

CABINET: DYDD IAU, 15 TACHWEDD 2018 at 2.00 PM

Cynhelir cyfarfod o'r Pwyllgor Cabinet yn yr Ystafell Bwyllgor, County Hall ar Ddydd Iau
15 Tachwedd am 2.00 pm

A G E N D A

- 1 Cofnodion y Cyfarfod Cabinet a gynhaliwyd ar 11 Hydref 2018 (*Tudalennau 3 - 6*)

Plant a Theuluoedd

- 2 Ymateb y Cabinet i'r adroddiad Pwyllgor Craffu Plant a Phobl Ifanc o'r enw 'Lleoliadau y Tu Allan i'r Sir'. (*Tudalennau 7 - 18*)

Strydoedd Glân, Ailgyrchu a'r Amgylchedd

- 3 Ymateb i Gynnig y Cyngor: Polisi Plastig Untro Drafft a Chynllun Gweithredu i Leihau'r Defnydd o Blastig Defnydd Untro ar Safleoedd Cyngor Caerdydd A Chefnogi Lleihau'r Defnydd Arnynt Ledled Caerdydd (*Tudalennau 19 - 32*)
- 4 Adroddiad Blynyddol 2017-18 y Gwasanaethau Rheoliadol a Rennir (*Tudalennau 33 - 92*)
- 5 Adnewyddu'r Fflyd Llwythwyr Gwastraff a Bachog - Ailgaffael (Lot 1) gyda Model Gwasanaethau Cynnal a Chadw mewnol newydd (*Tudalennau 93 - 104*)

Cyllid, Perfformiad a Moderneiddio

- 6 Ymateb y Cabinet i Adolygiad Polisi ac adroddiad y Pwyllgor Craffu Perfformiad o'r enw 'Arweinyddiaeth y Cwsmer' (*Tudalennau 105 - 114*)
- 7 Cynigion Cyllideb 2019-20 i Ymgynghori Arnynt (*Tudalennau 115 - 170*)
- 8 Premiymau a Gostyngiadau Eiddo gwag y Dreth Gyngor (*Tudalennau 171 - 178*)
- 9 Monitro Cyllideb - Adroddiad Mis 6 (*Tudalennau 179 - 240*)
- 10 Adroddiad Perfformiad Chwarter 2, 2018-19 (*Tudalennau 241 - 324*)
- 11 Adroddiad Canol Blwyddyn Rheoli'r Trysorlys 2018/19 (*Tudalennau 325 - 348*)

Buddsoddi a Datblygu

- 12 Prynau Tir ym Mharc Britannia, Rhodfa'r Harbwr, Bae Caerdydd, Caerdydd
(*Tudalennau 349 - 438*)
- 13 Arena Dan Do - Camau Nesaf (*Tudalennau 439 - 508*)
- 14 Sicrhau Dyfodol Adeiladau Treftadaeth Caerdydd (*Tudalennau 509 - 646*)

Cynllunio Strategol a Thrafnidiaeth

- 15 Clampio a Chlirio Cerbydau a Barciwyd yn Anghyfreithlon a Cherbydau Di-dreth
O'r Briffordd a Thir Cyhoeddus (*Tudalennau 647 - 728*)
- 16 Ansawdd Aer - Cyfarwyddyd Llywodraeth Cymru (*Tudalennau 729 - 838*)
- 17 Polisi Enwi Strydoedd (*Tudalennau 839 - 858*)
- 18 Cadarnhau Erthygl 4(2) Cyfeiriadau yn Llandaf a Ffordd Caerdydd.
(*Tudalennau 859 - 876*)

PAUL ORDERS

Chief Executive

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

**CARDIFF COUNCIL
CYNGOR CAERDYDD**



MINUTES

CABINET MEETING: 11 OCTOBER 2018

Cabinet Members Present: Councillor Huw Thomas (Leader)
Councillor Peter Bradbury
Councillor Susan Elsmore
Councillor Russell Goodway
Councillor Graham Hinchey
Councillor Sarah Merry
Councillor Michael Michael
Councillor Lynda Thorne
Councillor Chris Weaver
Councillor Caro Wild

Observers: Councillor Joe Boyle
Councillor Keith Parry
Councillor Adrian Robson

Officers: Paul Orders, Chief Executive
Ian Allowood, For Section 151 Officer
David Marr, For Monitoring Officer
Sarah McGill, Corporate Director
Joanne Watkins, Cabinet Office

39 MINUTES OF THE CABINET MEETING HELD ON 20 SEPTEMBER 2018

The minutes of the Cabinet meeting held on 20 September were approved.

40 POTENTIAL IMPLICATIONS OF A NO DEAL BREXIT

Cabinet considered a report outlining the potential consequences of a 'No Deal' Brexit on Council services. The report identified a number of issues relating to citizens and residency, community cohesion, local market and council staff, structural funds and business continuity planning.

RESOLVED: that

1. the contents of the report and appendix be noted

2. work continue through the Cardiff Public Services Board to monitor and respond to any potential impact on public services in the city;
3. any issues escalated as part of the ongoing review of Business Continuity Plans by Plan Owners be considered by Cabinet;
4. the Secretary of State for Exiting the European Union be written to requesting any and all information and analysis, even if deemed confidential, about the impact of the UK's withdrawal from the European Union under a "No Deal" scenario.
5. a further report be considered if and when the UK Government publishes National Risk Assessments on the impact of a No Deal Brexit.

41 A NEW DELIVERY MODEL FOR FAMILY HELP AND SUPPORT IN CARDIFF

A report setting out a new delivery model for integrated early help and prevention services for families, children and young people was received. It was proposed that existing services be brought together and built up on to provide a comprehensive range of services to help families across the spectrum of need. The model was based on three new support services – A family gateway, family help service and family support service – which would refer into a range of other services operated by the Council and other partners.

RESOLVED: that

1. the future approach to Family Help and Support set out in the report be approved.
2. In line with the Council's Budgetary Framework, expenditure in relation to future years of up to £500,000 be committed in order to meet the requirements of the new service as set out in this report.
3. Authority be delegated to the Director of Social Services (in line with her statutory responsibility to ensure that preventative services address the care and support needs of the population) in consultation with the Cabinet Member for Children and Families, Director of Education and Corporate Director Resources to take the necessary actions to implement the new Family Help and Support Service.

42 CARDIFF COUNCIL ANNUAL COMPLAINTS REPORT 2017-18

The Cabinet considered a report outlining the operation of the Corporate Complaints procedure for 2017-18. It was reported that 1907 complaints were received and 1988 compliments.

RESOLVED: that the contents of the report be noted.

43 CARDIFF COUNCIL ANNUAL STATUTORY WELLBEING REPORT

The Cabinet considered the Annual Statutory Wellbeing report which provided a retrospective summary evaluation of performance for the financial year 2017-18. The report also detailed a range of performance challenges for the authority.

RESOLVED: that

1. authority be delegated to the Chief Executive, in consultation with the Cabinet Member for Finance, Modernisation & Performance to make any consequential changes to the Annual Statutory Wellbeing Report 2017-18 following receipt of comments from the Policy Review & Performance Scrutiny Committee.
2. Subject to recommendation 1, the Annual Statutory Wellbeing Report 2017-18 be approved for consideration by Council.

44 **LOCAL AIR QUALITY MANAGEMENT - ANNUAL AIR QUALITY
PROGRESS REPORT**

The Cabinet received the Annual Progress Report on Local Air Quality Management prior to it being submitted to Welsh Government.

RESOLVED: that the Annual Progress Report 2018 be approved for submission to Welsh Government.

Mae'r dudalen hon yn wag yn fwriadol

**CARDIFF COUNCIL
CYNGOR CAERDYDD**



CABINET MEETING: 15 NOVEMBER 2018

CABINET RESPONSE TO THE REPORT OF THE CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE ENTITLED “OUT OF COUNTY PLACEMENTS”

**CHILDREN & FAMILIES (COUNCILLOR GRAHAM HINCHEY)
AGENDA ITEM: 2**

Reason for this Report

1. The purpose of this report is to provide a Cabinet response to the report published by the Children & Young People Scrutiny Committee in May 2018 into ‘Out of County Placements’

Background

2. In September 2017, Children and Young People Scrutiny agreed to establish a Task and Finish Group to investigate ‘out of county placements’ of looked after children.
3. The terms of reference of the Task and Finish Group were to:
 - review the current provision, including types, provision, cost and impact on resources;
 - identify gaps in local provision, social services, and impact on education;
 - identify barriers in providing additional support in Cardiff and the impact on children, out of county has.
4. The report of the Task and Finish Group was presented to Scrutiny on 8th May 2018 and Cabinet on 5th July 2018

Issues

5. Applications for care proceedings in England and Wales reached record levels in 2017. This is a major factor contributing to the rise in the number of children looked after (LAC) in the care system, which are now at the highest level since 1985. In Cardiff, LAC numbers have risen from 611 at the end of 2013/14 to 830 at the end of 2017/18, and have continued to increase in the current financial year. The ability, across England and Wales’ to match the needs of children and young people living in the care system, with the right quality and quantum of accommodation, care and support led Sir James Munby, President of the Family Division to state in

2016, “we are facing a crisis and, truth be told, we have no very clear strategy for meeting the crisis. What is to be done?”

6. The work of the Children and Young People’s Scrutiny Committee coincided with a major sector-lead review into the rise in applications for care orders and the number of children in care, the ‘Care Crisis Review’, which was published in July 2018. The ‘Care Crisis Review’ was an intensive piece of work undertaken in 7 months which did not consider the care system as a whole (notably the supply side) but did identify solutions at practice, organisational and system level. At the centre of the Care Crisis Review recommendations is the need for effective strength based practice, with experienced social workers who work with, and alongside families, rather than ‘do to’. The recommendations of the Task and Finish Group in respect of workforce and practice as well as availability and type of placements, align with the evidence in the Care Crisis Review.
7. The recommendations of the Task and Finish Group in relation to placements also align fully with the Capital Ambition commitments to prevent escalation of need and to intervene early. This approach should enable understanding of the root causes of why increasing numbers of children and young people are living in care. The implementation of an integrated system of early help and support and approved by Cabinet in October 2017, is critical to addressing the numbers of children looked after.
8. Whilst the Care Crisis Review did not specifically address the considerable challenges in securing the right placements for children living in the care system, these challenges have been well rehearsed at a national level. In October 2017 the Association of Directors of Social Services (ADSS) Cymru, the Welsh Local Government Association (WLGA) and the National Adoption Service, made a submission to the Public Accounts Committee Inquiry looking at public services for care experienced children and young people. The submission stated that:

“The increasing complexity of cases and the growing numbers of children are negatively impacting on both the availability of appropriate placements and the cost of placements. An ageing foster carer population and the increasing cost of providing residential care are draining the sector. Despite the initiatives of the National Fostering Framework, the work of the Welsh Government Residential Task and Finish group , the commitment of local authority placement teams and the work of the Children’s Commissioning Consortium Cymru (4Cs) the lack of appropriate placements for looked after children is approaching crisis position”.
9. Whilst there are 19 recommendations from the Task and Finish Group, there are overarching themes of prevention, workforce, practice and commissioning, which are addressed through current Improving Outcomes for Children Work programme or will be developed as new work streams. These overarching themes can be described as follows:

- a) The implementation of a coherent, evidence based model of early help and family support;
- b) securing a competent, confident, supported and empowered workforce, employed on permanent contracts, accountable for their practice, and equipped with the tools to do their jobs;
- c) embedding high standards of social work practice including the full implementation of the Signs of Safety framework;
- d) effective supply of accommodation care and support through the implementation of an enhanced Cardiff in-house fostering service and delivery of a commissioning strategy for residential care which will provide sufficiency of the right types of placement in Cardiff.

Together these themes, and the detailed actions beneath them, provide the right whole system response for the most vulnerable children and families in the City. It is clear they need to be delivered in tandem through a coherent programme, to demonstrably impact on the life chances of children living in care, or at risk of so doing.

10. The response to the Task and Finish Group report, highlights that whilst the direction and intent is clear with regards workforce, social work practice and placement sufficiency, there remain challenges. A refreshed, delivery focussed workforce strategy and Signs of Safety implementation plan will be presented to Cabinet in early 2019 as part of an overarching strategy for Delivering Excellence in Children's Social Services. A new business model for fostering in Cardiff is being developed to the same timescales, and a commission strategy for children's placements by March 2019.

Reason for Recommendations

11. The recommendations of the Task and Finish Group are welcomed and all the recommendations have been accepted or partially accepted. The response attached indicates why some of the very specific recommendations need to be considered more as "in principle" direction due, for example, to the imperative to consider the needs of each child individually in deciding on a suitable placement. The implementation of the committee's recommendations have been aligned with the workstreams being delivered at the core of the Improving Outcomes for Children programme. The recommendations, alongside other analytical work is underway within the directorate, and has helpfully re-emphasised the need to address workforce and practice improvement as well as enhance the supply side issues. Substantial work is already underway to create more placement provision in Cardiff and to address early help and support for families.

Financial Implications

12. There are no direct financial implications arising from this report. The Council has provided significant levels of additional funding to Children's Services in recent years with a net increase to the budget of £5.8 million (11.86%) in 2018/19. The position in relation to future funding for 2019/20 will be set out in the Council's Budget Report in February 2019.

Legal Implications

13. There are no legal implications arising directly from this report but when looking for appropriate placements, the Local Authority must have regard to any assessed needs. If the case is before the Court the Local Authority must also have regard to what the care plan filed at Court says about the child or young person's placement as the Local Authority will be asking the Court and the parties in the case to approve that plan.

HR Implications

14. There are no direct HR implications for this report specifically. However some of the actions coming from the recommendations may have HR implications and these will be consulted on with trade unions and employees as they arise. Any changes for employees will be managed within corporately agreed policies.

RECOMMENDATIONS

15. Cabinet is recommended to agree the response to the Children and Young People's Scrutiny Committee report entitled 'Out of County Placements'

SENIOR RESPONSIBLE OFFICER	CLAIRE MARCHANT Director of Social Services
	9 November 2018

The following appendix is attached:

Appendix A – Response to recommendations

CABINET RESPONSE TO THE RECOMMENDATIONS OF THE CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE REPORT DATED 5th JULY 2018 ENTITLED 'OUT OF COUNTY PLACEMENTS'

R1 All placements must be made in the interest of the Child, minimising the impact on them, their education and well being

Response – This recommendation is accepted

All placements made in Cardiff are, of course made with the interests of the child. To source the right placement, the needs of the child are matched to an appropriately regulated provider. Ideally, there would be a number of options available. However, the shortfall in high quality placements across the UK means it can be difficult to source the right home for a child, particularly in an emergency situation.

Cardiff, in common with other local authorities has experienced a significant increase in both the number, and complexity, of looked after children. The reasons for increased complexity include a range of safeguarding risks which have emerged in recent years including child sexual exploitation and human trafficking. These Adverse Childhood Experiences result in children suffering post traumatic symptoms, attachment difficulties, inability to regulate their behaviour or emotions, self-harm and suicide ideologies, violence and aggression and absconding. Children and young people require specialist care, support and therapy and accessing the right provision, for the right child at the right time is an ever increasing challenge. Care plans will sometimes require that children live away from the area in which abuse or exploitation has occurred. It is important that this option remains open to decision makers.

As identified in the report, when children are placed out of area it can place additional challenges in meeting health and educational outcomes as relationships with services in the placed in authorities may not be as well established. There are statutory arrangements under the Social Services and Wellbeing (Wales) Act (2014) to ensure that 'out of county' placements are able to meet the educational, health and social needs of looked after children to the fullest extent possible through multi-agency panel arrangements.

The potential for negative impacts on well-being outcomes of a child living away from Cardiff are mitigated through:-

- a) Statutory social work visits;
- b) Statutory reviews by Independent Reviewing Officer;
- c) Support to families to maintain positive contact;
- d) Access to, and active offer of independent advocacy;
- e) Actively planning to bring children back to Cardiff where it is appropriate to do so through a thorough monthly senior management review of the plan for every child placed in an out of area residential placement.

R2 As Cardiff is the fast growing city and is promoting itself as a great place to grow up; placements should be made, wherever possible in Cardiff.

Response – This recommendation is accepted

As a general principal, better outcomes for children can be achieved when placement needs are met within the city. However, the most important factor in meeting the needs of the individual child to be safe and protected from any people who have caused them harm, so in some cases it is the best and safest option to source a placement away from Cardiff.

The service adheres to the principle that wherever possible, children should be placed within the city boundary. As outlined above, this facilitates engagement with the Corporate Parenting Policy and the range of services and support in Cardiff. Children placed in the city can more easily benefit from the local arrangements and agreements that we have established between ourselves and education, health, housing and other key partners.

Risks to achievement of positive outcomes are greater the further from Cardiff the placement as relationships with neighbouring authorities and services may be less well developed. Until recently Welsh Government applied a national performance measure regarding distance of placement from home and all councils were required to report on the number of children placed more than 20 miles from their home address. Although no set distance can be regarded as an 'absolute' in terms of being more or less acceptable, this was clearly an indication of a limit within which councils should try to operate wherever possible. The majority of our out of county children are placed within a 20-mile radius. The number of children placed beyond 20 miles, include:

- a) children in secure accommodation;
- b) children placed in highly specialist therapeutic establishments because of their specific needs;
- c) children placed for adoption;
- d) children placed in highly specialist disability facilities; and'
- e) children placed with extended family members or with foster carers who have moved out of area.

R3 Social Services Directorate should undertake a well-being assessment of all of its Children's Services social workers over the next 12 months

Response – This recommendation is accepted

Securing a permanent, high quality, well supported social work workforce is the highest priority for the Social Services Directorate. There is a Workforce Strategy in place for Children's Services and a Recruitment and Retention Strategy. Both will be refreshed shortly to ensure they have the right set of short, medium and long term actions to sustainably address the workforce challenges that the service is facing. It is planned to undertake a baseline assessment of staff morale which can be measured over time as the service moves through the next phase of its change programme.

There is evidence that supervision and appraisal, both of which are key to workforce wellbeing, are taking place within timescales. 100% of Children's Services staff initiated their PPDR within timescale this year. The next priority is to quality assure the processes to ensure the balance between professional oversight, direction, and personal support and development is right. In addition, social workers have been supported to develop professionally through significant investment in signs of safety training.

R4 Social Services Directorate must develop and fully implement a social worker recruitment and retention strategy to encourage new applicants and support to retain staff by 31st March 2019

Response – This recommendation is accepted

As indicated above, the development of a single and coherent workforce strategy is a key priority for the directorate and work on this has begun. A renewed and refreshed Recruitment Campaign was launched in April 2018. Since then 37 Individual Adverts (76.5 posts within the 37 adverts) have been placed with 45 interviews taking place and 34 appointments being made. In particular, the Looked After Children's Service has been successful in recruiting a new Team Manager, two new Principal Social Workers and 8 social workers being appointed, however, many of these posts have been filled by workers coming from other parts of the service. Particular pressures remain within the intake teams and children in need teams who undertake child protection investigations and court work.

The refreshed workforce strategy will set out a range of effective actions to:

- a) Review and recommend on the offer (financial and non- financial) to children's social workers in Cardiff, compared to the rest of Wales and other core UK cities;
- b) Develop a career progression scheme to support social workers from their time as students (reviewing the options for sponsorship schemes), through the consolidation phase of their practice, into senior roles within the Council;
- c) Enhance relationships with universities, and maximise practice teaching and placement opportunities;
- d) Support people already working for the Council to gain a social work qualification;
- e) Continue to review and develop skill mix to ensure that work which does not need a professionally qualified social worker is undertaken by the right person in their team.

R5 As corporate parents, all staff and Councillors must work in collaboration with all partners to ensure the safeguarding of all children.

Response – This recommendation is accepted

The Council has a Corporate Parenting Strategy, progress against which is presented annually to Council. Delivery of the Council's corporate parenting responsibilities is overseen by the Corporate Parent Advisory Committee (CPAC). CPAC members each take a lead on a specific area of work, working alongside designated senior offices to develop each area. The priority areas are:

1. Effective early intervention and prevention, safely reducing the number of looked after children –
2. The experience of looked after children and outcome - Promoting permanency, providing high quality placements, provide young people leaving care with appropriate preparation for adult life, taking account of all of their needs including their wellbeing -
3. Specialist services - Continue to improve services for children with disabilities, including short break care, and improve and support the emotional health and mental wellbeing of looked after children -
4. Education - Improve the education attainment and achievement for all looked after children -
5. The role of the Corporate Parenting within the Council - Strengthening the role of the Corporate Parenting Advisory Committee within the Council -

R6 The new management team for People and Communities, to work with the Corporate Parenting Advisory Committee to, review the structure and operation of the service to ensure that it works with all parts of the Council in undertaking their corporate parenting duties, by 31 March 2019.

Response – This recommendation is accepted

The Director of Social Services and Assistant Director of Children's Services are reviewing the structure and operation of Children's Social Services to ensure the operating model improves outcomes for children. The benefits of working collaboratively towards a One Council approach as part of the People and Communities directorate are evident in the work to integrate early help and family support approved by Cabinet in October 2016. These benefits of working collaboratively are also integral to the work to develop homes for children in Cardiff.

R7 It must task officers to review the early help service and reorganise the management and control of all early intervention and prevention initiatives to enable them to be under the control of children's services within the next 12 months.

Response – This recommendation is accepted in part.

Cabinet approved a new model of early help and family support in October 2018 which will be managed within the People and Communities Directorate. Professional oversight and accountability for the governance of the service is with

the Director of Social Services in accordance with statutory duties for early intervention and prevention.

R8 A strategic approach to commission placements, to improve outcomes and safely reduce the number of children being looked after, must be developed and implemented as soon as possible.

Response – This recommendation is accepted

The Social Services Directorate Management Team is working with the Children's Commissioning Consortium Cymru (4Cs) to develop a placement commissioning strategy by March 2019.

R9 It tasks officers in the Social Service Directorate to review the Placement Commissioning arrangements by 31 March 2019.

Response – This recommendation is accepted

Work has been undertaken to ensure compliance with the 4Cs requirement.

R10 It continues to implement the Signs of Safety framework, within the next 12 months and provide evidence of its impact.

Response – This recommendation is partially accepted.

Evidence from Councils where Signs of Safety has been successfully implemented and embedded indicates a longer timescale is needed to really embed transformed practice.

Phase one of the project commenced in April 2016 and focused on the introduction of the model and setting the foundations across the service. During phase one, significant progress has been made in the delivery of learning and development of all staff, focused and structured training has been delivered as well as bespoke tailored support provided to teams and individuals

A refresh of the Signs of Safety Implementation Plan is underway to ensure it is focussed on the right systemic changes to support practice improvement. Independent quality assurance work is underway to ensure there is clear evidence to support the next phase of implementation. Signs of Safety Awareness Briefings have been delivered to key partner agencies. Signs of Safety training will be

R11 It tasks officers to review, current demand, in to the Multi Agency Safeguarding Hub to ensure the consistent use of criteria by partners

Response – This recommendation is accepted

The development of a Gateway for early help and family support provides an opportunity to review the operation of the Multi-Agency Safeguarding Hub (MASH) and its relationship with the children's services intake and assessment teams. Really clear criteria for accessing each part of the system, including the MASH, will be developed in the implementation phase.

R12 Officers must ensure that the placement of 0-5 year olds, out of county, is only undertaken when it is in the best interests of the Child.

This recommendation is partially accepted

The placement of 0-5 year olds out of area, will only take place in exceptional circumstances and will always be in the best interests of the child.

R13 To develop and implement a Placement Strategy which should include, to recruit and retain Foster Carers, including, continuous advertisement programme, additional support, allowances, and retainers, to be in place within the next 12 months

Response – This recommendation is accepted

In June 2018 a project was established in order to respond to this recommendation as part of the Improving Outcomes for Children programme. This project is developing an effective business model for the Fostering Service in Cardiff focusing on the following aspects of the service:

- the marketing of the service and the recruitment of foster carers;
- the operating model of Cardiff's fostering team;
- the support provided to foster carers once they have been approved;
- the need to reduce the cost of fostering to the Council by rebalancing between independent foster agencies and the in-house foster care service.

The Project reports to the Child Placements Board chaired by the Director of Social Services, and is developing a business model for delivery from April 2019.

R14 It ensures that a review of all vacant fostering placements, Agency, Council and Kinship options, is undertaken to verify that there is appropriate matching and stable placements for all children being Looked After.

Response – This recommendation is accepted

The fostering project is progressing this recommendation.

R15 Officers are to develop and implement a building programme of homes for children in Cardiff, utilising every possible agency, as an Invest to Save project, within the next 12 months.

Response – This recommendation is accepted

A Project Team has been established to attend to this recommendation; it reports to the Child Placement Board.

The Project is working to deliver the following objectives:

- A clear commissioning strategy for securing children’s placements in place by March 2019;
- to open new children’s homes in the City, so Cardiff children can access to the right type and level of support;
- to develop the provider market to deliver the type of provision, we require in Cardiff;
- explore all opportunities to secure the right provision in the most cost effective way, for example, an ICF proposal has been approved for the development of a ‘high needs’ home jointly with the Vale of Glamorgan.

R16 It ensures that future annual placement budgets must reflect anticipated number of Looked After children at future year mid-point, to help ensure that Social Services do not over spend

Recommendation – This recommendation is partially accepted

The Council has provided significant levels of additional funding to Children’s Services in recent years with a net increase to the budget of £5.8 million (11.86%) in 2018/19. This will continue to be a priority for the Cabinet, however any specific decisions on funding must be taken as part of the overall Council budget having taken account of the available resources and the full range of spending commitments.

R17 Savings accrued from returning children back to Cardiff are reinvested into preventative and early help initiatives

Refer to the response to R16 above.

R18 Officers investigate whether Greenhill School could admit Girls to minimise out of County Placements

Response – This recommendation is accepted in principle

It is understood that the ‘Development of the Schools Estate ‘— will attend to the need for a higher level of suitable provision for children with additional learning needs

R19 Action Plan - The Cabinet Member ensures that an action plan is developed to ensure the implementation of these recommendations within an agreed timescale as part of the response to this report.

Response – This recommendation is partially accepted

The actions identified already form current or emerging priorities for the Improving Outcomes for Children Programme. There are detailed action plans for each of the priority areas (Workforce, Practice, Fostering and Residential placements) with timescales consistent with the recommendations of the Task and Finish Group

RESPONSE TO COUNCIL MOTION: DRAFT SINGLE USE PLASTIC POLICY AND ACTION PLAN TO REDUCE THE USE OF SINGLE USED PLASTICS IN CARDIFF COUNCIL PREMISES AND SUPPORT REDUCING THEIR USE ACROSS CARDIFF

**CLEAN STREETS, RECYCLING AND ENVIRONMENT
(COUNCILLOR MICHAEL MICHAEL)**

AGENDA ITEM: 3

Reason for this Report

1. To respond to the motion presented in March (full details in Appendix C) requesting the Council produce a report outlining plans to reduce single use items on Council premises such as cups, wrapping, bags etc.
2. To respond to citizen demands to reduce the use of single use plastic in Cardiff.
3. To consider the draft policy and associated action plan for further consultation prior to implementation of the single use plastic policy.

Background

4. Single-use plastics (SUPs) are disposable plastics which are only used once before they are thrown away or recycled. These items are things like plastic bags, cotton buds, coffee stirrers, straws, water bottles and food packaging.
5. There has been a great deal of press surrounding single use plastics in recent months, and the fact that a large percentage of them are not recycled, therefore causing damage to the environment. Alongside this, there has been a big push to ban single use plastics altogether.
6. There needs to be an improvement in the understanding of recycling as some materials can only be recycled a finite number of times before they are unusable and have to go to landfill.
 - Every time paper is recycled the fibres shorten. It is estimated paper can be recycled 4-6 times.
 - Plastic has fibres a bit like paper, and the fibres shorten each time it is recycled. This means plastic can be recycled 7-9 times before it is no longer recyclable.

- Glass, steel and aluminium lose no quality during recycling and can be recycled endlessly.
7. In May 2018, the EU began to bring forward regulation around single-use plastics in an aim to reduce marine litter. The legislation focuses on the following items: cotton buds, cutlery, plates, stirrers, straws, sticks for balloons, balloons, packets and wrappers, beverage containers (including lids), wet wipes and carrier bags. The Directive called for:
- i. specific products to be banned,
 - ii. education for consumers on the harmful effects of SUPs; the benefits of alternative sustainable products; available re-use systems and waste management options for all these products
 - iii. increased producer responsibility;
 - iv. increased recycling collection and infrastructure and a proportionate approach to alternatives.

These regulations are still emerging, but the Council has considered the products listed and the EU Directive core principles in the development of the Council's policy and associated action plan.

Issues

8. In response to the motion and the EU Directive an action plan has been developed to ensure that the Council considers all steps to support the reduction of single use plastics to an absolute minimum and outlines methods to support the many community groups who are working hard to make their places plastic free.
9. Many single use plastic products are not recyclable or their lightweight nature makes them a blight on the environment when incorrectly disposed of. Once in the waterways or countryside they can take hundreds of years to breakdown. There has been significant media coverage of the harmful impacts of single use plastics and increasing evidence of the negative impacts they have on our environment and wildlife when not correctly recycled or disposed of.
10. Single use plastics are designed for one use and many cannot be readily recycled. For example, hot drink containers are often cardboard lined with plastic and this makes them difficult to recycle. Although, the Council is able to promote recycling of this type of product by key stakeholders such as Costa and Starbucks.
11. It is also worth noting that there is confusion as to which alternatives are actually sustainable options. For example, there has been promotion of biodegradable alternatives in the market place but these are not necessarily the best option, as they cannot be recycled, nor are they accepted for composting at all processing facilities. They only have a place if there is an end market for the material within the locality, or they are from a more sustainable source than a single use plastic product.

12. A sustainable material needs to be either recyclable or compostable. Wood for example is sustainable but manufactured wood is currently not accepted as compostable material, albeit branches and twigs from gardens are accepted. The reason for this is the difficulty of education and understanding by citizens that leads to unsuitable wood products, like a chest of drawers, being presented as compostable waste.
13. Some plastics will degrade but the material will not change. This means we create micro plastics that are extremely difficult to manage or cleanse.
14. It is important to consider the knock on effect of banning certain single-use plastics. Prevention is not always beneficial: for example, if certain food is not packaged appropriately in plastic it would have a limited life and food waste and the cost of food would increase. This does not relate to all food types and buying of fruit, such as apples and pears, in paper bags does provide a move to a more sustainable approach.
15. If there is no suitable alternative, or the alternative still ends up in landfill, banning single use plastics altogether will keep levels of waste going to landfill the same, and may decrease the amount of material recycled.
16. The best approach is to adopt the waste hierarchy placing prevention at the top and disposal at the bottom, with recycling and reuse playing an important role in between;
 - i. reduce – is a straw even needed
 - ii. reuse – use refillable water bottles
 - iii. recycle – purchase products that can be readily recycled e.g milk bottles. This also contributes to the local circular economy.
 - iv. disposal – single use biodegradable products are better when no other alternatives are available.
17. It should also be considered that in areas where infection and disease control are the priority, single use plastics have a place as they are critical to people's safety. These will be noted but outside the scope of the proposed policy. As are those used to support a medical or disability need.
18. Given the wide range of services offered by the Council, and our extensive work with citizens and partners, the use of single use plastics will be relevant to every directorate across the Council.
19. The proposed policy and supporting action plan aims to set out the Council's response to the motion and outline the Council's desire to be proactive in light of the emerging regulations.
20. The policy and supporting action plan focus on more efficient resource use and an overall more effective and circular plastics economy with better economic and environmental performances. The policy aligns with the following principles:

- Identify all single use plastics purchased and used across the Council
- Proactively promote the benefits of reuse, recycling plastics and correct disposal of litter
- Work across the Council to make sensible choices towards plastic purchases and reduce the single use plastic dependency
- Explore the viability of a cup deposit reuse scheme in all Council catering facilities
- Improve access to free drinking water, helping to reduce the number of single-use plastic bottles in the capital
- Work in partnership to tackle the single use plastic issues.
- Continue the work to collect plastic from our coast and rivers via Love Where You Live volunteering; such as the Cardiff Rivers Group.

Full details can be found in appendix A and B.

Motion – Working with partners

21. The draft policy and action plan fully supports the need to work with partners to develop more sustainable solutions to single use plastics.
22. The Council will work with Cardiff's Public Services Board (Cardiff PSB) to align and shape the policy with the city's public service providers. Cardiff PSB brings together the city's public service leadership and decision-makers to improve the economic, social, environmental and cultural well-being of Cardiff by strengthening joint working across the city's public services.
23. The Council has already under taken a partnership arrangement with Keep Wales Tidy, Love Where You Live volunteer groups and Terracycle to remove, collect and recycle plastics from our waterways and bay area.
24. The Council will commit to support, work with and promote like-minded campaigns in the work to reduce the negative impacts of single use plastics. A list of these partners, which include the Cardiff based "No Straw Stand" can be found in Appendix B.

Motion – Refill stations

25. Cardiff is already working with Refill to support the concept of refill stations. Participating businesses display 'refill' stickers in their windows to let people know they offer free tap water and that there is no need to feel uncomfortable or embarrassed asking for it. Participating organisations also appear on the [Refill app](#), making the nearest Refill point easy to locate. Those who sign up to the app can refill their water bottles for free, and also earn points each time they refill to get a free gift to help towards a more 'refillable life'.
26. There are currently over 10,000 Refill Stations across the UK and 72 in Cardiff. All the Council libraries/hubs have now registered with Refill and

several of the chain coffee shops are also registered with them. Where the water utility infrastructure is compatible, the Council will seek funding with a view to install refill stations in busy public locations such as the Transport Interchange and Cardiff Castle.

27. Welsh Government have a post funded for 12 months to promote Refill across Wales and work has begun to promote refill in Cardiff with a partnership launch to take place in Cardiff by the end of 2018.

Motion - Difficult materials

28. The motion also called for the continued exploration of recycling of previously difficult materials such as Car Tyres; Single use coffee cups; uPVC Double Glazing, including doors and facias; Polystyrene Mattresses etc. The recycling of car tyres, hard plastics and mattresses already are in place at the Household Waste Recycling Centres. A polystyrene recycling trial has been undertaken, but due to volume to weight ratio of the material, a viable recycling collection method is currently not available in the market place, but the waste management team will keep this under review. The Council are also currently seeking a viable partner to enable the recycling of uPVC windows via the Household Waste Recycling Centres.

Proposed consultation

29. Consultation will take place with Local Members on the new policy and action plan.

Reason for Recommendations

30. To respond to the motion and develop the Council's policy position on single use plastics.

Financial Implications

31. There will be no direct financial implications for undertaking the consultation. The financial viability of specific initiatives that emerge from the action plan will need to be considered when these plans are developed and prior to implementation.

Legal Implications

32. Administrative law and good governance require that the Council should consult with key stakeholders upon the draft Policy and Action Plan. Effective consultation must provide sufficient information to allow for a proper and informed response from consultees, and allow adequate time for a response. The Council must take consultation responses into account in a conscientious and open minded way.
33. In making decisions the Council has to satisfy its public sector duties under the Equality Act 2010. The Council must have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of

opportunity and (3) foster good relations on the basis of protected characteristics.

Protected characteristics are:

- Age
- Gender reassignment
- Sex
- Race – including ethnic or national origin, colour or nationality
- Disability
- Pregnancy and maternity
- Marriage and civil partnership
- Sexual orientation
- Religion or belief – including lack of belief

34. It is also possible that the proposals will impact upon groups with specific protected characteristics such as disability.

35. It will be necessary to carry out an Equality Impact Assessment. The purpose of an Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its duties. The Cabinet must have due regard to the Equality Impact Assessment in making its decision.

HR Implications

36. There are no direct HR implications for this report regarding staffing. Any changes to ways of working or procurement of supplies will be consulted on with the Trade Unions.

RECOMMENDATIONS

Cabinet is recommended to approve the draft single use plastic policy and associated action plan for consultation with Members and note that following consultation, a final policy will be presented to Cabinet for approval.

SENIOR RESPONSIBLE OFFICER	ANDREW GREGORY Director of Planning, Transport & Environment
	9 November 2018

The following appendices are attached:

- Appendix A – Draft single use plastic policy
- Appendix B - Single use plastic action plan to support the Policy
- Appendix C – Motion approved by Council

The following background papers have been taken into account:

Directive of European Parliament and of the Council on the reduction of the impact of certain plastic products on the environment (issued 25.05.2018)

Appendix A – draft single use plastic policy

Policy Statement

Cardiff Council will take a leadership role in reducing our own consumption of Single Use Plastics, whilst encouraging others to take similar action through advocating best practice, leading by example and influencing and enabling responsible consumption practices.

Principles

This Policy has been developed in response to the increasingly evident impacts that single use plastics have on the environment and the key aspirations outlined in the Capital Ambition;

- Protecting our cities environment and improving our sustainability.
- The Council recognises that plastic pollution has a negative global and local impact on our environment
- The production of plastics relies on non-renewable resources. Plastic pollution persists in the environment and has detrimental effects on human or animal health.

Implementation

Cardiff Council will implement the policy according to the following mechanisms:

- Understand the Council's use of single use plastics and seek out more sustainable alternatives.
- Reduce the use of single use plastic bottles in council buildings and phase out their use in events promoted or hosted by the Council.
- End the use of other single use plastic products in council buildings starting with (but not limited to) 'disposable' cups, cutlery and drinking straws.
- Establish and promote a drinking fountain and refill network in Council buildings and across the City.
- Work with the events and catering teams and create policy in which single-use 'disposable' plastic cups are replaced at all Council events and catering facilities with reusable or deposit scheme cups. This will ultimately be a condition for obtaining a license for large-scale events.
- Encourage, enable and aid all employees and Councillors to engage with the 'Plastic Free challenge month' once a year and encourage local businesses and community groups.
- Implementing responsible procurement practices and influencing supply chains.
- Promoting alternatives to single use plastic, noting biodegradable products or multi material packaging (e.g plastic lined cardboard) may not be a suitable alternative.
- Promote recycling undertaken by others where the Council is unable to provide a cost effective service; such as, takeaway coffee cup recycling by Costa and Starbucks.
- Educate and influence citizens, communities and businesses so that they can purchase environmentally responsible products to reduce their use and reliance on Single Use Plastics.
- Building capacity within the community for change in social practices, via education and leading by example.

- Continue to work towards a circular economy through reuse and recycling of plastic products
- Communicate this policy to all employees, customers, and other stakeholders.

Scope and application

This policy applies to Council Buildings, Schools, its employees, partners and contractors activities within and impacting within the Cardiff Council boundary.

This policy will be reviewed annually.

Appendix B - Single use plastic action plan to support the Policy

Area	Issue	Action
Education	<p>People want to make informed choices.</p> <p>Making the right decision on which product to use; what can be recycled or how they can help can be confusing.</p> <p>People may wish to seek out alternatives, but need to consider if the product is required in the first place or what more</p>	Promote ways in which citizens can lobby takeaways or retailers serve their food in paper or card instead of plastic and polystyrene e.g love food, hate waste postcard scheme.
		Mass balloon releases have been banned from Cardiff Council land for a number of years and we encourage other land owners to do the same
		Promote the waste hierarchy on the decisions people can make when looking to reduce single use plastic; for example – stop using; seek out alternatives; reuse; recycling
		Work with the Really Rubbish campaign to promote and raise awareness of single use plastics.
		Explore the merits providing environmental Education books to every primary school subject to obtaining third party funding.
		Provide guidance and support to Council departments to make informed choices in purchasing of plastic products.
		Provide and promote information on single use plastic alternatives on the Council and 'Love Where You Live' websites; face book and social media platforms
		Promote the benefits of responsible waste ownership and consequences of littering.
		Promote refill points for water
		Support local plastic free initiatives and encourage schools, businesses and community group working on them through "love where you live"
Work with partners	<p>The Council can lead by example, and work with a growing number of like-minded partners that can support bolster the single use plastic agenda. This can be done by working together and/or promoting the good work that they do</p>	Work with the Cardiff Public Service Board to align policies and actions relating to reducing the use single use plastics and to identify and share good practice.
		Welsh Water/Dwr Cymru – campaign to prevent plastic items (cotton buds, wet wipes, sanitary products etc) being flushed down the toilet in their 'only put down the loo – if pee, poo or paper' campaign.
		Promote like-minded organisations like surfers against sewer and plastic free organisations.
		Work with local campaign groups such as 'No straw stand' get people considering if

		<p>they really need a straw and they do, what is the better choice.</p> <p>Promote stakeholder recycling initiatives; such as Costa and Starbucks relating to takeaway coffee cups.</p> <p>Continue to work with and support the Terracycle project with KWT (https://www.keepwalestidy.cymru/tackling-marine-plastic) and the promote community litter picks to clean up communities</p>
Practicable activities		<p>Terracycle project with KWT (https://www.keepwalestidy.cymru/tackling-marine-plastic)</p>
Enforcement		<p>Continue the zero tolerance approach to littering</p>
Procurement		<p>Understand all the single use plastic purchases that the council make and develop a specific approach for each of the key problem products. For example, develop a “banned purchasing list” or identify a suitable alternative for specific single use products</p> <p>Promote the purchase of products that contain recycled plastic over virgin plastics</p> <p>Question if plastic is present e.g napkins, canned drinks instead of plastic bottles</p>
Drinking fountains		<p>Explore ‘Refill’ schemes to encourage shops, businesses and cafes to offer members of the public free tap water refills.</p> <p>Participating businesses display ‘refill’ stickers in their windows to let people know they offer free tap water and that there is no need to feel uncomfortable or embarrassed asking for it. They also appear on the Refill app, making the nearest Refill point easy to locate.</p> <p>Committed working with Welsh water to deliver new water fountains across the city to make it even easier for citizens to refill on the go</p> <p>Priority will be given the following council building for consideration, subject to suitable water infrastructure;</p> <ul style="list-style-type: none"> • Cardiff Central Library

		<ul style="list-style-type: none"> • Grangetown Hub • Llandaff North & Gabalfa Hub • Llanishen Hub • Llanrumney Hub • Rhydypennau Hub • Rumney Hub • St Mellons Hub • Star Hub
Specific single use plastic items as listed in the EU proposed regulations		
Coffee cups	Provided through the Councils catering facilities. Used once then discarded. Cannot be recycled as plastic liner cardboard.	Disposable/takeaway coffee cups in council buildings should be reviewed and deposit return schemes for Catering facilities should be explored. Reusable cups are provided and a small returnable deposit is taken at the time of purchase. The cup can either be kept or the deposit refunded when the cup is returned.
Drinking straws	Provided through the councils catering facilities and schools. Used once then discarded. Cannot be recycled.	Stop the provision of straws in council and school catering facilities; concessions may be required for medical and disability considerations.
Plastic cutlery	Provided through the councils catering facilities. Used once then discarded. Cannot be recycled.	Consider deposit return schemes for metal cutlery – a small charge is placed on utensils and this can be refunded once the item is returned.
		Single wood alternatives are an option to replace single use plastics; however, neither product can be recycled. Wood does degrade but does not harm the environment, unlike plastic.
		Seek to provide reusable plates instead of single use disposal items.
Plastic stirrers	Provided through the councils catering facilities. Used once then discarded. Cannot be recycled.	Stop the purchase of plastic stirrers across the council
		Whilst wood alternatives are better for the environment than plastic, neither product can be recycled.
Plastic bottles	Mostly drink bottles purchased in council catering facilities; school milk bottles and vending machines. Can be recycled but often end up being discarded.	Seek to replace the products sold in council catering outlets and vending machines from plastic bottles to drinks cans.
		Explore alternative approaches to schools milk supplies
Plastic bags	The Welsh Carrier bag	Continue to promote reusable/bag for life

and wrappers (that cannot be recycled)	tax have assisted in addressing consumer bay usage, the council still use plastic bags to promotional events; food wrappers; recycling and waste services (medical and hygiene items are out of scope)	schemes.
		Review the use of single use plastics within the all council directorates although infection and disease control will be the priority in some areas of high usage
		Use fabric or reusable bags for any promotional items issued by the Council and or at Council hosted events
		Undertake a review of waste management provision of single use bags for waste disposal and recycling (green bags, food liners, hygiene and striped bags). Although it should be noted that the green bags issued by the council are recycled; The service should review the pros and cons of bag provision in the wider context of the environmental impacts for example;- practical requirements to support the cities household type; protection of the recycling product; hygiene, prevention of street litter etc are all factors to consider
Food packaging	Mostly used in takeaway food and discarded after use.	<p>Explore the packaging currently used and agree a corporate alternative product.</p> <p>Biodegradable or plastic liner cardboard boxes are not suitable alternatives as they cannot be composted and therefore are only suitable for general waste disposal.</p> <p>Work with food hygiene teams to consider “bring your own container” for takeaway foods</p>
Plastic drinking cups	Plastic drinking cups provided with drinking fountains are often used once, then discarded. Some products can be recycled.	<p>No longer provide plastic cups for general office drinking water in council buildings; council staff have access to glasses or reusable containers.</p> <p>Explore a drinking fountain/refill network for public areas of council buildings rather than providing drinking stations with plastic glasses.</p> <p>Work with the events team to develop deposit return schemes for drinking glasses at events. Reusable glasses are provided for a small charge. The deposit is then returned when the glasses is returned. Seek to make this or a suitable alternative, a licensing condition of all major city events.</p>

Appendix C – Motion approved by Council

This Council calls on the Cabinet to continue:

- (i) to work with partners such as the No Straw Stand to get the message on single use straws, as well as working with them on getting environmental Education books to every primary school, and giving them space on our 'Love Where You Live' website.

- (ii) to work with Welsh Water on Refill Stations such as:-
 - Cardiff Central Library
 - Grangetown Hub
 - Llandaff North & Gabalfa Hub
 - Llanishen Hub
 - Llanrumney Hub
 - Rhydypennau Hub
 - Rumney Hub
 - St Mellons Hub
 - Star Hub

This Council further calls on the Cabinet to ensure that we continue to explore markets for recycling previously thought to be not recyclable such as: -

- Car Tyres;
- UPVC Double Glazing;
- Polystyrene
- Mattresses etc.,

This Council calls on the Cabinet to produce a report outlining plans by October 2018 to reduce single use items on council premises such as cups, wrapping, bags etc.,

And further calls on the Cabinet to discuss with partners and stakeholders on the reduction of single use items

Mae'r dudalen hon yn wag yn fwriadol



SHARED REGULATORY SERVICES ANNUAL REPORT 2017-18

**CLEAN STREETS, RECYCLING AND ENVIRONMENT
(COUNCILLOR MICHAEL MICHAEL)**

AGENDA ITEM: 4

Reason for this Report

1. To enable the Cabinet to receive and note the Shared Regulatory Services Annual Report for 2017-18.

Background

2. In April 2015, Cardiff Council, Bridgend County Borough Council and the Vale of Glamorgan County Borough Council signed a Joint Working Agreement (JWA) for the provision of regulatory services across the three Council areas. The document created the Shared Regulatory Service (SRS) and the SRS Joint Committee.
3. The Cabinet Member for Clean Streets, Recycling & Environment and the Chair of Licensing Committee are the two Cardiff Council representatives on the SRS Joint Committee following appointment by the Council on 24 May 2018.
4. In accordance with Clause 5.1 of the JWA, the SRS is required to produce an annual report that covers the operational and financial performance of the service for the preceding year. The SRS Annual Report covers the period from 1 April 2017 to 31 March 2018 and was approved by the SRS Joint Committee on 19 June 2018.

Issues

5. The SRS will have completed four years' service provision in May 2019. The current review provisions are achieved through the production of this Annual Report. It may now be appropriate to undertake a longer term review of the impact of the shared service in terms of cost, performance and contributions to the Council aims and objectives. This may be undertaken through a report to Cabinet or through a joint Scrutiny exercise.
6. In July 2017, the Council ratified the insertion of a new Clause 5.6 into the JWA to enable each partner authority's Cabinet to receive the SRS Annual Report, for information purposes. This report apprises Cabinet of

the decisions taken and functions carried out by the SRS Joint Committee over the proceeding financial year, as well as the performance and financial position of the SRS.

7. A copy of the report considered by the SRS Joint Committee on 19 June 2018, which includes the SRS Annual Report 2017-18, is attached as Appendix A to this report.
8. The SRS Annual Report 2017/18 was approved by the SRS Joint Committee and is for information only.
9. The SRS Annual Report 2017-18 reflects upon the third year of operation of the SRS. It outlines the performance of the SRS in 2017-18; the progress made in achieving the objectives set out in the SRS Business Plan, and the summary revenue account and statement of capital spending.
10. The management of key operational performance is through the Client lead for Shared Regulatory Services in City Operations. The Client lead works closely with Finance, Legal and other Service Areas to ensure that the delivery of services is to the required level and where required improvements are implemented.

Operational Performance and Implications

11. The key aspects of operational performance across the region from the annual report are as follows:
 - Sickness absence levels for 2016/17 were 6.89 days per FTE person. This is below the Council's average.
 - The Wales Audit Office completed an independent financial audit of the service in September 2017 there were no recommendations for improvement.
 - Agile working, which underpins the new operating model, has been developing with laptops and other mobile devices. The baseline activity data being developed by the SRS suggests that this mode of working is increasing productivity. Officers are beginning to view work as a "thing" rather than a place and take advantage of flexible working schedules; this in turn means that the SRS is able to operate over longer hours and weekends without the need to begin and end the day in a fixed office location.
 - The joining together of three local authorities operating different working practices, policies, procedures and using different systems and forms requires standardisation across the Service in order to provide consistency and efficiency across the organisation. Standardisation provides an opportunity to apply best practice and reduce costs. In 2017/18, the SRS has continued to harmonise a range of processes and policies and

managed to secure efficiency savings as part of that exercise. Examples include the adoption of common licensing polices for animal welfare, fireworks and aspects of taxi controls.

- The SRS has been active in the Courts and Appendix 2 of the Annual report set out the successful interventions undertaken in the 2017/18 period.

The key operational implications for Cardiff Council are as follows:

- Public Accountability Measures –
 - PAM 13, Percentage of empty private sector properties brought back into use during the year through direct action by the local authority and PAM 14, Number of additional dwellings created as a result of bringing empty properties back into use.

These indicators were introduced last year, but the core subject matter of reducing the number of empty properties remains the same. This indicator is not explicitly mentioned in the Annual Report, as Shared Regulatory Services did not perform this function in the Vale of Glamorgan or Bridgend for the 2017/18 period.

This has been a source of some concern regarding the low KPI performance on this indicator. In 2017/18, the performance level achieved was for PAM 13 was 18 properties brought back into reuse against a target of 40. For 2018/19, the target has been retained at 40 properties. As at Quarter 1 for the 18/19 period, 11 properties have already been returned to use.

The performance against PAM 14 was 19 additional dwellings created against a target of 30. For 2018/19, the target has been retained at 30 additional dwellings. As at Quarter 1 for the 18/19 period, nine additional dwellings have been created.

- PAM 23 - the percentage of food premises that are broadly compliant. This measure provides an indication of how well a food business complies with food hygiene legislation. The food industry is responsible for producing and distributing safe food. The Shared Regulatory Service, as the enforcement agency, conducts inspections, ensuring that standards are met through a robust enforcement programme to deal with those who do not comply with standards. Additionally, the business support regimes introduced into the SRS structure play a part in promoting an increase in hygiene standards. Premises are deemed broadly compliant if specified risk scores are achieved for cleanliness, structural issues, and confidence in the

management of the business. The target for 2017/18 was 93% of businesses to be broadly compliant; the performance recorded was 92.71%. It is important to note that Cardiff has a significant turnover of food business operators, many of these new entrants to the market do not attract immediately a broadly compliant rating, and that affects the overall broadly compliant score for Cardiff. Areas with a more settled food business community often score well on this indicator because the food business operators have had time to become accustomed to the requirements of the food hygiene legislation.

- The SRS gross budget for Cardiff delivered a £106k underspend. Core Services underspent, but the Authority Specific Services for Cardiff Council, mainly Licensing activities, overspent by £134,000. The outturn position in respect of Authority Specific services is due to expenditure in excess of budget and a reducing income stream. On a positive note, service efficiency drives have seen a reduction in expenditure on authority specific services in comparison to the previous year.
- The performance indicator relating to ‘new’ Food Hygiene businesses identified and visited in Cardiff remains challenging due to turnover of businesses and the increase in food outlets as the city continues to grow. Performance on this indicator for 2017/18 was 99.11% (2016/17 - 84.86%)
- Through new ways of working the food team has achieved an increase in the inspections and a closing the “gap” of unrated food premises. The number of inspections to high-risk food businesses (categories A, B, C) businesses exceeded the target with 100% of the businesses visited – this represents over 1000 inspections.
- The food service has also received some striking media coverage in relation to prosecutions for breaches of food law receiving noteworthy press attention, plus media articles on the exposure of unprincipled trading practices within this sector, and has undertaken significant innovative work in respect of food allergens.
- In June 2017, the SRS was involved in regulating the largest ever event to be held in Cardiff, the UEFA Champions League final. The four days of activity saw officers ensure that branded goods were sold lawfully, premises selling alcohol were doing so within their license conditions and any ambush marketing was removed. The service received an award from the Anti-Counterfeiting group in recognition of the efforts of the SRS in the preparation for and the surveillance operated during the four days covering the two finals.
- During all the major events in the City, the SRS has operated an intensive campaign to ensure taxi drivers operate fairly and honestly. SRS officers have reported a small minority of incidents

asserting inappropriate behaviour by drivers resulting in almost 100 drivers appearing before the Public Protection Committee and some 20 drivers have been charged with “flimping” (accepting fares when not authorised to do so).

- The annual Local Air Quality Management Progress Report for was submitted to the Welsh Government by the 31st December deadline. In Cardiff, the SRS also took the officer lead in transferring the political reporting line and accountability from the Public Protection Committee to the Cabinet. Air Quality has become a high profile issue, featuring in the headlines on an almost daily basis. SRS continues to review monitoring locations in the City, but the most significant challenge for the SRS is to assist with the development of Cardiff Council's Air Quality Strategy. This follows the issue of a direction by Welsh Government to identify the option that will deliver compliance with legal limits for nitrogen dioxide in the city in the shortest possible time.
- The SRS continues to engage with landlords and agents to improve conditions in the private sector we also will not hesitate to use our enforcement powers where requested. This year saw an unprecedented number of 328 improvement notices and 61 prohibition notices served upon premises in the City in an attempt to improve standards in the private rented sector particularly those landlords who are more reluctant to engage.

Reason for Recommendations

12. To comply with Clause 5.6 of the revised SRS Joint Working Agreement; this enables the Cabinet to receive the SRS Annual Report 2017-18 for information purposes.

Financial Implications

13. The SRS Annual Report is a common report to all 3 authorities and the financial implications are embedded within the annual report.

Legal Implications

14. The SRS Annual Report is a common report to all 3 authorities and the legal implications are within the annual report.

HR Implications

15. There are no direct HR implications arising from this report.

RECOMMENDATION

Cabinet is recommended to note the Shared Regulatory Services Annual Report 2017-18.

SENIOR RESPONSIBLE OFFICER	ANDREW GREGORY Director Planning, Transport & Environment
	26 October 2018

The following appendix is attached:

Appendix A: Shared Regulatory Services Joint Committee Report, 19 June 2018 – Shared Regulatory Services Annual Report 2017-18.

The following background papers have been taken into account

- Council Report, 20 July 2017: Shared Regulatory Services – Review of Joint Working Agreement
- Cabinet Report, 6 July 2017: Shared Regulatory Services – Review of Joint Working Agreement
- Joint Working Agreement approved by County Council of the City and County of Cardiff - 20th July 2017
- Shared Regulatory Services Business Plan 2018-19

The Vale of Glamorgan Council

Shared Regulatory Services Joint Committee: 19th June 2018

Report of the Director of Environment and Housing Services

Shared Regulatory Services Annual Report 2017/18

Purpose of the Report

To provide a report on the performance and financial position of the Shared Regulatory Service for 2017/18

Recommendation

That the Joint Committee approves the report and authorises the Managing Director, Vale of Glamorgan Council, to forward a copy of the report to the Heads of Paid Service for the other partner Councils.

Reasons for the Recommendation

To meet the requirements set out in Clause 5.1 of the Joint Working Agreement.

Background

1. Under the Joint Working Agreement, the Shared Regulatory Service (SRS) is required to produce an annual report that covers the operational and financial performance of the service for the preceding year. Clause 5 of the Joint Working Agreement states:

"The Joint Committee shall receive in each year at its annual meeting which shall be held no later than 30th June the report of the Head of Regulatory Services and the Lead Financial Officer in respect of the functions delegated to the Joint Committee relating to the twelve months ending 31st March of that year and a copy thereof shall be forwarded to the Chief Executive of each Participant.

The report shall include:-

(i) a statement showing the performance of the Regulatory Service

Functions and progress in achieving the Objectives and delivering the Business Plan

(ii) a summary revenue account and statement of capital spending including

the distribution or use of any revenue surpluses and the financing of any capital expenditure"

2. This is the third report produced under this requirement and covers the period 1st April 2017 to 31st March 2018. If the content of this report is agreed, a copy of the report must be sent to the Head of Paid Service of each of the three Councils along with the SRS Business Plan for 2018/19.
3. This third Annual report outlines many of the actions undertaken to embed the SRS arrangements into the day to day functioning of each partner Council and the continued delivery of the wide range of statutory functions assigned to the Service. The report provides a review of operations across the service, a summary of the financial position, and outlines performance against the 2017/18 service objectives.

Relevant Issues and Options

Operating the Shared Regulatory Service

4. The Shared Regulatory Service (SRS) operates across Bridgend, Cardiff and the Vale of Glamorgan. The SRS delivers a range of statutory services, critical to maintaining the health, safety and economic wellbeing of local communities, through a collaborative model. The operating model delivers an integrated service for the Trading Standards, Environmental Health and Licensing functions, which has three service delivery sectors focusing upon the customer rather than the traditional professional delivery model.
 - *Neighbourhood Services: activities relating to residential premises or having an impact on the local community*
 - *Commercial Services: activities relating to business premises (generally where national standards apply)*
 - *Enterprise and Specialist Services: specialist areas of work and income generating services*
5. As a regional organisation, providing regulatory services across three local authority areas, the SRS seeks to ensure that the corporate priorities and stated outcomes of the three councils at the heart of all its activities. Using them as a focus, the strategic priorities for the Shared Regulatory Service:
 - *Safeguarding the Vulnerable*
 - *Improving Health and wellbeing*
 - *Protecting the Environment*
 - *Supporting the local economy*
 - *Maximising the use of resources*provide a robust base for achieving the outcomes identified in the 2018/19 business plan and the partner Council's corporate aspirations.

6. The Joint Working Agreement, executed in April 2015, and updated in July 2017, underpins the entire service provision. The JWA contains a number of "milestones and requirements". In accordance with those requirements:
 - The Wales Audit Office completed an independent financial audit of the service in September 2017 there were no recommendations for improvement.
 - The service set its budget in December 2017 for the 2018/19 period, along with a financial projection for the following two years setting out a budget reduction of 5% p.a. for the next three years.
 - The Business Plan for 2018/19 is presented for political approval in other papers to the June 2018 Committee, following consultation with stakeholders.
 - The Annual report is presented here for consideration by the Joint Committee.
 - The Joint Committee will receive an audited statement of accounts in September 2018.

Annual review

7. The 2016/17 Annual report highlighted the following items as the principal challenges for the service.
 - Delivery of the SRS Business Plan 2017-2018
 - Implementation of the SRS Workforce Plan
 - A review of the partnership, governance and scrutiny arrangements for the SRS
 - A review of the Joint Working Agreement
 - Delivery of the identified budget contribution reductions for partners
 - Refinement of the fee-generating activities approach to better understand the SRS cost base
 - Exploration of new ways of generating income for the service and future savings
 - Continue the process of channel shift by increasing the customer's ability to use self-help and undertake transactions on-line.
 - Continue to harmonise working practices across the region, ensuring an effective, improved delivery and achievement of key performance indicators.

As will be seen below, these challenges have been met; the targets identified for the period 2017/18 have, for the most part, been achieved and the financial savings delivered, along with an in year underspend on the core activities. 2017/18 has seen other issues emerge resulting in further change and progress for the SRS. These issues are set out below in the synopsis for the year:

Human Resources

8. Throughout 2017/18, filling vacancies has continued to be challenging and the SRS has struggled to recruit suitable individuals into the service. However, the Service's programme of "growing our own" officers particularly in the food and trading standards disciplines has seen a number of individuals achieve higher accreditation levels to allow them to undertake a wider range of inspections. Additionally, the service has continued to run the core competency programme in regulatory professional practice. This training has been fundamental in ensuring that our officers are equipped to deal with regulatory breaches competently and effectively. The programme involves "classroom" sessions and a series of assignments that leads to NVQ level 5 qualifications in investigative practice.
9. With officers assuming new roles and the taking on of new responsibilities to deliver the service, the retention of those officers needs a clear commitment to the resourcing of training and development within the organisation; competency within remains, of paramount importance. All officers underwent a Personal Development Review (PDR) process last year and this will be fed into a personal training plan for each officer and form part of the new workforce development plan for the service. The plan, the major element of which is a framework aligned to our vision and primary aims, seeks to blend organisational culture, leadership and management, core skills, recruitment, retention and progression and employee engagement. The framework provides the foundation for identifying the required behaviours of our officers when dealing with service stakeholders, together with learning and development themes that support business needs. The ultimate goal is to have a business planning framework supported by a workforce plan that drives all SRS development activities and this will continue to be a target for SRS management in 2018.
10. Sickness absence levels for 2017/18 were 6.89 days per FTE person. This is an increase on the previous year where absence rates were recorded as 5.39 per FTE person. There are mitigating factors with a number of staff undergoing planned medical interventions. This increase, while disappointing, compares favourably when viewed in a wider context through comparison against the average sickness rates across the partner Councils. In December 2017, officers were made aware of the need for further budget savings and that may have had an impact upon attendance in Quarter 4, even where managers are providing all of the relevant support to staff. There are no discernible trends in either the short or long term absence figures.
11. The Shared Regulatory Services Employee Survey undertaken in January 2018 sought to establish employee perceptions of various aspects of working for Shared Regulatory Services after three years of operation. The timing of the survey followed communications on proposed budget cuts to the service. The survey was distributed electronically to all staff and achieved an approximate response rate of 77%. Officers were asked to rate their satisfaction with aspects of the service and their employment conditions. The survey contained 44 questions and officers were asked to indicate how much they agreed or disagreed with the statement. 30 out of the 44 statements (68.18%) achieved very good to excellent results. 13 out of the 44 statements (29.54%) achieved good results with only one statement (2.27%) achieved a very poor result. This related to opportunities to progress within the service. A plan is now in place to address outstanding concerns. It is evident that the agile working approach across the region is embedded and valued by officers; they feel more

productive and the performance indicators set out in paragraph 16 below and the increased range of activities support that belief.

Embedding the regional service

12. The joining together of three local authorities operating different working practices, policies, procedures and using different systems and forms requires standardisation across the Service in order to provide consistency and efficiency across the organisation. Standardisation provides an opportunity to apply best practice and reduce costs. In 2017/18, the SRS has continued to harmonise a range of processes and policies and managed to secure efficiency savings as part of that exercise. Examples include the adoption of common licensing policies for animal welfare,
13. The single telephone contact number: 0300 123 6696 which operates through the Vale of Glamorgan's call centre C1V is now managing the majority of calls to the SRS. Using the call centre means that calls are handled in English and/or Welsh, calls are more effectively monitored and a better understanding of volumes is available.
14. Agile working, which underpins the new operating model, has been developing with laptops and other mobile devices. The baseline activity data being developed by the SRS suggests that this mode of working is increasing productivity. Officers are beginning to view work as a "thing" rather than a place and take advantage of flexible working schedules; this in turn means that the SRS is able to operate over longer hours and weekends without the need to begin and end the day in a fixed office location.
15. Officers continue to use office facilities across the region and the "footprint" occupied by SRS officers reduced in 2017 and is likely to reduce further in 2018 as each partner council implement their corporate accommodation policies.

Operational Performance

16. Operational performance throughout 2017/18 has been reported both to the Joint Committee and to each partner Council through the legacy systems and performance gauged against the 2017/18 Business Plan. The targets and actions identified in the plan were achieved with all statutory documents being published on time, enforcement initiatives were completed and the change programmes identified for the period concluded on time.
17. The SRS has a role in two of the Council Public Accountability Measures; PAM 023 and PAM 013 and 014 for Cardiff only

PAM 023 – Food establishments - broadly compliant (%). This measure provides an indication of how well a food business complies with food hygiene legislation. The food industry is responsible for producing and distributing safe food. The Shared Regulatory Service, as the enforcement agency, conducts inspections, ensuring that standards are met through a robust enforcement programme to deal with those who do not comply with standards. Additionally, the business support regimes introduced into the SRS structure play a part in promoting an increase in hygiene standards.

Premises are deemed to be broadly compliant if specified risk scores are achieved for cleanliness, structural issues, and confidence in the management of the business.

The number of premises that are broadly compliant with food hygiene requirements, i.e. scoring 3* or above, are gradually increasing and in line with the UK average of 93%. It is important to note that Cardiff has a significant turnover of food business operators and many of these new entrants to the market do not attract immediately a broadly compliant rating and that affects the overall broadly compliant score for Cardiff. Areas with a more settled food business community often score well on this indicator because the food business operators have had time to become accustomed to the requirements of the food hygiene legislation.

PAM 13, Percentage of empty private properties brought back into use and PAM 14, the number of new homes created as a result of bringing empty properties back into use. This is a new indicator, but the core subject matter of reducing the number of empty properties remains the same. The performance measure guidance suggests that there are categories of direct action that local authorities can take to bring a property back into use, including:

- Grants, loans or other financial assistance either provided or facilitated by the local authority; (*managed by Cardiff Council*)
- Enforcement action including statutory notices;
- Dialogue with the owner where the owner has engaged with and responded to the local authority

The recruitment of an additional SRS Officer dedicated to empty homes work in June 2017, has seen a significant effort from the SRS team in relation to this target. Progress has been made on over 100 active empty homes cases giving an indication of the level of activity and the potential for future performance. Although the annual target has not been achieved, the results for Qtr. 4 have been positive and bode well going forward. The nature of empty homes means that there can be a significant lag time between attempted contact with empty property owners and re-occupation which means it can take time to see results. This coupled with the previous lack of resource earlier on in the year has had a residual impact on performance. The significant efforts to turn this indicator around however now appear to be having a positive effect.

In addition to SRS work on this indicator, a key contributor to this PI in the past has been the Welsh Government Houses into Homes Scheme operated by the Council to assist in bringing properties back into beneficial use. In recent years, however, take up of this grant has declined which has impacted negatively on the PI.

The detail of performance against all the agreed indicators is set out in Appendix 1.

18. The SRS may, through the relevant participative Council, prosecute breaches of legislation, particularly in respect of those who flout the law or who act irresponsibly, or where there is an immediate risk to health and safety. In the period, the service has been successful in challenging a range of unfair practices, many of which attracted significant media attention. The details of all the prosecutions concluded in the period 1st April 2017 to 31st March 2018 are set out in Appendix 2.
19. The SRS has also continued to support relevant corporate challenges at each Council. For example, officers participated in training and a process review in

Bridgend to ensure the audit undertaken by the Office of Surveillance Commissioners was successful. The SRS is assisting all three partner Councils to meet the recommendations from those audits. At Cardiff, officers have played a key role in assisting the Council deal with the requirements to improve air quality placed upon it by Welsh Government. In the Vale of Glamorgan SRS officers have played a key role on the reshaping programme, particularly in relation to the management development programme.

20. The work to review governance arrangements for the service to ensure full visibility of SRS activities and decision within the partner Councils included a review of the Joint Working Agreement. That review made amendments to the services delivered under the JWA, amendments to aspects of the financial operating regimes and a requirement to make the business of the Joint Committee an item on Cabinet agendas. The Councils agreed these changes in July 2017.

SRS officers have supported all three Councils statutory Licensing and Public Protection Committees through the year. The Committees have agreed a number of new policies; those policies are improving the way taxis operate across the region. For example, the exceptional condition policy to improve the condition of the taxi fleet has seen over a hundred vehicles rejected requiring the drovers/operators to introduce newer vehicles into the taxi fleet.

21. The SRS has held discussions with the partner Councils on the potential for a joint Scrutiny regime for the service. It is evident that the different scrutiny processes at work in the Councils are likely to lead to a duplication of resource. An examination of specific items through the process operated at Cardiff, for example, would be likely repeated at any joint session. Notwithstanding, the SRS has appeared before a number of Scrutiny Committees and task and finish groups in the last year. Officers provided advice in Cardiff on the subject of Air Quality; taxi provisions and the safety of the food chain. Officers also appeared before the Vale of Glamorgan Council's Environmental and Regeneration Scrutiny Committee to discuss SRS involvement in the construction of the biomass plant in Barry. Officers have also provided advice at Bridgend on bringing empty homes back into use.

Significant service achievements

22. Paragraph 5 above, sets out the priorities for the SRS; there have been a number of achievements worthy of note in 2017/18 to demonstrate progress toward delivering the outcomes associated with those priorities.

Improving Health and Wellbeing

23. Improving health and wellbeing is a key priority for Shared Regulatory Services. Work undertaken to ensure that food is safe, that infectious disease, noise and air emissions are controlled, that risks in the workplace are managed properly, allows people to live in healthy environments. Add to this our activities to ensure the quality of private rented property, the promotion of a safe trading environment and our regulation of licensed premises to ensure they operate responsibly and it is evident that the work undertaken by the SRS is hugely important to the health and wellbeing of the region.

24. 2017/18 has seen a significant performance increase in relation to the food service. Through new ways of working and the implementation of a target regime there has been an increase in inspections and a closing of the "gap" of unrated food premises. At the beginning of the year there were over 300 premises in the region that were unrated; that deficit has been addressed and almost 100% of the registered food businesses liable for an inspection were visited in the year.
25. The food service has also received some striking media coverage in relation to prosecutions for breaches of food law receiving noteworthy press attention, a number of media articles on the food hygiene rating regime and the exposure of unprincipled trading practices in the food sector.

Perhaps most worthy of note has been the innovative work on food allergens. SRS officers undertook a survey seeking to purchase takeaway food free of egg products. People who suffer an allergic reaction when consuming an egg product might experience skin reactions, such as swelling, a rash, hives or eczema. They may have difficulty breathing and in the worst instances stomach pain, nausea, vomiting or diarrhoea.

SRS officers visited premises and gave full and comprehensive advice regarding the danger of serving meals to customers who declare an allergen at the point of ordering. Subsequently, officers carried out a formal sampling programme re-visiting all of the premises that had previously failed to confirm compliance to the legislation. Two premises stated that they were not able to guarantee that the dishes could be egg free; no samples were taken. Of the remaining eight premises that did sell a product declared as egg free; all of them failed the formal sampling. Two of those investigations have resulted in fines exceeding £1,000 for each retailer. The other cases are still awaiting trial.

26. Zero powered contact lenses (sometimes referred to as cosmetic lenses) are required by the Opticians Act to be sold under the supervision of a registered optometrist, registered dispensing optician or registered medical practitioner. The health problems associated with this product are well documented and include reports of people having serious eye injuries that require long term care.

In 2016, Shared Regulatory Services issued two simple cautions to retailers in Cardiff who had sold zero powered contact lenses to consumers, one of which suffered a serious eye injury. A survey carried out across SRS in September/ October 2017 prior to Halloween to assess compliance with the General Product Safety Regulations 2005 involved the inspection of 22 premises. Advice was issued to the retailers selling this product in collaboration with the General Optical Council. Officers then carried out a series of test purchases at the premises that had received advice. Three of the premises continue to sell and warning notices were issued by the department.

27. Safety in cellars has been chosen as a national health and safety priority following a number of fatalities and serious injuries to both employees and members of the public in Wales and throughout the UK in recent years. Incidents have included falls through unguarded cellar hatches and unlocked cellar doors, and exposure to low level oxygen atmospheres in cellars as a direct result of beverage gas cylinder leaks. Between October and November 2017 the Health and Safety Team undertook 71 inspections of pubs, hotels, restaurants and nightclubs which focussed on: Falls from height, specifically cellar hatches, doors and steps; compressed gas safety in confined spaces and lifting equipment safety where cellar lifts or hoists are used. 40 premises in Cardiff, 21 in the Vale and 10 in Bridgend were visited. All 71 (100%)

businesses were found to be non-compliant, the most common incidences being identified as:

- Beverage gas safety in confined spaces.
- Falls from height or down steps/stairs.

Commitment has now been made to include 'Safety in Cellars' in the work plan of all local authorities in Wales for 2018-2019. This project will now be extended for a further year with 80 inspections programmed to take place from June 2018 over the 3 authorities and focusing on night clubs, sports and social clubs and independent public houses.

28. Across the SRS region, we have utilised grant money from Welsh Government to ensure landlords and agents have been engaged with the Rent Smart Wales project. We have achieved this through targeted campaigns and use of media, resulting in an excellent take up in registration throughout the region. We have formed good working relationships with Rent Smart Wales staff and are working collaboratively to ensure the regime operates effectively.

Whilst we continue to engage with landlords and agents to improve conditions in the private rented sector we also will not hesitate to use our enforcement powers where required. This year saw an unprecedented number of improvement notices (700) and prohibition notices (95) served across the region in an attempt to improve standards in the private rented sector, particularly with those landlords who are more reluctant to engage with the Council or Rent Smart Wales.

Safeguarding the Vulnerable

29. Our safeguarding work seeks to ensure that children are protected from harmful substances and products, that older and vulnerable people are protected from unscrupulous individual and traders, that illegal money lending activities across Wales, are challenged robustly and that the public feel safe when using taxis as public transport. We will do this in partnership with our Council colleagues and other agencies to help people who need our support. Safeguarding the vulnerable is a central theme to many of the activities undertaken by SRS and with concerns voiced about slavery and exploitation, this work will remain vitally important for the partner Councils.
30. In 2017/18 the SRS delivered a number of road shows across the region using the Vibe youth organisation bus, which proved to be an excellent way of gaining the attention of the public. The team spoke with over 400 people during the events and gave advice on crime prevention and focused in particular, on how to avoid scams. Visitors to the event were provided with no cold calling stickers, Safeguarding 'grab' cards and contact details for future use. By far the most common issue discussed during the day was nuisance telephone calls, including those received on mobile phones. Residents were advised on the use of the Telephone Preference Service and a number of existing BT customers were given assistance in using the BT free call protect service which offers a call blocking facility. In the most extreme cases, the SRS has provided call blockers to the most vulnerable residents to afford them better protection.
31. Rogue Traders continue to prey upon vulnerable people in the region. While prosecution is no substitute for effective prevention, the Courts have been supportive of SRS's efforts to bring the rogues to book. One trader was sentenced to 22 months in prison after pleading guilty to 15 counts under the Consumer Protection from Unfair Trading Regulations 2008, while in a separate incident another was

imprisoned for 4 months. In April 2018, a proceeds of crime application was approved in the sum of £20,241.01 made up of money restrained in the trader's bank account and pension.

32. In order to strengthen improvements in safeguarding, particularly in relation to children, the Licensing Teams in conjunction with Children's Services, South Wales Police, Families First and Welsh Government produced literature and organised training events aimed at Hackney Carriage/Private Hire Drivers to inform them about child sexual exploitation and what they can do to help keep children safe. This will become a core element in the assessment of all new driver applications.

Protecting the Environment

33. Protecting the environment is a core strategic priority of SRS. Many of the activities such as water sampling, monitoring air quality, and remediating contaminated land contribute toward promoting a better environment. This in turn means better long term prospects for the health and wellbeing of our communities. We have a key role to play in the wider climate change and future generations agendas through our enforcement role on energy efficiency controls on properties and products. The impact of these activities is less apparent in the short term for communities, but has an important role for future generations. In the more immediate term, we ensure communities are protected from nuisance and are safer by investigating noise complaints, dealing with stray dogs and horses.
34. The annual Local Air Quality Management Progress Reports for Bridgend, Cardiff and the Vale of Glamorgan were reported through the respective pathways in each Council and submitted to the Welsh Government by the 31st December deadline. In Cardiff, the SRS also took the officer lead in transferring the political reporting line from the Public Protection Committee to the Cabinet.

Air Quality has become a high profile issue, featuring in the headlines on an almost daily basis. SRS continues to review monitoring locations in Bridgend and the Vale of Glamorgan, but the most significant challenge for the SRS is to assist with the development of Cardiff Council's Air Quality Strategy. This follows the issue of a direction by Welsh Government to identify the option that will deliver compliance with legal limits for nitrogen dioxide in the city in the shortest possible time.

Additionally, the requirement to consult local communities on air quality matters, placed upon the three Councils by new Welsh Government guidance, places additional demands on the Service and meeting those demands will be considered as part of the budget reduction process for 2019/20.

35. The service has been involved in number of investigations locally into illegal dog breeding. SRS successfully prosecuted one breeder who made around £50,000 from selling sought after breeds for high prices suggesting they had full vaccination and medication histories. The investigation by SRS however revealed a very different story, where there was often no record of any veterinary procedures having been carried out. Furthermore some dogs sold were not the breeds that they were claimed to be. The offender was sentenced to 30 weeks imprisonment on each of the 5 offences to run concurrently, which was suspended for 2 years. The offender must carry out 200 hours of an unpaid work and will be subject to a 4 month curfew. Costs and compensation were awarded in excess of £50,000.

Supporting the local economy

36. A strong local economy is a key component in the quality of life experienced by local people. The work of SRS has a significant, but often unseen, impact upon the local economy. The provision of timely advice and guidance on regulation can benefit the economic viability of businesses resulting in improved business practices; our growing role in the field of Primary Authority is testament to this assertion. Much of our market surveillance activity focuses upon maintaining balance in the “marketplace”; the equitable enforcement of regulations helps businesses to compete on equal terms ensuring a fairer trading environment. Our role as regulator also extends to information and education to support consumers to enable them to become better informed and confident. In an age where people can purchase goods and services without leaving home, the importance of the principle of “caveat emptor” has never been more relevant.
37. In June 2017, the SRS was involved in regulating the largest event ever to be staged in Cardiff, the UEFA Champions League finals. The four days of activity saw officers ensure that brands were not being counterfeited, premises selling alcohol were doing so within their licence conditions, food on sale was safe and accurately presented, unsafe goods were not being sold, that taxis were operating within their licence conditions and any ambush marketing was removed. Those four days belie the massive amount of preparatory work with the event organisers, and stakeholders. The low level of non compliances and the positive feedback from the organisers illustrated the value of that preparatory work.
38. During all the major events in the City the SRS has operated an intensive campaign to ensure taxi drivers operate fairly and honestly. There has been significant media coverage about the standards of taxi provision and the behaviour of drivers and while the majority of drivers do operate and behave as expected a small minority undermine the reputation of the industry. SRS officers have reported on a number of incidents asserting inappropriate behaviour by drivers resulting in over 100 drivers appearing before the three Committees and over 20 drivers have been charged with “flimping” (accepting fares when not authorised to do so).
39. The Bridgend Employers Engagement Project (BEEP) was a partnership intervention led by Shared Regulatory Services, facilitated by the Health and Safety Executive and Public Health Wales and supported by experts from local businesses and organisations. The aim of the project was to support businesses effectively manage a safe, healthy and more prosperous workplace in line with HSE’s strategy ‘Helping Great Britain Work Well’. Businesses from the 24 industrial estates operating in Bridgend County Borough Council were selected as this trade sector is known to have higher than average accident and ill-health rates.

Micro businesses were identified as requiring the most health and safety support particularly in relation to management of asbestos, risk assessment, accidents and ill-health, muscular disorders and working at height. Visits also confirmed a lack of business awareness in relation to substance misuse and tobacco use, it was evident that businesses did not fully appreciate the impact of poor health and health behaviours on business productivity and standards of health and safety. Feedback from participants indicated that 100% of businesses reported learning something and 91% reported that they would make changes to their workplace because of attending the Forum.

40. Uncertainty in financial markets has prompted a surge of interest in investments in precious metals as an alternative to other, more volatile sectors. Experience has shown that rogue traders are never far behind the latest trend, and the possibility of jewellery scams being felt locally was identified by the SRS as a potential threat to local residents and reputable traders alike. In order to provide reassurance as to the quality and authenticity of jewellery available locally, survey work is being undertaken across the trade sector. Officers from the SRS have been working closely with the Assay Office to conduct joint inspections of locally based jewellery outlets.
41. Officer visited jewellers across the region inspecting hundreds of items for compliance with the Hallmarking Act 1973 ensuring items of jewellery bore the appropriate markings as well as the display of customer information notices at the point of sale. Overall the survey results found issues in only four outlets and these items were removed from sale immediately. Of interest was a small quantity of jewellery which while properly hallmarked was found to be in breach of a number of registered trademarks; the offending items are estimated to be worth in the region of £25,000. In May 2018, the SRS was advised that it had received a highly commended award from the Hallmarking Council for this enforcement initiative.

Maximising the use of resources

42. Maximising the use of resources was the original catalyst for creating SRS, and our work in this area continues. By reducing “triplication” of effort, introducing better processes, making our systems work without constant intervention, improving access into the service, our business improves and we increase customer satisfaction. We are generating income, where possible, to underpin service delivery; activities like marketing our metrology laboratory, offering paid for advice services, building Primary Authority partnerships and extending our training provision to business are examples of our move to a more “commercial” culture. Above all, we recognise that crucial to the success of SRS are the people who work within the service. We will ensure that our officers are effective in their roles by investing in learning and development opportunities, by engaging them fully in the development of the service, and by fostering an environment where people are encouraged to think, lead and innovate.
43. One of our key outcomes under this heading is to ensure *officers are effective in their roles*. We seek to do this through training and development and the outputs of that investment are often measured quantitatively. What has been pleasing this year is the number of times the service has been recognised by different organisations for our efforts in regulating particular aspects of the marketplace. In 2017/18 the SRS was recognised by the RSPCA winning the Innovator award for our work with stray horses, by the hallmarking Council for our investigations into sales of gold and silver, and by the South and West Wales safety group for our health and safety work on industrial estates. This suggests that our efforts are moving beyond outputs and our work is having an impact in the community.

Financial performance

Provisional Outturn

44. The Gross Revenue Budget and projected outturn for 2017/18 are shown in the tables below for each of the elements within the budget. The service has achieved an overall underspend of £346k against the gross revenue budget of £8.830m, as shown in the table below.

	Gross Budget	Draft Outturn	Outturn Variance
	£'000's	£'000's	£'000's
Authority			
Bridgend	1,769	1,628	141
Cardiff	5,315	5,209	106
Vale	1,746	1,647	99
Total Gross Expenditure	8,830	8,484	346

However, it should be noted that had the additional Illegal Money Lending Unit grant income of £243k not been received, the outturn position would have resulted in a surplus of £103k, which equates to 1.16% of the overall budget.

The total value of IMLU grant claimed from the National Trading Standards Board in year to cover the expenditure incurred was £625k. The IMLU budget included in the agreed 2017/18 budget was £382k.

Implementation

45. The 2016/17 closing report which was presented to the June 2017 Committee, detailed a number of items with a combined value of £102k where provision was being made within the 2016/17 accounts to carry forward the funding to allow the items to be undertaken in 2017/18. Due to unforeseen circumstances the following items will now be settled within the 2018/19 accounts, and the residual £56k will be carried forward to fund the following items;

- £46k to cover the anticipated cost of setting up the SRS as a separate employer within the Cardiff & Vale Pension Fund as agreed by the Joint Committee on 20th December 2016.

- £10k in respect of partially completed additional IT consultancy work.

Core Services

46. The approved gross Core Services budget for 2017/18 is £6.252m, which is showing a provisional underspend of £426k. The Core Services budget is allocated in line with the population split across the participating authorities, and is shown in the table below.

Authority	%	Gross Budget £'000's	Draft Outturn £'000's	Outturn Variance £'000's
Bridgend	22.46%	1,404	1,307	97
Cardiff	57.34%	3,585	3,345	240
Vale	20.20%	1,263	1,174	89
Total Core		6,252	5,826	426

Employee costs achieved a £158k underspend which is the result of a number of part year vacancies where there have been issues in attracting suitable cover in respect of maternity across many units. The vacant post within the Food team has not been filled due to a national shortage of qualified officers. Additionally, the Financial Investigators post within Trading Standards has also remained vacant during the period.

The £21k overspend within Transport is predominantly the result of the purchase of two replacement vehicles to be used within Animal Welfare, and also by the Sampling Officer. The Supplies and Services position is an overall £74k underspend. This position is made up of a £20k underspend on special projects, a £20k underspend on sampling, an underspend of £14k on mobile phones, plus an underspend of £8k on subscriptions. There were no major issues in respect of stray/abandoned horses during 2017/18 which has resulted in an underspend of £12k against this heading.

£215k of unbudgeted income has been received in 2017/18. This is made up of £139k of additional recharges in respect of a secondment to City Deal, a part year secondment to Welsh Government to assist on the Special Procedures project which will be incorporated into the Public Health (Wales) 2017 Act. Additional project work in relation to setting up Public Space Protection Orders for both Cardiff and the Vale of Glamorgan which have been recharged separately to the respective Authorities.

Food Standards Agency (FSA) grants totaling £34k have been received to fund animal feed analysis, the provision of Hazard Analysis and Critical Control Points (HACCP) training seminars which provided businesses with food safety knowledge. Trading Standards undertook an initiative in the sampling of burgers which are not thoroughly cooked, and also participated in a joint FSA operation in respect of the sale of food supplements, both of which attracted grant funding. Fees and Charges achieved £28k of unbudgeted income across a number of disciplines across Core.

£14k of unbudgeted Primary Authority income has been achieved by the Education and Training team in respect of bespoke training and advice provided to businesses.

Authority Specific Services

47. The approved gross budget of £2.578m in respect of Authority Specific Services is projecting a provisional overspend of £80k as detailed in the table below.

Authority	Gross Budget £'000's	Draft Outturn £'000's	Outturn Variance £'000's
Bridgend	365	321	44
Cardiff	1,730	1,864	(134)
Vale	483	473	10
Total AS	2,578	2,658	(80)

The £44k underspend in Bridgend is the result of an £17k underspend within the Licensing section, which is due to smaller underspends across Employees, where there was a £12k reduced spend in respect of budgeted superannuation, plus a £5k spend below budget on Supplies and Services. There is an underspend of £27k within the Kenneling and Vets section where activity is below budget, and is consistent with previous years and the national trend of the reduction of dogs being presented as being homeless.

The £134k overspend within Cardiff predominantly relates to an anticipated £143k overspend in the Licensing section, which is then marginally offset by variances across the other headings.

Within the Licensing section, there are £85k of unbudgeted Employee costs which are then partially offset through additional funding of £8k from Cardiff in respect of a specific initiative within enforcement activities. This initiative is by special arrangement, and is unique to 2017/18. There is an overspend of £66k within Supplies and Services which includes £26k of unbudgeted Taxi Plate Costs, £17k of unbudgeted Survey and Software costs, £13k of unbudgeted Disclosure & Barring Service costs plus £10k of unbudgeted software maintenance.

The £4k overspend within Night Time Noise relates directly to activity levels in excess of budget. There is a nil variance on the Illegal Money Lending Unit.

Since the 2017-18 budget was approved, the SRS has now become the recipient of the Illegal Money Lending Grant, and as such, receives 100% of the grant directly from the funding body which has a maximum value of £634k. In 2017/18 total expenditure incurred on this heading was £625k. Previously, Cardiff had retained a proportion of the grant, therefore any resulting overspend on this heading was recovered from Cardiff.

HMO Plasnewydd and Cathays have a combined underspend of £6k, which relates entirely to a number of smaller under-spends across the headings within Plasnewydd.

The £7k underspend in Cardiff Port Health Authority is the result of part year staffing vacancies.

The £10k underspend in the Vale of Glamorgan is primarily the result of a £6k overspend on burials undertaken in accordance with the Public Health (Control of Diseases) Act 1984. However, income has been recovered from the estates of the deceased to partially offset the cost. Licensing has a £1k overspend which is made up of smaller variances across the headings. The reduced uptake on the Vale's Kenneling and Vets Service has resulted in an underspend of £8k, which is consistent with the reduction in pressures felt at Bridgend, plus a change in the kenneling contract. The £9k underspend within Pest Control was made up of a £4k underspend within transport where no vehicle lease payments were made as the vehicles were purchased in the previous year. Plus, a £5k underspend within Supplies and Services, which is spread across a number of headings.

Net Position

48. In accordance with the Joint Working Agreement (JWA), income budgets remain the responsibility of each Participant Authority and are shown in this report for completeness.

The table below illustrates a provisional underspend of £267k at year end against a net budget of £6.132m, having taken into consideration the projected income received by the Participant Authorities. It has been prepared using income figures provided by the Authorities.

	Gross Budget	Draft Outturn	Outturn Variance
Authority	£'000's	£'000's	£'000's
Bridgend	1,374	1,259	115
Cardiff	3,365	3,299	66
Vale	1,393	1,307	86
Total Net Expenditure	6,132	5,865	267

A full summary of the projected net outturn position is illustrated in Appendix 3.

Adjustments have been administered by the legacy Authorities at 2017/18 year end, with income in respect of both Taxi and HMO Licenses relating to future periods being transferred to an earmarked reserve, to be re-introduced into the accounts in the period(s) to which they relate.

The net position for Bridgend is an overall underspend of £115k against a net budget of £1.374m, which is the result of anticipated income recovery being £26k below target overall. Licensing income is £1k below budget, with Core income under recovering by £25k which relates to historically overstated budgets.

The net position for Cardiff is an overall underspend of £66k, against a net budget of £3.365m. Income projections overall have achieved a £40k shortfall.

The shortfall in income within Core is £48k. This may in part be due to the historic pattern of income receipts falling off from year 2 of the 5 year HMO License cycle. HMO Plasnewydd will finish its current cycle in October 2019, with HMO Cathays finishing in December 2021. 2016/17 was the first year that adjustment for income in advance had been administered to the account, with no consideration within the accounts made for periods prior to 2016-17. There is a combined £43k over recovery of income on this element of the budget. This is due to the level of enforcement work undertaken in the HMO teams in 2017-18.

Within the Licensing section there is a shortfall in income of £81k against budget of £959k, which may be due to a number of suspended premises licenses where payment was not made in year, and also due to multi-year licenses not being adjusted for within the accounts prior to 2016-17.

Only sufficient IMLU grant income to offset the expenditure incurred is shown in this report. It is anticipated that any variance on the Cardiff Port Health account will be transferred to its ring fenced funds at year end.

There is a £46k over recovery of income against a nil budget on Student Liaison which is the result of an agreed recharge to the 3 University's within the City.

The Vale of Glamorgan is reporting an underspend of £86k against a net budget of £1.393m. Income has fallen below target by £13k which is predominantly the result of a £13k under recovery of Pest Control income.

Challenges moving forward

49. Over the last three years, the SRS has consolidated service delivery in accord with the agreed standards, the requisite financial savings have been delivered in Year 3, but more demands are being placed upon the service at a time of reducing resources. In the next three years, the service's principal challenge is to continue to deliver high quality services and to help our partners manage their respective financial pressures. The Key Milestones for 2018/19 include:
- Delivery of the SRS Business Plan 2018-2019
 - A review of the organisational structure for the SRS to meet the budget savings set out for 2019/20 and 2020/21
 - Consequently, to implement the financial savings agreed for the delivery of the SRS for the period 2018 - 2020.

- As with any law enforcement agency, new legislation and new policy developments continues to place greater responsibilities upon the service; and with those responsibilities greater expectations. The likely consequences arising from the Grenfell disaster, changes to the Public Health regime, the increased exploitation of vulnerable people, the challenges of improving air quality, the increase in the number of major commercial events cannot be underestimated. The need to have a competent core of officers ready to meet this challenge at a time of reducing budgets cannot be understated. Delivering more with less means that the SRS must undertake a degree of future proofing to meet the partner council's statutory responsibilities. Anything less represents a real risk for the health and well being of those living, working and visiting the region.

Resource Implications (Financial and Employment)

50. The implications are contained in the body of the report

Sustainability and Climate Change Implications

51. Sustainability and climate change implications have been taken into consideration when drafting the SRS Business plans referenced in this report.

