the YOS attended a round table discussion relating to knife crime in the Houses of Parliament.

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Performance Update
- *Number of first time entrants (FTEs) into the Youth Justice system*
  Performance improved with a reduction in FTEs to 75 from 109 in 2016/17.

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First Time Entrants
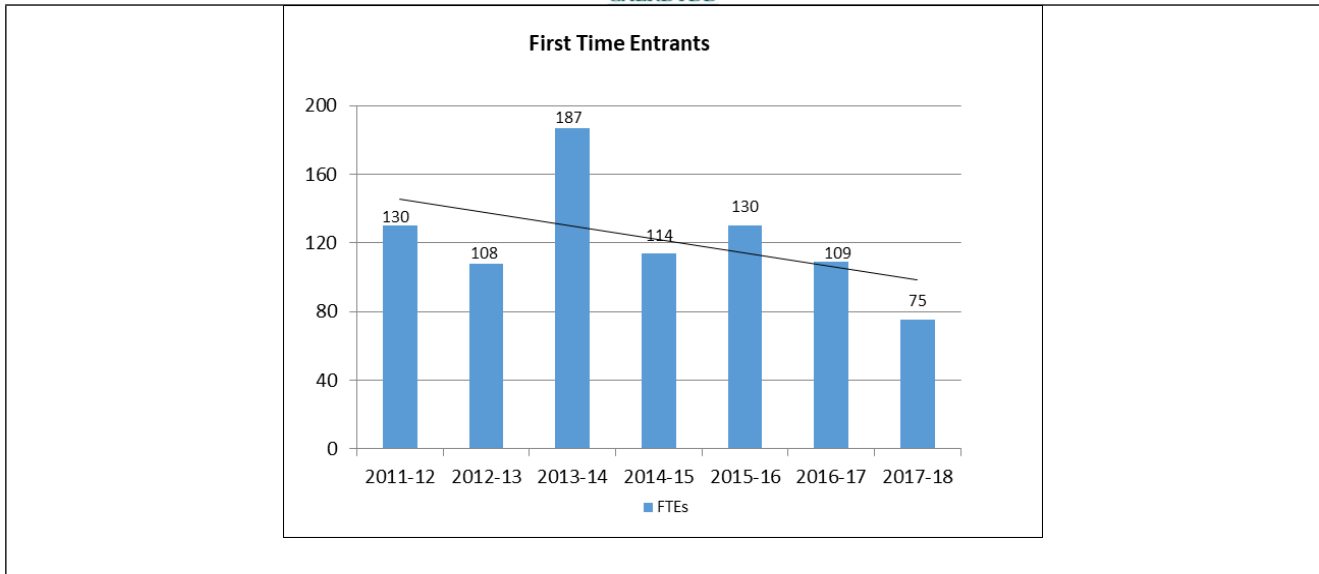
Delayed transfers of care (DToC)

The total number of DToC for 2017/18 is 110 compared to 123 for 2016/17, a year on year decrease of 10.6%. The total number of DToC aged 75+ for 2017/18 is 55 compared to 56 for 2016/17, a year on year decrease of 1.8%.

The Social Services Directorate has continued to work closely with Health and the Vale of Glamorgan Council to reduce Delayed Transfers of Care (DToC) for social care reasons. A Multi-Disciplinary Team has been established with a fully staffed contingent of Social Work Assistants in place who meet every morning with specific wards to go through the "Board Round". Their task is to gather information, pick up referrals and pick up on any cases that may benefit from an early intervention that is not social work relevant e.g. Housing.

Management of the Integrated Discharge Service (IDS) at both University Hospital Wales (UHW) and University Hospital Llandough (UHL) is undertaken by the same person. This has benefited citizens by aligning paperwork and processes to ensure parity for citizens across the city. A new team manager came into post at UHL who plans to ensure equity of understanding of social work processes across all wards and is actively engaging in building positive relationships with all wards.

Following a change in staffing half way through the year, the UHW Team now has its full complement of social work assistants who are gaining confidence in the role.

Reablement

Work is ongoing to improve the effectiveness of the current Community Resource Team (CRT) in terms of who uses the service, for how long and when they are discharged. A full review and report into the current position has been completed and shared with Senior Managers in the Council and Health Board. Next steps include completion of a report on the changes that need to be made to how CRT operates to maximise its effectiveness and impact – this will be completed by June 2018. Improvements to CRT will be implemented as soon as possible and many of these are expected to be in place by June 2018. All improvements will be fully implemented by December 2018.

Case Study – Reablement

Mrs. P lived at home and was supported by her husband who was her main carer. Mrs. P's husband became ill and unfortunately passed away. While her husband was in hospital, Mrs P resided at a residential care accommodation.

Mrs. P was referred to the Community Resource Team (CRT). The team carried out an assessment and a plan was put in place for a period of reablement and assessment.
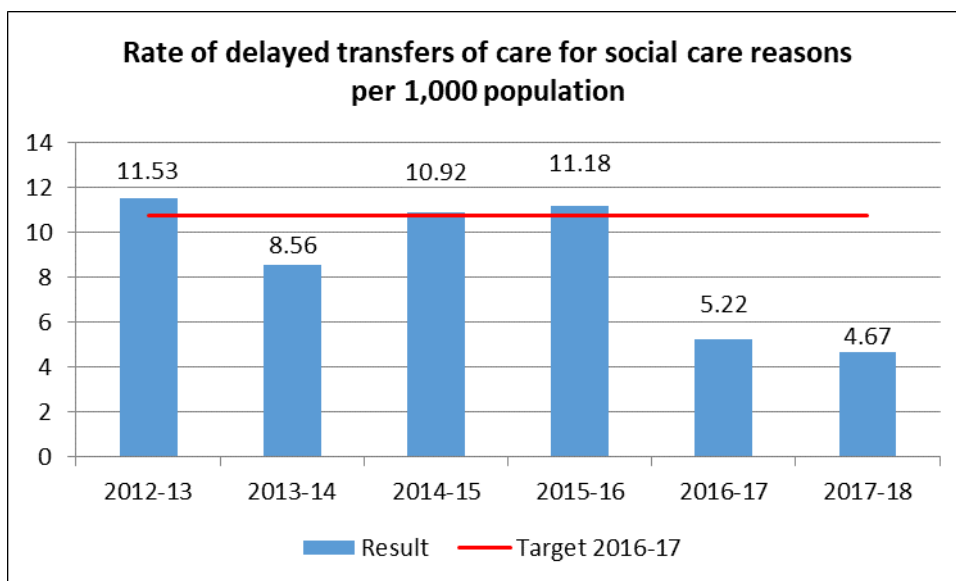
With the support of the team, community and family, Mrs. P was able to return home and continues to live at home.

Mrs. P, who is enjoying living at home, had a seizure while CRT were in attendance and collapsed in the arms of a carer. While waiting for emergency services the carers carried out CPR and used their skills to keep Mrs. P breathing and prevented choking. Mrs. P was taken to hospital with a blood clot, and thankfully has survived.

We received a thank you note from the family who are convinced that if it were not for the carers' intervention their mother would have died.

Performance Update

- *The rate of delayed transfers of care for social care reasons per 1,000 of the population aged 18 or over*
  2017/18 = 4.67 from 5.22 in 2016/17.
  Total number of delays for social care reasons aged 18+ = 110 from 123 in 2016/17.
  Performance has continued to improve to 4.67 from 5.22 in 2016/17 and 11.18 in 2015/16 (when the total number of delays for social care reasons aged 18+ was 263).

Rate of delayed transfers of care for social care reasons per 1,000 population

Year	Result
2012-13	11.53
2013-14	8.56
2014-15	10.92
2015-16	11.18
2016-17	5.22
2017-18	4.67

Legend: Result (blue bars), Target 2016-17 (red line)

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- *The rate of delayed transfers of care for social care reasons per 1,000 of the population aged 75 or over*
  2017/18 = 2.33 from 2.38 in 2016/17.
  Total number of delays for social care reasons aged 75+ = 55 from 56 in 2016/17.

- *The percentage of adults who completed a period of reablement and:*
  - *have a reduced package of care and support 6 months later*
    2017/18 = 85.3% (656 / 769) from 66.7% (10 / 15) in 2016/17.
  - *no package of care 6 months later*
    2017/18 = 77.2% (594 / 769) from 83.4% (251 / 301) in 2016/17.

Mental Health Community Services Review

The Community Services Review aims to further improve integrated mental health services for working age adults in the community, consisting of the Community Mental Health Teams (CMHTs), Crisis Teams and specialist teams within a whole community system including primary care mental health services and non-statutory services. The review is complementary to the "Shaping Our Future and Well Being "Strategy, and "Together for Mental Health" delivery plan.

The need for change is due to:

- **Demand for Mental Health services** – increasing referrals from GP's.
- **Contact time** – less time being spent with Mental Health service users due to limited resources and the pressure of duty rota commitments.
- **Operational variation** - the arrangement of 8 separate CMHTs creates duplication in the management and function of the teams and necessitates multitude of lines of communication. This increases the opportunity for errors, duplication and inequality of service provision across Cardiff and the Vale.
- **Accommodation** – a review highlighted that half of the 8 CMHT bases have health and safety concerns, with repeated governance risks raised by the University Health Board (UHB) and Local Authority CMHT staff and managers.
- **Assessment process** - is inefficient and over burdensome with paperwork. The assessment focus takes up a great deal of CMHT time and resources leading to delays in assessment outcome and reduced capacity for longer term recovery interventions.
- **General feedback** - from 2014/15 engagement, 94 service users and carers responded to a survey. Families responded highlighting a need for a point of contact within services, especially within the CMHT.

A locality model has been recommended and is currently being explored for all Community Mental Health Services including CMHTs, Crisis Resolution and Home Treatment Teams and all specialist teams to devolve to and operate out of a central locality team base with a central point of access to all services. The Vale of Glamorgan (Barry Hospital) will pilot the proposed locality model for 6 months (March to September 2018). Subject to the outcomes of the pilot, the aim will be to implement the locality model out to two further sites in the North and South of Cardiff.

What are our priorities for next year and why?

- Enhance Early Help by March 2022 to support children and families before their needs escalate to the point that they require statutory interventions by agreeing a refreshed **Early Help / Preventative Strategy**

- **Prevent children entering the criminal justice system** and work with children already in the criminal justice system to **reduce their re-offending** through the interventions delivered by partners in the Cardiff Youth Offending Service by March 2019.
- Review progress against the key improvement priorities identified as a result of the 2015 Her Majesty's Inspectorate of Prisons (HMIP) **Youth Offending Service Inspection**.

- Identify and take forward opportunities to work with partners during 2018/19 to **promote Public Health** and reduce health inequality

- Work with partners to **maintain the reduction in Delayed Transfers of Care** for social care reasons during 2018/19 to support more timely discharge to a more appropriate care setting.

TAKING STEPS TO PROTECT AND SAFEGUARD PEOPLE FROM ABUSE, NEGLECT OR HARM

Outcomes achieved:

- ✓ Improved safeguarding of children in faith communities by development of policy guidance for Mosques and Madrassas.
- ✓ Children are better protected from Child Sexual Exploitation (CSE) as a result of the impact of the CSE Strategy and the Think Safe! Team.
- ✓ Peer education in schools has better enabled children to identify when their friends are in danger of Child Sexual Exploitation and / or peer exploitation and know where to go for help (trained Think Safe! ambassadors in 14 schools to deliver peer education).
- ✓ Joint working with the Think Safe! Team and schools has given boys a better understanding of power, control, sex and the law and they are able to better keep themselves safe.
- ✓ Young people have been involved in decisions about staff recruitment through having an equal say in recruitment in some Children's Services teams.
- ✓ Partners in Education and Health have increased understanding of their safeguarding responsibilities and when they should refer a professional for safeguarding concerns.
- ✓ Response to safeguarding children and adults continues to improve as the Multi Agency Safeguarding Hub (MASH) is further embedded.
- ✓ Effective safeguarding of 3,333 adults receiving domiciliary care and 1,004 adults in residential / nursing care by maintaining the reduction in the number of providers under escalating concerns.
- ✓ Further strengthening of safeguarding for adults following implementation of the Social Services and Well-being (Wales) Act 2014 by enhancing the effectiveness of Regional Safeguarding Boards and safeguarding systems in Cardiff.

What did we plan to do last year?

- Renew the safeguarding vision and strategy across the Directorate by March 2018 in order to take account of new national policy and practice guidance currently under development.

- Develop and implement mechanism to improve engagement with communities at large and faith communities in particular by March 2018 to improve the safeguarding of children across the various communities in Cardiff.

- Strengthen the capacity of children's social services to address increasingly complex needs of children including trafficked children, children subject to Deprivation of Liberty considerations and children struggling with mental health conditions.

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- Strengthen Adult Protection procedures in consultation with staff and partners by March 2018 to ensure that adults are protected from harm.
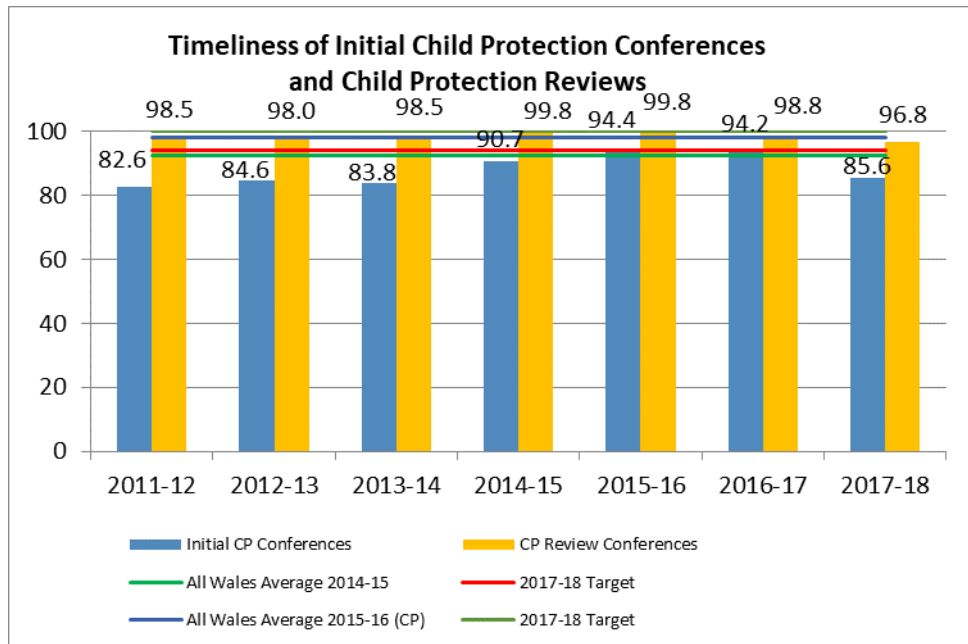
How far did we succeed and what difference did we make ?

Performance Update & Survey Results

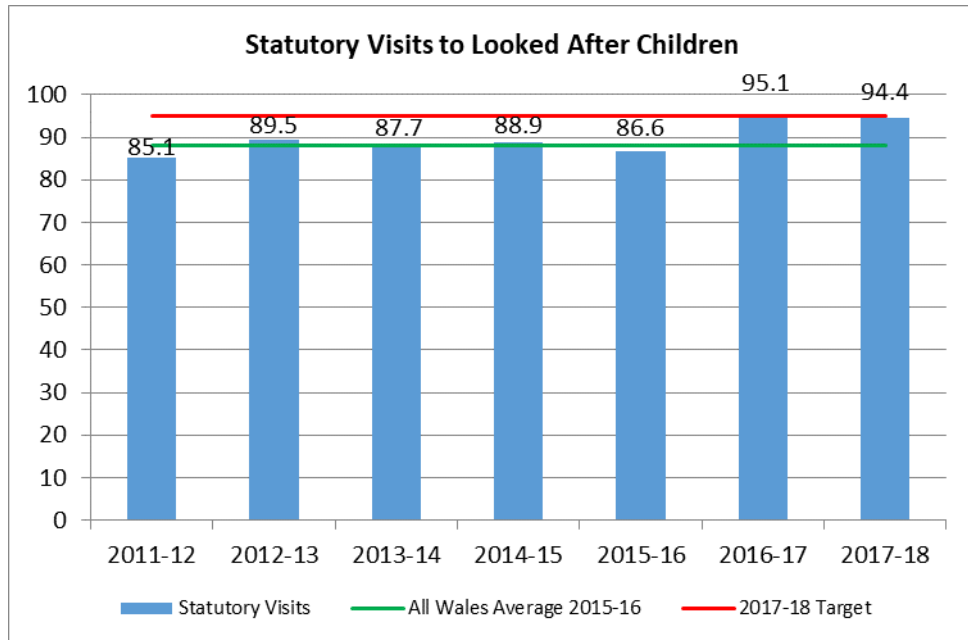People reporting that they feel safe — Yes 79%, Sometimes 16%, No 5%, Don't Know 1%
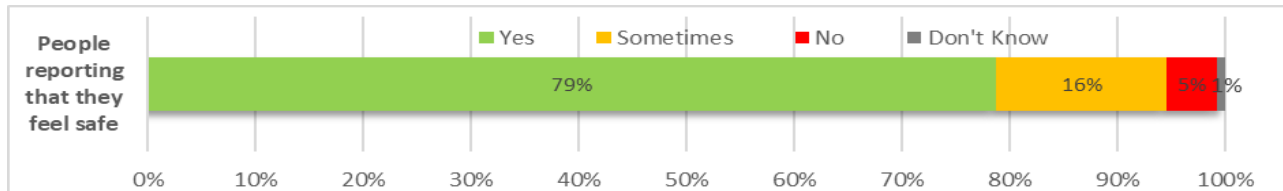
- *The percentage of re-registrations of children on local authority child protection registers*
  2017/18 = 6.6% (26 / 391); 2016/17 = 3.9% (13 / 343)
  Of the 388 children who were added to the Child Protection Register (CPR) during the year, 26 had been on the CPR during the previous 12 months.

- *The average length of time for all children who were on the child protection register during the year*
  2017/18 = 250 days(87,985 / 352); 2016/17 = 230 days (113,250 / 492)

- *The percentage of initial child protection conferences due in the year which were held within 15 working days of the strategy discussion*
  2017/18 =85.6% (376 / 439) from 94.2% (374 / 397) in 2016/17.
  During the year, there has been a continued increase in the numbers of children being looked after by the authority and this has an impact on the workloads of the IROs and Conference Chairs. Performance has been further impacted by all IROs attending a week-long block of Signs of Safety training during the year - this resulted in a delay in some meetings and reviews going ahead. The service also encountered periods of sick leave amongst IROs, Chairs and the business support minute takers who support Conferences, further delaying the allocation and convening of meetings.

  To mitigate against future meetings being out of timescales, the following arrangements have been agreed:
  - Pressure Bid to support 2 additional posts (IRO / Chairs) approved – these are now in the recruitment process.
  - A duty rota is being developed so that all sickness and annual leave can be covered, and all meetings and reviews can continue within timescales. The new rota will be rolled out in Quarter 2 2018/19.

- *The percentage of child protection reviews carried out within statutory timescales during the year*
  2017/18 =96.8% (718 / 742).
  Performance reduced slightly from 98.8% (1,000 / 1,012) in 2016/17. Please see above for further information.

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Timeliness of Initial Child Protection Conferences and Child Protection Reviews

Year	Initial CP Conferences	CP Review Conferences
2011-12	82.6	98.5
2012-13	84.6	98.0
2013-14	83.8	98.5
2014-15	90.7	99.8
2015-16	94.4	99.8
2016-17	94.2	98.8
2017-18	85.6	96.8

Legend:
- Initial CP Conferences
- CP Review Conferences
- All Wales Average 2014-15
- 2017-18 Target
- All Wales Average 2015-16 (CP)
- 2017-18 Target

- *The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations*
  2017/18 = 94.4% (2,161 / 2,289).
  Performance reduced very slightly from 95.1% (1,933 / 2,033) in 2016/17.

Statutory Visits to Looked After Children

Year	Statutory Visits
2011-12	85.1
2012-13	89.5
2013-14	87.7
2014-15	88.9
2015-16	86.6
2016-17	95.1
2017-18	94.4

Legend:
- Statutory Visits
- All Wales Average 2015-16
- 2017-18 Target

Safeguarding Vision & Strategy

The development of a Vision and Strategy for Safeguarding in Cardiff was originally targeted for completion by 31st March 2018. Vacancy related delays mean that we are now targeting completion in 2018/19.

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Engagement with Communities

The laws concerning the rights of children, the Children Acts of 1989, 2004 and the Social Services and Well-being (Wales) Act 2014, state clearly that while providing children with the support and protection they are entitled to, considerations of ethnicity and religion should be taken into account. Cardiff is a richly diverse community in which there are a number of community organisations who are committed to meeting and serving the needs of children and their families.

Work commenced with the Muslim community and **'Safeguarding our Children: A Guidance for Mosque Schools and Islamic Studies Settings'** was published. The guidance, which is about valuing and keeping Muslim children who receive an Islamic education in Cardiff safe, was launched by the Cardiff & Vale of Glamorgan Regional Safeguarding Children Board in partnership with Cardiff Muslim communities and the Muslim Council of Wales during National Safeguarding Week (w/c 13th November 2017).

The purpose of the guidance is to raise community awareness about safeguarding children and to provide information about how to deal with concerns. It is a direct response to the requests of parents, committed community members and educators who campaign for the rights of Muslim children and young people. It sets out how to safeguard children in the context of Islamic education in establishments such as Mosques, community centres, clubs and in other setting so ensuring equal standards in these circumstances.

The common goal is to provide those in charge of providing Islamic education, whether in a Mosque or elsewhere, with the knowledge to create a safe environment where children and young people can develop values and skills which will allow them to be confident and active members both within their faith groups and the wider community.

It is hoped that this guidance will enable local Mosques and the wider Muslim community to keep children and young people safe by being aware of common signs of neglect and abuse, and, most importantly, by knowing what to do to ensure their protection.

The Cardiff and Vale of Glamorgan Regional Safeguarding Children Board is now discussing and pro-actively identifying other faith communities who wish to engage that will benefit from the Muslim community model. Work has commenced with the Bangladeshi community in Cardiff to raise community awareness about safeguarding children and to provide information about how to deal with concerns.

Increasingly complex needs

A **Think Safe! Team** of specialist Child Sexual Exploitation (CSE) intervention practitioners was established during the year. The practitioners work with children at greatest risk of CSE to reduce risk and increase protective factors. They work directly with the child to increase their understanding of exploitation, raise their awareness of how they may be at risk and support them to take an active role in the assessment of risk and safety planning. This direct work will contribute to the care and support provided to families where there is a child at significant risk of CSE. Practitioners will work closely with the social worker to help keep children at home and within their communities, prevent placement breakdown and promote placement stability. It is too soon to comment on impact as yet, however it is anticipated that our response to supporting

young people who have been exploited, or at are at risk of exploitation will be significantly strengthened.

Adult Safeguarding

The development of the All Wales Safeguarding Procedures for the Protection of Children and Adults is now underway with Cardiff and the Vale Regional Safeguarding Boards engaged in the development of the procedures. Cardiff and the Vale Safeguarding Boards issued a regional update entitled **Cardiff & Vale All Wales Safeguarding Procedures Review Project, Front Line Briefing** that was circulated to all Adult Services staff. The briefing was designed specifically for front line staff and provided a quick and easy update on progress so far. The newly drafted procedures will be submitted to the All Wales Academy site to enable national feedback and consultation. Directorate staff can get involved by enrolling onto the All Wales Academy via the following link All Wales Academy to view all of the project information and also provide feedback on the new procedures as they are developed.

As part of Adult Services' ongoing commitment to strengthening safeguarding, Safeguarding Adults Level 2 training dates arranged for all Adult Services staff. The 3-hour workshops develop essential awareness of the individual roles and responsibilities of all staff and managers with regard to recognising abuse, reporting abuse and preventing abuse.

Case Study – Adult Safeguarding

Mrs. J was referred to the Local Authority by Health professionals and social worker following shared concerns about family / carer's understanding and acceptance of Mrs. J's assessed pressure care and nutrition needs. Health professionals did so in line with the duty to report to the Local Authority reasonable grounds to suspect abuse, as required under the Social Service and Well-being Wales Act 2014.

Mrs. J was a frail elderly woman with cognitive deficits reported by all that would render her unable to make relevant decisions. There had been no recent formal Mental Capacity assessments completed and the indication that Mrs. J would lack the mental capacity to make the relevant decisions was disputed by the family / carer. Mrs. J and family / carer had lived seemingly happily together for 40+ years; their relationship had been at times argumentative in the past with Mrs. J able to hold her own, but this dynamic had changed as Mrs. J became frailer.

The contentious issue was the non-compliance with provision of a hospital bed to support pressure care and to allow Mrs. J to be re-positioned to support safer nutritional intake: the family / carer believed that such provision of electric equipment would terrify Mrs. J. Health and social care professionals / service providers had tried to resolve the concerns as part of prevention of harm strategy and were unable to do so at local safeguarding level, so escalated their concerns to the Adult Safeguarding Team.

A multi-agency strategy discussion was convened by the Adult Safeguarding Officer at the Multi Agency Safeguarding Hub (MASH) and given the risk of serious harm - future development of pressure damage and poor nutritional intake / choking - adult safeguarding investigation procedures were invoked.

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The Health and Social Care Team continued to provide advice, guidance and care and support services both to Mrs. J and for respite for the family / carer throughout the enquiry / investigation stages.

A multi-agency strategy meeting was held with relevant partners including Public Protection Unit of South Wales Police in consideration of s44 offences under the Mental Capacity Act. The multi-agency strategy meeting was in agreement that they would not wish to criminalise the family / carer who believed herself to be acting in Mrs. J's best interests and further enquiries were agreed in response to conflicting views held by family / carer and by the newly involved Palliative Health Care Team on care provision and equipment.

Learning from this case study is that Mrs. J's wishes were not established in relation to care and support provision - as the family / carer would always speak for her and an Authorised Officer attended the multi-agency strategy meeting for earliest consultation in consideration of an Adult Protection Support Order. The Health and Social Care Team continued to provide care and support throughout with daily contact with Mrs. J in order to ensure the risk assessment was continually reviewed so that immediate protective action could be taken should that be required. Mrs. J continued to receive pressure area care and care staff followed Speech and Language Therapy advice when assisting food and fluid intake. Additional consultation was held with the Independent Mental Capacity Advocacy (IMCA) service and assessment by Tissue Viability Nurse and a Case Conference meeting held with family / carer to explain strategic process, concerns and reasons for actions planned.

The case was also heard by the Adult Services Risk Panel, with the plan for a social worker to further attempt a Mental Capacity Assessment for the relevant decisions and a review / best interest meeting to be convened. Sadly during this period Mrs. J died: her death was not unexpected: Mrs J died at home with her family / carer as we understood would have been her wish. Care staff were present.

Performance Update

- The percentage of adult protection enquiries completed within statutory timescales 2017/18 = 97.9% (1,400 / 1,430).
  Performance improved remained stable from 98.0% (1,033 / 1,054) in 2016/17.

What are our priorities for next year and why?

- Ensure children and adults are protected from risk of harm and abuse by **raising awareness** among public and professionals for the duration of the plan.

- Ensure children and adults are protected from risk of harm and abuse by revising the **Child Sexual Exploitation Strategy** by March 2019 to encompass new and emerging themes of child and adult exploitation.

- Renew the **safeguarding vision and strategy** across the Directorate by March 2019 in order to take account of new national policy and practice guidance currently under development.

- Commission an independent review of the effectiveness of the **Multi Agency Safeguarding Hub** in consultation with the Regional Safeguarding Children Boards and consider recommendations for change / improvement with a view to implementing changes by March 2020.

- Review and develop mechanisms to **improve engagement with communities** at large and faith communities in particular by March 2019 to improve the safeguarding of children across the various communities in Cardiff.

- Embed strengthened **Adult Protection procedures** in consultation with staff and partners by March 2019 to ensure that adults are protected from harm.

ENCOURAGING AND SUPPORTING PEOPLE TO LEARN, DEVELOP AND PARTICIPATE IN SOCIETY

Outcomes achieved:

- ✓ Improved opportunities for looked after children and care leavers via the Bright Start Traineeship Scheme – 27 young people started a traineeship placement during the year and 2 young people have accepted paid Trainee roles.

- ✓ Better enabled young offenders to reach their potential by improving engagement in education, training and employment by 1.2 hours per week (13%) for young people of statutory school age and 2.9 hours per week (50%) for young people above statutory school age throughout the duration of their involvement with the Youth Offending Service.

- ✓ Achievement of educational outcomes for looked after children with 76% (22 / 29) of looked after children achieving the Core Subject Indicator at Key Stage 2 (reaching Level 4 in Science, Mathematics and English or Welsh) compared with 50% (41 / 82) of all children who need care and support.

- ✓ The voice of young people who receive care and support from Children's Services has been heard in the working towards Child Friendly City status process.

- ✓ Life experience for children and adults with visual impairment, hearing loss or dual sensory loss is enhanced by access to appropriate information, equipment and services to facilitate the independence of individuals.

- ✓ The voice of people with Dementia has been heard in achieving working towards Dementia Friendly City status.

- ✓ Improved quality of life for people with dementia through the development of specialist day opportunities and working towards Dementia Friendly City status.

What did we plan to do last year ?

- Deliver the Corporate Parenting Strategy by 2019 to ensure that the Council and partners collectively fulfil their responsibilities to all children and young people who are in their care by seeking exactly the same positive outcomes that every good parent would want for their own children.

- Work to make Cardiff a recognised Dementia Friendly City by March 2018 to support those affected by dementia, enabling them to contribute to, and participate in, mainstream society.

How far did we succeed and what difference did we make ?

Survey Results

Legend: ■ Yes ■ Sometimes ■ No ■ Don't Know

People reporting that they feel satisfied with their social networks: 78% Yes, 14% Sometimes, 6% No, 2% Don't Know

People reporting that they can do what matters to them: 52% Yes, 37% Sometimes, 9% No, 2% Don't Know
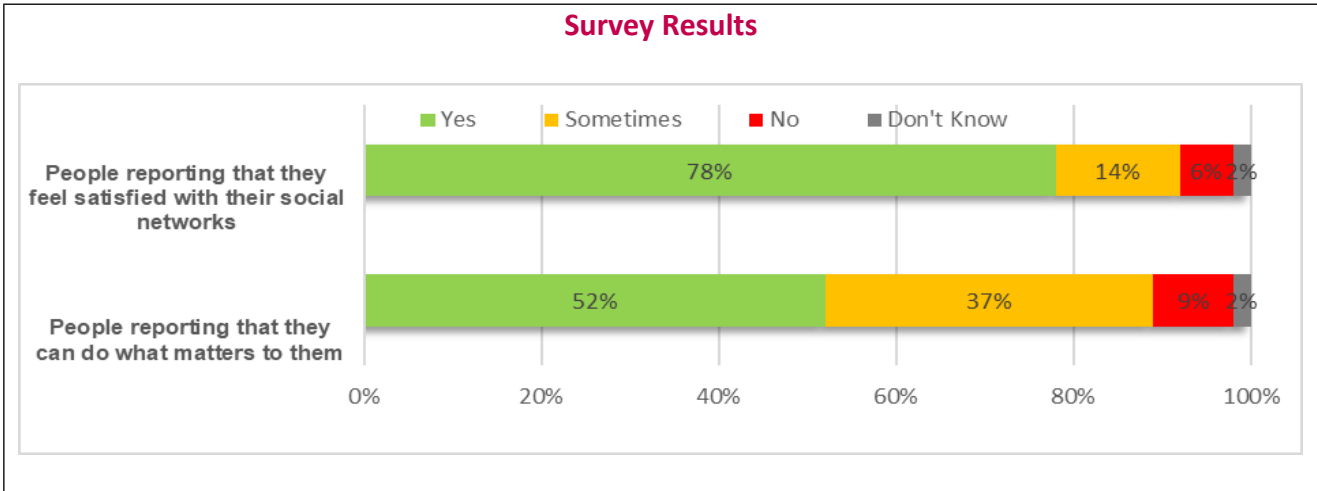
Corporate Parenting Strategy / Educational Attainment of Looked After Children

During the year the number of looked after children has continue to increase to 830 from 721 at 31st March 2017. This is despite preventative initiatives, such as the Adolescent Resource Centre (ARC) and Rapid Response that are succeeding at preventing children from starting to be looked after. The primary reason for the recent increase is due to new born babies needing to be looked after from birth. Towards the end of the year we launched a regional Reflect Service which will undertake focussed work with women who have had 1 or more children removed from their care in the last 3 years. The overall aim is to prevent repeat pregnancies and removal, although it will take some time for the initiative to have an impact. Data provided through our participation in the Directors of Children's Services UK Core Cities Network shows that rates of looked after children are a national issue and Cardiff is not an outlier in terms of looked after children rates of admission.

Performance Update

Number of Looked After Children at 31st March

2011-12: 568
2012-13: 557
2013-14: 611
2014-15: 650
2015-16: 644
2016-17: 721
2017-18: 830

Breakdown of Placements at 31st March 2018

In house fostering: 176
Agency fostering: 391
Residential: 49
PWP: 119
Independent Living: 46
Placed for adoption: 32
Other: 17
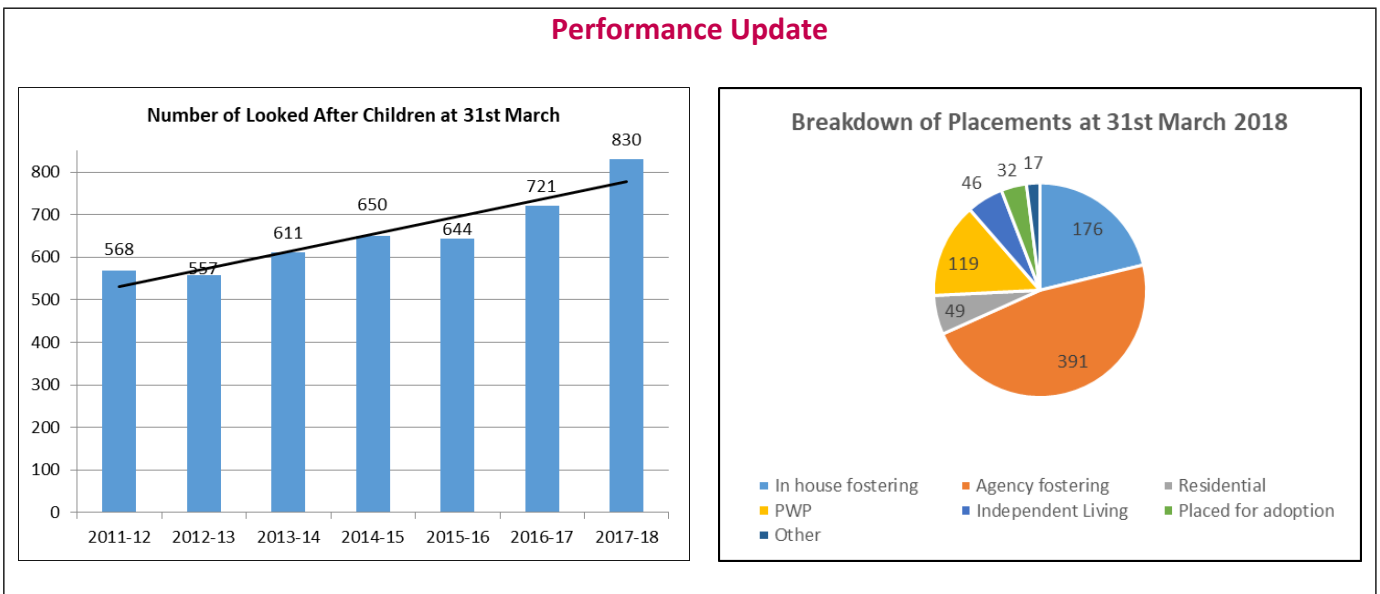
During the year an analysis of looked after children in out of area placements was undertaken and demonstrated that children were appropriately placed. Work to return looked after children in

out of area placements to Cardiff when this is appropriate in meeting the needs of the young person continues and 15 young people were returned to Cardiff during the year. Work with independent providers to bring new children's residential homes to Cardiff and during the year, 2 new 3 bed homes were opened.

Performance Update

Cardiff and Out of Area Placements at 31st March 2018

Category	Value
Fostering Cardiff	367
Fostering out of area	200
Residential Cardiff	10
Residential out of area	39
Residential school Cardiff	1
Residential school out of area	4
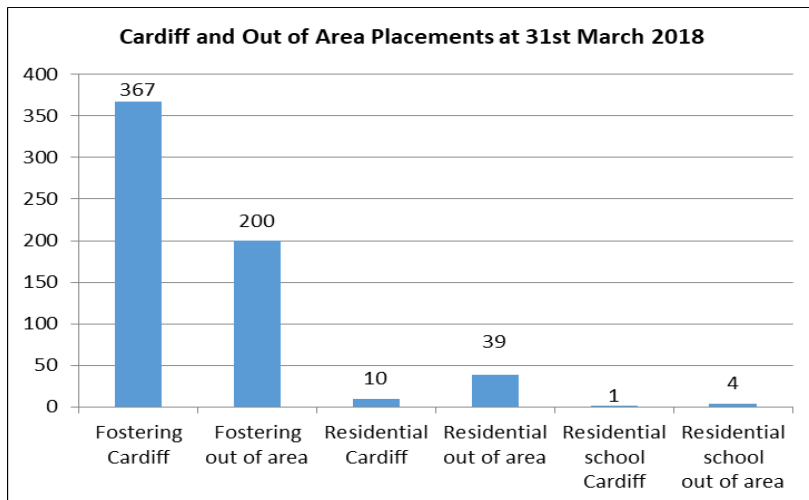
Case Study – Looked After Child
Age 16 birth female identifies as male

C needs a placement at distance to prevent unsupervised contact / misper. *Concern that in unsupervised contact C's mother acts against agreements made to encourage controls on boundaries and access to mobile phone. Dr. requested decreased contact to reduce mum's interference with C's medical support plan. Mum refuses to accept concerns re: conflicting information given to C. Recent contact raised concerns about interactions which seemed unusual and possibly emotionally harmful.*

C needs a placement with ASD trained and experienced staff to design behaviour management plans that take into account ASD diagnosis. *C has been diagnosed with ASD with depressive tendencies, anxious controls and fixated behaviours, alongside a psychologist analysis that DDT support using trauma model is needed. This significantly affects C's relationships with others, as well as inability to negotiate boundaries. Behaviour management and negotiation techniques have proven ineffective in previous placements.*

C needs a placement with therapeutic advice to look at attachment and trauma for behaviour management and life story work into the future. *C has been significantly affected by history of chronic neglect and trauma. C does not prioritise his personal or dental care, and needs prompting to wash appropriately. C needs structured support to manage his calorie intake. C has demonstrated very limited ability to self-regulate resulting in serious concerns for his development into adulthood. Dr. expressed concern that C would always require adult supervision to prevent his vulnerability causing him serious harm, or his own behaviours in terms of sexualised interaction online becoming a 'forensic' issue.*

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C needs a placement to implement strict boundaries and adjustment whilst reviewing impact on C of any changes in his use of social media. *C is a gentle young man who has many links to young people on social media. However, he struggles with communication when others wish to express themselves, and does not demonstrate empathy or regret readily. This has made relationships at home and in school difficult and C can be isolated and resort to internet communication - resulting in limited education attendance, infrequent contact with family and friends, and the affection and physical contact that can bring. C requires stringent controls on devices to manage sexual content.*

During the year the Corporate Parenting Advisory Committee has agreed to implement work streams closely aligned to the Strategy. Each Member leads on a key work stream and will be supported by nominated officers. This reflects the importance of members' Corporate Parenting championing role and their key contribution in initiating council policy initiatives. The intention is to ensure full implementation of the Corporate Parenting Strategy and for Members to be actively seeking information and driving developments across the Council.

In addition to the CPAC's key role in the Council's decision to increase the care leaver grant in 2015, in 2017/18, the Cabinet further agreed to relieve Care Leavers of the burden of paying council tax, being among the first councils in Wales to do so.

Please see page 81 for further information.

Performance Update

- *Percentage of children achieving the core subject indicator at key stage 2*
  2017/18 = 50.0% (41 / 82) from 50.0% (39 / 78) in 2016/17.

- *Percentage of children achieving the core subject indicator at key stage 4*
  2017/18 = 12.0% (9 / 75) from 18.4% (16 / 87) in 2016/17.

- *Percentage of looked after children who, during the year to 31st March have experienced 1 or more changes in school during periods of being looked after that were not due to transitional arrangements*
  Performance improved to 10.0% (48 / 494) from 13.3% (56 / 421) in 2016/17, although the 12% target was met. This was despite concerted efforts to ensure that all children are suitably placed and that children are returned to Cardiff from out of area placements where this is appropriate.

Measure 32 School moves for looked after children

School moves | All Wales Average 2016-17 (School) | 2017-18 Target (School)
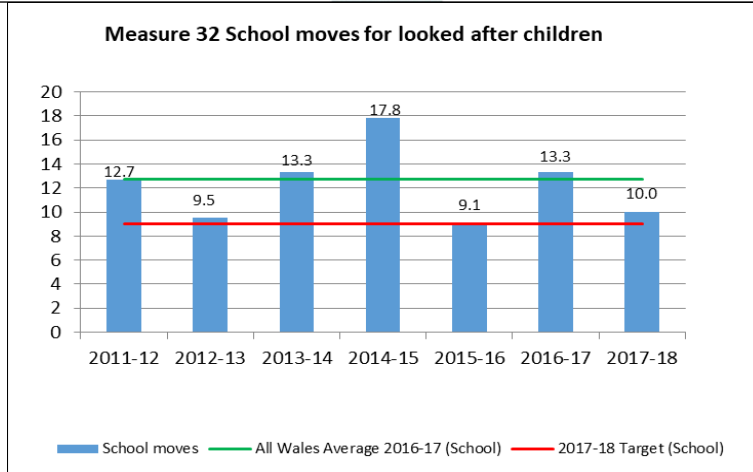
- *The percentage attendance of looked after pupils whilst in care in primary schools*
  Performance remained stable at 96.6% from 96.9% in 2016/17.

Attendance of Looked After Children - Primary School

Primary | All Wales Average 2015-16 | 2017-18 Target (Primary)
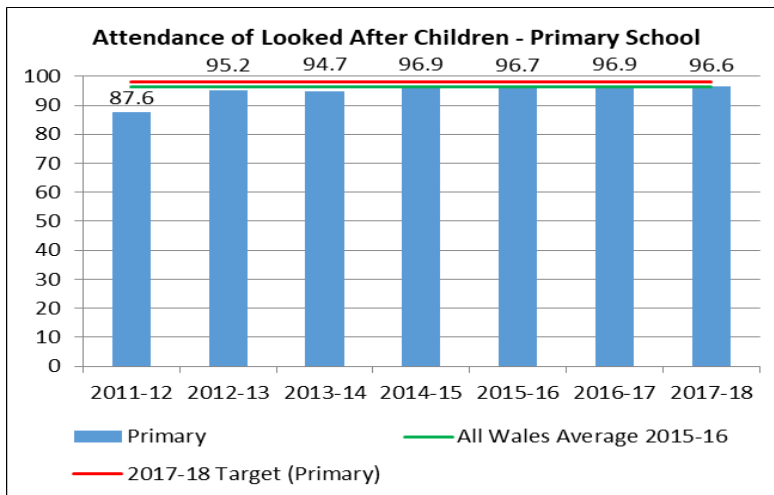
- *The percentage attendance of looked after pupils whilst in care in secondary schools*
  Performance remained stable at 95.4% from 94.5% in 2016/17.

Attendance of Looked After Children - Secondary School

Secondary | All Wales Average 2015-16 | 2017-18 Target (Secondary)
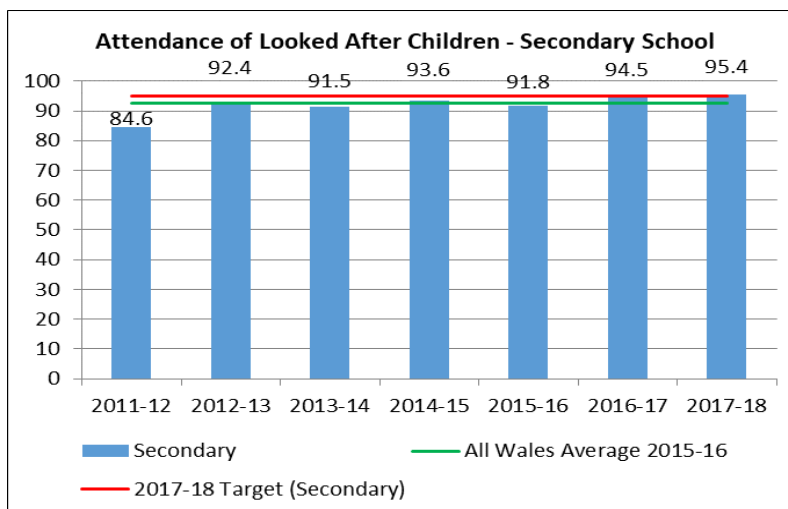
Dementia Friendly City

There are approximately 5,000 people living with dementia in Cardiff and the Vale of Glamorgan. It is estimated that approximately two-thirds of people living with dementia live in the community, with one-third living in residential or nursing care homes. Whilst Cardiff and the Vale of Glamorgan has the highest level of diagnosis in Wales at 58%, Wales has the lowest rates of dementia diagnosis of any part of the United Kingdom. A large number of people are therefore living without a formal diagnosis, hindering their access to relevant support and services.

There is wide acknowledgement by the stakeholders on the Cardiff and Vale Dementia Steering Group that dementia is everyone's business. There is also a shared understanding that as with any illness, the society that we live in can adapt to make life easier for people with dementia and their carers. Dementia Friendly Communities and Dementia Friends schemes are seen as a large part of this solution, with recognition that dementia friendly environments also play a part. The Dementia Focus Group has been meeting every 6 to 8 weeks to progress dementia support and associated work in Cardiff North. The group includes representatives from South Wales Police, South Wales Fire & Rescue Service, Cardiff Hubs and Libraries, and Independent Living Services. An action plan for Cardiff North has been developed and this plan links directly to the City Wide Dementia Friendly Cardiff plan. Work with local schools is ongoing and links with local Scout and Guide Groups have been established to help support Dementia initiatives in Cardiff North. A monthly support session for people with Dementia and their carers takes place at Thornhill Church Centre.

What are our priorities for next year and why?

- Review pathways for **children with sensory impairments** and further develop partnership working across Children's and Adult Services and with 3rd sector sensory impairment organisations during 2018/19 to:
  - o Improve access to information and services for children and adults with sensory loss.
  - o Provide clear and consistent pathways between Social Services and Education Directorates and with 3rd sector sensory impairment organisations to support children and adults with sensory impairments in Cardiff

- Ensure the best outcomes for children and young people for whom your Council becomes responsible by embedding the **Corporate Parenting Strategy** across the Council and partners by March 2019 to promote the achievement of the same positive outcomes for children in care that every good parent would want for their own children.

- Ensure the best outcomes for children and young people for whom your Council becomes responsible by improving the Council's capacity to commission and provide **high quality cost effective placements within the Cardiff area**, reducing the need for Looked After Children to be placed out of area by March 2023.

- Consolidate Cardiff's status as a recognised **Dementia Friendly City** during 2018/19 to support those affected by dementia, enabling them to contribute to, and participate in, mainstream society. This will include:
  - Refurbishing existing day centres to provide dementia support
  - Establishing a specialist dementia day service in partnership with the University Health Board.

- Work with Communities during 2018/19 to tackle social isolation.

SUPPORTING PEOPLE TO SAFELY DEVELOP AND MAINTAIN HEALTHY DOMESTIC, FAMILY AND PERSONAL RELATIONSHIPS

Outcomes achieved:

- ✓ More families receive help at the point they need it through the implementation of the early help Support4Families Service.

- ✓ Multi Agency Safeguarding Hub (MASH) resources are being targeted more effectively, in part by diverting families in need of early help to Support4Families (calls to MASH requiring no further action have reduced from 14,342 (82.9%) for the 9 months that MASH was operational in 2016/17 to 13,108 (61.4%) for the whole of 2017/18).

- ✓ Families are better supported to resolve their difficulties through more timely access to early help through Support4Families community based services.

- ✓ Admission to care prevented for 43 children and young people during the year by the Adolescent Resource Centre.

- ✓ Children supported to remain living with their siblings through use of sibling attachment assessments.

- ✓ More children supported to remain living with family members through an increase in Connected Persons assessments undertaken internationally (including China, Albania, Czech Republic, Portugal, USA and Romania).

- ✓ Permanence secured for children with 33 adoptions in 2017/18.

- ✓ Better meeting the complex needs of older and people with learning disabilities in their local community by developing Day Opportunities.

- ✓ Reduced likelihood of carers reaching crisis point by development of improved processes that will provide a better quality service.

What did we plan to do last year ?

- Implement new services in 2017/18 in order to promote family stability and reduce family breakdown.

- Implement new model of Day Opportunities by March 2018 to maximise independence for adults with care and support needs.

- Develop a Learning Disability Day Opportunities Strategy 2018-20 and prepare an effective business case for the redevelopment of Tremorfa Day Centre to help people with a learning disability feel more valued, be more independent and to maximise opportunities for choice and control for each individual.

- Offer a Carers Assessment to all eligible adult carers who are caring for adults during the 2017/18 financial year to ensure that they receive the help and support they need, in the ways they need it.

How far did we succeed and what difference did we make ?

Performance Update & Survey Results

- *The percentage of looked after children reviews carried out within statutory timescales during the year*
  2017/18 = 93.0% (2,129 / 2,289).
  Performance has reduced slightly from 94.8% (1,928 / 2,033) in 2016/17.
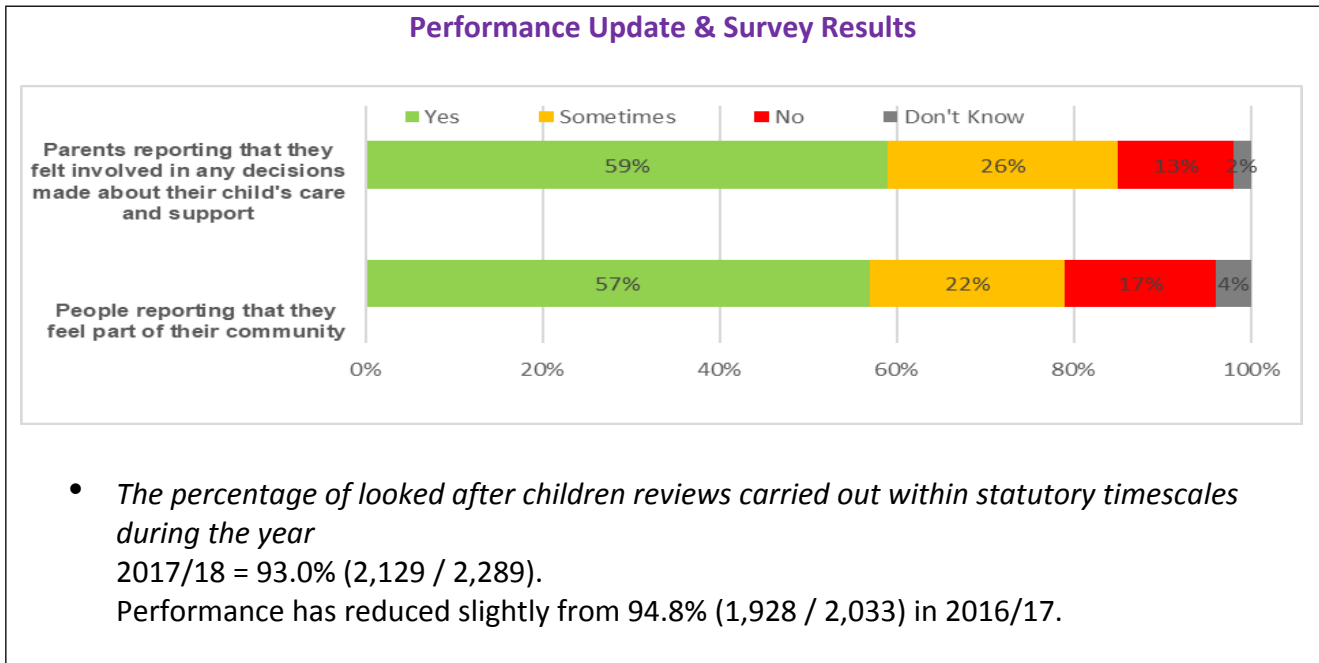
Family Stability

The **Adolescent Resource Centre** (ARC) is providing intensive support to families using the Signs of Safety strengths-based model. As part of the support package available to families the ARC support young people and their families at times when other services might not be available. The service includes outreach work, 1-2-1 work at least 2-3 times per week, counselling, therapy, overnight respite and provides opportunities for family support both centre-based and in their own homes (including weekends and evenings), enabling the service to be responsive to the changing need of the families receiving the service.

Cases are assessed at the outset to ensure the criteria to keep the child at home is clear and supported by all professionals and family members. Follow up reviews, attended by the young person, family members and multi-agency professionals, are held at least every 4 weeks to ensure the risks are being managed and the plan is being followed.

Since the service went live in April 2017, ARC has worked with 50 children and young people. Admission to care was prevented for 43 of the 50 children and young people; 3 were fostered; 3 were accommodated in residential homes and 1 young person who was already looked after was rehabilitated home. This equates to 12% being accommodated and 88% remaining at home / rehabilitated home with an estimated cost avoidance of £738,000.

Plans to re-commission the Family Group Conference Service have been revisited during the year and a decision has been made to re-direct the monies to Signs of Safety network meetings to undertake this function.

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Case Study – Rehabilitation Home

G was 14 when she became looked due to mum being unable to manage her challenging behaviour. G felt unloved and unwanted by her mother, father and family; G had no contact with her father due to him having a new family, despite previously having had a close relationship with him. His absence in her life caused G a significant amount of trauma. G experienced difficulty forming secure attachments due to rejection and this led to her having difficulty forming healthy relationships. This impacted on her education, friendships, self esteem and confidence and led to G becoming vulnerable and aggressive.

G was placed in foster care, however this deteriorated due to G's challenging behaviour and not wanting to accept early curfews. Following the breakdown of her foster placement, G was placed in a residential home with a plan to rehabilitate home.

G was allocated an ARC worker on 9th November 2017. The goal was for the family to have better coping strategies to manage all the children's needs in order to avoid the situation from breaking down. This included parenting capacity of parents and stepparents, problem solving, communication, consequential thinking and family relationships.

ARC worked with G and her family on building / strengthening family relationships, reinforcing rules / boundaries and reiterating the safety plan.

G found the separation of her parents very difficult and blamed her mother for this, which resulted in their relationship becoming strained. G reported that she wanted to live with her mother and for their relationship to get better. ARC supported G with writing a feelings letter to her dad regarding contact. This was not successful, as Dad did not return a good response however; G handled this well and feels that she has closure.

Issues at school had led to G becoming permanently excluded; ARC supported G in finding educational provision; initially accessing tuition before being accepted into school.
G was rehabilitated home successfully on 30th November 2017. G is now happy at home; relationships with her mum, mum's partner and siblings have greatly improved. G is doing very well in school, meeting all her targets with attendance at 95% and is set to achieve her GCSEs.

Performance Update

- *The percentage of children supported to remain living with their family*
  2017/18 = 51.0% (864 / 1,694) from 55.2% (894 / 1,619) in 2016/17.
  Of the 1,691 children with a Care and Support Plan at 31st March 2018, 861 were being supported to live at home (i.e. were not being looked after).

- *The percentage of looked after children who returned home from care during the year*
  2017/18 = 8.7% (91 / 1,042) from 11.6% (116 / 982) in 2016/17.
  Of the 1,039 children who have been looked after during the year, 86 have returned home.

Although these indicators appear to say that fewer children are living with their families, this is not

an accurate picture of the trend in Cardiff because more children are being placed at home or returned home under the auspices of a Care Order than previously. The measure does not allow us to count these children in the cohort.

In addition to the 86 children who were returned home from care, 117 children were actively placed in the care of their parents, but remain subject to a Care Order, and 76 children were placed with relative carers. These figures reflect our strong emphasis on placing children within family and managing risk under the terms of a Care Order. A Placement with Parents Team is being piloted to focus on the management of these cases, and to ensure timely revocation of Care Orders. A dedicated worker from the Adolescent Resource Centre has been identified to work directly with looked after children who are considered to be ready for rehabilitation home.

We also know that more children are being diverted to Early Help than previously due to the effectiveness of Support4Families and the Adolescent Resource Centre.

Day Opportunities

Building on consultation with service users and organisations, the Directorate has developed a model of day services for older people that are intended to deliver the outcomes that people want in order to improve their lives and to support their expectations. The Day Opportunities model for Older People supports the aims of the Social Services and Well-being (Wales) Act 2014. The model demonstrates how the development of our day services will achieve the best outcomes for individuals and provide the best support to carers through:

1. High care and support needs – for those with high care and support needs, which may include an extent of dementia, or stable more severe dementia.
2. Specialist dementia centre – for those with moderate to severe dementia with an assessed social care need. This work is being taken forward as an integrated model of service with Cardiff & Vale University Health Board.

The model is being implemented via the use of the Council's 3 existing day centres for Older People:
- Minehead Road Day Centre in Llanrumney
- Fairwater Day Centre in Plasmawr Road
- Grand Ave in Ely

Minehead Road and Fairwater Day centre will be utilised as the two day centres for individuals with high care and support needs whilst Grand Avenue will be utilised as a centre for Older People with complex dementia needs. The Council has allocated funding and successfully secured additional monies from the Integrated Care Fund (ICF) to upgrade and refurbish these existing day centres. The work at Minehead Road was completed in July 2017. The work at Grand Avenue commenced November 2017 and it is anticipated that work at Fairwater will take place in the financial year 2018/19.

The funding is facilitating the provision of contemporary day care settings with the upgrading of the buildings to modernise them and provide fully accessible environments, incorporating dementia friendly design principles and additional features. Services will delivered in a modern

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environment that is much closer to the needs of today's population. The re-designed centres will also incorporate features that make it a sensory loss aware environment. The specialist dementia centre will provide additional space for activities including the landscaping of the garden area to provide a dementia friendly outdoor space.

Learning Disability Day Opportunities

The Cardiff and Vale of Glamorgan Councils' Day Opportunities Strategy 2014–2017 was co-produced with partner organisations to determine the future delivery of day opportunities over a three year period. The strategy aimed to help people with a learning disability feel more valued, to be more independent and to maximise opportunities for choice and control for each individual. It intended to ensure sustainable quality provision for the future. Through the reconfiguration process, 90 individuals with a learning disability who were accessing the Day Service but who did not have complex support needs are now having their day opportunity needs met differently, by way of a Direct Payment or other community based provision.

There are many positive stories showing individuals developing self-confidence, skill and community presence with the right kind of support throughout the duration of the Strategy. In partnership with the Vale of Glamorgan, the Directorate has:

- Directed a change in culture and attitude of staff and people with learning disability.
- Shifted the focus away from specialist building based services and towards more integrated personal support.
- Made improvements in stimulating the market to develop new ways of working, signposting to preventative services, encouraging the use of mainstream options, developing a support planning model, ensuring best value use of resources and introducing DEWIS.
- Offered a far more individual service which looks to support people to access mainstream opportunities and develop new friendships and networks.
- Transformed our day centres into complex needs services.
- Improved our support to young people in transition.

As part of our commitment to co-production, we will be drawing significantly on the feedback we have had from people with learning disabilities and their families. Whilst this demonstrates that services are working hard to meet people's outcomes and that we are usually meeting them very well, there is also helpful feedback on the things we need to improve. The learning from the review will be reflected in the upcoming Learning Disability Commissioning Strategy being developed by Cardiff, The Vale of Glamorgan and the Cardiff and Vale University Health Board. We already know for instance there is more to do in encouraging the development of models such as social enterprise.
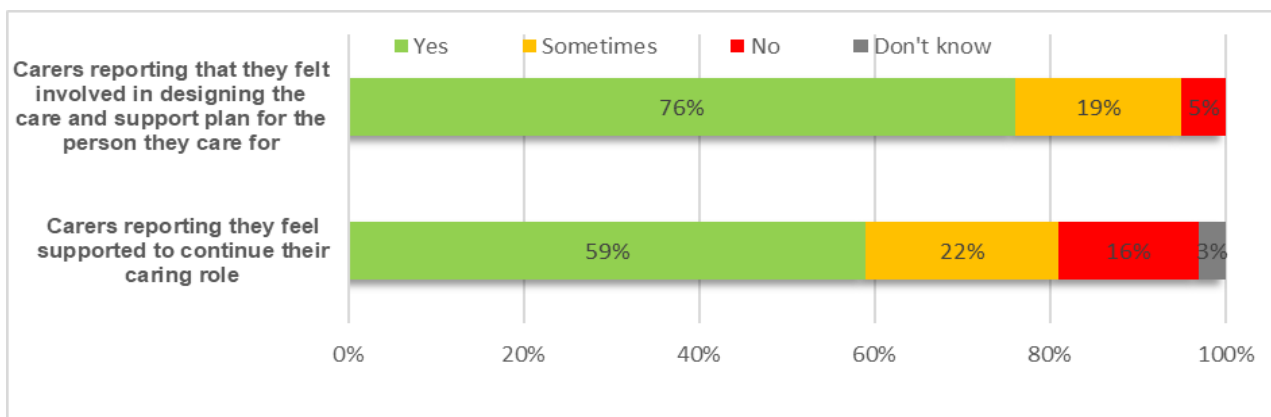
Carers Assessments

Referrals into the Carers Team remain steady. We have established a number of new processes based on experience including the implementation of a screening process and offering telephone assessments instead of just home visits. This has resulted in a reduced waiting list and more efficient way of working without affecting the quality of service. The impact of this is that we will be able to start developing an Outreach programme in 2018 to enable carers who may not be known to Adult Services, to access advice and information in community settings. We also hope to be able to offer a 6-week review of carers who were provided a lot of advice and information or

where referrals were made on their behalf to see if the support helped or the referral was actioned.

We have also implemented a new process where carers are offered a re-assessment 12 months after they were assessed to make sure re-assessments are more timely and not all completed at year end. The process also includes offering a Carers Assessment to carers who declined in the previous 12 months. We also inform carers who are assessed by the Carers Team to come back into the Carers Team at any point if their circumstances change, rather than going through the process again. It is hoped by implementing this new way of working, it will reduce the potential for carers to reach crisis point and will provide a better quality service.

Performance Update & Survey Results

- *Number of carers assessments completed*
  2016/17 = 705.
  Performance improved to 798 from 705 in 2016/17.
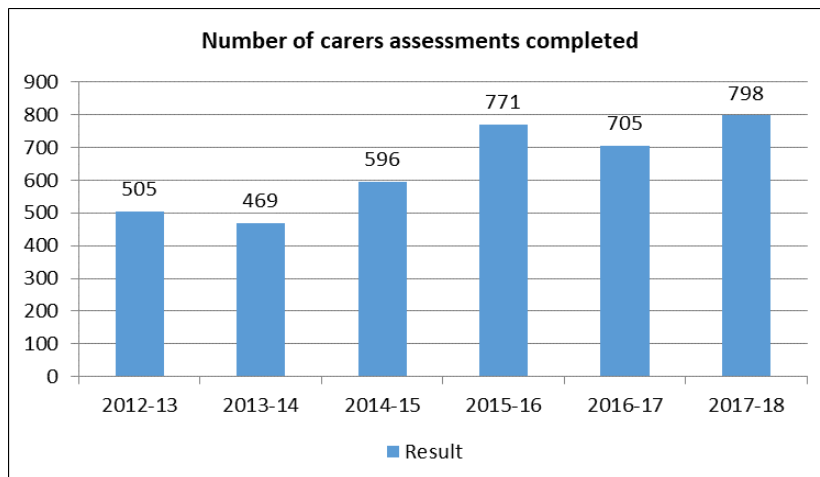
The percentage of eligible adults who are caring for adults that were offered a Carers Assessment during the year
2017/18 = 87.2% (2,899 / 3,326) compared to 79.5% (2,833 / 3,563) in 2016/17.

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The number of carers (of adults) aged 18 or over known to social services who were offered an assessment or review of their needs in their own right during the year

A bar chart showing Results and Target by year:
- 2012-13: 61.6
- 2013-14: 50.2
- 2014-15: 64.4
- 2015-16: 76.8
- 2016-17: 79.5
- 2017-18: 87.2

Legend: Result, Target
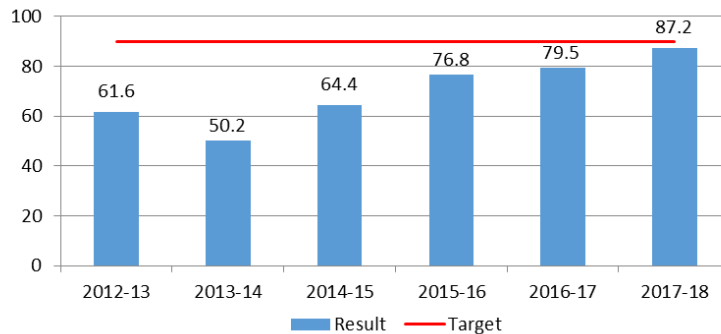
For **Young Carers,** please see page 31.

Performance Update

- *The percentage of looked after children on 31st March who have had 3 or more placements during the year*
  Performance improved to 9% (75 / 830) from 10.9% (79 / 725) in 2016/17 and the 9% target was met. This improvement has been achieved despite concerted efforts to ensure that all children are suitably placed and that children are returned to Cardiff from out of area placements where this is appropriate. This means that some children have been moved as a proactive action - not due to placement breakdown - to a placement better suited to meet their long term needs / or to return from out of area.

Measure 33 Placement moves for looked after children

A bar chart showing Placement moves by year:
- 2011-12: 10.4
- 2012-13: 13.5
- 2013-14: 8.3
- 2014-15: 10.5
- 2015-16: 9.9
- 2016-17: 11
- 2017-18: 9

Legend: Placement moves, All Wales Average 2015-16 (Placement), 2017-18 Target (Placement)
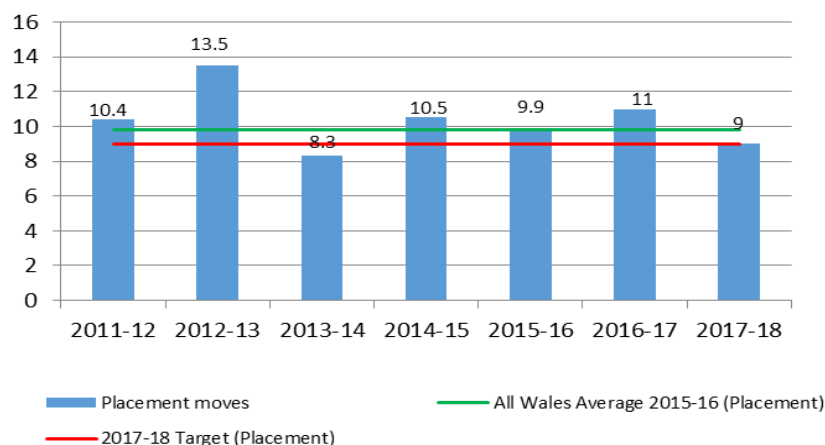
What are our priorities for next year and why?

- Increase public awareness of the requirement to report Private Fostering arrangements to the local authority by March 2019 in order to ensure that children subject to these

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arrangements are known and appropriate support is provided.

- Ensure all eligible unpaid **adult carers** who are caring for adults during the 2018/19 financial year receive the help and support they need, in the ways they need it.

- Embed the new model of **Day Opportunities** during 2018/19 to ensure that people get the care and support they need, while offering respite to their carers.

WORKING WITH AND SUPPORTING PEOPLE TO ACHIEVE GREATER ECONOMIC WELL-BEING, HAVE A SOCIAL LIFE AND LIVE IN SUITABLE ACCOMMODATION THAT MEETS THEIR NEEDS

Outcomes achieved:

- ✓ Improved opportunities for looked after children and care leavers via Bright Start traineeship scheme – 27 young people started a traineeship placement during the year and 2 young people have accepted paid Trainee roles
- ✓ 16 and 17 year olds are living in more suitable accommodation through the implementation of the Youth Gateway in conjunction with Housing.
- ✓ Care leavers are better supported through higher education by the provision of equipment through the St. David's Day grant (23 care leavers entered higher education in 2017/18).
- ✓ Enabled more people to remain as independent as possible in their own homes through a reablement approach to care and support.

What did we plan to do last year ?

- Review and revise Support Services to Care Leavers by March 2018 in order to improve service effectiveness and outcomes for young people.

- Review the Supported Living commissioning process for Adults with mental health issues by March 2018, to maximise the individual's care pathway to independent living, by improving the quality of recovery in a safe and supportive environment.

- Review of Internal Supported Living for Learning Disabilities for people with Learning Disabilities by March 2018 in order to maximise people's independence.

- Implement the Older People's Housing Strategy in partnership with Communities during 2018/19, to ensure that the housing elements that are necessary to support those with care and support needs are available in the right numbers, at the right level and in the right places across the City.

How far did we succeed and what difference did we make ?

Performance Update & Survey Results

Legend: ■ Yes ■ Sometimes ■ No ■ Don't know

Category	Yes	Sometimes	No	Don't know
People reporting they chose to live in a residential care home	22%		55%	22%
Young adults reporting they received advice, help and support to prepare them for adulthood	77%	9%	9%	5%
People reporting they have received care and support through their language of choice	95%	2%	2%	1%
Children and young people reporting that they are happy with whom they live with	81%	15%	4%	
People reporting that they live in the right home for them	84%	10%	6%	1%

- *The percentage of all care leavers who are in education, training or employment at 12 months after leaving care*
  2017/18 = 49.4% (43 / 87) from 58.5% (55 / 94) in 2016/17.

- *The percentage of all care leavers who are in education, training or employment at 24 months after leaving care*
  2017/18 = 48.2% (41 / 85) from 38.2% (39 / 102) in 2016/17.

- *The percentage of all care leavers who have experienced homelessness during the year*
  2017/18 = 21.0% (69 / 328) from 17.3% (56 / 324) in 2016/17.
  This indicator includes all care leavers aged up to 21 or above in they are in full time education. It counts any period of homelessness during the year and includes a variety of situation, such as bed and breakfasts, moving frequently between friends and leaving prison without a home to go to. Although young people may not have been homeless at the time they left care, this PI reflects any difficulties they experience in the following years – a few for instance are staying with girl/boyfriend's families, and if this breaks down they may be sofa surfing for a time before finding somewhere else to live.

Support Services to Care Leavers

Work on a Preparation Programme has been undertaken in partnership with Housing during the year as part of the recommissioning of accommodation for the **Youth Gateway** (a one stop shop for accommodation for care leavers and homeless young people)**.** The remit of the accommodation tender has been extended to include high needs young people and operational experience has influenced some other changes to be made, an example of good partnership working. The purpose of the Preparation Programme is to ensure that young people are ready to live independently when they leave care and providers are able to demonstrate the outcomes they have contributed to for young people.

Bright Start Traineeship Scheme

The Bright Start Traineeship Scheme continues to support positive outcomes for looked after children and care leavers. 27 young people started a traineeship placement during the year) and 2 young people have accepted paid Trainee roles. The scheme has been highlighted as an area of good practice by ESTYN.

Case Study – Bright Start Traineeship Scheme

R, 20 year old female care leaver, started as a Bright Start trainee before becoming a horticultural apprentice

Comment from Bright Start Traineeship Coordinator:

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I met R in March 2015, R had no formal qualifications and had not liked school, she was not in education, training or employment. She expressed a desire to work within the Harbour Authority. A placement was secured there and she started in April 2015 and worked there for 4 months. Whilst there she completed many training courses which gave her confidence. She also worked with a tutor from Cardiff and the Vale and completed Agored Cymru modules.

R ended this placement in September 2015 and went to ITEC on an engagement course. R continued with this until February 2016 when she expressed an interest in re-joining the Traineeship but with something that "had a future".

R started with the Parks Team in February 2016 on an 8 week Traineeship Trial and worked hard. She is popular and well-liked by the team. She re-engaged with Cardiff & Vale College and completed her Mentoring module. She was a natural leader and motivated the other Trainees to continue in their roles. Funding was made available from Education in April 2016 to fund a 2 year Level 2 Horticultural Apprenticeship with Parks starting in June 2016. R interviewed for this post and was successful.

R has nearly completed this qualification now, along with two of her contemporaries and is applying this summer (2018) to do another apprenticeship in Parks in Fine Turf.

Comment from Parks Manager and R's Line Manager

"R has always come across as a confident member of staff, and has developed this facet of her personality as a really positive skill. She is extremely approachable, receives guidance and instruction in a positive manner, and uses this information in delivering positive outcomes. R has developed an admirable skill set and as such is a most sought after valued member of the Parks Management Team, R has progressed well in all the sections she has worked, this has included the ornamental horticultural areas, plant production nursery, bereavement services and fine turf provision, where she has particularly excelled, quite often taking the lead role in delivering this aspect of the service. R has recently completed a 2 year Horticultural college placement, again with positive results. She has been an excellent advocate of the Bright Start Scheme, and has recently been involved in mentoring the latest intake of Trainees."

"We are very proud of all Rhian has achieved, and she should be equally proud of herself and her achievements".

Comment from R's personal adviser

R came into the care of social services in 2012. I have worked with R as her personal adviser since October 2015. R has made huge amounts of progress, in all aspects of her life, but particularly in relation to her work. R has shown fantastic dedication and motivation to make a success of her placement with the Parks Team and her moving on from the traineeship to apprenticeship is a credit to the hard work that she has put in. R has been able to develop her confidence and communication skills, which has led to her supporting team managers in Specialist Services with the recruitment of new staff. R has also received awards, voted for by the Corporate Parenting Panels, recognising the incredible amount of resilience and commitment that she has demonstrated to achieve a positive outlook for her future. It is an absolute pleasure to be R's personal adviser and I am extremely proud of her and her achievements.

Comment from R

"I've always wanted to work and when I got to Parks I found I just fitted in. It's a hard job but I enjoy it, and I've really got on with the team, we have a laugh. Doing college has been fine and I've surprised myself with how well I've done but it's only one day a week so not too bad! I'm really

Mental Health – Supported Living

The development of a 'Core and Cluster' accommodation model for adults with mental health problems in Cardiff will give provision for intensive 24 hour support to people with high support needs as well as a move on scheme. It will be possible to support people with severe and enduring mental health problems with complex histories, including dual diagnosis with substance misuse and forensic histories. A 'Core and Cluster' model for people will broaden choice and assist in the drive to reduce the use of long-term care by supporting people to live within the community and work towards achieving independent living.

The 'Core and Cluster" model of accommodation is one in which adult mental health residents would have their own self-contained flats, 5 of which would have visiting support with the sixth receiving more intensive 24 hour support. The benefits of this model include:

- Local provision within the community
- Increased independence and better outcomes
- Development of the skills allowing participation in and contribution to the community
- Greater flexibility of support provision
- Fosters the development of good social networks
- Increased security and reassurance
- Increased peace of mind for families and relatives
- More efficient use of support provision (no travel time for staff and reduction in individual support hours)
- An immediate response to dangers identified through technology.

Review of Internal Supported Living

A Risk Assessment tool has been introduced alongside a new audit tool to ensure all staff are fully aware of changes to plans. Formal reviews of risk management plans are completed as needed and at least annually. Actions for Health & Safety have been implemented. Premises audits were carried out at every scheme by the Interim Manager of Independent Supported Living (ISL), focusing on health and safety compliance of the premises' themselves. Areas of non-compliance have been identified, recorded and reported for action by ISL or the landlord, as appropriate. The Active Support model has been reintroduced into the schemes and is up and running, promoting individuals' independence and enabling them to have more control over their lives.

Older People's Housing

People in the UK are living longer. The proportion of Cardiff's population aged 65-84 years is projected to increase from 11.7% in 2015 to 12.6% in 2025. Those aged 85 years and over will increase from 2. 0% to 2.3%. Estimated numbers for those aged 65 years and over with dementia are set to increase from 5,387 in 2015 to 6,849 in 2025. The number of people with 2 or more chronic illnesses is increasing, and as people age they are more likely to experience multiple conditions. Based on frailty, demand for health and social care services is projected to increase by

25% in Cardiff North and West and 18% in Cardiff South and East over the next 10 years (Cardiff and the Vale of Glamorgan Population Needs Assessment, 2017).

The challenges posed to housing, social care and health providers and commissioners by an ageing population are well documented. Poor or unsuitable housing can impact on older people's physical and mental health, independence and well-being. Research confirms that a badly maintained or designed environment increases the risk of trips and falls, whilst a damp, cold or mouldy home can cause or exacerbate respiratory conditions. Housing that is difficult to access or located away from friends, family or services can reduce mobility and contribute to social isolation. These individual impacts cumulatively generate increased demands on health and social care services, with implications for public spending.

The basis of this research is informing the development of an Older People's Accommodation Strategy for Cardiff for implementation in 2018/19.

Performance Update

- *Average age of adults entering residential care homes*
  2017/18 = 80; 2016/17 = 82

- *Average length of time adults (aged 65 or over) are supported in residential care homes results*
  2017/18 = 1,014 days; 2016/17 = 1,067 days

What are our priorities for next year and why?

- Implement the elements of the **Social Care Wales Care & Support At Home Strategy** that are relevant to the Local Authority, by March 2021 in order to support people to remain in their own homes for as long as possible.

- Ensure the best outcomes for children and young people for whom your Council becomes responsible by improving the reach and effectiveness of support to care leavers by strengthening the **Bright Start Traineeship Scheme** during the 2018/19.

- Implement the **Older People's Housing Strategy** in partnership with Communities during 2018/19, to ensure that the housing elements that are necessary to support those with care and support needs are available in the right numbers, at the right level and in the right places across the City

5. HOW WE DO WHAT WE DO

OUR WORKFORCE AND HOW WE SUPPORT THEIR PROFESSIONAL ROLES

Outcomes achieved:

✓ Improvement workforce planning in Adult Services following involvement in Workforce Planning pilot.

