



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

GWYS Y CYNGOR

DYDD IAU, 25 MEHEFIN 2020

COUNCIL SUMMONS

THURSDAY, 25 JUNE 2020,

Fe'ch gwysir I fynychu cyfarfod **CYNGOR SIR DINAS A SIR CAERDYDD**, a gynhelir o bell ar Dydd Iau, 25 Mehefin 2020 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, 19 Mehefin
2020

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

RECORDIO CYFARFOD

Bydd y cyfarfod hwn yn cael ei recordio â'r bwriad o'i ddarlledu ar wefan y Cyngor yn ddiweddarach. Bydd y cyfarfod cyfan yn cael ei recordio, ac eithrio pan fo eitemau cyfrinachol neu eitemau a eithrir. Caiff copi o'r cyfarfod ei gadw yn unol â pholisi cadw data'r Cyngor.

Os ydych yn gwneud sylw yn y cyfarfod hwn, ystyrir eich bod wedi cydsynio i gael eich ffilmio a/neu eich recordio.

Os oes gennych gwestiynau ynghylch gwe-ddarlledu cyfarfodydd, cysylltwch â'r Gwasanaethau Pwyllgorau trwy ffonio 02920 872020 neu e-bostio [Gwasanethau Democrataidd](#)

<i>Eitem</i>		<i>Tua Amser</i>	<i>Max Amser</i>
1	Ymddiheuriadau am Absenoldeb <i>Derbyn ymddiheuriadau am absenoldeb (sicrhewch fod unrhyw ymddiheuriadau yn cael eu hysbysu i'r Gwasanaethau Democraidd cyn y cyfarfod).</i>	4.30 am	5 mins
2	Datgan Buddiannau <i>Derbyn datganiadau buddiannau (i'w gwneud yn unol â Chod Ymddygiad yr Aelodau). Sicrhewch fod unrhyw ddatganiadau o'r fath yn cael eu hysbysu i'r Gwasanaethau Democraidd ymlaen llaw.</i>	4.35 am	5 mins
3	Cofnodion <i>(Tudalennau 5 - 10)</i> <i>Cymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 21 Mai 2020 fel gwir gofnod.</i>	4.40 am	5 mins
4	Cyhoeddiadau'r Arglwydd Faer <i>To receive the Lord Mayor's announcements including Recognitions and Awards.</i>	4.45 am	5 mins
5	ReporDatganiad Polisi Tâl 2020/21 <i>(Tudalennau 11 - 30)</i> <i>Addroddiad y Cyfarwyddwr Corfforaethol, Adnoddau</i>	4.50 am	15 mins
6	Datganiad yr Arweinydd mewn perthynas â Covid 19 <i>(Tudalennau 31 - 48)</i> <i>Derbyn datganiad ar y cyd gan yr Arweinydd a'r Cabinet a chymryd uchafswm o 20 cwestiwn.</i>	5.05 am	60 mins
7	Materion Brys	6.05 am	
Materion Cyngor nas Gwrthwynebir			
8	Calendr Cyfarfodydd o Bell <i>(Tudalennau 49 - 54)</i> <i>Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro</i>	6.05 am	5 mins

<p>9</p>	<p>Penodi Aelodau Pwyllgor a Chyrff Allanol <i>(Tudalennau 55 - 56)</i></p> <p><i>Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro</i></p>	<p>6.10 am</p>	<p>5 mins</p>
<p>10</p>	<p>Cwestiynau Ysgrifenedig</p> <p><i>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.</i></p>	<p>6.15 am</p>	

City Council of the City & County of Cardiff
21 May 2020

1

THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met remotely on 21 May 2020 to transact the business set out in the Council summons dated Friday, 15 May 2020.

Present: County Councillor Dan De'Ath(Lord Mayor)

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

27 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Elsmore and Walker

28 : DECLARATIONS OF INTEREST

The following declarations of interest were received in accordance with the Members Code of Conduct.

Councillor	Item Number	Nature of Interest
Councillor Simmons	7	Personal as Member Pension and Credit Union
Councillor Williams	7	Personal as employed by BCB International who supply PPE to public bodies, including the Council

29 : MINUTES

The minutes of the 27 February 2020, were signed as a correct record of the meeting.

30 : LORD MAYOR'S ANNOUNCEMENTS

Cardiff Council Staff Working for Cardiff

The Lord Mayor personally thanked the thousands of Cardiff Council staff working incredibly hard for the city throughout the COVID-19 crisis and expressed his and his

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Tudalen 5

Councillors colleagues' gratitude, appreciation and pride in the work that is being undertaken.

From social care to education, supporting the homeless to providing food and provisions for those in need, continuing to support the vulnerable, collecting waste and recycling, keeping our parks and green spaces safe - the list of services that are being provided under incredibly challenging circumstances is a long one.

1,200 Registered Volunteers

The Together for Cardiff volunteer force is a 1,200-strong group of residents from across the city.

Volunteers that have joined Together for Cardiff are doing vital work in helping the vulnerable, including delivering provisions and providing support throughout this difficult time.

Donations to the Food Appeal

Cardiff Council's Food Appeal has raised almost £100,000 to help people in need with emergency food and essentials.

The initiative has been set-up to ensure that those experiencing financial difficulties are able to buy food, and to provide for those who cannot shop for themselves at this time.

All of the money raised from the appeal will be spent on food and essentials.

The Lord Mayor thanked the Democratic Services Officers who have supported all elected members to access this meeting, provide training and support this way of working going forward.

31 : GOVERNANCE ARRANGEMENTS DURING COVID-19 CRISIS

The Leader of the Council, Councillor Huw Thomas proposed the report, which allowed Council to agree changes to its governance arrangements during the period when normal business operations were disrupted due to government restrictions and additional service pressures arising from the current COVID-19 pandemic. The Leader made reference to the amendment received from the Liberal Democrat Group and confirmed that the amendment had been accepted. The establishment of the COVID-19 Scrutiny Panel, comprising of the five Scrutiny Chairpersons

The report was seconded by Councillor Adrian Robson who reiterated how Council services and priorities were being adapted to support the crisis.

An amendment had been received from the Liberal Democrat Group, proposed by Councillor Boyle and seconded by Councillor Berman

Council is recommended to:

Bring forward by the time of the next Council meeting, a proposal for the reintroduction of written questions, to which answers would be provided as part of the formal record of the meeting.

The Lord Mayor invited debate on the item.

The Lord Mayor invited the Leader to respond to the points raised.

The Lord Mayor called for a vote on the recommendations in the report, including the additional recommendation 6 outlined on the amendment sheet.

The Vote was CARRIED.

32 : LORD MAYOR AND DEPUTY LORD MAYOR ELECT

The Lord Mayor invited the Leader of the Council Councillor Huw Thomas to propose the nomination for the Lord Mayor Elect.

The Lord Mayor invited the Leader of the Conservative Group, Councillor Adrian Robson to second the nomination.

The Lord Mayor confirmed that Councillor Rod McKerlich was the Lord Mayor Elect for the Municipal Year 2020/21.

The Lord Mayor invited the Leader of the Liberal Democrat Group, Councillor Joe Boyle to propose the nomination for the Deputy Lord Mayor Elect.

The Lord Mayor invited the Leader of the Welsh National Party, Councillor Keith Parry, to second the nomination.

The Lord Mayor confirmed that Councillor Lyn Hudson was the Deputy Lord Mayor Elect for the Municipal Year 2020/21.

33 : STATEMENT OF THE LEADER IN RELATION TO COVID 19

Council received the [Statement of the Leader](#), which included updates from all Cabinet Member Portfolios.

Questions had been received to the Statement from all Political Groups and Councillor Bowden. Fifteen questions had been received on a politically proportional basis from the following Councillors:

Councillor Adrian Robson
Councillor Sean Driscoll
Councillor Bablin Molik
Councillor Keith Parry
Councillor Norma Mackie
Councillor Lyn Hudson
Councillor Mia Rees
Councillor Lee Bridgeman
Councillor Rodney Berman
Councillor Owen Jones
Councillor Dilwar Ali

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Councillor Iona Gordon
Councillor Burke-Davies
Councillor Oliver Owen
Councillor Rhys Taylor
Councillor Fenella Bowden

The Leader of the Council and Cabinet Members responded to questions raised in relation to:

- Finance, lost income discussion with Welsh Government. Staff income based eligible for furlough. Alternative budget when the Council starts to come out of crisis as current the budget was now out of date.
- Transport, reduction in traffic, plans to install infrastructure in relation to new crossings and cost of schemes.
- Financial viability of transport for Cardiff during the crisis.
- 20 mile hour speed signs in the City and measures in place to enforce them.
- Homelessness, how the Council responded to the homeless and the support provided when dealing with the crisis, including providing accommodation.
- Traffic signs, re-design of public spaces and shopping centres, operation of hubs and libraries when they re-open.
- Specialist provision for primary aged children and timescales.
- Children's Services, key workers and contact with children placed on the at risk register.
- Impact on vulnerable groups, health and equality, issues with obesity, impact the virus has on black and minority groups. Impact on people from deprived areas.
- Effort provided by Waste Management recognised by residents. Timescales for waste collections and the support provided by Litter picking teams.
- Sourcing of PPE and distribution of food supply to vulnerable people.
- Measures taken to use temporary traffic orders to extend space for walking and cycling and promotion of active travel.
- Managing the cities recovery to support business and shops to re-open.
- Education, Welsh Language schools and the support provided to children with limited teacher pupil contact.
- Provision for vulnerable learners and special learners.
- Looked After Children currently placed outside of Wales receiving different advice in relation to COVID-19 response and ensuring their safety.

34 : URGENT BUSINESS

No urgent items were received.

35 : DECISIONS WHERE CALL IN HAS BEEN DISAPPLIED – FOR NOTING

- SMT/19 – 20/59
COVID-19 Civil Contingency Commission to Wild Water Cold Storage for Temporary Morgue Storage Services.

- SMT/19 – 20/61

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

COVID-19 Supplier relief for Greenwich Leisure LTD (GLL)

36 : APPOINTMENT OF LOCAL AUTHORITY SCHOOL GOVERNORS

For Council to approve appointments as Local Authority School Governors.

RESOLVED: That in accordance with the recommendations of the Local Authority Governor Panel, the Council approves the new appointment and re-appointments of Local Authority governors to the school governing bodies as set out in Appendix 1, each for a term of 4 years from the date of the appointment.

37 : COMMITTEE APPOINTMENTS

To receive nominations and make appointments to current committee vacancies as set out in the report and in accordance with the approved allocation of seats and political group wishes.

RESOLVED: The Council was recommended to appoint to the vacancies on Committees in accordance with the approved allocation of seats and Party Group wishes, as set out on the Amendment Sheet.

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**CARDIFF COUNCIL
CYNGOR CAERDYDD****COUNCIL: 25 JUNE 2020**

CABINET PROPOSAL

PAY POLICY 2020/2021**Reason for this Report**

1. To ask the Council to agree a Pay Policy Statement for 2020/21, in accordance with the requirements of the Localism Act 2011.

Background

2. Cardiff Council understands the importance of having a clear written policy on pay for employees. The policy statement will provide a framework to ensure that employees are rewarded fairly and objectively without discrimination.
3. The Council also has a statutory requirement under the Localism Act 2011 to prepare a pay policy statement on an annual basis. The first statement was in place by 31st March 2012 and they have been produced annually since then. Agreement (and subsequent publication) of the 2020/21 Pay Policy Statement will ensure continued compliance with this legislation.
4. The focus of the legislation is about transparency of pay for Chief Officers and how their pay compares with lower paid employees in the Council. However, in the interests of transparency and accountability the Council has chosen since 2011 to take a broader approach and produce a policy statement covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by Welsh Government Ministers and therefore not in local authority control). This policy also excludes Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales.

Voluntary Redundancy Scheme

5. The legislation also requires the Council to provide information about redundancy payments that are made to employees who leave the organisation. The current Voluntary Redundancy Policy has been in place since 3rd April 2015, and annual reviews since then have resulted in no further changes. There will be no change to the Voluntary Redundancy Policy for 2020/21.

