



DINAS A SIR CAERDYDD  
CITY AND COUNTY OF CARDIFF

**COUNCIL SUMMONS**

THURSDAY, 23 JULY 2020

**GWYS Y CYNGOR**

DYDD IAU, 23 GORFFENNAF 2020,

You are summoned to attend a meeting of the **COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF** which will be held remotely on Thursday, 23 July 2020 at 4.30 pm to transact the business set out in the agenda attached.

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

County Hall  
Cardiff  
CF10 4UW

Friday, 17 July 2020

---

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

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

## **RECORDING OF MEETING**

**This meeting will be recorded for subsequent broadcast on the Council's website. The whole of the meeting will be recorded, except where there are confidential or exempt items. A copy of the recording will also be retained in accordance with the Council's data retention policy.**

**If you make a representation to the meeting you will be deemed to have consented to being filmed and/or recorded.**

**If you have any queries regarding the recording of this meeting, please contact Committee Services on 02920 872020 or email [Democratic Services](#)**

<i>Item</i>		<i>Approx Time</i>	<i>Max Time Allotted</i>
<b>1</b>	<b>Apologies for Absence</b>  <i>To receive apologies for absence.</i>	4.30 pm	5 mins
<b>2</b>	<b>Declarations of Interest</b>  <i>To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct)</i>	4.35 pm	5 mins
<b>3</b>	<b>Minutes (Pages 7 - 10)</b>  <i>To approve as a correct record the minutes of the 25 June 2020.</i>	4.40 pm	5 mins
<b>4</b>	<b>Lord Mayor's Announcements</b>  <i>To receive the Lord Mayor's announcements including Recognitions and Awards.</i>	4.45 pm	5 mins
<b>5</b>	<b>Members' Schedule of Remuneration 2020 - 2021 (Pages 11 - 34)</b>  <i>Report of the Chief Executive</i>	4.50 pm	10 mins
<b>6</b>	<b>Scrutiny Arrangements During COVID-19 Restart (Pages 35 - 38)</b>  <i>Report of the Director of Governance and Legal Services and Monitoring Officer</i>	5.00 pm	10 mins
<b>7</b>	<b>Joint Cabinet Statement (Pages 39 - 54)</b>  <i>To receive a joint statement from the Leader and Cabinet and to take a maximum of 20 questions.</i>	5.10 pm	50 mins
<b>8</b>	<b>Notice of Motion 1</b>  <i>Proposed by Councillor Adrian Robson</i>  <i>Seconded by Councillor Shaun Jenkins</i>  <i>"This Council notes the July 2020 inspection of Youth Offending Services in Cardiff undertaken by Her Majesty's Inspectorate of Probation.</i>  <i>This Council further notes that the Cardiff Youth Offending Service sits within the portfolio area of the Cabinet Member</i>	6.00 pm	30 mins

	<p><i>for Children and Families.</i></p> <p><i>This Council has no confidence in the Cabinet.”</i></p>		
<b>9</b>	<p><b>Notice of Motion 2</b></p> <p><i>Proposed by: Cllr Saeed Ebrahim</i></p> <p><i>Seconded by: Cllr Jen Burke-Davies</i></p> <p><i>This Council notes:</i></p> <p><i>That Sir Thomas Picton is celebrated in a statue in the Marble Hall as part of the Heroes of Wales collection.</i></p> <p><i>That recent events have brought to wider attention the behaviour of Picton, and his role in the transatlantic slave trade – including his reputation as a particularly brutal man, and his conviction for the illegal torture of a 14-year old girl.</i></p> <p><i>That in the public vote held in 1913, the public did not vote for Sir Thomas Picton to be included amongst the statues in Cardiff City Hall</i></p> <p><i>That Cardiff is a diverse, welcoming city</i></p> <p><i>This Council believes:</i></p> <p><i>The behaviour of Picton as Governor of Trinidad was abhorrent, even in his own era, and not deserving of a place in the Heroes of Wales collection.</i></p> <p><i>That heightened awareness about the history of slavery must include a reassessment of the regard in which we hold Picton, and many others who were actors and beneficiaries of slavery.</i></p> <p><i>That in hindsight it was an error to have included Picton as an option in the 1916 public vote, and an error that he had not been removed sooner.</i></p> <p><i>That a democratic decision, by the representatives of the people of Cardiff, to remove the statue will send a message to Black people in Cardiff and across the world that the city recognises the role people like Picton played in slavery, and that we must seek to address the systemic racism that still exists due to slavery and Empire.</i></p> <p><i>This Council resolves:</i></p>	6.30 pm	30 mins

	<ul style="list-style-type: none"> <li>• <i>To remove the statue of Sir Thomas Picton from the Marble Hall, and to consider placing it elsewhere with a clear explanation of his actions.</i></li> <li>• <i>To welcome the introduction of a Task Force by the Leader to address the inequalities BAME people face and to include representation from Cardiff's Black communities</i></li> <li>• <i>To implement the Task Force recommendations</i></li> <li>• <i>That Black lives matter, and that none of us are equal until all of us are equal.</i></li> </ul>		
<b>10</b>	<b>Urgent Business</b>	7.00 pm	
<b>Unopposed Council Business</b>			
<b>11</b>	<b>Committee Membership</b> (Pages 55 - 56) <i>Report of the Director of Legal and Governance and Monitoring Officer</i>	7.00 pm	5 mins
<b>12</b>	<b>Appointment of Local Authority School Governors</b> (Pages 57 - 60) <i>Report of the Director of Governance and Legal Services and Monitoring Officer.</i>	7.05 pm	5 mins
<b>13</b>	<b>Officer Decision Register - SMT/19 20/84 - NO 39</b> <i>Cardiff City Transport Services – COVID-19 Financial Support</i>	7.10 pm	5 mins
<b>14</b>	<b>Written Questions</b> <i>In accordance with the Council Procedure Rules, Rule 17(f) Written Questions received for consideration and response will be included as a record in the minutes of the meeting.</i>		

This page is intentionally left blank

City Council of the City & County of Cardiff  
25 June 2020

1

## THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 25 June 2020 to transact the business set out in the Council summons dated Friday, 19 June 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, Derbyshire, Driscoll, Ebrahim, Elsmore, Ford, 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, 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, Walker, Weaver, Wild, Williams, Wong and Wood

### 38 : APOLOGIES FOR ABSENCE

Apologies were received from Councillor Susan Goddard.

### 39 : 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 Williams	6	Personal as employed by BCB International.

### 40 : MINUTES

The minutes of the 21 May 2020 were signed as a correct record of the meeting.

### 41 : LORD MAYOR'S ANNOUNCEMENTS

Both the Lord Mayor and Councillor Rodney Berman paid tribute to former Councillor and Lord Mayor of Cardiff, Jacqui Gasson, who recently passed away. A minutes silence was held.

The Lord Mayor also wished Chris Lee, Corporate Director Resources a speedy recover having recently had an accident.

42 : PAY POLICY STATEMENT 2020/2021

The Lord Mayor noted that as the report made reference to Senior Officer salaries, those that had been present left the meeting by switching off both their microphones and cameras.

The Lord Mayor welcomed Jon Rae from the Welsh Local Government Association to the meeting to provide advice to Council if required.

Councillor Chris Weaver, Cabinet Member for Finance, Modernisation and Performance proposed the report, which asked the Council to agree a Pay Policy Statement for 2020/21, in accordance with the requirements of the Localism Act 2011.

The report was seconded by Councillor Huw Thomas, Leader of the Council.

A reference back had been received from the Conservative Group, proposed by Councillor Joel Williams and seconded by Councillor Adrian Robson. That document had been circulated previously – [Reference Back](#)

The Lord Mayor invited debate on the item.

The Lord Mayor invited Councillor Weaver to respond to the points raised. The Lord Mayor called for a vote on the reference back as proposed by Councillor Joel Williams and seconded by Councillor Adrian Robson.

The reference back was LOST.

The Lord Mayor called for a vote on the recommendations as outlined in the report.

The report was CARRIED.

43 : 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. Nineteen questions had been received on a politically proportional basis from the following Councillors:

Councillor Robert Hopkins  
Councillor Mia Rees  
Councillor Owen Jones  
Councillor Joe Carter  
Councillor Jayne Cowan  
Councillor Iona Gordon  
Councillor Jennifer Burke-Davies  
Councillor Keith Parry  
Councillor Sean Driscoll

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



Councillor Ashley Lister  
Councillor Jane Henshaw  
Councillor Rodney Berman  
Councillor Mary McGarry  
Councillor Adrian Robson  
Councillor Bob Derbyshire  
Councillor Lyn Hudson  
Councillor Bablin Molik  
Councillor Keith Parry  
Councillor Thomas Parkhill

The Leader of the Council and Cabinet Members responded to questions raised on the following matters:

- Education, opening of schools and support being provided to both children and parents;
- Support provided to key workers children and vulnerable children during the school recess;
- Homelessness and how the Council were dealing with rough sleepers;
- The opening of Rhiwbina Library;
- Active Travel, the temporary orders in place and if these orders could be used to stop traffic driving past schools;
- Transport, extension of the 20mph zone in Llandaff North;
- Bus services being established to support pupils being taken to and from schools, including the restart of essential routes in Cardiff;
- Transport, maintaining the levels of less traffic on the city's roads to improve air quality;
- The re-opening of play areas in the city;
- Supporting the re-opening of local business';
- The current status of the Coal Exchange;
- Re-starting the city centre, local centres and maintaining jobs;
- Business Grants, Council support to local businesses;
- Household Waste and Recycling Centres, access to this service and the amount of visits being made;
- The number of black and ethnic minority workers employed by the Council and what the Council could do to support and develop its BAME workforce; and
- The timetable in place to re-open schools.

#### 44 : URGENT BUSINESS

The Lord Mayor confirmed that Urgent Business had been received in relation to the suspension of a Councillor which Council had been asked to note.

RESOLVED: The Council AGREED to note that Councillor Neil McEvoy had been found in breach of the Members Code of Conduct and suspended as a Councillor for a period of 4 months with effect from 23 June 2020 until midnight on 22 October 2020.

#### 45 : CALENDAR OF REMOTE MEETINGS

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

The Council was asked 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.

RESOLVED: The Council AGREED 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.