✓ Improved service delivery by supporting staff to be better equipped to carry out their roles:
   o 10 seconded staff were on the Social Work degree course during the year.
   o 25 staff were supported to follow the Continuing Professional Education and Learning (CPEL) pathway during the year.
   o Launch of new entry level social worker Traineeship Scheme
   o Implementation of peer supervision through Signs of Safety.
   o Provision of clinical supervision within some Children's Services teams.

Performance Update

- *Percentage of Personal Performance and Development Plans initiated within required timescale*
  Performance improved to 96% from 92% in 2016/17 and the 90% target was met.

- *Percentage of Personal Performance and Development Half Yearly Reviews completed within required timescale*
  Performance improved to 98% from 92% in 2016/17.
  A consistent message regarding the importance of the Personal Performance and Development Reviews has been given by senior managers throughout the year and has had a positive impact on performance.

- *Average full time equivalent sickness days lost per member of staff*
  2017/18 = 16.5.
  Performance has improved slightly from 17 in 2016/17.
  Children's Services sickness was reviewed during the year for the categories where there was the most growth in Quarter 2 (back problems, genito-urinary and neurological) and it was determined that all appeared to be inescapable absences.
  The particular challenge in relation to sickness in Adult Services is the risk of contracting diarrhoea and vomiting (D&V) due to the delivery of personal care by Home and Day Care services. Public Health policy stipulates that employees must be off for 72 hours following D&V and a local policy will be developed to ensure that the Council adheres to this guidance.

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Recruitment and retention in Children's Services

During the year there was a continued focus on recruitment and retention – the percentage of social worker vacancies remained stable at 23.2% from 23.5% in 2016/17, although there was some fluctuation in year with the vacancy rate falling below 20% for the first time since September 2015, to 18.5% in August 2017. Whilst it would appear that the improvement in Quarter 2 was not sustained for the remainder of the year, closer examination shows that existing staff had been appointed to newly created senior roles, leaving their substantive posts as vacancies. Whilst in the past we have generally been able to recruit newly qualified social workers, the retention and development of a stable cohort of more experienced and skilled practitioners has been more challenging and this in turn has greater significance for the sustainability of a safe and effective service. Our growing strength in depth in terms of retention is therefore, a basis for real confidence that our commitment to make Cardiff the destination of choice for social work is beginning to have traction. Of the 22 posts created from the 2017/18 financial pressures bid, 9 have been filled. If the vacancies that have arisen due to promotions were excluded, the PI result for the quarter would be a vacancy rate of 20.9%. Addressing the vacancy position continues to be a priority and further improvement is predicted as the newly appointed staff begin to take up post in Quarter 1.

Performance Update

- *Percentage of social work vacancies in all teams (Children's Services)*
  2017/18 = 23.2%.
  Although vacancies remained stable at 23.3% from 23.5% in 2016/17, the number of agency social workers has decreased.

Workforce - Children's Services
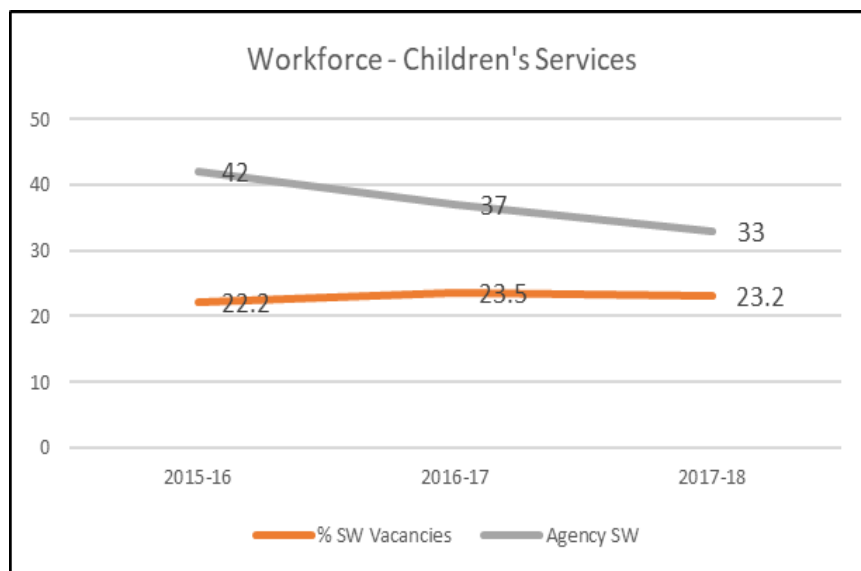
What are our priorities for next year and why ?

- Continue to develop and support the workforce by implementing the requirements of the **Regulation and Inspection of Social Care (Wales) Act 2016** to ensure that all relevant professionals are appropriately qualified by 2020.

- Respond to the **Parliamentary Review of Health and Social Care in Wales** during the year which makes the case for reforming Wales' Health and care system, particularly the way care and support is delivered by public, independent and third sector bodies.

- Improve **recruitment and retention of children's social workers**, ensuring the Council achieves and maintains a vacancy rate below 18% by March 2019 to raise standards and drive the quality and competency levels of staff through effective workforce dev in order to enable those with care and support needs to achieve what matters to them.

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OUR FINANCIAL RESOURCES AND HOW WE PLAN FOR THE FUTURE

Outcomes achieved:

- ✓ 15 looked after children were returned to Cardiff with an estimated cost saving of £917,000.
- ✓ Adult Services achieved budget underspend of £1,226 million by supporting more people at home, strengthening care planning for those who need care and aligning this to more cost-effective provision and by maximising value for money in the commissioning and procurement of residential and domiciliary packages.
- ✓ £3,442 million savings achieved by Social Services overall.
- ✓ Appropriate use of public money assured by robust Senior Management oversight of the budget through the Integrated Service and Finance Strategy.

Integrated Service & Financial Strategy

Overall the programmes of strategic change outlined throughout this report reflect our clear intention to ensure that financial sustainability flows from effective service strategy as an integrated endeavour rather than being driven by financial targets in isolation.

The articulation of the financial strategy has been approached on a phased basis, beginning with the development of an overarching Early Help Strategy in Children's Services that was endorsed by Cabinet in the autumn of 2016. This incorporated the development and reconfiguration of community based early help services supported by Families First programmes at one end of the continuum, to Signs of Safety within statutory children's Social Services at the other. Data provided through our participation in the Directors of Children's Services UK Core Cities Network shows that Cardiff is not an outlier in terms of looked after children rates of admission. During the year we have started to see a degree of stabilisation in the rate of looked after children admission with some tentative early signs of a reduction, although the volatility of this rate over a whole year makes it too early to judge. Certainly, there are encouraging examples throughout the report, of the effectiveness of the Adolescent Resource Centre (ARC), Support4Families (early help front door), the Multi-Agency Safeguarding Hub (MASH) and Signs of Safety, that the whole systems vision is beginning to impact positively on families and supporting children at home more effectively. Against this background, the next 2-3 years and the potential of Children First and the new funding flexibilities now provide an opportunity to do more to strengthen families' resilience in their communities, essentially much further upstream from the threshold for statutory intervention and this now has to be the strategic focus going forward.

In its second phase, the Integrated Service and Financial Strategy has concentrated on parallel developments in Adults Services. Unlike Children's Services, this has taken place in the context of an Adult Services operational budget that has been balanced for two years in succession, in marked contrast to previous years. Much credit is owed to managers in Adult Services and the Assistant Director in particular for this achievement. The development of a sustainable financial strategy for Adult Services meanwhile has been highly effective in focusing teams and managers on the need to reform our approach to integration with Health and regionally. This has consisted

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if four main programmes of work substantially initiated with the support of the Institute of Public Care in the second quarter of the year:

- Development of a whole systems **'Reablement Strategy'** with Health including:
  - Review of Community Resource Team (CRT) operating model.
  - Engaging providers in the development of a reablement approach in the delivery of domiciliary care.
- Development of an **Accommodation Strategy for Older People**.
- Development of a new model for **Adult Social Work practice** to parallel Signs of Safety.
- Development of a new **Regional Learning Disabilities Strategy**.

This programme has provided a set of work streams in Adult Services to parallel the earlier work initiated in Children's Services and taken together these will make a significant contribution to ensuring that Social Services are delivered on a more financially sustainable basis going forward. Clearly there is a broader context within which these programmes will now sit in the context of the Parliamentary Review and these programmes provide a good platform for that overall direction and further strategic development and change in pursuit of better outcomes for citizens.

Quality Assurance Framework

A new principal social worker quality assurance manager (PSW QA Manager) post has been created during the year. When appointed, the post-holder will professionally supervise team managers, social workers, social work assistants and support workers.

The PSW QA Manager will also be responsible for developing and leading on the implementation of a Quality Assurance and Audit Strategy for Children's and Adult Services and the implementation of robust Quality Assurance Processes across the Directorate.

Other duties and responsibilities will include:

- Reviewing existing policies and practices and leading on the development and implementation of new policy developments.
- Supporting and promoting a best practice first culture within the service and raising expectations across the workforce that work will be of the highest standard.
- Monitoring and managing the performance and development of social workers, social work assistants and support workers within the service in partnership with team managers.
- Undertaking rigorous quality assurance audits in teams and service areas to identify good practice and areas which need improvement.
- Providing analysis and interpretation of audit information, reporting to a variety of audiences, including the Safeguarding Boards, Senior Managers within service areas and other Managers and practitioners.
- Making recommendations for improvements in practice and work with team managers to deliver the recommendations.

Recommission Families First Services

Contract monitoring and stakeholder engagement have confirmed that Families First has delivered services that have made a real difference to families in Cardiff. These services provide a wide range of help ranging from light touch advice and information to more intensive support for longer periods of time to around 20,000 individuals each year. However, we also know that our systems for identifying when families need help and ensuring that they receive the support they need, could be clearer and better embedded. The context in which we are working has also changed, with a greater emphasis on early intervention and prevention through Cardiff's Early Help Strategy and in the implementation of the Social Services and Well-being Act (Wales) 2014 and the Well-being of Future Generations (Wales) Act 2015.

During the current transition year, it has been a priority to maintain provision. However, recommissioning gives us a chance to learn from our experience during the first programme to improve arrangements and in line with the new Welsh Government guidance, to build on areas of success and address areas for development. In particular, it is an opportunity to use the Families First funding more strategically to reduce the numbers of children and young people needing more intensive interventions, such as becoming looked after.

Work has taken place with Tros Gynnal Plant, the Team Around the Family (TAF) provider, to develop and implement an Early Help Service, which provides the central element in a clear 'Early Help Front Door', please see page 25 for further information.

Current Parenting Services have delivered a range of evidence-based parenting programmes as part of the first Families First programme. These services have been well used, reporting good outcomes and high levels of satisfaction from families. However, the way in which the original services were commissioned resulted in very fragmented delivery by a number of different service providers, delivering both generic and area-based services across different packages. As a result, parents have sometimes been 'bounced' from one service to another before they have been able to access the right service, or they have disengaged. One of the priorities of the new proposals therefore, is to secure a more coherent, single service, with a single point of entry that will ensure that parents get the most appropriate parenting service.

New model for commissioning domiciliary care

The Council currently arranges domiciliary care packages using a specific methodology and IT platform. The methodology is known as a Dynamic Approved Provider List (DAPL), which is akin to a Dynamic Purchasing System (DPS). An IT supplier called ADAM (previously Matrix SCM) provides the end-to-end IT system that underpins the processes of procuring and managing domiciliary care packages. The cost of this process is approximately £190,000 per year. The Council is approaching the end of two separate contractual arrangements and must enter into a new arrangement with providers for commissioning domiciliary care no later than 4th November 2018. In doing so, the Council can choose to take any of the following approaches:

a. To fundamentally change how it commissions domiciliary care and move away from the DAPL model.
b. To enter into arrangements very similar to those currently in place, by creating a new DAPL and extending the contract with ADAM.

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c. To enter into arrangements very similar to those currently in place, by creating a new DAPL, but choosing another supplier to provide the IT system that supports the DAPL.

The Council has introduced a suite of effective measures that support the DAPL process to improve the quality of provision and reduce the cost. The measures most crucial to the functioning of the DAPL process is the Provider Quality Scoring (PQS).

The PQS is used as part of the process to decide which provider on the DAPL will take on the care for each new service user. Under this process, quality (i.e. the PQS) and cost (i.e. the rate they submit for that care package) are given an equal 50% weighting. All of the providers that submit an offer to take on a care package are given a score for their quality and their cost and these are combined to rank providers. The top ranked provider is awarded the care package.

Providers have supported this initiative in that they have visibility over what their score is, why they have been given this score, how they can improve it and how this affects the likelihood of them being awarded new packages in the future. It also assures providers that the scores, rankings and decisions are made in line with the agreed process. The equal weighting for quality and cost demonstrates that Cardiff Council does not simply place packages with the cheapest provider; approximately 85% of new packages awarded in the last 12 months went to the bidder with the highest quality score.

Through the regular forums, the Directorate have received feedback from providers that they believe the current arrangements are the best way to keep the market both sustainable and competitive. The majority of providers also believe that the DPS is delivering them an appropriate level of business and they appreciate the flexibility to be able to take on more or less packages in response to external stimuli. These arrangements have been in place for four years and providers have created internal structures and processes to work with them. Any significant change to these arrangements would require the 70+ providers on the DAPL to change how they operate to deal with any new commissioning arrangements. This would cause significant disruption to the Council and providers and is likely to result in some providers currently delivering care on behalf of Cardiff Council choosing not to join the new arrangement.

The view from providers is that significant change to the current commissioning arrangements is neither needed nor appropriate. When the current DAPL arrangement ends in November 2018, the contracts the Council has with each provider to deliver care to each service user also effectively end. At this stage, both the Council and providers can walk away from any or all of these contracts. However, the Council is keen to ensure continuity for current service users. To support this the Council will seek confirmation from providers well before November 2018 that they wish to join the new DAPL. This will give certainty to all parties, including service users, and give time to resolve any concerns providers may have about the new DAPL.

The Directorate is clear and unanimously supports continuation of the DAPL approach, instead of moving to a Framework or any other commissioning arrangement.

What are our priorities for next year and why ?

- Continue to implement a sustainable **finance and service delivery strategy** across Children's and Adult Services throughout 2018/19, where the commissioning and delivery of services is evidence based, outcome focussed and commercially sound.

- Embed the **Quality Assurance Framework** in Children's Services and adapt for implementation Directorate-wide by March 2019 to ensure that children, families and adults benefit from the highest possible standard of service within resources.

- Integrate the management of **Children's and Adult Services complaints** by March 2019 in order to ensure a consistent response to complaints across Social Services.

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OUR PARTNERSHIP WORKING, POLITICAL AND CORPORATE LEADERSHIP, GOVERNANCE AND ACCOUNTABILITY

Partnership Working

The significant strides made by the Directorate over the last 3-4 years in establishing more open and collaborative relationships with strategic partners continue to strengthen our capacity to converge agendas and pool resources.

Collaborative partnerships remain a fundamental pre-requisite for effective services. These include:

- Implementation of the Early Help Strategy.
- Full implementation of 'Not in Our City, Not to Our Children' – Cardiff's highly proactive Child Sexual Exploitation (CSE) Strategy.
- Consolidating the effectiveness of the Multi Agency Safeguarding Hub.
- Establishment of a Regional Social Care Workforce Unit by combining resources across the two Councils.
- The ongoing development of the Regional Partnership Board, sponsoring an active programme of workshops, strategic development sessions board meetings.
- Initiating the development of a new Regional Learning Disabilities Strategy.
- Work to realise the implementation of Regional Pooled Budgets in support of Part 9 of the Social Services and Well-being (Wales) Act 2014.
- Substantial progress with the regional Disability Futures Programme across health, education and social services in both councils.

The Integrated Health and Social Care (IHSC) Partnership Cardiff provides oversight for the development and delivery of funded programmes for adults through the Integrated Care Fund (ICF). As a result we have been able to establish a wide range of new services, which are increasingly delivered collaboratively, to support adults with care and support needs.

Meeting the needs of those children at the threshold of the care system requires a different set of inter-agency alliances however, and although this is best captured in the Regional Safeguarding Children Board membership, there is further work to do to determine the best partnership governance to give this agenda better traction. Facilitated by the Institute of Public Care, the inter-agency Improving Services to Children Board made significant strides in this area during the year in terms of developing a partnership approach to preventative strategy; it will be important that this is sustained.

Regional Safeguarding Boards

2017/18 has been a significant in terms of setting both the adults and children's regional safeguarding boards on a stronger footing.

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A series of facilitated events for all safeguarding partners enabled us to recognise that both boards had been operating sub-optimally in a number of key respects. These included significant frustration within the children's board meetings themselves in that they had defaulted to a committee-style process at the expense of being able to engage in the more appropriate focus on inter-professional critique and asking more fundamental 'so what' questions about core child protection activity. Both boards lacked an appropriate data suite that enabled members to interrogate core adult or child protection activity. It also became evident that both boards were encountering challenges and issues that were common to each but that there was no place where these issues could be effectively discussed jointly, leading to duplication or fragmented consideration. This was true whether it was simply about business planning or organizational logistics or more importantly around key emergent policy concerns – e.g. County Lines, Sexual Exploitation, Safeguarding in the Faith Sector, supporting vulnerable individuals in custody and more. It is notable that some of the challenges and gaps identified in-region were also highlighted by the National Independent Safeguarding Board when it evaluated the 2016/17 Annual Reports from all 6 Regions.

It was also apparent that the children's board was facing a significant challenge in meeting a backlog in concluding a number of Child Practice Reviews (CPR). In addition to reflecting ineffective grip on the CPR / Adult Practice Review (APR) process, concerns about sourcing CPR / APR reviewers and authors and difficulties in the process for reaching Board agreement, it was clear above all that the absence of an effective joint boards' business unit for 2 years had been the critical factor in undermining the ability of the boards to function.

Significant strides have been made in unlocking these inter-related challenges creating real momentum in overcoming the CPR blockage and underpinning overall board effectiveness. These include:

- The establishment of a fully staffed and highly effective and energetic Joint Boards Business Unit.
- Joining the boards' quarterly meetings to single day event with a strong focus on the key joint agenda priorities including policy, analysis, strategic development and the nuts and bolts of business effectiveness.
- Stronger co-chairing arrangements led by Directors with specialist backgrounds in adult and children's safeguarding respectively.
- Revised common sub-group structures led by appropriate senior board professionals and enabling more effective focus on delivering against annual priorities.
- Decluttered board agenda to enable better decision-making greater participation, more clearly focused debate and promoting interagency learning and challenge.
- Movement in the completion of outstanding CPRs.
- A newly launched Website.
- Refresh of Training across adults and children's professionals.

The Board has also made good progress in leading the revision of the All Wales Child and Adult Safeguarding Procedures, with national consultation on the first draft of Section 1 imminent.

Council Values and Priorities

Supporting and protecting people remains one of the Council's 4 top priorities and this is reflected in the continued and direct support provided to Social Services during 2017/18. The new administration reinforced this clear commitment in setting out its strategic policy aspirations and intentions 'Capital Ambition'. Taken together with the Council's other 3 priorities and the refresh of the Council's Core Values, social services provision is seen as playing an essential strategic role in improving outcomes for citizens, families and communities across the city.

Although newly formed following the election in early 2017, the Children and Young People and Community and Adult Services Scrutiny Committees continue to play a significant role in supporting the drive towards improved performance across Social Services.

Strengthening Social Services as a Unified Entity

In 2014/15, the Council concluded that it was timely, particularly in light of the Social Services and Well-being (Wales) Act 2014 and to enable better strategic integration, to establish a single Social Services Directorate under a single Director with effect from 2015/16. This has secured a stronger focus on 'whole family' / whole system approaches and on stronger integration with partners, taking advantage of opportunities to share innovations, resources and costs more effectively. Given the opportunity to work in a Directorate that is more cohesively aligned to the values and practices that are inherent in a Social Services function and reinforced by the Social Services and Well-being (Wales) Act 2014, staff and managers remain eager to be part of a modernized Social Services function and to be part of developing new ways of working with individuals and communities to promote greater independence. This is clearly a strength given the advent of the Parliamentary Review and all that will necessarily flow from that in terms of integration with health.

Staff Engagement

A key factor for the successful development of new ways of delivering services to the community is the active engagement of staff. During the year we continued to engage with our staff ambassadors around key issues affecting the Social Services and the Council as a whole. We increased our number of ambassadors to 15 and they were actively involved in communicating / engagement activity within their staff teams.

Staff participated in the annual Council staff survey and engagement in the process was encouraging with 269 staff completing the survey. Key feedback from the survey has helped us shape our approach to the following workforce related issues:

- Improving access to learning and development opportunities in Adult Services where we widened our social work secondment opportunities to include Adult Services staff and 9 application were received with 2 Adult Services staff seconded in addition to 2 from Children's Services.
- Developing mechanisms that promote staff's health and well-being – including staff well-being considered as a standing agenda item at all Directorate Health & Safety Meetings.

- Commitment to improve staff communication / engagement across the Directorate – via newsletters (Children's Services) and development of a process to deliver regular staff engagement sessions with senior managers.

We also undertook a staff Health & Safety survey which provide us with some valuable information about the key health and safety issues that concern staff. Their feedback shaped the annual Health & Safety action plan for Social Services. This included a pilot around enhanced lone working arrangements and strengthened mechanisms for communicating health and safety initiatives to staff via updates from Social Services H&S lead officers and the establishment of dedicated H&S notice boards at all social services workplaces.

In Children's Services the main vehicle for engaging staff has been the major strategic push around implementation of 'Signs of Safety' which has relied heavily on close consultation across the service involving all layers of the Directorate, dedicating significant workshop-based time and additional staff training and development.

Additionally, staff and managers have been actively involved in project groups that seek to change the way that services are delivered in order to maximise resources and respond to changing need.

Corporate Parenting Advisory Committee (CPAC)

Corporate Parenting is the term used to describe the responsibility of local authorities to provide the best possible services and support to looked after children and young people. The role of corporate parent is to seek for children who are looked after by Cardiff Council the outcomes that every good parent would want for their own child. The role of CPAC is to act as a Member-led champion body, overseeing the effective implementation of Cardiff Council's Corporate Parenting Strategy. The key aim of CPAC and the strategy is to ensure that the life chances of looked after children, children in need and care leavers are maximised in terms of health, educational attainment, and access to training and employment, in order to aid the transition to a secure and productive adulthood.

Following elections, the newly formed committee agreed that it would be important to avoid the trap of acting like another scrutiny committee and of operating much less like a formal committee that spends the bulk of its time consider numerous written reports; the committee wanted to become much more action-oriented in a way that enables members to act as advocates across the wider Council. As part of moving away from the usual committee approach, it was agreed that each member of the committee would act as the responsible lead and champion for one of the key priorities in the Corporate Parenting Strategy, each being allocated a 'buddy' officer to support them in that endeavour in addition to the two active young people who joined the committee as members. The 'portfolios' were divided up as follows:

Theme	Member	Officer
Prevention 1. Effective early intervention and prevention. 2. Safely reducing the number of looked after children.	Cllr Bablin Molik	OM Early Intervention & Prevention / OM Strategic Safeguarding & Partnerships /

Theme	Member	Officer
		OM Targeted Services / OM Safeguarding
The experience of looked after children and outcomes 3. Promoting permanency. 4. Providing high quality placements. 5. Provide young people leaving care with appropriate preparation for adult life, taking account of all of their needs including their well-being.	Cllr Graham Hinchey	OM Specialist Services / team managers, Specialist Service
Specialist services 6. Continue to improve services for children with disabilities, including short break care. 7. Improve and support the emotional health and mental well-being of looked after children.	Cllr Sue Lent	OM Targeted Services / OM Strategic Safeguarding & Partnerships
Education 8. Improve the education attainment and achievement for all looked after children.	Cllr David Walker	Achievement Leader
The role of the Corporate Parenting within the Council 9. Strengthening the role of the Corporate Parenting Advisory Committee within the Council.	Cllr Ashley Lister	OM Early Intervention & Prevention

In addition to agreeing the above portfolios, further examples of work undertaken by CPAC during 2017/18 include:

- Received a briefing on the successful application and intended use of funding from the St David's Day Fund (2017-19) for young people who have experienced care.
- Received a briefing on the Bright Spots Programme and associated 'Your Life, Your Care survey', which was soon to be undertaken in Cardiff.
- Received briefings on the education of looked after children including a presentation on the Pupil Development Grant (PDG) from the Central South Education Consortium's regional lead officer.
- Received a presentation on Developmental Trauma Services for looked after children.
- Received the annual quality Assurance Report (Regulation 42) for Cardiff Council's Fostering Service 2016/17.
- Received the Vale, Valleys and Cardiff Regional Adoption Service annual report.
- Received the Independent Reviewing Officer's bi-annual report.
- Received reports on Care Inspectorate Wales Inspections, the annual Regulation 33 quality of care report, Regulation 32 independent visitor reports, performance and complaints.

Corporate Safeguarding Board

The Corporate Safeguarding Board was established in March 2015 and includes senior representation from all Directorates to ensure that all public facing services integrate safeguarding awareness into their operations. The Board is not concerned with operational practice in Social Services or schools but aims to promote effective cross Directorate safeguarding practice particularly in terms of information sharing and data collection, front-line operational awareness, staff training and the vetting and barring of staff who have significant or unsupervised contact with vulnerable adults or children.

The **2017/18** work programme focused on implementation of the proposals listed below:

- The development and dissemination across the authority of a Corporate Safeguarding policy.
- Training for elected Members – first session held in October 2017 – further dates to follow.
- The successful implementation of a corporate e-module Safeguarding Awareness learning for all new staff and existing staff who have previously not been exposed to any safeguarding awareness training.
- The development of a live and focused action plan that adopts the recommendations highlighted in the Wales Audit Review of Corporate Safeguarding.
- Performance monitoring – implementation of a set of performance indicators and an information return.

The **2018/19** work programme for the Corporate Board will focus on the following areas:

- Continued implementation of the full action plan meeting all actions identified in the Wales Audit Office (WAO) review of Corporate Safeguarding 2015. The action plan covers all the recommendations made across the 7 key areas identified in the review:
  - Corporate leadership
  - Corporate policy
  - Safer recruitment of staff
  - Training and development
  - Partners, volunteers and commissioned services
  - Systems
  - Scrutiny and assurance
- Creation and implementation of a Corporate Safeguarding Board sub-group to undertake the operational and developmental aspects of the action plan and report to the full Board on progress.
- Tracking and monitoring the uptake of the new e-learning Safeguarding training across all departments within the council.
- Communication and engagement with all council staff and elected members to ensure awareness, understanding and compliance with the Corporate Safeguarding Policy.
- Review all current safer recruitment protocols within the council, to ensure that all posts recruited to by the authority comply with and adopt a safe and effective recruitment process.
- Regularly review the action plan in line with sub-group recommendations.

- Agree and report quarterly on a suite of corporate safeguarding data which will inform the Corporate Safeguarding Board and the council.

6. ACCESSING FURTHER INFORMATION AND KEY DOCUMENTS

Further information can be obtained from the following sources:

Page 14   Care and Social Services Wales Inspection Reports
Page 73 & Page 75   Early Help Strategy
Page 16 & Page 68   Population Needs Assessment report

Performance Indicator Guidance
Performance Reports
Scrutiny Reports
Corporate Parenting Advisory Committee Reports

Mae'r dudalen hon yn wag yn fwriadol

My Ref: Scrutiny/Correspondence/JointScrutinyJuly18

6 July 2018

Councillor Susan Elsmore
Cabinet Member Social Care, Health & Wellbeing
Councillor Graham Hinchey
Cabinet Member Children & Families
County Hall
Cardiff
CF10 4UW

Dear Susan and Graham,

JOINT CYPSC/CASSC MEETING – 4 JULY 2018 – LOCAL AUTHORITY SOCIAL SERVICES ANNUAL REPORT 2017-18

As Chair of the joint meeting of the Children & Young People and Community & Adult Services Scrutiny Committees, I wish to thank you and officers for attending Committee and providing Members with an opportunity to scrutinise the Local Authority Social Services Annual Report 2017/18, prior to its consideration by Cabinet on the 12th July. Members of both Committees have requested that I feed back the following comments and observations to you.

Members were pleased with the progress outlined in the Annual Report and commend it to Cabinet. As you will be aware, many Members echoed your gratitude to the work done by yourselves, Tony Young, Amanda Phillips and other senior officers in greatly improving Social Services in Cardiff, and agree that the Annual Report sets a benchmark for work going forward and the appointment of the new Director of Social Services.

Members considered and noted responses in relation to the monitoring and review of budgets; the ongoing work in relation to joining up services with partners, particularly health; the proposed review of the Integrated Childrens Centre model; the increase of homes for children in Cardiff; and the issues relating to the sustainability of the domiciliary care market.

Further discussion areas were:

Recruitment and Retention of Social Workers

The recruitment and retention of social workers was a recurring line of questioning throughout the meeting, with Members pressing the Panel for responses in relation to what ideas/plans were in place to incentivise the recruitment of social workers. Members fully acknowledged the wider issues regarding recruiting and retaining social workers, which not only affected Cardiff but many other cities throughout the UK.

However, Members concluded that further work needed to be done to widen the scope in relation to **recruitment**. This included:

- Further incentives to develop support staff from within Social Services - provide them with the opportunities to progress to the Social Work degree.

- Explore the possibility of extending opportunities wider across the Council, including those currently in redeployment, or those who may wish to embark on a change of career/direction.

- Working with organisations such as Social Care Wales, HE and FE providers and the Open University to further open up opportunities for recruiting social workers. This could include the potential for flexible learning options.

- Explore what is happening in other core cities in tackling this issue to learn from examples of good practice.

Whilst Members appreciated that a new social media campaign had been launched which highlighted issues such as the Signs of Safety framework; stable management structure; policies in terms of provision; and strong and frequent supervision and support, more needed to done to promote this further, as well as offer real incentives to show that the Council supports potential new recruits and their well-being.

Members also discussed issues in relation to the **retention** of staff in certain areas of social work – particularly child protection. Members felt that further work was needed to explore how the Council can retain social workers in this critical area for the longer term. Members felt that child protection, by its very nature, was a particularly stressful area of work, which lead to staff moving out of these posts as quickly as they could. Members stated that there

was a need to try and address this issue and develop further incentives and initiatives to attract people to the posts and be able to retain them for a longer term.

To this end, both Committees recommend that a collaborative task group be established with Cabinet Members, senior officers and Scrutiny Members to look at this issue in detail. It is recommended that the Social Services Directorate be responsible for taking forward this work, and for Scrutiny Members from both Committees be invited to take part. The aim of the Task Group should be to develop a recruitment and retention Strategy, to work alongside the wider Workforce Plan.

Care Leavers/ Homelessness Performance Indicator

On considering the performance indicator *"the percentage of all care leavers who have experienced homelessness during the year"* and its result of 21.0% in 2017/18, Members were informed that the rigid definition of the Indicator was the reason for this result. Irfan Alam suggested that he could provide Members with a further breakdown of results and Members of both Committees would therefore wish to receive this information, to include details of those young people in flats, gateway accommodation etc. as well as further information on those exiting prison or young offenders institutions.

Consultation

The Director's Summary of Performance outlined some of the problems faced by the Directorate in relation to "qualitative surveys" that are a requirement under the SSWB Act. These aim to measure service users' perceptions and experiences to inform service improvements and good practice. Members were disappointed to read that, despite more surveys being issued during 2017/18, return rates were lower than expected. Members believe that robust qualitative data and information to drive forward improvement is critical, and therefore request that further work be undertaken to address this issue and explore ways in which take-up of completing the qualitative surveys can be increased and sustained in future years.

Future Collaborative Working

During the Way Forward discussion, Members considered ways in which Scrutiny could collaborate further with Cabinet Members and the Directorate to address a range of issues that the Service faces, and be part of developing and implementing ideas and solutions to these issues.

Members felt that developing a more open relationship with the Directorate could provide an extended pool of knowledge in identifying improvements in relation to service delivery, policy development etc. This could potentially follow a similar suggestion set out under the recruitment and retention part of this letter. Members therefore recommend that the Directorate explore the potential of developing a mechanism to include Scrutiny Members in service and policy development at a more informal level. It is recommended that this be done in consultation with the Chairs of both Scrutiny Committees in the first instance.

To summarise, this letter requests:

- A response in relation to the recommendation to establish a Task Group to look at recruitment and retention of social workers;
- Further data and information on the PI relating care leavers and homelessness;
- A response in relation to how the Council will address increasing return rates as part of the statutory qualitative survey; and
- The Directorate link with the Chairs of both Scrutiny Committees to explore ways in which Cabinet and Scrutiny Members and officers can work closer together to explore ideas and solutions across the Directorate.

Thank you again to you and officers for attending. I hope you find our comments and recommendations useful.

Yours sincerely,

COUNTY COUNCILLOR LEE BRIDGEMAN
Chairperson – Joint Meeting of CYPSC and CASSC

CC:	Councillor Mary McGarry, Chairperson Community & Adult Services Scrutiny Committee

Sarah McGill – Corporate Director, People & Communities

Irfan Alam – Assistant Director for Children's Services

Jo Watkins – Cabinet Business Manger

Mae'r dudalen hon yn wag yn fwriadol

**CARDIFF COUNCIL
CYNGOR CAERDYDD**

COUNCIL: 19 JULY 2018

CABINET PROPOSAL

SUPPLEMENTARY PLANNING GUIDANCE

Reason for this Report

1. To advise on the outcome of consultation on the following draft Supplementary Planning Guidance (SPG) which help to deliver the Council's vision set out in the Capital Ambition Report, bring about positive improvements to neighbourhoods, and to recommend their approval, as amended, by the Council:

    *   Archaeology and Archaeologically Sensitive Areas
    *   Managing Transport Impacts (incorporating Parking Standards)

Background

2. The Council has a number of SPGs which were prepared to supplement the policies contained in previous adopted plans. In order to ensure conformity with the recently adopted Cardiff Local Development Plan (LDP) policies, a review of these is underway and a programme of SPG to support and amplify the policies in the LDP is currently being produced. These SPG's are the fourth tranche of this programme and further tranches will be brought before Cabinet and Council in next 12 months.

3. Welsh Government guidance encourages local planning authorities to prepare SPG to provide advice on how LDP policies will be implemented. This should help those involved in the development and planning process understand the purpose and objectives of policies and assist the submission of permissible planning applications.

4. SPG must be consistent with planning legislation, Welsh Government guidance and the LDP. It should be prepared in consultation with the public and appropriate interests, and their views should be taken into account before formal Council approval. SPG may be given weight as a material consideration when making decisions on planning applications.

5. Consultation was undertaken between 9th November and 21st December 2018 on the SPGs is in line with the LDP Community Involvement Scheme. Consultation included the following:

- A 6 weeks public consultation period
- A public notice in the local press to notify anyone with an interest
- Copies of the documents were made available to view in all Cardiff Libraries, County Hall and on the Council website.

6. In addition to this Councillors were notified about the current SPG consultation and an email/letter notification was sent out to consultees on the SPG Consultation List – this list included the formal LDP consultees and anyone else who has requested to be kept informed of SPG consultations, including businesses, interested groups and individuals. Each of the SPG appended to this report contains appendices outlining the specific consultation undertaken, a summary of the representations submitted and the changes made in response.

7. Most of the comments received were minor and technical in nature and a summary of the content of each of the SPG's together with a summary of any significant comments received and any proposed changes is included below. All of the amendments made to the SPG are relatively minor in nature and do not alter the main thrust of the documents.

Archaeologically and Archaeologically Sensitive Areas

8. This is SPG sets out how archaeology will be addressed within the planning process. It details relevant national and local policies; how the known archaeological resource is registered and the data managed; how the planning process deals with archaeology and historic assets and defines the Archaeologically Sensitive Areas and the nature of archaeology. When adopted, this document will replace the existing SPG approved in 2006.

9. Representations were received from 1 consultee. A summary of this representation is identified within appendices of the document, together with associated responses, and where relevant, details of associated amendments that have been made to the document.

Managing Transport Impacts (Incorporating Parking Standards)

10. This SPG sets out Cardiff Council's approach to assessing and managing the transport impacts of developments and supplements the transport and other related policies in Cardiff's Local Development Plan 2006-2026. It applies to all categories of development for which planning permission is required, including new developments, extensions, redevelopments and material changes of use.

11. The SPG provides detailed guidance with regard to:

- How the Council will consider the impacts of development on the routes that make up the local highway network.
- The detailed information that applicants for planning permission should include with their submissions to enable the Council to make a fully informed assessment of transport impacts.

- The Council's approach to quantifying and assessing the transport impacts of development proposals as part of its determination of planning applications.
- The types of transport infrastructure and other mitigation measures which may be sought to address transport impacts.
- How the Council will seek to secure the transport infrastructure and other transport measures required to mitigate transport impacts, enable development to proceed and support the implementation of Transport policies in the Local Development Plan.
- The scope and content of Travel Plans required as part of the overall package of measures to mitigate impacts and support the implementation of LDP transport policies.
- The parking standards which apply to different types of development in specific areas of the city
- How the impacts of developments upon Public Rights of Way will be considered and the likely requirements for mitigation.

12. Representations were received from 17 consultees, providing around 100 individual comments. These representations are identified within the appendices of the document, together with associated responses, and where relevant, details of associated amendments that have been made to the document.

13. The amendments proposed to the SPG include clarification of the requirements for garages, where these are also used to provide cycle parking (6.32) and ensuring that the use 'must'/'will' as opposed to 'should'/'can' is consistent and appropriate for the requirements being set out in the guidance. The Junction Assessment Tool (formerly Appendix 3) has also been removed from the appendices as it may be necessary to amend this periodically. It will be publically available and remains a recommended tool.

Reason for the Recommendation

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

Legal Implications

15. The Cardiff Local Development Plan (LDP) was adopted on 28 January 2016 and contains policies and proposals which provide the basis for deciding planning applications. The policies in the adopted Cardiff LDP have special status under section 38(6) of the Planning and Compulsory Purchase Act 2004 which means that planning decisions must be taken in accordance with it unless material considerations indicate otherwise.

16. Whilst the LDP contains policies and proposals which provide the basis for deciding planning applications supplementary planning guidance (SPG) can be used as a means of setting out more detailed guidance on the way in which those policies will be applied in particular

circumstances or areas. SPG may be taken into account as a material consideration when determining planning applications.

17.   In order for a SPG to be given as much weight as possible as a material consideration it must be formulated, prepared and adopted in the proper manner.

Powers and Duties

18.   The Council has a duty to seek to continually improve in the exercise of its functions (which includes where appropriate powers) in terms of inter alia strategic effectiveness, service quality and availability , sustainability, efficiency and innovation pursuant to the Local Government (Wales) Measure 2009.

19.   Section 3 of the Wellbeing of Future Generations (Wales) Act 2015 imposes a duty on public bodies to carry out sustainable development in accordance with the sustainable development principle to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs (section 5).

20.   In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a) Age, (b) Gender reassignment (c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e) Disability,(f) Pregnancy and maternity (g) Marriage and civil partnership,(h) sexual orientation (i) Religion or belief – including lack of belief.

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

Financial Implications

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

CABINET PROPOSAL

Council is recommended to approve the Archaeology and Archaeological Sensitive Areas and Managing Transportation Impacts (Incorporating Parking Standards) SPG, appended to this report.

THE CABINET
13 July 2018

The following Appendices are attached:

Appendix1:   Supplementary Planning Guidance: Archaeology and
              Archaeological Sensitive Areas

Appendix 2: Supplementary Planning Guidance: Managing Transportation
              Impacts (Incorporating Parking Standards)

Mae'r dudalen hon yn wag yn fwriadol

Archaeology & Archaeologically Sensitive Areas

Supplementary Planning Guidance

April 2018

Contents

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

Cover: John Speed's Map of Cardiff, 1610

1   Introduction

1.1   This Supplementary Planning Guidance (SPG) provides guidance on the city's archaeological heritage within the planning process.

1.2   Welsh Government support the use of SPG to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance. Before it is adopted, an SPG undergoes a period of public consultation and must be approved by the council. Upon adoption, SPG becomes a material consideration in the determination of relevant planning applications.

1.3   This document provides further guidance on how Policies KP17 and EN9 of the Cardiff Local Development Plan (LDP) 2006-2026 are to be implemented and to set out how archaeology will be addressed within the planning process. It details relevant national and local policies; how the known archaeological resource is registered and the data managed; how the planning process deals with archaeology and historic assets and defines the Archaeologically Sensitive Areas and the nature of archaeology.

1.4   Cardiff Council's area includes a wide variety of many historic and archaeological remains. These vary in age, extent and importance, but all are a finite resource. In some areas where there is a greater potential for archaeological remains to survive, Archaeologically Sensitive Areas (ASA) have been delineated.

1.5   All data is correct at the time of compilation (July 31st 2017). It is normal for figures to change on a regular basis and therefore for an up to date dataset of figures, GGAT HER should be contacted.

1.6   When adopted, this document will replace the existing SPG approved in 2006.

2   Defining Archaeology

2.1   Archaeological remains are an important finite source of information about the past. Their investigation and, where appropriate, preservation is important in its own right and can provide an invaluable educational and tourism resource. It is important to preserve this resource and to ensure that remains that maybe present are not destroyed through ignorance of their location and importance or through careless development. The effect of many types of development on these can be mitigated by a variety of means, and depend both on the type of development and the type of archaeological resource.

2.2   Archaeology means the study of human history through its physical remains; these remains include both above ground as well as below ground features. These remains tell how people in the past lived, worked, ate and drank, travelled and died. Evidence of this past activity can be represented by large or small scale remains; buildings, ruins, open landscapes, parks and gardens, single finds, scatters of finds such as at flint working sites.

2.3   Buried remains can include often ephemeral artefacts preserved in anaerobic conditions, organic materials such as leather and fabrics, as well as plant material. Identification of these remains can be made by physically intrusive, such as trial trenching, open excavation, sampling of soil, plants and archaeological finds, or non-intrusive intervention, such as geophysical survey, LiDAR, reviewing aerial photographs, historic maps regression, walk-over surveys, 3D laser scanning and modelling.

3   Roles and Responsibilities

3.1   In Wales, where local planning authorities do not have in house archaeological planning expertise, this is provided by the four regional Welsh Archaeological Trusts. In south east Wales, Glamorgan Gwent Archaeological Trust provide planning advice relating to non-designated archaeological remains.

3.2   Cadw, the Welsh Government's historic environment service gives advice on the protection and conservation of designated and statutorily protected sites such as scheduled monuments, listed buildings, historic landscapes, parks and gardens, World Heritage Sites, and battlefields.

4   Archaeology in Cardiff

4.1   The variety of archaeological remains in Cardiff's local authority area encompasses dates that range from the Palaeolithic period, the period prior to the end of the last ice age, Neolithic, the era of settled farming c5,000 to 2,500 years BC; through to modern 20th century military, and industrial sites. The nature of the remains differs hugely with Mesolithic and Neolithic finds scattered across the area, but with concentrations of activity at the Levels, with little evidence of structures or settlement, to extensive and heavily landscaped sites with large structures such as those around the docks and the 20th century civic centre and planned formal open areas.

4.2   Some sites such as the munitions works cannot be examined in isolation, forming part of a wider war effort. The same is important for the interlinked industrial infrastructure, dating from the late 18th century, with mineral extractive and metallurgical landscapes in the valleys to the north being transported to the docks by canal and rail. These latter systems are representative of and contributed to south Wales becoming a world leader in metallurgical industries such as iron, steel and copper, with international links for the export of coal and finished metals around the world.

4.3   Dense clusters of settlement such as in the centre of Cardiff city represent continuous settlement for over two thousand years, from the Roman period, and the archaeological resource will be a combination of upstanding buildings and deeply stratified (layered) below ground evidence of earlier settlement. Villages, including those now included in the urban area, with Medieval origins such as St Fagans, Llanishen and Llanederyn may also have shrunken in size following plague an economic decline, leaving buried remains of settlement.

4.4   Areas of greater archaeological potential or sensitivity may, therefore, have numerically few data points. For example, Medieval granges (farms owned by monastic communities and farmed by lay people) which were extensive in area of land, would have had relatively few buildings and are now preserved as place names, such as Grangetown, although Llystalybont, and Roath also had granges.

4.5   The nature of the remains differs hugely with the prehistoric pollen remains dated from deeply stratified deposits at Trident Park, scattered evidence of Mesolithic and Neolithic flint tools, and no evidence of structures, to extensive and heavily landscaped sites such as Cardiff Docks, and modern rail and canal infrastructure.

5   Processing of Archaeological Planning Enquiries

5.1   **Consultation with GGAT** archaeological planning, as the archaeological planning advisors to the local planning authority, at **the earliest stage of a development proposal is strongly recommended**.

5.2   If archaeological work is required, **it is important for the developer to employ an archaeological consultant or archaeological contractor at an early stage** to ensure work is undertaken to standard, avoiding delays.

5.3   Early consultation will help to determine if there is a significant constraint that may prevent development, or if there is an archaeological impact to a development. Supplying a red line outline boundary of the development area, to include any access tracks or roads, utilities connections and site compounds, plus a brief written description of the proposed development will be the first step. It is important to provide either an accurate grid reference or a georeferenced plan; also to quote any planning reference number.

5.4   The planning team will consult the Historic Environment Record, and where archaeological remains are known to exist or there is a potential for them to survive, there are initially two ways to proceed: pre-determination work, or post-determination as a condition.

6   National Policy Context

6.1   National Planning Policy for Wales is set out in Planning Policy Wales (Edition 9, November 2016): this is the land use policy for Wales and includes the historic environment, and is supplemented by Technical Advice Notes (TANs), and particularly in respect of the historic environment TAN 24: The Historic Environment.

Historic Environment (Wales) Act 2016

6.2   The Historic Environment (Wales) Act 2016 makes important improvements to the existing systems for the protection of the Welsh historic environment; giving more effective protection to listed and scheduled structures and enhancing existing mechanisms for the sustainable management of the historic environment.

6.3   New measures include the creation of a statutory register of historic parks and gardens and of an independent panel to advise on historic environment policy and strategy; powers for local authorities to act swiftly if listed or historic buildings are under threat and for halting unauthorised works and works that damage scheduled monuments. It also secures a more stable future for the Historic Environment Records in Wales. Link to the Act: www.legislation.gov.uk/anaw/2016/4/section/1

Planning Policy Wales

6.4   Chapter Six of Planning Policy Wales, Conserving the Historic Environment, deals with the protection of the historic environment in Wales. Its objectives recognise the importance of the historic environment, archaeological remains and historic buildings as a finite and non-renewable resource, also as a resource for future generations. It notes the importance of the role of local planning authorities in securing this as part of their wider remit, and importance of collaborative and partnership working. The most recent to date (as of 31 July 2017) is Edition 9, published in November 2016. Link to current Chapter Six of Planning Policy Wales: gov.wales/docs/desh/publications/161117ppw-chapter-6-en.pdf

Technical Advice Note (TAN) 24: The Historic Environment

6.5   This is the Welsh Government TAN which supplements the Historic Environment (Wales) Act 2016, in respect of the historic environment and replaces the two Welsh Office Circulars 60/96 and 61/96. It should be read in conjunction with Planning Policy Wales, and the Welsh Government's Historic Environment Service (Cadw) best practice guides, all of which should be taken into account by local planning authorities in the preparation of their development plans and during the determination of planning applications.

6.6   The TAN's purpose is to provide guidance on how the planning system considers the historic environment during both the development plan preparation and decision making on planning and Listed Building consent applications. It provides specific guidance on:

- World Heritage Sites, their Outstanding Universal Value and setting
- Scheduled Monuments, and their setting
- Archaeological remains, all of which are a material consideration in determining a planning application, and their setting
- Listed buildings
- Conservation areas
- Historic parks and gardens
- Historic landscapes
- Historic assets of special local interest.

6.7   In using the TAN for creating development plans via Sustainability Appraisals and Strategic Environmental assessments, the historic environment must be considered.   It also contributes to the needs of a modern and accountable system for considering how changes affecting the historic environment are managed through the planning system.

6.8   The TAN also includes advice on Supplementary Planning Guidance (SPG) which may be developed and adopted by local planning authorities to assist them in delivering local development plan policies. Specific guidance relating to the historic environment might include:

- World Heritage Sites, and the preservation of the Outstanding Universal Value
- Archaeologically Sensitive Areas
- List of historic assets of special local interest
- Characterisation to inform regeneration or enhancement of town centres
- Design guidance for development briefs containing significant historic assets
- Conservation Area management plans

6.9   TAN 24 also includes a glossary of terms, explanatory for reference to the historic environment: gov.wales/docs/desh/policy/170531tan-24-the-historic-environment-en.pdf

Wales Spatial Plan 2008

6.10   The Wales Spatial Plan (2008 Update) provides a shared strategic direction, a plan upon which investment and development can be considered; it states and recognises that Wales as a whole and each of the regions is rich in archaeology and history, which is an integral part of its cultural identity. It provides context and direction for Local Development Plans and therefore for the management of the historic environment. Link to the 2008 Update: gov.wales/docs/desh/publications/130701wales-spatial-plan-2008-update-en.pdf

Well-being of Future Generations (Wales) Act 2015

6.11   The Well-being of Future Generations (Wales) Act 2015 places duties on public bodies that include promotion and protection of heritage for sustainable futures. To enable this, it sets out seven goals for a sustainable improvement to the well-being of Wales' population, which are: a prosperous Wales, a resilient Wales, a healthier Wales, a more equal Wales, a Wales of cohesive communities, a Wales of vibrant culture and thriving Welsh language, and a globally responsible Wales.

6.12   Within this, it is acknowledged that the contribution made by understanding of the historic environment, the protection and promotion of culture to the well-being of Welsh life. As part of the Act, the Public Bodies listed are required to produce measurable outcomes relating to objectives and culture and historic assets re part of this. Link to the Act: www.legislation.gov.uk/anaw/2015/2/pdfs/anaw_20150002_en.pdf

7   Cardiff Local Development Plan 2006-2026

7.1   Local policies complement the national and in the case of historic assets further set out how the local planning authority will address archaeology within the planning process.

Cardiff Council Local Development Plan 2006-2026

7.2   The Local Development Plan acknowledges the importance of the built heritage and the archaeological heritage within Cardiff, and briefly expands on the range in date and type of the protected areas that give distinctiveness to Cardiff. The council seeks to address the issues of pressure or impact upon these by having two thematic policies within the Local Development Plan which relate to archaeological and heritage, and this Supplementary Planning Guide (SPG) which focuses on Archaeologically Sensitive Areas and containing measures to protect, manage and enhance the area's heritage assets and historic environment.

Policy KP17: Built Heritage (paragraphs 4.173 to 4.179)

> *Cardiff's distinctive heritage assets will be protected, managed and enhanced, in particular the character and setting of its Scheduled Ancient Monuments; Listed Buildings; Registered Historic*

Landscapes, Parks and Gardens; Conservation Areas; Locally Listed Buildings and other features of local interest that positively contribute to the distinctiveness of the city.

EN9: Conservation of the Historic Environment (paragraphs 5.152 to 5.168)

Development relating to any of the heritage assets listed below (or their settings) will only be permitted where it can be demonstrated that it preserves or enhances that asset's architectural quality, historic and cultural significance, character, integrity and/or setting.

i.   *Scheduled Ancient Monuments;*
ii.   *Listed Buildings and their curtilage structures;*
iii. *Conservation Areas;*
iv.   *Archaeologically Sensitive Areas;*
v.   *Registered Historic Landscapes, Parks and Gardens; or*
vi.   *Locally Listed Buildings of Merit and other historic features of interest that positively contribute to the distinctiveness of the city.*

8   Historic Environment Records

8.1   The Historic Environment Record (HER) is a national Wales database containing information on all known archaeological and historical sites. Provision for HERs and their maintenance is detailed in the Historic Environment (Wales) Act 2016, Part 4, Sections 35-37.

8.2   Cardiff Council does not have its own in house specialists to curate and maintain a HER itself, but has adopted the HER curated by Glamorgan Gwent Archaeological Trust. The HER is not, and will never be, a complete register as new sites, finds and archaeological information is being added regularly, ranging in date from the Neolithic through to Modern civic, military and industrial.

8.3   HER data concerning sites and find spots may occur in clusters, although this is dependent on period and type, some may be more widespread and related to landscape use and current understanding. A data point may refer to a single find or a building, but also to a larger area, for instance, scatters of flint tools, a Roman fort, a burial ground, or a linear feature such as a road, canal or railway.

8.4   Currently, recorded within the HER there are **28** Scheduled Ancient Monuments within Cardiff Council's administrative area, and **857** Listed Buildings and in excess of **1293** archaeological sites, including 298 events, which is information on archaeological work that has been undertaken.

8.5   However, it must be emphasised that the absence of a record on the HER does not mean that no archaeological interest exists in an area and Glamorgan Gwent Archaeological Trust will continue to monitor planning applications and advise the planning authority where proposed development could have an impact on unrecorded archaeological sites. The HER page on the Glamorgan Gwent Archaeological Trust website is at www.ggat.org.uk/her/her.html

9 Archaeology in the Planning Process

A: Early consultation at pre-planning stage

9.1 Early consultation regarding archaeology from the applicant/prospective developer to the local planning authority is encouraged within the planning system. In areas that are designated as ASAs or where archaeological material is suspected, early consultation and discussion with Glamorgan Gwent Archaeological Trust Archaeological Planning is recommended, who will make an initial search. Dependent on the results of this, a desk based assessment or field evaluation may be required to be undertaken prior to submitting a planning application (Planning Policy Wales, Chapter Six, Paragraph 6.5.6, TAN 24: The Historic Environment, Paragraphs 4.7 and 4.8). The results of these should be submitted as part of any planning application. Developers should note that the failure to submit information on the archaeological resource with the application could lead to significant delays in determining the application.

9.2 At this stage, any archaeological implications can then be identified and the appropriate mitigation strategy considered, if necessary, early within the consideration of the planning application. Planning Policy Wales (Paragraph 6.5.5) and TAN 24: The Historic Environment (Paragraphs 4.2 and 4.11) stress that there should be a presumption in favour of the physical preservation in situ of archaeological remains. However, if this is not justified given the circumstances of the case (PPW, Paragraph 6.5.7; TAN 24: The Historic Environment Paragraphs 4.12 to 4.15) then the developer should make appropriate and satisfactory provision for archaeological investigation and recording of the remains, and the results made available to the public.

9.3 They may also wish to submit details of any measures that have been incorporated into the design of the development in order to preserve the archaeological resource and any other strategies that will be in place to protect it. This will assist in the determination of whether an archaeological interest exists and, if so, whether the remains merit preservation *in situ* or "by record" (i.e. excavation) prior to development.

9.4 The local planning authority may require the applicant to commission a suitably qualified archaeologist to prepare an archaeological assessment of the site and/or to carry out an *archaeological evaluation* of the area (see Glossary of Terms for more details). The archaeologist should be either a Registered Organisation with the Chartered Institute of Archaeologists (CIfA) or have Member level membership (MCIfA); this ensures the appropriate experience, competence and expertise in dealing with complex archaeological projects. www.archaeologists.net/regulation/organisations.

9.5 If it is necessary to undertake an *archaeological or historic environment desk-based assessment* (see Glossary of Terms for more details), the work (both the project design and final assessment report) should meet the Standards and Guidance for Archaeological Desk-Based Assessments set by the Chartered Institute for Archaeologists www.archaeologists.net/sites/default/files/CIfAS%26GDBA_3.pdf. A desk-based assessment may provide sufficient information to preclude the need for field work prior to the submission of the planning application and it is recommended that GGAT are consulted on this. If sufficient information has been gathered, then an appropriate site strategy should be prepared for submission.

9.6   The results of an assessment, or initial search may show that a field evaluation involving intrusive trenching or open area excavation is required (Planning Policy Wales, Chapter 6, Paragraph 6.5.7, and TAN 24: The Historic Environment, Paragraph 4.8). This provides information on the depth and nature of any archaeological remains if there is insufficient information on the archaeological resource for the impact of the development on it to be determined.

9.7   Field evaluations should be undertaken to a brief supplied by Glamorgan Gwent Archaeological Trust Archaeological Planning; the evaluation should not be undertaken until a detailed specification prepared by the archaeological contractor undertaking the work has been approved by Glamorgan Gwent Archaeological Trust Archaeological Planning. The brief outlines the required works, and the specification details how the required works will be achieved.

9.8   All fieldwork and reports on the work will be monitored by Glamorgan Gwent Archaeological Trust Archaeological Planning and details of the monitoring policies can be found at www.ggat.org.uk/archplan/monitoring.html. **It should be noted that work that has not be undertaken in accordance with an approved project design and which has not been monitored may be rejected.**

9.9   Other field survey and recording elements that are usually undertaken as part of pre-planning to inform either further intrusive archaeological works or to fulfil recording of features are earthwork surveys (for example, field boundaries or ridge and furrow), field walking (either as part of the assessment or to record the extent and nature of finds scatters), and geophysical survey, which can allow intrusive trenching to be targeted on potential features, but it is important to note that results vary with differing geology.

9.10   Once the field work has been carried out the results will need to be analysed by the archaeological contractor and a report on the works produced. The information contained in the report should be sufficient for the importance and nature of the archaeological resource and its extent to be determined, and an appropriate mitigation strategy to be produced. This may be attached to a consent as a condition, but also may require further pre-determination field work.

9.11   *Regulation 4* of the *Town and Country Planning (Applications) Regulations* 1988 (SI 1812), allows the Council to require the submission of necessary details to allow a planning application to be determined. If the necessary information is not provided then permission can be refused. This would include failure to provide adequate archaeological information. If this were to be the case Glamorgan Gwent Archaeological Trust Archaeological Planning may recommend refusal or that a decision be deferred, an approach upheld by the Planning Inspectorate in appeals against non-determination.

B: Planning permission and attached conditions

9.12   The impact of the proposed development on the archaeological resource will be one of the material issues that the Authority will consider when they are determining the application, and whether or not the archaeological resource can be preserved in-situ on the site and be protected in the development. In cases involving less significant archaeological remains, the relative importance of the archaeological remains and their settings will be weighed against other factors, including the need for the proposed development.

9.13   As Paragraph 6.5.7 and 6.5.8 of Chapter 6 of Planning Policy Wales, and TAN 24: The Historic Environment Paragraph 4.12 state, where a local planning authority decides that physical preservation in situ is not justified, and development should proceed, in order to secure the appropriate archaeological investigation and recording, negative conditions may be imposed to prohibit the development being undertaken until the works and other actions, including organisation and deposition of the archive into an approved repository, have been carried out.

9.14   TAN 24: The Historic Environment, has replaced the two WO Circulars 60/96 and 61/96, and does not include conditions.

9.15   Conditions relevant to archaeology are included in WO Circular 16/2014: The Use of Planning Conditions for Development Management, described in Paragraphs 5.46, 5.47 and 5.48, and annexed as Sections 22, 23 and 24.

Section 24 is a negative condition:

No development shall take place until the applicant, or their agents or successors in title, has secured agreement for a written scheme of historic environment mitigation which has been submitted by the applicant and approved by the local planning authority. Thereafter, the programme of work will be fully carried out in accordance with the requirements and standards of the written scheme.

Section 22 is the condition for an archaeological watching brief:

No development or site clearance shall commence until the local planning authority have been informed in writing of the name of a professionally qualified archaeologist who is to be present during the undertaking of any excavations in the development areas so that a watching brief can be conducted. No work shall commence until the local planning authority has confirmed in writing that the proposed archaeologist is suitable. A copy of the watching brief report shall be submitted to the Local Planning Authority within two months of the fieldwork being completed by the archaeologist.
Prior to implementing any planning permission, the developer must prove that suitable provision has been made for the archaeological investigation of the site, the recording of archaeological remains, and publication of the findings of the archaeological work as necessary.

9.16   The negative archaeological condition may also include provision for differing types of written scheme, which may include, for example, building recording, or from a watching brief to full excavation. In normal circumstances Glamorgan Gwent Archaeological Trust Archaeological Planning will outline the programme of work that they envisage being carried out in their letter recommending that the condition is attached to the planning permission. In general the applicant should engage an archaeologist to inspect their proposed development plans and devise a suitable written scheme. Glamorgan Gwent Archaeological Trust Archaeological Planning will not prepare this but are willing to discuss its contents with the appointed archaeologist in order to ensure that a suitable scheme is devised and proposed. Occasionally, a programme could include contingency arrangements in case complex archaeology, or, for example, human remains, is discovered.

9.17   The implementation of the archaeological works may also be secured occasionally by legal agreement.

The archaeological investigation will normally be carried out in order to meet a condition; but in appropriate cases a Section 106 Agreement (Town and Country Planning Act, 1990, Section 106) may be entered into to formalise any voluntary agreements, thus making them legally binding, made between the applicant and the Authority. These agreements regulate development and may include provision for funding; means of investigation, i.e. excavation; and the subsequent recording of the site in question and the publication of results.

9.18   All the resultant archaeological information should be deposited with the appropriate HER for public use, which is in accordance with TAN 24: The Historic Environment, Paragraph 4.12, which requires the publication of results when archaeological remains are preserved by record. To ensure this all discussions with the developer/applicant must include an agreement to place copies with the HER.

C: Discharge of planning conditions

9.19   In most instances this requires the formal submission of details to the Local Authority. Recent case law (Henry Boot Homes v. Bassetlaw DC, 2002) has ruled that in most cases development which commences prior to the discharge of relevant planning conditions, is not lawful. Any development carried out in breach of condition **constitutes a breach of planning control**. As such, any enquiry received as a result of a local search relating to the property will show the development is unauthorised.

Partial discharge of planning conditions

9.20   A condition requiring a watching brief to be undertaken is partly met when the applicant informs the Council of the name of their appointed suitably qualified archaeologist. It is fully discharged once the watching brief has been carried out and a report on the work has been submitted and approved.

9.21   Discharging a condition requiring an archaeological programme of investigation is more complex. In the first instance, the programme of archaeological work designed by the applicant's archaeologist needs to be submitted to the Council. Once this has been approved the on-site works outlined in the document will need to be undertaken. On completion of these works, either a final report can be produced or, in the case of excavations, a post-excavation assessment will be produced. In the latter case the works outlined in the assessment will need to be undertaken and then the final report produced. This process can take some time and it is recommended that the applicant should submit information at the end of each of the above stages to the Council (and through them Glamorgan Gwent Archaeological Trust) in order for a partial discharge of condition notice to be issued. Only when the final report is submitted and, if deemed necessary, the publication of the results in a suitable medium has been agreed will full discharge of the condition be possible (TAN 24: The Historic Environment, Paragraph 4.14).

D: Breaches of planning condition; enforcement

9.22   **The discharge of conditions should be addressed early in the development process and serious consequences, including formal enforcement action by the Council, can result from undertaking work in breach of condition.**

9.23   The Council has powers under Section 187A of the Town & Country Planning Act 1990 to issue a Breach

of Condition Notice requiring steps to be taken to remedy this breach of planning control. Failure to comply with the requirements of a Breach of Condition Notice is a criminal offence, against which prosecution proceedings may be taken at the Magistrates' Court.

9.24   Further information is available from the Welsh Government's website and the documentation within *The Planning Series 7: Enforcement* and *Welsh Office Circular 24/97: Enforcing Planning Control: Legislative Provisions and Procedural Requirements*.

9.25   The maximum penalty for breach of enforcement notice is £20,000 and for a breach of condition is currently a fine of £1,000 or, upon conviction on indictment, an unlimited fine. The Historic Environment (Wales) Act 2016 Part 2 also includes details of enforcement action that can be taken, temporary stop notices and powers of entry.

E: Archaeological material discovered once development has commenced

9.26   It is a rare occurrence that archaeological remains only become apparent when a development has commenced. If it does occur, the policy advice for preserving archaeological material in situ stands (Planning Policy Wales, Paragraph 6.5.5 and TAN 24: The Historic Environment, Paragraphs 5.32 and 5.33) and as such the Authority will seek this outcome. Therefore if previously unrecorded and unexpected archaeological remains are discovered in an application area once development has commenced, the impact of the development upon it will be a material consideration in the planning process.

9.27   The preservation of material in situ does not necessarily preclude development as such deposits may be sealed or incorporated in to the design of a structure, as a mitigation strategy. If a developer will not accommodate important remains within their plans the Authority will have to consider refusing the proposal, but this would depend on the merits of the case, taking account of the importance of the remains and other material considerations. In exceptional circumstances, this may mean that the proposed development is inappropriate on a site and permission will be refused.

10   Statutorily Protected Sites

10.1   The protection of statutorily protected sites, which include scheduled ancient monuments, listed buildings, parks, gardens and landscapes, is required by legislation and the planning policy framework.

10.2   In Wales, these are given statutory protection under the provisions of The Historic Environment (Wales) Act 2016 Part 2 and Part 3, as well as nationally important archaeological sites currently given as scheduled ancient monuments under the Ancient Monuments and Archaeological Areas Act 1979.

10.3   A scheduled ancient monument is defined in Section 61(7) of the Ancient Monuments and Archaeological Area Act 1979 as:

a) *any building, structure or work, whether above or below the surface of the land, and any cave or excavation;*
b) *any site comprising the remains of any such building, structure or work or of any cave or*

> *excavation; and*
>
> c) *any site comprising, or comprising the remains of, any vehicle, vessel, aircraft or other movable structure or part thereof which neither constitutes nor forms part of any work which is a monument within paragraph (a) above;*
>
> d) *any machinery attached to a monument shall be regarded as part of the monument if it could not be detached without being dismantled.*

10.4   The Historic Environment (Wales) Act 2016 Part 2; Planning Policy Wales Chapter 6, Paragraph 6.5.5 and TAN 24: The Historic Environment Paragraph 4.2 and 4.9 state that a monument and its setting, irrespective of it being scheduled or not, is a material consideration in determining an application for planning permission. When considering development proposals that affect scheduled monuments, or other statutorily protected or other nationally important remains there should be a presumption in favour of their physical preservation.

10.5   If works to a scheduled site, or which affect the setting of a monument, are considered, Cadw must be consulted. Works that directly affect scheduled sites require scheduled monument consent, the prior consent of Welsh Ministers, in addition to any planning permission required for development; an application for consent must be made to the Welsh Ministers via Cadw.

10.6   There are also ten class consents in place that allow specified types of work at scheduled sites; these are listed in the Cadw publication Scheduled Monument Consent (cadw.gov.wales/docs/cadw/publications/Scheduled_Monument_Consent_EN.pdf) and the TAN 24: The Historic Environment, Annex A.8.

11   Archaeologically Sensitive Areas

Defining Archaeologically Sensitive Areas

11.1   The designation as Archaeologically Sensitive Areas (ASA) highlights the archaeological significance of these areas, the need for potential developers to seek professional archaeological advice to ascertain the archaeological significance of a site, the possible impact of the development on the archaeological resource and how that effect might be mitigated.

ASAs are not the only areas within the city's boundary where archaeology will be a factor in the determination of planning applications, but show the most likely areas where this could occur.

11.2   ASA designation is not intended to introduce new policies or restrictions to development but to indicate to developers those areas where it is more likely that the effect of the development on the archaeological resource could become an issue prior to or during the determination of a planning application. Identification enables the developer, the LPA and its advisors, to identify where additional information may be required prior to the submission of a planning application, or is required to be submitted with a planning application, in order to establish the importance of the archaeological resource and the effect of the proposed development.

11.3   **Archaeological remains are not confined to the ASAs; the boundaries illustrate a core or cluster of data points and it should not be taken that areas outside a designated ASA do not contain archaeological**

and historical sites of importance and that these could be a factor in the determination of any planning application. It is strongly recommended that the archaeological advisors to the local planning authority, Glamorgan Gwent Archaeological Trust, are consulted early in the design process of any proposed development in Cardiff Council's area to check whether or not any archaeological sites are present or suspected of being located in the development area, and to check whether mitigation pre-determination or post-determination is necessary.

11.4   The ASAs have been designated following appraisal by the archaeological advisors to the local planning authority, Glamorgan Gwent Archaeological Trust, to define the most likely areas in which archaeology may become a component in the determination of planning applications and give potential developers early indications of such factors.

11.5   Core data refers to the number of sites and finds recorded on the HER from a variety of sources; event data relates to recorded archaeological intervention, for example, non-intrusive works such as archaeological or heritage assets assessments, appraisals, building recordings and geophysical surveys, and intrusive works such as excavations, field evaluations, and monitoring of intrusive development works, test-pits and sampling. Data points register the information within The Historic Environment Record and indicate the existence of remains but not necessarily their physical extent. Larger areas that form designed landscapes such as Registered Parks and Gardens; or Registered Landscapes and their constituent character areas, are delineated by polygons, as are scheduled ancient monuments.

11.6   Minor alterations to the boundaries have been made to all four of the Archaeologically Sensitive Areas; these are primarily due to updates and changes to the digital base mapping, but also have been made with the ability to view historic mapping as a digital layer. The ASAs are now more cohesive as a result.

ASA 1: The City Centre

Community: Castle

Principal Designations

Scheduled Monuments: GM171 Cardiff Castle and Roman Fort; GM173 Dominican Friary

Listed Buildings: 119, including three Grade I and eight Grade II*
Conservation Areas: Cathays Park, Queen Street, St. Mary Street, Churchill Way, Charles Street.

Register of Parks and Gardens of Special Historic Interest

Grade I: Cardiff Castle and Bute Park: GM22
Grade II: Cathays Park: GM26

Historic Environment Record Registers

Core Entries: 431
Event Records: 67

Significance

Important series of Roman forts and settlement, 1st to 3rd centuries; planned Medieval town, founded in the 11th century; expanded and received charters from the 12th century onwards. Core settlement was around the 11th century castle and St John's and St Mary's churches; monasteries of Blackfriars and Greyfriars**.** Major expansion from 19th century as a result of industry; docks, rail, canals and associated social features. Early 20th century planned parks and gardens, and civic buildings.

Reasons for Increased Archaeological Potential

During the second half of the 1st century AD, the first Roman fort was built of timber and earth, it had a short life and was replaced at the end of the first century by an auxiliary fort, also of earth and timber, to the north of the first fort. A third fort, built on a differing alignment during the 3rd century and a fourth fort, built in the later 3rd century was occupied until the later 4th century. Following archaeological excavation of some areas, evidence of roads, defensive walls, gatehouses and ditches, buildings, metalworking, bath-houses, and civilian settlements to the north and south of the forts that would also have included cemeteries, have been identified. The full extent of the Roman occupation is not known, although it must be noted that the low lying topography has shown that archaeological remains, particularly finds or organic origin, are well preserved.

During the 11th century, following the Norman invasion, the area of south Wales and the fertile coastal lowlands was settled quickly. The castle at Cardiff was established in approximately 1081 AD; the bailey walls followed the defensive lines of the last Roman fort. The motte raised in the north west corner of the castle bailey was the largest in Wales and was surrounded by a moat. The settlement around the castle was defended by a palisade

and later walls and the western side defended by the river Taff, the course of which until the 19th century flowed to the east of its current route.

The castle, motte, keep and bailey underwent development as a series of buildings, walls, pits, palisades and bridges were constructed and replaced between the 11th century and the 15th century. The line of the town defences is noted on 19th century Ordnance Survey maps, and the archaeological resource, particularly from this period, will be more concentrated within this area. St John's church is known by 1173 AD and the area was settled more densely in the 13th century. St Mary's church was located close to the south gate of the town, on the east side of the river. Noted in 1107 AD, it was abandoned in the 17th century.

The monastery of the Blackfriars (Dominicans) lay outside the defences of the town to the north of the castle, in the present Bute Park. The monastery is believed to have been founded by Richard de Clare in 1256 AD, and consolidation work on the remains of the Dominican Priory indicate an early 14th century date. The priory included a church, cloister, monastic cells and ranges of buildings. To the east of the castle, outside the town walls, the Greyfriars monastery was located; founded in 1289 AD by Gilbert de Clare, this would also have included a church, cloister cells and ranges.

During the post-medieval period (16th to 19th century) the town itself expanded beyond the East Gate along the line of Queen Street, as a suburb named Crockherbtown. The origins of this are in the Medieval period and may be related to the monks growing herbs for sale at the town gate. Modern and 19th century industrial developments created the significant expansion of the town; this important phase has great socio-cultural relevance as a major factor in South Wales being a world leader in minerals and metallurgy.

As the area has become developed and built up, superficial layers of archaeological material may have been lost or damaged, but deeply situated remains exist and have been encountered by deep enabling and construction works. As the process of redevelopment has occurred over centuries, the result is an area of concentrated, stratified remains where evidence of previous buildings, infrastructure and finds is preserved. The course of the river Taff, having been moved west and partly canalised in the 19th century changed the topography and meant that some parts of the area have been subject to alluvial action. Remains are sensitive to development pressures, and it must be noted that the boundary of this area indicates the concentration of archaeological activity, not the extent of historic activity, and that archaeological remains exist outside the boundary.
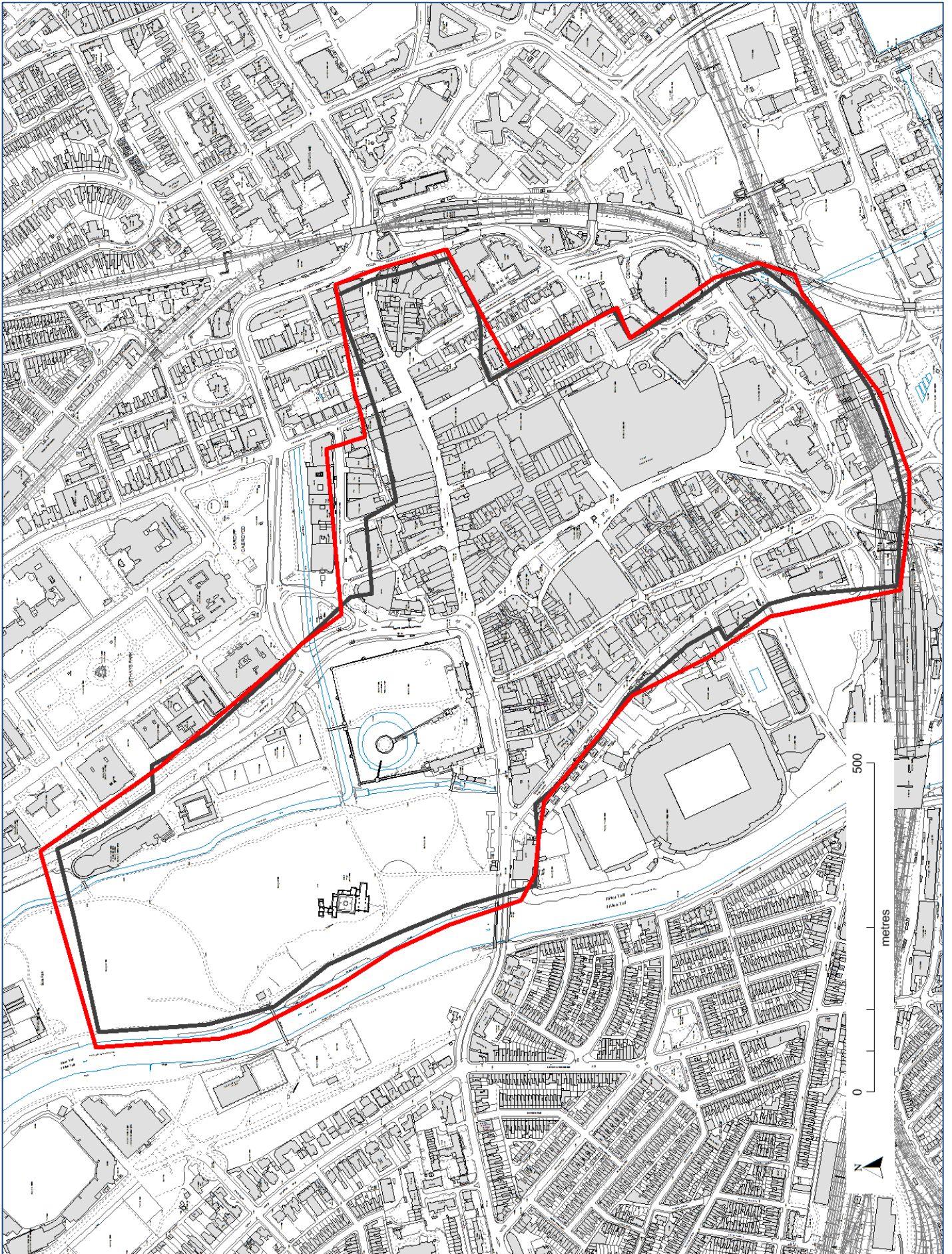
Figure 1: Cardiff City Centre Archaeologically Sensitive Area (existing black line – proposed new red line)

ASA 2: Llandaff

Community: Llandaff

Principal Designations

Scheduled Monuments: GM115 Cross in Llandaff Cathedral; GM073 Old Bishops' Palace; GM013 Llandaff Cathedral Bell Tower

Listed Buildings: 57, including two Grade I and two Grade II*
Conservation Areas: Llandaff

Register of Parks and Gardens of Special Historic Interest

Grade II*: Pontcanna Fields and Llandaff Fields GM59

Historic Environment Record Registers

Core Entries: 153
Event Records: 15

Significance

Important Early Medieval Christian religious foundation, Medieval cathedral, and Medieval and Post-Medieval religious and secular buildings; surrounding settlement. Located at the lowest fordable crossing point of the river Taff, on a rise between the Taff and Ely rivers, potential site of multi-period activity.

Reasons for Increased Archaeological Potential

The earliest known activity in the Llandaff area relates to a trackway of probable prehistoric origin, reused by the Romans, a route that allowed access across south Wales via the lowest crossing point of the Taff, just below the present cathedral, above an area of low lying marsh.

More permanent activity is recorded from the Roman period, and it is likely that there may be remains of settlement and burials. Burials of Romano-British date were revealed under the western part of the cathedral, and isolated finds of building material, pottery and coins have been retrieved from both the area around the cathedral and further south east. With evidence for a north-south Roman road crossing the east-west route in Llandaff, this also suggests there may have been a more permanent presence, although unlikely to have been enclosed or formally structured.

Significant Early Medieval occupation dates from the 6th century AD, when the *clas*, a Christian religious monastery, was established by Saint Teilo. This would have included a church, priests' and monks'

accommodation, as well as other claustral buildings, which were likely to have been enclosed, although the extent is not known. These were more likely to have been constructed of timber and remains may be ephemeral and not immediately obvious. A stone cross dating from the 10th century remains within the cathedral. Wider religious settlement is likely as place name evidence suggests; Radyr (*Yr Adur*, the chantry), and Mynachdy (Monastery) are both less than a mile from the cathedral, it was usual to have chapels and small religious houses on the approaches to a major religious pilgrimage destination. The importance of the settlement was recognised by the Normans, in constructing the cathedral at Llandaff rather than at Cardiff.