Legal Implications (to Include Human Rights Implications)

52. The Council has a duty to improve under the Local Government (Wales) Measure 2009. The report outlines achievements in 2017/18.

Crime and Disorder Implications

53. Crime and disorder implications have been taken into consideration when drafting the Business plans referenced in this report.

Equal Opportunities Implications (to include Welsh Language issues)

54. Equalities issues have been taken into consideration when drafting the Business plans referenced in this report.

Corporate/Service Objectives

55. The Annual report demonstrates the partner Councils commitment to improving social, economic, environmental and cultural well-being and promoting sustainable development in line with the Well-being of Future Generations (Wales) Act 2015. Improving how the Council evidences and reports achievement of its Well-being Outcomes contributes towards promoting well-being.

Policy Framework and Budget

56. This report is a matter for the Joint Committee

Consultation (including Ward Member Consultation)

57. There are no implications for Ward Members resulting from this report.

Relevant Scrutiny Committee

58. Scrutiny is undertaken at each partner council

Appendices:

Appendix 1 - SRS performance measures 2017/18

Appendix 2 - SRS prosecution statistics

Appendix 3 - Projected net outturn financial position for 2017/18

Background Papers

The Shared Regulatory Services Business Plans 2017/18 and 2018/19

The Joint Working Agreement executed on 10th April 2015 and amended July 2017

Contact Officer

Head of Shared Regulatory Services
Head of Financial Services

Officers Consulted

Corporate Director Operational and Partnership Services, Bridgend County Borough Council
Director of Environment, City of Cardiff Council
Director of Environment and Housing Services, Vale of Glamorgan Council
Legal Services, Vale of Glamorgan Council
Accountant, Vale of Glamorgan Council

Responsible Officer

Miles Punter - Director of Environment and Housing Services

	Target achieved or exceeded		Well below target but expected to improve
	Target not achieved but on target for end of year		Well below target - Urgent improvement required
	Target not achieved - Corrective action required		

Team	Authority	Ref	Title	Comment	Annual target	Annual total/result	Annual RAG status	Previous years performance
Food - Combined total	Bridgend	SRS/FH/001 (PPN/001ii)	The number of high-risk inspections of Category A and B businesses that were carried out during the year.			76		<p>% of high risk businesses (category A & B) that were inspected for food hygiene</p> <p>2016/17</p>
Food - Combined total	Bridgend	SRS/FH/001 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category A and B) during the year.			76		
Food - Combined total	Bridgend	SRS/FH/001 (PPN/001ii)	The percentage of high risk businesses (Category A and B) that were liable to a programmed inspection that were inspected, for food hygiene.	Target achieved.	100%	100.00%	Green	
Food - Combined total	Cardiff	SRS/FH/001 (PPN/001ii)	The number of high-risk inspections of Category A and B businesses that were carried out during the year.			255		<p>% of high risk businesses (Category A&B) that were inspected for food hygiene</p> <p>2016/17</p>
Food - Combined total	Cardiff	SRS/FH/001 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category A and B) during the year.			255		
Food - Combined total	Cardiff	SRS/FH/001 (PPN/001ii)	The percentage of high risk businesses (Category A and B) that were liable to a programmed inspection that were inspected, for food hygiene.	Target achieved.	100%	100.00%	Green	
Food - Combined total	Vale of Glam	SRS/FH/001 (PPN/001ii)	The number of high-risk inspections of Category A and B businesses that were carried out during the year.			76		<p>% of high risk buinesses (Category A & B) that were inspected for food hygiene</p> <p>2016/17</p>
Food - Combined total	Vale of Glam	SRS/FH/001 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category A and B) during the year.			76		
Food - Combined total	Vale of Glam	SRS/FH/001 (PPN/001ii)	The percentage of high risk businesses (Category A and B) that were liable to a programmed inspection that were inspected, for food hygiene.	Target achieved.	100%	100.00%	Green	
Food - Combined total	SRS	SRS/FH/001 (PPN/001ii)	The number of high-risk inspections of Category A and B businesses that were carried out during the year.			407		<p>% of high risk businesses (category A & B) that were inspected for food hygiene</p> <p>2016/17</p> <p>Legend: Bridgend (Blue), Cardiff (Green), Vale of Glam (Yellow), Target (Purple diamond)</p>
Food - Combined total	SRS	SRS/FH/001 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category A and B) during the year.			407		
Food - Combined total	SRS	SRS/FH/001 (PPN/001ii)	The percentage of high risk businesses (Category A and B) that were liable to a programmed inspection that were inspected, for food hygiene.	Target achieved.	100%	100.00%	Green	

Team	Authority	Ref	Title	Comment	Annual target	Annual total/result	Annual RAG status	Previous years performance
Food - Combined total	Bridgend	SRS/FH/002 (PPN/001ii)	The number of high-risk inspections of Category C businesses that were carried out during the year.			318		<p>% of high risk businesses (Category C) that were inspected for food hygiene</p> <p>100% 80% 60% 40% 20% 0%</p> <p>85.38%</p> <p>2016/17</p>
Food - Combined total	Bridgend	SRS/FH/002 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category C) during the year.			318		
Food - Combined total	Bridgend	SRS/FH/002 (PPN/001ii)	The percentage of high risk businesses (Category C) that were liable to a programmed inspection that were inspected, for food hygiene.	Target exceeded. This is a significant achievement as not only has SRS achieved the target of 90% it has exceeded it ensuring that 100% of C rated premises have been inspected. A positive improvement on previous years results and the best that SRS has seen in relation to this measure.	90%	100.00%	Green	
Food - Combined total	Cardiff	SRS/FH/002 (PPN/001ii)	The number of high-risk inspections of Category C businesses that were carried out during the year.			750		<p>% of high risk businesses (Category C) that were inspected for food hygiene</p> <p>100% 80% 60% 40% 20% 0%</p> <p>95.23%</p> <p>2016/17</p>
Food - Combined total	Cardiff	SRS/FH/002 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category C) during the year.			750		
Food - Combined total	Cardiff	SRS/FH/002 (PPN/001ii)	The percentage of high risk businesses (Category C) that were liable to a programmed inspection that were inspected, for food hygiene.	Target exceeded. This is a significant achievement as not only has SRS achieved the target of 90% it has exceeded it ensuring that 100% of C rated premises have been inspected. A positive improvement on previous years results and the best that SRS has seen in relation to this measure.	90%	100.00%	Green	
Food - Combined total	Vale of Glam	SRS/FH/002 (PPN/001ii)	The number of high-risk inspections of Category C businesses that were carried out during the year.			236		<p>% of high risk businesses (Category C) that were inspected for food hygiene</p> <p>100% 80% 60% 40% 20% 0%</p> <p>92.99%</p> <p>2016/17</p>
Food - Combined total	Vale of Glam	SRS/FH/002 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category C) during the year.			236		
Food - Combined total	Vale of Glam	SRS/FH/002 (PPN/001ii)	The percentage of high risk businesses (Category C) that were liable to a programmed inspection that were inspected, for food hygiene.	Target exceeded. This is a significant achievement as not only has SRS achieved the target of 90% it has exceeded it ensuring that 100% of C rated premises have been inspected. A positive improvement on previous years results and the best that SRS has seen in relation to this measure.	90%	100.00%	Green	
Food - Combined total	SRS	SRS/FH/002 (PPN/001ii)	The number of high-risk inspections of Category C businesses that were carried out during the year.			1304		<p>% of high risk businesses (Category C) that were inspected for food hygiene</p> <p>100% 80% 60% 40% 20% 0%</p> <p>85.38% 95.23% 92.99%</p> <p>2016/17</p> <p>■ Bridgend ■ Cardiff ■ Vale of Glam ◆ Target</p>
Food - Combined total	SRS	SRS/FH/002 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category C) during the year.			1304		
Food - Combined total	SRS	SRS/FH/002 (PPN/001ii)	The percentage of high risk businesses (Category C) that were liable to a programmed inspection that were inspected, for food hygiene.	Target exceeded. This is a significant achievement as not only has SRS achieved the target of 90% it has exceeded it ensuring that 100% of C rated premises have been inspected. A positive improvement on previous years results and the best that SRS has seen in relation to this measure.	90%	100.00%	Green	

Team	Authority	Ref	Title	Comment	Annual target	Annual total/result	Annual RAG status	Previous years performance										
Food - Combined total	Bridgend	SRS/FH/003 (PN/008ii)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to Food Hygiene during the year.			195		PPN/008(ii) % of new Food Hygiene businesses identified and visited <table border="1"> <tr><th>Year</th><td>2013/14</td><td>2014/15</td><td>2015/16</td><td>2016/17</td></tr> <tr><th>Percentage</th><td>88%</td><td>90%</td><td>85.51%</td><td>93.30%</td></tr> </table>	Year	2013/14	2014/15	2015/16	2016/17	Percentage	88%	90%	85.51%	93.30%
Year	2013/14	2014/15	2015/16	2016/17														
Percentage	88%	90%	85.51%	93.30%														
Food - Combined total	Bridgend	SRS/FH/003 (PN/008ii)	The total number of new businesses identified by food hygiene.			195												
Food - Combined total	Bridgend	SRS/FH/003 (PN/008ii)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for food hygiene.	Target exceeded. This is a significant achievement as not only has SRS achieved the target of 90% it has exceeded it ensuring that 100% of new businesses were visited or returned a self assessment questionnaire. A positive improvement on previous years results and the best that SRS has seen in relation to this measure.	90%	100.00%	Green											
Food - Combined total	Cardiff	SRS/FH/003 (PN/008ii)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to Food Hygiene during the year.			556		PPN/008(ii) % of new Food Hygiene businesses identified and visited <table border="1"> <tr><th>Year</th><td>2013/14</td><td>2014/15</td><td>2015/16</td><td>2016/17</td></tr> <tr><th>Percentage</th><td>92%</td><td>90%</td><td>98.40%</td><td>84.86%</td></tr> </table>	Year	2013/14	2014/15	2015/16	2016/17	Percentage	92%	90%	98.40%	84.86%
Year	2013/14	2014/15	2015/16	2016/17														
Percentage	92%	90%	98.40%	84.86%														
Food - Combined total	Cardiff	SRS/FH/003 (PN/008ii)	The total number of new businesses identified by food hygiene.			561												
Food - Combined total	Cardiff	SRS/FH/003 (PN/008ii)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for food hygiene.	Target exceeded. This is a significant achievement as not only has SRS achieved the target of 90% it has exceeded it ensuring that 99.11% of new businesses were visited or returned a self assessment questionnaire. Given the high levels of new businesses in the Cardiff area this year, this result is very pleasing and demonstrates a positive improvement on previous years results and is the best that SRS has seen in relation to this measure.	90%	99.11%	Green											
Food - Combined total	Vale of Glam	SRS/FH/003 (PN/008ii)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to Food Hygiene during the year.			178		PPN/008(ii) % of new Food Hygiene businesses identified and visited <table border="1"> <tr><th>Year</th><td>2013/14</td><td>2014/15</td><td>2015/16</td><td>2016/17</td></tr> <tr><th>Percentage</th><td>94%</td><td>94%</td><td>94.38%</td><td>87.86%</td></tr> </table>	Year	2013/14	2014/15	2015/16	2016/17	Percentage	94%	94%	94.38%	87.86%
Year	2013/14	2014/15	2015/16	2016/17														
Percentage	94%	94%	94.38%	87.86%														
Food - Combined total	Vale of Glam	SRS/FH/003 (PN/008ii)	The total number of new businesses identified by food hygiene.			179												
Food - Combined total	Vale of Glam	SRS/FH/003 (PN/008ii)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for food hygiene.	Target exceeded. This is a significant achievement as not only has SRS achieved the target of 90% it has exceeded it ensuring that 99.44% of new businesses were visited or returned a self assessment questionnaire. A positive improvement on previous years results and the best that SRS has seen in relation to this measure.	90%	99.44%	Green											
Food - Combined total	SRS	SRS/FH/003 (PN/008ii)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to Food Hygiene during the year.			929		PPN/008(ii) % of new Food Hygiene businesses identified and visited <table border="1"> <tr><th>Year</th><td>2013/14</td><td>2014/15</td><td>2015/16</td><td>2016/17</td></tr> <tr><th>Percentage</th><td>88%</td><td>90%</td><td>85.51%</td><td>93.30%</td></tr> </table>	Year	2013/14	2014/15	2015/16	2016/17	Percentage	88%	90%	85.51%	93.30%
Year	2013/14	2014/15	2015/16	2016/17														
Percentage	88%	90%	85.51%	93.30%														
Food - Combined total	SRS	SRS/FH/003 (PN/008ii)	The total number of new businesses identified by food hygiene.			935												
Food - Combined total	SRS	SRS/FH/003 (PN/008ii)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for food hygiene.	Target exceeded in all areas of the region. These results represent positive improvement to previous years results and are the best that SRS has achieved. This is particularly pleasing given the significant increase in new businesses in the Cardiff area.	90%	99.36%	Green											

Team	Authority	Ref	Title	Comment	Annual target	Annual total/result	Annual RAG status	Previous years performance
Food	Bridgend	PAM/023 (formerly PPN/009)	The number of food establishments within the local authority deemed to be 'Broadly Compliant' during the year as at 31 March.			1227		PPN/009 % of food premises that are broadly compliant with food hygiene standards
Food	Bridgend	PAM/023 (formerly PPN/009)	The total number of food establishments as at 31 March.			1269		
Food	Bridgend	PAM/023 (formerly PPN/009)	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	Target exceeded. Whilst this measure provides an indication of how well a food business complies with food hygiene legislation, ultimately, the score is a reflection of business performance and not that of the SRS. We assess businesses through a programme of inspections and advice and premises are deemed to be broadly compliant if specified risk scores are achieved for cleanliness, structural issues, and confidence in the management of the business. The result of 96.69% is very pleasing and reflects an upward trend in the numbers of broadly compliant food premises in the Bridgend area.	93%	96.69%	Green	
Food	Cardiff	PAM/023 (formerly PPN/009)	The number of food establishments within the local authority deemed to be 'Broadly Compliant' during the year as at 31 March.			3040		PPN/009 % of food premises that are broadly compliant with food hygiene standards
Food	Cardiff	PAM/023 (formerly PPN/009)	The total number of food establishments as at 31 March.			3279		
Food	Cardiff	PAM/023 (formerly PPN/009)	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	This measure provides an indication of how well a food business complies with food hygiene legislation. Ultimately, the score is a reflection of business performance and not that of the SRS. We assess businesses through a programme of inspections and advice and premises are deemed to be broadly compliant if specified risk scores are achieved for cleanliness, structural issues, and confidence in the management of the business. The result of 92.71% while slightly below target represents a positive improvement to results for 2016/17 demonstrating that standards in food businesses in Cardiff are improving.	93%	92.71%	Amber	
Food	Vale of Glam	PAM/023 (formerly PPN/009)	The number of food establishments within the local authority deemed to be 'Broadly Compliant' during the year as at 31 March.			1141		PPN/009 % of food premises that are broadly compliant with food hygiene standards
Food	Vale of Glam	PAM/023 (formerly PPN/009)	The total number of food establishments as at 31 March.			1196		
Food	Vale of Glam	PAM/023 (formerly PPN/009)	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	Target exceeded. This PI provides an indication of how well a food business complies with food hygiene legislation with the score ultimately being a reflection of the business performance rather than that of SRS. We assess a business through a programme of inspections and advice and premises are deemed to be broadly compliant if specified risk scores are achieved for cleanliness, structural issues and confidence in the management of business. The result of 95.40% represents a significant improvement on results achieved in previous years demonstrating a positive upward trend.	93%	95.40%	Green	
Food	SRS	PAM/023 (formerly PPN/009)	The number of food establishments within the local authority deemed to be 'Broadly Compliant' during the year as at 31 March.			5408		PPN/009 % of food premises that are broadly compliant with food hygiene standards
Food	SRS	PAM/023 (formerly PPN/009)	The total number of food establishments as at 31 March.			5744		
Food	SRS	PAM/023 (formerly PPN/009)	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	Target exceeded. This measure provides an indication of how well a food business complies with food hygiene legislation. Ultimately, the score is a reflection of business performance and not that of the SRS. We assess businesses through a programme of inspections and advice and premises are deemed to be broadly compliant if specified risk scores are achieved for cleanliness, structural issues, and confidence in the management of the business. At the end of Qtr 4, both Bridgend and Vale of Glamorgan exceeded target showing positive upward trends in the number of food businesses that are broadly compliant. Although Cardiff marginally failed to meet target, the results are still very positive showing improvement from the previous year.	93%	94.15%	Green	

Team	Authority	Ref	Title	Comment	Annual target	Annual total/result	Annual RAG status	Previous years performance
Trading Standards - Combined total	Bridgend	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were inspected during the year by trading standards.			17		PPN-001(i) % of high risk inspections Trading Standards
Trading Standards - Combined total	Bridgend	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were selected for inspection at the beginning of the year by trading standards.			17		
Trading Standards - Combined total	Bridgend	SRS/TS/001 (PPN/001i)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for trading standards.	Target achieved. Result reflects a significant improvement on results for 2016/17.	100%	100.00%	Green	
		SRS/TS/001 (PPN/001i)						
Trading Standards - Combined total	Cardiff	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were inspected during the year by trading standards.			66		PPN-001(i) % of high risk inspections Trading Standards
Trading Standards - Combined total	Cardiff	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were selected for inspection at the beginning of the year by trading standards.			66		
Trading Standards - Combined total	Cardiff	SRS/TS/001 (PPN/001i)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for trading standards.	Target achieved. Results demonstrate positive improvement on previous years results.	100%	100.00%	Green	
Trading Standards - Combined total	Vale of Glam	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were inspected during the year by trading standards.			5		PPN-001(i) % of high risk inspections Trading Standards
Trading Standards - Combined total	Vale of Glam	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were selected for inspection at the beginning of the year by trading standards.			5		
Trading Standards - Combined total	Vale of Glam	SRS/TS/001 (PPN/001i)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for trading standards.	Target achieved. Result reflects a significant improvement on results for 2016/17.	100%	100.00%	Green	
Trading Standards - SRS Combined total		SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were inspected during the year by trading standards.			88		PPN-001(i) % of high risk inspections Trading Standards
Trading Standards - SRS Combined total		SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were selected for inspection at the beginning of the year by trading standards.			88		
Trading Standards - SRS Combined total		SRS/TS/001 (PPN/001i)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for trading standards.	Target achieved. Results across the region show positive improvement on previous year's results, particularly in Bridgend and Vale of Glamorgan areas.	100%	100.00%	Green	

Team	Authority	Ref	Title	Comment	Annual target	Annual total/result	Annual RAG status	Previous years performance
Trading Standards - Combined total	Bridgend	SRS/TS/002 (PPN/007 (i))	The number of significant breaches that were rectified by intervention of Trading Standards during the year			28		PPN/007 (i) % of significant breaches that were rectified for Trading Standards
Trading Standards - Combined total	Bridgend	SRS/TS/002 (PPN/007 (i))	The total number of significant breaches of Trading Standards legislation that required rectification during the year			36		
Trading Standards - Combined total	Bridgend	SRS/TS/002 (PPN/007 (i))	The percentage of significant breaches that were rectified by intervention during the year for: Trading Standards	Eight investigations (significant breaches) remain outstanding for Trading Standards. This is due to the nature of this measure where ongoing investigations which can often be lengthy and complex have yet to be concluded. The aforementioned investigations are however within the timescales of the associated legislation.	90%	77.78%	Red	
Trading Standards - Combined total	Cardiff	SRS/TS/002 (PPN/007 (i))	The number of significant breaches that were rectified by intervention of Trading Standards during the year			122		PPN/007 (i) % of significant breaches that were rectified for Trading Standards
Trading Standards - Combined total	Cardiff	SRS/TS/002 (PPN/007 (i))	The total number of significant breaches of Trading Standards legislation that required rectification during the year			146		
Trading Standards - Combined total	Cardiff	SRS/TS/002 (PPN/007 (i))	The percentage of significant breaches that were rectified by intervention during the year for: Trading Standards	Twenty four investigations (significant breaches) remain outstanding for Trading Standards. This is due to the nature of this measure where ongoing investigations which can often be lengthy and complex have yet to be concluded. The aforementioned investigations are however within the timescales of the associated legislation.	90%	83.56%	Amber	
Trading Standards - Combined total	Vale of Glam	SRS/TS/002 (PPN/007 (i))	The number of significant breaches that were rectified by intervention of Trading Standards during the year			28		PPN/007(i) % of significant breaches that were rectified for Trading Standards
Trading Standards - Combined total	Vale of Glam	SRS/TS/002 (PPN/007 (i))	The total number of significant breaches of Trading Standards legislation that required rectification during the year			34		
Trading Standards - Combined total	Vale of Glam	SRS/TS/002 (PPN/007 (i))	The percentage of significant breaches that were rectified by intervention during the year for: Trading Standards	Six investigations (significant breaches) remain outstanding for Trading Standards. This is due to the nature of this measure where ongoing investigations which can often be lengthy and complex have yet to be concluded. The aforementioned investigations are however within the timescales of the associated legislation.	90%	82.35%	Amber	
Trading Standards - Combined total	SRS	SRS/TS/002 (PPN/007 (i))	The number of significant breaches that were rectified by intervention of Trading Standards during the year			178		PPN/007 (i) % of significant breaches that were rectified for Trading Standards
Trading Standards - Combined total	SRS	SRS/TS/002 (PPN/007 (i))	The total number of significant breaches of Trading Standards legislation that required rectification during the year			216		
Trading Standards - Combined total	SRS	SRS/TS/002 (PPN/007 (i))	The percentage of significant breaches that were rectified by intervention during the year for: Trading Standards	Thirty eight investigations (significant breaches) remain outstanding for Trading Standards. This is due to the nature of this measure where ongoing investigations which can often be lengthy and complex have yet to be concluded. The aforementioned investigations are however within the timescales of the associated legislation.	90%	82.41%	Amber	

NB Results not collected in Vale until 2016/17.

Team	Authority	Ref	Title	Comment	Annual target	Annual total/result	Annual RAG status	Previous years performance																				
Trading Standards Combined total	Bridgend	SRS/TS/003 (PPN/008i)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to trading standards during the year.			199		PPN/008(i) % of new Trading Standards businesses identified and visited <table border="1"> <caption>PPN/008(i) % of new Trading Standards businesses identified and visited - Bridgend</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>74%</td> </tr> <tr> <td>2014/15</td> <td>80%</td> </tr> <tr> <td>2015/16</td> <td>81.42%</td> </tr> <tr> <td>2016/17</td> <td>87.91%</td> </tr> </tbody> </table>	Year	Percentage	2013/14	74%	2014/15	80%	2015/16	81.42%	2016/17	87.91%										
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2016/17	87.91%																											
Trading Standards Combined total	Bridgend	SRS/TS/003 (PPN/008i)	The total number of new businesses identified by trading standards.			219																						
Trading Standards Combined total	Bridgend	SRS/TS/003 (PPN/008i)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for trading standards.	Target exceeded. This result reflects a positive upward trend from previous years results.	80%	90.87%	Green																					
Trading Standards Combined total	Cardiff	SRS/TS/003 (PPN/008i)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to trading standards during the year.			516		PPN/008(i) % of new Trading Standards businesses identified and visited <table border="1"> <caption>PPN/008(i) % of new Trading Standards businesses identified and visited - Cardiff</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>49%</td> </tr> <tr> <td>2014/15</td> <td>90%</td> </tr> <tr> <td>2015/16</td> <td>68.87%</td> </tr> <tr> <td>2016/17</td> <td>70.19%</td> </tr> </tbody> </table>	Year	Percentage	2013/14	49%	2014/15	90%	2015/16	68.87%	2016/17	70.19%										
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Trading Standards Combined total	Cardiff	SRS/TS/003 (PPN/008i)	The total number of new businesses identified by trading standards.			672																						
Trading Standards Combined total	Cardiff	SRS/TS/003 (PPN/008i)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for trading standards.	Whilst this result is slightly below target, it is important to note the large increase in new businesses identified this year in Cardiff. This is largely due the improved identification and recording of new food standards businesses in the area which has generated a substantial increase of over 300 additional premises.	80%	76.79%	Amber																					
Trading Standards Combined total	Vale of Glam	SRS/TS/003 (PPN/008i)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to trading standards during the year.			196		PPN/008(i) % of new Trading Standards businesses identified and visited <table border="1"> <caption>PPN/008(i) % of new Trading Standards businesses identified and visited - Vale of Glam</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>54%</td> </tr> <tr> <td>2014/15</td> <td>75%</td> </tr> <tr> <td>2015/16</td> <td>77.03%</td> </tr> <tr> <td>2016/17</td> <td>83.15%</td> </tr> </tbody> </table>	Year	Percentage	2013/14	54%	2014/15	75%	2015/16	77.03%	2016/17	83.15%										
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Trading Standards Combined total	Vale of Glam	SRS/TS/003 (PPN/008i)	The total number of new businesses identified by trading standards.			205																						
Trading Standards Combined total	Vale of Glam	SRS/TS/003 (PPN/008i)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for trading standards.	Target exceeded. This result reflects a positive upward trend from previous years results.	80%	95.61%	Green																					
Trading Standards Combined total	SRS	SRS/TS/003 (PPN/008i)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to trading standards during the year.			911		PPN/008(i) % of new Trading Standards businesses identified and visited <table border="1"> <caption>PPN/008(i) % of new Trading Standards businesses identified and visited - SRS</caption> <thead> <tr> <th>Year</th> <th>Percentage 1</th> <th>Percentage 2</th> <th>Percentage 3</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>74%</td> <td>49%</td> <td>54%</td> </tr> <tr> <td>2014/15</td> <td>80%</td> <td>90%</td> <td>75%</td> </tr> <tr> <td>2015/16</td> <td>81.42%</td> <td>68.87%</td> <td>77.03%</td> </tr> <tr> <td>2016/17</td> <td>87.91%</td> <td>70.19%</td> <td>83.15%</td> </tr> </tbody> </table>	Year	Percentage 1	Percentage 2	Percentage 3	2013/14	74%	49%	54%	2014/15	80%	90%	75%	2015/16	81.42%	68.87%	77.03%	2016/17	87.91%	70.19%	83.15%
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Trading Standards Combined total	SRS	SRS/TS/003 (PPN/008i)	The total number of new businesses identified by trading standards.			1096																						
Trading Standards Combined total	SRS	SRS/TS/003 (PPN/008i)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for trading standards.	Target exceeded.	80%	83.12%	Green																					

Team	Authority	Ref	Title	Comment	Annual Target	Annual total/result	RAG Status5
Pollution	Bridgend	SRS/LC/008	No. of domestic noise and air complaints responded to within 3 working days			670	
Pollution	Bridgend	SRS/LC/008	No. of domestic noise and air complaints received.			682	
Pollution	Bridgend	SRS/LC/008	Percentage of domestic noise and air complaints responded to within 3 working days.	Target exceeded.	90%	98.24%	Green
Pollution	Cardiff	SRS/LC/008	No. of domestic noise and air complaints responded to within 3 working days			1765	
Pollution	Cardiff	SRS/LC/008	No. of domestic noise and air complaints received.			1876	
Pollution	Cardiff	SRS/LC/008	Percentage of domestic noise and air complaints responded to within 3 working days.	Target exceeded.	90%	94.08%	Green
Pollution	Vale of Glam	SRS/LC/008	No. of domestic noise and air complaints responded to within 3 working days			421	
Pollution	Vale of Glam	SRS/LC/008	No. of domestic noise and air complaints received.			429	
Pollution	Vale of Glam	SRS/LC/008	Percentage of domestic noise and air complaints responded to within 3 working days.	Target exceeded.	90%	98.14%	Green
Pollution	SRS	SRS/LC/008	No. of domestic noise and air complaints responded to within 3 working days			2856	
Pollution	SRS	SRS/LC/008	No. of domestic noise and air complaints received.			2987	
Pollution	SRS	SRS/LC/008	Percentage of domestic noise and air complaints responded to within 3 working days.	Target exceeded.	90%	95.61%	Green

Team	Authority	Ref	Title	Comment	Annual Target	Annual total/result	RAG Status5
Pollution	Bridgend	SRS/LC/009	No. of commercial and industrial noise and air complaints responded to within one working day.			383	
Pollution	Bridgend	SRS/LC/009	No. of commercial and industrial noise and air complaints received.			399	
Pollution	Bridgend	SRS/LC/009	Percentage of commercial and industrial noise and air complaints responded to within one working day.	Target exceeded.	75%	95.99%	Green
Pollution	Cardiff	SRS/LC/009	No. of commercial and industrial noise and air complaints responded to within one working day.			928	
Pollution	Cardiff	SRS/LC/009	No. of commercial and industrial noise and air complaints received.			1108	
Pollution	Cardiff	SRS/LC/009	Percentage of commercial and industrial noise and air complaints responded to within one working day.	Target exceeded.	75%	83.75%	Green
Pollution	Vale of Glam	SRS/LC/009	No. of commercial and industrial noise and air complaints responded to within one working day.			285	
Pollution	Vale of Glam	SRS/LC/009	No. of commercial and industrial noise and air complaints received.			346	
Pollution	Vale of Glam	SRS/LC/009	Percentage of commercial and industrial noise and air complaints responded to within one working day.	Target exceeded.	75%	82.37%	Green
Pollution	SRS	SRS/LC/009	No. of commercial and industrial noise and air complaints responded to within one working day.			1596	
Pollution	SRS	SRS/LC/009	No. of commercial and industrial noise and air complaints received.			1853	
Pollution	SRS	SRS/LC/009	Percentage of commercial and industrial noise and air complaints responded to within one working day.	Target exceeded.	75%	86.13%	Green

Team	Authority	Ref	Title	Comment	Annual Target	Annual total/result	RAG Status5
Pollution	Bridgend	SRS/LC/010	No of alarm complaints responded to within one day.			10	
Pollution	Bridgend	SRS/LC/010	No. of alarm complaints received.			10	
Pollution	Bridgend	SRS/LC/010	Percentage of alarm complaints responded to within one day.	Target exceeded.	90%	100.00%	Green
Pollution	Cardiff	SRS/LC/010	No of alarm complaints responded to within one day.			72	
Pollution	Cardiff	SRS/LC/010	No. of alarm complaints received.			76	
Pollution	Cardiff	SRS/LC/010	Percentage of alarm complaints responded to within one day.	Target exceeded.	90%	94.74%	Green
Pollution	Vale of Glam	SRS/LC/010	No of alarm complaints responded to within one day.			16	
Pollution	Vale of Glam	SRS/LC/010	No. of alarm complaints received.			16	
Pollution	Vale of Glam	SRS/LC/010	Percentage of alarm complaints responded to within one day.	Target exceeded.	90%	100.00%	Green
Pollution	SRS	SRS/LC/010	No of alarm complaints responded to within one day.			98	
Pollution	SRS	SRS/LC/010	No. of alarm complaints received.			102	
Pollution	SRS	SRS/LC/010	Percentage of alarm complaints responded to within one day.	Target exceeded.	90%	96.08%	Green

Team	Authority	Ref	Title	Comment	Annual Target	Annual total/result	RAG Status5
Licensing	Bridgend	SRS/LC/004	Number of applications determined within 2 months			102	
Licensing	Bridgend	SRS/LC/004	Number of applications received			102	
Licensing	Bridgend	SRS/LC/004	% of licensed premises applications received and determined within 2 months.	Target achieved	100%	100.00%	Green
Licensing	Cardiff	SRS/LC/004	Number of applications determined within 2 months			636	
Licensing	Cardiff	SRS/LC/004	Number of applications received			636	
Licensing	Cardiff	SRS/LC/004	% of licensed premises applications received and determined within 2 months.	Target achieved	100%	100.00%	Green
Licensing	Vale of Glam	SRS/LC/004	Number of applications determined within 2 months			113	
Licensing	Vale of Glam	SRS/LC/004	Number of applications received			113	
Licensing	Vale of Glam	SRS/LC/004	% of licensed premises applications received and determined within 2 months.	Target achieved	100%	100.00%	Green
Licensing	SRS	SRS/LC/004	Number of applications determined within 2 months			851	
Licensing	SRS	SRS/LC/004	Number of applications received			851	
Licensing	SRS	SRS/LC/004	% of licensed premises applications received and determined within 2 months.	Target achieved	100%	100.00%	Green

Team	Authority	Ref	Title	Comment	Annual Target	Annual total/result	RAG Status5
Licensing	Bridgend	SRS/LC/005	Number of applications determined within 2 months			61	
Licensing	Bridgend	SRS/LC/005	Number of applications received			61	
Licensing	Bridgend	SRS/LC/005	% of licensed personal applications received and determined within 2 months.	Target achieved	100%	100.00%	Green
Licensing	Cardiff	SRS/LC/005	Number of applications determined within 2 months			381	
Licensing	Cardiff	SRS/LC/005	Number of applications received			381	
Licensing	Cardiff	SRS/LC/005	% of licensed personal applications received and determined within 2 months.	Target achieved	100%	100.00%	Green
Licensing	Vale of Glam	SRS/LC/005	Number of applications determined within 2 months			63	
Licensing	Vale of Glam	SRS/LC/005	Number of applications received			63	
Licensing	Vale of Glam	SRS/LC/005	% of licensed personal applications received and determined within 2 months.	Target achieved	100%	100.00%	Green
Licensing	SRS	SRS/LC/005	Number of applications determined within 2 months			505	
Licensing	SRS	SRS/LC/005	Number of applications received			505	
Licensing	SRS	SRS/LC/005	% of licensed personal applications received and determined within 2 months.	Target achieved	100%	100.00%	Green

Team	Authority	Ref	Title	Comment	Annual Target	Annual total/result	RAG Status5
Licensing	Bridgend	SRS/LC/006	Number of applications determined within 2 months			4	
Licensing	Bridgend	SRS/LC/006	Number of applications received			4	
Licensing	Bridgend	SRS/LC/006	% of Gambling Premises applications received and determined within 2 months.	Target achieved	100%	100.00%	Green
Licensing	Cardiff	SRS/LC/006	Number of applications determined within 2 months			19	
Licensing	Cardiff	SRS/LC/006	Number of applications received			19	
Licensing	Cardiff	SRS/LC/006	% of Gambling Premises applications received and determined within 2 months.	Target achieved	100%	100.00%	Green
Licensing	Vale of Glam	SRS/LC/006	Number of applications determined within 2 months			0	
Licensing	Vale of Glam	SRS/LC/006	Number of applications received			0	
Licensing	Vale of Glam	SRS/LC/006	% of Gambling Premises applications received and determined within 2 months.	No applications received	100%	100.00%	Green
Licensing	SRS	SRS/LC/006	Number of applications determined within 2 months			23	
Licensing	SRS	SRS/LC/006	Number of applications received			23	
Licensing	SRS	SRS/LC/006	% of Gambling Premises applications received and determined within 2 months.	Target achieved	100%	100.00%	Green

Annex - Summary of prosecution cases concluding during 2017-18

The following prosecution cases arising from investigations conducted across the Shared Service, have been concluded during 2017-18.

Case	Court date	Offence(s)	Outcome
1	6.4.17	<p>A doorstep crime case in which money was taken for work that was not done.</p> <p>The defendant did not attend court voluntarily and had to be arrested and produced before the court</p>	<p>The defendant was fined £700, and ordered to pay costs of £300 together with a victim surcharge of £30. He was also ordered to pay compensation to two residents left out of pocket by his activities, the first of these was in the amount of £1000 and the second being £700.</p>
2	4.5.17	<p>A shopkeeper was found with counterfeit and incorrectly labelled cigarettes in possession for supply. He had received a Simple Caution in 2015 in respect of illegal tobacco being found on the premises on a previous occasion</p>	<p>The defendant pleaded guilty to offences under the Trade Marks Act 1994 and offences under the Tobacco and Related Products Regulations 2016 for possessing for use in the course of a business, cigarettes which did not carry the required health warnings..</p> <p>The magistrates ordered the defendant to carry out 180 hours of unpaid work, pay costs of £350 and a victim surcharge of £85. A Forfeiture Order was granted for the tobacco products that were seized.</p>
3	5.5.17	<p>A taxi case in which the driver concerned pleaded guilty to one offence under the Town Police Clauses Act 1847 of plying for hire without a licence and to one offence under the Road Traffic Act 1988 of driving without the required insurance.</p> <p>In mitigation the court was told that the driver had dropped off a pre-booked customer at a club and</p>	<p>The defendant was fined £410 and 6 penalty points were imposed on his licence. He was also ordered to pay costs of £150 and a victim surcharge of £31</p>

		when he heard the back door of the vehicle re-open, he assumed it was the same man getting back in to continue with his journey somewhere else.	
4	5.5.17	<p>This case involved the use of an unlicensed hackney carriage, and both the proprietor of the vehicle and the driver were summonsed to appear in court.</p> <p>The proprietor pleaded guilty to two offences under the Town Police Clauses Act 1847 and a further offence under the Road Traffic Act 1988. He had allowed the driver to drive the vehicle without a current hackney carriage licence, without the required insurance and had failed to keep the required records as per his licence conditions.</p> <p>The driver pleaded guilty to driving the Hackney carriage vehicle without a licence and without the required insurance.</p>	<p>The proprietor of the hackney carriage was fined £696 with 6 penalty points being imposed on his licence. He was also ordered to pay costs of £150 and a victim surcharge of £45.</p> <p>The driver was fined £180 and 6 penalty points were imposed on his licence. He was also ordered to pay costs of £150 and a victim surcharge of £30.</p>
5	8.5.17	<p>The defendant had committed a number of offences under the Housing Act 2004 in respect of his HMO property:-</p> <ul style="list-style-type: none"> • Exceeding the maximum permitted number of occupants at the property • Permitting the first floor rear room to be occupied as a bedroom when it was below the permitted statutory room size 	<p>He was fined £412 for each offence giving a total fine of £1236. He was also ordered to pay costs of £275 and a victim surcharge of £42.</p>

		<ul style="list-style-type: none"> • Providing false information in his application form. 	
6	13.5.17	<p>This case under the Housing Act 2004 involved</p> <ol style="list-style-type: none"> 1. Failure to comply with an improvement notice 2. Failure to display the manager's details in the common area 3. Failure to take safety measures 4. Failure to maintain the gas and electricity supplies to the premises 5. Failure to maintain the common parts 6. Failure to maintain the living accommodation 	The company concerned was fined a total of £32134 and ordered to pay costs of £260 and a victim surcharge of £170.
7	1.6.17	<p>Failure to provide information requested under the Local Government (Miscellaneous Provisions) Act 1976 in respect of 2 properties. The three defendants failed to attend the Magistrates Court and the case was heard in their absence.</p>	The defendants were each found guilty of the two offences and were each fined £500 per offence giving a total fine of £1000 each. They were also ordered to each pay costs of £100 and a victim surcharge of £50.
8	2.6.17	<p>The defendant had pleaded guilty at a previous court appearance to 14 offences under the Consumer Protection from Unfair Trading Regulations 2008. The offences arose from rogue trading activity that included engaging in misleading and unfair trading practices, failing to give consumers correct documentation, falsely claiming to be a member of trade associations, providing false guarantees for work, repeatedly cold calling when told not to and in one case digging up a driveway without the resident's</p>	<p>Her Honour Judge Eleri Rees made the following orders:-</p> <ol style="list-style-type: none"> 1. A Confiscation Order in the sum of £7500 to be paid as compensation. A default term of 3 months to be imposed if the order is not complied with. 2. Both the company and its director were fined £3020 each and ordered to pay costs of £5720 each. They will also both pay a victim surcharge of £120. 3. A Criminal Behaviour Order was made against the defendant preventing him from cold calling for any business in the UK or instructing others to do so for a

		consent and within the legal 'cooling off' period.	period of 5 years.
9	5.6.17	The defendant pleaded guilty to 22 offences under the Trade Marks Act 1994 for selling counterfeit goods through his Facebook account.	The magistrates ordered the defendant to pay costs of £200 and a victim surcharge of £85. A Forfeiture Order was made for all the goods and £500 in cash seized. A Community Order was put in place for 12 months with 120 hours of unpaid work and a finally, a 10 day rehabilitation requirement was imposed to address consequential thinking.
10	22.6.17	<p>The defendant pleaded guilty to eight offences under the Housing Act 2004 arising from his property ownership as follows:-</p> <ul style="list-style-type: none"> • Failure to ensure manager's details were displayed in the common areas • Failure to provide adequate structural protection between rooms • Failure to provide structural protection to the electricity and gas meters • Failure to provide sufficient electrical sockets • Failure to maintain waste water pipes, gutters and other rainwater goods • The presence of defective electrical sockets • Failure to maintain the conservatory roof • Failure to maintain windows 	The magistrates fined the defendant a total of £4664 and he was ordered to pay costs of £200 and a victim surcharge of £100.
11	3.7.17	The defendant had been found guilty in her absence on the 9 th June 2017 of failing to comply with a noise abatement notice in respect of loud music on ten	The magistrates fined the defendant £220 for each of the ten offences giving a total fine of £2200. She was also ordered to

		occasions, contrary to the Environmental Protection Act 1990.	pay costs of £200 and a victim surcharge of £30.
12	17.7.17	<p>The defendant pleaded guilty to three offences under the Consumer Protection from Unfair Trading Regulations 2008 relating to his trading practices at a consumers home. These related to</p> <ul style="list-style-type: none"> • Failure to carry out the work on the agreed timeline • Damage caused to the property (which the resident had to pay another trader to remedy) • Failure to provide notice of the statutory cancellation period. <p>in committing these offences in August 2016 the defendant breached a suspended sentence order imposed by the Crown Court in June 2016 for similar offences investigated by SRS and brought under the Fraud Act 2006.</p>	<p>The Judge activated the 32 week suspended sentence and imposed a further 18 weeks sentence for each of the more recent offences to run concurrently but consecutively to the previous sentence. This resulted in a 50 week sentence in total, for which he should serve at least 25 weeks.</p> <p>The Judge also ordered that the defendant pay compensation to the resident affected in the sum of £850 and £150 in costs.</p>
13	14.8.17	The defendant pleaded guilty to four offences under the Trade Marks Act 1994 and eight offences in respect of safety issues under the General Product Safety Regulations 2005 and the Toys (Safety) Regulations 2011. The Magistrates were advised that 32 other offences under the same legislation were to be taken into account.	The defendant was fined £350 for each of the trade mark offences and £500 for each of the safety offences. This gave a total fine of £5400. He was also ordered to pay costs of £1000 and a victim surcharge of £50
14	21.8.17	The defendant eventually pleaded guilty an offence under the Consumer Protection from Unfair Trading	He was fined £440, ordered to pay costs of £787.50 and a victim surcharge of £44. He has now become a member of

		Regulations 2008 relating to falsely claiming FENSA membership	FENSA.
15	29.8.17	<p>The defendant pleaded guilty to two offences of illegal money lending under the Consumer Credit Act 1974 and the Financial Services and Markets Act 2000. The illegal lending covered the period 2013 to 2017 and involved the lending of money to colleagues at a Nursing Home. When lending money she would impose a fixed charge of £30 for every £100 borrowed, a late payment fee of either £12.50 or £15.00 and if no payment was made there would be a charge of £25.00. In one instance £650 in total was borrowed but the recipient paid back £3320 and was then told by the defendant that they still owed approx. £2000. When interviewed the defendant said that she had provided the loans out of friendship.</p>	<p>The judge sentenced the defendant to 4 months imprisonment for each charge to run concurrently, suspended for 2 years. She was also ordered to undertake 200 hours of unpaid work. In addition, the judge made a Confiscation Order in the sum of £12,302 which the defendant has to pay by 1st December 2017. She was also ordered to pay costs of £4338 within 6 months and a victim surcharge of £80 within 2 months.</p>
16	11.9.17	<p>The defendant pleaded guilty to 14 offences under the Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007 in respect of a property he manages.</p> <ul style="list-style-type: none"> • Failure to provide an adequate fire alarm system • Failure to install complete fire doors • Failure to provide adequate fire protection to the basement 	<p>The Magistrates fined the defendant £600 for each of the seven more dangerous offences and gave no separate penalty for the other seven offences. This resulted in a total fine of £4200. He was also ordered to pay costs of £300 and a victim surcharge of £60.</p>

		<ul style="list-style-type: none"> • Failure to eliminate risk of falls due to wide opening windows • Failure to obtain gas safety certificates • Failure to obtain Electrical Installation Condition Reports • Dangerous electrical installations 	
17	21.9.17	<p>The defendant was charged with nine offences under the Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007. These related to:-</p> <ul style="list-style-type: none"> • Failure to provide an adequate fire alarm. • Failure to maintain the fire alarm. • Failure to provide adequate structural protection. • Dangerous layout to the first floor. • Failure to provide adequate heating & hot water system. • Failure to provide adequately designed and sized kitchens. • Failure to maintain the electrical installations. • Failure to maintain the gas installations. • Failure to provide a handrail to the stairs to the first floor. 	<p>The defendant pleaded guilty and was fined £120 for each of the management offences and a further £80 for the two other offences, making a total of £1240. She was also ordered to pay costs of £578 and a victim surcharge of £30</p>

		<p>A further offence under the Housing Act 2004 for failing to comply with a notice requiring submission of documents.</p> <p>And finally one offence under the Local Government (Miscellaneous Provisions) Act 1976 for failing to comply with a notice requiring provision of information.</p>	
18	3.10.17	<p>A company pleaded guilty to one offence under the Health and Safety at Work etc Act 1974 for failing in its duty as an employer to ensure so far as was reasonably practicable the health and safety of persons not in its employment. The prosecution concerned an incident on the 29th October 2015 at the National Museum of Wales site at Cathays Park when a red penny press machine tipped over and struck a 5 year old child causing a head injury and bruising to his arm.</p>	<p>The District Judge fined the company £10,000 and ordered compensation to the injured child in the sum of £1000. They were also ordered to pay expert costs of £10,000, local authority costs of £3544.70 and a victim surcharge of £170.</p>
19	10.10.17	<p>The defendant pleaded guilty to fourteen offences under the Consumer Protection from Unfair Trading Regulations. The court heard how the defendant had misled numerous consumers into giving him money for materials that he did not then purchase, failed to give cancellation rights to consumers and in some circumstances even started the work without permission. He contracted the work out to others who performed substandard work and he failed to check the work they had done, if any. In one instance a premises was left in a dangerous condition due to poor workmanship</p>	<p>The defendant was sentenced to 22 months imprisonment and was told that he would serve half of the term and will be released on licence for the remainder but if he breaches the licence he will go back to prison. He was ordered to pay a total of £2000 in victim compensation and £2000 in prosecution costs. A victim surcharge of £140 was also imposed and he was banned from being a director of a company for 5 years.</p> <p>In sentencing, Judge Bidder stated that the experiences of the consumers in this case should be a warning to others to obtain clear written quotations and to be aware that the legislation gives them the right to cancel contracts made at their home.</p>

20	19.10.17	The defendant pleaded guilty to one offence of using a hackney carriage when his licence to apply for hire had previously not been obtained.	The Magistrates imposed a fine of £133. In addition, the defendant was ordered to pay costs of £475 and a victim surcharge of £30.
21	19.10.17	The defendant pleaded guilty to an offence of driving a vehicle used for the collection of scrap metal without having a scrap metal licence contrary to s.1(1) Scrap Metal Dealers Act 2013	The Magistrates imposed a fine of £500 and ordered the defendant to pay costs of £160 and a victim surcharge of £50.
22	19.10.17	<p>The defendant pleaded guilty to 17 offences under the Management of Houses in Multiple Occupation (Wales) Regulations 2006 which included failures to provide an appropriate alarm system, a lack of structural fire protection, out of date fire extinguishers, lack of fire protection to the gas and electricity meters, as well as:</p> <ul style="list-style-type: none"> • Operating a licensable house in multiple occupation without a licence. • Failure to register as a landlord under the Housing (Wales) Act 2014. • Managing a rented property without a landlord licence under the Housing (Wales) Act 2014. • Failure to comply with a notice under the Local Government (Miscellaneous Provisions) Act 1976 requiring the provision of information on ownership, etc. about the property. 	The defendant was fined a total of £11,250 and ordered to pay costs of £250 as well as a victim surcharge of £120.

		<ul style="list-style-type: none"> Failure to comply with a notice under the Housing Act 2004 requiring the submission of documents, e.g. gas & electricity certificates. 	
23	30.10.17	<p>At this trial, the defendant pleaded guilty to two charges relating to the management of a house in multiple occupation, and not guilty to a further twenty two offences related to the property.</p> <p>At the conclusion of the trial, the Magistrates found the defendant guilty of two of the charges for which not guilty pleas had been entered (relating to ripped bathroom flooring and a damaged electrical socket in a ground floor bedroom). He was acquitted of the remainder.</p>	The defendant was fined £175 for each of the 2 offences he had originally pleaded guilty to, and £250 for each of the offences he was found guilty of. The total fine was £850. The Council was awarded only £400 of the £1522.50 costs application because of errors in the charges. A victim surcharge of £30 was imposed.
24	9.11.17	<p>The defendant was the owner of a rental property and pleaded guilty to 16 offences under the the Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007 in relation to his management of the property and 2 offences for failure to register and licence the property under Part 1 of the Housing (Wales) Act 2015. The management failures included the following:</p> <ul style="list-style-type: none"> Failure to provide an adequate fire alarm system. Provision of dangerous layouts. Failure to provide adequate structural fire protection. Failure to provide an adequate means of escape 	The defendant was fined £320 in respect of each of the Rentsmart Wales offences and in £480 in respect of each of the ten offences relating to safety, making a total fine of £5440. Costs of £350 and a victim surcharge of £170 were also ordered

		<p>from fire.</p> <ul style="list-style-type: none"> • Failure to provide adequate kitchen facilities. <p>Failure to provide adequate electrical installations.</p> <p>Failure to provide an adequate heating and hot water system to the first floor flat.</p> <ul style="list-style-type: none"> • Failure to ensure regular inspection of the gas installations. • Failure to ensure regular inspection of the electrical installations. 	
25	9.11.17	The defendant, a hackney carriage driver, pleaded guilty to one offence of failing to activate the fitted meter on the 30 th March 2017.	The Magistrates imposed a fine of £145, and ordered that costs of £75 be paid together with a victim surcharge of £30.00.
26	16.11.17	<p>The defendants, owners of a rental property, each pleaded guilty to three offences concerning:-</p> <ul style="list-style-type: none"> • Failure to comply with an Improvement Notice • Failure to register with Rent Smart Wales • Failure to obtain a licence with Rent Smart Wales. 	Both defendants were fined £1500 each for failing to comply with the Improvement Notice and £250 each for both of the Rent Smart Wales offences, making a total fine of £2000. They were also both ordered to pay costs of £125 and a victim surcharge of £150.

27	27.11.17	<p>The defendant had previously pleaded guilty to three offences under the Consumer Protection from Unfair Trading Regulations 2008 concerning a loft construction which was dangerously substandard and was not carried out with professional diligence.</p> <p>Inspections of the property had shown the works were 'utterly substandard' and 'load bearing beams were woefully insufficient'. An engineer's report highlighted the potential for a 'catastrophic collapse'. The defendant had displayed a 'devil may care attitude' and when interviewed by the local authority he had shown a 'breath-taking lapse of contrition'.</p>	<p>The defendant was sentenced to 4 months imprisonment on each offence to run concurrently. He was told that he would serve half of that sentence and then be released under supervision.</p> <p>A claim for compensation was made for the complainant in the case who had spent more than £27,000 to rectify the work and to ensure that everything complied with building control regulations.</p> <p>The Judge considered that a proceeds of crime application would be appropriate in order to allow the complainant to obtain compensation and a POCA timetable was set.</p>
28	1.12.17	<p>On the 17th October 2017 the defendant pleaded guilty to 2 counts of illegal money lending, 1 count of money laundering, 1 count of possessing with a view to selling counterfeit goods and 1 count of perverting the course of justice. For over 20 years the defendant had traded as an illegal money lender whilst claiming benefits. A search of his premises revealed large amounts of counterfeit tobacco and cigarettes. It was estimated that in just the previous 3 years he had lent in cash loans approximately £61,000 per year. He charged his victims extortionate rates of interest on those loans.</p> <p>In sentencing the Recorder stated that during the 20 years of offending there had been approx. 160 victims and a £ ¼ million in terms of loans offered. He had</p>	<p>He was sentenced as follows:</p> <p>Count 1 (illegal money lending) 12 months imprisonment</p> <p>Count 3 (illegal money lending) 14 months consecutive</p> <p>Count 4 (money laundering) 3years 6 months concurrent</p> <p>Count 5 (Trade Marks) 4 months concurrent</p> <p>Count 6 (Perverting course of justice) 16 months consecutive</p> <p>This gave an overall custodial sentence of 3 years and 6 months. The 23 days that he had been tagged would count towards that figure. He will be realised on licence after he has served half of that sentence.</p>

		<p>brought a catalogue of misery by money lending and preyed on the vulnerable in the community. People who were desperate were tied into repeated indebtedness. He was claiming benefits whilst making a vast income from money lending. He had previous convictions for dishonesty and violence including the harassment of one of the debtors in the case.</p> <p>Furthermore after he was bailed he continued to collect money and attempted to get witnesses to change their evidence or give false evidence. Looking at his reference he was clearly a 'Jekyll and Hyde' character.</p> <p>A Proceeds of Crime application was made and a timetable set.</p>	
29	22.12.17	<p>The defendant was found to have in his possession for supply at a market a quantity of counterfeit branded goods and electrical equipment. In addition to the goods on display, large quantities of counterfeit goods (including hand rolling tobacco) were found in an ISO shipping container at the rear of the market, the contents of which belonged to the defendant.</p>	<p>The defendant pleaded guilty to offences under the Trade Marks Act 1994 of possessing with a view to selling counterfeit goods. He was fined £166 by the Magistrates. He was also ordered to pay costs of £280 and a victim surcharge of £30.</p> <p>A forfeiture application had already been granted by the court.</p>
30	22.12.17	<p>The defendant was found to be selling a large quantity of counterfeit designer goods alongside the defendant in case 2 above</p>	<p>The defendant pleaded guilty to offences under the Trade Marks Act 1994 of possessing with a view to selling counterfeit goods.. Magistrates imposed a fine of £120 ordered costs of £280 and a victim surcharge of £30 to be paid</p>

			A forfeiture application had already been granted by the court.
31	11.1.18	<p>The defendant, a company director, pleaded guilty to 11 offences under the Food Hygiene (Wales) Regulations 2006 concerning poor standards of food hygiene at her take away business. During two visits in November 2016 and May 2017, the following was established</p> <ul style="list-style-type: none"> • The business did not have a documented food safety management system which is required for all food businesses • Pest control measures were ineffective and advice from the company's own pest control officer had not been followed resulting in mouse droppings throughout the premises including the food preparation areas • On both occasions, the company signed a voluntary closure agreement until cleaning works were carried out and pest control measures were implemented. 	<p>The Judge stated that this was an 'horrendously dirty restaurant' despite visits from the local authority and the advice and assistance they had given. However, having reviewed the company accounts it was clear that there were no assets and the director was in her own words surviving on tax credits. The company was fined a total of £3200, ordered to pay costs of £1660 and a victim surcharge of £40. Due to the company's poor finances, payment would be at a rate of £20 per week.</p>
32	11.1.18	<p>The Shared Regulatory Service had received numerous complaints of loud amplified music and shouting arising from a property. An officer witnessed the nuisance on the 2nd December 2015 and subsequently the occupier was served with a Noise Abatement Notice. Following service of the notice further complaints were received and on 3 separate occasions in May 2017, June 2017 and July 2017</p>	<p>The defendant pleaded guilty to all four charges and was fined £120. In addition, they were ordered to pay £150 in costs and a victim surcharge of £30. A forfeiture order was made for the sound equipment.</p>

		officers witnessed breaches of the Notice with amplified music and shouting emanating from the property. On the 30 th November 2017 the Notice was again breached and on this occasion a warrant was executed to enter the property and remove noise equipment	
33	12.1.18	<p>Complaints were received from tenants about the conditions at two neighbouring properties that are owned by the defendants. Upon visiting the properties, officers found inadequate heating provision, lack of constant hot running water, poor kitchen facilities placing tenants at risk of excessively cold conditions, damp and mould hazard and food poisoning. They were found guilty of the following offences:</p> <p>Neither defendant attended court and the matters were proved in their absence in relation to eight offences against the first defendant</p> <ol style="list-style-type: none"> 1. Failing to comply with the requirements imposed by an abatement notice under section 80 of the Environmental Protection Act 1990 2. Two counts of failing to comply with the requirements of an Improvement Notice served under the Housing Act 2004 3. Two counts of failing to comply with the requirements of a requisition for information under section 16 of the Local Government (Miscellaneous Provisions) Act 1976 4. Failing to comply with the requirements of a requisition for information under section 16 of the Local Government (Miscellaneous 	The magistrates fined both defendants £660 for their first offence with no separate penalty for the others. They were also ordered to pay cost of £175 each and a victim surcharge of £66 each.

		<p>Provisions) Act</p> <ol style="list-style-type: none"> 5. Failing to obtain a licence for the carrying out of letting activities 6. Failing to obtain a licence for the carrying out of property management activities <p>A further three offences were proved against the second defendant as follows:-</p> <ol style="list-style-type: none"> 1 Failing to comply with the requirements of a requisition for information under section 16 of the Local Government (Miscellaneous Provisions) Act 2 Carrying out property management work in respect of that dwelling when they did not have a licence to do so 3 Carrying out property management work in respect of that dwelling when she did not have a licence to do so 	
34	12.1.18	<p>The defendant, a taxi driver, pleaded guilty to one offence under the Local Government (Miscellaneous Provisions) Act 1976 for failing to return his vehicle licence private hire plate. In December 2016, the vehicle plate expired. In January 2017, the defendant informed the Shared Regulatory Service that he was not working, as a taxi driver anymore and therefore had to find the plate to return it. Following a number of letters requiring the return of the plate, the defendant signed a declaration of loss of the plate in April 2017. However, in June 2017 a vehicle owned by the defendant was seen in Cardiff with the expired plate</p>	<p>The defendant was fined £150, ordered to pay costs of £150 and a victim surcharge of £30.</p>

		secured to the rear of the vehicle.	
35	19.1.18	The defendants failed to control their pet dog and consequently, it ran onto the driveway of a neighbour and bit him on the upper arm. The attack was unprovoked and was witnessed by the neighbour's wife who was 8 months pregnant at the time and their 4 year old son. The dog remained aggressive after the incident and the police were called. Subsequently the dog was signed into the care of SRS during which time it bit a member of kennel staff. The dog had a history of straying and showing aggression and in 2016 advice was given by the Animal Warden.	<p>The first defendant was fined £350, ordered to pay costs of £595 and a victim surcharge of £35. Her partner was fined £225, ordered to pay costs of £595 and a victim surcharge of £30. Both defendants must pay compensation of £250 each to their neighbour for the injury and trauma caused.</p> <p>Based on expert witness evidence, the Magistrates decided against a Destruction Order, a move supported by the Prosecution, and imposed instead a Contingency Destruction Order requiring the dog to be kept under control, muzzled and in the care of a fit and proper person over the age of 16.</p>
36	29.1.18	Work carried out by the defendant at two properties was found to be substandard and incomplete. In one case the property was left in a dangerous condition as a result of a botched loft conversion, and in the case of a bathroom installation that was not completed, the owners were without hot water for a considerable length of time. In both cases, the residents had to spend more money to have the necessary remedial work done by other traders, the combined cost of which amounted to more than £30,000.	<p>The defendant initially pleaded not guilty to all matters and the case was committed to Cardiff Crown Court for a trial. However he subsequently pleaded guilty to 8 offences under the Consumer Protection from Unfair Trading Regulations 2008 concerning his misleading and unfair commercial practices. He was later sentenced to 42 weeks imprisonment suspended for 18 months and a curfew was imposed on him between the hours of 7pm and 6am</p> <p>Costs were awarded in the sum of £2500 and a victim surcharge of £140.</p>
37	7.3.18	The offences related to the management of a house in multiple and failure to provide requested documentation. A visit to the property in June 2017 revealed a number of offences of which the more serious concerned:	Both defendants were fined a total of £5880 each, ordered to pay costs of £2050 each and a victim surcharge of £170 each.

	<ul style="list-style-type: none">• Failure to maintain smoke detectors• Failure to provide adequate structural protection• Failure to ensure free access to the emergency gas shut off valve• Failure to ensure regular testing of the electrical installation• Defective electric lighting to the common areas <p>Both defendants pleaded guilty to nine offences under the Management of Houses in Multiple Occupation (Wales) Regulations 2006 and to 1 offence under the Housing Act 2004. The District Judge considered it appropriate, in the absence of specific sentencing guidelines for these type of offences, to take into account relevant health and safety legislation guidelines and to consider the defendants' culpability and the likelihood of harm. He considered that 'cost cutting' was an aggravating feature in this case and that the defendants should have inspected the property when they took it over, identified the issues and remedied them. He considered that they had 'hindered the investigation' by failing to provide safety documentation requested by the officers. However, he accepted both defendants' previous good character, that the works were now completed albeit the property</p>	
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		is no longer an HMO and their early guilty pleas.	
38	15.3.18	The defendant pleaded guilty to 3 offences under the Gambling Act 2005 for unlawfully making gaming machines available for use in a chip shop on three occasions in March 2017.	He was fined £253 for the one offence with no separate penalty for the others. He was ordered to pay legal costs of £350, investigation costs of £920 and a victim surcharge of £30. A forfeiture and destruction order was granted in relation to the two gaming machines and cash that were seized.
39	15.5.18	In July 2017 the defendant breached an abatement notice by playing loud amplified music at his residential address. He pleaded guilty to the offence under s.80(4) of the Environmental Protection Act 1990.	The defendant was given a conditional discharge for 12 months, ordered to pay costs of £100 and a victim surcharge of £20.
40	22.3.18	In August and September 2017 the defendants breached two abatement notices issued against them in respect of loud amplified music emanating from their domestic property and also singing and shouting. Neither defendant attended court and they were both found guilty in their absence of 4 offences under s.80(4) of the Environmental Protection Act 1990.	Tania Pothan was fined £440, ordered to pay costs of £110 and a victim surcharge of £30. Christopher Mellor was fined £220, ordered to pay costs of £110 and a victim surcharge of £30.

In addition, the following Forfeiture Orders were sought:-

Court date	Details	Outcome
9.7.17	An application for forfeiture by way of complaint under the Trade Marks Act 1994 was heard in respect of 375 items of counterfeit clothing, goods and accessories seized from a market stall in December 2016.	The order was granted
14.8.17	An application for forfeiture by way of complaint under the General Product Safety Regulations 2005 in respect of approximately 5000 fancy dress costumes which failed safety requirements (failure to carry the appropriate safety warnings and instructions seized on the 23 rd January 2017	The order was granted
12.1.18	In June 2017 during the UEFA Champions League Cup Final in Cardiff the Shared Regulatory Service discovered that a High Street bookmaker was offering to supply numerous items including footballs, scarves, t-shirts and key rings bearing the various trademarks of Juventus FC, Real Madrid and UEFA. In total, 932 items were seized and later confirmed to be counterfeit. The In interview Ladbroke Coral stated that the goods were intended as a free giveaway to celebrate the Champions League Final being held in Cardiff and that there was no intention for financial gain.	The Forfeiture Order was granted. The defendant subsequently accepted a simple caution.

Bridgend**Core****Authority Specific**Licensing
Kenneling & Vets

	2017-18 Expenditure Budget £000's	2017-18 Income Budget £000's	2017-18 Net Budget £000's	2017-18 Actual Expenditure £000's	2017-18 Actual Income £000's	2017-18 Net Position £000's	2017-18 Net Variance £000's
	A	B	C = A - B	E	F	G = E - F	H = D - G
	1,404	(94)	1,310	1,307	(69)	1,238	72
Licensing	318	(301)	17	301	(300)	1	16
Kenneling & Vets	47	0	47	20	0	20	27
	1,769	(395)	1,374	1,628	(369)	1,259	115
	3,585	(251)	3,334	3,345	(203)	3,142	192
Cardiff Licensing	651	(959)	(308)	794	(878)	(84)	(224)
HMO Cathays	187	(55)	132	188	(209)	(21)	153
HMO Plasnewydd	253	(177)	76	246	(66)	180	(104)
Student Liason	61	0	61	61	(46)	15	46
Night Time Noise	58	0	58	62	0	62	(4)
Cardiff Port Health	138	(126)	12	131	(126)	5	7
IMLU - Cardiff	382	(382)	0	382	(382)	0	0
	5,315	(1,950)	3,365	5,209	(1,910)	3,299	66
	1,263	(14)	1,249	1,174	(21)	1,154	95
Vale Licensing	355	(289)	66	356	(278)	79	(13)
Burials	2	0	2	8	(5)	3	(1)
Additional Licensing (Vale)	8	0	8	8	0	8	0
Pest Control Service (Vale)	98	(50)	48	89	(37)	51	(3)
Vets & Kennelling Fees (Vale)	20	0	20	12	0	12	8
	1,746	(353)	1,393	1,647	(340)	1,307	86
Grand Total	8,830	(2,698)	6,132	8,484	(2,619)	5,865	267

Mae'r dudalen hon yn wag yn fwriadol

THE FLEET REPLACEMENT OF REFUSE AND HOOK LOADERS – REPROCURE (Lot 1) WITH A NEW IN HOUSE MAINTENANCE SERVICES MODEL

**CLEAN STREETS, RECYCLING AND ENVIRONMENT
(COUNCILLOR MICHAEL MICHAEL)**

AGENDA ITEM:5

Appendix A to this report is exempt from publication because it contains information of the kind described in paragraphs 14 and 21 of parts 4 and 5 of Schedule 12A of the Local Government Act 1972.

Reason for this Report

1. To seek approval for a new procurement approach for the fleet replacement of Refuse and Hook Loaders that will reflect new opportunities for bringing fleet maintenance services in house.
2. To seek approval to end the current Heavy Good Vehicle (HGV) fleet procurement exercise so that the Council can align with maintenance and service opportunities. This will provide best value for the Council and taxpayers whilst ensuring the HGV fleet remains within the affordability window of the Council.
3. To delegate to the Director of Planning, Transport and Environment in consultation with the Cabinet Member for Clean Streets, Recycling and Environment authority to deal with all aspects of the procurement process and ancillary matters up to and including award of contract.
 - A new recycling and waste collection fleet.
 - A new skip hook loader fleet.
 - Associated safety and fleet support systems.
 - In-house maintenance service arrangements for heavy goods vehicles.

Background

4. In January 2018, Cabinet considered the following report “The Fleet Replacement of Refuse, Street Sweepers and Hook Loaders”. Cabinet

resolved that:-

- i. The content of this report be noted.
 - ii. The procurement approach and the high level evaluation criteria of the new Recycling Waste Collections Fleet, the Hook Lift Roll on-off vehicles and the small mechanical sweeper vehicles be approved.
 - iii. Authority be delegated to the appropriate Director in consultation with the Cabinet Member to:-
 - a) approve commencement of the procurement and issuing of documentation; and
 - b) generally deal with all aspects of the procurement process and ancillary matters up to and including award of contract.
5. The fleet procurement will fulfil the Capital Ambition commitment to ensure that our public services are delivered efficiently, safely, effectively and sustainably in the face of the rising demands of a growing city with reducing budgets.
 6. Cardiff is the best core city for recycling with a level of 58% but faces the challenge of meeting 64% by 2019/20. The new fleet will support the delivery of improving recycling levels for Cardiff and help support the Capital Ambition to deliver world class recycling waste collection services and high recycling performance.
 7. The new fleet will have innovative low-emission diesel engines to support the Council's aims of improving air quality in Cardiff.
 8. The new fleet will have modern safety and control technology to support the safety of our staff and the public whilst ensuring the delivery of an efficient and sustainable service.
 9. In May 2018, the Council began the procurement exercise for fleet on the basis of two individual lots:-
 - i. Lot 1 – Heavy Goods Vehicles (HGV) (Refuse Collection Vehicles and Hook Loaders).
 - ii. Lot 2 – Small Mechanical Sweepers.

The evaluation was carried out in a 2-stage process:-

- Stage 1 was a mandatory pass or fail and minimum threshold requirement, ensuring only suppliers who can demonstrate their ability to deliver this provision proceeded to Stage 2.
- Stage 2 was assessed on a most economically advantageous tender (MEAT). The evaluation criteria for stage 2 was 60% Price and 40% Quality.

Lot 1: Heavy Good Vehicles (Refuse Collections and Hook Loaders)

10. A number of bids were received and evaluated for Lot 1. Despite pre-market testing on the heavy goods market and procuring a 'like for like' specification against our current fleet, the returning bids were higher than the current affordability window. The existing fleet budget for Lot 1: HGVs and affordability assessment are outlined in confidential Appendix A.
11. Lot 1 includes the provision of:
 - 27 collection vehicles for the collection of domestic and commercial residual waste, garden waste, and dry recyclables.
 - 7 collection vehicles specific for food waste.
 - 4 Hook-lifts to service the recycling centres by moving recycling to the transfer station.
 - 1 skip loader to service commercial skips – a new commercial business for Cardiff Council.
 - All maintenance and servicing.
12. A review has identified the following reasons why there is a variance to the existing budget for fleet:-
 - A cost increase relating to improvements in engines from Euro5 to Euro6 diesel engines, which is part of our clean air strategy commitments.
 - A cost increase relating to global steel prices, representing an increase in raw material costs for manufacturing the HGV fleet.
13. The management team, procurement, finance and Central Transport Services (CTS) undertook a review and concluded the progression of this procurement did not provide the Council with best value or the flexibility to bring fleet maintenance and servicing in house.

Lot 2: Small Mechanical Sweepers

14. The sweepers were evaluated as Lot 2 and the contract has been awarded based on the evaluation criteria approved by the original Cabinet decision as the outcome was within the affordability window.
15. This means that the new sweeper fleet will service our streets within the next six months, providing a fleet with the latest technology, including low emission engines.
16. The service area will be looking to brand the new fleet so the investment of new vehicles is identifiable to citizens, businesses and officers.

Vehicle Emissions & alternative-fuels mediums (all vehicles)

17. Capital Ambition has a commitment to reduce emissions from vehicles to improving air quality in Cardiff. The procurement will continue to seek to

deliver low carbon and low-emission vehicles as part of the quality aspect of the procurement process.

18. The Euro 6 engine is the latest and best standard engine for new commercial vehicles that carry heavy goods that exceed 3.5 Tonnes. The Euro 6 engine harnesses the latest automotive technology to reduce emissions. Compared to its predecessor (the Euro 5 standard), Euro 6 engines reduce nitrogen oxide emissions by a further 77% and cut soot particle emissions by 66%.
19. All large collection vehicles for the collection of domestic and commercial residual waste, garden waste, and dry recyclables recycling and the Hook Lift roll on-off skips will have a specification for Euro 6 engines.
20. New markets in alternative fuels such as compressed natural gas, electric and hydrogen are emerging for heavy goods vehicle fleets. The Council will seek options within the tender to ensure there are no restrictions in moving forward with trialling and using vehicles operating on alternative fuels.
21. The Council are actively seeking the development of alternative fuel operated areas of the fleet and the development of a supply network that will be vital for a securing a sustainable fleet. While such a network for suitable refuelling may take time to establish, the procurement will be careful to consider the position of alternative fuels in the coming years within the contract and will enable flexibility for such opportunities as they emerge. Currently, discussions with the industry leaders on alternative fuel options places a viable alternative fuel network at three years away.
22. Neighbourhood Services are progressing a trial of a new electric small-mechanised sweeper in Cardiff City Centre. This will be the first electric sweeper in Cardiff and will be branded to promote Cardiff Council's ambition of having a cleaner fleet.

Strategy

23. By delivering the proposed range of vehicles, the procurement will deliver economies of scale and the Council will achieve better value for money.
24. The term of the procurement will provide the Council with the flexibility required to work on future recycling initiatives with Welsh Government. This will allow the Council to take the opportunity of securing further capital investment from Welsh Government.
25. The fleet will be procured with modern safety and control technology to support the safety of our staff and the public whilst ensuring the delivery of an efficient and sustainable service.

Issues

26. The changes in the market have provided the Council with an opportunity to undertake an intensive review on procuring future fleet services to

deliver best value whilst supporting the delivery of an in house maintenance and service delivery.

27. The service area will utilise the-state-of-the art Central Transport Services (CTS) asset at Coleridge Road to bring the maintenance and servicing elements back into the control of the Council. CTS is growing their in-house skills and have made significant cost reductions in recent years by carrying out any damage repairs to the Council fleet.
28. To support the approach to bring maintenance and servicing in house, a new fleet procurement will be required. The proposal is to end the current procurement process and to deliver a new procurement approach with CTS undertaking the maintenance and servicing.
29. The new tender for LOT1: HGVs will identify mandatory and technology elements for fleet lease only. This will allow sufficient flexibility and budget process alignment for the Council to progress with a robust service agreement for the new fleet.

- i. Mandatory elements will cover the core vehicle requirements.
- ii. The technology elements cover the additional equipment that the Council requires to reduce significant health and safety risks that operating a waste and cleansing fleet creates. These vehicles work in areas where space can be restricted and often work in close proximity to pedestrians and other moving vehicles.

Therefore, the recommendation is to utilise additional technology as “assistance tools”. The new procurement will continue to ensure consistent coverage of cyclist safety devices, audible reversing alarms, drive-locks and immobiliser systems, additional reversing lights, spotlights for working at the rear of vehicles, additional LED flashing lights and 360° CCTV camera systems.

By identifying these assistance tools separately in the new procurement, the Council can retain the flexibility on awarding these elements based on the affordability window.

The procuring of these elements can be separate from the main fleet procurement and retrospectively fitted by the awarded contractor and/or CTS to the fleet to obtain best value. The manufacture times for vehicles manufacturer lead would mean there is no detrimental impact on the delivery of the new fleet.

30. The outcomes of this new procurement approach will support CTS to achieve:
 - Undertaking maintenance and servicing in house.
 - Aligning the development of skill sets with the new procurement and manufacturers lead times to deliver an in house service provision.
 - Provide job creation / security.
 - Increase the skill base within CTS.

- Reduce expenditure going outside the Council; and
 - Maximise the use of the Council's state-of-the-art asset at Coleridge Road.
31. This new approach will reduce the risk of the procurement being outside of the affordability window by:
- Increasing flexibility to build the procurement options in line with the affordability window.
 - Bringing the timescale back within the budget setting process to support the procurement exercise.
 - Maximising the commercial income opportunities of the CTS facilities.
 - Tailoring Service Level Agreements between Waste Management and CTS to enable operational efficiencies to be further enhanced.
32. CTS have 12 months to ensure the maintenance and servicing skills are in place to support the new servicing and maintenance requirements.
33. The new procurement exercise will add 3 months onto the provision of any new fleet being operational in Cardiff.

Interim Fleet Arrangements

34. CTS, Waste Management and Procurement Services will work together to secure the best interim fleet solution until the delivery of the new vehicles.
35. The provision of skip and hook lift vehicles will be via a framework agreement and these arrangements will continue. Due to the operational nature of these vehicles, there will be no impact on service delivery.
36. Further dialogue will be required through national frameworks to secure a robust and best value fleet in the interim. Our priority remains delivering safe, reliable and efficient collection services to the residents and businesses of Cardiff.

Reason for Recommendation

37. To bring the procurement of HGV fleet within an affordability window for the Council and align with the budget setting process.
38. To support the in-house CTS led maintenance and servicing model for HGV fleet.

Financial Implications

39. The report outlines the procurement approach in relation to the HGV fleet including issues relating to cost and affordability within existing budgets and proposes a new approach, with in-house maintenance and servicing arrangements. The overall costs associated with these new arrangements have yet to be determined and will depend on the outcome of the new procurement exercise together with a full assessment of any additional costs to the Council as a result of bringing the maintenance and servicing

in-house. Any additional costs will need to be considered as part of the 2019/20 budget process and reflected in the Council's Budget for that year and also reflected in the Council's Medium Term Financial Plan where further, full year costs may impact on budgets in future years. The Directorate has currently submitted a financial pressure bid of £500,000 for 2019/20 to support these arrangements and it is recommended in this report that in line with the Council's Budgetary Framework, Cabinet commit expenditure of up to £500,000 for this purpose. Any variation to this will be reviewed as part of the Budget.

40. The report also notes that there will be a need for interim fleet arrangements to be put in place prior to the new vehicles becoming available and that further dialogue will be required through national frameworks to secure a robust and best value fleet in the interim. Any additional costs associated with this in the current financial year will need to be managed by the Directorate with any impacts in relation to 2019/20 being considered as part of the Council's budget process.

Legal Implications

41. These legal implications deal with the recommendations to abandon Lot 1 of the current procurement; commence a new procurement and interim arrangements.
42. The report recommends abandoning Lot 1. Legal Services are instructed that the procurement documents reserved the right for the Council to abandon and/or not proceed with any award and set out that the Council would not be liable for tenderer's costs. If the decision is made to abandon the procurement (not to proceed to award a contract) the Council must notify candidates and tenderers of the grounds for its decision (Regulation 55 Public Contracts Regulations 2015) and follow the prescribed procedures.
43. It is important that the decision maker is satisfied that a decision to abandon this procurement is a 'reasonable' decision to reach having regard to all material facts.
44. With regards to the commencement of the new procurement, it is understood the value of this procurement is over the EU procurement threshold and will be procured in line with the EU procurement regulations. Further legal advice should be sought generally on the procurement documents and particularly on how to achieve the flexibility required.
45. Further legal implications, if required, will be set out in the delegated report.

Interim Approach

46. Any contract must be procured in accordance with the process set out in the Framework Agreement. It should be noted that the terms and conditions will be those as set down by the Framework Agreement and the client department should satisfy themselves as to whether they are

suitable for their requirements. Any further legal implications, if required, will be set out in the delegated report.

Generic Advice

47. In respect of the proposed contractual arrangements (both interim and longer term arrangements) detailed advice should be sought as to whether they raise any Employment Law issues, in particular whether TUPE shall apply to the services element of the contractual arrangements and reference should be made to the HR advice.
48. The report identifies that an Equality Impact Assessment has been carried out and is appended to the report. The purpose of the Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty. The decision maker must have due regard to the Equality Impact Assessment in making its decision.
49. The decision maker should also have regard, when making its decision, to the Council's wider obligations under the Social Services and Wellbeing (Wales) Act 2014 and the Wellbeing of Future generations (Wales) Act 2015, Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.
50. To the extent that any of the proposed contractual arrangements are grant funded then prior to concluding any such contracts (including direct awards) the terms and conditions attaching to such grants should be checked to ensure the same can be complied with.

HR Implications

51. There may be a number of indirect and direct HR implications for this report that will need to be considered as part of both the formulating of the interim arrangements and the final proposal. For the interim arrangements third party Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply which means that the Council will have to undertake its role as a conduit for information but it not be directly involved in the TUPE. For the final arrangement for servicing TUPE may apply and if this is the case, the Council will undertake its obligations under this legislation.
52. Initial employee and trade union engagement has been undertaken as part of the development of the specifications and this will continue as the finer details are considered.

RECOMMENDATIONS

Cabinet is recommended to:

- 1) Note the content of this report.
- 2) Authorise officers to end Lot 1 of the current procurement exercise.
- 3) In line with the Council's Budgetary Framework, commit expenditure of up to £500,000 in relation to future years in order to support the procurement approach for the HGV fleet with in-house maintenance and servicing arrangements.
- 4) Delegate to the Director of Planning, Transport and Environment in consultation with the Cabinet Member Clean Streets, Recycling and Environment, the Council's S.151 and Monitoring Officers to:-
 - a) approve commencement of the procurement and issuing of documentation;
 - b) undertake interim framework arrangements, and
 - c) generally deal with all aspects of the procurement process and ancillary matters up to and including award of contract.

SENIOR RESPONSIBLE OFFICER	ANDREW GREGORY DIRECTOR OF PLANNING, TRANSPORT AND ENVIRONMENT
	9 November 2018

The following appendix is attached:

Appendix A - Existing fleet budget for Lot 1: HGVs (Confidential)

Mae'r dudalen hon yn wag yn fwriadol

Yn rhinwedd paragraff (au) 14, 21 Rhan (nau) 4 a 5 o Atodlen 12A
o Ddeddf Llywodraeth Leol 1972.

Mynediad Cyfyngedig i'r Ddogfen

Mae'r dudalen hon yn wag yn fwriadol

CABINET RESPONSE TO THE REPORT OF THE POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE TASK & FINISH GROUP ENTITLED 'CUSTOMER LEADERSHIP'

**FINANCE, MODERNISATION AND PERFORMANCE
(COUNCILLOR CHRIS WEAVER)**

AGENDA ITEM: 6

Reason for this Report

1. To respond to the Policy Review and Performance Scrutiny Committee's recommendations outlined in the report entitled 'Customer Leadership', which was received by the Cabinet in May 2018.

Background

2. At its meeting on 20th September 2017 the Policy Review & Performance Scrutiny Committee agreed the Committee's 2017/18 work programme would include a task & finish inquiry in to Council's approach to customer leadership.
3. The agreed terms of reference for the inquiry were:
 - To explore opportunities for embedding customer culture and leadership across the council by:
 - Clearly defining the challenges, such a diverse services, multiple touch points, and large number of staff.
 - Reviewing existing best practice internally and externally.
 - Identifying mechanisms for improvement such as customer charter, customer 'champions' across the Council, and corporate customer service training.
 - To examine Council policy (guidelines) for supporting the digitally disadvantaged (Digital inclusivity)
 - To make recommendations for improvement in Customer Leadership.
4. The Committee's report identified **94** key findings and made **7** recommendations.

Issues

5. The Cabinet's response to the 7 recommendations is detailed in Appendix 1.

Reason for Recommendations

6. To respond the Policy Review and Performance Scrutiny Committee recommendations.

Financial Implications

7. There are no financial implications arising directly from this report. Any consequential initiatives involving additional expenditure will need to be considered at the time with the expectation that they are funded from within existing Council resources.

Legal Implications (including Equality Impact Assessment where appropriate)

8. In making decisions and formulating policy the Council must have regard to its duties under the Equality Act 2010 to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations between groups, all in relation to the protected characteristics of race, sex, disability, age, gender re-assignment, sexual orientation, pregnancy and maternity, marriage and civil partnership, and religion or belief. The Council must not discriminate unlawfully in its provision of services.

HR Implications

9. Senior managers within HR will work with the Head of Customer Services in order to deliver on the actions and commitments identified within Appendix 1 including the new customer service training.

RECOMMENDATIONS

The Cabinet is recommended to agree the response to the Policy Review and Performance Scrutiny Committee as set out in Appendix 1 to this report.

SENIOR RESPONSIBLE OFFICER	CHRISTINE SALTER CORPORATE DIRECTOR RESOURCES
	9 November 2018

The following appendices are attached:

- Appendix 1 – Cabinet Response to the Report of the Policy Review and Performance Scrutiny Committee Entitled 'Customer Leadership'
- Appendix 2 – Draft Customer Charter

**CABINET RESPONSE TO THE REPORT OF THE POLICY REVIEW AND
PERFORMANCE SCRUTINY COMMITTEE ENTITLED 'CUSTOMER
LEADERSHIP'**

The Policy Review and Performance Scrutiny Committee recommended that the Cabinet consider the following:

R1 Evaluate then strengthen the customer focus of the Council's suite of strategic planning documents, introducing a clear customer centric line of sight by developing:

- **A new Customer Vision Statement (KF1,4,5)**
- **A Customer Charter that embraces customer service values and behaviours, such as the draft attached at Appendix 2 (KF1,4,5)**
- **A Customer Service Strategy to deliver customer focussed service internally and externally (KF1,4,5)**

Response: This Recommendation is accepted

Appreciation of the Council's strong foundation in strategic planning processes is noted and a piece of work will be taken forward that will review the current strategic documents to assess what is in place to underpin robust customer centric outcomes and ways of working.

After evaluation of the current state a set of high-level customer focussed documents as listed above will be developed. A working group within Customer and Digital Services has drafted a Customer Charter for consultation and comment as attached in appendix 2. It is clear that a strong Customer Service Strategy that will link with our vision is a critical component to the success of the organisation. It is recognised that Service Leadership includes robust customer service standards both internally and externally.

R2 Improve the Council's understanding of customer needs and expectations by involving the customer in business planning through customer research, engagement activity and use of customer insight data. Undertake a new Customer Service survey that provides a baseline as to the present consistency of the customer experience, service delivery and staff behaviours. (KF29, 31, 32, 34)

Response: This Recommendation is accepted

This recommendation fully accepted working to a 12-month timeframe for full action. The Head of Customer Service will review all customer satisfaction and feedback that is available over the past 24 months working with both the CRC (Cardiff Research Centre) and directly with service areas. Work will be undertaken with our customers through a variety of channels, measures and surveys to gain customer insight and create action plans that feed into the strategic planning documents. Real time customer experience will be gained and this data used to shape services and make

recommendations. A timetabled series of internal mystery shopper exercises will be carried out.

R3 Embrace the requirement for clear leadership of the customer service vision by facilitating a step change in customer service awareness and understanding across all management roles, but specifically:

- **Giving the Chief Digital Officer a mandate and full authority to ensure council-wide consistency of customer service standards. (KF6,7,8,11,12,19,20,21)**

Response: This Recommendation is accepted

The Council has recently appointed a Head of Customer Service (OM1). This post holder has responsibility for driving the customer leadership agenda corporately and reports directly to the Chief Digital Officer. The post holder is able to escalate to the CDO (Chief Digital Officer) and to the Corporate Director Resources if required for full authority to implement and enforce change and standards.

R4 Develop the culture, management accountability and customer training at all levels that will encourage consistency of service excellence by:

- **Putting in place customer focussed training and development for all Council staff, frontline, back office, team leaders and managers to ensure staff behaviours reflect the Councils customer vision;(KF11,12,13,14, 24, 25)**

Response: This Recommendation is accepted

Work to review, invigorate and design new customer service training is already in progress. The Head of Customer Service is working with the Academy to design and deliver three levels of Customer Service as follows:

Level 1 - How to give great Customer Service - open to all staff via the academy at any time, however mandatory for new staff within 6 months of joining as part of corporate induction.

Level 2 - How to be a Customer Service Professional - aimed at staff who manage and take complaints

Level 3 - How to lead Customer Service culture - aimed at higher level management including management of staff practices (with link to strategic planning, mandatory for Grade 10 and above)

Online Customer Services Training Module delivered to ALL staff via the learning pool E learning/Academy.

- **Introducing a new senior management focus on customer service council-wide, in-line with the customer service charter, recognising that it is senior managers who hold the key to service improvement by breaking down silos;(KF2,13,15,19,26,33)**

Response: This Recommendation is accepted (part of R4)

This recommendation is accepted and a full communication strategy for senior management including relevant briefings and presentations will be developed.

- **Encouraging individual employee commitment to customer service by introducing a customer focus to the Council's statement of employee values; (KF20)**
- **Ensuring each member of staff understands who their internal or external customers are. This can be re-enforced through the Personal Review conversation; (KF16,20,25)**

Response: This Recommendation is accepted (part of R4)

The Head of Customer Services will work collaboratively with HRPS to review the current Council Core Values, Employee Charter and Recruitment process – the review will include assessing a sample of Job Descriptions and Personal Specifications across the organisation with a view to ensuring that customer competencies are considered.

The review will include elements such as the value of including a compulsory Customer Service question in Council Interviews; using the corporate performance review communication campaigns to reinforce the understanding of both internal and external customers.

- **Introducing customer service as a standing item at team meetings (KF13)**
- **Refreshing the Ambassadors network to share the customer service vision of operational managers; (KF10,17)**
- **Refreshing the corporate induction process to embrace a customer focus; (KF23,25)**
- **Evaluating the Council's recruitment policies to ensure they re-inforce the emerging customer culture; (KF22)**
- **Making the customer expertise of the Council's C2C contact centre widely available to provide training for customer facing staff across the organisation; (KF3, 9,18,26)**

Response: This Recommendation is accepted (part of R4)

The Head of Customer Service will amend the team-meeting template to include a Customer and Digital element as part of the roll out of this programme of work. This will include examples of what we would expect to see discussed and addressed under this standing item.

The Head of Customer Service will explore a new way of working with staff engagement, which will enhance customer service with staff at all levels including senior management.

The Head of Customer Service will work with the Academy to evaluate the current induction programme with a view to reviewing and refreshing where necessary to ensure it is customer focused. This will be in conjunction with Level 1 Customer Service Training.

C2C do not have current resource to be able to provide training; however, the C2C Trainer is developing the content and assisting in the delivery of the Customer Service training within the Academy and this work will continue.

R5 Explore the invitation to experience Admiral and Welsh Water's customer leadership approach first hand, by spending time with the companies or inviting the company representatives into the Council. Secure opportunities for senior managers to spend time with these organisations to experience their customer service focus and culture. (KF27)

Response: This Recommendation is accepted

The Head of Customer Services and the Customer Services Trainer will visit the named organisations and others before deciding how this would best work with other senior managers and how we could weave this potential exercise into the framework for senior managers. Customer Service staff in C2C have already visited Molson Coors (October 2018) to discuss and explore their culture and standards have the DVLA booked in as the next site visit.

R6 Secure membership of the Institute of Customer Service as the professional body that could support the customer service development journey. The task group recommend *Trusted Advisory Network* membership as the Council has some of the building blocks for effective customer service in place but is facing a major set of challenges if it is to embed customer service throughout its operations.(KF30,31)

Response: This Recommendation is partially accepted

The benefits and cost of securing membership with a professional body will be explored to see how this can add value to the Council's operations.

R7 Facilitate central monitoring and direction of the customer service experience and other data by:

- **Introducing the Net Promoter Score system to benchmark progress in customer satisfaction. (KF28)**
- **Driving out poor performance with better performance information informed by robust digital customer data. (KF34)**
- **Exploring and introducing data visioning to support customer service delivery and to improve consistency of service.(KF34, 35)**

- Using the impartial ICS monitoring and rating system to evaluate the Council's customer service performance.(KF30, 31)

Response: This Recommendation is accepted

The Head of Customer Services will consider a range of Customer Experience metrics such as:

Net Promoter Score
Customer Satisfaction
Customer Churn Rate
Customer Effort Score
Efficiency Related Metrics:
Average Resolution Time
First Contact Resolution

Once measures have been agreed; data visioning and analysis **will be carried out** to identify best practice customer service and pockets of poor performance. With the new framework in place, data will be used to introduce quarterly reports to feed into Corporate Planning documents. Impartial monitoring will be dependent on professional body membership.

Mae'r dudalen hon yn wag yn fwriadol

Each heading to have its own icon

Customer / Citizen Charter

DO RIGHT BY YOU

We promise to:

- ✓ Be polite, helpful and considerate and take time to listen to you / treat you with respect
- ✓ Offer a straightforward, personal and quick customer service experience
- ✓ Consult and engage with community and customer groups to identify customer needs
- ✓ Communicate with you in plain language and avoid using jargon
- ✓ Protect your personal information
- ✓ Treat you as an individual and according to your needs

GIVE YOU A CHOICE WITH HOW TO GET IN TOUCH

We will:

- ✓ Clearly advertise all the ways you can access our services (including face to face)
- ✓ Design services that reflect the diverse make up of Cardiff
- ✓ Ensure social inclusion by giving you a choice in how you contact us
- ✓ Give you a voice on social media or improve / increase how we engage with you on social media
- ✓ Make more of our services available online to use at a time that suits you

GET IT RIGHT

We will:

- ✓ Do what we say we will do
- ✓ Say sorry and put things right if we make a mistake
- ✓ Tell you what to do next if you are not happy with how you've been treated
- ✓ Use your feedback to shape our services
- ✓ Train our staff to the highest standards

HOW YOU CAN HELP

We ask you to:

- ✓ Treat our staff with respect
- ✓ Tell us when something changes and give us the correct information at the right time
- ✓ Give us the opportunity to put things right first
- ✓ Provide us with honest feedback
- ✓ Like us on Facebook, follow us on Twitter, join our citizen panel and participate in surveys and consultations

Mae'r dudalen hon yn wag yn fwriadol

2019/20 BUDGET PROPOSALS – FOR CONSULTATION

FINANCE, MODERNISATION & PERFORMANCE
(COUNCILLOR CHRIS WEAVER)

AGENDA ITEM: 7

Reason for this Report

1. To provide an update to the Budget Reduction Requirement for 2019/20, including the reflection of the Provisional Local Government Financial Settlement.
2. To provide details of the consultation that will take place to inform Cabinet's final 2019/20 Budget Proposal. The consultation document "Changes for Cardiff" is attached at Appendix 1 and a full list of draft 2019/20 savings proposals is attached at Appendix 2.