#### 46 : COMMITTEE MEMBERSHIP AND OUTSIDE BODIES APPOINTMENTS

The Council received nominations in order to 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 AGREED to appoint vacancies on Committee's in accordance with the approved allocation of seats and Party Groups wishes, as set out on the Amendment Sheet.

#### 47 : WRITTEN QUESTIONS

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

**CYNGOR CAERDYDD  
CARDIFF COUNCIL****COUNCIL:****23 JULY 2020**

---

**REPORT OF THE CHIEF EXECUTIVE**

---

**MEMBERS' SCHEDULE OF REMUNERATION 2020 – 2021****Reason for this Report**

1. To note the determinations of the Independent Remuneration Panel for Wales (IRPW) in its following reports:
  - Annual Report published in February 2020.
  - Supplementary Report published in May 2020 in respect of the Principles relating to the Reimbursement of Costs of Care
2. To approve for publication by 31 July 2020, the Members' Schedule of Remuneration 2020 – 2021, which has been revised to meet the requirements of the IRPW in its Annual and Supplementary Reports.

**Background**

3. The Independent Remuneration Panel for Wales (IRPW) (*'the Panel'*) is a statutory body established initially by the Welsh Government in January 2008 to recommend the levels of salaries, allowances and expenses payable to Councillors and Co-opted Members. The Local Government (Wales) Measure 2011 gave the Panel additional powers to prescribe the levels of Member remuneration and allowances. The Panel also received further powers following the introduction of the Local Government (Democracy) (Wales) Act 2013.

**Issues****IRPW Annual Report 2020-2021**

4. The Panel's Annual Report was published in February 2020, and detailed its determinations on the payment of remuneration and allowances in 2020 – 2021 to Elected Members and Co-opted Members by principal councils from 1st April 2020. The report is available on the IRPW website via the following link:

English: <https://gov.wales/sites/default/files/publications/2020-02/annual-report-2020-to-2021.pdf>

Cymraeg: <https://llyw.cymru/sites/default/files/publications/2020-02/adroddiad-blynyddol-2020-i-2021.pdf>

5. The IRPW Regulations and guidance set out in the Panel’s Annual Report in February 20, require the Council to produce and maintain an annual Schedule of Remuneration (*‘the Schedule’*) that details the payments approved to Elected Members and Co-opted Members in accordance with the levels of remuneration and allowances determined by the Panel in its Annual or Supplementary Reports.

Basic Salary

6. The Panel determined that the annual Basic Salary payable to Elected Members of all principal councils in Wales for 2020 – 2021 is **£14,218**.

Senior Salaries

7. In Cardiff (Population Group A), the maximum number of Senior Salary positions remains as 19, excluding Civic Salary positions.
8. The Annual Council meeting in May 2019 approved the allocation of 19 senior salary positions as set out in the table below. (Members will recall that on 21 May 2020, Council agreed that the 2020 Annual Meeting of Council would be deferred and noted that the terms of office of the existing Chairs and Deputies (of Council and Committees) would automatically continue until the 2020 Annual Meeting of Council). It is proposed that the allocation of senior salary positions for 2020/21 should remain unchanged, as set out below.

<b>Bands of Responsibility</b>	<b>Role(s)</b>	<b>No. of Senior Salary Positions</b>
Band 1	Leader	1
	Deputy Leader	1
Band 2	Other Cabinet Members	8
Band 3	Scrutiny Committee Chairs	5
	Planning Committee Chair	1
	Licensing/ Public Protection Committees Chair	1
Band 4	Leader of largest opposition group	1
Band 5	Leader(s) of other political group(s) comprising at least 10% membership of the Authority (if remunerated)	1
<b>Total</b>		<b>19</b>

9. The annual Senior Salaries (*inclusive of Basic Salary*) payable in 2020 - 2021 as prescribed by the Panel and applicable to the Council are as follows:

<b>Bands of Responsibility</b>	<b>Role(s)</b>	<b>Senior Salaries determined by the Panel for 2020/21 (inclusive of Basic Salary)</b>
Band 1	Leader	£54,450
	Deputy Leader	£38,450
Band 2	Cabinet Members	£33,450
Band 3	Committee Chairs (if remunerated)	£22,918
Band 4	Leader of largest Opposition Group	£22,918
Band 5	Leader(s) of other political group(s) 'a political group other than controlling/ largest opposition group (if any) which comprises not less than ten per cent of the members of the Council' (if remunerated)	£17,918

### Civic Salaries

10. The IRPW has determined that where paid, a Civic Head must be paid a Band 3 salary of £22,918 and, where paid, a Deputy Civic Head must be paid a Band 5 salary of £17,918 with effect from 1 April 2020

### Remuneration of Co-opted Members

11. The IRPW had previously determined that Councils may decide on a maximum number of days for which Co-Opted Members may be paid in any one year, and in its Remuneration Schedule for 2019/20 the Council set a cap of 10 days per year. However, the IRPW's Annual Report for 2020/21 says as follows: "The number of days in any one year for which co-opted members may be paid will reflect the work programme of the relevant committee. The Schedule for 2020/21 has been amended accordingly, and the previous cap is not retained. This recognises the important role that co-opted members have, and the fact that payment must be made for travel and preparation time for committee and other types of meetings as well as other activities, including training.

### Supporting the work of Local Authority Elected Members

12. The Annual Report includes a new paragraph regarding the support for an Elected Members Personal Safety which states:

*"As a result of their legitimate actions as a councillor an elected member's personal security may become significantly, adversely affected. In keeping with their existing responsibilities, it is the duty of Democratic Services Committees to fund or provide support necessary to enable a councillor to discharge their role reasonably and safely. This may require the funding of appropriate security measures to protect councillors from personal risk or significant threat. Risk assessment and liaison with relevant bodies such as*

*the police and security services would normally inform selection of required provision.”*

13. Measures to support this requirement are already in place in Cardiff and are seen as an exemplar of good practice with the protocols and practice shared with other Local Authorities in Wales.

Impact of the Supplementary Report

14. The Panel’s Supplementary Report was published in May 2020, and prescribed the Principles relating to the Reimbursement of Costs of Care (RoCoC);:

English: <https://gov.wales/sites/default/files/publications/2020-05/supplementary-report-2020.pdf>.

Cymraeg: <https://llyw.cymru/sites/default/files/publications/2020-05/adroddiad-atodol-2020.pdf>.

15. The Supplementary Report builds on the core principles of the IRPW and adds principles which specifically relate to the costs of care. The provision of financial support for members with care responsibilities or personal needs is an important factor in improving and sustaining the diversity of membership. It is essential that there is clarity in the availability of and the access to this support.
16. The Supplementary Report outlines the minimum that Local Authorities should do to ensure that the costs of care are remunerated effectively. The intentions of the Authority to meet those requirements are shown in the table below

<b>The Minimum Authorities should do</b>		<b>How this could/will be done</b>
Be clear who it is for	<ul style="list-style-type: none"> <li>• Members with primary caring responsibilities for a child or adult and or personal support needs where these are not covered by statutory or other provision.</li> <li>• For personal support. This might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payments, insurance or other provision.</li> </ul>	<p><b><u>IRPW:</u></b> A Confidential review of the needs of individual members annually and when circumstances change</p> <p><b><u>Cardiff:</u></b> A primary caring responsibilities review will be included as part of the Annual Elected Member Survey with an opportunity to receive requests for RoCoC should individual circumstances change during the year</p>

<b>The Minimum Authorities should do</b>		<b>How this could/will be done</b>
Raise Awareness	<ul style="list-style-type: none"> <li>• Ensure potential candidates, candidates and current members are aware that RoCoC is available to them should their current or future circumstances require.</li> </ul>	<p><b><u>IRPW:</u></b></p> <ul style="list-style-type: none"> <li>• Ensure clear and easily found information is available on website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook".</li> <li>• Remind serving members via e-mail and or training. Signpost to IRPW <a href="#">Payments to Councillors</a> leaflets.</li> </ul> <p><b><u>Cardiff:</u></b> The Authority will develop the following to meet this requirement :</p> <ul style="list-style-type: none"> <li>• the review and update of Elections and Candidates internet web pages.</li> <li>• Ensure that all induction material includes relevant remuneration information.</li> <li>• Elected Member Intranet site to include relevant remuneration information</li> </ul>
Promote a Positive Culture	<ul style="list-style-type: none"> <li>• Ensure all members understand the reason for RoCoC and support and encourage others to claim where needed.</li> </ul>	<p><b><u>IRPW:</u></b></p> <ul style="list-style-type: none"> <li>• Encouragement within and across all parties of Relevant Authorities to support members to claim.</li> <li>• Agree not to advertise or make public individual decisions not to claim.</li> </ul> <p><b><u>Cardiff:</u></b> Political Group Whips have indicated support for</p>

The Minimum Authorities should do	How this could/will be done	
		appropriate remuneration of their Elected Members.
Set out the approved duties for which RoCoC can be claimed	<ul style="list-style-type: none"> <li>• <b>Meetings</b> – formal (those called by the Authority) and those necessary to members’ work (to deal with constituency but not party issues) and personal development (training, and appraisals.)</li> <li>• <b>Travel</b> – in connection with meetings.</li> <li>• <b>Preparation</b> – reading and administration are part of a member’s role. Some meetings and committees require large amounts of reading, analysis or drafting before or after a meeting.</li> <li>• Senior salary holders with additional duties may have higher costs.</li> </ul>	<p><b>IRPW:</b> Approved duties are usually a matter of fact. Interpretation of the IRPW Regulations are set out in the Annual Report. “Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.</p> <p><b>Cardiff:</b> The approved duties have been updated in the Schedule of Remuneration and RoCoC can be claimed for all approved duties.</p>
Be as enabling as possible about the types of care that can be claimed	<ul style="list-style-type: none"> <li>• Members should not be “out of pocket” subject to the limit set in the Annual Report.</li> <li>• Models of care and needs vary.</li> <li>• Members may use a combination of several care options.</li> <li>• Patterns of care may alter over the civic and academic year.</li> <li>• Not all care is based on hourly (or part hourly) rates.</li> <li>• Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session.</li> <li>• Members may need to: <ul style="list-style-type: none"> <li>a. book and pay for sessions in advance</li> <li>b. commit to a block contract: week month or term</li> <li>c. pay for sessions cancelled at short notice</li> </ul> </li> </ul>	<p><b>IRPW:</b> No further guidance</p> <p><b>Cardiff:</b> The Authority will be as flexible as possible within the remit of the IRPW Annual Report</p>