Historic activity following the Norman invasion was more extensive, with the early 12th century new stone-built cathedral and fortified bishops' palace in a walled enclosure forming the centre of a new Diocese and Lordship. The area was a centre for pilgrimage, and settlement would have been needed to accommodate pilgrims, and serve associated economic needs. 13th century taxation records show a manor, court, ploughlands, fisheries, mills, and free and villein tenants. The cathedral was rebuilt and extended over the next two centuries; and with the archdeacons' castle to the north of the cathedral and two water mills in the immediate area, the settlement was prosperous and important enough to be attacked by the Welsh forces during the early 15th century.

Further increases in population can be attributed to a weekly market and annual fairs being held in the borough of Llandaff during the later Medieval period.

After the dissolution of the monasteries, the reformation and political changes in the 16th century, the Mathew family gained the Manor of Llandaff. Llandaff cathedral and many of the buildings fell into disrepair and the area lost its prosperity. Maps of the early 17th century show a settlement of approximately sixty houses, with garden plots, regularly spread around the Green. During the mid-17th century, Parliamentarian forces during the Civil War used the cathedral as stables and accommodation and the destruction of the area was comprehensive.

After the collapse of the cathedral tower in the mid-18th century, and a major rebuilding programme, the area gained in prosperity from the later 18th century and particularly during the 19th century. Large houses such as Insole Court (formerly Ely Court), Llandaff Court, Baynton House, and Rookwood (Hospital) were built by coal owners and Llandaff became a fashionable area to live. This is reflected in the number of listed buildings from this date.

The archaeological resource relates to the concentration of activity from the 6th century AD onward, which has been continuous therefore for 1500 years. Whilst most of this is likely to have been focussed around the cathedral and the area of the cathedral grounds, which in itself is unlikely to face major development threats, the settlement would have covered a wider area as depicted on 17th century maps. Remains of this may have been damaged or destroyed by late 19th and early 20th century development as that would have been more intensive, however, archaeological work during and ahead of development has shown that evidence does survive. However slight, such evidence helps to build understanding of the history. Any impact of development would be both on the buried archaeological resource, and also on the setting of listed buildings and scheduled monuments must be taken into consideration.
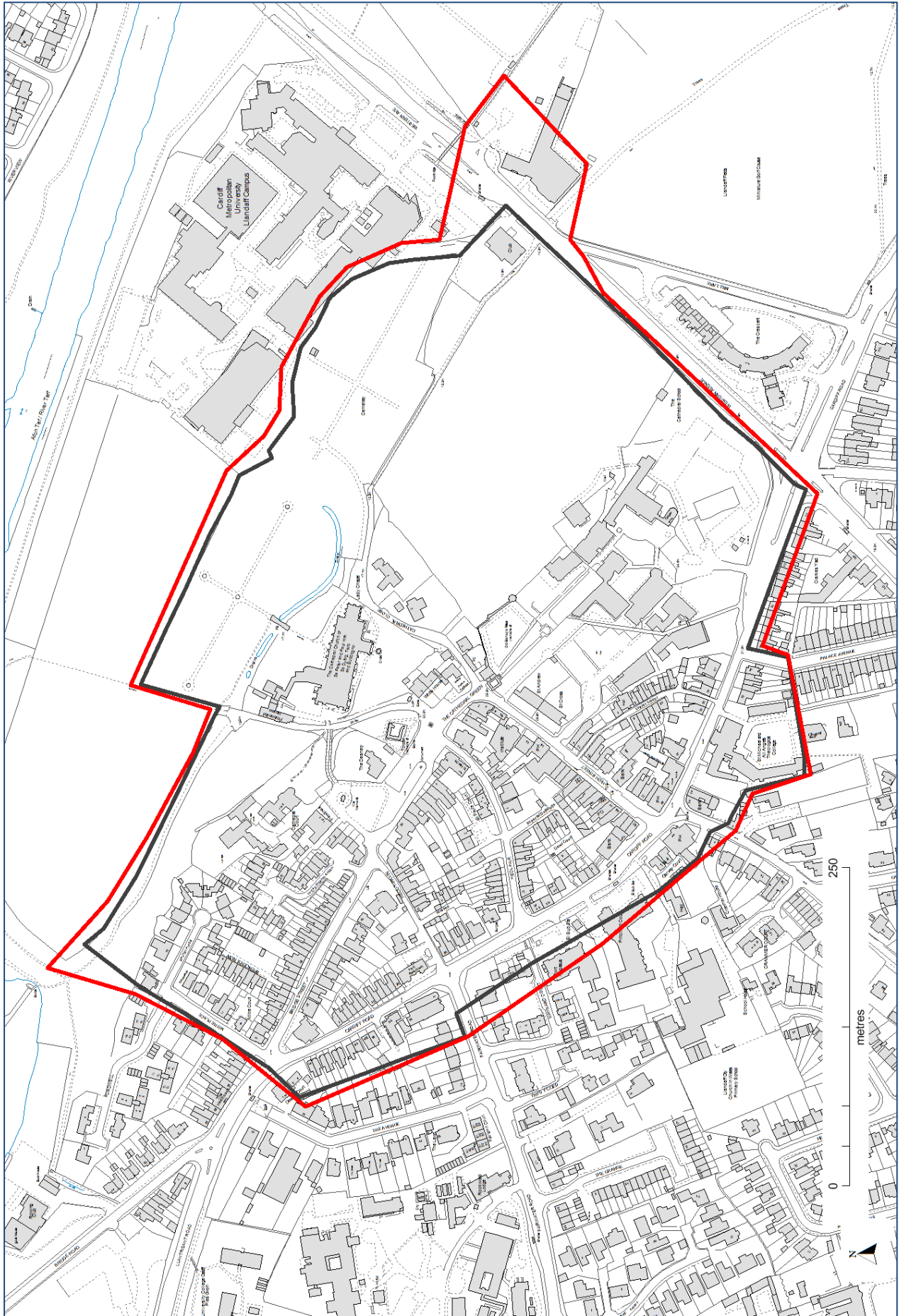
Figure 2: Llandaff Archaeologically Sensitive Area (existing black line – proposed new red line)

ASA 3: St Fagans and Michaelston-super-Ely

Community: St Fagans; Ely

Principal Designations

Scheduled Monuments: **None**
Listed Buildings: 96, including one Grade I and three Grade II*
Conservation Areas: St Fagans

Register of Parks and Gardens of Special Historic Interest

Grade I: St Fagans Castle GM31

Historic Environment Record Registers

Core Entries: 177
Event Records: 29

Significance

Two Medieval villages just under a kilometre apart; northern St Fagans centred on the castle, park, and estate, and church; Civil War Battle site; Michaelston-super-Ely primarily a deserted and shrunken settlement after the 17th century. Includes St Fagans National History Museum with more than forty historic buildings.

Reasons for Increased Archaeological Potential

St Fagans:

A D-shaped enclosure and castle was originally established on the high ground overlooking the river Ely during the late 11th or early 12th century by the le Sore family; St Fagans was a Knight's Fee within the Lordship of Glamorgan. It is suggested that the early ringwork castle of earth and timber was then converted to stone, possibly in the 13th century. The original church of St Fagan is noted as being north of the castle and being ruinous in the 16th century; it was excavated at the end of the 19th century. Much building material and finds dating primarily to the 13th century was recovered. The 11th century church of St Mary is east of the castle and has been altered, but retains some 11th and 12th century fabric. It is probable that the focus of the settlement changed to this southern aspect after the church was built, and there may have been two foci where settlement existed prior to the 16th century reworking of the castle itself.

Following the sale of the castle in the 16th century, when it was noted as ruined, a house was built on the site of the castle, retaining the curved curtain wall to the south.

The battle of St Fagans took place in the Second Civil War in 1648; when unpaid Parliamentarian forces changed sides and became pro-Royalist, and met Parliamentarian forces between St Fagans village and the Nant Dowlais (also known as Nant Rhych) to the west of the village. With the Royalist forces on the west of the brook and the Parliamentarian forces on the east, a skirmish took place on 4th May, and a battle on 8th May, which resulted in a

success for the Parliamentarians.

The house and grounds fell into disrepair in the 19th century; and was passed from the Plymouth Estate into use as a national museum in 1946. The grounds are now the site of more than forty historic buildings from across Wales; these date from the Medieval period up to the later 20th century and account for a portion of the Listed Buildings within the ASA. The grounds are a Grade I Registered Park with four main phases of development identified: 11th century; 16th century; 19th century and 20th century. Varying styles of enclosed garden were restored in the later 20th century.

Michaelston-super-Ely:

Originally a nucleated village, dating from at least the 13th century, Michaelston-super-Ely lies to the south of the river Ely and extends to the west and east of the main road.

The church of St Michael located at the western end, is first mentioned in documentation of the mid-13th century, and has Roman building material included in its walls; remains of the deserted settlement cluster immediately surround the church. A sunken trackway is visible as the road which led through from Michaelston Road to the church, with the house sites and features including a pond surrounding what was a triangular shaped village green, a feature depicted on 18th century estate maps. Crofts, and the earthwork remains of raised platforms for houses, and low walls of stone with mortar can be seen upstanding in places, although obscured and overgrown by woodland. Ty Mawr (Great House) to the south-east of the green, is a Medieval two-unit house that has historically undergone extension and some modernisation. The trackway extended to the east of Michaelston Road and the settlement area included The Court (now Court Cottages), where the later post-medieval buildings possibly incorporate Medieval fabric. The Court is set within a rectangular enclosure overlooking the slope down to the north.

The Archaeologically Sensitive Area illustrates the relationship between the two villages as two parishes to the north and south of the river Ely, and within the Knight's Fee of the Manor of St Fagans. St Fagans as a village declined after the 14th century and grew in the 16th century at a time when Michaelston began to decline in prosperity.   Maps dated to 1775 show the only house extant was Ty Mawr.

The current pressures vary in scale; the Michaelston area is subject to the pressure of residential development both from the western side where the late 20th century developments have encroached to the boundary of the village from the south; and the eastern area at the Court has been subject to major development from the north. St Fagans village may have some pressure from infill development, although the wider area is included in the larger scale developments. Efforts should be made to preserve in situ the archaeological remains which are upstanding and form the core area of the deserted settlement, in line with government policy.
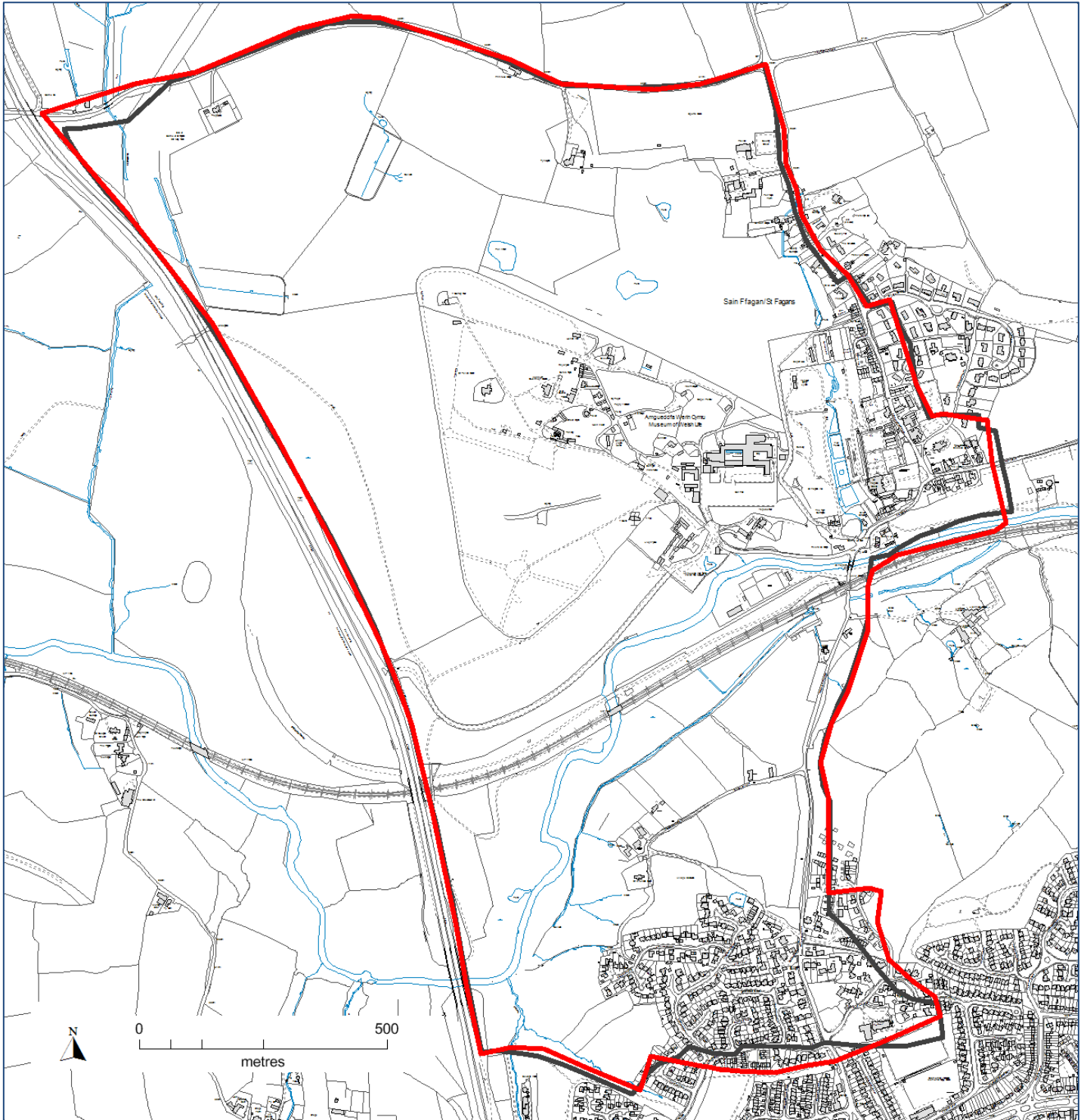
Figure 3: St Fagans and Michaelston-super-Ely Archaeologically Sensitive Area
(existing black line – proposed new red line)

ASA 4: The Wentloog Levels

Community: Trowbridge, Rumney

Principal Designations
Scheduled Monuments: GM474 Relict Seawall on Rumney Great Wharf
Listed Buildings: 4
Conservation Areas: None

Register of Parks and Gardens of Special Historic Interest
None

Register of Landscapes of Outstanding Historic Interest

The Gwent Levels HLW (Gt) 2: Character areas included in the area are: HLCA018 Rumney; HLCA019 Trowbridge

Historic Environment Record Registers

Core Entries: 133 (one of which includes 106 Roman pottery sherds)
Event Records: 70

Significance
Extensive low lying area of estuarine alluvium; reclaimed from the sea over various periods from the prehistoric onwards; distinctive patterns of settlement, enclosure and drainage; extremely high potential for extensive and significant buried, waterlogged archaeological and environmental deposits. Network of artificial drainage systems over the whole area. Deposits and activity from Mesolithic, Neolithic, Bronze Age; Iron Age and Roman; Medieval and post-medieval periods.

Reasons for Increased Archaeological Potential
The Wentloog Levels section of the Gwent Levels form the greater part of this area. Covering an area of 5.2 sq. km. within the Cardiff area, the Registered Landscape also forms a large part of the archaeologically sensitive area, and much of the archaeological importance relates to the Levels. Settlement from the Iron Age and Roman period onward is primarily along the interface between the solid and alluvial geology; occurring on average 10m above sea level.

The extent of the archaeological deposits is vast, as the network of the drainage system which involves ditches of varying sizes and layout covers the area of the levels and is a palimpsest of dates and types. Due to the nature of the phases of inundation and alluviation, whole landscapes have been preserved and extend beyond seawalls into the intertidal zone. This has resulted in layered deposits of peats and clays which preserve remains. These are both structural, as at Rumney Great Wharf, and also where usually ephemeral remains such as footprints of human and animal origin have been preserved in the clays.

Palaeochannels, also noted at Rumney Great Wharf and the Newton area, are relict watercourse channels that are buried by younger sediments, either by human or natural action, provide a vast resource of archaeological and environmental data that can inform about not only past phases of activity but also the nature and depth of deposits. Boats have been found such as those further east at Magor, emphasizing a remarkable state of preservation, and the well preserved waterlogged wood and associated material shows the streams were

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navigable, and likely to have been used for transport. Whilst such finds are rare, they are likely to represent wider activity.

Reens, the larger drainage ditches, result from both natural and artificial actions, and are fed by ridge and furrow to grips, field ditches and via the gouts, where reens meet, and into pills where the water discharges into the sea. Archaeological deposits and palaeoenvironmental evidence allow recording of the development of the landscape and its management.

Along the geological interface, archaeological investigation in association with both development and research has shown that this area was settled more intensively during the Roman and Medieval periods, with the lower ground used for agriculture. Archaeological work at settlements such as Newton, Trowbridge, and particularly development at Areas 9-12 St Mellons has identified often complex deposits, in some cases significant and well preserved, dating to the prehistoric and Roman periods.

The risk to the archaeological remains is primarily by the impact of development of all types utilising and taking advantage of the flat ground, and the well placed communication network. Two forms of impact form a physical threat to the archaeology of the Levels. Firstly, there is the threat to the nature of the deposits that involves situations where large scale development, and/or penetration of the substrate peats, silts and clays and the subsequent drying out of these, leads to compression and dehydration of anaerobic deposits. Secondly, the wider impact that development may have on the landscape. As the character of the landscape is recognised and dated by styles of enclosures, fields, tracks and drainage, development of even small size may have the accumulative effect of unacceptable impact on the landscape itself.

ASIDOHL, an assessment of the significance of the impact of development on a historic landscape, can be triggered by the size or nature of a potential development within a registered landscape. It is a procedure which considers the physical and visual impact that the proposed development may have on the character areas of the landscape. This would not necessarily be triggered in the case of small developments, however increasing numbers of small developments have the effect of gradually eroding character areas and reducing the significance of the characteristics of the landscape.

Any development must also take into consideration both the visual and physical impact on the setting of the scheduled monuments.
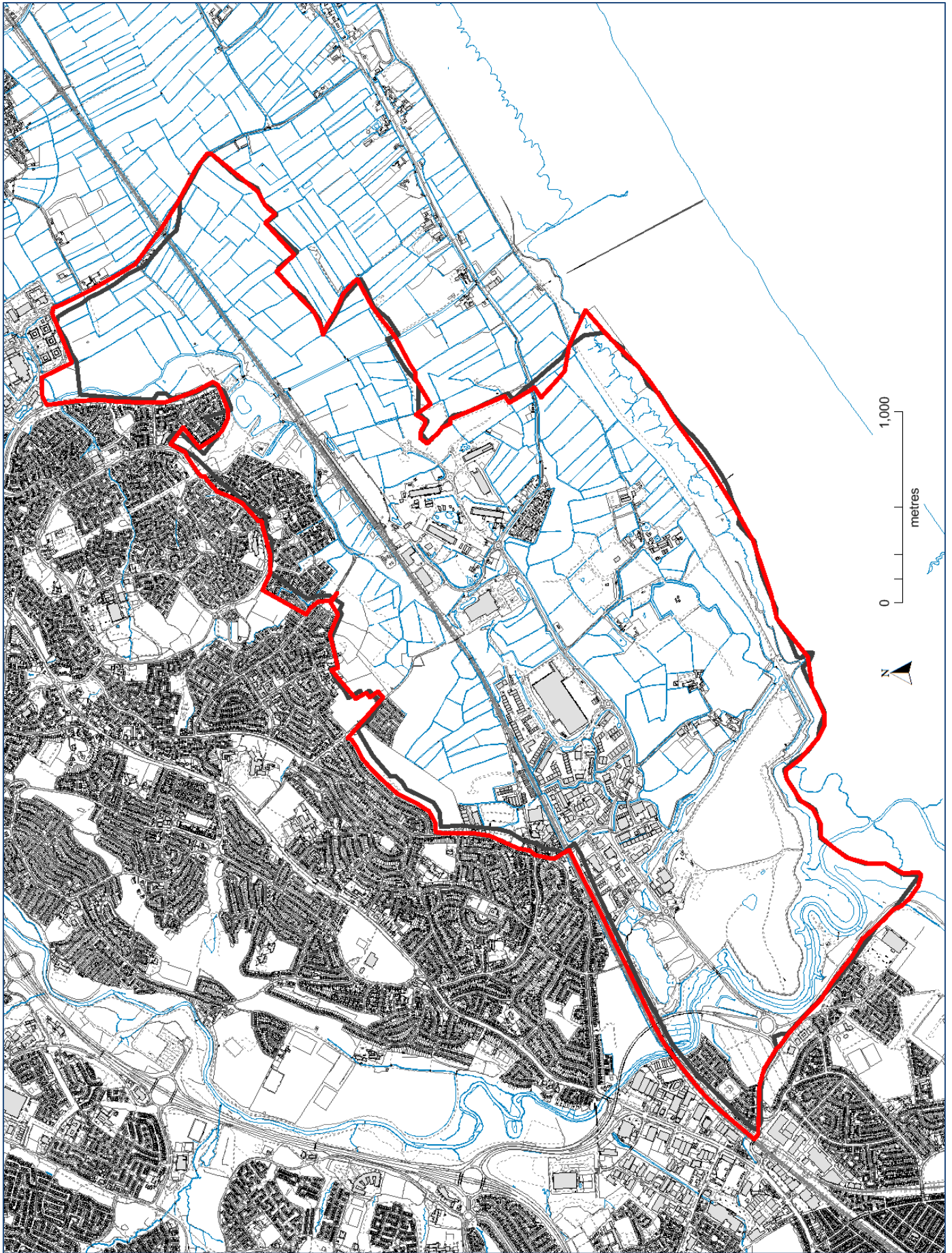
Figure 4: Wentloog Levels Archaeologically Sensitive Area

Appendix A: How do I find an archaeologist?

The Chartered Institute for Archaeologists (CIfA) advances the practice of archaeology and allied disciplines by promoting professional standards and ethics for conserving, managing, understanding and promoting enjoyment of heritage. CIfA is a professional organisation for all archaeologists and others involved in protecting and understanding The Historic Environment.

The Chartered Institute for Archaeologists has a link to a searchable list for Registered Organisations. These include both small and large companies with varying areas of expertise, and in differing geographical locations.

www.archaeologists.net/ro

Chartered Institute for Archaeologists

Miller Building, University of Reading RG6 6AB

0118 378 6446   admin@archaeologists.net

Appendix B: Glossary of terms

Archaeological Contractor

A professionally qualified individual or an organisation containing professionally qualified archaeological staff, able to offer an appropriate and satisfactory treatment of the archaeological resource, retained by the developer to carry out archaeological work either prior to the submission of a planning application or as a requirement of the planning process. A link to the CIfA list of Registered Organisations can be found at www.archaeologists.net/ro.

Archaeological Curator

A person, or organisation, responsible for the conservation and management of archaeological evidence by virtue of official or statutory duties. In Wales the archaeological advisors to the Local Planning Authorities are the Archaeological Planning Services of the Regional Archaeological Trusts, all of whom work to the Welsh Archaeological Trust's *Curators' Code of Practice*. In south-east Wales the 12 Unitary Councils are served by the Archaeological Planning Service of the Glamorgan-Gwent Archaeological Trust.

Archive

The project archive refers to an ordered collection of all documents and artefacts from an archaeological project, which at the conclusion of the work should be deposited at an approved public repository, such as a museum. The written archive refers to an ordered collection of the documents and data produced by the project, and should be deposited with a suitable public repository, such as The Historic Environment Record.

Appraisal

An appraisal is a rapid reconnaissance of site and records to identify whether a development proposal has a potential archaeological dimension requiring further clarification.

Assessment

A desk-based assessment is a detailed consideration of the known or potential archaeological resource within a specified area or site (land-based, intertidal or underwater), consisting of a collation of existing written and graphic information in order to identify the likely character, extent, quality and worth of the known or potential archaeological resource in a local, regional or national context as appropriate.

Brief

An outline framework of the archaeological situation which has to be addressed, together with an indication of the scope of the works that will be required.

Bronze Age

A chronological division of the prehistoric period, which sees the introduction of copper and the eventual widespread adoption of bronze for use in weapons, jewellery etc. In Britain it is dated between circa 2300 and 700 BC.

Cadw

The Historic Environment service of the Welsh Government: Cadw are responsible for the planning issues which affect statutorily protected ancient monuments, buildings, and parks, gardens and landscapes. They also grant aid repairs to historic buildings and monuments and manage ancient monuments which are in direct State care.

Chartered Institute for Archaeologists

The Chartered Institute for Archaeologists (CIfA) advances the practice of archaeology and allied disciplines by promoting professional standards and ethics for conserving, managing, understanding and promoting enjoyment of heritage. CIfA is the professional organization for all archaeologists and others involved in protecting and understanding The Historic Environment.

Core Data

Core data numbers refer to the sites and finds recorded in the HER register from a variety of partnership sources.

Early Medieval

The period after the break down of Roman rule and the Norman invasion (circa 410 to 1070 AD), chronologically equivalent to the Anglo-Saxon period in England.

Evaluation

A limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site; ad, if present, defines their character and extent, and relative quality. It enables an assessment of their worth in a local, regional, national or international context as appropriate. The programme of work will result in the preparation of a report and ordered archive.

Event Data

Event data relates to recorded archaeological intervention, for example, non-intrusive works such as archaeological or heritage assets assessments, appraisals, building recordings and geophysical surveys, and intrusive works such as excavations, field evaluations, and monitoring of intrusive development works, test-pits and sampling.

Excavation

A programme of controlled, intrusive fieldwork, post-excavation analysis and interpretation intended to preserve the archaeological resource by record using appropriate methods and practices, and undertaken according to defined research objectives. The programme of work will result in the preparation of specialist reports, a final report and ordered archive, and the appropriate dissemination of the results through academic publication and public engagement.

Historic Environment Record (HER)

A documentary record of known sites in a given area. In south-east Wales the HER is curated by the Glamorgan-Gwent Archaeological Trust.

Medieval

The period after the Norman invasion nominally finishing at the Battle of Bosworth and the commencement of the reign of Henry VII (1066 to 1485 AD).

Mesolithic

A chronological division of the prehistoric period spanning the period from the end of the last ice age to the introduction of farming. It is dated between circa 10,000 and circa 4,000 BC.

Modern

The period since c1900 AD

Natural

Archaeological term for undisturbed natural geology on a site.

Neolithic

A chronological division of the prehistoric period during which agriculture and domestic animals area introduced to Britain. It is dated circa 4,500 to circa 2,300 BC.

NGR

National Grid Reference

Palaeolithic

The earliest division of the prehistoric period, from the first evidence of tool making by humans to the final retreat of glacial ice from Britain. It is dated circa 500,000 to circa 10,000 BC.

Post-Medieval

Period between 1485 and 1900 AD.

Risk Assessment

A document prepared to meet the requirements of *The Management of Health and Safety at Work Regulations 1992* assessing all risks to the health and safety of employees and others, arising from a work activity.

Roman

Period when Britain was ruled by Rome circa 45 - 410 AD

Romano-British

Term used to describe a fusion of indigenous late Iron Age traditions with Roman culture.

Specification

A written schedule of works required for a particular project (by a curator, planning archaeologist or client), set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by or agreed with the relevant curator.

Watching Brief

An archaeological watching brief is defined as a programme of observation, investigation and recording conducted during any operation carried out for non-archaeological reasons within a specified area or site, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme of work will result in the preparation of a report and ordered archive.

Welsh Archaeological Trusts

There are 4 Welsh Archaeological Trusts, Clwyd-Powys, Dyfed, Gwynedd and Glamorgan-Gwent. The Trusts were established between 1974 and 1975 in order to carry out rescue archaeological work in Wales. The Trusts are now divided into Contracts and Curatorial Services. They are all charities but are also limited companies.

Appendix C: Consultation Draft SPG

Public consultation was undertaken between Thursday 9th November 2017 and Thursday 21st December 2017. A press notice was placed in a local newspaper on Wednesday 8th November 2017. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors, Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance.

*** denotes consultees who have responded to consultation, in addition to members of the public and individual Councillors.

ACE - Action in Caerau and Ely	Caerphilly County Borough Council
Alder King	Campaign for the Protection of Rural Wales
ALDI	Cardiff & Vale Parents Federation
Alternatives for Transport	Cardiff & Vale University Health Board
AMEC Environment & Infrastructure UK Limited	Cardiff Access Group
Arts Council of Wales	Cardiff Against the Incinerator
Arup	Cardiff and Vale University Local Health Board
Asbri Planning Ltd	Cardiff Bus
Associated British Ports	Cardiff Bus Users
Association of Inland Navigation Authorities	Cardiff Civic Society
Atkins	Cardiff Community Housing Association
Austin-Smith: Lord	Cardiff Cycling Campaign
Barratt Homes	Cardiff Greenpeace
Barton Willmore	Cardiff Heliport
Bellway Homes	Cardiff International Airport Ltd.
Biffa	Cardiff Local Access Forum
Bilfinger GVA	Cardiff Metropolitan University
Black Environment Network	Cardiff Naturalists
Blake Morgan LLP	Cardiff Pedestrian Liberation
BNP Paribas Real Estate	Cardiff Transition
Bovis Homes	Cardiff University
Boyer Planning	Cardiff West Communities First
Bristol City Council	Carolyn Jones Planning Services
BT Group plc	CDN Planning
Business in the Community Wales	Celsa Manufacturing (UK) LTD
C2J	Cemex Uk Operations Ltd
Cadwyn Housing Association	CFW Architects

CGMS Consulting

Chartered Institute of Housing in Wales

Chris Morgan

Chwarae Teg

Civil Aviation Authority

Coal Authority

Coleg Glan Hafren

Communities First Adamsdown

Community Housing Cymru

Community Land Advisory Service Cymru

Confederation of British Industry

Confederation of Passenger Transport

Connections Design

Country Land and Business Association

CSJ Planning Consultants

Cymdeithas yr iaith gymraeg

Danescourt Community Association

David Lock Associates

Davies Sutton Architects

DavisMeade Agricultural

Derek Prosser Associates

Design Circle RSAW South

Design Commission for Wales

Development Planning Partnership
Development, Land & Planning Consultants
Ltd

Disability Arts Cymru

Disability Wales

DLP Consultants

DLP Planning Ltd

DPP Cardiff

DTB Design

DTZ

Dwr Cymru Welsh Water

Edenstone Homes

EDP Consultants ***

Equality and Human Rights Commission

Ethnic Business Support Project

Federation of Small Businesses

First City Limited

FirstGroup plc

Firstplan

Freight Transport Association

Friends of Nantfawr Community Woodland

Fulfords Land & Planning

G L Hearn

G Powys Jones

Garden History Society

Geraint John Planning Ltd

GL Hearn Planning Limited

Glamorgan - Gwent Archaeological Trust Ltd

Glamorgan Gwent Housing Association

GMA Planning

Graig Community Council

Graig Protection Society

Great Western Trains Company Limited

Grosvenor Waterside

GVA

GVA Grimley

H O W Commercial Planning Advisors

Haford Housing Association Limited/ Hafod
Care Association Limited

Halcrow

Hammonds Yates

Hawkins

Heath Residents Association

Herbert R Thomas LLP

Home Builders Federation

Hughes

Hutchinson 3G UK

Hyland Edgar Driver

Hywel Davies

Interfaith Wales

Jacobs Babtie

Jeremy Peter Associates

JLL

John Robinson Planning & Design

John Wotton Architects

Jones Lang LaSalle

JP Morgan Asset Management

Keep Wales Tidy

Kelly Taylor & Associates

Kingsmead Assets Limited

Knight Frank

Landscape Institute Wales

Levvel Ltd

Lichfield Planning

Linc-Cymru

Lisvane Community Council

Llandaff Conservation Group

Llandaff Society

Lovell Partnership

Loyn & Co Architects

LUC

Madley Construction

Mango Planning and Development Limited

Marshfield Community Council

Martin Robeson Planning Practice

McCarthy & Stone

Meadgate Homes Ltd

Mineral Products Association

Morgan Cole

Mott MacDonald

National Federation of Builders

National Youth Arts

Natural Resources Wales

Neame Sutton

Network Rail

Network Rail Infrastructure Ltd

Newport City Council

NFU Cymru

North West Cardiff Group

Novell Tullet

O2 UK

Oakgrove Nurseries

Old St Mellons Community Council

Orange

Origin3

Pantmawr Residents Association

Peace Mala

Peacock & Smith

Pegasus

Pentyrch Community Council

Persimmon Homes

Peterson Williams

Peterstone Community Council

Phillippa Cole

Pitt

Planning Aid Wales

Planning Potential

Police & Crime Commissioner

Powell Dobson

Powergen

Prospero Planning

Public Health Wales

Quarry Products Association

Quinco

Quod

Race Equality First

Radyr & Morganstown Association

Radyr and Morganstown Community Council

Radyr and Morganstown Partnership and Community Trust (PACT)

Radyr Farm

Radyr Golf Club

Rapleys

Redrow Homes

Reeves Retail Planning Consultancy Ltd

Renplan

Reservoir Action Group (RAG)

Rhiwbina Civic Society

Rhondda Cynon Taf County Borough Council

RICS Wales

Rio Architects

Riverside Communities First Team

Robert Turley Associates

Roberts Limbrick

Robertson Francis Partnership

Royal Commission on the Ancient & Historical Monuments of Wales

Royal National Institute for the Blind

RPS Group Plc

RSPB Cymru

Save Creigiau Action Group

Savills

Scope Cymru

Scott Brownrigg

Sellwood Planning

Shawn Cullen

SK Designs

SLR Consulting

South Wales Chamber of Commerce Cardiff

South Wales Police

South Wales WIN

Splott and Tremorfa Communities First

Sport Wales

SSE Energy Supply Ltd

St Fagans Community Council

Stedman Architectural

Stewart Ross Associates

Stonewall Cymru

Stride Treglown Town Planning

Stuart Coventry Scott Wilson

Sullivan Land & Planning

Sustrans Cymru

SWALEC

Taff Housing Association

Tanner & Tilley

Taylor Wimpey

Terry Nunns Architects

The 20th Century Society

The Boarding Centre Ltd

The Design Group 3

The Georgian Group

The Institute of Cemetery and Crematorium Management

The Land Mark Practice

The Planning Bureau

The Royal Town Planning Institute

The Urbanists

The Victorian Society

The Wildlife Trust of South & West Wales

Theatres Trust

T-Mobile (UK) Ltd

Tongwynlais Community Council

Torfaen County Borough Council

Turley

United Welsh Housing Association

Urban City Ltd

Urdd Youth Group

Velindre NHS Trust Corporate Headquarters

Virgin Media

Vodaphone

Wales & West Housing Association

Wales Council for Voluntary Action

Wales Women's Aid

Walters

Watts Morgan

Welsh Ambulance Services NHS Trust - South East Region

Welsh Government

Welsh Language Commissioner

Welsh Tenants Federation Ltd

Wentloog Community Council

White Young Green

Wimpey Homes

Wyevale Garden Centre

Appendix D: Consultation Representations and Responses on the Draft SPG

Page / para	Comment	Response
General comments	General comments relating to concern that the SPG extends the scope of the LDP Policy relating to ASAs and deviates from or replicates advice within Planning Policy Wales (PPW) and TAN 24.	The SPG and ASA was first introduced in 1996 and was produced by Glamorgan Gwent Archaeological Trust Archaeological Planning Management (GGAT APM), then Curatorial Division, as one of the agreed services under the extant Memorandum of Understanding. The SPG and ASA was adopted after consultation in 1996 and has been part of the supporting suite of documents for the Local Authority's Policies since this time. The content and direction of the SPG and ASA have been agreed since 1996 between the Local Planning Authority and GGAT APM (then Curatorial Division). It has been updated on a regular basis in response to the changes in policy and legislation, the changes in 2017 were more significant and were made to recognise the introduction of the new hierarchy of historic environment legislation in Wales.

The Welsh Archaeological Trusts (WATs) provide archaeological advice for the historic environment to the local authorities in Wales. The funding for this service, which covers the various elements of support for the management of the historic environment under a Memorandum of Understanding, comes from Welsh Government via Cadw and the local authorities, as they do not have the in-house expertise to provide this service. GGAT APM (then Curatorial Division) drew together the original SPG and ASA document as a result of local government reorganisation in Wales in 1996, being the retained archaeological advisors to the local authorities in south east Wales under the Memorandum of Understanding (MoU).

Regarding the need for Supplementary Planning Guidance, it is properly the remit of the LPA to make the decision as to whether an SPG as well as ASA is required, a decision which has been made and has been established as a reasonable decision for the LPA to have made for 22 years. Planning Policy Wales 9 Chapter 2 |

| | | notes that the LDP process is a "fundamental part of a plan-led planning system" … "planning applications must be determined in accordance with the adopted plan". Within this, the provision of an SPG was determined to be required to provide the appropriate support for the Planning Department. As noted in the details in Section 2.3, the provision of this document is therefore appropriate, in that its contents relate to the historic environment in Wales and Cardiff, and explains the archaeological planning process and provision of advice. The various elements of this are detailed, as they were originally requested by the local authority to provide explanation and clarity, and were and are subject to internal consultation and comment. Phrasing regarding archaeology is not limited to specifically buried remains, but within the existing remit of the wider historic environment.

The wording within the SPG and ASA derives its meaning from the relationship with the WATs, in this case GGAT APM, as advisors under the MoU. As the retained advisors to Cardiff Council, therefore, recommendations are made by GGAT APM to the local authority regarding archaeology and the historic environment in line with the current policies and legislation, in connection with LDP policy and candidate sites as well as planning casework. Consultation with the WATs, and in this case particularly with GGAT APM, are therefore appropriate, as is confirmed by agreement in the existing MoU. |
|---|---|---|
| 1.3 | Reference should be to KP17 rather than KP7 | Corrected |
| Appendix A | The Glamorgan Gwent Archaeological Trust Archaeological Planning Flowchart) is not required. | Agree – appendix removed |
| 9.1 | The statement "archaeology within the planning system requires early consultation….to the local planning authority" is considered contrary to policy which does not *require* such consultation. | Agree - changed to '*encouraged*' to reflect the wording within the TAN |
| 5.3 | Paragraph 5.3 states that early consultation (with GGAT) will | Agree - changed to reflect the wording within the TAN. |

	identify if there is a significant constraint that may prevent development, or if there is an archaeological impact to a development. This is at odds with policy guidance outlined in TAN 24 which states that consultation "will help determine" if the proposal might impact on known archaeological remains, which in itself does not necessarily prevent development.	
5.4	Section 5.4 digresses from policy in a substantial way. Issues with definitions and purpose.	Agree – section amended accordingly.
9.2	Paragraph 9.2 of the draft SPG simplifies the purpose of archaeological evaluation, stating that 'archaeological implications' can be identified. By this it is assumed that the report refers to remains of such significance that they represent a constraint to development. This is considered to be unhelpful in the context of SPG, which is designed to support local planning policy, because it presents an inadequate description using imprecise terminology, which is different to that used in national policy.	Disagree. No alterations made to para 9.2.
9.4	Paragraph 9.4 misrepresents the purpose of archaeological evaluation further by confusing it with archaeological mitigation. Mitigation is not carried out though recourse to archaeological assessment or evaluation, as stated in the paragraph. These are pre-determination methods, and for reasons outlined in national policy (described above) are not intended to ensure that development impacts on archaeological remains are mitigated.	Agree. First sentence removed.
9.5	Paragraph 9.5 confuses the responsibility of GGAT with that of the LPA.	Disagree. This is a recommendation only.
9.7	Paragraph 9.7 states that field evaluation should be undertaken to	Disagree. This reflects the practice for dealing with such matters within this authority.

	a brief supplied by GGAT. This is not a requirement that is derived from PPW or TAN 24.		
9.12	Wording deviates from PPW 6.5.5 in terms of reference to 'need'.	Agree. Wording changed	
11.3	Even here, it is contended that Paragraph 11.3 misrepresents planning policy. In a similar way to other statement within the SPG, the paragraph strongly recommends that GGAT are consulted early in the planning process. For reasons already outlined above, this is considered to be an incorrect interpretation of policy, as consultation is advised for specific reasons with the LPA not with GGAT. GGAT are an advisory body to the LPA, an applicant is not obliged to contact them directly. Through consultation with the LPA their advice may be sought and the LPA is at liberty to agree or disagree with their advice accordingly.	Disagree. This is a recommendation only.	

Appendix E: Bibliography: Legislation and Guidance:

Ancient Monuments and Archaeological Areas Act 1979
Town and Country Planning Act 1990
The Historic Environment (Wales) Act 2016
Planning Policy Wales (Edition 9, November 2016)
Well-being of Future Generations (Wales) Act 2015
The Wales Spatial Plan 2008 Update

Technical Advice Note (TAN) 24: The Historic Environment (2017)
Welsh Office Circular 60/96: *Planning and The Historic Environment: Archaeology*
Welsh Office Circular 016/2014 *The Use of Planning Conditions for Development Management*
Welsh Office Circular 24/97: *Enforcing Planning Control: Legislative Provisions and Procedural Requirements*

Welsh Assembly Government: Cadw: Scheduled Monument Consent 2007
Welsh Assembly Government: Cadw: Conservation Principles 2011

Managing Transportation Impacts
(Incorporating Parking Standards)

Supplementary Planning Guidance

April 2018

CARDIFF
CAERDYDD

Contents

See also separate Appendices:

Appendix 1 UK and National Policies

Appendix 2 Transport Assessment Guidance and Checklist

Appendix 3 Travel Plans Guidance and Checklist

 Appendix 4 Transport Statements

Appendix 5 Consultation on Draft SPG

Appendix 6 Consultation Representations and Responses on the Draft SPG

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

1. INTRODUCTION

Purpose of Guidance

1.1   The Welsh Government (WG) supports the use of Supplementary Planning Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policies and guidance and may be taken into account as a material planning consideration in planning decisions.

1.2   This SPG sets out Cardiff Council's approach to assessing and managing the transport impacts of developments and supplements the transport and other related policies in Cardiff's Local Development Plan 2006-2026 (see Section 2). It applies to all categories of development for which planning permission is required, including new developments, extensions, redevelopments and material changes of use.

1.3   The SPG provides detailed guidance with regard to:

- How the Council will consider the impacts of development on the routes that make up the local highway network.
- The detailed information that applicants for planning permission should include with their submissions to enable the Council to make a fully informed assessment of transport impacts.
- The Council's approach to quantifying and assessing the transport impacts of development proposals as part of its determination of planning applications.
- The types of transport infrastructure and other mitigation measures which may be sought to address transport impacts.
- How the Council will seek to secure the transport infrastructure and other transport measures required to mitigate transport impacts, enable development to proceed and support the implementation of Transport policies in the Local Development Plan.
- The scope and content of Travel Plans required as part of the overall package of measures to mitigate impacts and support the implementation of LDP transport policies.
- The parking standards which apply to different types of development in specific areas of the city.
- How the impacts of developments upon Public Rights of Way will be considered and the likely requirements for mitigation.

2. POLICY FRAMEWORK

UK and National Policies

2.1   Relevant policies are summarised in Appendix 1.

Cardiff Local Development Plan (January 2016)

2.2   Cardiff's Local Development Plan (LDP) covers the period 2006 to 2026 and sets out:

- The Council's Strategy, objectives and key policies relating to land use;
- Policies to promote and control development;
- Allocations of land for housing, employment and other uses;
- Policies and proposals to protect sensitive areas; and,
- Maps showing proposals and constraints.

2.3   The LDP provides for substantial growth in Cardiff's population and employment up to 2026. This expansion will produce significant increases in transport movements that will exert additional pressures upon Cardiff's transport network.

2.4   Modelling work undertaken to quantify the impact of the LDP indicates that demand for travel by car would increase by 41%, with 10% of new demand unable to be accommodated on the highway network due to lack of capacity. This would result in a 32% net increase in traffic and associated decrease in journey speeds and increase in journey times (approximately 41% or 7 minutes).

2.5   The LDP explains that adding to the capacity of the highway network to accommodate this increase in the volume of transport movements is neither affordable nor sustainable. Therefore, in order that the additional movements generated by urban expansion can be accommodated, the proportion of journeys made by car needs to decrease and the share of trips by sustainable modes of transport must increase to a level where there is a 50:50 split between car-based and walking, cycling and public transport journeys.

2.6   The LDP outlines the approach the Council will take to increase the proportion of people travelling by sustainable modes and to achieve the 50:50 modal split target. This will involve:
- enabling people to access employment, essential services and community facilities by walking and cycling through, for example, high quality, sustainable design and measures to minimise vehicle speed and give priority to pedestrians and cyclists
- developing strategic bus and rapid transit corridor enhancements and facilitating their integration with the wider transport network
- facilitating the transfer between transport modes by, for example, improving existing interchanges and developing new facilities such as strategically located park and ride facilities
- maximising provision for sustainable travel within new developments and securing infrastructure investment which can support modal shift within existing settlements.

2.7   These requirements are reflected in the following key transport policies which will be applied in the Council's assessment of the transport impacts of development proposals and determining mitigation measures required to make developments acceptable. The policies can be read in full in the LDP (www.cardiff.gov.uk/localdevelopmentplan).

Policy Reference	Policy Summary
EN13: air, noise, light pollution and land contamination	EN13 emphasises that development will not be permitted where it would cause or result in unacceptable harm to, for example, health, the quality of the countryside (see also EN5), because of air, noise, light pollution or land contamination. It also details the impact road traffic may have on levels of pollution and the effects of poor air quality on health, quality of life and amenity.
KP2 (A-H): LDP Strategic Sites	KP2 (A-H) LDP Strategic Sites outlines the allocation of Strategic Sites A to H to "help meet the need for new dwellings and jobs". In policies KP2 (A) to KP2 (H), a detailed breakdown is provided for each Strategic Site setting out the key infrastructure and masterplanning requirements relating to each site. It outlines that the infrastructure requirements for these sites will primarily be delivered through planning obligations/ Section 106 Agreements with policies KP6 and KP7 providing the policy framework.
KP4: Master Planning Approach	KP4 outlines masterplanning general principles for major developments. The principles with particular relevance to transport include the following: • High density residential and mixed-use development is focused along public transport corridors and in neighbourhood centres with lower densities provided elsewhere to deliver an overall range and choice to meet different needs; • Dedicated sustainable transport corridors including provision for public transport, cycling and walking which will form key elements of the overall master plan and effectively link into the wider network; • Walking, cycling and public transport will be attractive, practical and convenient travel choices for all; • Provision of a full range of social and community facilities will be concentrated within mixed use neighbourhood centres located along public transport corridors and easily accessed by walking and cycling. The masterplanning, good quality and sustainable design principles set out in KP4 and KP5 will be used to provide a framework to consider planning applications relating to all Strategic Sites along with other development as defined in the policies.
KP5: Good Quality and Sustainable Design	KP5 sets out requirements in relation to achieving high quality, sustainable design and making a positive contribution to the creation of distinctive communities, places and spaces. The principles with particular relevance to transport include the following: • Providing legible development which is easy to get around and which ensures a sense of continuity and enclosure;

	• Creating interconnected streets, squares and spaces as distinctive places, which are safe, accessible, vibrant and secure and incorporate public art where appropriate; • Providing a healthy and convenient environment for all users that supports the principles of community safety, encourages walking and cycling, enables employment, essential services and community facilities; • Accessible by sustainable transport and maximises the contribution of networks of multi-functional and connected open spaces to encourage healthier lifestyles.
KP6: New Infrastructure	KP6 outlines the provision and/or contributions which will be required from new developments and the necessary infrastructure required as a consequence of the proposed development. With regard to transportation and highways, this may include access, circulation, parking, public transport provision, walking and cycling. It highlights that requirements will vary in different locations and will be dependent upon the scale and nature of proposed development. Indicative elements of transport infrastructure may include: • Routes and facilities for walking and cycling comprising both on-road and off-road improvements; • Rapid transit corridors, including heavy rail, light rail, tram train and bus rapid transit; • Key bus corridors and the wider bus network including bus priority measures and passenger facilities; • The rail network and rail services including new rail stations, station improvements and facilities for rail freight; • Transport interchanges to support integration between modes including bus and rail stations, facilities for bus and rail-based park and ride, park and share, passenger drop off, taxis, park and cycle, coach parking, overnight lorry parking and water transport; • Designated freight routes and freight transfer facilities; • The road network, particularly measures to make better use of existing highway capacity; • Transport by river (including Cardiff Bay); and • Port and shipping facilities. It emphasises the need for early identification of infrastructure requirements and a commitment from developers and service providers to work in partnership to ensure that all necessary infrastructure can be planned, delivered and managed in an orderly and timely manner.
KP8: Sustainable Transport	KP8 emphasises the impact of the location and form of developments on travel choices and demand. It sets out that "Development in Cardiff will be integrated with transport infrastructure and services in order to: i. Achieve the target of a 50:50 modal split between journeys by car and journeys by walking, cycling and public transport. ii. Reduce travel demand and dependence on the car; iii. Enable and maximise use of sustainable and active modes of transport;

	iv. Integrate travel modes; v. Provide for people with particular access and mobility requirements; vi. Improve safety for all travellers; vii. Maintain and improve the efficiency and reliability of the transport network; viii. Support the movement of freight by rail or water; and ix. Manage freight movements by road and minimise their impacts". KP8 also demonstrates that achieving the 50:50 split between travel by car and sustainable travel is "necessary for the transport network to accommodate movements associated with the growth envisaged within this plan in a way which avoids unmanageable levels of congestion on the highway network". This has been demonstrated through local knowledge of the transportation network and research of travel behaviour, patterns and trends in combination with modelling work carried out by the Council.
KP18: Natural Resources	KP18 highlights the need for development proposals to take full account of the need to minimise impacts on the city's natural resources and minimise pollution, in particular air pollution from industrial, domestic and road transportation sources and managing air quality (iii).
T1: Walking and Cycling	The purpose of T1 is to exploit the potential for encouraging modal shift towards active travel by favouring developments which include design features and facilities that make it easy for people to walk and cycle for everyday journeys instead of travelling by car. Encouraging 'active travel' will help to minimise car use and support the Council in fulfilling its legal duty under the Active Travel (Wales) Act 2013 to develop, improve and maintain local walking and cycling networks.
T2: Strategic Rapid Transit and Bus Corridors	T2 requires development to be served by effective public transport through the development of new rapid transit routes, key strategic bus corridors and improvements to the wider city bus network.
T3: Transport Interchanges	Providing for interchange between transport modes is essential to the efficient functioning of the transport network and making sustainable travel options more practical and attractive. This is particularly important in relation to the public transport network. This Policy provides support for all forms of transport interchange that help meet these requirements and deliver the modal shift objectives of the LDP.
T4: Regional Transport Hub	T4 sets out the Council's requirements with regard to the functionality and aesthetic quality of a central interchange and its integration with existing and future development within the Cardiff Central Enterprise Zone. The Policy will be implemented through a process of master planning undertaken in collaboration between the Council, developers, transport providers, the public and key stakeholders.
T5: Managing Transport Impacts	The purpose of this Policy is to ensure that all new developments for which planning permission is required: i. Properly address the demand for travel and its impacts; ii. Contribute to reducing reliance on the private car, in line with national planning policies and the strategic transport objectives and policies of the LDP;

	iii. Make satisfactory provision for access, parking and circulation, particularly by pedestrians, cyclists, public transport users and disabled people with mobility impairments and particular access needs; and iv. Avoid unacceptable harm to safe and efficient use and operation of the road, public transport and other movement networks and routes.
T6: Impact on Transport Networks and Services	The purpose of T6 is to protect the transport network and its users from developments which may otherwise cause unacceptable harm to the operation and use of key transport networks and routes.
T7: Strategic Transportation Infrastructure	T7 provides support for three key elements of strategic transport infrastructure which are illustrated on the Constraints Map[1] with further detailed work informing the precise land take requirements.
T8: Strategic Recreational Routes	T8 sets out the Council's desire to develop a network of recreational routes that will allow everyone in Cardiff to gain easy access to local green spaces, and the wider coast and countryside. It also accords with Planning Policy Wales which seeks to promote provision of safe accessible, convenient and well-signed walking and cycling routes and to protect and enhance the national cycle network and long-distance routes and footpaths that are important tourism and recreation facilities, both in their own right and as a means of linking other attractions and local communities.
T9: Cardiff City Region 'Metro' Network	The Cardiff City Region Metro is a proposal for a metropolitan-style, integrated public transport network extending across Cardiff and South East Wales. The 'Metro' is likely to be developed in phases over a number of years. Its purpose is to significantly enhance public transport accessibility across the region.

[1] www.cardiff.gov.uk/localdevelopmentplan
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3. MANAGING IMPACTS ON THE HIGHWAY NETWORK

Impacts on highway function

3.1   Through introducing new access points, and increasing flows or turning movements, new developments can potentially impact on the function of the highway. This can impact on a route for different modes of travel by:

- Making traffic queues longer at junctions
- Increasing bus journey times, making services less reliable and attractive
- Reducing green time for pedestrians and cyclists at junctions and crossings
- Making roads busier and less safe and attractive as places and for people cycling and walking
- Worsening air quality impacts.

3.2   Such impacts can potentially impair the operation of the local highway network, add to congestion problems and conflict with the LDP's objectives to increase sustainable travel and achieve modal shift.

3.3   In considering development proposals, the Council will assess the impact of developments on the function of roads directly serving a development, within the immediate vicinity of the site and within the wider highway network.

3.4   For these reasons, it is essential that Transport Assessments provide all of information necessary to enable the Council to fully quantify and understand the impacts of development on the function of roads and wider highway network and to identify measures to mitigate these impacts and make the development acceptable in relation to the LDP's sustainable transport policies. Section 4 and Appendices 2, 3 and 4 provide detailed information on what is required from Transport Assessments, Travel Plans and Transport Statements submitted to the Council through the planning process.

Movement and Place Function

3.5   The highway network in Cardiff is comprised of a number of different types of roads which have different functions (see Table 3.2 below). Manual for Streets (MfS) and Manual for Streets 2 (MfS2) also make the important distinction between roads, which have a primary 'movement' function and streets where the 'place' function (the attributes that make the street function as a social space) are considered to take precedence over the 'movement' function.

3.6   Development-related trips can also impact on the 'place' function of streets. Increases in motorised traffic through residential streets can diminish their amenity and safety for walking and cycling and other activities such as children's play. These impacts potentially conflict with the sustainable neighbourhoods and modal shift objectives of the LDP. Transport Assessments should identify these impacts and suitable measures for mitigation.

3.7   Crucially, MfS recognises that even roads with a primary 'movement' function can include sections where a 'place' function predominates or moderates the movement function, depending on the adjacent land uses. For example, where a main or secondary distributor road passes through a district shopping centre or next to a school the 'place' function of the road may be accorded a greater degree of importance relative to the function of conveying through traffic.

3.8   In locations on a road where the 'movement' function is diminished by the 'place' function, this can present the opportunity to facilitate movement by other modes, particularly walking and cycling. For example, the introduction of new or improved crossing facilities for pedestrians and cyclists can help to reduce the severance effect of a road which carries high volumes of traffic and increase opportunities for walking and cycling.

3.9   In addition to other requirements, Transport Assessments should therefore assess the impacts of developments on the 'movement' and 'place' functions of affected roads and streets in accordance with the principles in MfS and MfS2.

User Hierarchy

3.10   Policy T5 of the Local Development Plan 'Managing Transport Impacts' states:
        "In assessing the transport and access aspects of proposals the Council will be more likely to give favourable consideration to developments which through their design and layout give priority to movements by sustainable travel modes and reflect the user hierarchy in Department for Transport Manual for Streets".

3.11   Transport Assessments (TAs) should explain how the MfS user hierarchy (see Figure 3.1) has been applied to the design of and layout of the development and the mitigation measures included in the Transport Implementation Strategy (TIS).

Figure 3.1: Manual for Streets User Hierarchy

Highway Network

3.12   The highway network in Cardiff is made up of roads defined within the Department for Transport (DfT) Carriageway Hierarchy (Well-maintained Highways Code of Practice for Highway Maintenance Management, London: DfT), shown in Table 3.2 below. The Hierarchy provides general definitions of the different types of roads within Cardiff's local highway network in terms of their function and characteristics. In addition to referencing the basic features of roads, the Hierarchy provides an indicative classification of each road category in terms of the 'movement' and 'place' functions as defined by Manual for Streets (MfS).

3.13   The Council will make reference to the Hierarchy when considering the impacts of development proposals on the characteristics and function of particular roads.

3.14   A flexible approach needs to be taken when using the Hierarchy to define the characteristics and function of particular roads/streets. This is because some roads may not wholly match all aspects of the description given within the Hierarchy. Furthermore, some routes which fall within the same category may actually differ in terms of the volumes of movements they experience, the number of trip attractors they serve or their relative importance as routes for buses, cycling or walking etc.

Table 3.2 The Carriageway Hierarchy

Carriageway Hierarchy				
Category	Hierarchy Description	Type of Road General Description	Type of Road Basic features	Examples of function (Manual for Streets classification)
1	Motorway	Limited access Motorway regulations apply	Routes for long distance traffic. Fully grade separated and restrictions on use.	Movement Function
2	Strategic Route	Trunk and some Principal 'A' roads between Primary Destinations	Routes for long distance traffic with little frontage access or pedestrian traffic. There are usually few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.	Movement Function
3a	Main Distributor	Major Urban Network and Inter-Primary Links Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas, parking may be restricted at peak times and there	Predominantly movement function, with some transitional areas where the place function is stronger e.g. Penarth Road

			are positive measures for pedestrian safety.	
3b	Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have very high levels of pedestrian activity with some crossing facilities including zebra crossings. On street parking is generally unrestricted except for safety reasons	Rural areas: movement function between villages with stronger place function within village settlements e.g. Michaelston Road, St Fagans. Urban areas: place function. e.g. Merthyr Road, Cowbridge Road East
4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial interconnecting roads with random pedestrian movements and uncontrolled parking	Rural areas: movement function between villages with stronger place function within village e.g. Drope Road. Urban areas movement function e.g. Excalibur Drive
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.	Rural: movement urban: place

Active Travel Network

3.15   Increasing the number of trips made by walking and cycling will make an important contribution towards achieving the 50:50 modal split target required by the LDP, as well as providing an opportunity for promoting health and wellbeing. The Planning for Health SPG provides more information on this. By providing a practical alternative to the car, particularly for short trips, active travel infrastructure and other supporting measures represent very important elements of the package of measures that the Council will seek to secure to mitigate development impacts, where appropriate.

3.16   LDP Policy T1 provides support for developments which enable daily travel by walking and cycling by combining high quality, sustainable design, permeable networks of routes, measures to manage vehicle speed, safe and convenient connections to the strategic cycle network and existing neighbourhoods and trip attractors and good supporting infrastructure.

3.17   Opportunities for travel by walking and cycling can be maximised through the master planning of development sites. Policies KP2(A) to KP2(H) of the Adopted Local Development Plan specify walking and cycling components of the 'essential/enabling' infrastructure that the Council will seek to secure when determining planning applications for those sites.

3.18   In considering proposals for development on smaller, non-strategic sites, the Council may also seek to secure development layouts and off-site improvements to routes and user safety which serve to maximise the ease of access by walking and cycling.

3.19   On-site active travel infrastructure will generally be secured by way of conditions of planning consent whilst off-site measures will be secured through S106 Planning Obligations, Section 278 agreements or Grampian conditions, as appropriate.

Strategic Bus Corridors and Wider Bus Network

3.20   Increasing the proportion of trips made by public transport is essential in order to manage demand for car travel and achieving the LDP 50:50 modal split target.

3.21   Policies KP2 (A) to KP2(H) identify the development of on-site and off-site bus and rapid transit infrastructure as infrastructure which is essential to enable the development of the strategic sites covered by those policies.

3.22   Policy T2 of the LDP identifies specific roads as strategic bus corridors and provides support for their development and enhancement as well as support for the development of future rapid transit routes and the development and improvement of the wider city bus network.

3.23   Where the Council's analysis of TAs and other relevant information provides evidence of negative transport impacts, the Council will seek to secure mitigation of those impacts through the following courses of action (either individually or in combination):

- maximising the provision of public transport infrastructure including interchange facilities within the master plans and layout of development sites as required by Policies KP(A) to KP2(H);
- securing infrastructure on and/or off-site as appropriate including bus lanes, bus gates and junction modifications that enhance the function of roads identified as strategic bus corridors in Policy T2 by maximising service frequencies, minimising journey times and achieving maximum journey time reliability;
- securing improvements to the wider local bus network by way of bus priority measures, interchange facilities, junction and service improvements.

3.24 Where necessary, on-site infrastructure will be secured through the development and agreement of site layout plans, masterplans and parameter plans and by way of conditions of planning consent. Provision of off-site measures will generally be secured by way of S106 Planning Obligations or Section 278 agreements and 'Grampian' conditions where appropriate.

3.25 Accessibility should be a primary consideration when designing for public transport facilities and infrastructure (e.g. bus stops and bus shelters), for example, ensuring bus stops are located in close proximity to key services and trip generators. Passengers are also pedestrians and/or cyclists at either end of their public transport journey and so consideration also needs to be given to the wider physical environment and connectivity as well as the waiting environment. For example, appropriate infrastructure such as cycle parking should be co-located with public transport stops. Under the Equalities Act (2010) services must also be fully accessible for people with disabilities and consideration should also be given to users with other accessibility needs such as parents/carers travelling with young children and prams/buggies. Transport for London (TfL) guidance on Accessible Bus Stop Design is a useful reference document.

Operational Railway Network

3.26 Cardiff's rail network has seen a significant increase in trips and the growth is projected to continue. Policy KP6 provides for development of the rail network as required to enable new development. Policy KP8 highlights the need for developments to be integrated with transport infrastructure and services. Development can impact on the railway network by contributing to the ongoing growth in the number of journeys undertaken on the network but also, for example, through an increase in traffic using level crossings. Where TAs and other relevant information provides evidence of impacts, appropriate mitigation will be sought, particularly where safety may be compromised.

4. TRANSPORT ASSESSMENTS, TRANSPORT STATEMENTS AND TRAVEL PLANS

Transport Assessments and Transport Statements

4.1 Transport Assessments (TAs) provide the means of identifying, quantifying and understanding the scale of anticipated transport impacts of a proposed development, including potential air quality impacts. TAs should provide information to enable decision makers to understand how the proposed development is likely to function in transport terms. They should also provide a comprehensive and consistent review of all the potential transport impacts of a proposed development so that they are easily understood by the Local Authority and the public. TAs inform consideration of the physical infrastructure and other transport measures required to mitigate the impact to ensure that a development accords with LDP policies with an agreed plan to mitigate any adverse consequences.

4.2 The strategic sites set out in the LDP include major greenfield sites which could have significant impacts on already congested corridors. Therefore it is important that modelling included in TA's take account of likely background growth in traffic on the network and the potential impacts of a specific development in combination with the likely impacts of other neighbouring sites that will be brought forward during the plan period. This is to ensure that impacts are not overlooked and that appropriate mitigation can be provided.

4.3 The WG policies on TAs within the planning process are contained in Planning Policy Wales (Edition 9 November 2016) (PPW). PPW (paragraph 8.7.2, p 124) states: "The Welsh Government expects that all applications for developments (including changes of use) falling into the following categories will be accompanied by a TA" (see Table 4.1 below).

Table 4.1: Thresholds for Transport Assessments and Travel Plans

Use Class	Use	Indicative Thresholds by Use Class for Transport Assessments and Travel Plans
A1	Retail (food and non-food)	>1,000 m²
A2 & B1	Business	>2,500 m²
B2	General Industrial	>5,000 m²
B8	Warehousing & Distribution	>10,000 m²
C1	Hotels	> 1,000 m²
C2	Residential Institutions	>2,500 m²
C3	Dwelling Houses	> 80 dwellings
D1	Non-residential institutions	>2,500 m²
D1	Education	>2,500 m² (All new and expanded school facilities)
D2	Cinemas & Conference Facilities and Leisure Facilities	>1,000 m²
Other	Stadia	>1,500 seats
Sui Generis	Student Accommodation	> 25 students

4.4   TAN 18 (2007) indicates that the output of the TA should be a **Transport Implementation Strategy (TIS)** that addresses relevant transport objectives for the site, guided by policies in the development plan and the issues identified in the analysis of movements. A TIS is required for all applications subject to a TA.

4.5   Requirements regarding the contents of the TA and the TIS are provided in TAN 18 Annex D. Annex D sets out that the TA should be based on the person and freight trips generated by a development. It gives the aims of undertaking the TA and producing a TIS as:
   - understanding the transport impacts of the development;
   - clearly communicating the impacts to assist the decision making process;
   - demonstrating the development is sited in a location that will produce a desired and predicted output (for example in terms of target modal split);
   - mitigating negative transport impacts through the design process and secured through planning conditions or obligations;
   - maximising the accessibility of the development by sustainable modes;
   - contributing to relevant development plan objectives relating to accessibility of services and modal share.

4.6   The guidance in TAN 18 further explains that any mitigation should be proposed in a TIS which should "set objectives and targets relating to managing travel demand". It states that the TIS should also include "targets relating to managing travel demand for the development and set out the infrastructure, demand management measures and financial contributions necessary to achieve them. The TIS should set a framework for monitoring the objectives and targets, including the future modal split of transport to development sites" (p. 36/37). Appropriate planning conditions and obligations may be used in relation to monitoring where necessary and where fairly and reasonably related to developments.

4.7   Section 9 of TAN 18 states that SPGs should be used to provide additional detail on the requirement for TAs to be produced alongside planning applications. Accordingly, it is strongly recommended that this section be read in conjunction with the explanatory notes and checklist of requirements which are provided in the appendices to this document (Appendix 2) and the Junction Assessment Tool guidance which is available on the Council's website. These are intended to assist the progress of planning applications by providing guidance to assist applicants in producing Transport Assessments (TAs) required through the planning process which can be approved in a timely manner and to ensure that any TA which is submitted to the Council contains all of the information which is required by the planning authority in assessing a planning application. A pre-application service is provided by the Council. Developers are encouraged to engage with the Council through this process as early as possible. The critical junctions to be included in the TA should be agreed with the Council.

4.8   Before submission to the Council, it is strongly recommended that all TAs are independently audited using the Transport Assessment Guidance and Checklist. The Checklist has been developed to assist developers in producing TAs and to ensure that a robust methodology is used which properly quantifies and analyses the transport impacts of a development and provides the evidence necessary to inform the identification of appropriate mitigation measures.

4.9   Completed audit checklists should be submitted along with the TA and they will be reviewed by the Council. Where deficiencies in the TA have been found as a result of the audit, it is likely that amendments will be requested and this may delay the progress of the planning application.

4.10   In some cases, developments which fall below the size thresholds where a TA would be required may have transport impacts which warrant investigation and assessment. Examples of such developments could include developments which require direct access onto major arterial routes or strategic bus corridors or where they may affect parts of the highway network or specific junctions which experience particularly high volumes of traffic flows or other problems. In such instances, the Council will ask the applicant to prepare a Transport Statement (TS) providing a qualitative and quantitative assessment of the existing transport conditions in and around a development site and the transport impacts of the development in terms of trip generation. It should also set out in detail the measures that will be taken to address those impacts. Appendix 4 outlines what should be included in a Transport Statement.

Travel Plans

4.11   A Travel Plan is a long term management strategy for an occupier (or group of occupiers) of a site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed (Good Practice Guidelines: Delivering Travel Plans through the planning process DfT 2009). Travel Plans are now considered an essential part of transport policy. It is strongly recommended that the explanatory notes in Appendix 3 should be used in conjunction with the guidance and checklist of requirements to ensure that any Travel Plan which is submitted to the Council contains all of the information which is required by the planning authority in assessing a planning application.

4.12   The thresholds at which Travel Plans will be required are outlined in Table 4.1. Travel Plans will also be required for:
- Smaller developments which could generate significant amounts of travel in, or near to, areas with air quality issues and in other locations where there are local initiatives or targets for the reduction of road traffic, or the promotion of public transport, walking and cycling
- Developments where a Travel Plan would help address a particular local traffic problem associated with a planning application which might otherwise have to be refused on local traffic grounds, for example, where overspill parking might occur from developments with low or nil off-street parking provision
- Smaller developments which may form part of incremental development, or be near to other developments and potentially contribute to an impact of overall area wide travel demand.

4.13   The Council will seek to secure travel plans and financial contributions towards their implementation through the planning process and using planning obligations where appropriate.

5. PLANNING CONDITIONS, PLANNING OBLIGATIONS AND TECHNICAL STANDARDS

Planning Conditions

5.1 Planning conditions may be imposed to secure on and/or off site transport measures and facilities as may be required by a proposed development, in line with paragraph 8.7.5 of Planning Policy Wales (November 2016) and Government standards set out in the Welsh Government Circular 016/2014 'The Use of Planning Conditions for Development Management'.

5.2 In relation to access, circulation and parking, conditions may be used to:-
- specify the number of parking spaces, their size and layout;
- control the management and use of parking spaces, (for example) to limit the use to certain categories such as Blue Badge holders;
- secure the removal of parking spaces after a specified period or when access to the site is improved by public transport, walking and cycling;
- control the design of delivery areas, specifications for goods vehicle parking and manoeuvring;
- secure the provision of cycle parking and changing facilities, and safe pedestrian and cycle routes;
- secure the provision of on-site facilities for public transport, such as bus lanes, stops, shelters, boarders, real-time information units and CCTV;
- require the preparation of a Travel Plan and/or aspects of a Travel Plan to be implemented;
- restrict permitted development rights, where an otherwise permitted change of use could cause a material deterioration in local conditions;
- Crime Prevention Through Environmental Design (CPTED) or community safety initiatives, such as improved street lighting, alley gating, ambassador schemes, provision of CCTV, etc.;
- consideration/specification of surface finishes, including implications for sustainable drainage. Any works requiring new drainage will need consideration of the receiving drainage network and communication with the owner of that asset;
- ensure the housing and other layouts are designed to allow refuse lorries to manoeuvre and to ensure that the collection vehicle is able to reach within 25m of all dwellings.

5.3 Conditions attached to a planning permission are enforceable against any developer who implements the permission and any subsequent occupiers of the development.

Planning Obligations

5.4 Guidance on Planning Obligations is set out in the Cardiff Planning Obligations SPG (2017).

5.5 The requirement to prepare a Travel Plan and the implementation of specific components of the Plan can be secured through Planning Obligations. Planning Obligations are normally the most appropriate means of securing the provision of physical measures outside the site boundary and financial contributions to support services or activities required for Travel Plan implementation. They are also likely to be the most effective mechanism for enforcing performance targets, for example, in relation to imposing sanctions and financial penalties where these are required to provide an incentive for Travel Plan delivery.

Section 38 and Section 278

5.6   Under section 38 of the Highways Act 1980, the highway authority[2] can enter into a legal agreement with a developer to adopt a highway provided the highway has been constructed to a specified standard and to the satisfaction of the local highway authority.

5.7   Under section 278 of the Highways Act 1980, the highway authority can enter into a legal agreement with a developer (in order to facilitate development) for the developer to either pay for, or make alterations or improvements to, the public highway.

5.8   The approval process for Section 38 and Section 278s will vary as appropriate to the nature and scale of the development and a separate process will normally undertaken for both the Section 38 and Section 278 elements of the development. Guidance on these processes is provided in Section A – Typical Design Approval Process.

5.9   Where matters affected by the works forming part of S278s are subject to Planning Condition(s), the location and cross section for example, the Council expect the developer to have discharged those conditions prior to entering into a S278 agreement. Design of the works subject to 278 must thereafter accord with the details agreed through the planning permission and discharge of condition(s).

Technical Design Standards for roads and highways

5.10   Technical Design Standards have been developed for matters relating to roads and highways. These are live technical documents which will be updated by the Council from time to time, as necessary. It should be ensured that the most up to date information available is referred to and that other relevant design guidance is also referenced (see Section 8).

5.11   For residential streets, the general principle of the development should be in accordance with guidance in the Cardiff Residential Design Guide SPG and also informed by the expectations presented in the Liveable Design Guide[3].   The detailed design will require the application of the standards and guidance as set out in Section B – Residential Development Roads.

5.12   Industrial and Commercial Roads should be designed in accordance with guidance in Section C – Industrial and Commercial Estate Roads. Further reference should be made to Section B – Residential Development Roads, which provides guidance on design philosophy. Reference will also be required to Section D – Advice on Design Elements, which provides advice on implementing common highway features.

5.13   Standard details for construction of roads to an adoptable standard are set out in Section E – Highway Construction Details. The designer should seek guidance where it appears that there is a difference in the guidance between these standards and the principals set out in the Sections A to D or the requirements in documents referred to in those sections.

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[2] Normally Cardiff Council except on Trunk Roads where this will be with the Welsh Government

[3] https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/liveable-design-guide/Pages/default.aspx

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5.14   Where necessary designers may need refer to the standard details in the Manual for Construction of Highway Works – Volume 3: Highway Construction Details[4], but any use of these details should be agreed with the Council.

Audits

5.15   A Design and Access Statement (DAS) can ask for accessibility and access information where this is material. Carrying out this review at the design stage through the use of a suitable and sufficient schematic Audit (accompanying a DAS) should resolve issues to avoid an additional cost impact.

5.16   All planning applications that include changes to the highway and new roads for adoption need to be accompanied by a Combined Audit (CA) in accordance with Cardiff Council's CA Manual or other similar, agreed, standard (for example, the DfT manual 'Quality Audit in the Street Design Process'). The CA should be embedded in a TA or TS where appropriate. There is an expectation that Stage 1 is required as part of the design process.

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[4] http://www.standardsforhighways.co.uk/mchw/vol3/index.htm

6. PARKING GUIDANCE AND STANDARDS

Parking Standards

6.1 The availability of parking spaces and their location can influence travel choices. Excessive provision can serve to stimulate demand for car travel and perpetuate reliance on the car. The application of parking standards to new developments is therefore an important tool in managing demand for travel by car and encouraging a shift to sustainable transport modes. These objectives are balanced against the need to manage pressures on on-street parking space and the negative impacts of oversubscription of space including congestion, hazards, visual intrusion and harm to residential amenity. Reference should also be made to the Council's Parking Strategy for further information on how parking is managed in Cardiff, including residents parking schemes.

6.2 The Council's parking standards are outlined in Tables P.1 to P.12 as follows. **The parking standards are maximum parking standards and should be used in conjunction with the guidance set out in this section.**

Table 6.1: Reference List

Table No	Use Class	Standards
P.1	A1	Retail and Wholesale: Shops, retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices, pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners and funeral directors.
P.2	A2	Financial and Business: Banks , building societies, estate and employment agencies, professional & financial services and betting offices, as well as call centres and conference facilities.
P.3	A3	Food, Drink, Entertainment: For the sale of food and drink for consumption on the premises - restaurants, snack bars and cafes. Public houses, wine bars or other drinking establishments (but not night clubs).
P.4	B1	Business: Offices, research and development, light industry appropriate in a residential area.
P.5	B2	General Industrial: Industrial process other than that falling within Class B1.
P.6	B8	Storage or distribution: General industrial, storage or distribution (including open air).
P.1	C1	Hotels, boarding and guest houses where no significant element of care is provided.
P.8	C2	Residential: Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.
P.9	C3	Dwelling houses: Family houses, or houses occupied by up to six residents living together as a single household, including a household where care is provided for residents.

P.9	C4	Houses in multiple occupation by unrelated residents with shared kitchen/bathroom amenities.
P.10	D1	Non-residential Institutions: Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries, museums, libraries, halls, places of worship, church halls, law courts. Non-residential education and training centres.
P.11	D2	Parking Standards for Assembly and Leisure: Cinemas, music and concert halls, bingo and dance halls (but not night clubs), swimming baths, skating rinks, gymnasiums or sports arenas (except for motor sports, or where firearms are used).
P.12	Sui Generis	Sui Generis e.g. garages, car sales, purpose built high density student housing, houses with multiple occupants with over 7 or more residents.

6.3   These SPG parking standards relate to specific land uses within the Town and Country Planning Use Classes Order 1995, but do not cover every possible land use or type of development. As such, any proposed land use or development not specifically mentioned will be considered on a site specific basis and on its individual merits. **The absence of parking standards for a specific use does not mean that no parking provision will be required or that there is no restriction on provision.**

6.4   Different standards are applied to the central area of Cardiff. The boundary for the Central Area is shown on figure 6.1.

6.5   The Central Area has been informed by two principal considerations:

   i.   The need to encourage modal shift in order to achieve the 50:50 modal split target in the LDP
   ii.   Policies relating to the management of Council-controlled on-street and off-street car parking in the Council's Parking Strategy.

6.6   The Central Area includes the City Centre and Cardiff Bay Areas and the large residential areas which extend outwards from the core shopping centre into the wards of Grangetown, Canton, and Cathays. A number of the city's principal trip attractors are located in the area including the City Centre, Cardiff Bay the Cardiff Enterprise Zone, and the LDP Strategic Site focussing on Cardiff Central Station and Central Square. The Central Area also includes a number of existing industrial/business land uses including the employment areas around Penarth Road/Leckwith Road to the west of the City Centre and employment uses around Ocean Way and Tremorfa to the east/south East.

6.7   The Central Area broadly aligns with the boundary of the Cardiff Controlled Parking Area (CPA) and Residential Parking Areas as defined in the Council's Parking Strategy.

6.8   Limiting the provision of parking in these central areas of the city is necessary to manage the demand for travel by car to central Cardiff and encourage travel by public transport, walking and cycling in order to achieve the Local Development Plan target of a 50:50 modal split.

6.9   The Parking Standards support these objectives by requiring a lower quantity of car parking spaces within new developments in the Central Area than the standards for developments in the

Outer Area. In both the Central Area and Outer Area, the minimum level of cycle parking provision has been calculated using an analysis of TRICS in order to provide, where appropriate by use class, sufficient cycle parking for 30% of employees to travel by bike, in line with the 50:50 modal split target and aspirations for significantly increasing trips made by cycling.