6. Redundancy payments made under the Policy are calculated with reference to a week's pay up to a maximum of £525.00. Since 13th June 2017, as a result of a ruling by an Employment Appeal Tribunal (EAT) in the case of *University of Sunderland v Drossou*, in June 2017, employers must ensure that a week's pay includes remuneration 'payable by the employer under the contract of employment' and that this value should not be limited by what the employee directly receives. The rationale offered by the EAT was that employer's pension contributions formed part of the overall package of 'remuneration' offered to an employee in return for their services. The result of this is that where appropriate, the employer's pension contributions are included in the calculation of an employee's weekly pay, subject to the £525 maximum stated in the Voluntary Redundancy Policy.

Chief Officer Pay

7. In line with the Standing Orders (Wales) Amendment Regulations 2014 and a Council resolution effective since the 2015/16 Pay Policy Statement, the pay award for Chief Officers employed under JNC terms and conditions will be automatically applied, once agreed by the national employers.

Local Government Services Pay Award 2020

8. The NJC pay agreement effective from 1st April 2020 will be implemented once agreed by the national employers. Until then the Council will continue to apply the NJC 2018-20 pay agreement

UK Government Changes

9. The Council reports accompanying the Pay Policy Statements since 2015/16 have described proposed UK Government changes concerning:
 - (i) an Exit Payment Cap,
 - (ii) a wider review of Public Sector Exit Payment Schemes
 - (iii) recovery of exit Payments (Clawback)
10. At this point these proposed changes have not been finalised and the position remains as reported to Council in 2017.

Gender Pay Gap

11. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which relate to public sector employers in England and Wales, requires the publication of gender pay gap data based on a 'snapshot' date of 31st March.
12. Since the publication of the regulations it has been clarified that local authorities in Wales are not covered by the requirement to formally publish a Gender Pay Gap report, but instead must manage gender pay

differences. On this basis, there is no requirement on the Council to publish anything other than the data we have published to date.

13. With more public sector employers being required to report on their Gender Pay Gap, and in line with the Council's commitment to fairness and transparency, it is proposed that the Council continues to voluntarily publish its Gender Pay gap report as part of the annual Pay Policy Statement, required to be published by 31st March 2020. Please note this has been delayed due to the 26th March Council meeting being cancelled because of the pandemic lockdown.

Non-Guaranteed Working Hours

14. In December 2016 the Welsh Government issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups. The Council is committed to the principles determined by Welsh Government which apply to those employees who are employed on a relief, 'casual' or sessional basis. These employees are used in services within the Council where there is either a need to bring in an additional workforce in order to cover peaks in workload, or where the workload is on a one off basis, such as Events.

Reason for Recommendations

15. To respond to the legal requirement under the Localism Act 2011 but the production of the policy statement will also provide openness and accountability in how the Council rewards its employees.

Financial Implications

16. The rates of pay and conditions set out in the Pay Policy Statement are reflected in the Council's budget for 2020/21.

Legal Implications

17. Under Section 38 of the Localism Act 2011 the Council must prepare a Pay Policy Statement for each financial year before the commencement of that year. The Pay Policy Statement for 2020/21 should have been approved by 31st March 2020, but has been delayed by the cancellation of the 26th March Council meeting because of the pandemic lockdown.
18. The Act requires the Pay Policy Statement to cover certain specific matters and the Welsh Government has issued statutory Guidance in relation to Pay Policies.
19. The proposed Pay Policy Statement for 2020/21 meets the requirements of the Act and Welsh Government Guidance.

20. The Pay Policy must be published in such manner as the Council thinks fit, which must include publication on the Council's website.
21. The Council's pay structures are considered to be compliant with Equalities legislation.

HR Implications

22. The recommendation will not impact on employees across the Council as it merely outlines in one policy, existing and agreed arrangements for pay and remuneration of employees.
23. The trade unions have been consulted on the Pay Policy Statement.

Property Implications

24. There are no property implications.

CABINET PROPOSAL

Council is recommend to approve the attached Pay Policy Statement (2020/21) Appendix 1.

THE CABINET 19 March 2020

The following appendix is attached:

Appendix 1: Pay Policy Statement 2020/21, together with Annex 1

CARDIFF COUNCIL

PAY POLICY STATEMENT 2020/21

INTRODUCTION AND PURPOSE

1. Cardiff Council recognises the importance of managing pay fairly and consistently in a way that motivates employees to make a positive contribution to the Council's business. The decisions that are taken regarding pay are crucial to maintaining equality across the Council. The production of a Pay Policy Statement supports this approach and will provide transparency.

SCOPE

2. The Localism Act 2011 requires authorities to develop and make public a pay policy statement on all aspects of Chief Officer remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the authority, explaining their policy on the relationship between remuneration for Chief Officer and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a policy statement covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by the Welsh Government and therefore not in local authority control). This policy does not apply to Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales.

LEGISLATION

3. In determining the pay and remuneration of all its employees, the Council will comply with all relevant legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Employment) Regulations 2006. With regard to the Equal Pay requirements contained within the Equality Act, the Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.
4. This policy statement incorporates the Cardiff Council's Pay Policy Statement as required by the Localism Act 2011.

RESPONSIBILITY AND SCOPE

5. The Council is directly responsible for a budget of £624 million (2019/20) and for the employment of 13,321 employees (as at December). The Council provides services to a total population of 362,800 (rounded to the nearest 100) according to the Office for

National Statistics' latest (mid-2017) population estimates. The Council was recorded as having a Council housing stock of 13,449 and in October 2019 there were 54,939 pupils enrolled in our schools.

DEFINITIONS

6. **Chief Officer** – the Localism Act 2011 defines Chief Officer as:
- Head of Paid Service - in Cardiff this is the Chief Executive
 - Monitoring Officer – in Cardiff this is the Director of Governance & Legal Services
 - Statutory Chief Officers – in Cardiff these are -
 - Director for Education and Lifelong Learning,
 - Director of Social Services
 - Corporate Director Resources who undertakes the role of Section 151 Officer
 - Non-statutory Chief Officers – this refers to non-statutory posts that report directly to the Head of Paid Service so in Cardiff this would be –
 - Corporate Director for People and Communities
 - Director for Economic Development
 - Director for Planning, Transport and Environment
- Deputy Chief Officers** – this refers to officers that report directly to statutory or non-statutory Chief Officers. In Cardiff this includes:
- Assistant Director for Adults
 - Assistant Director for Children's Services
 - Assistant Director for Corporate Landlord
 - Assistant Director for Education and Lifelong Learning
 - Assistant Director for Housing and Communities
 - Assistant Director for Street Scene
 - Programme Director for School Organisation Planning
 - Head of Service for Finance
 - Head of Performance and Partnerships
 - Head of Democratic Services – statutory role which reports to the Monitoring Officer
 - Chief Officer for HR People Services
 - Chief Digital Officer
-
- There are also some Operational Managers that report directly to statutory or non-statutory Chief Officers (Corporate Director Resources, Directors of Economic Development; Governance and Legal Services; Social Services) and so for the purposes of this policy these posts are included within this definition. Operational Managers are employed on the same terms and conditions as the Council's Heads of Service and Chief Officers as indicated in paragraph 16.
7. **Lowest Paid Employees** – the Localism Act 2011 requires the Council to define its 'lowest paid employee' within the pay policy statement. Within the Council the lowest paid employees are those appointed on SCP1 of the NJC nationally agreed pay spine. However, with effect from 1st September 2012 the Council adopted the Voluntary Living Wage for its employees. Therefore, the minimum pay is currently £9.00 per hour. This is to rise to £9.30 per hour from 1st April 2020.

8. The minimum point on the National Joint Council for Local Government Services (the NJC) pay scale has a minimum point of Point 1 which equates to an hourly rate of pay of £9.00, which is equivalent to the Voluntary Living Wage. The Council remains committed to the payment of the Voluntary Living Wage, and once the 2020 National Pay Agreement is finalised it will determine if the Living Wage supplement needs to be reintroduced.
9. **Pay** – the Localism Act 2011 defines remuneration as ‘salary, bonuses, charges, fees or allowances payable, any benefits in kind, increase or enhancement of pension entitlement. This definition is adopted for the term **pay** used in this policy.

KEY PRINCIPLES

10. This policy statement aims to ensure that all employees are rewarded fairly and without discrimination for the work that they do. It reflects fairness and equality of opportunity, the need to encourage and enable employees to perform to the best of their ability and the commitment to operate a transparent pay and grading structure.
11. The Council recognises that pay is not the only means of rewarding and supporting employees and offers a wider range of benefits, such as flexible working arrangements, access to learning and development, a Health and Wellbeing Charter and an Employee Assistance Programme, etc.
12. To ensure these principles are embedded the Council will ensure that there are clear and rational processes for setting and reviewing salaries for all employees, and that there is sufficient flexibility to take into account the pay market and recruitment and retention factors.
13. Any policy statement on pay has to be affordable and support the provision of high quality public service.

PAY DETAILS

Pay Ranges – previous ‘NJC Green Book’ and ‘JNC Craft’ Employees

14. All former NJC Green Book and JNC Craft positions within the Council went through a job evaluation (JE) process using the Greater London Provincial Council (GLPC) scheme, and the Council has Collective Agreements in place with UNISON, GMB and Unite (NJC Green Book), and GMB, Unite and UCATT (JNC Craft). The JE process is also used to determine the grades for all new posts in these employee groups and ensures that men and women receive equal pay for work of equal value.
15. The Council’s pay and grading structure links the scores from the job evaluation process directly to the NJC pay structure. This national pay structure with effect from 1st April 2019 ranges from spinal column point (SCP) 1 to 49 which equates to £17,364 to £45,591. Within Cardiff we have in place 10 grades that span across SCPs 1-40 which equates to £17,364 to £42,683, at 1st April 2019. Each grade has a number of incremental points. More information about the GLPC Scheme and the grades of the

Council can be found in the Council's Single Status Collective Agreement. The agreed grades and associated salaries as at 1st April 2019 can be seen at Annex1.

Pay Ranges – Chief Officers and Operational Managers

16. Posts at Operational Manager and above are employed on JNC Chief Officer terms and conditions, and pay levels for these posts have been evaluated using the Korn Ferry Hay (formerly Hay) Job Evaluation Scheme since 1999.
17. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC pay rises. This Council will therefore pay these nationally agreed pay awards as and when determined, unless full Council decides otherwise.
18. The following table shows the pay for the Senior Management structure:

Level	Salary*
Chief Executive	£180,423
Corporate Director for Resources Corporate Director for People and Communities	£137,970
Directors	£127,357
Chief Digital Officer	£102,240
Chief Officers, Assistant Directors	£86,603
Operational Managers	<u>Level 1</u> 5 points from £56,881 - £69,318 <u>Level 2</u> 5 points from £46,552 - £56,233

* Effective from 1st April 2019 in line with JNC for Chief Officers and JNC Chief Executive 2018/2019 two year national pay agreement.

19. When evaluating Chief Officer posts, Korn Ferry Hay are asked to provide information on salary levels based on their assessment of relative job sizes and benchmarking against market comparisons for posts of similar size and complexity. Any report from Korn Ferry Hay on changes to salary levels would be presented to the Council's Employment Conditions Committee (ECC) which has the following functions delegated to it under the Council's Constitution:
 - (i) *To consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers.*
 - (ii) *To decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to*

time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.

20. Since 2009/10, the Council has published pay details for Chief Officer posts on its website. Previous to this, the number of officers at each salary band over £60,000 were set out. The information can be found in the 'Statement of Accounts' which is accessed via the tab 'Your Council' and then the link to 'Council Finance'. The Chief Executive pay has been published on the website since 2010.
21. The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee (£17,208) and the Chief Executive (£180,423) as [1:10] and; between the lowest paid employee (£17,208) and median Chief Officer (£86,603) as [1:5].

The multiple between the median full time equivalent earnings (£24,799) and the Chief Executive (£180,423) is [1:7] and; between the median full time equivalent earnings (£24,799) and median Chief Officer (£86,603) is [1:3].

These figures are based on basic salary on 1st April 2019.

22. The Council does not use performance related pay or bonuses for Chief Officers.

Pay Ranges – Employees other than Chief Officer and previous 'Green Book' and 'Craft' employees

23. The Council also has employees on other national terms and conditions, i.e. JNC Youth and Community, Soulbury, and School Teacher terms and conditions. Pay for these employees is based on the relevant nationally agreed rates of pay. Pay rates are included in Annex 1 for information.