Background

3. The 2019/20 Budget Strategy Report was considered by Cabinet in July 2018. It set out a potential budget reduction requirement of £34.2 million for 2019/20 and £91.4 million for the period 2019/20 – 2021/22. The budget gap reflected a combination of financial pressures and anticipated funding reductions. The table below recaps that position, and the outline strategy to address it.

MTFP at July 2018		2019/20 £000	2020/21 £000	2021/22 £000	Total £000
Gap	Financial Pressures	29,789	23,152	25,334	78,275
	Funding Reduction at 1% per annum	4,409	4,366	4,322	13,097
	Budget Reduction Requirement	34,198	27,518	29,656	91,372
Strategy	Council Tax at 4.3%	5,785	6,034	6,293	18,112
	30% cap on Schools Growth (non-demographic)	2,796	2,172	1,926	6,894
	Use of Earmarked Reserves	1,500		(750)	750
	Directorate Savings	24,117	19,312	22,187	65,616
	Total Strategy to Address Gap	34,198	27,518	29,656	91,372

4. The July position was based on indicative funding figures. Since then publication of the Provisional Local Government Financial Settlement in October 2018 has provided further clarity on the 2019/20 funding position. This report updates the budget reduction requirement to reflect the

Provisional Settlement and other emerging issues, in order to ensure that consultation is based on the most up to date information.

Issues

5. Before 11 March 2019, Cabinet Members have a collective duty to place before the Council, proposals, which if approved, would result in the adoption of a balanced budget for 2019/20. The public consultation proposed by this report will inform Cabinet in formulating their final draft budget for Council's consideration in February 2019.

Provisional Local Government Financial Settlement

6. In October 2018, Welsh Government (WG) published the 2019/20 Provisional Local Government Financial Settlement. This indicates that on average, Welsh Authorities will receive a 0.3% decrease in general revenue funding next financial year. Individual authority settlements range from funding reductions of 1% to a funding increase of 0.4% for Cardiff. Settlement information is for one year only, which continues to make medium term planning extremely difficult.
7. Cardiff's above average settlement is indicative of relative demand and the city's particular demographic pressures. Despite Cardiff's settlement being above average, it is still a real term reduction which does not compare with the level of inflationary and demand pressures that the Council is actually experiencing. On a like for like basis, a 0.4% increase will mean additional cash of £1.658 million next financial year.
8. The Provisional Settlement also outlined information on specific grants for 2019/20, although at this stage information is only available at an All Wales level and lacks detail. Specific grants come with restrictions on use, and for some grant streams, it is not yet fully clear what those restrictions will be. Points of note include WG's intention not to implement previously planned cuts to grant streams including the Education Improvement Grant, Post 16 Grant and Single Revenue Grant. WG have also indicated that grant support for Ethnic, Minority, Gypsy Roma Traveller Learners will continue at current levels for 2019/20. New grant streams for Social Services and Schools have been announced and these total £30 million and £15 million respectively across Wales. Further information on the terms and conditions of these grants is required in order to ascertain the extent to which they will support pressures already identified within the budget gap.
9. Cardiff's capital settlement is a 1.15% increase in General Capital Funding (GCF) for 2019/20, which is £157,000 in cash terms. Whilst the additional cash is welcome, the sum will not have a material impact on the Council's capital programme. Notable announcements in respect of specific capital grants include an additional £60 million across Wales over the period 2018/19 – 2020/21 to support the repair of public highways following a series of hard winters and this summer's heatwave.
10. The Provisional Settlement, which preceded the recent UK Autumn Budget, states: "Local Government is the Government's priority for additional funding in the event of additional resources being made available to the

Welsh Government.” Given that the UK budget, which has since been announced, set out an indicative additional £550 million for Wales over three years, it is reasonable to assume that additional local government funding will be announced in the Final Settlement. However, as the Final Settlement will not be published until 19 December 2018 and cannot be pre-empted, consultation must be based on the Provisional Settlement. The draft budget that underpins this consultation includes measures that will be revisited as a priority in the event of a favourable Final Settlement.

Budget Update

11. Regular review and refresh of the budget reduction requirement is an important part of financial resilience. The outcome of updates compared to the July Budget Strategy Report, as reflected in the table below, is that the budget reduction requirement for 2019/20 is currently estimated at £35.2 million (£92.9 million over the next three years), and this is the position upon which the budget consultation is based.
12. The 2019/20 budget reduction requirement of £35.2 million is a £1 million increase on previous estimates. This £1 million increase is a net position within which, the better than anticipated funding position has been offset by significant additional financial pressures. Updates are summarised in the table below.

Budget Reduction Requirement	Budget Strategy Report £000	Updates £000	Consult Position £000
Pay and Price Inflation	7,438	(434)	7,004
Demographic Growth, Commitments & Realignments	5,817	5,424	11,241
Other Financial Pressures	3,000	1,495	4,495
Schools Growth	11,184	2,631	13,815
Fall out of 2018/19 Reserves	2,350	0	2,350
Assumed Specific Grant Funding	0	(2,000)	(2,000)
Aggregate External Finance	4,409	(6,067)	(1,658)
Total Budget Reduction Requirement	34,198	1,049	35,247

13. The key components of each change are summarised in the table below.

Area	Nature of Key Updates
Pay and Prices	Updated for more recent pricing information
Demographic Growth, Commitments and Realignments	Updated to include a budgetary realignment for Children's Services in recognition of significant increases in looked after children in the current year. The reflection of this realignment means that sums already included within the budget gap to reflect additional 2019/20 demand, can be retained for that purpose. Also includes some re-profiling of other commitments.
Financial Pressures	Reflects a range of issues including pressures associated with contract arrangements, emerging demand led pressure and investment required to deliver savings and service priorities.
Schools Growth	Update reflects the recently announced changes to Teachers' Pension Scheme contributions. An increase in employers' contribution is due to take effect from Sept 2019. The increase results from changes to the discount rate used to assess the current cost of future benefits, as well as actuarial review of the fund. In England, additional funding will be provided by the Department of Education to help employers meet these costs. No additional funding has currently been announced in Wales.
Assumed Specific Grant Funding	Updated to include an assumption that the recently announced Social Services grant (of £30 million at an All Wales level) will be available to offset pressures already reflected within the budget gap. Based on usual grant distribution, Cardiff could expect to receive £3 million of the All Wales sum. The draft budget makes the prudent assumption that it would be possible to utilise £2 million of such a sum to offset pressures already identified within the budget gap. This position will need to be kept under review as additional information on grant terms and conditions emerges.
AEF	Prior to the publication of the Provisional settlement, indicative 2019/20 funding was for a Welsh average reduction of 1%, and this was the position reflected in the July Budget Strategy Report. For Cardiff, this would have meant a £4.409 million reduction in funding. The 0.4% funding increase that Cardiff will receive under Provisional Settlement will mean £1.658 million additional cash in 2019/20, which is a £6.067 million improvement on previous planning assumptions.

14. Further change to the current position is likely prior to the presentation of Cabinet's final budget proposal in early 2019. Known updates include the reflection of the 2019/20 council tax base following its approval in December, as well as Cabinet's consideration of consultation responses. A further key update will be the reflection of the Final Local Government Financial Settlement in December 2018.
15. The updated strategy to meet the revised £35.2 million budget gap is set out in the table below. Cabinet will keep the above assumptions under review in finalising their budget proposal for consideration by Council next February.

Strategy to Address Budget Gap	Budget Strategy Report £000	Updates £000	Consult Position £000
Council Tax at 4.3%	(5,785)	0	(5,785)
Cap on Schools Growth	(2,796)	(789)	(3,585)
Use of Reserves in 2019/20	(1,500)	(1,000)	(2,500)
Release of Financial Resilience Mechanism	0	(4,000)	(4,000)
Savings	(24,117)	4,740	(19,377)
Total	(34,198)	(1,049)	(35,247)

16. The assumption of a 4.3% increase in council tax for 2019/20 remains unchanged. Figures reflect the 2018/19 council tax base pending agreement of the 2019/20 tax base in December 2018. A 4.3% increase would generate net additional income of £5.785 million in 2019/20, after accounting for associated increases in the Council Tax Reduction Scheme (CTRS) budget. As Council tax represents just over a quarter of the Council's overall funding, an increase of 4.3% is equivalent to less than a 1% increase in overall funding.
17. Schools Budgets will receive £2.953 million pupil number growth and £7.277 million (capped) growth for 2019/20, a total of £10.230 million and an increase of over 4% on current schools budgets. The increase in the cap on schools' growth since July Budget Strategy Report reflects the capping of the additional pressures in relation to Teachers' Pension Scheme. In percentage terms, the cap remains at 30% on non-pupil number growth.
18. Plans to use reserves in support of the 2019/20 Budget have been increased by £1 million since July 2018, taking the total figure to £2.5 million. The Council has a Strategic Budget Reserve that can accommodate this sum in 2019/20. However, greater use of this reserve next financial year places additional pressure on future years of the MTFP. The proposal to increase reliance on reserves will be reviewed at final settlement, in order to protect the medium term position as far as possible.
19. Over the period since the July Budget Strategy Report, directorates have been reviewing their outline savings plans and testing their achievability. This reflects the need to ensure that the savings sum for 2019/20 is deliverable and appropriate in the context of financial resilience. As a result of this work, and to mitigate impact on front line services as far as possible, the savings figure outlined in the July 2018 has been reduced by £4.7 million.

20. The Council has a financial resilience mechanism (FRM) that was set up to provide support in the event of a worse than anticipated funding position. The FRM is a £4 million base budget used to fund investment in priority areas. The investment is determined annually and must be one-off in nature to enable the immediate release of the FRM in a later year without impact on service delivery. Although the funding position outlined in Provisional Settlement is better than anticipated, it is not in line with the level of financial pressure the Council is actually experiencing, and is a reduction in real terms.
21. In order to achieve a balanced position for consultation, it is proposed to release the FRM. This effectively means that the £4 million budget will be deleted next year. This is not an ideal course of action, as it curtails further investment opportunity and reduces financial resilience. However, given the clear indication that funding is likely to improve at final settlement, the release of the FRM is considered a more appropriate and proportionate measure at this stage than resorting to further savings or revisiting other elements of the strategy. As with the revised assumption on reserves, the release of the FRM will be reconsidered at final settlement with a view to protecting the Council's financial resilience and the medium term position.

Savings Proposals for Consultation

22. The £19.377 million savings proposals included within the current draft budget are listed at Appendix 2, which contains the following information:-
- The directorate proposing each saving and the relevant Cabinet Portfolio
 - The theme of the saving e.g. income generation, prevention and early intervention
 - The title, and an explanation of each proposal
 - The high-level budget in relation to which the saving or income generation proposal has been identified
 - An indication of the nature of the proposal – for example, whether it would reduce employee costs, reduce spend, or increase income
 - An initial risk analysis covering both achievability risk, (which assesses the challenges involved in delivering each proposal), as well as residual risk, (which considers the consequences of implementing each proposal.)
 - An initial Equalities Impact Assessment (EIA) in relation to each proposal
 - The nature of consultation that will take place and whether this will be:
 - City-wide - as part of the Changes for Cardiff consultation
 - Service specific - with identified services users or groups
 - Prior year – where consultation has taken place previously
 - General – where proposals relate to internal changes within the Council including back office efficiencies, staff changes, process improvements and broader changes around income generation

23. The Corporate Plan and the Well-being Plan are key documents in delivering Capital Ambition, the Administration's five-year plan for the city. They have been developed in the context of the Well-being of Future Generations (Wales) Act, which aims to improve the social, economic, environmental and cultural well-being of Wales. The Act aims to make public services more sustainable by encouraging public bodies to think about the long term, how they can work together and with their communities to prevent problems and take a joined up approach (known as the five ways of working). The four priorities and seven well-being objectives encapsulated in the Corporate Plan and Wellbeing Plan form the strategic context for development of the 2019/20 Budget.
24. The significant and prolonged period of financial challenge has made difficult decisions inevitable. However, the draft budget that underpins this consultation reflects the Council's strategic priorities as far as possible given the financial situation. There is net investment in both Social Services and Schools and whilst savings are unavoidable, every effort has been made to minimise impact on citizens and on future generations where possible, with reduction in front line service delivery a last resort. The table below summarises the savings proposals listed at Appendix 2 by theme:

Theme of 2019/20 Saving	£000
Income Generation	1,977
Collaboration	2,537
Business Processes	7,957
Review of external spend	3,406
Prevention and Early Intervention	3,500
TOTAL	19,377

25. The effort to align proposals with strategic priorities and minimise adverse impact on front line services is evident from the theme of the proposals as outlined above. One of the key pressures for the Council is the significant pressure on Social Services budgets. In recognition of this, a significant proportion of proposals are predicated upon prevention and early intervention measures, which aim to improve outcomes as well as deliver savings. There is a continued focus on exploring income opportunities and achieving value for money on external spend, and collaborative working arrangements put in place in previous years are delivering planned savings.
26. At £7.957 million, 41% of savings are identified as business process savings. Whilst there is an element of efficiency and process improvement within that figure, there will be significant challenges in enabling the full range of proposals within this category. Whilst there will be no immediate and obvious reduction to front line services, savings at this level and building on the levels delivered in previous years, will be challenging to deliver and not without risk.

Consultation and Engagement

27. The Council is committed to engaging with the citizens and communities of Cardiff. Budgetary pressure is a key driver of difficult choices. Consequently, budget consultation is an important opportunity to understand what is important to our stakeholders and to encourage their involvement in shaping Council services.
28. Consultation on the 2019/20 budget commenced earlier this year, through the inclusion of general budget themes within the Ask Cardiff survey. There were 3,463 respondents in total, over 81% of whom recognised that the level of the budget gap means that difficult choices are required. In addition:
- Almost 80% of respondents were in support of the Council continuing to explore new ways of working with partners and other organisations to improve services and deliver efficiencies.
 - Just over 80% were in support of the provision of community, commercial and public services from a shared space in order to achieve the most from our buildings.
 - Over 65% were in support of investment in Information Technology to increase opportunities for self-service, whilst around 18% were unsure.
 - Over 70% were generally in agreement with the Council increasing commercial activity and carrying out work for external clients to generate income.
29. Detailed consultation in respect of 2019/20 budget proposals will launch on 16 November 2018. The consultation document will be available for download and online completion. Hard copies will also be available in all hubs, libraries and other key community buildings. A co-ordinated social media and press campaign and partner involvement, will seek to ensure city-wide engagement. The consultation will run until 2 January 2019. Following this, the results of the consultation will be analysed and considered by Cabinet in finalising their 2019/20 Budget Proposals for consideration by Council. The consultation document is attached at Appendix 1.
30. Further opportunities for engagement, including with the Audit Committee and the Schools Budget Forum will also take place during the coming months. These opportunities for stakeholders to engage and provide comments will also help inform the budget process. In addition, the need to engage effectively with the Council's own staff, both directly and through their trade unions will remain a high priority throughout the budget setting process. Scrutiny Committee will undertake their own review of the consultation proposals early in 2019, prior to finalisation of the Cabinet's budget proposal.

Employee Consultation

31. The scale of the financial challenge facing the Council remains considerable. The Council will do all that it can to protect jobs in these financially challenging times. However, as almost 40% of the Council's

gross expenditure is on employee costs, the continuing need to reduce costs will inevitably affect employee budgets and the shape of the workforce.

32. A timetable for consultation and communication with trade unions and employees potentially affected by the budget proposals is in place. During this period of consultation, employees will have the opportunity to comment on the proposals that may affect them. Once the final budget is approved by Council, employees affected by those final decisions will be supported. At that point, eligible employees will be given the opportunity to take voluntary redundancy or to access the redeployment process, which provides employees with a period of twelve weeks to look for alternative employment.
33. Through the Council's Trade Union Partnership meetings, trade unions have been consulted in advance of wider public consultation on budget proposals and the likely impact on employees, particularly where posts are at risk of redundancy. Under the law relating to unfair dismissal, all proposals to make redundancies must involve reasonable consultation with the affected employees and their trade unions. It remains likely that there will be redundancies within the Council's workforce during the financial year commencing 1 April 2019, notwithstanding every effort being made to avoid them.
34. Where the number of employees likely to be made redundant exceeds certain thresholds, the law specifically sets out a minimum length of time and minimum content for the consultation with the trade unions, including ways of avoiding, reducing or mitigating the consequences of the numbers of employees being made redundant. As the Head of Paid Service, the Chief Executive is responsible for all staffing matters and has the authority to implement all necessary consultation in relation to proposed redundancies (statutory or otherwise), consider responses to consultation and make associated staffing decisions.
35. Whilst the exact number of proposed redundancies is not known at this stage, these are likely to be in excess of 20. This will mean that following Cabinet on 16 November 2018 and in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992, a Section 188 Notice will be formally issued to the trade unions, related to the budget and potential redundancies. The proposed redundancies and the issue of the Section 188 notice is related to the overall reduction in staff numbers required.
36. This will mean that from 16 November 2018, formal consultation with employees and trade unions will commence, seeking views and comments about ways of avoiding, reducing and mitigating the consequences of the numbers of staff being made redundant e.g. by redeployment.

Reason for Recommendations

37. To issue the 2019/20 Budget Savings Proposals for consultation. In addition, to note that the consultation will commence on 16 November 2018 and run until 2 January 2019.

Financial Implications

38. The financial implications set out in the July 2018 Budget Strategy Report in respect of context, risk and affordability remain relevant to this report and to the overall budget setting process. The Council must by statute, set a balanced budget and as part of the 2019/20 Budget Report, the Section 151 Officer will comment upon the robustness of the budget process undertaken.
39. Cardiff's Budget Reduction Requirement for 2019/20 is currently calculated at £35.2 million. The strategy to address this gap includes budget savings and income generation proposals totalling £19.4 million. A public consultation on these proposals will commence on 16 November 2018. The responses in respect of consultation and engagement will be reported back to Cabinet for consideration in drafting their final budget proposal. The £19.4 million savings inherent in the consultation position are grouped into themes, as summarised below and identified in further detail at Appendix 2.

Theme of 2019/20 Savings Proposal	£000
Income Generation	1,977
Collaboration	2,537
Business Processes	7,957
Review of external spend	3,406
Prevention and Early Intervention	3,500
TOTAL	19,377

40. The Council has experienced a prolonged period of real terms funding reductions combined with significant pressure in demand led services. Savings of over £135 million have been identified over the past five years with a further budget gap of £92.9 million to address over the next three years. In this challenging environment, it is critical that savings proposals are robust and that significant changes to business processes do not affect the control environment in a negative manner. Due diligence work will continue in parallel to the budget consultation process and directorates will continue their detailed planning in respect of proposals.
41. The budget reduction requirement will be kept under review to reflect further updates, notably these will include the reflection of the Final Settlement once it is received on 19 December 2018. Based on statements in the Provisional Settlement and the subsequent UK Budget, there is a clear suggestion that the Final Settlement will improve the funding position for Welsh Local Government. In the event that it does, priority should be given to revisiting and reducing current assumptions regarding reliance on reserves and release of the FRM to strengthen financial resilience in the medium term.

Legal Implications

42. Specific legal obligations relating to the setting of the budget and

consultation are set out within the body of this report.

43. The obligation to consult can arise in some cases from express statutory provisions and in other cases from common law. In all cases, the consultation must be undertaken in such a way as to be meaningful and genuine. The results of the consultation must feed into the process for consideration and finalisation of budget decisions.
44. The Council has public sector duties under the Equality Act 2010 which require it, in exercising its functions, to have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations between persons with and without protected characteristics. For example, protected characteristics include race, sex, gender, age, religion.
45. In order to be sure that the Council complies with its public sector equality duties, it is essential that Equality Impact Assessments are undertaken where appropriate in relation to specific budget proposals, that these are informed by the results of the consultation, and that any impact is taken into account in the decision-making on the budget.

HR Implications

46. At this stage, the only direct HR implication arising from this report is with regards to consultation and this has been detailed in paragraphs 30 to 35 of this report. However, subsequent decisions taken by Cabinet and Council related to these Budget proposals are likely to carry further implications for employees. Whilst the Council will do all that it can to protect jobs in these challenging times, the budgetary situation is such that it will be increasingly difficult to avoid redundancies. The detail of the proposals will need to be fully considered in terms of HR risks, and plans put in place to mitigate those risks wherever possible. The full range of employee support mechanisms will need to be made available to those ultimately impacted.
47. A timetable for consultation and communication with Trade Unions and employees potentially impacted by the budget proposals is in place. Arrangements will be made for employees to comment on the proposals that may affect them. Once decisions are made on the final budget, those impacted will be supported. This will include voluntary redundancy for those eligible, or support for redeployment, which provides employees with a period of 12 weeks to look for alternative employment.
48. As the number of employees likely to be made redundant exceeds specified legal thresholds, there are specific Trade Union consultation requirements that the Council is required to meet, including ideas about avoiding, reducing and mitigating the consequences of the numbers of staff being made redundant. Following Cabinet on 16 November, a Section 188 Notice will be formally issued to the Trade Unions related to the budget and potential redundancies.

RECOMMENDATIONS

The Cabinet is recommended to:

- (1) Note the updated Budget Reduction Requirement of £35.2 million for 2019/20.
- (2) Agree that the budget savings proposals as attached at Appendix 2 are the Cabinet's Budget Savings Proposals for Consultation
- (3) Note that the formal budget consultation will commence on the 16 November 2018 and run until 2 January 2019. The results of the consultation process will then be considered by Cabinet as part of preparing their final 2019/20 budget proposal.
- (4) Note that the Chief Executive as Head of Paid Service will be issuing all necessary statutory and non-statutory employment consultation in respect of the staffing implications of the proposals.

SENIOR RESPONSIBLE OFFICER	Christine Salter Corporate Director Resources
	9 November 2018

The following appendices are attached:

Appendix 1 – “Changes for Cardiff” Consultation document

Appendix 2 – Cabinet's 2019/20 Budget Savings Proposals for Consultation

The following background papers have been taken into account:

- Budget Strategy Report 2019/20 and the Medium Term
- Controllable Budgetary Analysis Sheets 2018/19
- Equality Impact Assessments (EIAs) of Cardiff Councils 2019/20 Budget Savings Proposals
- WG Provisional Financial Settlement

Changes for Cardiff

Consultation on
Cardiff Council's
2019/20
Budget Proposals



Consultation will be open until the 2nd January 2019

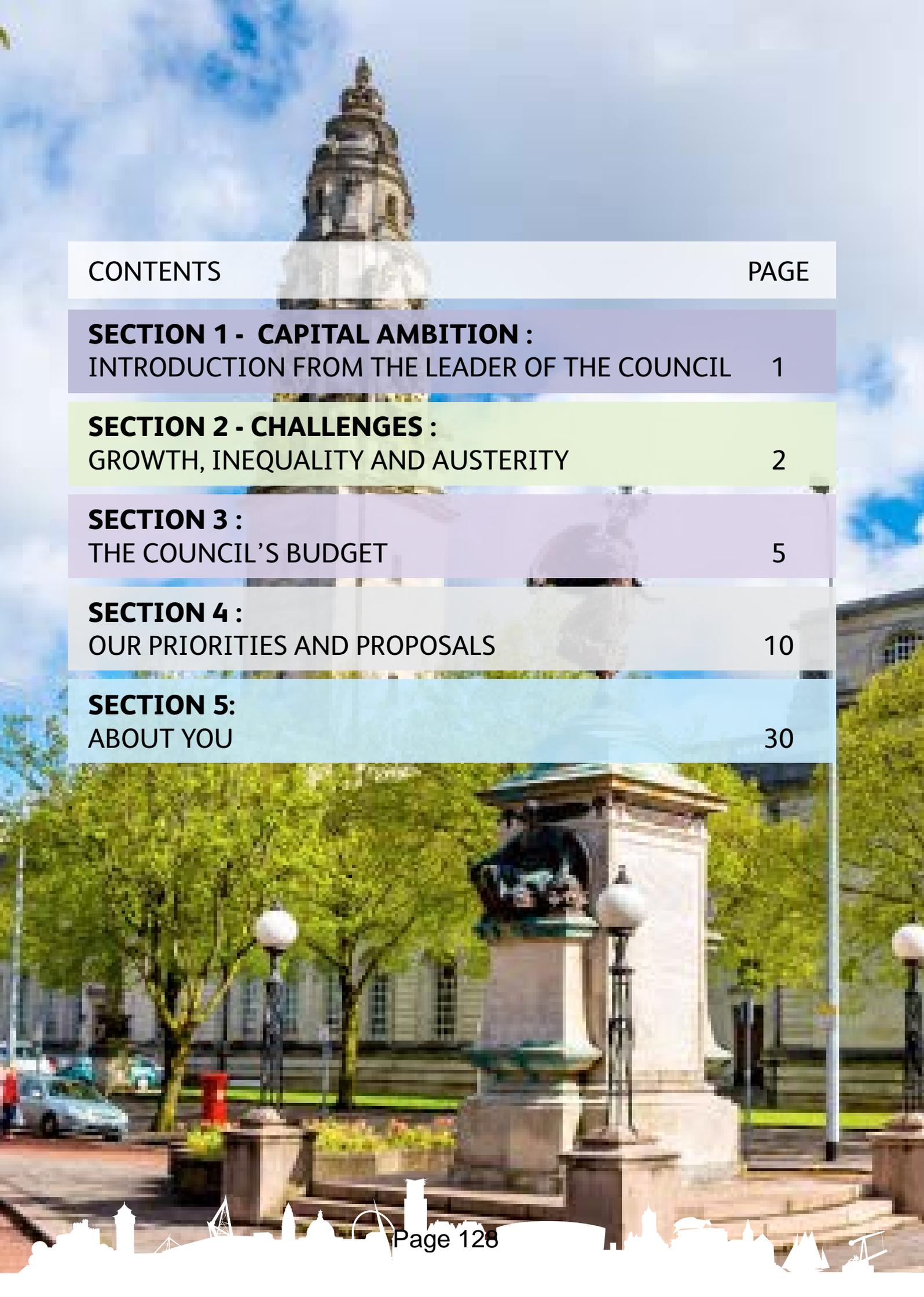


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Introduction from The Leader

We are committed to delivering a fairer and more prosperous future for Cardiff. We have set out, in Capital Ambition, our goal of driving growth in Cardiff and ensuring that the benefits of this growth are felt by all our citizens and communities.

We have published bold plans to drive the city economy forward, to overhaul our transport system and to build more desperately needed affordable housing. We have made commitments to keeping our communities clean and safe, to invest in our schools and young people, to protect the vulnerable and support older people.

These budget proposals set out how we will continue to deliver our ambitions, even as we enter a second decade of austerity. For despite what UK Government says, there is no end to austerity in sight.

In developing our proposals we have at all times sought to protect frontline services. The overwhelming majority of our savings proposed are from back office efficiencies, from the better use of technology, from sharing our buildings with other public services and, where appropriate, generating additional income. We committed to modernising the Council, and that is what we are doing.

We are also taking forward, with our partners across the public services, a reform programme that seeks to target scarce funding at preventing problems – be it an illness, family breakdown or the consequence of an older person falling in their home – well before they happen. This approach is better for the individual and is proven to be far more cost effective for our public services.

All of this has allowed us to propose funding increases for schools, for older people care and for protecting vulnerable children.

This work to modernise the Council and to reform our public services will go some way to closing the budget gap. But it will not go all the way. Difficult decisions about reducing, or sometimes ending, some vital public services will still need to be made. We are committed to working with you to make sure that we get these decisions right. So please get involved and let us know what you think of our priorities and our proposals by completing this consultation by 2nd January 2019.

Thank you



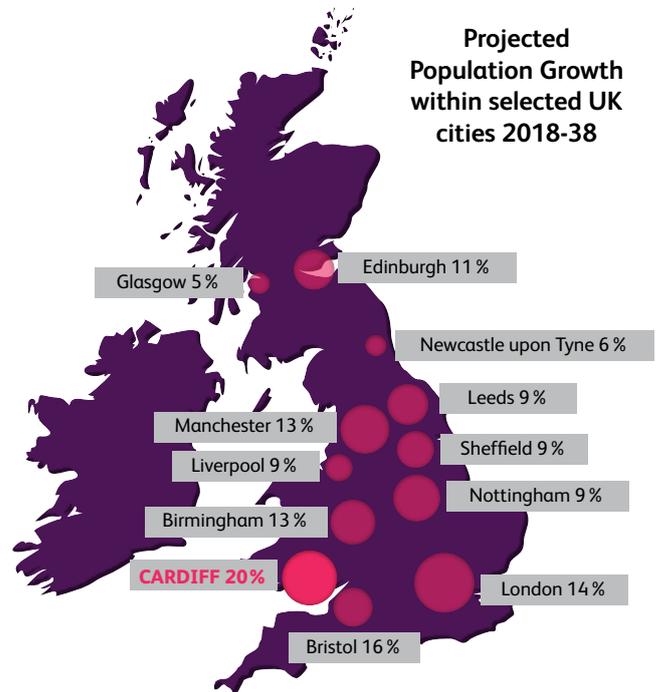
Cllr Huw Thomas
Leader, Cardiff Council

SECTION 2 - Challenges: Growth, inequality and austerity

A city that's growing fast

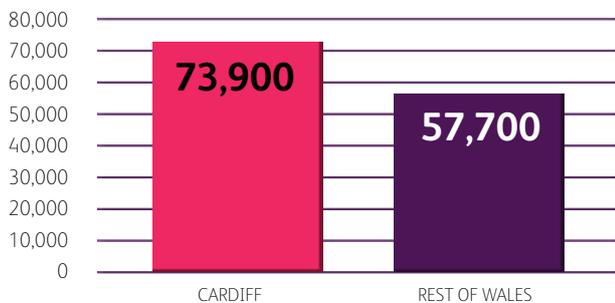
Over the last decade Cardiff grew by around 11 %, or 34,600 people, and this growth is set to continue, with the Welsh capital projected to be the fastest growing major British city.

Cardiff is also by far the fastest growing local authority in Wales. Over the next 20 years the capital city is set to see a larger growth in population than the other 21 local authorities in Wales put together.

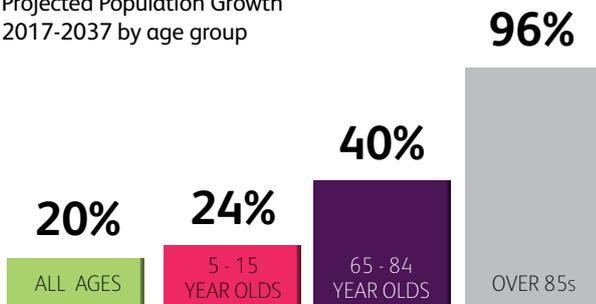


Source: ons/nrs/welsh government
NB: projections for las in england or scotland are 2016-based. projections for cardiff are 2014-based. small area population projections for England, Wales and Scotland use different methodologies and base years and so are not directly comparable.

Projected Population Growth 2018-2038



Projected Population Growth 2017-2037 by age group



That so many people are choosing to live and work in Cardiff is good news, but it will strain our city's infrastructures and put new demands on our public services.

This is because the city's population growth will not be spread evenly across age groups. For example, the expected 24 % increase in school age children over the next 20 years will mean that more school places and more teachers will be needed.

Similarly older people – particularly those over 85 years old whose numbers are expected to nearly double in the next 20 years – are more likely to need to go to hospital or the GP surgery, or need help from social care services.

No end to austerity

At the same time as a rapid growth in demand, the city's public services have been enduring a long period of financial austerity.

During the past 10 years the Council has made almost a quarter of a billion pounds in cumulative savings, and reduced the number of its non-school staff by 22%.

Looking ahead, there is a budget gap – that is, the gap between the amount of funding available and the amount needed to maintain services for a fast-growing population of £92.9m over the next 3 years.

For public services in Cardiff, there is no end to austerity in sight.

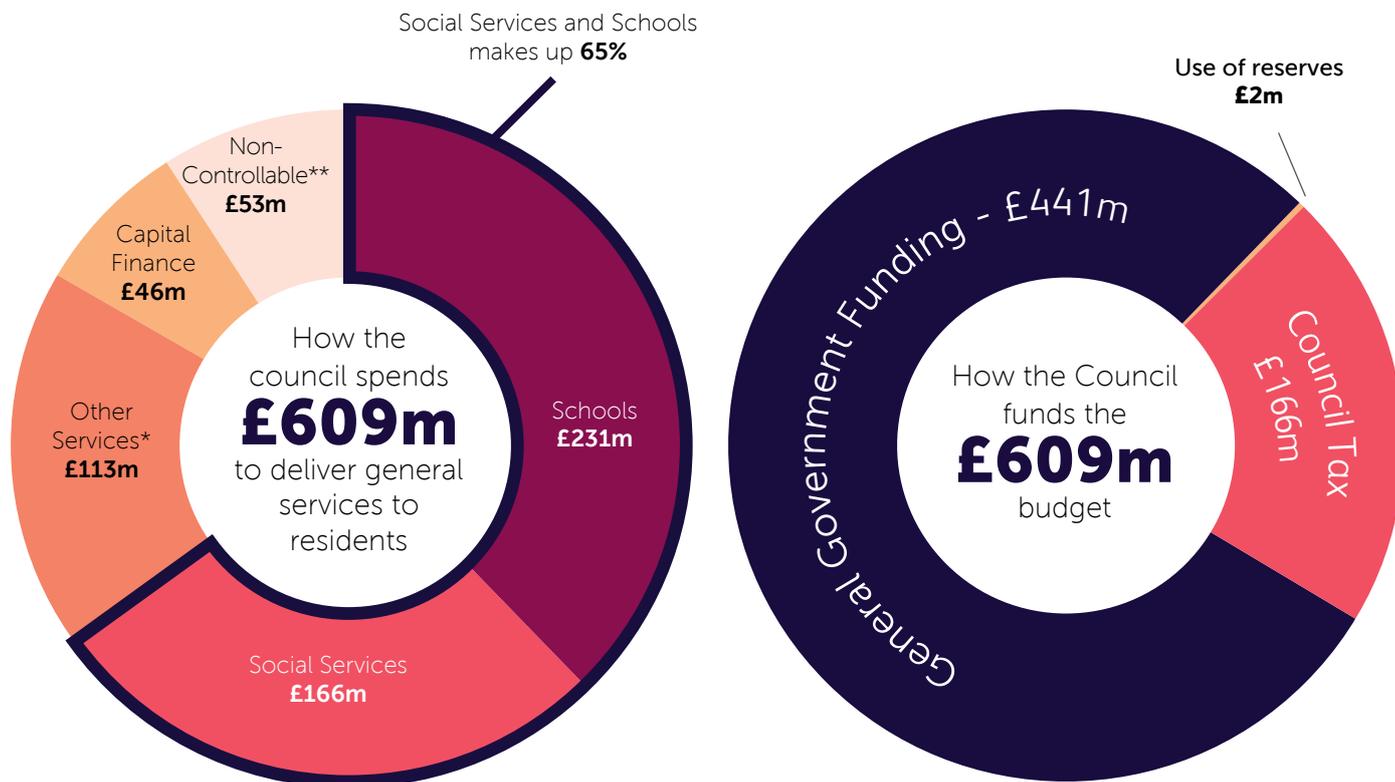
This will mean that, in the medium term, the amount of funding available for 'non-statutory' services like parks, libraries or waste collection will make their continued delivery very challenging.



SECTION 3 :The Council’s Budget

Cardiff Council’s Budget for 2018/19 is £609m.

Schools (£231m) and Social Services (£166m) make up around 65 % of the total budget.



*** Including**

- Waste/recycling
- Highways
- Street Lighting
- Economic regeneration
- Libraries
- Transport

**** Council tax reduction scheme levies paid to other organisations such as the fire service**

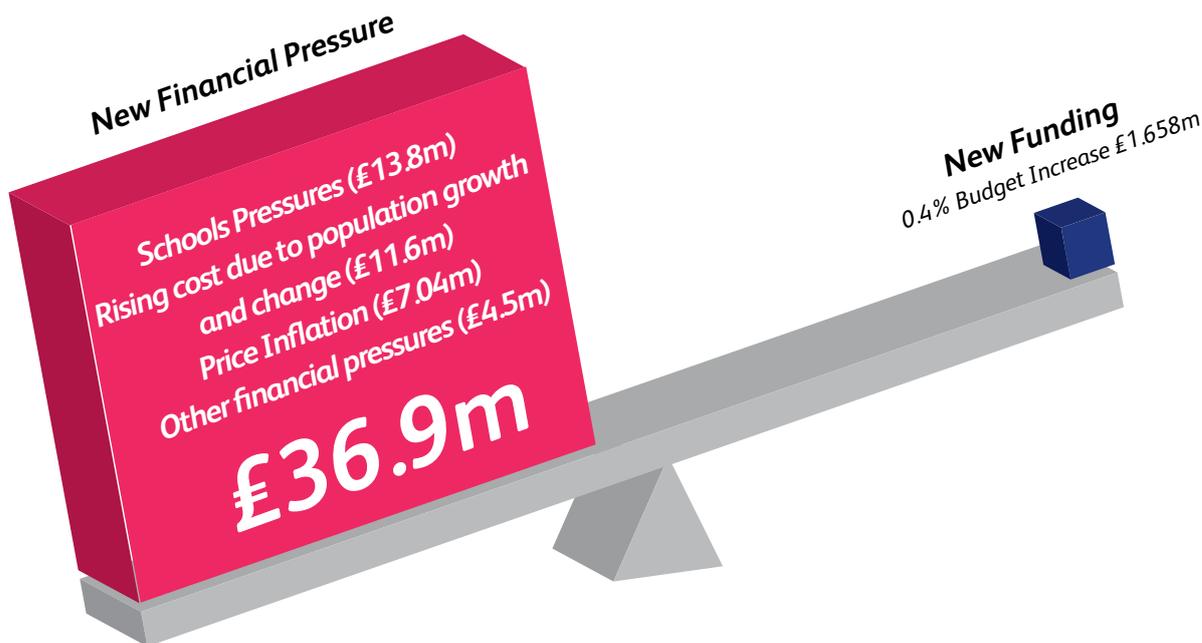
The majority of the Council’s £609m budget comes through a grant from the Welsh Government.

Council tax makes up around 27 % of the Council’s budget.

The amount of funding the Council receives from the Welsh Government will increase by 0.4 % (or £1.658m) for next year.

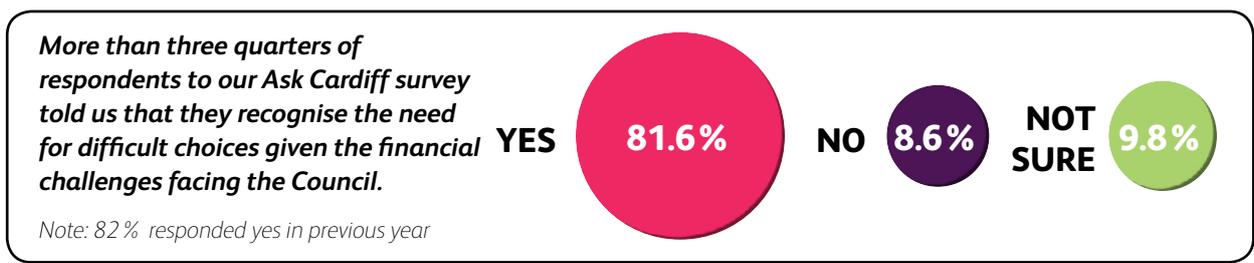
The Council's 'budget gap'

Even though Cardiff Council received an increase in funding from the Welsh Government of 0.4% (or £1.658 million) for next year, the demand pressures facing the Council caused by population growth and inequality, allied to cost pressures like inflation, mean that the costs of delivering public services is increasing substantially each year.

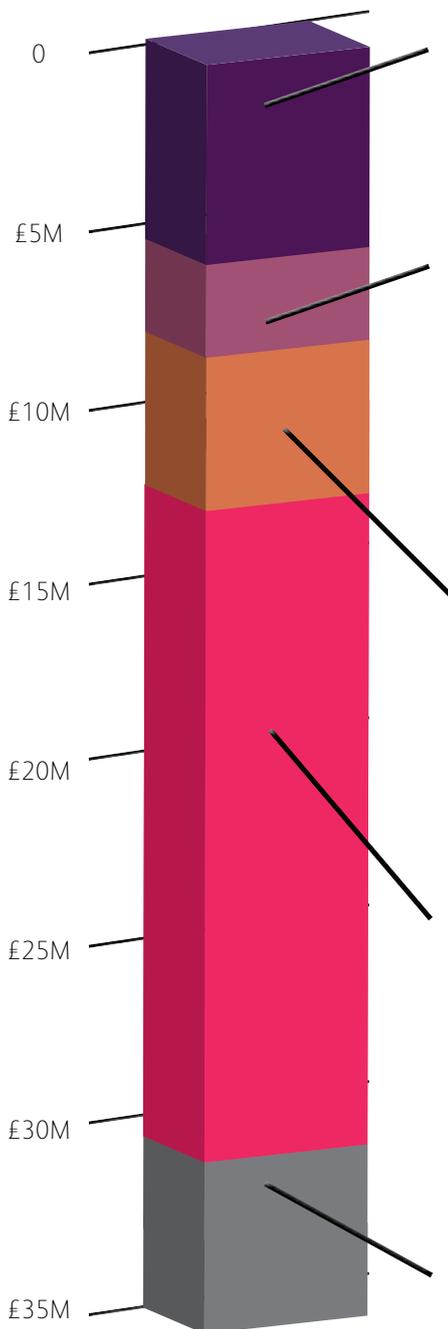


The difference between the amount of funding that the Council receives and the cost of continuing to deliver services is known as the 'budget gap.'

The Council must close a net budget gap of £35.2m in 2019/20 and £92.9m over the next 3 years.



Our Budget Strategy 2019/20 = how we will close the £35.2m budget gap



COUNCIL TAX - The budget strategy includes assumptions in relation to 4.3% increase in Council Tax. An increase of this amount equates to £49.64 per household per year in Council Tax Band D, or 95p per week.

CAP ON SCHOOLS' GROWTH - Schools will receive £10.2m additional funding next year. While this includes £2.9m to reflect the increase in the number of pupils, schools are also facing a range of additional financial pressures (like wage rises and inflation) of £10.9m. It is proposed that these additional pressures are funded up to 70% (or 'capped' at 30%).

USE OF RESERVES - We have to exercise caution in using reserves, as they are a finite resource – once they're gone, they're gone. They are also generally set aside for a specific purpose. While Cardiff's reserves are comparatively low for an authority of its size, use of £2.5m reserves strikes a reasonable balance between maintaining financial resilience and supporting services in 2019/20.

SAVINGS - Despite having made almost a quarter of a billion pounds of savings over the past decade, Cardiff continues to have to make significant levels of savings in order to close the budget gap. Over £19m of savings have been identified for 2019/20 and therefore make up the biggest share of how we will close the gap. How we are proposing to find these savings is shown on page 8.

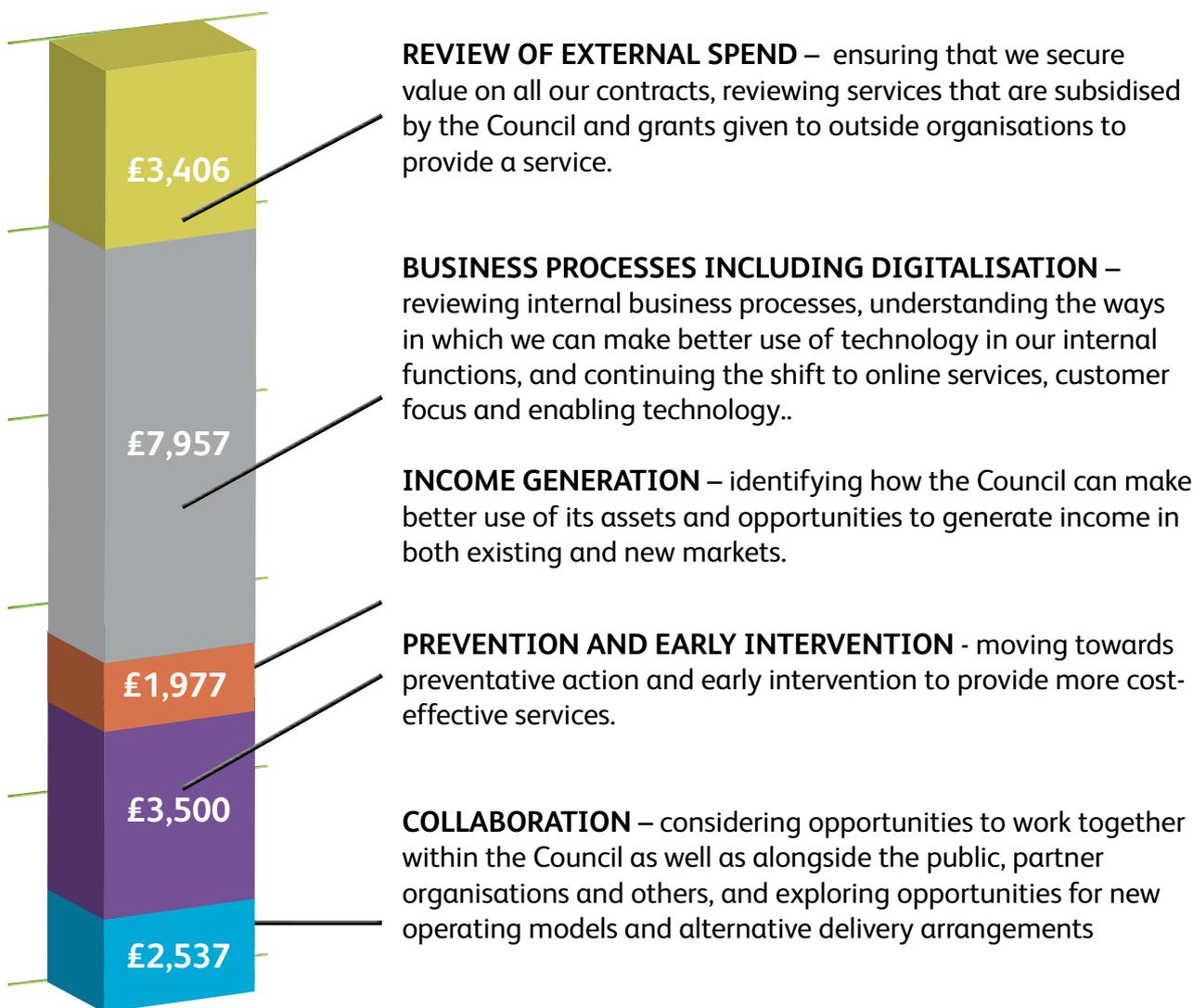
RELEASE OF FINANCIAL RESILIENCE MECHANISM - The Council has a £4 million budget called a financial resilience mechanism that was set up to help deal with uncertainty of funding. It is used to invest in priority areas, but that investment must be one-off and decided afresh each year. This means the budget is used proactively, but it could be deleted without affecting day-to-day services if required. As the pressures facing the Council far outweigh the funding increase it will receive in 2019/20, current plans are to delete this mechanism. This position will, however, be kept under review.

PROTECTING FRONTLINE SERVICES

In preparing these draft savings proposals we have at all times sought to protect frontline services, with proposals including net investment into services like schools and social services.

How we propose to make these savings is shown in the chart below:

2019/20 Budget Savings Proposals (£m)



Responding to the Wellbeing of Future Generations Act:

The Wellbeing of Future Generations Act (Wales) 2015 puts sustainable development at the heart of decision making in Wales and has guided the development of our budget proposals.

<p>Delivering today, preparing for tomorrow</p>	<p>Capital Ambition and our budget proposals respond to the following major long term trends facing Cardiff and the challenges and opportunities these present for our public services:</p> <ol style="list-style-type: none"> 1. Rapid population growth 2. Demographic change 3. Rising inequality 4. Public sector austerity 5. Technological change.
<p>Preventing problems before they happen</p>	<p>Our budget proposals are based on the principle that, if we are to continue to deliver excellent public services in the face of rising demand and reducing budgets, then we will need to work toward preventing problems from occurring or getting worse – because we know that the cost of dealing with illness or a crisis is far greater. For example:</p> <ul style="list-style-type: none"> • Helping to keep children in a supportive family environment will improve their lives and reduce the cost on children’s services. • Helping older people live independently in their communities is better for them and reduces cost on residential care services and the NHS. • Supporting people into good jobs and good careers will help lift them out of poverty and reduce costs across all public services.
<p>Joined up public services</p>	<p>No public service can meet the challenges they face alone. Delivering efficiencies through sharing buildings and back-office functions, bringing together all community services under one roof, reforming and bringing together the wide range of services that support some of the city’s most vulnerable people or improving our city transport system and infrastructures, will all require greater partnership</p>
<p>Have your say</p>	<p>Our priorities and our budget proposals respond to the priorities of the people of Cardiff, as expressed at the ballot box and in our citizen surveys. Please give us your views on our proposals by completing this consultation.</p>

SECTION 4 : Our priorities and proposals

In Capital Ambition the Council's Cabinet have set out their priorities for Cardiff. These priorities have been translated into the Council's strategic plans, and have been aligned with those of public service partners in the Health, Police, Fire, and community services.

Our wellbeing objectives:

1. Cardiff is a great place to grow up
2. Cardiff is a great place to grow older
3. Supporting people out of poverty
4. Safe, confident and empowered communities
5. A capital city that works for Wales
6. Cardiff grows in a resilient way
7. Modernising and integrating our public services.

In instances where this consultation document mentions specific budget proposals, the relevant code is provided for ease of reference. A complete list of the Council's budget proposals for 2019/20 are available at www.cardiff.gov.uk/budget.

4.1 Cardiff is a great place to grow up

We are committed to making Cardiff a great place to grow up for all children and young people. Attainment in our schools is improving fast, with GCSE and A-level results now above the Welsh average at every key stage, though we recognise that more work needs to be done, particularly improving attainment for children in our most deprived communities and our most vulnerable children. We are also delivering the biggest programme of investment into school buildings in the city's history, with investment targeted at our poorest and youngest communities.

We are reforming how we support children and young people and their families who are disadvantaged - whether through disability, poverty, family circumstances, illness, neglect or abuse - drawing together help and support from across the public and third sector services and from within our communities.

Our priorities for 2019/20:

1. Becoming a Child Friendly City, making sure that the voice of young people is heard in decision making across the city.
2. Making every school a great school, including delivering our £284m investment programme in school buildings.
3. Reforming services for supporting vulnerable children and families, making sure that the right service is in place at the right time, well before a point of crisis is reached.

Our budget proposals:**School Budgets**

Around £231m – or roughly 38 % of the Council’s total budget - is delegated to schools to manage. Over recent years the Council has protected the funding it provides to schools from the levels of savings that have been required from other Council services. As public sector austerity continues this is becoming harder and harder to do.

In our budget we are proposing an additional £10.23m in the funding we delegate to schools in 2019/2020, representing an increase in funding to schools of 4.43 % . However, rising pupil numbers, along with pay and other inflationary pressures, means that the additional cost of delivering education in the city is estimated to be £13.82m. This means that even though we are increasing funding for our schools by over £10m, it will still be £3.5m less than the funding needed to keep up with rising costs.

Do you support the proposal to increase the funding that the Council provides to schools, known as delegated school budgets, by £10.23m or 4.43%?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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If you have answered no please explain why?

Do you agree that these delegated school budgets should contribute to the financial challenge facing the Council?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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Please explain why

Supporting Vulnerable Children

One of our most important responsibilities is to protect the city's most vulnerable children from harm.

The number of children being taken into care has risen steeply over recent years – by 29% over the last two years alone. With a limited number of available foster placements and residential placements now costing on average £3,800 per week, taking early action to prevent care placements is far more cost effective.

We know too that being in a supportive family environment is better in the long run for the children and their families. Providing the right support, at the right time, to families, children and young people – way before a point of crisis is reached – can therefore help reduce the need for children to be taken into care, improve the lives of children in the long run, and is far more cost-effective for the Council.

The Family Help and Support Project

The Council and our partners in the NHS and Police are proposing a new approach to helping families based on 3 new support services:

- A single Family Gateway service that can deal with all referrals and enquiries and offer information and advice on a range of issues.
- A closely-linked Family Help service to respond quickly to families who need short-term support which may involve signposting, practical assistance or help with parenting.
- A Family Support service which is able to work with families with complex needs or severe problems and where there is real risk that without intensive support, more significant intervention would be needed.

Would you be interested in being involved as these services are developed further?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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If yes, please provide name and contact details at the end of the survey

A new Fostering Service

We know that if children in care in Cardiff are fostered by families living in the city - as opposed to more expensive external foster placements - not only do they experience better outcomes but it is also less expensive than other forms of care. (CONSULT 35).

That is why we want to significantly increase the number of foster carers in Cardiff. To help do this we will be launching a new fostering service which will be fully in place by April 2019. Being a foster carer can be hugely rewarding, with the opportunity to change a child's life. It is also a professional career option paying a fair wage for doing something important. There are many different options to suit your situation varying from short and long-term placements, short break respite care and emergency overnight care.

Would you be interested in learning more about becoming a foster carer?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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If yes, please provide name and contact details at the end of the survey

What would encourage you to consider career in fostering? (Tick all that apply)

- I am already a foster carer
- Financial incentive
- A more rewarding option career option
- Knowledge that you are making a positive change
- More information on the role
- If I knew I had the skills necessary for the role
- To be fully supported with the right help when I need it
- A simple and supportive assessment process
- A chance to learn new skills
- Nothing, it's not for me

If other please specify

4.2 Cardiff is a great place to grow older

As Cardiff's population grows, and life expectancy continues to increase, the number of older people aged between 65 and 84 is expected to rise by over 44 % in the next 20 years. The number of people aged 85 and older is expected to nearly double by 2030.

These changes are already placing additional and significant pressures on our city's health and social care services. We know that older people are healthier and happier if they are helped to live independently, in their own home and communities, for as long as possible. We also know that this is by far the most cost-effective approach with a place in a residential home costing an average of £782 per week, growing to £888 for nursing home care and £1,925 for a hospital bed.

Working in ever-closer partnership with the Health Service and the third sector and joining up our services at a community level – including voluntary groups, unpaid carers and volunteers – will be crucial to ensuring that as many people as possible are helped to live fulfilled and independent lives in their communities and to meeting the budget challenge we face.

Our priorities for 2019/20:

1. Helping as many older people as possible to live independently in their own homes for as long as possible.
2. Establishing a new and joined up approach to discharging older patients, based in the hospital, so that they are ready to return to their homes and their homes are ready for them.
3. Delivering our commitment to be a Dementia Friendly City.

Our budget proposals

Our proposals include:

- Increasing the capacity and impact of the Council's Community Rehabilitation Team, whose role is to support people to become more independent, thereby allowing a reduction in the use of externally commissioned homecare services and the need for intensive and long-term packages of care.
- Making sure that older people have the right package of care in place to suit their specific needs and strengths.
- Introducing a 'First Point of Contact' service in the hospital so that care packages can be designed and delivered before a person has left hospital and returned to their home.

In order to help us design these services, we'd like to know:

**When you think about life in old age, what things worry you?
(Please tick all that apply from the list below):**

- | | |
|---|--|
| <input type="radio"/> Accommodation | <input type="radio"/> Mobility issues |
| <input type="radio"/> Physical Health | <input type="radio"/> Loneliness |
| <input type="radio"/> Housework | <input type="radio"/> Transport |
| <input type="radio"/> Mental Health | <input type="radio"/> Having nothing to do |
| <input type="radio"/> Maintaining my home and garden | <input type="radio"/> Managing my finances |
| <input type="radio"/> Not being able to look after myself | <input type="radio"/> I won't know who to ask for help |
| <input type="radio"/> Shopping | <input type="radio"/> Lower Income |
| <input type="radio"/> Lack of care and support | <input type="radio"/> Fear of crime |
| <input type="radio"/> Other (please specify) | |

**If, when you are older, you find it more difficult or are unable to look after yourself, or your home, what sort of care and support would you prefer?
Please tick one box only**

- Support to stay in my own home
- Move in with relatives
- Move into sheltered housing
- Move into a residential care home
- Some other arrangement (please specify)
- Don't know

What facilities would it be important for you to have in your close environment?

	Very important	Quite important	Not important
Doctors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chemist	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hairdressers/salon	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Café	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restaurant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exercise facilities/classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other – please tell us	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

We propose to generate income of around £30k from the sale of assistive equipment ranging from trolleys to walking sticks, over bed tables and kitchen aids in a range of designs.

This will enable people to purchase items even if they do not meet the criteria for support, or they can purchase additional items or new products. Sales could be made via phone and online orders or from the new wellbeing hubs in future. (CONSULT 25)

Is the purchase of such equipment something that would be of interest to you?

Yes, for myself
 Yes, for a family member
 No
 Don't know

4.3 Supporting People out of poverty

Despite Cardiff's economic growth too many families – including many working families - are living in poverty.

This poverty can cast a long shadow over people's lives – life expectancy and other health indicators are lower in the more deprived wards of Cardiff, there is less access to green space and crime in the city is concentrated in these areas. The consequence of poverty, and of destitution, places additional and significant pressure on the city's public services.

Making sure that as many people as possible in Cardiff benefit from the capital city's economic growth will therefore help to improve lives and reduce pressure on public services.

Our priorities for 2019/20:

1. Create more paid apprenticeships in the Council and across the city .
2. Mitigate potentially negative consequences associated with the roll-out of Universal Credit and reform the broken 'into-work' service.
3. Deliver a step-change in socially-responsible procurement and support the Real Living Wage
4. Tackle homelessness and rough sleeping

Our budget proposals include:

- Reforming the Council's into-work services, bringing together what are currently a confusing picture for citizens into a single service designed to support people back into employment
- Reviewing the Council's benefit service in line with the roll out of Universal Credit, putting new online services in place.

4.4 Safe, Confident and Empowered Communities

We are committed to making sure that our communities are safe, and that people in Cardiff feel safe. We will also continue to make sure that services are delivered in our local communities. Bringing community public services, be it services provided by the Council, Police or the Health Board, together under one roof is more convenient for citizens and allows significant savings on both building and staff costs.

Our priorities for 2019/20:

1. Continuing to deliver our Community and Wellbeing Hubs.
2. Creating cohesive communities and supporting citizens impacted by Brexit.
3. Working with South Wales Police and the Health Board to make our communities safe, including tackling issues like substance misuse and serious organised crime.

Our budget proposals:

- Bringing the management of Libraries and Community Hubs together under one team.
- Enabling people with a Mental Health issues to live the lives they want to live, in their communities, rather than in supported accommodation or residential homes.
- Working with community groups to help them deliver more local services.

Community sports buildings

We are continuing to transfer sports buildings to local sporting clubs, organisations, leagues and governing bodies. Benefits to local clubs and organisations include a greater security in their tenancy and an increased ability to attract of external investment and grant aid. In turn there is a reduction in the costs to the Council in managing these facilities. Further transfer of these facilities would result in savings to the Council of £25k. (CONSULT 8)

Do you support the further transfer of park assets to local sporting leagues and governing bodies?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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What, if any, are your concerns?

Dewis Cymru

Sometimes people need a little extra help. This may be due to physical or mental abilities or sometimes simply the strains of modern life.

Dewis Cymru is the place to access online information about well-being in Wales. Here you can find information that can help you think about what matters to you, along with details about local organisations and services that can help.

	Yes	No
Have you heard of Dewis Cymru?	<input type="radio"/>	<input type="radio"/>
Have you used Dewis Cymru?	<input type="radio"/>	<input type="radio"/>



4.5 A Capital City that Works for Wales

Cardiff is the economic, political and cultural capital of Wales. As well as playing a vital role in creating jobs and attracting investment into Wales, it is the home of Welsh sport, politics, music and the arts, hosting major international sporting and cultural events, and provides specialist public services for the people of the wider Capital Region.

We are committed to making sure that Cardiff continues to attract tourists, investment, businesses and students to Wales while delivering major sporting and cultural events. Our aim is to position Cardiff as a capital city of international significance in a post-Brexit global economy.

Our priorities for 2019/20:

- Completing the transformation of the new business district in Central Square, including delivering a new transport hub.
- Delivering a new Indoor Arena and continuing to attract new visitors to Cardiff.
- Launching a new Industrial Strategy for East Cardiff.

Our budget proposals:

New Theatre

Cardiff has a vibrant and varied theatre scene, attracting a wide range of performances and audiences. Venues including the Millennium Centre, St David’s Hall, the Sherman Theatre and Chapter Arts provide an array of entertainment choices. Cardiff Council wants to ensure that as the capital city of Wales we are able to ensure the continuation of high quality theatre productions in the city.

An opportunity exists for the Council to secure a new private theatre tenant for the New Theatre building to develop the current theatre offer in the city. This proposal could secure savings of £404k to the Council. (CONSULT 7)

	Yes	No
Have you visited the New Theatre in the last 12 months?	<input type="radio"/>	<input type="radio"/>
Have you visited a theatre elsewhere in Cardiff in the last 12 months?	<input type="radio"/>	<input type="radio"/>



Do you support the proposal to secure a private tenant to develop and sustain the current theatre offer in the city?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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What, if any, are your concerns?

City Events

Cardiff Council currently subsidises a number of entertainment and art events throughout the year. Whilst many of these events are free to the public and contribute to the wider economic and cultural vitality of the city they involve significant costs – of around £245k - to the Council in terms of funding support, event management and staffing and lost income (CONSULT 18). We are seeking to reduce this subsidy and work to ensure that all future events are financially sustainable.

Events that could potentially be affected would be **Artes Mundi, Speedway Fan Zone, Step into Christmas, Cardiff 10K Run, Tafwyl, Classic Motor Rally and Welsh Proms.**

We have not decided a specific figure for reduction, but want to hear your views on the principle of subsidising these events.

Do you support the proposal to reduce the subsidy?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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What, if any, are your concerns?



4.6 Cardiff grows in a resilient way

Cardiff’s growth will create major economic and cultural opportunities. It will also put pressures on city infrastructures and public services. Capitalising on the opportunity of growth while ensuring this growth is sustainable and resilient will define Cardiff’s development over the next 20 years.

Our priorities for 2019/20:

1. Delivering our commitment to building more Council homes and affordable housing.
2. Improving the quality of our roads and improving cycling infrastructure.
3. Keeping the city’s streets clean and reforming our street scene services.
4. Hitting our recycling targets.

Our budget proposals include:

- Significant savings on managing business processes more efficiently.
- A range of initiatives to reduce the cost of energy (for example through the use of LED lights) or to produce more renewable energy (Lamby Way Solar Farm).
- Making changes to make street cleansing collection simpler and more efficient
- Making the most of the Council’s fleet of vehicles, including rationalising the number of vehicles and using them to generate income.
- Optimising the routes for Schools Transport.

Fines for littering

We propose to increase a range of waste related fixed penalty notices. Charges for both general littering and smoke related littering are proposed to increase from £80 to £100.

Do you support the proposal to increase charges for littering?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don’t Know	<input type="radio"/>
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What, if any, are your concerns?



Generating Renewable Energy - Lamby Way Solar Farm Scheme

We are committed to making a positive contribution to carbon reduction targets through generating renewable energy on Council land and assets and through reducing our energy use. For example, the hydro-electric weir in Radyr generates renewable electricity and income for the Council, while the roll out of LED lights saves energy and money.

Our proposals for a Lamby Way Solar Farm will provide a substantial amount of clean, renewable energy to supply the local electricity grid and connected Council buildings. This solar farm scheme will also generate additional income of £30k for the Council from January 2020. (CONSULT 51)

Do you support the Council in pursuing the production of renewable energy at Lamby Way

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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What, if any, are your concerns?

Would you support the Council in investing in further the renewable energy schemes?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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Improving air quality – more walking routes to schools

Air pollution, largely created by diesel cars, is now recognised as a major public health issue, and we know that the people who suffer most from poor air quality are the very young, the very old and those suffering ill health. We also know that poor air quality can be a particular problem around schools with congestion caused by pupils being dropped off and collected by car. We propose to reduce this congestion, improve air quality and encourage young people to walk to school by developing walking routes from home to schools.

Walking routes will remove transport requirements for schools and result in saving of £30K (CONSULT 72)

How many school age children are in your home?

<input type="radio"/> None	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4+
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Do you support an increase in ‘walking routes’ aimed at reducing a reliance on other forms of school transport?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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What, if any, are your concerns?

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4.7 - Modernising and Integrating Our Public Services

Our priority in preparing this budget has been to protect frontline services. We have challenged everything we do, and how we do it, to ensure we are getting the best value for money for every pound we spend.

Our priorities for 2019/20:

1. Moving as many services as possible online, where it is appropriate to do so, and applying technology solutions to internal business processes.
2. Making the most efficient use of the public sector estate across the city.
3. Developing more opportunities, where it is appropriate, to generate income.

Our budget proposals:

We are committed to adopting a 'Digital First' approach, providing online 24/7 access to services indistinguishable from that available to citizens in every other aspect of their lives. Over the last three years the number of people using digital channels to access Council services has increased:

- 69.4 % of Parking Permits are now applied for online.
- 75.7 % of Recycling bags and Waste Caddies are requested online.
- 90 % of school applications were made online (an increase of 20 %).
- Almost 150,000 payments are now made digitally.
- A 150 % increase (from 32,000 to 78,000) in Twitter followers and the establishment of a presence on Facebook which has grown to over 11,000 followers.
- Over 6,000 customers are accessing some council services via the Cardiff App.

This shift to a digital first approach will allow us to:

- Improve the citizen's experience of public services
- Increase the hours of service availability and free up more time for workers to manage the most complex of enquiries.
- Save money on citizen enquiries that can be reinvested into front line services.

For example, increasing the automation of customer enquiries is estimated to save approximately £300k. (CONSULT 88)

Do you support the proposal to increase the number of automated citizen enquiries?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
-----	-----------------------	----	-----------------------	------------	-----------------------

What, if any, are your concerns?

Would you be willing to access some Council services like waste management, though an online channel such as a website or App rather than communicating directly with a member of Council staff? (please tick all that apply)

Yes...

No, I prefer to

via the Cardiff Council Website

Telephone

via the Cardiff App

Letter

via Social Media

Face to face

via Hubs

via an automated voice telephone system

E-Billing for Council Tax

All Cardiff residents can now make a switch to e-billing for Council Tax meaning that bills, notifications and reminders will be sent to you electronically.

E-billing is faster and more efficient for the citizen, it saves money for the Council – on paper, materials and postage - and has a positive environmental impact.

You can sign up for e-billing at www.cardiff.gov.uk or by downloading the Cardiff App.

Which applies to you?

- I've already signed up to e-billing
- I intend to sign up to e-billing
- I have not signed up to e-billing

If you have not signed up to e-billing, please let us know why not?

If you would like to be contacted by a Council officer for assistance in setting up your e-billing account please tick here and provide contact details at the end of the document.

We will be exploring further how digital services can be used to provide our citizens with a 24/7 consistent service for basic council services. With this in mind, would you be interested in becoming a digital tester?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
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If yes, please provide name and contact details at the end of the survey.

Generating income and increasing fees & charges

One of the ways in which we can meet the financial challenges is to be more entrepreneurial in areas where the Council can generate income, which can then be used to reinvest into supporting our public services.

What you have already told us:

In a recent survey two thirds of respondents agreed with proposals for the Council to undertake commercial activities.

We plan to further increase income in a range of ways.

- Cardiff's education services currently trade over £3m of specialist Additional Learning Needs services with Cardiff schools. An additional £140K is proposed to be generated by opening up trading to neighbouring authorities. (CONSULT 21)
- The Council's internal branding team will operate on a more commercial basis, increasing income collection from internal and external customers. (CONSULT 97)
- The continued commercialisation of the Council's Bilingual Cardiff team to provide translation services to other organisations is estimated to raise £42K (CONSULT 82)
- Further expansion of the Council's market share of pest control services could generate additional income of £30K. (CONSULT 4)

We are also proposing to increase prices in the following areas:

BEREAVEMENT - Cardiff Council's award-winning Bereavement Services are responsible for the undertaking of over 4,000 funerals per year as well as the upkeep and maintenance of seven sites. Income from crematoria and burials has been consistently reinvested to ensure this valuable service is as good as it can be. It is proposed that the price of a cremation be increased from £560 to £640 (an increase of 14.3%) and a burial from £660 to £760 (an increase of 15.2%). In reviewing these charges we have compared this price with other local authority providers and the service remains competitive. This would result in an estimated additional income of £301k. (CONSULT 42)

Do you support the proposal to increase the cost?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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What, if any, are your concerns?

DOGS HOME - Cardiff's award winning Dogs Home deals with nearly 1,000 dogs every year with the focus on the safety of dogs and the citizens of Cardiff. They successfully achieve this by taking in stray dogs, caring for them and re-uniting them with their owners or rehoming them. It is proposed that the price of rehoming a puppy be increased from £160 to £170 and that for other dogs the price is increased by £30, taking the range of prices from £120-£320 to £150-£350. In reviewing these charges, we are working towards a position whereby the Dogs Home can become financially self-sustainable in the future.

Do you support the proposal to increase the cost?

Yes	<input type="radio"/>	No	<input type="radio"/>	Don't Know	<input type="radio"/>
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What, if any, are your concerns?

ABOUT YOU

Any information provided will be treated confidentially and we will not ask you to provide your name.

So that we can target our services across the city, please tell us your Postcode:

Gender: Male Female Prefer not to say Other

Age: Under 16 16 - 24 25 - 34 35 - 44 45 - 54
 55 - 64 65 - 74 75+ Prefer not to say

Disability: Identifying as a disabled person can include people with hearing or sight impairments, people with mental health difficulties or learning disabilities, people with mobility impairments, or those who have long-term health conditions, for example: depression, diabetes, asthma, multiple sclerosis, HIV or cancer.

Do you identify as a disabled person?

Yes (please specify below): No Prefer not to say

Deaf / Deafened /Hard of hearing Mobility impairment
 Learning impairment / difficulties Wheelchair user
 Long standing illness or health condition Visual impairment
 Mental Health difficulties Prefer not to say
 Other

Sexual Orientation: (only answer this question if you are over the age of 16)

Gay Man Gay Woman / Lesbian Heterosexual / Straight
 Bisexual Prefer not to say Other

How many children live in your household? Please tick one box for each row

0 1 2 3 4 5+

Religious Belief / Non-Belief: Do you regard yourself as belonging to any particular religion?

Yes (please specify below): No, no religion

Christian Buddhist Hindu Muslim Sikh

Jewish Prefer not to say Other (please specify):

(please specify):

What is your current Marital or Civil Partnership Status:

(only answer this question if you are over the age of 16)

Single Married Registered Civil Partnership

Prefer not to say Other

(please specify):

Ethnic Monitoring: Do you consider yourself to be Welsh?

Yes No

White

Welsh / English / Scottish / Northern Irish / British

Irish

Other White background

(please specify):

Mixed / Multiple Ethnic Groups

White & Black Caribbean

White & Black African

White & Asian

Other Mixed/Multiple ethnic background

(please specify):

Asian / Asian British

Indian

Pakistani

Bangladeshi

Chinese

Other Asian background

(please specify):

Black / African/ Caribbean / Black British

African

Other Black / African / Caribbean background

Caribbean

(please specify):

Other Ethnicity

Arab

Czech

Polish

Japanese

Yemeni

Gypsy/Irish Traveller

Other

(please specify):

Prefer not to say

Carers: Do you have Caring responsibilities?

Yes No

A carer is a person who looks after a relative, partner, friend or neighbour who is unable to manage without help because of age, impairment or health condition, drug or alcohol problem or long-term illness. The care they give is unpaid. It also includes Parent Carers (or a person who has assumed parental responsibility) of a child or young person under 18 years old who needs support due to having a physical or mental impairment or long-term health condition.



If you have expressed an interested in receiving additional information about the Family Support service, fostering, e-billing or becoming a Digital Tester, please provide your contact information below.

If you are interested taking part in further consultations, please tick the box below, and provide your contact details.

Joining the Citizens' Panel and being contacted about other Cardiff Council consultations

Please note that in selecting these options you are giving your permission for Cardiff Research Centre to pass your contact details on to the appropriate team or organisation. Your details will not be used by CRC or Cardiff Council for any other purpose.

Name

E-mail address

Phone

Contact us

- Complete the survey online at: www.cardiff.gov.uk/budget
- Email comments directly to us: consultation@cardiff.gov.uk
- Respond in writing to: Cardiff Research Centre, Atlantic Wharf, Cardiff, CF10 4UW
- Contact us on Social Media: Facebook/Twitter @CardiffCouncil #CDFBudget
- Hard copies available at Hubs and libraries.





THANK YOU FOR YOUR TIME

Consultation closes:
2nd January 2019



Completed surveys can be dropped off at Libraries and Hubs.

Budget Savings Proposal Summary 2019/20 for Consultation

No	Ref	Category	Proposal	Budget £000	Saving				2019/20 £000	Risk Analysis			Cabinet Portfolio	Consultation
					Employee Costs £000	Other Spend £000	Income £000	TBC £000		Residual	Achievability	EIA		
CONSULT 1	Corporate Management	Business Processes	Reduction of funding available to react to opportunities to fund City wide events Further reduction of funding available to react to opportunities to fund City wide events	274	0	126	0	0	126	Amber-Green	Amber-Green	Amber-Green	Leader's Portfolio	Prior Year
CONSULT 2	Corporate Management		Reduction in Past Service Contributions A review of past service contributions to be made in respect to ex-employees has identified that there will be a £40,000 reduction in costs for the year 2019/20.	865	40	0	0	0	40	Green	Green	Green	Leader's Portfolio	General
Corporate Management Total					40	126	0	0	166					
CONSULT 3	Economic Development	Income Generation	Cardiff Castle - Income / Staff Rationalisation Saving to be achieved through the rationalisation of agency staff and overtime, and the generation of additional income through new attractions (Black Tower Tales and Dr Who).	2,912	52	0	70	0	122	Amber-Green	Green	Green	Culture & Leisure	General
CONSULT 4	Economic Development		Pest Control - Exploring opportunities for expanding markets Further expanding the Council's market share through exploring opportunities for working with the private sector and other public bodies.	39	(30)	0	60	0	30	Green	Amber-Green	Green	Investment & Development	General
CONSULT 5	Economic Development		Workshops Income Increased rental income from workshop units.	(947)	0	0	20	0	20	Amber-Green	Amber-Green	Green	Investment & Development	General
CONSULT 6	Economic Development	Collaboration	New Operating model for Leisure Centres Further year's saving as a result of the transfer of the operation of Cardiff Council's Leisure Centres to the new operator, Greenwich Leisure Ltd.	1,988	0	1,822	0	0	1,822	Green	Green	Green	Culture & Leisure	General
CONSULT 7	Economic Development		New Theatre Secure a private theatre tenant for the New Theatre building to develop and sustain the current theatre offer in the city.	404	0	0	0	404	404	Red-Amber	Red-Amber	Red-Amber	Culture & Leisure	City Wide
CONSULT 8	Economic Development		Parks and Sport – Continue transfer of parks buildings to reduce costs to the Council and attract investment The further transfer of changing rooms and other sports buildings to local clubs, organisations, leagues and governing bodies to provide security of tenure, enabling external investment and grant aid and to reduce the cost to the Council of holding these assets.	972	0	25	0	0	25	Amber-Green	Amber-Green	Green	Culture & Leisure	City Wide
CONSULT 9	Economic Development	Business Processes	Review of Facilities Management Staffing Resource A restructure of Facilities Management will result in the deletion of seven posts within the service through voluntary redundancy.	1,308	157	0	0	0	157	Amber-Green	Amber-Green	Green	Investment & Development	General
CONSULT 10	Economic Development		Corporate Landlord - Review of Security Costs Saving will be achieved through the increased use of digital technologies in enhanced security plans for some Council sites.	5,981	80	0	0	0	80	Amber-Green	Red-Amber	Green	Investment & Development	General
CONSULT 11	Economic Development		Corporate Landlord Model - Reduced Operational Cost of the Estate Reduced utility and operational costs through the closure of St Mellons Enterprise Centre and St Mellons Youth Centre, with youth provision transferring to St Mellons Hub.	7,396	0	63	0	0	63	Green	Amber-Green	Green	Investment & Development	General
CONSULT 12	Economic Development		Revised and restructured model for Economic Development Restructure within Economic Development which will allow the deletion of a vacant post.	757	56	0	0	0	56	Amber-Green	Amber-Green	Green	Investment & Development	General
CONSULT 13	Economic Development		Corporate Landlord Model - Cleaning of operational buildings Redesign of the programme for the cleaning of Council operational buildings to align with a reduced budget.	7,396	53	0	0	0	53	Green	Amber-Green	Green	Investment & Development	General
CONSULT 14	Economic Development		Revised and restructured model for the Tourism service and reduction in Tourism budget Deletion of a vacant post in the Tourism team along with a reduction in the budget for tourism initiatives.	930	31	10	0	0	41	Amber-Green	Green	Green	Culture & Leisure	General
CONSULT 15	Economic Development		City Centre Management - Remove Subsidy Reduce costs and increase income in order to make City Centre Management cost neutral.	40	0	0	0	40	40	Amber-Green	Green	Green	Investment & Development	General
CONSULT 16	Economic Development		Review of Venues & Catering Staffing Resource Deletion of two posts through voluntary redundancy.	2,912	19	0	0	0	19	Green	Green	Green	Culture & Leisure	General
CONSULT 17	Economic Development		Closure of Public Conveniences in Caedelyn Park The public conveniences in Caedelyn park are unused and in poor condition with no electrical supply, sinks or hand driers. Toilets will continue to be provided in the changing room block when there are pitch bookings.	972	0	6	0	0	6	Amber-Green	Green	Red-Amber	Culture & Leisure	General
CONSULT 18	Economic Development		Review of External Spend Reduced Subsidisation of Events Seek to reduce the level of subsidy of the current annual events programme, partly through a staff restructure.	2,891	43	202	0	0	245	Red-Amber	Red-Amber	Red-Amber	Culture & Leisure	City Wide

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					Employee Costs £000	Other Spend £000	Income £000	TBC £000	2019/20 £000	Residual	Achievability	EIA		
CONSULT 19	Economic Development	Review of External Spend	Reduction in funding for annual Cultural Project Schemes The Cultural Projects Scheme is a financial award scheme designed to support one-off cultural projects that meet the corporate priorities of the council. The saving will be achieved by removing the funding for the scheme. Given the one-off nature of projects, there is no impact for those that have been supported previously.	1,949	0	62	0	0	62	Amber-Green	Red-Amber	Amber-Green	Culture & Leisure	Service Specific
CONSULT 20	Economic Development		Economic Development Projects and Initiatives Reduction in the Business & Investment initiatives budget.	220	0	28	0	0	28	Amber-Green	Green	Green	Investment & Development	General
Economic Development Total					461	2,218	150	444	3,273					
CONSULT 21	Education	Income Generation	Generation of additional income for traded Additional Learning Needs (ALN) services Exploring opportunities to generate additional income through increases to School Service Level Agreements, reduced subsidisation of training and opening up the trading base to schools in other Local Authorities.	0	0	0	140	0	140	Green	Amber-Green	Green	Education, Employment & Skills	General
CONSULT 22	Education	Business Processes	Delegation of responsibility for the Local Authority contribution to the Education Improvement Grant This saving would be achieved by delegating the responsibility for the Council's contribution to the Education Improvement Grant to schools.	12,570	0	962	0	0	962	Amber-Green	Amber-Green	Amber-Green	Education, Employment & Skills	General
CONSULT 23	Education		Full Year financial impact of Education Directorate Restructure This is the full financial year impact of the staffing restructure of the Education directorate which took place in the 2018/19 financial year.	1,227	270	0	0	0	270	Amber-Green	Amber-Green	Green	Education, Employment & Skills	General
CONSULT 24	Education	Review of External Spend	Reduction in contribution to the Central South Education Consortium (CSC) The Joint Committee of the Central South Consortium will determine the 2019/20 budget during the Autumn term. Directors from each of the partner Local Authorities have asked for a reduction in budget together with a closer examination of the opportunities for the Consortium to use grant funding to offset core budget costs. It is anticipated that there will be a 5% reduction in the required contribution from each LA in 2019/20.	1,430	0	70	0	0	70	Amber-Green	Amber-Green	Green	Education, Employment & Skills	General
Education Total					270	1,032	140	0	1,442					
CONSULT 25	Housing & Communities	Income Generation	Smart House/Shop Services Income generation from the sale of equipment to those not eligible for assessed support through the Joint Equipment Service. It is also possible that sales could potentially be made from one of the new wellbeing hub facilities in the future .	(3,952)	0	0	30	0	30	Green	Red-Amber	Green	Social Care, Health & Well-being	City Wide
CONSULT 26	Housing & Communities	Business Processes	Realignment of funding for homelessness service delivery The saving will be achieved through a prudent use of the Homelessness Reserve over the following two years.	(188)	0	0	250	0	250	Green	Green	Amber-Green	Housing & Communities	General
CONSULT 27	Housing & Communities		Community Wellbeing Hubs implementation Delivery of the Community Wellbeing Hubs brings together Libraries and Hubs under one management structure. There the saving will result from greater join up of services between libraries and hubs, however the new structure does require significant changes to staffing. The new model will improve on the range of services being provided at our existing standalone branches especially around the provision of advice services for older people.	2,246	250	0	0	0	250	Green	Green	Green	Housing & Communities	Prior Year
CONSULT 28	Housing & Communities		Review of Benefits Service in line with rollout of Universal Credit The implementation of new business processes and the new online application will allow the deletion of vacant posts and a reduction in postage and printing costs.	4,079	113	12	0	0	125	Green	Amber-Green	Amber-Green	Housing & Communities	General
CONSULT 29	Housing & Communities		Review of Independent Living Service As the Council continues to expand the range of services that are provided by the Independent Living Service, including the rollout of the First Point of Contact to Hospitals, there is an opportunity to bring together, and make efficiencies in, the management of these services.	3,623	60	0	0	0	60	Green	Green	Green	Social Care, Health & Well-being	General
CONSULT 30	Housing & Communities		Deletion of an Into Work Advisor Post Following the creation of the employability gateway, efficiencies have enabled the deletion of this vacant Into Work Advisor post.	723	40	0	0	0	40	Green	Green	Green	Housing & Communities	General
CONSULT 31	Housing & Communities	Review of Adams Court and realignment of grant funding Realignment of existing grant budgets to reflect activities undertaken at Adams Court Supported Housing Project.	420	0	30	0	0	30	Green	Green	Green	Housing & Communities	General	

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CONSULT 32	Housing & Communities	Business Processes	Review of the Day Opportunities Team within Independent Living Services Following a review of the work undertaken by the Day Opportunities Team there is an opportunity to join up with the new Community Inclusion Service to find opportunities to integrate individuals in local groups.	3,623	20	0	0	0	20	Green	Amber-Green	Green	Social Care, Health & Well-being	General
CONSULT 33	Housing & Communities	Review of External Spend	Provision of all Into Work Services in-house Following the implementation of the new model for Into Work Services in Cardiff, which included the creation of the Employability Service Gateway, there is the opportunity to provide more of the employment services in-house and reduce the management costs.	473	0	33	0	0	33	Green	Green	Green	Housing & Communities	General
CONSULT 34	Housing & Communities		Citizen Advice Bureau (CAB) Contract - Agreed Reduction This saving reflects the third year of a three year phased reduction in the cost of the Advice Services Contract.	473	0	30	0	0	30	Green	Green	Green	Housing & Communities	General
People & Communities - Housing & Communities Total					483	105	280	0	868					
CONSULT 35	Social Services	Review of External Spend	More children supported in Cardiff and through Council provision - Change the type and level of provision available in Cardiff and how this is commissioned, purchased and used Of the children that are supported by the Council to live in residential homes, more of them will live in or close to Cardiff than at present. To achieve this, the Council will support the opening of 5 new residential homes in Cardiff during 2019. We will also take action to ensure that of the children in foster care, a greater proportion are in internal placements and live within Cardiff, than currently do. To support this, a new fostering service will be implemented from April 2019.	22,245	0	1,500	0	0	1,500	Red	Red-Amber	Amber-Green	Children & Families	General
CONSULT 36	Social Services		Improve the cost effectiveness of Social Services commissioning arrangements To improve the cost-effectiveness of the service's commissioning arrangements by seeking opportunities for rationalisation across the Directorate in terms of commissioning strategy, contract monitoring and financial management. To continue to use commissioning opportunities to seek higher quality services and added value for money where possible, through the implementation of an evidence based fee setting methodology for adults care home services and Care Home Charging Policy, and ensuring the best arrangements are in place for the commissioning of children's residential and foster placements.	41,424	0	1,000	0	0	1,000	Red-Amber	Red-Amber	Green	Social Care, Health & Well-being	General
CONSULT 37	Social Services	Prevention and Early Intervention	Maximise use of Community Resource Team (CRT) to support people to become more independent Reduction in the use of externally commissioned homecare services by reducing the need for intensive and long term packages of care. This will be achieved by increasing the capacity and impact of CRT to support people to become more independent, through a review of the Council element of CRT, changes to staffing structures to create additional capacity to assess service users, performance management, and a system review with Cardiff & Vale Health Board in order to repurpose the integrated elements of the CRT.	41,424	0	1,000	0	0	1,000	Amber-Green	Red-Amber	Green	Social Care, Health & Well-being	Prior Year
CONSULT 38	Social Services		Community Provision for older people - Improve the use and effectiveness of community provision to ensure people receive the right type and level of support at the right time in their lives The Directorate will improve the availability of community provision and ensure that individuals are supported to access the most appropriate level of provision to maximise their independence. This support will be joined-up with partners and other organisations where appropriate and take into account social, cultural and family networks. This will include making better use of night time care, the introduction of a Hospital First Point of Contact (FPOC) and the implementation of a strengths based practice approach to ensure assessment / review takes place in the right way at the right time. All these steps will seek to support more people to remain living in their own home.	41,424	0	1,000	0	0	1,000	Red-Amber	Red-Amber	Green	Social Care, Health & Well-being	Prior Year
CONSULT 39	Social Services		Safely reduce the number of children entering local authority care by enhancing protective factors within the child's home and community Build on prevention models and service delivery that enables work with families to take place at an earlier opportunity, using the range of professionals within the early help context. This could involve extending the ARC model of intervention to younger children.	22,245	0	500	0	0	500	Amber-Green	Amber-Green	Amber-Green	Children & Families	Prior Year

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CONSULT 40	Social Services	Prevention and Early Intervention	Enabling people with a Learning Disability to live the lives they want to live with reduced levels of community support To improve the lives of people with learning disabilities and reduce the overall cost of provision. This will be achieved by implementing a strengths based practice approach to ensure assessment/review takes place in the right way at the right time, increased use of community facilities and services to enable people to participate fully in local communities with improved networks and rights, the identification of future accommodation needs to ensure appropriate local provision and reduce use of residential care and an increased use of adult placements for accommodation and respite where appropriate.	34,835	0	500	0	0	500	Red-Amber	Red-Amber	Green	Social Care, Health & Well-being	General
CONSULT 41	Social Services		Enabling people with a Mental Health Issue to live the lives they want to live with reduced levels of community support Deliver improvements in practice and use of provision, to improve the lives of people with a mental health issue and reduce the overall cost of provision. This will be achieved by implementing a strengths based practice approach to ensure assessment/review takes place in the right way at the right time, continuing to reduce the number of people moving into Supported Living accommodation through the development of appropriate step down accommodation solutions, and investigating opportunities to reduce the use of residential home placements or to 'step-down' individuals into lower level forms of supported accommodation.	6,248	0	500	0	0	500	Red-Amber	Red-Amber	Green	Social Care, Health & Well-being	General
People & Communities - Social Services Total					0	6,000	0	0	6,000					
CONSULT 42	Planning, Transport & Environment	Income Generation	Bereavement Services Generate additional income through increases to fees for burials and cremations, and memorial products and the introduction of fees for wooden grave markers.	(2,640)	0	0	301	0	301	Amber-Green	Green	Amber-Green	Clean Streets, Recycling and Environment	City Wide
CONSULT 43	Planning, Transport & Environment		Fleet - income from enhanced commercialisation of the service Income from enhanced commercialisation of the service	(1,027)	0	0	200	0	200	Amber-Green	Red-Amber	Amber-Green	Clean Streets, Recycling and Environment	General
CONSULT 44	Planning, Transport & Environment		Transport Policy - Improved income recovery Improved income recovery through the digitalisation of the Network Management function and benchmarking against other local authorities.	(344)	0	0	120	0	120	Amber-Green	Amber-Green	Green	Strategic Planning & Transport	General
CONSULT 45	Planning, Transport & Environment		Clamping and Removal of Nuisance Vehicles This saving would be achieved through the DVLA authorising Cardiff Council to enforce against untaxed vehicles under devolved powers to use the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997. This would allow the Council to monitor, report and with the permission of the DVLA, either to clamp and/or remove untaxed vehicles from the highway and Council-owned land, which would require payment of a release fee.	(520)	(50)	(55)	225	0	120	Green	Amber-Green	Amber-Green	Strategic Planning & Transport	General
CONSULT 46	Planning, Transport & Environment		Delivery of approval body for Sustainable Drainage The delivery of the approval body for Sustainable Drainage will provide income through applications and support additional staff costs.	1,363	(112)	0	220	0	108	Amber-Green	Amber-Green	Green	Strategic Planning & Transport	General
CONSULT 47	Planning, Transport & Environment		Commercial Waste and Recycling Increase income by growing the commercial waste and recycling centres at Bessemer Close and Lamby Way.	(4,451)	0	0	100	0	100	Green	Amber-Green	Green	Clean Streets, Recycling and Environment	City Wide
CONSULT 48	Planning, Transport & Environment		Planning - Progressing development proposals and enhanced information gathering Enhanced income opportunities in relation to the role of the Planning Service in progressing development proposals and enhanced information gathering in respect of new applications in the pipeline.	(2,401)	0	0	80	0	80	Green	Amber-Green	Green	Strategic Planning & Transport	General
CONSULT 49	Planning, Transport & Environment		Transport Policy - Improved Recharging Maximising opportunities for recharging of services to grant funding streams.	(184)	0	0	40	0	40	Green	Red-Amber	Green	Strategic Planning & Transport	General
CONSULT 50	Planning, Transport & Environment		General Fees & Charges Increase in fees & Charges across the Planning, Transport and Environment directorate including licensing and fixed penalty notices.	(51,414)	0	0	32	0	32	Amber-Green	Green	Green	Clean Streets, Recycling and Environment	General
CONSULT 51	Planning, Transport & Environment		Lamby Way Solar Farm Scheme Lamby Way Solar Farm will provide a substantial amount of clean, renewable energy to supply the local electricity grid and connected Council buildings. It will make a positive contribution to national and local renewable energy generation and carbon reduction targets. Through this solar farm scheme additional income will be generated from January 2020.	(606)	0	0	30	0	30	Amber-Green	Red-Amber	Green	Clean Streets, Recycling and Environment	City Wide