6.10   For mixed use developments, the standards relating to each use should be used to calculate the overall total parking level.

6.11   There may be scope for applying standards flexibly in exceptional circumstances where the specific use or nature of development or its occupation or management warrants this. Where the standards are applied flexibly the Council may impose conditions to limit permitted development rights or to control management and occupancy.

6.12   Changes of use will generally be subject to the same standards as new development for the same use class. Reduced numbers of parking spaces will be sought where the proposed use is demonstrably less traffic intensive than the previously approved use.

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

6.14   For the avoidance of doubt, parking standards that relate to floor area are GROSS floor area (GFA), unless stated otherwise.

6.15   The **Residential parking standards** do not include a requirement for visitor parking. The design and layout of parking spaces will be reviewed and may not be considered in accordance with the maximum standards if dimensions are found to be able to accommodate parking above the maximum permitted. For example, where due to its proposed dimensions a driveway to a dwelling can be shown to have the capacity to accommodate a greater number of vehicles than permitted under the parking standards, a reduction in the dimensions may be required. For the purpose of the standards, garages are not counted with the parking provision for residences.

6.16   Standards for **non-residential development** include both the operational parking space required for servicing a development (e.g. loading/unloading)/HGV parking and non-operational parking (e.g. employee and visitor/shopper parking).
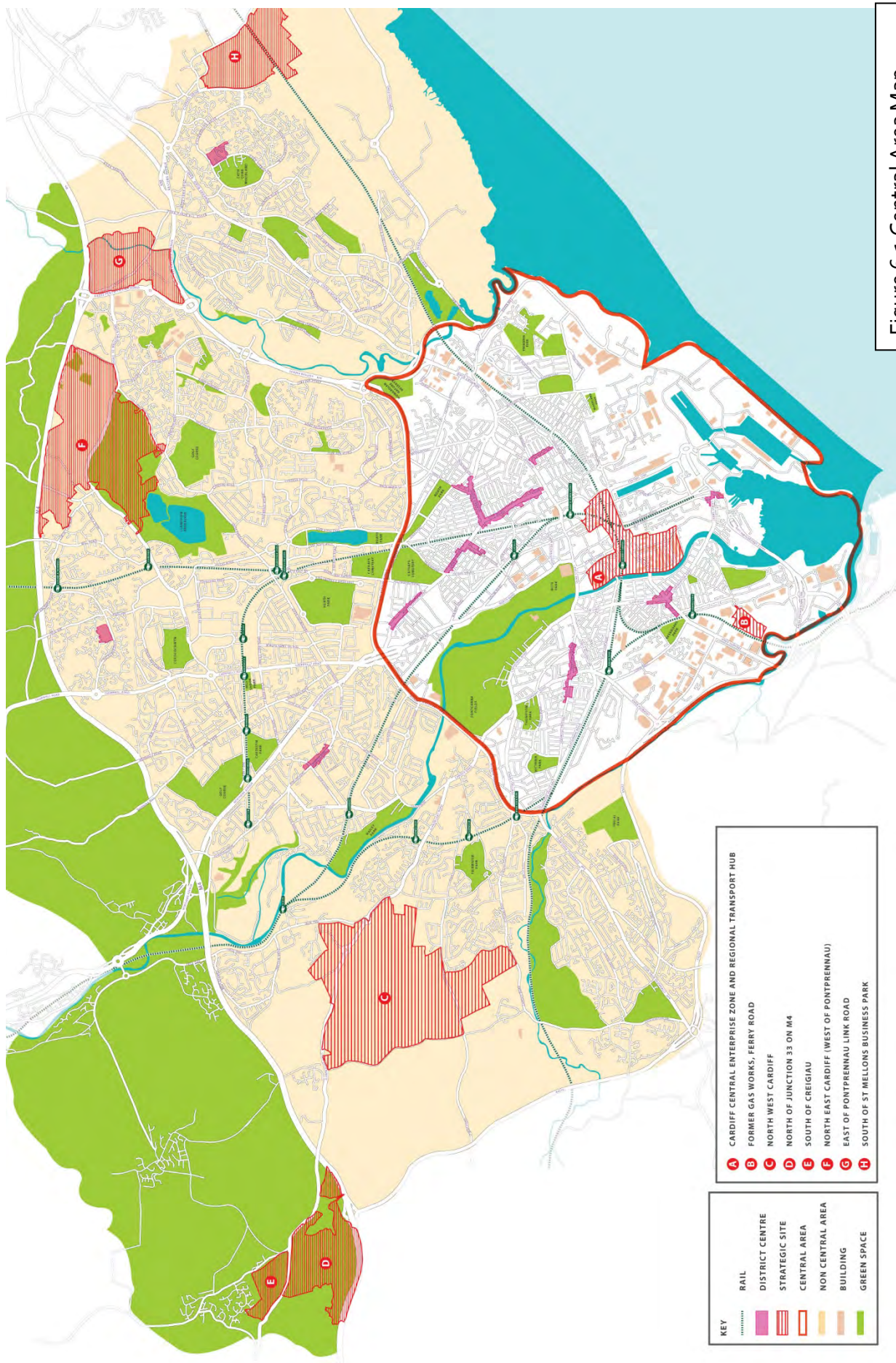
Figure 6.1 Central Area Map

KEY

RAIL
DISTRICT CENTRE
STRATEGIC SITE
CENTRAL AREA
NON CENTRAL AREA
BUILDING
GREEN SPACE

A CARDIFF CENTRAL ENTERPRISE ZONE AND REGIONAL TRANSPORT HUB
B FORMER GAS WORKS, FERRY ROAD
C NORTH WEST CARDIFF
D NORTH OF JUNCTION 33 ON M4
E SOUTH OF CREIGIAU
F NORTH EAST CARDIFF (WEST OF PONTPRENNAU)
G EAST OF PONTPRENNAU LINK ROAD
H SOUTH OF ST MELLONS BUSINESS PARK

Parking Standards by Land Use

Table P.1: A1 Retail							
Area	Development Type	Maximum car parking spaces	Minimum staff cycle parking – undercover, secure and suitable for long term use	Minimum visitor cycle parking	Maximum Powered two-wheeler parking	Disabled parking provision	
						Where car parking provision is up to 200 car parking spaces	Where car parking provision is over 200 car parking spaces
Central	Retail	1 per 400sqm	2 per 100sqm	1 per 100sqm	1% - 5% of total parking spaces	6% of total parking spaces, and a further 6% of spaces should be enlarged standard spaces	4 spaces plus 4% of total capacity, and a further 4% of spaces should be enlarged standard spaces
Non central	Retail (<300sqm)	1 per 60sqm	2 per 100sqm	1 per 100sqm			
	Retail (301 – 1200 sqm)	1 per 40sqm	2 per 100sqm	1 per 200sqm			
	Retail (>1201sqm) Shopping malls addressed on individual unit size	1 per 20sqm	2 per 100sqm	1 per 250sqm			

Table P.2: A2 Financial and Professional Services							
Area	**Development Type**	**Maximum car parking spaces**	**Minimum staff cycle parking – undercover, secure and suitable for long term use**	**Minimum visitor stay cycle parking**	**Maximum Powered two-wheeler parking**	**Disabled parking provision**	
						Where car parking provision is up to 200 car parking spaces	Where car parking provision is over 200 car parking spaces
Central	Provision of; Financial, Professional and other services (public facing)	1 per 250sqm	2 per 100sqm	1 per 500sqm	1% - 5% of total parking spaces	5 % of total parking spaces, and a further 5% of spaces should be enlarged standard spaces	6 spaces plus 2% of total parking spaces , and a further 2% of spaces should be enlarged standard spaces
Non central	Provision of; Financial, Professional and other services (public facing)	1 per 50sqm	2 per 100sqm	Min. 4 plus 1 per 1000 sqm			

Table P.3: A3 Food and Drink							
Area	Development Type	Maximum car parking spaces	Minimum staff cycle parking – undercover, secure and suitable for long term use	Minimum visitor stay cycle parking	Maximum Powered two-wheeler parking	Disabled parking provision	
						Where car parking provision is up to 200 car parking spaces	Where car parking provision is over 200 car parking spaces
Central	All food and drink	0 Any dedicated drop off spaces must be within curtilage	2 per 100sqm	1 per 100sqm	1% - 5% of total parking spaces	6% of total parking spaces, whichever is greater, and a further 6% of spaces should be enlarged standard spaces	4 spaces plus 4% of total parking spaces, and a further 4% of spaces should be enlarged standard spaces
Non central	All food and drink	1 per 10 sqm					

Table P.4: B1 Business							
Area	Development Type	Maximum car parking spaces	Minimum staff cycle parking – undercover, secure and suitable for long term use	Minimum visitor stay cycle parking	Maximum Powered two-wheeler parking	Disabled parking provision	
						Where car parking provision is up to 200 car parking spaces	Where car parking provision is over 200 car parking spaces
Central	Offices. Highly technical and light industry. Offices for research and development processes.	1 per 250sqm	2 per 100sqm	4 plus 1 per 1000 sqm	1% - 5% of total parking spaces	5 % of total parking spaces, and a further 5% of spaces should be enlarged standard spaces	6 spaces plus 2% of total parking spaces, and a further 2% of spaces should be enlarged standard spaces
Non central	Offices. Highly technical and light industry. Offices for research and development processes.	1 per 50sqm	2 per 100sqm				

Table P.5: B2 General Industry							
Area	**Development Type**	**Maximum car parking spaces**	**Minimum staff cycle parking –– undercover, secure and suitable for long term use**	**Minimum visitor stay cycle parking**	**Maximum Powered two-wheeler parking**	**Disabled parking provision**	
						Where car parking provision is up to 200 car parking spaces	Where car parking provision is over 200 car parking spaces
Central	All industry	1 per 1000sqm	2 per 100sqm	1 per 200sqm	1% - 5% of parking spaces	5% of total parking spaces, and a further 5% of spaces should be enlarged standard spaces	6 spaces plus 2% of total capacity parking spaces, and a further 2% of spaces should be enlarged standard spaces
Non central	Industrial units (<500sqm)	1 per 50sqm	2 per 100sqm	1 per 1000sqm			
	Industrial units (501 - 1000sqm)	1 per 60sqm	2 per 100sqm	1 per 1000sqm			
	Industrial units (1001 >)	1 per 120sqm	2 per 100sqm	1 per 1000sqm			

Table P.6: B8 Distribution							
Area	Development Type	Maximum car parking spaces	Minimum staff cycle parking – undercover, secure and suitable for long term use	Minimum visitor cycle parking	Maximum Powered two-wheeler parking	Disabled parking provision	
						Where car parking provision is up to 200 car parking spaces	Where car parking provision is over 200 car parking spaces
Central	All wholesale warehousing	1 per 1000sqm	2 per 100sqm	1 per 200sqm	1% - 5% of total parking spaces	5% of total parking spaces, and a further 5% of spaces should be enlarged standard spaces	6 spaces plus 2% of total parking spaces, and a further 2% of spaces should be enlarged standard spaces
Non central	Wholesale warehousing (<500sqm)	1 per 50sqm	2 per 100sqm	1 per 1000sqm			
	Wholesale warehousing (501 - 1000sqm)	1 per 60sqm	2 per 100sqm	1 per 1000sqm			
	Wholesale warehousing (1001>sqm)	1 per 120sqm	2 per 100sqm	1 per 1000sqm			

Table P.7: C1 Hotels, Hostels and All Other Lodgings					
Area	Maximum car parking spaces	Minimum cycle parking (all to be secure and undercover for overnight use)	Maximum Powered two-wheeler parking	Disabled parking provision	
				Where car parking provision is up to 200 car parking spaces	Where car parking provision is over 200 car parking spaces
Central	0 Any dedicated drop off and servicing spaces must be within in curtilage	Minimum of 5 plus 1 per 20 beds	1% - 5% of total parking spaces	6% of total parking spaces, and a further 5% of spaces should be enlarged standard spaces. For hotels, there should be one designated car parking space per accessible bedroom.	4 spaces plus 4% of total parking spaces, and a further 4% of spaces should be enlarged standard spaces. For hotels, there should be one designated car parking space per accessible bedroom.
Non central	1 space per 2 guest bedrooms				

Table P.8: C2 Residential institutions					
Area	Development Type	Maximum car parking spaces:	Minimum cycle parking	Maximum Powered two-wheeler parking	Disabled parking provision
Central and Non central	Residential institutions (boarding schools, care homes, nursing homes)	1 per 4 beds	Min. of 5 plus 1 per 10 beds	1%-5% of total parking spaces	1 per disabled staff member plus 5% of the total parking, and a further 5% of spaces should be enlarged standard spaces.
	Hospitals	Operational vehicle space <u>AND</u> 1 per bed	Min. of 5 plus 1 per 20 beds		Up to 200 spaces 6% of total parking spaces, and a further 6% of spaces should be enlarged standard spaces Over 200 spaces - 4% of total parking spaces, and a further 4% of spaces should be enlarged standard spaces.
	Sheltered housing	1 per 4 units	Min. of 5 plus 1 per 10 beds		Provided in car parking allocation

Table P.9: C3 and C4 Dwelling properties				
Area	Development type	Maximum car parking spaces per unit	Minimum cycle parking	Disabled parking provision
Central	All dwellings	1 per unit	1 per bedroom See also 6.23.	Provided in car parking allocation.
	Houses of multiple occupation (3 – 6 unrelated residents and 7+ unrelated residents)	1 per unit	1 per bedroom	
	Elderly person dwellings	1 per unit	1 per 10 units	
Non central	1 bedroom dwellings	1 per unit	1 per bedroom	
	2+ bedroom dwellings	2 per unit	1 per bedroom	
	Houses of multiple occupation (3 – 6 unrelated residents and 7+ unrelated residents)	1 per unit	1 per bedroom	
	Elderly person dwellings	1 per unit	1 per 10 units	

Table P.10: D1 Non-residential institutions							
Area	Development Type	Maximum car parking spaces	Minimum long stay cycle parking	Minimum short stay cycle parking	Maximum Powered two-wheeler parking	Disabled parking provision	
						Where car parking provision is up to 200 car parking spaces	Where car parking provision is over 200 car parking spaces
Central	All types	Nil	As non-central	As non-central	1% - 5% of total parking spaces	6% of total parking spaces, and a further 6% of spaces should be enlarged standard spaces	4 spaces plus 4% of total parking spaces, and a further 4% of spaces should be enlarged standard spaces
	Schools/ places of education	1 per 30 pupils	1 per 10 pupils plus 1 per 10 pupils scooter parking for primary schools 1 per 5 for secondary schools	1 per 4 long stay spaces			
Non central	Health centres and surgeries	2 per consulting room	1 per consulting room	1 per consulting room			
	Crèche, day centre, nursery	1 per 20 children	1 per 10 children	1 per 4 long stay spaces			
	Schools/ places of education	1 per 30 pupils	1 per 10 pupils plus 1 per 10 pupils scooter parking for primary schools 1 per 5 for secondary schools	1 per 4 long stay spaces			
	Museums/ Galleries/ Exhibition room	1 per 50sqm GFA	Min. 5 plus 1 per 50 sqm				
	Public hall/ Place of worship	1 per 10 capacity	Min. 5 plus 1 per 50 sqm				
	Library	1 per 75sqm GFA	Min. 5 plus 1 per 50 sqm				

Table P.11: D2 Assembly and Leisure						
Area	Development Type	Maximum car parking spaces	Minimum cycle parking	Maximum Powered two-wheeler parking	Disabled parking provision	
					Where car parking provision is up to 200 car parking spaces	Where car parking provision is over 200 car parking spaces
Central	All types	0	As Non-central	1% - 5% of total parking spaces	6% of total parking spaces, and a further 6% of spaces should be enlarged standard spaces. For sports facilities, levels may be determined according to the usage of the sports facility. For further information, see Accessible Sports Facilities (Sports England) and Guide to Safety at Sports Grounds (Green Guide).	4 spaces plus 4% of total parking spaces, and a further 4% of spaces should be enlarged standard spaces. For sports facilities, levels may be determined according to the usage of the sports facility. For further information, see Accessible Sports Facilities (Sports England) and Guide to Safety at Sports Grounds (Green Guide).
Non central	Cinema/ Concert hall/ Bingo/Casino	1 per 10 capacity	1 per 10 capacity			
	Sports and leisure facilities	1 per 20sqm	Min. 5 plus 1 per 20 sqm			

Table P.12: Sui Generis						
Area	Development Type	Maximum car parking spaces	Cycle parking	Maximum Powered two-wheeler parking	Disabled parking provision	
					Where car parking provision is up to 200 car parking spaces	Where car parking provision is over 200 car parking spaces
Central	All sui generis, except where otherwise detailed	Bespoke with a presumption of 0	Bespoke	Bespoke	5 % of total capacity, and a further 5% of spaces should be enlarged standard spaces.	6 spaces plus 2% of total capacity, and a further 2% of spaces should be enlarged standard spaces.
Non central	Garages and service stations Private hire and vehicle hire	2 per service bay + appropriate waiting spaces to cater for the facility	Min. of 2			
	Car sales premises	1 transporter space 1 per 50sqm				
	Driving schools, licensed taxis	1 space				
All areas	Purpose built, high density student housing	1 space per 25 beds for operational parking A condition will also be applied requiring the submission of a Parking and Traffic Management Plan.	1 per 2 beds	Bespoke	1 per disabled student room + 2 spaces	

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Cycle Parking Standards

6.17   The importance of cycling facilities such as changing rooms, showers and lockers in encouraging more people to cycle cannot be underestimated. Such facilities will be sought in appropriate circumstances where long stay cycle parking is required, as determined by the land use above. At employment developments where the location makes it possible for employees to travel to work by active modes, the Council will seek to ensure that the development incorporates changing and shower facilities to facilitate anticipated levels of trips in the short term and sufficient to accommodate anticipated growth in these modes and modal shift in line with the 50:50 modal split. This approach is also supported by the Active Travel Act (Wales) 2013 and the Active Travel Design Guidance should be referred to[5].

6.18   The standards for the provision of cycle parking for different types of development set out within Tables P.1 to P.12 represent minimum provision for all areas of Cardiff, which must be provided in addition to other vehicle parking.

6.19   Cycle parking should be provided in a safe, secure and convenient position and also be located close to the intended destinations. Wherever possible, it should be located within the curtilage of the development. Where appropriate, dropped kerbs provided adjacent to cycle parking can aid easy access for cyclists. Stands should be visible and positioned so they do not obstruct pedestrians or people with disabilities. They should be clearly signposted and highlighted by defined areas, such as the use of surface changes, colour or texture. In order to maximise security, cycle parking should be prominently located in places which maximise surveillance. They should be overlooked by passers-by, well lit and, where possible, viewed by CCTV or security guards.

6.20   Sheffield-type stands, which provide two cycle parking spaces and allow both the frame and wheels to be secured onto the 'n' shaped stand, are considered appropriate for short stay parking for most situations. Alternatives will be considered, but should offer at least the equivalent capacity, robustness and degree of protection for users. Stands which incorporate effective security and innovative design will be encouraged.

6.21   Short stay parking, which provides for the needs of visitors or customers to a building for a few hours, should be located as close as possible to the visitor entrances of a building and, ideally, within 30m. Long stay parking, which provides for the needs of employees, commuters and residents for longer periods, is more appropriately provided undercover and within a building where possible. All cycle parking should be overlooked or provided with surveillance.

6.22   Residential and long stay cycle parking should be secure and sheltered. The shelter may be in the form of accommodation within buildings, in cycle sheds or other sheltered structures and can include cycle lockers or cages located in close proximity to the main building access. For houses, where cycle parking is not specifically accommodated within individual dwellings (e.g. where garages are not available), appropriate alternative secure and sheltered provision should be made. Where communal cycle parking is provided, it is often better to have several small groups of stands rather than one large facility. Cycle provision should be designed into a scheme from the outset to ensure adequate provision is made available from first occupation. Reference

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[5] http://gov.wales/topics/transport/walking-cycling/activetravelact/implementation

should be made to the Cardiff Residential Design Guide and other relevant guidance. Innovative approaches to cycle storage and facilities, such as two tier storage systems and lockers for cycle helmets, are encouraged.

6.23   Stands should be positioned so that they can be properly used and do not cause a safety hazard. The diagram below outlines the positioning which is expected for on-street cycle parking. Reference should also be made to the Active Travel Design Guidance (for example, p.276) to ensure that the footway meets the minimum footway width requirements set out in the guidance.

Figure 6.2 Cycle Parking

AT 45° TO KERB

AT 90° TO KERB
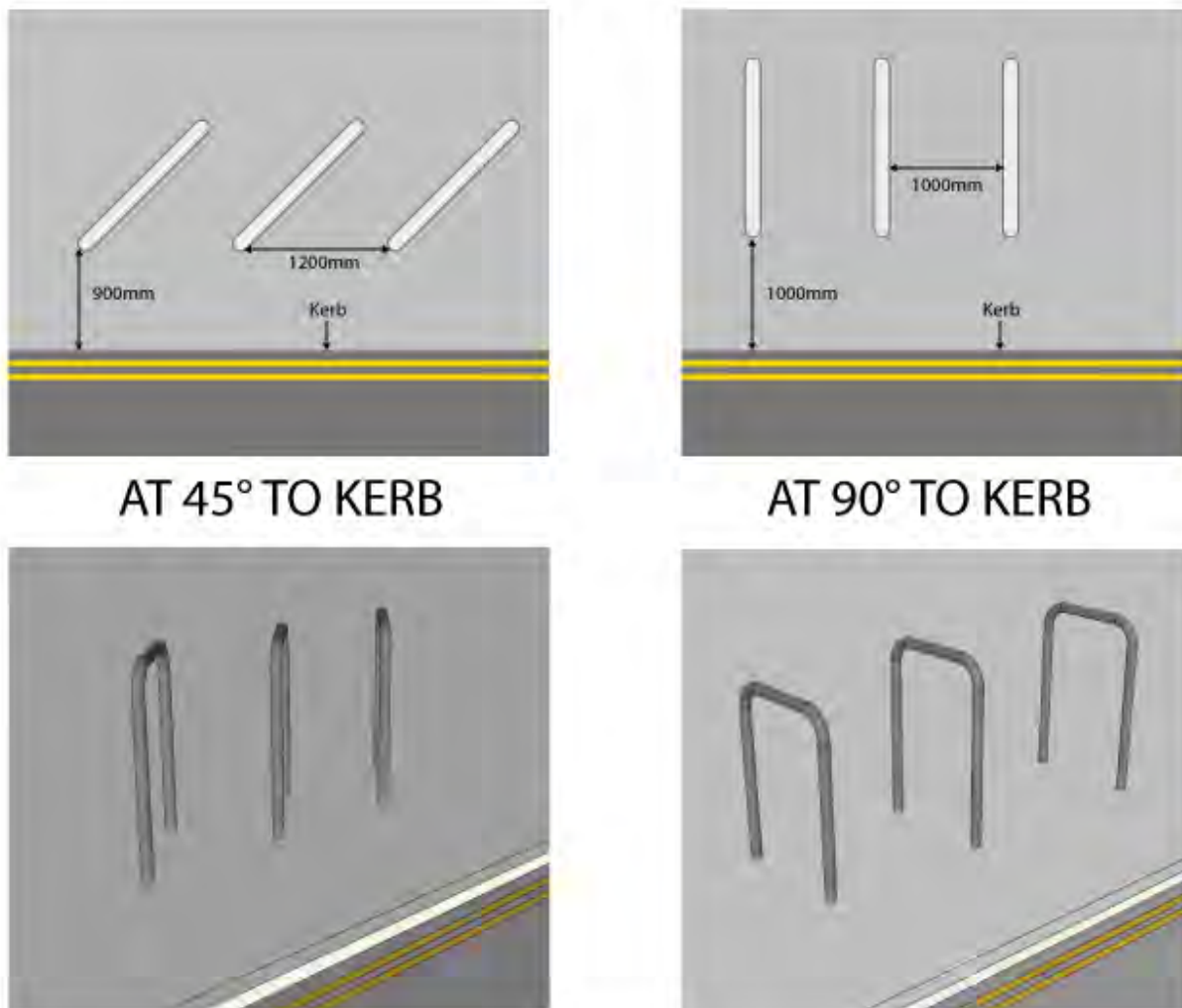
Car Parking for People with Disabilities and Mobility Impairments

6.24   Standards on the number of designated parking bays for disabled people are set out in Tables P.1 to P.12. Previously these have been based on advice contained within the 'Parking Guidelines of the Standing Conference on Regional Planning in South Wales' (Revised Edition 1993) and the Department of Transport Traffic Advice Leaflet 5/95 'Parking for Disabled People' and have now been updated in line with BS8300, 'Design of buildings and their approaches to meet the needs of disabled people'.

6.25   The parking standards for people with disabilities represent minimum provision and should be provided in addition to the standard car parking provision. Where a reduced number of car parking spaces below the maximum level are provided, the level of car parking provision for disabled people should be maintained in the same proportion as if the overall number of spaces was up to the maximum level. At certain locations, and where the proportion of disabled people is known to be higher, the ratio of parking for disabled people may need to be increased. The needs of disabled people (including designated spaces) will also need to be considered in developments where no off-street car parking is proposed. Enlarged standard spaces are 3.6m by 6m. These spaces provide flexibility as they can be adapted to be parking spaces designated for use by disabled people.

6.26   Guidance on parking layout and appropriate streetscapes for use by disabled people can be obtained from Inclusive Mobility: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure DfT (2002) and Part M: Access to and use of buildings – Volume 2: Buildings other than dwellings (2015). Such an approach is required by the Equalities Act, 2010.

6.27   Part M (Access to and use of buildings) provides technical guidance on Buildings Regulations about access to and use of buildings. Guidance on access in the planning system ('Planning and Access for Disabled People – A Good Practice Guide' published by the Office of Deputy Prime Minister 2006; BS 8300: 2010 'Design of buildings and their approaches to meet the needs of disabled people - Code of Practice' 2009 and Design Commission for Wales, Design and Access Statements in Wales 2017) recommends provision of an access statement to identify the philosophy and approach to inclusive design adopted, the key issues of the particular scheme, and the sources of advice and guidance used. An additional benefit of providing an access statement is that it should set out, at the time of the planning application, most of the information needed by a building control body, thereby assisting the dialogue between the applicants and building control. Design of disabled parking provision must comply with all current legislation.

Car Parking for People with Young Children

6.28   In shops and buildings to which the public have access and in public car parks, spaces should be reserved for people needing to transfer young children to and from the car. Parking for people with young children should be:

- Marked with a suitable symbol;
- Provided at a medium width of 3.6m, to include 1.2m access zone between parking bays;
- Located close to the main accessible entrance to the building.

Parking Layout and Design

6.29   The principles outlined in Chapter 8 of the Manual for Streets should be taken into account for the layout and design of parking areas. Through good design, car parking (public and private) must give consideration to safety for pedestrians, cyclists and vehicles, for example, through appropriate separation of vehicles/persons and lighting/CCTV as appropriate. Pedestrians should be considered first in the design process, in accordance with the user hierarchy set out in Manual for Streets. It should also address issues of security, visual amenity and access requirements. Access and circulation arrangements must accommodate the needs of all users

with a particular emphasis on vulnerable groups. Entrances and exits must not present a hazard to road users, pedestrians and cyclists or interfere with safety and the movement of traffic. It is important that the provision and design of car parking space is well integrated with a high quality public realm. The Park Mark standard may also be usefully referenced and applied where appropriate.

6.30   Alternative parking layouts with specific provision for car clubs and/or accommodation of shared use vehicles will be encouraged where appropriate.

6.31   All off-street car parking spaces should have minimum dimensions of 5.0m x 2.5m (Manual for Streets 2007), with a minimum manoeuvring space of 6.0m behind a car parking bay. Where car parking spaces are provided in a linear layout, a minimum bay length of 6.0m is required.

6.32   Garages should have a minimum internal width of 3.2m with an internal length of 6.0m. Where garages are provided, a minimum driveway length of 5.5m is required from the back edge of the adjacent footway (or highway/verge where there is no footway). Where garages are also used to provide cycle parking (see 6.22), an additional width of 0.75m plus additional length of 1m should be provided to allow cycles to be independently stored/removed without first moving any parked car.

Parking Standards for Motorcycles

6.33   Well-placed and designed motorcycle parking can help to improve the appearance of an area, reduce obstructions to pedestrians by reducing random parking, theft and damage to secured motorcycles.

6.34   Parking should be provided in a safe, secure and convenient position with good surveillance and, wherever possible, within the curtilage of the development. Standard spaces should be 2.5m by 1.5m. Parking must be positioned so as not to obstruct pedestrians and/or people with disabilities. Motorcycle parking should also be on a level surface and be clearly sign-posted and well-lit. Consideration should also be given to the provision of appropriate anchor points.

6.35   Best practice guidance on the design of Powered Two Wheeler parking is provided in the Department of Transport, Local Government and the Regions' Traffic Advice Leaflet 2/02.

Design for Refuse Collection

6.36   For guidance on access for refuse collection vehicles and refuse collectors please refer to the Council's current guidance on Waste Collection and Storage Facilities.

Car Clubs

6.37   Car club parking spaces can be provided at workplaces, residences and on-street. Car Clubs can contribute to mitigating transport related impacts and there are a number of advantages to developers in providing car clubs and their use in meeting parking standards and environmental mitigation. Existing planning guidance emphasises the benefits of high density housing development and for developments where a reduced amount of parking is sought, a developer

may be required to be provide on-site car club provision, including appropriate parking reserved for the scheme.

6.38   Carplus, a national charity promoting responsible car use and which seeks to establish a national network of car club providers, is a useful source of car club information.

Electric Vehicles

6.39   The availability of and demand for electric vehicles is projected to increase. Further to KP5 viii, provision to enable charging for electric vehicles will be encouraged, particularly within public and/or communal car parks. Electric Vehicle charging is a developing technology and Cardiff Council will seek to ensure that charging points are installed in line with the current technical requirements at the time of application. Where there is an opportunity for developments to include vehicle charging points the Council will encourage their provision and seek to secure an appropriate level of provision through the planning process. In view of the anticipated changes in the nature of EV technology and demand for EV provision, as well as forthcoming revisions to Planning Policy Wales which will reflect these changes, Cardiff Council will develop further guidance relating specifically to the implications of EV.

7. PUBLIC RIGHTS OF WAY

Introduction

7.1 Public Rights of Way (PRoW) have an important role as part of Cardiff's transport network and Strategic Recreational Routes, as set out in the LDP policies T5, T6 and T8 (see also Section 2 and Appendix 1).

7.2 This section provides advice on:
- How to identify whether a proposal affects a PRoW
- What must be considered if PRoWs are within a development site
- When existing paths should be retained and situations where diversions may be acceptable
- When new paths are needed and how they should be located within a development
- Issues to consider when designing paths.

7.3 These considerations are especially relevant for new housing developments, but may also need to be considered for other kinds of development if these are likely to affect the alignment of an existing PRoW or increase its usage.

Guidance on Policy Implementation

The need to identify paths at the outset

7.4 There are a number of categories of PRoW serving different user groups. Types of rights of way are set out below:
1. **Footpaths** for use by walkers
2. **Bridleways** for use by horse riders, cyclists and walkers
3. **Byways Open to All Traffic (BOATs)** have footpath, bridleway and vehicular rights (there are current no BOATs in Cardiff)
4. **Restricted Byway (RBs)** have footpath and bridleway rights and rights for non-motorised (i.e. horse drawn) vehicles.

7.5 Existing PRoWs should be identified at an early stage of the development process, using the Definitive Map and Statement of Rights of Way. This is a legal record of all rights of way existing within Cardiff.
- The Definitive Map and statements are public documents which may be viewed by contacting the Highways Department within the Council.
- The map and statement are conclusive proof as to the existence, status, width and position of a public right of way.
- The fact that a legal right of way is shown on the Definitive Map but does not physically exist on the ground is not evidence that no right of way exists.
- The map does NOT include paths the public have access to use on private land which the landowner allows (sometimes known as giving 'permissive access').

7.6 As the Highway Authority, the Council has a legal responsibility to protect highways maintainable at the public's expense as outlined in the Highways Act 1980. Their responsibility in relation to the PROW network is outlined briefly below:

- Under Section 130, protect the public's right for the use and enjoyment of the right of way network.
- Maintain the rights of way network to ensure the paths are accessible for all to use (i.e. way marking; vegetation clearance; clear of obstructions, etc.).
- Retain and update the Definitive Map and Statements as legal events are confirmed (i.e. Diversions; Extinguishments; Creation Orders, etc.).

Protecting existing paths

7.7   Under Section 130 of the Highways Act 1980, the Council has a duty to protect the public's right to use rights of way. Most PRoWs are long-established and many provide an important local movement and recreational function as well as forming part of a larger strategic network of transport and recreational routes which includes Promoted Circular Walking Trails, River Corridor Trails, Permissive Bridle Routes and other paths.

7.8   For these reasons, the developer must make every endeavour to incorporate and maintain the legal alignment of an existing PRoW within the layout of a development.

PRoWs in development sites

7.9   When designing their proposals, developers should give consideration to whether any public paths or rights of way cross the development site and whether they could be affected by the proposed development. Policy T6 of the LDP seeks to protect PRoWs from developments which would cause unacceptable harm to their function and use. Therefore, where a development is likely to affect the existing legal alignment of a PRoW, developers should seek to minimise this impact. This may be achieved by either incorporating the legal alignment of the path within the development or by diverting it along an alternative alignment.

7.10   In determining applications for developments which would affect the existing legal alignment of a PRoW and require its diversion, the Council will assess the merits of the alternative diverted route relative to the existing alignment in terms of its quality, safety, convenience and attractiveness. In some cases, the route proposed for the diversion may offer demonstrable advantages over the existing PRoW for users in respect of these attributes. A development may also provide the opportunity to create a more convenient route or to enhance the quality of a route, particularly on large sites.

Diversions and stopping up – legal processes

7.11   In certain cases it will not be possible to incorporate the legal alignment of the PRoW within the development or developers may not wish to do so. In such instances, the developer will need to demonstrate to the Council's satisfaction why retaining the existing alignment would prejudice an otherwise acceptable development or layout and why a diversion or stopping up of a PRoW is necessary. Where having considered these matters, the Council accepts there is a valid case for not retaining an existing alignment, once planning permission has been granted, the developer must apply for a diversion or extinguishment (if proven necessary). This process is open to public consultation and changes may not be confirmed if objections are deemed reasonable.

7.12   A diversion or stopping up may be acceptable where provision of an alternative alignment would offer a route of acceptable quality in terms of its quality, safety, convenience and attractiveness or otherwise offer demonstrable advantages.

7.13   When determining an application for a diversion or stopping up order, the Council will need to be satisfied that it is necessary (not just desirable or preferable) for the path to be altered in order for the planning permission to be granted.

7.14   Where a diversion or stopping up is deemed necessary, the Council can only use the powers of section 257 of the Town & Country Planning Act 1990 while the development is taking place and the following must be considered:
   •   Once Planning consent has been granted, the applicant must apply for the Section 257 order to be processed.
   •   The full cost of making the order will be borne by the developer.
   •   Until the legal order is completed and confirmed, the original definitive line must be retained.
   •   Any additional changes made to the rights of way following completion of a development will require administration made under the *Highways Act 1980* legislation and open to public objection.

7.15   If changes to rights of way require re-alignment of an existing path, the developer will need adequate consideration for the time required to process the legal order to determine the outcome. Where a stopping up or diversion order are required it is likely to take up to a year to come into effect. Until that time the original definitive line must be kept open at all times.

Protecting Public Rights of Way during construction

7.16   Rights of Way must remain open and unobstructed at all times until the necessary statutory procedures, which authorise closure or diversion or the path/s, are completed as confirmed orders. Obstructions to the rights of way network, even in ignorance, may lead to enforcement action, prosecution and blighted property.

7.17   Temporary Diversions/Stopping up orders can be applied for from the Council, to allow works to be undertaken or prevent a danger to the public. This restriction is only temporary and the route must be reopened. These orders cannot be used in lieu of a permanent order and again the developer will be expected to pay the costs of producing and implementing the order. A temporary diversion/stopping up does not allow the original definitive path to be obstructed or damaged during the development.

7.18   Developers are responsible for ensuring PRoWs are managed and remain unobstructed throughout the construction process. Failure to meet this responsibility can result in the Council taking enforcement action:
   •   Even where planning permission has been granted, or is not required, this does not entitle a developer to obstruct, interfere with or move a Public Right of Way.
   •   Under the Highways Act 1980 Section 131 clearly states "if a person, without lawful authority or excuse (b) removes any soil or turf from any part of a highway, except for the purpose of improving the highway and with the consent of the highway authority for the highway is guilty of an offence."

- The Council may take proceedings in a Magistrates' Court against any person obstructing a Public Right of Way. The Countryside Rights of Way Act 2000, Section 64 under section 137ZA of the Highways Act 1980, where there is penalty for wilful obstruction provides the court the power to order the offender to remove the obstruction.
- The Local Authority has the power to require the developer to reinstate the right of way, even where development has already occurred.
- Temporary Diversions/Stopping up orders can be applied for to allow works to be undertaken or prevent a danger to the public (see 7.9).

New paths

7.19 New paths may be needed to supplement the existing network. This is especially relevant for new housing developments where new path links will be required where they are necessary to create convenient access to work, services, leisure, through public open space and countryside primarily for those who live on the site. Such paths should be permanent and made up to adoptable standard i.e. constructed to conform to the requirements of the Council's *Highway Standards Manual.*

7.20 Under Section 25, Highways Act 1980, a public path creation agreement can be made when a local authority enters into 'an agreement with any person having the capacity to dedicate a footpath, bridleway or restricted byway over land in their area'. The public path creation agreement requires:

- The Council to consult with other local authorities or local members in whose area the land concerned is situated;
- The full cost of making the order to be borne by the developer where it is agreed that a creation order under Section 25 is necessary;
- Agreement of limitations or conditions affecting the right of way over it;
- The Council to take necessary steps for securing that the footpath, bridleway or restricted byway is dedicated with the above agreements;
- The dedication of the right of way to be advertised in at least one local newspaper in which the land to which the agreement relates is situated.

7.21 On larger sites, the public rights of way network should be considered in a comprehensive manner and as part of the network of off-road routes for moving round the site, and linking with surrounding communities and countryside. The builder/developer is required to follow guidance as outlined in the Green Infrastructure SPG to ensure new and existing paths are created cohesively within green spaces.

Design Considerations

Detailed design of paths

7.22   All paths whether existing or new should be designed to accommodate their intended use and to minimise the risk of disturbance to neighbours and opportunities for crime. Further guidance is set out in the Green Infrastructure SPG section specifically for Public Rights of Way.

Developer Contributions

7.23   There may be occasions where the Council requires a financial contribution from a developer for off-site works. This would be to ensure that proposed improvements and enhancements within a development site link effectively with the existing network of routes and are constructed to an appropriate standard for the increased use likely to result from the completion of the development.

7.24   Where paths contain an adjoining soft landscape area this strip will require a commuted sum for ongoing maintenance if it is to be transferred to the Council.

7.25   Paths which will require a legal order to divert, extinguish or create will require compensation to cover the legal fees, advertising and potential public enquiry costs.

Summary

7.26   For best practice follow the checklist below:
   - Take account of all relevant national and local planning guidance, including the Green Infrastructure SPG.
   - Check if a Public Right of Way, claim or anomaly affects the proposed development site.
   - Design the layout to take account of any existing Public Rights of Way.
   - Consider if a new Public Right of Way can be incorporated into the site following guidance from Green Infrastructure SPG, Public Rights of Way section.
   - Leave sufficient time to implement temporary/permanent changes to the Public Rights of Way network.
   - Liaise regularly with the Council's PROW Team to ensure problems are avoided and appropriate guidance can be provided.

Reference

Rights of Way Improvement Plan Guidance (Produced as part of the Council's statutory duty under the Countryside and Rights of Way Act 2000).

Right of Way: A Guide to Law and Practice, Fourth Edition by John Riddall and John Trevelyan

8. USEFUL PUBLICATIONS

Welsh Government
Design and Access Statements in Wales (June 2017)
Planning Policy Wales (Edition 9, November 2016)
Design Guidance Active Travel (Wales) Act 2013
Technical Advice Note 18: Transport (2007)

Cardiff Council
Cardiff Local Development Plan 2006-2026
Cardiff Local Development Plan Masterplanning Framework
Liveable Design Guide: Placemaking, urban design, architecture
Cardiff Cycle Design Guide
Cardiff Parking Strategy
Cardiff Public Art Strategy
*Cardiff Public Realm Ma*nual
Rights of Way Improvement Plan Guidance (Produced as part of the Council's statutory duty under the Countryside and Rights of Way Act 2000)
Technical Design Standards
Junction Assessment Tool Guidance

Supplementary Planning Guidance
Green Infrastructure
Planning for Health
Infill Sites Design Guide
Open Spaces
Planning Obligations
Trees and Development
Waste collection and storage facilities
Cardiff Residential Design Guide

UK Government
Webtag
Department for Transport (2013 revisions) Well-maintained Highways Code of Practice for Highway Maintenance Management, London: DfT
Department for Transport (2012) Quality Audit in the Street Design Process, London: DfT
Department for Transport (2010) Manual for Streets 2: Wider Application of the Principles, London: DfT
Department for Transport (2007) Manual for Streets, London: DfT
Department for Transport (2005) Inclusive Mobility, London: DfT
Part M (Access to and use of buildings) 2015
Planning and Access for Disabled People – A Good Practice Guide' Office of Deputy Prime Minister 2006
BS 8300: 2010 'Design of buildings and their approaches to meet the needs of disabled people - Code of Practice' 2009

Other Publications
Right of Way: A Guide to Law and Practice, Fourth Edition by John Riddall and John Trevelyan
Design Commission for Wales, Design and Access Statement 2008

Appendix 1 UK and National Policies

1.1 **The Community Infrastructure Levy Regulations 2010** and subsequent Amendments allow Local Authorities to raise funds from developers who are undertaking new building projects in their area. The Levy (or 'CIL') is a charge per square metre of new development and is collected as development is implemented. The money can be used to pay for a wide range of infrastructure that is needed to support growth. This can include things like transport schemes, schools and community facilities. Detailed information is available through www.cardiff.gov.uk.

1.2 **The Active Travel Act (Wales) 2013 places a legal duty on** local authorities in Wales to map and plan for suitable routes for active travel, and to build and improve their infrastructure and facilities for walking and cycling every year, as well as to promote walking and cycling as a mode of transport. Highways authorities are required to consider the needs of walkers and cyclists and make better provision for them.

1.2 **The Well-being of Future Generations (Wales) Act 2015** puts in place seven well-being goals. It requires public bodies to carry out sustainable development which is defined as the "...process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the well-being goals." This means that public bodies must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. To meet their well-being objectives, public bodies are required to take account of: the importance of balancing short term needs with the need to safeguard the ability to meet long term needs; how public bodies impact upon each other; involving people and considering the diversity of the population; collaborating and assisting other public bodies; and how deploying resources to prevent problems occurring or getting worse may contribute to meeting the well-being objectives.

1.3 **Planning Policy Wales (November 2016)** sets out the Government's planning policies as they apply in Wales. It includes guidance on car parking provision (paras 8.4.1 – 8.4.6), which is viewed as a: '*major influence on the choice of means of transport and the pattern of development*'. It outlines that local authorities should: '*ensure new developments provide lower levels of parking*'. Therefore, **minimum** parking standards are no longer seen as appropriate.

1.4 8.3.4 states that 'where development can only take place with improvements to public transport services, local authorities should consider the use of planning conditions and/or planning obligations'. Planning conditions 'may legitimately be imposed on the grant of planning permission to secure on-site transport measures and facilities as part of the proposed development. Planning obligations may also be used in appropriate circumstances to secure off-site improvements in public transport, walking and cycling, where such measures would be likely to influence travel patterns to the site involved'.

1.5   The importance of conducting Transport Assessments is identified as these can 'provide the basis for negotiation on schemes, including the levels of parking, and measures to improve public transport access, walking and cycling' (8.7.2).

1.6   Planning Policy Wales also encourages local authorities to collaborate with neighbouring authorities when considering parking issues in order to '*establish maximum levels of parking for broad classes of development*', together with a: '*threshold size of development above which such levels will apply*' (8.4.3).

1.7   **Planning Policy Wales - Technical Advice Note 12: Design 2016** [TAN 12, 2016] supplements Planning Policy Wales and provides additional guidance and detailed advice on promoting sustainability through good design and planning for sustainable buildings within the planning system. Good design has the potential to assist environmental sustainability, economic growth and social inclusion.

1.8   TAN 12 provides advice on the way in which areas function and the connections between people and places as well as aesthetic considerations and emphasises that design should take into account:
- Movement – promoting sustainable modes of travel
- Access – ensuring ease of access for all
- Character – for example, promoting local character and legible development
- Environmental Sustainability – for example, designing for change
- Community Safety - for example, ensuring attractive, safe public spaces.

1.9   In relation to transport, elements of design and the planning of movement in developments, TAN 12 sets out that planning should be based on the understanding of the local context via an analysis of the needs and potential of the local area.

1.10   The document states that the siting, layout and detailed design of development will often be critically important to the success of efforts to provide genuine alternatives to car travel and to achieving quality in the environment as a whole: "Good site location, building and street design can play an important role in achieving a reduction in car traffic and speed and short distance motorised journeys, as well as encouraging a wider choice of more sustainable modes of travel" (5.9.1).

1.11   TAN 12 sets out that the emphasis should be on safe, accessible movement of people and goods along routes that are both attractive and appropriate to the environment through which they pass. The layout of infrastructure should contribute to the promotion of walking, cycling and public transport, including ensuring direct and attractive routes for pedestrians and cyclists and giving particular attention to the needs of disabled people, children and older people. This extends to larger developments where the potential for public transport interchanges should be considered and accommodated, as well as the benefits of locally based traffic management measures.

1.12   The guidance indicates the need to avoid severance and community fragmentation when design is considered, promoting permeable access for all. Issues such as

gradient, lighting and security are seen as important along with coherent, legible, direct, attractive, safe and unobstructed routes. It emphasises the need for early stakeholder involvement in transport and movement issues so that the needs of users and operators are understood and reflected in design solutions, with the needs of disabled people, children and older people given particular attention.

1.13 **Planning Policy Wales - Technical Advice Note 18: Transport 2007** [TAN 18, 2007] supplements Planning Policy Wales and provides additional guidance on achieving a sustainable and integrated land use planning and transport system. TAN 18 emphasises that local authorities should consider the need for introducing or reviewing parking standards and requirements, and the parking needs of disabled people. Car parking policies should address the provision and management of both on-street and off-street parking, and the standards to be applied to new developments, reflecting the differing needs of various land uses. Additionally, it states that neighbouring authorities should co-operate to achieve a more consistent regional approach.

1.14 TAN 18 also indicates that the extra traffic generated by a proposed development may produce the need for transport improvements in the vicinity, and beyond. It states that where improvements are necessary, local planning authorities may grant planning permission subject to a condition requiring that improvements are completed prior to the commencement/occupation of the development. Furthermore, it says that developers will be required to pay the cost of any highway improvements where the need is directly created by their development. Such improvements may be secured under section 278 of the Highways Act 1980, whilst the use of planning obligations may be appropriate in some circumstances.

1.15 TAN 18 sets out the position with respect to **Transport Assessments** and **Transport Implementation Strategies**. Transport Assessments are used to assess the likely impact of a development in transport terms. A Transport Implementation Strategy is the output of a Transport Assessment detailing the measures a developer will use to mitigate the transport impacts: '*The transport assessment process should include the production of a Transport Implementation Strategy for the development. This should set objectives and targets relating to managing travel demand for the development.*'

1.16 Paragraph 9.22 of TAN 18 states that 'planning authorities may use planning obligations to secure improvements in roads, walking, cycling and public transport, whether as a result of a proposal on its own or cumulatively with other proposals and where such improvements would be likely to influence travel patterns either on their own or as part of a package of measures'. Paragraph 9.25 makes clear that the objective of using planning obligations in relation to transport should be to 'secure satisfactory accessibility to sites by all modes with the greatest degree of access being achieved by public transport, walking and cycling'.

1.17 TAN 18 also sets out the most recent position with respect to **Travel Plans** in Wales and states (paragraph 9.14) 'The Assembly Government wishes to promote the

widespread adoption of Travel Plans by businesses, schools, hospitals, tourist attractions and other significant travel generating uses'.

1.18   **Welsh Office Circular 5/93 'Rights of Way'** provides advice on recording, maintaining, protecting and modifying the rights of way network.

1.19   **Manual for Streets (MfS, Department for Transport 2007)** states that 'a clear distinction can be drawn between streets and roads. Roads are essentially highways whose main function is accommodating the movement of motor traffic. Streets are typically lined with buildings and public spaces, and while movement is still a key function, there are several others, of which the place function is the most important.'

1.20   **Manual for Streets 2 (MfS 2, Chartered Institution of Highways & Transportation 2010)** is endorsed by the Department for Transport (DfT), the Homes and Community Agency (HCA), the Welsh Government, the Commission for Architecture and the Built Environment (CABE), the Association of Directors of Environment Economy Planning and Transport (ADEPT) and English Heritage. MfS2 does not supersede MfS1 but rather it explains how the principles of MfS1 can be applies more widely.

Appendix 2 Cardiff Council Transport Assessment Guidance Note and Checklist Contents

1.0   Introduction

1.1   Purpose of guidance

1.1.1   Transport Assessments (TAs) are an important mechanism for setting out the scale of anticipated impacts a proposed development, or redevelopment, is likely to have. They assist in helping to anticipate the impacts of development so that they can be understood and catered for.

1.1.2   The Welsh Government's policies on TAs within the planning process are contained in Planning Policy Wales (Edition 9 November 2016) (PPW). This document expands on the available guidance, providing detailed guidance on all aspects of TAs including modelling. The checklist below is not exhaustive and adaptation may be required to reflect the type and scale of the proposed development. Webtag and other source references were correct at the time of writing.

1.1.3   The guidance is intended to expedite the progress of planning applications. Following the guidance should assist applicants in producing TAs required through the planning process which can be approved in a timely manner. The explanatory notes below should be used in conjunction with the checklist of requirements at the end of the document to ensure that any TA which is submitted to Cardiff Council contains all of the information which is required by the planning authority in assessing a planning application. Where essential information is omitted, this may result in a delay in determining an application as any outstanding material may be required through the determination period. A pre-application service (discretionary) is offered by the Council and it is recommended developers use this service to ensure engagement at the earliest possible opportunity.

1.1.4   Before submission to the Council, it is strongly recommended that all TAs are independently audited, using the below checklist. Where TAs are submitted for consideration at pre-application stage or with a planning application, the Council will also use the list to audit the submission to check that it contains all the appropriate details and information to enable the Council to properly assess and understand the transport impacts of development proposals and determine the transport mitigation measures necessary to address such impacts.

2.0   Transport Assessment Requirements

2.1   Baseline data, existing site information and proposed development

2.1.1   Baseline conditions need to be established accurately to understand fully the context of the development proposal. A full description of existing site information should be provided as well as a detailed description of the proposed use or uses of the site. The description should include the elements outlined in the checklist as a minimum.

2.2   Public transport and walking/cycling assessment

2.2.1   A key issue in seeking the most sustainable solution for a particular development is the need to encourage trips made by walking and cycling and the use of public transport. TAs should include but not be limited to the elements in the checklist.

2.2.2   Public Transport Network Assessment and Planning is an integral part of the TA process. For major developments, it is important to identify the spare capacity on buses and trains in order to establish the ability of the public transport network to accommodate any increase in demand associated with a proposed development, particularly for rail.   Public transport journey times and reliability should also be referenced.

2.2.3   Such assessments should inform later stages in the TA process in respect of determining modal split, travel plan objectives and, in appropriate cases, public transport infrastructure enhancements and improvements to the local cycleway and footpath network as part of an overall mitigation package. The TA should also demonstrate the principles of design for the walking and cycling network and urban realm and how these principles follow guidance in Manual for Streets, Manual for Streets 2 and the Welsh Government's Active Travel Design Guidance.

2.2.4   A suggested methodology for assessing the capacity (i.e. the maximum number of people that can be accommodated on the route within the licensing laws of that particular mode) of the public transport network is set out in the checklist. Detailed guidance relating to all aspects of modelling can be found in Section 3.

2.3   Safety Considerations and Accident Analysis

2.3.1   The assessment should identify any significant highway safety issues and provide an analysis of the recent accident history of the study area. The extent of the safety issue considerations and accident analysis will depend on the scale of the proposed development

and its location. The need to minimise conflicts between vehicles and other road-user groups, particularly vulnerable users, should be adequately addressed. Where appropriate, this should also include consideration of impacts on the railway network.

2.4 Appraising the Impact of the Proposed Development - Weltag

2.4.1 It should be noted that in the Welsh context the Welsh Transport Planning Appraisal Guidance (Weltag) process should be used for larger scale developments with wider than local impacts. Weltag enables practitioners to set transport objectives and plan, evaluate and monitor initiatives in accordance with the Wales Transport Strategy. Appraisal is centred on three main impact areas, the pillars of sustainable development: Economy, Environment and Society (including Accessibility, Integration and Safety). The criteria in the checklist below should also be referenced by the appraisal. Where appropriate, and commensurate with the scale of a development, TAs should demonstrate that reference has been made to Weltag in carrying out the assessment of issues relating to the three impact areas. Weltag is recommended as a robust process for addressing problems which have been identified through the TA process and principles of the Weltag methodology can usefully be applied in this context. For example, Stage 1 provides a framework for identifying options where impacts have been identified; Stage 2 for options testing and Stage 3 for the development of a preferred option.

2.4.2 In line with the Weltag process, the environmental impacts of any significant development need to be addressed. Environmental impacts which are set out in an environmental impact assessment (EIA) should be cross-referenced in the TA. This will help ensure that the significance of the predicted impacts and the scope for mitigating them are properly addressed at the outset.

2.4.3 The Local Highway Authority and/or the Highway Agency would require assessment of the environmental impact from any increase of traffic on the highway network where statutory limits might be breached. The same is true if any highway mitigation measures were to be proposed as a result of the development.

2.5 Promoting Smarter Choices via Travel Plans

2.5.1 Smarter Choices are techniques for influencing people's travel behaviour towards more sustainable options. They include measures such as travel plans, individualised marketing, personalised journey plans, public transport information and marketing initiatives, car sharing schemes and car clubs, plus measures that reduce the need to travel, such as video conferencing and teleworking.

2.5.2 Travel Plan (TPs) should be tailored to address the site-specific issues relating to the proposed development. Whenever a site-specific TP is proposed, the developer should ascertain the existence of an area-wide TP and integrate the site-specific TP with this. Appendix 3 provides the Cardiff Council TP Guidance and Checklist for detailed information on TP requirements.

2.6   Transport Impacts and Mitigation Measures

2.6.1   Preference should be given wherever possible to sustainable travel solutions rather than the construction of new roads, for example through facilitating walking and cycling as well as accessibility to the local public transport infrastructure and improvements to the local public transport network.

2.6.2   Where mitigation is proposed, appropriate conditions may be attached to any planning permission granted. The conditions or obligations should specify the improvements required to accommodate the proposed development's trips by all modes. They should also ensure the safety of all road users, including non-motorised users or vulnerable users. Conditions or obligations may require that necessary mitigation measures be completed before first occupation of units on the site, or before work on the development site itself commences if construction traffic is a major issue.

2.6.3   As outlined in TAN 18, as a broad guide the Welsh Government regards an increase in turning movements in the order of 5% as material in most cases, that is, a 5% increase of traffic using any link of a junction. Where the capacity of a junction is near to, or is being, exceeded a smaller percentage increase on a link would normally be material, as would any additional turning movements which in the case of, for example, heavily laden slow moving vehicles, might have serious safety implications for road users. The critical junctions to be included in the TA should be agreed with the Council.

2.6.4   Where a development will have a material impact on the highway network, the level of impact at all critical locations on the network should be established as well as conditions which may be unique to the network in the local area. In respect of the strategic road network, the degree of impact on all junctions that would be affected by the movements generated by a development should be assessed. The impacts upon the functioning of the strategic network should also be assessed. In this regard, the functional attributes of the network to be assessed and measured should include queue lengths, delays caused by queuing, journey time impacts (all modes), the configuration of traffic signal cycle times at junctions and the level and quality of access afforded to pedestrians, cyclists and public transport at road junctions and along links between junctions. The additional vehicular movements generated by a development can potentially reduce the capacity of the road network and make journeys by sustainable modes less safe, convenient or attractive. Examples of this could include:

- where additional flows through junctions can only be accommodated by reducing the 'green time' for pedestrians and cyclists at junction crossings or modifications to junctions that introduce or increase the degree of staggered pedestrian/cycle movements or prevent the introduction of pedestrian/cycle crossings.

- where additional flows prevent the reallocation of road space to sustainable modes.

2.6.5 Further to policy T6 of the LDP, the core principals required of a development are defined below, whereby the developer should demonstrate that these have been adhered to and propose any necessary mitigation measures accordingly –

- The development will not cause unacceptable harm to new or existing pedestrians, cyclists and public transport users, while larger developments will be expected to provide improvements to these modes;
- The development will not cause unacceptable harm to the safe and operation of the highway for example queuing back (maximum rather than average queue length) to an extent such as to affect access or block upstream junctions.

2.6.6 In line with TAN 18 (9.1), the TA process should also include the production of a Transport Implementation Strategy (TIS) which should "set objectives and targets relating to managing travel demand for the development and set out the infrastructure, demand management measures and financial contributions necessary to achieve them".   The elements set out in the checklist should be included as a minimum.

3.0 Modelling Specific Requirements

3.1 Modelling Core Principles

3.1.1 As a general principle, all TAs should be compliant with the appropriate guidance, including TAN 18', 'DfT WebTAG' and 'Design Manual for Roads and Bridges (DMRB)'.

3.1.2 The assessment should take into account the following core principles, as discussed in 'TAG Unit M2 (Variable Demand Modelling)' and should be considered part of an overall iterative process. Links to relevant discussion in relation to each of these aspects is provided below –

• Trip Generation	[Ref: Par 3.6.1-3.6.2.]
• Mode Choice	[Ref: Par 3.6.3.]
• Time Period Choice	[Ref: Par 3.3.8.]
• Trip Distribution (Destination Choice)	[Ref: Par 3.6.6-3.6.8.]
• Trip Assignment (Route Choice)	[Ref: Sect 3.3.]

3.1.3　All assumptions and methodologies should be consistently applied and appropriately documented. All models, calculation spreadsheets and associated documentation, including the 'Appraisal Specification Report' and 'LMVR' as described in 'TAG Unit M3.1 (Highway Assignment Modelling)', should be made available to the Council, and submitted electronically (i.e. not simply scanned hard copies) along with the Transport Assessment; i.e. all aspects should be auditable.

3.1.4　All software used in the assessment process (e.g. models, TEMPRO, TRICS etc.) should be current, unless there is a valid reason otherwise. The applicant should adhere to best practice and any guidance specific to the use of each software application.

3.2　Scope of Study

3.2.1　The scope of the study area for the proposed development should be provided to the Council during the preliminary stages of the application, and should be based on the area of significant influence from the development. A balance needs to be sought between drawing the study boundary close to the scheme, with the need to provide sufficient information so as to be able to make robust decisions, as described in 'DMRB Vol.12 Sect.1 Pt.1 (Traffic Appraisal Manual)'.

3.2.2　Where a development is a component part of a future larger scale development, then suitable consideration should be made of the larger development as a whole, including approved developments within the study area, so as not to prejudice the delivery of the wider strategy for sustainable travel. TAN 18 provides further details regarding assessing the cumulative effects of development through TAs.

3.2.3　As a minimum, the study period for any assessment should be a midweek 'AM Peak' and 'PM Peak', typically 08:00-09:00 and 16:30-17:30, respectively; however this should be determined from in combination, the analysis of the development trip generation profile and flow profile on the adjoining network. Significant land uses other than residential may require the need to look at additional time periods such as the inter-peak or during the weekend.

3.2.4　The type of surveys undertaken will in part be determined by the type of analysis to be undertaken, as explored in 'TAG Unit M1.1 (Principles of Modelling and Forecasting)', however as a minimum requirement these should involve peak classified turning movements, recorded in at least 15 minute increments, and the applicant should demonstrate their detailed understanding of the issues from having undertaken specialist site visits.

3.2.5　The suggested categories for classified surveys are as follows – 'Lights' (Cars/LGV), 'OGV1', 'OGV2', 'PSV' (Buses/Coaches), 'Bicycles', as described in 'DMRB Vol.7 Sect.2 Pt.1 (Traffic Assessment)', and consistent with the 'DMRB Vol.13 COBA 11 Manual'. Numbers of pedestrians crossing at a junction should also be routinely surveyed, even if no formal crossing facility exists.

3.2.6 Queue Lengths (at 5 minute intervals), Journey Times by bus/car (minimum of 5 runs for statistical significance), ATC counts (to account for flow variations), Origin-Destination surveys (for matrix estimation), Public Transport surveys, Parking surveys, Stated Preference surveys, and other types of data may be required for model calibration and validation; especially for detailed modelling and for larger scale developments.

3.2.7 Signal timing data (e.g. LOTU, AVSP) and associated plans should be sought from the Council's Network Management Group (Contact: Dave Kinnaird – 029 2087 3321 / Paul Jones – 029 2087 3305) for all signalised junctions and crossing facilities within the study area. A copy of all survey data should be provided electronically to the Council.

3.2.8 All surveys should be conducted during neutral time periods, so as to be reflective of typical traffic conditions. Further guidance on data collection methodology is provided in 'TAG Unit M1.2 (Data Sources and Surveys)' and 'DMRB Vol.12 Sect.1 Pt.1. (The Application of Traffic Appraisal to Trunk Road Schemes) Ch.6'.

3.3   Analysis Approach

3.3.1 In essence, the extent and complexity of any analysis undertaken should be commensurate with the scale of development and its likely impacts. Fundamentally, the purpose of the modelling is to demonstrate mitigation of the impacts of the development, with a view to sustainability, as discussed in 2.6.6.

3.3.2 For situations where there is no interaction between junctions, then subject to the limitations below, these can be modelled in isolation using Junction Assessment Tools such as – OSCADY (signalised junctions), PICADY (priority junctions), ARCADY (roundabouts), TRANSYT or preferably LINSIG. Cardiff Council has produced a Junction Assessment Tool which is available on the Council website. Use of this tool is strongly recommended.

3.3.3 Where a series of junctions are to be modelled within comparatively close proximity on an urban or congested network, often within the same SCOOT UTC region, then a TRANSYT or preferably LINSIG Network Model should be used as a minimum.

3.3.4 Where there is likelihood in these situations for queues to extend back from a junction thereby interfering with other junctions downstream, or where there are complex interactions that cannot be adequately represented in any of the above programs, then a Micro-simulation Model should also be used, i.e. VISSIM or preferably S-PARAMICS.

3.3.5 Micro-simulation models are inherently data hungry, and will typically involve a significant data collection exercise. Matrices should be fully profiled in 5 minute increments, with use of suitable 'warm-up' periods. Bus services should be expressly modelled (NPTDR

and NaPTAN are useful data sources for this), together with all significant junctions and signalised crossing facilities within the study area. Account should also be taken of natural variation in traffic flow, ideally through running models a number of times using different/random seeds, then aggregating the results.

3.3.6 For larger scale developments, one or more of the above should be considered in conjunction. Furthermore, where a development is of sufficient scale such as to influence distribution, modal split and route choice on the wider network; then more Strategic Analysis methods should also be employed, such as the use of – WebTAG compliant 'Logit' or 'Variable Demand Elasticity Assignment' Models, and/or software such as – OmniTRANS, SATURN, VISUM, CUBE etc.

3.3.7 The above strategic analysis methods are based on iterative assignment, therefore the results of model convergence should be suitably monitored and documented, as discussed in 'TAG Unit M3.1 (Highway Assignment Modelling)'.

3.3.8 Furthermore, for large scale developments, account should be made of more complex changes in travel behaviour in response to differences in travel cost, such as – Trip Suppression/Induction, Trip Redistribution, Modal-Shift, Peak Spreading, and Traffic Rerouting; as explored in 'TAG Unit M2 (Variable Demand Modelling)'.

3.3.9 Whichever approach has been taken, due consideration should be made of non-car based modes, mindful of the need to encourage sustainable travel, in particular to account for public transport, as discussed in 'TAG Unit M3.2 (Public Transport Assignment Modelling)'.

3.3.10 More detailed guidance is provided in 'TAG Unit M1.1 (Principles of Modelling and Forecasting', 'TAG Unit M2 (Variable Demand Modelling)', 'TAG Unit M3.1 (Highway Assignment Modelling)', 'TAG Unit M3.2 (Public Transport Assignment Modelling)' and 'TAG Unit M4 (Forecasting and Uncertainty)'.

3.4 Calibration & Validation

3.4.1 A statement of validation should accompany all assessments, detailing the acceptability of a model for use in scenario testing, the core principles of which are discussed in 'TAG Unit M3.1 (Highway Assignment Modelling)', however in essence any model should strive to achieve the following targets –

- Modelled Screenline flows within 5% of observed counts in nearly all cases
- Modelled Link/Turn flows (less than 700) within 100 vehicles of counts in 85% of cases
- Modelled Link/Turn flows (700 to 2,700) within 15% of counts in 85% of cases
- Modelled Link/Turn flows (more than 2,700) within 400 vehicles of counts in 85% of cases

- Modelled Link/Turn flows with a GEH of less than 5 in 85% of cases
- Modelled Journey Times within 15% (or 1 minute if higher) of surveyed times in 85% of cases.

3.4.2 In addition, where large-scale strategic models are required, calibration and validation should be undertaken and reported on for – Network, Trip Matrices and Route Choice.

3.4.3 As part of the calibration process, all departures from default program parameters and values should be clearly documented and justified. The model itself should be constructed and labelled properly, such as to avoid confusion and to aid interrogation by any third party.

3.4.4 Where a model is particularly complex, e.g. in the instance of a micro-simulation model, the applicant should be prepared to demonstrate the model in operation to Council officers and other relevant stakeholders. In such cases, a valid Base Model representative of existing conditions and agreed by the Council, is a prerequisite before undertaking any further analyses.

3.5   Forecasting

3.5.1 The scenarios required to be tested should be based on those discussed in 'TAG Unit M1.1 (Principles of Modelling and Forecasting)' and 'TAG Unit M4 (Forecasting & Uncertainty)', these are summarised below –

- **Base Year**
- **Forecast Year: Do Minimum** Reference Case accounting for TEMPRO Growth and committed development
- **Forecast Year: Do-Nothing** Development Case <u>Without</u> Intervention
- **Forecast Year: Do-Something** Development Case <u>With</u> Intervention

3.5.2 The forecast year should be 10 years post completion unless specified otherwise by the Council. Background growth assumptions for use in forecast years should be calculated on the basis of factors derived from the transport planning software TEMPRO. The methodology, which should be specific to a given application, is discussed in detail below in Appendix 1. In some instances, observed historic local trends can provide a useful steer on likely future background growth.

3.5.3 However as a general principle, this should demonstrate that sufficient consideration has been given to committed development and development plan allocations, as identified by the Council, and should aim to ensure that background trips are neither double-counted nor under-counted. Larger scale developments, in particular those near the periphery of Cardiff, should also take into

account cross-boundary effects.

3.5.4   There is likely to be more than one 'Do-Something' in most instances, in order to represent different possible interventions.   For sites where new associated infrastructure is required/proposed, then separate scenarios with different underlying assumptions should be established to represent these, and an iterative approach based on a multi-stage model should be adopted.

3.6   Trip Generation & Distribution

3.6.1   Vehicular Trips rates and Person Trips (where available) by time period, should be sought for each land-use/aspect of the development, ideally from surveys of existing local comparable sites, but otherwise through use of an industry standard database such as TRICS¸ which should be used in accordance with best practice, e.g. the 'TRICS Good Practice Guide'.

3.6.2   A balance should be sought between trying to select sites with comparable characteristics to the development (e.g. walking/cycling/ PT accessibility, demographics, urban density etc.) and the availability of data, with a view to achieving representative samples. Where no comparable sites exist, in particular for large mixed-use developments, then where possible 85th percentile trip rates should be determined from a sample size of 20 or more sites. Alternatively, in the absence of this, an average trip rate should be determined on the basis of 5 or more sites.

3.6.3   The applicant should be mindful that non-vehicular trips are often under recorded in such surveys; and therefore while databases such as TRICS may provide some steer with regards modal-split, ultimately any assumptions on trips by mode should be viewed within the context of available local data, e.g. '2011 Census: Method of Travel to Work', 'Ask Cardiff Survey', 'TEMPRO' etc.

3.6.4   Data from TRICS and other similar databases provide no indication of what proportion of their reported trips for a given site will be new to the network. For exclusively residential developments it should be assumed that all trips are new to the network; but for other development types, or non-residential elements of a larger mixed-use site (i.e. where some trips may remain internal to within the site), then it may be necessary to make certain adjustments to vehicle trip rates.

3.6.5   Potential adjustments would be to account for the following – 'Pass-by' trips, 'Linked' trips, 'Diverted' trips and 'Transferred' trips, which are explored in more detail in relevant guidance. Any adjustments made should be reasonable/ appropriate and ideally be evidence-based.

3.6.6   For localised assessments of comparatively small developments, it may be sufficient to use turning movements as the basis for trip distribution, by utilising simple furnessing techniques against known trip-ends. Schemes of a more strategic nature, however, require a more detailed knowledge of trip origins and destinations, and should typically involve employing some form of Matrix

Estimation (ME2) in constructing demand matrices for modelling.

3.6.7 In the case of these larger developments, the '2001 Census: Origin-Destination Workplace Statistics' can provide a useful starting point, albeit that this dataset is now fairly old and only covers Home-Based Work (HBW) trips. Data from the National Trip End Model (NTEM), TEMPRO and the National Travel Survey (NTS) may also be of use. Ultimately however, it may be necessary to undertake local origin-destination surveys such as – Roadside Interview surveys (RSI), Household Interview surveys or ANPR/Registration Plate surveys; as discussed in 'TAG Unit M1.2 (Data Sources and Surveys)', and explored further in 'DMRB Vol.12. Sect.1 Pt.1' and 'DMRB Vol.5. Sect.1 Pt.4 TA 11/09 (Traffic Surveys by Roadside Interview)'.

3.6.8 The above in many instances however, may be prohibitively difficult to undertake, and provide no mechanism to forecast Trip Redistribution; in which case, some variation of a WebTAG compliant Gravity-based Trip-Distribution Model should be employed, as discussed in 'TAG Unit M2 (Variable Demand Modelling)'.

3.7   Model Outputs

3.7.1 Specific outputs will vary depending on the tools that have been used in the assessment. However as a general principle, there is a need to effectively demonstrate statistically robust comparisons of the following between the Base and Forecast models –

- Capacity (PRC/RFC/Saturation)
- Journey Times/Delays (by mode)
- Queue Lengths (average and maximum)
- Traffic Flow comparisons, and
- Traffic Signal Timings and Staging.

3.7.2 The above outputs should be clearly presented through the use of appropriate tables and diagrams, such that the Council can arrive at a balanced and robust decision as to the acceptability or otherwise of the development.

4.0   Cardiff Council TA Guidance: Checklist

Although not exhaustive, this checklist is provided as a means to demonstrate compliance with 'Cardiff Council Transport Assessment Guidance Note: Modelling'. It is strongly recommended applicants use this guidance. Furthermore, it provides a basis against which an assessment can be independently audited, and as a mechanism for evaluation by Council planning officers. Please complete the form below, by marking 'Y', 'N' or 'n/a' accordingly, providing explanatory comments where necessary.

GUIDANCE REQUIREMENT	Y / N	COMMENTS
2.1 Baseline data, existing site information and proposed development		
• For full applications - detailed location plan, showing proposed and existing uses and the scale of development • For outline applications - master plan with indicative layout, land uses and transport network/links and development phasing.		
Existing site access layout and access constraints: • Public Transport facilities • Pedestrian and cycle routes • Local network classification • Vehicular capacity on road network in vicinity, including any abnormal load uses • Assessment of attractiveness of travel modes to and from the site e.g. journeys times, availability • AQMAs, NO_2, particulate matter , noise (including from Wales Noise Mapping resource) and carbon emissions information • Current personal injury records (3 – 5 years) • Planned transport improvements in the area		

- Operating hours (weekly including weekends) - Proposed access and servicing arrangements - Traffic impact of construction work - Existing parking facilities and potential impact of development on these, with reference to the Cardiff Council Parking Strategy.		
2.2 Public Transport, Walking and cycling assessment		
Detailed assessment of public transport, walking and cycling, including: - Existing services, capacity and patronage - Potential improvements to services/capacity - Indicative demand forecasts. How target modal share and patronage are to be reached, to include: - Provision of active travel infrastructure and facilities - Bus stop placement and walking access from 400m catchment - Journey times and trip distribution for bus and rail - Service frequencies and vehicle capacity required - On and off site bus infrastructure provision, including physical constraints e.g. corridor width, priority features - Bus provision in relation to the phasing of the development, where appropriate, including service levels at different stages and any risks to delivery - Compatibility with existing services including time tabling - Potential funding streams - How mixed modal transport use is to be encouraged; and cycling and walking infrastructure improved.		
Provides appraisal summary tables, having regard to Stage 1 WelTAG appraisal principles.		
Assesses the available capacity of the existing cycleway and footpath network in the area of the development and identifies any required walking and cycling		

network enhancements, demonstrating how the design principles follow the relevant active travel and Manual for Streets/Manual for Streets 2 guidance.		
Demonstrates walking and cycling access to key local facilities.		
Provides door to door travel times, on-site and to key trip destinations by specific routes).		
2.3 Safety considerations and accident analysis		
Identifies any significant highway safety issues and provides an analysis of the recent accident history of the study area to determine if the proposed development will exacerbate existing problems or whether any proposed highway mitigation works or traffic management measures will help to alleviate the problems. Including a comparison with local/national statistics as appropriate, particularly where the Strategic Road Network (SRN) is involved.		
Site inspections have been conducted to determine if the proposed location and design of access roads (including visibility/sight distance restrictions) would create an increased potential for accidents.		
Road safety audit carried out where appropriate.		
2.4 Weltag: Economy, Environment and Society		
Assessment has followed Weltag guidance with regard to identifying and evaluating issues relating to each of the key strands – Economy, Environment and Society – and evidence of this is provided.		
2.5 Transport Impacts And Mitigation Measures		
• Identification of problems & mitigation. • Required walking and cycling improvements (on/off-site). • Current access to local public transport infrastructure. • Required public transport network improvements. • Timetable for implementation, in line with development phasing where appropriate. • Assesses whether is material impact. • Uses appropriate design guides and parameters.		

2.6 Transport Implementation Strategy (TIS)		
Identifies what policy objectives and requirements are set by the development plan in terms of access to the development and movements in and around the site.		
Identifies what access arrangements are required for a successful development (meeting the needs of the developer, end user, addressing impacts on neighbours and existing movements surrounding the site).		
Specifies the package of physical, management and promotional measures needed to accommodate the requirements identified above, such as physical infrastructure, the design and location of buildings, parking management, financial incentives and dedicated Travel Plan Coordinators.		
Contributes to development plan, including any objectives to overcome particular localised difficulties, for example, for an area of particularly significant congestion, an historic area requiring protection or air quality and noise pollution.		
Transport objectives for the development should consider commercial requirements and environmental constraints and includes a package of measures needed to achieve its objectives. These should include physical measures including the site layout, management and promotional measures such as demand management through parking restrictions or the employment of a travel plan co-ordinator.		
Travel Plan, where appropriate, integrating smarter choices with the physical design of the development. See also the Travel Plan Checklist (Appendix 3).		
Suitable financial information relevant to the implementation of the strategy, including conditions/obligations to secure implementation.		
Sets out proposed scheme of monitoring.		
3.1.1. Key Modelling Guidance		
Has the assessment complied with key guidance (e.g. *TAN18*, *DMRB*, *WebTAG*)?		

3.1.2. Core Assessment Principles		
• Trip Generation? • Trip Distribution / Destination Choice? • Mode-Choice? • Trip Assignment / Route Choice?		
3.1.3. Assumptions, Methods & Documentation		
• Have all assumptions & methodologies been consistently applied and documented? • Have all models, files and documentation been submitted electronically? • Is all software used up-to-date? • Has software best practice been applied?		
3.2.1. Study Area and Time Periods		
• Is the study area as per provided previously to the Council? • AM Peak? *(specify time opposite)* • PM Peak? *(specify time opposite)* • Off-Peak? *(specify time opposite)* • Saturday Peak? *(specify time opposite)*		
3.2.2. Constituent Sites		
If the development is a component part of a future larger site, then has the larger site been taken into account?		
3.2.4. Surveys & Data		
• Have Turning Movement Counts been undertaken? • Have Site Visits with observations been undertaken? • Have Cars, HGVs & Buses been surveyed? • Have Bicycles been surveyed? • Have Pedestrians been surveyed? • Queue Lengths?		

• Journey Times by Bus /Car? • ATC Counts? • O-D Surveys? • Public Transport Surveys? • Parking Surveys? • Stated-Preference Surveys? • Other surveys? • Have Signal Timings been obtained from Telematics and used for the Base model? • Do the surveys reflect current typical traffic conditions? • Is the extent of analysis consistent with the scale of development?		
3.2.5. Modelling		
• Have **individual junctions** been modelled, and if so which software has been used? *(specify opposite)* • Have nearby junctions been modelled as a **network,** and if so which software has been used? • Are junction interactions sufficiently complex such as to require a micro-simulation model, and if so which software has been used?*(specify opposite)*		
3.3.1. Modelling Methodology		
• Are matrices fully profiled? *(specify interval opposite)* • Have suitable 'warm-up' periods been used? *(specify opposite)* • Have all bus services & stops within the modelled area been coded? • Have all junctions & crossings within the modelled area been coded? • Has account been taken of variability in flow (e.g. seeding)? • Has sufficient consideration been given to the modelling non-car modes, with a view to 'Sustainable Travel'?		