Incremental Progression – all employees

24. Incremental progression for 'Green Book', 'Craft' employees and Operational Managers is not automatic but is dependent upon a successful performance review. Following a successful performance review, increments are normally effective from the 1st April each year. For 'Green Book' and 'Craft' employees, this requirement is detailed in the relevant Single Status Collective Agreement, and for Operational Managers this is contained within their terms and conditions.

Salary on Appointment – all employees

25. Posts are advertised on the agreed grade and the minimum and maximum salary is stated. In practice, most appointments are made at the bottom of the range, but there is discretion to appoint at a higher point on the range. This would usually be to match a candidate's current level of pay or in particular circumstances.

Pay Review – all employees

26. All pay is reviewed in line with the national pay awards negotiated by the Local Government Employers in conjunction with the recognised Trade Unions at a national level. Please see paragraph 16 in relation to JNC for Chief Officer national pay awards.

Market Supplements – all employees

27. It is recognised that there will be exceptional occasions where the market rate for certain key jobs is higher than that provided for by the new pay and grading structure. In these circumstances, the grading of the post will be reviewed in accordance with the new Market Supplement Scheme agreed as part of the Council's single status package. The scheme is applicable to all those covered by the green book, Craft employees, JNC for Chief Officers, JNC for Youth & Community Workers and those on Soulbury terms and conditions. Proposals to pay a Market Supplement must be supported by a full evidence based business case, and follow the agreed decision making processes of the Council.

ADDITIONAL PAYMENTS

28. Employees employed under the previous 'Green Book' and 'Craft' terms and conditions are paid on the same terms and conditions and pay scales through Single Status. However, a tool allowance has been retained for relevant craft posts.

NJC 'Green Book' and JNC 'Craft' Employees

29. Additional payments are made as detailed in their respective Collective Agreements. The types of additional payments made include: overtime and Saturday and Sunday working at time and a half, recalls to work attract a minimum payment of 2 hours payment, public holiday payments, car allowances, motorcycle and bicycle allowances, stand by and call out payments, night /evening /unsocial hours payments, shift work allowance, sleeping in duty payment, first aid allowance, relocation payment and payment for professional subscriptions. In order to manage an ongoing budgetary pressure, in the financial year 2020/21 payments for interview expenses, relocation expenses and professional subscriptions (which are not legal requirements of a post) will not be made. This has consistently been applied since the 2014/15 financial year.

Chief Officers and Operational Managers

30. Additional payments made include car, motorcycle and bicycle allowances which have been harmonised for all Council employees using the single rate based on the HMRC arrangements paid for business mileage, i.e. currently 45p per mile.
31. Interview Expenses and Relocation Assistance – Consistent with a decision applied since the 2014/15 financial year, these payments will not be made for the 2020/21 financial year.
32. Professional Subscriptions – For the financial year 2020/21 these will continue to only be paid by the Council where it is an essential requirement of the post.

33. Returning Officer Fees - The appointment of Electoral Registration Officer is required by S8 Representation of the People Act 1983, and the appointment of Returning officer by S35 Representation of the People Act, 1983. In Cardiff, the role of Electoral Registration Officer and Returning Officer is part of the job description of the Chief Executive. The fee for parliamentary, European Union, Welsh Government, Police and Crime Commissioner Elections and all referenda are set by legislation. For these externally sponsored elections the fee is funded through grant awarded by the Welsh Government in respect of its election, and by Central Government in respect of the other elections. Local authorities have the discretion to set the fee for local elections. In the Council the fee for local elections (including ordinary and casual) is set in line with the fee agreed for the Welsh Government elections. Following Council decision on the 28th February 2019, from the 3rd April 2019 the Chief Executive will carry out the role of Electoral Registration Officer and Returning Officer. The Chief Executive has waived all fees associated with the role.

Other Employees

34. The Council is looking to negotiate with trade unions to harmonise the additional payments for JNC Youth and Community and Soulbury employees with those paid to 'Green Book' and 'Craft' employees. The Council's intention is to commence negotiations in the next financial year.

HONORARIA AND ACTING UP SCHEMES

35. The Council has schemes for payment where an employee acts up into a post at a higher level of pay (Acting Up Scheme) or where they undertake additional duties at a higher level of responsibility (Honoraria Scheme). These schemes are applicable for all Council employees, excluding teachers, however for the financial year 2020/21 use of the Honoraria Scheme will continue to be withdrawn in order to manage an ongoing budgetary pressure.

ANNUAL LEAVE

Green Book and Craft employees, Chief Officers and Operational Managers

36. The annual leave entitlement is 27 days, rising to 32 days after 5 years' service. Plus 8 bank holidays.

Other Employees

37. The annual leave entitlement for JNC Youth & Community is 30 days, rising to 35 days after 5 years' service. The Soulbury entitlement is 25 days rising to 30 days after 5 years' service. Plus 8 bank holidays and 4 extra statutory days for both groups.
38. The entitlements to annual leave are pro rata for part time employees.
39. The Council has in place an Annual Leave Purchase scheme, whereby employees can purchase up to 10 days annual leave, which is then payable by monthly deductions

during the leave year. As at January 2020, 232 employees had accessed the scheme in the 2019/20 annual leave year.

GENDER PAY GAP REPORT

40. The Council has published a Gender Pay Gap report as part of its Annual Equalities Monitoring Report. The Council has a Job Evaluation process to determine the grades for all posts which ensures that men and woman receive equal pay for work of equal value. The following Gender Pay Gap information sets out the differences in the average pay between men and women (excluding schools) as at 31st March 2019, compared with 31st March 2018:

	2018 Mean Hourly Rate	2018 Median Hourly Rate	2019 Mean Hourly Rate	2019 Median Hourly Rate
Male	13.65	12.32	14.16	12.78
Female	13.21	11.74	13.96	12.37
Pay Gap	3.22%	4.71%	1.41%	3.21%

41. The **mean** average involves adding up all of the hourly rates and dividing the result by how many numbers were in the list. The **median** average involves listing all of the hourly rates in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers.
42. The mean average has decreased by 1.96% between 2018 and 2019. The median average of 4.71% in 2018 compared with 3.21% in 2019 gives an overall decrease of 1.50%.
43. When schools are included, the Gender Pay Gap information as at 31st March 2019, compared with 31st March 2018 is as follows:

	2018 Mean Hourly Rate	2018 Median Hourly Rate	2019 Mean Hourly Rate	2019 Median Hourly Rate
Male	14.98	12.61	15.49	13.20
Female	14.56	12.13	15.13	12.56
Pay Gap	2.80%	3.81%	2.32%	4.85%

The UK Government's Equalities Office recently stated that women working in the public sector are paid on average 19.0% less than men compared to 23.8% less for women in the private sector

44. The quartile table below shows the proportion of male and female full-pay relevant employees (excluding schools) in four quartile pay bands, which is calculated by dividing the workforce into four equal parts. If there are number of employees on the same hourly rate of pay crossing two of the quartiles, males and females are split as evenly as possible across the quartiles.

Quartiles	2018		2019		Male Difference	Female Difference
	Male	Female	Male	Female		
Q1	31.80%	68.20%	31.65%	68.35%	-0.15%	0.15%
Q2	43.31%	56.69%	44.01%	55.99%	0.70%	-0.70%
Q3	49.42%	50.58%	48.71%	51.29%	-0.70%	0.70%
Q4	44.31%	55.69%	42.28%	57.72%	-2.02%	2.02%

45. Whilst there is no requirement in Wales to publish Gender Pay Gap information, Cardiff Council has chosen to publish its information on GOV.UK. In terms of the 2019/20 published data, Cardiff Council's position compares well to other Local Authorities, include those core cities that have published their data.

PENSIONS AND REDUNDANCY/SEVERANCE PAYMENTS

46. All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible they will automatically become a member of the scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.
47. The current level of contribution to the scheme by employees is:

Contribution table 2019/20			
Band	Actual pensionable pay for an employment	Contribution rate for that employment	
		Main	50/50 section
1	Up to £14,100	5.50%	2.75%
2	£14,101 to £22,500	5.80%	2.90%
3	£22,501 to £36,500	6.50%	3.25%
4	£36,501 to £46,200	6.80%	3.40%
5	£46,201 to £64,600	8.50%	4.25%
6	£64,601 to £91,500	9.90%	4.95%
7	£91,501 to £107,700	10.50%	5.25%
8	£107,701 to £161,500	11.40%	5.70%
9	£161,501 or more	12.50%	6.25%

48. Teachers are entitled to join the Teachers' Pensions scheme. As the Teachers Pensions scheme is operated externally further information can be found on www.teacherspensions.co.uk.
49. The Council's current published statement relating to pensions was agreed by the Cabinet on 12th June 2014 for implementation in 30th June 2014 and the relevant document is available on the Council's website. A change to the way redundancy payments are calculated was agreed by Cabinet on 26th January 2015 as part of the Voluntary Redundancy Policy, and is detailed below in paragraph 52.

50. The document provides details of the Council's policy on making discretionary payments on early termination of employment under Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. The document also provides details of the Council's policy on increasing an employee's total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008.
51. The arrangements set out in the document referred to in paragraph 49 apply to all employees of the Council irrespective of grade or status. The most relevant sections are detailed below:
- (i) **The power to pay lump sum compensation of up to 104 weeks** - the Council's policy for utilising this discretion is that the statutory redundancy table is multiplied by a factor of 1.5 subject to a maximum of 45 weeks from 3rd April 2015.
 - (ii) **The power to Increase a Statutory Redundancy Payment** – the Council's policy for utilising this discretion is that redundancy payments to be based on actual week's pay up to a maximum of £525 per week (as at 6th April 2019) or actual pay whichever is the lesser. The maximum figure to be adjusted by the statutory amount for a week's pay, as announced annually by the Department of Business Innovation and Skills.
52. The policy effective since 5 April 2015 has been amended to take account of the decision of an Employment Appeal Tribunal (EAT) in the case of *University of Sunderland v Drossou (13 June 2017)*. The EAT ruled that employer's pension contributions should be included in the calculation of a week's pay for calculations made under the Employment Rights Act 1996 (ERA). Sections 220-229 of the ERA set out the rules regarding the 'week's pay provisions' and the way a week's pay is used, which includes the calculation of redundancy pay.
53. The EAT held that a week's pay should include remuneration 'payable by the employer under the contract of employment' and that this value should not be limited by what the employee directly receives. The rationale offered by the EAT was that employer's pension contributions formed part of the overall package of 'remuneration' offered to an employee in return for their services. The result of this is that, where appropriate, the employer's pension contributions are included in the calculation, subject to the £525 maximum.

RE-EMPLOYMENT OF STAFF

54. Since 1st April 2015, the Council has had a policy regarding re-employment of employees (at any level) who take voluntary redundancy from the Council which was agreed at Cabinet on 26th January 2015.
55. The Council's agreed policy is that employees requesting voluntary redundancy have to agree to the condition that given the Council's obligation to safeguard public funds, they will be precluded from returning to employment (which includes permanent, temporary,

casual and agency) within the Council (including schools) for a period of 12 months from the date of their termination.

56. The Council does not believe that it employs any individual in a manner that seeks to avoid tax.
57. Within the Council, under the pension fund discretionary policies there is generally no abatement of pension following re-employment except under the following circumstances:
 - (i) Where a person has been awarded compensatory added years (CAY's) under the LGPS Compensation Regulations the pension may be abated. This is a requirement of the compensation regulations but these will be historical cases as CAY's can no longer be granted.
 - (ii) Where a person has retired under tier 1 ill health provisions and is subsequently re-employed. This is because the certification for tier 1 supposes that the person is permanently unfit for all work. Other tiers of ill health or other retirements would not lead to abatement on re-employment.
58. Abatement, where it applies, would be based on non betterment that is the pension together with the pay in the new employment should not exceed the pay at the point of retirement (adjusted for pension increases). Under (i) the abatement would only apply to the pension from CAY's.

NON GUARANTEED WORKING HOURS

59. In December 2016 the Welsh Government issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups. The Council is committed to the principles determined by Welsh Government which apply to those employees who are employed on a relief, casual or sessional basis. These employees are used in services within the Council where there is either a need to bring in an additional workforce in order to cover peaks in workload or where the workload is on a one off basis.