<b>The Minimum Authorities should do</b>		<b>How this could/will be done</b>
	<ul style="list-style-type: none"> <li>Where care need straddles two sessions both should be reimbursed.</li> </ul>	
Have a simple and effective claim process	<ul style="list-style-type: none"> <li>Members should know how to claim.</li> <li>The claim process should be clear, proportionate and auditable.</li> </ul>	<p><b><u>IRPW:</u></b></p> <ul style="list-style-type: none"> <li>Check members understand how to claim and that it is easy to do so.</li> <li>Flexibility to accept paperless invoices Online form Same or similar form to travel costs claim</li> </ul> <p><b><u>Cardiff:</u></b> A further review will be undertaken to ensure Elected Members are fully aware of the claims processes and to ensure that the process is as simple as possible.</p>
Comply with IRPW Publication rules	<ul style="list-style-type: none"> <li>The IRPW Framework states: "In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed."</li> </ul>	<p><b><u>IRPW:</u></b> No further guidance</p> <p><b><u>Cardiff:</u></b> Cardiff is compliant</p>

Members' Schedule of Remuneration 2020-2021

- The IRPW has developed and issued a proforma Schedule of Remuneration for recommended use by all local authorities in order to promote best practice and assist with consistency in the production of such schedules within Wales. Specific sections within the document are to be amended in order to suit each Authority's own particular circumstances; however, it should be noted that use of the proforma is not mandatory.
- The Council in May 2016 adopted this proforma for use as the basis for the Members' Schedule of Remuneration for future years. In accordance with

the IRPW Regulations, the Council must make arrangements for the publication of the Schedule within the authority area and the Schedule must be sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.

19. Any amendments to the Schedule made during the municipal year must be conveyed to the Panel as soon as practicable after the amendments are made. It is proposed that authority should be delegated to the Monitoring Officer to make any necessary amendments to the Schedule in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the Panel.

#### Changes to the Schedule of Remuneration

20. To facilitate the requirements of the IRPW Annual and Supplementary Reports, a number of changes have been made in the updated Schedule of Remuneration as attached at **Appendix A**. These include:
  - a. The transfer of responsibility relating to the remuneration of Elected Members from the Monitoring Officer to the Head of Democratic Services.
  - b. Reference to the requirement to meet the intentions of the IRPW Supplementary Report published in 2020.
  - c. Reimbursement of the Cost of Care replaces the term Care Allowance.
  - d. Removal of the “cap” for Co-opted member claims.
  - e. Updated the Approved Duties to include:
    - Adding the Democratic Services Committee as an approver for attendance at any training or developmental event.
    - Attendance at any non-political personal development event or activity relevant to the role of the individual member with the advance agreement of the Head of Democratic Services.
    - attendance at meetings relating to the personal safety and security of an individual Member.
  - f. Rewording of the section relating to Subsistence Allowance to better reflect the provisions of the IRPW Annual Report.

#### **Legal Implications**

21. The legal framework is set by Part 8 of the Local Government (Wales) Measure 2011 (“the Measure”), under which the Independent Remuneration Panel for Wales (“the Panel”) is given functions relating to payments to Councillors and Councillors’ pensions (s.142 of the Measure). The Panel is required to publish an annual report on the exercise of its

functions with respect to each financial year (s.143 of the Measure); and the Council must comply with the requirements imposed on it by the Panel's Annual Report (s.153 of the Measure).

22. As set out in the body of the report, the Council is required to produce and maintain an annual Schedule of Remuneration (*the Schedule*), which must be published and sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.
23. All Members entitled to receive payment have a personal interest in this report which should be declared. However, paragraph 12.2 (b)(iv) of the Code of Conduct states that you will not be regarded as having a prejudicial interest in any business of the Council relating to remuneration or an allowance or payment or pension made in accordance with the Local Government (Wales) Measure 2011 or the Local Government and Housing Act 1989. This means all Members may debate and vote on the recommendations in this report.

### **Financial Implications**

24. The overall financial allocation for Members' Remuneration in 2020/21 is £1.611 million, the costs are to be contained within the budget allocated.

### **RECOMMENDATIONS**

The Council is recommended to:

1. note the determinations of the Independent Remuneration Panel for Wales (IRPW) in its following reports:
  - Annual Report published in February 2020.
  - Supplementary Report published in May 2020 in respect of the Principles relating to the Reimbursement of Costs of Care
2. agree to retain the current number and allocation of Senior Salary positions, as set out in paragraph 8 of the report;
3. note the actions to be taken to address the recommendations of the IRPW in respect of arrangements for the Reimbursement of the Costs of Care, as set out in paragraph 16 of the report;
4. approve the Members' Schedule of Remuneration 2020/21, as set out in **Appendix A** to this report for publication by 31 July 2020; and
5. delegate authority to the Monitoring Officer to update the Members' Schedule of Remuneration in the Constitution and to make any necessary amendments to the 2020-2021 Schedule from time to time during the municipal year in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the Independent Remuneration Panel for Wales.

**PAUL ORDERS**  
**Chief Executive**  
**15 July 2020**

The following Appendix is attached to this report:

**APPENDIX A:** Members' Schedule of Remuneration 2020 – 2021

**Background Papers:**

Independent Remuneration Panel for Wales Annual Report (February 2020)

English: <https://gov.wales/sites/default/files/publications/2020-02/annual-report-2020-to-2021.pdf>

Cymraeg: <https://llyw.cymru/sites/default/files/publications/2020-02/adroddiad-blynyddol-2020-i-2021.pdf>

Independent Remuneration Panel for Wales Supplementary Report (May 2020), Principles relating to the Reimbursement of Costs of Care (RoCoC);:

English: <https://gov.wales/sites/default/files/publications/2020-05/supplementary-report-2020.pdf>.

Cymraeg: <https://llyw.cymru/sites/default/files/publications/2020-05/adroddiad-atodol-2020.pdf>.

## COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF

MEMBERS' SCHEDULE OF REMUNERATION 2020 – 2021

---

This Scheme is made under the Local Government (Wales) Measure 2011 (“the Measure”) with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

**1. Basic Salary**

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as prescribed by the IRPW.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

**2. Senior Salaries & Civic Salaries**

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as prescribed by the IRPW.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the IRPW in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Band 1 or 2 Senior Salary (i.e. Leader, Deputy Leader and Cabinet Members) **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.

### **3. Election to Forgo Entitlement to salaries, allowances or fees**

- 3.1 A Member may, by notice in writing delivered to the Monitoring Officer, personally elect to forgo any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

### **4. Suspension of a Member**

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

### **5. Repayment of salaries, allowances or fees**

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
  - (b) ceases to be a Member of the Authority or Co-opted Member; or
  - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

The Authority will require that such part of the salary, allowance or fee as relates to any such period be repaid.

### **6. Payments**

- 6.1 Payments of all salaries, allowances or fees will be made by the Council's Payroll team by BACS transfer in instalments of one-twelfth of the Member's annual entitlement usually on the 15<sup>th</sup> of each month.
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

## **7. Reimbursement of Costs of Care (RoCoC)**

- 7.1 The IRPW has identified that the provision of financial support for members with care responsibilities or personal needs is an important factor in improving and sustaining the diversity of Council membership. Cardiff Council is committed to the core principles relating to the Reimbursement of the Cost of Care (RoCoCo) contained in the [IRPW Supplementary Report](#) published in May 2020.
- 7.2 Reimbursement of the Cost of Care shall be provided to a Member or Co-opted Member for the reimbursement of necessary costs for the care of dependent children and adults, and for personal assistance needs, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.3 Reimbursement of the cost of care applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.4 Eligible Members may claim for the reimbursement of the cost of care for actual and receipted costs for approved duties as shown in **Schedule 2**. All claims for reimbursement of the cost of care should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **8. Family Absence**

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

## **9. Co-optees' payments**

- 9.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.

- 9.2 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.3 Co-optees are able to claim for meetings and other activities including: other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend
- 9.4 The Head of Democratic Services is designated as the “appropriate officer” and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The Head of Democratic Services can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards & Ethics Committee and the Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

## **10. Travel and Subsistence Allowances**

### **10.1 General Principles**

- 10.2 Members and Co-opted Members may claim travelling expenses when travelling on the Authority’s business for ‘approved duties’ as set out in **Schedule 2**. Where Members travel on the Authority’s business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have his/her claim abated by an appropriate amount.
- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members’ travel and subsistence allowances are set out in **Schedule 3** and are subject to annual review by the IRPW.
- 10.6 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for



which he or she is suspended or partially suspended must be withheld by the Authority.

## **11. Travel by Private Vehicle**

- 11.1 The IRPW has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.
- 11.2 The mileage rates for private vehicles as determined by the IRPW are set out in **Schedule 3**.
- 11.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

## **12. Travel by Public Transport**

### **12.1 Rail/Coach Travel**

Unless otherwise authorised rail tickets will be second-class.

Democratic Services or Cabinet Support Office, as applicable, will usually purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

### **12.2 Taxi Fares**

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imburement will be upon receipt only.

### **12.3 Air Fares**

Unless otherwise authorised flight tickets will be budget or economy class. Discounted flight tickets will be purchased well in advance wherever possible in order to reduce costs.

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Monitoring Officer is required and tickets will usually be purchased by Democratic Services or Cabinet Support Office, as applicable.

### **12.4 Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by the Head of Democratic Services. Democratic Services or Cabinet Support Office, as applicable, will usually arrange travel and accommodation.

## 12.5 Other Travel Expenses

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbusement will be upon receipt only.

## 13. Overnight Accommodation

- 13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Monitoring Officer.
- 13.2 Overnight accommodation will usually be booked by Democratic Services or Cabinet Office, as applicable. Wherever possible the overnight accommodation will be pre-paid or invoiced.
- 13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

## 14. Subsistence Allowance

- 14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s).
- 14.2 No provision is made for subsistence claims within the Council's administrative boundaries.

## 15. Claims and Payments

- 15.1 A claim for travel and subsistence allowances must be made **in writing by the 1<sup>st</sup> day of each month** or the previous working day if falling on a Saturday or Sunday or Bank Holiday and **must be accompanied by the relevant receipts**. Claims **must be made within 3 months** of the event and within the relevant accounting year (i.e. by 4 April every year).
- 15.2 Allowances will be paid by the Council's Payroll team by BACS transfer.