• Has *WebTAG* modelling guidance been followed?		
3.3.2. Wider Strategic Effects		
Will the development influence wider distribution, mode-split and route choice, and if so then which tools have been used to model these effects? *(specify tools opposite)*		
3.3.3. Iteration & Convergence		
• Has an iterative approach been employed? • Has model convergence been documented?		
3.3.4. Changes in Travel Behaviour		
• Trip Suppression/ Induction? • Trip Redistribution? • Modal-Shift? • Peak Spreading? • Traffic Rerouting?		
3.4.1. Model Validation		
Please specify % opposite for the following: • Has a statement of validation been produced? • Modelled Screenline flows within 5% of observed? • Modelled Link/Turn flows (<700) within 100 of observed? • Modelled Link/Turn flows (700-2,700) within 15% of observed? • Modelled Link/Turn flows (>2,700) within 400 of observed? • All Modelled Link/Turn flows with a GEH of less than 5? • Modelled Journey Times within 15% or 1 minute of observed?		
3.4.2.Strategic Validation Criteria		
• Network Validation? • Trip Matrix Validation? • Route Choice Validation?		
3.4.3. Model Parameters & Nomenclature		

• Have all departures from default model parameters been documented & justified? • Has the model been suitably labelled to avoid any confusion (e.g. filenames and annotation)?		
3.4.4. Model Acceptance		
Have the models been demonstrated to the Council & relevant stakeholders?		
3.5.1. Baseline Scenarios, Background Growth and Committed Development		
Please specify opposite for the following: • 'Base Year'? • 'Do-Minimum' (DM)? • Has *TEMPRO* growth been accounted for? • Have observed local historic trends been considered? • Has committed development been accounted for? • Have plan allocations been accounted for? • Has growth in cross-boundary movement been considered?		
3.5.2. Forecast Scenarios		
• 'Do-Nothing' / Development Scenario? *(specify residential units & jobs and GFA for employment, retail, education & leisure opposite)* • 'Do-Something' (DS) Scenarios? *(briefly summarise scenarios opposite)*		
3.6.1. Development Trip Generation		
• Has *TRICS* been used to derive trip-rates? • Person Trip-Rates? *(specify trips arriving/departing for each period opposite)* • Vehicle Trip-Rates? *(specify trips arriving/departing for each period opposite)*		
3.6.2. Representative Sample Size		
• Has a site/s been selected on the basis of similar characteristics to the development?		

• Have 5 or more sites been used as a basis for calculating trip-rates? *(specify no. of sites opposite)* • Has an 85th percentile been used?		
3.6.3. Modal-Split		
• Existing area mode-split for all journey purposes? • Development mode-split, <u>without</u> interventions? • Development mode-split, <u>with</u> interventions? *(specify source of mode-split data for each, and provide % split for each mode opposite)*		
What percentage of travel is by Sustainable Modes (i.e. walking, cycling, public transport)? *(specify % opposite)*		
3.6.4. New Trips		
What percentage of trips will be new to the network? *(specify % opposite)*		
3.6.5. Existing Trips		
Please specify opposite for the following: • 'Pass-by' trips *(specify % opposite)* • 'Linked' trips *(specify % opposite)* • 'Diverted' trips *(specify % opposite)* 'Transferred' trips *(specify % opposite)*		
3.6.6. Trip Matrix Construction		
• Have matrices been constructed from 'furnessing' turning count data? • Has Matrix Estimation (ME2) been used to construct matrices?		
3.6.7. Origin-Destination Data Sources		
Has the '*2001 Census O-D Workplace Statistics'* data been used as the basis to assume trip distribution for the development? *(specify assumptions opposite)*		
Has data from *NTEM/TEMPRO* been used as the basis to assume trip distribution for the development?		

Have RSI surveys, ANPR counts or Household Interview data been used as the basis to assume trip distribution for the development? *(specify opposite)*		
3.6.8. Trip Distribution / Redistribution		
Has a Trip Distribution / Gravity Model been used?		
3.7.1. Model Outputs		
• Have the results been shown to be statistically robust? • Junction Capacity? • Journey Times / Delays? • Queue Lengths? • Traffic Flows? • Signal Timings (provided to Telematics)?		
3.7.2. Development Impacts & Mitigation		
Have all necessary results been appropriately presented?		
What is the net effect of the development on: • General traffic? • Bus Services? • Cycling? • Pedestrians? *(specify 'Detriment', 'No Significant Impact' or 'Improvement' opposite)*		
Have the effects of the development been effectively mitigated? *(provide justification opposite)*		
4. TA Audit		
Has the TA been independently audited using this guidance/checklist? Is a copy of the audit available for submission with the TA as part of the relevant planning application?		

Cardiff Council Modelling Technical Note: Modelling Background Growth

Introduction

1. The process by which background traffic growth is typically forecast is through the use of the DfT's National Trip End Model (NTEM) dataset, which can be interrogated through use of the Trip End Model Presentation Program (TEMPRO). The current relevant procedures are discussed in detail within Transport Analysis Guidance (TAG) UNIT M4 (Forecasting and Uncertainty; November 2014).

2. The specific methodology to be utilised depends on whether a variable demand model (multi or uni-modal), fixed demand model or whether no model is to be used; the scale of the development to be assessed; and the scope of the study area (national, regional, local authority or NTEM zone).

3. Essentially TEMPRO provides separate estimates of growth by spatial area, year, journey purpose, mode and by time period/car availability, provided as origins/destinations or productions/attractions.

4. Traditionally, in the absence of a model and in order to calculate local growth factors on specific roads or junctions, published National Road Traffic Forecasts (NRTF) factors were manually applied to TEMPRO derived growth. NRTF has since been superseded by the published National Transport Model (NTM) growth factors.

5. However as of version 6.1, NTM has been incorporated within TEMPRO, and these calculations can now be done automatically within the software. It should be noted however that this is a "...very approximate approach which would not normally be used in forecasts for the appraisal of major transport schemes." (TAG Unit M4; Par 9.1.2).

6. For a fixed demand model, TEMPRO derived NTEM growth factors are required to be factored to account for income and fuel adjustment factors, as can be calculated using the published WebTAG Data Book (December 2015).

7. It should be noted that TEMPRO doesn't account for significant local or regional public transport or walking/cycling interventions such as the proposed Cardiff Metro, and the resulting likelihood for modal-shift to occur, but rather assumes that mode-choice will remain broadly the same in future as is existing.

8. Nor does it take into account the level of saturation on the local highway network; in recognition that simply applying unfettered NTEM growth to an already congested link/s or junction/s may yield unrealistic results, as to do this takes no account of resultant changes in travel behaviour in

order to minimise delay, such as the potential for rerouting, peak spreading, mode-shift, or even trip suppression. It also does little to inform the specific distribution of trips.

9. Similarly, TEMPRO "makes no assumptions about whether or not individual land use developments go ahead" (TAG Unit M4; Par 7.3.4), nor is it updated annually to accurately reflect the true number of households/jobs in recent years (the current NTEM dataset version being 6.2; April 2011).

10. TEMPRO therefore provides an 'alternative assumptions' facility, whereby the number of households and jobs can be adjusted in order to better reflect existing and future conditions based on more recently available local planning data.

11. This also provides a mechanism whereby the number of housing/jobs for selective major developments can be excluded from the calculations, in order to avoid double counting, which would otherwise occur by simply adding development traffic on top of TEMPRO factored flows. In other words, at least some of the future growth will already have been accounted for by development traffic and is implied within the NTEM forecasts.

Applying Background Growth to LDP Developments:

12. From the LDP Deposit Plan, we have it that over the plan period, if all developments are realised, then a potential 41,273 dwellings (42,363 households) and 40,000 jobs can be delivered between 2006 and 2026. The key figures are illustrated in the table below –

Table 1: LDP Planning Assumptions

	Dwellings	Jobs	Households	Population
2006 LDP Reference Year	138,735 [1]	193,600 [2]	132,108 [3]	323,766 [3]
Land Bank, Adjustments & Allowances	26,775 [1]	-	-	-
LDP Strategic Sites	13,950 [1]	-	-	-
LDP Non-Strategic Sites	548 [1]	-	-	-
TOTAL (excl. 10% Flexibility)	41,273 [1]	40,000 [1]	42,363 [3]	71,612 [3]

2026 LDP Deposit Plan (Full Build-Out All Development)	180,008 [1]	233,600 [2]	174,471 [3]	395,378 [3]

Sources:

1 LDP Deposit Plan

2 LDP Background Technical Paper No. 4

3 LDP Background Technical Paper No. 1

13. By way of illustration of the previous discussion; for example as a basis for establishing unfettered background growth against which to assess the Churchlands development (1,200 households) within the context of the LDP, then by following current guidance as discussed in TAG Unit M4, the below methods should be employed.

Establishing Local Growth Factors in the Absence of a Model:

14. The limitations notwithstanding, the methodology for establishing local growth factors in the absence of a formal model is discussed within Chapter 9 of TAG Unit M4.

15. Comparing the assumptions underpinning NTEM 6.2 predictions within TEMPRO for Cardiff between 2006 and 2026, with those observed for 2006 and predicted for 2026 within the LDP evidence base, we have the following discrepancies –

Table 2: NTEM vs. LDP Planning Assumptions

	NTEM	LDP
Households (2006)	135,913	132,108
Households (2026)	161,049	174,471
Household Increase	25,136 (18%)	42,363 (32%)
Jobs (2006)	198,342	193,600
Jobs (2026)	222,065	233,600
Jobs Increase	23,723 (12%)	40,000 (21%)

16. It is not clear why the outturn for 2006 should be different between data sources, however the difference in the forecasts are unsurprising given that the NTEM 6.2 figure is based around 2007 planning data for Cardiff and 2003 dwelling trajectories, and is set within the context of no adopted LDP or UDP at that time.

17. For consistency with the LDP Deposit Plan, it is therefore necessary to amend NTEM planning assumptions as per the values above (albeit with the future households reduced by 1,200 to 173,271, in order to account for the Churchlands development). This is done by using the 'alternative assumptions' facility within TEMPRO, as discussed in Chapter 7.3.7 of TAG Unit M4.

18. From having made the above adjustments, through use of the NTM AF09 dataset within TEMPRO, we are able to establish the following unfettered local car traffic growth factors by road type and time period; against which to assess the Churchlands development traffic –

Table 3: TEMPRO (NTM AF09) Local Growth Factors, 2006-2026

	AM Peak:		PM Peak:	
	Urban	Rural	Urban	Rural
Motorway	-	1.4902	-	1.4901
Trunk	1.4011	1.3699	1.4009	1.3697
Principal	1.3811	1.3766	1.3809	1.3765
Minor	1.3999	1.3643	1.3997	1.3641
All	1.3911	1.3867	1.3909	1.3865

Establishing Wider Area Growth for a Fixed Demand Model:

19. The methodology for establishing the wider area growth for Cardiff (trips to/from and within), in the absence of a demand model, is discussed in Chapter 7.4 of TAG Unit M4.

20. As per (17.) previous, the alternative assumptions are again applied. The resulting NTEM 6.2 growth rates generated by TEMPRO (AM: 1.2898; PM: 1.2897) are required to be multiplied by income and fuel adjustment factors; which for the period 2006-2026 are calculated to be 1.1000, using TAG Data Book Table M4.2.1 (December 2015).

21. The resulting unfettered wider area growth factors (averaged from origins and destinations), against which to assess the Churchlands development traffic, are given below –

Table 4: TEMPRO (NTEM 6.2) Wider Area Growth Factors, 2006-2026

AM Peak	PM Peak
1.4190	1.4188

Appendix 3 Cardiff Council Travel Plan Guidance and Checklist Contents

4.1 Purpose of guidance

4.1.1   Together with Transport Assessments, Travel Plans (TPs) are an important tool in anticipating the impacts of development so that they can be understood and catered for. It is strongly recommended applicants use this document, which can also be used with reference to the Council's Transport Assessments Guidance and Checklist which forms part of the suite of supporting documents for the SPG. The checklist is not exhaustive and adaptation may be required to reflect the type and scale of the proposed development.

4.1.2   The guidance set out in this document is intended to assist the progress of planning applications. Following the guidance below should assist applicants in producing Travel Plans required through the planning process and enable them to be assessed by the Council in a timely manner. The explanatory notes below should be used in conjunction with the checklist of requirements at the end of the document to ensure that any Travel Plan which is submitted to the Council contains all of the information which is required by the planning authority in assessing a planning application.

4.1.3   The Welsh Government's policies on Transport Assessments and Travel Plans within the planning process are contained in Planning Policy Wales (Edition 9 November 2016) (PPW) and the Technical Advice Note 18 (TAN 18).

4.1.4   A number of resources are available to assist in the development of TPs. The checklist below is derived from the Transport for London ATTrBuTE web based application and sets out the Council's requirements for Travel Plans prepared to accompany planning applications.

4.1.5   Where essential information is omitted, this may result in a delay in determining an application as any outstanding material may be required through the determination period. A pre-application service is offered by the Council and it is recommended developers use this service to ensure engagement at the earliest possible opportunity.

4.1.6   Where TPs are submitted for consideration at pre-application stage or with a planning application, the Council will use the list to audit the submission to check that it contains all the appropriate details and information to enable the Council to properly assess and understand the necessary transport mitigation measures required to address the transport impacts of the development proposals.

4.1.7 Additional travel planning resources are available from www.keepingcardiffmoving.co.uk. The Department for Transport (DfT) guides 'Making Residential Travel Plans Work' (2005) and 'Delivering Travel Plans through the Planning Process' (2009) are also useful resources.

4.2 Travel Plans

4.2.1 A TP is a package of site-specific initiatives aimed at improving the availability and choice of travel modes to and from a development. It may also promote practices or policies that reduce the need for travel. The TP should be tailored to address the site-specific issues relating to the proposed development.

4.2.2 The use of area-wide travel plans for multiple organisations and/or sites is also an important mechanism in the underlying aim to manage vehicle trips at source. Whenever a site-specific TP is proposed, the developer should ascertain whether an area-wide TP exists and integrate the site-specific TP with this where appropriate.
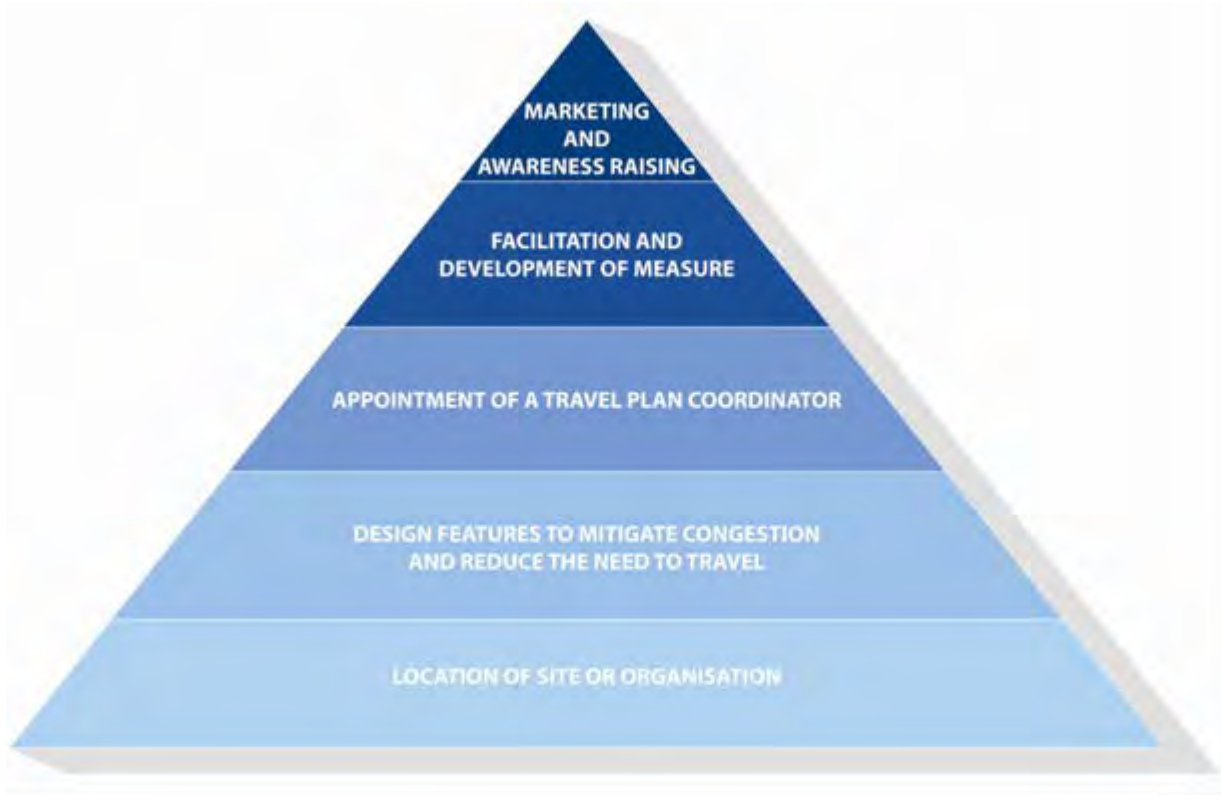
4.3 Travel Plan Design and Contents

4.3.1 Travel Plans will vary according to the type of development. These specific requirements are addressed below.

4.3.2 **Organisational Travel Plans** - A Travel Plan should be specifically tailored to the needs of the organisation/site for which it is written, taking account of individual circumstances and requirements. It should describe proposed sustainable travel measures and measures to reduce the need to travel. For new developments, a full Travel Plan may not be possible prior to commencement of development, as appropriate information regarding the end user and their travel patterns will not be available. In this instance, an interim or 'Framework' Travel Plan should be produced, as outlined below.

4.3.3 **Framework Travel Plan –** The Framework Travel Plan should specify any measures to be implemented before occupation (for example, improvements for pedestrian and cycle parking facilities etc.). It should outline a firm commitment and timetable for production and implementation of the Final Travel Plan which should be submitted to the Council for approval within 6 months of the commencement of occupation. Delay in developing and implementing the Travel Plan following occupation should be mitigated by setting clear timescales for roll out and maintaining contact with the Council during this time.

4.3.4 **Multi-occupancy sites -** The cumulative transport impacts of a number of smaller organisations or developments within one site may justify an 'umbrella' Travel Plan for the whole site. This should be provided and administered by an appropriate contact, for example, the agent of the developer/site manager. Additional Travel Plans for individual organisations may be required in respect of the smaller 'units' which directly relate to and integrate with the umbrella Travel Plan. Where possible, it should include the requirement to produce an organisational Travel Plan (a Travel

Plan relating to an individual organisation that sits within an Umbrella Travel Plan) as a part of the lease.

4.3.5   **Residential Travel Plans -** These differ from other Travel Plans in that they deal with complex varied patterns of journeys and journey types from a place of origin. Residential Travel Plans require that an ongoing Travel Plan management and organisational structure be put in place to continue and coordinate Travel Plan implementation. The scope of Residential Travel Plans varies significantly with the type, location and scale of the residential development involved and how it integrates with the local area in which the Travel Plan is operating e.g. part of a mixed use development.

4.3.6   **School Travel Plans** – These are designed specifically to address the transport needs of pupils and staff. Each plan will vary according to the nature of the education provided and the catchment area of the school. Close liaison with school transport services is recommended.

4.3.7   **Travel Action Plans** - In smaller, less complex sites a Travel Action Plan can be sufficient to set out key measures, responsibilities, a communication plan and a timescale for implementation, as well as a strategy for monitoring and reporting results to the Local Authority.

4.3.8   All Travel Plans comprise a 'package' of measures and actions, as illustrated in the 'Travel Plan pyramid' below (Figure 1.1).

Figure 1.1: Travel Plan Pyramid

Cardiff Council TP Guidance: Checklist

Requirement	Yes/No	Comments
The development		
1. Does the travel plan include: a) full address of the development/organisation? b) contact details for the person responsible for preparing the travel plan?	Yes No	
2. Where appropriate, does the travel plan include: a) a breakdown of the different land uses expected on site? b) details of the size of each type of land use? c) details of how build-out of the development will be phased?	Yes No	
3. Does the travel plan include details of the number of users expected on site, including: • Employees • Residents • Deliveries • Visitors. **Note:** As much detail as possible should be provided e.g. breakdown of Full-time/Part-time employees, number of staff expected on site at any one time, number of deliveries expected.	Yes No	

4. If a framework travel plan has been submitted, does it include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan? **Note:** Where thresholds are met occupiers should develop site-specific travel plans.	Yes No	
Site assessment		
5. Does the travel plan clearly describe the accessibility and quality of existing transport networks and initiatives and existing travel initiatives available to all users? This should include the below, where appropriate. • Walking environment: quality onsite and on local streets, focusing particularly on routes to local transport and other amenities. • Existing cycle infrastructure: quality and availability around the site and connections to the wider network. • Planned cycle infrastructure: parking and other facilities (e.g. showers, lockers, drying room) that will be introduced as part of the development. • Promotion of cycling: e.g. organisation policies and other initiatives that will influence the take up of cycling such as tax free cycle schemes, cycle training. • Car related initiatives: car park management policies, car clubs in the local area, car sharing, pool cars. • Public transport: options, routes available, hours of operation and frequency of services, quality of stops and stations including lighting, cleanliness, cover of real time information, organisational policies that influence travel by public transport e.g. provision of season ticket loans.	Yes No	
Surveys		

6. Does the travel plan propose: a) site user travel surveys? b) an agreed date with the authority for the surveys to take place? **Note:** The TP should specify when travel surveys will be undertaken, this will usually be within three months of occupation.	Yes No	
7. Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	Yes No	
Objectives and Targets		
8. Does the travel plan include objectives which reflect: a) Welsh Government policy and strategic guidance? b) local policy and guidance? c) the challenges and opportunities specific to the site?	Yes No	
9. Are there targets linking directly to each objective?	Yes No	
10. Where required, have targets appropriate to the phasing of the development been set? **Note:** Targets should relate back to the TA.	Yes No	
Travel Plan Co-ordinator		

11. Has a travel plan co-ordinator been identified, or is there agreement upon when a co-ordinator will be in place? **Note:** A nominated point of contact should be provided in absence of a named travel plan co-ordinator.	Yes No	
12. Has the travel plan co-ordinator: a) clear roles and responsibilities? b) been allocated a sufficient amount of time to spend on the travel plan? Note: Roles may include development/ management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring.	Yes No	
Measures		

13. Do the site-wide measures:
a) support the objectives of the travel plan?
b) reflect the context of the site?
 	
Note: Measures should support the travel plan objectives and enable the targets to be met. They also should be site specific as different measures will have different levels of success depending on the surrounding area. The following measures may be appropriate but are not an exhaustive list:
    • Walking measures: routes in and around the site and facilities e.g. showering, changing, drying and lockers.
    • Cycling measures: infrastructure e.g. cycle parking and shower, changing, drying and locker facilities. Operational policies and other initiatives that encourage cycling should be considered e.g. cycle mileage for business travel, bike maintenance sessions, cycle/cycle
	Yes
	No	

equipment discounts/vouchers. • Public transport measures: season ticket loans, vouchers/discounts, signage to local public transport facilities and personalised travel planning. • Car share/car club measures: this could include the appointment of a car club operator for the site or designated car share parking bays. • Other measures: internet shopping, working from home, flexible working hours, teleconferencing.		
14. Is an action plan provided which includes: a) short / medium / long term actions? b) timescales and responsibilities?	Yes No	
Umbrella Travel Plans		
15. Is the action plan clear on how and when travel plans will be developed among occupying organisations?	Yes No	
Monitoring		
16. Is a clear monitoring programme included? **Note:** Monitoring should occur in year one as a baseline and as agreed thereafter.	Yes No	
17. For a site-wide or area travel plan, is it clear who is responsible for site-wide monitoring?	No Yes	
Securing and enforcement		

18. Is it clear how the travel plan will be secured? **Note:** The travel plan should state which measures are in place to ensure it is undertaken effectively e.g. sanctions tied into S106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	Yes No	
19. Does the travel plan set out the agreed life of the plan?	Yes No	
20. Does the travel plan include reporting requirements and measures which can be put into place with any failure to meet targets etc? This should reference any funds secured by s106 if appropriate.	Yes No	
Funding		
21. Has a budget been set for the site-wide: a) travel plan co-ordinator post? b) measures? c) monitoring programme? **Note:** A good budget should identify how each element of the travel plan delivery would be paid for including the travel plan coordinator, marketing components and physical measures.	Yes No	

22. If appropriate, have funding streams been identified for a site-wide: a) travel plan co-ordinator post? b) measures? c) monitoring programme? **Note:** It is important that a funding stream for the implementation of the travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan.	Yes No	
Comments		
23. Do you have any final comments?	Yes No	

Appendix 4 Transport Statements

1.1   A Transport Statement (TS) may be required where a development falls below the threshold for a Transport Assessment (TA), but may still have an impact in transport terms. It is strongly recommended applicants use this document, which can also be used with reference to the Council's suite of supporting documents for the SPG. The guidance is not exhaustive and adaptation may be required to reflect the type and scale of the proposed development.

1.2   A TS should set out the transport issues relating to a proposed development site, both the existing conditions and also details of the development proposals.

1.3   The developer should provide a full description of:
- existing site information – describing the current physical infrastructure and characteristics of the site and its surroundings, including a site location plan showing the proposed development site in relation to the surrounding area and transport system;
- baseline transport data – background transport data and current transport infrastructure details.

1.4   This information should be accurately established to understand the context of the development proposal. The description should include as a minimum:

- the permitted and existing use of the site;
- the existing land uses in the vicinity of the site, including development plan allocations, or potential future use in the case of undeveloped sites;
- existing site access arrangements including access constraints, where appropriate;
- whether the location of the site is within or near a designated Air Quality Management Area (AQMA);
- any abnormal load uses of the current site.

Baseline transport data

1.5   A full set of baseline data should be provided, including, where appropriate:
- a qualitative description of the travel characteristics of the existing site, including
- pedestrian and cyclist movements and facilities, where applicable;
- existing public transport provision, including provision/frequency of services, location of bus stops/train stations, park-and-ride facilities;
- a description and functional classification of the highway network in the vicinity of the site;
- an analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent three-year period, or five-year period if the proposed site has been identified as within a high accident area.

Proposed Development

1.6   The developer should provide a full description within the TS including, as a minimum:
- plans and drawings showing the proposed site layout, particularly the proposed
- pedestrian and vehicular access points into the site;
- the proposed land use;
- the scale of development, such as numbers of residential units and/or gross floor area (GFA), subdivided by land use where appropriate;
- the main features (design layout and access points) of the development;
- the person-trip generation of the proposed development and distribution of trips across mode;
- a qualitative and quantitative description (based on recent site observations) of the travel characteristics of the proposed development, including pedestrian and cyclist facilities/movements, in the vicinity of the site;
- proposed improvements to site accessibility via sustainable modes of travel, such as provision/enhancement of footpath and cycle path linkages, public transport
- improvements, and servicing arrangements where appropriate;
- a proposed parking strategy and internal vehicular circulation (including number of spaces, parking accumulation, parking layout in relation to other site elements, method of car park operation, overspill parking considerations, disabled parking, motorcycle parking, cycle parking, taxi drop-off
- points);
- residual vehicular trip impact;
- the transport impacts of site construction, including the requirements of abnormal loads in the construction, use and decommissioning the present development;
- the transport impacts of freight or service operations; and
- if the site of the proposed development has a current use or an extant planning
- permission with trip patterns/volumes, the net level of change that might arise out of the new proposals should be set out.

1.7   The above requirements are not exhaustive and there may be a need for supplementary information that takes account of local conditions as well as other material considerations.

1.8   However, not all proposed developments that are considered to require a TS would necessarily need all of the above matters to be considered. Therefore, it is important that the scope of the TS is agreed at the pre-application discussion stage between the developer and appropriate authorities.

Appendix 5 Consultation on Draft SPG

Public consultation was undertaken between Thursday 9th November 2017 and Thursday 21st December 2017. A press notice was placed in a local newspaper on Wednesday 8th November 2017. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors, Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance.

*** denotes consultees who have responded to consultation, in addition to members of the public and individual Councillors.

ACE - Action in Caerau and Ely

Alder King

ALDI ***

Alternatives for Transport

AMEC Environment & Infrastructure UK Limited

Arts Council of Wales

Arup

Asbri Planning Ltd

Associated British Ports

Association of Inland Navigation Authorities

Atkins

Austin-Smith: Lord

Barratt Homes

Barton Willmore

Bellway Homes

Biffa

Bilfinger GVA

Black Environment Network

Blake Morgan LLP

BNP Paribas Real Estate

Bovis Homes

Boyer Planning

Bristol City Council

BT Group plc

Business in the Community Wales

C2J

Cadwyn Housing Association

Caerphilly County Borough Council

Campaign for the Protection of Rural Wales

Cardiff & Vale Parents Federation

Cardiff & Vale University Health Board

Cardiff Access Group

Cardiff Against the Incinerator

Cardiff and Vale University Local Health Board ***

Cardiff Bus

Cardiff Bus Users

Cardiff Civic Society

Cardiff Community Housing Association

Cardiff Cycling Campaign

Cardiff Greenpeace

Cardiff Heliport

Cardiff International Airport Ltd.

Cardiff Local Access Forum

Cardiff Metropolitan University

Cardiff Naturalists

Cardiff Pedestrian Liberation

Cardiff Transition

Cardiff University

Cardiff West Communities First

Carolyn Jones Planning Services

CDN Planning

Celsa Manufacturing (UK) LTD

Cemex Uk Operations Ltd

CFW Architects

CGMS Consulting

Chartered Institute of Housing in Wales

Chris Morgan

Chwarae Teg

Civil Aviation Authority

Coal Authority

Coleg Glan Hafren

Communities First Adamsdown

Community Housing Cymru

Community Land Advisory Service Cymru

Confederation of British Industry

Confederation of Passenger Transport

Connections Design

Country Land and Business Association

CSJ Planning Consultants

Cymdeithas yr iaith gymraeg

Danescourt Community Association

David Lock Associates

Davies Sutton Architects

DavisMeade Agricultural

Derek Prosser Associates

Design Circle RSAW South

Design Commission for Wales ***

Development Planning Partnership
Development, Land & Planning Consultants Ltd

Disability Arts Cymru

Disability Wales

DLP Consultants

DLP Planning Ltd

DPP Cardiff

DTB Design

DTZ

Dwr Cymru Welsh Water

Edenstone Homes

Equality and Human Rights Commission

Ethnic Business Support Project

Federation of Small Businesses

First City Limited

FirstGroup plc

Firstplan

Freight Transport Association

Friends of Nantfawr Community Woodland

Fulfords Land & Planning

G L Hearn

G Powys Jones

Garden History Society

Geraint John Planning Ltd

GL Hearn Planning Limited

Glamorgan - Gwent Archaeological Trust Ltd

Glamorgan Gwent Housing Association

GMA Planning

Graig Community Council

Graig Protection Society

Great Western Trains Company Limited

Grosvenor Waterside

GVA

GVA Grimley

H O W Commercial Planning Advisors

Haford Housing Association Limited/ Hafod Care Association Limited

Halcrow

Hammonds Yates

Hawkins

Heath Residents Association

Herbert R Thomas LLP

Home Builders Federation ***

Hughes

Hutchinson 3G UK

Hyland Edgar Driver

Hywel Davies

Interfaith Wales

Jacobs Babtie

Jeremy Peter Associates

JLL

John Robinson Planning & Design

John Wotton Architects

Jones Lang LaSalle

JP Morgan Asset Management

Keep Wales Tidy

Kelly Taylor & Associates

Kingsmead Assets Limited

Knight Frank

Landscape Institute Wales

Levvel Ltd

Lichfield Planning

Linc-Cymru

Lisvane Community Council

Llandaff Conservation Group

Llandaff Society

Lovell Partnership

Loyn & Co Architects

LUC

Madley Construction

Mango Planning and Development Limited

Marshfield Community Council

Martin Robeson Planning Practice

McCarthy & Stone

Meadgate Homes Ltd

Mineral Products Association

Morgan Cole

Mott MacDonald

National Federation of Builders

National Youth Arts

Natural Resources Wales ***

Neame Sutton

Network Rail ***

Network Rail Infrastructure Ltd

Newport City Council

NFU Cymru

North West Cardiff Group ***

Novell Tullet

O2 UK

Oakgrove Nurseries

Old St Mellons Community Council

Orange

Origin3

Pantmawr Residents Association

Peace Mala

Peacock & Smith

Pegasus

Pentyrch Community Council ***

Persimmon Homes

Peterson Williams

Peterstone Community Council

Phillippa Cole

Pitt

Planning Aid Wales

Planning Potential

Police & Crime Commissioner

Powell Dobson

Powergen

Prospero Planning

Public Health Wales ***

Quarry Products Association

Quinco

Quod

Race Equality First

Radyr & Morganstown Association

Radyr and Morganstown Community Council

Radyr and Morganstown Partnership and Community Trust (PACT)

Radyr Farm

Radyr Golf Club

Rapleys

Redrow Homes ***

Reeves Retail Planning Consultancy Ltd

Renplan

Reservoir Action Group (RAG)

Rhiwbina Civic Society

Rhondda Cynon Taf County Borough Council

RICS Wales

Rio Architects

Riverside Communities First Team

Robert Turley Associates

Roberts Limbrick

Robertson Francis Partnership

Royal Commission on the Ancient & Historical Monuments of Wales

Royal National Institute for the Blind

RPS Group Plc

RSPB Cymru

Save Creigiau Action Group

Savills

Scope Cymru

Scott Brownrigg

Sellwood Planning

Shawn Cullen

SK Designs

SLR Consulting

South Wales Chamber of Commerce Cardiff

South Wales Police ***

South Wales WIN

Splott and Tremorfa Communities First

Sport Wales

SSE Energy Supply Ltd

St Fagans Community Council ***

Stedman Architectural

Stewart Ross Associates

Stonewall Cymru

Stride Treglown Town Planning

Stuart Coventry Scott Wilson

Sullivan Land & Planning

Sustrans Cymru

SWALEC

Taff Housing Association

Tanner & Tilley

Taylor Wimpey ***

Terry Nunns Architects

The 20th Century Society

The Boarding Centre Ltd

The Design Group 3

The Georgian Group

The Institute of Cemetery and Crematorium Management

The Land Mark Practice

The Planning Bureau

The Royal Town Planning Institute

The Urbanists

The Victorian Society

The Wildlife Trust of South & West Wales

Theatres Trust

T-Mobile (UK) Ltd

Tongwynlais Community Council

Torfaen County Borough Council

Turley

United Welsh Housing Association

Urban City Ltd

Urdd Youth Group

Velindre NHS Trust Corporate Headquarters

Virgin Media

Vodaphone

Wales & West Housing Association

Wales Council for Voluntary Action

Wales Women's Aid

Walters

Watts Morgan

Welsh Ambulance Services NHS Trust - South East Region

Welsh Government

Welsh Language Commissioner

Welsh Tenants Federation Ltd

Wentloog Community Council

White Young Green

Wimpey Homes

Wyevale Garden Centre

Appendix 6 Summary of Consultation Representations and Responses

Consultee comments	Council response	Changes proposed to SPG
Vectos, on behalf of Home Builders Federation		
Introduction 1. Cardiff Council recently published consultation draft Supplementary Planning Guidance titled 'Managing Transportation Impacts (Incorporating Parking Standards)'. 2. Vectos has undertaken a review of consultation draft. The key points to note are: A maximum of 2 parking spaces per residential dwelling; A new way to assess traffic junctions, unique to Cardiff Council; The requirement for more extensive, and potentially unnecessary assessment, work, including Weltag assessments, which is potentially unfeasible, expensive or both, and could further delay the preparation of reports and increase timescales in preparing a Transport Assessment in support of a planning application A focus on highway impact and traffic growth, ignoring the 50:50 mode split target in the LDP and the acknowledgement that further traffic growth cannot be accommodated on the highway network; and Requirements to assess air quality and noise impacts	Noted.	N/A
Parking Standards 3. The consultation draft includes new **maximum** parking standards. 4. The maximum parking standards proposed are summarised in **Table 1**: 5. The residential parking standards do not include a requirement for visitor parking1. 6. The proposed maximum parking standards represent a very constrained approach to residential car parking. A new five-bedroom house located on the edge of the city would only be permitted to have a maximum of 2 car parking spaces (and a garage). In fact, any new house or any new development would only be permitted a maximum of 2 car parking spaces (and a garage). 7. Minimising parking spaces is not realistic and ultimately results in poor design and streets cluttered with parking. People are unlikely to reduce car numbers because the scheme does not provide parking on site. It simply creates streets congested with on street parking which is contrary to good design. 8. The consultation draft is also contradictory, and this will need addressing. At paragraph 6.15 it states: *"The design and layout of parking spaces will be reviewed and may not be considered in accordance with the maximum standards if dimensions are found to be able to accommodate parking above the maximum permitted. For example, where due to its proposed dimensions a driveway to a dwelling can be shown to have the capacity to accommodate a greater number of vehicles than permitted under the parking standards, a reduction in the dimensions may be required. For the purpose of the standards, garages are not counted with the parking provision for residences."* 9. However, paragraph 6.32 states: *"Garages must have a minimum internal width of 3.2m with an internal length of 6.0m. Where garages are provided, a minimum driveway length of 5.5m is required."* 1 Paragraph 6.15	6/7: The parking standards which are outlined in the draft SPG are Cardiff specific and are aligned with the policies set out in the LDP and Planning Policy Wales, which form the basis of Cardiff's policy to limit parking spaces in line with the provision of alternatives modes of travel which will be secured through the development process. Potential issues with overspill parking can often be addressed through design and, where appropriate, parking restrictions. 8/9/10: The text in relation to garages has been amended, as above. Garages are not required by the parking standards but if they are provided, they should be of a size which will give residents the choice to garage their vehicle if they opt to do so. The size requirement has been retained and refined in order to ensure adequate storage space can be provided for bikes.	N/A

Consultee comments	Council response	Changes proposed to SPG
Page: 3 10. Given that garages are not counted in the parking provision it is unclear why they should have a minimum dimension, or why a minimum length should be provided on the driveway, contrary to what is stated at paragraph 6.15.		
Traffic Modelling 11. At Appendix 3 the Council sets out Junction Assessment Tools from First Principles. The Council is looking to introduce a new first principles assessment of junction capacity to overcome what it views as inefficiencies, inconsistencies and misuse of industry-wide recognised junction modelling software.	**Traffic Modelling** 11. The purpose of Cardiff Council having developed the proposed suite of assessment tools is not because of an inherent problem with industry standard software per se, but more in recognition that the use of different software often yields different results, and as such there is a lack of a unified approach to junction assessment. Furthermore, it is the Council's experience that there is a general lack of critical judgement being applied amongst engineering practitioners, whom tend to be overly reliant on the use of said software as 'black box' tools, without suitable consideration of the most appropriate assumptions and inputs, or due interpretation of outputs accordingly. This is particularly of concern, given that seemingly small changes in parameters can result in such fundamental differences in results. The decision has been to remove the Junction Assessment Tool from the SPG. However, it remains a recommended tool which can offer a number of benefits for developers.	N/A
12. This proposed assessment is **unique to Cardiff**, and provides a generic approach to all priority junctions and priority roundabouts, and a further generic approach to signal controlled junction. The methodology is complex, requires even more detailed survey work, which would lead to additional time and cost, and is highly subjective in how it is applied, which could lead to increased misunderstanding and confusion between applicants and the Council which would lead to more protracted discussions and timescales for each application.	12. The assessment methodologies proposed are based on first principles, the same principles as accepted research and on which industry standard software are based, and therefore while the specific method of visually representing junction performance may be unique to Cardiff, the processes underlying these are not. The key difference here is that Cardiff Council has sought to draw together conflicting alternative formulae for calculating capacity (as illustrated in Figure 1), with a view of establishing an average 'best fit' across all of these.	N/A

Consultee comments	Council response	Changes proposed to SPG
	Importantly, the Council's tools also seek to distinguish between a junction that is within maximum theoretical capacity, and that which is within practical capacity, i.e. 80% degree of saturation, and in response to this the need to consider alternative methods of control, as per Design Manual for Roads and Bridges (DMRB) 6.2.6. Furthermore, these tools also take into account variance (in demand, saturation flow and in allocated green time), which is typically overlooked when using conventional junction assessment software, in spite of the knowledge that variance is an everyday reality, and that it can have a profound impact on the performance of a junction. Contrary to what is stated, the methodology is not inherently complex, nor does it require significant additional cost or time to employ. Arguably, Cardiff's guidance simply lays out the data that should already be collected as a matter of course anyway irrespective of the method used to assess junction performance, and yet are all too often overlooked. Rather than being subjective and resulting in confusion, the proposed approach is simple, transparent, and is entirely conducive to establishing a common understanding of junction performance between all parties, and should therefore actually reduce rather than increase the likelihood of 'protracted discussions and timescales'.	
13. The assessment will not replace more conventional modelling techniques, but instead add another layer to the traffic modelling exercise. The traditional modelling assessments will still be required.	13. The proposed tools are meant to complement the use of conventional assessment software, rather than replace these. Using the tools proposed, it is possible to undertake an assessment of junction performance with minimal effort and far quicker than using the software alternatives. The result of which is the ability to quickly establish scale of effect in determining a	N/A

Consultee comments	Council response	Changes proposed to SPG
	suitable study area, and in rapid option testing, allowing options to be quickly sifted and eliminated or taken forward for further analysis using the conventional software. Therefore rather than result in additional or abortive work, the proposed tools should actually reduce the extent of more time consuming detailed assessment to only those options which are feasible.	
14. The proposed assessment aims to further refine, predict and provide for highway capacity in even more detail, when highway capacity is not the critical factor by which development should be measured and judged as per the Council's mantra in its LDP re 50:50 split.	14. This statement in nonsensical, in that the proposed tools do not aim to 'predict and provide' any more than the use of any method of junction assessment, to claim otherwise is tantamount to suggesting that no assessment should be undertaken of the impacts of development.

To clarify, the requirement to achieve the 50:50, does not negate the need to properly quantify the impact of development upon junction performance, moreover without quantifying this impact, it is not possible to evidence the mitigation which is required, or the level of mode-shift which is achievable. | N/A |
| 15. The level of detail the proposed assessment extents to is not require for the purposes of forming a judgement as to whether the potential impact of a development is acceptable or not, it is simply fulfilling an aspiring mathematicians thirst for numbers. | 15. As the local planning authority, it is a matter for Cardiff Council to decide (within reason) and not for the developer to dictate, what is required for the purpose of forming judgements as to what impacts are considered 'acceptable' or not.

The proposed tools are not simply an indulgence by 'mathematicians', rather they are based entirely on established theory and published guidance, and are in no way less valid than any other conventionally used method of assessment. | N/A |
| **Transport Assessments**
16. The process to prepare and validate a Transport Assessment is quite extensive:
• The Council recommends developers engage in pre-application advice at an early stage[2];
• Critical junctions to be included in a Transport Assessment must be agreed with the Council[3];
• A substantially complete Transport Assessment must be included in the presubmission pack;
• Before planning application submission, all Transport Assessments must be independently audited, using the Transport Assessment Guidance and Checklist[4]; | **Traffic Assessments**
16. It has always been the case that developers have been expected to come forward in reasonable time as part of the pre-application process, and to agree the scope of their assessment (i.e. the critical junctions to be included). Moreover, the SPG 'encourages' rather than requires this early engagement with | N/A |

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Consultee comments	Council response	Changes proposed to SPG
• All Transport Assessments must include completed audit checklists, which will be reviewed by the Council. [2] Paragraph 4.7 [3] Paragraph 4.7 [4] Paragraph 4.8	the Council. It is a requirement not of Cardiff Council, but of recently introduced national legislation on statutory public pre-consultation, for a substantially complete TA to be included as part of the pre-submission process. Noted. The independent auditing of TAs shall be changed from a requirement ("must be") to being desirable. Nevertheless, it is considered to be in the developers' best interests to undertake an independent audit, such as "...to ensure that a robust methodology is used which properly quantifies and analyses the transport impacts of a development and provides the evidence necessary to inform the identification of appropriate mitigation measures" (SPG Par 4.8). The completion of the TA guidance checklist has been found to be relatively straightforward and comparatively quick to do, and therefore this process is not considered will be particularly onerous on the part of the developer.	SPG: 4.8. Before submission to the Council, **it is recommended that** all TAs **should** be independently audited, using the Transport Assessment Guidance and Checklist... 4.9. Completed audit checklists **should** be submitted along with the TA and they will be reviewed by the Council. Appendix 2 1.1.4 Before submission to the Council, **it is recommended** that all TAs **should** be independently audited, using the below checklist. Where TAs are submitted for consideration at pre-application stage or with a planning application, the Council will also use the list to audit the submission to check that it contains all the appropriate details and information to enable the Council to properly assess and understand the transport impacts of development proposals and determine the transport mitigation measures necessary to address such impacts.
17. There is a requirement for Transport Assessments to identify spare capacity on the bus and rail networks. This is particularly time-consuming, expensive and difficult. Public transport operators do not release demand or capacity data, citing commercial sensitivities, and therefore to undertake this task would require surveys of the public transport network.	17. For large-scale developments, identifying the residual capacity available on existing public transport services is critical in determining the feasibility of mode-split predictions, and in determining the extent of provision and level of investment required for bus services in order to support this. It is acknowledged that the necessary information is not likely to be forthcoming from operators. However, it is not agreed that for a developer to undertake their own surveys would be either time-consuming, expensive or difficult.	N/A

Consultee comments	Council response	Changes proposed to SPG
	For example, all that would likely be required would be a peak survey of train occupancy conducted from the platform at the one or two stations affected; and a peak survey of bus occupancy conducted from the roadside at one or a handful of locations.

This data could be collected as part of the general programme of surveys that would otherwise be required to be undertaken anyway in preparation of the Transport Assessment. | |
| 18. This level of pre-submission engagement, consultation and review will increase the time and cost in preparing Transport Assessments. The aim is to ensure a more efficient review of the Transport Assessment once the application has been submitted – although the evidence following the introduction of the pre-application consultation procedural requirements is that this is not the case. | 18. As correctly stated, the aim of the guidance provided is to ensure a more efficient review of the Transport Assessment once the application has been submitted, with the implication that where applicants fail to sufficiently engage in the process, that "...it is likely that amendments will be required and this may delay the progress of the planning application" (SPG Par 4.9).

However, as to the success or otherwise of this pre-submission engagement; it is too early to assess the impact of the recently introduced legislation on statutory public pre-consultation process, and the Council are not aware of any evidence to suggest either way. | N/A |
| **Weltag**
19. There are references to appraising the impact of a proposed development in line with Weltag. This is inappropriate. Weltag is used to appraise competing schemes or transport proposals to ensure the best scheme is selected. It should not inform development control decisions in relation to new development. *There are two primary purposes of Weltag:*

To assist in the development of proposals to enable the most appropriate scheme to be identified and progressed – one that is focused on objectives, maximises the benefits and minimises the impacts; and
To allow the comparison of competing schemes on a like-for-like basis, so decision makers can make difficult funding decisions. | Although the use of Weltag has previously often been associated with local government in Wales, the 2017 Weltag guidance from Welsh Government emphasises that the process has wider applications. It states: "Weltag is a framework for thinking about proposed changes to the transport system...This guidance is written for anyone interested or involved in the development of any proposed intervention to deliver a more sustainable transport system for Wales... WelTAG is recommended as the starting point whenever a problem is identified with the transport system or within another area but it is affected by, or affects, the transport system".

As such, Cardiff Council has identified the Weltag process as one of the elements which should be included in a TA. The TA Guidance | Appendix 2
2.4. 1 It should be noted that in the Welsh context the Welsh Transport Planning Appraisal Guidance (Weltag) process should be used. Weltag enables practitioners to set transport objectives, plan, evaluate and monitor initiatives in accordance with the Wales Transport Strategy. Appraisal is centred around three main impact areas, the pillars of sustainable development: Economy, Environment and Society (including Accessibility, Integration and Safety). The criteria in the checklist below should also be referenced by the appraisal. **Where appropriate, and commensurate with the scale of a development**, TAs should demonstrate that ~~appropriate~~ reference has been made to Weltag in carrying out the assessment of issues relating to the three impact areas. **Weltag is recommended as a robust process for addressing problems which have been identified through the TA process and principles of the Weltag methodology can usefully be applied in this context. For** |

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	and Checklist (Appendix 2) states: "TAs should demonstrate that appropriate reference has been made to Weltag in carrying out the assessment of issues relating to the three impact areas". The scope of and detail provided in TAs should be commensurate with the scale of the proposed development. This is also reflected in the Weltag guidance, which emphasises that Weltag is "a proportionate process…the level of detail provided in the Weltag reports should be proportionate to the impacts under consideration". The Council is likely to recommend that the Weltag process is followed for larger scale developments with wider than local impacts. For these developments, Weltag would provide a robust process through which problems can be explored and appropriate mitigation identified.	**example, Stage 1 provides a framework for identifying options where impacts have been identified; Stage 2 for options testing and Stage 3 for the development of a preferred option.**
Highway Impact and Traffic Growth 20. In the LDP Cardiff Council sets out its aim of achieving a 50:50 mode split between car trips and non-car trips. This in order to accommodate further growth, and a maintain traffic levels across the city at 2011 levels. Cardiff Council accepts and agrees that the assessment work they have undertaken demonstrates that no further growth can be accommodated on the existing highway network.	**Highway Impact and Traffic Growth** 20. The 50:50 mode-split is a global figure, in recognition of the need to maintain traffic conditions across Cardiff as a whole broadly around 2010 (not 2011) levels. However, Cardiff Council has been clear in its evidence that while "…a number of key junctions and roads are either at or approaching capacity at peak times" (LDP Background Technical Paper - Section 2.9.1), that it is factually incorrect to claim that there is no capacity anywhere on the network. Apart from which, it should not be taken as a given that a junction being at/over capacity will result in modal-shift in and of itself, in that mode-shift is only one possible user response to increased congestion. For example, while some users may indeed change their mode, others will continue to travel in spite of inconvenience, others will change their route or the time they travel, travel elsewhere, or even choose not to travel at all (i.e. suppressed trips).	N/A
21. The consultation draft includes all the correct references to sustainable travel and prioritising walking, cycling and public transport, and even makes allowances for Trip Suppression/Induction, Trip Redistribution, Modal-Shift, Peak Spreading, and Traffic	21. For the assessment of a development of strategic significance, it is entirely reasonable to require that the above be quantified and	N/A

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Rerouting in terms of assessment8. 5 Paragraph 4.9 6 Page 55, Paragraph 2.4.1 7 Page 3, Paragraph 1.4.1, Welsh Transport Planning and Appraisal Guidance, June 2008 8 Page 60, Paragraph 3.3.8 Page: 5	suitably evidenced. This level of assessment would be considered commensurate with the scale of said development.	
22. However, there is still a primary focus on highway impact which is in stark contradiction to the Council's LDP.	22. Contrary to the claim, the Council is not primarily concerned with establishing highway impact, but of properly evidencing the above user response, in establishing the improvements required in order to mitigate the impact of development, and to support modal-shift.	N/A
23. The Council consider a 5% impact or more on any link in most cases as material, and where a junction is already at capacity, a change of less than this will also be material9.	23. The reason that a blanket 5% threshold is not applied in all instances is in recognition that under congested conditions, a junction which is already at/over practical capacity (80% degree of saturation) is highly sensitive to even small increases in demand (below 5%), resulting in exponential queueing and delays. Hence the importance of identifying and agreeing the scope of junctions to be assessed.	N/A
24. The Council will require four scenarios to be assessed: •**Base Year** •**Forecast Year: Do Minimum** Reference Case accounting for TEMPRO Growth and committed development •**Forecast Year: Do-Nothing** Development Case Without-Intervention •**Forecast Year: Do-Something** Development Case With-Intervention	24. The required scenarios are entirely consistent with the principles of forecasting as set out in TAG Unit M1.1 and M4.	N/A
25. The forecast year will be 10 years post-completion, unless specified by the Council10. This is unreasonable, and could result in assessment years which are 15 years after the date of the application. With the rapid speed at which technology is changing our lives, mobility, and the way we travel, an assessment year so far into the future serves little value other than to predict and provide for highway capacity. In 2002, only 13% of households had internet access, the iPhone had not yet been launched, and the launch of Facebook was still years away.	25. A forecast year of 10 years post completion is not considered excessive, in particular for a strategic development. TAG Unit M4 (Forecasting and Uncertainty) 1.2.1. states that "For economic appraisal it is best if the forecast year is as far into the future as possible…", and goes on to provide several worked examples of assessing development 15 years post completion. The Council acknowledges that with forecasting further ahead comes increasing uncertainty, however this is not a justification for not accounting for appropriate future assessment years. It is also accepted that technology is rapidly changing, however this	N/A

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	has long been the case, and equally does not negate the need to consider suitable forecast years. TAG Unit M4 provides discussion on how to deal with uncertainty.	
26. The only difference between a forecast year of 1, 5, 10 or 15 years into the future, would be the level of background growth applied to the baseline traffic levels. The Council is insistent that modelling work takes account of '*likely background growth in traffic on the network*'. This serves little purpose – the Council already knows and acknowledges in its LDP that background growth cannot be accommodated.	26. As per the discussion in relation to points 20-22 above, while much of the network is at or close to capacity during peak times, this isn't to say that there is no capacity for growth anywhere on the network. While growth over a certain level at a given junction/link may be deemed to be unrealistic, it is nevertheless important to quantify this growth in providing a worst case/'unconstrained demand' scenario (i.e. assuming no interventions), as the starting point from which to begin considering the mitigation required and in evidencing this.	N/A
27. The Council would like growth to be calculated from TEMPRO.	27. TAG Unit M4 specifies the use of TEMPRO in order to determine NTEM background growth, and details how this should be applied in different given situations, together with the use of the alternative assumptions facility.	N/A
28. However, the consultation draft itself states TEMPRO: • doesn't account for significant local or regional public transport or walking/cycling interventions such as the proposed Cardiff Metro; • assumes that mode-choice will remain broadly the same in future as is existing; and • doesn't account the level of saturation on the local highway network or the resultant changes in travel behaviour in order to minimise delay, such as the potential for rerouting, peak spreading, mode-shift, or even trip suppression11.	28. The limitations of this approach as listed, are provided in the Appendix to Appendix 2 of the SPG. Therefore, when assessing the impact of strategic development, the application of simple NTEM growth would rarely be a substitute to undertaking a suitable strategic level of assessment using a four-stage model or else a form of logit model, in order to properly account for these.	N/A
29. The document states that 85th percentile trip rates should be used for sample sizes of 5 sites or more. However, the industry standard if for 85th percentile rates to be used for sample sizes of 20 sites or more. Adopting this approach for 5 sites or more would inflate trip rates 9 Page 56, Paragraph 2.6.3 10 Page 62, Paragraph 3.5.2 11 Page 74 Paragraph 8 Page: 6 and potentially exaggerate the impact of a proposed development. No explanation is provided.	29. Agreed. Paragraph 3.6.2 was incorrectly worded, this was intended to convey that where possible a sample size of 20 or more sites should be used such as to determine the 85th percentile trip rate, but in the absence of this, an average trip rate derived from 5 or more sites may also be acceptable.	3.6.2. Where no comparable sites exist, in particular for large mixed-use developments, then **where possible** 85th percentile trip rates should be determined from a sample size of **20 or more sites. Alternatively, in the absence of this, an average trip rate should be determined on the basis of** 5 or more sites.
30. The Council will also assess maximum queues rather than average queues12.	30. The Council requires the assessment of maximum queue length, in recognition of the	N/A

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	fact that conventional junction assessment software report mean maximum queue lengths (MMQ), while in reality under congested conditions the worst extent of queuing is generally considered to be between 50 -100% higher this value, as is discussed in TRL Software Article 31 ('Mean Maximum Queue Part 1: An explanation'). Therefore to not assess maximum queue length, means potentially to under account for the scale of effects.	
Air Quality and Noise Impacts 31. The consultation draft includes a requirement for air quality, noise and carbon emissions data13. Whilst this would typically be provided (and assessed) in an Environmental Statement, this information is not normally required for a Transport Assessment, and this would require input into the Transport Assessment for non-transport experts, which is unusual and unnecessarily complex. This would add an additional layer of complication into the process of both producing and reviewing a Transport Assessment, which could impact on timescales on both sides.	Air quality, noise and carbon emissions are all impacts arising from transport. TAN 18 states that a Transport Assessment should "clearly set out what the impact of a proposed development, or redevelopment, are likely to be so that they are easily understood" (D1). It gives the aims of undertaking a TA and producing a TIS (Transport Implementation Strategy) as to "understand the transport impacts of the development; mitigate negative transport impacts through the design process and secured through planning conditions or obligations". D.14 states: "TIS should contribute towards the aims of the development plan. This includes any specific development plan objectives to overcome particular localised difficulties e.g. for an area of particularly significant congestion, an historic area requiring protection or an air quality management area". TAN 18 further indicates that "Well designed and implemented traffic management measures can help to secure planning objectives in a number of ways, including: reducing community severance, noise, local air pollution and traffic accidents".	N/A

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	This is supported by Planning Policy Wales (November 2016) which states: "8.7.1 When determining a planning application for development that has transport implications, local planning authorities should take into account: the environmental impact of both transport infrastructure and the traffic generated (with a particular emphasis on minimising the causes of climate change associated with transport)". This can only be achieved if the likely impacts are fully identified and understood.	
WSP, on behalf of Taylor Wimpey		
WSP have been engaged by our client Taylor Wimpey to conduct a review of Cardiff Council's draft Supplementary Planning Guidance (SPG), *Managing Transport Impacts (Incorporating Parking Standards).* A draft of the SPG has been produced for public consultation until 21st December 2017. This review considers the following: ¡Requirements for Transport Assessments (TAs) ¡Modelling requirements for TAs ¡Parking standards ¡ Public rights of way and development sites. The review found the following key points: ¡ The guidance promotes an excessive and, in some cases, unrealistic process and approach for TAs. ¡ The proposed tools to assess junction capacity are labour intensive and subjective. ¡ Requirements to provide appraisal summary tools and to follow WebTAG for identifying and evaluating issues related to Economy, Environment and Society are considered to be unsuitable and excessive. ¡ The standard for a maximum of two parking spaces for any size of residential dwelling is overly restrictive and at risk of providing insufficient parking provision for larger dwellings to the detriment of highway and pedestrian safety. ¡ The reasoning for minimum dimensions for garages and driveway lengths leading to garages is unclear given that garages are not counted within calculations of parking provision. ¡ Our client considers that in light of the above comments the SPG should be amended to refer (in noncentral areas) to a car parking requirement of 1 space per bedroom up to a maximum of 3 spaces per dwelling plus 1 visitor space for every 5 dwellings	Noted.	N/A
Section 2 of the SPG outlines requirements and guidance for Transport Assessments, Transport Statements and Travel Plans. This is supported by Appendix 2 which sets out detailed requirements for Transport Assessments including a checklist and Appendix 4 concerning Travel Plans. The SPG sets out an unduly extensive and prescriptive process for Transport Assessments, particularly the following requirements:	Contrary to being considered unduly extensive or prescriptive, the SPG merely seeks to provide clarity with regard the process in developing a robust Transport Assessment.	N/A
1. For the critical junctions to be included in the TA they must be agreed with the Council (para. 4.7).	1. It has always been the case that the scope of critical junctions to be included in the TA have	N/A

Consultee comments	Council response	Changes proposed to SPG
	been required to be agreed with the Council beforehand.	
2. Before submission to the Council, all TAs must be independently audited, using the Transport Assessment Guidance and Checklist. Completed audit checklists must be submitted along with the TA and they will be reviewed by the Council (para. 4.8; para. 4.9).

In relation to point 2 above, the need for TAs to be independently audited using the checklist is seen as an unnecessary complication and potential duplication of efforts. The intention of the checklist is to assist applicants in producing a TA which is robust and approved in a timely manner (para 4.8; Appendix 2, para 1.1.3). An independent audit is an unnecessary and conflicting element that runs counter to Planning Performance Agreements which encourage joint working between the applicant and Council as local planning and highway authority. When work has been undertaken cooperatively with the local authority in this way, an independent audit is unnecessary. | 2. Noted. The independent auditing of TAs shall be changed from a requirement ("must be") to being desirable. Nevertheless, it is considered to be in the developers' best interests to undertake an independent audit, such as "…to ensure that a robust methodology is used which properly quantifies and analyses the transport impacts of a development and provides the evidence necessary to inform the identification of appropriate mitigation measures" (SPG Par 4.8).

Moreover, the completion of the TA guidance checklist has been found to be relatively straightforward and comparatively quick to do, and therefore this process is not considered will be particularly onerous on the part of the developer. | 4.8. Before submission to the Council, **it is recommended that** all TAs **should** be independently audited, using the Transport Assessment Guidance and Checklist…

4.9. Completed audit checklists **should** be submitted along with the TA and they will be reviewed by the Council. |
| 3. For major developments: spare capacity on buses and trains should be identified in order to establish the ability of the public transport network to accommodate any increase in demand associated with a proposed development, particularly for rail. Public transport journey times and reliability should also be referenced (Appendix 2, para 2.2.2).

In relation to point 3 above, establishing spare capacity on buses and trains would require extensive surveys as it is not realistic to expect that passenger demand levels would be supplied by public transport providers for commercial reasons. Similarly, it is not realistic for journey time reliability statistics to be obtained from public transport providers. | 3. For large-scale developments, identifying the residual capacity available on existing public transport services, as well as journey times and reliability, are critical in determining the feasibility of mode-split predictions, and in determining the extent of provision and level of investment required for bus services in order to support this.

It is acknowledged that the necessary information is not likely to be forthcoming from operators. However, it is not agreed that for a developer to undertake their own surveys would be either time-consuming, expensive or difficult.

For example, all that would likely be required would be a peak survey of train occupancy conducted from the platform at the one or two stations affected; a peak survey of bus occupancy conducted from the roadside at one or a handful of locations; and a sample of bus surveys conducted on-board during the peak, so as to determine average journey times and | N/A |

Consultee comments	Council response	Changes proposed to SPG
	reliability.	
4. To assess the available capacity of the existing cycleway and footpath network in the area of the development (Appendix 2, page 65).	4. This and the above data could be collected as part of the general programme of surveys and site visits/observations that would otherwise be required to be undertaken anyway in preparation of the Transport Assessment, and are commensurate with the scale of assessment necessary for strategic development.	N/A
5. To provide appraisal summary tables, having regard to Stage 1 WelTAG appraisal principles (Appendix 2, page 65). 6. Assessment is to follow WelTAG with regard to identifying and evaluating issues relating to each of the key strands – Economy, Environment and Society – and evidence of this is to be provided (Appendix 2, page 66). In relation to point 5 and 6 above, the use of WelTAG in this way for TAs is unsuitable, excessive and unnecessary. An assessment against the topics of economy, environment and society is not within the scope of a typical TA. WelTAG is centred on an option appraisal process to tackle a specific need for intervention, as follows: *"The WelTAG process is designed to provide a framework for structuring the thinking around the problem being tackled; identifying possible solutions, refining the design of those options so as to maximise their benefits and minimise any adverse impacts and to consider the wide range of possible consequences of implementing proposed solutions.1"*	5-6. It is recognised that applying a WelTAG approach may not be appropriate in all instances. However, for a strategic development with far reaching effects requiring significant mitigation, then a WelTAG appraisal should be used, in recognition that "…under the [Wellbeing of Future Generations] Act, public bodies now have a duty to use sustainable development to shape everything they do, how it is done, and how it is communicated (via reporting), to show how they are contributing to the achievement of the well-being goals" (WelTAG Page 1).	N/A
7. To include air quality, noise and carbon emission information. As stated in point 7 above, the SPG requires air quality, noise and carbon emission information to be included in the TA. This information is typically provided within an Environmental Statement or separate Technical Assessments related to the TA but not within a TA. As such, this would require multi-disciplinary input into the TA which has the potential to complicate and extend timescales for producing and reviewing a TA, which would be undesirable when delivery of development is paramount. A pre-application service (discretionary) is offered by the Council and it is recommended developers use this service to ensure engagement at the earliest possible opportunity (para. 4.7)	7. It is agreed that environmental information is typically provided within an ES or separate report. Nevertheless, for strategic developments in adopting a WelTAG approach, this information will also be required to be referenced within the TA. It would also be argued that a TA for a strategic development should by nature require multi-disciplinary input, in recognition of the inherent complexity of assessment required.	N/A
Modelling Specific Requirements Section 3 of Appendix 3 sets out specific modelling requirements for TAs, which are unique to Cardiff. A considerable amount of the guidance relates to the modelling techniques required for strategic transport models. Although not stated in the SPG, it is expected that strategic modelling would utilise Cardiff Council's own strategic model which is assumed to have already been built to WebTAG standards.	The assessment methodologies proposed are based on first principles, the same principles as accepted research and on which industry standard software are based, and therefore while the specific method of visually representing junction performance may be unique to Cardiff, the processes underlying these are not. To confirm, it is not the case that Cardiff	N/A

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	Council would advocate developers to make use of Cardiff's own strategic model. Rather, it is suggested that applicants should approach the Welsh Government requesting for their development to be tested using the purpose built South East Wales Regional Transport Model.	
Reference is made to the use of micro-simulation modelling in Appendix 3, where appropriate. The guidance, however, only refers to the development of matrices, whereas software packages such as VISSIM can be operated statically based on specific turning movements rather than matrices. Use of turning movements reduces the amount of data required for such modelling exercises and is the preferred assignment choice by the software developer PTV.	It is agreed that VISSIM can make use of turning movements rather than matrices, and that in many circumstances this may be the preferred method of assignment. However, in modelling a network, the use of fixed turning movements may not be appropriate as it precludes modelling route choice (i.e. dynamic assignment), without manual intervention.

Also, it is considered that in many instances, the developing of matrices for a network is not significantly more involved than the use of turning movements, and that the level of data required to be collected in building, calibrating and validating the model is similar in both instances. | N/A |
| Where reference is made to specific junction modelling techniques, no reference is made to how such models should be calibrated and validated. The use of the appropriate software, including calibration and validation of these models, is key to ensuring the quality of the outputs of such models thereby reducing inconsistencies and the misuse of models whilst acknowledging the uniqueness of each junction. | The importance of suitable validation and calibration when building a model, is agreed, and a discussion on these are provided in Section 3.4 of the SPG, in reference to TAG Unit M3.1. However, in the case of the proposed junction tools specifically, the undertaking of validation or calibration are not relevant, since these are based entirely on first principles, with no variables that can be changed, little or no user interpretation required, and any supposed margin for error can be considered as having already been accounted for by the need to plot a range of values. | N/A |
| The guidance sets out a forecast year for modelling of 10 years post completion, unless otherwise specified by the Council (Appendix 3, para 3.5.2). This is inconsistent with the rest of the relevant planning guidance and could result in assessment years which are 15 years after the application has been submitted. Such an advanced forecast year would be subject to significant uncertainties. | A forecast year of 10 years post completion is not considered excessive, in particular for a strategic development. TAG Unit M4 (Forecasting and Uncertainty) 1.2.1. states that "For economic appraisal it is best if the forecast year is as far into the future as possible...", and goes on to provide several worked examples of | N/A |

Consultee comments	Council response	Changes proposed to SPG
	assessing development 15 years post completion. The Council acknowledges that with forecasting further ahead comes increasing uncertainty, however this is not a justification for not accounting for appropriate future assessment years. TAG Unit M4 provides discussion on how to deal with uncertainty.	
Junction Assessment tools In Appendix 3, Cardiff Council set out junction assessment tools from first principles to be used as an alternative approach to industry standard modelling techniques. This proposed approach is not adopted elsewhere in the county and provides a generic approach to all junctions. The methodology outlined is complex and would require further data collection and potentially produce very subjective results. Ultimately this approach would result in further costs to the developer as it would not be possible to replace more conventional use of industry standard modelling techniques and tools.	**Junction Assessment tools** As stated previous, the assessment methodologies proposed are based on first principles, the same principles as accepted research and on which industry standard software are based, and therefore while the specific method of visually representing junction performance may be unique to Cardiff, the processes underlying these are not. The key difference here is that Cardiff Council has sought to draw together conflicting alternative formulae for calculating capacity (as illustrated in Figure 1), with a view of establishing an average 'best fit' across all of these. Importantly, the Council's tools also seek to distinguish between a junction that is within maximum theoretical capacity, and that which is within practical capacity, i.e. 80% degree of saturation, and in response to this the need to consider alternative methods of control, as per DMRB 6.2.6. Furthermore, these tools also take into account variance (in demand, saturation flow and in allocated green time), which is typically overlooked when using conventional junction assessment software, in spite of the knowledge that variance is an everyday reality, and that it can have a profound impact on the performance of a junction. Contrary to what is stated, the methodology is	N/A

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Page 352	not inherently complex, nor does it necessarily require significant additional data to be collected. Arguably, Cardiff's guidance simply lays out the data that should already be collected as a matter of course anyway irrespective of the method used to assess junction performance, and yet are all too often overlooked. Rather than being subjective, the proposed approach is simple, transparent, and is entirely conducive to establishing a common understanding of junction performance between all parties, and should therefore actually reduce unnecessary costs incurred by the developer, in minimising unnecessary duplication of effort or abortive work. The proposed tools are meant to complement the use of conventional assessment software, rather than replace these. Using the tools proposed, it is possible to undertake an assessment of junction performance with minimal effort and far quicker than using the software alternatives.	
The SPG recommends that the tools should be used in the first instance to assess the existing capacity and undertake option tests. Preferred options can then be tested in more depth using traditional junction assessment and/or microsimulation modelling tools (Appendix 3, para. 1.2). Cardiff Council recognise the following limitations of assessing junctions, as follows: ¡ *"Short lane effects may be accounted for to some extent using these graphs by adjusting the saturation flows due to the underutilisation of the relevant lanes for the movement. However, other methods may be better able to provide the detail needed to understand the interactions (e.g. micro-simulation)."* (Appendix 3, page 90) ¡ The process for estimating capacity at priority controlled junctions *"does not account for traffic conditions that result in platoons of traffic in the opposing flow"* (Appendix 3, page 82).	Cardiff Council fully acknowledges the limitations of the tools provided, and states that the use of these may not be appropriate in all instances. However, it should be noted that limitations are also inherent in any of the traditional modelling tools; for example LinSig and TRANSYT do not accurately represent queue length or delay under congested conditions, in particular the results cannot be relied upon at saturation levels above the 80% practical capacity threshold.	N/A
Trip Generation Regarding estimating trip generation, paragraph 3.6.2 of Appendix 2 states *"where no comparable sites exist, in particular for large mixed-use developments, then 85th percentile trip rates should be determined from a sample size of 5 or more sites."* This is contradictory to TRICS Good Practice Guide 2016 which recommends at least 20 surveys in a rank order list before 85th and 15th percentiles; therefore sample sizes of less than 20 may not provide a robust assessment.	**Trip Generation** Agreed. Paragraph 3.6.2 was incorrectly worded, this was intended to convey that where possible a sample size of 20 or more sites should be used such as to determine the 85th percentile trip rate, but in the absence of this, an average trip rate derived from 5 or more	Appendix 2 3.6.2. Where no comparable sites exist, in particular for large mixed-use developments, then **where possible** 85th percentile trip rates should be determined from a sample size of **20 or more sites. Alternatively, in the absence of this, an average trip rate should be determined on the basis of** 5 or more sites.

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	sites may also be acceptable.	
The SPG recommends use of TEMPRO to calculate growth in Cardiff (Appendix 2, para. 3.5.1) despite acknowledging the following limitation for TEMPRO: ¡ *"TEMPRO doesn't account for significant local or regional public transport or walking/cycling interventions such as the proposed Cardiff Metro, and the resulting likelihood for modal-shift to occur, but rather assumes that mode-choice will remain broadly the same in future as existing."* ¡ TEMPRO does not *"take into account the level of saturation on the local highway network; in recognition that simply applying unfettered NTEM growth to an already congested link/s or junction/s may yield unrealistic results*	The limitations of this approach as listed, are provided in Appendix 2 of the SPG. Therefore, when assessing the impact of strategic development, the application of simple NTEM growth would rarely be a substitute to undertaking a suitable strategic level of assessment using a four-stage model or else a form of logit model, in order to properly account for these. While much of the network is at or close to capacity during peak times, this isn't to say that there is no capacity for growth anywhere on the network. While growth over a certain level at a given junction/link may be deemed to be unrealistic, it is nevertheless important to quantify this growth in providing a worst case/'unconstrained demand' scenario (i.e. assuming no interventions), as the starting point from which to begin considering the mitigation required and in evidencing this.	N/A
PARKING STANDARDS Table 1 below outlines the proposed maximum parking standards for residential properties. The residential parking standards do not include a requirement for visitor parking. The Central Area includes the City Centre and Cardiff Bay Areas and the large residential areas which extend outwards from the core shopping centre into the wards of Grangetown, Canton and Cathays. Table 1 shows that the maximum number of parking spaces is two spaces for non-central areas in Cardiff and one space for central areas, regardless of the number of bedrooms. This is a restrictive and unrealistic approach, particularly for larger dwellings on the edge of the city. There is no requirement for visitor parking as set out. Paragraph 6.15 of the SPG states: *"The design and layout of parking spaces will be reviewed and may not be considered in accordance with the maximum standards if dimensions are found to be able to accommodate parking above the maximum permitted. For example, where due to its proposed dimensions a driveway to a dwelling can be shown to have the capacity to accommodate a greater number of vehicles than permitted under the parking standards, a reduction in the dimensions may be required."* Paragraph 6.32 states: *"Garages must have a minimum internal width of 3.2m with an internal length of 6.0m. Where garages are provided, a minimum driveway length of 5.5m is required."* The need for minimum dimension requirements for garages and driveway lengths leading to garages is unclear and confusing as garages are not counted within the parking provision for residences (para. 6.15); these paragraphs contradict each other and need to be reviewed. The Cardiff Council approach to car parking for Use Class C3 and C4 type dwellings is not consistent with the	Please see comments above relating to residential parking standards.	

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general approach taken by other authorities in Wales and England. The level of provision proposed will potentially lead to vehicles being parked on the surrounding highway and landscaped areas, which would be detrimental to place making, have a negative impact on the local area and potentially impact on highway/pedestrian safety and restrict emergency services accessing the location. To avoid such situations occurring our client considers that the SPG should be amended to refer (in noncentral areas) to a car parking requirement of 1 space per bedroom up to a maximum of 3 spaces per dwelling plus 1 visitor space for every 5 dwellings		
PUBLIC RIGHTS OF WAY The SPG places an emphasis on identifying and protecting public rights of way (PRoW). Developers are required to give consideration to whether any public paths or rights of way cross the development site and whether they would be affected by the proposed development. Where a development is likely to affect a PRoW, developers may either incorporate the legal alignment of the path within the development or seek to divert it along an alternative alignment. This may assist in developing a coherent active travel network to improve the connectivity of new developments with each other and new developments to existing land uses. However, flexibility is required to maximise the benefit from the network. The concern is stopping up or diversion can be a lengthy process delaying developments so consideration must be given to using temporary orders where appropriate to facilitate development especially on allocated sites. Paragraph 7.15 of the guidance states: *"If changes to rights of way require re-alignment of an existing path, the developer will need adequate consideration for the time required to process the legal order to determine the outcome. Where a stopping up or diversion order are required it is likely to take up to a year to come into effect. Until that time the original definitive line must be kept open at all times."*	In response to the question posed, there is a legal requirement under Section 257 and Section 259 of the Town and Country Planning Act which requires a right of way to be retained on its current alignment until the necessary legal order is made or confirmed. If the developer completes works prior to the legal order being confirmed, it will invalidate the order and it is then down to the Local Authority to determine what action is taken. Temporary Traffic Orders can be applied for to close a right of way for Health and Safety reasons in order to work on site without public access. An alternative route should be provided for the public to use until the works are completed. This does not permit developers to build on the right of way if their order is not confirmed. As part of the planning consultation process, PROW officers inform applicants of the timescales involved so that they are fully aware of cost implications and the length of time it may take to confirm an order. There is never a guarantee that even where planning permission has been granted, the legal order will be confirmed as it is open to public consultation and may be objected to. This is why it is important for applicants to liaise with the Public Rights of Way Team at an early stage to discuss the development of a site.	N/A
Redrow		
As per the LDP Manual SPGs contain "supplementary information in respect of policies in an LDP. SPG does not form part of the development plan and is not subject to independent examination but must be consistent with it and with national planning policy". SPGs are material considerations in the determination of planning applications.	Noted.	
SPGs are non-statutory and only guidance. They cannot be used to be prescriptive and be certain that in all cases things "must", "will" or "shall" be done in certain ways.	Legal advice has been sought on these issues:	A number of changes have been made to the text in the SPG and appendices in order that the language used is

Consultee comments	Council response	Changes proposed to SPG
As the guidance that they are then the wording should be broader to refer to things "should", "can" or "could" be done in certain ways when providing more detailed information in support of LDP policies. Each application must continue to be assessed on its own merits	"An application for planning permission has to be determined on its own merits, in accordance with the development plan and any other material considerations (S70(2) TCPA 1990).

I have attached a copy of section 2.3 of Planning Policy Wales Nov 2016, which states that whilst only the policies in the development plan have special status under section 38(6) of the 2004 Act in deciding planning applications, SPG may be taken into account as a material consideration.

Paragraph 2.3.1 states that SPG is a means of setting out more detailed thematic or site specific guidance on the way in which the policies of the Local Development Plan are to be interpreted and applied in particular circumstances or areas.

The LDP Manual Paragraph 7.3.5 states that SPG will have a key role in interpreting and expanding on generic policies in the LDP, SPG can provide for the matters listed in that paragraph including details and numerical guidelines/thresholds.

I note that the wording you refer to is not dissimilar to that already contained within the Council's existing SGP Access, Circulation and Parking Standards 2010 eg paragraph 4.2.4 which this draft is presumably intended to replace".

In line with the LDP Manual, the SPG and its appendices is intended to provide more detailed guidance relating to the interpretation of the relevant LDP policies and how these are to be applied in achieving the 50:50 modal split target set out in the LDP. It is noted that the Consultation Draft documents contained inconsistencies in relation to the use of, for example, 'must'/'should'. Having reviewed the documents and the comments supplied by Legal, changes have been made in order to provide consistency in the terminology used. | consistently 'should', 'can', could' rather than 'must', 'will', 'shall' where appropriate to the context. Where changes have been made, paragraph numbers are given below.