ACCOUNTABILITY AND DECISION MAKING

60. In accordance with the Constitution of the Council the Cabinet are responsible for decision making in terms of pay, terms and conditions and redundancy arrangements in relation to employees of the Council. The exception to this is that the Employment Conditions Committee is responsible for posts at Chief Officer level and above.
61. In accordance with the Localism Act 2011 redundancy packages above £100,000 for Chief Officers must be agreed by full Council. The redundancy package includes any redundancy payment (from 3 April 2015, statutory redundancy pay of 30 weeks plus an additional 15 weeks), contractual notice period and full cost of early release of pension (as required under Regulation 68(2) of the Local Government Pension Scheme).

62. An updated Pay Policy Statement will be agreed by the full Council annually in line with the legislation and full Council will ensure compliance with the Pay Policy Statement.

REVIEW OF THE POLICY

63. This Pay Policy Statement will be kept under review and developments considered in the light of external best practice and legislation. The Pay Policy Statement may also be reviewed as part of the Council's existing Scrutiny arrangements. The Council will ensure the Pay Policy Statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual Pay Policy Statement will be submitted to Cabinet, and then full Council by March of each year.

Salary Scales

SCP	Job Evaluation Scores (GLPC scheme)	FTE SALARY	MONTHLY	HOURLY (National Living Wage £7.83 from 01/04/2018)	Hourly Living Wage £9.00 from 01/04/2019
NJC for Local Government (as at 1st April 2019) £17,364					
GRADE 1					
1	1 - 247	17364	1447.00	9.00	
GRADE 2					
2	248 - 286	17711	1475.92	9.18	
3		18065	1505.42	9.36	
GRADE 3					
3	287 - 327	18065	1505.42	9.36	
4		18426	1535.50	9.55	
5		18795	1566.25	9.74	
6		19171	1597.58	9.94	
GRADE 4					
6	328 - 369	19171	1597.58	9.94	
7		19554	1629.50	10.14	
8		19945	1662.08	10.34	
9		20344	1695.33	10.54	
11		21166	1763.83	10.97	
GRADE 5					
11	370 - 409	21166	1763.83	10.97	
12		21589	1799.08	11.19	
14		22462	1871.83	11.64	
15		22911	1909.25	11.88	
17		23836	1986.33	12.35	
19		24799	2066.58	12.85	
GRADE 6					
19	410 - 454	24799	2066.58	12.85	
20		25295	2107.92	13.11	
22		26317	2193.08	13.64	
23		26999	2249.92	13.99	
24		27905	2325.42	14.46	
25		28785	2398.75	14.92	
GRADE 7					
25	455 - 499	28785	2398.75	14.92	
26		29636	2469.67	15.36	
27		30507	2542.25	15.81	
28		31371	2614.25	16.26	
29		32029	2669.08	16.60	
30		32878	2739.83	17.04	
GRADE 8					
30	500 - 544	32878	2739.83	17.04	
31		33799	2816.58	17.52	
32		34788	2899.00	18.03	
33		35934	2994.50	18.63	
34		36876	3073.00	19.11	
GRADE 9					
34	545 - 589	36876	3073.00	19.11	
35		37849	3154.08	19.62	
36		38813	3234.42	20.12	
37		39782	3315.17	20.62	
GRADE 10					
37	590 +	39782	3315.17	20.62	
38		40760	3396.67	21.13	
39		41675	3472.92	21.60	
40		42683	3556.92	22.12	
Other		0	0.00	0.00	

* SCP 10, 13, 16, 18 & 21 are not in use

SCP	FTE SALARY	MONTHLY	HOURLY
JNC CHIEF OFFICERS (as at 1st April 2019)			
OM2			
1	46552	3879.33	24.13
2	49000	4083.33	25.40
3	51132	4261.00	26.50
4	53681	4473.42	27.82
5	56233	4686.08	29.15
OM1			
1	56881	4740.08	29.48
2	60041	5003.42	31.12
3	63202	5266.83	32.76
4	66190	5515.83	34.31
5	69318	5776.50	35.93
Chief Officer/Assistant Director			
1	86603	7216.92	44.89
Chief Digital Officer			
1	102240	8520.00	52.99
Director			
1	127357	10613.08	66.01
Corporate Director			
1	137970	11497.50	71.51
JNC CHIEF EXECUTIVE (as at 1st April 2019)			
Chief Executive			
1	180423	15035.25	93.52
NATIONAL MINIMUM WAGE (as at 1st April 2019)			
NMW - Point 1 (16 to 17 years of age)			
1	8392	699.33	4.35
NMW - Point 2 (18 to 20 years of age)			
2	11865	988.75	6.15
NMW - Point 3 (21 to 24 years of age)			
3	14856	1238.00	7.70
NMW - Point 4 (25 years and above)			
4	15839	1319.92	8.21
Apprentice Rate			
1	7524	627.00	3.90

Teacher (Main Pay Range)

			Daily Rate (195ths)
1	23,720	1976.67	121.64
2	25,344	2112.00	129.97
3	27,380	2281.67	140.41
4	29,488	2457.33	151.22
5	31,811	2650.92	163.13
6	35,008	2917.33	179.53

Teacher (Upper Pay Range)

			Daily Rate (195ths)
1	36,646	3053.83	187.93
2	38,004	3167.00	194.89
3	39,406	3283.83	202.08

Unqualified Teacher

			Daily Rate (195ths)
1	17,208	1434.00	88.25
2	19,210	1600.83	98.51
3	21,210	1767.50	108.77
4	23,212	1934.33	119.04
5	25,215	2101.25	129.31
6	27,216	2268.00	139.57

Leadership Group Range

	Min	Max
Group 1	45,213	60,153
Group 2	47,501	64,736
Group 3	51,234	69,673
Group 4	55,064	74,985
Group 5	60,755	82,701
Group 6	65,384	91,223
Group 7	70,370	100,568
Group 8	77,613	111,007

* Scale points to be applied only to head teachers at the top of the school group range in the academic year 2015/16, indicating no uplift for 2016/17.

e.g
Headteacher on Grade 12-18 (moves to sp18 on Sept 2016)
Salary Range £51,127 - £58,677 (no uplift on point 18)

Headteacher on Grade 15-21 (moves to sp18 on Sept 2016)
Salary Range £55,049 - £63,779 (sp18 = £59,264)

Leading Practitioner Range

LP01 - LP05		LP02 - LP06		LP03-LP07	
1	40,162	2	41,168	3	42,196
2	41,168	3	42,196	4	43,246
3	42,196	4	43,246	5	44,324
4	43,246	5	44,324	6	45,435
5	44,324	6	45,435	7	46,658
LP04-LP08		LP05-LP09		LP06-LP10	
4	43,246	5	44,324	6	45,435
5	44,324	6	45,435	7	46,658
6	45,435	7	46,658	8	47,735
7	46,658	8	47,735	9	48,927
8	47,735	9	48,927	10	50,183
LP07-LP11		LP08-LP12		LP09-LP13	
7	46,658	8	47,735	9	48,927
8	47,735	9	48,927	10	50,183
9	48,927	10	50,183	11	51,486
10	50,183	11	51,486	12	52,672
11	51,486	12	52,672	13	53,989
LP10-LP14		LP11-LP15		LP12-LP16	
10	50,183	11	51,486	12	52,672
11	51,486	12	52,672	13	53,989
12	52,672	13	53,989	14	55,335
13	53,989	14	55,335	15	56,712
14	55,335	15	56,712	16	58,219
LP13-LP17		LP14-LP18			
13	53,989	14	55,335		
14	55,335	15	56,712		
15	56,712	16	58,219		
16	58,219	17	59,557		
17	59,557	18	61,055		

Leadership Pay Range

1	39,965
2	40,966
3	41,989
4	43,034
5	44,106
6	45,213
7	46,430
8	47,501
9	48,687
10	49,937
11	51,234
12	52,414
13	53,724
14	55,064
15	56,434
16	57,934
17	59,265
18*	60,153
18	60,755
19	62,262
20	63,806
21*	64,736
21	65,384
22	67,008
23	68,667
24*	69,673
24	70,370
25	72,119
26	73,903
27*	74,985
27	75,735
28	77,613
29	79,535
30	81,515
31*	82,701
31	83,528
32	85,605
33	87,732
34	89,900
35*	91,223
35	92,135
36	94,416
37	96,763
38	99,158
39*	100,568
39	101,574
40	104,109
41	106,709
42	109,383
43*	111,007

SCP	FTE SALARY	MONTHLY	HOURLY
EAI			
01	34749	2895.75	18.01
02	35993	2999.42	18.66
03	37168	3097.33	19.27
04	38359	3196.58	19.88
05	39543	3295.25	20.50
06	40727	3393.92	21.11
07	41971	3497.58	21.75
08	43168	3597.33	22.38
09	44563	3713.58	23.10
10	45807	3817.25	23.74
11	47035	3919.58	24.38
12	48223	4018.58	25.00
13	49569	4130.75	25.69
14	50769	4230.75	26.31
15	52095	4341.25	27.00
16	53293	4441.08	27.62
17	54495	4541.25	28.25
18	55674	4639.50	28.86
19	56891	4740.92	29.49
20	57519	4793.25	29.81
21	58727	4893.92	30.44
22	59780	4981.67	30.99
23	60939	5078.25	31.59
24	61978	5164.83	32.12
25	63089	5257.42	32.70
26	64173	5347.75	33.26
27	65282	5440.17	33.84
28	66405	5533.75	34.42
29	67532	5627.67	35.00
30	68656	5721.33	35.59
31	69771	5814.25	36.16
32	70903	5908.58	36.75
33	72036	6003.00	37.34
34	73197	6099.75	37.94
35	74353	6196.08	38.54
36	75544	6295.33	39.16
37	76715	6392.92	39.76
38	77899	6491.58	40.38
39	79066	6588.83	40.98
40	80233	6686.08	41.59
41	81406	6783.83	42.19
42	82578	6881.50	42.80
43	83749	6979.08	43.41
44	84925	7077.08	44.02
45	86099	7174.92	44.63
46	87274	7272.83	45.24
47	88454	7371.17	45.85
48	89623	7468.58	46.45
49	90797	7566.42	47.06

SCP	FTE SALARY	MONTHLY	HOURLY
EDPSY A			
01	36446	3037.17	18.89
02	38296	3191.33	19.85
03	40146	3345.50	20.81
04	41994	3499.50	21.77
05	43844	3653.67	22.73
06	45693	3807.75	23.68
07	47434	3952.83	24.59
08	49175	4097.92	25.49
09	50806	4233.83	26.33

SCP	FTE SALARY	MONTHLY	HOURLY
EDPSY B			
01	45693	3807.75	23.68
02	47434	3952.83	24.59
03	49175	4097.92	25.49
04	50806	4233.83	26.33
05	52439	4369.92	27.18
06	53961	4496.75	27.97
07	54586	4548.83	28.29
08	55754	4646.17	28.90
09	56911	4742.58	29.50
10	58089	4840.75	30.11
11	59243	4936.92	30.71
12	60420	5035.00	31.32

JNC YOUTH AND COMMUNITY (as at 1st September 2018)

SCP	FTE SALARY	MONTHLY	HOURLY	Hourly Living Wage £9.00 from 01/04/2019
				£17,364
				9.00
CE2				
02	16757	1396.42	8.69	
03	17681	1473.42	9.16	
04	18141	1511.75	9.40	
05	24153	2012.75	12.52	
06	24153	2012.75	12.52	
07	25955	2162.92	13.45	
08	29724	2477.00	15.41	
09	29724	2477.00	15.41	
10	35160	2930.00	18.22	

SCP	FTE SALARY	MONTHLY	HOURLY
T00 1			
11	22116	1843.00	11.46
12	23118	1926.50	11.98
13	24153	2012.75	12.52
14	25225	2102.08	13.07

T00 2			
18	28223	2351.92	14.63
19	28972	2414.33	15.02
20	29724	2477.00	15.41
21	30568	2547.33	15.84

T00 3			
20	29724	2477.00	15.41
21	30568	2547.33	15.84
22	31525	2627.08	16.34
23	32456	2704.67	16.82

T00 4			
22	31525	2627.08	16.34
23	32456	2704.67	16.82
24	33392	2782.67	17.31
25	34335	2861.25	17.80

T00 4A			
24	33392	2782.67	17.31
25	34335	2861.25	17.80
26	35277	2939.75	18.29
27	36221	3018.42	18.77

T00 5			
27	36221	3018.42	18.77
28	37175	3097.92	19.27
29	38122	3176.83	19.76
30	39070	3255.83	20.25

SCP	FTE SALARY	MONTHLY	HOURLY
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T00 HRLY			
02	16757	1396.42	8.69
03	17267	1438.92	8.95
04	17681	1473.42	9.16
05	18141	1511.75	9.40
06	18556	1546.33	9.62
07	19009	1584.08	9.85
08	19645	1637.08	10.18
09	20456	1704.67	10.60
10	21090	1757.50	10.93
11	22116	1843.00	11.46
12	23118	1926.50	11.98
13	24153	2012.75	12.52
14	25225	2102.08	13.07
15	25955	2162.92	13.45
16	26718	2226.50	13.85
17	27468	2289.00	14.24
18	28223	2351.92	14.63
19	28972	2414.33	15.02
20	29724	2477.00	15.41
21	30568	2547.33	15.84
22	31525	2627.08	16.34
23	32456	2704.67	16.82
24	33392	2782.67	17.31

**CARDIFF COUNCIL
CYNGOR CAERDYDD****COUNCIL: 25 JUNE 2020**

JOINT CABINET STATEMENT**AGENDA ITEM:**

Covid-19 Response**Education****School Restart Planning and Engagement**

Further guidance was issued by Welsh Government on 3 June 2020 to help schools plan for the return of pupils on 29 June 2020 for four weeks ahead of the summer holidays. This will allow pupils and staff to "check in, catch up and prepare for summer and September". The majority of pupils will not have had any face-to-face contact with their school for 14 weeks.