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CONSULT 52	Planning, Transport & Environment	Income Generation	Improved income from Developments Increased income from enhanced delivery of key developments across the City.	(317)	(25)	0	50	0	25	Amber-Green	Amber-Green	Green	Clean Streets, Recycling and Environment	General
CONSULT 53	Planning, Transport & Environment		Registration Services Income Generate additional income through increases to fees for marriage ceremony room hire and private citizenship ceremonies.	(798)	0	0	23	0	23	Amber-Green	Amber-Green	Green	Clean Streets, Recycling and Environment	Service Specific
CONSULT 54	Planning, Transport & Environment		Cardiff Dogs Home Improved coordination of volunteers and increased income opportunities.	(70)	(28)	0	48	0	20	Amber-Green	Amber-Green	Green	Clean Streets, Recycling and Environment	City Wide
CONSULT 55	Planning, Transport & Environment	Collaboration	Regulatory Collaboration Reflects a further year's saving for Cardiff from the creation of a single shared service for Environmental Health, Trading Standards and Licensing functions of Cardiff, Bridgend and the Vale of Glamorgan Councils under a single management structure. As agreed in the service's financial business plan, this equates to 5% compounded over 3 years.	4,859	0	286	0	0	286	Amber-Green	Amber-Green	Green	Clean Streets, Recycling and Environment	General
CONSULT 56	Planning, Transport & Environment	Business Processes	Fleet Services Review of vehicle operations including utilisation and rationalisation, in addition to procurement and maintenance.	6,732	0	600	0	0	600	Red-Amber	Red	Amber-Green	Clean Streets, Recycling and Environment	General
CONSULT 57	Planning, Transport & Environment		School Transport - Route Optimisation/Retender Optimisation of school transport routes in line with requirements for new academic year and associated retendering exercise.	5,624	0	460	0	0	460	Amber-Green	Amber-Green	Amber-Green	Education, Employment & Skills	General
CONSULT 58	Planning, Transport & Environment		Civil Parking Enforcement - Fundamental Service Review Fundamental review of Civil Parking Enforcement service to optimise performance and service delivery.	(230)	0	0	0	300	300	Green	Amber-Green	Green	Strategic Planning & Transport	General
CONSULT 59	Planning, Transport & Environment		Recycling & Waste Management Services Full review of waste disposal governance and financial controls resulting in improved business processes and efficiencies.	3,187	0	0	0	250	250	Amber-Green	Red	Green	Clean Streets, Recycling and Environment	General
CONSULT 60	Planning, Transport & Environment		Neighbourhood Services - Service Redesign Rebalancing street cleansing rounds, reshaping on an area basis in order to optimise use of resources.	4,891	160	0	0	0	160	Red-Amber	Amber-Green	Amber-Green	Clean Streets, Recycling and Environment	City Wide
CONSULT 61	Planning, Transport & Environment		Recycling & Waste Management Services - Review of Staffing Resource Restructure to be undertaken within the Waste service to allow various posts to be deleted.	822	134	0	0	0	134	Amber-Green	Amber-Green	Green	Clean Streets, Recycling and Environment	General
CONSULT 62	Planning, Transport & Environment		Reshaping Highways Operations A review of demand for highways related work has identified the opportunity to grant voluntary redundancy, retirement and flexible retirement requests. A reduction in the need for reactive works, along with improvements in technologies and ways of working, supports a reduction in resources within Highways Operations, with no detrimental effect on service provision.	3,959	132	0	0	0	132	Amber-Green	Red-Amber	Green	Strategic Planning & Transport	General
CONSULT 63	Planning, Transport & Environment		Electrical - Lighting Energy Reduction Reduction in energy usage and cost due to introduction of LED on strategic routes.	9,437	7	115	0	0	122	Green	Amber-Green	Green	Strategic Planning & Transport	General
CONSULT 64	Planning, Transport & Environment		Restructure of Transport Teams Following the appointment of a new Operational Manager, this saving will be achieved through the restructure of various teams within Transport Services.	740	80	0	0	0	80	Green	Amber-Green	Green	Strategic Planning & Transport	General
CONSULT 65	Planning, Transport & Environment		Environment Enforcement Improved efficiency and effectiveness through digital working	(720)	0	0	60	0	60	Green	Amber-Green	Green	Clean Streets, Recycling and Environment	General
CONSULT 66	Planning, Transport & Environment		Service Management & Support - Team Restructure Restructure of Support Team resulting in deletion of posts through flexible retirement and voluntary redundancy.	814	52	0	0	0	52	Green	Amber-Green	Green	Strategic Planning & Transport	General
CONSULT 67	Planning, Transport & Environment		Recycling & Waste Management Services - Residual Waste to Recycling Increased productivity & recycling efficiency from the Household Waste Recycling Centres	7,589	0	40	0	0	40	Amber-Green	Red-Amber	Green	Clean Streets, Recycling and Environment	General
CONSULT 68	Planning, Transport & Environment		Review of Active Travel plans for Cardiff Deletion of vacant posts in line with Active Travel plans for Cardiff.	1,468	35	0	0	0	35	Green	Green	Green	Strategic Planning & Transport	Service Specific
CONSULT 69	Planning, Transport & Environment	Energy Management - Sustainability Team Leader Saving will be achieved through charging 60% of the Sustainability Team Leader Post to the Housing Revenue Account to reflect the proportion of work undertaken in relation to Housing.	(606)	0	0	33	0	33	Green	Amber-Green	Green	Clean Streets, Recycling and Environment	General	

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CONSULT 70	Planning, Transport & Environment	Business Processes	Planning - Deletion of Vacant Post Deletion of vacant administrative post in Planning	2,072	22	0	0	0	22	Green	Green	Green	Strategic Planning & Transport	General
CONSULT 71	Planning, Transport & Environment	Review of External Spend	Reduction in Energy Levies A change in government policy means that rather than a Carbon Management tax being levied on specific organisations, there will be an increase to the Climate Change Levy (CCL) on every bill. There is a resultant decrease in the cost to the Council.	647	0	230	0	0	230	Green	Green	Green	Clean Streets, Recycling and Environment	General
CONSULT 72	Planning, Transport & Environment		School Transport - Active Travel Walking routes put in place to remove transport requirements to Schools, in line with Active Travel Plans for schools and independent travel training.	5,624	0	30	0	0	30	Amber- Green	Amber- Green	Red- Amber	Education, Employment & Skills	City Wide
CONSULT 73	Planning, Transport & Environment		Bereavement Services - Public Health Funeral Contract Saving will be achieved through carrying out the Public Health Funeral Contract in-house.	667	0	24	0	0	24	Green	Amber- Green	Green	Clean Streets, Recycling and Environment	General
CONSULT 74	Planning, Transport & Environment		Structures & Tunnels - Maintenance Reduction in maintenance expenditure following new contract and other efficiencies.	5,478	0	20	0	0	20	Green	Green	Green	Strategic Planning & Transport	General
Planning, Transport & Environment Total					407	1,750	1,562	550	4,269					
CONSULT 75	Governance & Legal Services	Income Generation	Increase in income Increase in income and charges for legal work carried out for City Deal (£20K), highways (£40k), waste (£58K), regeneration (£37k) and client contributions for procurement lawyer (£58K) and miscellaneous legal charges.	(1,015)	0	0	211	0	211	Green	Amber- Green	Green	Leader's Portfolio	General
CONSULT 76	Governance & Legal Services	Business Processes	Review of Legal Services Staffing Resource Restructure of Legal Services resulting in the deletion of two posts, and reducing capacity to undertake in-house legal work.	2,724	119	0	0	0	119	Red- Amber	Red- Amber	Amber- Green	Leader's Portfolio	General
CONSULT 77	Governance & Legal Services		Reduction in annual contribution to election reserve Following a review, it is possible to reduce the annual contribution to the election reserve to pay for local elections.	100	0	20	0	0	20	Green	Green	Green	N/A	General
CONSULT 78	Governance & Legal Services		Cease printing meeting agenda and reports for Councillors and Senior Officers Cease printing meeting agenda and reports for Councillors and Senior Officers unless necessary to comply with the Equality Act 2010.	20	0	13	0	0	13	Green	Red- Amber	Green	Leader's Portfolio	General
CONSULT 79	Governance & Legal Services		Removal of Webcasting Equipment from County Hall Council Chamber Any formal council meetings held in the County Hall Council Chamber will not be able to be webcast. However, currently only one Council meeting a year is held there and this could be held at City Hall.	20	0	6	0	0	6	Green	Amber- Green	Green	Leader's Portfolio	General
CONSULT 80	Governance & Legal Services		Reduction in Training and Development budget for Members	67	0	3	0	0	3	Green	Green	Green	Leader's Portfolio	General
Resources - Governance & Legal Services Total					119	42	211	0	372					
CONSULT 81	Resources	Income Generation	Income generation for Council's branding team Saving will be achieved by operating the Council's internal branding team on a more commercial basis, increasing income collection from internal and external customers.	(92)	0	0	100	0	100	Amber- Green	Amber- Green	Green	Leader's Portfolio	General
CONSULT 82	Resources		Income generation in Bilingual Cardiff Continued commercialisation of the Council's Bilingual Cardiff team to increase the amount of income generated by providing translation services to other organisations.	(155)	0	0	42	0	42	Red- Amber	Red- Amber	Green	Leader's Portfolio	General
CONSULT 83	Resources		Information Governance Team Review Generation of additional funding / income in order to support current resources allocated to Information Governance.	(13)	0	0	33	0	33	Amber- Green	Amber- Green	Green	Finance, Modernisation and Performance	General
CONSULT 84	Resources		Additional income from HR support to schools Additional income from supporting schools for services outside of the current Schools HR Service Level Agreement.	(29)	0	0	30	0	30	Amber- Green	Red- Amber	Green	Finance, Modernisation and Performance	General

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CONSULT 85	Resources	Income Generation	Atebion Solutions Additional Income Atebion Solutions is a trading company wholly owned by the Council which trades commercial and procurement services to other public sector organisations. The model that has been developed is based on reducing the fixed costs of the Strategic Procurement Team through the charging of full costed staff time to the company. Due to the success of the company to date, the annual income target for the Council will be stretched by £20k.	(617)	0	0	20	0	20	Red-Amber	Amber-Green	Green	Finance, Modernisation and Performance	General
CONSULT 86	Resources	Business Processes	Capital Ambition Delivery Team Saving will be achieved through the ongoing restructure of the Capital Ambition Delivery Team, to align the focus of the team with the major transformational change projects contained within Capital Ambition Delivery Programme, and a planned drawdown from reserve for one year.	1,090	304	0	70	0	374	Red-Amber	Green	Green	Finance, Modernisation and Performance	General
CONSULT 87	Resources		Restructure the Accountancy Function A review of staffing structures and responsibilities in the section, enabling staff savings through a combination of vacant posts and voluntary redundancy together with the use of reserves in order to assist with the timing of the restructure.	2,983	209	0	150	0	359	Red	Red-Amber	Green	Finance, Modernisation and Performance	General
CONSULT 88	Resources		Connect to Cardiff (C2C) - Channel Shift C2C management are exploring means of automating as many interactions as possible for customers. This improves the customer journey and hours of service availability, but can also significantly reduce demand on resources, allowing the release of contact centre staff.	4,363	300	0	0	0	300	Red	Red-Amber	Amber-Green	Finance, Modernisation and Performance	City Wide
CONSULT 89	Resources		Process efficiencies within Revenues and Council Tax Savings will be achieved through efficiencies within Revenues and Council Tax. This will include a range of measures, including staff savings which will be delivered through a combination of a reduction in vacant posts and voluntary redundancy.	3,775	274	0	0	0	274	Red	Red	Green	Finance, Modernisation and Performance	General
CONSULT 90	Resources		Policy, Performance and Research restructure Reconfiguring three functional areas to ensure the best use of resources, and to enable more effective utilisation of skills.	1,200	204	0	0	0	204	Red-Amber	Green	Amber-Green	Finance, Modernisation and Performance	General
CONSULT 91	Resources		Savings from reduction in Support Costs for Human Resources (HR) IT System Savings arising from planned reduction in support costs for HR IT systems. The costs associated with this were previously funded by post reductions in HR as required in the original business case model.	744	0	147	0	0	147	Green	Green	Green	Finance, Modernisation and Performance	General
CONSULT 92	Resources		HR IT System Move the Council's HR IT system on to the Council's private cloud platform.	744	0	116	0	0	116	Green	Green	Green	Finance, Modernisation and Performance	General
CONSULT 93	Resources		Review of Human Resources Staffing Resource Restructure of Cardiff Works and Cardiff Academy under one new manager role resulting in the deletion of two posts through voluntary redundancy. An additional deletion of one post in HR First Contact Team through Voluntary Redundancy.	7,985	113	0	0	0	113	Red-Amber	Amber-Green	Green	Finance, Modernisation and Performance	General
CONSULT 94	Resources		Income from Education to support planning and delivery of new schools as well as an increase in general income Internal funding for support in planning and delivery of new school build project (£40k), funding of Education H&S Officer costs (£48k), as well as an increase in general income target (£11k).	(63)	0	0	99	0	99	Green	Amber-Green	Green	Finance, Modernisation and Performance	General
CONSULT 95	Resources		Deletion of vacant Enterprise Architecture Posts The new digital strategy for Cardiff refocuses the areas of work for the Enterprise Architecture Team and has identified the opportunity to delete two existing vacant posts.	555	80	0	0	0	80	Amber-Green	Green	Green	Finance, Modernisation and Performance	General
CONSULT 96	Resources		Restructure of Exchequer Support Function Further restructuring of the Exchequer Support function, to include a reduction of supervisory / management roles as well as a further reduction of administrative staff through a combination of vacant posts and voluntary redundancy.	551	120	0	(40)	0	80	Amber-Green	Amber-Green	Green	Finance, Modernisation and Performance	General
CONSULT 97	Resources		Restructure of Branding and Media teams Restructure of the Council's communications, media and branding function, to ensure the best possible use of resources.	810	76	0	0	0	76	Green	Green	Amber-Green	Leader's Portfolio	General
CONSULT 98	Resources		Reduction of Audit Resource The deletion of a Principal Auditor post through voluntary redundancy along with a reduction in hours worked.	549	62	0	0	0	62	Amber-Green	Green	Green	Finance, Modernisation and Performance	General

No	Ref	Category	Proposal	Budget £000	Saving					Risk Analysis			Cabinet Portfolio	Consultation
					Employee Costs £000	Other Spend £000	Income £000	TBC £000	2019/20 £000	Residual	Achievability	EIA		
CONSULT 99	Resources	Business Processes	Review the service delivery arrangements for risk management A review of the service delivery arrangements for corporate Risk Management has enabled the deletion of a vacant post.	2,983	52	0	0	0	52	Amber-Green	Amber-Green	Green	Finance, Modernisation and Performance	General
CONSULT 100	Resources		HR Organisational Development Restructure of management of HR Organisational Development team and deletion of HR Organisational Development Team leader post through voluntary redundancy.	565	52	0	0	0	52	Green	Green	Green	Finance, Modernisation and Performance	General
CONSULT 101	Resources		Review of the Revenues Management Team Saving will be achieved through the deletion of one post from the management structure in the Revenues Section.	3,775	50	0	0	0	50	Amber-Green	Amber-Green	Green	Finance, Modernisation and Performance	General
CONSULT 102	Resources		eProcurement Team - Staffing Review Review of staffing resource within the eProcurement team allows the deletion of the Development and Support Manager post through voluntary redundancy.	1,256	47	0	0	0	47	Green	Green	Green	Finance, Modernisation and Performance	General
CONSULT 103	Resources		Revised funding arrangements for posts within HR People Services Saving will be achieved via a planned and prudent use of reserves over a two year period, allowing a reduction in base funding for posts.	0	0	0	43	0	43	Green	Amber-Green	Green	Finance, Modernisation and Performance	General
CONSULT 104	Resources		Bid for SOP Monies to cover extra HR Support for Band B Bid for SOP Monies to cover 50% of two posts in HR Employee Relations team to reflect impact of Band B.	0	0	0	40	0	40	Amber-Green	Red-Amber	Green	Finance, Modernisation and Performance	General
CONSULT 105	Resources		Contract Management Officer Funding of planned Contract Management Officer post from reserves for a two year period.	(617)	0	0	37	0	37	Green	Green	Green	Finance, Modernisation and Performance	General
CONSULT 106	Resources		Relocation of Council's In-House Occupational Health Service Relocation of the Council's in-house Occupational Health Service from the current leased building at Nant Garw to a Council owned building.	161	0	23	0	0	23	Amber-Green	Red-Amber	Amber-Green	Finance, Modernisation and Performance	Service Specific
CONSULT 107	Resources	Review of External Spend	Reduction in external spend in Communications and Media Reduction in the Council's publicity campaign budget	117	0	44	0	0	44	Amber-Green	Amber-Green	Green	Leader's Portfolio	General
CONSULT 108	Resources		Reduction to Third Sector Council infrastructure grant Reduction in direct grant to Cardiff's voluntary sector umbrella groups as part of a continuing development of a commissioning relationship between the Council and the sector.	4,507	0	40	0	0	40	Amber-Green	Green	Amber-Green	Leader's Portfolio	Service Specific
CONSULT 109	Resources		General reduction in external ICT spend This will be achieved through a review of the current ICT contract arrangements.	2,160	0	25	0	0	25	Green	Green	Green	Finance, Modernisation and Performance	General
CONSULT 110	Resources		Reduction in Special Projects Budget Reduction in budget available to fund projects within the Resources Directorate.	57	0	25	0	0	25	Green	Green	Green	Finance, Modernisation and Performance	General
Resources - Resources Total					1,943	420	624	0	2,987					
Council Total					3,723	11,693	2,967	994	19,377					

COUNCIL TAX UNOCCUPIED DISCOUNTS AND PREMIUMS

**FINANCE, MODERNISATION AND PERFORMANCE
(COUNCILLOR CHRIS WEAVER)**

AGENDA ITEM: 8

Reason for this report

1. For Cabinet to:
 - Note the impact that long term empty properties can have on communities.
 - Recommend to Council the removal of the 50% council tax discount that is currently granted to dwellings that are unoccupied and unfurnished.
 - Approve a public consultation on the application of discretionary powers that are available to charge council tax premiums for long term empty dwellings.

Long term empty dwellings in Cardiff

2. Many issues of community concern arise from empty properties; these include fly tipping, nuisance, vandalism, criminal activity and visual deterioration, all of which have the potential to adversely affect neighbouring properties and residents. Empty properties can be a blight on a local community and boarded up dwellings have a significant impact on the way potential investors perceive an area. In addition to the above, empty properties also represent a wasted resource in light of the housing demand within the city. There are currently 1700 properties empty for more than six months at any one time and the Housing enforcement team within the Shared Regulatory Services (SRS) actively monitor 200 of those empty properties on a prioritised basis as part of the Cardiff Housing Strategy.
3. In addition to reactive visits to complaints about empty properties, the SRS also work proactively to capture the wider scope of long term empty properties. The Council seeks to incentivise owners to act positively in bringing properties into beneficial use in a number of ways. These include signposting owners to the Houses into Homes loan scheme, providing a list of private property developers, referring to a Housing

Association for lease and repair where feasible or providing proof of empty status letters for VAT reduction on renovation costs. Although some owners may be receptive to this approach, there are of course situations where owners are absent and cannot be traced or are resistant to resolving the issues. In these circumstances, the SRS is able to exercise a number of enforcement powers. These can deal with immediate issues such as fly tipping and making premises secure to more long-term solutions such as enforced sale or compulsory purchase.

Removal of 50% discount for unoccupied and unfurnished properties

4. Currently where dwellings are unoccupied and unfurnished a 50% discount is granted from the council tax charge after any statutory period of exemption has expired (dwellings that are unoccupied and unfurnished can receive a six months exemption and dwellings that are undergoing or requiring structural repair can receive a twelve month exemption).
5. Section 75 (subsection 2) of the Local Government Finance Act 2003 gives local authorities the power to vary or discontinue the discount applied to unoccupied properties. If this discretion is used then a resolution must be passed at full Council before the beginning of the financial year to which the determination applies. Where a determination is made to discontinue a discount, a local authority must publish a notice of the determination in at least one newspaper circulating in its area within 21 days of the date of the determination.

Council tax premiums

6. The Housing (Wales) Act 2014 has amended the Local Government Finance Act 1992 by inserting section 12A which gives the Council the discretion to discontinue any discounts granted to long term empty homes and apply a premium of up to 100% on top of the standard rate of council tax.
7. The Council can make, vary or revoke a determination made under section 12A of the 1992 Act, but only before the beginning of the financial year to which the determination applies. Where a determination is made to apply a council tax premium, a local authority must publish a notice of the determination in at least one newspaper circulating in its area within 21 days of the date of the determination.
8. Council Tax legislation provides for a number of specific exemptions from the charge including a number of exemptions where a dwelling is unoccupied such as a dwelling that is undergoing structural repairs (for up to 12 months) and a dwelling that is unoccupied and substantially unfurnished (for up to 6 months).
9. A dwelling that is exempt from council tax is not liable for a premium. However, where a dwelling is no longer eligible for an exemption, but remains unoccupied, it may become liable for the premium. In the case of a dwelling that is unoccupied and substantially unfurnished, it could be

liable for a premium after it has been empty for a continuous period of one year.

10. A long-term empty dwelling is defined as a dwelling which is both unoccupied and substantially unfurnished for a continuous period of at least a year.
11. The furnishing or occupation of a dwelling for one or more periods of six weeks or less during the year will not affect its status as a long-term empty dwelling. In other words, a person cannot alter a dwelling's status as a long-term empty dwelling by taking up residence or installing furniture for a short period.
12. Where a billing authority makes a determination to charge a premium on long-term empty dwellings, it may specify different percentages (up to a maximum of 100 per cent) for different dwellings based on the length of time for which they have been empty. This gives the discretion to take a stepped approach with incremental increases applying over time.

Exceptions to Council Tax Premiums charged on Long Term Empty Properties.

13. A premium cannot be charged on a dwelling that falls within an exception class. The Council Tax (Exceptions to Higher Amounts Wales) Regulations 2015 sets out the following exceptions –

Classes of Dwellings	Definition	Application
Class 1	Dwellings being marketed for sale – time-limited for one year	Long-Term Empty Homes and Second Homes
Class 2	Dwellings being marketed for let – time-limited for one year	
Class 3	Annexes forming part of, or being treated as part of, the main dwelling	
Class 4	Dwellings which would be someone's sole or main residence if they were not residing in armed forces accommodation	

Welsh Government Aims and Objectives

14. Guidance has been provided by the Welsh Government for each exception class. The guidance provided states that these discretionary powers are intended to be a tool to help local authorities to bring long term empty homes back into use to provide safe, secure and affordable homes and support local authorities in increasing the supply of affordable housing and enhancing the sustainability of local communities.

15. In considering whether or not to charge a premium, regard should be given to these aims and taking other factors into account such as the numbers and percentages of long term empty homes and second homes in the area. The distribution of these dwellings and their impact on property values, demand for affordable homes and the effects on tourism and the local economy.

Numbers and percentages of long term empty dwellings in Cardiff

16. As at 31st July 2018 there were 155,801 dwellings on the Council Tax Valuation list and currently 3468 (2.2%) are recorded as being unoccupied and substantially unfurnished. Of this figure 1755 are exempt and out of the remaining dwellings 857 (24.7% of the vacant dwellings and 0.55% of the total number of dwellings) had been unoccupied and substantially unfurnished for more than 12 months.
17. The figures above give an indication of the numbers of properties that may be affected if a decision is made to charge a premium on long term empty dwellings although it should be noted that this is subject to the exceptions detailed in paragraph 13. The number of empty dwellings is also constantly changing so the figures are variable.
18. It is very difficult to estimate how many exceptions there will be. A review of the council tax file was undertaken on 50 of the long term empty dwellings and thirteen of these dwellings were found to be for sale which constitutes 26% and if the premium is applied this figure is likely to significantly increase. Therefore, at this stage and based on the little information we have, a reasonable estimate may be to reduce the potential additional income by 50% for long term empty dwellings.

Distribution of Long term Empty Homes throughout the city

19. The table below gives details of how the 857 long term empty properties are split over the parishes (subset of wards for council tax purposes) within the city and their bands.

Admin Unit Name	Properties	A	B	C	D	E	F	G	H	I
Adamsdown	38	1	9	13	10	2	0	1	1	1
Butetown	19	0	2	2	5	6	2	2	0	0
Caerau	11	2	3	4	1	0	1	0	0	0
Canton	44	1	8	10	12	8	4	1	0	0
Castle	18	0	2	4	4	5	1	0	0	2
Cathays	45	1	15	5	6	13	4	0	0	1
Cyncoed	26	0	2	1	2	7	4	7	1	2
Ely	17	0	11	5	0	0	1	0	0	0
Fairwater	23	1	4	6	11	1	0	0	0	0
Gabalfa	24	0	1	6	4	10	3	0	0	0
Grangetown	71	1	12	17	13	21	5	0	1	1
Heath	26	0	0	2	8	7	7	2	0	0
Lisvane	11	0	0	1	0	2	3	2	1	2

Llandaff	25	0	0	0	9	11	3	1	0	1
Llandaff North	12	0	1	1	7	3	0	0	0	0
Llanedeyrn	12	0	2	5	5	0	0	0	0	0
Llanishen	19	0	0	5	5	0	2	5	1	1
Llanrumney	17	4	4	6	1	2	0	0	0	0
Old St Mellons	9	1	1	3	0	0	0	2	1	1
Pentwyn	11	0	2	6	1	1	1	0	0	0
Pentyrch	6	0	1	1	2	0	0	1	0	1
Penylan	37	1	4	2	6	7	11	3	1	2
Pontcanna	31	0	3	3	8	8	5	3	1	0
Pontprennau	6	0	0	0	3	3	0	0	0	0
Radyr	13	0	0	3	6	3	1	0	0	0
Rhiwbina	27	0	0	3	4	8	10	2	0	0
Riverside	40	0	11	17	8	3	1	0	0	0
Roath	104	6	33	20	19	15	8	2	0	1
Rumney	17	1	3	4	6	3	0	0	0	0
Splott	30	2	6	8	14	0	0	0	0	0
St Fagans	8	0	0	0	0	4	0	1	2	1
Thornhill	6	1	0	0	4	1	0	0	0	0
Tongwynlais	4	0	0	1	1	1	0	1	0	0
Tremorfa	10	0	1	8	1	0	0	0	0	0
Trowbridge	10	1	0	4	2	2	1	0	0	0
Whitchurch	30	0	1	8	4	11	3	2	1	0
	857	24	142	184	192	168	81	38	11	17

20. The spread of long term empty property across the parishes seems to be fairly even given the size of each parish. Grangetown and Roath are larger parishes hence the higher volume of long term empty dwellings whereas St Fagans, Tongwynlais, Pontprennau, Thornhill, Pentrych and Old St Mellons are smaller parishes.

Options for level of premiums

21. The maximum level of premium that can be applied to long term empty dwellings is 100% which would result in the owner of these dwellings receiving a bill for 200% of the council tax charge. If the Council decides to adopt this the earliest that the premium could apply for long term empty property would be 1st April 2019 (a consultation exercise would also need to take place before any decision is made and then a determination would need to be made by 31st March 2019).
22. The legislation also permits that different percentage premiums can be applied, for example the options of the level of the premiums that could be considered could range from 25%, 50%, 75% or 100% on top of the standard level of council tax. The Council also has the discretion to extend the time period before applying a premium therefore although the legislation allows the Council to apply a premium after twelve months it can extend this time to allow owners further time to bring a property back

into use. For example, the Council could decide to charge a premium after 24 months.

Potential additional income

23. This report recommends that the 50% discount for unoccupied and unfurnished dwellings is discontinued. There is no need for a public consultation for this decision but the discount must be revoked before any council tax premiums may be applied.
24. With regard to premiums the Welsh Government have confirmed that local authorities are able to retain any additional funds generated by implementing premiums and amendments to the calculation of the tax base will be made to facilitate this. However, authorities are encouraged to use any additional revenue generated to help meet local housing needs in line with the policy intentions of the premiums.
25. An analysis of the potential income from the disapplication of the 50% discount and the application of a premium has been undertaken. For the purposes of the estimate we have used the 857 dwellings (see 16 above) that had been unoccupied for twelve months or more and calculated a full charge for these using the 2018/19 council tax charges assuming a Band D charge. NB these figures are calculated on the basis that the properties concerned will continue to remain unoccupied for whole of the financial year
26. It would mean that approximately a further £600,000 would need to be collected due to the disapplication of the 50% unoccupied discount on these dwellings. It is also anticipated that by applying a 50% premium for long term empty dwellings this would raise approximately £600,000 less 50% for excepted dwellings (see 18 above) = £300,000. This would mean that properties that have been unoccupied and unfurnished for between six and twelve months would see an increase in the charge from 50% to 100% and properties that have been empty for longer than a year would see an increase in charge from 50% to 150%. This should be seen in the context of a policy decision to encourage an increase in dwellings being brought back into use .As stated previously a local authority has the discretion to decide on the level of premium that is charged and apply different percentage premiums for different time periods.

Consultation

27. The determination by a local authority to charge a premium under section 12a of the Local Government Finance Act 1992 must be made by full Council. Prior to doing so a local authority must give due consideration to its statutory duties to carry out equality impact assessments under the Equality Act 2010 and the Welsh Public Sector Equality Duties 2011 and to all other relevant considerations. The Welsh Government has also stated that a local authority should give consideration to engagement and consultation with key stake holders, including the local electorate, before taking a decision as to whether or not to charge a premium.

28. The consultation would be open to all stakeholders with appropriate coverage on both the website and Council buildings such as hubs, housing offices and libraries.

Additional Issues to consider before deciding to apply premiums

29. The various exemptions from the council tax premiums that have been prescribed by the Welsh Government (marketed for sale or marketed for rent) will further complicate the administration and collection of the premiums. Each claim will need to be verified and where difficulties arise more detailed checks will need to be undertaken increasing both the cost of administration and collection.
30. If a decision is made to apply the long term empty premium then additional resources will be necessary to manage the increase in workload and an additional Council tax Assistant post would be required. In addition to this provision of an additional officer resource to the SRS should also be considered. This team aim to target empty properties to bring them back into beneficial use. This would undoubtedly assist in driving forward further proactive policy work in this area and contribute to the wider aims of the Housing Strategy for Cardiff.

Reason for Recommendations

31. It is necessary for the Cabinet and Council to consider both the disapplication of the 50% discount for unoccupied and unfurnished dwellings and the discretionary powers that are available in relation to applying Council Tax premiums.

Financial Implications

32. Local authorities will be able to retain any additional funds generated by implementing the Council tax premiums although it should be noted that the Welsh Government is encouraging authorities to use any additional revenue generated to help meet local housing needs. The additional cost of administration and recovery needs to be considered when identifying the overall financial benefits of implementing a premium for long term empty dwellings. The additional staffing cost could be funded from the additional income collected.
33. The removal of the 50% discount will increase the council tax base for the Council. The removal of the discount creates an additional council tax charge of 50% to be collected. Welsh Government use the Council Tax Base for redistribution of Revenue Support Grant and any increase in tax base will result in an equivalent reduction in Revenue Support Grant.

Legal Implications

34. Legal Implications appear throughout the text of this Report.
35. If a decision is made to adopt a Council Tax premium then an Equality Impact Assessment will need to be carried out.

36. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council eg. standing orders and financial regulations; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

RECOMMENDATIONS

Cabinet is recommended to:

- (1) note that long term empty properties have a negative impact on communities.
- (2) Recommend to Council that the 50% council tax discount that is currently granted to unoccupied and unfurnished dwellings is discontinued with effect from 31st March 2019. This means that from 1st April 2019 the will be no discount awarded to these dwellings.
- (3) approve the undertaking of a consultation exercise on the application of a council tax premium for long term empty dwellings.
- (4) Note that the results of the consultation exercise will be considered at a future Cabinet meeting in order to inform a final decision to be taken at Council early in 2019.

SENIOR RESPONSIBLE OFFICER	CHRISTINE SALTER CORPORATE DIRECTOR RESOURCES
	9 November 2018



CABINET MEETING: 15 NOVEMBER 2018

BUDGET MONITORING – MONTH 6 REPORT

**FINANCE, MODERNISATION & PERFORMANCE (COUNCILLOR
CHRIS WEAVER)**

AGENDA ITEM: 9

Reason for this Report

1. To provide the Cabinet with an update of the financial monitoring position for the authority based on the first six months of the financial year and as updated for significant movements to date.

Background

2. This monitoring report provides details of the projected outturn for 2018/19 compared with the budget approved by Council on the 22 February 2018.
3. The presentation of surpluses and deficits in this report follows the convention, which shows an excess of expenditure over budget as a positive and additional income over budget as a negative. Conversely, expenditure less than budget would be shown as a negative while income lower than expected would be denoted as a positive. Negative items are shown in brackets.

Issues

Revenue

4. Overall, the month six revenue monitoring for the Council continues to show a balanced position with financial pressures and shortfalls against budget savings targets in directorate budgets offset by projected savings on capital financing, an anticipated surplus on Council Tax collection and NDR refunds on Council properties. In line with the position reported at month four the overall position also takes into account the release of the £1.1 million set aside for transitional grant relief via the Financial Resilience Mechanism as this budget is no longer required for its original purpose in the current financial year. Directorate budgets are currently projected to be overspent by £5.0 million, which is broadly in line with the position reported at month four. This takes into account the impact of any management actions already taken with additional measures to be implemented during the remainder of the year where there is

scope to reduce the projected spend by the year end. The current position includes projected overspends in a number of directorates the most significant being in respect of Social Services, Planning, Transport & Environment and Education & Lifelong Learning. These are partly offset by projected underspends in other directorates and by the £3.0 million general contingency budget which was provided as part of the 2018/19 budget in order to reflect the quantum, risk and planning status of the proposed savings for 2018/19. A summary of the overall position is attached as Appendix 1 to this report.

5. The projected overspends in directorate budgets include £3.230 million in Social Services, £1.465 million in Planning, Transport & Environment, £821,000 in Education & Lifelong Learning and £277,000 in Corporate Management. The directorate positions reflect a range of factors including increased demographic pressures in Social Services, particularly in relation to looked after children, shortfalls in income and the anticipated failure to fully achieve the savings targets set as part of the 2018/19 Budget together with on-going shortfalls carried forward from the previous financial year.
6. The 2018/19 savings targets for each directorate are set out in Appendix 2(a) to this report together with the projected savings currently anticipated to be achieved. An overall shortfall of £3.056 million is currently anticipated against the £14.296 million directorate savings target with £5.274 million having been achieved to date and a further £5.966 million anticipated to be achieved by the year end. The budget approved by Council on the 22 February 2018 identified red or red / amber achievability risks totalling £6.910 million with £1.434 million of the savings proposals still at a general planning stage. These risks are evident in the projected shortfall currently reported as part of the month six monitoring. A projected shortfall of £741,000 has also been identified in relation to savings targets carried forward from 2017/18 and these are set out in Appendix 2 (b) to this report. Overall, this represents an increase of £124,000 compared to the shortfalls identified in relation to 2018/19 and carried forward savings as reported at month four. The projected shortfalls are reflected in the directorate monitoring positions although where possible shortfalls have been offset by savings in other budget areas. The £3.0 million General contingency budget which was allocated to reflect the risk and planning status of the proposed savings for 2018/19 is also available to offset the shortfall in the current financial year. However, despite this the projected shortfalls represent a continuing cause for concern particularly as the Council has another difficult budget round to manage in relation to 2019/20.
7. Actions are being taken by those directorates currently reporting a projected overspend to try to resolve the issues that led to the current position or alternatively to identify offsetting savings in other areas of the service. These will continue to be considered as part of the challenge process to review the performance of directorates including the budget monitoring position and the Chief Executive has held a series of meetings with directors to identify measures to reduce the level of spend with the intention of improving the overall position as the year progresses. These reviews will continue throughout the year and the actions taken also discussed in the Chief Executive's regular meetings with individual directors. In response to the level of financial pressures identified in the current year all directorates have also reviewed their monitoring positions and identified a range of in-year savings which are

reflected in their reported positions within this report. This has enabled a balanced position to be reported at month six.

8. The 2018/19 Budget included specific contingencies of £950,000 to reflect the potential for increased costs in relation to placements for looked after children in Social Services and £350,000 to offset potential income shortfalls in relation to the Material Recycling Facility (MRF) as a result of volatility in the market for recycle materials. The month four report identified that full allocations would be required in both these areas and this is reflected in the directorate positions within this report. There is also a Waste Management contingency budget of £192,000 in the current year to reflect the potential impact of increased tonnages on costs in the Waste Service. Based on an analysis of data at month six an allocation of £126,000 is proposed from this budget and this is included within the directorate position for Planning, Transport and Environment. A contingency budget of £2.138 million is also maintained to reflect the potential for future growth in the number and value of claims as part of the Council Tax Reduction Scheme (CTRS). This includes an annual uplift to reflect the potential impact of Council Tax increases on this budget and includes budget carried forward from the previous financial year where this was not required. Current projections indicate a requirement of £1.352 million to meet costs in the current financial year. The budget pressures in all these areas will continue to be monitored as the year progresses and any further variations to this position will be identified. A budget of £786,000 has also been set aside to meet costs arising from the Council's Voluntary Redundancy Scheme and this is currently anticipated to be fully committed.
9. The Budget approved by Council on 22 February 2018 included an allocation of £4.0 million from the Financial Resilience Mechanism for one-off use in 2018/19. This included £1.1 million for Transitional Grant Relief in order to provide transitional funding to mitigate any specific grant issues during the year. As the outstanding matters in relation to grant funding have been resolved and no further issues identified, this sum has therefore been released and in line with the position at month four is reflected in the overall Council monitoring supporting a balanced position. As previously reported, the Council has also received a refund of VAT from HMRC in the current financial year amounting to £2.494 million net of fees. This relates to VAT paid by the Council in relation to leisure services in previous years and reflects a change to regulations following the decision of the Court of Justice for the European Union in relation to the case of the London Borough of Ealing. A further refund, albeit on a smaller scale is also anticipated in relation to Cardiff Castle although this has yet to be received and will be confirmed later in the year. As the repayments relate to previous financial years they will be credited to the Summary Revenue Account with the £2.494 million currently shown as committed either to provide a contribution to reserves or to offset any one-off expenditure commitments that may need to be addressed in 2018/19. This may include any additional payments required in relation to Landfill Tax although this is still under review with the HMRC and as yet no liabilities have been confirmed.
10. A financial statement showing the spending position for each directorate is attached as Appendix 1 to this report. Comments on the main variances and any significant issues are as follows:

Capital Financing (£225,000)

11. The Capital Financing Budget is currently forecasting an underspend of £225,000 an increase of £21,000 compared to the position reported at month four. The overall position includes a combination of factors the most significant of which is a projected saving of £269,000 on the amount required to be set aside for the repayment of capital expenditure. This reflects the determination of final capital expenditure incurred in 2017/18 paid for by unsupported borrowing and the slippage in the programme for that year. A saving is also projected in relation to interest payable on new external borrowing with the assumption that any external borrowing to meet capital expenditure commitments in the current financial year will be spread over the second half of the year This is consistent with the Council's Treasury Management Strategy approved by Council which recognises the short term savings achievable by utilising existing cash balances rather than taking external borrowing. This is because interest rates on investments are less than interest rates payable on borrowing. The timing of any borrowing decisions will continue to be subject to interest rates and advice from Treasury Management advisors. A saving is also currently anticipated in relation to interest receivable on investments. The savings are partly offset by additional costs in other areas, principally in relation to a reduced share of external interest payable that is chargeable to the Housing Revenue Account.

Corporate Management +£277,000

12. An overspend of £277,000 is currently projected in relation to Corporate Management, an increase of £153,000 compared to the position reported at month four. The change is mainly due to an increase in the projected shortfall against the Council-wide budget saving of £606,000 in relation to business process efficiencies and the use of digital technology. Whilst savings are projected through a combination of service reviews and other initiatives further opportunities have still to be identified in order to achieve the full saving with the shortfall in the current financial year now projected to be £300,000. Other overspends include a projected shortfall in the budget for the release of savings through voluntary schemes including the purchase of leave and an anticipated overspend on bank charges. These are partly offset by a range of savings including £61,000 due to a reduction in contributions to the Mid Glamorgan Superannuation Fund relating to past employees and £25,000 in relation to income from insurance arrangements. Underspends are also currently projected in relation to senior management budgets.

Council Tax Collection (£211,000) and NDR refunds on Council properties (£529,000)

13. A review of the Council Tax position continues to indicate a potential surplus of £211,000. This is due to a higher than anticipated collection rate which has the impact of reducing the required contribution to the Council Tax Bad Debt Provision. This is partly offset by projected variances to the level of discounts and exemptions, with current projections particularly for single person discounts currently higher than was anticipated when the Council Tax base report was approved in December 2017. The surplus represents a variance of 0.1% of the estimated gross debit and will be subject to further fluctuations as

the year progresses. A saving of £529,000 is also currently identified in relation to refunds of NDR on Council properties achieved through the appeals process. This will continue to be monitored and may increase as further appeals are taken forward during the year.

Economic Development +£44,000

14. The Directorate is currently forecasting an overspend of £44,000, which represents an improvement of £186,000 on the position reported at Month four. The change includes improvements to the monitoring position across a number of divisions the most significant being in relation to Property with an increased saving against office rationalisation budgets and an improved outlook in relation to rental income now forecast. Other divisions reporting improved positions include Leisure, Play and Sport, Facilities Management, Culture, Venues and Events and Business Investment and Workshops. These are partly offset by increased costs in Major Projects mainly due to unbudgeted costs of NDR and security connected to recently acquired sites.
15. The overall position is primarily the result of projected overspends within Major Projects and Facilities Management, partly offset by underspends in other areas, the most significant being in relation to Property budgets. Included within the overall position are anticipated savings shortfalls totalling £159,000 against the £2.486 million target for 2018/19, as well as a £44,000 shortfall against the £134,000 unachieved savings targets carried forward from 2017/18. The savings position is due to shortfalls in rental income, initiatives relating to Security Services within Facilities Management, a tier 4 restructure within the Parks, Sport and Leisure Service and delays to building transfers within Play Services.
16. The overspend in respect of Major Projects totals £166,000 and is largely due to net additional costs of rates and security connected with the Dr Who Experience and recently acquired sites. These additional costs are partly offset by underspends against supplies and services budgets and rental income above target for the Cardiff International Pool. The overspend within Facilities Management totals £61,000 and is predominantly due to significant net overspends against the budgets for FM Buildings, as a result of additional expenditure on utilities, cleaning and security costs. These costs are partly offset by underspends in relation to rent and rates. The FM repairs and maintenance budget is currently forecast in line with budget, however this will need to be closely monitored during the remainder of the year to ensure that any pressures in this area can be contained within budget. The remainder of the Facilities Management position comprises additional employee expenditure within Security Services and additional employee and supplies and services costs within Building Support, which are more than offset by a net surplus within Cleaning Services, additional School Caretaking income and additional income from external occupants of core buildings.
17. The Property and Office Rationalisation underspend totals £98,000 and is despite significant rental income shortfalls. However, a large underspend against Office Rationalisation budgets, additional internal recharges and staff

vacancies more than offset these shortfalls and are the reason for an overall underspend. Other projected underspends include £35,000 in Business and Investment, £29,000 in Leisure, Play and Sport £25,000 in Culture, Venues and Events. Within this position it is currently anticipated that challenging savings targets totalling £538,000, in relation to St David's Hall, New Theatre and Cardiff Castle, will be achieved in full.

Education & Lifelong Learning +£821,000

18. The overall position indicates an overspend of £821,000, a reduction of £30,000 compared to the position reported at Month four. The change is primarily due to increased utilisation of grant funding to support costs in relation to EOTAS and the Youth Service together with an improvement in the position of the Inclusion Service due to in-year staffing savings, and the removal of the overspend previously projected in relation to SOP & Admissions. This is partly offset by an increase in the projected level of savings shortfalls and a deficit in relation to the Tuition Service. The overall position continues to reflect a significant projected overspend against the budget for Out of Area Placements & EOTAS. Other variances include an overspend against Performance & Resources offset by projected underspends against Senior Management, Inclusion, Achievement and Non-Delegated School Expenditure. In terms of savings proposals, it is anticipated that a £188,000 shortfall will result against the 2018/19 target of £1.278 million, with all unachieved savings carried forward from 2017/18 being achieved in full.
19. The overspend against the Out of Area Placements & EOTAS budget totals £841,000, representing expenditure levels broadly in line with the outturn for 2017/18. The overspend is due to a combination of historic unachieved savings proposals, significant growth in the number of EOTAS pupils accessing alternative provision and the deficit connected to the Tuition Service. The level of alternative provision has grown rapidly in recent years, whilst the number of pupils accessing traditional out of area placements, in independent schools or schools in other local authorities, has remained relatively stable. Within the overall position is an allowance for future placements, however the trends over recent years suggest a risk that the overspend could increase beyond the current figure.
20. The other overspend within the Directorate is a net overspend of £170,000 within Performance & Resources. This is primarily due to a projected deficit in relation to the Music Service, a shortfall in savings proposals, due to a delay in the implementation of a staffing restructure, and additional premises costs connected with the Friary Building. These overspends are partly offset by a staffing underspend within Business Support. The Catering Service is projecting a balanced position and the Storey Arms Outdoor Pursuits Centre is projecting a minor deficit. The position in relation to the Music Service continues to require further detailed review and could potentially change during the remainder of the financial year. A number of targeted management actions are being implemented across the Directorate, with a number of these specifically in relation to the Music Service, with the aim of improving the

trading position. Any benefits resulting from these actions will be reflected in future monitoring positions.

21. Other variances include an underspend of £99,000 against Non-Delegated School Expenditure. This includes underspends against budgets for past service pension contributions, staff undertaking trade union duties and temporary accommodation. There are also projected underspends of £38,000 in Achievement, £27,000 in Inclusion and £26,000 in relation to senior management budgets. The projected underspend in Achievement includes savings in youth service budgets as a result of grant funding and in-year staffing savings against Partnership Inclusion Officers. These are partly offset by a £53,000 savings shortfall, which relates to the annual contribution to the Central South Consortium Joint Education Service and shortfalls against historic savings targets connected to Childcare. Other divisions are currently projecting balanced positions, including SOP and Admissions, where additional staffing costs within the Admissions service and additional costs connected to the temporary accommodation in place at Cantonian High School are being offset by an in-year underspend against the budget for revenue repairs to the school estate.

People & Communities

Communities & Housing (£530,000)

22. The Directorate is currently anticipating an underspend of £530,000, representing a further improvement of £165,000 to the position reported at Month four. This includes changes within various divisions including increased savings within Assessment & Support, Community Hubs and the Libraries Service. The overall position includes significant projected underspends against Preventative Services, Assessment & Support, Community Hubs and Employability Services. In terms of savings, the position reflects a £71,000 shortfall against the £689,000 2018/19 target, with a shortfall of £46,000 projected against unachieved savings carried forward from 2017/18. The shortfalls are connected to digitalisation and commercialisation initiatives, respectively.
23. The projected underspend in relation to Preventative Services totals £178,000 and is due to in-year vacancy savings and additional capital allocations, which result in revenue budget savings within the Joint Equipment Service. In addition, Assessment & Support is expected to underspend by £119,000, with additional premises expenditure at the Housing Options Centre being more than offset by employee savings across the division, partly as a result of increased grant funding. An underspend of £33,000 is also projected within Housing Strategy, Grants & Advice due to in-year employee savings. Included within the position reported as part of the Month four Cabinet Report was the drawdown of £1.422 million from the specific contingency budget set aside to meet increased costs in relation to the Council Tax Reduction Scheme. As at Month six, indications are that the required use of this contingency amount will be £70,000 lower than the amount already drawn down. Further adjustments to this figure may be required as the year progresses, depending upon fluctuations in the number of applications and level of support required.

24. Other underspends within the Directorate include Community Hubs where a £110,000 underspend is projected, due to in-year vacancies and recharges to the Housing Revenue Account and Employability Services where an underspend of £70,000 is forecast due to employee savings and additional staff recharge income, partly offset by rental income shortfalls at St Mellons Enterprise Centre. An underspend of £40,000 is projected in the Libraries Service reflecting staff savings arising from the Community Wellbeing Hub restructure with Neighbourhood Regeneration also projecting an underspend of £22,000 due to in-year employee vacancies. These are partly offset by a projected overspend of £42,000 in relation to Service Management & Support, largely due to the unachieved saving from 2017/18. Supporting People and Adult & Community Learning are both currently projecting balanced positions.

Social Services +£3,230,000

25. The overall position for the Directorate shows a projected underspend of £976,000 for Adult Services but which is more than offset by a projected overspend of £4.206 million relating to Children's Services. This net projected overspend of £3.230 million is an increase of £415,000 compared to the position reported at month four. The increase is mainly due to additional placements for looked after children with an increased cost in Children's Services amounting to £585,000 during this period. Additional savings of £170,000 have been identified in relation to Adult Services with increased costs arising from demographic and cost pressures in the service more than offset by additional savings from grant funding and additional vacancy savings on non- social work posts.
26. The projected overspend in Children's Services reflects the impact of demographic pressures with a significant increase in the number of placements and cost for looked after children particularly in relation to residential and external fostering. Although demographic and cost pressures are also evident in relation to Adult Services these are currently contained within the budgets allocated by Council. The overall position also reflects a shortfall against budget savings targets both in respect of the 2018/19 budget and in relation to on-going shortfalls against 2017/18 savings targets which have yet to be achieved. Total savings of £3.680 million are currently projected to be achieved against the Directorate's 2018/19 savings target of £5.160 million leaving a projected shortfall of £1.480 million. In addition a shortfall of £430,000 is also forecast against the savings targets carried forward from 2017/18. These shortfalls are reflected in the Directorate outturn projection with details of the individual variances set out in Appendices 2(a) and 2(b) to this report.
27. The current projections make no assumptions in relation to further growth arising from demographic pressures during the remainder of this financial year. Demand for services are needs led and can be volatile and costs, particularly in relation to external fostering, residential, domiciliary and nursing placements can be high. If the levels of demand continue to increase then the overall cost to the Directorate will also increase. This together with the significant level of assumed savings which have still to be achieved during the remainder of the year provides an element of risk that must continue to be closely monitored.

Further detail on the individual positions for Children's and Adult Services are provided in the paragraphs that follow.

Adult Services – (£976,000)

28. The Adult Services position is currently projecting a saving of £976,000 against budget despite on-going demographic and cost pressures particularly in relation to residential and nursing care for older people and significant shortfalls against savings targets. The projected saving reflects the significant additional funding provided as part of the Council's 2018/19 Budget including funding for demographic and cost pressures of £2.7 million, additional funding set aside to meet fee increases including the impact of the National Living Wage and a number of other specific financial pressures. The projected underspend also includes significant savings on staffing budgets within the service reflecting both the high number of vacancies and the use of short term grant funding to offset costs in these areas. The overall position includes a projected shortfall of £1.860 million against the savings targets for 2018/19 and carried forward from 2017/18 and this is reflected in the analysis of the variances below.
29. Overall, commissioning budgets are currently reporting a projected overspend of £438,000 with projected overspends of £1.252 million in Services for Older People and £25,000 in respect of People with Learning Disabilities partly offset by savings in other areas. The projected overspend in Services for Older People includes shortfalls against savings targets of £1.3 million particularly in relation to domiciliary care where although the number of care hours has remained relatively stable and has shown some reduction recently, this has proved insufficient to enable the full savings targets to be achieved. There have also been demographic and cost pressures in relation to residential and nursing care with the number of placements in both these areas increasing and costs in nursing care continuing to rise. In the case of residential placements, analysis suggests that the increase in the number of placements may be partly due to the increase in the capital limit for resident's contributions. Placement costs for nursing care are currently on average 6% above the levels in the previous financial year resulting in an increased cost of £1.0 million. This has been largely offset by specific allocations made in the budget process including a £400,000 allocation from the Financial Resilience Mechanism. The projected overspend in Learning Disabilities is mainly due to anticipated shortfalls against savings targets together with an increase in direct payment hours and costs. These variances are partly offset by projected underspends of £596,000 in Mental Health Services and £243,000 for People with a Physical Disability including alcohol and drug services. The projected underspend in Mental Health Services includes a continuing reduction in residential placements together with levels of expenditure on Deprivation of Liberty Safeguards (DOLS) continuing to be lower than anticipated. In relation to Physical Disability, Alcohol and Drug Services the projected underspend reflects a range of savings with costs generally lower than budgeted.
30. Internal Services are currently projecting an underspend of £1.414 million. This is mainly due to anticipated savings of £732,000 in Assessment and Care Management and £441,000 in Day Care and Reablement Services both of which reflect staff vacancies within the service and the use of grant funding in

these areas, particularly the Integrated Care Fund. An underspend of £282,000 is also forecast in Internal Support & Management reflecting a range of savings on staffing and supplies and services budgets. These variances are partly offset by an overspend of £40,000 in relation to Learning Disabilities Supported Living and Day Care mainly as a result of shortfalls against savings targets set in previous years.

Children's Services +£4.206 million

31. The Children's Services budget is currently projecting an overspend of £4.206 million with costs having increased by £585,000 since month four mainly as a result of increased placements for looked after children. The projected overspend is after taking into account the drawdown of the £950,000 specific contingency budget set aside to meet increased costs in relation to placements for looked after children, with this drawdown having been incorporated into the Directorate budget position in this report. Although Children's Services received an additional budget realignment of £3.990 million and funding for other specific pressures as part of the 2018/19 budget process, on-going pressures in relation to the increasing numbers of looked after children and subsequently on the budgets for external placements and leaving care support costs have nevertheless led to a projected overspend in the current year. The increase in looked after children are mainly younger children. The edge of care service for teenagers provided through the ARC is demonstrating real success and there is a business case in development to replicate this approach for younger children. The number of looked after children rose from 803 to 869 in the period 31 December 2017 to September 2018. These pressures have been alleviated to an extent by mitigating actions taken in respect of guardianship allowances and by savings on staffing budgets due to vacancies in a number of areas within the service. The overall position includes a projected shortfall of £50,000 against the savings targets for 2018/19 and carried forward from 2017/18 and this is reflected in the analysis of the variances below.
32. An overspend of £4.509 million is currently projected in respect of external placements for looked after children with on-going pressures on external residential placements and a significant rise in the number of external fostering placements thereby increasing costs in this area. This is after allowing for the drawdown of the £950,000 contingency budget which was set aside specifically to meet increased costs associated with external placements. The overall volume of activity in Children's Services has seen an increase in internal fostering, external fostering and residential placements. The sufficiency of supply of quality, cost effective placements as well as edge of care services are the issues to be addressed by the service. During the period 31 December 2017 to September 2018 external fostering numbers have increased by 45 (11.8%) whilst external residential placements have increased by 10 (19.6%) increasing on-going service costs significantly. An overspend of £245,000 is also projected in relation to internal fostering and adoption budgets with the current number of internal fostering placements 10% above the 2017/18 average and adoption numbers also increasing significantly compared to the previous year. This overspend should be seen in the context of reducing future costs for children who no longer remain looked after by way of adoption and an increase in children returning from Independent Fostering Agencies to in-house fostering provision. Other projected overspends include

£37,000 on leaving care support costs for children aged 16+ reflecting the ongoing high cost of supported accommodation and other support for those leaving care and £104,000 on commissioning budgets with overspends on contact services partly offset by savings on sessional and respite care. An overspend of £34,000 is also projected in relation to social work teams reflecting the current high level of agency staff in these areas, however this is likely to be improved through the proposed restructure of some social work teams.

33. A saving of £246,000 is currently projected in relation to guardianship orders with no increase in the level of residential order allowances anticipated to be paid out in this financial year. Savings of £168,000 in Support Services, £242,000 in Early Intervention and £27,000 in Safeguarding are also projected, all reflecting savings against staffing budgets. An underspend of £40,000 is also anticipated in relation to the budgeted costs for the Crosslands Home.

Planning, Transport & Environment +£1,465,000

34. The Directorate is currently projecting an overspend of £1.465 million, an increase of £41,000 compared to the position reported at month four. The overall position includes changes in a number of areas across the Directorate, the most significant being a further increase in the overspend within Recycling & Waste Management Services. This is offset by increased savings in other areas including School Transport and Neighbourhood Services. A number of the changes to the divisional positions are underpinned by the allocation of cross-directorate savings targets, which had previously been shown as an overspend in their own right.
35. The overall position continues to be predominantly due to a significant overspend within Recycling & Waste Management Services. In addition, overspends are projected against Fleet Services, Planning & Building Control and Energy Management, whilst underspends are anticipated within Highways, Schools Transport, Neighbourhood Services and in relation to Taxi Enforcement. Savings shortfalls totalling £849,000 are included within the overall position, £733,000 of which are against the £1.838 million target for 2018/19 and £116,000 against the unachieved savings carried forward from 2017/18. A large proportion of the anticipated shortfalls are connected to the Recycling & Waste Management Service and relate to staff attendance, collection rounds performance, commercial income, MRF efficiencies and digitalisation initiatives. Other shortfalls relate to energy savings, planning fee income and vehicle utilisation within Fleet Services.
36. The overspend within the Recycling & Waste Management Service totals £1.6 million and reflects a number of significant overspends including savings shortfalls totalling £466,000. The main overspends include costs associated with the ongoing HWRC and Waste Transfer Station investigations, additional agency expenditure and income shortfalls at the Materials Recycling Facility (MRF), caused by the global market impact on recyclable commodity prices, and additional costs relating to the skip scheme and technology initiatives. In addition, overspends are anticipated on vehicle fuel and there has been the

loss of a significant commercial refuse income stream. The overspends are partly offset by lower costs for organic processing and various other in-year mitigations, including an underspend in Bulky Waste Collections. The position includes the £350,000 specific contingency allocation in respect of potential income shortfalls in relation to the MRF, reflecting the volatility in the market for recyclate materials. It also includes an allocation of £126,000 from the Waste contingency budget to reflect the impact of increased tonnages in the current financial year.

37. Other overspends within the Directorate include Fleet Services, which is projected to overspend by £299,000, largely reflecting the unachieved vehicle utilisation savings. A significant level of uncertainty remains within this position and there is a risk that the position could change later in the financial year. A further overspend of £173,000 is anticipated within the Planning & Building Control Division, where there is a shortfall in planning fee income. The Energy Management Division is also reporting an overspend of £202,000, where shortfalls in savings and renewable energy income are partly offset by a reduced carbon reduction commitment payment.
38. The most significant underspend within the Directorate relates to Highways and totals £529,000. This underspend is mainly due to an increased, drawdown from the Parking & Enforcement Reserve to fund a range of maintenance and improvement services, as well as an anticipated saving on street lighting energy costs, some limited savings on FRM budgets and staff savings. These are partly offset by additional salt purchases and project management support costs. Other projected underspends include £191,000 in relation to Schools Transport and £49,000 in Neighbourhood Services. The School Transport underspend is the result of a retendering exercise for the provision of transport for children with additional learning needs. There is also a projected underspend of £40,000 against the in-year budgets for taxi enforcement. All other divisions are reporting balanced positions, including Bereavement, Registration Services & Dogs Home, Civil Parking Enforcement, Management and Support and the Transport, Planning, Policy & Strategy Division.

Resources

Governance & Legal Services +£88,000

39. The Directorate is currently forecasting an overspend of £88,000, an increase of £73,000 compared to the figure reported at Month four. The increase is the result of a reduction in the underspend projected for Electoral Services, largely due to additional expenditure on supplies and services including costs linked to the electoral register. The overall position continues to be largely due to a projected overspend within Legal Services in relation to external legal fees on children's care proceedings. Other variances include underspends against the Monitoring Officer budget and Scrutiny Services and an overspend against Member Services. All 2018/19 savings proposals are expected to be achieved in full, aside from the £83,000 proposal relating to external legal expenditure.

In terms of unachieved savings carried forward from 2017/18, a £55,000 shortfall is projected, again in connection with external legal expenditure.

40. The Legal Services overspend is currently projected to be £102,000 and is largely due to external legal expenditure in excess of the available budget. This additional expenditure is largely due to the volume of complex cases needing support and staff vacancies. Whilst the staff vacancies result in in-year underspends against employee budgets, these are outweighed by the additional external costs. Additional income is also partly offsetting the external spend, as well as a planned contribution from earmarked reserves. It is anticipated that the vacancies will be filled before the end of the calendar year and that the external expenditure will reduce in line with the recruitment to vacant posts. However, should this not occur, there is a risk that the projected overspend will increase. In addition to the Legal Services overspend, Member Services is projecting a £23,000 overspend which reflects overspends against a number of budget headings, including supplies and services.
41. These are partly offset by projected underspends of £25,000 in relation to Scrutiny Services and £10,000 in respect of the Monitoring Officer budget. These are mainly due to the impact of in-year staff vacancies. The Democratic Services budget is projected to balance, after allowing for efficiency savings required as part of the 2018/19 budget proposals, and Electoral Services is projecting a minor underspend.

Resources (£355,000)

42. The Directorate is currently projecting an underspend of £355,000, an increase of £252,000 compared to the position reported at month four. The change reflects improved positions in a number of areas but particularly in Human Resources, Finance and Health & Safety. These are partly offset by reduced income in relation to Enterprise Architecture within the Digital Services Division. A shortfall of £42,000 is currently projected against the Directorate's £1.616 million 2018/19 savings target with a shortfall of £50,000 also anticipated in relation to savings targets carried forward from 2017/18.
43. An underspend of £411,000 is currently projected in Human Resources with savings on employee budgets due to vacancies, additional income within HR Services and Cardiff Works and savings on capital financing costs and other budgets in relation to HR Systems. An underspend of £120,000 in relation to Performance and Partnerships includes projected savings on supplies and services and employee budgets in Policy and Partnerships and Media and Communications and savings on employee budgets within Performance Management. Other projected underspends include £80,000 in Commissioning and Procurement mainly due to savings on employee budgets and £77,000 in Health and Safety reflecting efficiencies in the new service together with vacancy savings as part of the recruitment process to the new team.
44. These are partly offset by a projected overspend of £284,000 in the Digital Services Division. This includes a projected overspend of £404,000 in the

Community Alarm Service including significant shortfalls against income targets for both the Alarm Receiving Centre and Telecare. This reflects savings targets set in previous years which have still to be achieved and although significant further opportunities have been identified by the service area it is not anticipated that these will be achieved in the current financial year. There is also a projected overspend of £45,000 in relation to Enterprise Architecture reflecting shortfalls in recharge income. These overspends are partly offset by savings in other areas of the Digital Services Division including the Contact Centre, Meals on Wheels and savings on employee costs due to vacancies. An overspend of £49,000 is also currently projected in relation to the Finance Service. This includes shortfalls against previous savings targets together with additional costs within the Revenues Service. These are partly offset by vacancy savings and additional income in other areas of Finance.

Civil Parking Enforcement

45. Civil Parking Enforcement (CPE) manages parking, parking enforcement and moving traffic offences throughout the city. The income from these activities is used to support the operational costs with the surplus being transferred to the Parking & Enforcement Reserve. The table below provides a summary of the budget and projected outturn position.

	Budget	Projected	Variance
	£000	Outturn	£000
		£000	£000
Income			
On street car parking fees	(4,784)	(4,877)	(93)
Off street car parking fees	(1,237)	(1,158)	79
Residents parking permits	(325)	(346)	(21)
Penalty charge notices	(2,000)	(2,050)	(50)
Moving Traffic Offences (MTOs)	(3,840)	(4,620)	(780)
Other Income	0	(3)	(3)
Total Income	(12,186)	(13,054)	(868)
Expenditure			
Operational costs, parking & permits	820	815	(5)
Enforcement service including TRO	5,470	5,498	28
Total Expenditure	6,290	6,313	23
Annual Surplus	(5,896)	(6,741)	(845)

46. The current projection indicates a trading surplus of £6,741 million, an increase of £845,000 against the original budget. The majority of the figures are broadly in line with the position reported at month four although MTO income continues to increase.

47. Increased income of £868,000 is anticipated, mainly from MTOs following the earlier completion of phase four and the over achievement of existing phases against original expectations. There are also increases in on-street car parking fees and penalty charge notices. The off street car parking fees are forecast to be lower than the target due to the closure of North Road whilst new infrastructure relating to the cycle path is installed. Expenditure is projected to be £23,000 above budget with an increase in capital repayments partly offset by operational savings from reduced employee costs because of in year vacancies.
48. The anticipated surplus of £6.741 million will be transferred to the Parking & Enforcement Reserve. This is available to support highway, transport and environmental maintenance and improvements. The table below illustrates the planned movements and forecasted year end position in the reserve.

Parking & Enforcement Reserve	£'000s
Balance as at 1 st April 2018	701
Forecast contribution from CPE 2018-19	6,741
Total Available	7,442
Budgeted contribution to support Highways, Transport & Environmental Improvements	5,085
Contributions Agreed in Budget Proposals	
Bus corridor improvements	335
DFS maintenance/ signs	7
Highways/ Transport/ improvements/ pressures	50
20 mph zones	240
Transport LDP monitoring	60
Active Travel post	60
Car Fee Day	40
British Cycling Core Cities Cycling Partnership	50
Bike Hire Scheme	50
Residential Parking expansion	175
Additional Proposed Schemes	
Electrical Vehicle Charging match funding	50
Additional drawdown to support Highways, Transport & Environmental Improvements	400
City Centre Public Realm improvements	60
Total Planned Use	1,577
Balance	780

49. The brought forward balance in the reserve is £701,000, which together with the forecasted surplus from CPE activities in 2018/19 results in a total sum available

of £7.442 million. The anticipated drawdown from the reserve is £6.662 million, which would leave a year-end balance of £780,000.

50. Council as part of the 2018 /19 Budget approved a number of contributions to schemes and initiatives and these are set out above. The Director of Planning, Transport & Environment in consultation with the Cabinet Member for Strategic Planning & Transport has approved the additional proposed schemes and initiatives and on the basis of the financial projections the proposed allocation from the reserve has been approved by the Corporate Director of Resources. These are broadly in line with the position reported at month four apart from the proposal to utilize £60,000 for City Centre Public Realm improvements which is a new proposal at month six.

Housing Revenue Account

51. The Housing Revenue Account (HRA) is currently projecting a surplus of £120,000 a reduction of £180,000 compared to the position reported at month four. The change reflects a number of factors including an increase in the projected shortfall against income targets and increased costs on supplies and services and premises budgets. These are partly offset by a reduction in employee costs.
52. The major variance continues to be a projected underspend of £600,000 in respect of the Housing Repairs Account. This reflects the withdrawal of one of the contractors appointed to the new Building Maintenance Framework which will result in delays to some repairs including void property works and underspends against approved budgets. Mitigation measures are in place including the use of other contractors within the framework and a planned increase in the use of internal operatives but these will take time to implement in full. Other projected underspends include £300,000 on capital financing budgets due to a reduction in interest charges payable and £12,000 on transport costs.
53. These variances are offset by projected overspends on other budgets including £150,000 on employee costs. This includes £600,000 of additional costs in relation to temporary fire wardens. Following the events at Grenfell, all Council-owned high rise blocks with cladding were tested and six were found to have some level of combustibility. Urgent works are being undertaken to remove the cladding and fire risk consultants and the Fire Service have advised that 24 hour fire wardens should be located at these blocks whilst this is being undertaken. The cost of the wardens is partly offset by vacancies and other employee savings against the costed establishment. Income is currently forecast to be £516,000 below target with a higher than budgeted void rent loss partly due to the issues with a contractor as set out above. Rent and service charge income forecasts for new build units has also been recalculated based on updated information around dates of availability for let. There is also a reduction in income from Housing and Communities mainly due to vacancies within the Hubs. Other projected overspends include £55,000 on premises costs, £26,000 on supplies and services and £45,000 in relation to support services mainly due to higher than anticipated charges from the Council's Central Transport Service.

Cardiff Harbour Authority

54. Welsh Government support for the Cardiff Harbour Authority is subject to three-year funding agreements. The Welsh Government advised that they would like an opportunity to review the current arrangements and wished to extend the previous business period by twelve months, up until 31 March 2018. The review, originally planned for the Autumn of 2017 was delayed until the current financial year. Subsequently agreement was reached between the two parties for the 2018/19 budget to be set at £5.4 million, representing a reduction of £491,000 or 8.33% on 2017/18.
55. The forecast at the end of quarter two continues to indicate a full spend against the funding requirement of £5.4 million.

Heading	Budget £000	Projected Out-turn £000	Variance £000
Expenditure	6,124	6,063	(61)
Income	(920)	(859)	61
Fixed Costs	5,204	5,204	0
Asset Renewal	196	196	0
TOTAL	5,400	5,400	0

56. The position includes reduced groundwater, environment and facilities management costs offset by decreased income generation and additional essential maintenance costs at the Barrage. The projected income of £859,000 includes £493,000 from car parking fees, £266,000 from harbour dues and £84,000 from water activities.
57. The Asset Renewal budget is currently indicating a full spend in line with the approved schedule of work including testing welds and painting of the bascule bridges on the Barrage and replacement and works on lock electric panels.
58. The balance in the Project and Contingency Fund carried forward at 1st April 2018 was £382,000. Against this, commitments of £342,000 are identified in the current financial year in relation to the final instalment of the Volvo Ocean Race hosting fee leaving a balance of £40,000.

Capital

59. The Council in February 2018 approved a Capital Programme of £141.764 million for 2018/19 and an indicative programme to 2022/23. The budget for the General Fund and Public Housing has since been adjusted to £158.202 million to include actual slippage reported at outturn, incorporation of new grant approvals and confirmation of actual grant awards.
60. The sections below indicate a forecast position for 2018/19 for the General Fund and Public Housing.

General Fund

61. The projected outturn for the year is currently £106.655 million against a total programme of £109.363 million, a variance of £2.708 million, which is predominantly slippage. Expenditure at the end of Month 6 was £45.198 million, which represents 42% of the projected outturn, half way through the financial year.

Capital Schemes Update

62. Delivery of capital projects is complex, may span a number of years and is influenced by a number of external and internal factors such as weather, statutory and non-statutory approval processes. Directorates continue to be reminded of the need to set achievable profiles of expenditure and to identify slippage at an early stage. Slippage identified will not automatically be carried forward.
63. The following provides an update on the significant capital schemes included in the programme in addition to the detailed list in Appendix 3.

Economic Development

64. The 2018/19 programme for the Directorate is £17.767 million, with an initial variance identified of £1.405 million predominantly in relation to Parc Cefn Onn, venues and Central Market.

Business and Investment

65. Having already supported the Tramshed development, Welsh Government repayable loan funding totalling £2 million is available to bring buildings back into use as part of its Vibrant and Viable Places Programme. Loans have been made for restoration of Cory's buildings in Butetown for residential units and towards the regeneration of the unused listed train station in Bute Street. Subject to due diligence a further investment may take place in relation to development of industrial buildings at Lamby Way.
66. Funding of £10,000 remains for the Social Innovation Fund which aims to award capital grants of up to £5,000 towards start-up costs for new or expanding social enterprises. The scheme will cease in 2018/19.

City Development & Major Projects

67. Budgets previously allocated for Economic development initiatives, included the balance of £2.901 million invest to save funding and a further £1.6m for additional land purchase at Dumballs Road. Further expenditure on this scheme is on hold whilst future options for the site are considered.
68. As part of the revitalisation of the strategy for the International Sports Village, Cabinet approved the acquisition of the leasehold interest in the Toys 'R' Us site in March 2018 which completed in July at a total cost of £6.282 million, and is funded in the short term from capital receipts received from Central Square.

69. Initial budget of £1.226 million for a temporary car park planned to meet parking obligations to the International Pool has been removed from the programme pending confirmation of the ISV strategy.

Parks & Green Spaces

70. Property Asset Renewal of £20,000 is budgeted to purchase porta cabins to provide welfare facilities as a result of the condition of existing facilities on the Wedal Road Parks Depot site. This is a temporary measure pending a wider strategic review of depots across the city and ultimate disposal of the site.
71. The Asset Renewal infrastructure budget of £140,000 will be used towards footpath reconstruction, fencing replacement and works to retaining structures.
72. The annual play equipment capital allocation of £90,000 along with slippage from the previous year of £56,000 is to be used towards resurfacing of playgrounds and replacement of playground equipment and infrastructure. Sites include Matthew Walk, Chapelwood, Windsor Esplanade, Parc Rhydypennau, Lydstep Park, Drovers Way, Crawford Drive, Celtic Park, Heath Park, Splott Park BMX track and various skate parks.
73. A phased programme of flood prevention works to address issues at various locations still remains in progress. Investigations at several sites to determine the condition of existing drainage systems and to understand the underlying reasons for the flooding problems are being undertaken. Sites to be prioritised from within the remaining budget includes Thompson's Park, Hillsnook Park and Pontcanna Allotments.
74. Projected expenditure this year at Parc Cefn Onn as part of the lottery funded project is currently profiled at £326,000 and continues to experience delays due to capacity issues. Planned improvements in 2018/19 include restoration of historic park features, upgraded toilet and operational facilities, as well as footpath and seating improvements. Slippage of grant is currently £239,000, however this could increase significantly subject to progress in securing acceptable tender prices and progress on site.
75. Until options are fully explored for the future use of Roath Park House, an allocation of £200,000 from an earmarked capital receipt from the sale of the youth hostel at Wedal Road has been removed from the programme. The ring fenced receipts continue to be held and will be carried forward to 2019/20 to be considered for use on the house along with other emerging priorities for investment as part of a strategy to improve financial sustainability of the park and outbuildings.
76. The Directorate submitted a £150,000 invest to save proposal as part of the 2018/19 programme for events infrastructure at Pontcanna Fields. Proposals are not deemed viable so has been removed from the programme.
77. Funding of £265,000 as part of the financial resilience mechanism has been carried forward from 2017/18 to complete the refurbishment of various sports facilities in the city. Schemes completed during the year include refurbishment

of Rumney and Trelai changing facilities, resurfacing the tennis courts at Hailey Park and the demolition of Llandaff Fields changing rooms.

Venues and Cultural Facilities

78. Capital budgets were initially allocated in 2015/16 for priority works identified to St Davids Hall (£350,000) and New Theatre (£295,000) subject to the consideration of alternative options for service delivery from of those sites. Works have been undertaken since on the roof at new theatre, however the remaining budget continues to be retained to meet essential works to keep the facilities operational. No works are currently identified so full slippage of £358,000 into future years is assumed at this stage.

Property & Asset Management

79. The property asset renewal budget of £60,000 is to refurbish the lift at the old library in the Hayes, however further works may be required if a replacement is deemed the only option.
80. The remaining budget allocated for Office Accommodation Rationalisation is £30,000, which is to be removed from the programme as schemes outlined in the original business case for this project have been completed.
81. The Community Asset Transfer budget can provide up to £25,000 for improvement works to buildings being taken on by third party organisations. There are no known commitments expected to be paid in 2018/19, so full slippage of £73,000 is shown.
82. In order to seek match funding towards wider more comprehensive improvements to Central Market, the Council will now be submitting a National Heritage Lottery Fund bid in March 2019. The Council has allocated £450,000 capital funding over the next four years as match funding and retains an earmarked revenue reserve of £298,000, the balance of the Financial Resilience Mechanism allocated for works to the roof in 2017/18. Detailed design and implementation of an overall scheme is more likely to proceed from 2020/21 onwards. Accordingly slippage of £298,000 is currently assumed.
83. In order to allow disposal of land at Howard Gardens, the flying start provision located at Adamsdown play centre is required to be relocated to the Adamsdown Family Centre. This is a Council owned property leased to “The Family Contact Centre”. The costs of adaptation and improvements that help meet required registration standards are forecast to be £403,000, of which design costs of £43,000 were incurred in 2017/18 and these costs will be paid for from the disposal proceeds from the site.
84. Property Asset Renewal works for administration buildings will be developed over the year but currently includes works at County Hall for a lift upgrade, to replace access doors to the underground car park and other measures to improve fire safety. City Hall works includes replacement of stone balustrades on the roof.

85. Kitchen facilities at County Hall were upgraded and opened in October in order to meet safety requirements and to support a new initiative for apprenticeships at an estimated cost of £340,000. This is funded by the Office Accommodation rationalisation budget (£100,000), an Invest to Save allocation (£140,000), and the property asset renewal budget (£100,000).

Harbour Authority

86. The Harbour Asset Renewal budget approved for 2018/19 is £196,000, and is to be spent on various works to the barrage bridges and locks. Full spend is projected for this Welsh Government grant.
87. The Heritage Lottery Fund has awarded £152,000 of development phase funding towards Flat Holm Island. This is for the Walk Through Time project, in partnership with RSPB Cymru and the Flat Holm Society, and seeks to breathe new life into the Bristol Channel to preserve its heritage, protect its rich wildlife and attract more visitors to the site. Running parallel to the project will be the replacement of the boat jetty at Flat Holm Island following a £385,000 grant award from the Landfill Communities Fund. Detailed expenditure profiles are yet to be determined and will be updated in future monitoring reports.

Education and Lifelong Learning

88. The 2018/19 programme for the Directorate is £44.275 million, with an initial variance of £3.615 million at Month 6, due primarily to initial expenditure to progress the development of priority Band B schemes, and the purchase of land at the Dutch Garden Centre.

Schools - General

Asset Renewal - Buildings

89. The Asset Renewal allocation of £6.288 million includes £4 million allocated in 2018/19 as part of an additional £25 million over 5 years to fund schemes to address condition, health and safety and additional learning needs. In respect of the latter a number of schemes will be undertaken to adapt schools to accommodate Specialist Resource Base provision, notably at Trelai Youth Centre (additional class and ancillary space for Ty Gwyn pupils), Bryn y Deryn Pupil Referral unit (increase capacity and improve quality of accommodation) and Greenhill caretakers house (conversion for use as post 16 provision for the school), together with adaptations at primary and secondary schools across Cardiff. An allocation of £700,000 from this budget is to be made towards Whitchurch High Disabled adaptations works and in addition slippage of £500,000 is forecast against this budget, due to the number and complexity of schemes being undertaken.

Asset Renewal – Suitability and Sufficiency

90. The Suitability and Sufficiency budget of £971,000 has been fully allocated, primarily to increase capacity at Meadowbank Primary and Bryn y Deryn pupil referral unit, and to fund priority Disability Discrimination Act (DDA) adaptations across the Schools estate.

Whitchurch High DDA

91. A separate allocation for DDA and suitability works at Whitchurch High includes a new allocation of £1 million, together with slippage of £322,000 from 2017/18. Together with the 2019/20 allocation of £900,000, and £700,000 from the 2018/19 Asset Renewal budget, this circa £2.9 million scheme involves the purchase of replacement demountable units at the Upper School site, as the existing demountables approach the end of their useful life. Design and value engineering works are ongoing with the contractor, and at this stage, work is expected to take place in 2019/20. Therefore a total of £2 million slippage is reported, which includes the £700,000 contribution from Asset Renewal.

Flying Start Grant

92. The budget for Flying Start capital schemes for the year totals £59,000 for schemes at Herbert Thompson Primary and Western Leisure Centre.

Schools Organisation Plan – 21st Century Schools

93. In March 2015 the Authority submitted a re-aligned 21st Century Schools Programme for investment totalling £164.1 million which was subsequently approved by Welsh Government now forms the basis for the Authority's Schools Organisation Programme going forwards until 2019.
94. Expenditure of £36.015 million is anticipated on 21st Century Schools Band A schemes, as the programme draws to a close. Schemes already completed or planned for completion in 2018/19 include Cardiff West Community High School; Ninian Park Primary; Ysgol Glan Ceubal/Gabalfa Primary; Howardian Primary; Ysgol Hamadryad and Ysgol Glan Morfa. The variance of £3.699 million includes additional costs of circa £700,000 for the demolition of Rumney High, £150,000 for a traffic-calming scheme at Eastern High, and budget brought forward from 2019/20 for Cardiff West Community High School. Additional costs will be managed within the Band A financial model.
95. The largest anticipated spend in 2018/19 relates to the Cardiff West Community High School. This project is currently on target for a February 2019 completion date, with projected expenditure in 2018/19 of £20.3 million.
96. Projected expenditure during the year of £5.171 million relates to the initial development of priority Band B schemes. Expenditure of £1 million is anticipated for condition works at Fitzalan High and £1 million on preparatory works for St Mary the Virgin Primary school. In order to secure the acquisition of a parcel of land at a strategic site, expenditure of £3.171 million has been incurred for the purchase of land at the Dutch Garden Centre. Whilst the future use of the site is not yet determined, subject to an option appraisal exercise and approval of business case, it could form a strategic location for a new

school. Overall, budget of £2.202 million has been brought forward from future years to meet these commitments.

People & Communities

97. The total programme for 2018/19 is £12.793 million, with an initial variance identified of £2.937 million, the majority of which relates to slippage on refurbishment works for the Domestic Abuse Centre and Youth Hub projects.

Communities and Housing

Neighbourhood Regeneration

98. The Neighbourhood Renewal schemes projected expenditure allows completion of the final schemes in the current programme including Hendre Park access improvements.
99. The local shopping centre improvements budget of £557,000 includes owners' contributions estimated at £10,000 and slippage from 2017/18 of £197,000 for commercial property improvement. A budget of £440,000 is deemed sufficient to complete works on phase 3 and phase 4 of the Clare Road / Penarth Road scheme by spring 2019 with slippage of £40,000 identified. The balance of £117,000 is to be utilised towards completion of the shopping centre regeneration scheme in Maelfa.
100. The Maelfa regeneration scheme budget will allow completion of the retail parade of nine new shop units this financial year. The cost of the units, which will revert to the Council to manage on a commercial basis, is £2 million, with £1 million to be paid for on an invest to save basis. Planned expenditure also includes fit out, demolition work and compensation payments. Subject to the outcome of tenders on other schemes, any additional costs currently forecast will be managed within existing budgets.
101. The alleygating budget of £100,000 will allow further gates to be installed in prioritised lanes in Penylan, Plasnewydd, Riverside, Grangetown and Ely, subject to resident consultation and legal procedures. £50,000 of this relates to slippage from last year due to delays in schemes starting.
102. The Targeted Regeneration Investment Programme budget is part of the match funding allocated by the Council to meet the requirements for accessing this Welsh Government regeneration funding. In March 2018, Cabinet considered priorities for submission under the programme. Some preliminary expenditure is being incurred to identify and develop priority schemes in the South Riverside business corridor. This is to ensure any successful grant bids can be spent in line with the likely timescales set by Welsh Government. Slippage of £30,000 is anticipated.
103. The majority of Community Hubs schemes are now complete with the Phase 2 extension of St Mellons Hub operational from August 2018 at a total cost of £4 million.

104. The Directorate submitted requests for Council capital funding to develop two integrated youth hubs, one at Grassroots, Charles Street in the city centre and the other at Butetown Youth Pavilion. The City Centre hub is at design stage and with forecast costs of £1.7 million, £900,000 in excess of the current budget available, a Targeted Regeneration Investment grant bid is to be made towards the scheme. Expenditure forecast in this year is £50,000.
105. This is a similar position to the Butetown scheme, where design work is in progress, with a view to scheme implementation in 2019/20. A Targeted Regeneration Investment grant bid is to be made to support costs and expenditure is forecast to be £50,000 in 2018/19 on design and development costs.

Housing (General Fund)

106. The Disabled Facilities Service budget includes mandatory and discretionary grants to housing owner-occupiers to enable a person to continue living in their own home as well as administration costs for the grants. The total budget of £4.365 million includes £565,000 slippage from 2017/18. Based on current referral rates, any additional costs will be managed by bringing forward next year's allocation.
107. An additional Enable grant totalling £436,400 has been awarded from Welsh Government to deliver additional adaptations in support of Independent Living and is expected to be fully utilised.
108. To facilitate comprehensive regeneration schemes, the housing regeneration allocation supports the costs of works to owner-occupier properties on housing and estate improvement schemes. At present several schemes are under consideration with slippage of £477,000 anticipated.
109. Plans to expand the number of pitches on traveller's sites are subject to acquisition of land and securing grant from Welsh Government for the construction of additional pitches in parallel. Council funding of £450,000 has been allocated towards the scheme and subject to planning and a successful grant application, construction is assumed to be in 2019/20.
110. Slippage of £73,000 from 2017/18 is to complete improvement works and provide additional spaces in several emergency accommodation sites including the Wallich Night shelter, Huggard and Ty Tresilian. This expenditure is funded from the Welsh Government homelessness grant.
111. Design work on the Domestic Abuse One Stop Shop at the Cardiff Royal Infirmary site is being progressed in partnership with the Health Board, with work forecast to start in March 2019, and finish in November 2019. Of the total £1.2 million allocated for this scheme, £400,000 is forecast to be spent in the current financial year.

Social Services

Adult Services

112. A sum of £345,000, which includes £245,000 of slippage from 2017/18, is to be used for the refurbishment of Tremorfa Day Services centre with works including accessibility, security and functionality improvements for respite services.
113. The Day Centre Opportunities Strategy aims to reconfigure day services for older people at three existing sites - Minehead Road, Grand Avenue and Fairwater day centres. Refurbishment work at Grand Avenue was completed in August 2018, with costs of £400,000 expected to be incurred during 2018/19. The Fairwater scheme has been tendered and it is proposed to start on site in November with completion expected in Spring 2019. The Council's application for Integrated Care Fund grant has been successful, with an award of £365,000 for this scheme. Subject to progress on site, this may allow the release of funding towards meeting additional costs on other schemes in the programme.

Children's Services

114. Subject to the timing of design, tender and implementation, further proposals from the remaining John Kane Fund include an extension to Crossland's home and slippage of £137,000 is shown at this stage.
115. The Trelai Youth Centre building is being developed as a shared resource for the Western Learning Federation, as part of measures to improve additional learning needs sufficiency, within the 21st Century Schools Band B programme. This initiative will provide opportunities for joint working between schools and social services, and improve the transition process for young people leaving school. Full spend is anticipated this year.

Planning, Transport & Environment

116. The 2018/19 programme for the Directorate is £26.810 million, with an initial variance identified of £1.691 million. This is primarily in relation to slippage of energy, street lighting and waste management projects, which is detailed further below.

Energy Projects & Sustainability

117. The Council secured £2.126 million of repayable loan funding from the Welsh Government Green Growth Wales Fund in 2016/17 for implementation of a mixture of energy saving technologies under the REFIT framework. Phase 1 expenditure was circa £1.106 million with a further £1.020 million available for a further phase with proposed works, lessons learnt and sites to be finalised in Autumn 2018, with works expecting to start shortly afterwards. As well as this, there is £500,000 Invest to save funding available giving a total programme spend of £1.520 million. Given these timings, slippage of £1.120 million slippage is expected this year.

118. Salix Energy Efficiency Loan Schemes (SEELS) are repayable loans that aim to achieve energy efficiency and carbon reduction savings in schools. Schemes approved to date in 2018/19 include: St Marys RC Primary, Holy Family RC Primary, Albany Primary and Rumney Primary. Included within this scheme as well are repayable loans for Solar PV projects within schools. Schemes approved to date include Coed Glas Primary School and Thornhill Primary School with other schemes in the pipeline.
119. In June 2018, Cabinet approved the Business Case and Invest to Save allocation for a new solar farm situated at Lamby Way and agreed to commence a delivery plan for implementation. This is to include submitting a planning application, finalising negotiations on private wire, procuring a contractor and also to finalise costs. Initial expenditure of £195,000 is assumed this year in relation to planning, consultation and ecology survey costs, with an update on final costings and timescales to be set out in a future Cabinet report before entering into contract for delivery.
120. It should be noted that the costs of all projects identified above together with ongoing maintenance will need to be paid back from savings or future income generation, representing risks to the directorate revenue budget.

Leisure

121. The property asset renewal budget for 2018/19 includes sums primarily to meet obligations to properties where the Council has retained liability for maintenance. This includes £520,000 towards roof replacement at Pentwyn Leisure Centre and £150,000 to resolve drainage issues at Insole Court car park and allow completion of the restoration scheme. Priority one works which included lighting, pool and fire alarm works at Pentwyn Leisure Centre and pool lighting at Llanishen Leisure Centre have been completed.
122. The contract for the transfer of leisure sites to Greenwich Leisure Limited (GLL) included the Council making available a sum of £3.5 million invest to save funding for investment in the transferred leisure sites. This is to enable GLL to improve facilities, generate income and reach a zero subsidy position. £1.288 million was spent in 2017/18, with the balance proposed to be spent in this year. Schemes include the refurbishment of health and fitness suites at Pentwyn, Llanishen, and Fairwater Leisure Centres. Expenditure proposals are agreed between the Council and GLL as part of a joint project board.
123. As a result of the deteriorating condition of the track, the Council's obligation to pay £500,000 to the operators of the Cardiff International Stadium for the first replacement has been brought forward into 2018/19 and works are in progress.

Bereavement & Registration services

124. Cabinet in March 2018 approved the development of existing Council owned land near the existing Thornhill site for new cemetery space. Initial expenditure during 2018/19 is likely to be design and development costs only. The estimated total cost of the scheme is £3 million with any expenditure incurred

to be repaid over a 20-year period through the generation of additional income through increased fees and charges.

125. The programme included a planned £325,000 use of the bereavement revenue reserve towards various improvements including vehicle replacement, site infrastructure, completion of Thornhill chapel roof replacement, refurbishments of office space and toilets at Western Cemetery and at the Briwnant Chapel and waiting room at Thornhill. Slippage of £60,000 is currently anticipated across these projects.

Recycling, Waste Management Services

126. The programme includes £3.325 million to explore options for a new household waste recycling / reuse centre to meet predicted growth in the North of the city. £200,000 was profiled for expenditure in 2018/19, however until a suitable site is identified, expenditure is unlikely. Slippage of £150,000 is shown at this stage.
127. A new scheme to provide separate glass collection for residents is currently being trialled at a cost of £300,000, with the aim to reduce processing and treatment costs and mitigate the risk of Cardiff failing to meet its statutory recycling targets.
128. Enhancements to the Waste Materials Recycling Facility (MRF) equipment to allow auto sorting of materials commenced in 2017/18 and after a period of testing was completed in July 2018. The overall cost of the scheme is estimated to be circa £650,000 funded on an invest to save basis, with repayments being made by the Directorate from reduction in disposal costs, manual handling and from increases in quality of materials sorted.
129. The programme includes a £500,000 allocation towards fire safety measures in relation to the MRF building. Initial development of a specification indicate costs in excess of budget available, resulting in a need to review the longevity of any investment undertaken. Full slippage is assumed.
130. Expenditure of £265,000 is also planned on other enhancements to Waste management infrastructure including replacement of key components of the MRF, CCTV, weighbridge improvements and skip replacement.

Highway Maintenance

131. Expenditure on the reconstruction of structurally deteriorated roads which are deemed to be a priority is forecast to be £670,000. Contracts have been awarded for 2 sites at Mervyn Road and Despenser Street, with construction commencing in October. Work at a third site, Amroth Road is to be undertaken shortly afterwards with completion of all schemes anticipated by December 2018.
132. The balance of Council funded allocations for carriageway and footway resurfacing is £6.041 million and it includes slippage primarily arising from Welsh Government grant received in 2017/18. Contracts which carried over from 2017/18 have now all completed, with works in year to the value of circa

£1 million. Phase 1 of carriageway preventative surfacing has been completed, with the next phase to be undertaken in October. The cost of the resurfacing contract forecast at £970,000 is currently being prepared for tender. New Footway contracts will be procured over the winter to be on site in February. Full expenditure is currently forecast by the Directorate.

133. The Bridges and Structures budget of £1.467 million includes a number of schemes. A470 expansion joint works have been completed, and contracts circa £300,000 have been awarded for retaining walls and parapet works in Radyr, and parapets on the A4232, with works starting on site in October with anticipated completion by December. The North Road flyover scheme has been re profiled to 2019/20 pending further investigation of initial principal inspection, however, an alternative programme of priority works is being implemented comprising several drainage schemes including Fair Oak Road and a virement of £100,000 towards priority Telematics works in year. Whilst a final account is still awaited, known additional costs payable to Network Rail towards the cost of the Windsor Road Bridge scheme agreed by itself and its contractor are £446,000. Further details are awaited from Network rail on any further costs payable by the Council. Structural strengthening works at Llandaff Weir are being undertaken, in order to mitigate against further deterioration. The scheme will likely extend for an additional 8 weeks over than initially planned, with anticipated completion now December, with estimated costs £50,000 higher and now totalling £350,000.
134. Funding of £292,000 from the street lighting renewal budget of £542,000 is to be used for replacement lighting in subways and low level solar powered bollards. Phase 1 of the works which commenced in 2017/18 is now complete, and a tender exercise will be undertaken for a new contract for Phase 2 in 2018/19. The balance of £250,000 will be used towards a phased programme of electrical works at Eastern Avenue. Slippage of £200,000 is identified as a result of a delay in securing specialist electrical designs.
135. An invest to save pilot scheme in Radyr, to trial LED lighting in residential areas has been completed at a cost of £337,000 with the conversion of 1,250 columns. This will help support a technical and financial business case considering options for conversion of all other residential columns, using similar technology as that used for the control and monitoring of lighting recently installed for principal roads.
136. The remaining invest to save budget for LED lighting on Principal Roads is £452,000 and works are now complete focussing primarily on replacing non-standard lighting columns in different parts of the city.
137. The Greener Grangetown scheme has been completed with funding partners Dwr Cymru and Landfill Community fund. The scheme has retrofitted sustainable drainage systems and improved the public realm such as road and footpath resurfacing. As reported previously, the total cost of the scheme was initially estimated to be £2.5 million but is now expected to cost a minimum of £3.5 million, whilst further discussions take place with the contractor. Given the cycling improvements the scheme has also implemented, the transport cycling budget has been initially used towards additional costs in both 2017/18 and 2018/19, with applications for further grant funding to be made. Any

variation to the contract will need to be approved in line with the council's contract and procedure rules.