## 16. Pensions

- 16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

## **17. Compliance**

- 17.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4**.

**Members are reminded that expense claims are subject to both internal and external audit.**

## SCHEDULE 1

### SCHEDULE OF REMUNERATION 2020 – 2020

<b>MEMBERS ENTITLED TO BASIC SALARY</b>			<b>ANNUAL AMOUNT OF BASIC SALARY</b>
The following named Elected Members of the Authority receive the Basic Salary:			<b>£14,218</b>
Cllr Ali Ahmed	Cllr Gavin Hill-John	Cllr Linda Morgan	
Cllr Ashgar Ali	Cllr Philippa Hill-John	Cllr Daniel Naughton	
Cllr Dilwar Ali	Cllr Robert Hopkins	Cllr Oliver Owen	
Cllr Rodney Berman	Cllr Lyn Hudson	Cllr Thomas Parkhill	
Cllr Fenella Bowden	Cllr Frank Jacobsen	Cllr Keith Parry	
Cllr Bernie Bowen-Thomson	Cllr Owen Jones	Cllr Mike Phillips	
Cllr Jennifer Burke-Davies	Cllr Michael Jones-Pritchard	Cllr Dianne Rees	
Cllr Joe Carter	Cllr Heather Joyce	Cllr Mia Rees	
Cllr Jayne Cowan	Cllr Kathryn Kelloway	Cllr Emma Sandrey	
Cllr Stephen Cunnah	Cllr John Lancaster	Cllr Abdul Sattar	
Cllr Bob Derbyshire	Cllr Christopher Lay	Cllr Elaine Simmons	
Cllr Sean Driscoll	Cllr Susan Lent	Cllr Kanaya Singh	
Cllr Saeed Ebrahim	Cllr Ashley Lister	Cllr Ed Stubbs	
Cllr Lisa Ford	Cllr Neil McEvoy	Cllr Rhys Taylor	
Cllr Andrea Gibson	Cllr Mary McGarry	Cllr Graham Thomas	
Cllr Susan Goddard	Cllr Rod McKerlich	Cllr Joel Williams	
Cllr Iona Gordon	Cllr Siân-Elin Melbourne	Cllr Peter Wong	
Cllr Jane Henshaw	Cllr Bablin Molik	Cllr Ashley Wood	

	<b>SENIOR SALARY ENTITLEMENTS (includes Basic Salary)</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
1.	Leader	Cllr Huw Thomas	£54,450
2.	Deputy Leader & Cabinet Member for Education, Employment and Skills	Cllr Sarah Merry	£38,450
3.	Cabinet Member for Children and Families	Cllr Graham Hinchey	£33,450
4.	Cabinet Member for Clean Streets, Recycling and Environment	Cllr Michael Michael	£33,450
5.	Cabinet Member for Culture and Leisure	Cllr Peter Bradbury	£33,450
6.	Cabinet Member for Finance, Modernisation and Performance	Cllr Christopher Weaver	£33,450
7.	Cabinet Member for Housing and Communities	Cllr Lynda Thorne	£33,450

	<b>SENIOR SALARY ENTITLEMENTS (includes Basic Salary)</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
8.	Cabinet Member for Investment and Development	Cllr Russell Goodway	£33,450
9.	Cabinet Member for Social Care, Health and Well-being	Cllr Susan Elsmore	£33,450
10.	Cabinet Member for Strategic Planning and Transport	Cllr Caro Wild	£33,450
11.	Chairperson of Children and Young People Scrutiny Committee	Cllr Lee Bridgeman	£22,918
12.	Chairperson of Community and Adult Services Scrutiny Committee	Cllr Shaun Jenkins	£22,918
13.	Chairperson of Economy and Culture Scrutiny Committee	Cllr Nigel Howells	£22,918
14.	Chairperson of Environmental Scrutiny Committee	Cllr Ramesh Patel	£22,918
15.	Chairperson of Policy Review and Performance Scrutiny Committee	Cllr David Walker	£22,918
16.	Chairperson of Planning Committee	Cllr Keith Jones	£22,918
17.	Chairperson of Licensing & Public Protection Committees	Cllr Norma Mackie	£22,918
18.	Leader of the Largest Opposition Group (Conservative Group)	Cllr Adrian Robson	£22,918
19.	Leader of the Liberal Democrat Group	Cllr Joe Boyle	£17,918
<i>A maximum of 19 senior salaries for Cardiff Council may be paid and this has not been exceeded.</i>			

<b>ENTITLEMENT TO CIVIC SALARIES (includes Basic Salary)</b>		<b>ANNUAL AMOUNT OF CIVIC SALARY</b>
<b>ROLE</b>	<b>MEMBER</b>	
Civic Head (Mayor / Chair)	Cllr Daniel De'Ath	£22,918
Deputy Civic Head (Deputy Mayor / Chair)	Cllr Jacqueline Parry	£17,918

ENTITLEMENT AS STATUTORY CO-OPTTEES		AMOUNT OF CO-OPTTEES ALLOWANCES
ROLE	MEMBER	
Chairperson of Standards & Ethics Committee	Dr James Downe	£256 Daily Fee (4 hours and over) £128 ½ Day Fee (up to 4 hours)
Chairperson of Audit Committee	D Hugh Thomas	£256 Daily Fee (4 hours and over) £128 ½ Day Fee (up to 4 hours)
Statutory Co-optees – ordinary members:  Audit Committee  Children & Young People Scrutiny Committee  Standards & Ethics Committee	<ul style="list-style-type: none"> <li>• Gavin MacArthur</li> <li>• David Price</li>   <li>• Patricia Arlotte</li> <li>• Carol Cobert</li> <li>• Karen Dell'Armi</li> <li>• Matthew Richards</li>   <li>• Hollie Edwards-Davies</li> <li>• Chrissie Nicholls</li> <li>• Jason Bartlett</li> <li>• Arthur Hallett</li> <li>• Community Councillor Stuart Thomas</li> </ul>	£198 Daily Fee (4 hours and over) £99 ½ Day Fee (up to 4 hours)

MEMBERS ELIGIBLE TO RECEIVE CARE ALLOWANCE	
All Members	Up to a maximum of £403 per month

## **SCHEDULE 2**

### **Approved duties:**

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet.

### **SCHEDULE 3**

#### **Mileage Rates**

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	5 pence per passenger per mile

#### **Subsistence Allowance**

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbusement of alcoholic drinks is not permitted.

#### **Overnight Stay**

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere.

A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.



## **SCHEDULE 4**

### **Compliance**

- The authority will arrange for the publication on the council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected members.
- The authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The authority will maintain records of member/co-opted members' attendance at meetings of council, cabinet and committees for which a member/co-opted member may submit a claim for travel allowance and/or co-optees' fee.
- The authority will arrange for the publication on the council's website of annual reports prepared by members.

When the authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel within 14 days of the date of the decision of the details including the particular post and the duration

This page is intentionally left blank

**CYNGOR CAERDYDD  
CARDIFF COUNCIL****COUNCIL:****23 JULY 2020**

---

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

---

**SCRUTINY ARRANGEMENTS DURING COV-D****Reason for this Report**

1. To allow the Council to restart its five standing scrutiny committees, to support effective and proportionate scrutiny of decision making during the COVID-19 restart period.

**Background**

2. In May 2020, the Council considered a report on its governance arrangements during the Covid-19 response period.
3. As part of its governance arrangements, a Covid-19 Scrutiny Panel, comprised of the 5 scrutiny committee Chairs, was set up to provide scrutiny of Covid-19 related, essential and time critical decisions. It was agreed that the Covid-19 Scrutiny Panel would remain in place until 30<sup>th</sup> September 2020, and that its remit and duration would be kept under review.

**Issues**

4. The Welsh Government's lockdown restrictions are gradually being lifted; and the Council has started to implement, on a phased basis, restart and recovery plans for the city and Council services, whilst continuing to prioritise urgent and essential business.
5. There are still significant additional service pressures arising from the pandemic, and fewer staff available to carry out their duties. It therefore remains important that the Council's decision making process remains proportionate and manageable at this time.
6. A programme of remote meetings (as permitted under the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020) was approved by Council in June 2020 in order to progress essential, time critical and or Covid-19 related Council business. The administrative arrangements to support remote meetings are now well established,

although issues such as ICT systems and Welsh language functionality are being kept under review in light of ongoing developments.

7. The Council needs to ensure that effective scrutiny is maintained for decisions being taken during the Covid-19 restart period. The Centre for Public Scrutiny (CfPS), in a published article about scrutiny arrangements during this period, says that: *'In a time of crisis, accountability, transparency and good governance are even more important.'*
8. However, CfPS acknowledges that Councils will not have the capacity to resume the full programme of ordinary scrutiny meetings because:  
*'Councils will lack the officer capacity to service and support a range of committees and task & finish groups. We know that scrutiny and democratic services officers have already been redeployed to work on the operational community response;*  
  
*The situation is too fast-moving to allow for the effective prioritisation of scrutiny work in the usual manner.'*
9. Having reviewed the Council's scrutiny arrangements, in consultation with Group Leaders and Scrutiny Chairs, and subject to there being a second wave or peak of coronavirus cases and a further imposition of lockdown measures, it is proposed to restart each of the five standing scrutiny committees of the Council with a specific remit, within their area of responsibility, to:
  - (a) Undertake pre-decision scrutiny of all Cabinet decisions, where appropriate and proportionate to do so;
  - (b) Scrutinise any issues which are time critical and or may have a significant adverse reputational impact on the Council; and
  - (c) Develop priorities for potential scrutiny consideration during 2020/21, in consultation with the relevant Cabinet member/s and Directors.
10. A programme of meetings for each scrutiny committee will be developed in consultation with the scrutiny committee chair and the Head of Democratic Services. A meeting of the Children's and Young People's Scrutiny Committee is being organised for the last week in July to consider the recent youth service inspection report and education restart plans. The other committees will meet in September.
11. In the event that there may be a second peak in Covid-19 cases and further lockdown measures, however, it may be necessary for the Scrutiny Committees to be suspended and the Covid-19 Scrutiny Panel to continue to discharge its functions until such time as the standing scrutiny committees can be supported to resume their functions.