Since the lockdown commenced on 23 March 2020, education in Cardiff has continued through online distance learning, enabled by teachers with support from the Council and the Central South Consortium. The Council has provided over 6,000 Chromebooks to pupils across the city who were not equipped with devices at home, and 4G internet connectivity to 1,700 of these via mobile devices.

During the lockdown, 25 schools have been operating as Keyworker Childcare Hubs, providing childcare to an average of 450 children per day. These hubs have also provided essential support for vulnerable learners, referred for support by our new Vulnerable Learners Panel. When schools re-open on 29 June 2020, this childcare will transfer to the pupils' home school for the remainder of the summer term.

The re-opening of schools in the current crisis raises a series of challenges and the Council is currently working to implement a restart plan, which will ensure the safety of staff and pupils who return to class. This plan is being developed in partnership with head teachers, governors, young people and trade unions. There will be a phased approach in each school and it is likely that only a third of pupils will be present on site at any one time.

Robust health & safety procedures will be followed, including space-capacity assessments and risk assessments to establish volume; appropriate furniture layouts; movement flows and the use of external spaces. Strict hygiene and cleaning regimes will be implemented, ensuring good hand-washing practices, contact point cleaning and deep-cleaning of school spaces.

Individual schools are preparing timetables and lesson plans to meet the needs of their school communities. Such plans will continue to offer 'blended learning approaches', with face-to-face teaching supported by online distance learning at home for many months to come.

Alongside the Director of Education, the Cabinet Member for Education, Employment & Skills has engaged in webcasts with head teachers and chairs of governors in recent weeks to help inform restart plans and to offer support and reassurance during this very challenging period. Our school leaders and staff have shown incredible resilience and worked so hard over the last few weeks and deserve all our thanks.

Qualifications 2020

Given the decision to cancel examinations this summer as a result of the pandemic, Qualification Wales is establishing new arrangements to make sure that learners receive their grades fairly and are able to progress to the next stage of their lives, whether that is further study, training or employment. Summer 2020 grades will be based on exam centres' judgements of each learner's attainment, which will then be standardised across centres, drawing on a range of other evidence. Appropriate appeals processes are also being considered. AS, A level and GCSE results will be made available to learners on the existing published results days on 13 August and 20 August 2020 respectively. Further guidance regarding arrangements for Year 10 and Year 12 pupils in summer 2021 is awaited from Qualifications Wales and the Welsh Government.

School Travel

In preparation for schools re-opening on 29 June 2020, the Council's Transport and Education teams have been working to put in place temporary road closures outside a number of schools in the city during school drop-off and pick up times. The purpose of these closures is to keep roads clear of vehicles and to maximise space for safe social distancing. The Council has prioritised implementing closures at school sites where the road layout is most constrained in terms of being a cul-de-sac, having limited pavement width, or where there is a history of problems with traffic and parked vehicles. Temporary road closures are planned for between 20 and 30 schools.

Covid-19 Engagement with Children & Young People in Cardiff

On 8 June 2020, the Leader and Cabinet Member for Education, Employment & Skills met virtually with members of the Executive Group of Cardiff Youth Council to discuss a range of subjects, including plans to re-open our schools. We also discussed the importance of continued dialogue between young people and city leaders, including a series of pupil Q&A webinars that the Director of Education and Cabinet Member for Education, Employment & Skills took part in on 9 and 16 June 2020. These webinars provided a rich conversation with pupils aged 10-18 years old. Hundreds of questions were submitted on a wide range of issues and we have now invited pupils to form a Pupil Task Group to help inform recovery planning in schools.

The meeting heard passionate and informed input from Fahadi, Chair of the Youth Council, who outlined the importance of recognising and challenging racism in light of the recent tragic incident in the USA. Fahadi set out a series of pledges that Cardiff Youth Council are asking individuals and organisations to support, which include:

- Promoting Black History Month to educate people on the positive contribution made by all in our community.
- Promoting inclusion and challenging discrimination in communities and organisations.
- Cardiff Youth Council continuing to strive to be a diverse platform that advocates for all children and young people.

The Leader and Cabinet Member for Education, Employment & Skills were more than happy to offer their support for these pledges.

The last input into this productive session was by Victor, who represents Cardiff on the UK Youth Parliament. He challenged us to think of the Covid-19 pandemic not simply as a threat, but as an opportunity to re-visualise our school curriculum. His articulate and passionate input set out a range of opportunities, from vertical teaching across age ranges to developing critical thinking skills and applying them in real world challenges. Victor will be attending the next meeting of the Education Development Board to inform its work in the coming months.

In addition, we were proud that the children and young people of Cardiff provided the highest number of responses to the Children's Commissioner for Wales' recent Coronavirus & Me survey, with over 3,500 responses. The Cardiff report has been shared with the Council and will help inform our future plans.

Our aspiration to become a UNICEF Child Friendly City is more important now than ever. Meaningfully involving children and young people in dialogue and planning during this challenging time enables us to develop responsive plans that meet the needs of the communities we serve.

Children's Services

Children Looked After and Placements

Plans to re-instate face-to-face contact for families are being developed on an all-Wales basis and the teams will respond accordingly when agreement has been reached. In the meantime, individual requirements are considered on a case-by-case basis where the risks to the young person of not having contact outweigh the risks of having contact.

Out of Area Placements

All children placed outside of Cardiff have been reviewed in line with Children's Services risk assessments and when required, these young people have been visited. In particular it has been important to ensure these young people maintain indirect contact with connected people and have felt supported. Care and support plans are regularly updated and reviewed and areas for consideration include necessity to be seen. Discussions with providers and care givers have been undertaken to ensure the needs of children placed outside of area are in line with the Children's Services operating model and that all children are reviewed and observed. The use of virtual technology has meant young people have had increased access to social workers and friends outside of their immediate network.

Children's Services Phased Return Plan

Between June and September 2020, work will continue on the restart of services. This work will include:

- Risk assessing all social work staff and match to appropriate roles and responsibilities.
- Developing a proposal to create touchdown hub in St Mellons to support staff who have requested office time.
- Reviewing the operating model to manage anticipated surge in demand.
- Re-introducing face-to-face contact for all Children Looked After with their families.
- Matching and moving children into their adoptive placements.
- Re-introducing face-to-face contact and parenting assessments for court cases involving newborn babies.

Supporting Business and Employment

Councillors will share the Cabinet's concerns about the economic threat that faces the city at the present time. It is extremely likely that the effects of the Covid-19 pandemic will continue to have an adverse impact on the city's economic prospects for some months, if not years. In the immediate term, as the furlough scheme tapers, we expect that many of those who work across the city will lose their jobs, especially those in sectors who deal directly with their customers on a face-to-face basis.

City Centre Recovery Strategy

The Administration has, therefore, invested considerable effort in seeking to understand what best we can do to support the city's businesses and best protect the people that they employ. With some 70,000 jobs in and around the city centre, this has become the focus of our restart efforts to deal with this economic threat. In consultation with businesses and other key stakeholders, we will put in place measures that will help to ensure that the city centre is safe and welcoming for workers, visitors and shoppers. In addition, we are ramping up our engagement with small businesses to understand what help they need as the lockdown subsides. This includes engaging with the South Wales Chamber of Commerce and the Federation of Small Businesses, as well as developing a larger database of local business with whom we can engage directly to provide important information about the support that is available, whilst observing GDPR requirements.

City Renewal

The Administration is extremely conscious that the Covid-19 pandemic will leave a legacy. We have seen responses to the pandemic developed in weeks when they would traditionally have taken years. We have witnessed technology being embraced across all areas of business. We have seen teleconferencing and remote meetings become the norm. During this period, there has been much talk of the changing role of cities, and it is inevitable that the Cardiff that emerges from the crisis will look different than the one that entered it. It is essential that we do not passively respond to these changes. Rather, we need to make sure that we respond to the post-crisis environment in a way that supports our city's businesses and communities in order

that both can thrive. The low-wage growth that emerged nationally from the last economic downturn simply cannot be accepted in Cardiff.

To plan for this response, we have appointed Sydney-based Dr Tim Williams, who is the global lead on cities for Arup, to look at a post-Covid renewal vision for the city over the coming months. This will, in particular, focus on the changing role of cities and identify what we need to do to best protect Cardiff's economy. Dr Williams has extensive experience of working in the Britain, advising both the Welsh and UK Governments. Originally from South Wales, he has a passion and understanding of Cardiff. A report to Cabinet is expected to be considered in September 2020 detailing the findings of Dr Williams' work, together with an outline of Cardiff's proposed response.

Celsa

A recent announcement via Sky News confirmed that Cardiff-based Celsa Steel has been successful in negotiating a Covid-19 loan of £30 million from the UK Government. The news report also suggested that existing investors have committed a substantial sum to the financing plan. The unconfirmed reports also highlight that the UK Government loan will include an option to take an equity stake in the company. This is an important intervention by the UK Government, which is very welcome at a time of considerable uncertainty. Should the deal be confirmed, it will be very positive news for one of Cardiff largest manufacturing companies and one of Wales' and the UK's leading steel producers, and will help protect a large number of jobs not only at the plant, but also as part of its wider supply chains.

Coal Exchange

Councillors will be aware that the company redeveloping the iconic Coal Exchange building in Cardiff is now in Administration. It will not be the last casualty of the downturn in the economy caused by the Covid-19 pandemic. Councillors should note that the proposal to provide a loan to the company, under the Town Centre Loan Scheme, which was intended to help fund the completion of the redevelopment has not been drawn down, as the necessary due diligence was process was still ongoing at the time that the company went into administration. My officials have been in regular touch with the Administrator and have indicated our willingness to consider any future funding proposal which guarantees a long term sustainable future for this landmark building. In addition, Councillors should be aware that officials are maintaining close contact with the administrators to ensure that the Council is kept informed of their future plans for the building, and what this means for the area.

Business Grants

The Welsh Government's Business Grants Scheme is due to close to new applications at 5pm on 30 June 2020. The grant is for business rate paying premises only: those businesses in receipt of small business rates relief; retail, leisure and hospitality businesses with a rateable value of between £12,001 and £51,000; alongside charities and not-for-profit organisations operating in the same sectors. To date, Cardiff Council has paid out over £62.5 million to businesses in Cardiff, which represent 4,607 grant applications. If an eligible business has not yet applied, they need to make sure they apply or email their intention to apply. Full details are available on the Council's website.

Into Work Services

Into Work staff returned to 'business as usual' duties in May 2020, with an increase in demand for the service as a result of people being furloughed and made redundant during the Covid-19 pandemic. A number of funding bids have been submitted to help resource a new way of Job Club working via digital platforms. This includes funding for a tablet loan scheme and funding for Wi-Fi, to assist those who do not have access to ICT equipment or an internet connection. Into Work's Employer Liaison Team have contacted businesses who were supported by the team in the past 12 months to see if they require further support. The team are compiling data on employers who are currently recruiting and are working with Adult Learning to create bespoke training, matching skilled workers directly to employment opportunities.