138. The Council has been working with Welsh Government as part of its coastal defence scheme to implement a scheme from Rover Way to Lamby Way. Initial estimates of the project cost are £10.9 million, with 75% of this potentially funded by Welsh Government. Grant of £638,000 has been awarded to progress to the next stage of design, habitat assessment and completion of a full business case, to be completed by August 2019. Subject to completion of procurement, £100,000 is initially forecast to be spent this financial year, with Council match funding of £100,000 being slipped into next year.

Traffic & Transportation

139. The Council Road Safety Schemes budget of £335,000 will implement a table zebra crossing on Whitchurch Road and improve pedestrian signalling on various junctions in Whitchurch Village. In addition, £489,000 of funding allocated from the Financial Resilience Mechanism and Parking Reserve is to be used for implementation of 20 MPH zones and safety measures outside schools.
140. The asset renewal telematics budget of £294,000 is to be used to complete analogue to digital fibre upgrades, complete the first phase of converting traffic signals to LED and for the replacement of the uninterrupted power supply, critical to the safe operation of the Butetown tunnel. Additional priority pressures have been identified in year for replacement of CCTV cameras and Variable Message Signs to ensure network safety. This is funded through a virement of £100,000 from the Structures budget, which included additional funding in the 2018/19 budget towards drainage and telematics works.
141. The budget for cycling development in 2018/19 totals £0.964 million including £305,000 of slippage from 2017/18. This is to be utilised on schemes including design of strategic cycle routes, upgrades to areas of the Taff Trail and the implementation of the first phase of upgrades from North Road to Western Avenue Business Park and university campuses and design of Phase 2. Construction of the first phase of Cycle Super Highway 1, Senghennydd Road route is now due to commence in January and will carry over into 2019/20. The above budget is the total after a virement of £641,000 towards the Greener Grangetown scheme.
142. A sum of £713,000 is expected to be fully utilised to secure a range of Welsh Government grants where match funding is required. An additional £350,000 has been budgeted for 2018/19 to undertake initial concept design works for a range of city centre link schemes including the east side of the city centre, Westgate Street and Wood Street/ Central Square, to link in with the new Central Interchange. A grant of £25,000 has been awarded by Welsh Government towards these works, with a view to supporting a regional grant application.
143. The Welsh Government allocation of Local Transport Fund approved to date is £470,000 for Active Travel. This is being used to support detailed design for the cycle super highways including the following locations, Senghennydd

Road, Cathays Terrace and Whitchurch Road, Newport Road (Station Terrace–Piercefield Place) and Lloyd George Avenue to Tyndall Street, which is currently being progressed.

144. The Welsh Government Road Safety grant of £562,000 will support safety improvements at the junction of Western Avenue / Excelsior Road, and replacement of speed safety cameras at various locations on behalf of GoSafe.
145. Safe Routes in Communities Grant of £294,000 aims to improve the accessibility and safety, encouraging walking and cycling in communities. There is particular emphasis on improving routes to and from schools with works proposed for Ysgol Gyfun Gymraeg Plasmawr in Fairwater. The scheme is currently out to tender and will be constructed in January.
146. The Council has been successful in securing an additional £1.058 million from Welsh Government Active Travel Fund (Strategic £880,000 & Local £178,000) for the construction of the Cycle Superhighways and local active travel improvements. The Strategic budget will be utilised towards construction of Phase 1 of the Cycle Super Highway St Andrew's Crescent to Senghennydd Road in January with completion in 2019/20. Local funding is being used for preliminary works and an access study for the Roath Park Corridor, including segregated secondary cycle routes, and detailed design for Lakeside, Ty Gwyn Road and Cyncoed Road walking and cycling improvements.
147. The Council will also receive a grant of £134,000 from the Department for Transport towards the costs of implementing on street residential charge points for electric vehicles. Matchfunding of £45,000 will be utilised from the Parking Reserve. Subject to procurement of a provider for the service who will operate the scheme, these will be implemented by 31 March 2019 at selected sites across the city.
148. In addition to the approved grants above, an invitation to bid for in-year and future years funding (to 2020/21) has been received from Welsh Government, with £26 million funding available across Wales in 2018/19, and a total of £78 million over 3 years. A list of potential schemes which meet the criteria are to be submitted. A number of additional grant bids have been submitted to Welsh Government and Central Government to meet sustainable travel objectives of the City. The capital programme will be updated when the outcomes are known, but bids for funding in 2018/19 and for future years include acquisition of electric buses and installation of supporting charging infrastructure and expansion of the on street cycle hire scheme. Previous experience shows grants awards are often notified late in the year, requiring re-profiling of existing schemes to meet the terms and conditions of grant.
149. In relation to moving traffic offences, expenditure of £266,000 is to be incurred on the phase 4 expansion and £190,000 for the replacement of aged pay and display machines. This expenditure is on an invest to save basis, to be repaid from future parking and enforcement income.
150. The Bus corridor improvement budget of £505,000 will implement bus priority measures on the A4119 phase 2d Penhill Road, where following a tender process, construction will start in January. Contract has been awarded for the

Rumney Hill/ Newport Road scheme and works have commenced on site, with anticipated completion in November.

151. As highlighted in previous monitoring reports, it was deemed more effective to undertake the works to create a transport interchange in the west of the city at the same time as the proposed housing development on the same site. A tender process was undertaken and a contract has now been awarded for initial site clearance works in 2018/19. Budget of £333,000 will need to be brought forward, with any works on the interchange subject to agreement of contracts.
152. The completion of the control room system upgrade will be managed within the £650,000 budget available. Works include replacement of obsolete equipment and software used by the variable message signs matrix and lane closure systems. Contributions towards works will be sought from external partners where eligible.
153. The costs of constructing and installing hostile vehicle measures in the City Centre has been impacted by a number of unforeseen issues including the need to upgrade telematics equipment, utilities and ensuring measures can be controlled remotely from command sites. The scheme was completed in August, with costs of £205,000 in excess of the initial £1 million budget. The additional costs will be initially managed from within existing budgets.

Resources

154. The 2018/19 programme for the Directorate is £7.718 million, with expenditure of £7.428 million forecast due to slippage on ICT projects. Details of schemes within the Directorate are shown below.

Technology

155. The main priority for the Modernising IT to Improve Business Processes budget in 2018/19 is to support key ongoing projects in the Cardiff Capital Ambition programme and the digitisation of business services utilising modern technology. The budget including slippage from 2017/18 totals £815,000 with expenditure on rolling out Electronic Document Management Systems and the Cardiff App. Slippage of £250,000 is anticipated into next year.
156. Slippage of £40,000 is shown against the £507,000 budget for ICT refresh which will be utilised to support a range of projects to support resilience, capacity and capability. This includes the purchase of additional flash storage appliances, proxy appliances and replacement of unsupported hardware and software.

Corporate

157. In respect of the contingency budget of £200,000, given that it is only mid-way through the financial year this is shown projected to be fully required, although as the year progresses, any under spend will be used to reduce the level of borrowing assumed in the Capital Programme.

158. The £500,000 invest to save budget has not been requested to be drawn down for approved schemes to date. The programme will be adjusted when schemes are approved during the year.
159. Expenditure of £4.196 million has been budgeted for this year as part of the Council's £28.4 million approved contribution to the £120 million Cardiff Capital Region City Deal wider investment fund and commitment to fund capital expenditure in advance of receipt of HM Treasury Grant where relevant. Expenditure in 2018/19 will primarily be towards the semi-conductor project, however the profile of expenditure may change subject to confirmation and timing of further projects approved by the Joint Committee.
160. The programme includes a request for a loan to Cardiff City Transport Services of £2 million for the replacement of vehicles. This is to be the subject of a review and due diligence.

Capital Receipts

161. The 2018/19 Capital Programme assumed £40 million of non earmarked capital receipts, net of fees, to pay for the Capital Programme between 2018/19 and 2022/23. Of this target, £4 million was assumed receivable in 2018/19. The main disposals in the year to date are the sale of the former Household Waste Recycling Centre at Wedal Road (£400,000) and overage from land at Church Road (£300,000). A further disposal proposed in the year is Howard Gardens Pavilion & Green which is deemed achievable. Any shortfall or delay in capital receipt assumptions will result in additional borrowing to pay for expenditure incurred. Cabinet will consider an asset review programme in November 2018.
162. A number of land appropriations to the Housing Revenue Account and other earmarked receipts are also required to have been completed by 31 March 2019 including former Rumney High, Llanrumney High and Howardian Primary schools and St Mellons Youth and Enterprise centres.

Public Housing (Housing Revenue Account)

163. A Capital Programme of £42.025 million was set in the February 2018 Budget. With the amended programme of £48.839 a total variance of £8.068 million is estimated at month six including slippage of £7.959 million.
164. The Housing Development budget will be used on several schemes including the final works to the independent living accommodation for older persons on Thornhill Road (£77,000) and planning costs for Edinburgh Court balcony improvements (£30,000).
165. Estate regeneration schemes have projected costs of £3.678 million for 2018/19 on a range of schemes including citywide gully and environmental improvements (£150,000) and regeneration of Belmont Walk (£750,000), Anderson Place (£850,000) and Taff Embankment (£200,000). Garage and courtyard improvement schemes are anticipating spend of £1.728 million, including a virement of £1.16 million from other HRA projects, as additional

schemes continue to be brought forward due to contractor capacity and the rate at which the works are being completed.

166. The external and internal improvements budget of £16.236 million will be utilised to provide boiler and lift replacement, heating, roofing, rewiring, underpinning of properties where subsidence issues have been found, front door upgrades to flats, kitchen and bathroom upgrades when properties become vacant prior to re-letting. Some of the larger schemes include; £4.3 million for high-rise upgrades, £2.2 million for removal of cladding on high-rise residential buildings following fire risk assessments, £1.5 million on a programme of roof replacements across the city and £1.4 million for front door upgrades in residential flats. Slippage of £3.814 million is projected on the following schemes; Lift upgrades (£750,000), Doors and Windows (£950,000), Door Entry Systems (£375,000) and BISF schemes (£1 million) due to the timings of work starting and contractor capacity.
167. The allocation of £2.3 million to provide adaptations and associated improvements to the homes of disabled people in HRA properties is forecast to be fully spent. A review is being undertaken to understand increasing demand and cost pressures.
168. The first completed council homes as part of the Cardiff Living project are scheduled for November 2018 with a projected 63 homes completed by 31 March 2019. All 10 Phase 1 sites have planning consent and five schemes are currently on site including; Willowbrook West, Llanrumney Depot, Ty To Maen and Braunton and Clevedon Crescent. The remaining phase one sites; Briardene, Llandudno Road, Ty Newydd, Highfields and Snowdon and Wilson Road, are scheduled to commence in the final quarter of 2018/19.
169. A package deal partnership between Cadwyn Housing Association and Cardiff Council is now in place to build 30 new flats at Courtney Road. Two further schemes delivering around 60 units are currently in planning.
170. A number of private sector properties are also being purchased to help address affordable housing need. Subject to ensuring completion, expenditure of £4 million is projected, of which £1.719 million is funded from an earmarked reserve set up for this purpose in 2016/17. A total of 21 properties have been acquired with a further six ready to complete.
171. Slippage across the new build programme is anticipated to be £4.145 million given current forecasts of commencement on sites.

Section 106 schemes and Other Contributions

172. The table below shows the Section 106 and other contributions forecast to be spent at the time of setting the budget. This has been reviewed by directorates and is reflected in the new projection at Month 6:

	Budget	Projection at Month 6	Variance
	£000	£000	£000
Parks & Green Spaces	1,356	919	(437)
Traffic & Transportation	862	743	(119)
Strategic Planning	33	58	25
Neighbourhood Regeneration	581	148	(433)
Economic Development	236	260	24
Education & Lifelong Learning	325	448	123
Public Housing (HRA)	1,484	1,484	0
Total	4,877	4,060	(817)

173. Some of the schemes included in the profile above are:

- Parks and Green Spaces – Schemes are proposed in a number of areas including; Wilkinson Close, Despenser Gardens, Craiglee Drive, Trelai and Jubilee Park play areas, public realm and footpath improvements in Penylan, Hendre Lake and Gabalfa. A number of other schemes originally planned are deferred to future years.
- Traffic & Transportation – public transport improvements, junction improvements, bus stops and bus borders; installation of CCTV and real time information, telematics and transportation schemes including the provision of bus routes in the City and strategic transport initiatives.
- Strategic Planning – Public Realm Improvements at Bridge Street and Charles Street.
- Neighbourhood Regeneration - Improvement of community facilities at Lisvane Memorial Hall, Riverside Warehouse, the Bangladesh Centre, building improvement works at St Andrew and St Teilo's Church and Installation of lights to improve access to community buildings within Trelai Park.
- Economic Development – Support for small to medium enterprises in Adamsdown and the Council's contribution towards the development of Llanrumney Hall as a community facility.
- Education & Lifelong Learning – Towards the new Howardian Primary School, Eastern High and Cardiff West Community High School as well as condition works at Creigiau, Springwood and Llanedeyrn Primary School.
- Public Housing – development of new Council housing.

Reasons for Recommendations

174. To consider the report and the actions therein that forms part of the financial monitoring process for 2018/19.

Legal Implications

175. It is a Council responsibility to set the budget and policy framework and to approve any changes there to or departures there from. It is an Executive responsibility to receive financial forecasts including the medium term financial strategy and for the monitoring of financial information.

Financial Implications

176. Overall, the month six revenue monitoring for the Council continues to show a balanced position with financial pressures and shortfalls against budget savings targets in directorate budgets offset by projected savings on capital financing, an anticipated surplus on Council Tax collection and NDR refunds on Council properties. In line with the position reported at month four the overall position also takes into account the release of the £1.1 million set aside for transitional grant relief via the Financial Resilience Mechanism as this budget is no longer required for its original purpose in the current financial year. Directorate budgets are currently projected to be overspent by £5.0 million, which is broadly in line with the position reported at month four. This takes into account the impact of any management actions already taken with additional measures to be implemented during the remainder of the year where there is scope to reduce the projected spend by the year end. The directorate overspends are partly offset by projected underspends in other directorates and by the £3.0 million general contingency budget which was provided as part of the 2018/19 budget in order to reflect the quantum, risk and planning status of the proposed savings for 2018/19.
177. The projected overspends in directorate budgets include £3.230 million in Social Services, £1.465 million in Planning, Transport & Environment, £821,000 in Education & Lifelong Learning and £277,000 in Corporate Management. The directorate positions reflect a range of factors including increased demographic pressures in Social Services, particularly in relation to looked after children, shortfalls in income and the anticipated failure to fully achieve the savings targets set as part of the 2018/19 Budget together with on-going shortfalls carried forward from the previous financial year.
178. The potential overspend includes a projected shortfall against the savings identified for each directorate as part of the 2018/19 budget together with any shortfalls against savings targets carried forward from the previous year. An overall shortfall of £3.056 million is currently anticipated against the £14.296 million directorate savings target with £5.274 million having been achieved to date and a further £5.966 million anticipated to be achieved by the year end. A projected shortfall of £741,000 has also been identified in relation to savings targets carried forward from 2017/18. The projected shortfalls are reflected in the directorate monitoring positions although where possible shortfalls have been offset by savings in other budget areas. The July Cabinet meeting approved the Budget Strategy Report for 2019/20 and identified the significant financial challenges that the Council faces in the medium term. The projected under-achievement of identified savings in 2018/19 together with those carried forward from the previous year continues to underline the difficulties of achieving year on year savings across the Council.
179. The projected overspend in directorate budgets and in particular the shortfalls against savings targets represent a continuing cause for concern. Actions are being taken by those directorates currently reporting a projected overspend in order to try to resolve the issues that led to the current position or alternatively to identify offsetting savings in other areas of the service. This will be reviewed throughout the year as part of the overall challenge process to review the performance of directorates including the budget monitoring position. In

response to the level of financial pressures identified in the current year all directorates have also reviewed their monitoring positions and identified a range of in-year savings which are reflected in their reported positions within this report. The scope included non-essential third party spend, temporary staff arrangements, opportunities to maximise income and the potential use of earmarked reserves where this was in line with the original purpose of the reserves. This has enabled a balanced position to be reported at month six.

- 180. The 2018/19 Capital Programme is £158.202 million of which £109.363 million is in respect of General Fund schemes and £48.839 million is in relation to the Council's Public Housing schemes. Against this, the projected outturn for 2018/19 is £147.426 million resulting in a total variance of £10.776 million. The variance is largely in relation to public housing schemes with slippage of £7.959 million currently anticipated.
- 181. Where there is a risk of slippage, directorates, need to address any obstacles promptly to ensure budgets allocated are spent in a timely manner. Where this is not possible, early reporting of issues should take place and robust profiles of expenditure should be developed for future years.
- 182. The Capital Programme update includes a number of schemes planned to be funded by external grants that have strict deadlines for expenditure having to be incurred. It is essential that directorates ensure that opportunities for utilisation of such funding are not lost to the Council by ensuring appropriate resources are directed to these schemes and that consideration has been given to all steps required to ensure contracts are in place and to meet the terms and conditions of such funding.

RECOMMENDATIONS

The Cabinet is recommended to:

- 1. Note the potential outturn position based on the first six months of the financial year.
- 2. Reinforce the requirement for all directorates currently reporting overspends as identified in this report to put in place action plans to reduce their projected overspends.

SENIOR RESPONSIBLE OFFICER	CHRISTINE SALTER Corporate Director Resources
	9 November 2018

The following appendices are attached:

- Appendix 1 – Revenue position
- Appendix 2 (a) – Budget Savings position – 2018/19 Savings
- Appendix 2 (b) – Budget Savings position – 2017/18 Savings
- Appendix 3 – Capital Programme

REVENUE 2018/2019

	CASH LIMIT BUDGETS			PROJECTED OUTTURN			VARIANCES		
	Gross Controllable Budget £000's	Income £000's	Net Expenditure £000's	Gross Controllable Spend £000's	Income £000's	Net Expenditure £000's	Gross Expenditure £000's	Income £000's	Net Expenditure £000's
Service Area									
Corporate Mgt	25,171	(101)	25,070	25,473	(126)	25,347	302	(25)	277
Economic Development	47,182	(40,931)	6,251	48,847	(42,552)	6,295	1,665	(1,621)	44
Education & Lifelong Learning	322,176	(66,945)	255,231	323,009	(66,957)	256,052	833	(12)	821
People & Communities									
- Communities & Housing	227,123	(182,824)	44,299	225,913	(182,144)	43,769	(1,210)	680	(530)
- Social Services	192,604	(25,632)	166,972	196,046	(25,844)	170,202	3,442	(212)	3,230
Planning, Transport & Environment	100,643	(57,165)	43,478	103,799	(58,856)	44,943	3,156	(1,691)	1,465
Resources									
- Governance & Legal Services	6,475	(1,101)	5,374	6,640	(1,178)	5,462	165	(77)	88
- Resources	39,825	(19,460)	20,365	39,948	(19,938)	20,010	123	(478)	(355)
Capital Financing	39,956	(4,720)	35,236	39,821	(4,810)	35,011	(135)	(90)	(225)
General Contingency	3,000	0	3,000	0	0	0	(3,000)	0	(3,000)
Transitional Grant Relief	1,100	0	1,100	0	0	0	(1,100)	0	(1,100)
Summary Revenue Account	3,115	(928)	2,187	5,609	(3,422)	2,187	2,494	(2,494)	0
Discretionary Rate Relief	350	0	350	375	0	375	25	0	25
Total	1,008,720	(399,807)	608,913	1,015,480	(405,827)	609,653	6,760	(6,020)	740
Council Tax Collection	0	0	0	0	(211)	(211)	0	(211)	(211)
NDR refunds on Council properties	0	0	0	0	(529)	(529)	0	(529)	(529)
Total	1,008,720	(399,807)	608,913	1,015,480	(406,567)	608,913	6,760	(6,760)	0

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UNACHIEVED DIRECTORATE SAVINGS 2018/19

APPENDIX 2(a)

REF	Directorate 2018/19	Directorate Savings 2018/19	Total Saving (£'000)	Savings already achieved £'000	Projected saving 2018/19 £'000	Projected shortfall 2018/19 £'000	Comments
1	Corporate Management	Reduction in the amount available to support events and market the city Reducing the amount available to support events, market the city and take advantage of opportunities presenting themselves during 2018/19.	210	210	210	0	This saving has been achieved in full, based on existing commitments.
2	Corporate Management	External Audit and ex-employee pension contributions Reduction in spend on the audit of the Council as well as a reduction in contributions to pension funds in relation to ex-employees	31	31	31	0	This saving has been achieved in full.
3	Corporate Management	Efficiency Savings in Corporate Management Review of spend on supplies and services	10	4	10	0	This saving is anticipated to be achievable in full.
4	Corporate Management	Council Wide Efficiencies In line with the Council's digital strategy, this saving will be achieved through delivering business efficiencies through third party spend, changing processes, technology and staff resources. This will put the use of digital forms of communication and service delivery at the heart of how the Council operates and interacts with the people it serves.	606	0	306	300	Savings of £306,000 are currently projected to be achieved through a combination of service reviews and other initiatives, with efforts continuing to identify further savings opportunities as the year progresses.
5	Corporate Management	Efficiencies Procure to Pay Process review which will deliver resource efficiencies across the Council	20	0	20	0	It is anticipated that this savings target will be achieved in full.
Corporate Management Total			877	245	577	300	
6	Economic Development	Increase in Income - Strategic Estates Increase income from the investment portfolio and operational estate.	253	42	178	75	This target is anticipated to be partly achieved following a detailed review of rental income. Additional income is anticipated to be received through rent reviews, new lettings, lease regears, acquisitions and one-off licence income generated by the directorate. Rental income projections are closely monitored with the directorate and any changes to this position will be reported throughout the year.
7	Economic Development	Pest Control - Expanding market share Exploring opportunities for expanding the Council's market share through exploring opportunities for working with the private sector and other public bodies.	40	20	40	0	This saving is considered achievable but is reliant on the service's ability to compete for contracts with external providers and to generate the required level of income.
8	Economic Development	Improved charging and income generation for Security Services The saving will be delivered through a combination of income growth and the implementation of efficiency measures across Council buildings.	50	0	0	50	This saving will not be achieved as there is no scope to generate the level of income required from the Mobile Security team. Alternative models are being investigated.
9	Economic Development	Income generation from Building Cleaning services To be delivered through a new marketing and service delivery plan.	105	26	105	0	The Cleaning savings target is anticipated to be achieved through the full year effect of the improvement plan, initiated last year, for the delivery of cleaning services and also through a reduction in sickness and hence a reduction in usage of agency workers.
10	Economic Development	Leisure Services - Cardiff International White Water Generate additional income through an increase in prices.	9	0	9	0	This saving is anticipated to be achievable in full.

REF	Directorate 2018/19	Directorate Savings 2018/19	Total Saving (£'000)	Savings already achieved £'000	Projected saving 2018/19 £'000	Projected shortfall 2018/19 £'000	Comments
11	Economic Development	St. David's Hall Review of Costs, Income and Service Delivery	150	0	150	0	The experience in previous years, whereby the Arts Venues have been able to achieve significant performance profits and other managed underspends, suggests this savings target is feasible. The position will be closely monitored and updated with the budget holders as the year progresses and there is more certainty about year end outcomes.
12	Economic Development	New Theatre Review of Costs, Income and Service Delivery	150	0	150	0	The experience in previous years, whereby the Arts Venues have been able to achieve significant performance profits and other managed underspends, suggests this savings target is feasible. The position will be closely monitored and updated with the budget holders as the year progresses and there is more certainty about year end outcomes.
13	Economic Development	Cardiff Castle Review of Costs, Income and Service Delivery	238	0	238	0	Indications from service area managers are that, although the proposed restructure is still in its infancy, savings in employee, overtime and agency costs, along with additional income generated through site hire fees and other initiatives, and improved performance at the cafe and banquets, will enable the Castle to achieve the savings target for 2018/19. The additional income generated via admissions and hires is anticipated to offset any shortfalls that may occur in the cafe and banquet functions. The position will be monitored closely and updated with the budget holders.
14	Economic Development	Reduced service in Tourism Deletion of two vacant posts in Tourism	47	47	47	0	The restructure has been agreed and the deletion of two posts means this savings target has been achieved in full.
15	Economic Development	Building Services - Efficiency Improvements To be delivered through new operational plan to improve scheduling and efficiencies in the supply chain	175	0	175	0	The achievement of this saving is reliant on Building Services undertaking additional work and the generation of additional income. It is currently considered achievable, but will need to be very closely monitored with budget holders throughout the year.
16	Economic Development	Play Services Implementation of the agreed model for Children's Play.	115	47	95	20	The employee element of this savings target has been achieved through voluntary severance and flexible early retirement within the service. The external spend target relates to savings against Facilities Management budgets in line with the proposed transfer of buildings. However, some transfers have been delayed and others are yet to transfer over, meaning that this saving is not achievable in full.
17	Economic Development	Parks A package of proposals that will see reduced management costs across the Parks & Sport service, generation of additional income and a reduction in the costs of external contracts by bringing this work back in-house.	141	25	127	14	Savings in relation to a part year staffing restructure are considered to be partly achieved this financial year due to delays to the tier 4 restructure within Parks. Additional income and other efficiencies are achievable but will need to be closely monitored during the year.
18	Economic Development	Efficiencies In line with the Council's digital strategy, this saving will be achieved through delivering business efficiencies through third party spend, changing processes, technology and staff resources.	40	0	40	0	It is anticipated that this savings target will be achieved in full.
19	Economic Development	Removal of International Pool subsidy Expectation that the international pool will operate without Council subsidy under new arrangements from 2018/19	973	973	973	0	Following the negotiation of a revised contract with Parkwood, no further subsidies are payable from the Council and the saving has been achieved in full.
Economic Development Total			2,486	1,180	2,327	159	

REF	Directorate 2018/19	Directorate Savings 2018/19	Total Saving (£'000)	Savings already achieved £'000	Projected saving 2018/19 £'000	Projected shortfall 2018/19 £'000	Comments
20	Education & Lifelong Learning	Increased income within Education Traded Services This saving will be achieved through an increase of 10p in the price of a school meal from April 2018, in addition to a review of pricing across other traded services.	110	55	110	0	This target has been allocated across traded services and it is currently anticipated that it will be achieved in full, largely via additional catering income.
21	Education & Lifelong Learning	Delegation of Pupil Referral Unit (PRU) provision Full year effect of decision made in 2017/18 to delegate the responsibility for the PRU provision to a secondary school.	365	365	365	0	The delegation of the PRU took effect from 1st September 2017. This saving represents the full year effect and, therefore, this has been achieved in full.
22	Education & Lifelong Learning	Education Directorate - Central staffing and management costs This is to be achieved through a reduction of staffing following a reorganisation/ rationalisation of the staffing structures within the Education Directorate - taking into account all opportunities to offset costs through additional income or use of grants.	200	0	65	135	A review of staffing is currently underway and it is anticipated that this will achieve part of this saving and the unachieved target brought forward from 2017/18. The full year effect of the restructure will ensure that this saving is fully achieved in 2019/20.
23	Education & Lifelong Learning	Delegation of responsibility for licences associated with school provision This saving would be achieved by delegating the responsibility for paying for licences, including performance and copyright licences, to schools.	250	250	250	0	The delegation of licence costs took effect from 1st September 2017. This saving represents the full year effect and, therefore, this has been achieved in full.
24	Education & Lifelong Learning	Efficiencies This saving will be achieved through a reduction in the annual costs of software packages used for schools finance and to facilitate online training of schools based staff.	80	0	80	0	A review of software package costs has not resulted in the savings anticipated. The directorate are seeking alternative options for achieving this saving. It is still assumed that the saving will be achieved in full, however there is a risk that this may not happen.
25	Education & Lifelong Learning	Reduction in central commitment for Commissioned Early Years Places Reduction in spend on nursery places in external private nurseries made possible by increased numbers of available places in maintained nursery classes in primary schools.	200	100	200	0	The final 2017/18 position reflected a significant underspend and, therefore, it is anticipated that this target will be achieved in full, although close monitoring will be required throughout the year, in case demand increases.
26	Education & Lifelong Learning	Reduction in annual contribution to Central South Education Consortium (CSC) & Education Improvement Grant (EIG) matchfunding A reduction to the annual contribution made towards the core budget of the CSC and a reduction in the Council's requirement to match fund the EIG in line with reductions to the overall level of grant funding provided by Welsh Government.	73	20	20	53	The 2018/19 contribution to the Central South Consortium has been confirmed and reflects a lower reduction than anticipated, meaning that this saving has only been partly achieved.
Education & Lifelong Learning Total			1,278	790	1,090	188	
27	People & Communities - Communities & Housing	Disabled Facilities Grant (DFG) fee income and additional selling of services Fee income based on the assumption that capital will remain unchanged for 2018/19. It is proposed to charge for low level equipment provided through the Joint Equipment Service, and for Council services for clients who do not qualify for a DFG. This service has not been provided previously.	105	0	105	0	This saving is expected to be achieved in full at this stage and progress will be updated throughout the year.
28	People & Communities - Communities & Housing	Phased removal of Council subsidy to deliver Adult Community Learning Third and final year of the phased reduction of Council funding to support the Adult Community Learning Leisure Programme - the service will then become fully self-funding.	17	0	17	0	The budget has been reduced accordingly and the saving is expected to be achieved in full this year.

REF	Directorate 2018/19	Directorate Savings 2018/19	Total Saving (£'000)	Savings already achieved £'000	Projected saving 2018/19 £'000	Projected shortfall 2018/19 £'000	Comments
29	People & Communities - Communities & Housing	New approach to Employability Services A Cabinet report in November 2017 agreed a new approach to Employability Services, including better alignment of existing grant funding and increased income from sale of training which would offset existing management costs, thereby releasing savings.	50	0	50	0	This saving is expected to be achieved in full through the receipt of additional grant funding.
30	People & Communities - Communities & Housing	Supporting People Grant Realignment Better alignment of Supporting People Grant funding to offset the work undertaken by the Housing Officer at Adams Court.	14	14	14	0	This saving has been achieved in full.
31	People & Communities - Communities & Housing	Assessment and Support Realignment Realignment of budget within Assessment and Support to reflect the additional Housing Revenue Account (HRA) work now carried out by the Systems and Support Team.	26	26	26	0	Associated budgets have been realigned and this saving has been achieved in full.
32	People & Communities - Communities & Housing	Appeals and Complaints Team service integration The Appeals & Complaints section now covers the whole of Communities & Housing. As such it is proposed to recharge services provided to the HRA.	103	103	103	0	Associated budgets have been realigned and this saving has been achieved in full.
33	People & Communities - Communities & Housing	Deletion of two vacant Benefit Officer posts Reflects the increased productivity with the Housing Benefit Team.	60	60	60	0	Related posts have been deleted and this saving has been achieved in full.
34	People & Communities - Communities & Housing	Prevention Services - Deletion of Community Care Aid Worker Following a change in objectives in this team, it has been possible to delete a vacant post.	23	23	23	0	Related posts have been deleted and this saving has been achieved in full.
35	People & Communities - Communities & Housing	Neighbourhood Regeneration - Service Integration Realignment of budgets to reflect an increase in work undertaken within the HRA.	11	11	11	0	Associated budgets have been realigned and this budget has been achieved in full.
36	People & Communities - Communities & Housing	New approach to building resilient communities Better align legacy grant funding to Neighbourhood Partnerships Locality Planning and Community Engagement budgets in order to release savings.	80	0	80	0	This saving is expected to be achieved in full and progress will be updated throughout the year.
37	People & Communities - Communities & Housing	Efficiencies Directorate wide efficiency savings from digital initiatives	71	0	0	71	Whilst this saving will not be achieved, it will be mitigated in full by underspends across the directorate.
38	People & Communities - Communities & Housing	Benefits - Efficiency savings from the introduction of the new housing online form	9	0	9	0	This saving is expected to be achieved in full and progress will be updated throughout the year.
39	People & Communities - Communities & Housing	Reduction in Libraries Book Fund Reduction in book fund budget in line with the current and previous years' spend. Spend will continue to be focused on key demographic groups such as Children, Welsh, Community Languages and Basic Skills.	50	50	50	0	Associated budgets have been reduced and this budget has been achieved in full.

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40	People & Communities - Communities & Housing	Citizen Advice Bureau (CAB) Contract - Agreed reduction This saving reflects the second year of a three year phased reduction in the cost of the Advice Services Contract.	30	30	30	0	Associated budgets have been reduced and this budget has been achieved in full.
41	People & Communities - Communities & Housing	Removal of the Neighbourhood Partnership Fund Saving will be achieved through the removal of the Neighbourhood Partnership City Wide fund.	40	40	40	0	Associated budgets have been reduced and this budget has been achieved in full.
People & Communities - Housing & Communities Total			689	357	618	71	
42	People & Communities - Social Services	Increase service user charges in line with Welsh Government (WG) policy In January 2017 WG expressed an intention to gradually increase the maximum weekly charge a Council could levy for non-residential care, from £60 per week in 2017 to £100 per week in 2021. As this policy is designed to ensure consistency across Welsh Local Authorities, it is proposed that the Council increases its maximum weekly charge to £80 per week in 2018/19 to mirror this policy. This will increase the level of income the Council receives in service user contributions.	350	140	280	70	An initial analysis has been undertaken to identify the additional income generated from the increase in the maximum weekly amount that can be charged for domiciliary care. The estimated saving (£280,000) reflects the current projection for 2018/19. The charge applied is subject to means testing and this potentially limits the level of additional income generated.
43	People & Communities - Social Services	Expand the use of technology when commissioning care Under this proposal, the department will explore how technology (specialist and mainstream) can be used to complement current methods of commissioning care. This consists of a number of different approaches that include: - Movement sensors to replace the need for care workers visiting service users to check they are well - Mainstream smart devices to give reminders and prompts to people, which are currently provided by care staff at a cost to the Council. This proposal is in its early stages, though the department has already begun to work with a Supported Living provider to pilot this technology and this approach.	120	0	60	60	Pilot schemes, using assisted technology, are in operation, notably in learning disability supported living. The ultimate impact on costs is yet to be determined, therefore only a partial saving is assumed at this stage.
44	People & Communities - Social Services	Better use of funding for new care home placements The Council is changing the way it funds new care home placements to ensure the right type and level of care home services are available for people that need them, now and in the future. These changes seek to ensure that the Council funds care home places in a way that; reflects the type and quality of service, is equitable across all homes and service users and supports the quality and sustainability of these services.	450	0	450	0	Initial projections suggest that the average cost of a nursing bed is still rising, albeit at a slower rate. It is anticipated, however, that as part of the annual fee uplift process, the level of increase applied to high cost placements will be limited in 2018/19, thereby reducing overall potential costs. The position is still subject to review and the final outcome should be known in quarter 3. A full saving is therefore shown at this stage, though the position will be reviewed when the fee uplift process has been completed.
45	People & Communities - Social Services	Reduce the number of new care home placements The Council will increase the type and level of services available to help people fulfil their wish to remain living in their own home, as opposed to moving into a care home. The aim is to reduce the number of people living in a care home.	300	0	150	150	Initial activity data showed a decline in care placements compared to previous months. Numbers have subsequently increased, though this is due in part to an increase in the capital limit that can be taken into account in assessments. A partial saving is shown, however the position on care home placements will need to be closely monitored in coming months.

REF	Directorate 2018/19	Directorate Savings 2018/19	Total Saving (£'000)	Savings already achieved £'000	Projected saving 2018/19 £'000	Projected shortfall 2018/19 £'000	Comments
46	People & Communities - Social Services	Review Continuing Health Care (CHC) funding towards the cost of care packages Review, with health partners, relative contributions towards the cost of care packages to continue to ensure compliance with CHC guidance on how an individual's (children and adult) needs are most appropriately met and funded.	410	0	410	0	A significant saving was achieved, in both Adult and Children Services, in 2017/18 due to increased CHC (Health) funding being agreed for a number of care packages that were previously funded either wholly or jointly by the Council. The process of review will continue with a number of cases being prepared for presentation. At this stage, therefore, a full saving is projected, however, the position will need to be closely monitored, as the reviews are subject to UHB approval and can, in some circumstances, lead to an increased level of Council contribution.
47	People & Communities - Social Services		410	100	410	0	A significant saving was achieved in both Adult and Children Services, in 2017/18 due to increased CHC (Health) funding being agreed for a number of care packages that were previously funded either wholly or jointly by the Council. The process of review will continue with a number of cases being prepared for presentation. At this stage, therefore, a full saving is projected, however, the position will need to be closely monitored, as the reviews are subject to UHB approval and can, in some circumstances, lead to an increased level of Council contribution.
48	People & Communities - Social Services	Reduce the number of children placed in care settings outside of Cardiff Continue the efforts to ensure appropriate support is available to minimise the number of children that move, or continue to live, in fostering or residential placements outside of Cardiff. This is combined with other preventative initiatives aimed at reducing the number of looked after children in external placements.	680	40	680	0	A number of young people have either moved out of residential placements to alternative accommodation or have moved to lower cost packages of residential care. A significant element of the saving so far achieved has been offset against an unachieved saving carried forward from 2017/18. As the process of review is ongoing, it is anticipated that the full saving will be achieved in 2018/19. It should be noted, however, that due to the ongoing increase in new placements, budgets in this area will remain overspent.
49	People & Communities - Social Services	Mainstream awareness raising budgets There are two separate Children's services budgets aimed at making individuals aware of their rights and the services they can access. One of these budgets covers all groups and the Council has worked with different organisations to combine resources to raise awareness in the most effective and efficient way. This means that the second budget has not been used in recent years and is no longer required.	40	40	40	0	Associated budgets have been reduced and this saving has been achieved in full.
50	People & Communities - Social Services	Maximise the impact of the Community Resource Team (CRT) to support more people to become more independent Undertake a review of the joint service (Health and Council Social Care) and deliver improvements that: 1. Makes best use of Council and health resources to provide the right level of support to the right people 2. Helps these people become more independent and less reliant on health and social care services The cost savings will result from the Council purchasing less domiciliary care provision in the future than at present, as a result of these improvements to CRT.	1,200	300	600	600	The impact of this initiative will be reflected in a reduction in the number of domiciliary care hours commissioned externally. An analysis of the data so far in 2018/19 shows there has been a reduction in the average number of care hours commissioned compared to the latter part of 2017/18, (c4-5%, after allowing for anticipated demographic growth). This reduction is not, however, yet sufficient to generate the savings necessary to achieve the budgeted target, although trends will be monitored in the remainder of the year and savings figures amended accordingly.

REF	Directorate 2018/19	Directorate Savings 2018/19	Total Saving (£'000)	Savings already achieved £'000	Projected saving 2018/19 £'000	Projected shortfall 2018/19 £'000	Comments
51	People & Communities - Social Services	<p>Maximise the impact of social care provision to support more people to become more independent</p> <p>Two types of improvement will be delivered:</p> <p>1. Introduce a 'reablement approach' to the way some domiciliary care services are delivered. This will involve this care being provided to people in a way that best supports them to maintain or improve their level of independence.</p> <p>2. Review how and when social care reviews take place. This will seek to ensure people receive the type and level of care most appropriate to their needs, at that time.</p>	1,200	300	600	600	The impact of this initiative will be reflected in a reduction in the number of domiciliary care hours commissioned externally. An analysis of the data so far in 2018/19 shows there has been a reduction in the average number of care hours commissioned compared to the latter part of 2017/18, (c4-5%, after allowing for anticipated demographic growth). This reduction is not, however, yet sufficient to generate the savings necessary to achieve the budgeted target, although trends will be monitored in the remainder of the year and savings figures amended accordingly.
People & Communities - Social Services Total			5,160	920	3,680	1,480	
52	Planning, Transport & Environment	<p>Improved Charging and Income Generation Projects</p> <p>Generate additional income through the introduction of new fees and charges within Highways licencing along with increases in other fees and charges. Further savings will be found by maximising opportunities for recharging for services and through digital projects such as hybrid printing.</p>	212	80	190	22	Fees & charges were increased, as approved in the budget, supplemented by in-year increases for street numbering and road closures. Hybrid printing is generating savings and digital processing initiatives are being progressed, however a shortfall is still projected.
53	Planning, Transport & Environment	<p>Transportation Policy - Improved Recharging</p> <p>Maximising opportunities for recharging for services.</p>	30	8	30	0	It is anticipated that the saving will be achieved in full.
54	Planning, Transport & Environment	<p>Bereavement Services</p> <p>Generate additional income through a combination of volume and price increases.</p>	50	18	50	0	All new fees and charges are in place. Current projections suggest the target will be achieved, however there is always a risk, as the larger proportion of income is generated in the latter part of the year.
55	Planning, Transport & Environment	<p>Planning Fee Income</p> <p>Maximising additional planning fee income from an anticipated increase in the volume of planning applications.</p>	55	0	0	55	The 'Planning Pipeline' forecast indicates an anticipated shortfall in planning fees against the overall target. Therefore, this saving is unlikely to be achieved.
56	Planning, Transport & Environment	<p>Cardiff Dogs Home</p> <p>Generate additional income through a combination of volume and price increases.</p>	15	8	15	0	Current income levels indicate this increased income target will be achieved.
57	Planning, Transport & Environment	<p>Street Lighting Recharging</p> <p>Maximising opportunities for recharging both design and inspection to Capital and Section 278 budgets, and increasing charges for these services to external companies.</p>	30	8	30	0	The saving is currently on track to be achieved in full.
58	Planning, Transport & Environment	<p>Renewable Energy Generation</p> <p>Income will be derived from a number of renewable energy schemes through incentives related to energy generation (Feed In Tariffs, etc.), the sale of energy to the grid and/or other rental income.</p>	20	0	0	20	It is currently anticipated that this saving will not be achieved, particularly as there is an unachieved sum brought forward from 2017/18. It is possible that this position may improve during the year and this will be closely monitored.
59	Planning, Transport & Environment	<p>School Transport - Phased Increase in cost of Bus Passes</p> <p>Continuation of the phased increase in cost of bus passes to ensure actual costs match the provision.</p>	5	3	5	0	This saving will not be achieved in line with the original proposal as the number of seats available has significantly reduced, following the successful optimisation of routes. The saving will, however, be mitigated by the recovery of Disclosure and Barring Service (DBS) costs.
60	Planning, Transport & Environment	<p>Trade Waste - Expanding Markets</p> <p>Continuing to grow the Council's market share in Cardiff and exploring opportunities of working in partnership. This will generate additional income of £200k with an associated cost of £40k in addition to existing resources.</p>	160	0	0	160	The income target is challenging and at this stage there is a high risk of a shortfall. It is possible that increased income could be generated through the skip service and a new commercial focus is also being placed on the commercial site at Bessemer Close. However, both of these initiatives will take time to establish.

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61	Planning, Transport & Environment	Twin stream waste/recycling collections and obtaining higher quality end products Additional income and reduced processing costs brought about by a change in the Council's approach to recycling collections.	38	38	38	0	Following a comprehensive view of budgets this saving has now been achieved.
62	Planning, Transport & Environment	Central Transport Services income generation Utilising capacity in the fleet maintenance facility to bring external contracts back in-house and increase external income, supported by the new fleet management system.	60	0	60	0	Additional income has been identified through the 'in-sourcing' of vehicle maintenance and an anticipated favourable position within the Fabrication Unit.
63	Planning, Transport & Environment	Regulatory Collaboration Reflects a further year's saving for Cardiff from the creation of a single shared service for Environmental Health, Trading Standards and Licensing functions of Cardiff, Bridgend and the Vale of Glamorgan Councils under a single management structure.	93	93	93	0	The saving has been agreed with the Shared Regulatory Service and the payment to the organisation reduced.
64	Planning, Transport & Environment	Collaborative working in Passenger Transport Potential for merging passenger transport team with neighbouring authority. Associated efficiencies may allow reductions in spend against contracts.	37	18	37	0	There is no opportunity to leverage this saving from the original proposal and it is, therefore, necessary to mitigate through savings elsewhere. Recharges have been increased to cover the work undertaken by external consultants, although there remains a shortfall. It is hoped that this position could be further mitigated by the on-going re-tendering of routes for ALN children.
65	Planning, Transport & Environment	Waste Services - Local Authority Collaborative Working Seeking new opportunities for income through partnership and cross boundary working - focussing on back office support provision and direct services.	50	50	50	0	This saving cannot be achieved as per the original proposal. However, following a comprehensive review of budgets, it has been possible to write-out the saving within the overall directorate budget.
66	Planning, Transport & Environment	Digitalisation to improve decision making process - continuation City Touch - street lighting Control of lighting levels and faults across the city.	50	25	50	0	The current position suggests the saving will be achieved in full.
67	Planning, Transport & Environment	Digitalisation in Waste Saving to be found through digital projects and business process efficiencies to include hybrid printing and digitalised income recovery.	50	10	20	30	Partial savings will be delivered by hybrid printing and reducing the amount of printed materials produced.
68	Planning, Transport & Environment	Domestic - Round Performance management Use of new technologies to improve collection efficiency and reduce vehicle costs and agency usage.	271	95	95	176	Following a comprehensive review of budgets, it has been possible to show a degree of saving against this proposal. Achievement of the full saving will require changes to routes and this should be delivered through the 'in-cab' system, which is now installed. The financial benefits from operational changes may take longer to deliver and, therefore, a potential shortfall is shown.
69	Planning, Transport & Environment	Treatment & Disposal - Increase in productivity Improving maintenance regimes and work schedules to remove down time and loss of productive time.	20	20	20	0	Following a comprehensive view of budgets this saving has now been achieved.
70	Planning, Transport & Environment	Domestic Waste Collection - Improve attendance at work Reduce dependency on agency across the recycling and waste service team.	50	0	0	50	Work continues to improve attendance, but progress is challenging. In addition, there is a similar unachieved saving brought forward from 2017/18. Until a clearer position emerges, it is assumed this will not be achieved.

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71	Planning, Transport & Environment	Reducing vehicle costs in the Corporate Fleet Reducing damage and insurance claims through better reporting, monitoring and training, supported by new fleet management system and supported driver training.	60	0	0	60	Work continues to improve driver training and existing contract arrangements. There is high degree of risk that this saving will not be achieved. The position will be kept under review and updated as the year progresses.
72	Planning, Transport & Environment	Contract rationalisation & improved business process efficiencies (Electrical and Structure & Tunnels) Reflects a further year's saving following implementation of new contracts and efficiencies.	50	25	50	0	Revised contracts are in place and it is anticipated the saving will be achieved in full.
73	Planning, Transport & Environment	Review the delivery of maintenance work currently undertaken by external companies in areas including Housing & Parks Continuation of work to improve performance in order to enable additional work to be undertaken internally, bringing external contracts back in-house for Infrastructure & Maintenance.	40	19	40	0	The current position indicates the saving will achieved in full.
74	Planning, Transport & Environment	Street Lighting Conversion to LED Full year effect of the savings generated through replacement of main route lighting with LED to reduce long term energy expenditure.	30	7	30	0	At this stage of the year, the saving is expected to be achieved in full.
75	Planning, Transport & Environment	Energy - Change in Energy Billing and Tariff Structures This saving will be generated through changes to the current procurement arrangement, including the introduction of flexible tariffs and improved consumption reporting, that will allow greater control of both costs and usage.	130	0	0	130	Further work is needed to evidence the saving and distribute accordingly across the relevant directorates.
76	Planning, Transport & Environment	Energy Efficiencies Within Council buildings Continue to identify projects through use of the RE:Fit framework for complete building energy retrofit, as well as alternative external funding for individual projects.	30	0	0	30	Further work is needed to evidence the saving and distribute accordingly across the relevant directorates.
77	Planning, Transport & Environment	Energy - Reduction in bills across the estate through improved management and behaviour change (Carbon Reduction Strategy) The approved Carbon Reduction Strategy sets out a series of actions that will manage and reduce the Council's energy consumption. Part of this strategy relates to better management of energy consumption and behaviour change amongst building managers and other staff.	50	50	50	0	This saving has already been achieved through the reduction in the Carbon Reduction Commitment (CRC) payment.
78	Planning, Transport & Environment	School Transport - Additional Learning Needs (ALN) - Review of transport for pupils within 2/3 Miles (Primary/Secondary) Review and challenge transport for statemented pupils who live within 2 miles from primary school and 3 miles from secondary. This will be done on an individual case basis, to take into account of the individual child's needs based on ALN transport policy.	27	11	27	0	It is anticipated this saving will be achieved following the current re-tendering process.
79	Planning, Transport & Environment	School Transport - Additional Learning Needs (ALN) - Route Optimisation and Retendering of Routes/Mergers Reviewing on a case by case basis, working closely with Education and individual schools. Review and challenge current transport provision to ensure it fits the needs of pupils.	50	21	50	0	A detailed review of all routes is currently being undertaken. Early preparation work suggests the saving will be largely achievable. More detailed figures will be available throughout the autumn.

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80	Planning, Transport & Environment	School Transport - Travel Support Allowance Replace taxi/bus provision with an advance payment to parents on a termly basis. Parents would then be responsible for pupils' transport to school.	42	17	42	0	Whilst this initiative has proved successful, payments are now made to parents previously not on the scheme thereby resulting in additional costs. This has had an adverse affect on the saving achievement. However, this position can be mitigated from anticipated savings derived from the re-tendering process and changes to the transportation of ALN children.
81	Planning, Transport & Environment	School Transport - Llanishen High School buses A continuation of the planned, phased reduction in provision of buses to Llanishen High School pupils who were previously in catchment for Llanedeyrn High School (closed). Eligible pupil numbers will continue to decrease with an associated reduction in transport costs, with the phased reduction concluding in 2020/21.	33	14	33	0	It is anticipated this saving will be achieved in full. More detailed figures will be available throughout the autumn.
Planning, Transport & Environment Total			1,838	638	1,105	733	
82	Resources - Governance & Legal Services	Legal Services Income - Schools SLA Legal Services are provided to schools under a service level agreement, under which income is received for work carried out. This income target reflects the level of work carried out.	40	20	40	0	Additional income from the Schools SLA has historically over achieved against budget. At present this looks to be on target but will not be fully achieved until the end of the academic year.
83	Resources - Governance & Legal Services	Legal Services Income - Cardiff Capital Region City Deal (CCRCDD) Cardiff Council is the accountable body for the CCRCDD Regional Cabinet under which ten local authorities are working together on economic regeneration in the region. Legal services are provided to the regional cabinet on an hourly rate basis and this income target reflects the agreed income.	55	28	55	0	In line with 2017/18 income received, it is anticipated that this savings target will be achieved and potentially exceeded.
84	Resources - Governance & Legal Services	Legal Services Income - Capital Receipts Reflects eligible costs in accordance with regulations that can be recovered from the disposal proceeds of assets.	35	20	35	0	Legal charges in relation to land and asset disposal remain achievable, with the Month 6 position indicating an overachievement if the level of charges remain consistent throughout the year.
85	Resources - Governance & Legal Services	Increase in Fees and Charges for Legal Services This represents small increases in legal fees where it is possible to charge.	6	3	6	0	Small increases in fees will allow this savings target to be achieved in year if levels of work remain as they were in 2017/18. To date, income levels suggests this will be achievable.
86	Resources - Governance & Legal Services	Reduction of Scrutiny Function This proposal would delete a vacant post and a post filled on a temporary basis. It will reduce the scrutiny support function and result in fewer task and finish groups.	53	53	53	0	This saving has been achieved following the deletion of a vacant post and the removal of the temporary post from August.
87	Resources - Governance & Legal Services	Reduction in Democratic support budget A reduction in the staffing budget for committee services which reflects the current monitoring position in relation to clerking for internal meetings.	20	10	20	0	Based on employee expenditure to date, this target remains achievable.
88	Resources - Governance & Legal Services	Efficiencies in Democratic and Member Services This saving reflects a reduction in a number of smaller budgets within the directorate in line with the current monitoring position.	20	10	20	0	Expenditure to date indicates this saving should be achieved in year.
89	Resources - Governance & Legal Services	Efficiencies Saving includes increased income from work undertaken for CCRCDD and neighbouring authorities, in addition to reductions in budgets for internet and translation charges	40	20	40	0	Indications are that this saving will be achieved in full.

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90	Resources - Governance & Legal Services	Reduction in External Legal Fees Planned reduction in external legal fees due to increased capacity requiring less outsourcing of work.	83	0	0	83	Due to increased complex cases and in-house vacancies, it is not anticipated that this saving, or the unachieved saving from 2017/18, will be achieved.
Resources - Governance & Legal Services Total			352	164	269	83	
91	Resources	Income from Hosting of South East Wales Schools Capital and Public Buildings (SEWSCAP) and South East Wales Highways Frameworks Cardiff has taken on the hosting and management of these arrangements on the understanding that staff time would be offset against the income generated by the levy applied to the framework. A Cabinet report requesting permission to take over the hosting and management was approved in July 2017.	40	20	40	0	This saving is anticipated to be fully achieved.
92	Resources	Atebion Solutions Additional Income Atebion Solutions is a trading company wholly owned by the Council which trades commercial and procurement services to other public sector organisations. The model that has been developed is based on reducing the fixed costs of the Strategic Procurement Team through the charging of full costed staff time to the company. Due to the success of the company to date, the annual income target for the Council will be stretched by £20k.	20	0	20	0	This saving is anticipated to be fully achieved.
93	Resources	Cardiff Academy - Income Generation Ongoing plan to develop and provide cost effective training both within the council and to external public sector bodies including Health & Safety training.	53	10	53	0	This saving is anticipated to be fully achieved, although income will have to be monitored throughout the year, as the achievability will depend on the success of online marketing.
94	Resources	Recovery of staff costs & income generation Maximising opportunities for recharging for Capital Ambition Delivery Team staff costs from supported projects and exploring new income opportunities with external partners/organisations.	109	6	109	0	This saving is anticipated to be fully achieved.
95	Resources	Expansion of Meals on Wheels A plan is already being progressed to increase service users up to full capacity, making best use of existing resources (staff and vehicles). This would allow the service to fully fund itself and remove the existing £100k subsidy.	100	50	100	0	The service area are confident that this saving will be achieved in full. The supporting business case suggested that the service would be 'self funding' and current performance is in line with this aim.
96	Resources	Exchequer and Development Service efficiencies / remodelling Building on efficiencies already delivered, further work processes will be reviewed thus allowing the cost of the team to be reduced through improved processes and optimising the use of existing resources to ensure there is no spare capacity.	140	103	140	0	A significant part of this saving target is already achieved through the deletion of four vacant posts. It is anticipated that a reduction in spend and income from central support recharges will achieve the remainder of the savings target
97	Resources	Accountancy – Review of staff resource Savings will be achieved through a review of the staffing structure and an increase in the vacancy provision to reflect on-going levels of staff turnover and management of vacancies.	100	36	100	0	A proportion of this savings target is already achieved through the deletion of one Grade 5 post. The vacancy provision element is anticipated to be achieved based on current vacancies. The increase in income targets is also expected to be fully achieved.
98	Resources	Revenues Section - Savings derived from improved processes Work will be undertaken to further improve processes without impacting the collection rate of Council Tax	70	23	70	0	It is anticipated, at this stage, that this savings target is fully achievable through voluntary severance, flexible retirement and sabbatical leave within the Revenues section, coupled with an increase in income from parking fines.

REF	Directorate 2018/19	Directorate Savings 2018/19	Total Saving (£'000)	Savings already achieved £'000	Projected saving 2018/19 £'000	Projected shortfall 2018/19 £'000	Comments
99	Resources	Internal Audit - Review of Staff Resource Further refocusing of priorities within the Internal Audit team allowing a reduction of one post.	36	36	36	0	This saving has been fully achieved.
100	Resources	Information Governance Business Efficiencies Based on current workload, it is possible to reduce the team by 0.6 FTE without adverse impact on service delivery.	19	19	19	0	This saving has been fully achieved following the deletion of one 0.6 fte post.
101	Resources	Human Resources Business Efficiencies Savings relate to the permanent deletion of two posts that undertake transactional duties. The posts are currently vacant and residual resources have been realigned to avoid adverse impact on service delivery.	52	52	52	0	This saving has been fully achieved.
102	Resources	HR IT System Move the Council's HR IT system on to the Council's private cloud platform	11	11	11	0	This saving has been fully achieved.
103	Resources	Savings from reduction in Support Cost for HR IT systems Savings arising from planned reduction in support cost for HR IT systems. The costs associated with this were previously funded by post reductions in Human Resources as required in the original business case model.	178	178	178	0	This saving has been fully achieved.
104	Resources	ICT Staffing Budget Reduction of posts in ICT. Residual resources will be realigned to avoid adverse impact on service delivery.	152	152	152	0	This saving has been fully achieved following the deletion of four posts within ICT.
105	Resources	Cessation of "In Cardiff" Newspaper The Council's communications strategy clearly puts the use of digital forms of communication - especially social media - at the heart of how the Council interacts with the people it serves. Within this context, the saving will be delivered by discontinuing the design and publication of In Cardiff.	37	37	37	0	This saving has been achieved in full following the cessation, during the last financial year, of the In Cardiff production.
106	Resources	Consolidation of Corporate Policy Capacity The combination of two related functions within the Council's corporate centre will enable the deletion of a post that is currently vacant.	35	35	35	0	This saving has been achieved in full following the deletion of the related vacant post.
107	Resources	Policy & Partnerships - Reduction in Operational Costs Reduction in operational costs in line with historic reduction of service size.	25	12	25	0	It is anticipated that this savings target will be achieved in full.
108	Resources	Corporate Performance Team Staffing The deletion of a vacant senior post within the Council's Corporate Performance Team (£55k) plus other staffing efficiencies.	63	55	63	0	The target has largely been achieved following the deletion of a vacant post and it is considered that the full target is achievable.
109	Resources	Efficiencies To include a Procure to Pay process review and reductions in budgets for printing & stationery and transport, in addition to a further review of staffing resources.	80	45	80	0	Savings targets for HR, Enterprise Architecture, Performance & Partnerships and ICT have been achieved already. Savings targets against Business Support, Commissioning & Procurement, Capital Ambition Delivery Team and Health & Safety are anticipated to be fully achieved by the end of the year.
110	Resources	External ICT Spend Reduction in ICT spend through a further review of ICT funded licences and support contracts.	206	100	206	0	It is anticipated that this savings target will be achieved in full.
111	Resources	Bilingual Cardiff Additional Income This saving will be achieved through realising the benefits of collaborative working.	90	0	48	42	The current position assumes a shortfall in income, with use of earmarked reserves offsetting this. Additional income streams continue to be investigated.
	Resources Total		1,616	980	1,574	42	

REF	Directorate 2018/19	Directorate Savings 2018/19	Total Saving (£'000)	Savings already achieved £'000	Projected saving 2018/19 £'000	Projected shortfall 2018/19 £'000	Comments
COUNCIL TOTAL			14,296	5,274	11,240	3,056	

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REF	Directorate 2018/19	Directorate Savings 2017/18	Total Saving (£'000)	Saving achieved in 2017/18 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2018/19 (£'000)	Projected savings in 2018/19 (£'000)	Projected shortfall 2018/19 (£'000)	Comments
1	Economic Development	Commercialisation - improved charging and income generation for Security Services. This will be delivered through improved security services and income via internal and external bodies.	44	0	44	0	0	44	This saving will not be achieved as there is no scope to generate the level of income required from the Mobile Security team. Alternative models are being investigated.
2	Economic Development	Increase in Rental Income - Strategic Estates	90	0	90	90	90	0	This saving has been achieved in full through a combination of rent reviews and new lettings.
Economic Development Total			134	0	134	90	90	44	
3	Education and Lifelong Learning	Central Staffing Costs Saving to be achieved through a reduction of staffing following a reorganisation/rationalisation of the staffing structures within the Directorate - taking into account all opportunities to offset costs through additional income or use of grants. Staffing reductions will be effective from September 2017, with full year effect from April 2018.	175	105	70	0	70	0	A staffing restructure continues to be developed, which will achieve this saving. Implementation has not yet taken place, however this is planned for the second half of the financial year.
Education and Lifelong Learning Total			175	105	70	0	70	0	
6	People & Communities - Housing & Communities	Commercialisation Initial income target in relation to additional income opportunities within the Directorate, including - commercial sponsorships and partnerships - utilising the assets within the Directorate more commercially - sale of current services to realise additional income	46	0	46	0	0	46	There are currently no detailed plans for achievement of this savings target, but it is assumed that it will be mitigated, as in the previous financial year, by other managed underspends within the directorate.
5	People & Communities - Housing & Communities	New Approach to Locality and Neighbourhood Service Delivery At present the Council provides funding for a team of Neighbourhood Partnership Officers, and a separate fund for small scale projects led by community groups. This has enabled the Council and its partners to work more effectively together. The next step is to integrate services from the point of view of the citizen, so that main budgets are used in a fully joined up way. To achieve this, existing neighbourhood partnership arrangements will be changed to better consult local communities by identifying their priorities and utilise existing local networks which include Neighbourhood Police Teams, Community Hubs, community organisations and Tenant/Residents Groups. This proposal will create Locality Planning and Delivery Officers to better use council and partners time delivering targeted projects.	150	105	45	0	45	0	This saving will be achieved through a planned restructure within the service.
6	People & Communities - Housing & Communities	Llanover Hall - Sub lease To ensure the long term sustainability of Llanover Hall as a community arts venue and to better utilise the building, the Council wishes to enter into a partnership sub-lease with a partner. The intention is to find a partner that would co-locate and allow the Learning for Life offering to continue in the building; it is hoped that this would also have a positive effect on uptake of Learning for Life courses in Llanover Hall.	55	0	55	0	55	0	The original plan for a sub lease of Llanover Hall is not anticipated to happen. However, it is planned that the target will be achieved through an alternative review of the service and potential for income generation.
People & Communities - Housing & Communities Total			251	105	146	0	100	46	

REF	Directorate 2018/19	Directorate Savings 2017/18	Total Saving (£'000)	Saving achieved in 2017/18 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2018/19 (£'000)	Projected savings in 2018/19 (£'000)	Projected shortfall 2018/19 (£'000)	Comments
7	People & Communities - Social Services	Locality based service delivery Mapping on a pilot basis in the current financial year, would appear to indicate opportunities for improved service delivery and reduced costs through service redesign on a locality focused basis. This would include consideration of accommodation models, commissioned services and community opportunities. It is likely however that significant work will be required to implement a revised commissioning model for care services, with a roll out likely to take place over a number of financial years.	250	0	250	0	0	250	A pilot scheme was initially implemented, however outcomes were not as originally anticipated. No specific savings are currently identifiable, however the position may change as the project is reviewed and new initiatives implemented.
8	People & Communities - Social Services	Adolescent Resource Centre (ARC) Second year impact of saving proposed for 2016/17. Saving predicated on step downs to lower cost forms of care, shorter stays, quicker return to families, reduced numbers entering care following referral and change in age profile of those in care.	400	256	144	72	144	0	The shortfall carried forward reflected the delayed implementation of the ARC service. This became fully operational during 2017/18 and it is anticipated a full saving will be achieved in 2018/19. This is, however, a preventative service and the saving achieved will therefore be cost avoiding rather than cashable.
Page 232	People & Communities - Social Services	Safer Families Initiative Second year impact of 2016/17 savings proposal - utilise and encourage volunteering in the community to provide a mentoring service aimed at reducing Looked After Children admissions. Based on pilots in other authorities, it is anticipated that the scheme will reduce the numbers of children coming into the care system.	240	25	215	112	215	0	This proposal was re-focused in 2017/18 to pursue a more preventative service with increased emphasis on children on the edge of care. In partnership with Tros Gynol, an early help model was developed, aimed at reducing the need for referrals. Other early help initiatives such as rapid response were also introduced and strengthened. A full saving is projected for 2018/19, however, as a preventative initiative, the saving is likely to be cost avoiding rather than cashable.
	People & Communities - Social Services	Reduction in the Number of Children Placed in Out Of Area Placements Second year impact of 2016/17 savings proposal. Aim to move children who are currently in residential care into alternative care settings, including enhanced fostering. Combine with other preventative initiatives aimed at reducing the number of looked after children in external placements.	1,331	917	414	414	414	0	A number of young people have either moved out of residential placements to alternative accommodation or have moved to lower cost packages of care. The carried forward saving has therefore been achieved.
11	People & Communities - Social Services	Review Emergency Accommodation Service for Learning Disability Service Users Review the service and consider remodelling the social care crisis service to merge with the re-provision of the respite service.	290	190	100	0	100	0	A significant element of the original saving was written out as part of the 2018/19 budget, as demand for this form of provision has continued. A rationalisation of existing provision is still however proposed and it is anticipated that the residual saving will be achieved in 2018/19.
12	People & Communities - Social Services	Retender Mental Health (MH) Supported Living Service Review the specification and retender existing service in order to improve efficiencies and value for money.	150	86	64	64	64	0	Although proposals to re-tender this service are still being developed, ongoing reviews of care packages across mental health have provided significant savings on commissioning budgets, sufficient to offset the target.
13	People & Communities - Social Services	Recommission of Children's Respite/Short breaks service Recommission the current contract for respite care/short breaks at Ty Storrie. New provision to reflect reduced demand for occupancy.	50	0	50	0	0	50	Proposals for the re-commissioning of this service were discontinued due to wider issues associated with the existing provision. The current proposal involves bringing the current external service in-house. It is not considered at this stage that any significant saving will be achieved.
14	People & Communities - Social Services	Joint commissioning of residential and nursing home beds with Health to create efficiencies Joint commissioning with Health to create efficiencies through a new procurement model.	130	0	130	0	0	130	Although joint procurement is being considered as part of the general process of integration involving the UHB and Vale Council, no firm proposals in relation to joint commissioning are currently in place.
People & Communities - Social Services Total			2,841	1,474	1,367	662	937	430	

REF	Directorate 2018/19	Directorate Savings 2017/18	Total Saving (£'000)	Saving achieved in 2017/18 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2018/19 (£'000)	Projected savings in 2018/19 (£'000)	Projected shortfall 2018/19 (£'000)	Comments
15	Planning, Transport & Environment	Commercialisation - improved charging and income generation projects Increased fees and charges across city operations and improved collaboration with the directorate's advertising partner.	162	92	70	60	70	0	The saving has been achieved through the introduction of hybrid printing across the directorate. It is anticipated that the remaining £10,000 will be realised during the year.
16	Planning, Transport & Environment	School Transport - Replace Taxis/Buses with Bus Passes (Cardiff IFF cards) for Pupil Referral Units - Phased Approach Pilot scheme to run at Greenhill School initially and if successful transfer to other PRU areas.	48	0	48	0	48	0	The pressure to maintain this service at previous levels means that this saving is not achievable, as originally intended. However, it is anticipated that this shortfall can be mitigated by an increased level of saving across Schools Transport following the detailed review being undertaken and the planned retendering of routes.
17	Planning, Transport & Environment	Introduce Travel Support Allowance - Pilot Scheme Replace taxi/bus provision with an advanced payment to parents. Parents would then be responsible for pupils' transport to school. This will be provided on a termly basis.	100	43	57	0	57	0	Whilst this initiative has proved successful, payments are now made to parents previously not on the scheme, thereby resulting in additional costs. This has had an adverse affect on the saving achievement. It is anticipating that this shortfall can be mitigated by an increased level of saving across Schools Transport following the detailed review being undertaken and the planned retendering of routes.
18	Planning, Transport & Environment	Domestic - Round Performance Management Includes the introduction of new 'in cab' technologies to remove errors, wasted journey time and improve efficiencies. Further round balancing to improve efficiencies in resources and vehicle configurations.	170	0	170	170	170	0	The saving has now been achieved in full following a comprehensive review of the staff resources budgets.
19	Planning, Transport & Environment	Domestic Waste Collection - Improve Attendance at Work Reduce dependency on agency across the recycling and waste service team.	50	0	50	0	0	50	Work continues to improve attendance, but progress is challenging. The position will be reviewed and updated during the year.
20	Planning, Transport & Environment	Reducing Vehicle Costs in Commercial Services Fleet Reducing damage and insurance claims through better reporting, monitoring and training, supported by new fleet management system and supported driver training.	66	0	66	0	0	66	There was a delay to the introduction of the 'in cab' technology and therefore this saving was not achieved in 2017/18. Work continues to improve driver training and existing contract arrangements. There is a high degree of risk that this saving will not be achieved. The position will be kept under review and updated as the year progresses.
21	Planning, Transport & Environment	Central Transport Services income generation Utilising capacity in the fleet maintenance facility to insource work and increase external income, supported by new fleet management system.	75	0	75	0	75	0	Additional income has been identified through 'in-sourcing' of vehicle maintenance. This is being validated but it is anticipated that the saving will be fully achieved.
Planning, Transport & Environment Total			671	135	536	230	420	116	
22	Resources - Governance & Legal Services	Centralisation of External Legal Spend Achieve efficiency savings by centralising external legal spend from across the Council	55	0	55	0	0	55	External legal costs on childrens' cases remain high, with an increase in the number and complexity of cases being supported. Together with the time taken to recruit to vacant posts, it means this saving is unlikely to be achieved.
Resources - Governance & Legal Services Total			55	0	55	0	0	55	
23	Resources	Automation of forms, E billing and transactional website To generate channel shift from telephone in respect of Council tax and Non Domestic Rates (NDR) recovery.	154	118	36	0	36	0	This saving is anticipated to be fully achieved.
24	Resources	Reduction in external telephony spend Reduction in spend on telephony licences, network maintenance, and telephony support and maintenance. Replacement of Integrated Services Digital Network (ISDN) telephony with Internet Protocol (IP) telephony. This will include negotiations with suppliers and retendering to drive down costs.	50	0	50	0	0	50	The retendering process for telephony in 2017/18 resulted in increased prices and this saving is not achievable. However, ICT have advised that the saving will be achieved via alternative means.

REF	Directorate 2018/19	Directorate Savings 2017/18	Total Saving (£'000)	Saving achieved in 2017/18 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2018/19 (£'000)	Projected savings in 2018/19 (£'000)	Projected shortfall 2018/19 (£'000)	Comments
25	Resources	Income Generation - Enterprise Architecture Utilising the Enterprise Architecture function to generate income from either delivered internal projects or external services provided to other public sector bodies.	120	41	79	0	79	0	Potential income of £45,000 has been identified in respect of the Corporate Landlord project. The service area are currently considering plans to achieve the balance of £34,000 and it is currently anticipated that this saving will be achieved in full.
26	Resources	Commissioning & Procurement Local Authority Trading Company A reduction in the fixed costs of the Strategic Procurement Team through the charging of full costed staff time to the recently approved local authority trading company.	70	13	57	20	57	0	In 2017/18, a conscious decision was made to manage this £57,000 shortfall through establishment vacancies, to allow time to be invested in developing long-term relationships with organisations which will provide the company with future revenue generation opportunities. It is anticipated that this income target will be fully achieved in 2018/19.
	Resources Total		394	172	222	20	172	50	
COUNCIL TOTAL			4,521	1,991	2,530	1,002	1,789	741	

CARDIFF COUNCIL CAPITAL PROGRAMME 2018-2019

DIRECTORATE & SCHEME	2018-19 Programme	2017-18 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2018-19	Projected Outturn	Slippage	(Underspend)/ Overspend	Total Variance
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<u>Economic Development, Tourism & Heritage</u>										
1 Town Centre Loan Scheme	0	1,358	0	0	642	2,000	2,000	0	0	0
2 Llanrumney Hall	185	0	0	0	0	185	185	0	0	0
3 Cardiff Social Innovation fund	0	10	0	0	0	10	10	0	0	0
4 S106 Schemes	51	0	0	0	24	75	75	0	0	0
Total Economic Development, Tourism & Heritage	236	1,368	0	0	666	2,270	2,270	0	0	0
<u>City Development and Major Projects</u>										
5 Economic Development Initiatives	0	3,196	0	0	(3,146)	50	50	0	0	0
6 Economic Development Initiatives Toys R Us Purchase	0	0	0	0	6,282	6,282	6,282	0	0	0
7 Central Square Public Realm	2,953	0	0	0	614	3,567	3,567	0	0	0
8 ISV Retail 3 Temporary Car Park	0	1,226	0	0	(1,226)	0	0	0	0	0
Total City Development & Major Projects	2,953	4,422	0	0	2,524	9,899	9,899	0	0	0
<u>Parks & Green Spaces</u>										
9 Asset Renewal Buildings	20	0	0	0	0	20	20	0	0	0
10 Asset Renewal Parks Infrastructure	140	0	0	0	0	140	140	0	0	0
11 Play Equipment	90	56	0	0	0	146	146	0	0	0
12 Flood Risk prevention	0	58	0	0	0	58	58	0	0	0
13 Parc Cefn Onn	113	494	(42)	0	0	565	326	(239)	0	(239)
14 Roath Park House	0	200	0	0	(200)	0	0	0	0	0
15 3G Pitch - Grangetown	0	2	0	0	0	2	2	0	0	0
16 Parks Events Infrastructure (Pontcanna Fields)	150	0	0	0	(150)	0	0	0	0	0
17 Refurbishment of Sports Facilities	0	265	0	0	0	265	265	0	0	0
18 S106 Funded Schemes	1,356	374	(374)	0	0	1,356	919	(437)	0	(437)
Total Parks & Green Spaces	1,869	1,449	(416)	0	(350)	2,552	1,876	(676)	0	(676)
<u>Venues & Cultural Facilities</u>										
19 St David's Hall	0	358	0	0	0	358	0	(358)	0	(358)
Total Venues & Cultural Facilities	0	358	0	0	0	358	0	(358)	0	(358)
<u>Property & Asset Management</u>										
20 Asset Renewal - Old Library	60	0	0	0	0	60	60	0	0	0
21 Office Accommodation rationalisation (General Fund)	0	30	0	0	(30)	0	0	0	0	0
22 Community Asset Transfer	0	73	0	0	0	73	0	(73)	0	(73)
23 Cardiff Market Roof (FRM)	50	298	0	0	0	348	50	(298)	0	(298)
24 Adamsdown Play Centre	0	0	0	0	360	360	360	0	0	0
25 Asset Renewal - Buildings	1,057	269	0	0	0	1,326	1,326	0	0	0
26 Asset Renewal - County Hall Canteen	0	325	0	0	0	325	325	0	0	0
Total Property and Asset Management	1,167	995	0	0	330	2,492	2,121	(371)	0	(371)
<u>Harbour Authority</u>										

CARDIFF COUNCIL CAPITAL PROGRAMME 2018-2019

DIRECTORATE & SCHEME		2018-19 Programme	2017-18 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2018-19	Projected Outturn	Slippage	(Underspend)/ Overspend	Total Variance
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
27	Harbour Asset Renewal	196	0	0	0	0	196	196	0	0	0
	Total Harbour Authority	196	0	0	0	0	196	196	0	0	0
TOTAL ECONOMIC DEVELOPMENT		6,421	8,592	(416)	0	3,170	17,767	16,362	(1,405)	0	(1,405)
EDUCATION & LIFELONG LEARNING											
Schools - General											
Planning & Development											
28	Asset Renewal	6,302	(14)	0	(700)	0	5,588	5,088	(500)	0	(500)
29	Suitability / Sufficiency	1,040	(69)	0	0	0	971	971	0	0	0
30	Whitchurch High DDA	1,000	322	0	700	0	2,022	0	(2,022)	0	(2,022)
31	Flying Start	0	0	0	0	59	59	59	0	0	0
	Total Planning & Development	8,342	239	0	0	59	8,640	6,118	(2,522)	0	(2,522)
Other schemes											
32	Schools ICT	0	(400)	400	0	0	0	0	0	0	0
33	Fire Precautions	0	58	0	0	0	58	58	0	0	0
34	Safeguarding Lobbies	100	100	0	0	0	200	200	0	0	0
35	Period Poverty	0	70	0	0	0	70	70	0	0	0
36	Kitchen Improvements	200	58	0	0	0	258	258	0	0	0
	Total Other schemes	300	(114)	400	0	0	586	586	0	0	0
	Total Schools	8,642	125	400	0	59	9,226	6,704	(2,522)	0	(2,522)
Schools Organisation Planning											
37	21st Century Schools - Band A	31,937	20	0	0	123	32,080	36,015	3,699	236	3,935
38	21st Century Schools - Band B	2,969	0	0	0	0	2,969	5,171	2,202	0	2,202
	Total Schools Organisation Planning	34,906	20	0	0	123	35,049	41,186	5,901	236	6,137
TOTAL EDUCATION & LIFELONG LEARNING		43,548	145	400	0	182	44,275	47,890	3,379	236	3,615
PEOPLE & COMMUNITIES											
COMMUNITIES AND HOUSING											
Neighbourhood Regeneration											
39	Neighbourhood Renewal schemes	0	78	0	0	0	78	103	25	0	25
40	Clare Road/Penarth Road - Shop Fronts	360	197	0	(117)	0	440	400	(40)	0	(40)
41	Maelfa Centre Regeneration	600	226	0	117	0	943	1,050	(50)	157	107
42	Alleygating	50	50	0	0	0	100	50	(50)	0	(50)
43	Targeted Regeneration Investment Programme	100	0	0	0	0	100	70	(30)	0	(30)
44	St Mellons Hub - Phase 2	504	327	0	0	0	831	850	0	19	19
45	City Centre Youth Hub	596	0	0	0	0	220	50	(170)	0	(170)
46	Butetown Pavilion	220	0	0	0	0	596	50	(546)	0	(546)
47	S.106 Funded Projects	581	2	(2)	0	0	581	148	(433)	0	(433)

CARDIFF COUNCIL CAPITAL PROGRAMME 2018-2019

DIRECTORATE & SCHEME	2018-19 Programme	2017-18 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2018-19	Projected Outturn	Slippage	(Underspend /) Overspend	Total Variance
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Total Neighbourhood Regeneration	3,011	880	(2)	0	0	3,889	2,771	(1,294)	176	(1,118)
Housing (General Fund)										
48 Disabled Facilities Service	3,800	565	0	0	0	4,365	4,410	45	0	45
49 Enable Grant	0	0	0	0	436	436	436	0	0	0
50 Estate Environmental Improvements	250	427	0	0	0	677	200	(477)	0	(477)
51 Travellers Site Expansion	450	0	0	0	0	450	0	(450)	0	(450)
52 WG Homelessness Provision	0	73	0	0	0	73	73	0	0	0
53 Domestic Abuse Centre	800	400	0	0	0	1,200	400	(800)	0	(800)
Total Housing	5,300	1,465	0	0	436	7,201	5,519	(1,682)	0	(1,682)
Total Communities and Housing	8,311	2,345	(2)	0	436	11,090	8,290	(2,976)	176	(2,800)
SOCIAL SERVICES										
Adult Services										
54 Tremorfa Day Services (ICF)	100	245	0	0	0	345	345	0	0	0
55 ICF Grants (RRA, JES, ALT)	0	0	0	0	0	0	0	0	0	0
56 Day Centre Opportunities	320	301	0	0	365	986	986	0	0	0
Total Adult Services	420	546	0	0	365	1,331	1,331	0	0	0
Children's Services										
57 Accomodation Strategy	169	(32)	0	0	0	137	0	(137)	0	(137)
58 Trelai YC/Special Schools Campus	0	235	0	0	0	235	235	0	0	0
Children's Services	169	203	0	0	0	372	235	(137)	0	(137)
Total Social Care	589	749	0	0	365	1,703	1,566	(137)	0	(137)
TOTAL PEOPLE AND COMMUNITIES	8,900	3,094	(2)	0	801	12,793	9,856	(3,113)	176	(2,937)
PLANNING, TRANSPORT & ENVIRONMENT										
Energy Projects and Sustainability										
59 Energy Retrofit of Buildings (REFIT - Invest to Save)	500	1,100	(80)	0	0	1,520	400	(1,120)	0	(1,120)
60 Salix SEELS	500	0	0	0	0	500	500	0	0	0
61 Lamby Way Solar Farm	195	0	0	0	0	195	195	0	0	0
Total Energy Projects and Sustainability	1,195	1,100	(80)	0	0	2,215	1,095	(1,120)	0	(1,120)
Leisure										
62 Asset Renewal Buildings	693	0	0	0	47	740	740	0	0	0
63 Leisure Centres - Priority One	0	67	0	0	0	67	67	0	0	0
64 Leisure Centres ADM (GLL)	2,000	212	0	0	0	2,212	2,212	0	0	0
65 Leisure Centres ADM (Channel View)	0	40	0	0	0	40	40	0	0	0
66 Replacement of Athletics Track -CIS	250	0	0	0	0	250	500	250	0	250
67 Cardiff Riding School	35	0	0	0	0	35	35	0	0	0

CARDIFF COUNCIL CAPITAL PROGRAMME 2018-2019

DIRECTORATE & SCHEME		2018-19 Programme	2017-18 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2018-19	Projected Outturn	Slippage	(Underspend)/ Overspend	Total Variance
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Total Leisure		2,978	319	0	0	47	3,344	3,594	250	0	250
<u>Bereavement & Registration Services</u>											
68	New Cemetery Site	65	0	0	0	0	65	65	0	0	0
69	Improvements of Facilities	325	0	0	0	0	325	265	(60)	0	(60)
Total Bereavement & Registration Services		390	0	0	0	0	390	330	(60)	0	(60)
<u>Recycling Waste Management Services</u>											
70	New HWRC North Cardiff	200	0	0	0	0	200	50	(150)	0	(150)
71	Recycling Collection Containers	300	0	0	0	0	300	300	0	0	0
72	Plastics Auto Sorter (Invest to Save)	0	520	0	0	0	520	520	0	0	0
73	MRF Fire Suppressant	500	0	0	0	0	500	0	(500)	0	(500)
74	Other Waste Management & Infrastructure	245	20	0	0	0	265	265	0	0	0
Total Recycling Waste Management Services		1,245	540	0	0	0	1,785	1,135	(650)	0	(650)
<u>Highway Infrastructure</u>											
75	Highway Carriageway - Reconstruction	400	1,270	(1,000)	0	0	670	670	0	0	0
76	Highway Resurfacing	2,250	1,694	1,000	0	0	4,944	4,944	0	0	0
77	Footpaths	785	181	0	0	0	966	966	0	0	0
78	Footway Improvements around Highway Trees	125	6	0	0	0	131	131	0	0	0
79	Bridges & Structural Work	800	972	0	(305)	0	1,467	1,467	0	0	0
80	Street Lighting Column Replacement	420	122	0	0	0	542	342	(200)	0	(200)
81	LED Lighting Residential Pilot Radyr (Invest to Save)	237	100	0	0	0	337	337	0	0	0
82	LED Lighting on Principal Roads (Invest to Save)	0	452	0	0	0	452	452	0	0	0
83	Greener Grangetown	0	0	0	641	0	641	641	0	0	0
84	Bute Crane Refurbishment	0	25	0	0	0	25	0	(25)	0	(25)
85	Coastal Erosion / Flood Risk	125	0	0	0	75	200	100	(100)	0	(100)
Total Highway Maintenance		5,142	4,822	0	336	75	10,375	10,050	(325)	0	(325)
<u>Traffic & Transportation</u>											
86	Road Safety Scheme	335	0	0	0	489	824	824	0	0	0
87	Asset Renewal Telematics / Butetown Tunnel	140	4	0	100	150	394	394	0	0	0
88	Cycling Development	1,300	305	0	(641)	0	964	964	0	0	0
89	WG Grant Matchfunding	375	338	0	0	0	713	713	0	0	0
90	City Centre & Key links Transport Improvement Design	350	0	0	0	25	375	375	0	0	0
91	Local Transport Fund - Initial Assumption	1,600	0	0	0	(1,130)	470	470	0	0	0
92	WG (Road Safety Casualty Reduction)	450	0	0	0	112	562	562	0	0	0
93	WG (Safe Routes in Communities)	450	0	0	0	(156)	294	294	0	0	0
94	WG Active Travel Fund	0	0	0	0	1,058	1,058	1,058	0	0	0
95	DfT On Street Residential Charge points	0	0	0	0	179	179	179	0	0	0
96	Moving Offences Enforcement / P&D Equipment	395	61	0	0	0	456	456	0	0	0
97	Bus Corridor Improvements	505	0	0	0	0	505	505	0	0	0
98	Cardiff West Interchange	(1,400)	1,450	0	0	0	50	383	333	0	333
99	CCTV System Upgrade	0	592	0	0	58	650	650	0	0	0

CARDIFF COUNCIL CAPITAL PROGRAMME 2018-2019

DIRECTORATE & SCHEME		2018-19 Programme	2017-18 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2018-19	Projected Outturn	Slippage	(Underspend)/ Overspend	Total Variance
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
100	Hostile Vehicle Mitigation	0	82	0	205	0	287	287	0	0	0
101	S106 Funded Schemes	862	199	(199)	0	0	862	743	(119)	0	(119)
Total Traffic & Transportation		5,362	3,031	(199)	(336)	785	8,643	8,857	214	0	214
Strategic Planning & Regulatory											
102	S106 Projects	33	49	(49)	0	25	58	58	0	0	0
Total Strategic Planning & Regulatory		33	49	(49)	0	25	58	58	0	0	0
TOTAL PLANNING, TRANSPORT & ENVIRONMENT		16,345	9,861	(328)	0	932	26,810	25,119	(1,691)	0	(1,691)
RESOURCES											
Technology											
103	Modernising IT to improve Business Processes	270	545	0	0	0	815	565	(250)	0	(250)
104	ICT Refresh	400	107	0	0	0	507	467	(40)	0	(40)
Total Technology		670	652	0	0	0	1,322	1,032	(290)	0	(290)
Corporate											
105	Contingency	200	0	0	0	0	200	200	0	0	0
106	Invest to Save - Bid Allocation	500	0	0	0	(500)	0	0	0	0	0
107	City Deal - £120m Cardiff Share	4,196	0	0	0	0	4,196	4,196	0	0	0
108	Loan to Cardiff City Transport Services Ltd	2,000	0	0	0	0	2,000	2,000	0	0	0
Total Corporate		6,896	0	0	0	(500)	6,396	6,396	0	0	0
TOTAL RESOURCES		7,566	652	0	0	(500)	7,718	7,428	(290)	0	(290)
TOTAL GENERAL FUND		82,780	22,344	(346)	0	4,585	109,363	106,655	(3,120)	412	(2,708)
PUBLIC HOUSING (HRA)											
109	Housing Development	0	88	0	0	0	88	107	0	19	19
110	Estate Regeneration and Stock Remodelling	2,400	395	0	1,160	0	3,955	3,678	0	(277)	(277)
111	External and Internal improvements to buildings	15,000	2,396	0	(1,160)	0	16,236	12,445	(3,814)	23	(3,791)
112	Disabled Facilities Service	2,300	0	0	0	0	2,300	2,300	0	0	0
113	Housing New Builds & Acquisitions	21,975	3,935	0	0	0	25,910	21,891	(4,145)	126	(4,019)
114	Hubs	350	(300)	0	0	300	350	350	0	0	0
TOTAL PUBLIC HOUSING		42,025	6,514	0	0	300	48,839	40,771	(7,959)	(109)	(8,068)
TOTAL		124,805	28,858	(346)	0	4,885	158,202	147,426	(11,079)	303	(10,776)

Mae'r dudalen hon yn wag yn fwriadol

2018-19 QUARTER 2 PERFORMANCE REPORT

**FINANCE, MODERNISATION AND PERFORMANCE (COUNCILLOR
CHRIS WEAVER)**

AGENDA ITEM 10

Reason for this Report

1. To present Cardiff Council's Performance Report for Quarter 2 of the 2018-19 financial year, providing Cabinet with an opportunity to review performance and progress against the Corporate Plan 2018-21.

Background

2. In May 2018 Council approved the Corporate Plan 2018-21. The Corporate Plan sets out the Council's Wellbeing objectives for 2018-19 in accordance with the Wellbeing of Future Generations Act (2015). The Corporate Plan also set out the Council's key priorities and the key Steps it will take to deliver Capital Ambition, and the key performance indicators which it would use to assess performance against the corporate plan.
3. The Performance Management Framework includes the production of quarterly performance reports designed to provide an overview of performance. Effective scrutiny of performance is an important component of the Framework as it provides the opportunity to challenge performance levels, and helps focus on the delivery of Council priorities and targets.

Report Structure

4. This report consists of:
 - Cover Report – This document, which provides the context of the attached Quarter 2 Performance Report.
 - Delivering Capital Ambition Quarter 2 Performance 2018/19 (Appendix A) – This is a detailed report of progress and performance against the steps and performance measures set out in the Corporate Plan 2018-19. In addition, the report also provides an at a glance picture of the health and effectiveness of the organisation from four key perspectives:
 - Financial
 - Customer
 - Internal Processes
 - Learning & Development

- Quick reference summary performance report (Appendix B) – A high-level summary of performance against the steps, measures and deadlines set out in the Corporate Plan 2018-21.

Summary of Quarter 2 Performance 2018/19

5. The appended Performance Reports give an in-depth analysis of Performance for the quarter and the year to date against the Corporate Plan. However in terms of a summary position against RAG Ratings for Q2 18/19, this is provided in the tables below:

6. Measures in the Corporate Plan 2018-21.

- There are 93 performance measures in the Corporate Plan. At Q2 18/19 they are rated as:

	Green (Better than target)	Amber (Close to target)	Red (Worse than target)	Comparison not available	Total
No. of measures	35	10	11	37	93
% of all measures	37.6%	10.8%	11.9%	39.7%	100%
% of results available	62.5%	17.9%	19.6%		

7. Steps in the Corporate Plan 2018-21.

- There are 93 separate steps set out in the Corporate Plan. At Q2 18/19 they are rated as:

	Green	Amber	Red	Total
No. of measures	64	29	0	93
% of all measures	68.8%	31.2%	0%	100%

Reason for Recommendations

8. To ensure that improvements are made, to allow the culture of managing performance to embed within services and to ensure clear accountabilities are established for the performance of service areas.

Financial Implications

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

Legal Implications

10. There are no legal implications arising from this report.

HR Implications

11. There are no direct HR implications arising from this report.

RECOMMENDATIONS

The Cabinet is recommended to note the current position regarding performance, the delivery of key commitments and priorities as at Quarter 2, and the action being taken to ensure the effective delivery of Capital Ambition.

SENIOR RESPONSIBLE OFFICER	CHRISTINE SALTER Corporate Director Resources
	9 November 2018

The following appendices are attached

Appendix A – Delivering Capital Ambition Q2 Performance report

Appendix B – High level summary wellbeing objectives

Mae'r dudalen hon yn wag yn fwriadol

Delivering Capital Ambition

Quarter 2 Performance Report
2018-19



Purpose of this report

This Quarter 2 performance report for 2018-19 contains two main sections and an appendix.

1. The first section, beginning on page 3, provides summary level detail of four key perspectives of Organisational Performance: Financial, Customer, Internal Processes and Learning and Development.
2. The second section of the performance report, beginning on page 7, reports Quarter 2 performance against the 2018-21 Corporate Plan Well-being Objectives, satisfying the Council's statutory obligation to report its progress against these, in line with the Well-Being of Future Generations Act 2015.

The report is organised by Well-being Objective and, under each of these, the performance narrative is tailored to identifying how the Council has progressed in the second quarter of the financial year. Graphical representation is used alongside narrative to show progress against the Corporate Plan steps and Key Performance Indicators.