## **Legal Implications**

12. The Local Government Act 2000 requires authorities to set up overview and scrutiny committees. The legislative provisions for overview and scrutiny committees for Wales have been amended and supplemented by the Local Government (Wales) Measure 2011 and Regulations made thereunder. There are also specific legislative provisions relating to scrutiny of crime and

disorder matters (the Police and Justice Act 2006); and Public Services Board functions (the Wellbeing of Future Generations (Wales) Act 2015). Subject to compliance with the relevant statutory provisions, the scrutiny arrangements of the Council are a matter for each Council to determine.

13. The Wellbeing of Future Generations (Wales) Act 2015 requires the Council to consider how its proposed decisions will contribute towards meeting the well being objectives set out in the Corporate Plan. Members must also be satisfied that proposed decisions comply with the sustainable development principle, which requires that the needs of the present are met without compromising the ability of future generations to meet their own needs.

### **Financial Implications**

14. There are no direct financial implications arising from this report. Scrutiny activities are to be delivered within the allocated budget.

### **RECOMMENDATION**

Council is recommended to:

1. Approve the restarting of the five standing scrutiny committees of the Council with a specific remit, within their area of responsibility, to:
  - a) Undertake pre-decision scrutiny of all Cabinet decisions, where appropriate and proportionate to do so;
  - b) Scrutinise any issues which are time critical and or may have a significant adverse reputational impact on the Council; and
  - c) Develop priorities for potential scrutiny consideration during 2020/21, in consultation with the relevant Cabinet member/s and Directors.
2. Note that it may be necessary for the Covid-19 Scrutiny Panel to continue to discharge its scrutiny functions in the event of a second peak in Covid-19 cases and further lockdown measures, until such time as the standing scrutiny committees are able to be supported to resume their functions.

**DAVINA FIORE**  
**DIRECTOR OF GOVERNANCE AND LEGAL SERVICES AND**  
**MONITORING OFFICER**

7<sup>th</sup> July 2020

Background papers

Council report, 'Governance During Covid-19 Response Period', May 2020  
Centre for Public Scrutiny, COVID-19 Guide 2: Approaches to Scrutiny  
During the Crisis

<https://www.cfps.org.uk/?publication=covid-19-guide-2-scrutiny>

This page is intentionally left blank

**CARDIFF COUNCIL  
CYNGOR CAERDYDD****COUNCIL:****23 JULY 2020**

---

**JOINT CABINET STATEMENT**

---

**Covid-19 Response****Education****Cardiff Schools Restart**

All schools in the city reopened on 29<sup>th</sup> June 2020 for a three-week period prior to the end of the summer term. Robust health & safety procedures, including space-capacity assessments and risk assessments to establish volume, appropriate furniture lay-out, movement flows and use of external spaces were all considered prior to opening using best practice from the Council's Hubs. Strict hygiene and cleaning regimes have also been implemented, ensuring good hand-washing practices, contact point cleaning and the thorough cleaning of school spaces.

Schools reopened with a much reduced capacity, but all pupils have had several opportunities to come into school during this period. Initial feedback from schools has reported a high level of take up and growing confidence among everyone about being back in school. All schools have also used this time to help plan for the full return to school for the new academic year in September 2020 following the recent announcement on this, and publication of relevant guidance, by the Welsh Government. School leaders in Cardiff are doing excellent work and the Cabinet Member for Education, Employment & Skills has expressed her thanks for their resilience, innovation and dedication to the children and young people of Cardiff.

**Engagement with Children and Young People**

A child-friendly version of the Cardiff Recovery Strategy has been published in eight different languages to ensure that the important proposals contained in the strategy are accessible to all of our citizens. Members of the Education Management Team have also met with members of the Pupil Task Group to ensure that the views and experiences of children and young people shape the recovery planning for schools. In addition, young people in Cardiff have taken part in a Youth Panel as part of the recruitment process for the Council's new Director of Education and Lifelong Learning. The panel fed back their views directly to the Chief Executive.

## Youth Services

The Youth Service has maintained contact with young people via social media, direct messaging, phone and, where possible, via Hubs throughout the lockdown. The team has now been given the green light to reconvene street-based and outreach work in areas of the city where young people most need support. They will be operating in St Mellons, Llanrumney, Llanedeyrn, Splott/Tremorfa/Plasnewydd, Ely/Caerau, Gabalfa, City Centre, Pentwyn, Fairwater, Grangetown and Riverside. The team will also target 'hotspots' such as Blackweir in Cathays to engage safely with young people to give advice and to listen to their experiences. The team will link with partners from the Youth Justice Stay Safe team and key organisations such as YMCA, Action for Caerau and Ely (ACE), Ministry of Life, the Urdd, Cathays Community Centre, South Riverside Community Development Centre and Grangetown Community Action.

## Qualifications 2020

Given the decision to cancel examinations this summer as a result of the Covid-19 pandemic and following a consultation process with young people and education professionals, Qualifications Wales have published their findings and decisions regarding the arrangements for the summer 2020 exam series, which will be based on a statistical standardisation model for the issuing of grades and include a specific appeals process. Further information is available on the Qualifications Wales website at: <https://www.qualificationswales.org/english/coronavirus---covid-19/>

## Supporting the Health Service in Wales

Tutors, learners, and centre staff at Llanover Hall Arts Centre in Canton have been joined by members of the public to form a 45-strong operation making scrubs for nurses, doctors and other NHS staff. The team has been busy using their sewing skills to produce around 600 tunics using material provided by Alexandra Workwear, which has been funded by the Welsh Government. The Llanover Hall Charitable Trust, together with donations from two generous supporters, have also provided funding for three new overlocking sewing machines, ironing boards and irons. Sewing tutors from the Council's Learning for Life community learning programme have supported the volunteers with technical details and instructions while they have been making the tunics at home.

## **Children's Services**

### Preparation for Restart of Face-to-Face Services

Work has commenced to prepare the service for the reintroduction of more face-to-face work with children and families. Risk assessments are being undertaken to:

- Identify staff who are available to undertake face-to-face visits; those who can are very keen to do so. Children who are on the Child Protection Register, or on a Care Order and placed with their parents, continue to receive a face-to-face visit a minimum of once every five weeks. As the workforce moves to the restart model, these visits will be increased to once every three weeks.



- Inform decisions about children having face-to-face contact safely with their families, taking into account the circumstances of all parties and ensuring the necessary precautions are in place.
- Prepare for the reopening of the St. Mellons Family Centre in order to safely accommodate staff who are not able to continue working from home full-time indefinitely and to better support the induction of new staff.

### Intake & Assessment

Moving forward, it is proposed that social workers will visit all children where a child protection investigation under section 47 of the Children Act 1989 has been instigated. The follow-up visits will be a combination of virtual and/or face-to-face visits based on risk assessment. Well-being assessments will continue to be virtual; however, face-to-face visits can be agreed when there are child protection concerns and attempts to engage the family by other means have failed.

### Parenting Assessments

Children's Services have continued to undertake assessments virtually, recognising that this may cause difficulties and challenges because the assessments are designed to be administered face-to-face. In line with the restart model, the decision to proceed with face-to-face assessments will be made on the basis of the risk assessment process mentioned above. Where assessments require observation of the children living at home or with care givers, this has to be with the agreement of all parties, particularly where there are concerns about the health of the individuals involved.

Where assessments are undertaken by independent social worker practitioners or professionals, it is their responsibility to undertake an independent assessment of risk and to present the completed risk assessment to the relevant social worker. All independent assessors must have appropriate indemnity insurance in place when carrying out face-to-face sessions with service users. All health & safety guidance is expected to be adhered to, including the use of hand sanitiser, PPE and reduction in cross-infection by reducing the number of people they come into contact with outside of the assessed family.

### Children Looked After and Placements

After a decrease in the number of children looked after in the early days of lockdown, a recent increase in new admissions has led to a gradual increase over recent weeks from 939 at 27<sup>th</sup> April to 964 at 6<sup>th</sup> July 2020. 21 of the 53 children who started being looked after in May and June were placed with parents on a Care Order, with family/friends or in parent and baby placements.

## **Supporting Business and Employment**

### Business Support

Members will be aware that we have been working closely with the Welsh Government to provide support direct to businesses in our city that have been impacted by Covid-19. In total around £100m has now been provided to businesses in the city centre through the Business Rates Grant scheme and the Economic Resilience Fund. This is in addition to the national schemes that have supported employment, such as the Job Retention Scheme, which the latest data suggests has supported over 43,000 workers in the city. The Council has also administered the Welsh Government's Start-up Grant in Cardiff, providing support for 160 businesses to plug the gaps that have arisen from the UK Government's limited support for the self-employed.

### City Centre Recovery

Cardiff continues to be seen as the exemplar city in the UK in the way that we are supporting our city centre to respond to the pandemic. As ever, we have engaged with businesses at all stages in developing our response that seeks to provide confidence for visitors and workers to return to our city centre in a safe way. As part of this approach, we have also launched a new marketing campaign for the city centre that hammers home the message that, despite the measures put in place, it remains very much open for business and the same Cardiff that we all know and love.

### Economic Task Force

Officials have also begun looking at how we can support those who are impacted by the economic fallout of the pandemic. National projections suggests a significant rise in unemployment and it is essential that Cardiff is prepared for that. Partners are therefore looking at how we can increase the provision of employment support, bringing in officers from Economic Development, Schools, the Cardiff Commitment and our Into Work Services teams. Fundamental to this process is business engagement so that we are aware of both the opportunities that may arise, as well as where potential job losses may take place.

### Inward Investment

It is important to note that there is continued interest in Cardiff as a location for business. Enquiries from sectors such as financial services, customer services and distribution continue to flow into the Council's Economic Development team and we are confident that, whilst there will be an inevitable impact of Covid-19 on our economy, we can continue to attract new investment and support the development of indigenous business in Cardiff.

### Into Work Advice Service

The Into Work team have been working hard to prepare for the increase in demand that the team will see over the coming months. Already there has been an increase in employment enquiries as the DWP have reinstated conditionality to Claimant Commitments, meaning those who are in receipt of Universal Credit (and other employment-related benefits) are required to search for work and provide evidence of this.