Health & Safety

A Workforce Risk Assessment has been developed to support council staff in returning to work, where working from home is not possible. Webinars to explain the risk assessment process have been held and attended by over 300 managers. As some members of staff have been self-isolating for three months and are understandably anxious regarding returning to work, well-being webinars and support groups will be offered to assist them in preparing for a return to the workplace. This work is particularly relevant for school-based staff who will enable schools to re-open on 29 June 2020. The restart planning of schools has required significant support from the Health & Safety team, who have directed all available resource, alongside officers from other service areas, into supporting safety assessments of premises, social distancing, as well as infection control arrangements. PPE, signage, cleaning products and guidance will be issued over the next two weeks to ensure that Cardiff's schools are properly equipped for the safe return of staff and learners.

Homelessness & Housing

Developing a Phase 2 Plan for Homelessness

Considerable progress has been made in addressing homelessness in Cardiff during the Covid-19 pandemic and the number of rough sleepers in the city remains low. Whilst not without its challenges, the use of hotels to provide supported accommodation has resulted in considerable learning. New ways of working, together with health and third sector partners, have been developed, which will provide a good foundation for the future. Officers are currently working hard to develop a Phase 2 plan, in line with Welsh Government guidance, to ensure that the progress made is maintained as we move forward. We will work with local communities to help implement and minimise the impact of this plan.

Rent Smart Wales

Rent Smart Wales continues to deliver business as usual activities whilst also assisting Welsh Government to communicate with Welsh landlords and agents in support of their efforts to provide appropriate support to private rented sector tenants and landlords.

Recent activities have included a survey of landlords to assess the impact of Covid-19 on the sector (circa 1,500 responses were received during the consultation week) and more recently a request for landlords to help Local Authorities secure housing to meet the homeless challenge. Again, within a very short time, the response has been significant and could make a real difference to some vulnerable people.

Adult Services

Locality Services: First Contact and Assessment

Community social work teams have continued to support vulnerable citizens, with staff carrying out home visits in cases where there has been a critical situation or a safeguarding referral. All visits are risk-assessed and staff utilise appropriate Personal Protective Equipment (PPE). Teams have worked closely with individuals, families and care providers to maintain services as safely as possible.

Teams have continued to operate within Mental Capacity Act legislation and have utilised a number of different methods to safely carry out assessments; for example, staff have talked to citizens through windows, on the telephone and using FaceTime and Skype. This has enabled staff to continue to operate effectively in support of citizens. Furthermore, Court of Protection hearings have continued via conference calls and work has not been delayed.

Teams have continued to call the most vulnerable citizens, with particular focus on maintaining contact with informal carers. The Council is very aware that without the usual structure of respite, whether long-term or via attendance at a day centre, informal carers have found themselves under considerable pressure. The Carers Team has therefore maintained high levels of contact and worked to find solutions wherever possible.

Hospital social workers have linked in with community teams and care providers to work through complex cases, in order to achieve positive outcomes at discharge from hospital. Social Workers have supported discharges and continue to do so in line with 'home first' principles.

Social work teams are now focussed on the management of discharges from hospital via isolation beds which are now on stream. There has been considerable joint work with our provider partners to develop a robust discharge process which both supports the care home sector and meets the outcomes of citizens. These arrangements also allow us to offer a placement in cases in the community where there has been an emergency.

The service is planning a return to a more 'business as usual' way of working, with increased face-to-face contact and home visits where appropriate. Community and hospital social care staff have been resilient and positive throughout this period; staff have appreciated the Council's improved technology solutions and have found a range of ways to communicate. This is of key importance to a social worker in the field, where the work is challenging and can be isolating. Managers have held regular meetings and supervisions throughout the crisis, with one manager taking the responsibility to call every social care worker in the Older People and Physical Disability Service on a weekly basis to offer personal support. This has been well received by teams.

Learning Disability

Learning Disability teams are working closely with partners from specialist health services and the third sector. Services offered have been reduced, with staff focused on critical work, ensuring the safety of the people that the Council supports. All adults known to the teams are contacted regularly to monitor their well-being, and officers have worked with individuals and their families to risk assess their needs and prioritise crucial input. This work is regularly updated.

Individuals have responded very positively to contact regarding their welfare, and have provided positive feedback to staff: *"thank you for ringing us to check how we are doing. We haven't needed to speak to our social worker for a while and it's been great knowing the team are checking in on us"*.

Visits and meetings are undertaken remotely using telephone and video capabilities. Face-to-face visits, using appropriate PPE, have only been completed where there are adult protection or other critical concerns. The service has received praise from health partners regarding good practice and the quality of multi-agency response.

Systems are in place to ensure that there is good contact with all individuals, and regular team meetings are held to update staff and maintain morale. The Council offers a wide range of support to assist with staff well-being, and supervision continues regularly. Staff are working extremely hard to support the people they work with and each other. A particular mention must go to staff who agreed to be redeployed into direct services, where they have worked to meet the critical daily living needs of vulnerable individuals.

Close contact has been maintained with providers and there are multiple examples of good practice taking place, with social care staff from all agencies supporting people and families with learning disabilities to manage well in this difficult time. The service is currently working with providers to explore ways to re-open services safely as lockdown eases and government guidance allows. Due to safety considerations, this is likely to look very different from 'business as usual' while the pandemic continues. A recovery plan is therefore being developed to identify what support can put in place for service users during this period. Consultation will take place with the stakeholder group regarding this.

Safeguarding

Adult safeguarding has continued to operate, and performance against the usual standards has been maintained. The service has adapted to virtual multi-agency meetings to manage escalated risks to the most vulnerable citizens as a consequence of the pandemic. A comparison in relation to allegations of domestic abuse indicates an increase on levels reported for the same period last year. This is despite an initial drop in allegations following the UK Government's Covid-19 statement on 16 March 2020. The Council continues to work closely with partners on this important issue.

Adult Direct Services

Services are continuing to support people by using technology and working remotely. Day Opportunities have closed its buildings for people with learning disabilities and older people, but have continued to keep in regular contact with service users and their families.

Management support has been bolstered in both Internal Supported Living (ISL) and Community Resource Team (CRT) Homecare services. There has been a concerted approach to recruitment of additional staff through Cardiff Works, which has resulted in some obtaining permanent posts within the service.

In order to support the NHS, the CRT's operating model changed from reablement to the provision of care and support to those with the highest level of assessed need. This allowed the timely discharge of medically fit people out of hospital and to their own homes. To further support our NHS colleagues, the CRT Homecare service has provided an increased level of double-staffed calls to people with more complex needs. Since the UK Government's Covid-19 statement on 16 March 2020, CRT has supported the hospital discharge of 182 Cardiff residents.

As a result of the pandemic, a number of staff within Adult Direct Services have been required to shield or self-isolate for extended periods of time. The Council-wide approach to the redeploying of staff from other areas has allowed ISL and CRT Homecare services to continue to operate optimally, and safely. This has allowed CRT Homecare to maintain its capacity to deliver essential support to the NHS throughout the crisis.

All services are currently developing recovery plans, setting out how each can safely extend services to more individuals, as government restrictions on the movement of people eases.

Managers maintain regular weekly contact with care homes across the city to identify and support any that may be experiencing an outbreak of Covid-19. Additionally, they chair and facilitate supportive meetings. Similarly, Social Services officers continue to work in close partnership with public protection specialists in Shared Regulatory Services, the Council's Health & Safety team, the NHS primary care division, public health specialists and providers to support multi-agency management of outbreaks in care homes. Care homes are also able to access mass testing of all staff and residents.

Adult Mental Health Services

All Community Mental Health Teams (CMHTs) have remained open throughout the Covid-19 pandemic. Staff continue to minimise direct contact where possible. Direct contact is only carried out when essential and following a risk assessment, including the ability to social distance and appropriate PPE. General demand in the CMHTs remains below Covid-19 levels but is increasing steadily. The Ty Canna Day Service has adapted significantly during the Covid-19 pandemic and is now operating 18 virtual groups which are well attended. The service is continuing to support their client group and are providing additional practical support to service users in CMHTs.

Volunteering

The Volunteering team have had a busy month, with updates to the Volunteer website continuing in order to meet the demands of the community during the Covid-19 pandemic. The team have arranged for volunteers to attend Dominions Way for the collection and delivery of food parcels, alongside managing a further group of volunteers that have registered to assist with a second round of courtesy/well-being calls to the shielded community.

Waste Management & Recycling

Waste Collections

Collections for all waste streams are operating normally, apart from garden waste collections which will return to fortnightly collections next month. Bulky waste collections for larger items can be booked currently via C2C; however, we are currently working to develop a digital booking system for bulky waste collection slots without the need to phone C2C.

Household Waste Recycling Centres

The Household Waste Recycling Centres (HWRCs) will accept more items from Monday 22 June 2020, including large electrical items, white goods, batteries, clothes, tyres, paint and several other items. From this date, Bessemer Close HWRC will also allow vans to use the facility and have introduced a new van-specific booking system. Recycled materials need to be segregated and no black bags or recycling bags are accepted.

Environmental Enforcement

There has been increased enforcement of fly tipping and duty of care enforcement, as well as additional enforcement of trollies, fly posting, skips on highway, abandoned vehicles and waste transfer note requests to 'man in the van' waste removers. We are also moving to the enforcement of the contamination of household waste, as shown by the 'Pink Sticker', following on from notification letters being sent to residents regarding contamination in their recycling.

With specific reference to the city's student population, following the Welsh Government's announcement on 27 May 2020, students have been permitted to travel between their rented student properties and home. As a result, guidance was communicated to landlords and students about how to manage social distancing in relation to the changeover of properties on 1 July 2020. To initiate the conversation between landlords and tenants, the team has worked with partners in Rent Smart Wales to cascade government guidance to landlords via the Rent Smart Wales website, mailing list notification and social media channels. This has been bolstered by follow-up visits to letting agents by our Student Liaison Officer and/or local Police to ensure consistent awareness.

Guidance has been published on the Cardiff Digs website and circulated to University and Student Union officers for it to be further cascaded to the city's student population. C2C and ward members have also been provided with this information in order to

advise residents should any make contact. We are committing additional resources to cleanse student areas of the city and will continue to respond to ongoing concerns relating to students leaving the city with appropriate education and enforcement.

Transport and Clean Air

Clean Air

Throughout the lockdown, many areas have seen an improvement in air quality and reduction in traffic noise due to the lower levels of car traffic. There is no doubt that these improvements will have had positive impacts on the health and well-being of our residents, and it will be important, as part of the recovery strategy, that these improvements are maintained.

During the pandemic, work has continued on developing and implementing our Clean Air Plan, with a focus on bringing forward schemes in the city centre. The first phase of works is due to start next month, with the permanent works on Castle Street due to start in early autumn 2020. Works will commence on the provision of a segregated cycleway on Castle Street, funded through the Welsh Government Clean Air Fund. In addition, work has been ongoing to develop mitigation measures to improve emissions from buses and taxis, and it is hoped that these will be launched later in the summer. The Council will also be enhancing its real-time monitoring capabilities within the city centre and surrounding areas to ensure robust air quality data is collected; these monitors will be installed shortly.

Central Transport Services (CTS)

During the Covid-19 crisis, CTS has been working closely with Cardiff Bus to compensate for those CTS staff who have needed to self-isolate, as well as using Cardiff Bus technical staff who have been furloughed. Currently, three Cardiff Bus technicians are assisting with essential work and recovery works at CTS. This is allowing CTS to focus on parks maintenance equipment and several fabrication projects around the city.

Libraries

New 'Click & Collect' Service for Library Books

On 8 June 2020, a new 'click & collect' service for library books was launched. The service means that a customer can order, via the library phone line or online, a selection bag of five books that are picked in one of the core four Hubs, according to the customer's preference. Staff arrange collection appointments in the chosen Hub to ensure social distancing and the safety of staff and customers.

The library phone line was launched on the same day and, alongside taking 'click & collect' requests, the line can be used to answer any queries regarding the library service. Direct stock reservations can be placed online. Furthermore, a delivery service is being offered for those who are housebound or have been directly affected by Covid-19. Since 8 June 2020, the service has received over 184 library line calls, alongside 87 click & collect selection bag requests and 275 direct reservation requests.