Appendix

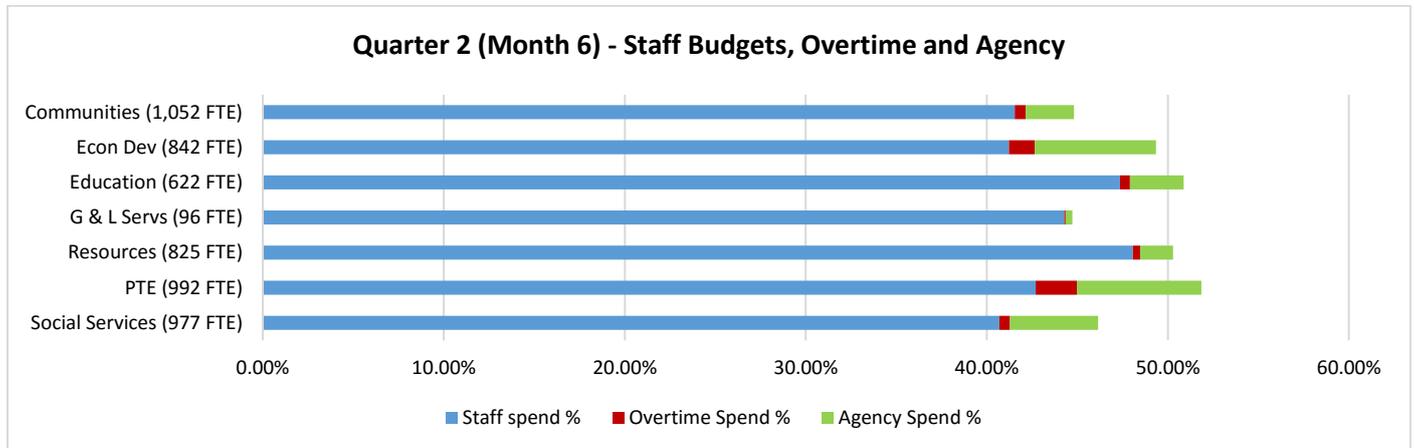
Attached to this report is an appendix which provides a quick glance version of performance against the Corporate Plan at Quarter 2, organised by Well-being Objective. This version does not contain detailed narratives but can be cross-referenced against the main report where further detail is required.

Section 1 – Organisational Health Overview

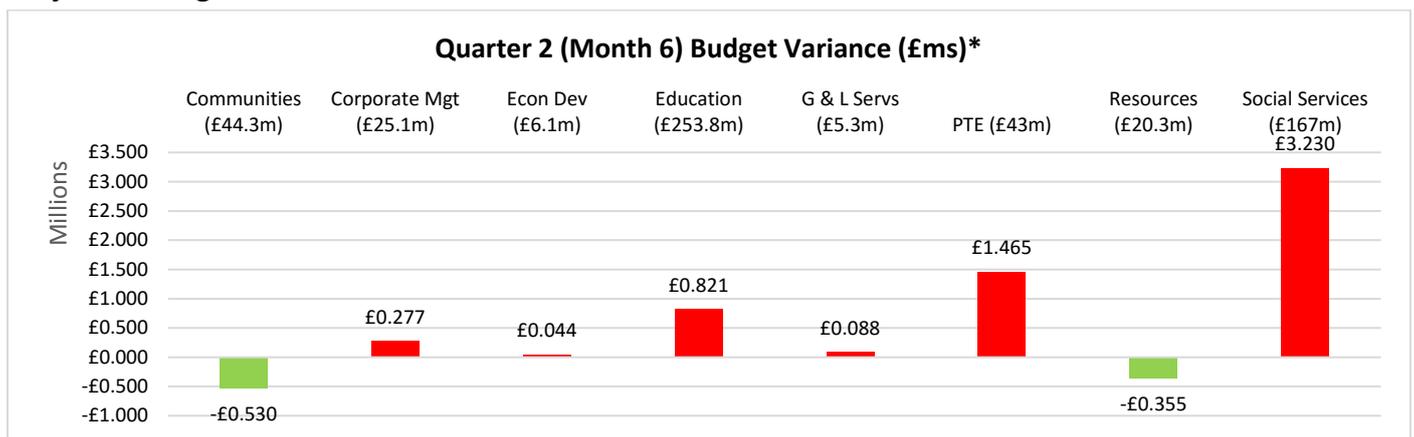


Financial

Staff Budget/overtime and agency graph

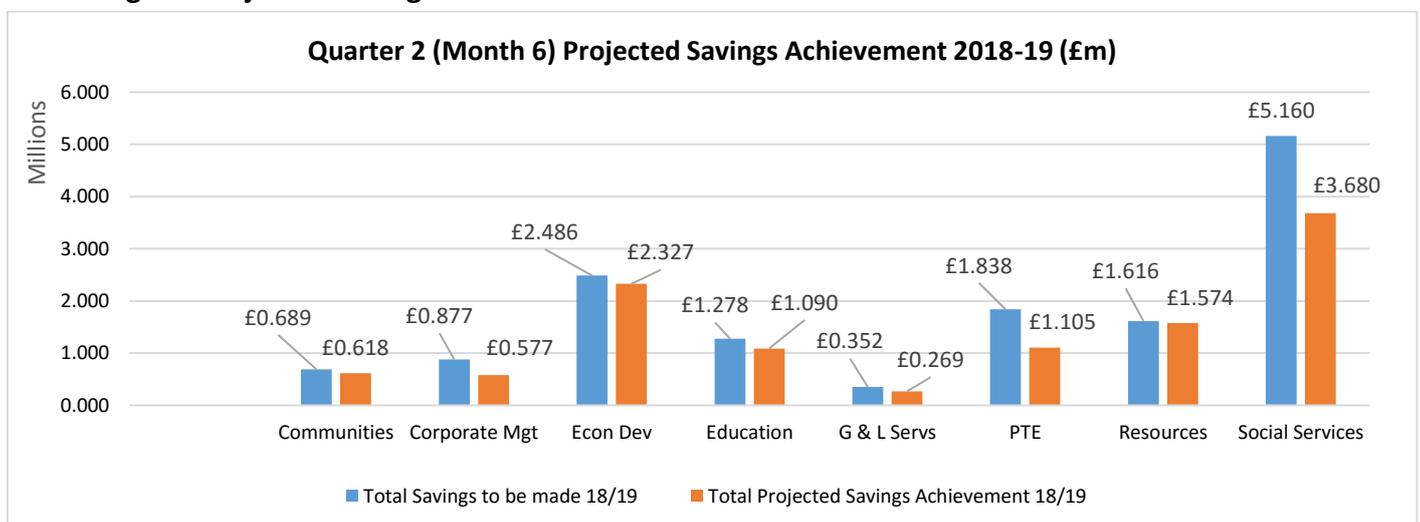


Projected Budget Outturn



*This graph shows the individual directorate’s projected outturn position at Month 6. The overall month 6 position is a balanced position and this is explained in more detail in the Month 6 Budget Monitoring Cabinet Report to be received in November.

Percentage of Projected Savings made



Section 1 – Organisational Health Overview



Customer



2,789 downloads
1,083 on Android Devices
1,706 on Apple Devices
5% of downloads were in Welsh



Followers 18,800
3,268 increase on Q4
2017-18



Followers 89,400
2,009 increase on Q4
2017-18

Website
www.cardiff.gov.uk

Visitors 574,880
Total pages
2,217,718 English
15,017 Welsh

Public Spaces Protection Orders – Proposed Dog Controls

During Quarter 2 the web team published consultation information on the proposed dog control orders for our parks and open spaces, these generated high levels of engagement via social media

10,228 page views relating to the proposed dog controls
5,492 via Facebook and Twitter
53 via Friends of Dogs websites

Glass Recycling Pilot & Waste Collection Look Ups

5,171 Page views relating to the Glass recycling
1,990 via Facebook
653 via Twitter

Information was also published on the glass collection pilot scheme and added to the waste collection look up in the Cardiff App

Online Recycling and waste collections look ups
15,175 – July
22,030 – August
26,555 – September
63,760 Total

Parking Permit Applications

Other areas that continue to show an increase in digital interaction is Parking Permit Applications with 30,450 total page views in September alone!

67.14%
applications
made online

32.86%
applications
via post



Calls Offered 161,767 compared to 166,975 calls in Quarter 1
Calls Handled 144,834 compared to 152,528 calls in Quarter 1



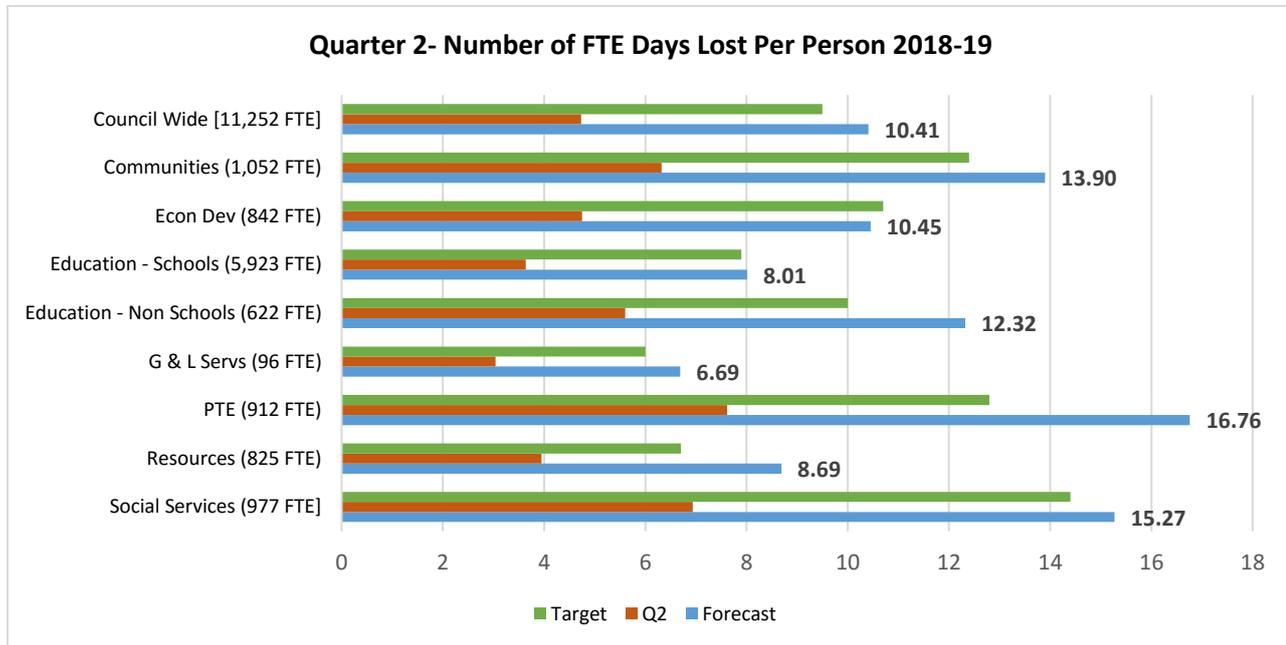
Emails handled 17,891 compared to 23,540 in Quarter 1
Webchats Handled 2,539 compared to 2,305 in Quarter 1

Section 1 – Organisational Health Overview



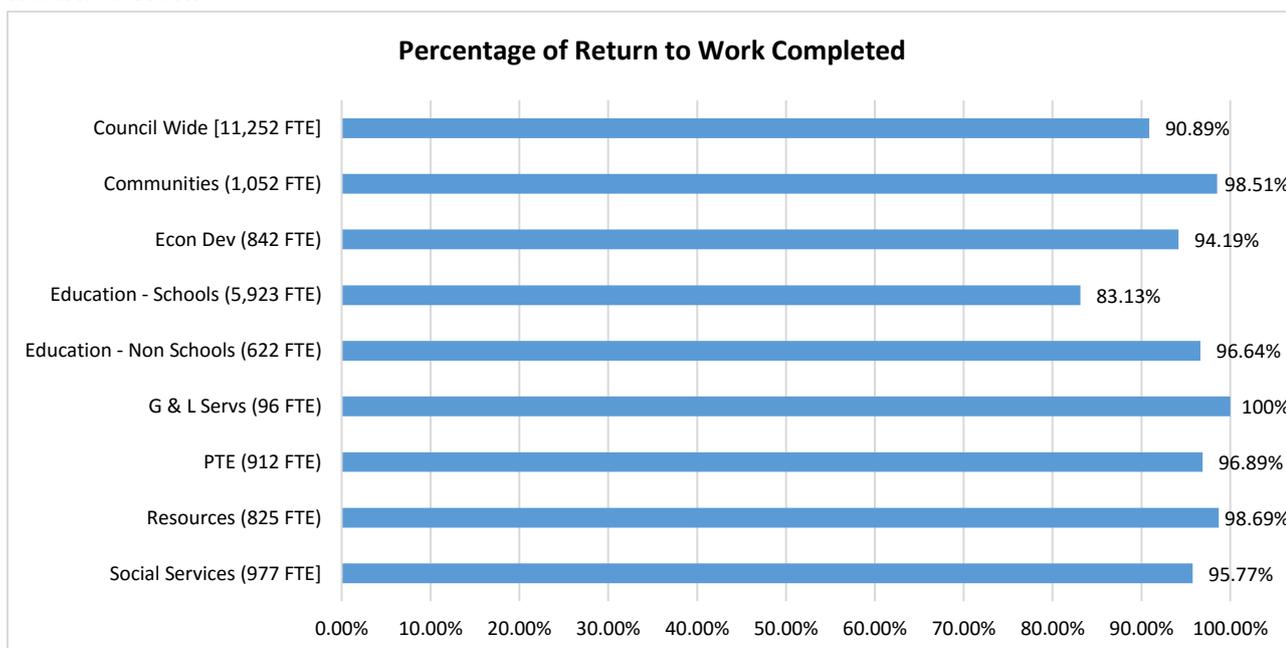
Internal Processes

Sickness Absence



The Quarter 2 Council wide result is 4.37 FTE days lost per person; this is an improvement on the same period 2017-18 of 0.24 days lost per FTE. The outturn forecast at Quarter 2 for 2018-19 is 10.41 days lost against a target of 9.5, which would be a 0.86 days lost per FTE improvement on the 2017-18 result of 11.27.

Return to Work

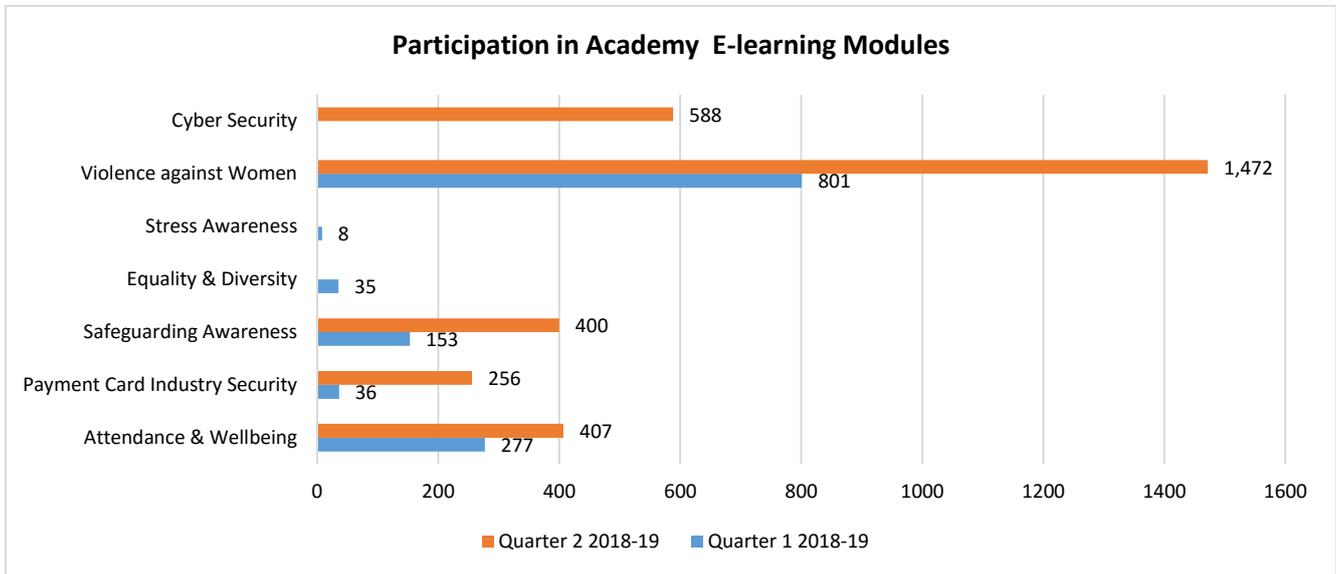


Section 1 – Organisational Health Overview

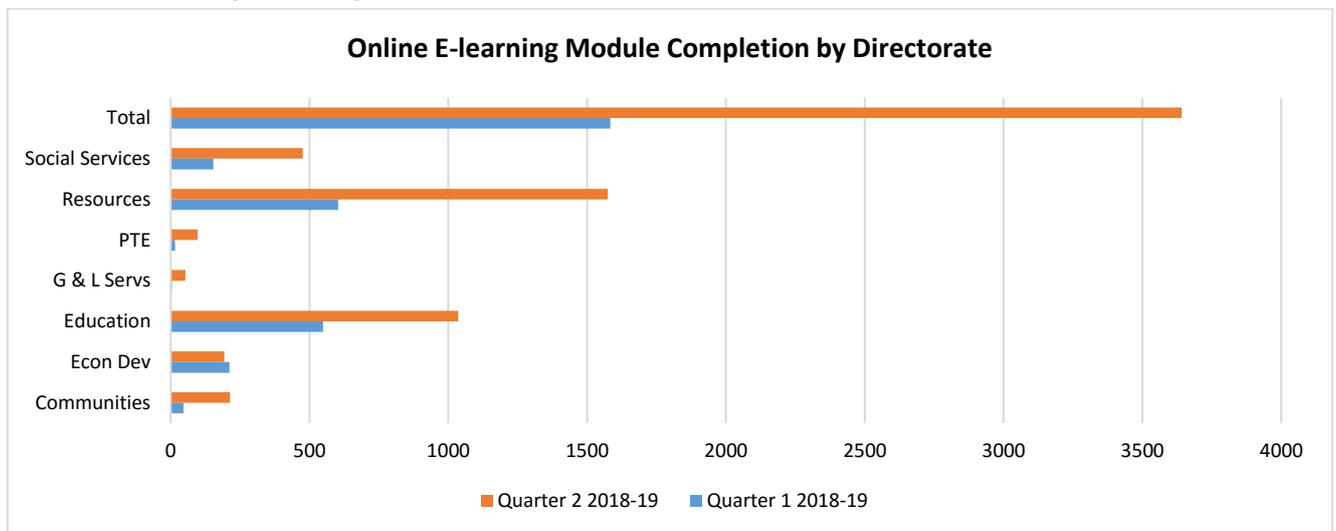


Learning & Growth

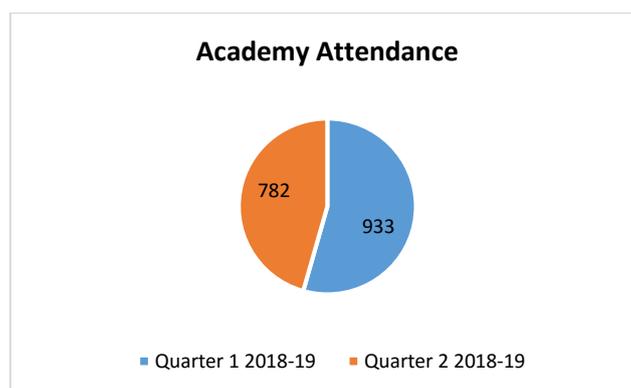
Completion by Module



Online module completion by Directorate



Academy Attendance



Section 2 – Delivering Capital Ambition Quarter 2 Report



Key information

Corporate Plan Steps Assessment Criteria

Directorates are asked to self-assess the RAG rating for each of the Corporate Plan steps for which they are the lead directorate using the following criteria:

Red

A Step should be ragged as **Red** when serious issues have occurred and it is unlikely that any further progression can be made without some form of assistance from outside of the Directorate, e.g. SMT, enabling services etc. At the time of writing it is unlikely that the step will be delivered within the agreed time frame or at all.

Amber

A Step should be ragged as **Amber** when issues have occurred but they are not serious enough to require assistance. Progress can be recovered by the Directorate and there is a plan in place for this. It is likely that the step will still be delivered within the agreed time frame.

Green

A Step should be ragged as **Green** when there are no issues with progress / performance, and at the time of writing the step will be delivered within the agreed time frame.

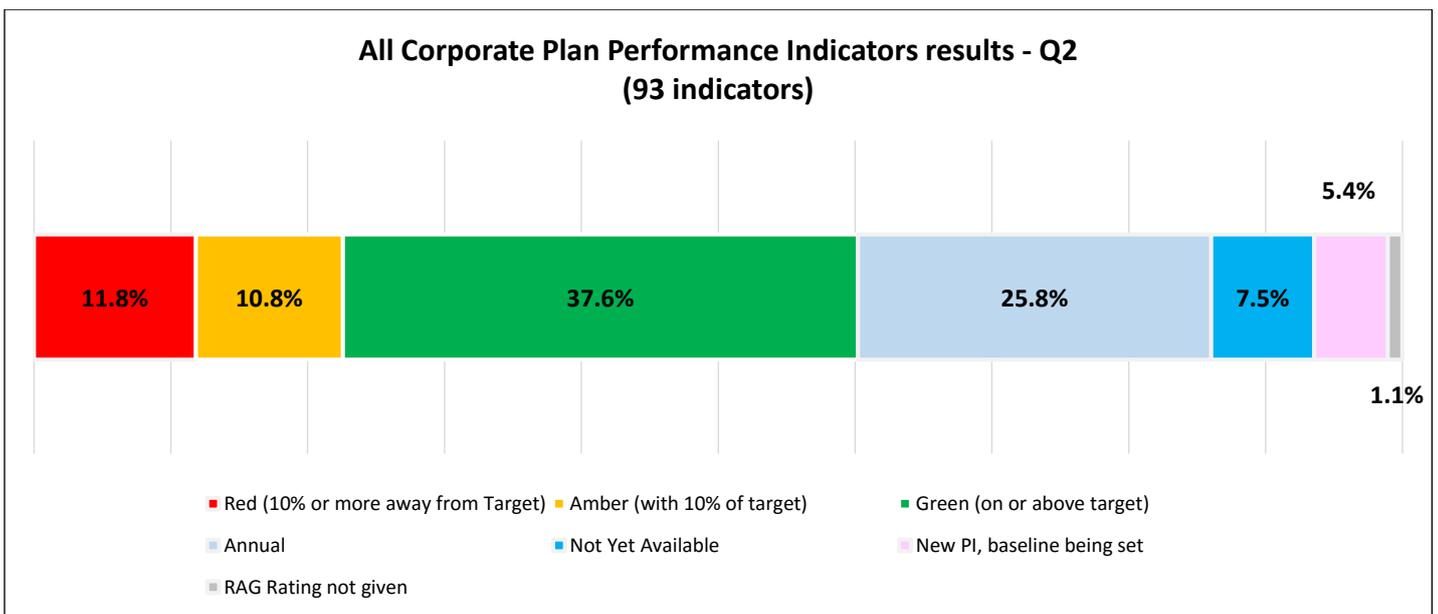
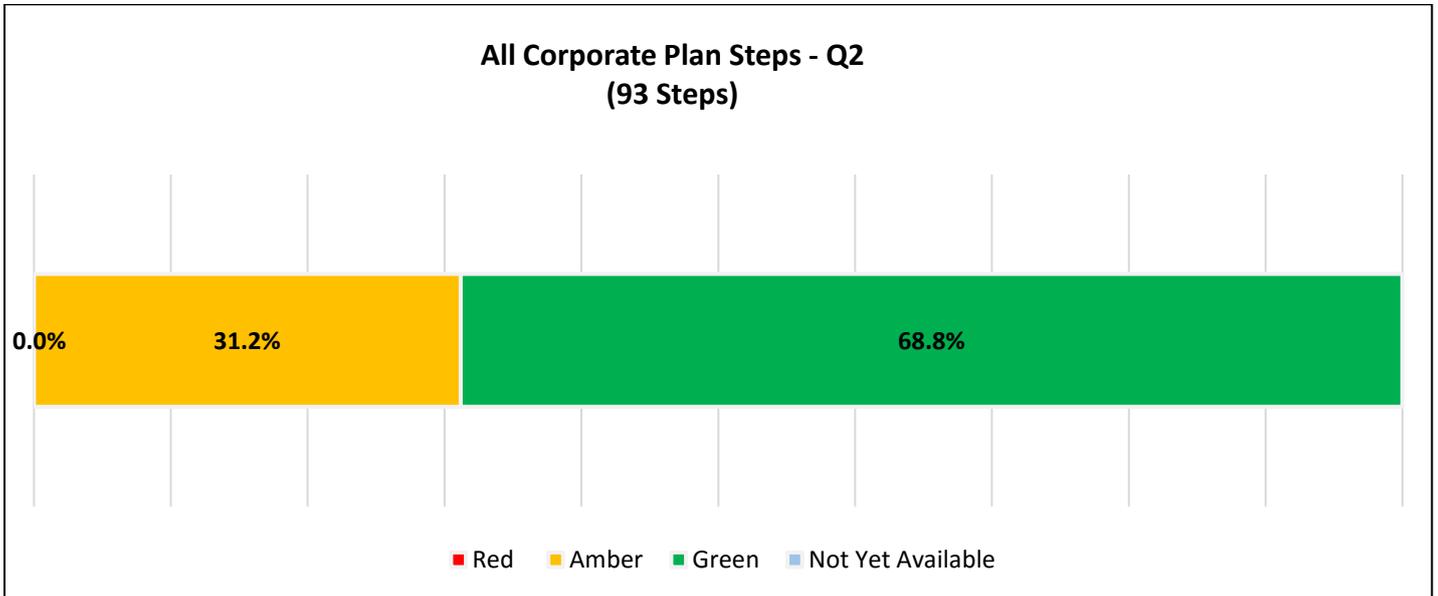
Corporate Plan Performance Indicators Assessment Criteria

Directorates provide Performance Indicator results against target. The Performance Indicator RAG rating is then calculated using a set formula as follows:

Key:

-  Red - indicator result is 10% or more away from target
-  Amber - indicator result is within 10% of target
-  Green - indicator result is on or above target

Summary of Performance – Quarter 2

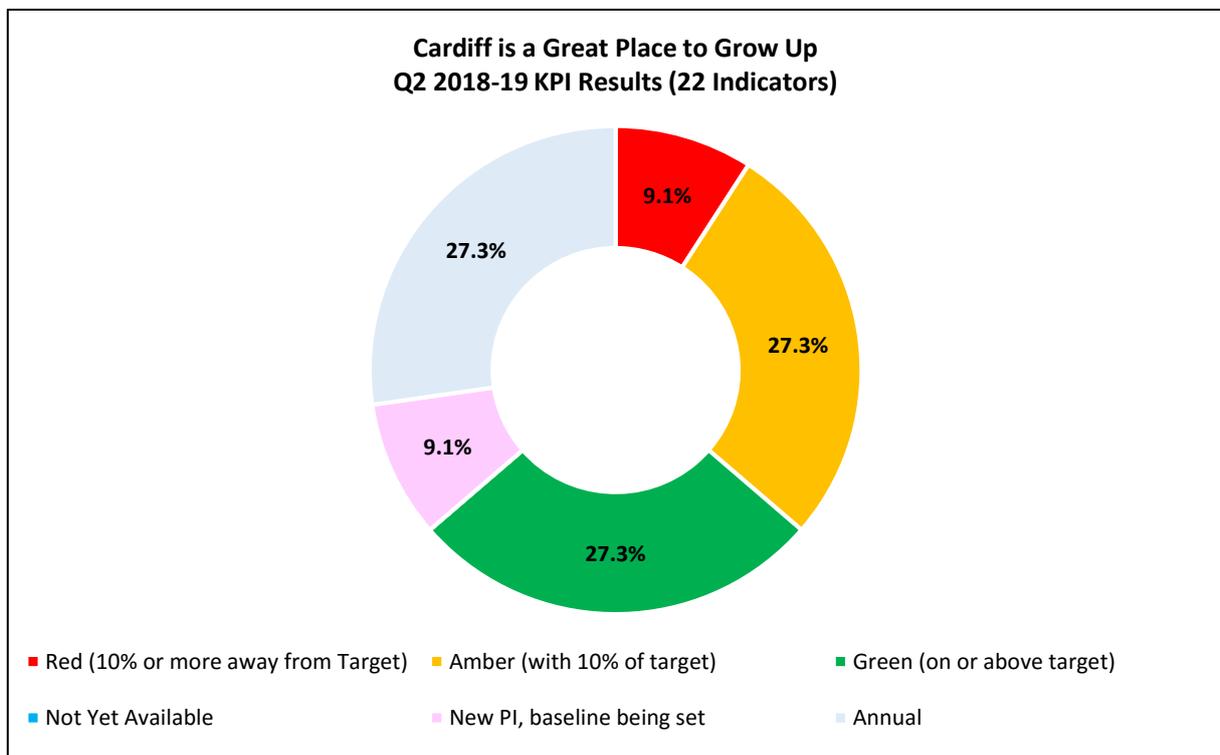
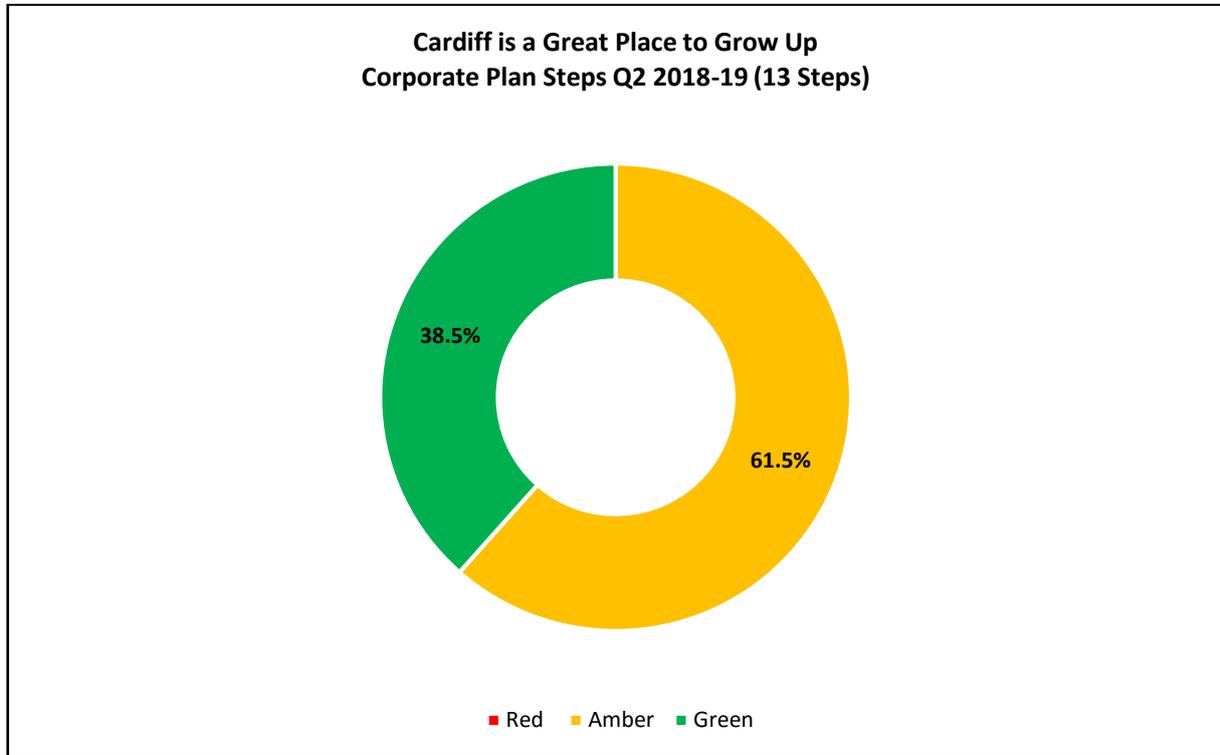


Well-being Objective: 1.1

Cardiff is a great place to grow up - Summary



- **Becoming a Child Friendly City**
- **Every School in Cardiff is a great School**
- **Supporting Vulnerable Children and Families**



Well-being Objective: 1.1

Cardiff is a great place to grow up



- **Becoming a Child Friendly City**
- **Every School in Cardiff is a great School**
- **Supporting Vulnerable Children and Families**

Key Financial Issues

1. There are a number of projected budget overspends identified in the Month 6 budget monitoring position which relate to services within the scope of this wellbeing objective. These are identified in more detail within the Month 6 budget monitoring report to be received by Cabinet in November, however at a summary level they are:

Education - Out of County Placements & EOTAS (Educated other than at School)

2. The Out of County Placements and EOTAS budget within the Education Directorate is projected to overspend by £841,000 in 2018/19. This is broadly in line with the 2017/18 outturn position and reflects a combination of previously unachieved budget savings proposals in this area as well as continued growth in demand for pupils accessing alternative provision.

Childrens Services – External Placements

3. The overall Children’s Services budget is currently projecting an overspend of £4.206 million for 2018/19 at Month 6. Within this position are a number of competing overspends and underspends against budgets, however, the most significant factor is a £4.509 million projected overspend in respect of external placements for Looked After Children, and this is after taking into account an assumed drawdown of £950,000 contingency budget set aside for this purpose.

Corporate Plan steps and KPIs Updates

4. **Building a Child Friendly City (Green)**
Good progress is being made to promote and fulfil Children’s rights through the Child Friendly City programme, in partnership with UNICEF UK. An action plan has been developed with key partners, progress against which is monitored by the Child Friendly City Strategic Leadership Group.
5. **Raising standards & School Performance and Development of ‘Successful Futures’ curriculum (Amber)**
The provisional results for Cardiff for the academic year 2017/18 show a broadly positive picture. Results at the end of primary school are improved on last year, and are consistent with the strengthening pattern of provision as reflected in Estyn inspections and categorisation during the previous school year.
6. In secondary schools, results in the main indicators show improvement on 2016/17. Action taken to address past underperformance in the lowest attaining schools is having clear impact, and would indicate that the basis of the further improvement expected is now in place.
7. However, there are some continuing areas of concern, including:
 - Educational attainment for more vulnerable children including looked after children and learners completing statutory education outside mainstream provision (EOTAS)
 - The attainment gap is still much too wide between eFSM/FSM

Well-being Objective: 1.1

Cardiff is a great place to grow up



- Securing high quality leadership in certain types of schools
 - Securing high quality governance
8. **Improving the educational attainment of pupils eligible for FSM (Amber)**
In primary schools at Key Stage 2, provisional results indicate a further closing of the gap in performance between pupils eligible for free school meals (eFSM) and those not eligible for free school meals (nFSM) to 9.6ppts in the Core Subject Indicator (CSI). This is an improvement of 3.4ppts compared to 2016-17.
9. However, improvement in this area needs to be accelerated, particularly in the secondary sector. This is similar at both a regional and national level. At Key Stage 4, provisional results indicate a widening of the gap in performance between eFSM and nFSM pupils in the Level 2+ threshold. The gap in attainment is 34.2ppts, which is 1.5ppts larger than the previous year. The gap across Central South Consortium is 35.9ppts.
10. **Strengthen provision for learners educated outside of mainstream settings (Amber)**
The results of pupils Educated Other Than at School (EOTAS) are in the process of being collated. However, early indications are that the relative performance of this group of learners was poor.
11. Outcomes for pupils completing statutory education outside mainstream provision, on the EOTAS roll, are too low and indicate a continuing area of concern in Cardiff's provision. Too many pupils are moving between schools or out of mainstream schools entirely, in their secondary years. The Local Authority, Consortium and wider education partners are working together to comprehensively analyse and review the provision and outcomes for these learners, and findings will inform a refreshed plan for change. This will happen in the context of additional guidance due from Welsh Government on pupils educated other than at school.
12. **Reshape and enhance specialist provision and services for pupils with ALN (Amber)**
Good progress is being made to expand specialist places in the run up to Band B, with 56 new places available from September 2018. Further action is underway to address the shortfall in Autism Spectrum Conditions (ASC) secondary places, and to further increase SRB (Specialist Resource Base) places, especially for pupils with emotional health & well-being needs.
13. The Local Authority is continuing to prepare for the Additional Learning Needs and Education Tribunal (Wales) Act 2018 (ALNET), which includes a series of projects to increase capacity of both schools and central teams.
14. **Complete the remaining schemes within 21st Century Schools Band A investment (Green)**
The £164m programme of Band A investment has seen 3 new schools opened since June:
- Howardian Primary School completed 29th June 2018
 - Ysgol Glan Morfa completed 9th July 2018
 - Ninian Park Primary School completed 28th August 2018
15. The three remaining schemes are on track for completion as follows:
- Hamadryad Primary School by 20th November 2018
 - New Cardiff West Community High School by Spring 2019
 - Gabalfa Primary School / Ysgol Glan Ceubal opening 11th September 2018

Well-being Objective: 1.1

Cardiff is a great place to grow up



16. Deliver 21st Century Schools Band B programme of School Investment (Amber)

The proposed schemes under the £284m Band B investment programme were presented to Cabinet in December 2017, followed in July 2018 by a report on operational arrangements for programme delivery. Consultation processes for five of the schemes will commence between Autumn 2018 and January 2019, including Fitzalan High School, Doyle Avenue, St. Mary the Virgin Primary School and Willows High School.

Key Performance Indicators – School Places

Performance Indicator	Result	Annual Target
	Annual (Provisional)	
The percentage of children securing one of their first three choices of School Placement – Primary	95%	95%
The percentage of children securing one of their first three choices of school placement – Secondary	82%	82%

17. Addressing the maintenance backlog in Schools (Green)

Phase 1 Property Condition Surveys of 34 schools have been completed. Phase 2 is underway with on-site, completion of all schools, anticipated by December 2018. Prioritised investment plan is now being developed with the Education Service.

18. There has been a significant amount of work undertaken to strengthen the governance around the School Asset Renewal Programme, and the SOP Asset Commissioning Group oversees the prioritisation of all asset and capital works funded from the Directorate's capital budget. The commissioning of works is against an agreed programme, and all schemes to be funded are considered and agreed by this group. The budget totals approximately £40m over the next five years.

19. The remaining property condition surveys for schools will be complete by April 2019, and will give an overall picture of the condition and suitability of the schools' estate. These will then be used to programme the Asset Renewal and Suitability programmes over the coming years. Ensuring that all Council departments have the capacity to deliver the programme remains a challenge.

20. The introduction of Health and Safety officers in schools from September 2018 will further enhance the information available on school property, and ensure the ongoing compliance and safety of sites.

21. Support young people into Education, Employment or Training by delivering the Cardiff Commitment (Green)

Strong progress continues to be made in delivering the Cardiff Commitment:

- Over 200 businesses have engaged to date and 120 have made specific pledges to support schools and young people
- 'Open Your Eyes weeks' in the both the Cardiff West and Fitzalan school clusters this summer have enabled pupils to hear from a wide range of businesses with the aim of igniting and inspiring interest in a wide range of occupations

Well-being Objective: 1.1

Cardiff is a great place to grow up



22. The Economic Development team continue to work with those businesses to find out what opportunities they are able to support such as work experience, careers events, mock interviews etc. The team match those opportunities with requests for support from schools.
23. During Quarter 2 a number of businesses have helped support the following:
- Requests for work experience
 - Requests for careers talks in Primary and Secondary schools in November 2018
 - Exhibiting at careers events to provide advice and guidance on career opportunities
 - A 'Transforming Spaces' project where we worked with a construction company to upskill 6 young parents with basic construction skills and build Cardiff's first 'Pink Beach Club'
 - Creating work experience and apprenticeship programmes
 - Assisting Third Sector organisations with workshop opportunities for those young people looking for work
24. However, challenges continue to be faced in securing opportunities for the most vulnerable and disengaged young people. Work will continue to support employers, schools and training providers to offer entry level opportunities for these groups, in partnership with the Council's Into Work services.
25. The progression of pupils' following the academic year ending August 2018 will be reported in Quarter 3 (i.e. 2018 NEETS figures).
26. **Ensuring the best outcomes for children and young people for whom the Council becomes responsible (Amber)**
Due to the over spend on Children's Services budget this objective has been ragged Amber.
27. The Corporate Parenting Advisory Committee (CPAC) responsible for delivering the Corporate Parenting Strategy work programme has continued to progress its work throughout Quarter 2:
- An additional meeting was held in September for Officers to present their response to the 'Bright Spots' Survey and Action Plan. **Bright Spots Your Life, Your Care:** surveyed the views of Looked After Children (LAC) and young people aged 4-18 years in Cardiff, during April 2018. 255 Looked After Children and young people completed the survey out of a possible 581; a response rate of 44%. A number of 'Bright Spots' of practice have been identified. For the full report see [Your Life, Your Care Survey](#)
 - All recommendations including an action plan have been accepted by Members. Please see '[Response to the Bright Spots' Survey, September 2018](#)'
 - Adult's and Children's Services pilot using the Signs of Safety format that sits alongside the Transition Review Interface Group (TRIG) in the transition referral process is working well and positive comments have been received from Looked After Children 14+
 - The CPAC Annual Report 2017 / 18 has been drafted and will be presented to the next CPAC meeting in October 2018 and at Full Council in November 2018
28. Substantial work is underway to create more **placement provision** in Cardiff including:
- A fostering project which aims to reduce the need for Independent Fostering Agencies (IFA's) and residential placements

Well-being Objective: 1.1

Cardiff is a great place to grow up



- The development of a commissioning strategy which plans the quantity and type of provision needed
- Joint working to secure the right properties, care and support

29. Following a presentation to Cabinet in Quarter 1, **The Fostering Service Review** is focusing on the following aspects:
- Operating model for fostering in Cardiff
 - Recruitment for foster carers including marketing and assessment processes
 - An improved “offer” for foster carers including training and support
30. The Fostering Service Review is developing an effective business model that will enable the in-house fostering service to grow and take the lead position in the provision of fostering services in Cardiff.
31. The **Out of County Placements Report** that followed a Task and Finish Inquiry undertaken by Members of the Children & Young People Committee in May this year was presented to a CPAC meeting on the 17th July 2018 and to Cabinet on the 5th July. The response to the report is scheduled for Cabinet on the 11th November.

Performance Indicator	Result		Annual Target
	Q1	Q2	
The percentage of children in regulated placements who are placed in the Cardiff area	59.6%	57.6%	63%
<p><i>Please note that the PI counts only children placed within the Local Authority boundaries and excludes children placed in neighbouring authorities close to their home area and attending Cardiff schools.</i></p> <p>381 children out of 662 placed in regulated placements (in the Cardiff area). Of these 27 of the children not placed in Cardiff are placed with a relative carer, 120 are placed in neighbouring authorities and 134 are placed further afield for reasons of safeguarding, needing a specialist placement or availability of placements. Planning always takes account of placement location for children. Some children need a specialist placement that is not available in the city or need to live away from families, communities or individuals that could present risks for them.</p>			

32. **Embedding the Disability Futures Programme (Green)**
- The Officer’s Decision Report in relation to **Integrated Respite for Children** was agreed at Cabinet 12th July 2018 regarding the Cardiff Short Breaks Service at Ty Storrie. The service will sit within the Specialist Service portfolio of Children’s Services and as a result will benefit from greater alignment with other regulated services. Links to the multi-agency Disability Futures programme will support development within the wider partnership context.
- *Integrating Disability Services Pilot (IDSP) - Formerly known as Complex Needs Service*
A draft joint policy has been agreed between Cardiff Council and the University Health Board (UHB) for Children with Continuing Care needs, the first step towards developing and establishing a joint Continuing Care model for Children.
 - *Regional Joint Commissioning*
The Legal implications have been assessed and budget allocation secured and Officers Decision Reports (ODR) completed for the following services to be commissioned on a regional basis:

Well-being Objective: 1.1

Cardiff is a great place to grow up



- **Supporting Parents with a Learning Difficulty - 'Ymbarel'** (based in the Vale) A regional service across Cardiff and Vale of Glamorgan Council's delivered by Action for Children providing intensive interventions to parents who have additional learning needs and where there is risk of significant harm to their children.
- **ICF Cardiff and Vale Parenting (ADHD)** (based in Cardiff) - Provides family support by supporting parents, carers and families in the community and in diverse cultural circumstances. Guidance and advice is aimed at supporting vulnerable children and their families. It also offers parenting programmes, training programmes and workshops, family learning activities, community based development support and family mediation services
- **Summer play scheme(s) pilot – (Cardiff only)** - Officers Decision Reports (ODR) completed and agreed for pilots to run, however, schemes for summer are delayed and awaiting a decision on the ODR. Pilot play schemes will commence at both Ty Gwyn and Riverbank schools for October half term 2018 and February half term 2019

➤ *Transition*

The establishment of both the Regional Transition Review Interface Group (TRIG) and the Cardiff and Vale of Glamorgan Regional Transition Steering Group, together with the re-launching of both groups Terms of Reference in Quarter 2, is improving regional collaboration and partnership working between Social Services, Education and Health in preparation for the implementation of the Additional Learning Needs (ALN) and Education Tribunal (Wales) Bill in September 2019.

➤ *Regional Learning Disability Services*

The draft Regional Learning Disabilities Commissioning Strategy (including Day Services) has been completed with partners. Further work is required to ensure the strategy clearly reflects priorities for Cardiff and the Vale. There are two Integrated Care Fund (ICF) capital projects, with match funding across Cardiff and the Vale of Glamorgan Council's, which deliver services across the region namely Ty Gwyn Hwb (Cardiff) and Ysgol Y Deri (Vale of Glamorgan). The purpose of the **Ty Gwyn Hwb** project in Cardiff is to redesign and increase the capacity of the existing Trelai Youth Centre building on the Western Learning Campus.

33. **Enhance Early Help (Amber)**

Detailed work is underway to understand best practice and the effectiveness of early intervention and prevention of the current services Cardiff offers and to redesign an integrated early help service.

34. A stakeholder workshop involving a wide range of partners was held on the 24th September. The Institute of Public Care (IPC) are also contracted to provide consultative support and analysis of data for the development of the new approaches.

35. A new gateway model for supporting vulnerable children and families has been developed that supports the aims of the Early Help Strategy.

36. The staff restructure relating to the Parenting and Youth Support Services has been completed and the new arrangements are being mobilised.

Well-being Objective: 1.1

Cardiff is a great place to grow up



37. Parenting support aligned to the arrangements for Flying Start delivery has continued during this time with some delays being experienced in the provision of distinct Families First programmes.
38. Elements of Youth Mentoring have continued: Recruitment to the new Curriculum4Life element is underway: Youth Service managers are working with Communities and Housing to develop Post-16 delivery and are linking this to the City Centre Youth Project and the redesign of Grassroots.
39. The Disability Focus services were originally expected to be delivered until end March 2019 but new proposals for a disability focus service are currently being brought forward in collaboration with the Disability Futures Programme.
40. Support4Families continues to be delivered in the interim through the joint arrangement between TGP Cymru and Children's Services. The service has received a high number of referrals for families who are either being diverted from MASH or stepped down from targeted services. These families have complex needs and the interventions provided by Support4Families have been crucial for managing the risks at as low a level as possible.
41. As part of the recommissioning of Families First, funding has been closely aligned with Flying Start funding to extend the provision of parenting across the city and address the gaps that existed in early years parenting outside of the Flying Start catchments. Families First funding has also been aligned with Supporting People funding to support a more cohesive service offer in respect of Domestic Violence services. Over the next year, further alignment of Families First funding with Supporting People funding and core funding will be used to develop a one stop shop for young people.
42. **Review of Multi – Agency Safeguarding Hub (MASH) effectiveness (Amber)**
An initial piece of work undertaken by the service has helped to re-scope the objective and inform a wider whole system approach for Early Help and Support to Families plus due to the over spend on Children's Services budget this objective has been ragged Amber.
43. A review of the Multi-Agency Safeguarding Hub (MASH) has been finalised and shared with multi-agency partners at the MASH Management Board, this included the Public Safety Board. Considerable efforts have been made during Quarter 2 towards raising the awareness of partner agencies to the Social Services Wellbeing Act (2014) and the Eligibility Criteria for services in order that referrals made to Children's Services can become better focussed.
44. The number of families accessing support outside statutory services has increased and as a result and in recognition of the value gained by the work, staffing resources in the Support4Families' team have been increased.

Well-being Objective: 1.1

Cardiff is a great place to grow up



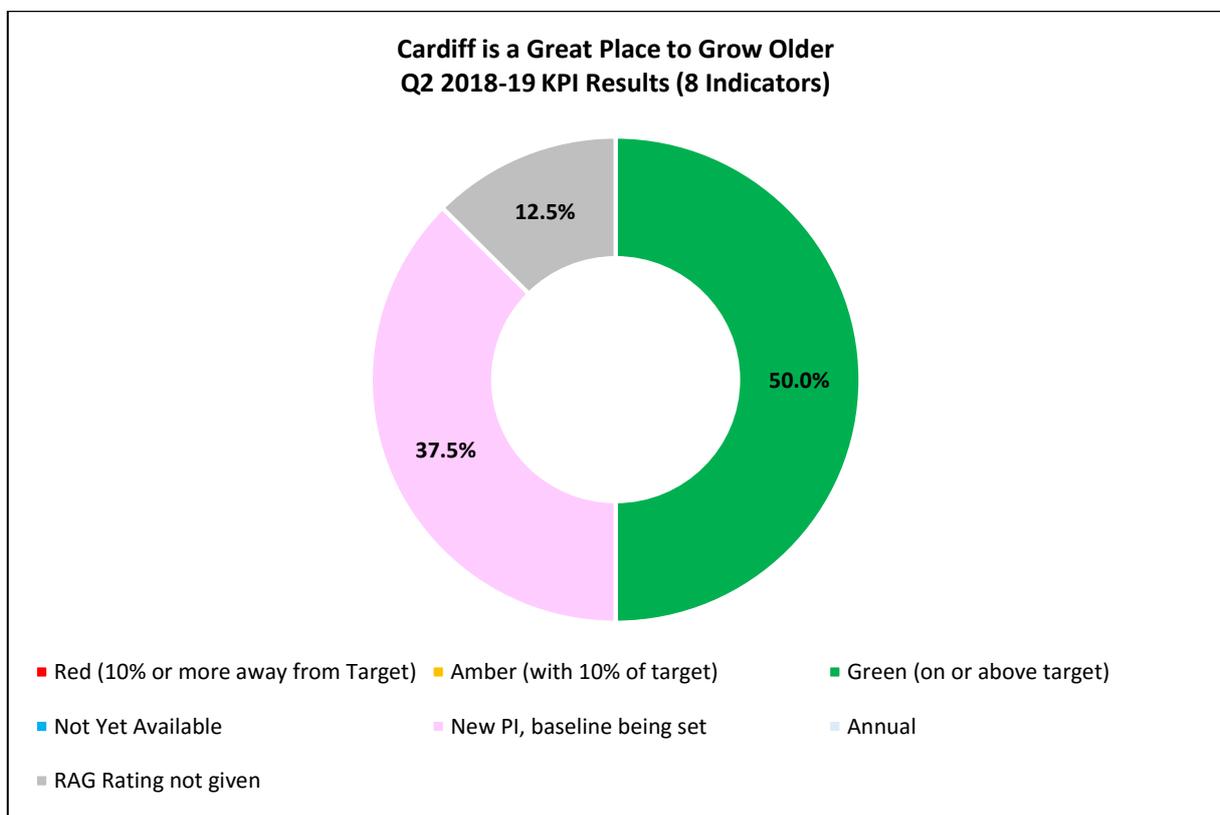
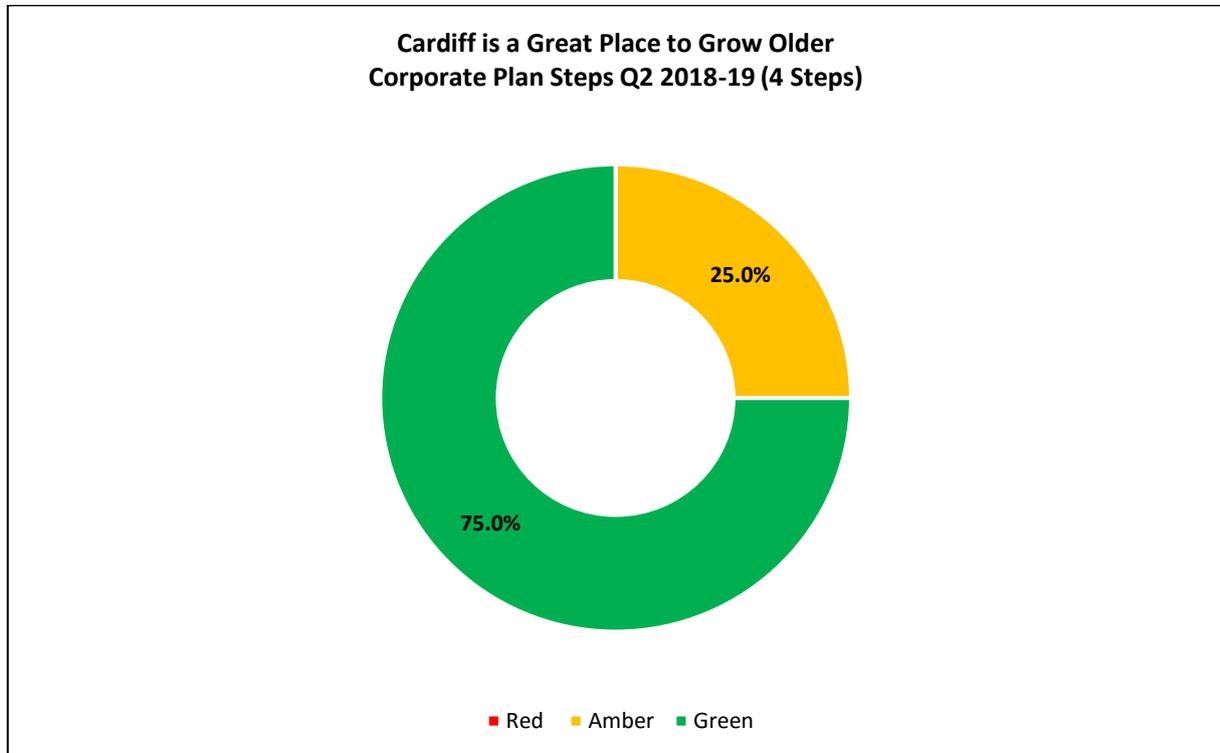
Performance Indicator	Result		Annual Target
	Q1	Q2	
The percentage of referrals to the MASH that meet the intervention threshold. (New Indicator, Baseline being set)	21.86%	19.89%	Baseline not set
19.89% (1000 / 5028) of contacts to MASH met the intervention threshold and are progressing to Safeguarding or Wellbeing assessments. 3.36% (169 / 5028) of contacts to MASH were diverted to Support 4 Families to receive advice + assistance. 8.29% (417 / 5028) of contacts to MASH were signposted to early intervention services. 68.46% (3442 / 5028) of contacts to MASH, many from professionals, provided information only and did not progress to assessment.			

Well-being Objective: 1.2

Cardiff is a great place to grow older - Summary



- **Joining up Social Care, Health and Housing**
- **Age Friendly and Dementia Friendly City**



Well-being Objective: 1.2

Cardiff is a great place to grow older



- **Joining up Social Care, Health and Housing**
- **Age Friendly and Dementia Friendly City**

Key Financial Issues

45. Both the Adults Services and Communities and Housing directorates are reporting overall projected underspend positions at Month 6, £976,000 and £530,000 respectively. However, within these overall positions are a number of budget variances in relation to services within the scope of this Wellbeing Objective, this includes:

Adult Services – Commissioning Budgets

46. Overall commissioning budgets within the service are currently projecting an overspend of £438,000 at month 6. Within that position is a projected overspend of £1.252 million in services for Older People. This position includes significant shortfalls against savings targets particularly in relation to Domiciliary Care and is partially offset in other areas.

Adult Services – Internal Services

47. The Internal Services division of Adult Services is currently projecting an underspend of £1.414 million. This largely relates to savings in Assessment and Care Management (£732,000) and Day Care and Re-ablement Services (£441,000). These savings largely reflect staff vacancies and the use of grant funding including the Integrated Care Fund.

Communities & Housing – Preventative Services

48. There is a projected saving against the Preventative Services division within Communities & Housing of £178,000 at Month 6. This is largely due to in-year vacancy savings and additional Capital allocations resulting in savings against the Joint Equipment service revenue budget.

Corporate Plan steps and KPIs Updates

49. **Empower people to remain independent at home and reduce reliance on intensive interventions (Green)**

Working in partnership with Health, the First Point of Contact (FPoC) are on target for the first falls clinics to begin in October. The majority of mapping for FPoC (hospitals) is complete. The current 'As Is' has been mapped and quick wins have been identified. The 'To Be' process is being developed and will be piloted December to March 2019, during which active cases will be used to deliver the definitive services.

50. Independent Living Services are working with Wellbeing services who will be located in the community; therefore this will ensure a reciprocal referrals mechanism to make best use of resource that will be complementary, reducing duplication of effort.

➤ **Direct Payments (DP)**

There are 845 Children and Adults on the Direct Payment scheme year to date, compared to 802 in Quarter 1. During Quarter 2, 26 adults started Direct Payments and 26 ceased (of which, the main reasons were deceased and care home admission); 13 Children and 36 Adults were working towards the scheme in Quarter 2.

Well-being Objective: 1.2

Cardiff is a great place to grow older



51. The launch of a Direct Payments campaign across Cardiff, in partnership with relevant stakeholders has been slightly delayed due to staffing issues during Quarter 2. A Direct Payments Finance Officer was appointed on the 24th August to assist the Direct Payments Manager and it is anticipated this appointment will have a positive impact on moving forward the campaign launch.
52. Working in partnership with DEWIS CIL a number of Peer Support Groups have been established including one in Rumney that is currently designing a DP scheme work plan for the year and a specialist one in Butetown that is considering Black, Asian and Minority Ethnic (BAME) issues.

Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
The percentage of new cases dealt with directly at First Point of Contact (FPoC) with no onward referral to Adult Services	74.96%	74.98%	72%
Actual Quarter 2 result is 75.24% (of the 828 cases dealt with, 623 were dealt with directly at FPOC).			
The percentage of clients who felt able to live independently in their homes following support from the Independent Living Services.	100%	100%	95%
Actual Q2 result is 99.27% 136 out of 137 respondents. Year To Date result is 100% due to rounding.			
The average number of calendar days taken to deliver a disabled facilities grant (see chart below)	187	183	190
Actual Quarter 2 result is 177			

Performance Indicator	Result		Annual Target
	Q1	Q2	
The percentage of Telecare calls resulting in an ambulance being called out	5.25%	5.74%	10%
<i>Please note that the KPI for percentage of Telecare calls resulting in an ambulance being called, which is shown below, is not given a RAG rating as this KPI is largely beyond the control of officers to influence and should not impact in any way on the judgement of officers with regard to whether an ambulance is required. Therefore this KPI is recorded and used as a monitoring tool but should not be used directly as a means for assessing performance.</i>			

53. **Deliver the Older Person's strategy to support Independent Living (Amber)**
 The Housing LIN (Learning & Improvement Network) research on older persons housing has been completed, this includes consultation with older people about their housing aspirations. The first meeting of the Housing with Care board took place and considered the results of the report. The findings will form part of the older persons housing strategy. An additional resource was recruited at the end of the quarter, so progress with the strategy is expected, which is slightly delayed at this point in time.
54. **Consolidate Dementia Friendly City Status (Green)**
 Grand Avenue Day Centre is providing a specialist integrated day care dementia service with the University Health Board (UHB) from the 15th of October 2018. In partnership with Welsh Ambulance Service Trust (WAST) transport is being provided for the day hospital service users to Grand Avenue each day.

Well-being Objective: 1.2

Cardiff is a great place to grow older



55. Address social isolation and enhance quality of life for older people (Green)

The roll out of intergenerational working continues with a walking football event, held on the on 26th Sept, in partnership with Grangetown schools. This was well received and other opportunities are currently being explored.

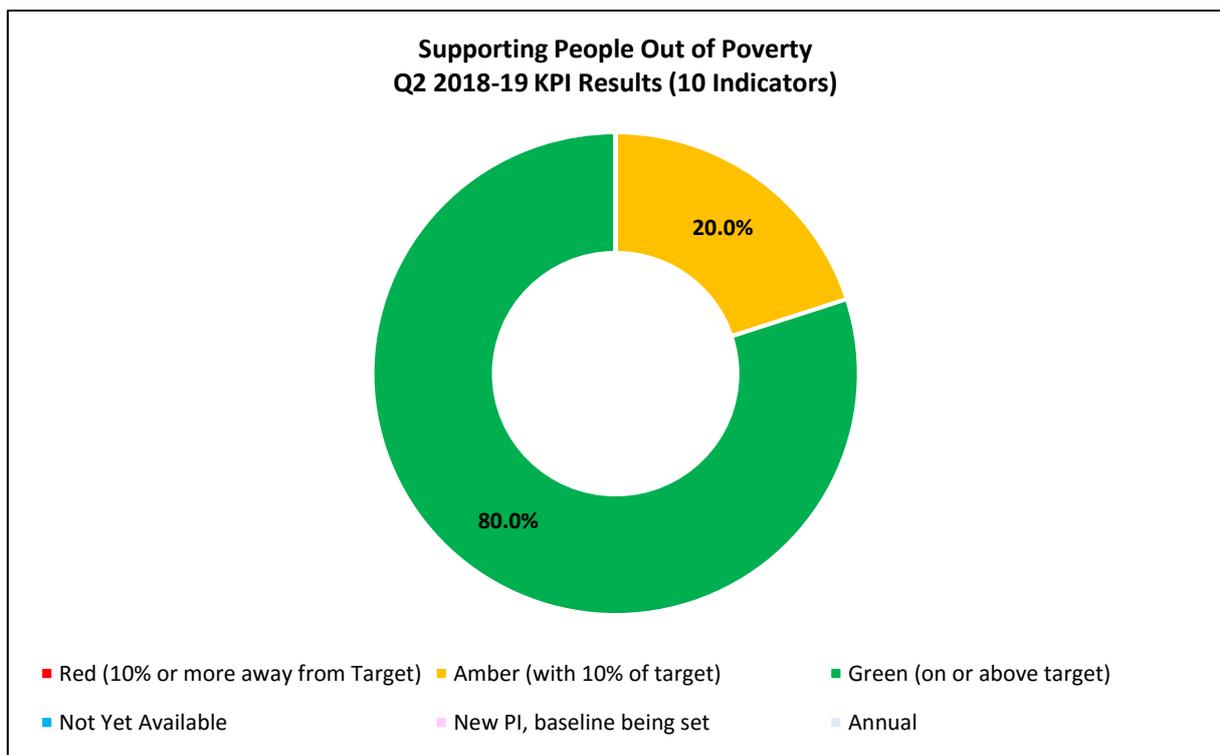
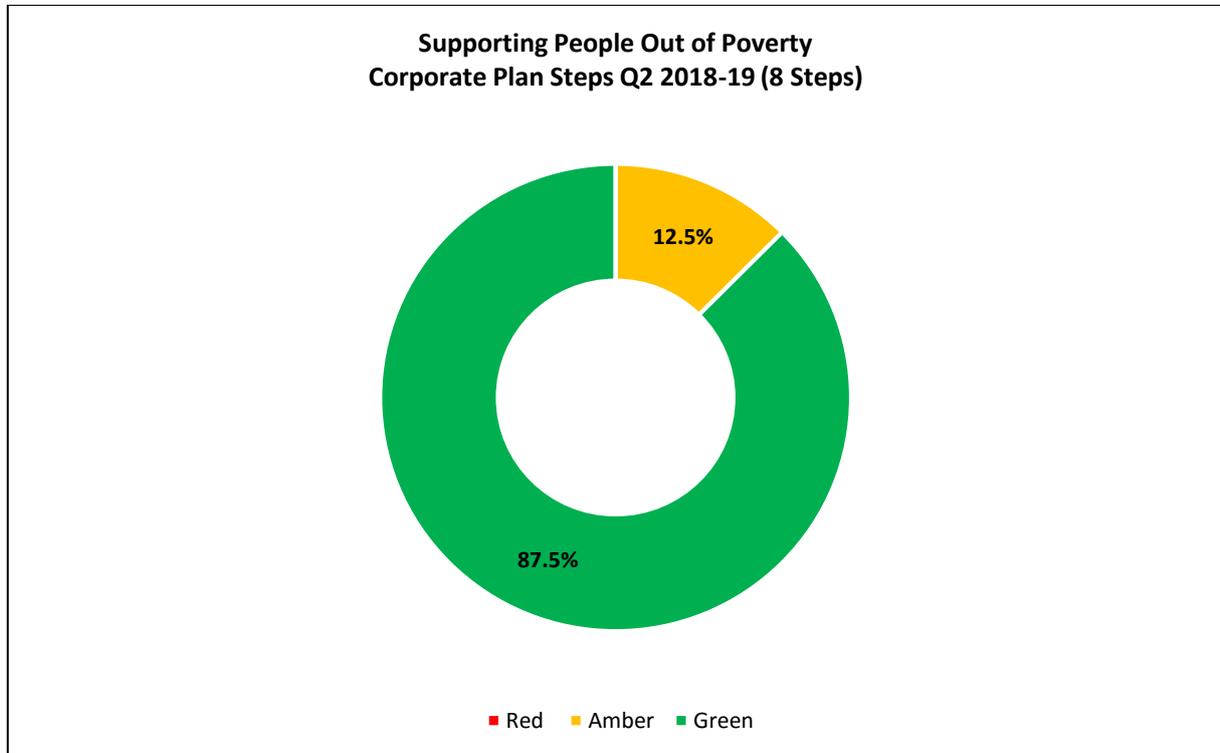
Performance Indicator	Result		Annual Target
	Q1	Q2	
The percentage of people who feel reconnected into their community through intervention from day opportunities	88%	91%	70%

Well-being Objective: 1.3

Supporting people out of poverty - Summary



- **Socially Responsible Employers**
- **Tackling Poverty**
- **Tackling Homelessness and Rough Sleeping**



Well-being Objective: 1.3

Supporting people out of poverty



- **Socially Responsible Employers**
- **Tackling Poverty**
- **Tackling Homelessness and Rough Sleeping**

Key Financial Issues

Communities & Housing – Employability Services

56. The only notable budget variance identified in relation to services within the scope of this Wellbeing Objective at Month 6 is a projected £70,000 underspend against Employability Services as a result of savings against employee budgets and additional income.

Corporate Plan steps and KPIs Updates

57. **Act as a Living Wage Advocate (Green)**

There are now 75 accredited Living Wage employers in Cardiff and work continues on publicising the Council's Living Wage accreditation support scheme. Work is progressing to meet Cardiff Council's ambition for Cardiff to be recognised as a Living Wage City. Planning with the Living Wage Foundation is ongoing for Living Wage week which takes place in November.

58. **Better Support People into Work by integrating employment support services (Green)**

The Pop up Business School came to the centre of Cardiff for two weeks, nearly 100 people attended and 62 new start-up businesses were created. The event was a big success and our Cardiff Living Development Partner is planning to subsidise the whole event in the future working alongside Into Work Services to promote the event.

Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
The number of people receiving into work advice through the gateway	10,331	21,726	43,000
Quarter 2 result is 11,395			
The number of clients that have been supported into employment having received tailored support through the gateway	252	449	623
Quarter 2 result is 197			
The number of employers that have been assisted by the Council's employment support service	87	174	80
Quarter 2 result is 87			

59. **Ensure support is available to mitigate potentially negative consequences associated with the Universal Credit rollout (Green)**

There are additional PCs in Hubs across the city to support people claiming Universal Credit. In addition to this, advisors are now based in Job Centre Plus. Adult Community Learning teams have also received training on Universal Credit and carry out longer courses for those who need extra support. Training is ongoing for the Landlord liaison team.

Well-being Objective: 1.3

Supporting people out of poverty



60. Sign Video is now available in all 12 hubs and is also available on the 'contact us' section of the website enabling instant BSL translation. We are working with the Deaf Community of Cardiff to advertise and increase current use of Sign Video.

Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
The number of customers supported and assisted with their claims for Universal Credit	416	2,170	1,500
Quarter 2 result is 1,403			
Additional weekly benefit identified to clients for clients of the City Centre Advice Team	£3.7m	£7.4m	£13m
Quarter 2 result is £3,653,616			

61. **Create more paid apprenticeships and trainee opportunities within the Council (Green)**

Corporate funding has been allocated across services for a variety of trainee and apprenticeship opportunities. The number of opportunities for paid apprentices and trainees has increased in Quarter 2 to 123 against a target of 100. There is also work being carried out to increase the number of work based training opportunities through work experience - this was relatively low for Quarter 2 due to the schools being on holiday for a large part.

Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
The number of opportunities created for paid apprenticeships and traineeships within the Council	97	123	100

62. **Launch a Social Responsibility policy (Green)**

The Social Value Delivery Plan Template and Method Statement (these are part of the Tender documents and explain what the Socially Responsible Procurement Policy is) are being piloted on contracts above £1m. These documents ask tenderers to identify what community benefits they would deliver if they win the contract. The Socially Responsible Procurement Toolkit is being developed (this provides an overview of the socially responsible procurement policy and explains how the Council is working the delivery of community benefits into contracts) and also work is progressing with the Vale of Glamorgan Council and Cardiff & Vale UHB to develop a specific Health and Social Care Community Benefits Toolkit. Work is ongoing to develop the Council's inaugural Modern Slavery Statement ensuring that it is linked to Council's Corporate Safeguarding Policy.

63. **Reviewing and Re-aligning Services through Funding Flexibilities (Green)**

As Cardiff has been part of the funding flexibilities pilot it has been able to expedite the review and redevelopment of a range of services, in particular where multiple funding streams are being used to fund services that have a common aim. Work has commenced on mapping aims, objectives, performance indicators, key metrics and outcome measures for each programme, along with delivery mechanism and

Well-being Objective: 1.3

Supporting people out of poverty



timelines. Detailed work is taking place as part of the project development and mapping exercise. Work is ongoing to understand the way services are delivered/accessed/work together. Pilot projects have commenced and services have been reviewed and redesigned from the needs of the individual/family, these include Employment (The development of the gateway), Young Persons Support Services (Early Help for families) and Gender Specific/Domestic Abuse (Joint commissioning/one stop shop).

64. Deliver the Rough Sleeper Strategy to address rough sleeping in the city (Amber)

Work has commenced to double the size of the Night shelter. The delivery of the Additional pods was delayed slightly due to the new and innovative methods being used, along with ensuring the most cost effective route for delivery. However, work is ongoing and the pods will be introduced in Quarter 3.

65. The Give DIFFerently is operational, with 20+ grants approved. A further event will take in place in November (to include the launch of the Homeless Charter) and contactless donation points are being installed in offices and Central Hub.

Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
The number of rough sleepers assisted into accommodation	55	83	168
The percentage of households threatened with homelessness successfully prevented from becoming homeless	68%	68%	60%
Of the 443 households, 301 were prevented from becoming homeless.			

Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
The percentage of people who experienced successful outcomes through the homelessness reconnection service	60%	66.67%	70%
Quarter 2 result is 74.07%, 20 people have been successfully reconnected during Quarter 2.			

Performance Indicator	Result		Annual Target
	Q1	Q2	
The percentage of clients utilising Housing First for whom the cycle of homelessness was broken	100%	100%	50%
Five clients are successfully maintaining their tenancies			

66. Consider emerging guidance on undertaking statutory health impact assessments to inform the development of the Corporate Plan 2019/22 (Green)

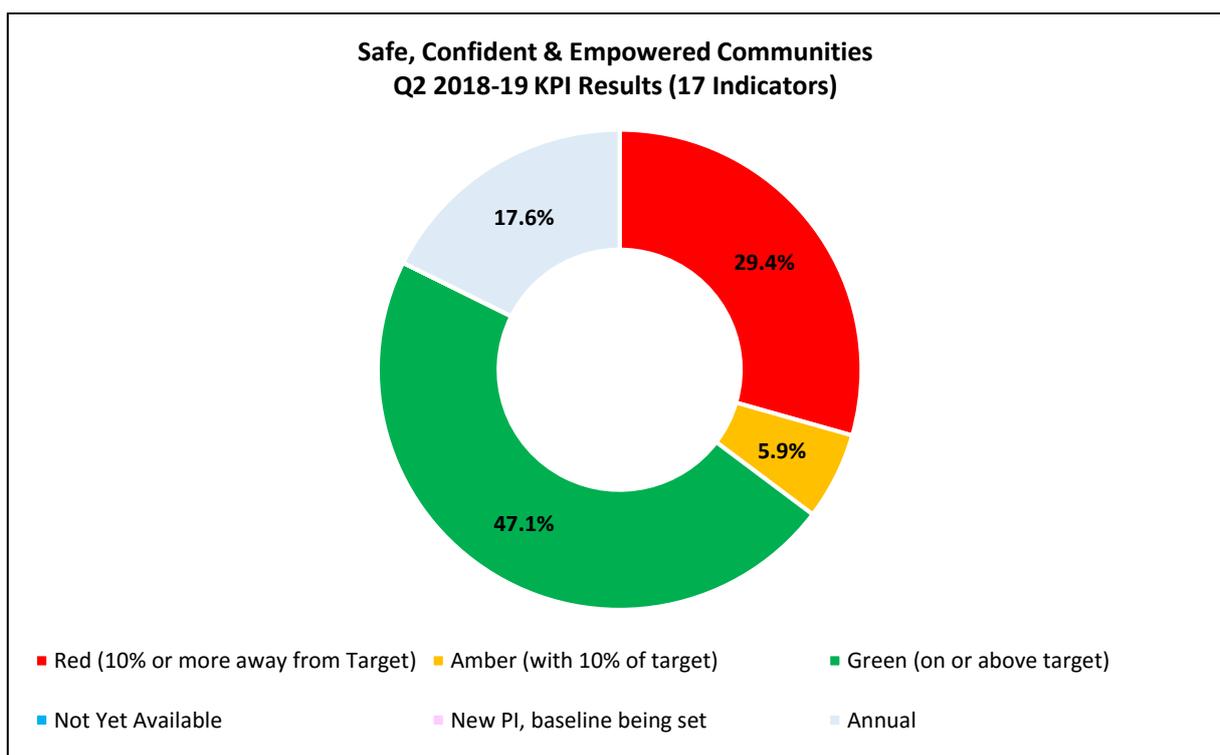
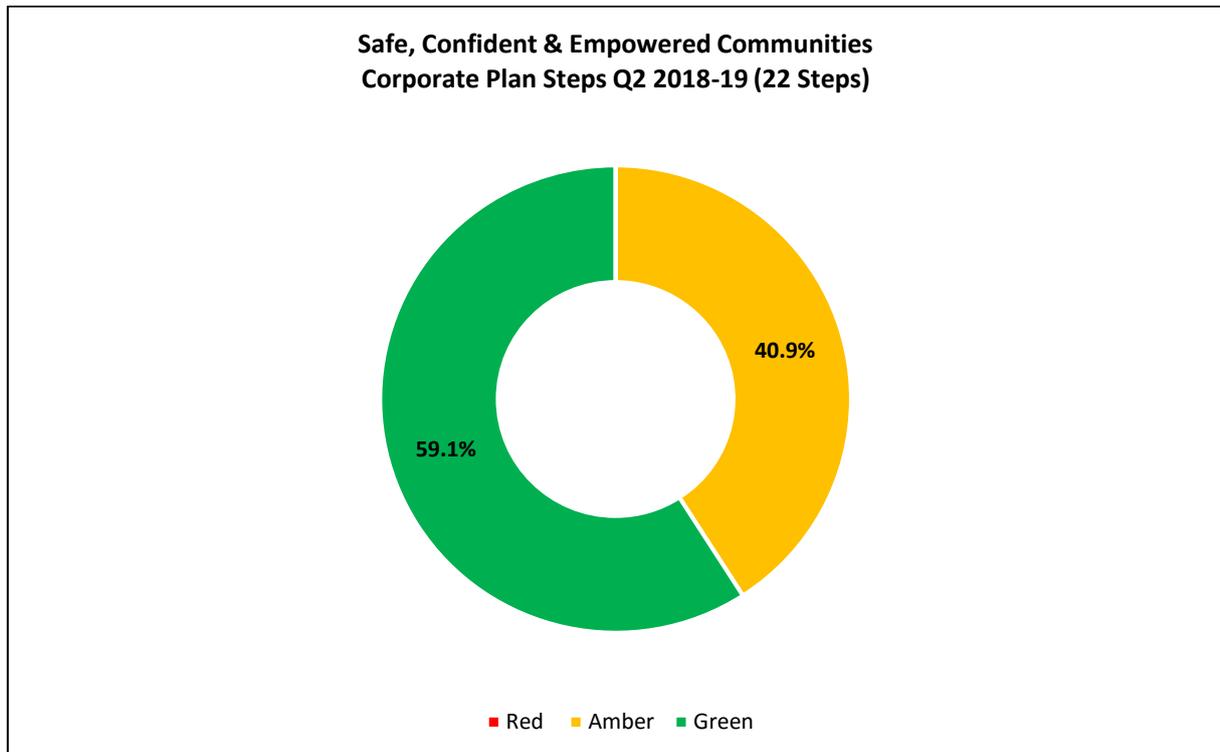
Potential approaches to undertaking a Health Impact Assessments (HIA) will continue to be considered as part of the work to refresh the Corporate Plan 2019-22.

Well-being Objective: 1.4

Safe, confident and empowered communities - Summary



- Safeguarding and Supporting Vulnerable People
- Safe and Inclusive Communities
- Regenerating Local Communities and Citizen Centred Services
- Supporting Sports, Leisure, Culture and Green Spaces



Well-being Objective: 1.4

Safe, confident and empowered communities



- **Safeguarding and Supporting Vulnerable People**
- **Safe and Inclusive Communities**
- **Regenerating Local Communities and Citizen Centred Services**
- **Supporting Sports, Leisure, Culture and Green Spaces**

Key Financial Issues

67. As highlighted in earlier sections of this report there are significant areas of overspends and underspends against budgets across Social Services and Communities & Housing. Some not previously discussed which relate to services within the scope of this Wellbeing objective include:

Childrens Services

68. Within the wider Childrens Services overspend position of £4.206 million there are projected overspends of £37,000 on leaving care support costs, £104,000 on commissioning budgets and £34,000 in relation to Social work teams reflecting the high levels of agency staff in these areas.
69. Offsetting these are projected underspends of £246,000 in relation to Guardianship Orders, £168,000 in support services, £242,000 in Early Intervention and £27,000 in safeguarding.

Adults Services

70. The Adults Services underspend position includes and underspend of £596,000 in Mental Health Services and £243,000 for People with a Physical Disability including Alcohol and Drug Services.

Corporate Plan steps and KPIs Updates

71. **Ensure Children and Adults are protected from risk of harm and abuse (Amber)**
Consultation on the first draft of the **Child Sexual Exploitation Strategy** has been put on hold whilst the Regional Safeguarding Board consider the concept of developing a combined Children's and Adults Sexual Exploitation Strategy.
72. Services to support children exhibiting Harmful Sexual Behaviour (HSB) have been agreed and are in place, with children receiving timely and appropriate support interventions to ensure their safeguarding. All HSB cases are overseen by the Think Safe! Team Manager.
73. Visits to other Local Authorities (nationally) to learn from each other and to compare best practice in all areas of child exploitation have taken place. Feedback from these visits has re-assured Senior Management that Cardiff is well positioned across the whole of the UK, in terms of being a forward thinking Local Authority in all matters relating to Child Sexual Exploitation.
74. Training and consultation arrangements on Harmful Sexual Behaviour (HSB) for Children's Services staff are scheduled for Quarter 3. A programme to raise the awareness of exploitation is in place for all Adult Services staff to undertake appropriate training that will improve the recognition of vulnerable adults at risk of sexual and other exploitation.

Well-being Objective: 1.4

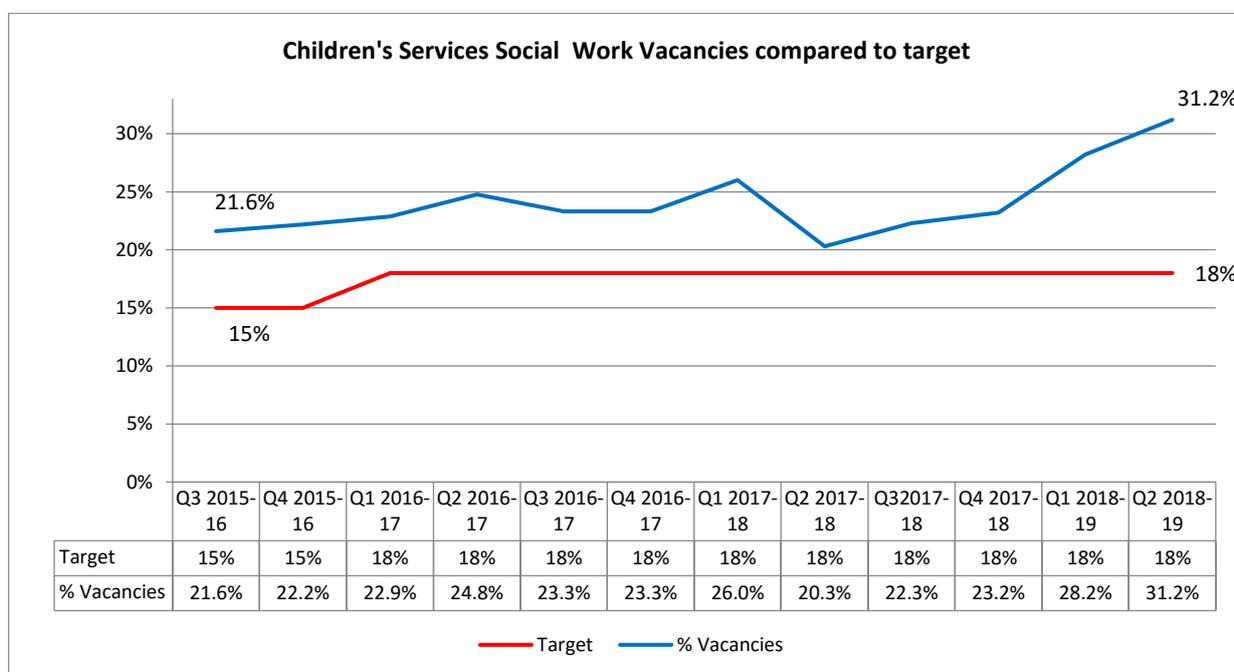
Safe, confident and empowered communities



- 75. A new process for dealing with concerns around Female Genital Mutilation (FGM) is being led by Health and has been agreed on an operational level by Cardiff Council and other Multi-Agency partners.
- 76. A 'virtual' transitions team has been established to coordinate the transfer of young people into Adult Services where risks of exploitation have been identified.

➤ *Social Worker Vacancies*

19 vacancies were filled during Quarter 2 (ten with new social workers, two through transfers and seven through the promotion of existing social workers), however Social Workers leaving their substantive posts is continuing to impact on the percentage of vacancies. The creation of a further seven new posts has also affected the vacancy figure this quarter. The result in Quarter 1 was 28.2% and has increased to 31.20% in Quarter 2.



- 77. In order to mitigate this a Workforce Project Group has been put in place and the development of a Recruitment and Retention Strategy in progress. A workforce "report card" to track vacancies and agency cover is in development.
- 78. The Council is currently developing a Recruitment and Retention Strategy for Social Services that is expected to be in place by the end of November. In the short term there will be a review and development of a separate website promoting opportunities in Social Services, which will be linked to the Council's recruitment website, mapping of the recruitment processes to ensure they are efficient and effective and strengthen of performance reporting on workforce related issues.
- 79. In the medium term the Council will develop links with schools and strengthen existing links with local universities and review and strengthen staff induction. It is expected that the analysis of retention / turnover data and a skills and gap analysis will inform future workforce planning activity, reviewing staff roles to ensure

Well-being Objective: 1.4

Safe, confident and empowered communities



the workforce is able to meet the changing needs of Children's Services in the future whilst successfully recruiting current vacancies.

80. All of the work will be underpinned by robust stakeholder engagement with opportunities for existing staff and potential future staff (e.g. student social workers) to actively influence and shape what the future Children's Services workforce looks like, using staff as ambassadors to encourage and attract both newly qualified and experienced social workers to come to Cardiff
81. **Respond to the Parliamentary review of Health and Social Care in Wales (Green)**
The Regional Partnership Board has submitted detailed transformation proposals to Welsh Government (WG) to deliver the policy set within 'Healthier Wales', across the region.
82. **Ensure that the Council's Corporate Safeguarding Strategy is Implemented (Green)**
The safeguarding team receives quarterly figures from Cardiff Council Academy, which it uses to monitor and target both internal members of staff and external organisations where the Safeguarding 'e' module has not been completed to ensure safeguarding awareness is raised across the Council and with its partners.
83. **Continue to develop and support the workforce (Amber)**
Due to the over spend on Children's Services budget this objective has been ragged Amber.
The Regional website for Social Care is now updated on a regular basis, ensuring that new information is readily available to all staff.
84. Actions completed in Quarter 2 include:
- Manager forums are held on a regular basis where information regarding qualifications is provided
 - Additionally newsletters are sent with updates on the new qualification suite
 - Emails with Frequently Asked Questions giving relevant advice and guidance are sent
 - Individual sessions with managers are offered with support tailored to their agency
 - Links to the Regional website and Social Care Wales are disseminated regularly
 - A survey was undertaken to establish the concerns of managers around new qualifications. This has been fed back to Social Care Wales (SCW) and Welsh Government (WG). Outcomes from this will be fed back to managers
85. SCW has appointed the WJEC (Welsh Joint Education Committee) & City and Guilds to build and provide the new qualifications for the Social Care workforce.
86. **Continue to implement a sustainable finance and service delivery strategy (Amber)**
Due to the over spend on Children's Services budget this objective has been ragged Amber.
87. As per Quarter 1 Social Services are continuing to manage demand for both Adult Services and Children's Services through the 'Improving Outcomes for Adults Programme Board' and 'Improving Outcomes for Children's Programme Board' respectively. The 'Improving Outcomes for Adults' Programmes were considered at a Cabinet Progress and Performance session on the 10th October.

Well-being Objective: 1.4

Safe, confident and empowered communities



88. Actions completed for Quarter 2 to implement a **sustainable finance and service delivery strategy** include:
- Detailed proposals developed to enhance Early Help and support for Children and Families
 - A review of the Community Resource Teams (CRT) has been initiated with the aim of maximising the efficiency and effectiveness of services which will re-able and enable people following a period of illness, which presents a risk to their independence
89. **Empower people with a learning disability to be more independent (Green)**
A draft Regional Learning Disabilities Commissioning Strategy (including Day Services) has been completed with partners. The draft has been circulated to the Regional Learning Disabilities Commissioning Strategy Group for comments amendments and is under review to ensure it demonstrates clear commissioning intentions.
90. **Help prevent violence against women, domestic abuse and sexual violence (Amber)**
The Regional Strategy action plan is being monitored by a range of sub-groups. A survey to elicit views of male victims has been prepared; which will feed into the work that will be undertaken to draft a service specification for a male victim service. Other local authorities across South Wales are now showing an interest in being part of the service development and delivery, which is delaying progress slightly. The Female Victims service is proving valuable to all partners.

Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
The percentage of Council staff completing the level 1 online module of the National Training Framework on violence against women, domestic abuse and sexual violence.	16%	27%	100%
1,475 Council staff have completed the online module in Quarter 2, making a total of 3,566 against a headcount of 13,332.			

91. **Prevent children entering the criminal justice system (Amber)**
Actions by the Youth Offending Service (YOS) for Quarter 2 to reduce children reoffending through the interventions delivered by the Cardiff Youth Offending Service include:
- Work to develop a pilot scheme to focus on and identify children and young people who are not in school and are at risk of entering the Criminal Justice System (CJS) has commenced in conjunction with Education Youth Services
 - The development of a knife crime awareness programme
 - Service-user feedback is currently collected for the following programmes:
 - In-house knife crime programme
 - Prevention
 - Substance Misuse
 - A Criminal Exploitation process map has been developed which streamlines the referral process. The YOS is now co-working cases with Children’s Services, depending upon the individual circumstances of the young person. Work is also being undertaken on a Sexually Harmful Behaviour model and the YOS is in

Well-being Objective: 1.4

Safe, confident and empowered communities



the process of recruiting a Harmful Sexual Behaviour worker as a pilot as a part of this work. Close links are being developed with the 'Street Games' project and the YOS is involved in a multi-agency prevention project in the Bute Town area of Cardiff as a pilot project. If this is successful then it is hoped this initiative will be rolled out to other parts of the city

- Recruiting a further two Anti-Social Behaviour (ASB) workers to bolster the capacity of the prevention team
- Volunteer Community Panel Members including Appropriate Adults and Neighbourhood Resolution have been recruited and trained

Performance Indicator	Result		Annual Target
	Q1	Q2	
The number of children entering the criminal justice system	35	25	18
During Quarter 2 the referral process to 'Divert' and the throughput of cases has improved as changes to procedures are being embedded. This has positively impacted upon the backlog of Out of Court Disposals being administered. The backlog is a direct result of the ongoing police stop and search 'Operation Sceptre', which aims to combat knife crime in the city.			

92. Implement the National Community Cohesion Action Plan (Amber)

Due to a change in personnel with external partners, there has been no significant movement with this objective, as a result of these issues the milestones will be adjusted following conversations with UNICEF during Quarter 3.

93. Review and reform the Community Safety Partnership (Amber)

The Gold and Silver-level Community Safety Boards are now well embedded. A large stakeholder event was held in September to ensure the work of partners through these mechanisms is focused on the right priorities for the city, and this has led to a revision of the governance arrangements at the operational level. The Gold group will be considering recommendations of new operational structures in November.

94. Tackle substance misuse in the city (Amber)

A joint Adults and Childrens Scrutiny Inquiry has been undertaken into the factors that can help divert young people from becoming involved in drug taking and drug dealing. The inquiry heard evidence from professionals across a range of partners as well as members of the community that have been affected by drugs. The inquiry committee are currently preparing a report with a series of recommendations which will be approved in the coming months. The report will then be published and the Community Safety Delivery Board will be responsible for co-ordination and monitoring the recommendations.

95. Deliver the Night Time Economy Strategy (Green)

The Purple Flag self-assessment (Purple Flag accreditation is a an accreditation process similar to Green Flag award for parks and Blue Flag for beaches to allow the public to identify towns and city centres that offer an entertaining, safe, diverse and enjoyable night out) was completed at the end of September, the full submission will follow the assessors visiting the City during the first week of December.

Well-being Objective: 1.4

Safe, confident and empowered communities



96. **Invest in the regeneration of local communities (Green)**

All Ward Members have been invited to submit Neighbourhood Renewal Scheme proposals, and as part of this process drop-in sessions were held to discuss Member ideas. The proposals will then go through a decision making process.

97. The new Maelfa shopping centre is progressing well, with the shell of the mixed-use block now complete and on target for hand-over in early 2019. All units except two have been let, with negotiations at an advanced stage with two preferred bidders for the remaining units. It is anticipated that lease terms will be agreed in the near future, with a view to occupation in Spring 2019.

98. The concept designs for alterations to Butetown Pavilion and City Centre Youth Hub have been completed.

Performance Indicator	Result		Annual Target
	Q1	Q2	
The percentage of customers satisfied with completed regeneration projects	83%	91%	70%

99. **Drive up standards in the private rented housing sector (Green)**

An Officer Decision Report has been drafted for the new training requirements for the Rent Smart Wales scheme before a final consultation with the All Wales Directors of Public Protection.

100. Work has been undertaken to implement proactive searches on data (this involves carrying out searches on people who have registered with Rent Smart Wales but not applied for a license) which has led to increase on the number of licenses submitted, the current figure is approx. 1,000 a month.

101. Rent Smart Wales have launched their first online CPD (Continuing Professional Development) course, the course covers what a landlord needs to do in relation to fire safety; this has been developed in conjunction with three of the Fire Services.

102. **Continue to develop the Community Hub and Well-being programme (Green)**

The new St Mellons Hub opened in August, with positive feedback from the community.

103. Planning permission and listed building consent has been granted for conversion of the Cardiff Royal Infirmary Chapel to a library / café / information centre.