In response to this, the team have set up regular Digital Job Club sessions. They include 'How to create a CV' and 'How to make a Universal Credit claim'. Further sessions will be run on a timetable basis, including 'How to jobsearch successfully'. Advisors are able to answer enquiries live from customers. Into Work mentors are still supporting their clients on a one-to-one basis, either by appointment in the Hubs or via various channels including Microsoft Teams, Facetime or over the phone. The Into Work team are also working with Adult Learning to assist customers who do not have access to IT equipment or broadband.

## **Adult Services**

### Community Teams

Recovery planning is well underway within Adult Services. The community teams are all reporting that contact from citizens has increased and operating models have been updated to reflect the move to more 'business as usual' activity, whilst maintaining the benefits of working with increased technology and communicating on a regular basis with families and citizens. Staff are continuing to provide a great deal of care and support to unpaid carers and consideration is being given to restarting respite provision to carers who are in need of this.

### Supporting Care Home Communication Using Technology

Access to care homes is being carefully managed at this time in line with guidance. Staff have found the use of communication applications to be key in providing a service. Teams are now looking to develop this further and all options are being considered as they move ahead. Further use of technology is being looked to ensure continued positive working relationships are maintained for the benefit of care homes and the citizens residing there. Positive feedback has been received by care home providers during the Covid-19 crisis, recognising that the support has been immensely helpful and having access to the right expertise at the right time has been invaluable. Communication between care home providers and council staff has been positive and continues.

### Reintroduction of Visits to Care Homes

The Welsh Government updated care home visiting guidance on 16<sup>th</sup> June 2020, which allowed residential care homes to once again support face-to-face visits with family members, but restricted to outside areas.

Care home providers have worked tirelessly to create appropriate outdoor facilities to enable individuals to reunite with their loved ones in a safe and protective open space. This has not been without its challenges for care home providers and their extensive planning has been underpinned with robust risk assessments, the implementation of visiting rotas so that physical distancing can be observed at all times and screening checklists for visitors, including temperature checks on arrival. It has been amazing to hear how our local care homes are supporting all weather visits by erecting covered areas such as gazebos and we have heard some wonderful and touching stories of how families have resumed face-to-face contact after nearly four months of being apart.

The positive impact of the visits have also been noted and we have been made aware of individuals beginning to thrive once again following a period when their well-being had been seriously affected as a result of them not being able to see their loved ones.

### Restart of Stakeholder Groups in Learning Disabilities Teams

Stakeholder groups have been restarted to discuss the impacts of Covid-19 on the individuals and families the Learning Disabilities teams work with and also to consult on recovery plans. The families worked with have shown great resilience over this period, but more people are struggling to manage without their usual services. Social Work teams continue to monitor welfare, offer emotional support and work with families to direct services to where they are most needed.

### Day Service Provision and Support into Supported Living

Ongoing work is being undertaken with providers to plan to reopen day service opportunities where this can be done safely. Staff are starting to support people to proceed with moves into supported accommodation originally planned for earlier in the year. This requires significant input and multi-agency risk assessment to ensure the safety of all involved. Isolation beds are also being developed to assist safe hospital discharge.

### Addressing Social Isolation

During the Covid-19 pandemic, older people have been advised to stay at home and limit social contact with others. These people are at an increased risk of loneliness and social isolation at this time. Digital technology can be used to tackle loneliness and isolation, however evidence shows that digital exclusion is higher, amongst those aged 65+ years. Independent Living Services (ILS) have been focusing on digital inclusion for the older community during the pandemic, working to reduce inequalities around access to services. All staff have joined the Digital Champions network through Digital Communities Wales, enabling them to provide digital training and support on elements such as:

- Websites and apps
- 'Soft' skills showing someone how to use a digital device and navigate the Internet
- Online safety
- Tailored information and advice to citizens to remove digital barriers and supporting what matters to them
- Basic online toolkit
- Having an email address/anti-virus software
- Support to use accessibility tools such as speaking text or magnifiers
- Support provided to those who may need support to access charitable funds in order to purchase equipment

A newsletter has also been created and will be distributed to all our partners to encourage more people to come forward and make use of the digital platforms, as well as to encourage new groups to set up virtual online get-togethers, thereby helping to reduce isolation during this challenging period.

Some examples of how digital platforms have been used include:

- Memory Lane Social Club – weekly chats using the online platform Zoom are ensuring that members of the Memory Lane Social Club, who used to meet every Tuesday at Cathays Community Centre before the Covid-19 crisis, get to see friendly, familiar faces and get invaluable social interaction. The weekly meetings pre-Covid were supported by ILS staff and were for people with dementia and their carers to take part in different activities, such as bowls, singing, dancing and reminiscing over a cup of tea. Community engagement officers from the ILS Day Opportunities team regularly signposted people to the get-togethers via Zoom where members can take part in quizzes, listen to music and have a chat.
- Llanrumney Hall Over 50s Social Group – ILS signposted Llanrumney Hall Community Trust, which hosts a weekly lunch club for local people, to an opportunity to bid for funding from the Integrated Health and Social Care Partnership on behalf of the Cardiff and Vale Regional Partnership Board. The funding has enabled the Trust to buy tablets to loan to group members who do not have their own devices so they can stay in touch and socialise with each other. ILS were instrumental in the development of the lunch club at Llanrumney Hall earlier this year, having identified a gap in services supporting older people to maintain independence and reduce social isolation in the area, as well as recognising the great potential of the restored Llanrumney Hall to host activities for older people within the local community.

## **Waste Management & Recycling**

Kerbside collections have now returned to normal (with the exception of the pilot of separate glass collection taking place in some parts of the city), including garden waste collections which returned to fortnightly collections as of 6<sup>th</sup> July 2020. There has been a noticeable increase in the amount of household waste and recycling being generated as families and individuals have been at home for longer periods during lockdown and this is causing problems on certain days in terms of completing collection rounds. The service will return to streets to recollect any waste or recycling that has not been collected. Disposal volumes are being monitored on a weekly basis. Despite the tonnages collected having increased by over a third compared to the same period last year, household recycling performance remains in the region of 58%.

The new Household Waste Recycling Centre booking system has also proved to be a great success in supporting the management of traffic and social distancing at the city's two recycling centres. The recycling and composting rate at Cardiff's recycling centres has increased by at least 10% since the lockdown has been eased. Both facilities at Lamby Way and Bessemer Close are now achieving a 93% recycling and composting rate due to the new measures that have been put in place.

Due to lockdown restrictions, such as only being permitted to meet one other household in the open air, cleansing teams have been experiencing greater demand throughout the week in certain parks within the city. In order to support the increased demand, additional waste containers have been placed at Roath Park Rec. Other parks are also being monitored to ensure that adequate facilities are in place.

## **Transport and Public Spaces**

### Cardiff Recovery Strategy Update

The Cardiff Recovery Strategy identifies the essential steps being taken by the Council in the city centre to create an environment, which is perceived as safe, fully accessible, socially distanced, healthy, well-managed and welcoming in order to support local businesses, retailing, social and leisure activities.

A number of actions have already been implemented to support the reopening of the city centre. In the city centre, floor markings in the form of arrows, social distance figures and queuing areas (to both advise and remind the public) have been installed in the main city centre streets. A number of amendments have also been made in order to better serve the business community in St Mary Street in particular. Additional advisory eye level 'Keep Left' signage is also being installed, as well as 'No Cycling' signage at entry points to Queen Street.

Regular engagement is underway with the city's equalities group, which includes representatives from the Council, Age Connects Cardiff and the Vale, Alzheimer's Society, Cardiff 50+ Forum, Deaf Hub Cymru, Diverse Cymru, Guide Dogs Cymru and RNIB Cymru, to ensure that wider accessibility issues are being accommodated. These include physical design features, provision of additional information and the translation of information into British Sign Language and audio.

### Cardiff Castle & Castle Street

A section of the grounds within Cardiff Castle has opened as a new public square for the city. Open every day from 10am-4pm, the public can enjoy the space free of charge. This is in addition to the moat surrounding the castle walls, which is already marked into sections to allow social distancing.

The open air eating facility on Castle Street, to be branded as the Castle Quarter, is also being finalised and has included the resurfacing of Castle Street and the installation of vehicle security measures. The operation of the Welcome Points in the city centre will also be reviewed following the easing of lockdown restrictions allowing outside areas of bars and cafes to reopen.

### School Streets

Temporary road closures at pick up and drop off times to create 'School Streets' were implemented at 24 schools when Cardiff schools reopened on 29<sup>th</sup> June 2020. This has helped to keep roads outside schools clear of traffic and parked vehicles to help facilitate social distancing and support walking, cycling and scooting to school in line with Welsh Government guidance. The schools where these closures were implemented are in very constrained locations and regularly experience problems with vehicle traffic and parking. In Canton, a pavement widening scheme has been implemented along a section of Sanatorium Road between the junctions of Broad Street and Lansdowne Road. This has been achieved through a reduction of carriageway space as the existing pavement is very narrow. The scheme provides additional space making it safer for the pupils of Ysgol Treganna, Ysgol Pwll Coch and Fitzalan High School to walk, cycle or scoot to school.

The School Street measures have been warmly welcomed by head teachers, pupils, parents, residents and local ward members. There is potential to make some of the closures permanent in line with the model developed as part of the School Streets pilot project involving five primary schools which was launched in January 2020. Transport officers are currently investigating this and engaging with colleagues in Education regarding measures that may be needed for the return of schools in September 2020.

### Pop Up Cycleways

The Council's Transport team have been busy designing new pop-up cycleways, as part of the delivery of the Cardiff Recovery Plan. These are particularly important in ensuring that new and potentially vulnerable cyclists are made to feel safe on some of the city's busiest roads. The first route to be delivered will follow an east-west corridor between Leckwith Road and Four Elms Road via Wellington Street, Cowbridge Road East, Castle Street and Newport Road. The second route will extend east-west between the Magic Roundabout in Splott and the Taff Trail in Grangetown via Tyndall Street, Herbert Street, Callaghan Square and Penarth Road.

These schemes are due to be implemented towards the end of August 2020. Planning work for an extended network of pop-up cycle routes is also underway in conjunction with the design of measures to facilitate social distancing within local and district centres and the implementation of additional 20mph limits.

### Highways Resurfacing

Resurfacing works recommenced at the end of May 2020 and have focused on main routes in the city. Work has continued at an impressive pace with approximately 95,000 square metres of new surfacing laid throughout the city. Works have been completed on major routes such as the A4232 and A48, as well as at Green Farm Road in Ely (reconstruction works) and at Sandbrook Road in St Mellons and Schooner Way in Butetown (specialist treatments). Work on residential streets continue to be delayed as the vast majority of car owners are currently parked at or close to their homes.