Culture & Leisure

Museum of Cardiff

Members will be aware that we are living through a significant period of history. During this period, the Museum of Cardiff team has been working extremely hard to not only capture people's experiences, but to support the many community groups across the city. The Museum has recently launched its 'Cardiff in Lockdown' project, which aims to capture a snapshot of life in Cardiff during the Covid-19 pandemic by asking people to submit photos of how their lives have changed during this extraordinary time. This could be daily routines, new challenges or the small things that individuals have come to appreciate.

The Museum is also a key partner in Cardiff Commitment's 'Diff Diaries project, where staff will take some of the films and input them into the Museum's collection. Children's voices are often absent from historical records and, all too often, are accessible only as memories recalled decades later as adults. The 'Diff Diaries project is a chance to empower Cardiff's children and young people to record their place in history now, while it is happening, including what they are doing, what they are feeling, what they are enjoying and what they are missing. It will ensure that future generations know our children's story of their experiences of the pandemic, told in their words, in their way. In the future, when the country revisits and tells the history of the Covid-19 pandemic and its effects on Cardiff, our children's voices will be valued, recognised and heard.

The Museum team are also working with Cardiff People First and their members, adults with learning disabilities, on the creation of a 'digital take over' in July 2020. Individuals have been supported by the team to interview each other, capturing their experiences of lockdown. These stories will form part of a virtual online exhibition curated by the group and a 'take over' of the Museum's social media account next month.

The Museum launched its first online exhibition for the 75th Anniversary of VE Day in May 2020 '*Victory Days*' which has proven to be popular. Staff are now working on its second exhibition, Cardiff's Sound, which is all about the music and instruments that are important to the city's diverse communities. The team are also doing a daily 'collection tour' on their Facebook and Twitter channels.

In consultation with teaching colleagues, the Museum team have created a series of downloadable resources for home-schooling, from Foundation Phase through to secondary school. These are all freely available on a new section of the Museum's website. In addition, in response to the interest in and calls for more information about Cardiff's Black history, which has resulted from the recent Black Lives Matters protests, the Museum has been posting stories and collections on social media and supporting its community partners.

Recognising that many of the regular participants in the Museum's Dementia Friendly Programme and Reminiscence Monthly events are particularly at risk of isolation and loneliness while shielding during the lockdown, the Museum's Learning Officer has scheduled telephone calls to each individual every other week for a chat. Most of these individuals live on their own and do not have a support network nearby, so these fortnightly conversations have been a lifeline for many.

Furthermore, many of the Museum's volunteers are shielding – again, many on their own. The Learning Officer and Collections Curator worked with volunteers to create a social media exhibition for Volunteer Week earlier this month. This not only celebrated the role and contribution of the Museum's volunteers, but everyone who took part noted that it impacted positively on their mental health through having something creative to do and by keeping in touch with the Museum team.

The Museum is continuing to support its community partner organisations in various ways; for example, by helping to identify funding streams that they can access during this difficult time. The team are also working with other partners to help them reframe their externally funded projects in light of the Covid-19 crisis, and what they can/cannot now deliver. The team have created programmes with partners to keep their members and clients busy, engaged and to combat their feelings of isolation and loneliness.

Sport, Leisure and Physical Activity

The Welsh Sports Association continues to co-ordinate regular stakeholder meetings to consider the issues facing the sport, leisure and physical activity sectors. Fortnightly forum meetings are taking place, which are attended by Council officers, with representatives from Sport Wales, national governing bodies for sports, other Local Authorities and operators also present. The forum is seeking to influence decision-making at government level and provides a platform for local sports clubs experiencing difficulties. The forum has played a critical role during the Covid-19 crisis and will continue to do so moving forward as lockdown restrictions are gradually eased and the sector adjusts to the 'new normal'.

Workforce

Memorandum of Understanding with Trade Unions

The Council's response to the Covid-19 crisis has been built on partnership working with the Trade Unions. The Council and the Trade Unions are committed to continue to work in partnership to respond to the challenges posed as the crisis enters a new phase. As the Council develops its response, there will be a need to continue to be flexible in the deployment of staff to support key services. This will be underpinned by effective consultation and partnership working with the Trade Unions.

A jointly agreed Memorandum of Understanding has been developed and agreed unanimously, which outlines the Council and the Trade Unions' joint commitment to ensuring that the Council continues to respond effectively to the pandemic, with an overriding interest in the health and well-being of our staff and local communities.

Other Issues

Black Lives Matter

I stand in solidarity with the Black Lives Matter movement and its campaign for justice and equality, as I hope every member of this Council does. The tragic death of George Floyd in the USA has seen protest taking place across the world, including in Cardiff, and has led to a reflection, both on how the history of Black communities in the UK is treated, and on the ongoing challenges that Black people and all people of colour continue to face in today's society.

Although Cardiff has a proud history of multiculturalism, and a tradition of celebrating diversity, this cannot be an excuse for complacency or inaction, and we must acknowledge that there are people of colour in this city today who must deal with racism as a feature of their everyday lives. It is important therefore in my view that we too reflect on how we can address the issues faced by Black communities in the city.

Although Cardiff has a proud history of multiculturalism, and a tradition of celebrating diversity, this cannot be an excuse for complacency or inaction. We must also acknowledge that despite that diversity, there are people of colour in this city today who must deal with racism as a feature of their everyday lives. It is important therefore in my view that we too reflect on how the Council can address the issues faced by Black communities in the city.

A feature of the Black Lives Matter movement is how it is leading to a reassessment of how individuals in British history with involvement in slavery are commemorated. Members will be aware that one of the statues in the Marble Hall at City Hall forming part of the 'Heroes of Wales' collection is of Sir Thomas Picton, whose military career and death at Waterloo would have undoubtedly driven his original inclusion. However, there is growing awareness and understanding of the brutal nature of his Governorship of Trinidad and his involvement in slavery prompting many, including the current Lord Mayor, to propose moving this statue to a more appropriate location.

I have publicly indicated my support for this call, and asked that the Council as a whole give a democratic mandate for the removal of this historic monument through a debate and decision by Full Council at the earliest possible opportunity. This will also enable us to consider the practicalities of safely removing the statue and managing any associated implications to the listed status of the Marble Hall.

Whilst gestures such as this are important, they cannot deflect us from the harder task of trying to address the challenges still experienced by Black communities today. This is why I am also committing to set up a task force to work with Black communities in Cardiff to establish what more the Council can do to support them. Further details will be set out in a Cabinet report to be published in July.

Curriculum for Wales 2022

A petition has received more than 30,000 signatures calling for Black history to be taught to pupils in Welsh schools. Rethinking the legacy of empire and the global impact of Britain's colonialism is undoubtedly central to an education system fit for the 21st Century. The new Curriculum for Wales 2022 provides us with the opportunity and

framework to build upon teaching and learning in our schools, and to strengthen awareness and understanding of the role of Wales in building the former British Empire. The whole ethos of the new curriculum is centred on four purposes, including enabling learners to develop as ethical, informed citizens of Wales and the world.

The new Humanities Area of Learning and Experience seeks to awaken a sense of wonder, to stimulate the imagination and to inspire learners to grow in knowledge, understanding and wisdom. Exploration of humanities encourages learners to identify with and contribute to their communities, and to engage with the past, contemporary and anticipated challenges facing them, their communities, Wales and the wider world.

Our commitment to becoming a Child Friendly City, supporting all our schools to become 'Rights Respecting Schools' is also significant in contributing to equality and respect for all. Cardiff is proud to be a diverse city. We will continue to work together to identify, recognise and deliver upon the opportunities ahead of us in order to move equality and inclusion forward.

Refugee Week 2020

To mark Refugee Week from 15 to 21 June 2020, members of Oasis Cardiff and the Museum of Cardiff team are co-hosting a virtual Cardiff Story-telling event. This event will provide a mutually supportive online group that will focus on sharing personal experiences of Cardiff and emphasising the importance of individuals to the story of the city. The Museum will be working with participants to take these stories into the collection, so their stories are made available for others to learn from, both now and in the future.

Adult Services Performance

Data provided by the Cardiff and Vale University Health Board has indicated a decrease in Mental Health Act Assessments during April 2020, with the second lowest monthly total for Cardiff for the last five years recorded (2017 recorded the fewest assessments for the same period). The data for May 2020 shows a sharp increase in these assessments, with figures at their highest for the last five years.

There has been a sizeable fall in the number of new domiciliary care packages in both April (21.4%) and May 2020 (37.4%) when compared with figures from the same period in 2019. Additionally, the number of requests to increase domiciliary care packages has also fallen in both April (30.1%) and May 2020 (34.8%) when compared with figures from the same period in 2019.

Social Workers in Children's Services

23 social workers are due to take up post within the next three months. All new senior managers are also now in post.

Children's Safeguarding Guidance and Training

Communications have been issued emphasising that safeguarding is very much business as usual and remains everyone's responsibility. Training on the updated Wales Safeguarding Procedures will be delivered virtually, starting in July 2020 for Children's Services. Level 2 safeguarding training is currently being commissioned.

Fostering Fortnight

Fostering Fortnight went ahead between 11 and 24 May 2020. Despite the Covid-19 restrictions that prevented open air events being held in communities, digital channels were used to highlight some of the incredible work of our foster carers, build support for fostering, and make people aware that the Council is seeking to recruit families who are reflective of the diversity of our community. Children's Services will be working with the National Fostering Framework to analyse unmet need and ensure that the Cardiff fostering operational plans are based on best practice.

Review of the Member Safeguarding and Corporate Parenting Protocols

Prior to the Covid-19 crisis, Members actively engaged in workshops facilitated by Phil Hodgson, the expert advisor who is supporting the review of the Member Safeguarding Protocol. The work to finalise the protocol is progressing well, and taking into account the outcome of the Member workshops as well as revised legislation and guidance such as the new all-Wales Safeguarding Protocol. The protocol will be considered at the Standards and Ethics Committee prior to Council in the autumn. Phil Hodgson is also working closely with us to review Corporate Parenting and will facilitate a virtual workshop with Corporate Parenting Advisory Committee Members before the summer break.

Youth Justice Services

An inspection of Youth Justice Services in Cardiff by HM Inspectorate of Probation (HMIP) was announced in December 2019 and undertaken in January 2020. Initial feedback raised serious concerns and required an immediate response from partners in Cardiff. The full Inspection Report is due to be published on 2 July 2020 and, in response a detailed action plan prepared by the Cardiff Youth Justice Management Board, the statutory partnership overseeing the service, is required by 13 July 2020.

A number of actions in response to the initial inspection feedback have commenced, including:

- Independent Chair of the Youth Justice Management Board commissioned.
- New governance structure has been developed.
- Two-year Development Strategy has been drafted.
- Service Manager post appointed on interim basis.
- Third manager post appointed on a temporary basis.
- Consultation on restructuring of the management tier.
- Discussion with partner agencies regarding formal response to HMIP inspection report.

The Youth Justice Development Strategy 2020-22 will be considered by the Cardiff Public Services Board on 22 June 2020. The strategy is supported by a Development Plan, which sets out who will do what, how, and by when.

Private Sector Housing

Earlier this month, 14 June marked the third anniversary of the Grenfell Tower fire – one of the UK's worst modern disasters, which tragically claimed 72 lives. The fire, which broke out at the 24-storey tower block in North Kensington in London, spread through the building at an abnormally quick pace, owing to its cladding.

In Cardiff, there are still a number of high-rise buildings in the private sector that do not meet fire safety requirements. Progress has been made on some of these buildings thanks to the efforts of Shared Regulatory Services, South Wales Fire & Rescue Service and some tenacious residents groups; but many more buildings need attention. Investigations show that residents are facing life-changing bills for more than just combustible cladding and if the Welsh Government does not provide additional funding or if the developers responsible for constructing these buildings do not step forward to put right their mistakes, then thousands of residents face massive bills for problems which are not their fault, and which, in many cases, will be a financial burden from which they will never recover.

The challenges presented by Covid-19 are dominating much of what we are doing at the moment, but Members should be assured that this issue has not been forgotten and we remain determined to find a successful resolution for all those affected.