104. The restructure to ensure the delivery of the Community Wellbeing programme is in progress and scheduled for completion mid Quarter 3. Grant submissions are in progress to forward development of Community Wellbeing Hub facilities within Rhydypennau & Whitchurch Libraries.

105. Reading Well for people with Dementia was launched within Hubs and Libraries across the city. Attendance at GP cluster meetings has been initiated to promote the Reading Well scheme.

Well-being Objective: 1.4

Safe, confident and empowered communities



Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
The number of visitors to libraries and hubs across the city	634k	1.3m	3.3m
Quarter 2 result is 691,407 Please note that "Virtual" visits to the libraries will not be added until Quarter 4			
The percentage of customers who agreed with the statement 'Overall the hub met my requirements / I got what I needed'	97%	98%	95%
Quarter 2 result is 99%. During Quarter 2, of the 1,668 people who answered the question in the survey 1,644 people agreed with the statement			

106. Deliver Phase 2 of the neighbourhood partnership scheme (Amber)

- *Better connect people with local service providers and activities in their neighbourhoods*
Some recruitment delays for the Inclusion Officer posts have been experienced this Quarter, work will commence as soon as the Community Wellbeing Hub restructure is in place.
- *Give People a voice in shaping Council services*
Consultation has been carried out for the Transport and Clean Air Paper, integrating changes in approach to carrying citizen engagement discussed at Quarter 1.

Various targeted work was carried out including:

- Engagement with two high schools (Eastern High and Cardiff West) using the Green Paper Survey as part of Geography lessons with year 9 groups
- Engagement work was carried out with the Cardiff Youth council
- Engagement work in Llanrumney with an older persons forum
- Breakfast meetings with local City Centre business that might be affected by the proposal
- Work with Race Equality first and C3SC to ensure that minority groups were reached
- Work with local FAN groups (Friends and Neighbour groups) set up for groups whose first language isn't English

107. Promote and support the growth of the Welsh Language (Green)

A presentation of the findings of the external review of the city wide Bilingual Cardiff Strategy was made to the Bilingual Cardiff Members Working Group by the Director of the company that undertook the review. The report was generally very positive and the meeting successful. An action plan is to be developed to take forward the recommendations of the report with partners.

108. There has been a delay in taking the Welsh Street naming policy to cabinet, it is hoped this will be by the end of the year and the Planning Transport and Environment Directorate are leading on this.

109. The Local Authority continues to expand the provision of Welsh medium education in the city. The number of young people enrolled in Welsh medium education has increased by 767 between January 2016 and January

Well-being Objective: 1.4

Safe, confident and empowered communities



2018. The Local Authority has recently applied for a capital grant of £6 million to further expand Welsh medium places.

110. The action plan to implement the outcomes of the Welsh in Education Strategic Plan, which includes actions to improve Welsh education in English medium schools, has been approved by the Welsh in Education Forum.

111. **Develop a strategic approach for allocating Capital contributions to deliver improvements to parks and green spaces (Green)**

Projects for the improvement and development of Parks and Green Spaces will be aligned with the Council's Capital Ambition.

- Since April Section 106 funding has been used for the newly refurbished Hailey Park Tennis Courts and Victoria Park tennis court refurbish and painting
- Dispenser Gardens Multi Use Games Area (MUGA) scheme development is underway and the Severn Oaks Feasibility Study for Cricket is being undertaken
- The Heritage Lottery Fund (HLF) approved a Heritage Grant Scheme for Flatholm which will commence in October. £200k capital contribution has been granted to match fund the HLF bid. The value of the project, when taking into account other contributions from non-HLF grant sources, has the potential to reach circa £2 million. The funding will enable the Council, in partnership with the Royal Society for the Protection of Birds (RSPB) and the Flat Holm Society, to ensure the long-term sustainability of the Island through investment in infrastructure, an increase in volunteer activity and the development of educational and tourist engagement programmes

112. **Work with partners to develop a strategic plan for development of sport and secure an increase in participation (Green)**

Sport Wales have launched their 'Vision' for Sport in Wales and are developing their strategy which is to be completed by January 2019.

113. The Council attended a workshop with key stakeholders to discuss the Vision and have agreed a follow up session with a wider group of stakeholders in the near future. The group have all agreed to contribute to external consultant support to develop the strategy.

114. Stakeholders included: Sport Wales, Cardiff University, Cardiff Metropolitan University, Cardiff and Vale College, Cardiff City Foundation, GLL and the Urdd.

Performance Indicator	Result		Annual Target
	Q1	Q2	
Total number of children aged 7-16 engaged in Sport Cardiff-led activities	6,802	4,446	30,000
The number of attendances at our leisure facilities	366,915	358,350	1,499,369
Due to the decrease in attendance in Quarter 1, GLL were asked to undertake a review of their data collection systems, which highlighted inconsistencies in the baseline data used to set 2018/19 targets			
The number of individuals participating in parks / outdoor sport	39,699	32,173	170,000

Well-being Objective: 1.4

Safe, confident and empowered communities



115. Engender a sense of ownership for Parks and green spaces within local communities (Green)

Between April and September 173 volunteer work days were arranged giving a total of 7,591.4 volunteer work hours which equate to £64,148 at the living wage value.

- 26 events were held, attended by 518 people
- 82 School visits took place, attended by 1,474 pupils

116. The Annual Volunteer BBQ was held in July to say thank you to all our volunteers and community groups for all their hard work.

Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
The number of visits to the volunteer portal	13,363	31,330	50,000
Quarter 2 result is 17,967 (page views)			

Performance Indicator	Result		Annual Target
	Q1	Q2	
The number of volunteer hours committed to Parks and Green Spaces	4,803	3,892	18,000

117. Develop a new major events strategy (Green)

➤ Cardiff Events & Festival Strategy (2018-25)

As Cardiff increases the number of major national and international events hosted in the city, Event Managers have identified a need to co-ordinate event management for cultural and sport venues to reduce transport and infrastructure issues having an adverse effect on business. This will be considered in a review of the whole city offer.

➤ Events Programme 2018

A programme of major events has been delivered throughout the summer including the homecoming celebration for Geraint Thomas following his triumph at the Tour de France, the 2018 Adrian Flux British FIM Speedway Grand Prix, the Pride Cymru Big Weekend, the Cardiff Bay Beach, the Cardiff Harbour Festival, the 2018 Extreme Sailing Series and the National Eisteddfod.

118. Support the development of the Creative Sector and unlock investment opportunities Creative Industries Cluster bid (Green)

Cardiff has been successful in securing a £10 million Arts and Humanities Research Council's (AHRC) Creative Industries Cluster bid led by Cardiff University. This is one of nine creative clusters in the UK to have been awarded significant research funding by the AHRC as part of its £80 million Creative Industries Cluster Programme. This will be transformational in growing the sector and the Council looks forward to working with Cardiff University, University of South Wales, Cardiff Metropolitan University and other institutions and commercial partners to support Cardiff's position at the cutting edge of screen innovation and to lead the way in developing new ways to consume digital content and stories.

Well-being Objective: 1.4

Safe, confident and empowered communities



➤ *Creative Cities Convention in 2019*

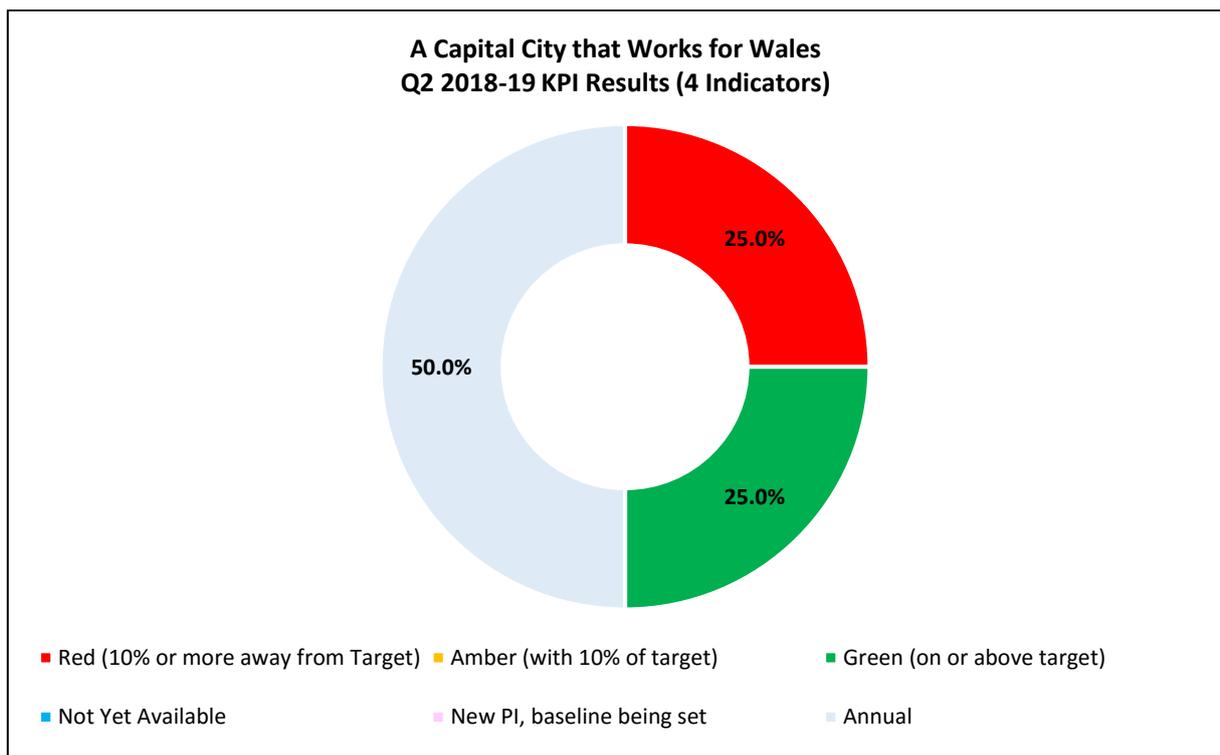
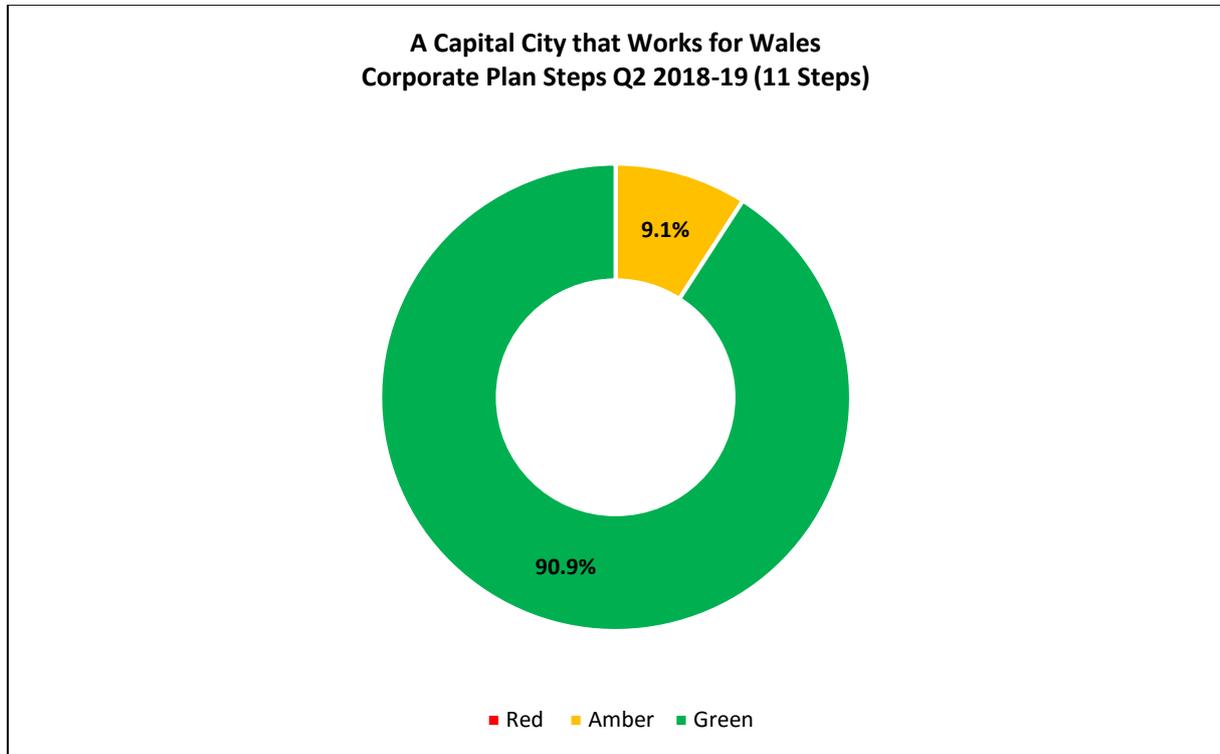
Cardiff is in discussion with the convention organisers to assist delivery of the event which will be hosted in Cardiff next spring. This high profile media convention will bring together key media organisations to shape the future of the media sector in the UK and offers an opportunity to showcase the city.

Well-being Objective: 2.1

A Capital City that Works for Wales – Summary



- Business Capital
- Inclusive Capital
- Smarter Capital
- Sporting and Cultural Capital City



Well-being Objective: 2.1

A Capital City that Works for Wales



Connected Capital

- Business Capital
- Inclusive Capital
- Smarter Capital
- Sporting and Cultural Capital City

Key Financial Issues

119. At this stage of the financial year there are no significant revenue budget variances relating directly to services within the scope of this Wellbeing Objective being reported.

Corporate Plan steps and KPIs Updates

120. **Bring forward a new Economic vision for the future development of Cardiff (Green)**

More than 100 consultees, including representatives from major employer organisations, were engaged in the development of the Economic Vision to ensure that the Economic Vision strategy is aligned with market changes. The strategy will help to lever in further investment to Cardiff in a post Brexit economy. Cabinet is due to consider the proposals in Quarter 3.

121. **Begin work on a new Bus station as part of an Integrated Transport Hub (Green)**

A new planning application has been submitted to be considered by Planning Committee in November 2018. Preliminary site works have been completed.

122. **Prioritise the delivery of a new Multi-purpose Indoor Arena (Green)**

A report will be presented to Cabinet in Quarter 3 to enable the next stage development of the proposal for a new Indoor Arena, including detailed consideration of the preferred site.

123. **Grow the city centre as a location for Business and investment (Green)**

1,142 jobs have been created / safeguarded in businesses supported by the Council in Quarters 1 and 2.

Performance Indicator	Result		Annual Target
	Q1	Q2	
New and safeguarded jobs in businesses supported by the Council, financially or otherwise	783	359	500
353 new jobs and six safeguarded			
The amount of Grade A office space committed to in Cardiff (Sq. Ft)	0	0	150,000
During Quarters 1 and 2 no new construction on grade A office space started. However, developments are anticipated at Central Quay and Capital Quarter during this year which should achieve the annual target.			

124. A strong pipeline of opportunities is coming through from investors. Redevelopment proposals are being developed in respect of Millennium Plaza. Developments are expected to commence at Central Quay and Capital Quarter during this year which will achieve the annual target for grade A office space.

125. The regeneration of Central Square is progressing well. The soft strip of St David's House has commenced prior to actual demolition. Cardiff University's School of Journalism and Hugh James have moved into No 2

Well-being Objective: 2.1

A Capital City that Works for Wales



which is a 148,000 sq ft grade A office space. As a result of Council support to businesses relocating to No 2, 1,200 jobs were created / safeguarded in the city.

126. Agree the business plan for the regeneration of Central Station (Amber)

The Metro Central Delivery Partnership Steering Group continues to meet and is progressing. The next phase of business case work has not yet commenced. Further feasibility studies on north / south links are complete and have been presented to the Steering Group. A new proposal for UK Government funding is being developed and will be presented to UK Government in Quarter 3.

127. Develop a plan for a new mixed use development at Dumballs Road (Green)

An initial high level masterplan has been submitted from the developer. A report will be considered at Scrutiny Committee in October with a view to the developer submitting a detailed planning application September 2019.

128. Launch a new industrial strategy for East Cardiff (Green)

Advisors are supporting the Council to develop vision and masterplan for East Cardiff. The strategy will link closely to the UK Industrial Strategy opportunities and will identify the key infrastructure needs and opportunities. A draft strategy will be reported to Cabinet in Quarter 4.

129. Develop a new vision and masterplan for Cardiff Bay including International Sports Village next phase (Green)

The Council is working with partners to develop a new vision and masterplan for the Sports Village with a view to reporting to Cabinet early in Quarter 4.

130. Work with Cardiff Capital Region partners to ensure City Deal Investment supports the economic development opportunities of the city region (Green)

Cardiff Capital Region Targeted Regeneration Plan was approved by Welsh Government. The Plan includes key place enhancement projects in the southern arc of the city.

131. Cardiff Capital Region funding has been secured to attend and showcase regional investment opportunities at MIPIM (2019), the world's premier real estate event. Attending MIPIM allows Cardiff to showcase the strength and ambition of the UK's fastest growing city to developers, investors and occupiers.

132. Develop a business plan to protect the city's historic Assets (Green)

A report will be presented to Cabinet on the options for securing the future sustainability of the Council's portfolio of historic buildings in Quarter 3.

133. Town Centre Loans Funding has been approved for regeneration of two Grade 2 buildings, Butetown Rail Station and Corey Buildings, Bute Street. This funding loan from Welsh Government supports town centre regeneration to reduce the number of empty, underused sites and premises in town centres.

134. Develop a Music Strategy to promote the City as a music destination by October 2018 (Green)

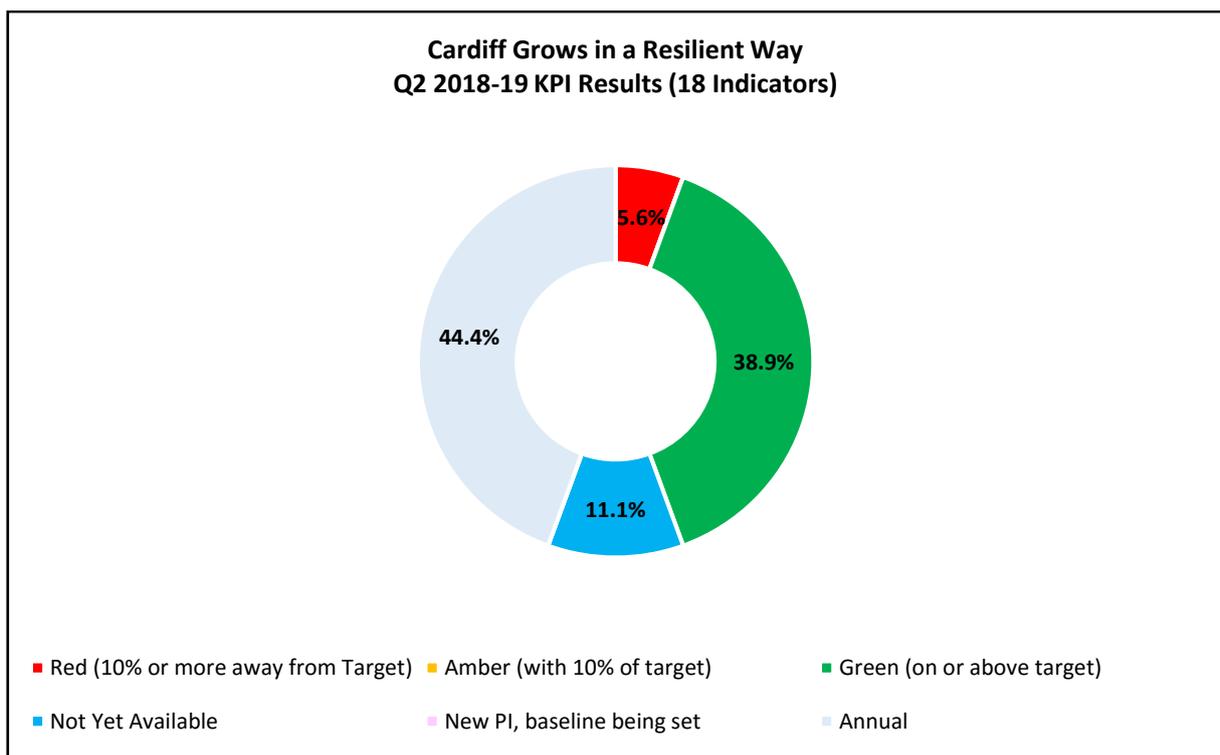
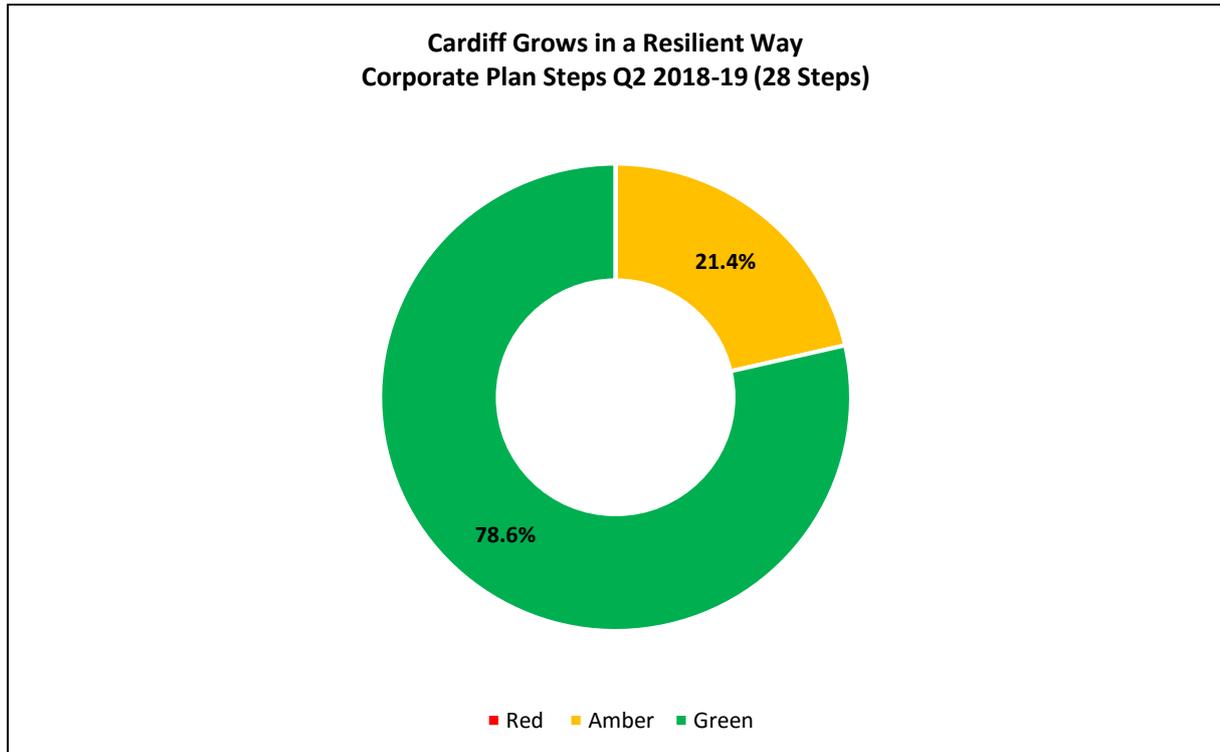
The Council is working with the local community to develop a new Music Strategy.

Well-being Objective: 3.1

Cardiff grows in a Resilient Way - Summary



- Housing
- Transport
- Waste and Recycling
- Clean Streets



Well-being Objective: 3.1

Cardiff grows in a Resilient Way



- Housing
- Transport
- Waste and Recycling
- Clean Streets

Key Financial Issues

135. The Planning, Transport and Environment directorate is projecting an overspend of £1.465 million at Month 6. Some of the financial issues contributing to that position within the scope of this Wellbeing Objective include:

Planning, Transport & Environment – Recycling and Waste Services

136. This section is currently projecting an overspend of £1.6 million for 2018/19. The overspend is largely driven by costs relating to the ongoing HWRC and Waste Transfer Station investigations including agency expenditure and income shortfalls at the Materials Recycling Facility (MRF). This position also includes the drawdown of £350,000 contingency budget specifically set up in relation to Income Shortfalls at the MRF.

Planning, Transport & Environment – Planning, Building Control & Energy Management

137. The Planning and Building control division is projecting an overspend of £173,000, largely due to income shortfalls in planning fees and the Energy Management Division is reporting an overspend of £202,000 where shortfalls in savings and renewable energy income are partially offset by a reduced Carbon Reduction Commitment (CRC) payment.

Corporate Plan steps and KPIs Updates

138. **Develop options for long-term regional partnership recycling infrastructure arrangements (Amber)**
New proposed legislation and statutory targets are emerging from Welsh Government that will influence the future strategy. Emerging legal and statutory targets need to be fully understood and considered before a regional future position can be explored. In order to do this the Council will review the consultation documents from Welsh Government when they are released in Quarter 3. There is a need to consider the future impacts of Welsh Government changes so that the Council can make informed choices.
139. **Consult on amendments to Recycling Waste Strategy and collections (Green)**
The public consultation is underway city-wide; meetings have been held with all wards impacted on with “wheeled bin” changes. Detailed discussions are being undertaken on some wheeled bin implementation areas. The project is currently within timeline and providing continued customer engagement. Moving forward, the Council will produce the implementation timetable for wheeled bin expansion, collate the consultations results, and progress staff consultation and awareness.
140. **Explore opportunities for New Household Waste Recycling Centre (Amber)**
The outline requirements have been sent to Strategic Estates, pending feedback on possible locations – feedback is still awaited and this will be escalated through the relevant Directors.

Well-being Objective: 3.1

Cardiff grows in a Resilient Way



141. Undertake targeted Education campaigns in communities where recycling rates are low (Green)

Participation monitoring of the “Glass” pilot areas is underway; data of the wider areas is now being collated and support staff are being recruited. The Programme is progressing to plan, with a start date in October. Increased recycling and waste awareness will be promoted to increase recycling performance and sustainability of the city with campaign activities commencing in October.

142. Continue to support Re-use in the city by expanding the usage of Re-use Centres (Green)

Discussions have been held and processes are being mapped out for medical equipment reuse. A review of a long-term “Reuse” partner is underway, with market testing and research ongoing. Procurement documentation for the long term partner is being developed by our Business Improvement team.

143. Develop a Total Street Delivery Plan (Amber)

The Council is working on the development of Ward information (Ward Action Plans) with the On-line team utilising PowerBI (a business analytics solution). Ward Action Plans provide a summary of the key issues within the area in order to help identify areas for improvement.

144. Throughout the quarter it has been identified that:

- Not enough skilled resource able to use PowerBI so development is slow
- Professional License for PowerBI / roll out of Office 365 has not taken place

145. The action in Quarter 3 will be to prioritise the acquisition of licenses for and the rollout of Office 365, with the Digital Team. The benefits of this will be that all information will be online and available to citizens and Local Members providing consistent good information.

146. Tackle fly-tipping, littering and highway licensing (Green)

A “Single-use” plastic policy statement and action plan have been developed in draft to support the Council to lead by example on single use plastics to support Citizen awareness and support. A Single-use plastic report is to go to Cabinet following informal briefings.

147. Actions that have been taken forward in Quarter 2:

- The remaining three Hubs and five Libraries have agreed to store litter picking equipment to encourage volunteering
- There are now 47 Active planters, a survey of those in place indicated that in the majority of locations, there had been a reduction in litter/fly-tipping after the planters were introduced
- £400 small scale fly-tipping fines have been implemented and these are now being issued
- Fly-tipping CCTV cameras in place to monitor fly-tipping in key areas
- Community Litter Picks (led by Love Where You Live) – Data from April 2018 to September 2018

No. of clean-ups	Volunteers	Volunteer Hours	Bags Collected
55	512	757.5	818

Well-being Objective: 3.1

Cardiff grows in a Resilient Way



Performance Indicator	Result		Annual Target
	Q1	Q2	
The percentage of reported fly tipping incidents cleared within 5 working days	99.87%	99.66%	90%
The percentage of reported fly tipping incidents which lead to enforcement activity	90.17%	94.64%	70%

Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
Number of investigations and enforcement actions per month	2,180	4,626	3,000
Quarter 2 result is 2,246			
Number of education and engagement actions per month	3,358	3,641	3,000
Quarter 2 result is 283			
Performance of the number of Education and Engagement actions was higher in Quarter 1 due to “Get it Out for Cardiff” (now called “Love Where You Leave...”). It is likely that performance in Quarter 3 will be similar to that of Quarter 1 due to the continued programme in Cathays with the new cohort of students. There has also been more focus on the Investigations and Enforcement actions during Quarter 2 since the Commercial Teams were formed in August 2018.			

148. Highway licensing work is progressing to cover objects on the highway (Section 115E of the Highways Act – S115E). The objects are mainly shop displays that are put on the pavements outside shops. The Council has not previously undertaken licensing of this aspect due to a lack of resources, although under S115E all third party objects on the highway should be licensed. Now that the Council has gone digital in this area of work it is able to proactively manage licenses in a more efficient manner to support undertaking this work with limited resource and provide digital application and payment to businesses. Correspondence and application packs for licences are being sent out to the businesses that have been surveyed.

149. **Improve the productivity and Performance of Street Scene Services (Amber)**

All Highway and Environmental Enforcement work is now digitally recorded for example:

- Waste collections – “Bar Tec” has been rolled out and is being further developed
- LEAMS (street cleanliness surveys) and Highway defects are collected digitally
- Civil Enforcement work - now all digital

150. However, support to frontline operatives needs to be put in place to encourage the uptake of digital systems, such as BarTec. To do this, training and support is ongoing through a move to digital systems – impacting on staff both on the frontline and office-based. More reviews are to take place to ensure systems are being utilised properly. The benefits of this work include a more efficient and effective service and consistent information provided to Citizens, Local Members and Cabinet. The Council will continue to develop digital systems and ensure regular monitoring is in place to guide resources to support teams.

Well-being Objective: 3.1

Cardiff grows in a Resilient Way



151. **Explore and develop a Commercial and Collaboration Strategy for Key Services (Amber)**
Meetings are taking place with key stakeholders such as Cardiff City Football Club and Glamorgan Cricket Club to develop and offer commercial plans to support their requirements.
152. A review is underway to ensure the Council recovers costs for providing support to events e.g. additional cleansing. For example, the loss of car parking for events is estimated at £100,000 per annum. A review will take place on whether a levy can be added to tickets, e.g. concerts at stadiums in Cardiff, however, no route has currently been identified to support a levy on tickets for events. Legal Services are to be engaged to establish what legislation could be utilised to support a levy for increased costs to services.
153. **Develop a City Food Strategy (Green)**
An initial Project meeting has been held with consultants to scope the work required to develop the City Food Strategy, followed by Officer interviews with relevant Officers, to gather background information. Planning is underway for a stakeholder workshop to be held in November. Other work across the city includes participating in Food Cardiff partnership, assisting in developing Food Sense Wales entity and recruitment for Food Sense Wales Programme Manager.
154. **Progress a 5 Megawatt Solar Farm at Lamby Way (Green)**
Ecologists and planning consultants have been appointed and ecological surveys have taken place on site. Funding for a Project Manager post has been secured through Energy reserves and the post is now appointed to, with an October start date proposed. Detailed discussions with a private “wire energy off-taker” (the party who will purchase the power generated) are underway and initial scoping work for Design/Build procurement has also started. The benefits of this include further progress on the supply of cheaper, secure and renewable energy to large public sector organisation in the city.
155. **Develop a new Transport and Clean Air vision for the city (Green)**
The Green Paper returns have been analysed by the Cabinet Office and PTE Transport staff. A White Paper will now be developed, setting out the transport ambitions that will also tie into the air quality improvements. Neither the White Paper nor the Clean Air Strategy can be fully developed until the full findings of the Air Quality modelling works are completed and understood, and the Initial Plan has been developed. The Plan was submitted to Welsh Government on 30th September 2018 but with caveats as there is supplementary information soon to follow.
156. There will be improved knowledge of the opinions and requirements of stakeholders following the Green Paper consultation process that will enable the development of a White Paper to, as far is reasonably practicable, align to those needs identified. The White Paper and Air Quality Strategy will be developed by the latter quarters of 2018-19.
157. **Undertake a scoping assessment for a Clean Air Zone in Cardiff (Green)**
Extensive works, including specialist modelling, for both Transportation (Mott McDonald / TFW) and Air Quality (Ricardo), have progressed throughout Quarter 2, to ensure the delivery of the Initial Plan within the

Well-being Objective: 3.1

Cardiff grows in a Resilient Way



timescales set out in the Welsh Government Legal Direction i.e. 30th September 2018. There will be a better understanding of the air quality of Cardiff and the potential to address any issues should they be identified as needing improvement action. Depending on the findings of the Air Quality modelling the Council will begin the development of the Final Plan for submission by 30th June 2019.

158. **Improve the condition of Highways (Green)**

A new contract has been awarded for patching-related works and a new contractor is in place, with works due to start onsite mid-September 2018, although the employment of the existing contractor has continued throughout Quarter 2 to ensure continuity of service delivery.

159. A Cabinet Report for LED residential street lighting and SMART city aspects, following a pilot in Radyr, is being developed with a view to going to Investment Review Board (IRB) at the end of Quarter 2.

160. Phase 1 of the Preventative Carriageway programme has been delivered at a cost of circa £400k - on target for time and budget. The works were programmed to coincide with the Active Travel ambitions. Specialist road surfacing materials, such as grouted macadams (which are utilised for specific circumstances), have also been delivered including a major scheme within the Splott Ward at a cost of circa £100k value.

161. Significant improvement has been delivered to the carriageway network, improvements for all road users and inclusion with the Active Travel agenda. Tenders have been developed and sent out for the reconstruction work and programmed for completion for Quarter 3. Resurfacing priority lists have also been developed, to be forwarded for the agreement and completion of the tender process for delivery in Quarters 3 and 4.

162. **Develop an Electric Vehicles (EV) Strategy (Green)**

A grant application was submitted and funding has been awarded to install the Residential Charge-Point (installing charge-points on-street in areas for residents without off-street parking) as per the funding application. Work has commenced on a procurement route and a technical specification is being drafted. The award will be made via a framework that the Council uses to appoint suppliers/contractors (this complies with the Council's procurement guidance) to ensure delivery on street within timescales. Additional support resources have been sourced and an overall Programme Manager has been appointed to oversee all work relating to the Electric Vehicle Strategy.

163. Benefits will be realised when the residential charge-point scheme is in place. The next steps are to procure the infrastructure and installation for the residential OLEV (Office for Low Emission Vehicles) scheme via the framework and develop a procurement strategy for other strands of work associated with EV charging infrastructure.

164. **Develop a spatial masterplan to create new, high quality, shared space for pedestrians, cyclists and vehicles (Green)**

Private consultations for Central Square and amendments to the concept design are complete. The Council now moves into the detailed design for both Central Square and Westgate Street – a Local Transport Finance Bid has been submitted for funding for the latter.

Well-being Objective: 3.1

Cardiff grows in a Resilient Way



165. Senior meetings are taking place with Transport for Wales and Welsh Government regarding Central Square and Westgate Street, which are to be merged as one project to take forward for delivery - called City Centre West.
166. The Eastside concept design and further modelling work has been actioned. Initial discussions have been held with Welsh Government and City Deal regarding funding.
167. **Support the delivery of the Active Travel Agenda (Green)**
Positive meetings of the Cycling Advisory Group held to date have enabled stakeholders to engage with officers in the Telematics team regarding wait times for pedestrians and cyclists, and with officers in the Planning team regarding Active Travel in new developments. This contact has been beneficial as it is requiring Officers to review current practice.
168. A review of crossings and junctions at key locations is now being undertaken and the group will receive regular updates on progress at future meetings. The HSBC Project Working Group is now firmly established with meetings scheduled every two months. The Group involves representatives from the Council's transport and road safety teams, Sport Cardiff, British Cycling and Welsh Cycling. Its purpose is to strengthen the integration of activities undertaken by the Council (e.g. cycle training in schools) and activities delivered by other partners through the HSBC Cycling Development Programme for example, the Go Ride Cycling Skills project.
169. The positive engagement with stakeholders is helping to improve the Council's delivery of cycling, maintain strong working relationships with key stakeholders and secure ongoing support for the Council's ambitious cycling programme.
170. **Making roads safer by implementing 20mph speed limits (Green)**
The preparation of the delivery of an "East Cardiff" 20mph limit in Plasnewydd, Adamsdown and parts of Splott is continuing. The Grangetown scheme is also being prepared for delivery in anticipation of in-year funding becoming available from Welsh Government later in the financial year. It is anticipated that public Traffic Regulation Order consultation for both schemes will now take place.
171. The reduction in speeds in key areas is enabling a better environment to promote active travel modes.
172. **Improve the walking and cycling network in Cardiff (Green)**
A detailed design for the section of the Cycle Route between Dumfries Place and Cathays Terrace via Senghennydd Road is complete. The Traffic Regulation Order application to support the changes to the carriageway and on-street parking required to create the new route is in progress. A brief has been prepared for South West Link feasibility study. This study will investigate the potential route alignment options for a Cycle Superhighway to the south west of the City Centre connecting Caerau and Ely via The Mill housing development. Initial concept designs have been produced for sections of Cycle Superhighway between Dumfries Place and Broadway.

Well-being Objective: 3.1

Cardiff grows in a Resilient Way



173. Deliver the annual parking report, progress the Parking strategy, and an assessment of pavement parking (Green)

The Annual Parking Report is published and is available on-line. Further work continues to roll out static camera enforcement and to develop a business case and Cabinet Report for working in Partnership with the DVLA on clamping untaxed vehicles and nuisance parking. This activity is undertaken to deliver the Parking Strategy. Pavement parking is not able to be enforced unless it is behind a restriction – the parking report explains the restrictions we enforce. It is still with Welsh Language for translation.

174. Launch the On-Street Bike Hire Scheme (Green)

Phase 2 of the installation has been completed and 500 bikes are now available for rental across the city. Work has commenced on the final phase of the install that will provide additional hire points in the city, focusing on the east side of the city (Rumney and St. Mellons areas etc.) and using a network gap analysis to fill in any additional links. It is hoped that this may be as many as 16 additional hire points.

175. Work continues to promote the scheme, by the Council's partner Nextbike, and rental levels continue to be consistent with Quarter 1.

176. There is greater availability of cycle facilities to the population which helps to promote both regular and occasional use of the mode for all or some of trips which will be enhanced with the further work on the gap analysis and the installation of the final locations.

177. Ensure Active Travel Plans for all Schools – 2020 (Amber)

No progress has been made with Active Travel Plans roll out. This is because an additional resource to undertake this work has not been made available. A brief has been prepared for an independent review of the Council's current provision for promotion of Active Travel in schools. This will include an assessment of barriers to developing and implementing Active Travel Plans in schools, and the institutional changes and resources required to deliver on the Council's commitment to getting every School to have an Active Travel Plan in place by 2020.

178. A former employee of Sustrans will be commissioned to deliver this work over the next 6 months on a part time basis. This work will be resourced from the Central Parking Reserve.

179. Support the delivery of High quality and Well-connected communities (Green)

Engagement with Developers and relevant Council Service Areas has continued in order to identify and secure the planned infrastructure through the Development Management process and Section 106 agreements (i.e. the mechanism which make a development proposal acceptable in planning terms).

180. Cabinet approval was obtained (September 2018) to implement the 'Section 106 Local Infrastructure Idea Ward Lists' and supporting process, which will enable all Councillors to identify local infrastructure ideas that may potentially be funded through S106 contributions or other sources of funding.

181. The Ward Lists allow Local Ward councillors to identify "local projects" in their wards (community buildings, open space, local highway improvements) including projects which could be funded by future S106

Well-being Objective: 3.1

Cardiff grows in a Resilient Way



agreements from development, provided they meet the legally binding tests.

Other projects may also be included on the lists, but a distinction will be made between those which are within scope for future S106 funding. It is intended that these lists will act as guide for relevant Service areas who seek to secure developer contributions and avoid the situation where members are asked to identify projects at the “live planning application stage”.

182. The benefits resulting are in improved communication with Local Councillors and a more transparent planning process. The plan now is for a Local Member Handbook to be circulated and Councillor Workshops and discussions with all Ward Councillors are planned for Quarter 3 with the intention of preparing a list by April 2019. A Public Service Board Workshop also took place on 27th September 2018, to engage with wider partners on delivery of LDP Strategic Sites.

183. **Increase the delivery of new houses to meet housing need through the development of LDP strategic sites (Green)**

The development and monitoring of strategic and other sites are ongoing. Completions are being delivered on multiple outlets within Strategic Sites C (Plasdwr, North West Cardiff) and G (St Ederyn’s, East of Pontprennau) with other sites receiving planning permission throughout Quarter 2.

184. The LDP Annual Monitoring Report was reported to Cabinet on 20th September 2018. On-site delivery continues to ensure new homes are completed to meet housing needs.

Performance Indicator	Result		Annual Target
	Q1	Q2	
Percentage of householder planning applications determined within agreed time periods	95.18%	93.58%	80%
Percentage of major planning applications determined within agreed time periods	93.75%	85.71%	25%

185. **Deliver 2,000 New Council Homes (Green)**

A forward plan has been submitted targeting a Cabinet Report in November, which will bring together the wide ranging delivery routes to achieve the councils new build programme. A pipeline of development is in place which will deliver in excess of 2,000 new homes over the longer term.

186. We have actively marketed the Low Cost Home Ownership (LCHO) properties at Willowbrook and are currently shortlisting. Snowden and Wilson Road developments are planned to start on 13th November 2018. Phase 1 of Cardiff Living is delivering at pace now with the first handovers planned for October 2018. There are 10 sites with planning consent, 5 schemes on site which will deliver 135 council homes and 218 homes for sale.

187. Outside of Cardiff Living, additional schemes are moving on with one new build scheme with procurement, one package deal scheme on site and architects appointed on a range of schemes.

Well-being Objective: 3.1

Cardiff grows in a Resilient Way



188. Two more schemes have been shortlisted for the 2018/19 Welsh Government Innovative Housing Programme In addition to the two schemes approved last year.

Performance Indicator	Result		Annual Target
	Q1	Q2 (Cumulative)	
Total number of new Council homes completed and provided	23	36	200
Actual Quarter 2 result is 13. The current handover projections indicate that 140 new homes will be delivered by 31st March 2019, although the six development schemes on site will deliver 165 new council homes once complete.			

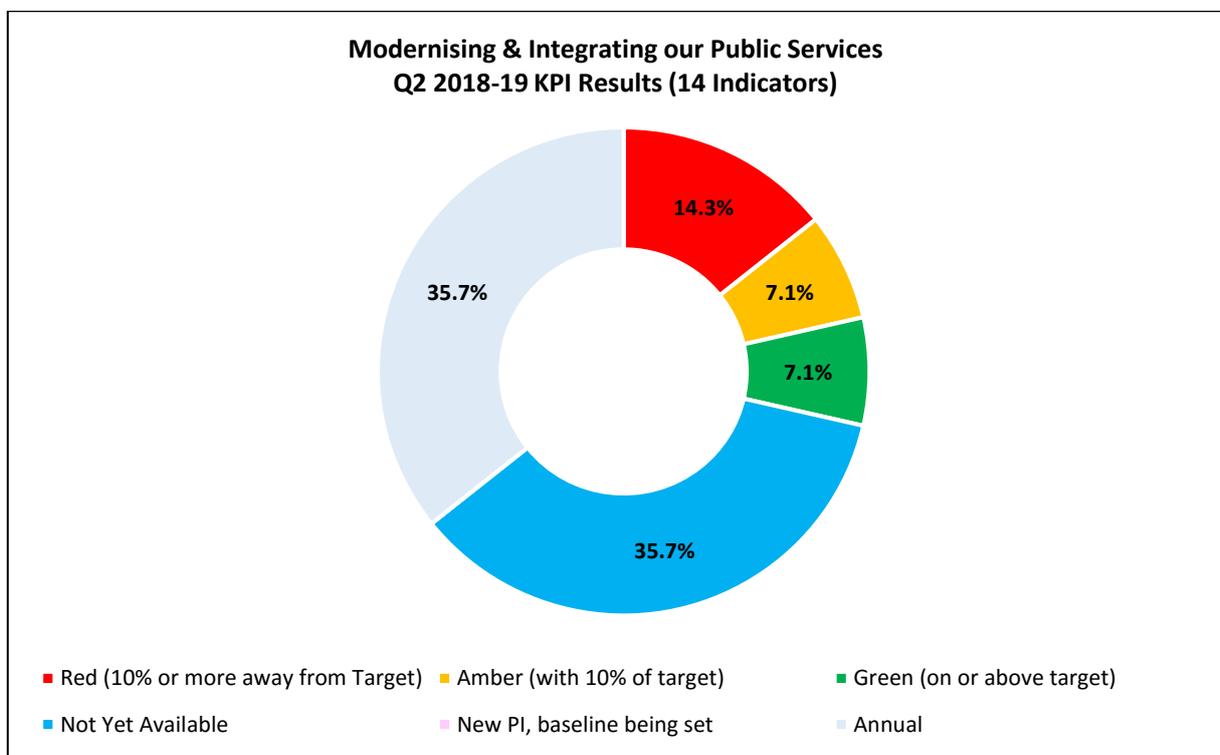
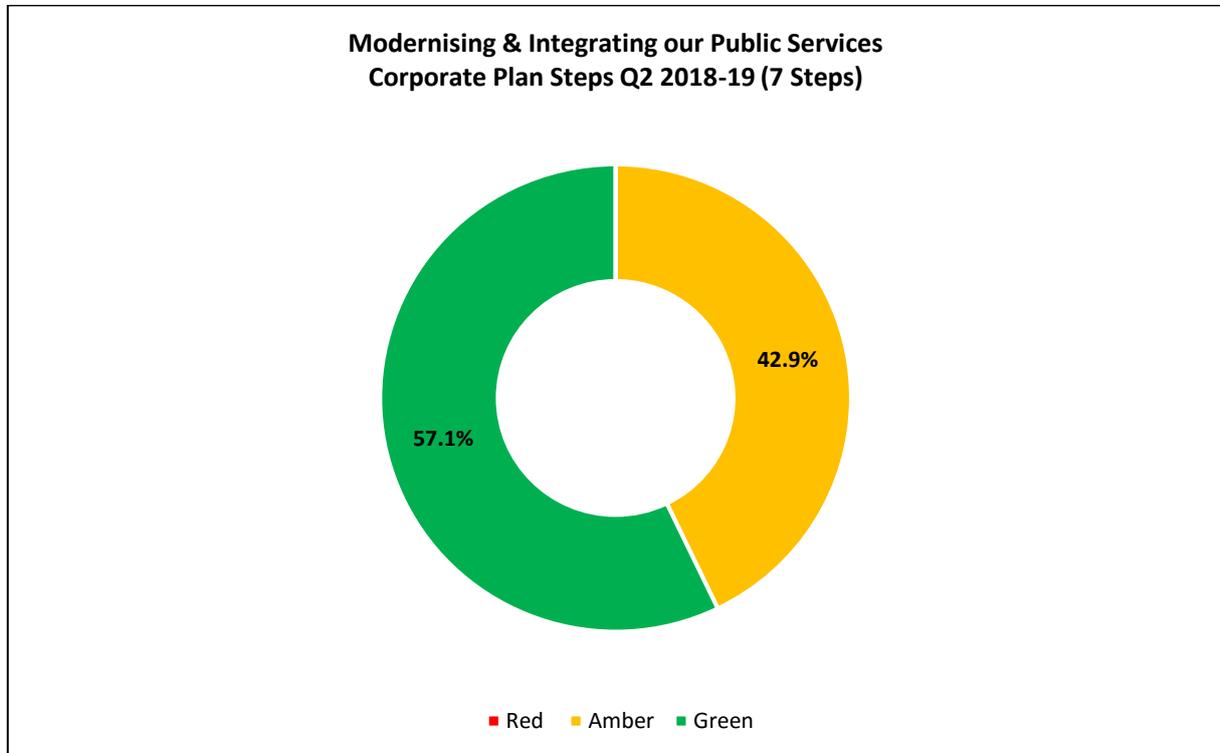
189. **Develop an outline business case for the District Heat Network proposal (Green)**
 An External Project Manager and additional internal Project Manager Assistant have now been appointed. The Council is currently out to tender for Technical and Legal consultants to develop the full business case and Design / Build tender specification. There has been continued engagement with Welsh Government Officials in order to finalise their funding support, and with the Viridor “Energy from Waste” plant (the electricity that an “energy from waste” plant produces is fed into the National Grid and the heat can be utilised locally presenting opportunities for additional commercial development, and improving resource efficiency) regarding the Heat Supply contract.
190. The Formal Cabinet decision has strengthened stakeholder confidence in the scheme, especially that of Welsh and Central Government as potential funders, and the key public sector customers for the scheme who are now signing Memoranda of Understandings (MoU) on to confirm their interest in participating in the network.
191. The next steps are for the Council to appoint technical and legal consultants, finalise Welsh Government finance arrangements and prepare for Heat Network proposal grant application in December 2018.
192. **Convene regular design review meetings to consider and make recommendations to development proposals and publish an annual design review monitoring document (Green)**
 Ten Design Review meetings have been in held in Quarter 2, following on from the eight meetings held between April and June. Notes of discussion points have been captured to enable Case Officers to refer to them as required.
193. The Council’s next stage is to prepare Annual Monitoring document to give examples of schemes assessed, and enhanced by the process (those in the public domain) by the end of January 2019.
194. **Develop a Climate Change Investment policy for consideration by the Pensions Committee (Green)**
 Work continues to ensure the draft Climate Change Investment Policy is ready to be taken to the Pensions Committee in December.

Well-being Objective: 4.1

Modernising & Integrating Our Public Service –Summary



- Delivering Strategic Change
- Sustainable Services and Organisational Performance



Well-being Objective: 4.1

Modernising & Integrating Our Public Service



- Delivering Strategic Change
- Sustainable Services and Organisational Performance

Key Financial Issues

Resources

195. Overall the Resources directorate is projecting an underspend of £355,000 at Month 6. Major contributors to that position include a projected underspend of £411,000 in Human Resources, £120,000 projected underspend in Performance & Partnerships, £80,000 underspend in Commissioning and Procurement and £77,000 in Health & Safety.

Resources - Digital Services

196. The Digital Services division is projecting an overspend of £284,000 for 2018/19 at Month 6. This largely relates to a projected overspend of £404,000 in the Community Alarm Service including significant shortfalls against income targets for the Alarm Receiving Centre and Telecare. This overspend is partially offset by savings in other parts of the division including the Contact Centre, Meals on Wheels and savings against employee budgets.

Corporate Plan steps and KPIs Updates

197. Progress the Council's Digital First Agenda (Green)

The Virtual Assistant (Chatbot) has been agreed in principle and a business case prepared for Investment Review Board (IRB), work continues in the background on the development of the Virtual Assistant. Other opportunities have been identified and business cases worked up, this includes the roll out of Office 365.

198. A strategic approach has been developed for telephony and how the council uses it in relation to agile and mobile working. A separate report has been drafted for a replacement programme for infrastructure, this includes analysis of replacement (through the Capital programme) of aging hardware/infrastructure profiled over a 5 year period.

199. The Digital Strategy has been agreed by Cabinet and published online. The Digital Board is monitoring progress of the Digital First agenda.

Performance Indicator	Result		Annual Target
	Q1	Q2	
The number of customer contacts to the Council using digital channels	212k	385k	10% Increase
2017/18 Outturn - 784,567 Whilst the Quarter 2 figure is below target, positive progress continues to be made to increase the number of customer contacts to the Council using digital channels, the Quarter 2 figure is approx. 50,000 contacts higher than the same quarter for 2017-18. Work continues on improving digital channels through the launch and promotion of the Cardiff App, with approx. 5,000 downloads so far. The progression being made is relation to improving digital access and increased contacts is documented on page 4 of the report.			

Well-being Objective: 4.1

Modernising & Integrating Our Public Service



200. **Assets and Property: Modernise the management and operation of the Councils estate (Green)**

Implementation of the Corporate Landlord programme is progressing. Temporary arrangements have been put in place to improve Corporate Landlord Management expertise and capacity to take forward the implementation of a Corporate Landlord approach by April 2019. Corporate Landlord services comprise Facilities Management, Strategic Estates, Property Services, Health & Safety, Schools Organisation Programme and Major Projects. Key strands of work being progressed include:

- Completed Phase 1 programme of Condition Surveys to understand in detail the condition of all of the Council's assets. Phase 2 is underway and we anticipate all surveys on site will be completed by the end of Quarter 3. The information will inform the development of a Planned/Reactive Maintenance Programme with a view to rolling out the programme in 2019/20
- Utilisation Surveys are on course to be completed by the end of Quarter 3
- A comprehensive review of the Council's land and non-operational estate has been undertaken with a view to presenting a Non-Operational Estates Strategy to Cabinet in Quarter 3
- Investment Review Board (IRB) approved the Phase 1 business case for the new property management IT system. Phase 1 will focus on implementation of Strategic Estates data and systems with a view to full commissioning in Quarter 1 2019/20
- A new 'One Front Door' approach is being rolled out providing a single telephone contact number and an IT front desk for all building related queries and job requests to be logged and managed. The 'One Front Door' is intended to improve communication with occupiers of Council owned property and a pilot will initially be undertaken with schools.

Performance Indicators	Cumulative Result		Annual Target
	Q1	Q2	
Reduce the Gross internal area (GIA) of buildings in Operational Use	0%	0.4%	4%
Reduce the total running cost of occupied operational buildings	0.03%	0.83%	3.1%
Reduce the maintenance backlog	0.01%	1.11%	5.4% reduction
Capital Income generated	£400k	£432k	£15.19m
The above KPIs', although recorded on a quarterly basis in terms of progress, are only assessed in terms of performance on an annual basis and therefore will not be given a RAG rating until Q4. This is because the nature of these indicators – they are to different degrees impacted by market forces, significant change programmes and long and unpredictable lead in times - makes it very difficult to reliably profile performance on a quarterly basis to compare against and could potentially suggest a misleading picture if short term targets were missed even though long term targets (The directorate operate a 5 year Corporate Land and Property Plan) may still be achievable.			

201. **Improve the Health and Wellbeing of our employees (Amber)**

As a result of the action plans developed from the focus groups that took place in Quarter 1, two pilots are taking place relating to vaccinations. The first pilot will be Flu Vaccination Clinic sessions for Social Services staff including home carers and the second pilot will be a Flu vaccination voucher scheme for all staff working in Special Schools across Cardiff.

Well-being Objective: 4.1

Modernising & Integrating Our Public Service



202. The APSE action plan was scrutinised by Policy Review and Performance Committee (PRAP) in September, this received positive feedback from PRAP; in particular to initiatives relating to signposting to Council Wellbeing Services by GP surgeries, the flu vaccine programme for frontline staff and the physiotherapy sessions. It also made recommendations for further development work for monitoring schools uniformity of sickness absence policy application and a detailed comparison of best practice in Merthyr Tydfil and Glasgow Councils as they perform well compared to other Welsh Councils and Core Cities respectively.
203. Work has also been undertaken to introduce Occupational Health (OH) Briefings for Managers, two events have been held so far with the intention of these briefings to provide an opportunity to raise the awareness of OH and the Employee Assistance Programme (EAP) services offered. The target audiences will be Managers and there will be a questions and answer session at the end of the presentations.

Performance Indicator	Result		Annual Target
	Q1 Forecast	Q2 Forecast	
The number of working days / shifts per full time equivalent (FTE) employee lost due to Sickness Absence	10.15	10.41	9.5
The Quarter 2 sickness absence figure is 4.73 FTE days lost per employee (forecasting at 10.41 FTE days lost) across the council with 90.89% compliance for Return to Work. The sickness absence figure equates to 53,308 total number of days lost to sickness.			

204. **Support staff development (Green)**

The year-end personal review survey results have been communicated to managers and staff; 585 employees shared their views on the personal review process; 74% felt they were able to discuss their health and wellbeing with their manager, 88% had an opportunity to meet their line manager face to face and over half agreed the new process feels more personal.

205. **Get people and Communities more involved in decisions (Amber)**

With only a few meetings using webcasting being uploaded to “Facebook live” this quarter, there is insufficient consistent data available within this period to make an accurate evaluation. The use of Facebook “Live” will continue with the intention of undertaking a full evaluation during Quarter 3.

206. In response to the Wales Audit Office (WAO) report ‘Fit for the Future’, Scrutiny Officers and the Head of Democratic Services have developed a draft action plan which was considered by the Senior Management Team on 25th September and Policy Review and Performance (PRAP) Committee on 3rd October 2018.

207. The results for the performance indicator relating to the publication of draft committee minutes below have been recalculated following improvement work in relation to the definition. An 80% target is deemed good practice amongst peers. Process improvements introduced by the new Head of Democratic Services in Quarter 1 have impacted positively on the Quarter 2 result.

Well-being Objective: 4.1

Modernising & Integrating Our Public Service



Performance Indicator	Result		Annual Target
	Q1	Q2	
The percentage of draft committee minutes published on the Council website within 10 working days of the meeting being held.	44%	59%	80%
An 80% target is deemed good practice amongst peers. The results for the performance indicator relating to the publication of draft committee minutes below have been recalculated following improvement work in relation to the definition. Process improvements introduced by the new Head of Democratic Services in Quarter 1 have impacted positively on the Quarter 2 result.			
The number of external contributors to Scrutiny meetings	2,300	1,419	140
1389 responses to the Litter survey and 20 participants in a Litter & Fly tipping volunteer workshop			

208. **Ensure that the Council's consultation and engagement work is as representative as possible (Green)**
 Consultation has been carried out for the Transport and Clean Air Paper, integrating changes in approach to carrying out citizen engagement as discussed at Quarter 1.
209. Hard copies of the survey were distributed to community buildings. Returns were monitored and analysed to ascertain where there were low returns geographically and demographically, to enable us to target our resources. These were identified as groups from the East and West of the City, younger people and ethnic minorities.
210. Various targeted work was carried out including:
- Engagement with two high schools (Eastern High and Cardiff West) using the Green Paper Survey as part of Geography lessons with year 9 groups
 - Engagement work was carried out with the Cardiff Youth council
 - Engagement work in Llanrumney with an older persons forum
 - Breakfast meetings with local City Centre business that might be affected by the proposals
 - Work with Race Equality first and C3SC to ensure that minority groups were reached
 - Work with local FAN groups (Friends and Neighbour groups) set up for groups whose first language is not English
211. **Champion Equality and Diversity, making sure that citizens' rights are protected in any changes to our public services (Amber)**
 The Budget Equality Impact Assessment (EIA) process is underway with each budget proposal EIA rating being reviewed, we will continue to provide advice to directorates on their initial EIA's, to ensure that consideration is given to any impact the budget proposals may have on the protected characteristics.
212. We continue to meet our pledge to the BSL Charter by meeting with our Deaf community on a regular basis. An Action Plan is being developed to meet our commitment under the Charter, and will be sent to the Trustees of Cardiff Deaf Centre for approval once complete.

Well-being Objective: 4.1

Modernising & Integrating Our Public Service



213. Introducing a comprehensive service user Equalities monitoring system has proved difficult. New legislation such as the Wellbeing of Future Generations Act and the Social Services Well-Being Act will likely need monitoring data to demonstrate service user engagement and involvement in the work undertaken in service development/redesign. Work will continue to embed and mainstream a comprehensive monitoring process.

Mae'r dudalen hon yn wag yn fwriadol



2018/19

Q2 Performance Report Appendix

High level summary by Wellbeing Objectives

Corporate Plan Steps Assessment Criteria

Directorates are asked to self-assess the RAG rating for each of the corporate plan steps for which they are the lead directorate using the following criteria:

Red

A Step should be ragged as **Red** when serious issues have occurred and it is unlikely that any further progression can be made without some form of assistance from outside of the Directorate e.g. SMT, enabling services etc. At the time of writing it is unlikely that the Step will be delivered within the agreed time frame / or at all.

Amber

A Step should be ragged as **Amber** when issues have occurred but they are not serious enough to require assistance. Progress can be recovered by the Directorate and there is a plan in place for this. It is likely that the Step will still be delivered within the agreed time frame.

Green

A Step should be ragged as **Green** when there are no issues with progress / performance, and at the time of writing the Step will be delivered within the agreed time frame.

Corporate Plan KPIs Assessment Criteria

Directorates provide KPI results against target. The KPI RAG rating is then calculated using a set formula as follows:

Key:

-  Red - indicator result is 10% or more away from target
-  Amber - indicator result is within 10% of target
-  Green - indicator result is on or above target

Direction of Travel (Prior Year) - The “direction of travel” will be indicated for each KPI (where available). This is identified by comparing the current quarter against the same reporting period in the previous financial year. For example the Quarter 1 result for 2018-19 will be compared to the Quarter 1 result for 2017-18. An annual result for 2018-19 will be compared to the annual result for 2017-18 – most will not be available until year-end.

Improved



Maintained



Declined



Well-Being Objective: Cardiff is a great place to grow up

61.5%

38.5%

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Deliver a strengthened programme of academic and vocational provision for learners educated outside of mainstream settings, to improve learner outcomes. (ELLL)	During the academic year 2017/18 and beyond.				
Reshape and enhance specialist provision and services for pupils with additional learning needs to ensure sufficient, high quality places are available to meet the current and projected need. (ELLL)	2017 - 2022				
Complete the remaining schemes within the £164m 'Band A' programme of investment in schools, which will result in the opening of 5 new primary schools , including two Welsh medium schools and 1 new secondary school. (ELLL)	Autumn 2018				
	Spring 2019				
Ensure the best outcomes for children and young people for whom the Council becomes responsible by: <ul style="list-style-type: none"> • Improving the reach and effectiveness of support to care leavers by strengthening the Bright Starts Traineeship Scheme. (SS) • Embedding the Corporate Parenting Strategy across the Council and partners to promote the achievement of the same positive outcomes for children in care that every good parent would want for their own children. • Improving the Council's capacity to commission and provide high-quality, cost-effective placements within the Cardiff area, reducing the need for Looked After Children to be placed out of area. 	During 2018/19				
	March 2019				
	March 2023				
Address the maintenance backlog in schools, as part of a wider programme of Asset and Estate management, targeting increased investment in schools that require priority action. (ELLL and ED)	March 2019				
Deliver the new schemes within the £284m 'Band B' programme of school investment to: <ul style="list-style-type: none"> • Increase the number of school places available. • Improve the condition of school buildings. • Improve the teaching and learning environment. (E&LL) 	April 2019 to 2024				
Commission an independent review of the effectiveness of the Multi Agency Safeguarding Hub in consultation with the Regional Safeguarding Board and consider recommendations for change / improvement with a view to implementing changes. (SS)	March 2020				
Promote and fulfil Children's rights by building a Child Friendly City in partnership with UNICEF UK, over the three years to 2021. (E&LL)	2021				
Continue to raise standards achieved by learners in Cardiff schools and support schools in developing the 'Successful Futures' curriculum to be in operation. (E&LL)	2022				

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Enhance Early Help by to support children and families before their needs escalate to the point that they require statutory interventions by • Agreeing a refreshed Early Help / Preventative Strategy • Piloting a ‘Children First’ approach during 2018/19 to join up multi-agency preventative services and funding in order to improve early help to children and families in Ely and Caerau. • Identifying opportunities to deploy grant streams more effectively under new “Funding Flexibilities” arrangements. (P&C and SS)	March 2022 (Children First Approach during 2018-19)	Yellow	Yellow	White	White
Embed the Disability Futures Programme to develop and implement remodelled services for disabled children, young people and young adults aged 0-25 across Cardiff and the Vale of Glamorgan to improve effectiveness and efficiency of services and outcomes for disabled young people and their families. (SS)	March 2023	Green	Green	White	White
Improve the educational attainment of pupils eligible for free school meals by • Highlighting and transferring best practice in schools which are effective in ensuring that economic disadvantage does not limit educational achievement. • Increasing the level of challenge and support to schools where pupils eligible for free school meals are underperforming (E&LL)		Yellow	Yellow	White	White
Support young people into education, employment or training by delivering the Cardiff Commitment, which will include: • Engaging city businesses to open up careers and enterprise opportunities to schools; • Implementing a digital platform to empower schools, young people and business to connect; • Introducing programmes of support to enable vulnerable young people to progress into employment; • Transforming information management processes to identify, track and support young people pre and post 16. (E&LL)		Yellow	Green	White	White

Well-Being Objective: Cardiff is a great place to grow up

9.1%	27.3%	27.3%	9.1%	27.3%	
Red (10% or more away from Target)	Amber (within 10% of target)	Green (on or above target)	Annual	Not Yet Available	New PI, baseline being set

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The percentage of schools categorised as 'Green' – Primary (E&LL)	Q1	Q2	Q3	Q4	58%	Available Q4 (Jan 2019)	Annual
	N/A	N/A					
The percentage of schools categorised as 'Green' – Secondary (E&LL)	Q1	Q2	Q3	Q4	44%	Available Q4 (Jan 2019)	Annual
	N/A	N/A					
The percentage of schools categorised as 'Green' – Special (E&LL)	Q1	Q2	Q3	Q4	71%	Available Q4 (Jan 2019)	Annual
	N/A	N/A					
The Average Capped Nine Points Score achieved by Key Stage 4 pupils (<i>This calculation is based on a pupil's results from nine of the qualifications available in Wales.</i>) (E&LL)	Q1	Q2	Q3	Q4	370	Provisional result	Annual
	N/A	361					
The percentage of pupils achieving the Level 2+ threshold at the end of Key Stage 4 (pupils achieving 5 GCSEs A*-C including English or Welsh and Mathematics) (E&LL)	Q1	Q2	Q3	Q4	65%	Provisional result	Annual
	N/A	60.00%					
The percentage of pupils achieving the Level 1 threshold at the end of Key Stage 4 (5 GCSEs A*-G) (E&LL)	Q1	Q2	Q3	Q4	95.4%	Provisional result	Annual
	N/A	94.00%					
The percentage of pupils achieving the Core Subject Indicator (CSI) at the end of Key Stage 2 (E&LL)	Q1	Q2	Q3	Q4	90.2%	Provisional result	Annual
	N/A	90.2%					
The attainment gap in the Core Subject Indicator at the end of Key Stage 2 for those eligible for Free School Meals (FSM) and those not. (E&LL)	Q1	Q2	Q3	Q4	12	Provisional result	Annual
	N/A	9.6					
The attainment gap in the Level 2+ threshold at the end of Key Stage 4 for those eligible for Free School Meals (FSM) and those not. (E&LL)	Q1	Q2	Q3	Q4	30	Provisional result - indicates a widening of the gap - 1.5ppts larger	Annual
	N/A	34.2					
The percentage of children securing one of their first three choices of school placement – Primary (E&LL)	Q1	Q2	Q3	Q4	95%	Provisional result	Annual
	N/A	95%					
The percentage of children securing one of their first three choices of school placement – Secondary (E&LL)	Q1	Q2	Q3	Q4	82%	Provisional result	Annual
	N/A	82%					

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The percentage of Year 11 leavers making a successful transition from compulsory schooling to education, employment or training (E&LL)	Q1	Q2	Q3	Q4	98.5%		Annual
	N/A	N/A					
The percentage attendance – Primary (E&LL)	Q1	Q2	Q3	Q4	95.2%		Annual
	N/A	94.79%					
The percentage attendance – Secondary (E&LL)	Q1	Q2	Q3	Q4	94.5%		Annual
	N/A	94%					
The percentage of Children Looked After by Cardiff Council that achieve the Level 2+ threshold at the end of Key Stage 4 (E&LL)	Q1	Q2	Q3	Q4	25%		↑
	N/A	14.3%					
The percentage of Children Looked After by Cardiff Council that achieve the Core Subject Indicator at the end of Key Stage 2 (E&LL)	Q1	Q2	Q3	Q4	77%		↑
	N/A	84.20%					
The percentage of children in regulated placements who are placed in Cardiff (SS)	Q1	Q2	Q3	Q4	63%	381 / 662 of children placed in Cardiff.	↓
	59.60%	57.6%					
The number of schools designated as Rights Respecting Schools in Cardiff (E&LL)	Q1	Q2	Q3	Q4	22		↑
	N/A	35 (P)					
The % of children receiving support from the Adolescent Resource Centre (edge of care) who are receiving less than 25 hours of education provision a week	Q1	Q2	Q3	Q4	New Indicator Baseline being set	8 / 12 young people in receipt of less than 25 hours of education when they started receiving services	New
The percentage attendance of looked after pupils whilst in care in secondary schools (SS)	Q1	Q2	Q3	Q4	95%		Annual
	N/A	N/A					
The percentage of all care leavers in education, training or employment 12 months after leaving care (SS)	Q1	Q2	Q3	Q4	62%		Annual
	N/A	N/A					
The percentage of referrals to the Multi Agency Safeguarding Hub (MASH) that meet the intervention threshold. (SS)	Q1	Q2	Q3	Q4	New Indicator Baseline being set		New
	21.86%	19.89%					

Well-Being Objective: Cardiff is a great place to grow older

25.0%

75.0%

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Consolidate Cardiff's status as a recognised Dementia Friendly City to support those affected by dementia, enabling them to contribute to, and participate in, mainstream society. This will include • Phase 1: Refurbishing existing day centres to provide dementia support; • Phase 2: Establishing a specialist dementia day service in partnership with the University Health Board. (SS)	2018-19				
Empower people to remain independent at home and reduce reliance on intensive interventions by preventing hospital admissions, accelerating safe hospital discharge and supporting assisted living. Key activities will include • Promoting the First Point of Contact Service to prevent unnecessary hospital admissions; • Developing a First Point of Contact (hospitals) to integrate more effectively hospital discharge; • Extending the scope of services to the Independent Living Services; • Extending Direct Payments to more people; • Establishing re-ablement as the unifying model for the provision of community based domiciliary care. (P&C and SS)					
Deliver the older person's strategy to support independent living, including fully understanding their housing needs and aligning work between People & Communities, Health and Social Services. (P&C)					
Address social isolation and enhance quality of life of older people by developing inter-generational working within schools, community groups, leisure centres and private sector partners. (P&C)					

Well-Being Objective: Cardiff is a great place to grow older

50.0%	37.5%	12.5%
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Red (10% or more away from Target)	Amber (within 10% of target)	Green (on or above target)	Annual	Not Yet Available	New PI, baseline being set	RAG rating not given
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Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
Adults who are satisfied with the care and support they received. (SS)	N/A	N/A			New indicator, baseline being set		Annual
Adults reporting that they felt involved in any decisions made about their care and support. (SS)	N/A	N/A			New indicator, baseline being set		Annual
The percentage of clients who felt able to live independently in their homes following support from the Independent Living Services. (P&C)	100%	100%			95%	Actual Q2 result - 99.27% 136 / 137 clients. YTD 100% due to rounding	New
The percentage of adults who completed a period of re-ablement and have a reduced package of care and support 6 months later. (SS)	N/A	N/A			New indicator, baseline being set		Annual
The percentage of new cases dealt with directly at First Point of Contact (FPOC) with no onward referral to Adult Services. (P&C)	74.96%	74.98%			72%	Actual Quarter 2 result - 75.24% 623 / 828 cases dealt with	
The average number of calendar days taken to deliver a Disabled Facilities Grant (from first contact to payment date). P&C)	187	183			190	Actual Q2 result - 177	
The percentage of Telecare calls resulting in an ambulance being called out. (R)	5.25%	5.74%			10%	72 / 1,254. Calls. RAG rating not appropriate	N/A
The percentage of people who feel reconnected into their community through intervention from day opportunities. (P&C)	88%	91%			70%		

Well-Being Objective: Supporting People out of Poverty

12.5%

87.5%

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Create more paid apprenticeships and trainee opportunities within the Council (R)	March 2019				
Launch a Social Responsibility policy to ensure that local people and local communities benefit from the money the council spends on goods and services. (R)	March 2019				
Consider emerging guidance on undertaking statutory Health Impact Assessments to inform the development of the Corporate Plan 2019/22.					
Ensure support is available to mitigate potentially negative consequences associated with the roll-out of Universal Credit. (P&C)					
Act as an advocate for the Real Living Wage initiative and promote its adoption by the city's employers. (R)					
Better support people into work by integrating employment support services. (P&C)					
Use the new opportunities provided by Funding Flexibilities to work across directorates and funding streams, reviewing and realigning services. (P&C and E&LL)					
Deliver the Rough Sleeper Strategy to address rough sleeping in the city. (P&C)					

Well-Being Objective: Supporting People out of Poverty

20.0%		80.0%								
Red (10% or more away from Target)	Amber (within 10% of target)	Green (on or above target)	Annual	Not Yet Available	New PI, baseline being set					
Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)			
	Q1	Q2	Q3	Q4						
The number of people receiving into work advice through the gateway (P&C)	10,331	21,726			43,000	Actual Q2 result - 11,395	New			
The number of clients that have been supported into employment having received tailored support through the gateway (P&C)	252	449			623	Actual Q2 result - 197	New			
The number of employers that have been assisted by the Council's employment support service (P&C)	87	174			80	Actual Q2 result - 87	New			
The number of opportunities created for paid apprenticeships and traineeships within the Council (R)	97	123			100		↑			
The number of customers supported and assisted with their claims for universal credit (P&C)	416	2,170			1,500	Actual Q2 result - 1,403	↑			
Additional weekly benefit identified for clients of the City Centre Advice Team (P&C)	£3.7m	£7.4m			£13m	Actual Q2 Result £3,653,616	↓			
The number of rough sleepers assisted into accommodation (P&C)	55	83			168		↓			
The % of households threatened with homelessness successfully prevented from becoming homeless. (P&C)	68%	68%			60%	301 / 443 households, prevented	↓			
The % of people who experienced successful outcomes through the Homelessness Reconnection Service. (P&C)	60%	66.67%			70%	Actual Quarter 2 result - 74.07%	↑			
The % of clients utilising Housing First for whom the cycle of homelessness was broken. (P&C)	100%	100%			50%	All 5 clients successfully maintaining tenancies	New			

Well-Being Objective: Safe, Confident and Empowered Communities

40.9%

59.1%

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Implement the National Community Cohesion Action Plan 2017/2020, and undertake a review of the Local Delivery Plan in April 2018. Activities will include: <ul style="list-style-type: none"> Working collaboratively with the Welsh Government to support engagement with communities experiencing exclusion or prejudice; Supporting the National Hate Crime Report and Support Centre by encouraging victims of hate crime to report incidents to the police or third-party reporting centres. (R) 	April 2018	Green	Yellow	White	White
Help prevent violence against women, domestic abuse and sexual violence by developing a regional strategy, implementing the newly-commissioned services for female victims and exploring a regional service for male victims by. (P&C)	Summer 2018	Green	Yellow	White	White
Continue to develop the Community Hub and Well-being programme in collaboration with the University Health Board and other partners. Activities include: <ul style="list-style-type: none"> Completing the extended St Mellons Community Hub by Summer 2018; Working with partners to investigate other Hub projects such as: <ul style="list-style-type: none"> - Developing additional library-based Hub facilities; - Developing a network of youth service Hubs. (P&C) 	Summer 2018	Green	Green	White	White
Review and reform the Community Safety Partnership governance and delivery arrangements to focus on shared priorities. (R)	October 2018	Green	Yellow	White	White
"Invest in the regeneration of local communities by: <ul style="list-style-type: none"> Schemes programme Completing the further development of the Butetown Pavilion Scheme; Completing a new retail parade of 9 shop units as part of the Maelfa redevelopment Launching a further round of the Neighbourhood Renewal Exploring opportunities for further long-term investment through the Targeted Regeneration Investment Programme"(P&C) 	Autumn 2018 Spring 2019;	Green	Green	White	White
Continue to implement a sustainable finance and service delivery strategy across Children's and Adult Services, where the commissioning and delivery of services is evidence-based, outcome-focussed and commercially sound. (SS)	Throughout 2018-19	Yellow	Yellow	White	White
Develop a new major events strategy to deliver events in the city for the next 5 years. (ED)	2019	Green	Green	White	White

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Empower people with a learning disability to be more independent by developing a Regional Learning Disabilities Strategy. (SS)	March 2019	Green	Green		
Ensure children and adults are protected from risk of harm and abuse by: <ul style="list-style-type: none"> Revising the Child Sexual Exploitation Strategy to encompass new and emerging themes of child and adult exploitation; Raising awareness among public and professionals safeguarding issues for the duration of the plan; Continuing implementation with key partners of the 'Signs of Safety' model, a strength-based, whole-service methodology for working with children and families in need of care and support for completion Designing and implement a parallel model in Adult Services. (SS)" 	March 2019 2022 2022	Yellow	Yellow		
Continue to develop and support the workforce by implementing the requirements of the Regulation and Inspection of Social Care (Wales) Act 2016 and ensuring that all relevant professionals are appropriately qualified. (SS)	2020	Yellow	Yellow		
Promote and support the growth of the Welsh Language to help meet the Welsh Government's 'Cymraeg 2050: A million Welsh speakers' strategy by • Delivering Cardiff Council's commitments in the city-wide Bilingual Cardiff Strategy 2017-2022; • Expanding the provision of Welsh medium education and promoting Welsh in English medium education. (R and E&LL)	2017-2022	Green	Green		
Respond to the Parliamentary Review of Health and Social Care in Wales, which makes the case for reforming Wales' health and care system, particularly the way care and support is provided. (SS & P&C)		Green	Green		
Ensure that the Council's Corporate Safeguarding Strategy is implemented. (All Directorates)		Green	Green		
Prevent children entering the criminal justice system and work with those already in the criminal justice system to reduce their reoffending through the interventions delivered by the Cardiff Youth Offending Service. (SS)		Yellow	Yellow		
Tackle substance misuse in the city by undertaking a review of the risk factors with a focus on supporting young people. (R)		Green	Yellow		
Deliver the Night Time Economy Strategy – working with Public Services Board partners. (R)		Green	Green		
Drive up standards in the private rented housing sector by taking enforcement action against rogue agents and landlords letting and managing properties. (R)		Green	Green		

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Deliver Phase 2 of the neighbourhood partnership scheme to: • Give people a voice in shaping Council services; • Better connect people with local service providers and activities in their Neighbourhoods. (P&C and R)					
Establish a more strategic approach and develop a programme for allocating capital contributions designed to deliver improvements to our parks and green spaces. (ED)					
Work with partners to develop strategic plans for the development of sport and culture in the city that secure increases in participation and attract investment in our facilities. (ED)					
Work with our network of 'Friends of' and volunteer groups to engender a sense of ownership within local communities in the management and development of our parks and green spaces, and to secure improvements in local environmental quality. (ED)					
Support the development of the creative sector and help unlock investment opportunities by working with partners from the Universities and the Creative Economy on bids to the Arts, Humanities and Research Council. (ED)					

Well-Being Objective: Safe, Confident and Empowered Communities

29.4%	5.9%	47.1%	17.6%
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Red (10% or more away from Target)	Amber (within 10% of target)	Green (on or above target)	Annual	Not Yet Available	New PI, baseline being set
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Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The percentage of Council Staff completing Safeguarding Awareness Training. (R)	13.59%	19.62%			50%	1,227 employees have completed the module	New
The percentage of Council staff completing the Level 1 online module of the National Training Framework on violence against women, domestic abuse and sexual violence as a percentage of all staff. (P&C)	16%	27%			100%	1,475 in Q2, making a total of 3,566 against a headcount of 13,332	↑
The total number of children and adults in need of care and support using the Direct Payments Scheme (local). (SS)	802	845			910		↑
The percentage of Children's Services Social Work Vacancies. (SS)	27.7%	31.20%			18%	165.4 vacancies / 529.8 posts over the quarter.	↓
The number of children entering the criminal justice system. (SS)	35	25			18	Improved performance as procedural changes are embedded	↓
The percentage of customers satisfied with completed regeneration projects. (P&C)	83%	91%			70%		New
The number of visitors to libraries and Hubs across the city. (P&C)	634k	1.3m			3.3m	Actual Q2 result - 691,407	↓
The percentage of customers who agreed with the statement 'Overall the Hub met my requirements/I got what I needed'. (P&C)	97%	98%			95%	Actual Q2 result - 99%. 1,644 / 1,668 people	↑
The number of visits (hits) to the volunteer portal. (P&C)	13,363	31,330			50,000	Actual Q2 Result - 17,967 (page views)	New
The number of Council employees who have undertaken Welsh Language Awareness training. (R)	N/A	N/A			Increase current levels		Annual

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The number of Council employees who have undertaken Welsh Language training. (R)	Q1	Q2	Q3	Q4	Increase current levels		Annual
	N/A	N/A					
The number of Green Flag Parks and Open Spaces. (ED)	Q1	Q2	Q3	Q4	12		Annual
	N/A	N/A					
The number of volunteer hours committed to parks and green spaces. (ED)	Q1	Q2	Q3	Q4	18,000		
	4,803	3,892					
The number of individuals participating in parks/ outdoor sport. (ED)	Q1	Q2	Q3	Q4	170,000		
	39,699	32,173					
Total number of children aged 7-16 engaged in Sport Cardiff-led activities. (ED)	Q1	Q2	Q3	Q4	30,000		
	6,802	4,446					
The number of attendances at our leisure facilities. (ED)	Q1	Q2	Q3	Q4	1.499m		
	367k	358k					
Attendance at Commercial Venues. (ED)	Q1	Q2	Q3	Q4	879,800		New
	213.5k	228.5k					

Well-Being Objective: A Capital City that Works for Wales

9.1%

90.9%

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Bring forward a new Economic Vision for the future development of Cardiff by launching a White Paper. (ED)	2018				
Begin work on a new Bus Station as part of an Integrated Transport Hub. (ED)	2018				
Agree the business plan for the regeneration of Central Station and begin construction by 2019. (ED)	2018 2019				
Develop a Music Strategy to promote the city as a music destination. (ED)	October 2018				
Develop a new vision and masterplan for Cardiff Bay including the next phase of development of the International Sports Village. (ED)	End of 2018				
Develop a business plan to protect the city's historic assets. (ED)	End of 2018				
Develop a plan for a new mixed-use development at Dumballs Road. (ED)	2019				
Launch a new Industrial Strategy for East Cardiff, aligned to the completion of the Eastern Bay Link. (ED)	2019				
Grow the city centre as a location for businesses and investment by completing a new business district delivering an additional 300,000ft ² of 'Grade A' office space at Metro Central. (ED)	2020				
Prioritise the delivery of a new Multi-Purpose Indoor Arena in the best possible location to ensure it can attract premier national and international events. (ED)					
Work with Cardiff Capital Region partners to ensure that City Deal investment supports the economic development opportunities of the city-region. (ED and PTE)					

Well-Being Objective: A Capital City that Works for Wales

25.0%	25.0%	50.0%
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Red (10% or more away from Target)	Amber (within 10% of target)	Green (on or above target)	Annual	Not Yet Available	New PI, baseline being set
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Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
New and safeguarded jobs in businesses supported by the Council, financially or otherwise. (ED)	Q1	Q2	Q3	Q4	500		
	783	359					
The amount of 'Grade A' office space committed to in Cardiff (sq. ft.) (ED)	Q1	Q2	Q3	Q4	150,000		
	0	0					
Number of staying visitors. (ED)	Q1	Q2	Q3	Q4	2% Increase (Approx. 40,000)		Annual
	N/A	N/A					
Total visitor numbers. (ED)	Q1	Q2	Q3	Q4	3% Increase (Approx. 630,000)		Annual
	N/A	N/A					

Well-Being Objective: Cardiff grows in a resilient Way

21.4%

78.6%

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Develop an outline business case for the District Heat Network proposal, subject to National Government Capital Grant award and Capital Budget approval. (PTE)	Spring 2018				
Launch the on street bike hire scheme (PTE)	May 2018				
Deliver the Annual Parking Report (August 2018) that includes enforcement activity and progress on the parking strategy as well as an assessment of pavement parking (December 2018). (PTE)	August 2018				
Develop a City Food Strategy supporting local food growth, sustainable use and street food. (PTE)	September 2018				
Develop a 'Total Street' delivery plan to keep streets and public spaces clean and well maintained. (PTE)	September 2018				
Progress a 5 Megawatt solar farm at Lamby Way by submitting a bid for planning consent in order to generate clean renewable energy and help Cardiff Council become Carbon Neutral. (PTE)	November 2018				
Develop and launch a new Transport & Clean Air Vision for the city. (PTE)	September 2018				
Explore and develop a commercial and collaboration strategy for key services by looking at how Cardiff can work in partnership to deliver services providing positive outcomes. (PTE)	December 2018				
Develop a spatial masterplan to create new high quality, shared space for pedestrians, cyclists and vehicles throughout the city centre and key neighbourhoods. (PTE)	2018/19				
Make Cardiff roads safer by implementing 20mph speed limits through a phased programme of delivery, focusing on Gabalfa, Butetown and Grangetown. (PTE)	2018/19				
Convene regular Design Review Meetings to consider and make recommendations to development proposals submitted to the Local Planning Authority, and publish an annual Design Review Monitoring document. (PTE)	January 2019				
Develop options for long-term regional partnership recycling infrastructure arrangements (PTE)	March 2019				
Develop an electric vehicles strategy. (PTE)	December 2019				
Undertake a scoping assessment for a Clean Air Zone in Cardiff (PTE)	December 2019				
Ensure every school in Cardiff has developed an Active Travel plan - including training and/or infrastructure improvements. (PTE)	2020				

Steps	Target completion date	RAG Status			
Improve the cycling and walking network in Cardiff by delivering prioritised routes within the Active Travel Integrated Network Map, including phase 1 of the Cycle Super Highway (PTE)	2021	Q1	Q2	Q3	Q4
Deliver at least 2,000 new Council homes, of which at least 1,000 will be delivered by May 2022. (P&C)	May 2022	Q1	Q2	Q3	Q4
Increase the delivery of new houses to meet housing need through the development of Local Development Plan strategic sites including 6,500 new affordable homes. (PTE)	2026	Q1	Q2	Q3	Q4
Support the delivery of the Council's Active Travel agenda by working with the Active Travel Advisory groups. (PTE)		Q1	Q2	Q3	Q4
Improve the condition of the highways and address issues such as potholes by delivering active programmes of work from minor road repairs through to full-scale resurfacing works. (PTE)		Q1	Q2	Q3	Q4
Continue to build on the partnership with British Heart Foundation to support re-use in the city by expanding the usage of re-use centres (PTE)		Q1	Q2	Q3	Q4
Undertake targeted education campaigns in communities where recycling rates are low. (PTE)		Q1	Q2	Q3	Q4
Consult on amendments to Recycling Waste Strategy and collections – including introducing wheelie bins into new areas of the city and asking households to separate glass from their recycling and implementing the new approach in order to meet the new Welsh Government blueprint for increasing recycling (PTE)		Q1	Q2	Q3	Q4
Support the delivery of high-quality and well-connected communities - as described by the Council's Master Planning Principles – by using the Planning, Transport & Place-making services to secure Section 106 Agreements on Local Development Plan strategic sites. (PTE)		Q1	Q2	Q3	Q4
Tackle fly-tipping, littering and highway licensing (PTE)		Q1	Q2	Q3	Q4
Develop a Climate Change Investment Policy for consideration by the Pensions Committee by December 2018, in consultation with the Pension Fund's independent advisers and the other LGPS funds in Wales. (R)		Q1	Q2	Q3	Q4
Improve the productivity and performance of Street Scene Services by reviewing a range of customer focussed APSE benchmark indicators to establish relative performance and identify opportunities for further improvement. (PTE)		Q1	Q2	Q3	Q4
Explore opportunities for a new Household Waste Recycling Centre by reviewing all site options within Local Development Plan allocated areas as well as established communities. (PTE)		Q1	Q2	Q3	Q4

Well-Being Objective: Cardiff grows in a resilient Way

5.6%	38.9%	11.1%	44.4%
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Red (10% or more away from Target)	Amber (within 10% of target)	Green (on or above target)	Annual	Not Yet Available	New PI, baseline being set
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Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The percentage of municipal waste collected and prepared for re-use and / or recycled (PTE)	Q1 NYA	Q2 NYA	Q3	Q4	62%	NRW Validation	Not yet available
The maximum permissible tonnage of biodegradable municipal waste sent to landfill (PTE)	Q1 NYA	Q2 NYA	Q3	Q4	<33,557 tonnes	NRW Validation	Not yet available
Number of investigations and enforcement actions per month (PTE)	Q1 2,180	Q2 4,626	Q3	Q4	250 per month	Q2 result is 2,446	New
Number of education and engagement actions per month (PTE)	Q1 3,358	Q2 3,641	Q3	Q4	250 per month	Q2 result is 283	New
Modal Split for All Journeys by 2026: Proportion of People Travelling to Work by Sustainable Transport Modes (PTE)	Q1 N/A	Q2 N/A	Q3	Q4	46.3%		Annual
Percentage reduction in carbon dioxide emissions from Council buildings (PTE)	Q1 N/A	Q2 N/A	Q3	Q4	2%		Annual
The level of NO2 across the city (PTE)	Q1 N/A	Q2 N/A	Q3	Q4	35µg/m3		Annual
Percentage of principal (A) roads that are in overall poor condition (PTE)	Q1 N/A	Q2 N/A	Q3	Q4	5%		Annual
Percentage of non-principal/classified (B) roads that are in overall poor condition. (PTE)	Q1 N/A	Q2 N/A	Q3	Q4	7%		Annual
Percentage of non-principal/classified (C) roads that are in overall poor condition (PTE)	Q1 N/A	Q2 N/A	Q3	Q4	7%		Annual
Total number of new Council homes completed and provided (P&C)	Q1 23	Q2 36	Q3	Q4	200	Current projections indicate that 140 new homes will be delivered by 31.3.19	New
Percentage of householder planning applications determined within agreed time periods (PTE)	Q1 95.18%	Q2 93.58%	Q3	Q4	80%		
The percentage of major planning applications determined within agreed time periods (PTE)	Q1 93.75%	Q2 85.71%	Q3	Q4	25%		

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The percentage of affordable housing at completion stage provided in a development on greenfield sites (PTE)	Q1	Q2	Q3	Q4	30%		Annual
	N/A	N/A					
The percentage of affordable housing at completion stage provided in a development on brownfield sites (PTE)	Q1	Q2	Q3	Q4	20%		Annual
	N/A	N/A					
The percentage of highways inspected of a high or acceptable standard of cleanliness (PTE)	Q1	Q2	Q3	Q4	90%		
	94.34%	92.86%					
The percentage of reported fly tipping incidents cleared within 5 working days (PTE)	Q1	Q2	Q3	Q4	90%		
	99.87%	99.66%					
The percentage of reported fly tipping incidents which lead to enforcement activity (PTE)	Q1	Q2	Q3	Q4	70%		
	90.17%	94.64%					

Well-Being Objective: Modernising and Integrating our Public Services

42.9%

57.1%

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Ensure that the Council's consultation and engagement work is as representative as possible through reviewing and refreshing the Council's citizen engagement tools, including the Citizen Panel. (R)	June 2018				
Progress the Council's Digital First Agenda by undertaking a service review of ICT. This will include <ul style="list-style-type: none"> Assessing the Council's ICT infrastructure to identify opportunities for Cloud-Based solutions. Mapping business processes to identify opportunities for simplification, integration and automation. (R) 	December 2018				
Assets and Property: Modernise the management and operation of the Council's estate to achieve fewer but better buildings by <ul style="list-style-type: none"> Completing the comprehensive review of the Council's estate; Fully establishing the new Corporate Landlord delivery model and ensure all of the Council's estate is compliant. (ED) 	End of 2018				
Improve the health and well-being of our employees by reducing sickness absence through continued monitoring, compliance and support for employees and managers. (R)	March 2019				
Support staff development by further improving the Personal Review scheme so that every employee has the opportunity to have a conversation about their development and performance. (R)	March 2019				
Champion equality and diversity, making sure that citizens' rights are protected in any changes to our public services, by implementing year three of the Council's Strategic Equality Plan 2016-2020. (R)					
Get people and communities more involved in decisions. (G&L)					

Well-Being Objective: Modernising and Integrating our Public Services

14.3%	7.1%	7.1%	35.7%	35.7%
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Red (10% or more away from Target)	Amber (within 10% of target)	Green (on or above target)	Annual	Not Yet Available	New PI, baseline being set
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Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
Reduce the gross internal area (GIA) of buildings in operational use (ED)	Q1	Q2	Q3	Q4	4%		
	0.00%	NYA					
Reduce the total running cost of occupied operational buildings (ED)	Q1	Q2	Q3	Q4	3.1%		
	0.03%	NYA					
Reduce the maintenance backlog (ED)	Q1	Q2	Q3	Q4	5.4% reduction		
	0.01%	NYA					
Capital income generated (ED)	Q1	Q2	Q3	Q4	£15.19m		
	£400k	NYA					
The number of customer contacts to the Council using digital channels (R)	Q1	Q2	Q3	Q4	10% increase	Actual Q2 result is approx. 50,000 more contacts than Q2 2017-18	↑
	212k	385k					
Percentage of staff that have completed a Personal Review (excluding school staff) (R)	Q1	Q2	Q3	Q4	100%	Figures not compiled in Q2	Not Applicable
	97.26%	N/A					
The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence. (R)	Q1	Q2	Q3	Q4	9.5	Actual Q2 result - 4.73 days lost per FTE	↑
	10.15	10.41					
Maintaining customer/citizen satisfaction with Council Services (R)	Q1	Q2	Q3	Q4	75%		Annual
	N/A	N/A					
The percentage of draft committee minutes published on the Council website within 10 working days of the meeting being held. (G&L)	Q1	Q2	Q3	Q4	80%		↑
	44%	59%					
The number of external contributors to Scrutiny Meetings (G&L)	Q1	Q2	Q3	Q4	140	1389 responses to Litter survey	↑
	2,300	1419					
The total number of webcast hits: Full Council (G&L)	Q1	Q2	Q3	Q4	2,500		New
	N/A	N/A					
The total number of webcast hits: Planning Committee (G&L)	Q1	Q2	Q3	Q4	2,000		New
	N/A	N/A					
The total number of webcast hits: Scrutiny (G&L)	Q1	Q2	Q3	Q4	500		New
	N/A	N/A					
The percentage of voter registration (G&L)	Q1	Q2	Q3	Q4	90%		Annual
	N/A	N/A					

Mae'r dudalen hon yn wag yn fwriadol



CABINET MEETING:15 NOVEMBER 2018

TREASURY MANAGEMENT MID-YEAR REPORT 2018-19

**FINANCE, MODERNISATION AND PERFORMANCE (COUNCILLOR
CHRIS WEAVER)**

AGENDA ITEM: 11

Annexes B & C to Appendix 1 to this report are not for publication as they contain exempt information of the description in Paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972.