## **Hubs and Libraries**

Hubs and libraries are being reopened following detailed risk assessments and consultation with Trade Unions, together with the implementation of social distancing arrangements and an increased cleaning regime. The reopening of these facilities has been well received by the community and further Hubs and libraries will be reopened on a gradual and phased basis, ensuring that communities across the city are served equally.

Llanishen and Llandaff North & Gabalfa Hubs reopened earlier this month as part of the phased return of services provided from the city's hubs, with Radyr Library and Grangetown Hub also reopening from 13<sup>th</sup> July 2020. The reopening of these facilities takes the total number of open Hubs and libraries in the city to eight, together with Central Library Hub, St Mellons Hub, Ely & Caerau Hub and The Powerhouse, which have remained open for appointments and emergency cases only during lockdown.

The anticipated reopening dates for the next tranches of Hubs and libraries in the city are provided below; however, these dates may be subject to change if anything delays the safe reopening of the buildings:

<b>Hub/Library</b>	<b>Anticipated Reopening Date</b>
Llanrumney Hub	20 <sup>th</sup> July 2020
Canton Library	27 <sup>th</sup> July 2020
Butetown Youth Pavilion	27 <sup>th</sup> July 2020
Fairwater Hub	3 <sup>rd</sup> August 2020
Rhiwbina Library	10 <sup>th</sup> August 2020
Rumney Partnership Hub	10 <sup>th</sup> August 2020
Butetown Hub	17 <sup>th</sup> August 2020
Cathays Heritage Library	17 <sup>th</sup> August 2020
Tongwynlais Library	17 <sup>th</sup> August 2020

Customers are able to access the new click & collect library service from all locations and to collect green recycling and food waste bags. Food Bank vouchers can also be obtained without the need for an appointment. A range of advice services such as Into Work, housing, benefits, and money advice will also be available by appointment in the Hubs when enquiries cannot be dealt with over the phone or by email.

## **Supporting Residents and Volunteering**

### Shielded Citizens

The number of people advised to shield by the Chief Medical Officer for Wales stands at nearly 13,500, but this figure changes daily. It was vital that the Council's Advice team made contact with each and every person to offer help and advice. For those who had not called the Council's Adviceline, proactive work was carried out to ensure that contact was made with those individuals.

A total of 14,605 outgoing calls were made to offer support and advice to those residents who are shielding about food, social care needs and medicines. For those remaining individuals who could not be contacted by phone, a letter was sent jointly by the Leader and Chief Executive asking them to contact the team. For those who still had not made contact with the Council, over 1,100 home visits were completed to check on their welfare. In addition, customers have been supported with emergency food parcels, weekly food boxes from the Welsh Government and assistance using PPE for those unable to take the delivery in over their doorstep.

With some uncertainty around when shielding will end and the food provision that goes with it, work is currently underway to ensure there is no cliff edge and those who cannot afford food due to Covid-19 are supported to increase their income and those who cannot access food are helped to do so. The Money Advice team will be contacting people currently receiving Welsh Government food boxes to prepare them for when the scheme ends. They will also write to those not receiving food help offering support and advice.



## Volunteering

To support some of the smaller organisations that have emerged as a response to the Covid-19 pandemic, an Anchor Organisation task group was established. This saw more established community groups in the city supporting the new, smaller groups and ensuring that safe practices were shared. This task group was supported by Cardiff Council, Public Health Wales and Cardiff Third Sector Council (C3SC) and provides a point of contact for sharing information about the provision of services and how to access them. The Volunteer Cardiff website is also used as a source of information, which any group can upload their information to. There has been a sharing of ideas and projects but, most importantly, a policy of trying to ensure that all areas of the city are covered in terms of volunteering support provided. This has been so successful that the group will now continue to meet regularly and build on the fantastic work that has been done to date.

## **Bereavement & Registration Services**

Bereavement Services staff have been extremely busy over the last few months, particularly during the peak of the Covid-19 pandemic in May 2020 where staff operated the service continually for 24 hours over a three-week period to ensure that demand was met and families were not kept waiting for funerals for an extended period, which would have only caused them further distress. The service has started to return to normal in terms of the number of funerals per week, which is back to average numbers for this time of year.

When lockdown began, the Registration Service had to suspend both marriage and birth registration services, with staff only able to deal with death registrations. This followed guidance from both Government and the General Registry Office and was necessary to deal with the increased volume of deaths due to Covid-19. Both birth registrations and weddings are now taking place again and bookings are being taken for weddings that had to be postponed. There is a significant backlog currently in the service, particularly with birth registrations, due to the enforced suspension of services; however, staff are working hard to deal with the workload and to get services back to normal.

## **Culture & Leisure**

### Reopening of Children's Play Areas

The Cabinet Member for Culture & Leisure wrote to all members following the First Minister's announcement on 10<sup>th</sup> July 2020 that children's playgrounds and outdoor gyms will be able to reopen gradually from Monday 20<sup>th</sup> July 2020 when safety checks and other measures have been put in place. This announcement is welcome, particularly as we enter the school holiday period; however, the Council will only reopen play areas when it is safe to do so. Officers are undertaking Covid-19 specific risk assessments for each of our 116 play areas, in addition to carrying out detailed technical inspections of equipment, safety surfacing and associated infrastructure, as well as ensuring that repair and maintenance works are undertaken in order to meet safety standards. We fully understand the demand for bringing these important

community assets back into use, but would ask Members and residents to be patient while the all the necessary work to ensure safe use is completed. A total of 30 play areas across the city will reopen in the initial phase from 20<sup>th</sup> July 2020 and regular updates on the further reopening of play areas will be provided in the coming weeks.

### Reopening of Sport & Leisure Facilities

Following the Welsh Government decision to ease lockdown restrictions relating to outdoor sport and leisure, tennis courts, multi-use games areas (MUGAs) and basketball courts have now been reopened in the city. Bowling greens are also available for use, along with croquet and beach volleyball. There have been no reported issues during the first few weeks of use, with customers adhering to government advice.

Discussions on restart plans with our leisure partner, GLL, are well advanced, pending ministerial announcements relating to the reopening of leisure centres in Wales. The reopening of these facilities will be on a phased basis giving consideration to social distancing and other requirements determined to prevent the transmission of the virus. In the interim, the Council has been able to support Cardiff Blues in restarting professional rugby training by enabling them to use Pentwyn Leisure Centre, with the support and assistance of GLL, while facilities at Cardiff Arms Park are being used as part of the Calon Ddraig/Dragon's Heart temporary hospital at Principality Stadium. Local children have been enjoying watching regional and international rugby players training on the outdoor 3G pitch at Pentwyn and the Blues players have been engaging with the local community.

### Cardiff International Food & Drink Festival

As Members are aware, the Cardiff International Food and Drink Festival has been one of the highlights in Cardiff's summer events calendar for more than 20 years, bringing crowds of food lovers into the city to enjoy the offerings of more than 100 artisan producers, independent food traders and street food vendors. This year's event, which was scheduled to be held on 3<sup>rd</sup> to 5<sup>th</sup> July 2020, had to be cancelled due to Covid-19. However, in order to ensure that the Council could continue to support the small businesses who rely, at least in part, on the opportunities that the event offers, the Council's Events team, in partnership with Production 78, decided to take the festival online. They developed a festival website to host recipes, video demonstrations and music as well as an online market place, so that visitors could still order a range of premium quality food and drink directly from the businesses who make them. The Cabinet Member for Culture & Leisure would like to thank all the businesses who have supported this virtual initiative and looks forward to welcoming them back to Cardiff Bay in 2021.

## **Workforce**

### Coronavirus Job Retention Scheme (furloughing)

The Council has taken advantage of the Coronavirus Job Retention Scheme (furloughing) for services which have had to close and are reliant on external income for their sustainability. In June 2020, a total of 471 staff were furloughed. This has reduced to 447 in July 2020 as some staff were brought back into work to cover work that was required in order to reopen the city centre.

## Homeworking

The Council's move to homeworking and agile working has happened very rapidly over a very short space of time. Following its success, it is likely to play an increasing role in the way that the organisation operates in the future. To support this change in working practice, HR People Services are undertaking a full review of all policies and procedures to incorporate homeworking arrangements and to ensure that all processes can continue to be carried out wherever an employee and manager are based. In addition, now that people have been homeworking for a few months, it is an opportune time for managers and staff to take some time to consider their current working practices to establish whether habits and patterns are still effective in supporting staff to deliver and perform their roles in the best way for them as individuals, their teams and the wider organisation. To assist with this, a guide has been provided to all managers and staff. Finally, work is being carried out to build upon the current Homeworking Policy to ensure both it and the associated terms and conditions are still fit for purpose and applicable in light of the increased numbers of posts which will be designated as home based in the future.

## **Other Issues**

### **Youth Justice Service**

The HM Inspectorate of Probation Inspection Report was published on 2<sup>nd</sup> July 2020 and a detailed action plan and overarching strategy is being prepared by the Youth Justice Board in response. Workshops have been held to develop the plan, including input from workers from across the wider partnership. An elected member seminar has also been held with presentations from all key partners, including staff from the Youth Justice Service.

### **Newly-Appointed Social Workers in Children's Services**

Allocation of newly-appointed social workers to teams is agreed via the Children's Services Management Team. Priority is given to locality teams where demand is high. A system is in place to determine which agency workers can be released as permanent staff come into post in a way that minimises disruption to children and families, and the service.