Mowing Regime

Earlier this month, local ward Members were notified of the introduction of a further 18 sites in the city for inclusion as part of an informal one-cut mowing regime. These sites add an estimated nine hectares to our other low-frequency mowing regime areas, totalling 24.5 hectares, and underlines the Council's commitment to enhancing and promoting biodiversity in Cardiff.

Central Transport Services (CTS)

CTS is installing a new HGV brake rolling road testing machine for testing commercial vehicles, which will be ready in time for when MOTs start again. This will coincide with CTS taking over the full management and running of the Authorised Testing Facility (ATF) at Coleridge Road, which will generate an income for the Council. The ATF was previously operated by a private company and CTS will continue the operation and potentially expand on the approximately 100 tests per month.

Electric Vehicle Charging Stations

Work has continued to develop and expand Electric Vehicle (EV) charging stations across the city, and the Council will shortly be engaging with local Members regarding an additional five on-street charging locations. As the equipment is required to be installed on footpaths, the timescales for this work will be dependent on contractors being able to work safely and allow for social distancing. We are working with the contractor to facilitate this in due course. Furthermore, additional funding for the expansion of this network has been made available. The Council will make an appropriate bid to secure funding to facilitate the provision of further charging locations across the city where off-street parking is not available.

Central Square

Welsh Government has awarded £2.6m grant from its Local Transport Fund towards key city centre transport infrastructure. This will fund works forming part of the Central Square regeneration that will transform Wood Street through the provision of junction improvements to facilitate access to the new transport interchange and segregated cycle lanes. The works will commence in July 2020.

The Cardiff Capital Region Transport Authority has allocated £4m in City Deal funding towards the development of the full business case for the redevelopment of Cardiff Central Station as part of the 'Metro Central' project. This funding matches grant funding from the UK Department for Transport.

Bus Corridor Schemes

The Welsh Government has awarded £1.6 million from its Resilient Roads Fund towards two key bus corridor schemes. The A4119 scheme will build upon previous bus improvements on Cathedral Road to provide a northbound bus lane on Penhill Road. The A470 scheme will introduce a bus lane between Caedelyn Road and Tyn y Parc Road.

Active Travel Network Map

The Active Travel to Schools team has produced an activity for children and their families to map their journey to school. The activity is part of the Council's consultation on the next Active Travel Network Map. Designed by a qualified teacher, the activity asks children and their parents to draw a map of their local journey highlighting local landmarks and existing crossings. The activity then asks children to tell us what they like about their route to school and what needs to be improved.

The activity has been shared with all schools in Cardiff via the Hwb system, an education platform used by schools. Many schools have chosen to send the activity out to children as part of home schooling. The activity is also available from Cardiff Cycle City and will be shared by the Healthy Schools Network. The team has received a number of responses already, all of which will help the Council to develop the next Active Travel Network Map.

Cathays Cycleway

Following the completion of the first phase of the cycleway in Cathays in January this year, work has been progressing during lockdown on designing the next phase. This will include a high-quality, segregated cycle track along Cathays Terrace, Whitchurch Road and Allensbank Road to connect with the University Hospital of Wales. The public consultation will be launched on Friday 19 June and will run until 31 July 2020.

Councillor Huw Thomas
Leader of the Council
18 June 2020

COUNCIL:

25 JUNE 2020

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

PROPOSED PROGRAMME OF REMOTE MEETINGS TO 30 SEPTEMBER 2020

Reason for this report

1. To agree the programme of remote Council meetings to 30 September 2020, and note the proposed programme of Cabinet and Committees for that period with further consultation to be undertaken to finalise the details of some committees.

Background

2. The Annual Council meeting is required to approve a programme of ordinary meetings of Council, and a provisional programme of meetings for Council Committees (Council Meeting Procedure Rules, Rule 2(b)(xvii) and (xviii)).
3. At the last Council meeting (on 21st May 2020), the Council received a report on Governance Arrangements During the COVID-19 Response Period. This report noted that the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020 had removed the requirement for the 2020 Annual Meeting of a principal council to be held in March, April or May 2020, and allowed the Annual Meeting to be held on any date in 2020 decided by the Proper Officer. (The date for the 2020 Annual Meeting to be kept under review and set, in consultation with the Lord Mayor and political group leaders, in due course).
4. The Governance report to the last Council meeting also noted that arrangements were being made to develop a programme of remote meetings in order to progress essential, time critical and or Covid-19 related Council business.

Issues

5. Attached at Appendix A is the Proposed Programme of Remote Meetings until 30 September 2020.
6. These meetings will be scheduled in electronic calendars as provisional. If there is no essential business to undertake, and following consultation with the Chairperson, the meeting may be cancelled.
7. Further meetings may be added should unplanned essential matters arise which require a formal decision to be taken by a Committee/Sub-Committee or Panel. Consultation with the Chairperson of the relevant committee will be undertaken to confirm the specific dates and timings of any additional essential meetings.

8. It should be noted that setting up and running remote formal decision making meetings has a significant resource implication for Democratic and IT services. This is because of the time taken to develop and test the processes and procedures essential to enhance the effectiveness of remote meetings, co-ordinate and maintain attendance, ensuring all participants are able to engage in the decision making process in a remote meeting and recording meetings for public transmission.

Legal Implications

9. The Local Government (Wales) Measure 2011, section 6, requires the Council to have regard to guidance issued by the Welsh Ministers on the timing of Council and Committee meetings. In summary, the guidance states that:
- Work and other commitments make setting a programme of meetings that suits all Members difficult;
 - Welsh Government does not wish to prescribe the number/timings of meetings;
 - It is important that Authorities proactively review their meeting arrangements; and
 - the Council must survey its Members in respect of times and intervals in which meetings of the local authority are held at least once a term and preferably shortly after the new council is elected. (Members will recall that a survey of Members was undertaken in May 2017).
10. As noted in the body of the report, the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 make temporary changes to the rules governing local authority meetings during the COVID-19 response period. The Regulations allow the Annual Council meeting to be deferred and held on any date in 2020 set by the Proper Officer of the Council. The Regulations also relax the timescale for any other local authority meetings which would ordinarily need to be held by a certain date before 1st May 2021, and allow such meetings to be held on any day and time before 1st May 2021, as determined by the Council.
11. Other relevant legal provisions are set out in the body of the report.

Financial Implications

12. Whilst, there are no direct financial implications arising from this report, the statutory deadline for approving the final statement of accounts has been extended to 30 November 2020.

RECOMMENDATIONS

13. The Council is recommended to:
- (1) Approve the Proposed Programme of Remote Meetings until 30 September 2020 at Appendix A:
 - (2) Note the dates of the scheduled Cabinet meetings

- (3) Delegate authority to the Director of Governance and Legal Services, in consultation with Chairs of Committees and relevant officers, to make any minor alterations to the Programme of Remote Meetings to address any essential decisions required to be made during this period; and

DAVINA FIORE

Director of Governance and Legal Services and Monitoring Officer

11 June 2020

The following Appendices are attached:

Appendix A Proposed Programme of Remote Meetings until 30 September 2020

Background papers

Council report 'Governance Arrangements During COVID-19 Response Period', 21st May 2020

[Welsh Government Statutory Guidance from the Local Government Measure 2011, June 2012, Chapter 1:](#)

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PROGRAMME OF REMOTE MEETINGS

JUNE 20 – SEPTEMBER 20

JUNE 20				
Day	Date	Time	Committee	Notes
Tue	9 Jun 20	14:00	COVID-19 Scrutiny Panel	Completed
Thu	11 Jun 20	12:00	Cabinet	Completed
Wed	17 Jun 20	13:30	Planning Committee	Completed
Tue	22 Jun 20	14:00	COVID-19 Scrutiny Panel	Provisionally Scheduled – Panel Agreed
Thu	24 Jun 20	14:00	Cabinet	Provisionally Scheduled - Cabinet agreed
Thu	25 Jun 20	16.30	COUNCIL	Scheduled
Fri	26 Jun 20	10:00	Licensing Sub-Committee	Provisionally Scheduled
JULY 20				
Day	Date	Time	Committee	Notes
Tue	7 Jul 20	17:00	Local Authority Governor Panel	Provisionally Scheduled
Mon	13 Jul 20	13:30	Appointments Committee (Education)	Provisionally Scheduled (Shortlisting)
Tue	14 Jul 20	14:00	COVID-19 Scrutiny Panel	Provisionally Scheduled - agreed by Panel
Thu	16 Jul 20	14:00	Cabinet	Provisionally Scheduled - Cabinet agreed
Mon	20 Jul 20	09:00	Appointments Committee (Education)	Provisionally Scheduled (Interviews)
Wed	22 Jul 20	13:30	Planning Committee	Provisionally scheduled
Thurs	23 Jul 20	16.30	COUNCIL	Provisionally scheduled
Tues	28 Jul 20	14:00	Audit Committee	Provisionally scheduled

PROGRAMME OF REMOTE MEETINGS

JUNE 20 – SEPTEMBER 20

AUGUST 20				
Day	Date	Time	Committee	Notes
Tues	04 Aug 20	TBC	Licensing Committee	Being planned with SRS – details to be agreed
		TBC	Public Protection Committee	Being planned with SRS – details to be agreed
		TBC	Public Protection Sub Committee	Being planned with SRS – details to be agreed
Wed	19 Aug 20	13:30	Planning Committee	Provisionally scheduled
SEPTEMBER 20				
Day	Date	Time	Committee	Notes
Tue	01 Sep 20	TBC	Licensing Committee	Being planned with SRS – details to be agreed
		TBC	Public Protection Committee	Being planned with SRS – details to be agreed
		TBC	Public Protection Sub Committee	Being planned with SRS – details to be agreed
Tue	08 Sep 20	14:00	Audit Committee	Provisionally scheduled
Fri	11 Sep 20	14:00	Glamorgan Archives Joint Committee	Provisionally agreed by the Joint Committee in May
Mon	14 Sep 20	14:00	COVID-19 Scrutiny Panel	Provisionally scheduled - agreed by Panel
Mon	14 Sep 20	17:00	Local Authority Governor Panel	Provisionally Scheduled
Wed	16 Sep 20	14:00	Planning Committee	Provisionally scheduled
Thu	17 Sep 20	14:00	Cabinet	Provisionally Scheduled - Cabinet agreed
Thu	24 Sep 20	16.30	COUNCIL	Provisionally scheduled
Wed	30 Sep 20	17:30	Standards & Ethics Committee	Provisionally scheduled

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CYNGOR CAERDYDD CARDIFF COUNCIL

COUNCIL:

25 JUNE 2020

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

COMMITTEE AND OUTSIDE BODIES APPOINTMENTS

Reason for Report

1. To receive nominations and make appointments to current committee vacancies as set out in the report and in accordance with the approved allocation of seats and political group wishes.

Background

2. The Annual Council 23 May 2019 established the Committees and Panels of the Council and their composition. The seats allocated to political groups on each committee were calculated in accordance with political balance, and nominations were received for each committee from the political groups.
3. In accordance with the Welsh Audit Office Statement of Action P3b (report March 2016), Membership of Committees is a standing item on monthly Group Whips meetings and Full Council, as appropriate.

Outside Bodies

To note that all appointments to Outside Bodies remain extant however, if there are any issues regarding those appointments Members should contact Democratic Services. A report on Outside Bodies will be taken to the Annual Meeting of Council.

Issues

4. The Annual Council 23 May 2019 received nominations to committee seats. Not all seats were filled and the vacancies that remain are as follows:

Committee	Vacancy	Group
Audit Committee	1 vacancy	1 x Labour
Corporate Parenting Advisory Committee	1 vacancies	1 x Welsh National Party
Licensing Committee	1 vacancy	1 x Conservative
Public Protection	2 vacancies	1 x Conservative 1 x Welsh National Party

Committee	Vacancy	Group
Policy Review & Performance Scrutiny	1 vacancy	1 x Welsh National Party
Community and Adult Services Scrutiny Committee.	1 vacancy	1 x Labour

5. Further nominations to fill existing vacancies received from political groups prior to Full Council on 21 May will be reported 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.

RECOMMENDATION

The Council is recommended to appoint to the vacancies on Committees in accordance with the approved allocation of seats and Party Group wishes, as set out on the Amendment Sheet.

DAVINA FIORE

Director Governance and Legal Services

19 June 2020

Background Papers

Annual Council Reports and Minutes 23 May 2019

Report and Minutes of Council 20 June 2019

Report and Minutes of Council 18 July 2019