SPG:
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Appendix 2 TA:
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2.2.3
2.6.2
2.6.3
2.6.5
3.1.2
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3.5.1
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3.5.3
3.5.4 |

Consultee comments	Council response	Changes proposed to SPG
		3.6.6 3.7.1 Table 2.2, 2.6 Appendix 3 TP: 13 1.1.2 1.1.11
If the Council require certain documents, by stating "must / shall" be submitted, with certain applications then the appropriate method to deal with this would be via publishing 'Local Validation Requirements' as introduced with the 1APP forms in 2015. SPGs cannot be used to advise applicants what they must do. For example, where does guidance / policy set out that it is appropriate and reasonable for all TAs to be independently audited prior to submission. Professional independent consultants are employed by applicants to provide supporting TAs. The extent of information sought at a pre-application stage and with a formal planning submission is onerous and expensive for no good reason.	As above, the use of 'must/shall' in the documents has been reviewed and amended as appropriate. Further details are also provided above relating to the purpose of TAs and other information which is sought. The information which is required is necessary in order for an informed assessment of the transport impacts of development to be undertaken. It is in line with Welsh Government policy, as set out in Planning Policy Wales (Edition 9 November 2016). The pre-application process enables applicants to provide a robust application to enable timely progress through the planning process.	As above.
There are numerous examples of policies / guidance that are incorrect, outdated, have been superseded or do not apply in Wales. For example, the latest national planning policy framework in Wales is Planning Policy Wales (PPW) November 2016 but references are made to PPW January 2016 and PPW February 2014. Reference is made in para 4.12 to Good Practice Guidelines: Delivering Travel Plans through the planning process DfT 2009. This guidance was written for England only and not endorsed by the Welsh Government. It was superseded and incorporated as part of Planning Practice Guidance, again for England only, in March 2014. Relevant Travel Plan guidance applicable to Wales is found in PPW Edition 9 and TAN18.	Reference to PPW January 2016 amended in SPG and Appendices. Reference to PPW February 2014 amended in Appendix 1. The reference in 4.1.2 provides a definition. It is not citing the DfT guidelines as guidance to be followed. Although the document itself has been superseded, it remains a useful definition.	**SPG** 4.1 The WG policies on TAs within the planning process are contained in Planning Policy Wales (Edition ~~8~~ 9 ~~January~~ **November** 2016) (PPW). PPW (paragraph 8.7.2, p 124) states: "The Welsh Government expects that all applications for developments (including changes of use) falling into the following categories will be accompanied by a TA" (see Table 4.1 below). 5.1 Planning conditions may be imposed to secure on and/or off site transport measures and facilities as may be required by a proposed development, in line with paragraph 8.7.5 of Planning Policy Wales (~~January~~ **November** 2016) 8. USEFUL PUBLICATIONS **Welsh Government** *Planning Policy Wales (Edition ~~8~~ 9, ~~January~~ November 2016)*

Consultee comments	Council response	Changes proposed to SPG
		Appendix 1 **Planning Policy Wales (~~February 2014~~ November 2016)** sets out the Government's planning policies as they apply in Wales. It includes guidance on car parking provision (paras 8.4.1 – 8.4.6), which is viewed as a: '*major influence on the choice of means of transport and the pattern of development*'. It outlines that local authorities should: '*ensure new developments provide lower levels of parking*'. Therefore, **minimum** parking standards are no longer seen as appropriate. Appendix 2 1.1.2 The Welsh Government's policies on TAs within the planning process are contained in Planning Policy Wales (Edition ~~8 9 January~~ **November** 2016) (PPW). This document expands on the available guidance, providing detailed guidance on all aspects of TAs including modelling. The checklist below is not exhaustive and adaptation may be required to reflect the type and scale of the proposed development. Webtag and other source references were correct at the time of writing. Appendix 3 1.1.3 The Welsh Government's policies on Transport Assessments and Travel Plans within the planning process are contained in Planning Policy Wales (Edition ~~8 9 January~~ November 2016) (PPW) and the Technical Advice Note 18 (TAN 18).
Chapter 3 Para 3.4 – Any part of the SPG that is updated, including appendices, will need to be subject to public consultation. Any updated 'technical documents' will need to be based on recognised and endorsed guidance / policies.	Noted. The decision has been taken to remove Appendix 3, the Junction Assessment Tool Guidance, from the SPG appendices as it may be necessary to amend this periodically. It will be publically available and remains a recommended tool.	4.10 For these reasons, it is essential that Transport Assessments provide all of information necessary to enable the Council to fully quantify and understand the impacts of development on the function of roads and wider highway network and to identify measures to mitigate these impacts and make the development acceptable in relation to the LDP's sustainable transport policies. Section 4 and Appendices 2 and 3 provide detailed information on what is required from

Consultee comments	Council response	Changes proposed to SPG
		Transport Assessments submitted to the Council through the planning process. ~~These technical documents will be updated periodically and it should be ensured that the most up to date versions are used.~~

4.11 ~~The Transport Assessment Guidance and Checklist is a live technical document which will be updated by the Council from time to time, as necessary. It should be ensured that the most up to date information is referred to.~~

4.12   In some cases, developments which fall below the size thresholds where a TA would be required may have transport impacts which warrant investigation and assessment. Examples of such developments could include developments which require direct access onto major arterial routes or strategic bus corridors or where they may affect parts of the highway network or specific junctions which experience particularly high volumes of traffic flows or other problems. In such instances, the Council will ask the applicant to prepare a Transport Statement (TS) providing a qualitative and quantitative assessment of the existing transport conditions in and around a development site and the transport impacts of the development in terms of trip generation. It should also set out in detail the measures that will be taken to address those impacts. Appendix4 outlines what should be included in a Transport Statement. ~~This technical document will be updated periodically as required and it should be ensured that the most up to date version of the guidance is used.~~

4.12   A Travel Plan is a long term management strategy for an occupier (or group of occupiers) of a site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed (Good Practice Guidelines: Delivering Travel Plans through the planning process DfT 2009). Travel Plans are now considered an essential part of transport policy. It is strongly recommended that the explanatory notes in Appendix 3 should be used in conjunction with the guidance and checklist of requirements to ensure that |

Consultee comments	Council response	Changes proposed to SPG
		any Travel Plan which is submitted to the Council contains all of the information which is required by the planning authority in assessing a planning application. This technical document will be updated periodically as required and it should be ensured that the most up to date version of the guidance is used.
2.2 Para 5.9 – the details that are covered under a S278 or S38 should not be subject to planning condition(s) in the first place. Circular WGC 016/2014 – The Use of Planning Conditions for Development Management sets out the test that must be met to apply a planning condition. This includes being necessary and relevant to planning. Conditions are not to be used to repeat provisions of other conditions or duplicate controls under other legislation. The location and size of roads is a matter for the planning application (full or RM element) but the technical design standards are to be subject to Highways Section agreements.	Having a S278 agreement can't be conditioned but the parameters set within it may form the basis of conditions, for example the location, cross section and that the road should be designed to adoptable standards.	5.9 Where matters affected by the works forming part of S278s are subject to Planning Condition(s), the location and cross section for example, the Council ~~will~~ expect the developer~~'s applicant~~ to have **discharged** ~~had~~ those conditions ~~discharged~~ prior to entering into a S278 agreement. ~~It should also be ensured that the d~~ **D**esign of the works subject to ~~the~~ 278 ~~are in~~ **must thereafter** accord~~ance~~ with the details agreed through the planning permission and discharge of condition(s) ~~and approvals~~.
2.3 Paras 5.13 & 5.14 – Reference to Highways Construction Details is simply not appropriate within a planning SPG.	The Highways Construction Details and other Technical Design Standards are referred to in the SPG in order that applicants will be aware of these standards and to signpost them to the relevant documents. This is not considered to be inappropriate.	N/A
Chapter 6 2.4 Para 6.32 – There is considered no reason for garages to have minimum internal sizes of 3.2m by 6m given that they are not counted as parking spaces (para 6.15). Furthermore Chapter 8 of Manual For Streets, which para 6.29 of the draft SPG advises should be taken into account, sets out that garages are recommended to have minimum internal dimensions of 3m by 6m where they are counted as parking spaces. This size is considered suitable for use for storage and car parking. As garages are not to be counted as parking spaces then it would be more appropriate that they be smaller in size than suggested in Manual for Streets.	The text in relation to garages has been amended, as above. The size requirement has been retained and refined in order to ensure adequate storage space can be provided for bikes.	N/A
2.5 The proposed TA requirements are considered onerous and costly. National planning guidance and producing information appropriate for the scale of development, via scoping exercise with the local authority at a pre-application stage, and in line with industry recognised assessment is considered appropriate. The approach is surprising given that the LDP has been adopted and Cardiff acknowledges through assessment work undertaken that no further growth can be accommodated on the existing highway network. To achieve the 50:50 city wide target over the LDP period requires strong focus on the sustainable travel measures	The guidance and checklist proposed is considered to be entirely consistent with national planning guidance, and seeks to result in assessments which are commensurate with the scale of development; to provide clarity on what Cardiff Council requires/expects (in-line with the LDP, LTP, Transport Strategy, Cycle Strategy etc.); and to address the current deficit between this and what is submitted in many cases being substandard. While much of the network is at or close to capacity during peak times, this isn't to say that there is no capacity for growth anywhere on the	N/A

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	network. While growth over a certain level at a given junction/link may be deemed to be unrealistic, it is nevertheless important to quantify this growth in providing a worst case/'unconstrained demand' scenario (i.e. assuming no interventions), as the starting point from which to begin considering the mitigation required and in evidencing this. It is agreed that in order to achieve the 50:50 target, a strong focus is required on sustainable travel measures, and this is what Cardiff seeks to ensure through the formulation of its SPG planning guidance and checklist.	
2.6 The use of Weltag for assessing individual planning applications is inappropriate. This tool should be used by the local authority to appraise competing schemes and its reference in guidance for assessing planning proposals is out of context	Please see above comments with regard to Weltag.	N/A
2.7 Redrow has been advised that the proposed approach to Junction Assessment is unique to Cardiff. Redrow is concerned that an extra level of assessment, beyond recognised industry-wide assessments that would still be required, will add considerable time and cost to the planning assessment process. This is in the context of an adopted LDP that is seeking a 50:50 modal shift and of highway capacity is not considered a critical factor by which development should be measured. The additional time and cost for any unnecessary assessment, not required by other local planning authorities, would need to be reasonably factored in for any viability review on planning proposals	The assessment methodologies proposed are based on first principles, the same principles as accepted research and on which industry standard software are based, and therefore while the specific method of visually representing junction performance may be unique to Cardiff, the processes underlying these are not. The proposed tools are meant to complement the use of conventional assessment software, rather than replace these. Using the tools proposed, it is possible to undertake an assessment of junction performance with minimal effort and far quicker than using the software alternatives. The result of which is the ability to quickly establish scale of effect in determining a suitable study area, and in rapid option testing, allowing options to be quickly sifted and eliminated or taken forward for further analysis using the conventional software. Therefore much less than result in additional time and cost, the proposed tools should actually reduce the extent of more time consuming detailed assessment to only those options which are feasible.	N/A

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Page 361	To clarify, while highway capacity in itself may not be the sole consideration in making progress towards the 50:50, nevertheless, it is still a material consideration, and that in order to deliver on this there will still be a need to manage traffic. Section 4.93 of the LDP discusses this as one element in providing the transport infrastructure necessary to facilitate growth, i.e. – "*The road network, particularly measures to make better use of existing highway capacity*" The requirement to achieve the 50:50 does not negate the need to properly quantify the impact of development upon junction performance, moreover without quantifying this impact, it is not possible to evidence the mitigation which is required, or the level of mode-shift which is achievable. It should also be born in mind that contrary to the inference, when referring to 'highway capacity', we actually do so from the perspective of all users, and not just those travelling by car; and that this should be viewed within the context of the user hierarchy as defined by Manual for Streets.	
Aldi		
ALDI Stores Ltd ALDI is one of the world's leading grocery retailers. The company has built a network of stores in Europe, the USA and Australia. ALDI first entered the UK market in 1990 and has now expanded to over 700 stores across England, Scotland and Wales. ALDI is committed to continuing its strong investment in the UK economy, and is currently undertaking a nationwide floorspace expansion programme, through the delivery of new foodstores and enhancement of their existing portfolio, creating many new employment opportunities in the process. ALDI is seen as an important employer at the UK level and a significant investor in the UK economy. ALDI opened a new Regional Distribution Centre (RDC) in Wentloog in early 2017. This RDC facilitates the expansion programme in Wales and the south west. ALDI has a very different approach to food retailing than other food retailers based on simplicity and maximum efficiency at every stage of the business, from supplier to customer. This enables Aldi to sell high quality products, from a limited core range (compared to other supermarkets) of mainly exclusive own labels, at the lowest possible price consistently across the entire range. ALDI is a 'deep discount' retailer. New stores are medium sized (typically having a c.1,800sqm gross floorspace including a c.1,250sqm net sales area) and stock only a limited range of predominantly own-branded products. ALDI only has a limited amount of non-food floorspace (around 20%), which mostly contains time-limited specials. This is a significant difference to the larger 'Big 4' supermarkets, which average between 30%-50% comparison	Noted.	

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goods floorspace. In addition, ALDI's efficient shop floor layout and produce delivery system (including only 2 main HGV deliveries per day) reduces the need for a large back of house warehouse area. Overall, this means that non-sales floorspace also forms a much smaller proportion of the gross floorspace, than the established superstores. The ALDI store format does not include specialist food counters such as a butcher, fishmonger, bakery, delicatessen or chemist, which are provided by larger chains. ALDI customers are therefore likely to visit other local stores to complete their shopping trip. As a result an ALDI car park serves a wider function and helps to facilitate linked shopping trips. To operate in this way and deliver the associated benefits, ALDI adopts a highly streamlined and efficient operational model. The Competition Commission recognisees these factors and accordingly categorises ALDI as a Limited Assortment Discounter (LAD), providing an important distinction between discount food operators and larger convenience operators.		
Parking Standards for Retail Development Section 6 of the Draft SPG sets out maximum parking standards for retail development which are tailored to the size of the retail use, and location (i.e. Central and Non-Central). The draft SPG identifies that a retail unit of more than 1,201sqm would be allowed a maximum of one parking space per 20sqm. For an ALDI foodstore of 1,800sqm, this would allow for only 90 parking spaces. Paragraph 6.1 of the draft SPG states: The availability of parking spaces and their location can influence travel choices. Excessive provision can serve to stimulate demand for car travel and perpetuate reliance on the car. The application of parking standards to new developments is therefore an important tool in managing demand for travel by car and encouraging a shift to sustainable transport modes. These objectives are balanced against the need to manage pressures on on-street parking space and the negative impacts of oversubscription of space including congestion, hazards, visual intrusion and harm to residential amenity. ALDI have in excess of 700 foodstores across the UK. Experience across these stores has shown that an ALDI food store requires a minimum of 100 onsite parking spaces to function successfully. ALDI seeks to ensure that stores are located in sustainable locations, and easily accessible to public transport and within walking distance of residential areas. However, due to the practicalities of undertaking a 'main food' or weekly shopping trip, it is found that where there is less than 100 parking spaces onsite, transport issues such as queuing, circulating, and on-street parking occur. While we acknowledge the statement in paragraph 6.11 of the Draft SPG, which states that 'there may be scope to apply flexibility in exceptional circumstances', we consider that in almost all circumstances, a medium sized supermarket of the scale of ALDI, would require in excess of 100 spaces. In fact, recently permitted store proposals in Cardiff have provided over 120 spaces. Smaller convenience retailers that rely on top-up shopping are unlikely to be affected by the proposed changes to parking standards. As noted above, larger superstores are supplemented by a greater proportion of non-sales floorspace, which inflates the gross floorspace, making them less sensitive to reduced parking standards. In contrast, due to the streamlined store configuration, new ALDI store proposals would be placed at a competitive disadvantage by the proposed reduced standards. The existing parking standards contained within the Access, Circulation, and Parking Standards (2010) require a maximum of one parking space per 14sqm of GFA, for a retail use in excess of 1,000sqm in a non-Central location. For an ALDI store of 1,800sqm, the maximum standard would be 128 parking spaces. These standards are	Further evidence to support the requirement for this level of parking was requested on this issue from Aldi but had not been received as of 7/3/18. The concerns are noted. As the response states, the SPG does allow for applying the parking standards flexibly **in exceptional circumstances.** However, the onus remains on the applicant to demonstrate why additional parking is required.	N/A

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considered to be appropriately flexible, and we urge the Council to maintain a one space per 14sqm GFA standard prior to adopting the SPG. Alternatively, a reduced standard could be applied to 'superstores' over 2,000sq gross floorspace. At the very least, the SPG should make clear that the maximum could be exceeded where need can be demonstrated / evidenced. The proposed broadening of the designated central area, in which very low maximum standards are applied, is also questioned, since the impacts on proposals discussed above are not limited to the outer areas of the city. The proposed maximum parking standards for retail development within the draft SPG are too restrictive, and will ultimately jeopardise the establishment and successful operation of ALDI foodstores within the Cardiff Council area. In addition, the standards as proposed could have wider impacts. Where there is an under provision of onsite parking, customers often circulate the car park resulting in congestion, illegal parking, or displacement onto valuable on street parking.		
Conclusions ALDI object to the proposed reduction in parking standards, since they are likely to either hinder new store proposals or cause severe operational difficulties if they are rigorously applied. It is suggested that the existing standards (1 space per 14sqm gross floorspace) are maintained or the reduced standard is applied only to 'superstores' with a gross floor area above 2,000sqm. We respectfully urge the Council to carefully consider the points raised, since without the necessary fine tuning, the appetite for investors such as ALDI to bring new development to the City will be diminished	Noted.	N/A
Public Health Wales, Kristian James		
Thank you for the opportunity to comment on the above. We acknowledge that transport infrastructure is fundamental and cross-cutting in terms of providing both positive and negative impacts upon health. Therefore this SPG should seek to identify opportunities to help deliver health benefits whenever opportune and reflect the principles of the Well-being of future generation (Wales) Act 2015. We have no adverse comments on this draft SPG, but offer the following comments and recommendation:- • We support the requirement to consider air quality, noise, road safety and Active Travel. The specific inclusion of these within Transport Assessments and subsequent Transport Implementation Strategies and Travel Plans is encouraged.	Largely these issues are covered in the TA Guidance. Specific reference to air quality and noise has been added under TIS as recommended in the consultation response. Road Safety and Active Travel are already referenced elsewhere in the text and will be addressed throughout the TIS and Travel Plan so no changes to these are proposed.	**Appendix 2 TA Guidance and Checklist** **2.6 Transport Implementation Strategy (TIS)** Contributes to development plan, including any objectives to overcome particular localised difficulties, for example, for an area of particularly significant congestion, an historic area requiring protection or ~~an air quality management area~~ **air quality and noise pollution**. **Appendix 2 TA Guidance and Checklist** Existing site access layout and access constraints: • AQMAs/air quality, noise **(including from Wales Noise Mapping resource)** and carbon emissions information
• Noise assessment could include (where appropriate) reference to published noise maps that include Cardiff.	Referenced included, as per comments from Shared Regulatory Services.	
• We support the requirement that users consider the 'Manual for Streets User Hierarchy' (which puts non-	Noted.	N/A

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motorised transport considerations first).		
• This SPG is clearly set in the context of wider Cardiff Council planning policy. We would recommend further cross referencing with regional and neighbouring local authority transport plans if this not already happening in practice.	Noted.	N/A
• A requirement to link this SPG with the evolving Clean Air Strategy for Cardiff to achieve cleaner air for all, Active Travel Networks, bus network development, passenger needs assessment and maintaining green open spaces are also recommended.	The Clean Air Strategy has not been formally adopted so not appropriate to link this to the SPG.	N/A
• There are opportunities to support and reinforce health considerations by linking the new Transport SPG with the content of the 'Planning for Health and Well-being Supplementary Planning Guidance',2 notable examples include Healthy Lifestyles (paragraph 3.6) Active Travel (paragraph 3.6.2), the Considerations that developers should take into account when submitting development proposals to reduce air, noise and light pollution (paragraph 3.7.3) Access to services (paragraph 3.8) and Road safety (paragraph 3.9.2) within the Transport SPG.	Air, noise and light pollution – Planning for Health refers to EN13, and it is also now referenced in the Transport SPG. Healthy Lifestyles – the reference to the Planning for Health SPG addresses this. Road Safety – this is addressed in the Transport SPG & Appendices. Access to services – this is covered by the SPG through the references to LDP policies.	N/A
Design Commission for Wales		
Thank you for the opportunity to comment on the above draft SPG, we have the following comments: The Design Commission for Wales encourage Cardiff Council to take a more holistic view of Supplementary Planning Guidance on transportation in the city. The draft Managing Transportation Impacts SPG appears reactive in its approach to transport in the city and focuses on road networks rather than the entire system, including rail and the future potential of the South Wales Metro. The recently adopted Cardiff Residential Design Guide 2017 identifies principles such as filtered permeability and integrating bus stops into development, which encourage a reduction in car use and move towards the aspired 50:50 modal split. This type of proactive guidance should be delivered concisely and consistently with guidance on highways, active travel networks and bus corridors, not in separate lengthy documents. The Manual for Streets approach to highway design should also be consistently promoted where applicable. A more holistic transport guidance would be more appropriate which would include all transport modes and, first and foremost, provide guidance which encourages design for public transport and active travel as the starting point for new development, then subsequently address management of transport impacts. Setting up the guidance in this proactive way will better equip the Council and design teams to design for incoming transport infrastructure, such as the South Wales Metro. The relationship between different SPG must be clear and easy to use.	Noted and suggest that the comments are sent to Planning to note for the future.	None
South Wales Police		
South Wales Police welcome the draft SPG on Managing Transport Impacts SPG particularly references made to KP5 creating safe and secure sites and supporting the principles of community safety. Specifically 5.2 (p18) could include reference to: 1 Ensuring parking and cycle storage areas are well over looked in order to provide active survillence. 2 Larger car parks should include clear separation/ demarcation between vehicles/ persons, good levels of lighting, CCTV, and signing to afford safe and secure parking. 3 Consideration of Park Mark scheme standards (where appropriate). I attach a best practice document on Bus and Coach station security that you may wish to make reference too.	1 Ensuring parking and cycle storage areas are well over looked in order to provide active surveillance – this is addressed in 6.19/6.21 2 Larger car parks should include clear separation/ demarcation between vehicles/ persons, good levels of lighting, CCTV, and signing to afford safe and secure parking – 5.2 gives examples of planning conditions. 3 It is suggested that the Bus and Coach station	The principles outlined in Chapter 8 of the Manual for Streets should be taken into account for the layout and design of parking areas. Through good design, car parking (public and private) must give consideration to safety for pedestrians, cyclists and vehicles, **for example, through appropriate separation of vehicles/persons and lighting/CCTV as appropriate. It should** ~~and also~~ **also** address issues of security, visual amenity and access requirements.

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	security relates more to operational matters and is not an appropriate reference for the SPG.	It is ~~also~~ important that the provision and design of car parking space is well integrated with a high quality public realm. Pedestrians should be considered first in the design process, in accordance with the user hierarchy set out in Manual for Streets. **The Park Mark standard may also be usefully referenced and applied where appropriate.**
Tom Porter, PHW		
•In reference to modal shift and encouraging active travel and public transport it is important to also encourage mixed mode travel, particularly for medium-length journeys. For example, cycling to a bus or train stop, then taking public transport, then resuming cycling or walking at the other end. This could be strengthened for example in para 3.20 and 3.25 – passengers may be pedestrians or cyclists and appropriate infrastructure (e.g. cycle parking) should be co-located with public transport stops	Wording amended to reflect this.	3.25 Accessibility should be a primary consideration when designing for public transport facilities and infrastructure (e.g. bus stops and bus shelters). For example, ensuring bus stops are located in close proximity to key services and trip generators. Passengers are also pedestrians **and/or cyclists** at either end of their public transport journey and so consideration also needs to be given to the wider physical environment and connectivity as well as the waiting environment. **For example, appropriate infrastructure such as cycle parking should be co-located with public transport stops.** Under the Equalities Act (2010) services must also be fully accessible for people with disabilities and consideration should also be given to users with other accessibility needs such as parents/carers travelling with young children and prams/buggies. Transport for London (TfL) guidance on Accessible Bus Stop Design is a useful reference document.
•4.13 – while we welcome the reference to air quality, this shouldn't be restricted only to air quality management areas as it is recognised that air quality should be reduced across a wider area in addition to a focus on specific AQMAs. There is no safe level of air pollution exposure	Wording amended to reflect this.	4.13 Smaller developments which could generate significant amounts of travel in, or near to, ~~air quality management areas~~ **areas with air quality issues** and in other locations where there are local initiatives or targets for the reduction of road traffic, or the promotion of public transport, walking and cycling
•6.2 – suggest reference here to providing parking dedicated to car pools / car clubs	Wording amended to reflect this.	6.29 The principles outlined in Chapter 8 of the Manual for Streets should be taken into account for the layout and design of parking areas. Through good design, car parking (public and private) must give consideration to safety for pedestrians, cyclists and vehicles, **for example, through appropriate separation of vehicles/persons and lighting/CCTV as appropriate. Pedestrians should be considered first in the design process, in accordance with the user hierarchy set out in Manual for Streets. Access and circulation arrangements must accommodate the needs of all users with a particular**

Consultee comments	Council response	Changes proposed to SPG
		emphasis on vulnerable groups. **Entrances and exits must not present a hazard to road users, pedestrians and cyclists or interfere with safety and the movement of traffic. It should** ~~and~~ also address issues of security, visual amenity and access requirements. It is important that the provision and design of car parking space is well integrated with a high quality public realm. T**he Park Mark standard may also be usefully referenced and applied where appropriate.**
		6.30 **Alternative parking layouts with specific provision for car clubs and/or accommodation of shared use vehicles will be encouraged where appropriate.** ~~Access and circulation arrangements must accommodate the needs of all users with a particular emphasis on vulnerable groups. Entrances and exits must not present a hazard to road users, pedestrians and cyclists or interfere with safety and the movement of traffic.~~
Page 366 •6.5 – the 50:50 LDP modal split is referred to, but in terms of aspiration we should be seeking a 50:50 split *or better*	The Council does have an aspiration for a modal split of higher than 50% of journeys made by sustainable modes. However, the SPG is aligned with the LDP which gives the target as a 50:50 modal split. In order to be consistent with this, the SPG will refer to the 50:50.	N/A
•Table P1 – parking standards. The minimum levels of cycle parking are welcomed. However, while recognising the car parking spaces are given as a maximum and the cycle parking at a minimum, in some cases the ratio of car spaces to bike spaces seems inconsistent, and at face value should be more ambitious if we are to reach a 50:50 modal split. Currently non-central retail has a ratio of 5:1 car parking spaces to cycle spaces; central financial services 2:1 car parking spaces to cycle spaces; hospital spaces a ratio of 20:1 car parking to cycle spaces; and non-central houses with 2+ beds have a ratio of 2:1 car parking to cycle spaces. These ratios seem inconsistent with encouraging active travel and public transport over car use	As set out in 6.9 of the SPG, the minimum level of cycle parking provision has been calculated using an analysis of TRICS in order to provide, where appropriate by use class, sufficient cycle parking for 30% of employees to travel by bike, in line with the 50:50 modal split target and aspirations for significantly increasing trips made by cycling. The different ratios reflect the different requirements of different developments and types of journeys.	N/A
•6.17-6.23. We welcome the cycle parking standards and think they are very helpful. A couple of suggestions are, firstly, whether it could be prompted (even if not mandatory) that cycle helmet lockers be considered for provision adjacent to residential cycle parking (e.g. option 2 here for TfL: https://www.lbhf.gov.uk/sites/default/files/section_attachments/tfl_school_cycle_parking_programme_options_2016-17.pdf). In addition, a drop kerb adjacent to cycle parking allows easy entry and exit from the carriageway/cycle path. Two tier cycle racks are another option which increases cycle storage in small spaces.	Text amended to reference dropped kerbs and innovative approaches to cycle storage such as helmet lockers.	6.19 Cycle parking must be provided in a safe, secure and convenient position and also be located close to the intended destinations. Wherever possible, it should be located within the curtilage of the development. **Where appropriate, dropped kerbs provided adjacent to cycle parking can aid easy access for cyclists.** Stands should be visible and positioned so they do not obstruct pedestrians or people with disabilities. They should be clearly

Consultee comments	Council response	Changes proposed to SPG
		signposted and highlighted by defined areas, such as the use of surface changes, colour or texture. In order to maximise security, cycle parking should be prominently located in places which maximise surveillance. They should be overlooked by passers-by, well lit and, where possible, viewed by CCTV or security guards. 6.22 Residential and long stay cycle parking must be secure and sheltered. The shelter may be in the form of accommodation within buildings, in cycle sheds or other sheltered structures and can include cycle lockers or cages located in close proximity to the main building access. For houses, where cycle parking ~~cannot be~~ **is not specifically** accommodated within individual dwellings (e.g. where garages ~~and/or outside space~~ are not available), appropriate alternative secure and sheltered provision should be made. **Where communal cycle parking is provided, i**t is often better to have several small groups of stands rather than one large facility. Cycle provision should be designed into a scheme from the outset to ensure adequate provision is made available from first occupation. Reference should be made to the Cardiff Residential Design Guide and other relevant guidance. **Innovative approaches to cycle storage and facilities, such as two tier storage systems and lockers for cycle helmets, are encouraged.**
•Cardiff Council TA guidance checklist (p64). 2.1 – Include specifically NO_2 and particulate matter air pollution in the air quality section	Reference to NO_2 and particulate matter air pollution has been included.	Appendix 2 TA Guidance and Checklist 2.1 AQMAs, **NO_2, particulate matter,** ~~air quality,~~ noise (including from Wales Noise Mapping resource) and carbon emissions information
•p65 - 2.2 Explain how mixed modal transport use will be encouraged; and cycling and walking infrastructure improved. Also include details on the health impact (benefits/harms) associated with changes in travel modal share as a result of the development	Text included which addresses mixed modal transport use and cycling and walking infrastructure. Planning Policy Wales does not provide a policy basis for requiring a health impact assessment of modal shift.	Appendix 2 TA Guidance and Checklist 2.2 Detailed assessment of public transport, walking and cycling, including: • Existing services, capacity and patronage • Potential improvements to services/capacity • Indicative demand forecasts How target modal share and patronage will be reached, to include: • **Provision of active travel infrastructure and facilities**

Consultee comments	Council response	Changes proposed to SPG
		• Bus stop placement and walking access from 400m catchment • Journey times and trip distribution for bus and rail • Service frequencies and vehicle capacity required • On and off site bus infrastructure provision, including physical constraints e.g. corridor width, priority features • Bus provision in relation to the phasing of the development, where appropriate, including service levels at different stages and any risks to delivery • Compatibility with existing services including time tabling • Potential funding streams • **Explain how mixed modal transport use will be encouraged; and cycling and walking infrastructure improved.**

Shared Regulatory Services

Consultee comments	Council response	Changes proposed to SPG
The benefits of Guidance that considers the impacts of transportation on health and well-being, including matters such as air quality is to be applauded. We would be grateful if the World Health Organisation (WHO) reporting of noise being second only to air pollution in relation to the impact on human health could also be acknowledged and documented. WHO research states that noise is a major cause, not only of hearing loss, but also of increased stress, annoyance and sleep disturbance, leading to increased risk of heart disease, stroke, and poor mental health. With those in densely populated urban areas and many low-income communities being particularly affect by noise pollution1. The SPGs highlighting of the Council's desire to develop a network of recreational routes that will allow everyone in Cardiff to gain easy access to local green spaces, and the wider coast and countryside supports the Welsh Government decision to create 'quiet areas' including those within the Cardiff agglomeration. The 'quiet areas' designated by the Welsh Government, as part of implementation of the Environmental Noise Directive (END), are deemed to 'get more noise protection under planning policy'. Therefore the recognition of green spaces ,that may overlay the designated 'quiet areas', within this SPG and the LDP enforces the Welsh Government planning and END obligations which could also be acknowledged. The Council's approach outlined in the LDP, and noted within this SPG, in relation to increasing the proportion of people travelling by sustainable modes with the aim of achieving a 50:50 split between car-based and walking, cycling and public transport journeys may also have a positive impact upon those areas identified by the Welsh Government as part of their obligations, under the END, to map noise across Wales 4. The initial Noise Maps produced in 2012 identified 220 priority areas for road noise5 that may be positively affected by measures implemented in relation to this SPG and the LDP. Acknowledgment of the influence and interaction of transportation in relation to noise pollution could be advantageous for Cardiff and neighbouring Authorities and agglomerations.	Reference included to the impact of transportation in relation to noise pollution. EN13 has been referenced in the document; 'quiet areas' are addressed by this policy.	p.8 T8 sets out the Council's desire to develop a network of recreational routes that will allow everyone in Cardiff to gain easy access to local green spaces, and the wider coast and countryside. It ~~also~~ accords with Planning Policy Wales which seeks to promote provision of safe accessible, convenient and well-signed walking and cycling routes and to protect and enhance the national cycle network and long-distance routes and footpaths that are important tourism and recreation facilities, both in their own right and as a means of linking other attractions and local communities. 3.1 Through introducing new access points, and increasing flows or turning movements, new developments can potentially impact on the function of the highway. This can impact on a route for different modes of travel by: • Making traffic queues longer at junctions • Increasing bus journey times, makes services less reliable and attractive • Reducing green time for pedestrians and cyclists at junctions and crossings • Making roads busier and less safe and attractive as places and for people cycling and walking

Consultee comments	Council response	Changes proposed to SPG
		• Worsening air quality **and noise pollution** impacts. 3.6 Development-related trips can also impact on the 'place' function of streets. Increases in motorised traffic through residential streets can diminish their amenity and safety for walking and cycling and other activities such as children's play. These impacts potentially conflict with the sustainable neighbourhoods and modal shift objectives of the LDP, **as well as contributing to air and noise pollution which are widely documented as having adverse health impacts.** Transport Assessments must identify these impacts and suitable measures for mitigation.
Stuart Williams		
Would it also be possible to also add a cross reference in the SPG to the Health and Planning and Well-being SPG given the benefits active Travel have in relation to promoting health and well-being?	Reference has been added to the Health and Wellbeing SPG.	3.15 Increasing the number of trips made by walking and cycling will make an important contribution towards achieving the 50:50 modal split target required by the LDP, **as well as providing an opportunity for promoting health and well-being. The Planning for Health SPG provides more information on this.** By providing a practical alternative to the car, particularly for short trips, active travel infrastructure and other supporting measures will represent very important elements of the package of measures that the Council will seek to secure to mitigate development impacts. Section 8 SPG **Planning for Health**
Mike Biddulph		
Very minor comments on the **Managing Transportation Impacts (Incorporating Parking Standards) SPG:** Unusual title to the SPG. I don't think that a title should include brackets. The publication includes some unusual capitalisation. It is only necessary to capitalise proper nouns: eg para 3.12 it is not necessary to capitalise *hierarchy*, *movement* or *place*	Noted. Capitalisation has been reviewed.	5.11 For residential ~~roads~~ **streets**, the general principle of the development should be in accordance with guidance in the **Cardiff Residential Design Guide SPG and also informed by the expectations presented in the** Liveable Design Guide[1]. The detailed design will require the application of the standards and guidance as set out in Section B –

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[1] https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/liveable-design-guide/Pages/default.aspx

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Figure 6.1 requires a title and the number next to it. The SPG list should include the Cardiff Residential Design Guide. "5.11 For residential *streets*, the general principle of the development should be in accordance with guidance in the *Cardiff Residential Design Guide SPG and also informed by the expectations presented in the Cardiff Liveable Design Guide.*"	Title added. Added to SPG list. Added, as opposite.	Residential Development Roads.
Natural Resources Wales		
There is no reference to the impact from transportation on protected sites. We therefore suggest you make reference within the SPG to one or more of the following policies from the Cardiff LDP (January 2016) and make it clear that consideration also needs to be given to the potential impacts on designated sites and the wider countryside. ☐ KP18: Natural Resources ☐EN5: Designated Sites ☐EN13: Air, Noise, Light Pollution and Land Contamination	References to EN3, EN13 and KP18 included as recommended in the consultation response.	**2.7 EN13 emphasises that development will not be permitted where it would cause or result in unacceptable harm to, for example, health, the quality of the countryside (see also EN3), because of air, noise, light pollution or land contamination. It also details the impact road traffic may have on levels of pollution and the effects of poor air quality on health, quality of life and amenity.** **KP18 highlights the need for development proposals to take full account of the need to minimise impacts on the city's natural resources and minimise pollution, in particular air pollution from industrial, domestic and road transportation sources and managing air quality (iii).**
Network Rail		
Network Rail supports the provision within Policy KP6 for the possible impact new developments may have on the railway network. We also agree with the promotion Policy KP8 provides for the use of the railway network as a sustainable transport option.	Noted.	N/A
Section 2 of the SPG provides guidance on the requirements of Transport Assessments. Section 2.3 looks at safety considerations, there is no mention of the railway. We have concerns that developers should within this SPG be made aware that when developing near to a level crossing they should consider the potential impacts on the operation of the railway and this should be covered within their TA.	Reference to the railway network included under safety in the TA guidance.	Appendix 2 2.3.1 The assessment should identify any significant highway safety issues and provide an analysis of the recent accident history of the study area. The extent of the safety issue considerations and accident analysis will depend on the scale of the proposed development and its location. The need to minimise conflicts between vehicles and other road-user groups, particularly vulnerable users, should be adequately addressed. **Where appropriate, this should also include consideration of impacts on the railway network.**
There are several level crossings in the plan area, any development of land which would result in a material increase or significant change in the character of traffic using a rail crossings should be refused unless, in consultation with Network Rail, it can either be demonstrated that the safety will not be compromised, or where safety is compromised serious mitigation measures would be incorporated to prevent any increased safety risk as a requirement of any permission.	Reference to this added to the SPG.	3.26 Cardiff rail network has seen a significant increase in trips and the growth is projected to continue. Policy KP6 provides for development of the rail network as required to enable new development. Policy KP8

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		highlights the need for developments to be integrated with transport infrastructure and services. **Development can impact on the railway network by contributing to the ongoing growth in the number of journeys undertaken on the network but also, for example, through an increase in traffic using level crossings.** Where TAs and other relevant information provides evidence of impacts, appropriate mitigation will be sought, particularly where safety may be compromised.
Network Rail has a strong policy to guide and improve its management of level crossings, which aims to; reduce risk at level crossings, reduce the number and types of level crossings, ensure level crossings are fit for purpose, ensure Network Rail works with users / stakeholders and supports enforcement initiatives. Without significant consultation with Network Rail and if proved as required, approved mitigation measures, Network Rail would be extremely concerned by the impact any future development would have on the safety and operation of these level crossings. The safety of the operational railway and of those crossing it is of the highest importance to Network Rail.	Addressed as above.	
Councils are urged to take the view that level crossings can be impacted in a variety of ways by planning proposals: • By a proposal being directly next to a level crossing • By the cumulative effect of development added over time • By the type of crossing involved • By the construction of large developments (commercial and residential) where road access to and from site includes a level crossing • By developments that might impede pedestrians ability to hear approaching trains • By proposals that may interfere with pedestrian and vehicle users' ability to see level crossing warning signs • By any developments for schools, colleges or nurseries where minors in numbers may be using a level crossing.	Addressed as above.	
It is Network Rail's and indeed the Office of Rail and Road's (ORR) policy to reduce risk at level crossings not to increase risk. The ORR, in their policy, hold Network Rail accountable under the Management of Health and Safety at Work Regulations 1999, and that risk control should, where practicable, be achieved through the elimination of level crossings in favour of bridges or diversions.	Noted.	
The Council have a statutory responsibility under planning legislation to consult the statutory rail undertaker where a proposal for development is likely to result in a material increase in the rail volume or a material change in the character of traffic using a level crossing over a railway:- *(Schedule 4 (d)(ii) of the Town & Country Planning (Development Management Procedure) (Wales) order, 2012) requires that the Council should consult the network operator (Network Rail) and the Welsh Ministers... where a proposed development is likely to result in a material increase in the volume or a material change in the character of traffic using a level crossing over the railway".*	Noted.	
We would appreciate the Council's providing Network Rail with an opportunity to comment on any future planning policy documents as we may have more specific comments to make (further to those above). We	Noted.	

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look forward to continuing to work with you to maintain consistency between local and rail network planning strategy.		
North West Cardiff Group		
1. One of Cardiff's problems is that each evening most residential estates suffer from their access roads being littered by parked cars that are left on the highway by residents because of an absence of adequate levels of off-street parking. This makes finding a space by visitors almost impossible and restricts the ease of access by the emergency services. Your document contains 20 pages (21 to 41) of your draft proposals, but in our opinion these will not lead to any future improvement in the situation just described. Whilst there is nothing wrong with the Council's LDP policy to try to achieve a 50:50 modal shift away from using the car to travel to work, the members of this group do not believe this will ever be achieved. Irrespective of whether or not this policy does succeed, it will not prevent residents from purchasing cars, if only for other purposes than commuting. Restricting the number of residential parking spaces will also have no influence on this situation. Most families now own more than one car. All these vehicles deserve a domestic off-street parking space unless the city is to become even more cluttered with parked cars every evening.. Back in 2007 this problem was recognised by CSS Wales (County Surveyors Society Wales). A group of parking experts was assembled to produce a comprehensive set of parking standards for the whole of Wales, the result of which was the publication in 2008 of the *Wales Parking Standards*. This document introduced the concept of zoning for the first time, which has proved very successful. Since that date all the members of CSS Wales except for Anglesey, Cardiff and Gwynedd have adopted this document as their policy. It is also known to be in use elsewhere. As a member of CSS Wales, it seems odd that Cardiff Council does not want to take advantage of the rather more sophisticated advice that is available to it through use of the CSS document. Producing something vaguely similar, as you have, but which lacks the expertise that was put into the CSS document is just a waste of valuable resources. For these reasons we respectfully suggest that Cardiff should also use the 2014 update of the *Wales Parking Standards* in this SPG. You can find a copy of it on the website of Caerphilly CBC at http://www.caerphilly.gov.uk/CaerphillyDocs/Planning/LDP5-car-parking-standards.aspx	The CSS Wales Parking Standards 2014 document states: "The scale of parking provision varies throughout Wales and local priorities will dictate the manner in which the standards are used (6.1)". The parking standards which are outlined in the draft SPG are Cardiff specific and are aligned with the policies set out in the LDP and Planning Policy Wales, which form the basis of Cardiff's policy to limit parking spaces in line with the provision of alternatives modes of travel which will be secured through the development process. For the strategic sites, the process of master planning will also ensure that appropriate on and off site links are provided. This will help to minimize the need to travel and internalize trips within sites, ensuring that provision of active and sustainable travel is attractive and high quality. Although not a material consideration for the Parking Standards, limiting the provision of parking should also result in saving developable land.	N/A
2. On page 20 you refer to the *Manual for Construction of Highway Works Volume 3 Highway Construction Details* and on page 58 the *Design Manual for Roads and Bridges* is mentioned. Neither of these manuals are listed within your List of Useful Publications on page 47 however.	Added to Useful Publications	Other Publications *Manual for Construction of Highway Works Volume 3 Highway Construction Details 2008* *Design Manual for Roads and Bridges 2017*
3. On page 41 a standard parking bay is shown to be 4.8m x 2.4m. Notwithstanding the inclusion of a similarly sized bay in *Manual for Streets*, in deference to the ever increasing widths of many types of car, the *Wales Parking Standards 2014* specify a standard parking bay to be 4.8m x 2.6m.	The recommended parking bay size has been amended and is now given as 5.0m x 2.5m.	N/A
4. On page 24 at 6.15 you state that "garages are not counted with the parking provision for residences", which is strange as the dictionary definition of the word 'garage' is a building or shed for storage of motor vehicle(s). Providing they are of specified sizes, they are counted as parking spaces within the *Wales Parking Standards 2014* and when provided for a disabled user a greater width is specified to enable access. A difficulty can arise when a resident decides to alter the use of a garage	Please see above regarding garages. Garages are not counted as parking spaces. In relation to disabled people, where residential developments require specific provision for disabled people (for example, housing provided	N/A

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to some other domestic use because a parking space is then lost. This can be controlled however by use of a standard planning condition to prevent such a conversion.	by a Housing Association), specific parking provision will be required.	
5. Another difficulty is caused when a front garden is paved over in order to provide off-street parking. Although this helps to de-litter the highway, it removes a planted area and increases storm water run-off, which contributes to flooding. Again this could be avoided through use of a standard planning condition to prevent it.	The control over conversion of front gardens to hardstanding is through the planning system. The Town and Country Planning (General Permitted Development) (Amendment) (Wales) Order 2013 grants permission for front gardens to be converted into a hard stand without seeking permission from the council, subject to the following limitation : • *is not within the curtilage of a listed building* • *The hardstanding must be:* *porous or permeable; or* *(ii) provided to direct run-off water from the hard surface to a porous or permeable area or surface within the curtilage of the dwellinghouse;* • *Where permitted development rights have been removed e.g conservation areas with Article 4 directions.*	N/A
6. It is disappointing that making provision for the Metro when it is built has not been given more prominence in the document.	The Metro is being delivered by Welsh Government and the Council are working closely with WG to support delivery. The LDP is clear that it should be ensured development should not prejudice the future delivery of the Metro by keeping free land required for the project once land requirements are known. LDP Policy T9 'Cardiff City Region 'Metro' Network' is one of the key policies which underpins the SPG. It states: "Where the alignment of a future route which is likely to form part of a 'Metro' network falls within any part of a development site, the Council will, through the development management process, seek either to secure provision of the necessary infrastructure as part of the development, or otherwise, safeguard the land and space required to accommodate the route and potential mode options in the future. This will include requiring a development to be designed in a way which does not prejudice the future	N/A

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	development of the 'Metro' route and would enable it to be incorporated within the development at a later date".	
7. We would also welcome the inclusion of guidance and in particular the requirements for developers to take account of the present utilisation of already available means of transport in preparing their Transport Assessments. Developers should be required to resubmit realistic Transport Assessments based on this guidance and the S.106 transport levies based on these should be at appropriately increased levels.	Data on current travel patterns and modal split are required by the Council through TAs to establish current demand.	N/A
8. A standard planning condition should be devised to make developers responsible for the transport predictions put forward in any Transport Assessment and to make them liable for any shortcomings that may become apparent during the period they are required to predict.	It is not possible to use a planning condition of this nature. The planning system does, however, offer other mechanisms to address impacts such as controlling the build out of developments. Cardiff Council uses the S106 process to ensure that mitigation is brought about in a timely manner.	
St. Fagans Community Council		
I refer to your email received on 9th November inviting comments on the above document. I have been asked to submit the following comments on behalf of this Council.

St Fagans Community Council is a member of the NWCG and fully supports the comments made by that Group.

The Council fully supports the ambition to achieve a 50:50 modal split but Members are disappointed in the SPG and believe that Cardiff is adopting a fundamentally flawed approach to transport planning. | Noted. | N/A |
| For example, Figure 1 Manual for Streets User Hierarchy requires developers/planners to "Consider First" Pedestrians, followed by Cyclists, Public Transport, Special Service Vehicles (including emergency vehicles) to "Consider Last" Other Motorised traffic.

Members believe that it is irresponsible for emergency vehicle access to be given such low priority. This should be one of the first things to be considered and planned for. | Provision will be made for the requirements of emergency vehicles. This is explicitly set out in Manual for Streets, for example:

"The hierarchy is not meant to be rigidly applied and does not necessarily mean that it is always more important to provide for pedestrians than it is for the other modes. However, they should at least be considered first, followed by consideration for the others in the order given. This helps ensure that the street will serve all of its users in a balanced way" (3.6.9).

"The requirements for emergency vehicles are generally dictated by those for large fire appliances. Providing for these will cater for police vehicles and ambulances. The requirements for access by the Fire Service are specified in Building Regulations, and | N/A |

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	additional information can be provided by the Association of Chief Fire Officers (Manual for Streets summary)". "*Network Management Duties Guidance* published by the Department for Transport in November 2004 (*Wales*: guidance published November 2006). This states that it is for the authority to decide the levels of priority given to different road users on each road, for example, particular routes may be defined as being important to the response times of the emergency services (2.4.7)".	
Vectos, the developer's transport consultants were persistent in telling us (in documents and during the LDP hearings) that it was not their task to make life easier for car drivers. We cannot recall anyone asking for this. Their insistence on this point is simply a way of avoiding dealing with a difficult issue. We can expect this of developers and their consultants. Unfortunately, Cardiff seems to be adopting the Vectos approach by stating that "Other Motorised traffic" is to be "Considered Last". Car ownership and use is a fact of life. It is why we have congestion! People will not stop owning and using cars just because Vectos – and Cardiff Council – choose to ignore the impact of several thousand extra cars! St Fagans Council believes that car use should be Considered First. Not to make life easier for the motorist, but to require serious examination of how the 50:50 modal split can be achieved. Transport proposals for the roads around the strategic sites are limited to changes to junctions, bus lanes along part of key routes and a few extra bus services. These are wholly inadequate to deliver improvements to the modal split; if anything, the situation will get worse as many supposed enhancements will not happen until occupancy has started (and "bad habits" become embedded at the start). Cardiff's solution to the congestion problems seems to be to make life difficult for the motorist in the hope that people will give up their cars. Cardiff Council has recently discussed the gridlock afflicting the roads. People have not yet given up their cars – the rush "hour" is just getting longer. Where is the evidence to suggest that this solution will suddenly start to work?	The Council's position on sustainable transport and the rationale for this are set out in Policy KP8 in the LDP.	N/A
In addition to gridlock Cardiff is now allowing developments that limit the number of parking spaces available. This is not new but we the policy is clearly ineffective. There are already estates in Cardiff where cars are parked on both sides of the road because residents have no option but to leave their vehicles on roads due to inadequate off-road parking. This is potentially dangerous as visibility is often affected and the actual space available for cars on the road is narrow. Very often cars are parked partly on the pavement causing difficulties for pedestrians, particularly those with prams/pushchairs or wheelchairs. (Is this a pedestrian issue to be "Considered First"?). Where is the evidence that this has persuaded anyone to give up their car?	The LDP clearly outlines the requirement for high quality, sustainable design and measures to give priority to pedestrians and cyclists. Inconsiderate and illegal parking can often be prevented through appropriate design.	N/A
Members strongly support the request from NWCG that Cardiff adopt the latest version of the *Wales Parking Standards* which was published in 2014.	Please see above with regard to the Wales Parking Standards.	N/A

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Members ask that these matters be given serious consideration before the SPG is finalised.		
Pentyrch Community Council		
One of Cardiff's problems is that each evening most residential estates are congested by parked cars on the highway because residents do not have adequate off-street parking. This makes finding a space by visitors almost impossible and restricts the ease of access by the emergency services. Your document contains 20 pages (21 to 41) of your draft proposals but, in our opinion, these will not help ease this congestion. We support the Council's LDP policy of a 50:50 modal shift away from using cars, although we have real concerns about whether this can be achieved across the city without a modern public transport system, such as the Metro. The reality now is that most families own more than one car. All these vehicles need off-street parking unless the city is to become even more cluttered with parked cars. Back in 2007 this problem was recognised by CSS Wales (County Surveyors Society Wales). A group of parking experts was assembled to produce a comprehensive set of parking standards for the whole of Wales, the result of which was the publication in 2008 of the *Wales Parking Standards*. This document introduced the concept of zoning for the first time, which has proved very successful. Since that date all the members of CSS Wales except for Anglesey, Cardiff and Gwynedd have adopted this document as their policy. It is also known to be in use elsewhere. As a member of CSS Wales, Cardiff Council should be happy to use this documentation, rather than producing something vaguely similar but which lacks the expertise that was put into the CSS document. For these reasons we ask that Cardiff adopt the most recent version of the *Wales Parking Standards* which was published in 2014.	Please see above with regard to the Wales Parking Standards.	N/A
On page 41 a standard parking bay is shown to be 4.8m x 2.4m. Notwithstanding the inclusion of a similarly sized bay in *Manual for Streets*, in recognition of the increasing widths of many cars, the *Wales Parking Standards 2014* specify a standard parking bay to be 4.8m x 2.6m.	The garage size has been amended, as above.	N/A
We are disappointed that making provision for the Metro is not given more prominence in the document. This new system is vital for bring Cardiff's transport network up to C21 standards. We understand that the Metro will comprise a mix of travel choices but in a city where roads area congested now buses should be a part of and not a substitute for C21 travel such as a light-rail system	As addressed above, the Metro is being planned and delivered by Welsh Government.	N/A
We welcome the guidance, and in particular the requirement, for developers to take account of the present use of available transport in providing their transport plans. We ask that developers are required to resubmit realistic transport assessments based on this guidance and to increase transport levies on developers based on these more realistic resubmissions.	Please see comments above.	N/A
Cardiff is our capital city and deserves a level of investment in infrastructure that really makes it a European city. It does not deserve a mix and match system of disparate routes and modes of transport which are a botched version of a C21 regional Metro. We hope you will consider our comments.	Noted.	N/A

CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **19 JULY 2018**

REPORT OF DIRECTOR OF GOVERNANCE & LEGAL SERVICES & MONITORING OFFICER

CARDIFF CAPITAL REGION (CCR) CITY DEAL: JOINT OVERVIEW AND SCRUTINY COMMITTEE

Reason for this Report

1. This report seeks approval for the establishment of a Joint Overview and Scrutiny Committee (JOSC) for the Cardiff Capital Region (CCR) City Deal, including agreement on who the nominated representative and deputy to the JOSC for Cardiff Council will be. It provides Members with an opportunity to consider proposals and seeks views on the following:

   a. The draft terms of reference for the JOSC

   b. The length of appointment for the nominated representative and deputy to the JOSC

   c. Whether or not to pay a salary, in line with the 2018 Annual Report of the Independent Remuneration Panel for Wales, should our nominated Member be put forward as Chair of the JOSC.

Background

2. The Cardiff Capital Region (CCR) Joint Working Agreement (JWA) states, in paragraph 10.19.2, that "*The Councils shall work together to create and agree terms of reference for, to the extent permissible by law, a Joint Audit Committee and a Joint Overview and Scrutiny Committee (JOSC) and how the same will be resourced and funded*".

3. The statutory power to establish a Joint Overview and Scrutiny Committee is set out in Section 58 of the Local Government (Wales) Measure 2011 and Regulations made thereunder.

4. At their meeting on 20 November 2017, the CCR Joint Cabinet considered a report, attached at **Appendix B**, which proposed the establishment of, and governance arrangements for, a JOSC for the CCR City Deal. The CCR Joint Cabinet agreed all the recommendations of the report.

Issues

5. It is a decision for each of the ten authorities that are parties to the Joint Working Agreement if they wish to establish a JOSC for the CCR City Deal. Statutory guidance, issued under Section 58 of the Local Government (Wales) Measure 2011, attached at **Appendix C**, states, at paragraph 3.1, "*that in establishing a JOSC which is additional to a Council's existing scrutiny committee(s) a report setting out its role, responsibilities, terms of reference and intended outcomes to be generated by the joint exercise should be considered by each of the participating authorities' appropriate scrutiny committees (or sub-committees) before being endorsed by full Council*".

6. In line with the statutory guidance, attached at **Appendix C**, Cardiff Council's Economy and Culture Scrutiny Committee has considered the proposals set out in this report and appendices. The views of the Committee are detailed in the letter from the Chair, Councillor Nigel Howells, attached at **Appendix D**, and are summarised below:

   a. Members of the Economy & Culture Scrutiny Committee support the establishment of a JOSC, with a non-executive representative from each of the 10 local authorities within the CCR City Deal area
   b. Members of the Economy & Culture Scrutiny Committee believe the JOSC should decide who the Chair and Vice Chair will be, rather than relying on alphabetical order; this would require an amendment to the draft terms of reference for the JOSC.
   c. Members of the Economy & Culture Scrutiny Committee feel that the nominated representatives should be experienced scrutineers, who have knowledge of the City Deal and professional skills that will be of value and assistance to their role on the JOSC
   d. Members of the Economy & Culture Scrutiny Committee feel that an annual appointment for nominated representatives is best, in line with our existing arrangements
   e. Members of the Economy & Culture Scrutiny Committee hold the view that payment is not needed for nominated representatives if they become Chair of the JOSC, particularly if the representative already receives a special responsibility allowance

Establishing a JOSC

7. The report to the CCR Joint Cabinet, attached at **Appendix B,** proposes the establishment of a JOSC, consisting of one non-executive Member from each of the ten local authorities, known as '*appointing authorities*'. Local authorities are also able to appoint a deputy for its Member representative, who shall only be entitled to speak and vote at meetings of the JOSC in the absence of their principal representative. The length of appointment is a matter for each appointing authority.

8. The report to the CCR Joint Cabinet includes draft Terms of Reference (attached as **Appendix 1 of Appendix B**), which state that one of the

JOSC's main functions would be '*To perform the Overview and Scrutiny function for CCR City Deal .. on behalf of the ten local Authorities'*. The draft Terms of Reference also make clear that the '*establishment of the CCRCD Joint Scrutiny Committee shall not serve to exclude a local authority's right to carry out its own individual Scrutiny of any decision of the Regional Cabinet or City Deal matter.*'

9. Each of the ten local authorities and the JOSC will review the draft Terms of Reference and may propose amendments. Any changes to the agreed Terms of Reference would need to go back to each Local Authority for approval.

10. Subsequent to their meeting on 20 November 2017, the CCR Joint Cabinet agreed that Bridgend County Borough Council would host the Joint Overview and Scrutiny Committee providing, as the Joint Cabinet report states at point 3.4, **Appendix B**, '*such dedicated support and advisers, within a pre-determined sum to be funded out of the annual budget of the Regional Cabine*t.'

11. As the Joint Cabinet report states, at point 4.3, **Appendix B**, the 2017/18 Joint Cabinet Budget contains a contingency budget of £69,500, an element of which has been set aside to meet the costs of developing the JOSC arrangements. Based on initial estimations provided by Bridgend County Borough Council for the first year costs of establishing the JOSC, it was agreed to allocate £25,000 to Bridgend County Borough Council for 2018/19, as the host authority for the JOSC.

12. During the first year of the JOSC, there will be a need for Members and Scrutiny Officers to attend training and briefing sessions prior to them undertaking scrutiny of the CCR City Deal. This will help ensure that all Members have the same knowledge base and understanding from which to start. However, it may mean that there is a limited amount of scrutiny work undertaken in the first year. The training and briefing sessions will be organised by the JOSC host authority, Bridgend County Borough Council.

13. Following training and briefing sessions, it is proposed that two meetings be held within the first year, as follows:

    a. Meeting One:
        o To review the JOSC Terms Of Reference and officially adopt and take ownership of them (subject to any recommended changes)
        o To have initial discussions regarding the Forward Work Programme.

    b. Meeting Two:
        o To develop in detail their Forward Work Programme and future focus.
        o To undertake annual monitoring of the CCR City Deal Business Plan and/ or Programme Plan.

14. The JOSC will use the first year to develop a detailed and informed Forward Work Programme, which will not only focus their work but also assist greatly in determining the workload and needs for the future, including the number of meetings and future budget required.

15. The draft Terms of Reference enable any member of the JOSC to refer to the committee any matter which is relevant to its functions (provided it is not a local crime and disorder matter, as defined in section 19 of the Police and Justice Act 2006), and subject to a number of conditions and provisos. In addition, any member of any of the Appointing Authorities may refer to the committee any matter which is relevant to the functions of the JOSC, subject to a number of conditions and provisos. Therefore, as stated above, the Forward Work Programme, determined by the JOSC Members, will indicate the needs and growth of the Committee.

16. In all instances, the JOSC has the power to make any reports and recommendations to the Regional Cabinet and/or to any of the Appointing Authorities and to any of their executives in respect of any function that has been delegated to the Regional Cabinet pursuant to the Joint Working Agreement.

17. The 2018 Annual Report of the Independent Remuneration Panel for Wales makes provision for the remuneration for Joint Overview and Scrutiny Committees in Section 4 of the report – attached as **Appendix D**. Their report states that *'the remuneration of chairs of JOSCs (or a sub-committee of JOSCs) is not prescribed and is a matter for the constituent councils to decide whether such a post will be paid. However, if a senior salary is paid, it must be at the level set out in section 4 of the IRP report.'* Members will note that a payment made to a Chair of a JOSC or a Chair of a JOSC Sub Committee is additional to the maximum number of Members eligible to be paid a Senior Salary (i.e. 25% of membership), provided the statutory limit of 50% of a council's membership is not exceeded. Each Council will therefore need to decide on whether they would agree to pay the salary required under this legislation, should their nominated Member be put forward as Chair of the JOSC.

18. Having regard to the comments from the Economy & Culture Scrutiny Committee, the following proposals are put forward for approval by full Council:

   a. Agree to the establishment of a JOSC for the CCR City Deal as set out in this report;

   b. Amend Point 8 of the Draft Terms of Reference by removing the wording *'in alphabetical order'* so that it reads *'The Joint Scrutiny Committee shall elect a Chair and Vice Chair, which appointments will rotate annually between the Appointing Authorities'*. This is set out in **Appendix A** - Amended Draft Terms of Reference. For the

avoidance of doubt, there are no other amendments proposed to the Draft Terms of Reference;

    c. Agree that representatives will be appointed annually;

    d. Nominate and appoint, for this municipal year, a non-Executive Member to be the Council's representative and a non-Executive Member to be their deputy;

    e. Agree that no additional payment will be made to this Council's representative, in the event that that he or she is elected as Chair of the Joint Overview and Scrutiny Committee.

Legal Implications

19. The Joint Working Agreement entered into by the Council in respect of the Cardiff Capital Region (CCR) City Deal committed each Council to work together to create a Joint Scrutiny Committee (Joint Working Agreement paragraph 10.19.2). The statutory power to establish a joint overview and scrutiny committee (JOSC) is set out in Section 58 of the Local Government (Wales) Measure 2011("the Measure") and Regulations made thereunder (the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013, 'the 2013 Regulations'.) Statutory guidance has been issued under Section 58 of the 2011 Measure, which must also be taken into account in considering this matter.

20. The statutory guidance, paragraph 3.1 states "that in establishing a JOSC which is additional to a Council's existing scrutiny committee(s) a report setting out its role, responsibilities, terms of reference and intended outcomes to be generated by the joint exercise should be considered by each of the participating authorities' appropriate scrutiny committees (or sub-committees) before being endorsed by full Council".   The proposals have accordingly been considered by the Economy & Culture Scrutiny Committee and the views of that Committee are set out in the body of the report and Appendix D.

21. Where two or more authorities appoint a JOSC, the 2013 Regulations prescribe that they must enter into an agreement, which addresses a number of prescribed matters. The draft terms of reference, set out in Appendix A to the report, have been prepared having regard to these requirements and more generally the provisions of the 2013 Regulations and Statutory Guidance issued. The terms of reference are important because a JOSC is only able to exercise functions in relation to matters, which are identified by the appointing authorities. It is therefore important that the local authorities participating in the JOSC (referred to in the legislation and guidance as 'the appointing authorities') are clear from the outset about the role, responsibilities and terms of reference of JOSC.

22. The draft terms of reference empower the JOSC to perform the Overview and Scrutiny function for CCR City Deal on behalf of the ten local Authorities; and to make a report or recommendation in respect of any City

Deal Joint Cabinet function to any of the appointing authorities, their executives or the Regional Cabinet.

23. The proposed membership of the JOSC is set out in the draft terms of reference and the proposal (which is 1 non-executive member from each authority) reflects the following paragraph of the Statutory Guidance:- *3.5 In order to ensure JOSCs represent fairly the interests of each appointing local authority, it is recommended that an equal number of Committee seats be allocated to each of the participating Councils. Although that would mean larger authorities agreeing to have the same membership as smaller ones, this would appear to be in the best interests of effective partnership.*

24. A JOSC must appoint its Chair and may appoint a Deputy Chair from among its members. Arrangements may provide for the Chair's term of office and for rotation of the Chair between the appointing authorities. The Chair has a casting vote if there is an equality of votes (Regulation 7).

25. The JOSC is not regarded as a body to which the political balance rules apply, but each appointing authority must ensure that, as far as practicable, the members of the JOSC reflect the political balance of the appointing authority (Regulations 5(3) and (4) of the 2013 Regulations.)

26. The draft terms of reference, at paragraph 15, set out the provisions regarding referring matters to the JOSC.

27. The joint scrutiny committee will require appropriate resource and the body of the report sets out the proposals in this regard, including the financial implications.

28. As the decision to establish the JOSC proposed and its terms of reference must be approved by each of the participating authorities, similar reports are being considered by each of the participating authorities.

Financial Implications

29. The financial provisions relating to the establishment and ongoing running of Joint Overview and Scrutiny Committee will be met by the Cardiff Capital Region City Deal Joint Cabinet's revenue budget, which is considered and approved annually. For 2018/19, resources amounting to £25,000 have been set aside to fund costs incurred by the host authority during the year.

30. The recommendations seek approval that 'no additional salary shall be payable to this Council's representative, in the event that he or she is elected as Chair of the Joint Overview and Scrutiny Committee'. All other costs associated with the Council's representative e.g. travelling etc. can be met from within the existing Scrutiny Services budget.

RECOMMENDATIONS

The Council is recommended to:

i.   Note the recommendations of the Economy and Culture Scrutiny Committee with regard to the establishment of a Joint Overview and Scrutiny Committee for the Cardiff Capital Region City Deal;

ii. approve the establishment of a Joint Overview and Scrutiny Committee for the Cardiff Capital Region City Deal, as set out in this report;

iii. agree the draft terms of reference for the City Deal Joint Overview and Scrutiny Committee, set out in **Appendix A**, subject to approval by each of the other participating authorities;

iv. seek nominations for, and agree the appointment of, a non- Executive Member to be Cardiff Council's representative on the Joint Overview and Scrutiny Committee for the Cardiff Capital Region City Deal;

v.   seek nominations for, and agree the appointment of, a non-Executive Member to be Cardiff Council's deputy representative on the Joint Overview and Scrutiny Committee for the Cardiff Capital Region City Deal;

vi. agree that the appointments of the Council's representative and deputy shall be reviewed annually; and

vii. agree that no additional salary shall be payable to this Council's representative, in the event that that he or she is elected as Chair of the Joint Overview and Scrutiny Committee.

Davina Fiore
Director of Governance and Legal Services & Monitoring Officer
12 July 2018

The following Appendices are attached:

Appendix A – *amended draft terms of reference*
Appendix B – *report to CCR City Deal Joint Cabinet, including draft terms of reference at* **Appendix 1**
Appendix C – *Statutory Guidance issued re Section 58, Local Government (Wales) Measure 2011 https://gov.wales/docs/dsjlg/publications/localgov/130516statutguidejoscen.pdf*
Appendix D – *Letter from Councillor Howells, Chair Economy & Culture Scrutiny Committee*
Appendix E - *2018 Annual Report of the Independent Remuneration Panel for Wales*

Mae'r dudalen hon yn wag yn fwriadol

TERMS OF REFERENCE: CARDIFF CAPITAL REGION CITY DEAL JOINT SCRUTINY COMMITTEE

Introduction

1.   Cardiff Capital Region (CCR) City Deal is a Joint Committee of all ten local Authorities of South East Wales. Paragraph 10.1 of the Joint Working Agreement states that 'The Councils shall form the joint committee ("Joint Committee") for the purpose of overseeing and co-ordinating the discharge of the Councils' obligations in relation to the City Deal and to carry out the functions set out in Schedule 2 (Joint Committee Terms of Reference) and the Joint Committee shall be known as the "Cardiff Capital Region Joint Cabinet", "Joint Cabinet" or "Regional Cabinet" (as the context requires)'.

For the purposes of these terms of reference;

The Joint Working Agreement means the agreement (as may be amended from time to time) concluded on 1.3.17 between; Blaenau Gwent CBC, Bridgend CBC, Cardiff Council, Caerphilly CBC, Merthyr Tydfil CBC, Monmouthshire CC, Newport CC, Rhondda Cynon Taff CBC, Torfaen CBC and the Vale of Glamorgan Council.

The 'Appointing Authorities' are the parties to the Joint Working Agreement

the 'Host Authority' means *** or such other authority as the Appointing Authorities may agree from time to time.

2.   CCR City Deal is resourced by the ten Appointing Authorities and is supported by a Programme Management Office (PMO), full time officers, a Programme Board made up of senior Officers representing each of the partner Councils and a Joint Cabinet of the Leader (or Deputy) from each Authority. In addition. Legal, technical and financial external advisers have been appointed to provide expert technical advice.

3.   Each Council agreed to work together to create a Joint Scrutiny Committee as stated in Paragraph 10.19.2 of the Joint Working Agreement; 'The Councils shall work together to create and agree terms of reference for, to the extent permissible by law, a Joint Audit Committee and a Joint Scrutiny Committee and how the same will be resourced and funded'.

Membership of the Joint Scrutiny Committee

4.   The Joint Scrutiny Committee shall consist of one non-executive Member from each Appointing Authority.

5. It is a matter for each Appointing Authority, from time to time, to nominate, or terminate the appointment of its nominated Member serving on the Joint Scrutiny Committee. Each Appointing Authority shall be entitled, from time to time, to appoint a deputy for its Member representative to the Joint Scrutiny Committee but such deputy shall only be entitled to speak and vote at meetings of the Joint Scrutiny Committee in the absence of his or her corresponding principal

6. The length of appointment is a matter for each Appointing Authority.

Quorum

7. The quorum necessary for a meeting of the joint scrutiny committee is at least 7 out of the 10 Joint Scrutiny Committee Members, present at the relevant time.

Election of a Chair

8. The Joint Scrutiny Committee shall elect a Chair and Vice Chair, which appointments will rotate annually between the Appointing Authorities.

Rules of Procedure

9. The procedure rules will be those of the Host Authority for its Scrutiny Committees,

Members' Conduct

10. Members of the Joint Scrutiny Committee will be bound by their Council's Code of Conduct.

Declarations of Interest

11. Members of the Joint Scrutiny Committee must declare any interest either before or during the meetings of the Joint Scrutiny Committee (and with draw from that meeting if necessary) in accordance with their Council's Code of Conduct or as required by law.

Confidential and Exempt Information / Access to Information

12. The Host Authority's Access to Information Procedure rules shall apply subject to the provisions of the Local Government Act 1972 :

Openness and Transparency

13. All meetings of the Joint Scrutiny Committee will be open to the public unless it is necessary to exclude the public in accordance with Section 100A (4) of the Local Government Act 1972.

14. All agendas, reports and minutes of the Joint Scrutiny Committee will be made publically available, unless deemed exempt or confidential in accordance with the above Act.

Functions to be exercised by the Joint Scrutiny Committee

15. The Joint Scrutiny Committee shall be responsible for exercising the following functions:

   a. To perform the Overview and Scrutiny function for CCR City Deal (which City Deal is more particularly specified in the Joint Working Agreement) on behalf of the ten local Authorities.
   b. To develop a forward work programme reflecting its functions under paragraph (a) above.
   c. To seek reassurance and consider if the CCR City Deal is operating in accordance with the Joint Working Agreement, its Annual Business Plan, timetable and / or is being managed effectively.
   d. To monitor any CCRCD project's progress against its Programme plan.
   e. To make any reports and recommendations to the Regional Cabinet and or to any of the Appointing Authorities and to any of their executives in respect of any function that has been delegated to the Regional Cabinet pursuant to the Joint Working Agreement.

   Any member of a Joint Overview and Scrutiny Committee may refer to the committee any matter which is relevant to its functions provided it is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006

   Any member of any of the Appointing Authorities may refer to the Joint Overview and Scrutiny Committee any local Government matter which is relevant to the functions of the Joint Scrutiny Committee, subject to the following conditions and provisos.

   The conditions for a reference by a member of an Appointing Authority to the Joint Scrutiny Committee are that:

   (i) The matter relates to one of the functions of the authority and is relevant to the functions of the Joint scrutiny committee,
   (ii) It effects the electoral area of the member or it effects any person who lives or works there; and
   (iii) It is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006.

Provisos

When considering whether to refer a matter to the Joint Scrutiny Committee a member should first consider if it falls within the remit of a single overview and scrutiny committee within the member's local authority, and if that is the case the member should raise the matter there. Members should only refer a matter to a Joint scrutiny committee if it falls clearly within the responsibilities and terms of reference of the Joint Scrutiny Committee and if there is no scrutiny of the issue in the local authority to which the member belongs.

It is acknowledged that the establishment of the CCRCD Joint Scrutiny Committee shall not serve to exclude a local authority's right to carry out its own individual Scrutiny of any decision of the Regional Cabinet or City Deal matter

Duration of Joint Scrutiny

16.   To be co-terminus with the duration of Joint Cabinet or if earlier the decision of

the ten authorities to end the Joint Scrutiny arrangements.

Withdrawal

17.   Any of the ten local Authorities may withdraw from participating in the Joint Scrutiny arrangements upon three months' notice to each of the other Authorities.

18.   The Joint Scrutiny Committee in carrying out its functions must have regard to guidance relating to section 62 of the Measure, which places a requirement on local authorities to engage with the public

Foot notes

1.   No provision has been made for sub committees given the scrutiny committee comprises only 10 members and that Regulations (SI 2013/1051) require a Sub-Committee to comprise an equal number of members of the Appointing Authorities.

CARDIFF CAPITAL REGION JOINT CABINET

JOINT CABINET MEETING 20 NOVEMBER 2017

GOVERNANCE ARRANGEMENTS FOR CARDIFF CAPITAL REGION JOINT SCRUTINY COMMITTEE

REPORT OF CARDIFF CAPITAL REGION PROGRAMME DIRECTOR

AGENDA ITEM: 8

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1.   PURPOSE OF REPORT

1.1   To make recommendations to Regional Cabinet to consider the establishment of, and governance arrangements for, the Joint Scrutiny Committee which, if acceptable, be referred to each of the ten Councils for formal approval.

2.   SUMMARY

2.1   The Joint Working Agreement (JWA) in paragraph 10.19.2 states that "The Councils shall work together to create and agree terms of reference for, to the extent permissible by law, a Joint Audit Committee and a Joint Scrutiny Committee and how the same will be resourced and funded".

3.   ROLE & PURPOSE

3.1   In accordance with the terms agreed in the JWA (as above), Regional Cabinet recognise and value the need for a Joint Scrutiny Committee being established with clear terms of reference which will assist in defining its role and limitations. Draft Terms of Reference have been developed by Officers for Members' consideration and this is attached at Appendix 1.

3.2   It is important that Members of the Joint Scrutiny Committee are kept up to date with Cardiff Capital Region (CCR) City Deal developments. The key discussions and decisions are recorded in the minutes of the Joint Cabinet which are publically available and could be offered for inclusion on the Joint Scrutiny Committee agenda for information.

3.3   Whilst the minutes of the Regional Cabinet will be helpful in ensuring the Scrutiny Committee are informed, it is suggested that   the Chair of the Regional Cabinet, or another representative, offer to attend meetings of the Scrutiny Committee to give a verbal update on the current position of the City Deal and a view forward to some of the issues anticipated in the coming months ahead.

3.4 The Governance Lead Officer for CCR City Deal (Gareth Chapman, Chief Executive Merthyr Tydfil County Borough Council) has advised that dedicated support and advisers to the Joint Scrutiny Committee would be beneficial. This involvement would enable Members to have continuity of advice during meetings and ensure that Scrutiny Officers have a single point of contact to seek advice when preparing reports. It is proposed that one of the ten authorities hosts the CCRCD Joint Scrutiny Committee and provide such dedicated support and advisers, within a pre-determined sum to be funded out of the annual budget of the Regional Cabinet. Regional Cabinet are invited to consider and recommend to the Councils for approval which authority should act as the host for the CCRCD Joint Scrutiny Committee. Whilst one Authority may act as host authority to support the CCRCD Joint Scrutiny Committee, the venue for the scrutiny committee meetings could rotate amongst the ten authorities.

4. FINANCIAL IMPLICATIONS

4.1 The attached report sets out proposals in respect of arrangements for a Joint Scrutiny Committee. It is proposed that one of the ten City Deal partnering authorities undertake the role of 'host authority', and in doing so, provide the Joint Scrutiny Committee with dedicated support and continuity of advice.

4.2 It is understood that a pre-determined sum will be agreed, which will form the basis of the budget from which the host authority will deliver this service in full, including all associated and ancillary costs. Depending on the timescales for implementing these arrangements, it is envisaged that a part-year sum may be required in 2017/18.

4.3 The PMO element of the 2017/18 Joint Cabinet Budget contains a contingency budget in the sum of £69,500, an element of which has been set aside to meet the cost developing the Joint Scrutiny Committee arrangements. The pre-determined sum will need to be met from within this budget allocation in 2017/18. From 2018/19 the budget headings will be re-aligned to separately identify the pre-determined sum from the remaining contingency budget to provide transparency and to assist with budget accountability.

5. LEGAL IMPLICATIONS (INCLUDING EQUALITY IMPACT ASSESSMENT WHERE APPROPRIATE)

5.1 The statutory power to establish a joint overview and scrutiny committee is set out in Section 58 of the Local Government (Wales) Measure 2011("the Measure") and Regulations made thereunder.

5.2 Section 58 of the Measure providing that Welsh Ministers may by regulations make provision under which any two or more local authorities may appoint a Joint Overview and Scrutiny Committee ('JOSC'). Regulations have been

made, namely the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013 ('2013 Regulations').

5.3   It will be a decision for each authority if it wishes to establish the Joint Scrutiny Committee proposed. Statutory guidance has been issued under Section 58 of the 2011 Measure, to which regard must be had. Paragraph 3.1 of the guidance providing "*that in establishing a JOSC which is additional to a Council's existing scrutiny committee(s) a report setting out its role, responsibilities, terms of reference and intended outcomes to be generated by the joint exercise should be considered by each of the participating authorities' appropriate scrutiny committees (or sub-committees) before being endorsed by full Council*".