### **Global Social Leaders Programme**

The Council's Child Friendly City team has partnered with Future Foundations and Wellington Leadership & Coaching Institute based in Berkshire to provide the opportunity for Cardiff pupils aged 11-15 years who attend a state-funded school to take part in the Global Social Leaders virtual leadership programme during the summer holiday period. This free programme, which is funded by Innovate UK, helps young people to build future world of work skills during three hours of online lessons and workshops every day for one week. Participants from Cardiff will need to commit to only five mornings of lessons at a time convenient to them and will also have access to online resources and a pastoral mentor. They will then form a team and set up their own social action project in the autumn term with the support of the Child Friendly City team. The opportunity will be allocated on a first come, first served basis and further information is available at <https://www.globalsocialleaders.com/gsl-summer-catalyst-at-home/>

### **Digital Inclusion and Learning**

Adult Learning, working with FutureDotNow/ Good Things Foundation, have launched their exciting new initiative DevicesDotNow. The new initiative will target the most vulnerable individuals who have been referred to the scheme by the organisation supporting them. These households who do not have access to the Internet and are digitally excluded will be given a tablet that comes fully loaded with the Internet, apps and links. Digital skills training modules will also be preloaded to help the recipients get to grips with their new device. The Digital team from Adult Learning keep in regular contact with the recipients and the organisations which referred them, and provide online support through digital surgery sessions. So far, the team has given out nearly 30 tablets to people referred by Cardiff People First, Oasis Cardiff, Welsh Refugee Council, Women's Connect First, Ty Canna and the Council's Independent Living Services. Following this successful pilot, this initiative will continue to be rolled out further. A new Adult Learning YouTube channel has also been launched where videos have been uploaded by the team about cookery, drawing and other learning activities.

### Money Advice Website

The new Money Advice website ([www.cardiffmoneyadvice.co.uk](http://www.cardiffmoneyadvice.co.uk)) has been launched to support those in need of money advice. It has been designed to be clear, simple and require as few clicks as possible in order to guide people to the help and advice available from the Council. Since its launch, the website has had nearly 4,000 page views and is being developed continuously, including the provision of a news story feature on the home page to promote topical services.

### Cardiff Life Awards 2020

Cardiff Castle has won the Leisure & Tourism Award at this year's Cardiff Life Awards. Given the current situation, the award ceremony this year was held virtually and Cardiff Life said that: "Cardiff Castle has stepped up to the mark this year. It's playing its wondrous space with great ingenuity, attracting 300,000 annual visitors while deftly promoting Cardiff's culture."

### Tudor Street Regeneration Scheme

Consultation has commenced on the new business environment and transport improvement scheme for Tudor Street in Riverside, which is being funded by the Council and Welsh Government. The scheme will extensively regenerate the street and includes proposals for a new two-way segregated cycleway; enhanced green infrastructure and sustainable drainage, and public realm improvements such as new paving, street furniture and lighting. Consultation responses must be submitted by 17<sup>th</sup> August 2020.

### Electric Vehicle Charging

Work has been ongoing to continue to develop and expand Electric Vehicle (EV) charging stations across the city. We will shortly be engaging with local Members on an additional five locations in the city where on-street chargers will be installed, specifically in areas with limited off-street parking. It is hoped that work to install these chargers will be undertaken in September 2020, but this is dependent on contractors being able to work safely and conform to social distancing restrictions. Work is also progressing on our pilot project for Rapid EV charging locations in the city, with work commencing shortly at five additional sites in conjunction with the current location on Bute Crescent.

### Cardiff District Heat Network

The Council's grant application for government funding for the Cardiff Heat Network has been successful. Following this important milestone, the procurement process has begun to engage Design, Build, Operate and Maintain contractors to deliver the scheme. The tender period will run through the summer and autumn and it is hoped that contracts can be approved before Christmas 2020. All being well, the first construction activities is expected to start in spring 2021 as part of a three-year build programme to deliver Phase 1 of this important low-carbon project.

### Lamby Way Solar Farm

Work is well underway on the Lamby Way Solar Farm site despite a recent pause during lockdown. The main construction works are expected to be completed by the end of August 2020, with the first energy generation from the site feeding into the national grid soon after that. The next phase of work will be to complete the 'private wire' connection between the Solar Farm and the nearby Welsh Water treatment works, and it is hoped that this work will be completed before the end of 2020.

### Flood Risk Management

Following the devastating floods experienced in February 2020, extensive flood prevention and recovery work has been undertaken in the city. A full cleanse and detailed survey has been completed of the A48 highway drainage systems and any identified issues of asset failure have been programmed for remedial works to help prevent further flooding. Extensive large-scale cleansing of the surface water system at Rover Way resulted in the removal of approximately 350 tonnes of material.

A flood protection project at Llanishen Brook has also been delivered, which includes the installation of a new trash screen, electronic monitoring and CCTV to enhance flood protection through improved monitoring and associated flood water management.

**Councillor Huw Thomas**  
**Leader of the Council**  
**16 July 2020**



# CYNGOR CAERDYDD CARDIFF COUNCIL

**COUNCIL:**

**23 JULY 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 vacancy	1 x Welsh National Party
Public Protection	2 vacancy	1 x Welsh National Party
Policy Review & Performance Scrutiny	1 vacancy	1 x Welsh National Party

<b>Committee</b>	<b>Vacancy</b>	<b>Group</b>
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**

16 July 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  
 Report and Minutes of Council 12 September 2019  
 Report and Minutes of Council 24 October 2019  
 Report and Minutes of Council 28 November 2019  
 Report and Minutes of Council 30 January 2020  
 Report and Minutes of Council 27 February 2020  
 Report and Minutes of Council 21 May 2020  
 Report and Minutes of Council 25 June 2020



**COUNCIL:**

**23 July 2020**

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

### **APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES**

#### **Reason for this Report**

1. To appoint Local Authority School Governors to fill vacancies.

#### **Background**

2. Section 19 of the Education Act 2002 makes provision for the governing bodies of maintained schools to include Local Authority appointed governors, with further detail contained in the Government of Maintained Schools (Wales) Regulations 2005. When Local Authority school governor vacancies arise, either by appointees reaching the end of their term of office or resigning, it is the statutory duty of the Council to fill the vacancies as soon as possible.
3. The Local Authority Governor Panel was constituted at the Annual Council in May 2015 to advise the Council on appointments and removal of governors to those places allocated to the Local Authority.

#### **Issues**

4. The Local Authority Governor Panel met on 7 July 2020 to consider new applications to fill current vacancies. The recommendations of the panel, in respect of new appointments are contained in Appendix 1 to this report.

#### **Reasons for Recommendations**

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

#### **Legal Implications**

6. As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to appoint local authority governors to the governing bodies of maintained schools, in accordance with those statutory provisions. Appointments are for a fixed term of 4 years from the date of the appointment and governors may be re-appointed for a further 4 year term.

7. Appointments to outside bodies are a local choice function, which is reserved under the Council's Constitution to full Council. Accordingly, the appointment of Local Authority governors to governing bodies requires the approval of full Council.
8. In response to the COVID-19 pandemic, the Welsh Government has issued the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020, which came into force on 22<sup>nd</sup> April 2020. These regulations temporarily relax the rules relating to local authority meetings in order to minimise risks to public health. For appointments made by Council, the Regulations provide that the terms of office of all appointees who were in office when the Regulations came into force (on 22<sup>nd</sup> April 2020) shall automatically be extended until a new appointment is made, which may be at any time before 1<sup>st</sup> May 2021.
9. The Regulations therefore remove the requirement for appointments to be made for local authority governors whose terms of office are due to expire on or after 22<sup>nd</sup> April 2020, until 1<sup>st</sup> May 2021. This means that re-appointments (or new appointments) may be deferred until 1<sup>st</sup> May 2021 if current governors are content to remain in office. However, the Council may decide to re-appoint governors for a further 4 year term.
10. Members will note that this report recommends the appointments of local authority governors, as set out in Appendix 1, for a 4 year term of office.

### **Financial Implications**

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

### **Recommendation**

12. That, in accordance with the recommendations of the Local Authority Governor Panel, the Council approves the new 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.

**Davina Fiore**  
**Director Governance & Legal Services**  
16 July 2020

*The following Appendix is attached:*

- |            |  |
|------------|--|
| Appendix 1 | List of Local Authority school governor vacancies as at 7 July 2020 and recommendations for appointment by the Local Authority Governor Panel. |
|------------|--|

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

**LA Governor Vacancies - Recommendations from LA Governor Panel  
7 July 2020**

**Appendix 1**

- i. All appointments in the list are recommended by the LA Governor Panel and will have satisfied the required application process.
- ii. All terms of office unless otherwise stated are for 4 years.

**Existing LA Governor Vacancies**

<b>School</b>	<b>Ward</b>	<b>Start of Vacancy</b>	<b>Applications received</b>
Bryn Celyn Primary School	Pentwyn	02/07/2019	Catrin Evans
Cantonian High School	Fairwater	03/01/2020	
Christ the King RC Primary School	Llanishen	06/09/2019	
Creigiau Primary School x 3 vacancies	Creigiau & St Fagans	16/09/2018 14/01/2020 27/05/2020	
Gabalfa Primary School	Llandaff North	27/05/2019	
Grangetown Nursery School	Grangetown	27/03/2019	
Howardian Primary School	Penylan	26/05/2020	Sara Ames
Hywel Dda Primary School	Ely	02/12/2018	Sarah Ann Taylor
Llanishen Fach Primary School	Rhiwbina	09/03/2020	
Meadowlane Primary School x 2 vacancies	Trowbridge	20/07/2018 20/07/2019	
Pontprennau Primary School	Pontprennau & Old St Mellons	10/09/2019	
St Cuthbert's R.C Primary School	Butetown	08/03/2018	Claire Davies
The Hollies	Pentwyn	29/03/2020	
Thornhill Primary School	Llanishen	29/10/2019	
Whitchurch Primary School x 2 vacancies	Whitchurch & Tongwynlais	20/12/2019 07/03/2020	
Willowbrook Primary School x 2 vacancies	Trowbridge	20/02/2018 26/11/2019	

<b>School</b>	<b>Ward</b>	<b>Start of Vacancy</b>	<b>Applications received</b>
Willows High School x 2 vacancies	Splott	25/02/2020 09/06/2020	James Ellis Jodie Thomas
Ysgol Glan Ceubal	Llandaff North	11/03/2020	
Ysgol Gymraeg Coed-Y-Gof	Fairwater	29/01/2020	
Ysgol Gymraeg Melin Gruffydd	Whitchurch & Tongwynlais	08/10/2019	Bethan Collins
Ysgol Gymraeg Pwll Coch x 2 vacancies	Canton	31/09/2019 17/06/2020	Wendy Wright
Ysgol Mynydd Bychan	Gabalfa	09/03/2020	Cerith Rhys Jones
Ysgol Pencae	Llandaff	29/01/2020	
Ysgol Y Berllan Deg	Pentwyn	24/07/2019	