5.4   Where two or more authorities appoint a JOSC the 2013 Regulations prescribe that they must enter into an agreement, which addresses a number of prescribed matters. The draft terms of reference, set out in Appendix 1 to the report, have been prepared having regard to these requirements and more generally the provisions of the 2013 Regulations and Statutory Guidance issued. The terms of reference are important because a JOSC is only able to exercise functions in relation to matters which are identified by the appointing authorities. It is therefore important that the local authorities participating in the joint scrutiny committee (referred to as the appointing authorities) are clear from the outset about the role, responsibilities and terms of reference of the joint scrutiny committee.

5.5   The proposed membership of the Joint scrutiny committee is set out in the attached terms of reference and the proposal (1 non executive member each authority) reflects the following paragraph of the Statutory Guidance of the Measure:-

3.5 In order to ensure JOSCs represent fairly the interests of each appointing local authority, it is recommended that an equal number of Committee seats be allocated to each of the participating Councils. Although that would mean larger authorities agreeing to have the same membership as smaller ones, this would appear to be in the best interests of effective partnership.

3.6 The 2013 Regulations provide that a JOSC is not to be regarded as a body to which section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to political groups) applies.

3.7 The terms of reference, at paragraph 15, set out the provisions as regards referring matters to the JOSC. The JOSC may make a report or recommendation in relation to any matter referred to it, to any of the appointing authorities, their executives or the Regional Cabinet.

3.8 The joint scrutiny committee will require appropriate resource and the body of the report sets out the proposals in this regard, including the financial implications.

General advice

In considering this matter regard should be had, amongst other matters, to:

(i) The Councils' duties under the Well –being of Future Generations (Wales) Act 2015 and;

(ii) Public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: a. Age; b. Gender reassignment; c. Sex; d. Race – including ethnic or national origin, colour or nationality; e. Disability; f. Pregnancy and maternity; g. Marriage and civil partnership; h. Sexual orientation; I. Religion or belief – including lack of belief

6.   RECOMMENDATIONS

6.1   That the Joint Committee (Regional Cabinet) consider the draft Terms of Reference attached at Appendix 1 and if content, submit to each constituent Council for approval.

6.2   That it be suggested to the Joint Scrutiny Committee that the Regional Cabinet minutes are included on the future Joint Scrutiny Committee agendas for information.

6.3   That the Chair of the Regional Cabinet, or another Member representative, offers to attend future meetings of Joint Scrutiny to give a verbal update on the progress of the CCR City Deal.

6.4   That Regional Cabinet:

(i)   considers and recommends to the Councils for approval, which constituent Council should host the Joint Scrutiny Committee and provide the requisite support services and advice (subject also to that Council's formal agreement) and

(ii)   subject to each of the ten Councils determining to establish the Joint Scrutiny Committee proposed and agreeing which Council shall host the Joint Scrutiny Committee, delegate authority to the Regional Programme Director to agree with the Host Council the level of funding required in 2017/18 to fund such Joint Scrutiny Committee hosting arrangements

(provided such level of funding is within Regional Cabinet's 2017/18 approved budget), with future funding arrangements being considered as part of Regional Cabinet's annual budget setting process.

Sheila Davies
Cardiff Capital Region City Deal Programme Director
14th November 2017

The following Appendix is attached:

Appendix 1 – Draft Terms of Reference

Mae'r dudalen hon yn wag yn fwriadol

TERMS OF REFERENCE:CARDIFF CAPITAL REGION CITY DEAL JOINT SCRUTINY COMMITTEE

Introduction

1. Cardiff Capital Region (CCR) City Deal is a Joint Committee of all ten local Authorities of South East Wales. Paragraph 10.1 of the Joint Working Agreement states that 'The Councils shall form the joint committee ("Joint Committee") for the purpose of overseeing and co-ordinating the discharge of the Councils' obligations in relation to the City Deal and to carry out the functions set out in Schedule 2 (Joint Committee Terms of Reference) and the Joint Committee shall be known as the "Cardiff Capital Region Joint Cabinet", "Joint Cabinet" or "Regional Cabinet" (as the context requires)'.

    For the purposes of these terms of reference;

    The Joint Working Agreement means the agreement (as may be amended from time to time) concluded on 1.3.17 between; Blaenau Gwent CBC, Bridgend CBC, Cardiff Council, Caerphilly CBC, Merthyr Tydfil CBC, Monmouthshire CC, Newport CC, Rhondda Cynon Taff CBC, Torfaen CBC and the Vale of Glamorgan Council.

    The 'Appointing Authorities' are the parties to the Joint Working Agreement

    the 'Host Authority' means *** or such other authority as the Appointing Authorities may agree from time to time.

2. CCR City Deal is resourced by the ten Appointing Authorities and is supported by a Programme Management Office (PMO), full time officers, a Programme Board made up of senior Officers representing each of the partner Councils and a Joint Cabinet of the Leader (or Deputy) from each Authority. In addition. Legal, technical and financial external advisers have been appointed to provide expert technical advice.

3. Each Council agreed to work together to create a Joint Scrutiny Committee as stated in Paragraph 10.19.2 of the Joint Working Agreement; 'The Councils shall work together to create and agree terms of reference for, to the extent permissible by law, a Joint Audit Committee and a Joint Scrutiny Committee and how the same will be resourced and funded'.

Membership of the Joint Scrutiny Committee

4. The Joint Scrutiny Committee shall consist of one non-executive Member from each Appointing Authority.

5. It is a matter for each Appointing Authority, from time to time, to nominate, or terminate the appointment of its nominated Member serving on the Joint Scrutiny Committee. Each Appointing Authority shall be entitled, from time to time, to appoint a deputy for its Member representative to the Joint Scrutiny Committee but such deputy shall only be entitled to speak and vote at meetings of the Joint Scrutiny Committee in the absence of his or her corresponding principal

6. The length of appointment is a matter for each Appointing Authority.

Quorum

7. The quorum necessary for a meeting of the joint scrutiny committee is at least 7 out of the 10 Joint Scrutiny Committee Members, present at the relevant time.

Election of a Chair

8. The Joint Scrutiny Committee shall elect a Chair and Vice Chair, which appointments will rotate annually between the Appointing Authorities, in alphabetical order

Rules of Procedure

9. The procedure rules will be those of the Host Authority for its Scrutiny Committees,

Members' Conduct

10. Members of the Joint Scrutiny Committee will be bound by their Council's Code of Conduct.

Declarations of Interest

11. Members of the Joint Scrutiny Committee must declare any interest either before or during the meetings of the Joint Scrutiny Committee (and with draw from that meeting if necessary) in accordance with their Council's Code of Conduct or as required by law.

Confidential and Exempt Information / Access to Information

12. The Host Authority's Access to Information Procedure rules shall apply subject to the provisions of the Local Government Act 1972 :

Openness and Transparency

13. All meetings of the Joint Scrutiny Committee will be open to the public unless it is necessary to exclude the public in accordance with Section 100A (4) of the Local Government Act 1972.

14. All agendas, reports and minutes of the Joint Scrutiny Committee will be made publically available, unless deemed exempt or confidential in accordance with the above Act.

Functions to be exercised by the Joint Scrutiny Committee

15. The Joint Scrutiny Committee shall be responsible for exercising the following functions:

   a. To perform the Overview and Scrutiny function for CCR City Deal (which City Deal is more particularly specified in the Joint Working Agreement) on behalf of the ten local Authorities.
   b. To develop a forward work programme reflecting its functions under paragraph (a) above.
   c. To seek reassurance and consider if the CCR City Deal is operating in accordance with the Joint Working Agreement, its Annual Business Plan, timetable and / or is being managed effectively.
   d. To monitor any CCRCD project's progress against its Programme plan.
   e. To make any reports and recommendations to the Regional Cabinet and or to any of the Appointing Authorities and to any of their executives in respect of any function that has been delegated to the Regional Cabinet pursuant to the Joint Working Agreement.

   Any member of a Joint Overview and Scrutiny Committee may refer to the committee any matter which is relevant to its functions provided it is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006
   Any member of any of the Appointing Authorities may refer to the Joint Overview and Scrutiny Committee any local Government matter which is relevant to the functions of the Joint Scrutiny Committee, subject to the following conditions and provisos.

   The conditions for a reference by a member of an Appointing Authority to the Joint Scrutiny Committee are that:

   (i) The matter relates to one of the functions of the authority and is relevant to the functions of the Joint scrutiny committee,
   (ii) It effects the electoral area of the member or it effects any person who lives or works there; and
   (iii) It is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006.

Provisos

When considering whether to refer a matter to the Joint Scrutiny Committee a member should first consider if it falls within the remit of a single overview and scrutiny committee within the member's local authority, and if that is the case the member should raise the matter there. Members should only refer a matter to a Joint scrutiny committee if it falls clearly within the responsibilities and terms of reference of the Joint Scrutiny Committee and if there is no scrutiny of the issue in the local authority to which the member belongs.

It is acknowledged that the establishment of the CCRCD Joint Scrutiny Committee shall not serve to exclude a local authority's right to carry out its own individual Scrutiny of any decision of the Regional Cabinet or City Deal matter

Duration of Joint Scrutiny

16. To be co-terminus with the duration of Joint Cabinet or if earlier the decision of the ten authorities   to end the Joint Scrutiny arrangements.

Withdrawal

17. Any of the ten local Authorities may withdraw from participating in the Joint Scrutiny arrangements upon three months' notice to each of the other Authorities.

18. The Joint Scrutiny Committee in carrying out its functions must have regard to guidance relating to section 62 of the Measure, which places a requirement on local authorities to engage with the public

Foot notes

1. No provision has been made for sub committees given the scrutiny committee comprises only 10 members and that Regulations (SI 2013/1051) require a Sub- Committee to comprise an equal number of members of the Appointing Authorities.

Statutory Guidance from the Local Government Measure 2011

Section 58
Joint Overview and Scrutiny Committees

May 2013

Joint Overview & Scrutiny Committees

Statutory Guidance issued under Section 58 Local Government (Wales) Measure 2011

Introduction

Background to the Local Government (Wales) Measure 2011

1.1   The Local Government (Wales) Measure 2011 (the Measure) makes changes intended to strengthen the structures and workings of local government in Wales at all levels and will help to ensure local councils reach out to, and engage with, all sectors of the communities they serve.

This draft guidance document supports Part 6 of the Measure which is concerned with overview & scrutiny committees, and in particular the provision to enable two or more local authorities to form joint overview & scrutiny committees (JOSC).

Policy Intent

1.2   While there have been some innovative examples of joint scrutiny having taken place in Wales until now this has not been supported by existing legislation.

This means that it has not been possible to subject services or issues which cross county or sectoral boundaries to robust scrutiny, at a time when local authorities and public bodies are increasingly working together.

The aim of section 58 is to strengthen scrutiny arrangements through the promotion of collaborative scrutiny, and the sharing of scrutiny expertise.

1.3   Enabling local authorities to establish JOSCs is intended to make it easier to scrutinise the delivery of services by providers who cover more than one county, or to examine issues which cut across geographical boundaries. The provision for joint scrutiny expands the options currently available to councils in undertaking wider public service scrutiny, and provides for a more flexible way of working to secure improved outcomes.

1.4   In addition, where joint scrutiny exercises have been undertaken (as detailed in the case studies featured in appendix A) they have facilitated opportunities to share learning and scrutiny capacity across local authorities. The harnessing of 'collective intelligence' through JOSCs is intended to lead to more effective forms of governance, and higher standards of democratic accountability.

1.5   This document is designed to provide advice and guidance in relation to the establishment and operation of JOSCs. This is statutory guidance under section 58(4) of the Measure, and a local authority and a joint overview & scrutiny committee must have regard to this guidance in exercising or deciding any function conferred upon it.

Why establish a Joint Overview & Scrutiny Committee?

Circumstances in which Joint Overview & Scrutiny may be effective

What are the benefits of Joint Scrutiny?

For Scrutineers

1.6   Where joint scrutiny exercises have taken place in Wales participants have reported a number of benefits in having gained insight into, and knowledge from, other councils' scrutiny arrangements.

For example, it was found that councillors have been able to view issues from a wider perspective, leading to a more thorough exploration of the topics under consideration.

1.7   Furthermore, the presence of different scrutiny chairs and support from alternative scrutiny officers has provided opportunities for cross-transference of learning and exchanges of good practice. Experiences of joint scrutiny have been found to stimulate members and officers to critically review and enhance their 'home' council's internal methods and ways of working, ultimately leading to a higher standard of scrutiny.

A series of case studies are provided in Appendix A which provides additional detail on the positive outcomes arising from joint scrutiny activity.

Benefits for Partners

1.8   From a partnership perspective, the benefits of a joint scrutiny approach are in bringing a fresh eye to developments at all stages of the decision-making process. JOSCs have the ability to bring forward new sources of information that decision-makers may not have considered in the development of plans, policies and strategies.

Non-executive members have a wealth of local intelligence and are well-placed to evaluate whether partnership priorities and methods of delivery are meaningful to local communities. Many councillors are linked in to a range of social networks and community groups and are able to feed views into decision-making processes.

Furthermore, JOSCs can help reduce duplication of accountability and reporting mechanisms by adopting a co-ordinated approach to the issue under enquiry.

Selecting the right issue for Joint Overview & Scrutiny

1.9   The effectiveness of a JOSC will be dependent on the reasons underpinning its establishment and the issue it intends to address. To secure the commitment and sustained interest of the principal councils involved, it follows that the topic chosen as the focus of a JOSC should be of relevance to all participants.

1.10   As was the case in the joint scrutiny of partnerships in waste management (detailed in case study 1, Appendix A), each of the four authorities had previously engaged in a review of local waste management arrangements. This led to the recognition that a collective approach would be stronger than individual inquiries.

1.11   The identification of a suitable topic for joint scrutiny will be dependent on effective forward work programme planning that seeks to consider issues of wider public interest, as well as those topics specific to a particular geographical area. Members and officers will need to actively explore opportunities for joint scrutiny, checking to see whether there is compatibility in the forward work programmes of neighbouring or relevant authorities. Networking via regional and national scrutiny events, and the publication of forward work programmes, will allow scrutiny practitioners to be more informed in this respect.

1.12   Some instances where a joint committee might be appropriate include:

- *On-going monitoring of a joint service delivery mechanism;*
- *Investigating a topic that may require a regional response (for example, waste management or sustainable development);*
- *Sharing scrutiny resources to investigate a similar topic of high interest or high importance to more than one authority (although not necessarily requiring a joint / multi-authority response).*

Criteria for establishing a JOSC

1.13   In deciding whether or not to establish a JOSC, overview and scrutiny committees may wish to give thought to the following questions:

1. **Does the topic involve the work of a strategic partner or partnership body whose services cover more than one local authority area?** For example, a JOSC may wish to focus upon the work of a transport provider, Third Sector organisation or a relevant Social Enterprise whose services cross authority boundaries.

2. **Does the issue or service affect residents across more than one county area or concern a particular population's needs?** A JOSC may wish to consider thematic topics such as climate change, fuel poverty, grass-fires or road safety; or it may wish to consider services connected to particular groups of interest such as young adults with physical disabilities, teenage mothers or vulnerable older people.

3. **What form of JOSC could reasonably be resourced?** Undertaking effective joint scrutiny is dependent on participating councils engaging in the building of relationships, and putting in place systems of working and administration. In order that JOSCs can provide significant added value, care must be taken to ensure that its objectives are proportionate to its resources.

The importance of scoping and project management

1.14   Outline scoping should be undertaken to help determine whether or not to establish a JOSC. In identifying which partnership projects to progress, and in determining an appropriate methodology, practitioners should think carefully about whether examining a topic will result in added value or enhancement for each participant.

In order to determine the likely success of joint work, it is strongly recommended that a project management approach be adopted to help ensure the objectives of joint scrutiny activity are delivered.

1.15   An informal feasibility study should be undertaken by likely participants in order that members and officers are able to define more specifically areas of mutual interest, the type of scrutiny role intended to be undertaken, and the level of resource that could reasonably be dedicated to support a JOSC's effective functioning. Preliminary work should also identify the likely risks associated with the scrutiny topic, and how it is intended that these be managed effectively.

Case study 2, detailing joint scrutiny of a Local Health Board by Newport and Caerphilly Councils, provides additional detail regarding the significance of ensuring shared aims characterise collaborative scrutiny activity.

Roles for Joint Overview & Scrutiny Committees

1.16   Local authorities can use JOSCs in a flexible way to suit their needs. For example, councils have the option to establish JOSCs on an ad hoc basis which may be more appropriate for forms of pre-decision scrutiny or consultation exercises; or councils may decide to establish 'standing' JOSCs which may be more useful in monitoring services or outcomes over the medium to long term.

Section 2: What can Joint Overview & Scrutiny Committees do?

Powers of Joint Overview & Scrutiny Committees

2.1   The Measure enables Welsh Ministers to make regulations which will provide for JOSCs to have equivalent powers to other overview and scrutiny committees, as set out in existing legislation, and this would include reviewing and scrutinising decisions of the Council's executive which have yet to be implemented ('call-in').

2.2   JOSCs may make reports and recommendations about any matter, other than crime and disorder matters which are covered by separate legislation and guidance under sections 19 and 20 of the Police and Justice Act 2006.

2.3   This does not preclude councils from working together on crime and disorder issues. As encouraged by the Guidance for the Scrutiny of Crime and Disorder Matters (Wales), councils should make efforts to co-ordinate their forward work

programmes to avoid duplication and help ensure scrutiny activities are complementary where appropriate.

2.4   A JOSC is only able to exercise functions in relation to matters which are identified by the appointing authorities. It is therefore important that the local authorities participating in the joint committee are clear from the outset about its role, responsibilities and terms of reference.

2.5   Under section 58(3)(b) JOSCs also have the option of establishing sub-committees in the same way as single authority overview & scrutiny committees. It is important to note that any sub-committee would discharge only those functions conferred on them by the JOSC.

This provision will enable JOSCs to operate in a more streamlined and flexible manner to achieve the aims and objectives of the 'parent' JOSC.

Wider Public Scrutiny – Who can be scrutinised?

2.6   Sections 59, 60 and 61 of the Measure amend the Local Government Act 2000 ("the 2000 Act") to place a requirement on councils to ensure their overview and scrutiny arrangements scrutinise the services of public service providers in their area. This requirement extends to JOSCs.

2.7   In carrying out wider public scrutiny, JOSCs can require designated persons, or their representatives, to provide them with information relevant to issues under consideration, and to attend committee meetings on request.

2.8   In addition, should a JOSC or sub-committee make a report or recommendation to any of the designated persons, the committee may send a copy of the report or recommendations to a designated person and request the designated person to have regard to the report or recommendations.

2.9   It is important to emphasise that any reports or recommendations will be made on behalf of the JOSC, not the local authority, and therefore there is no requirement for an executive or full council to endorse the report. However, the Welsh Government considers it would be appropriate to share copies of reports with executives and councils in the interests of effective communication and good governance.

2.10   In practice, the reporting arrangements for JOSCs will be informed by the reasons underpinning the committee's establishment and the outcomes intended to be achieved. For example, in the joint scrutiny waste management project referred to in case study 1, Appendix A, a report detailing the findings and recommendations of the joint scrutiny panel was sent to all four executives of the participating councils.

2.11   With regard to joint scrutiny activity relating to the performance of strategic partnerships, such as Local Service Boards, it may be appropriate for the JOSC to decide to send just one report to the decision-making body of the partnership in question.

2.12   An important factor for JOSCs to consider when determining reporting arrangements is the need to develop constructive working relationships with the executive groups of service providers who are subject to scrutiny. Consequently, it is suggested that the chairs of JOSCs should meet regularly with an appropriate executive representative to discuss priorities, approaches and planned areas of work.

Defining "designated persons"

2.13   A forthcoming Order will designate those organisations and individuals which will be subject to scrutiny. Section 61 of the Measure (inserting new section 21G into the 2000 Act) details the conditions that define which individuals and organisations may be regarded as a "designated person" or "designated category of persons" by scrutiny committees in exercising their powers under section 21 (2ZA) of the 2000 Act inserted by section 59.

2.14   Section 61 stipulates that those persons that by Order may be designated for the purpose of section 21 of the 2000 Act as a "designated person" or "designated category of persons" must provide the public, or a section of the public, with services, goods or facilities of any description (whether on payment or not). In doing so, the individual or organisation must be exercising functions of a public nature, or be wholly or partly funded by public money, and not be a local authority.

Joint Overview & Scrutiny Committees and Call-In

2.15   The Measure enables the Welsh Ministers to make regulations which will provide for JOSCs to exercise any of the functions of making reports and recommendations of other overview and scrutiny committees, which have powers of 'call-in'. The participating authorities should from the outset, in its terms of reference, agree the procedure for call-in. This can be different from the procedure used in individual authorities.

2.16   With regard to call-in, it is intended that JOSCs should be able to recommend that an executive decision of one of the participating councils made but not yet implemented be reconsidered by the person(s) that made it, or arrange for that decision to be exercised by the Council.

2.17   However, in order to safeguard against potential abuse, councils should consider developing procedures where an executive decision of one of the participating councils of a JOSC may only be called-in by the JOSC if it is supported by an equal proportion of the participating Councils.

2.18   Whilst the above approach has been suggested to help ensure the integrity of the call-in function as it relates to JOSCs, this is ultimately a matter for local authorities to determine as part of their constitutional arrangements. In support of the development of such arrangements it is suggested that the number of Members required to initiate a Call-In should, as a minimum, be set at half the total membership of the JOSC.

To illustrate, a worked example is set out in the following fictional scenario.

Councils A, B and C wish to work together to jointly commission services. A Joint Committee is subsequently established which is comprised of the executive members of each Council. A JOSC is also established to provide governance arrangements. The membership of the JOSC is comprised of non-executive Members from the three Councils.

A decision is subsequently made but not implemented by the executives of councils A, B and C. However, non-executive members from Council A consider that the decision made by the three executives may disadvantage Council A's local communities. Council A therefore wishes to call-in the decisions made by the three respective Councils.

In this instance, the JOSC could not call-in a decision made by the executive of Councils B or C unless the call-in procedure was supported by an equal number of members from Councils A, B and C.

The number of members able to call-in an executive decision of one of the participating Councils should be at least half of the JOSC's entire membership. That half must include equal numbers from each participating council. In the above example, should the total membership of the JOSC be twelve (four members from each Authority) then a call-in could only be made by two members from each Authority which would give six.

In the event that a JOSC would wish to call-in an executive decision made by Councils B and C, then it is advisable that each participating council undertake each call-in separately. That is not to say that two call-in processes could not run in parallel, only to recognise that any re-examination of an executive decision would have to take place on an individual basis within each participating council.

Section 3 – How will it work? Realising the benefit of joint scrutiny

Appointing a Joint Committee

3.1   In establishing a JOSC which is additional to a council's existing scrutiny committee(s), a report setting out its role, responsibilities, terms of reference and intended outcomes to be generated by the joint exercise should be considered by each of the participating authorities' appropriate scrutiny committees (or sub-committees) before being endorsed by full council.

3.2   The appropriate scrutiny committees (or sub-committees) would be those whose terms of reference are most closely aligned to the issue intended to be considered by means of a JOSC. This would help to ensure that the non-executive members of each local authority are able to participate in the decision to establish a

joint committee, and to ensure it would add value and would not duplicate existing work programmes.

3.3   With regard to the remit of JOSCs it should be remembered that existing legislation excludes any matter which could be considered by a Crime and Disorder Committee (sections 19 and 20 of the Police and Justice Act 2006) from the work programmes of all other scrutiny committees, sub-committees and JOSCs.

Who should sit on a Joint Overview & Scrutiny Committee?

3.4   Local authorities will need to give careful consideration to who they appoint to sit on JOSCs. It might be helpful in some instances to appoint members who already sit on the authority's scrutiny committee whose terms of reference most closely match the issue to be scrutinised, or the terms of reference for the proposed JOSC. However, in wishing to draw on the expertise and knowledge base of a wider pool of non-executive members this might not be the most appropriate course of action, and it will be for local authorities to decide which members should be appointed to which committee.

3.5   In order to ensure JOSCs represent fairly the interests of each appointing local authority, it is recommended that an equal number of committee seats be allocated to each of the participating councils. Although that would mean larger authorities agreeing to have the same membership as smaller ones, this would appear to be in the best interests of effective partnership.

3.6   Councils will need to make attempts to ensure that member representation on JOSCs reflects the political balance represented in the relevant scrutiny committee so far as practicable. The representation from an authority may include co-opted members from that authority who are appointed to overview and scrutiny committees of the appointing authority in accordance with paragraphs 8 or 9 of Schedule 1 to the 2000 Act.

3.7   The JOSCs itself may also decide to co-opt members who would be in addition to the allocations from each council.

3.8   With regard to the size of JOSCs, good practice suggests that the maximum number of seats should be set at no more than 16 for effective functioning. However, this is ultimately a matter for local authorities to decide as it is dependent on the issue intended to be considered.

Chairing a Joint Overview & Scrutiny Committee

3.9   The chair of a JOSC must be elected from within its membership, and this should take place at the first meeting of the Committee. JOSCs established on a long-term basis may decide to rotate chairs annually, or at some other interval, in order for each participating authority to have equal status, and to ensure that opportunities for member development are provided.

3.10   Where joint scrutiny exercises have taken place in Wales, it was found helpful to alternate the chairs amongst the participating local authorities. As such, councils may wish to give thought to allocating vice-chairs (if thought appropriate) to the members of those authorities who are next scheduled to hold the position of chair. This would allow for a measure of continuity within joint arrangements and broaden the experience of participating members.

Reference of Matters to JOSCs

3.11   In a similar way that any member of a local authority can refer a matter to an overview and scrutiny committee of that authority (known as the "councillor call for action"), designed to enable local issues to be resolved, any member of the appointing authorities is able to refer a matter to the JOSC for consideration. The conditions for a reference by a member of an appointing authority to a JOSC are that:
   - The matter relates to one of the functions of the authority;
   - It effects the electoral area of the member or it effects any person who lives or works there; and
   - It is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006.

In addition, the matter has to be one which is relevant to the functions of the JOSC.

3.12   When considering whether to refer a matter to the JOSC, a member should first consider if it falls within the remit of a single overview and scrutiny committee within the member's local authority, and if that is the case the member should raise the matter there.

3.13   Members should only refer a matter to a JOSC if it falls clearly within the responsibilities and terms of reference of the JOSC and if there is no scrutiny of the issue in the local authority to which the member belongs.

3.14   When deciding to refer a matter to a JOSC, we recommend that members of the participating local authorities and the JOSC itself should consider the issues discussed in the Statutory Guidance to local authorities and members issued under section 63 of the Local Government Measure.

Statutory Guidance from the Local Government Measure 2011 – June 2012

Officer Support for JOSCs

3.15   Where a JOSC is established, it is suggested participating authorities should share the costs associated with the undertaking of joint scrutiny exercises. This should cover arrangements for officer support and research, as well as administrative support and provision of meeting venues.

3.16   Each principal council may wish to offer different types of scrutiny officer support in respect of resourcing JOSCs. For example, some councils may wish to offer administrative support, and others research and advisory expertise. Consideration should be given to how the JOSC could most effectively achieve its

scrutiny objectives and how the standard of scrutiny could be raised, including through the collective learning of each authority.

3.17   In recognition that officer support for scrutiny varies across local authorities, it is likely that the scrutiny support officers of participating councils will need to liaise regularly to co-ordinate and project manage the work of JOSCs, and consider how to make best use of available resources. When deciding joint support arrangements, factors to consider include the scrutiny capacity available and how well the expertise and skill sets of officers' link to the topic(s) identified for joint scrutiny.

3.18   Regular meetings may help to overcome any difficulties in aligning different cultures, methodologies and supporting mechanisms for scrutiny, and will help facilitate transfer of skills and learning. Participating scrutiny officers and chairs should nominate a JOSC Officer Co-ordinator from amongst themselves to ensure a clear point of contact available for those engaged in joint activity.

3.19   It is recommended that those supporting JOSCs put in place opportunities for reflection at key stages (for example, at mid-term points) within the life cycle of scrutiny reviews. This would help ensure that participating authorities are satisfied with the support arrangements and are finding them of benefit in meeting the objectives of the JOSC.

3.20   Scrutiny support arrangements may include rotating meeting venues of JOSCs among the local authorities represented on the joint committee. However, it may also be the case that the committee chooses to meet at the authority which is geographically most central to minimise travel times for those involved.

Forward Planning

3.21   In order to function effectively, JOSCs should formulate a forward plan to identify what issues the JOSC intends to focus upon during the course of the year or duration for which it is established.

3.22   The forward plan should provide a clear rationale as to the purpose of considering a particular topic, and to the methods by which it will be investigated. Attempts should be made to develop an outcome-focused forward plan rather than one which is process-orientated.

3.23   As a JOSC may be either ad hoc or standing, care will need to be taken to ensure that its forward plan corresponds with the committee's original purpose. For example, in the instance where several authorities may wish to form a JOSC to investigate a cross-cutting issue such as substance misuse, its forward plan should serve to act as the investigation's project plan since the investigation should have a clearly-defined start and finish.

3.24   Where a JOSC may have been formed to consider the work of a strategic partnership, its forward plan should be driven by evidence of community need and a sound understanding of the partnership's priorities, risks and financial pressures. In addition, the forward plans of JOSCs should be agreed in consultation with partners where possible.

3.25   JOSCs must have regard to guidance relating to section 62 of the Measure which places a requirement on local authorities to engage with the public. The guidance provides practical advice on how JOSCs can comply with their obligations under section 62 by taking into account the National Principles for Public Engagement in Wales endorsed by Welsh Government, and making sure that its forward plan is published as soon as is reasonably practicable to allow interested groups and individuals to provide comment and offer their views.

Appointing a sub-committee of a JOSC

3.26   Upon commencement of the Regulations made under Section 58(3) (b), JOSCs will be able to appoint sub-committees. This provision extends the range of options available to a JOSC to effectively investigate and make recommendations for improvement as they relate to issues of public interest or concern.

3.27   As is the case with sub-committees appointed by single authority scrutiny committees, sub-committees of a JOSC can only exercise the functions conferred upon it by the 'parent' JOSC. In the interests of fairness and effective working, a sub-committee of a JOSC should, where possible, consist of equal numbers of representatives from each participating authority.

Ways of Working

Please note that the following section is not statutory guidance but has been included as a way of working which JOSCs may wish to consider

Task and Finish Groups

Where elected members have been involved in task and finish groups of single authority scrutiny committees, they have reported a number of benefits from working in smaller, more structured teams. For example, members with differing levels of scrutiny experience and subject knowledge are able to gain confidence and motivation by working collaboratively with more experienced councillors and co-opted members. Similarly, task and finish group working can develop positive peer relations as a result of a members working collectively towards a common goal.

In the event that a JOSC may wish to establish a task and finish group to consider a particular issue in more depth, it is suggested that JOSCs consider limiting the number of members of a task and finish group to enable the appointment of any co-opted members the JOSC may wish to appoint.

Depending on the nature of issue under consideration, JOSC task and finish group investigations can either be 'light-touch', where recommendations can be identified at a relatively early stage and strictly time-limited, or a very intensive investigation involving a range of 'Expert Witnesses', site visits and the commissioning of supporting research, as is currently the practice for the majority of overview and scrutiny committees.

It is often the case that task and finish groups have significant resource implications, and for this reason it is suggested that a JOSC think carefully about the number of task and finish groups that can effectively be run and supported at any one time.

As a means of ensuring that a task and finish group of a JOSC fulfils its objectives, it is recommended that a project management approach be adopted. This should include developing a project brief for the task and finish group's work, a project plan and the production of highlight reports to the parent JOSC to ensure it is kept informed of the investigation's progress.

Maximising benefits, minimising waste

Case Study 1: Joint Scrutiny of Partnerships in Waste Management

In being awarded the Centre for Public Scrutiny's 2008 award for its joint scrutiny of partnerships in waste management, the participating four authorities (Cardiff, Monmouthshire, Newport and the Vale of Glamorgan) were successful in supporting elected members work together to address a complex and common issue.

The purpose of the inquiry was to consider the benefits and challenges of joint service delivery of residual waste activities within a regional setting.

Whilst being sensitive to each participant's varying experiences of scrutiny and different organisational and political cultures, Members and Officers maximised the collective benefit of individual strengths through carefully thought out methods and ways of working. In this instance, site visits to explore best practice helped engage Members throughout the process, assisted the bonding process and helped to establish a 'team culture'.

A key outcome precipitated by the inquiry was securing the political will necessary for each council to enter into a formal waste partnership. The extensive evidence base generated by the project provided a clear steer to participating councils; that the benefits of partnership working in dealing with waste management were compelling in that collaboration had the potential to provide the public with a better service at lower cost.

Consequently each scrutiny committee recommended to its Executive that the four councils continue to work together to secure a regional waste management solution. In practical terms, this involved fifty scrutiny members from four authorities agreeing upon the same set of recommendations to be sent to their respective Executives. This represents a real first in Wales and demonstrates the willingness of elected members to set aside individual cultural differences to develop productive working relationships characterised by understanding, goodwill and a pragmatic project management approach.

These recommendations have subsequently led to the formulation of the regional Prosiect Gwyrdd partnership which is committed to looking for the best environmental, cost effective and practical solution for waste after recycling and composting has been maximised in each area. Further information about Prosiect Gwyrdd may be found from the following link http://www.caerphilly.gov.uk/prosiectgwyrdd/.

Joint Scrutiny - Improving the health of partner relations

Case study 2: The Economic Impact of NHS Procurement: A Study of the Aneurin Bevan Health Board.

> *"It did not feel like 'scrutiny', but more like partnership"* -
>
> Procurement Manager, Aneurin Bevan Health Board, commenting on experience of joint scrutiny.

In 2009 Newport City Council and Caerphilly County Borough Council were successful in securing funding under the Welsh Government's Scrutiny Development Fund to undertake a joint project to review local procurement by the Aneurin Bevan Health Board (ABHB).

The aim of the project was to use ABHB as a case study to examine the potential impact of local procurement on the local economy and to learn from good practice, sharing the project's findings with other public sector organisations within the wider Gwent area.

Following a competitive tendering exercise, the School of City and Regional Planning and the Welsh Economy Research Unit of Cardiff Business School at Cardiff University were commissioned to carry out research on behalf of the two Councils.

The Task and Finish Group made up from Councillors from both Newport and Caerphilly acted as the Project Board and recognised the co-operation of the ABHB who agreed to take part in the project despite the then recent reorganisation of the former Gwent Local Health Boards and Trust. Senior representatives from the NHS were involved at all stages of the project to ensure that the final recommendations were relevant and realistic. This was important to ensure partners had opportunity to influence the project and determine what benefits were likely to be accrued as a result of their involvement.

In presenting their report to the final meeting of the Task and Finish Group, the research team underlined the significance of the project and its relevance not only to the NHS but also the public and private sectors in general. The Task and Finish Group were keen to ensure that the report should receive a wide a circulation as possible to share the reports findings and conclusions. ABHB have indicated that they would like to share the report with procurement practitioners from other Health Boards and Trusts in Wales and Welsh Health Supplies.

In reflecting upon their experience in the scrutiny project, ABHB reported that the process was something they were pleased to be part of in the interests of openness and transparency. It was reported to be useful that ABHB were dealing with just one Task and Finish Group made up of both councils instead of two separate groups.

Key learning points emerging from the joint project include the need to market the benefits of joint scrutiny exercises to those partners being subject to research and evaluation. Also of importance in this instance was having a worthwhile and relevant topic to explore with partners which resulted in a 'win-win' situation for those involved.

Learning Points from Joint scrutiny

Case Study 3: Prosiect Gwyrdd

Building upon the benefits accrued from the joint scrutiny of waste management partnerships, Cardiff, Newport, Monmouthshire, Caerphilly and the Vale of Glamorgan formed a joint Scrutiny Panel to monitor the decisions made by the Prosiect Gwyrdd Joint Committee. More information about Prosiect Gwyrdd may be found from the following link http://www.caerphilly.gov.uk/prosiectgwyrdd/

Prosiect Gwyrdd is a joint project committed to looking for the best environmental, cost effective and practical solution for waste, after recycling and composting has been

maximised in each area. The decision making body governing the procurement process of the Project is the Joint Committee which is made up of two Executive Members from each Authority.

Public scrutiny is considered to be an essential part of ensuring that Prosiect Gwyrdd remains effective and accountable. Arrangements have therefore been introduced to provide an opportunity for non-Executive Councillors to influence and challenge key decisions taken by the joint committee and project board.

These arrangements commenced in December 2009, when Councillors from the five authorities met with representatives of Prosiect Gwyrdd to share views on the evaluation criteria which would be used in the procurement process. Following this early involvement, more formal arrangements were put in place and a Joint Scrutiny Panel established.

Positive benefits reported to date include the strengthening of relations between the elected members of the participating councils and an improved engagement with Prosiect Gwyrdd Waste Management Officers. This has resulted in Members being kept properly informed of the work of the Joint Committee so improving their effectiveness as a 'check and balance' for decision making.

Learning points arising from the project include ensuring a clear understanding of the role of scrutiny and the benefits of clear reporting lines. As the project has progressed, improved work programming and support arrangements have been put in place, further adding to the potential for successful scrutiny.

Case Study 4: Officer Support for collaborative scrutiny

The Joint Scrutiny of Partnerships in Waste Management previously referred to in case study 1 brought together four scrutiny committees from different Councils to examine the benefits and challenges of joint service delivery of residual waste activities within a regional setting.

In order to manage the project effectively, Cardiff County Council identified a lead Scrutiny Officer from within its Scrutiny Team. Having one point of contact for the four participating authorities was identified as being an important factor in ensuring work streams and activities were well co-ordinated and progress was regularly reported to stakeholders.

Whilst it was valuable to have a single person provide consistent advice, guidance and support at joint scrutiny meetings, the individual roles of Scrutiny Officers from the participating authorities was also integral to the inquiry's success.

At the beginning of the project, Officers quickly realised that time and care would need to be spent on ensuring that organisational and cultural differences did not become inhibitive. Consequently Scrutiny Officers from the four Councils met regularly to discuss strategies that would encourage the participation and support of their respective Elected Members. It was reported that this element of joint scrutiny should not be underestimated in terms of its significance to achieving the added value characteristic of effective collaboration. Securing Member 'buy-in' at every stage of the project was reported to being essential to its smooth progression.

With regard to arriving at the project's recommendations, a report detailing the findings was presented to a joint meeting of the Panel. Members subsequently formulated mutually agreed recommendations that were informed by the evidence base generated as a result of the inquiry.

The mechanisms by which the team of Scrutiny Officers had co-ordinated the project ensured high levels of communication and team working which resulted in the recommendations and final report being properly 'owned' by every one of the participating councils.

Case Study 5: Denbighshire's Framework for Partnerships

Denbighshire County Council, in conjunction with Wrexham and Conwy County Borough Councils, successfully secured funding from the Welsh Government's (WG) Scrutiny Development Fund (SDF) in 2008/09 which enabled them to jointly commission training packages specifically tailored for scrutiny members.

Part of the funding received was used to commission a bespoke training course on how to effectively scrutinise partnerships and collaborative working arrangements. As a result of the training events, the 'Guidelines for Scrutinising Cross-Organisational Bodies, Partnerships and Collaborative Working Arrangements' were drawn up.

The framework builds upon the 'seven success factors for scrutiny' as set out in the Welsh Government's Advice Note 'Wider Scrutiny and Partnership Working' and provides some useful criteria that may be used to help identify which partnerships to scrutinise. Additional details of the Guidelines and Framework for Partnership Scrutiny may be found in the vault section of the Scrutiny Timebank website www.scrutinytimebank.co.uk.

The framework also provides a helpful template which may be used to form the basis of a protocol between a JOSC and a partnership as it details many of the practical issues that will be faced by members, officers and partners.

Denbighshire acknowledges that scrutiny of partnerships is an area which requires improvement and with the establishment of a dedicated Partnerships Scrutiny Committee in May 2011 greater emphasis is intended to be placed on scrutinising the effectiveness of partnerships in delivering desired outcomes for local citizens.

In addition, Denbighshire's scrutiny function is keen to explore the associated benefits to the Council, both financially and otherwise, of delivering services via a range of partnership arrangements.

Panel Annibynnol Cymru
ar Gydnabyddiaeth Ariannol
Independent Remuneration
Panel for Wales

Independent Remuneration Panel for Wales

Annual Report

February 2018

ANNUAL REPORT 2018

FOREWORD

Elections to Principal Councils and Community & Town Councils took place in 2017 and as with our previous approach when new councils are formed the Panel visited all 22 of the unitary authorities. This provides us with an opportunity to discuss issues with a cross section of members and senior officers. In total we met with 142 executive members, 280 other elected members, 59 co-optees and 90 chief officers. The visits have helped us form the direction for future consideration. On behalf of my colleagues I wish to express our thanks to all councils for their engagement with the visits and the welcome and hospitality we received.

The visits and the resulting discussions assisted in continuing to ensure that we have a comprehensive understanding of the development of the role of a councillor and the workload pressures that appear to be increasing across the board.

The conclusions from our discussions have wherever possible been incorporated in our determinations and in particular our decision to provide a modest increase in the basic salary.

As a Panel we believe the overwhelming majority of the 1,254 elected members of the 22 councils are committed to serving their communities and put in many hours that the basic remuneration could not cover. Affordability is an issue for both the councils and tax payers and this restricts other than modest additional costs to the total payments to members. What we wish to prevent is further erosion of the link with the average Welsh earnings.

In our draft report we proposed several changes in respect of the remuneration of community & town councillors. We received a large number of responses in relation to these changes, most of which suggested that our draft proposals were a step too far. We have taken account of many of the points that were raised and modified the arrangements contained in the draft report. Our decisions can be found in Section 13 of this report. The Panel received several enquiries during the recent consultation on the draft report regarding tax queries for community and town councils. The question was raised as to whether the Panel could contact HMRC to see if they could receive a blanket dispensation for community councils. This issue is outside of the

Panel's remit and it is therefore a matter for each individual councillor or community council to resolve their own taxation issues.

My personal thanks to my fellow Panel members who constantly demonstrate the knowledge and enthusiasm to ensure we produce reports that are based on key information.

Also my appreciation of the work of our secretariat without which we could not function effectively.

John Bader
Chair

Panel Membership

John Bader – Chair   Julie May
Gregory Owens - Vice Chair   Saz Willey
Stephen Mulholland   Roger Symonds

Detailed information about the members can be found on the website:
http://gov.wales/irpwsub/home/?lang=en

Contents

Introduction

This is the tenth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the seventh published under the requirements of the Local Government (Wales) Measure 2011(as amended).

1. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1.

2. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost-free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value-for-money public services for local tax-payers through effective scrutiny. These are significant and considerable tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.

3. In determining the level of payments to members of local councils, the Panel seeks to meet the principle of '*acceptability*' by ensuring that these are not '*so great as to require a significant diversion of resources from key council priorities*'. But Section 142(8) of the Measure is more explicit on '*affordability*' when it states that "*when setting an amount[1] ...the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities*". Meeting the requirement of the Measure in regard to affordability has been a challenge for the Panel, not least because of public interest in the payments made to members. The Panel acknowledges that the issue of affordability – in relation both to relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments.

4. As a charge on the public purse, payments to members for their time, worth and responsibility must be, and must be seen to be, fair to those undertaking the role but at the same time be affordable. The Panel's determinations in its 2009 Report aligned payments to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). The basic salary was set at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.

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[1] http://www.legislation.gov.uk/mwa/2011/4/contents/enacted.

5. 2017 was an election year for councils in Wales and we visited all 22 principal councils as soon as practicable following the elections to provide an opportunity for members and officers to comment on the Remuneration Framework and to put forward ideas for future consideration. We appreciate the welcome that we received from every council and the useful discussions that arose during our visits.

6. One of the observations that many members expressed was that when the basic salary is compared with a traditional paid employment – 'a job' - the salary is too low to attract younger people and to encourage diversity. They also pointed out the significant differences between remuneration and support available to elected members in other levels of government in Wales. They proposed that the level of the basic salary should therefore be raised significantly in recognition of the importance of the role of an elected member of a principal council. However, it is recognised that elected members of principal councils are not employees and are not remunerated as such.

7. The financial constraints on the public sector and particularly local authorities has meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To avoid further erosion in relation to average earnings the Panel has decided to increase the basic annual salary to £13,600 (an increase of 1.49%). No increase is proposed for senior salaries but these post holders will receive the increase in the basic salary element.

8. The Annual Report 2016 introduced two levels of salary for members of councils' executives and committee chairs of principal authorities, Fire and Rescue Authorities (FRAs) and National Park Authorities (NPAs). This was to provide flexibility to enable authorities to reflect, in their schedules of remuneration, variations in the level of responsibility of portfolios and chairs. However as far as the payments to members of executives is concerned this flexibility has not been used other than in one case. Similarly it has not been taken on board in respect of chairs of committees. It was clear from the discussions that arose during the Panel's visits that almost all councils took the view that this arrangement was contrary to the desire for the Panel to be prescriptive in its determinations. The Panel accepts this and has therefore removed the two tier arrangement for executive members and for committee chairs.

9. From the discussions during our visits to the principal councils it is clear that very few members are utilising the provision in the framework to reimburse the costs of care. It appears that some members are still reluctant to claim all that they are entitled to support them in their role, because of concerns about the adverse publicity this can attract (see Annex 4 for the publication options). We urge Democratic Services Committees to take steps to encourage and facilitate greater use of this element of our framework so that members concerned are not financially disadvantaged.

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10. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. To take this a step further the Panel has produced a leaflet for prospective candidates on the remuneration of members of councils. We are pleased that several councils have added this leaflet to their website.

11. We believe there are still major issues to be addressed with community and town councils which we will be raising with individual councils and their representative organisations. However as a start to this process we are proposing to introduce grouping councils according to the level of income or expenditure. However, we received many responses to the draft report expressing concern about the form of the groups and other proposals. As a result we have made amendments to take account of some of the responses but retained mandatory payments to senior members in those councils in the highest group and the reimbursement of costs of care for all councils. The determinations for community and town councils are in Section 13.

12. The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of this Report and accords with the guidance issued to the Panel by the Welsh Government.

13. Since assuming the additional responsibility in respect of changes to the salaries of chief officers of principal councils the Panel has dealt with several submissions. The Panel's decisions are attached at Section 15.

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1. The Panel's Framework: Principles of Members' Remuneration

Upholding trust and confidence

1.1   Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service. These principles underpin the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

Simplicity

1.2   The Framework is clear and understandable. This is essential for the Panel to be able to communicate its determinations effectively to all those who are affected by, or who have an interest in its work.

Remuneration

1.3   The Framework provides for payment to members of local authorities who carry a responsibility for serving their communities. The level of remuneration should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the salary. The Framework provides additional recompense for those who are given greater levels of responsibility.

Diversity

1.4   Democracy is strengthened when the membership of local authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Accountability

1.5   Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects all principal councils to make information readily and appropriately available about the activities and remuneration of their members.

Fairness

1.6   The framework will be capable of being applied consistently to members of all local authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

Quality

1.7   The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as are required to properly discharge the duties for which they are remunerated.

Transparency

1.8   Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected or appointed to more than one public body. The framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

Remuneration of Officers

1.9   The Panel applies these principles of fairness, accountability and transparency in all its determinations in relation to remuneration of members of all the authorities that fall within its remit. The same principles also apply when the Panel is required to make recommendations in relation to the remuneration of the paid officers of these authorities.

2. Annual Report Summary Page

Type of Payment	Type of Authority			
	Principal Councils	**National Park Authorities**	**Fire and Rescue Authorities**	**Community and Town Councils**
Basic Salary	page 11	page 26	page 30	N/A[2]
Senior Roles	page 14	page 26	page 30	page 41
Committee Chairs	page 14	page 26	page 30	N/A
Opposition Groups	page 14	N/A	N/A	N/A
Civic Heads and Deputies	page 15	N/A	N/A	page 44
Presiding Members	page 17	N/A	N/A	N/A
Mileage	page 38	page 38	page 38	page 43
Other Travel Costs	page 38	page 38	page 38	page 43
Subsistence Costs	page 39	page 39	page 39	page 43
Costs of Care	page 35	page 35	page 35	page 44
Family Absence	page 24	N/A	N/A	N/A
Sickness Absence	page 36	page 36	page 36	N/A
Joint Overview and Scrutiny Committees	page 21	N/A	N/A	N/A
Pension	page 23	N/A	N/A	N/A
Co-optees	page 33	page 33	page 33	N/A
Specific or Additional Allowances	page 19	page 27	page 31	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 40
Financial Loss Allowance	N/A	N/A	N/A	page 43
Statement of Payments	page 80	page 80	page 80	Page 80
Schedule of Remuneration	Page 78	Page 78	Page 78	N/A
Salaries of Chief Executives and Chief Officers	Page 47	N/A	Page 47	N/A

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[2] Not Applicable

3. Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries

Basic salary for elected members of principal councils

3.1   The Panel originally determined in its Annual Report 2009 that payment of the basic salary would be aligned to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). Given the pressures on public expenditure it has not been possible for this alignment to be maintained. If this alignment had continued the basic salary would currently be significantly higher than the current prescribed amount, (close to £15,000 pa). This is calculated on an assumption that the basic activity required of an elected member (i.e. without the additional work required for a senior salary) is equivalent to three days' work.

3.2   The Panel remains aware that the core activities required of an elected member of a principal council vary. Duties undertaken should enable all members to discharge their core non-executive responsibilities in the governance of their council and in representing those living in their ward. As an elected role, such posts are not readily treated in the same manner as employment with precisely quantified hours. The work that arises in representing ward residents is particularly varied because it is influenced by the very diverse socio-economic conditions, demographics, levels of urbanisation and different ratios of residents to councillors. These circumstances can vary significantly within individual authorities as well as in comparisons of local authorities throughout Wales. Elected positions carry an expectation of a level of personal commitment to community that goes beyond defined remunerated hours. Elected members commonly report time spent that is well in excess of the notional three days (extra time worked and previously defined by the Panel as a 'public service discount').

3.3   In 2017 Panel members continued the practice of visiting all Welsh principal councils to meet with elected members to inform and update understanding of their activities. The WLGA Exit Survey of members who stood down in 2017 has also been considered. The general view from members and officers is that the workload has increased and most claimed that it was far in excess of 3 days. In ongoing dialogue with members, the Panel has particularly wished to learn of any impact on basic councillor duties arising from public 'austerity' programmes of recent years and also any changes in expectations from elected members arising from increased electronic communications and social media.

3.4   When making financial determinations for this Annual Report, the Panel has considered the progression of a variety of benchmark figures for the period from 2010 to 2017. As well as the ASHE median gross earnings figures for

Wales, the Panel also considered the Retail Price Index, the Consumer Price Index, NJC Pay Scales and Living Wage figures. It is noted that these figures show clear increases in the cost of living and earnings during this period. It is obvious that the gap between the level of basic remuneration for elected members of principal councils and relevant indicators of rises in income and costs of living indicators has continued to grow. The Panel believes this merits action to narrow the gap and limit the rate of erosion. Any adjustments must be in keeping with the Panel's principle that its determinations should be publicly affordable and acceptable.

3.5   Although public sector funding continues to be constrained, the Panel therefore considers that an increase in the basic salary is justified. It has determined there shall be an increase of £200 p.a. (which equates to 1.49%) effective from April 2018 to the basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the basic duties expected of all elected members.

Senior salaries for elected members of principal councils

3.6   The limit on the number of senior salaries payable ('the cap') will remain in place. In 2018/19 the maximum number of senior salaries payable within each council will not be altered (other than for the Isle of Anglesey Council. See note ii) and will be as set out in Table 1. The rate payable for senior salaries shall not be altered in 2018/19 except to reflect the increase in the basic salary.

Determination 1: Basic salary in 2018/19 for elected members of principal councils shall be £13,600.

Notes to Determination 1:

i.   The responsibility element of senior salaries is not being increased but senior salary holders will receive the uplift to the basic salary.

ii.   The Cabinet Secretary for Finance and Local Government agreed in respect of the Isle of Anglesey Council to increase the number of posts that could be paid a senior salary beyond the fifty percent maximum contained in the Measure subject to a determination by the Panel. The Panel issued a Supplementary Report to give effect to this increase.

Table 1: Maximum numbers of council membership eligible for payment of a senior salary

Council	Number of councillors	Number of senior salaries
Group A (populations over 200,000)		
Cardiff	75	19
Rhondda Cynon Taf	75	19
Swansea	72	19
Group B (populations of 100,000 to 200,000)		
Bridgend	54	18
Caerphilly	73	18
Carmarthenshire	74	18
Conwy	59	18
Flintshire	70	18
Gwynedd	75	18
Neath Port Talbot	64	18
Newport	50	18
Pembrokeshire	60	18
Powys	73	18
Vale of Glamorgan	47	18
Wrexham	52	18
Group C (populations of up to100,000)		
Blaenau Gwent	42	17
Ceredigion	42	17
Denbighshire	47	17
Isle of Anglesey	30	16
Merthyr Tydfil	33	16
Monmouthshire	43	17
Torfaen	44	17

Payments to members of the Executive, Chairs of committees and the Leader of the Opposition

3.7 The Panel has not changed the previous decisions in respect of the senior salaries paid to these post holders.

(i) The Executive:

The visits to all principal councils by the Panel in 2009 produced the general conclusion that Executive members should be considered as working the equivalent of full time (up to 40 hours per week) but not necessarily nine to five. The recent visits and discussions with members and officers did not change this conclusion. In fact many executive members indicated that their workload has increased. There is still a variety of arrangements in both the structure and operation of cabinets dependent on the specific organisational requirements of each authority.

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Many councils operate with a cabinet of 10, the statutory maximum, others choose to have smaller cabinets and therefore the range of individual portfolios is much greater. We have previously concluded that this should be able to be reflected in the remuneration framework. However, it is not the role of the Panel to determine the structure of cabinets of local authorities. The Panel's previous determinations contained flexibility for each council to decide the appropriate range of portfolios to meet local needs and adjust payments within the Executive to reflect responsibility. As a result of the strong views expressed during the visits that the Panel should be prescriptive in respect of the salaries of executive members this provision has been amended. Consequently there will be one salary level within each population group as set out in Table 2 (overleaf):

(ii) Chairs of Committees

The Panel has recognised the overwhelming support for its determinations to be prescriptive and therefore has removed the two tier arrangement for chairs of committees although we continue to take the view that the responsibility and function of chairing a committee is not generally influenced by population of the authority.

Where chairs of committees are paid, the remuneration is: £22,300.

The Senior Salary Bands

> **Determination 2: The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in table 2.**

Table 2: Basic salary and senior salaries payable to members of principal councils

Basic salary (payable to all elected members) £13,600			
	Group A (Cardiff, Rhondda Cynon Taf, Swansea)	**Group B** (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	**Group C** (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey)
Senior salaries (inclusive of basic salary)			
Band 1 Leader Deputy leader	£53,300 £37,300	£48,300 £33,800	£43,300 £30,300
Band 2 Executive members	£32,300	£29,300	£26,300
Band 3 Committee chairs (if remunerated): Level 1 £22,300			
Band 4 Leader of largest opposition group[3] £22,300			
Band 5 Leader of other political groups £ 17,300			

Table 2 notes:

a. The Panel considers that the leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability and that 'size of population' remains a major factor in influencing levels of responsibility and

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[3] Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of "*largest opposition group*" and "*other political group*".

the use of the three population groups (A, B and C) has therefore been retained. For information: Group A Population 200,000 and above; Group B Population 100,001 to 199,999; Group C Population up to 100,000.

b. No increase is proposed for senior salaries but post holders will receive the uplift in the basic salary paid to all councillors.

c. Committee chairs will be paid at Band 3, although an individual authority may determine not to pay particular chairs.

d. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.

e. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.

f. The Panel has determined that, if remunerated, a Band 5 senior salary must be paid to leaders of other political groups.

See IRPW Regulations, Annex 2, Part 1(2) for a definition of "*largest opposition group*" and "*other political group*".

Payments to Civic Heads and Deputies (Civic Salaries)

3.8 The Panel maintains the view that it is appropriate for authorities to set remuneration levels which reflect activity and responsibility of civic heads and deputies rather than the local population. The Panel is aware but surprised that many councils have set the salaries for their civic heads and deputies to accord with the population groups rather than necessarily reflecting the specific responsibilities attached to the roles. For the removal of doubt, it should be noted that the three established groups of principal councils calculated by population are not required to be applied in relation to payments to civic heads and deputies.

3.9 The Panel has set three possible levels of civic salary - higher, mid and lower. Each authority must decide which level (if any) is to be paid for each of these roles according to local factors. For example, the civic head of a small council may be paid at the highest rate, whilst the civic head of a large council may be paid at the lowest rate, rates of payment to deputy civic heads may be similarly varied. This also allows for civic heads and their deputies in the same authority to be paid at different levels.

3.10 A council may decide not to apply any civic salary to the posts of civic head and/or deputy civic head.

Determination 3: The Panel has determined that (where paid) civic salaries at the following levels are payable (Table 3) and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.

Table 3: Civic salaries (where paid) shall be payable as follows to members of principal councils

Remuneration of civic heads and deputy civic heads *(inclusive of basic salaries)*		
Responsibility Level	Civic heads	Deputy civic heads
Level 1	£24,300	£18,300
Level 2	£21,800	£16,300
Level 3	£19,300	£14,300

Table 3 notes:

a. The posts of civic head and deputy civic head are not included in the cap (with the exception of Isle of Anglesey and Merthyr Tydfil Councils).

b. The Panel's requirement that members should not have to pay for the cost of the support (see determination 7) that is needed to carry out their duties applies also in respect of civic heads. The Panel recognises the range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing.

3.11 Civic heads are senior posts within councils which are distinct from political or executive leadership. In addition to chairing major meetings the civic head is the authority's 'first citizen' and 'ambassador' representing the council to a wide variety of institutions and organisations. This requires the post holder to exemplify and promote good citizenship.

3.12 In many instances civic heads receive secretarial support and are provided with transport for official duties and can access a separate hospitality budget which is managed and controlled by council officers.

3.13 The level of support given, the personal financial outlay and the level of activity during the year of office varies considerably between authorities and the size of authority does not necessarily relate to the commitment required, or given by, civic heads.

3.14 All principal councils have a number of community councils within their areas and many also include town councils. Where a community council has a particularly active civic head this may have some impact on the workload of the principal council's civic head.

3.15   The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint a presiding member whose role is to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

Payments to Presiding Members

> **Determination 4: The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.**

> **Determination 5: The Panel has determined that the post of deputy presiding member will not be remunerated.**

Key factors underpinning the Panel's determinations:

3.16   The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance for the time equivalent of three days a week. Any time commitment beyond three days is an unpaid public service contribution.

3.17   The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to forego all or any element of the payment. It is fundamental that there is transparency in this process so any possible suggestion that members are put under pressure to forego some of the salaries is avoided.

The following must be applied:

a) An elected member must not be remunerated for more than one senior post within his or her authority (but see section 4 on JOSCs).

b) An elected member must not be paid a senior salary and a civic salary.

c) All senior and civic salaries are paid inclusive of basic salary.

d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.

e) Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed.

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f) Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member other than travel and subsistence expenses and reimbursement of costs of care.

Supporting the work of local authority elected members

3.18 Following the local elections in 2017 Panel members undertook visits to all principal authorities in Wales. These visits provided valuable opportunities for members and officers to discuss the variations that occur and to share and understand the benefits gained by properly supporting the ability of members to discharge their basic duties effectively.

3.19 The Panel expects the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is considered to be reasonable. Any proposals should be made with due regard to Determinations 6 and 7 below. For example, the Panel does not consider it appropriate that elected members should be required to pay for any telephone usage to enable them to discharge their council duties as a ward member, committee member or cabinet member.

3.20 The Panel considers it is necessary for each elected member to have ready use of e-mail services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Many councils in Wales are committed to 'paperless working' and without electronic access a member would be significantly limited in his or her ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.

3.21 The responsibility of each council through its Democratic Services Committee to provide support should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.

For co-opted members the support should be appropriate and proportionate.

> **Determination 6: The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to**

appropriate information.

Determination 7: The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.

Specific or additional senior salaries

3.22   The Panel has allowed for greater flexibility through the provision for authorities to apply for specific or additional senior salaries that do not fall within the current remuneration framework, or which could not be accommodated within the maximum number of senior salaries relating to the authority. If the proposed addition is approved and results in the council exceeding its cap, this will be included in the approval (with exception of Merthyr Tydfil and the Isle of Anglesey Councils – see footnote 4). Some councils have raised the possibility of operating some senior salary posts on a "job share" arrangement. The Panel is supportive of this principle and the process is set out in Paragraph 3.24.

Determination 8: The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.

3.23   Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:

   a. The total number of senior salaries cannot exceed fifty percent[4] of the membership.

   b. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.

   c. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.

   d. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

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[4] Local Government (Wales) Measure 2011 Section 142 (5) The proportion fixed by the Panel in accordance with subsection (4) may not exceed fifty percent unless the consent of the Welsh Ministers has been obtained.

3.24 **Job Sharing Arrangements**

For members of an executive: Each "sharer" will be paid 50% of the appropriate salary of the Population Group.

The statutory maximum for cabinets cannot be exceeded so both job sharers will count toward the maximum.

Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council's membership.

The Panel must be informed of the details of any job share arrangements.

The Panel's determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

4. Joint Overview and Scrutiny Committees (JOSC)

4.1 Although to date no council has made use of these arrangements the Regulations are still in force. The Panel retains the arrangements for the remuneration of chairs of Joint Overview and Scrutiny Committees and Sub-committees[5]. The payments align with those of chairs of committees of principal councils set out in Section 3. In future they may be the basis for governance in respect of regional working.

The following determinations apply:

Determination 9: The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700.

Determination 10: In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.

Determination 11: The chair of a sub committee of a JOSC is eligible for an additional payment of £1,675.

Determination 12: In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £837.

Determination 13: Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.

Determination 14: Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).

Determination 15: A deputy chair of a JOSC or sub committee is not eligible for payment.

Determination 16: Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.

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[5] http://www.assembly.wales/Laid%20Documents/SUB-LD9311%20-%20The%20Local%20Authorities%20(Joint%20Overview%20and%20Scrutiny%20Committees)%20(Wales)%20Regulations%202013-02052013-245903/sub-ld9311-e-English.pdf

4.2   The remuneration of chairs of JOSCs (or a sub-committee of JOSCs) is not prescribed and is a matter for the constituent councils to decide whether such a post will be paid. However, if a senior salary is paid, it must be at the level set out in section 4 of this report.

5. Pension Provision for Elected Members of Principal Councils

5.1   The Local Government (Wales) Measure 2011 provides a power to the Panel to make determinations on pension entitlement for elected members of principal councils.

Determination 17: The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.

6. Entitlement to Family Absence

This section applies to elected members of principal authorities.

6.1   The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013[6] and cover maternity, new born, adoption and parental absences from official business.

6.2   The Panel considered the implications for the remuneration of such members who are given absence under the terms of the Welsh Government Regulations and the Panel's determinations are set out below.

Determination 18: An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
Determination 19: When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.

Determination 20: It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
Determination 21: If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
Determination 22: When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.
Determination 23: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.

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[6] http://www.legislation.gov.uk/wsi/2013/2901/pdfs/wsi_20132901_mi.pdf

7. Payments to Members of National Park Authorities

Structure of National Park Authorities

7.1   The 3 National Parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of the 3 corresponding National Park Authorities (NPAs). In managing the National Park, the Authority has 3 main purposes:

- to protect the natural beauty of the Park;
- to help visitors enjoy and understand it; and
- to foster the wellbeing of local people.

7.2   National Park Authorities have a committee of Members who are either elected members nominated by the Principal Councils within the National Park area or are members appointed by the Welsh Government through the Public Appointments Process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

7.3   The structure of the Members' Committee at each of the 3 national parks is set out in Table 4.

Table 4: Membership of Welsh National Park Authorities

National Park Authority	Total Member ship	Principal Council Members	Welsh Government appointed Members
Brecon Beacons	24	16: Blaenau Gwent County Borough Council – 1 Carmarthenshire County Council – 2 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Powys County Council – 8 Rhondda Cynon Taf County Borough Council - 1 Torfaen County Borough Council - 1	8
Pembrokeshire Coast	18	12: Pembrokeshire County Council - 12	6
Snowdonia	18	12: Conwy County Borough Council – 3 Gwynedd Council – 9	6

7.4   In addition, Standards Committees of NPAs have Independent Co-opted members whose remuneration is included in the framework as set out in Section 9.

7.5   In considering remuneration of members of NPAs, the Panel has based its determinations on the following key points:

- NPAs manage their work via formal authority meetings, committees and task and finish groups. Each has a Development/Management/Planning Committee, and other committees include Performance and Resources and Audit and Scrutiny. Ordinary NPA members are members of at least one committee as well as being involved in site visits and inspection panels.

- There is an expectation that members will participate in training and development.

- The chair of an NPA has a leadership and influencing role in the authority, a representational role similar in some respects to that of a civic head and a high level of accountability. The chair is not only the leader of the authority but is also the public face of the particular national park and is the link with the Minister and AMs with whom they have regular meetings. The role requires a high level of commitment and time.

Basic and senior salaries

7.6   The Panel has previously determined that the role of ordinary members of an NPA should be aligned to the basic salary of a member of a principal council, and that the time commitment required is a notional 42 days per year. This remains the basis of the Panel's determinations.

7.7   Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic salary is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from 1 April 2018 in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.

7.8   Therefore, there is a corresponding increase of £50 (rounded) on the basic salary for members of NPAs from 1 April 2018.

7.9   The Panel has also previously determined that the remuneration of an NPA chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council.

7.10   The Panel has provided local flexibility so that an NPA can decide at which of two levels the roles of deputy chair and up to 2 other committee chairs can be remunerated. An NPA may choose to pay its deputy chair and/or committee chairs a salary of either £7,375 or £6,075, commensurate with the significant and sustained duties to be discharged in a particular role.

7.11   During 2016, the Panel met with members and officers of the 3 NPAs. Feedback was received during the Panel's visits about the importance of members' attendance at meetings and the impact non-attendance can have.

Additional Senior Salaries

7.12   Feedback was also received during the Panel's visits to NPAs that its determination that up to two NPA Committee Chairs could receive a senior salary could be restrictive in the NPAs discharging their governance requirements.

7.13   The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel is extending this provision to NPAs as reflected in the following principles:

   a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.

   b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.

   c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

7.14   The Panel has made the following determinations:

> **Determination 24: The basic salary for NPA ordinary members shall be £3,675.**

> **Determination 25: The senior salary of the chair of an NPA shall be £12,375.**

> **Determination 26: An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,075 or £7,375.**
>
> **Determination 27: The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.**

> **Determination 28: Members must not receive more than one NPA senior salary.**

> **Determination 29: An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.**

> **Determination 30: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.**

The Panel's determinations on Travel and Subsistence, Reimbursements of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

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8. Payments to Members of Welsh Fire and Rescue Authorities

Structure of Fire and Rescue Authorities

8.1 The 3 Fire and Rescue Services in Wales: Mid and West Wales, North Wales and South Wales and Fire and Rescue Authorities (FRAs) were formed as part of Local Government re-organisation in 1996.

8.2 FRAs comprise of elected members who are nominated by the Principal Councils within the Fire and Rescue Service area.

8.3 The structure of the each of the 3 FRAs is set out in Table 5.

Table 5: Membership of Fire and Rescue Authorities

Name of Fire and Rescue Authority	Number of Local Authority Members
Mid and West Wales	25: Carmarthenshire County Council – 5 Ceredigion County Council – 2 Neath Port Talbot County Borough Council – 4 Pembrokeshire County Council – 3 Powys County Council – 4 Swansea City and County Council – 7
North Wales	28: Conwy County Borough Council – 5 Denbighshire County Council – 4 Flintshire County Council – 6 Gwynedd Council – 5 Isle of Anglesey County Council – 3 Wrexham County Borough Council – 5
South Wales	24: Bridgend County Borough Council – 2 Blaenau Gwent County Borough Council – 1 Caerphilly County Borough Council – 3 Cardiff City Council – 5 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Newport City Council - 2 Rhondda Cynon Taf County Borough Council - 4 Torfaen County Borough Council – 2 Vale of Glamorgan Council -2

8.4 In addition, Standards Committees of FRAs have independent co-opted members whose remuneration is included in the framework as set out in Section 9.

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8.5   In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:

- The chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. In addition to fire authority meetings, all FRAs have committees that include in different combinations: audit, performance management, scrutiny, human resources, resource management as well as task and finish groups and disciplinary panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.

- There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.

- Training sessions often follow on from authority meetings to make the training accessible.

Basic and Senior Salaries

8.6   The Panel has previously determined the remuneration of ordinary members of an FRA should be aligned to the basic salary of a member of a principal council and the time commitment required is a notional 20 days per year. This remains the basis of the Panel's determinations.

8.7   Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic annual salary of elected members is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from the date of the authority's Annual General Meeting in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.

8.8   Therefore, there is a corresponding increase of £30 (rounded) on the basic salary for members of FRAs from the date of the authority's Annual General Meeting.

8.9   The Panel determined that the remuneration of an FRA chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council.

8.10   The Panel determined that the remuneration of an FRA deputy chair where there is significant and sustained senior responsibility will be aligned with the Band 5 senior salary.

8.11   The Panel has determined that up to two FRA committee chairs where there is significant and sustained responsibility can be remunerated.

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8.12 During 2016, the Panel met with members and officers of the 3 FRAs. Feedback was received about the importance of members' attendance at meetings and the impact non-attendance can have.

Additional Senior Salaries

8.13 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel is extending this provision to FRAs as reflected in the following principles.

  a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.

  b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.

  c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

Local Pension Boards

8.14 The Panel has considered requests from FRAs to allow them to pay salaries to chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the chair and members if they wish. Therefore it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board chairs. The senior salaries in Determination 33 or 34 cannot be used exclusively for this role.

 8.15 The Panel has made the following determinations:

Determination 31: The basic salary for FRA ordinary members shall be £1,745.
Determination 32: The senior salary of the chair of an FRA shall be £10,445.
Determination 33: An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,445.
Determination 34: The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 35: Members must not receive more than one FRA senior salary.

Determination 36: An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility

Determination 37: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

The Panel's determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

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9. Payments to co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities [7]

9.1   The Panel has determined that a daily/half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010.

9.2   Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid.

9.3   The determinations are set out below:

> **Determination 38: Principal councils, NPAs and FRAs must pay the following fees to co-opted members (Table 6) (who have voting rights).**

Table 6: Fees for co-opted members (with voting rights)

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)
Community and town councillors sitting on principal council standards committees	£198 (4 hours and over) £99 (up to 4 hours)

> **Determination 39: Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.**

> **Determination 40: Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).**

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[7] This section does not apply to co-opted members to community and town councils.

Determination 41: The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.

Determination 42: Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

The Panel's determinations on Travel and Subsistence, Reimbursement of costs of care and Family Absence are now set out in separate sections of this Annual Report.

10. Reimbursement of Costs of Care

10.1 This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. The same provision for Community and Town Councils is given in section 13.

10.2 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.

10.3 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

> **Determination 43: All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.**

11. Sickness Absence for Senior Salary Holders

11.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included.

11.2 Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:

- Operating without the individual member but still paying him/her the senior salary.

- Replacing the member who therefore loses the senior salary (but retains the basic salary).

11.3 The Panel has considered this and is amending the Framework to provide specific arrangements for long term sickness as set out below:

   a) Long term sickness is defined as certified absences in excess of 4 weeks.

   b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).

   c) Within these parameters a senior salary holder on long term sickness can, if the authority decides continue to receive remuneration for the post held.

   d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.

   e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).

   f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.

   g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least

six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

11.4   This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

Note:

The Family Absence Regulations apply to elected members in cases of maternity, new born, adoption and parental absences from official business. They do not apply to Welsh Government appointed members.

12. Reimbursement of Travel and Subsistence Costs when on Official Business

12.1 This section applies to members of principal authorities, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. (Similar provision for Community and Town Councils is contained in section 13 as there is a different approach to such members, principally that the provision is permissive.)

12.2 Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official duties. Expenses reimbursed to members by their local authority are exempt from Income Tax and employee NICs.

12.3 The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.

12.4 The Panel has determined there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and/or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:

Reimbursement of mileage costs

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles in a year by car
5p per mile	Per passenger carried on authority business
24p per mile	Motor cycles
20p per mile	Bicycles

12.5 Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Reimbursement of other travel costs

12.6 All other claims for travel must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

Reimbursement of subsistence costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and/or family

12.7 These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.

12.8 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.

12.9 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.

12.10 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

13. Payments to Members of Community and Town Councils

13.1   The Panel has had responsibility for the remuneration of community and town councils since the Measure of 2011 and its first determinations for such members came into effect in the financial year 2013/2014. Subsequent Annual Reports have developed ideas for remuneration of community and town councillors, allowing flexibility to meet appropriate responsibilities.

13.2   The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.

13.3   Since producing its last report, the Panel met with 104 Councillors and Clerks representing 68 Community and Town Councils in 4 meetings it held across Wales. The discussions confirmed the widely held view that the roles individual councils undertake varied significantly. Subsequent research the Panel undertook into councils' income and expenditure and councillor to population ratios further supported the wide variation.

13.4   The Panel is of the view that in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1m and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.

13.5   Therefore the Panel is proposing to form groups of Community and Town Councils to reflect these differences. The Panel examined a range of measures they could use as the basis for any groupings and it considers that 3 groups based on the level of income *or* expenditure, whichever is the highest, in the previous financial year, is most appropriate. Using income *or* expenditure figures better reflects the activity levels of a council than population ratios which the Panel found did not correlate to income or expenditure. It is also easy for councils to understand which group they belong to.

13.6   In the draft report the Panel proposed a range of mandatory payments for councils. As part of the consultation on the draft report, the Panel received some helpful feedback from councils with income or expenditure of less than £30,000 which outlined the disproportionate impact this would have on their precept and administrative costs. The Panel has considered this and adjusted its groupings as set out in table 7 below.

In creating these three groups it has reflected that councils with income or expenditure in excess of £200,000 are subject to section 40 of the Wellbeing of Future Generations Act; approximately 50% have income or expenditure

below £30,000; and those councils with income or expenditure of between £30,000 and £200,000 are likely to have a greater range of responsibilities.

The Panel has reflected different payment requirements for councils in each of these three groups as set out in the remainder of this report. The Panel will be considering further differentiations based on the groups in the future.

Table 7: Community and Town Council Groupings

Community and Town Council Group	Income *or* Expenditure in 2017-18 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

13.7   The Panel is of the view that Community and Town Councillors are not volunteers because further to the democratic process they have accepted formal responsibilities and all face some degree of liability, in respect of the Council functions they are running. Also, the Panel wants any member who has personal support needs and / or caring responsibilities to be able to fulfil their role. To reflect this, the Panel is mandating payment of a contribution to costs and expenses for members of councils in Groups A and B; and authorising payment of a contribution to costs and expenses to be made available for members of councils in Group C as set out in determinations 44 and 45. The Panel is also mandating reimbursement of cost of care for all members of Community and Town Councils as set out in determination 51.

13.8   The Panel is also of the view that Councils in Group A are likely to have a greater number of committees reflecting its level of activity; and therefore is additionally mandating the payment for senior roles as set out in Determination 46.

13.9   Where not mandated, each determination requires a formal decision by each of these community or town councils annually. A Council can adopt any or all of the non-mandated determinations but if it does make such a decision, it must apply to all its members.

13.10 In all cases, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

13.11 In the event of a member of the council standing down during the year, it is a matter for the council to decide whether or not to reclaim any payments made.

13.12 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any Community or Town Council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role.

Payments towards costs and expenses

13.13 The Panel is mandating payment of a contribution to costs and expenses for members of councils in Groups A and B; and authorising payment of a contribution to costs and expenses to be made available for members of councils in Group C. Receipts are not required for these payments.

> **Determination 44: Community and town councils in Groups A and B must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.**

> **Determination 45: Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.**

Senior roles

13.14 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles. Councils in Groups B and C are authorised to pay up to five responsibility payments for specified roles.

> **Determination 46: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.**

> **Determination 47: Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.**

Reimbursement of travel costs and subsistence costs

13.15 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially

where the council area is geographically large and/or when engaging in duties outside this area.

Determination 48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. [8] Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- **45p per mile up to 10,000 miles in the year.**

- **25p per mile over 10,000 miles.**

- **5p per mile per passenger carried on authority business.**

- **24p per mile for private motor cycles.**

- **20p per mile for bicycles.**

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- **£28 per 24-hour period allowance for meals, including breakfast where not provided.**

- **£200 – London overnight.**

- **£95 – elsewhere overnight.**

- **£30 – staying with friends and/or family overnight.**

Compensation for financial loss

13.16 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties.

Determination 50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- **Up to £34.00 for each period not exceeding 4 hours:**

- **Up to £68.00 for each period exceeding 4 hours but not exceeding 24**

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[8] Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

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hours.

Reimbursement of the costs of care

13.17 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.

13.18 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 51: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Civic Head / Deputy Civic Head Honoraria

13.19 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils should be authorised to pay an honorarium for these roles. In previous annual reports the Panel did not determine a maximum level of payment to mayors/chairs and their deputies.

13.20 The Panel's consultation meetings this year, confirmed that the majority of community and town councils make no or very modest payments to their civic leaders and that some of them are reporting the budget allocated for civic functions and civic expenditure rather than the amount paid as personal senior salary to the individual.

13.21 The Panel is concerned only with the amount paid to the mayors/chairs as an honorarium to be used or retained at their discretion. This is separate from a budget for mayoral/chair activities. The Panel has determined that the maximum amount to be paid to a chair/mayor of a community or town council in this way shall be £1,500. The maximum amount to be paid to a deputy mayor/chair in this way shall be £500.

Determination 52: Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 53: Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Publicity requirements

13.22 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments. This information must be published on council noticeboards and/or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the year to which the payments relate. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are in breach of this requirement.

14. Compliance with Panel Requirements

The Panel's remit under the Measure

14.1 Section 153 of the Measure empowers the Panel to require a relevant authority[9] to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.

14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

14.3 The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:

(i)   A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.

(ii)   A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.

(iii)   Any amendments to the Schedule made during the year must be conveyed to the Panel as soon as possible after the amendment is made.

Note: The above requirements do not apply to community and town councils at this time. **The following applies to all authorities including community and town councils.**

(iv)   A relevant authority must make arrangements for publication within the authority area of the total sum paid by it to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements) as soon as practicable and no later than 30 September following the close of the year to which it relates. It must be submitted to the Panel no later than that date.

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[9] Interpretation of "Relevant Authority" provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, 'Interpretation'.

15. Salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities and Chief Officers of Principal Councils

15.1   Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (normally the chief executive or chief fire officer). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils.

15.2   The Welsh Government issued amended guidance to the Panel which can be found at http://gov.wales/docs/dsjlg/publications/localgov/160212-irp-guide-salaries-en-v2.pdf .This sets the basis on which the Panel will carry out the function contained in the legislation.

15.3   In essence the functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:

a) If a principal council intends to change the salary of the head of paid service or chief officer, or if a fire and rescue authority intends to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.

b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.

c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.

d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.

e) The Panel's recommendation(s) could indicate:
- approval of the authority's proposal
- express concerns about the proposal
- recommend variations to the proposal

as long as these comply with any guidance issued by the Welsh Government.

15.4   The Panel also has a general power to review the Pay Policy Statements of authorities so far as they relate to the heads of paid service (and chief officers

until 2020).

15.5 It is important to note the Panel will not decide the amount an individual head of paid service will receive.

15.6 The Panel is very aware that this additional function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it will ensure that it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are encouraged to consult the Panel at an early stage in their decision making on such matters. This will enable the Panel to respond in a timely manner.

Pay Policy Statements

15.7 Paragraph 3.7 of the guidance to the Panel from the Welsh Government states that "The legislation does not restrict the Panel to a reactive role". It allows the Panel to use its power to make recommendations relating to provisions within local authorities Pay Policy Statements. The Panel has considered this in the context of it resources and has decided that these limit the time that could be applied to this open power. So it will examine changes from year to year of the salaries of Chief Executives and Chief Officers to ensure that these comply with the requirements of the legislation.

Reuben Bergman

Head of Human Resources

Vale of Glamorgan Council

rbergman@valeofglamorgan.gov.uk

30 January 2017

Dear Mr Bergman

Reduction in Salary for a Chief Officer Post

Your email dated 25th January has been considered by the Independent Remuneration Panel for Wales. All members of the Panel expressed their views on the proposal, and as you requested to receive the Panel's comments on this proposal prior to 9th February, this was done by email.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

    a) Approve the proposals
    b) Express concerns about the proposals
    c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal for a reduction to the salary of your Director of Social Services as submitted.

Yours sincerely

John Bader

Chair

Nick Jarman
Director of Social Services, Health and Housing
Neath Port Talbot County Borough Council

n.jarman@npt.gov.uk

27 February 2017

Dear Mr Jarman,

Honorarium Payment to the Head of Children and Young People's Services

Your letter dated 15 February 2017, accompanying documentation and explanatory email was considered by the Independent Remuneration Panel for Wales at their meeting on 22 February. All members of the Panel were present and therefore the meeting was quorate. One member of the Panel declared a conflict of interest and took no part in the discussion.

The Panel considered whether an honorarium paid to a chief officer fell within the Panel's remit. It consulted the *Amended Guidance to the Independent Remuneration Panel for Wales under Section 43A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act 2015,* issued by the Welsh Government. The guidance does not define salary, so the Panel applied the ordinary meaning of the word, namely remuneration in return for services under a contract of employment. The Panel is satisfied that its remit covers all such payments, including those termed honoraria, temporary promotion allowances, bonuses or any other term which distinguishes them from the basic salary. The Panel also considered the Honorarium Policy of Neath Port Talbot council and note that it excludes chief officers. The Panel concluded that making an additional payment to a chief officer in recognition of his or her additional duties is an alteration to the salary that does fall within the Panel's remit.
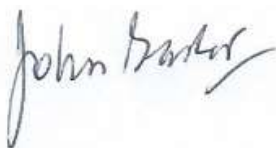
Given that the initial addition to the salary was effective from March 2016 it is clear therefore that Neath Port Talbot council were in breach of their duty under the legislation to consult the Panel.

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In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

a) Approve the proposal
b) Express concerns about the proposal
c) Recommend a variation to the proposal

Having examined the submission from your authority in respect of the continuation of the additional payment, it is the decision of the Panel to approve the proposal as submitted. The Panel however is concerned that the council's failure to consult the Panel is an indication that the council has not been as transparent as it might have been in deciding to alter the salary of this particular chief officer. Your letter is clear that this honorarium payment will cease on the 31st August 2017, either because of the appointment of a Head of Adult Services or because of the introduction of a new management structure. If a new management structure is introduced and results in changes to the salaries (including additions/honoraria) of chief officers of the council the Panel expects that it will be consulted in a timely manner and full disclosure of the justification for the changes will be provided.

Yours sincerely

John Bader

Chair

Carys Edwards MA FCIPD
Penaeth Proffesiwn AD – Head of Profession HR
Cyngor Sir Ynys Mon County Council
Council Officer
Llangefni
Ynys Mon
LL77 7TW

26 July 2017

Dear Ms Edwards,

Head of Children's Service – Increase in Salary Level

Your emails dated 29 June, 5th July and 13 July and the enclosed report from your Chief Executive have been considered by the Independent Remuneration Panel for Wales at its meeting on 19th July. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

  a) Approve the proposals
  b) Express concerns about the proposals
  c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to increase the current salary level of the vacant Head of Children's Service of £59,757 – £65,933 to a maximum of £74,000.

Yours sincerely

John Bader

Chair

Nick Jarman
Director of Social Services, Health and Housing
Neath Port Talbot County Borough Council

n.jarman@npt.gov.uk

26 July 2017

Dear Mr Jarman

Your letter dated 5 July with its proposal to extend the honorarium payment to the Head of Children and Young People's Services until 31st December 2017 was considered by the Panel at its meeting on the 19 July. All members of the Panel were present and therefore the meeting was quorate. One member of the Panel declared a conflict of interest and took no part in the discussion.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

  a) Approve the proposals
  b) Express concerns about the proposals
  c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to extend the honorarium payment until 31st December 2017. The Panel expect this to be a final extension and to see any relevant proposals for the restructuring of the Senior Management Team in due course.

Yours sincerely

John Bader

Chair

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Will Godfrey
Chief Executive
Newport City Council

20 September 2017

Dear Mr Godfrey

Decrease of Chief Education Officer Salary

The email sent on your behalf by Rachael Davies dated 6 September 2017 with the enclosed report *Review of the Chief Education Officer Salary at Newport City Council September 2017* has been considered by the Independent Remuneration Panel for Wales at its meeting on 13 September. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

   a) Approve the proposals
   b) Express concerns about the proposals
   c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to decrease the current salary level of the Chief Education Officer from Band 1 (£82,261 - £90,923) to Band 2 (£73,841 - £79,514) following your revision of the job description for the Chief Education Officer with the accountability for the regional focus being removed.

Yours sincerely

John Bader
Chair

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Cllr Thompson-Hill
Chair of Senior Remuneration Panel
Denbighshire County Council

C/o

sophie.vaughan@denbighshire.gov.uk

24 November 2017

Dear Cllr Thompson-Hill

Your submission sent on the 7 November with its proposed salary package for the replacement chief executive officer to be recruited by 1 April 2018 was considered by the Panel at its meeting on the 15 November. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

a) Approve the proposals
b) Express concerns about the proposals
c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to remove the Performance Related Pay element of up to 12% of the annual salary and for the top point of the proposed three point incremental grade to be £127,513, the same amount as the current chief executive's salary.

Yours sincerely

John Bader

Chair

Carys Edwards MA FCIPD
Penaeth Proffesiwn AD
Head of Profession HR
Cyngor Sir Ynys Mon – Isle of Anglesey
County Council
Council Offices
Llangefni
Ynys Mon
LL77 7TW

14 December 2017

Dear Ms Edwards

Head of Learning – increased salary range

Your email dated 24 November 2017 with the enclosed *Report to the Independent Remuneration Panel* has been considered by the Independent Remuneration Panel for Wales at its meeting on 13 December. Five out of the six members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

    a) Approve the proposals
    b) Express concerns about the proposals
    c) Recommend a variation to the proposals

Having examined the submission from your authority, in the light of the particular issues in relation to Education, it is the decision of the Panel to approve the proposal to increase the salary of the Head of Learning from the current spot point salary of £72,114 to a range of £72,810 - £82,293

Yours sincerely

John Bader

John Bader

Chair

Annex 1: The Panel's Determinations for 2018/19

Principal Councils	
1.	Basic salary in 2018/19 for elected members of principal councils shall be £13,600.
2.	The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in Table 2.
3.	The Panel has determined that (where paid) civic salaries at the levels as set out in Table 3 and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.
6.	The Panel has determined that each authority, through its Democratic Services Committee, must ensure all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.
7.	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.
Specific or Additional Senior Salaries	
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Joint Overview and Scrutiny Committees	
9.	The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700.
10.	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.
11.	The chair of a sub committee of a JOSC is eligible for an additional payment of £1,675.

12.	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £837.
13.	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.
14.	Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).
15.	A deputy chair of a JOSC or sub committee is not eligible for payment.
16.	Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.

Local Government Pension Scheme

17.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.

Family Absence

18.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
19.	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
20.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
21.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
22.	When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

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23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
National Park Authorities	
24.	The basic salary for NPA ordinary members shall be £3,675.
25.	The senior salary of the chair of an NPA shall be £12,375.
26.	An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,075 or £7,375.
27.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
28.	Members must not receive more than one NPA senior salary.
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.
Fire and Rescue Authorities	
31.	The basic salary for FRA ordinary members shall be £1,745.
32.	The senior salary of the chair of an FRA shall be £10,445.
33.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,445.
34.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
35.	Members must not receive more than one FRA senior salary.
36.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
37.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.
Co-opted Members	

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38.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 6.
39.	Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
40.	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
41.	The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
42.	Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
Reimbursement of Costs of Care	
43.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
Community and Town Councils	
44.	Community and town councils in Groups A and B must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
45.	Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
46.	Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
47.	Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.

48.	Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. [10] Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.
49.	If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims: • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and/or family overnight.
50.	Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: • Up to £34.00 for each period not exceeding 4 hours. • Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.
51.	Community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
52.	Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.

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[10] Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

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| 53. | Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed. |

Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:

a) **for the remuneration of members and co-opted members of relevant authorities**

b) **for functions relating to the salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities**

c) **Chief officers of Principal Councils**

Introduction

Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 (*the Measure*) set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales (the Panel).

Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013 amends sections 142, 143, 144, 147, 148 and 151 of the Measure and confers additional powers on the Panel.

The powers contained in part 8 and schedules 2 and 3 of the Measure (as amended) have replaced the following Statutory Instruments:

- The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002 (No. 1895 (W.196)).

- The Local Authorities (Allowances for Members of Fire Authorities) (Wales) Regulations 2004 (No. 2555 (W.227)).

- The Local Authorities (Allowances for Members) (Wales) Regulations 2007 (No.1086 (W.115)).

The Measure also has replaced the sections of the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 relating to payments to councillors in Wales.

Allowances for members of community and town councils are set out in Part 5 of these Regulations. The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 (No. 895(W.115)) were revoked from 1st April 2013.

Part 1

General

1.   a.   The short title of these Regulations is: "IRPW Regulations".

b. The IRPW Regulations came into force on 1 April 2012. The implementation date for each of the relevant authorities is set out in the Annual Report or Supplementary Report of the Panel.

c. Authorities are required to produce a schedule of payments to members and co-opted members no later than the 31st July each year, for submission to the Panel and publication (see paragraph 46).

Interpretation

2. In the IRPW Regulations:

- "The 1972 Act" means the Local Government Act 1972.

- "The 2000 Act" means the Local Government Act 2000.

- "The 2013 Act" means the Local Government (Democracy) (Wales) Act 2013.

- "Allowance" means the actual or maximum amount which may be reimbursed to members and co-opted members of a relevant authority for expenses necessarily incurred when carrying out the official business of the relevant authority.

- "Annual report" means a report produced by the Panel in accordance with section 145 of the Measure.

- "Approved duty" in relation to community and town councils has the meaning as set out in Part 5 of these Regulations.

- "Attendance Allowance" in relation to community or town councils has the meaning set out in Part 5 of these Regulations.

- "Authority" means a relevant authority in Wales as defined in Section 144(2) of the Measure, and includes a local authority (county or county borough council), a national park authority and a Welsh fire and rescue authority, a community or town council.

- "Basic Salary" has the same meaning as set out in paragraph 6 of these Regulations, and may be qualified as "LA Basic Salary" to refer to the basic salary of a member of a principal council; "NPA Basic Salary" to refer to the basic salary of a member of a national park authority; and "FRA Basic Salary" to refer to the basic salary of a member of a Welsh fire and rescue authority.

- "Chief Officer" of a principal authority has the meaning as defined in the Localism Act 2011.

- "Civic Head" is the person elected by the council to carry out the functions of the chair of that council and is designated as mayor or chair.

- "Committee" includes a sub-committee.

- "Community or town council" means in relation to Part 8 of the Measure, a community council as defined in section 33 of the Local Government Act 1972 or a town council in accord with section 245B of the same Act.

- "Consultation draft" means the draft of an Annual or Supplementary report under Section 146 (7) or 147(8) of the Measure, representations on which must be taken into account by the Panel.

- "Constituent authority" – for national park authorities this is a local authority falling within the area of a national park authority; for Welsh fire and rescue authorities it is a local authority falling within the area of a fire and rescue authority.

- "Controlling group" means a political group in a local authority where any of its members form part of the executive.

- "Co-opted Member" has the meaning contained in section 144 (5) of the Measure, that is those with the right to vote on matters within the purview of the committee on which they serve.

- "Co-opted Member fee" has the same meaning as set out in paragraph 19 of these Regulations.

- "Costs of Care" has the same meaning as set out in paragraph 21 of these Regulations.

- "Democratic Services Committee" means the local authority committee established under section 11 of the Measure.

- "Deputy Civic Head" is a person elected by the council to deputise for the mayor or chair of that council.

- "Executive" means the executive of an authority in a form as specified in sections 11(2) to (5) of the 2000 Act, as amended by section 34 of the Measure.

- "Executive arrangements" has the meaning given by section 10(1) of the 2000 Act.

- "Family absence" as defined in Section 142 (2) (b) of the Measure has the meaning given to it by Part 2 of the Measure, and contained in the Regulations relating thereto.

- "Financial Loss Allowance in relation to community or town councils has the meaning as set out in Part 5 of the Regulations.

- "Fire and rescue authority" means an authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.

- "Head of paid service" means as designated under section 4(1) of the Local Government and Housing Act 1989.

- Joint Overview and Scrutiny Committee means a committee or sub committee set up by two or more principal councils under the Local Authority (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.

- "Largest opposition group" means a political group other than a controlling group which has a greater number of members than any other political group in the authority.

- "Local authority" means a county or county borough council.

- "Member" means in respect of a local authority or a community or town council a person who has been elected to serve as a councillor for that authority; for a national park authority means a member appointed by a constituent authority and also a person appointed by Welsh Ministers; for Welsh fire and rescue authorities means a member appointed by a constituent authority.

- "National Park Authority" means a national park authority established under section 63 of the Environment Act 1995.

- "Official business" has the meaning contained in Section 142 (10) of the Measure in relation to the payment of allowances for care, travel and subsistence as reimbursement of expenses necessarily incurred by members and co-opted members of a relevant authority (excluding community and town councils) when:

  a. Attending a meeting of the authority or any committee of the authority or any body to which the authority makes appointments or nominations or of any committee of such a body.

  b. Attending a meeting of any association of authorities of which the authority is a member.

  c. Attending a meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.

  d. Attending any training or development event approved by the authority or its executive.

  e. A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.

  f. A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.

  g. A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.

  h. A duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of local authority functions.

  i. Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.

- "Other political group" means a political group other than a controlling group or the largest opposition group (if any) which comprises not less than ten per cent of the members of that authority.

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- "Overview and Scrutiny Committee" means a committee of the authority which has the powers set out in sections 21(2) and (3) of the 2000 Act, as amended by Part 6 of the Measure.

- "Panel" means the Independent Remuneration Panel for Wales as set out in section 141(1) and schedule 2 of the Measure.

- "Pay policy statement" means a statement produced by a relevant authority under section 38 of the Localism Act 2011.

- "Presiding Member" means a member of a principal council who has been designated by that council to carry out functions in relation to the chairing of its meetings and proceedings.

- "Principal council" means a county or county borough council.

- "Proper officer" has the same meaning as in section 270(3) of the 1972 Act.

- "Public body" means a body as defined in section 67(b) of the 2013 Act.

- "Qualifying provision" means a provision that makes a variation to a previous decision of the Panel. (Section 65 (c) of the 2013 Act).

- "Qualifying relevant authority" is an authority within the meaning of section 63 of the 2013 Act, required to produce a pay policy statement.

- "Relevant authority" is set out in Section 144(2) of the Measure (as amended) and in section 64 of the 2013 Act and, for the purposes of these Regulations, includes a local authority/principal council, a community or town council, a national park authority and a Welsh fire and rescue authority.

- "Relevant matters" are as defined in Section 142(2) of the Measure.

- "Schedule" means a list setting out the authority's decisions in respect of payments to be made during the year (as relating to that authority) to all members and co-opted members of that authority.

- "Senior Salary" has the same meaning as set out in paragraph 11 of these Regulations and may be qualified as "Local Authority/Principal council Senior Salary" to refer to the senior salary of a member of a principal council; "National Park Senior Salary" to refer to the senior salary of a member of a national park authority; or "Fire and Rescue authority Senior Salary" to refer to the senior salary of a member of a Fire and Rescue authority.

- "Sickness absence" means the arrangements as set out in the Annual Report.

- "Supplementary report" has the meaning contained in section 146(4 to 8) of the Measure.

- "Travelling and subsistence allowance" has the same meaning as set out in paragraph 25 of these Regulations.

- "Year" has the following meanings:

"financial year" – the period of twelve months ending 31 March;

"calendar year" – the period of twelve months ending 31 December;

"municipal year" – the year commencing on the date of the annual meeting of the local authority and ending the day before the annual meeting of the following year; for national park authorities and Welsh fire and rescue authorities it is the period of up to twelve months following the annual meeting of the authority.

Part 2: Schedule of member/co-opted member remuneration

Commencement of term of office

3.   The term of office of:

- A member of a local authority or community or town council begins 4days following the election subject to making the declaration of acceptance of that office under section 83(1) of the 1972 Act.

- A councillor member of a national park authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of a Welsh Government appointed member begins on the date of that appointment. The term of office of the chair and deputy chair of the national park authority begins on the date of election by that authority to that office.

- A councillor member of a Welsh fire and rescue authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of the chair and deputy chair of the fire and rescue authority begins on the date of election by that authority to that office.

- A co-opted member of a relevant authority begins on the date of appointment by the relevant authority.

Schedule of member remuneration (the Schedule) (does not apply to community or town councils – see Part 5)

4.   An authority must produce annually, a schedule of payments it intends to make to its members and co-opted members. The amount of those payments must accord with the Panel's determinations made for that year in its Annual or Supplementary Reports. The Schedule must be produced no later than four weeks following the annual meeting of the authority.

Amendment to the Schedule

5.   An authority may amend the Schedule at any time during the year (as relating to the authority) provided that such amendments accord with the Panel's determinations for that year.

Basic salary

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6.   An authority must provide for the payment of a basic salary, as determined by the Panel in its Annual or Supplementary Reports, to each of its members. The amount of the salary must be the same for each member. For principal councils only, this salary remains payable during a period of family absence.

7.   A member may not receive more than one basic salary from a relevant authority, but a member of one relevant authority may receive a further basic salary by being appointed as a member of another relevant authority (except in the case as indicated in paragraph 16).

8.   The amount of the basic salary will be set in accordance with Section 142(3) of the Measure and will be one of the following:

   •   The amount the authority must pay to a member of the authority.

   •   The maximum amount that the authority may pay to a member of the authority.

9.   Where the term of office of a member begins or ends other than at the beginning or end of the year (as relating to the authority), the entitlement of that member is to such proportion of the basic salary as the number of days during which the member's term of office subsists during that year bears to the number of days in that year.

10.   Where a member is suspended or partially suspended from being a member of an authority (Part 3 of the 2000 Act refers) the part of the basic salary payable to that member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

Senior salary

11.   Subject to paragraphs 12 to 18 an authority can make payments of a senior salary to members that it has given specific responsibilities. Such payments must accord with the Panel's determination for the year (as relating to the authority) that the payments are made and must be set out in the Schedule of that authority. For principal councils only, a senior salary will remain payable during the family absence of the office holder.

12.   The Panel will prescribe in its Annual or Supplementary Reports the following:

   •   The categories of members eligible for the payment of a senior salary which may not be the same for all authorities or categories of authorities.

   •   The discretion available to authorities in relation to the payment of senior salaries which may not be the same for all authorities or categories of authorities.

13.   The amount of the senior salaries payable will be in accordance with section 142(3) of the Measure and specify:

- The amount that a relevant authority must pay to a member of the authority.
- The maximum amount that a relevant authority may pay to a member of the authority.

14. The Senior Salary will comprise an amalgam of the basic salary and an additional amount for the relevant specific responsibility determined by the Panel in its Annual or Supplementary Reports. This may not be the same for all authorities or categories of authorities.

15. The Panel in its Annual or Supplementary Reports will determine either the maximum proportion of its membership or the total number of members that an authority can pay as senior salaries. The percentage may not exceed fifty percent without the express approval of Welsh Ministers (Section 142(5) of the Measure). For principal councils only, the maximum proportion or number may be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder (subject to the 50% limit).

15(a). For principal councils, Fire and Rescue Authorities and National Park Authorities the maximum proportion or number may be exceeded to include the payment of a senior salary to an additional member who is appointed to provide temporary cover for the sickness absence of a senior salary holder as determined in the Annual Report or a Supplementary Report.

15(b). Payments to chairs of Joint Overview and Scrutiny Committees or Sub Committees are additional to the maximum proportion of its membership that an authority can pay as senior salaries subject to the overall maximum of fifty percent as contained in Section 142(5) of the Measure. The Panel will determine the amounts of such payments in an Annual or Supplementary Report.

16. An authority must not pay more than one senior salary to any member. A principal council member in receipt of a senior salary as leader or executive member of a local authority (determined as full-time by the Panel) may not receive a second salary as a member appointed to serve on a national park authority or a Welsh fire and rescue authority.

16(a). Paragraph 16 does not apply to payments made to a chair of a Joint Overview and Scrutiny Committee or Sub Committee who is in receipt of a senior salary for a role that is not classified as full time equivalent. It continues to apply to leaders or members of the executive.

17. Where a member does not have, throughout the year specific responsibilities that allow entitlement to a senior salary, that member's payment is to be such proportion of the salary as the number of days during which that member has such special responsibility bears to the number of days in that year.

18. Where a member is suspended or partially suspended from being a member of the authority (Part 3 of the 2000 Act refers) the authority must not make

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payments of the member's senior salary for the duration of the suspension (Section 155(1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the basic salary.

Co-opted member payment

19. A relevant authority must provide for the payment of a fee to a co-opted member as determined by the Panel in its Annual or Supplementary Reports. In relation to this regulation 'co-opted member' means a member as determined in Section 144(5) of the Measure and set out in paragraph 2 of these Regulations.

20. Where a co-opted member is suspended or partially suspended from an authority (Part 3 of the 2000 Act refers) the authority must not make payment of a co-opted member fee for the duration of the suspension (Section 155(1) of the Measure).

Allowances

Costs of Care

21. Authorities must provide for the payment to members and co-opted members of an authority the reimbursement in respect of such expenses of arranging the care of children or dependants or for the individual member as are necessarily incurred in carrying out official business as a member or co-opted member of that authority. Payments under this paragraph must not be made:

- In respect of any child over the age of fifteen years or dependant unless the member/co-opted member satisfies the authority that the child or dependant required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member.

- To more than one member/co-opted member of the authority in relation to the care of the same child or dependant.

- Of more than one reimbursement for care to a member or co-opted member of the authority who is unable to demonstrate to the satisfaction of the authority that the member/co-opted member has to make separate arrangements for the care of different children or dependants.

22. The maximum amount of the cost of care payable by an authority is to be determined by the Panel in its Annual or Supplementary Reports.

23. Where a member/co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers) the part of the reimbursement of the cost of care payable to that member/co-opted member in receipt of the responsibilities or duties from

which that member/co-opted member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

24. An authority's Schedule must stipulate the maximum amount of the reimbursement of costs of care payable each month and its arrangements for making claims, taking full account of the Panel's determinations in this respect.

Travel and subsistence allowances

25. Subject to paragraphs 26 and 27 below a member or co-opted member is entitled to receive payments from the authority by way of travelling and subsistence allowances at rates determined by the Panel in its Annual or Supplementary Reports. Such allowances are in respect of expenditure incurred by a member or co-opted member in the performance of the official business of the authority.

(Paragraphs 26 & 27 apply only to principal councils)

26. Payment of a subsistence allowance to a local authority member for the performance of official business within the boundaries of a county or county borough where s/he is a member should only be made when the authority is satisfied that it can be justified on economic grounds. This does not apply in respect of co-opted members of a local authority who live outside that authority.

27. A local authority may make provision, subject to any limitations it thinks fit, for members to claim mileage expenses for official business in connection with constituency or ward responsibilities where they arise out of the discharge of the functions of the county or county borough.

28. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers), travelling and subsistence allowances payable to that member/co-opted member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

Part 3: Further provisions

Pensions

29. Under Section 143 of the Measure, the Panel may make determinations in respect of pension arrangements for local authority members in its Annual or Supplementary Reports. Such determinations may:

- Describe the description of members for whom a local authority will be required to pay a pension.

- Describe the relevant matters in respect of which a local authority will be required to pay a pension.

- Make different decisions for different principal councils.

Allowances to support the function of a local authority member

30. A local authority must provide for the requirements of a member to undertake their role and responsibilities more effectively. The way in which this support should be provided is determined by the Panel in its Annual or Supplementary Reports.

Payment of expenses for official and courtesy visits

31. The arrangements contained in Section 176 of the Local Government Act 1972 will continue to apply but no payment may be made to a person under that arrangement when a payment has been made to that person pursuant to any payment made under these Regulations.

Arrangements in relation to family absence

32. Part 2 of the Measure sets out the rights of local authority members in relation to family absence. The Panel will set out its determinations and the administrative arrangements in relation to the payment of salaries and allowances by principal councils in this respect in its Annual or Supplementary Reports.

Sickness Absence

32(a) Arrangements in respect of the long term sickness absence of senior salary holders of principal authorities, Fire and Rescue Authorities and National Park Authorities will be as set out in the Panel's Annual Report or Supplementary Report.

Part 4: Salaries, allowances or fees

Repayment of salaries, allowances or fees

33. An authority must require that such part of a salary, allowance or fee be repaid where payment has already been made in respect of any period during which the member or co-opted member concerned:

- is suspended or partially suspended from that member's/co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.

- ceases to be a member or co-opted member of the authority.

- or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing salaries, allowances or fees

34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a salary, allowance or fee under the determination of the Panel for that particular year (as relating to the authority).

Part 5: Specific provisions relating to community and town councils ("the council")

Interpretation

35. For the purposes of this Part the term member means both an elected member and a co-opted member.

Allowances

36. Allowances:

a) The Annual Report or a Supplementary Report determines the arrangements and amount of an annual payment to members in respect of costs incurred in carrying out the role of a member and if appropriate take account of the variation in size or financial circumstances of different councils.

b) The council can if it so decides make payments to members in respect of costs of travel for attending approved duties inside or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.

c) The council can if it so decides reimburse subsistence expenses to its members when attending approved duties inside or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.

d) The council can if it so decides pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties outside the area of the council. The Allowances will be set out in the Annual or Supplementary Report of the Panel.

e) The council can if it so decides pay an allowance to the chair or mayor of the council for the purposes of undertaking the role of that office. The allowance will be set out in the Annual or Supplementary Report of the Panel.

f) The Annual Report or a Supplementary Report determines the arrangements to pay a responsibility allowance to members of a council and if appropriate take account of the variation in size or financial circumstances of different councils.

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g) The council must reimburse the costs of care to a member if claimed, as determined in the Annual Report of the Panel.

37. A member may elect to forgo any part of an entitlement to an allowance under these Regulations by giving notice in writing to the proper officer of the council.

38. A member making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.

39. "Approved Duty" under this Part means
    i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
    ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
    iii. Attendance at a meeting of any association of councils of which the council is a member.
    iv. Attendance at any training or development event approved by the council.
    v. Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Part 6: Miscellaneous

Arrangements for payments

40. The Schedule of an authority must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

Claims

41. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

42. Any claim for payment of travelling or subsistence allowance in accordance with these Regulations (excluding claims for travel by private motor vehicle) shall be accompanied by appropriate receipts proving actual expenses.

Avoidance of duplication

43. A claim for a payment of travelling allowance or subsistence allowance must include, or be accompanied by, a statement signed by the member or co-opted member that the member/co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

Records of salaries, allowances and fees

44. An authority must keep a record of the payments made in accordance with these Regulations. Such record must:

- Specify the name of the recipient and the amount and nature of each payment.
- Be available, at all reasonable times, for inspection (without charge) by any local government elector (within the meaning of section 270(1) of the 1972 Act) for the area of the authority.
- Allow a person who is entitled to inspect the record to make a copy of any part of it upon payment of such reasonable fee as the authority may require.

Publicity requirements

(The required content of publicity requirements is contained in an annex to the Annual Report)

45. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel and not later than 31 July of the year to which the Schedule refers, make arrangements for the Schedule's publication within the authority's area. **(This section does not apply to community and town councils).**

46. As soon as practicable and no later than 30 September following the end of a year an authority must make arrangements for the publication within the authority's area, the total sum paid by it to each member/co-opted member in respect of basic salary, senior salary, co-opted member fee, reimbursement of costs of care, travel and subsistence allowances. **(This section applies to all relevant authorities).**

47. In the same timescale and in the same manner, a local authority must make arrangements for the publication of any further remuneration received by a member nominated or appointed to another relevant authority. **(This section applies only to principal councils).**

Publicising the reports of the Panel

48.   Under Section 146(7) (a) and (b) of the Measure, the Panel will send a consultation draft of its Annual Report or Supplementary Report to all relevant authorities for circulation to authority members and co-opted members, so that representations can be made by members/co-opted members to the Panel, normally in a period of eight weeks.

49.   The Panel will determine in its Annual or Supplementary Reports the arrangements publicising its Reports in accordance with Section 151 and 152 of the Measure.

Monitoring compliance with the Panel's determinations

50.   Section 153 of the Measure determines that relevant authorities must comply with the requirements imposed by the Panel in its Annual Reports. It also empowers the Panel to monitor the payments made by relevant authorities and for it to require the provision of information that it specifies. The requirements under this section will be set out in the Annual Report of the Panel.

Annex 3: Schedule of member remuneration

1. Principal councils, national park authorities (NPAs) and Welsh fire and rescue authorities (FRAs) (but not community and town councils) must maintain an annual Schedule of Member Remuneration (the 'Schedule') which is in accord with the Panel's determinations on member salary and co-opted member payments and which must contain the following information:

In respect of a principal council:

   a. Named members who are to receive only the basic salary and the amount to be paid.

   b. Named members who are to receive a Band 1 and Band 2 senior salary, the office and portfolio held and the amount to be paid.

   c. Named members who are to receive a Band 3, Band 4 and Band 5 senior salary, the office and portfolio held and the amount to be paid.

   d. Named members who are to receive a civic salary and the amount to be paid.

   e. Named members who are to receive the co-opted member fee and whether chair or ordinary member and the amount to be paid.

   f. Named members who are to receive a senior salary as a chair of a Joint Overview and Scrutiny Committee or Sub Committee and the amount to be paid.

   g. Named members in receipt of a specific or additional senior salary approved by the Panel and the amount to be paid.

In respect of National Park and Fire and Rescue Authorities:

   a. Named members who are to receive a basic salary and the amount to be paid.

   b. Named member who is to receive a senior salary as a chair of the authority and the amount to be paid.

   c. Named members who are to receive a senior salary as deputy chair of a committee and the amount to be paid.

   d. Named members who are to receive the co-opted member fee and whether a chair or ordinary member and the amounts to be paid.

2. Amendments made to the Schedule during the municipal year must be communicated to the Panel as soon as it is practicable.

3. Principal councils must confirm in their annual Schedule that the maximum limit of senior salaries set for the council has not been exceeded.

4. Principal councils, NPAs and FRAs must include a statement of allowable expenses and the duties for which they may be claimed for care, travel and subsistence in their annual Schedule which is in accord with the Panel's determinations.

5. The Schedule must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of the relevant authority (IRPW Regulation 35); arrangements for making claims for care, travel and subsistence expenses (IRPW Regulations 24 and 36-37); arrangements for the avoidance of duplication (IRPW Regulation 38) and arrangements for re-payment of salaries, allowances and fees (IRPW Regulation 33). This schedule must also include the duties for which members and co-opted members are able to claim travel, subsistence and reimbursement of care costs.

6. Principal councils must declare in the Schedule whether:

    - A statement of the basic responsibility of a councillor is in place.

    - Role descriptors of senior salary office holders are in place.

    - Records are kept of councillor attendance.

7. Principal councils, NPAs and FRAs must make arrangements for the publication of the Schedule of Member Remuneration as soon as practicable after its determination and no later than 31 July of the year to which it applies. The Schedule should be published in a manner that provides ready access for members of the public.

8. The **Schedule** must also be sent to the Panel Secretariat to be received by 31 July.

Annex 4: Publication of Remuneration – the Panel's Requirements

In accordance with Section 151 of the Measure the Panel requires that:

1. Relevant authorities must publish a Statement of Payments made to its members (including chairs of JOSCs or sub-committees of JOSCs). This information must be published in a form and location that is easily accessible to members of the public no later than 30 September following the end of the year to which the payments relate and in the same timescale also provided to the Panel. The following information must be provided:

   a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.

   b. The payments made by community and town councils to named members as:

      • Payments in respect of telephone usage, information technology, consumables etc.
      • Responsibility payments
      • Allowances made to a mayor/chair and deputy mayor/deputy chair
      • Compensation for Financial Loss
      • Costs incurred in respect of travel and subsistence
      • Reimbursement of the costs of care (see paragraph f below)

   c. All travel and subsistence expenses, reimbursement of the costs of care (see paragraph f below) and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.

   d. The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely:

      • a local health board

      • a police and crime panel

      • a relevant authority

      • a body designated as a public body in an order made by the Welsh Ministers.

   e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

f. In respect of the publication of the reimbursement of the costs of care, the Panel has decided to provide relevant authorities with two options.

1) The details of the amounts reimbursed to named members; or
2) The total amount reimbursed by the authority during the year but not attributed to any named member.

It is a matter for each authority to decide which of these options for publication it considers appropriate.

It is also the responsibility of each authority to establish its own position on how to respond to any Freedom of Information requests it receives with regards to reimbursement of costs of care.

2. Nil returns are required to be published and provided to the Panel by 30 September.

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The Report and other information about the Panel and its work are available on our website at:
www.remunerationpanelwales.org.uk

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CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **19 JULY 2018**

LEADER & CABINET STATEMENTS

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2. Cabinet Member, Investment & Development – Councillor Goodway

3. Cabinet Member, Culture & Leisure – Councillor Bradbury

4. Deputy Leader, Education, Employment & Skills Statement - Councillor Merry

5. Cabinet Member, Finance Modernisation & Performance - Councillor Weaver

6. Cabinet Member, Housing & Communities - Councillor Thorne

7. Cabinet Member, Clean Streets, Recycling & Environment – Councillor Michael

8. Cabinet Member, Children & Families - Councillor Hinchey

9. Cabinet Member, Social Care. Health & Well-being – Councillor Elsmore

10. Cabinet Member, Strategic Planning & Transport – Councillor Wild

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 19 JULY 2018

STATEMENT OF THE LEADER

Co-operative Council of the Year Award

Cardiff Council was named 'Co-operative Council of the Year', at the recent Co-operative of the Year Awards organised by Co-operatives UK and supported by the Co-operative Councils' Innovation Network. The award winners were announced on 23 June 2018 during Co-operatives Fortnight, which raises awareness of the valuable contribution that co-ops make to the UK economy and the communities in which they are based.

Cardiff Council has used the co-operative approach to inform and shape its response to a number of city challenges. The Council recognises that it does not have a monopoly on good ideas and that success will require a broad partnership which allows and encourages everyone to contribute. This simple ethos has been applied to a range of different delivery models as the Council addresses a number issues, from promoting the involvement of residents in driving up recycling and keeping their local neighbourhoods clean to connecting businesses together with school leavers.

The 'Cardiff Commitment' exemplifies the approach. Having reduced the number of young people not in education, employment or training from over 9% to around 2.3%, the Cardiff Commitment allows individuals and businesses to support young people, either by becoming mentors, school governors or offering work placements. The response from the business community has been exceptional and is an example of what can be achieved as a city when we come together around a common challenge.

Channel 4 Bid

Following my statement to Council last month noting that Cardiff had been shortlisted as a possible location for Channel 4's new national headquarters, I was pleased to welcome their representatives to the city on 22 June 2018 as part of the application process. Once again, it was a real pleasure to work with the extraordinarily talented people from Cardiff's creative sector who are part of our bid team, who helped showcase the city and bring to life our offer. The final decision will be made in October 2018 and I will continue to update Council on the bid's progress.

WLGA and LGA Annual Conferences

I was pleased to join Cabinet colleagues and other Council Leaders in Wales in attending the Welsh Local Government Association (WLGA) Annual Conference and WLGA Council AGM in Llandudno on 28 & 29 June 2018. I also attended the LGA Annual Conference in Birmingham on 3 July 2018.

The most significant announcement at the WLGA Annual Conference was made by the Cabinet Secretary for Local Government and Public Services, Alun Davies AM, who confirmed that he was happy to withdraw the map of proposed council mergers that was contained in the recent Green Paper. He also made clear that he wants to work together with local government to agree, and not impose, a solution for strengthening local government. I believe that the Cabinet Secretary genuinely wants to see stronger local government succeeding across Wales and I look forward to working constructively with him to agree a shared vision for the future following the recent consultation on the Green Paper.

Tafwyl

On the weekend of 30th June and 1st July, Cardiff Castle once again hosted the Tafwyl festival. Tafwyl is now well established as not only one of the foremost Welsh language festivals in Wales, but also an important part of Cardiff's schedule of major events. It attracts around 40,000 visitors and brings in over £1.5m to the Cardiff economy. It is a great example of how the city can help make the Welsh Language open and inclusive, offering a unique opportunity to residents and visitors to experience the Welsh language and Welsh culture within one of the city's most iconic settings.

Councillor Huw Thomas
Leader of the Council
13th July 2018

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 19 JULY 2018

INVESTMENT & DEVELOPMENT STATEMENT

The Cardiff Economy

I am pleased to report that the Cardiff economy continues to demonstrate its resilience as it continues to grow. Over the last quarter, economic development officials have supported businesses that have created almost 400 jobs in the city through the Council's business support services.

County Councillors will be aware that the Council's Planning Committee recently approved the first major element of the Central Quay development. This 277,000 ft^2 building will provide Grade A office space immediately south of the Central Station, supporting the next phase of the city's development. Once complete, the development will eventually comprise more than 1.1 million ft^2 of office space, with accommodation for Cardiff Metropolitan University along with residential and retail space. Cities across the UK and across Europe continue to compete for the type of investment that Cardiff continues to attract and it is essential we continue to be on the frontline in attracting investment and jobs to Cardiff.

County Estates

County Councillors may be aware that Cabinet, at its meeting on 12 July 2018 considered a report, which, amongst other things, documented the progress that has been made in addressing health and safety issues across the Council's estate and explained the actions being taken to meet the Council's statutory obligations. This work has included a comprehensive review of all non-residential Council buildings, with a specific focus on ensuring our schools estate is up to standard. This work is continuing apace, and has included the use of the RAMIS management system to ensure that we have a robust process for monitoring and managing compliance with regard to health and safety across our estate.

Cardiff Commitment

Economic Development officials continue to work with schools and businesses to deliver on the Cardiff Commitment. Open Your Eyes Week, an annual event held in primary schools, was staged in June and provided pupils from 15 primary schools across the city with the opportunity to hear from 38 businesses with the aim of igniting and inspiring interest in careers in a wide range of different occupations.

Councillor Russell Goodway
Cabinet Member for Investment & Development
13th July 2018

Mae'r dudalen hon yn wag yn fwriadol

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 19 JULY 2018

CULTURE & LEISURE STATEMENT

Capital Investment in Leisure Centres

I am pleased to report that the Capital Investment programme in Cardiff's leisure centres is progressing well. Our partner, GLL, has successfully completed improvements to facilities at Maindy Centre and phase one of works at both Llanishen Leisure Centre and Pentwyn Leisure Centre. Each of these facilities has new, state of the art gym equipment and the Maindy Centre has also benefited from an extended fitness suite, as well as a refreshed and welcoming reception area. The next phase of investment at Llanishen Leisure Centre involves extensive changing room refurbishment and at Pentwyn Leisure Centre the introduction of Aqua Play. The investment programme will continue throughout this year. The improvements that have been made are already enhancing the customer experience and the new facilities will contribute to improving the health and well-being of residents in Cardiff.

Events Programme

Since the last Council meeting in June, the Council has been working hard to deliver and support a rich and diverse programme of events and attractions for our residents and visitors. This has included four successive nights of Ed Sheeran at the Principality Stadium, the Cardiff Triathlon, Tafwyl in Cardiff Castle and the Cardiff International Food & Drink Festival. The Cardiff Bay Beach has opened at its new location at Alexandra Head, this year's Everyman Open Air Theatre Festival is ongoing at Sophia Gardens and, despite the hot weather, an estimated 7,000 riders took up the challenge of this year's Velothon Wales cycling event.

Next month, Cardiff looks forward to welcoming the National Eisteddfod back to the Capital City of Wales from 3rd to 11th August. The Welsh Proms will return to St David's Hall for five concerts and Cardiff Castle will host concerts by Pete Tong and the Heritage Orchestra and Catfish and the Bottlemen. In addition, Cardiff's Bute Park will be home to dinosaurs from 11th to 27th August as part of the 'Jurassic Kingdom: Where Dinosaurs Come To Life' experience. There will also be plenty for residents and visitors to enjoy over the August Bank Holiday weekend with the Cardiff Harbour Festival, Extreme Sailing Series and Pride Cymru Big Weekend.

I am sure that Members would want to join me in thanking all the staff and partner organisations who have worked so hard to facilitate the development and delivery of a wonderful summer programme of events and attractions here in Cardiff.

Rugby World Cup 2019

Whilst all eyes may currently be on the football World Cup in Russia, the future hosts of Rugby World Cup (RWC) 2019 visited Cardiff recently to meet with Council and Welsh Government representatives. Delegates from across the 12 host cities in Japan were keen to gain practical insights from, in their words, an "iconic 2015 RWC Host City". I would like to thank both officers from Welsh Government and Cardiff Council for taking the time to share their experiences with our international colleagues and to wish Japan every success in hosting the tournament in September next year.

Councillor Peter Bradbury
Cabinet Member for Culture & Leisure
13th July 2018

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 19 JULY 2018

EDUCATION, EMPLOYMENT & SKILLS STATEMENT

Rights Respecting Schools Gold Award – Christ the King

Christ the King R.C. Primary School has achieved the Unicef Rights Respecting Schools Gold Award, the highest stage of the Rights Respecting Schools Award. It is awarded by Unicef UK to schools that have fully embedded children's rights throughout the school in their policies, practice and ethos. To achieve the Gold Award, the school had to evidence that they had explicitly adopted a child rights approach and embedded it in school policy, practice and culture. The school clearly showed that the programmes had a positive impact on children and young people's learning and well-being.

I was delighted to visit the school on 4th July 2018 to meet the Headteacher, Rachel Woodward, staff and pupils and to congratulate them on their significant achievement. The pupils at the school see themselves as rights respecting global citizens and are advocates for social justice, children's rights at home and abroad. Their work to attain the Gold Award should be recognised as sector leading and contributes to the city's ambition to put children's rights at the heart of the city and our work towards achieving Unicef Child Friendly City status.

We currently have 15 schools that are active within the Rights Respecting Schools programme in Cardiff. After providing a range of training opportunities, a further 22 schools are expected to register by the start of the next academic year. I want to wish the best of luck to those schools that will be starting the programme.

Estyn Inspections Update

Based on the most recent Estyn inspection outcome, 73.6% of Cardiff schools have been judged as good or excellent for current performance or standards. Further to the figures provided in my statement last month, fourteen schools have now been inspected and had reports published since the start of the current academic year. Eight of the fourteen schools have been asked to submit case studies for their excellent practice and two schools (Ysgol Y Wern and The Bishop of Llandaff High School) have been judged as excellent in all five inspection areas. In the same period, two primary schools and one secondary school have been judged as requiring improvement by Estyn under the new framework. Progress is being reviewed in the areas of recommendation.

Donaldson Review

Professor Graham Donaldson was commissioned by Estyn and Welsh Government to review the future of inspection in the context of the new curriculum. The report, which was published last month, proposes that school inspections are paused for a year, which would allow schools and inspectors to focus on the new curriculum. However, schools under Special Measures would still be inspected. The report also recommends a move towards a culture of self-evaluation for schools. This would mean that school performance would no longer be graded as excellent, good, adequate or unsatisfactory. Professor Donaldson has said that the changes are needed to make sure that Wales develops a high-quality and dynamic education system. His report is currently being considered by Welsh Government.

Teach First in Wales at Eastern High School

On 26th June 2018, Eastern High School hosted the Opening Ceremony for Teach First in Wales. The event formally welcomed the new Teach First Graduates to the 2018 Summer Institute programme who will be deployed in Cardiff secondary schools and schools across the Central South Consortium area from September 2018. Attendees were welcomed by the Chief Executive of Teach First and Julia Longville from Cardiff Metropolitan University who work in partnership with Teach First to provide professional development and training. Headteacher of Eastern High School, Armando Di-Finizio, spoke about what makes a great teacher and his Deputy Headteacher, Innes Robinson, a former Teach First Graduate spoke about being a Teach First Ambassador. The highlight of the evening was music from the steel pans at Fitzalan High School and the cast of Grease from Eastern High School who performed songs from their musical production.

Cardiff Council, in partnership with the Central South Consortium and the other four Councils that form part of the Consortium, have supported this initiative which seeks to recruit and train young graduates into teaching and make the difference to young people's lives through education.

Adult Community Learning

As part of the inclusive growth programme, it is imperative that we support some of the most vulnerable people in our city to reach their full potential. Adult Community Learning worked closely with Into Work Services and Vision 21 (Cyfle Cymru) to provide trainees with the opportunity to develop the skills and qualifications required for work in a variety of sectors including horticulture, catering, retail and office skills. The learners all have varying degrees of learning difficulties, but are determined to help out or work in their new kitchen, which is scheduled to open in autumn 2018. Food Safety Level 1 tests have been successfully completed by the first group of learners and this will be rolled out to more learners over the year.

Youth Work Excellence Awards 2018

Cardiff Council Youth Service was successful in winning two awards at this year's Welsh Government Youth Work Excellence Awards in the following categories:

- Engagement with Formal Education, Employment and Training –
  Early Intervention & Prevention Team; and

- Outstanding Youth Worker – Louise Coombs.

Special mention should also be made of the Families First Cardiff Young Commissioners, who were runners up in the Promoting Young People's Rights Award category.

Open Your Eyes Week

As mentioned in the Investment & Development Statement, Open Your Eyes Week – which is now in its fourth year – provides an opportunity for a wide range of business representatives to visit primary schools to speak to pupils about the diverse career opportunities that the city has to offer and to help raise their career aspirations as they prepare to move from primary to secondary school. As part of this year's event held during the last two weeks of June 2018, successive Open Your Eyes Weeks were organised involving the cluster primary schools for Cardiff West Community High School and Fitzalan High School respectively. Later this year in early November, an Open Your Eyes Week will also involve the cluster primary schools for Corpus Christi R.C. High School.

Using links created through the Cardiff Commitment, Open Your Eyes Week is seeing more businesses and organisations becoming involved, visiting more schools and speaking to more children in the city. This year, the following 38 businesses and organisations are taking part in Open Your Eyes: Admiral Law; BBC Wales; Better Cardiff; Blake Morgan Law; Cadwyn Housing Association; Cardiff Blues; Cardiff Third Sector Council; Cardiff University; Celsa Steel; Digital Profile; FOR Cardiff; Hilton Cardiff; HMRC; ISG Construction; ITV Wales; Kier Construction; Lovells; Mandy St John Property Developer; Microsoft; Millennium FX; Morgan Sindall; National Theatre Wales; Network Rail; Orchard Media; Park Plaza Hotel; Powell Dobson; PricewaterhouseCoopers; Radisson Blu Cardiff; Royal Air Force; Santander; Selco; South Wales Police; Specsavers; University of South Wales; Wales Air Ambulance Charitable Trust; Wales Millennium Centre; Welsh National Opera; and Welsh Rugby Union.

Headteachers

I want to congratulate the Headteacher of Kitchener Primary School, Mrs Ruth Jackson, who was awarded a MBE in the recent Queen's Birthday Honours list for her services to education. I am sure that Members would also join me in wishing the following Headteachers, who will be retiring at the end of this academic year, all the very best for the future:

- Grangetown Nursery School – Jan Comrie
- Roath Park Primary School – Colin Skinner
- Severn Primary School – Julie Morris MBE
- St Patricks R.C. Primary School – Paul Catris
- Whitchurch High School – Huw Jones-Williams

Councillor Sarah Merry
Cabinet Member for Education, Employment & Skills
13th July 2018

Mae'r dudalen hon yn wag yn fwriadol

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 19 JULY 2018

FINANCE, MODERNISATION & PERFORMANCE STATEMENT

Council Tax e-billing

I am pleased to announce that residents can now receive their Council Tax bills electronically. So far, circa 2,500 households have already registered to receive their bills electronically. This is the most cost-effective way of delivering bills, but it also builds on our Digital First approach as residents can already access their account details online. Signing up is easy and can be done through the Council's website or by telephone. The Council has also introduced a monthly prize draw with a £100 voucher for St David's shopping centre for those customers that opt in to the new service. In the coming months, the Council will promote more widely the benefits of e-billing and we will hopefully see a significant increase in take up.

Cardiff Gov App

The new Cardiff Gov app was launched on 26 June 2018 and has so far had 1,210 downloads, with an average review score of 4.6 out of 5 stars. The new app enables residents to:

- access their Council Tax account;
- check waste collection dates and set reminders; and
- easily report fly-tipping from the site of the incident.

The project team is continuing to develop new services to add to the app to meet customer demands and business requirements, including enhancements to Council Tax services, with further waste and street scene services expected to be rolled out later in the summer.

Social Media (Twitter)

We are aware of the popularity and emergence of social media as a viable channel for our citizens to connect with us. Through a mixture of outbound communications and transactional conversations, Twitter usage has increased and has had a hugely positive impact on our levels of engagement. In the last 12 months, Cardiff has tweeted over 12,000 times, with nearly 53,000 "likes" and shares with 97,000 "mentions". In June 2018, there were 425 new Twitter followers and 315 new Facebook followers, with 1.59 million Twitter impressions being made during this period. Council posts were also clicked on 7,500 times and retweeted 1,600 times, while Council videos on Facebook were viewed over 18,000 times.

The most popular subject for customers to comment on our social media pages was 'events', such as the recent Ed Sheeran and Beyonce concerts held in the city, with

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the Volvo Ocean Race also proving to be particularly popular. Customers have also been contacting us about waste collections, street cleansing and fly tipping issues, as well as telling us about parking problems in the city.

Learning Disability Wales Awards

Cardiff Council was awarded the Large Employer of the Year Award by Learning Disability Wales for supporting the Engage to Change project. The Resources Business Support Team has been working with Elite Supported Employment Agency to deliver opportunities for young people with learning disabilities to develop their employment skills and experience through paid work placements. The project aims to improve wellbeing outcomes through the increased independence, financial status, social capital and fulfilment that paid work offers. The award recognises the exemplary support provided by the Resources Business Support Team in working with Elite to overcome barriers and facilitate people with disabilities into work.

Councillor Chris Weaver
Cabinet Member for Finance, Modernisation & Performance
13th July 2018

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 19 JULY 2018

HOUSING & COMMUNITIES STATEMENT

Into Work Services – Volunteering Team

I am delighted to report that the volunteering team from Into Work Services recently achieved second place at the Digital 100 Leaders awards in the "Digital Skills or Inclusion Initiative of the Year" category. The winners were announced at an award ceremony where the team gave a presentation on the service to a panel of judges in London. The judges were impressed with how the team supported citizens to become digitally included in all our Hubs and other community locations across the city. They were also impressed by how many of the volunteers had then used their experience to gain employment. Even though the team did not win, it was a significant step forward in recognition for all the hard work that the team does.

Pop Up Business School

Earlier this summer, the Pop Up Business School held 10 days of workshops to help people start businesses quickly and at a low cost. The event was attended by people from all over the city. More than 50% of those attending were either already in employment (full or part time) or self-employed, showing that people are keen to upskill. Following on from the event, 19% of those who attended are already trading with 76% almost ready to begin trading, and Into Work Services are continuing to support them. The event was jointly funded by Into Work Services and Economic Development within the Council, as well as Wales & West Housing Association and Wates, the Cardiff Living partner.

Support for Veterans

The Money Advice Team has been successful in securing additional and increased funding from the Ministry of Defence's Community Covenant to support veterans.

Since being in post from autumn 2017, the current Veteran Officer has supported 206 veterans in areas such as housing, debt, benefit and into work advice. All Hub staff have received training about the project and how to identify and refer a veteran. Specialist drop-in surgeries for veterans are held on a timetabled basis across the city. Relationships have been built with veteran charities in Cardiff, such as the Royal British Legion, and the Veteran Officer regularly visits local barracks to raise awareness of the support available to officers starting the discharge process and transitioning into civilian life.

This additional funding will enable the service to develop further by increasing the number of staff working on the project. More links with partners will be established including Job Centre Plus, Cardiff Prison and Housing Associations where awareness sessions and referral procedures for staff will take place.

Neighbourhood Renewal

I am pleased to announce that a new round of the Neighbourhood Renewal Schemes programme will be launched at the end of this month. All Councillors will be invited to put forward bids for local regeneration projects which will make a difference in their neighbourhoods. To date, the Neighbourhood Renewal Schemes programme has delivered over 100 regeneration projects across the city ranging from renewal of local shopping parades to community space improvements. This is a great opportunity for Members to put forward ideas which will be of long-lasting benefit to communities. An information pack will be circulated and I look forward to receiving bids in the coming months.

Annual Tenants' Survey Results

Each year we carry out a Tenants' Survey, asking a number of questions about contact with the landlord, satisfaction, repairs and maintenance and their local neighbourhood. The survey was a random sample of 30% of Cardiff Council tenants and the survey could be completed online or on paper. 853 responses were received.

Some highlights from the survey can be seen below and demonstrate the positive improvements we have been striving for. An action plan will be formulated to ensure that we continue to improve in all areas.

Repairs & Maintenance: Tenants' satisfaction with the way their landlord deals with repairs and maintenance was the highest since the survey began in 1999 with an increase of 4.2% to 85.6%. Customer satisfaction with the quality of repairs is also at the highest recorded level at 88%. Satisfaction levels had also increased with regard to the attitude of workers, the time taken before work started and the speed in which work was completed (which was a survey high of 90.8%). This is a positive result from the survey and we strive to improve this further next year for repairs and maintenance.

Condition of Property: 80% of tenants described the general condition of their property as either fairly or very good. In addition 81.2% of tenants were either fairly or very satisfied with their landlord; this is an increase from 77.9% in 2016.

Contact with Landlord: 83.6% of tenants found staff who dealt with their enquiry to be helpful. Satisfaction levels also increased for tenants who said they were fairly satisfied with the outcome of their enquiry and tenants being satisfied with their landlord keeping them informed about matters that might affect them.

Tenant Participation Bus Tour

The Tenant Participation team run an annual bus tour for Council tenants to have an early viewing of the Council's regeneration projects across the city and an opportunity to give us their opinions on improvements to Council services. During this year's tour, tenants will be shown around some of the city's newest housing projects such as at Captain's View and Captain's Walk in St Mellons and Silvervale Park in Llanrumney. The tenants will be given a first chance glimpse of the regeneration efforts and will have the opportunity to ask the project manager questions about the new projects. The bus tour ends with the Tenant Participation team facilitating a lunch at the newly-built Powerhouse Hub and a final opportunity to give their opinions on the operations of the Cardiff Hubs, as well as their views on the new builds in St Mellons and Llanrumney.

Councillor Lynda Thorne
Cabinet Member for Housing & Communities
13th July 2018

Mae'r dudalen hon yn wag yn fwriadol

CLEAN STREETS, RECYCLING & ENVIRONMENT STATEMENT

Sustainable Food Cities

The UK Sustainable Food Cities conference was held in Cardiff on 26th June 2018 and was attended by over 160 delegates from food cities and networks across the UK. I attended the event and was impressed with the energy and enthusiasm of attendees to progress food issues in their areas. The Leader of the Council opened the conference and his speech was well received, particularly Cardiff's ambition to gain Silver Sustainable Food City status during 2019 and then Gold status in the future. The event provided a good opportunity to share best practice and ideas, and Cardiff's work was highlighted in many areas, especially around the School Holiday Enrichment Programme (SHEP), our food and healthy eating pledges and work to tackle inequalities in accessing healthy food. The "Food Power" conference was also held in Cardiff on the following day and looked specifically at food poverty issues. Both these events will help us greatly as we progress our own Council Food Strategy.

Carbon Reduction

The UK Government published the latest annual CO2 emissions report for the UK on 26th June 2018. This shows that Cardiff has seen a significant decrease in CO2 emissions since 2005, equating to a 33% overall reduction, or a 40% decrease per capita. These reductions are greater than both the UK and Welsh averages and reflect the good work that the Council and our partners have been doing to reduce our demand on carbon emitting fossil fuels. There are still major challenges ahead if we are to meet the target of an 80% reduction by 2050, but our recent announcements on the solar farm at Lamby Way, district heat network and low emission transport demonstrate our commitment to tackling this issue.

Cardiff Crematorium Donation to Charity

Bereavement Services were delighted to hand over £5000 to local charity, SANDS (Stillborn and Neo Death Society) Cardiff, which undertakes a tremendous amount of work to support anyone affected by the death of a baby. They work to improve the care that bereaved parents receive and promote research to reduce the loss of babies' lives. The money was raised as part of a national scheme for the recycling of metals, of which Cardiff Crematorium is a member.

Love Where You Live

Litter picking equipment is being rolled out to hubs across Cardiff, with equipment now available in a total of 9 hubs. We also now have over 30 litter champions signed up to use the litter picking equipment provided.

Community litter picks have been organised from between 10am and 11.30am at the following locations later this month:

- July 18th – Jubilee Recreation Ground, Canton
- July 20th – Roundwood, Pentwyn

We are also due to launch the 'Love Your Parks' campaign on Monday 23rd July 2018, with four community park litter picks taking place that week (see below), as well as educational information being provided through community outreach teams:

- July 23rd – Canal Park, Butetown
- July 25th – The Marl, Butetown
- July 26th – Eastern Leisure Centre, Llanrumney
- July 27th – Fairwater Green, Fairwater

Skip Hire Service

We have launched an advertising campaign for a skip hire service for both business and residential premises. This resulted in orders of 35 skips in June, which represented a 169% increase on the previous month.

Coastal Risk Management Programme

Following Cabinet approval in March 2018 to progress the delivery of the Rover Way to Lamby Way coastal defence scheme, I am pleased to confirm that the Council has accepted a grant of £638,549 from Welsh Government. This will support the development of the design and full business case for the scheme.

Councillor Michael Michael
Cabinet Member for Clean Streets, Recycling & Environment
13th July 2018

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 19 JULY 2018

CHILDREN AND FAMILIES STATEMENT

New Director of Social Services

I'm sure that Members will join me in extending a warm welcome to our new Director of Social Services, Claire Marchant, who started her new post on 9 July 2018. Claire joins us from a similar role at Monmouthshire County Council and brings a wide range of experience in both social care and housing. I know that she is very much aware of the ever growing pressures on Children's Services across all UK Core Cities, including Cardiff, and the need to look for more innovative ways to reduce costs and improve better outcomes for our young people.

Crosslands

I visited the Crosslands children's home again at the end of June, along with Councillors Bowden, Lister and Merry as members of the Corporate Parenting Advisory Committee. We were shown around the home and were able to meet and chat with staff and young people to talk openly about their work and experiences. We were also able to talk with managers about proposed building works at the home to improve the kitchen and outside areas. It was good to hear not only about the education of looked after children and the focus this receives at the home, but also about the work undertaken by staff with the children in placement and their families. Staff were able to share some recent successes in helping young people to access education when they had previously disengaged. Staff also spoke to us about the support they offer to children who have moved on, but who come back to visit or meet up with staff as part of their ongoing connection to the home.

Ty Storrie

I am pleased to announce the proposal to bring the Council owned Ty Storrie provision in-house was agreed by the Cabinet on 12 July 2018. The registered children's home is currently run by Action for Children and provides respite provision for disabled children in need of care and support. It is located on the same site as Ty Gwyn Special School in Caerau and the benefits of bringing the service in-house include greater control over quality of service, improved recruitment and retention of staff, and a single case management record system. The move would also provide the Council with greater flexibility to review the model of care in the future in order to maximise usage and meet changing needs of the service.

Multi Agency Safeguarding Hub (MASH)

Councillor Molik joined me on a recent visit to the Multi Agency Safeguarding Hub (MASH) located within Cardiff Bay Police Station. The MASH is now approaching its second full year of operation and a review of this innovative collaboration model with our partners is being undertaken to ensure that the increasing complex volume of work continues to be dealt with efficiently and effectively.

Councillor Graham Hinchey
Cabinet Member for Children & Families
13th July 2018

**CARDIFF COUNCIL
CYNGOR CAERDYDD**

COUNCIL: 19 JULY 2018

SOCIAL CARE, HEALTH & WELL-BEING STATEMENT

New Director of Social Services

As Members will be aware, Claire Marchant has been appointed as the new Director of Social Services. Claire previously worked as the Statutory Director of Social Services for Monmouthshire County Council and also spent seven years working for Neath Port Talbot County Borough Council, including five years in an integrated post with Abertawe Bro Morgannwg (ABM) University Health Board as Head of Community Care and Commissioning. Claire has a professional background in housing having started her career with Newport Borough Council. Following four years in operational housing management roles with an RSL, she spent 10 years working in the NHS in a number of senior policy and operational roles, culminating in a role as Executive Director of Planning and Primary Care with Carmarthenshire Local Health Board where she led the development of integrated health and social care teams. Claire took up her post on 9th July 2018 and I look forward to her bringing all of this expertise and experience to her work for Cardiff Council.

Rumourless Cities Project

Cardiff has been selected as a member city for the URBACT III Transfer Network – 'Rumourless Cities' project, which is funded under the auspices of the European Union's Regional Development Fund. The Transfer Network focuses on the development of local anti-rumour strategies to address misconceptions and stereotypes concerning migrant and minority groups, transferring best practice from the lead city of Amadora, Portugal.

With migration flows continuing to be a feature of the new policy context facing many cities internationally, work to address such forms of prejudice is integral to our vision of a cohesive and more equal Cardiff. The Rumourless Cities project will add value, resource and expertise to the development of our local migration narrative; a priority work stream for our Inclusive Cities Taskforce. Following a successful expert visit on 11th July 2018, collaborative work is underway to design local activities for Phase 2 of the project, which, if approved by URBACT, will commence in January 2019.

Community Living Team

Staff from the Community Living Team have recently become qualified Low Impact Functional Training (LIFT) trainers following work with Age Cymru. The first session with residents was held at Clos Y Nant shortly after and was led by the scheme manager and the Tenant Participation team. Residents who attended the session thoroughly enjoyed it, taking part with lots of laughter. This not only benefited the

residents by helping with strength and balance, but also helped to alleviate social isolation and loneliness. A healthy breakfast was also provided by the scheme manager before the session, which will now be held on a weekly basis. LIFT sessions are scheduled to commence next month at Sandown Court in Caerau and eventually, all community living schemes will offer these sessions as more staff receive LIFT training.

Dementia Friends sessions have also been provided to the Community Living Team, as well as residents living in Community Living Schemes. In addition, staff will also begin training to become Dementia Champions.

Following its refurbishment, Sandown Court now meets RNIB Cymru's 'Visibly Better' Gold Standard, which is their accreditation scheme for supported housing in Wales. RNIB Cymru helps housing providers to meet the needs of people who are living with sight loss. The refurbishment of Sandown Court also includes dementia friendly features such as 'way finding'.

Refurbishment has recently begun at the Brentwood Court Community Living Scheme in Llanishen, which includes work towards meeting the Visibly Better standard. Meeting this standard will also form part of all future refurbishments of community living schemes.

Day Opportunities

Following successful inter-generational sessions involving Minehead Road Day Centre and Pen-Y-Bryn Primary School in 2017, work has begun between Grand Avenue Day Centre and Windsor Clive School in Ely to develop a programme with primary school aged children. The contractors for Grand Avenue have been holding sessions with both children and staff to raise awareness of the centre's dementia-friendly build and design.

Developing connections with a younger generation can help older adults feel a greater sense of fulfilment and can also provide advantages for both groups, including reducing the isolation of older adults and helping children to learn about the city's history.

The implementation of an integrated model of dementia care at Grand Avenue Day Centre is being overseen by a project board, which includes representation from Cardiff & Vale University Health Board (UHB). Work streams have been developed in order to progress towards a specialist service; these focus on service pathways, future requirements and staff training.

Independent Living Service

I was pleased to have the opportunity to visit the Independent Living Service last month. During the visit, I was able to meet members of the team and discuss their roles and experiences in working for the service. The visit was arranged as a result of a compliment received by myself and the Chief Executive from a member of the public, which praised the help they had received from a visiting officer. I was pleased to be able to thank the team for all their hard work.

Learning Disability Service

I recently visited the Learning Disability Social Work and Accommodation teams at their Market Road Office on 25 June 2018. During the visit, we discussed the service's aims to support people to live as independently as possible within their communities. I was pleased to learn about the support planner service, which works with over 80 organisations across the city to assist people with learning disabilities to access a wide range of voluntary work and community activities. Many individuals with significant learning disabilities require multi-disciplinary support and the wish for further integration and co-location with health colleagues came across as a clear aim for improving services further.

Delayed Transfers of Care (DToCs)

The census produced by the Integrated Health & Social Care Partnership shows that the total number of DToCs for May 2018 was 45, compared to 48 for April 2018, which represents a decrease of 6% in a month. This total is 41% lower than the same period in May 2017, which was 76.

Implementation of agile working for social workers within the hospital teams is nearly complete. Agile working enables Adult Services staff to work across both health and community settings, allows the hospital staff to manage their time better and facilitates a more timely and smooth discharge back into the community for patients.

Adult Carers

Carers Week took place between 11th and 17th June. The Carers Team worked in partnership with Cardiff & Vale UHB, as well as both third and private sector organisations, to arrange and hold events including: three coffee mornings; Community Hubs events; and an information stand at the University Hospital of Wales concourse where the Council's Carers Team worked in partnership with the UHB's Patient Experience Team. The week was a great success and, across all events, 55 carers were provided with advice and information. The Carers Team has also been invited to join Forget Me Not cafés to speak to carers later in the year.

A higher proportion of Carer Assessments are now undertaken by telephone, with face-to-face visits being offered where this is appropriate. The new system of telephone screening has resulted in better targeted discussions with more intensive support provided to those carers with the highest needs. Working in this way has also allowed the Carers Team to attend more community events to raise awareness of the important support available to carers.

Direct Payments

The Direct Payments Manager, in partnership with the DEWIS Centre for Independent Living, is raising the awareness of Direct Payments targeting managers, teams and social workers across both Adult and Children's Services. The Direct Payments Manager has also made links over the past three months with both the 'Become a Carer' and 'Become a Personal Assistant' campaigns. Both campaigns will highlight the benefits of being a paid carer and raise awareness that carers can help adults to live independently. It will also assist in helping to recruit a

"pool" of Personal Assistants to offer a system of cover for users of the scheme if their Personal Assistant is unavailable.

Adult Services Outturn 2017/18

I am very pleased that following year end, Adult Services were able to report an underspend of more than £1 million. This was achieved through supporting more people at home, strengthening care planning for those who need care and aligning this to more cost-effective provision and by maximising value for money in the commissioning and procurement of residential and domiciliary packages.

Councillor Susan Elsmore
Cabinet Member for Social Care, Health & Well-being
13th July 2018

COUNCIL: 19 JULY 2018

STRATEGIC PLANNING & TRANSPORT STATEMENT

Removal of Permitted Development Rights

Conservation areas are in place in parts of the city to protect areas of special architectural or historical interest. In Llandaff and on Cardiff Road, there is an ongoing problem of householders making changes to the outside of their property which are not in keeping with neighbouring properties and the wider area. Most recently, some householders have removed parts of the boundary of their property, whether it is a wall or a gate, to create parking in the grounds of their property.

The work carried out is often unsightly and often carried out to the detriment of the wider area and neighbours living in close proximity to where the modifications on these buildings have been made. Given these issues in Llandaff and on Cardiff Road, the Cabinet agreed on 12 July 2018 that the Planning Authority can remove permitted development rights for properties which front onto a road or onto open space to control the development in these areas. This will mean that certain work will require planning permission, which we believe will help protect the important contribution of the Llandaff and Cardiff Road Conservation Areas to the heritage of the city.

Nextbike

Members will be aware that the Nextbike cycle hire scheme was officially launched in Cardiff on 25 May 2018. Further to the figures reported to Council last month as part of my statement, the total number of bike rentals to date has since doubled to over 30,600, with around 5,700 bikes currently being rented on a weekly basis. In addition, the number of registrations to the Nextbike hire scheme has increased from 7,793 to 11,652.

We are in the process of rolling out a further 25 cycle hire stations by the end of next month. I have been in touch with Members whose wards are affected. This will provide hire locations further away from the city centre, meaning that there will be bikes available in the majority of wards across the city, including wards in the East and the West where there have traditionally been lower rates of cycling.

Transport and Clean Air Green Paper

The 14-week public consultation on the Transport and Clean Air Green Paper closed on 1 July 2018. I would like to thank everyone that helped to make the process both engaging and comprehensive. There have been more than 3,000 valid online survey

responses and over 40 organisations have been involved. The results are still being analysed and will be used alongside discussions with Transport for Wales regarding the development of the Metro, the outcomes of our Economy Green Paper and the outcome of the current feasibility studies on air quality to inform the development of a White Paper on Transport and Clean Air that is due to be published later in the year.

Metro

Cardiff Council representatives were pleased to attend the launch of the South Wales Metro network map on 4 June 2018. The Welsh Government's preferred bidder, KeolisAmey, has brought forward a solution that we believe will create a strong local and regional train and light rail network that will form the backbone of a new integrated regional transport system. We have met with Transport for Wales and KeolisAmey about our joint priorities for Cardiff to ensure the best possible outcomes for the people of Cardiff and have also discussed the future growth of the network. I would like to congratulate the Welsh Government on how it has successfully conducted Wales' biggest ever procurement exercise.

Operation Close Pass

The Council is currently supporting Operation Close Pass, which is being led by South Wales Police, South Wales Fire and Rescue Service and GoSafe, the Wales Road Casualty Reduction Partnership. The initiative, which was launched at the Velothon Wales event on 8 July 2018 and runs until early next month, focuses on improving the safety of cyclists on the roads in South Wales by reminding drivers of the need to allow 1.5 metres safe clearance distance when overtaking cyclists. It also aims to raise awareness of how to drive courteously with respect for others on the roads. Operation Close Pass has been successful in other parts of the UK, but this is the first time that it has been undertaken in Wales.

Welsh Government Active Travel Fund

The Welsh Government has recently announced an additional £60million in capital funding to invest in active travel projects across Wales over the next three years. Cardiff Council has ambitious plans to implement a network of fully segregated cycle ways and we will be bidding to this fund to help build the core of this network. The Council has already allocated an additional £6million of its own capital budget, demonstrating our commitment to active travel as we aim to become one of the very best cities for active travel in the UK.

Councillor Caro Wild
Cabinet Member for Strategic Planning & Transport
13th July 2018

CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL   **19 JULY 2018**

COMPOSITE MOTION (ADJOURNED 21 JUNE 2018)

Proposed by: Councillor Sarah Merry

Seconded by: Councillor Mike Jones-Pritchard

This Council recognises the positive steps set out in the Council's Capital Ambition document to make sure every child in Cardiff goes to a good or excellent school and that around half of schools are either good or excellent. It also recognises the good work of officers, teachers, governors and others, involved in education in Cardiff that has brought about the improvement in standards in recent years and the continuing need and drive to further improve standards across all levels and in all areas of Cardiff.

This Council recognises that Capital Ambition states that:

•   We will close the attainment gap in schools so that no child is left behind
•   Education is one of the surest routes out of poverty
•   Education is everyone's business
•   We must invest in aspiration and life chances from an early age
•   We must work to align funding from across the public and third sectors
          around what each individual child and family needs
•   Early intervention is critical
•   We need to provide lasting solutions to complex problems
•   That every citizen will have the chance to fulfil their potential and
•   That the key to long term success and prosperity of a city lies in how it
          chooses to invest in aspiration and life chances from an early age.

The Council recognises that there continues to be many young children across the city who do not meet their developmental milestones and whose families require a range of non-stigmatised support, in order for these children to start nursery education at the expected level and stage of development. This council also recognises the impact that poverty can have on young children and their educational outcomes.

This Council recognises the importance of early pre-school support and is working to ensure that the range of early intervention services that exist across the city are integrated and accessible, open to all, and are not limited by a narrow threshold assessment.

This will include:

- Through Families First funding, extending the offer of parenting support to all families across the city that have children aged 0-16 (18 where a young person has been identified as vulnerable).
- Supporting the Cardiff and Vale UHB in the implementation of Healthy Child Wales Programme across Cardiff. This is a universal health programme for all families with 0 – 7 year old children.
- Development of a preventative Support for Families Service, providing assistance that ranges from advice and information to interventions that provide holistic support to families experiencing difficulties below the threshold for statutory intervention.
- Delivery of locally based family support to identify and deliver the right help at the right time.

The combination of these approaches, combined with the continued drive to improve standards is aimed at improving the life chances of our youngest citizens in Cardiff and reducing the attainment gap, so that no child is left behind.

CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **19 JULY 2017**

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

COMMITTEE MEMBERSHIP

Reason for Report

1. To receive and approve any further nominations to vacancies in accordance with political group wishes which will be reported on the amendment sheet for Council.

Background

2. The Annual Council 24 May 2018 established the Committees and Panels of the Council and their composition. The seats allocated on Committee were made in accordance with political balance and nominations were received to each committee from the political groups.

Issues

3. The following Committees currently have vacancies:

Committee	Vacancy
Employment Conditions Committee	1 vacancy
Licensing Committee	2 vacancies
Public Protection	1 vacancy

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

5. Any nominations to fill existing vacancies on Committees received from political groups prior to Full Council on 19 July, 2018 will be included on the amendment sheet.

Legal Implications

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

Financial Implications

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

RECOMMENDATIONS

The Council makes appointments to fill the vacancies on Committees in accordance with political group wishes and approved allocations, as set out on the Amendment Sheet.

DAVINA FIORE
Director Governance and Legal Services
10 July 2018

Background Papers
Annual Council reports on Appointments to Committees and Election of Chairs and Deputy Chairs, 24 May 2018
Minutes of Annual Council 24 May 2018
Minutes Council 21 June 2018

CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **19 JULY 2018**

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES

Reasons for the Report

1.   To receive nominations and make appointments of Council representatives to statutory and non-statutory outside bodies.

Background

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

3.   The Council at its Annual meeting on 24 May 2018 and Ordinary meeting on 21 June 2018 received nominations and agreed appointments of Members to serve on bodies which are required on an annual basis and other vacancies.

Issues

4.   The Council is asked to receive nominations to the vacancies that exist on the bodies set out in **Appendix A.**

5.   The Party Group Whips have been advised of the vacancies and nominations received will be detailed on the Amendment Sheet to be circulated at the Council meeting.

6.   The appointments are for the duration of the administration unless stated otherwise.

Legal Implications

6.   The appointment of individuals to serve on outside bodies is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and

Responsibilities) (Wales) Regulations 2007. In the approved Scheme of Delegations the Council has determined that responsibility for the proposed appointments shall rest with Full Council.

Financial Implications

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

RECOMMENDATION

The Council is requested to receive nominations and approve appointments to outside bodies as listed in Appendix A and as set out on the amendment sheet.

DAVINA FIORE
Director of Governance & Legal Services and Monitoring Officer
10 July 2018

Appendix A – List of Outside Bodies for Council Nominations

Background Papers
Register of Appointments to Outside Bodies

Organisation	Aims of the Organisation	Number of Representatives	Notes
Cardiff & Vale of Glamorgan Community Health Council	The Cardiff & Vale of Glamorgan Community Health Council (CHC) represents the interests of the patients and public of Cardiff and the Vale of Glamorgan in relation to local health services. The 4 statutory duties/functions of the CHC are to: 1. Scrutinise the operation of health services in Cardiff & Vale of Glamorgan, to make recommendations for the improvement of that service, and to advise the Cardiff & Vale University Health Board (UHB) upon such matters relating to the operation of the health service. 2. To be consulted by the UHB in respect of health services for which it is responsible. 3. To enter and inspect NHS premises. 4. To provide an independent advocacy service on behalf of the Welsh Ministers for those aged 18 and over.	3 - representatives *(Can be either an Elected Member or an external appointment by the Council).*	1 vacancy
Cambrian Educational Foundation for Deaf Children	The Foundation offers financial assistance to young people between the ages of pre-school & 25 years, who have hearing impairment and either reside in Wales or have a parent who resides in Wales. Assistance is given for their education and social development. ***Representation is a requirement of the Foundation Constitution***	1 – Member	1 vacancy
Standing Advisory Council for Religious Education (SACRE)	SACRE is a statutory body which meets once a school term to advise the Council on matters concerned with collective worship and the provision of religious education	7 – Members (relevant Cabinet Member)	1 vacancy

Mae'r dudalen hon yn wag yn fwriadol