Reason for this Report

1. To inform members of the Council's treasury management activities since 1 April 2018 and the position as at 30 September 2018.

Background

2. The Council's treasury management activities are governed by legislation and a Code of Practice developed by the Chartered Institute of Public Finance and Accountancy (CIPFA) updated in 2017.

Issues

3. In the budget report of February 2010, Council adopted CIPFA's Treasury Management Code by formal acceptance of the Four Clauses of Treasury Management and Treasury Management Policy Statement as Council policy.
4. In accordance with these policies, this report provides members with a mid year update of Treasury Management activities as at 30 September 2018. Council requires the scrutiny of the accounting, audit and commercial issues of its Treasury Management Strategy and Practices to be undertaken by the Council's Audit Committee. Audit Committee have received a number of reports in relation to 2018/19 treasury Management activities including, performance reports and Treasury Management Practices.
5. The mid-year report and supporting Annexes are attached as Appendix 1 and is to be referred to Council on the 29 November 2018 after consideration by the Cabinet.

Reasons for Recommendations

6. Council policy requires the Treasury Management Mid-Year Report 2018-19 update to be submitted to Council.

Legal Implications

7. No direct legal implications arise from this report.

Financial Implications

8. The Council's treasury management activities are undertaken in accordance with the policies adopted by Council and under professional codes of conduct established by CIPFA, the Welsh Government and the Corporate Director Resources as part of Treasury Management Practices. This report is part of a suite of reports that members receive on the Council's treasury management activities during the course of a year. Whilst there are no direct financial implications arising from this report, the risks involved with treasury management are continuously reviewed in conjunction with the Council's treasury management advisors.

RECOMMENDATION

Cabinet is recommended to agree that Council be recommended to note the Treasury Management Mid Year Report 2018-19 (Appendix 1)

SENIOR RESPONSIBLE OFFICER	CHRISTINE SALTER CORPORATE DIRECTOR RESOURCES
	9 November 2018

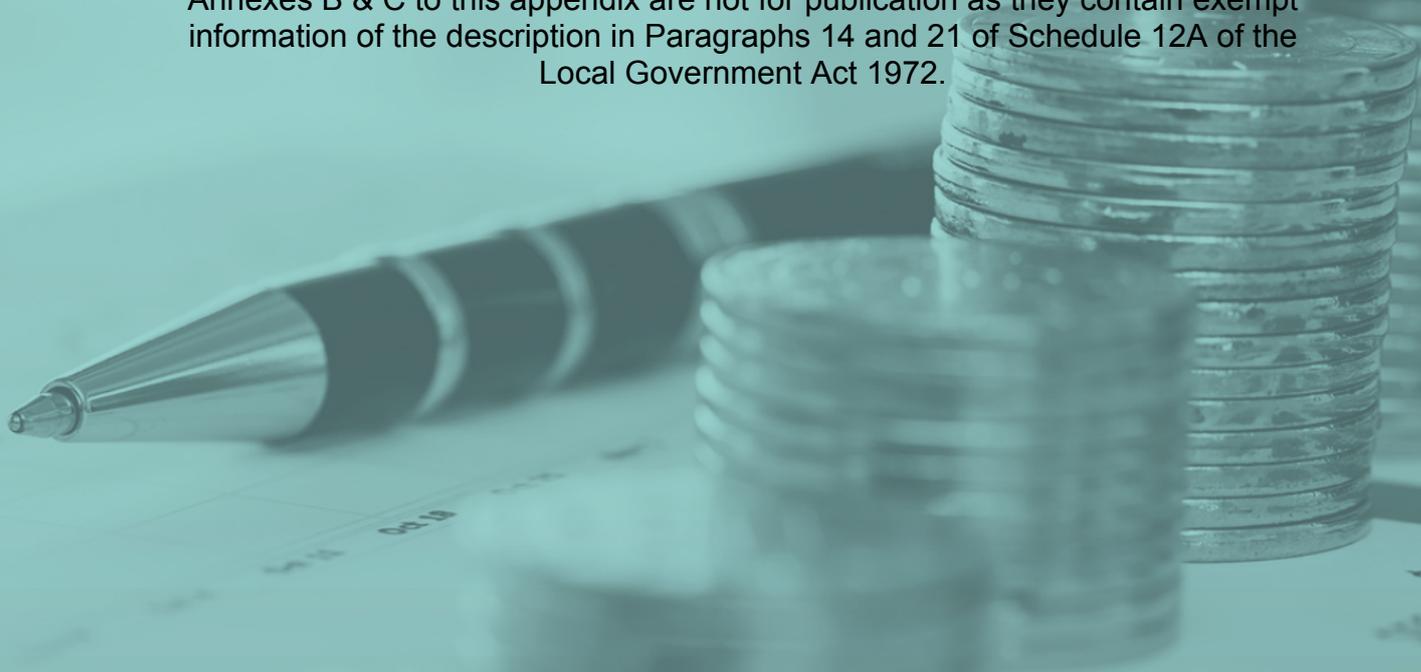
The following Appendix is attached:-

- Appendix 1: Treasury Management Mid Year Report 2018-19
- Annexe A – Treasury Management Policy Extract
 - Annexe B – Investments at 30 September 2018
 - Annexe C – Investment Charts at 30 September 2018
 - Annexe D – Maturity Analysis of borrowing as at 30 September 2018
 - Annexe E – Glossary of Treasury Management terms

Treasury Management Mid-Year Report

2018-19

Annexes B & C to this appendix are not for publication as they contain exempt information of the description in Paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972.



Introduction

- 1.1 Treasury management activities are the management of an organisation's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
- 1.2 The Council carries out its treasury management activities in accordance with a Treasury Management Code of Practice for public services, updated by CIPFA in 2017. This requires the Council to set out the policies and objectives of its treasury management activities and adopt four Clauses of Treasury Management (replicated in **Annexe A**). Changes recommended by the Code will be considered as part of the Treasury Strategy for 2019/20 and the requirements are considered later in this report.
- 1.3 Council received a report in February 2018 on the Council's Treasury Management Strategy for 2018/19. During 2018/19, Audit Committee has received periodic updates on the position and performance of Treasury Management and the issues included in the report below. In addition Council received in September 2018 the Annual Report on the Outturn for Treasury Management for 2017/18.
- 1.4 In accordance with Council policy, this report provides members with a mid-year update as at 30 September 2018 and covers:-
 - the economic background to treasury activities
 - investments
 - borrowing
 - debt rescheduling
 - compliance with treasury limits and prudential indicators
 - Treasury strategy, accounting and Treasury Management Code update for remainder of year.
- 1.5 Annexe E includes a glossary which defines key terms used in this report.

Economic Background

- 2.1 Whilst UK growth in the first half of the year has been modest, this coupled with concern about the build up of inflationary pressures as a result of reduction in the value of sterling was sufficient for the Bank of England to raise the bank base rate to 0.75% in August 2018. Whilst financial markets are assuming the next increase in 2019 there are a number of local and international factors that will influence the approach and timing. These include:-

- risks to wage and price inflation in the UK, with indications that employers are finding difficulties in filling job vacancies with suitable staff
- strong economic growth, reversal of the stimulus measures of quantitative easing previously introduced and increasing interest rates in the United States of America
- international trade risks impacting on growth and levels of debt
- uncertainty around the terms and implications of the UK's exit from the European Union.

2.2 With this in mind, the table below shows the Council's treasury management advisors August forecast for bank rate and Public Works Loan Board (PWLB) borrowing rates. Until more definitive data highlighting an increase is available, the forecast continues to show an increase in the second quarter of 2019, with a further review of the forecast to be undertaken in November.

	30/09/2018	March 2019	March 2020	March 2021
Bank Rate	0.75%	0.75%	1.00%	1.50%
5yr PWLB rate	1.93%	2.10%	2.30%	2.60%
10yr PWLB rate	2.33%	2.50%	2.80%	3.10%
25yr PWLB rate	2.74%	3.00%	3.30%	3.50%
50yr PWLB rate	2.56%	2.80%	3.10%	3.30%

2.3 PWLB rates are based on gilt yields and are thus subject to volatility caused by the uncertainties highlighted above along with geopolitical events. It can be seen from the table that the cost of borrowing remains significantly in excess of the rates that are available from investments. Borrowing rates have reduced in recent years as part of a bond buying programme by the Bank of England (Quantitative Easing). However central banks also need to consider the timing and strength of reversing the quantitative easing which was undertaken to inject liquidity into economies after 2008. There are concerns that economic growth has been too reliant on this stimulus resulting in a search for returns on riskier financial assets. Accordingly, whilst there are short term influences on rates, the overall long term forecast is for PWLB rates to rise. Increases in borrowing rates will impact on the costs of new borrowing to be undertaken. There will be no impact on existing borrowing as this is at fixed rates of interest.

Investment

3.1 The management of the Council's cash flows may involve temporary lending of surplus funds to low risk counterparties or temporary borrowing pending receipt of income.

- 3.2 The Council's investment priorities remain the security and then liquidity of its Treasury investments. The Council also aims to achieve the optimum return appropriate to these priorities.
- 3.3 The Council invests with financial institutions in accordance with criteria approved in its Treasury Strategy. The categories, names, periods and size limits on this list can be extended, varied or restricted at any time by the Corporate Director Resources under delegated powers. Based primarily on Fitch credit criteria and a number of other factors which the Council takes into account, lending to these institutions is subject to time and size limits and credit worthiness continues to be carefully monitored. There have been no changes made to the list of eligible counterparties included as part of the 2018/19 Treasury Management Strategy approved by Council.
- 3.4 Following the introduction of The Markets in Financial Instruments Directive (MiFID) in January 2018, the Council has opted to be classified as a professional client rather than a retail client by financial institutions.

The Government's Funding for Lending Scheme has had the impact of reducing returns on investments. Returns are likely to remain low during 2018 and gently rise over the next few years. The approach of deferring external borrowing by using temporary cash balances has served well over the last few years. However, caution should be adopted to avoid incurring higher borrowing costs in the future when new borrowing is unavoidable.

- 3.5 At the 30 September 2018, investments stood at £65.2 million. These temporary funds fluctuate daily and arise for a number of reasons, including the timing differences between the receipt of grant and other income and the utilisation of these funds on salaries and other operating costs. It includes the level of reserves, provisions, and other balances. It is also affected by the timing of borrowing and capital expenditure transactions. **Annexe B** shows with whom these investments were held as at 30 September 2018. All investments are deemed recoverable.
- 3.6 A selection of performance indicators and benchmarking charts, is included in **Annexe C** as follows:-
- **Counterparty exposure** displays actual investment against the maximum permitted directly with an organisation. This demonstrates that we are not exceeding any exposure limits.
 - **Remaining maturity profile of investments.** This shows the duration of investments is spread and that the Council is taking advantage of slightly higher rates for longer term investment where reasonable to do so.
 - **Investments by institution.** This expresses the investments held with different institutions as a percentage of the total and shows diversification is sought where possible.

- **Geographic spread of investments** as determined by the country of origin of relevant organisations. All countries are rated AA and above as per our approved criteria and are licensed to take UK deposits. Investments are in Sterling only.
- **Investments by Financial Sector.** The majority of investments continue to be with banks.

3.7 Whilst a difficult figure to forecast due to the uncertainty of the markets, cash flows and the number of variables that impact on the figure, the forecast level of interest receivable from treasury investments for 2018/19 is £485,000. The return achieved since the start of the year is 0.68% compared to the benchmark 7 day London Interbank Bid Rate (LIBID) of 0.44% and 3 month LIBID 0.61%

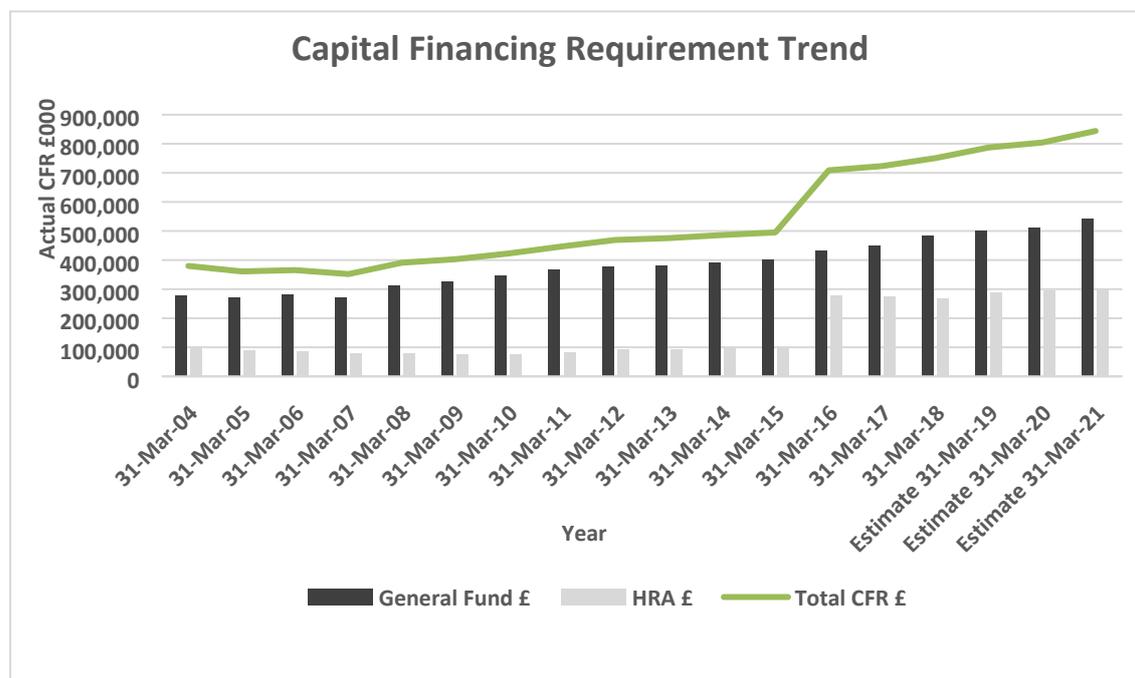
Borrowing

- 4.1 Long term borrowing is undertaken to finance the Council's Capital Programme and the main sources of borrowing currently are the PWLB and the Money Markets. The Council does not separate General Fund and Housing Revenue Account borrowing as all borrowing is the liability of the Council i.e borrowing is 'pooled'.
- 4.2 Where capital expenditure has been incurred without a resource to pay for it immediately e.g. via capital receipts, grants or other contributions, this will increase what is termed the Council's Capital Financing Requirement (CFR) or its need to undertake borrowing. The Council is required to make an annual prudent provision for the repayment of historic capital expenditure from its revenue budget and set this at a level that considers previous and future borrowing commitments as well as the period over which the benefits of capital expenditure are expected. This reduces the CFR. Calculation of the CFR is summarised in the following table and results in the need to borrow money.

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

- 4.3 The CFR forecast is subject to the timing of capital expenditure, capital receipts and new schemes that may be considered for approval in future years. It can be seen that the Council's underlying need to borrow is increasing and will need to be repaid from future revenue budgets either from savings, revenue income or Council Tax and Housing Rents.

- 4.4 The historic trend in the CFR is shown with the increase in 2015/16 reflecting the Housing Revenue Account subsidy buyout as reported previously.



- 4.5 At 30 September 2018, the Council had £689.6 million of external borrowing predominantly made up of fixed interest rate borrowing from the PWLB payable on maturity.

31-Mar-18			30-Sep-18	
£m	Rate (%)		£m	Rate (%)
631.8		Public Works Loan Board	628.5	
51.0		Market (Lender Option Borrower Option)	51.0	
4.6		Welsh Government	4.6	
5.9		Other	5.5	
693.3	4.64	Total External Debt	689.6	4.63

New borrowing undertaken during the year to date

- 4.6 Interest free loans of £0.11 million from Salix have been received for project specific energy schemes.

Maturing Loans in year to date

- 4.7 **Annexe D** shows the maturity profile of the Council's borrowing as at 30 September 2018. Loans of £3.7 million have been repaid in the first half of this year, a further £0.81 million is due to be repaid by 31 March 2019.

Unless the Council's Lender Option Borrower Option loans (LOBO's) are required to be repaid early, very little debt matures within the next 10 years.

- 4.8 (LOBO) products are loans to the Council where the lender can request a change in the rate of interest payable by the Council on pre-determined dates. The Council at this point has the option to repay the loan.
- 4.9 The Council has 6 such loans totalling £51 million. Apart from the option to increase rates, these loans are comparable to PWLB and have no other complications such as variation in interest rates or complex terms.
- 4.10 Interest rates on these loans range between 3.81% and 4.35% which are not unreasonable and are below the Council's average rate of interest payable. Details of the loans are shown in the table below.

£m	Potential Repayment Date	Option Frequency	Full Term Maturity
6	21/11/2018	6 months	21/11/2041
6	21/11/2018	6 months	21/11/2041
6	21/11/2018	6 months	23/05/2067
6	01/03/2019	6 months	23/05/2067
22	23/11/2020	5 years	23/11/2065
5	16/01/2023	5 years	17/01/2078

- 4.11 LOBO's to the value of £24 million are subject to the lender potentially requesting a change in the rate of interest payable every six months, which could trigger early repayment. This is deemed unlikely and any risk is a manageable refinancing risk as LOBOs in total, form a relatively low proportion of the Council's overall borrowing at 7.4%.

Borrowing Strategy

- 4.12 The borrowing strategy outlined in the February 2018 budget report indicated that:-

Whilst investment rates remain lower than long term borrowing rates internal borrowing will be used to minimise short-term costs where possible

In order to mitigate against the risk of borrowing rates rising faster than currently anticipated, external borrowing (short medium and long term) for an element of the Council's borrowing requirement will be taken as has been done in previous years. This will aim to keep internal borrowing to approximately 10% or less of the forecast Capital Financing Requirement for 2018/19.

Any external borrowing will consider the balance between fixed rates and variable rates to meet the long term borrowing policy aims identified in this report previously. Fixed rates would be taken if the borrowing need is high and rates are likely to increase, and conversely variable rates, if any borrowing need is temporary and rates are likely to fall.

- 4.13 As shown in the interest rate forecasts set out in paragraph 2.2, long term borrowing rates are higher than investment rates which means that the cost of undertaking new borrowing would have a negative impact on the revenue budget. External borrowing may be deferred in order to minimise short term costs by using temporary cash balances to pay for capital expenditure rather than placing in an investment. This is termed 'internal borrowing'. However deferring borrowing is only a short term measure and could expose the Council to higher borrowing rates and costs in the future. The Council has taken an approach of undertaking external borrowing for an element of any borrowing requirement to mitigate any such risk.
- 4.14 If no further PWLB or Market borrowing is undertaken, the value of external loans at 31 March 2019 will be £689 million. At the same point, the Council's need to borrow for capital expenditure purposes, its Capital Financing Requirement (CFR), is currently forecast to be circa £785 million (General Fund £500 million and HRA £285 million). Without any further borrowing this financial year internal borrowing would be £96 million. In order to ensure this is manageable, it is currently anticipated that borrowing of circa £20 million will be undertaken during the second half of 2018/19.
- 4.15 The estimated total interest payable on borrowing for 2018/19 is £32.2 million which includes interest payable by the Housing Revenue Account.

Debt Rescheduling

- 5.1 No debt rescheduling or early repayment of debt has been undertaken to date in 2018/19. The main obstacle remains the level of premium (penalty) that would be chargeable on early repayment by the PWLB. Of the existing PWLB loans of £628 million, £419 million are eligible for early repayment. However this would incur a premium of £311 million as at 30 September 2018. This premium is payable primarily because:-
- Interest rates on loans of equivalent maturities compared to those held are currently lower
 - A penalty rate or lower early repayment rate was introduced by HM Treasury in November 2007, which increased the cost of premiums and reduced the flexibility of Local Authorities to make savings. This remains an obstacle in the ability of local authorities to manage debt more effectively.

- 5.2 Whilst the cost of Premiums can be spread over future years, options for restructuring that have been considered result in an adverse Net Present Value (NPV). Whilst there may have been short term savings, these were outweighed by potentially longer term costs and not deemed cost effective.

Compliance with treasury limits and prudential indicators

- 6.1 During the financial year to date, the Council has operated within the treasury limits and prudential indicators set out in the annual Treasury Management Strategy in February 2018. The treasury and capital prudential indicators will be updated as part of the 2019/20 capital and treasury strategies in the Budget Report to Council in February 2019.
- 6.2 Following Housing Finance Reform the Council complies with an indebtedness cap in the Housing Revenue Account of £316.5 million. This and the affordability of additional investment will need to be monitored closely as part of the Treasury Strategy and HRA Business Planning process. Following the recent announcement about abolition of the Cap in England, the Welsh Government are waiting further details from HM Treasury to understand how this affects Local Housing Authorities in Wales and the timescales.

Treasury strategy, accounting and Treasury Management Code update for the remainder of 2018/19

- 7.1 The Treasury Strategy approved in February 2018 remains valid. The use of temporary cash balances instead of borrowing to pay for capital expenditure continues to result in short term savings. However, given uncertainty in interest rates, the Council will take an element of its external borrowing requirement over the second half of the year.
- 7.2 CIPFA have made changes to the Treasury Management Code in 2017. The main change relates to clarifying that the definition of 'Investments' includes both:
- Treasury Management investments (as historically included in this Strategy, as well as
 - Investments made for policy reasons and managed outside of normal treasury management activity.
- 7.3 The changes are primarily in response to increasing commercialisation activities undertaken by a number of Local authorities. Examples of investments made for policy reasons and managed outside of normal treasury management activity include:-
- 'service investments' held in the course of provision and for the purposes of operational services

- ‘commercial investments’ which are taken mainly for financial reasons. These may be shares and loans in business structures e.g. subsidiaries; investments explicitly taken with the aim of making a financial surplus for the Council; non financial assets such as investment properties held primarily for financial benefit.

7.4 The Code requires that these investments should be proportional to the level of resources available to the organisation and the organisation should ensure that robust procedures for the consideration of risk and return are applied to these decisions. The Code requires that all investments have an appropriate investment management and risk management framework. This includes making it explicit in any decision making:-

- the powers under which investment is made
- the governance process including arrangements in place to ensure appropriate due diligence to support decision making
- the extent to which capital invested is placed at risk
- the impact of potential losses on financial sustainability
- the methodology and criteria for assessing performance and monitoring process
- how knowledge and skills in managing such investments is arranged and that these are monitored, reported and highlighted explicitly in the decision making process and due diligence.

7.5 It is also prudent that treasury management is carried out in accordance with good professional practice. These changes in the Code will be implemented as part of development of the Treasury Management Strategy, Investment Property Strategy and Treasury Management Practices for 2019/20. The Council will be requested to adopt the revised CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes 2017.

7.6 In parallel with the above changes, The Council will need to consider the impact of revised accounting standards, introduced primarily to address complex financial instruments and their valuation and presentation in financial accounts of organisation. The investments currently held by the Council are not deemed complex. Accordingly the changes are not expected to have a material impact on the Council’s Statement of Accounts or financial position for 2018/19.

Annexes

Annexe A – Treasury Management Policy and Four Clauses of Treasury Management

Annexe B – Investments at 30 September 2018

Annexe C – Investment Charts at 30 September 2018

Annexe D – Maturity Analysis of Borrowing as at 30 September 2018

Annexe E – Glossary of Treasury Management terms

Council's treasury management Policy / Activities

1. This Council defines its treasury management activities as: the management of its investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
2. This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications.
3. This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

Four Clauses of Treasury Management

4. In compliance with the First Clause, this Council will create and maintain, as the cornerstones for effective treasury management:-
 - A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
 - Suitable Treasury Management Practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities
5. In compliance with the Second Clause, this Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy in advance of the year, a mid-year review and an annual report after the year's close, in the form prescribed in its TMPs.
6. In compliance with the Third Clause, this Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Executive, and for the execution and administration of treasury management decisions to the Corporate Director Resources in accordance with existing delegations, who will act in accordance with the Policy Statement, TMPs and CIPFA's Standard of Professional Practice on Treasury Management.
7. In compliance with the Fourth Clause, this Council requires the scrutiny of the accounting, audit and commercial issues of its Treasury Management Strategy and Practices to be undertaken by the Council's Audit Panel due to the technical nature of the documents.

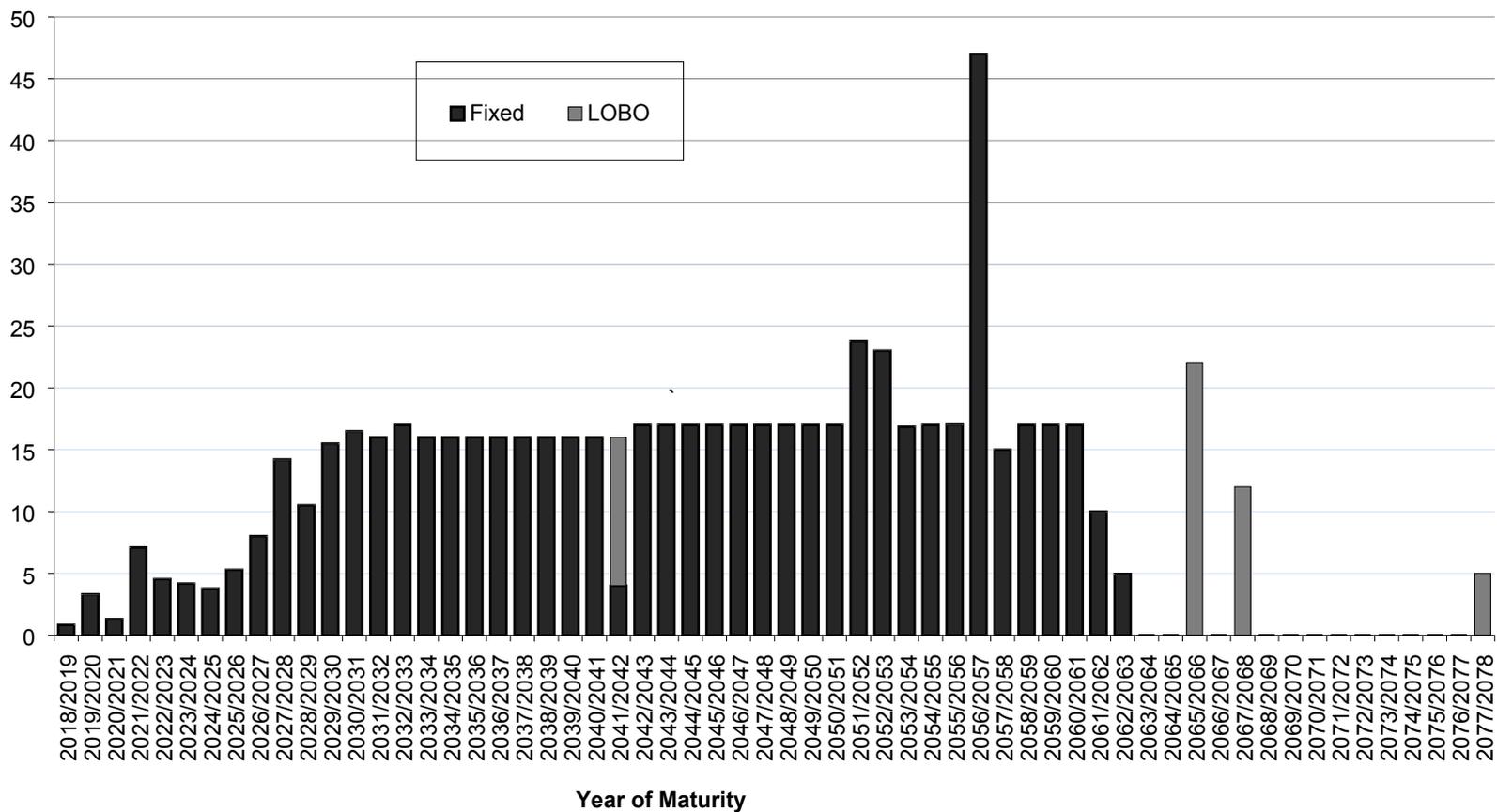
Mae'r dudalen hon yn wag yn fwriadol

Yn rhinwedd paragraff (au) 14, 21 Rhan (nau) 4 a 5 o Atodlen 12A
o Ddeddf Llywodraeth Leol 1972.

Mynediad Cyfyngedig i'r Ddogfen

Mae'r dudalen hon yn wag yn fwriadol

Maturity Profile of Debt at 30 September 2018



Glossary of Terms - Treasury

Bank Rate

The rate of interest set by the Bank of England as a benchmark rate for British banks.

Bonds

A long-term debt security issued by a company, a financial institution, a local authority, national government or its affiliated agencies. It represents an undertaking to repay the holder the fixed amount of the principal on the maturity date plus a specified rate of interest payable either on a regular basis during the bond's life (coupon) or at maturity.

Borrowing

Loans taken out by the authority to pay for capital expenditure or for the prudent management of the Council's financial affairs, which are repayable with interest.

Capital Expenditure

Capital expenditure pays for improvements to existing and new assets used in the delivery of Council services as well as other items determined by Regulation. Capital resources are scarce, costly and also have long term revenue implications over many years and even generations where capital expenditure is funded by borrowing. Hence the requirement of the Prudential Code to ensure what is charged as Capital Expenditure is Prudent, Sustainable and Affordable.

The statutory definition of capital expenditure is given in the Local Government Act 2003, the Local Authorities (Capital Finance) Regulations 2003 and 2004 as amended. Statute relies on the accounting measurement of cost in International Accounting Standard (IAS) 16 to determine whether expenditure is eligible to be capitalised or whether it should be treated as revenue expenditure. Key to what is eligible as capital spend are the following words in IAS 16 - 'Costs directly attributable to bringing the specific asset into working condition for its intended use'.

Certificates of Deposits (CDs)

A certificate issued for deposits made at a deposit-taking institution (generally a bank). The bank agrees to pay a fixed interest rate for the specified period of time, and repays the principal at maturity. CDs can be purchased directly from the banking institution or through a securities broker. An active interbank secondary market exists to buy and sell CDs.

Chartered Institute of Public Finance & Accountancy (CIPFA)

CIPFA is the professional body for people in public finance. As a specialised public services body, they provide information, guidance, and determine accounting standards and reporting standards to be followed by Local Government.

Counterparty

One of the parties involved in a financial transaction.

Credit Criteria

The parameters used as a starting point in considering with whom the council may place investments, aimed at ensuring the security of the sums invested.

Credit Rating

A credit rating assesses the credit worthiness of an individual, corporation, or even a country. Credit ratings are calculated from financial history and current assets and liabilities. Typically, a credit rating tells a lender or investor the probability of the subject being able to pay back a loan. Ratings usually consist of a long term, short term, viability and support indicators. The Fitch credit rating of F1 used by the Council is designated as “Highest Credit quality” and indicates the strongest capacity for timely payment of financial commitments.

Debt Management Account Deposit Facility (DMADF)

The Debt Management Office provides this service as part of its cash management operations and of a wider series of measures designed to improve local and central government’s investment framework and cash management. The key objective of the DMADF is to provide users with a flexible and secure facility to supplement their existing range of investment options while saving interest costs for central government.

Debt Restructuring

Debt restructuring is a process that allows an organisation to reduce, renegotiate and undertake replacement debt.

Diversification of Investments

The process of creating a portfolio of different types of financial instruments with regard to type, price, risk issuer, maturity, etc. in order to reduce the overall risk of the portfolio as a whole.

Duration (Maturity)

The length of time between the issue of a security and the date on which it becomes payable.

External Borrowing

Money borrowed from outside of the Council.

Financial Instrument

Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. Typical financial liabilities are borrowing and financial guarantees. Typical financial assets include bank deposits, amounts owed by customers, loans receivable and investments.

Fitch Credit Ratings

A commercial organisation providing an opinion on the relative ability of an entity to meet financial commitments, such as interest, preferred dividends, repayment of principal, insurance claims or counterparty obligations. The opinion is usually provided in the form of a credit rating.

Fixed Rate

An interest rate that does not change over the life of a loan or other form of credit.

Housing Revenue Account (HRA)

The HRA is an account of expenditure and income that every local authority housing department must keep in accordance with the Local Government & Housing Act 1989. The account is kept separate or ring fenced from other Council activities. Income is primarily generated by the rents and service charges paid by tenants, while expenditure is on the management and maintenance of the housing stock, and capital financing charges on the HRA's outstanding loan debt.

Internal Borrowing

Money borrowed from within the Council, sourced from temporary internal cash balances.

Investments

The purchase of financial assets in order to receive income and/or make capital gain at a future time, however with the prime concern being security of the initial sum invested.

Lender Option Borrower Option Loans (LOBOs)

Loans to the Council where the lender can request a change in the rate of interest payable by the Council at pre-defined dates and intervals. The Council at this point has the option to repay the loan.

Liquidity

The ability of the Council to meet its financial obligations as they fall due.

Market Loans

Borrowing that is sourced from the market i.e. organisations other than the Public Works Loan Board or a Public Body.

Minimum Revenue Provision

This is the amount which must be charged to the authority's revenue account each year and set aside as provision for repaying external loans and meeting other credit liabilities. The prudent amount is determined in accordance with guidance issued by WG. This has the effect of reducing the Capital Financing Requirement (CFR).

Money Market Funds

An investment fund which pools the investments of numerous depositors, spreading those investments over a number of different financial instruments and counterparties. Funds with a constant Net Asset Value (NAV) are those where any sum invested is likely to be the same on maturity. Funds with a variable Net Asset Value (NAV) are those where the sum on maturity could be higher or lower due to movements in the value of the underlying investments.

Net Asset Value

The market value of an investment fund's portfolio of securities as measured by the price at which an investor will sell a fund's shares or units.

Pooling

The process whereby investments or loans are held corporately rather than for specific projects or parts of the Council, with recharges to those areas for their share of the relevant income and expenditure using an agreed methodology, where such a recharge is required to be made.

Prudential Code for Capital Finance

The system introduced on 1 April 2004 by Part 1 of the Local Government Act 2003 which allows local authorities to borrow without Government consent, provided that they can afford to service the debt from their own resources and that any such borrowing is prudent and sustainable. This requires the preparation and approval of various indicators.

Public Works Loans Board (PWLB)

The Public Works Loans Board is a statutory body operating within the United Kingdom Debt Management Office, an Executive Agency of HM Treasury. PWLB's function is to lend money from the National Loans Fund to local authorities and other prescribed bodies, and to collect the repayments.

Security

Protecting investments from the risk of significant loss, either from a fall in value or from default of a counterparty.

Sovereign Credit Ratings

The credit rating of a country. It indicates the risk level of the investing environment of a country, taking into account political risk and other factors.

Specified Investments

A term defined in WG investment regulations, referring to any investments for less than one year, in sterling, and where the principal sum to be repaid at maturity is the same as the principal sum invested. An investment not meeting the above criteria would be termed a Non-specified investment

Sterling

The monetary unit of the United Kingdom (the British pound).

Term Deposits

A term deposit is a money deposit at a banking institution that cannot be withdrawn for a certain "term" or period of time.

UK Government Gilts

Fixed-interest debt securities issued or secured by the British Government. Gilts are always denominated in sterling though the Government occasionally also issues instruments in other currencies in the Eurobond market or elsewhere.

Variable Rate

An interest rate that changes periodically in line with market rates.

Yield

Annexe D

The annual rate of return paid out on an investment in securities, expressed as a percentage of the current market price of the relevant securities.

**CARDIFF COUNCIL
CYNGOR CAERDYDD**



CABINET MEETING:15 NOVEMBER 2018

**PURCHASE OF LAND AT BRITANNIA PARK, HARBOUR DRIVE,
CARDIFF BAY**

**INVESTMENT & DEVELOPMENT (COUNCILLOR RUSSELL
GOODWAY)**

AGENDA ITEM:12

Appendices 2 and 3 of this report are not for publication as they contain exempt information of the description contained in paragraphs 14 of part 4 and paragraph 21 of part 5 of Schedule 12A of the Local Government Act 1972.

Reason for this Report

1. To seek Cabinet authority to acquire a strategic site in Cardiff Bay known as Britannia Park at Harbour Drive, Cardiff Bay in order to protect the Bay edge for leisure use and to provide opportunities for appropriate investment to further enhance the amenity of Cardiff Bay.

Background

2. The site is located on the waterfront in Cardiff Bay close to Mermaid Quay and the Oval Basin and consists of circa 4.67 acres, as shown edged red on the plan attached at Appendix 1.
3. The current owner has not placed the interest on the open market to allow for direct negotiations to take place with the Council, being aware of its strategic importance to the city. Terms have now been agreed to dispose of the site to the Council. A report from the Council's commercial valuer supporting the Council's acquisition of the site is attached as Confidential Appendix 2.
4. The site comprises a level cleared site incorporating a number of existing buildings including the Waterguard Public House, the Norwegian Church Arts Centre and the Lock Keeper's Café. The remaining undeveloped sections of the site provide hard landscaped or grassed areas and the development site formerly occupied by the Cardiff Bay Visitor Tube. The site is held freehold subject to a number of existing tenancies.
5. The site includes a Strategic Recreation Route along the south west boundary, and the Local Development Plan Key Diagram identifies the

site within an area where the Council seeks to protect and enhance the role of Cardiff Bay and the International Sports Village.

6. The site is bisected by Harbour Drive which forms part of a strategic bus corridor enhancement route.

Issues

7. In order to promote Cardiff Bay as a leading UK leisure destination and to control development around the waterfront primarily for leisure use, the Council is keen to secure all of the Bay edge into public ownership. The cost of acquiring the Britannia Park site will need to be recovered through the appropriate development of the Britannia Park site and the wider Bay edge in Council ownership. This will be done in a way that seeks to enhance the visitor experience and recognises the importance of public access and public space along the waterfront. A strategic masterplan of the Bay will be developed to draw together all of the opportunities around the Bay edge to ensure that any development brought forward is appropriate in scale and nature and is set in the context of public open space provision and appropriate transportation linkages.
8. Subject to planning permission, a potential sale has been agreed in principle for the area of land formerly occupied by the Cardiff Bay Visitor Tube illustrated in Confidential Appendix 3 and in line with the independent valuation attached as Confidential Appendix 2.
9. Whilst the site is not within a Conservation Area, the Lock Keeper's Cottage and the Waterguard Public House are Grade II Listed buildings, as are the dock walls. In addition the Norwegian Church is a Designated Heritage Asset. Future uses and potential development of these areas will therefore need to consider such designation.
10. Subject to planning, the site provides the potential to create a new Bayside restaurant and leisure quarter which will enhance the amenity of Cardiff Bay.
11. The Council will consider the proposed short term uses of the site in terms of security, management and maintenance. The Council will seek to maximise short term commercialisation opportunities, whilst working up a longer term development strategy for the site.

Scrutiny Consideration

12. This report was considered by the Economy & Culture Scrutiny Committee on 8 November 2018. The letter from the Chair is attached at Appendix 4.

Reason for Recommendations

13. To enable the acquisition of a key strategic site on the water's edge in Cardiff Bay to protect the Bay edge for leisure use and to provide improved amenity in Cardiff Bay.

Financial Implications

14. This report seeks Cabinet agreement for the acquisition of the site known as Britannia Park. This is intended to be funded from disposal proceeds held following the disposal of land interest in Central Square.
15. The price to be paid is supported by an independent valuation report (Confidential Appendix 2). The costs of acquisition quoted does not include additional acquisition costs e.g. stamp duty / professional fees and these will need to be fully understood before committing to the purchase.
16. The site is opted to tax for VAT purposes, however in order to ensure no adverse financial impact to the Council as a result of proposals to be developed on the site, there should be a clear understanding of its future expenditure in relation to the site as well as any income receivable from rental or from any disposals from parts of the site.
17. The report does not take into account costs of the potential relocation of the Lock Keeper's Cottage or any infrastructure to develop the site. This is proposed to be considered as part of the long term development of the site.
18. The Council will be liable for the costs of holding the site (security, management and maintenance). These will need to be met from the directorate's existing revenue budgets, however short term options of the site may be considered to minimise these costs until any longer terms plans are realised.
19. Further due diligence will need to be undertaken before final completion to determine affordability, any ongoing liabilities arising from the site and value for money.

Legal Implications

20. The Council has power to acquire land for the benefit improvement or development of its area pursuant to section 120 of the Local Government Act 1972. The Council's Procedure Rules for the Acquisition of Land require the advice of a professional valuer to be taken. The Council also has economic social and environmental well-being powers pursuant to section 2 of the Local Government Act 2000 in relation to matters contained in its community plan and subject to value for money being obtained. The Council has powers to dispose of land at the best consideration that can reasonably be obtained pursuant to section 123 of the Local Government Act 1972.

RECOMMENDATIONS

Cabinet is recommended to:

1. Agree to the purchase of the Britannia Park site on the terms set out in Confidential Appendix 2.

2. Delegate authority to the Director of Economic Development to dispose of the site edged dashed green in Confidential Appendix 3 subject to independent valuation.

SENIOR RESPONSIBLE OFFICER	NEIL HANRATTY Director of Economic Development
	9 November 2018

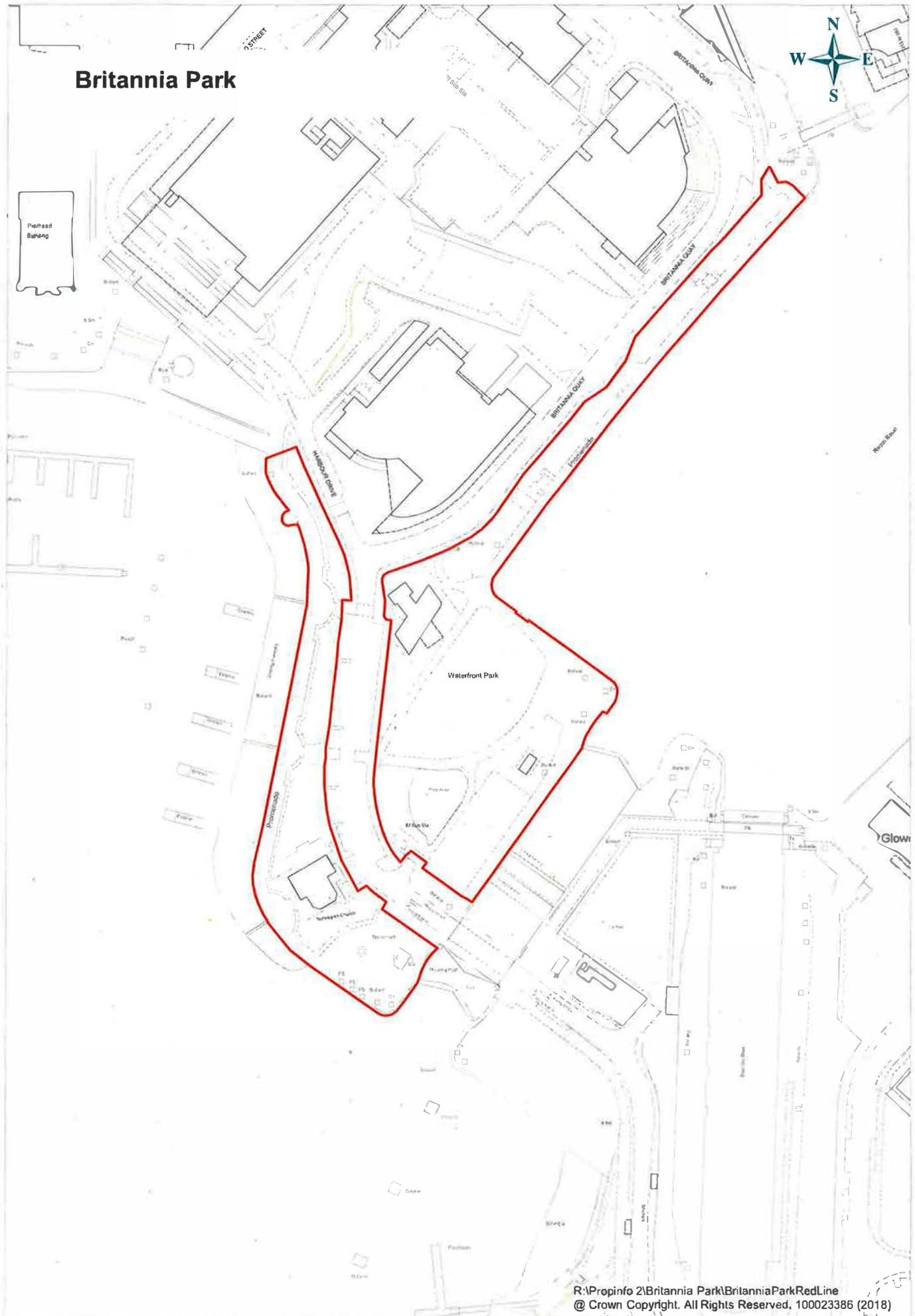
The following appendices are attached:

Appendix 1 – Site Plan

Confidential Appendix 2 – Valuation Report

Confidential Appendix 3 – Disposal Site Plan

Appendix 4 – Letter from the Chair of the Economy & Culture Scrutiny Committee



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Mynediad Cyfyngedig i'r Ddogfen

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Mynediad Cyfyngedig i'r Ddogfen

Mae'r dudalen hon yn wag yn fwriadol

My Ref: T: Scrutiny/Correspondence/Cllr NH

Date: 9 November 2018



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Neuadd y Sir
Caerdydd,
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Councillor Russell Goodway
Cabinet Members
Cardiff Council
County Hall
Cardiff
CF10 4UW

Dear Councillor Goodway,

Economy & Culture Scrutiny Committee: 8 November 2018

Members have asked I pass on their thanks to you and Neil Hanratty for attending our meeting for pre-decision scrutiny of the report to Cabinet titled '*Purchase of Land at Britannia Park, Harbour Drive, Cardiff Bay*'.

Members are supportive of the proposal to purchase land in order to protect the Bay edge for leisure use and to provide opportunities for appropriate investment to enhance further the amenity of Cardiff Bay. Members are reassured to hear that officers are working on an overall Cardiff Bay masterplan, which will include this site. We look forward to scrutinising the masterplan and have scheduled it for May 2019.

Members understand that an independent valuation of the land has been undertaken in order to check that the price paid is appropriate and that this demonstrates that the purchase price can be recovered via the subsequent land sale outlined in the report to Cabinet and leases to be negotiated going forward. Members understand that these leases would be Full Repair & Insuring leases, to protect the Council from future costs. Members also understand the intention is to purchase the site and sell a portion of it, in a 'back-to-back' deal; Members are pleased with the intended end-use of the portion of land to be sold, as this will bring an added dimension to the Bay and bring more visitors to this area.

Members sought reassurance that the site holding costs would not prove onerous and were pleased to hear that land sale receipts and income from venues and future events on the site would meet these.

Overall, and subject to the further due diligence checks and independent valuation of the land to be sold, as mentioned in the Cabinet report, Members support the recommendations to Cabinet and wish you well in the work to regenerate Cardiff Bay.

This letter does not require a response.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nigel Howells', with a stylized flourish at the end.

COUNCILLOR NIGEL HOWELLS
CHAIR, ECONOMY & CULTURE SCRUTINY COMMITTEE

cc Members of the Economy & Culture Scrutiny Committee
Neil Hanratty Clair James Cabinet Support Office

**CARDIFF COUNCIL
CYNGOR CAERDYDD**



CABINET MEETING: 15 NOVEMBER 2018

INDOOR ARENA – NEXT STEPS

**INVESTMENT & DEVELOPMENT (COUNCILLOR RUSSELL
GOODWAY)**

AGENDA ITEM: 13

Appendices 1-6 are not for publication as they contain exempt information of the description contained in paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972.

Reason for this Report

1. To provide Cabinet with an update on negotiations to secure control of the site selected by Cabinet in February 2018 as the preferred location for the delivery of a new 15,000 capacity Indoor Arena.
2. To seek delegated authority to negotiate Heads of Terms with the landowner and to commit Council expenditure to produce a detailed business case and delivery strategy for the new Indoor Arena for consideration by Cabinet in March 2019.

Background

3. Delivery of a new Indoor Arena is one of two key strategic employment/regeneration priorities set out by the political administration in its strategic policy document *Capital Ambition*. In February 2018, Cabinet identified the site of the Red Dragon Centre as its preferred location for delivery of the project and delegated authority to the Director of Economic Development in consultation with the Cabinet Member for Investment & Development and relevant officers to develop a detailed delivery strategy including detailed financial implications and to return to a future meeting of Cabinet for authority to proceed.
4. The preferred site is owned by British Airways Pension Fund (“BAPTL”). To enable delivery of the site of the new Indoor Arena, there is a need for the Council to work in partnership with BAPTL and their partners to secure the land, agree the wider masterplan opportunities to enable the Council to deliver a world-class mixed-use development.
5. The report to Cabinet in February noted the requirement for a public-sector funding contribution towards the Indoor Arena and proposed that the Council acquires the freehold interest of the Red Dragon Centre site from BAPTL.

6. In order that a detailed business case and delivery strategy can be undertaken there will need to be a period of time whereby the Council works with Reef Group (“Reef”) who are retained by BAPTL as their Development Partner for the development of a suitable replacement for the existing Red Dragon Centre and to agree the phasing, procurement and wider delivery strategy for the development.

Development Approach

7. The Red Dragon Centre (RDC) is a leisure development with associated surface car parking. The scheme is anchored by a cinema, a bowling complex, a casino and a number of bars and restaurants. It currently extends to 176,607 sq ft and produces annual rental income as outlined in Confidential Appendix 1. The total site comprises circa 13 acres. The Red Dragon Centre is owned in its entirety by British Airways Pension Fund (“BAPTL”).
8. Working with the Council, Reef has produced an outline development strategy and appraisal for the site, which is set out in Confidential Appendix 1. In summary, the proposal is to build a new public Multi Storey Car Park (MSCP) to be located on the area of the current surface overflow car park to consolidate all of the car parking requirements onto one smaller plot of land. This will release the site of the existing main surface car park for development. A new leisure/retail complex will be constructed in this area and will enable the relocation of existing tenants as well as attracting new leisure and retail tenants. This replacement for the RDC will free up the site of the existing RDC building to enable the development of the new Indoor Arena by the Council, fronting Lloyd George Avenue and the Oval Basin. The potential to incorporate the site of the existing County Hall surface car park as a second phase has also been considered in high-level terms. This would require a second MSCP to be constructed within the extended development, once again free-up existing surface car park land for development. This exercise has been undertaken simply to demonstrate the potential to expand the capacity of the development in the future and to consider any associated marriage value that could potentially be realised by the Council without necessarily needing to redevelop County Hall. At present the second phase proposal has no status and would require the relevant Council approvals before being able to be properly considered. An early illustration of the proposed phase one scheme is contained within Confidential Appendix 1, alongside an illustration of the future potential that could be realised through a phase two.
9. There are a number of potential funding options available to the Council to enable the acquisition of the site and the delivery of the new Indoor Arena. All of these options will need to be explored in substantial detail to establish the Council’s best value approach, before taking a formal decision to proceed with the project in March 2019.
10. It is proposed that the Council will fund the acquisition of the site and the development of the new MSCP. Reef will fund and deliver the replacement for the RDC consisting of circa 200,000 sq ft. This will free up the site of the

existing RDC building for delivery of the new Indoor Arena. Reef will be obliged to acquire the site of the new retail development from the Council at an agreed price, which will generate a contribution to the cost of the arena.

11. Ongoing due diligence on the RDC site follows on from the site selection/appraisal exercise reported to Cabinet in February 2018. This work concluded that the Atlantic Wharf site in Cardiff Bay, incorporating the RDC site and the County Hall site, represents the best all-round opportunity, and is the preferred location for a number of reasons including alignment with the city development strategy, the scale of the site and its ancillary development potential, the location at the heart of Cardiff Bay, and the willingness of the owner to participate in a wider redevelopment scheme.
12. It is recommended that a detailed feasibility study on the RDC site should now be completed to enable a formal decision by Cabinet in March 2019. Whilst the RDC site is clearly the Administration's preferred location, in the event that the due diligence prevents the development from being able to be progressed at this site, the Council would then need to consider an alternative site which would result in an element of abortive costs as outlined in Confidential Appendix 4.

Indoor Arena Delivery

13. Specialist advisors Mott MacDonald have provided advice on the latest innovations and trends in the Arena market and will work with the developer and the Council to identify sustainable revenue streams and to negotiate a lease for the operation of the new Arena. An interim summary report has been provided in Confidential Appendix 2 to provide examples of the costs associated with the construction of recently delivered Arenas in the UK and Europe and to provide interim advice on the Council's proposed budget for the delivery of an Arena in Cardiff.
14. Whilst the Council's indicative budget is regarded as sufficient (as set out in Confidential Appendix 2) the final cost will ultimately depend on the agreed specification of the building and the level of income that can be generated, primarily through a long-term lease agreement with an operator. At this stage in the process, the affordability of the development is based on a capital contribution from the Council of £30m from within existing allocated capital budgets and earmarked future capital receipts, as well as assumptions relating to the estimated value of the proposed operator lease, and other potential sources of capital realised through the redevelopment of the Atlantic Wharf site. All of these budget assumptions will need to be confirmed before a final decision is taken by Cabinet. Suffice to say, at this point in the process, Mott MacDonald is satisfied that the Council's budget assumptions are reasonable.
15. A crucial factor in the successful delivery of Arena projects is the choice of commercial operator. It is an absolute pre-requisite that the operation of the Arena will be managed commercially without Council subsidy. This is the normal situation in the UK. As Cabinet would expect, there has been

significant interest in the project from numerous arena operators in the UK and beyond.

16. The Council has also been approached by Live Nation, the current operator of the Motorpoint Arena, seeking to expand their existing capacity in the city. Live Nation is a significant operator in the UK market in their own right and one of the world's leading event promoters. Live Nation's incumbent position in the local market gives them a degree of competitive advantage in terms of competing for the operator lease. In particular, the on-going operation of the existing Motorpoint Arena would inevitably have an impact on the revenue potential of the new Arena. Live Nation has confirmed in writing (see Confidential Appendix 3) that they will cease to operate the existing arena if they are successful in securing the operator lease for the new Arena. They have also confirmed that they will terminate their leasehold interest in the Motorpoint Arena site, the freehold interest of which is held by the Council, to enable the Council to dispose of the site to generate a capital receipt towards the new Arena project. Nonetheless, the Council will need to demonstrate that the award of the lease to the operator of the Arena represents value for money and is State Aid compliant and will therefore be required to undertake a tender exercise in respect of the proposed lease.

Issues

17. It is intended that the detailed business case and delivery strategy requested by Cabinet in February 2018 will be presented to Cabinet in March 2019. It is at that point that the full due diligence to enable a final decision will be presented both in terms of the delivery of the new Indoor Arena, and the affordability, deliverability and value for money of the preferred location.
18. In order to prepare for a Cabinet decision, Reef will need to confirm their current commercial assumptions for the replacement RDC through the delivery of a series of Agreements to Lease that will confirm the development appraisal and demonstrate vacant possession of the existing building. As existing Asset Managers of the RDC, Reef is best placed to manage the transition of existing lease arrangements into the new RDC. The current masterplan will also need to be developed to the point where plans are ready to be submitted for consideration by the Local Planning Authority (i.e. to RIBA Stage 3). This will enable detailed cost analysis to be undertaken with certainty.
19. Confidential Appendix 4 sets out the level of expenditure that needs to be undertaken between now and March 2019 to get the Council to a position of greater certainty in terms of the costs, risks and opportunities associated with the delivery of the Indoor Arena; as well as the justification for proceeding with the project at the preferred location.
20. As the Council is unable to provide Reef and BAPTL with certainty until March 2019, Cabinet is requested to authorise the underwriting of costs to be incurred by the Developer and Landowner between now and March 2019. If the scheme proceeds, these costs will be absorbed by the

development. However, if the Council takes a decision not to proceed with the project on this site, there is an element of site specific costs incurred that will be abortive as outlined in Confidential Appendix 4. In addition to underwriting costs, the Council will also need to incur costs associated with the appointment of independent advisors to undertake due diligence also set out in Confidential Appendix 4.

21. Given the level of costs the Council is being asked to underwrite at this point in the process, and the fact that some of these costs could potentially be abortive, Cabinet needs to have confidence there are no fundamental impediments that could stop the project from proceeding should a decision to proceed be taken in March. In particular, Cabinet will need to be satisfied that the development of the Arena on the RDC site is deliverable and that the site itself can be secured on a value for money basis. To that end, CBRE Ltd has been appointed by the Council to provide independent valuation advice and to review the outline development proposal provided by Reef.

Development Appraisal

22. The work undertaken by CBRE presented in Confidential Appendix 4 also includes a review of the Reef development proposal for the new RDC. In particular, the work provides a review of the receipt the Council (as would-be landowner) will receive to off-set against the cost of acquiring the site and supports the validation of the purchase price. In addition, CBRE has provided an independent review of the proposed pre-development costs that need to be underwritten by the Council in advance of the Cabinet decision in March 2019 to enable the scheme to be progressed and full due diligence to be undertaken.
23. Cabinet should note there will be a significant amount of further work undertaken by the Council, and its appointed consultants CBRE and the wider appointed team, to test the latest cost assumptions to ensure the best possible due diligence is available to support the decision to be taken by Cabinet in March 2019. It should be noted that the success of any construction and/or development is dependent on many factors that the Council and/or its consultant team cannot control such as market conditions; economic events and market / operator appetite. As such, the only way to understand what the actual costs might be is to engage a team and prepare designs / specifications / output requirements to a suitable stage in order that competitive cost feedback and/or tenders can be obtained from the construction and operator markets. Following this work, the proposal will also be ready to be submitted for planning approval.

Procurement

24. The Council also needs to be satisfied that it's dealings with third parties (such as Reef in this case) comply with the Council's standing orders and procurement and contracts rules and regulations. In regards to Reef specifically, BAPTL has confirmed in writing (attached as Confidential Appendix 5) that Reef are retained as their development partner with exclusive rights in regard to new RDC and their involvement in the future

development of the site is a condition of the sale. The Public Contracts Regulations 2015 provide that a contracting authority can contract with an entity that has exclusive rights without competition.

25. With the exception of Reef, given their exclusivity with BAPTL, the Council will ensure all members of the professional team; contractor(s) and operator(s) will be competitively procured via a tendering process that demonstrates value for money. CBRE, acting as the Council's advisors, will ensure compliance with procurement rules / best practice / tendering and will work with Reef in regard to the new RDC to ensure suitably qualified and experienced organisations are engaged via an approved process. It should be noted that all appointments will be made following industry-accepted public procurement processes and EU Procurement Regulations where they apply.

State Aid

26. As with any development of this nature, the Council will need to be satisfied that its investments in support of this project does not constitute State Aid.

Developer Capability

27. CBRE has reviewed Reef's financial standing and credentials as a development partner for schemes of the scale and nature of the new RDC. There is no reason, based on the information received, why Reef aren't to be deemed competent, experienced and capable of working with the Council in this regard and therefore Cabinet should be assured that the proposed team is ideally placed and capable to deliver the outcomes of the project.

Next Steps

28. Officers are proposing that, once approval is given to this report, the appointed team do all the necessary work to build a detailed business case and present a further report to Cabinet in March 2019 with a view to a planning application being progressed in readiness for submission in July 2019.
29. As part of this, the Developer will begin to engage with existing tenants of the RDC; potential new tenants; and the Car Park operator with a view to establishing a series of Agreements for Lease that demonstrate development viability as part of the business case.

Scrutiny Consideration

30. This issue was considered by the Economy and Culture Scrutiny Committee on 8 November 2018. Two letters from the Chair of the Committee are attached at appendix 6 and 7. Appendix 6 is confidential as it relates to the confidential elements of this report.

Reasons for Recommendation

31. To enable the required due diligence to test the value for money of the Council's preferred site and proposal for delivery of a new Indoor Arena and to progress work towards a final decision on delivery strategy for the new Arena in March 2019.

Legal Implications

32. Cabinet members need to take account of the following when considering the recommendations contained in this report:
- (a) The need to obtain value for money pursuant to the Council's fiduciary duty to the local taxpayers.
 - (b) The need for independent valuation advice in regard to the proposed acquisition of the Red Dragon Centre site in terms of there being no State Aid in favour of the existing landowner.
 - (c) The procurement and tendering arrangements which are being proposed including the "exclusive rights" of Reef in regard to the Red Dragon Centre redevelopment.
 - (d) The external advice provided in relation to initial projected costs and values and the need to demonstrate prudence in regard to Council borrowing and funding for the purposes of the Local Government Act 2003.
 - (e) There can be lawful State Aid in relation to the cost of arenas provided that:
 - (i) there is a need for additional capacity for sports or cultural events or a new arena is complementary to existing facilities.
 - (ii) there is no practical alternative to the construction of a new arena for the purpose of increasing the number of events (sporting and cultural) that can take place in an area or for the purpose of increasing the number of spectators.
 - (iii) public co-financing is limited to the amount strictly necessary for the project to be realised.
 - (iv) the arena is multifunctional and open to any user on non-discriminatory terms.
 - (v) the effect on trade and competition is limited by keeping the project to an appropriate size for the area or the arena is located far from international borders.
 - (vi) excessive investment aid or any operating subsidy is unlikely to be acceptable.

Financial Implications

33. Contained within this report there are two appendices, which between them provide independent advice and a high-level review of the development proposals submitted in order to provide a degree of independent and constructive challenge to the assumptions, inclusions and exclusions contained within the appraisals. Whilst, not restricted to these matters specific consideration is given to income potential, profit allocation between respective parties.
34. Contained within the confidential appendices is the total estimated cost associated with due diligence, design and pre-development costs to be incurred in association with the financial cap. The Council will need to ensure that these due diligence costs, including those incurred by Reef, are justifiable and provide good value for money before committing to fund these, paying particular attention to the independent professional advice received on appraisal costs shown in confidential appendix 4. The funding source for these costs have been identified from a reserve and in the event of a decision not to proceed with the development will result in a sum of abortive costs.
35. By March 2019 significant due diligence will need to be undertaken to provide confidence to Cardiff Council, Developers, Investors and Operators that the overall development is deliverable and represents good value for money for all parties. This will need to include the production of a detailed business case and delivery strategy with robust projections for expenditure including site acquisition, constructions costs and professional fees as well as being supported by achievable valuations and income streams projections.
35. In building up the Business case, consideration needs to be given to the robustness of the identified funding source in terms of both risk, likelihood and quantum. The Business case will also review the profiling of cash inflows / outflows, the life of the asset created against the length of the debt repayment schedule, the robustness of rental / capital values, the appropriate basis of indexation for both costs and income, the allocation of risk across all phases of the project. Contained within the business case there will be a section carrying out sensitivity analysis in order to ensure that there is a level of mitigation against optimism bias.
36. Whilst the final construction costs paid will reflect the final specification of the Indoor Arena building, Appendix 2 provides independent assurance that the identified budget for the delivery of the Indoor Arena, 'whilst at the mid to lower end of the scale, is a reasonable assumption' at this stage.
36. The business case will provide clarity on any VAT, SDLT issues, cost of procurement, Public realm costs (on-going maintenance) and Value For Money in respect to Arena operator and developer relationships.
37. As highlighted in the body of the overall report, the funding identified is partly reliant on disposal of capital receipts yet to be realised. This combined with the level of income to be generated through the life of the

development highlights a key risk of affordability that needs to be fully understood before progressing to a final decision.

38. A base budget provision of £1.5m is already in place to fund the annual revenue costs of borrowing associated with the Indoor Arena. Based on current PWLB rates in October 2018, this base budget would be sufficient to cover circa £36.5 million of borrowing over a 45 year period. However, this budget is currently being used to fund debt repayments on Dumballs Rd acquisition, which further highlights the importance of the realisation of said capital receipt in the near future.

RECOMMENDATION

Cabinet is recommended to:

1. Note progress on securing the Council's preferred location for delivery of the new Indoor Arena project.
2. Agree to meet the Council's due diligence costs and underwrite the design and pre-development costs to be incurred by the Developer and Landowner as estimated in Confidential Appendix 4 and in accordance with the financial cap and processes also outlined in Confidential Appendix 4.
3. Delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Investment and Development and the Section 151 Officer to deal with all aspects of the procurement of independent advisors as set out in Confidential Appendix 4.
4. Delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Investment and Development and the Cabinet Member for Finance, Modernisation & Performance, the Section 151 Officer to explore the best financial approach to deliver the project and to present details back to Cabinet as part of the arena business case and delivery strategy in March 2019.

SENIOR RESPONSIBLE OFFICER	NEIL HANRATTY Director of Economic Development
	9 November 2018

The following appendices are attached

1. CONFIDENTIAL Developer's Proposal
2. CONFIDENTIAL Mott MacDonald Arena Report
3. CONFIDENTIAL Live Nation Letter
4. CONFIDENTIAL CBRE Independent Valuation Letter and Appraisal
5. CONFIDENTIAL BAPTL Letter
6. CONFIDENTIAL Letter from the Chair of the Economy & Culture Scrutiny Committee relating to the confidential elements of the report
7. Letter from the Chair of the Economy & Culture Scrutiny Committee

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Mae'r dudalen hon yn wag yn fwriadol

My Ref: T: Scrutiny/Correspondence/Cllr NH

Date: 9 November 2018

Public Letter:

Councillor Russell Goodway
Cabinet Members
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Dear Councillor Goodway,

Economy & Culture Scrutiny Committee: 8 November 2018

Members have asked I pass on their thanks to you and Neil Hanratty for attending our meeting for pre-decision scrutiny of the report to Cabinet titled '*Indoor Arena – Next Steps*'. Members have asked that I pass on the following comments and observations from their discussion at the Way Forward; I have written to you separately regarding confidential elements.

Members welcome the proposals set out for the indoor arena at the Red Dragon Centre site and the ancillary regeneration in the surrounding area. We agree that this will help create a sense of place in Cardiff Bay and boost residents' and visitors' experiences. We have set out previously our belief that an indoor arena will benefit the city region, with the increased footfall and enhanced infrastructure that a 15,000-capacity super- hybrid bowl multi-purpose indoor arena will bring

Members are pleased to hear that Live Nation has approached the Council seeking to expand their existing capacity in the city. We recognise that this means the Motorpoint Arena site would become available for redevelopment and we wish to be kept abreast of proposals for this site.

Members are reassured to hear that independent consultants have undertaken verification checks of the developer's proposals and that officers are able to use their findings in on-going negotiations. It is essential that the Council has robust, independent advice to ensure that the Council remains legally compliant and achieves value for money in a development as complex as the indoor arena.

With this in mind, Members believe the costs cited, for design and pre-development work and for independent consultants to undertake due diligence checks on these, are both necessary and appropriate. Members note that there is a possibility that

some of these costs become abortive if the development does not proceed but, on balance, support the expenditure given the need to ensure legal compliance and test value for money.

Overall, Members support the recommendations to Cabinet and look forward to undertaking detailed pre-decision scrutiny, which we will schedule for March 2019.

At the pre-decision scrutiny meeting, Members would like to receive evidence of market testing to demonstrate the indoor arena development is able to hold its own against competitors. Members will also be asking for relevant finance and legal council officers to attend this meeting to provide advice to the Committee. We are also interested in inviting the independent consultants procured to undertake due diligence, subject to your views on this.

Finally, in the Way Forward, members discussed the traffic and transportation implications of the arena and asked that I re-emphasise our earlier comments of the need for high quality, reliable and affordable public transport to encourage the additional visitors to Cardiff to use sustainable transport and to avoid adding to the congestion in Cardiff.

I trust that the above comments are helpful and wish you well with this important project. This letter requires a response regarding your views on the independent consultant attending the pre-decision scrutiny.

Yours sincerely,

A handwritten signature in black ink that reads "Nigel Howells". The signature is fluid and cursive, with a long horizontal stroke at the end.

COUNCILLOR NIGEL HOWELLS
CHAIR, ECONOMY & CULTURE SCRUTINY COMMITTEE

cc Members of the Economy & Culture Scrutiny Committee
Neil Hanratty Clair James Cabinet Support Office

**CARDIFF COUNCIL
CYNGOR CAERDYDD**



CABINET MEETING:15 NOVEMBER 2018

SECURING THE FUTURE OF CARDIFF'S HERITAGE BUILDINGS

INVESTMENT & DEVELOPMENT (CLLR GOODWAY)

AGENDA ITEM: 14

Appendices 1 - 3 are not for publication as they contain exempt information of the description contained in paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972.

Reason for this Report

1. To update Cabinet on the general condition, maintenance backlog and operating cost of the Council's portfolio of heritage buildings.
2. In support of the Council's resolute commitment to retain ownership of its heritage assets, to seek authority to explore a range of new operational approaches to protect their long term future prior to the Cabinet considering building specific proposals at a later date.

Background

3. Cardiff Council has a number of significant heritage assets which are predominantly public buildings. As a result of significant maintenance liabilities and high operating costs there are sizable and increasing cost implications to the Council in operating and maintaining these buildings. The age of the buildings and often their listed status means the cost of addressing the maintenance backlog is difficult to predict and manage. Restrictions due to the layout and design of the buildings also restricts their use as public assets. Subsequently the city's historic assets are becoming a growing financial liability for the Council.
4. There is also a growing public safety implication of maintaining these buildings as they are generally open to the public. Consequently, as the maintenance back-log increases, the risk to public safety also increases.
5. Confidential Appendix 1 lists the current operational costs relating to each of these assets. They have a combined known estimated maintenance backlog (of works that need to be undertaken at least within the next 5 years) of over £23m. The full modernisation cost of these buildings would be significantly higher. Their declining condition

contributes to a combined subsidy from the Council of circa £2.3m per annum.

6. Nonetheless, it is clear heritage buildings are an important part of the city's infrastructure and make an outstanding contribution to the quality of place enjoyed in the city. As such, the Council recognises its responsibility to ensure that the historical assets under its custodianship are well maintained and looked after in order to encourage assets in private ownership to be equally well maintained. The city has faced criticism over the years regarding its attitude towards historic assets particularly in regard to the sweeping changes that were necessary to transform Cardiff Bay. This has led to comments from pre-eminent members of the business and property sector questioning '*how the Council can expect the private sector to invest in historical assets if it is not prepared to do so itself*'.
7. Despite the current financial situation the Council remains focused on protecting all buildings that contribute to the city's heritage, be they in public ownership or otherwise, and will continue to work closely with the external bodies to secure the investment that can make a difference. This approach has been clearly demonstrated in recent years. The most notable is the on-going investment to protect and restore the most important historical asset in the city, Cardiff Castle. The Council has also played an important role in attracting investment into the Coal Exchange, Llanrumney Hall, Cardiff Market and Insole Court. Work will shortly start on the abandoned Bute Street Station building and the Cory's Building/Merchant Place in Cardiff Bay and the Council is also working closely with Rightacres Property Ltd and CADW, as part of the Central Quay proposals, to ensure the heritage buildings that form part of the old brewery site are retained and form an integral part of that development moving forward.
8. Much of the recent success has been through working in partnership with the private sector. Given the pressure on public resources, it is becoming increasingly clear that if the Council is to secure the future of its own historic assets, new approaches need to be considered involving the private sector. The Council remains absolutely committed to retaining ownership of all of its heritage assets. However, sustainable uses need to be identified that maximise the heritage value and character of the buildings. Simply using these buildings for general public service use, or 'business as usual' is no longer a realistic or sensible way to secure their long-term future.
9. There is a need therefore, on a case by case basis, to consider the future operating model of each of the Council's heritage assets to fully reflect their value and potential. *Capital Ambition*, which outlines the political administration's vision for the city, includes a commitment to "Bring forward a business-led strategy designed to address the backlog in maintenance of the city's most historic buildings and equipping them with the technology required to enable us to find new uses which will contribute to the delivery of the Council's economic development agenda."

10. Subsequently, *Delivering Capital Ambition, Cardiff's Corporate Plan 2018-21*, includes a commitment to develop a business plan to protect the city's historic assets by the end of 2018.
11. The Council's Budget Strategy noted that the Council's Corporate Land and Property Management Plan approved by Cabinet in February 2018 set out the approach to managing the Council's property assets. The Budget Strategy notes that it is clear that within this financial climate of reducing revenue resources, all necessary actions must be taken to reduce capital expenditure and operating costs.

Issues

12. The Council's publicly owned heritage buildings have an ever growing maintenance back-log. The £23m quoted in paragraph 5 above is for works classified as 'urgent' in that they will need to be undertaken at the very latest within the next 5 years. Failure to address this backlog will not only lead to increasing costs, but also increase the risk of health and safety incidents relating to a lack of building maintenance. In addition, this raises further operational risks, where the closure of a building can lead to both a reduction in service delivery as well as reduced income. The main areas of operational cost relate to St David's Hall, City Hall, New Theatre and the Old Library. It is estimated that just to retain the status quo, ensuring that the buildings are safe for public use, an increased revenue budget of circa £1.2m per annum will be needed to fund required works. This would take the overall cost of operating the Council's heritage buildings to circa £3.5m per annum.

Investment Strategy

Castle

13. Cardiff Castle is a medieval castle and Victorian gothic revival mansion and represents the most important and iconic of all of the city's historic assets. It is owned and operated by Cardiff Council, and has been subject to significant investment over recent years from a variety of funding sources. The very nature of the building however requires on-going investment in its up-keep and at present the building has a maintenance backlog.
14. The operation of the facility currently delivers a surplus (see Confidential Appendix 1), however the Council carries the risk in the event of any losses being sustained. The Council's Cabinet has already provided authority to explore the provision of additional attractions to further enhance the visitor experience, in what is already one of the primary visitor attractions in Wales. The Council is currently in the process of introducing two new attractions which are scheduled to be operational by the summer of 2019: the Black Tower Tales, in partnership with Unusual Expo; and the Dr Who Film Tours and Exhibition, in partnership with BBC Worldwide. It is important to ensure that the Council seeks to minimize any further risks associated with the introduction of these activities.

15. It is clear that there is further scope to broaden the appeal and interest of the castle particularly to local residents, to further attract footfall and increase secondary spend to help generate further surpluses that can assist with the long term maintenance needs.
16. Cabinet is asked to note the surplus income generated by the Castle and to consider the potential of crystallising these surpluses whilst at the same time minimizing the Council's financial exposure in order to invest any future surpluses over current targets to be ring-fenced to establish a dedicated maintenance budget for the asset.

City Hall

17. City Hall is one of the most iconic buildings in Cardiff, sitting at the gateway to Cathays Park and the historic Civic Centre. It became operational as the home of the local authority in 1906. The building is still partially used by the Council for offices but it is increasingly unsuitable for modern office occupation. The building has a significant maintenance backlog set out in Confidential Appendix 1.
18. Whilst the Council operates a successful weddings and conference business out of the building, which generates a net income, the current running cost of the building significantly exceeds this amount and results in the operating deficit set out in Confidential Appendix 1.
19. The maintenance situation at City Hall is becoming an increasingly pressing issue. There is a need to invest in the building's mechanical and electrical (M&E) infrastructure to enable the proper on-going management of the building, particularly given its use as a wedding and events venue where bookings are made well in advance.
20. The Council is currently considering its core office requirements and is considering a new core office building that will accommodate all (non-geography specific) office based staff into a single more cost-effective new building. This would entirely remove the requirement for Council staff to be based at City Hall. It is therefore essential that the Council considers all potential options for the long term use of City Hall to provide a sustainable future for the building. Whilst the Council will always retain the freehold interest, external advisors have been appointed to review potential uses of the building including the implications of transferring the long-term liability to a new occupier. An initial summary of this work is attached as Confidential Appendix 2. There are a number of potential options ranging from commercial uses, which would fund the maintenance backlog and modernisation, through to a combination of small office uses and ancillary conference facilities which may require the Council to retain a proportion of the on-going liability and to fund a substantial investment.
21. Cabinet is asked to provide authority for the development of a detailed options appraisal setting out full financial implications to be presented back to a future meeting of Cabinet by April 2019.

Mansion House

22. The Mansion House is the former official residence of the Lord Mayor of Cardiff. The building is owned and operated by the Council as a meetings venue as part of its '*Cardiff Collection*'. Whilst the ground floor of the building has been relatively well preserved, the upper floors have fallen into an unusable state of disrepair requiring substantial investment to bring them back into effective use. The current estimated maintenance backlog for the property is set out in Confidential Appendix 1.
23. At present the building is not being used to its full potential, and as such is operating at a deficit also set out in Confidential Appendix 1. The nature of the building suggests it has significant potential to be used as a boutique hotel offering 15-20 rooms. A concept scheme for its conversion is attached as Confidential Appendix 3.
24. Cabinet is asked to provide authority for officers to consider the most appropriate operating model to attract investment and reduce the Council's on-going liability, whilst maintaining Council use and improving public access, and to return with a detailed options appraisal to a future meeting of Cabinet by April 2019.

New Theatre

25. The New Theatre is now over 110 years old and is in need of investment. Whilst essential maintenance works have been undertaken by the Council to ensure the building remains compliant and is able to be open to the public, there is a growing maintenance backlog including high priority works as set out in Confidential Appendix 1. At present the operation of the theatre requires a subsidy from the Council also set out in Confidential Appendix 1 and therefore the operation of the building cannot contribute towards its maintenance.
26. In 2015/16 the Council undertook a public procurement exercise to identify an external operator in an attempt to eliminate the operational subsidy and secure investment in the building. Following detailed assessment, the Council decided to retain the operation of the building in-house, as the benefit of externalisation through that process was marginal. Since then the Council has been exploring alternative approaches which may result in less control over programming and content than was the case through the competitive dialogue process.
27. Cabinet is requested to provide authority for officers to explore the potential to rent the building to a theatre operator without subsidy. The Council will need to consider the appropriate procurement approach and any implications on staff, although this is expected to be less of an issue following the recent restructure of employees across St David's Hall and New Theatre which will enable current staff to be retained by the Council. In addition to the removal of subsidy there may be potential to secure a small rental income which could be ring-fenced to assist with on-going maintenance issues.

St David's Hall

28. Whilst St David's Hall is not necessarily regarded as a heritage asset, it is nonetheless an important public building in the same category as the New Theatre and facing very similar issues. The building is in need of significant investment with a substantial maintenance backlog for essential works (see Confidential Appendix 1), and a much bigger financial cost associated with the comprehensive modernisation of the facility. Furthermore, the Council currently provides a substantial subsidy towards the operation of the building, meaning there is very little potential under the current arrangements for the operation of the building to fund its long term up-keep.
29. St David's Hall was also part of the competitive dialogue exercise that took place in 2015/16 where the Council decided to retain an in-house provision. At that time Cabinet also agreed to a phased review of St David's Hall to reduce costs which began with a major restructure of staff and will lead on to detailed consideration of development opportunities to release capital for investment. A key issue relates to the ground floor of the building which currently provides very limited support to the commercial success of the venue.
30. Cabinet is asked to provide authority for officers to develop a detailed modernisation proposal including the potential to improve the ground floor offer and to return to Cabinet in due course with a business case including options to secure investment.

Old Library

31. The Old Library is a listed building owned by the Council situated in the heart of the city centre. The primary areas of the building are currently occupied by the Council funded Cardiff Story Museum and a commercial lease to Virgin Money. The upper floors are currently partially occupied by the Welsh Language Centre. The building has benefitted from a comprehensive up-grade in recent years through grants from various sources including the Heritage Lottery Fund for the Cardiff Story Museum and Welsh Government in support of the Welsh Language Centre. Nonetheless, the age of the building necessitates an on-going maintenance requirement and the backlog is substantial as set out in Confidential Appendix 1.
32. A more pressing issue in regard to the Old Library is the operating deficit. This is largely due to the poor quality rental income derived from the existing tenant base. The building occupies a prime city centre location and has the potential to generate a surplus income.
33. Cabinet is asked to provide authority for officers to work with the existing tenants to secure a more sustainable financial future for the building where the costs of operating the building are fully covered by rental income and service charges.

Norwegian Church

34. The Norwegian Church occupies a prime location in Cardiff Bay and has become an iconic building on the Cardiff waterfront. At present, the building is not maximising its commercial potential to the extent that it currently requires a subsidy from the Council to operate as a café. In the current budgetary climate this is not sustainable, and given its prime location is also not necessary. To meet its full potential the building requires investment both in the fabric of the building and its immediate surrounds.
35. The Council is currently in the process of securing the freehold ownership of the site and the surrounding Britannia Park area with a view to establishing a vibrant Cardiff Bay waterfront offer.
36. Whilst being mindful of the current Trust arrangements, Cabinet is asked to provide authority for officers to explore the potential to attract a commercial tenant that will invest in the building and the adjacent area to remove the maintenance backlog and operating subsidy.

Scrutiny Consideration

37. The Economy and Culture Scrutiny Committee considered this report on 8 November. The letter from the Chair of the Committee will be circulated at the Cabinet meeting.

Reasons for Recommendation

38. To secure the long-term future of the city's heritage assets by considering as appropriate uses that provide a balance of private investment whilst maintaining public use and access.

Financial Implications

39. This report sets out the approaches in respect to Cardiff's heritage buildings that Cabinet would like to fully explore prior to giving approval at a future date. Previous Budget Strategy reports have outlined that the Council does not have a sustainable asset base and this report is to be considered within this context. Any costs associated with the preferred solution for each heritage building will need to be considered and identified as part of the 2019/20 Budget and the Medium Term Financial Plan approved in February 2019.
40. Consideration will need to be given for each option attached to each asset and be risk assessed in respect to affordability, deliverability and value for money. Where, a partnership / investment / disposal approach is identified then the appropriate evidence is required to demonstrate the optimum solution for the Council in respect to each heritage asset. This will include the understanding of any restrictions in respect to listed buildings, trust status or financial covenants in respect to grants. The impact (if any) on the Council's VAT position will need to be determined prior to any final proposal being put forward.

Legal Implications

41. The Council has an obligation to ensure value for money in its management of public assets. Further detailed legal advice will be required as proposals for these buildings are worked up.

RECOMMENDATION

Cabinet is recommended to:

- (1) Delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Investment and Development and relevant officers to explore the various approaches set out in this report and to return to future meetings of Cabinet for final decisions on each opportunity.
- (2) Delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Investment and Development and relevant officers to secure a tenant for the Norwegian Church subject to any issues relating to the its current Trust status being appropriately resolved.

SENIOR RESPONSIBLE OFFICER	NEIL HANRATTY Director of Economic Development
	9 November 2018

The following confidential appendices are attached:

- Confidential Appendix 1: Heritage Buildings Financial Overview
- Confidential Appendix 2: City Hall Initial Options Appraisal
- Confidential Appendix 3: Mansion House Proposal

Yn rhinwedd paragraff (au) 14, 21 Rhan (nau) 4 a 5 o Atodlen 12A
o Ddeddf Llywodraeth Leol 1972.

Mynediad Cyfyngedig i'r Ddogfen

Mae'r dudalen hon yn wag yn fwriadol

Yn rhinwedd paragraff (au) 14, 21 Rhan (nau) 4 a 5 o Atodlen 12A
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Mynediad Cyfyngedig i'r Ddogfen

Mae'r dudalen hon yn wag yn fwriadol

My Ref: T: Scrutiny/Correspondence/Cllr NH

Date: 9 November 2018

Councillor Peter Bradbury & Councillor Russell Goodway
Cabinet Members
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Dear Councillor Bradbury and Councillor Goodway,

Economy & Culture Scrutiny Committee: 8 November 2018

Thank you for attending Committee with Neil Hanratty, Director of Economic Development, for pre-decision scrutiny of the report to Cabinet titled '*Securing the Future of Cardiff's Heritage Buildings*'. This letter supplements the email sent on my behalf yesterday evening, recommending amendments to the report to Cabinet prior to publication. It sets out Members recommendations, comments and observations on the proposals outlined in the report to Cabinet.

Members note that this report to Cabinet is an enabling report and that, apart from the Norwegian Church where there is a specific recommendation in this report to Cabinet, further reports will be brought to Cabinet on detailed proposals for all the heritage buildings. Members note that, as part of these reports, financial assumptions will be fleshed out. On this basis, Members support the recommendations to Cabinet and look forward to carrying out pre-decision scrutiny on more detailed proposals as these come forward.

Members are pleased to see a strong, upfront statement that there is resolute commitment to retain Council ownership of heritage buildings. We recognise the need to find alternative uses for these buildings that sustains their future whilst retaining these valuable cultural and historical assets for future generations. As such, Members stress the need to ensure that future uses do not dilute the heritage value of these buildings. We raised at the meeting the possibility of using organisations with expertise and experience in securing heritage buildings, such as the National Trust and/ or CADW, and recommend that the Council seek input from these organisations to gain their views on proposals, and include these views in future reports to Cabinet.

As discussed at the meeting, Members strongly believe that there is an opportunity to promote the Industrial and Edwardian history and heritage of Cardiff; retaining these heritage buildings contributes to this.

In terms of the proposed way forward, Members note the aim is to transfer maintenance costs and risks from the Council to lease operators. Members recognise the value of this but wish to point out that maintenance costs and risks need to be considered alongside other risks, such as reputational risk. These are significant buildings and we need to factor in consideration of all the risks to the Council were handover of these buildings to prove unsuccessful.

Members also note that further work is required to understand fully the possible risks associated with each heritage building, in terms of risks associated with listed building status, trust status, covenants and grant conditions. Members expect these risk assessments to be detailed, with appropriate legal advice, in future reports to Cabinet.

In terms of the specific heritage buildings, Members have the following comments and observations:

Cardiff Castle

- Members note that this report seeks permission to establish a ring-fenced budget, consisting of the surplus generated from the Castle, to meet the maintenance costs of the Castle
- Members would like to accept Neil Hanratty's offer to provide a written update on progress with establishing Dr Who tours and Black Tower Tales.

City Hall

- Members note there is to be further work on a detailed options appraisal, which will be presented to a future meeting of the Cabinet for decision
- Members note the wish to retain usage of the Council Chamber for Council meetings and highlight the consequent need for usage of ancillary rooms to enable Council to meet in Council Chamber, for example rooms for party groups to meet.
- Members note that the possible use as a conference centre would be for circa 1,000 delegates.

Mansion House

- Members note the comment that retaining civic use of the building seems to be attractive to investors, as it adds character.

Old Library

- Members note that discussions will be held with existing tenants to meet operating costs from rental income and service charges.

Norwegian Church

- Members note that there will be proper consultation with the Norwegian Church Trust.

St David's Hall

- Members note that the proposals are for Ground Floor modernisation.

New Theatre

- Members note that Cabinet is being asked to provide authority for officers to explore the potential to rent the building to a theatre operator without subsidy. Members would like to scrutinise these proposals, as we are interested in exploring the impact on the cultural offer of Cardiff.

Finally, Members recognise that only the urgent maintenance backlog is referenced in the report to Cabinet and that work is underway to catalogue the full maintenance backlog, as part of an ongoing review of all council property. Members ask that, once available, this information be shared with Committee Members to assist our understanding of the full picture regarding our heritage assets. Members appreciate the scrutiny of this information comes under the remit of the Policy Review and Performance Scrutiny Committee and we will not duplicate their work.

Once again, thank you for your attendance and for bringing this report for pre-decision scrutiny. This letter requires a response, please, as it:

- Contains a recommendation re seeking input from organisations with expertise and experience in securing heritage buildings and including this in future reports to Cabinet; and
- Requests a written update regarding Dr Who tours and the Black Tower Tales at Cardiff Castle.

Yours sincerely,



COUNCILLOR NIGEL HOWELLS
CHAIR, ECONOMY & CULTURE SCRUTINY COMMITTEE

cc Members of the Economy & Culture Scrutiny Committee
Neil Hanratty Clair James Cabinet Support Office

Mae'r dudalen hon yn wag yn fwriadol

**CLAMPING AND REMOVAL OF ILLEGALLY PARKED VEHICLES
AND UNTAXED VEHICLES FROM HIGHWAY AND PUBLIC
LAND**

**STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO
WILD)**

AGENDA ITEM: 15

Appendix B of this report is exempt from publication because it contains information of the kind described in paragraphs 14 and 21 of parts 4 and 5 of Schedule 12A of the Local Government Act 1972.

Reason for this Report

1. To consider the introduction of a new policy for the clamping and removal of the following vehicles:
 - (i) Vehicles owned by persistent offenders and evaders of parking and traffic tickets.
 - (ii) Vehicles causing an immediate obstruction and / or parked contrary to parking regulations creating a significant safety concern or delaying work on the highway.
 - (iii) Vehicles with no registered keeper on DVLA records.
 - (iv) Vehicles that are not taxed in accordance with the Vehicle Excise and Registration Act 1994.

(i) to (iii) shall be referred to as “illegally parked vehicles” and (iv) shall be referred to as “untaxed vehicles”.

Background

Illegally Parked Vehicles

2. The Council is dedicated to Keeping Cardiff Moving. Since 2010 and 2014 respectively, Cardiff has undertaken parking and moving traffic offence enforcement in accordance with the Traffic Management Act 2004.
3. Illegally parked vehicles can cause an obstruction and a danger to pedestrians and other road users and there are many instances where

enforcement action is either not possible or not a significant deterrent to owners of vehicles.

4. Vehicles not registered with the DVLA, including foreign vehicles for example, are unable to be enforced, as there are no details held by the DVLA for the service to utilise to send the penalty notice. In these circumstances, such vehicles create nuisance parking whereby removal is the only option to resolve the danger caused by the obstruction.
5. Some people regularly or deliberately contravene parking and traffic regulations and fail to settle the debts they incur. These are known as “persistent evaders”. Welsh Government guidance to Local Authorities states that ‘the strongest possible enforcement action following the issue of a PCN and confirmation of persistent evader status’. Currently there are 9,183 PCNS issued to persistent evaders equating to a potential loss of £381,397.67.

Untaxed vehicles

6. The DVLA partnership initiative, although related to Street Scene Enforcement, is separate from Civil Parking Enforcement.
7. There is a public perception of the existence of a link between untaxed vehicles, crime and anti-social behaviour. Untaxed vehicles may also cause safety concerns to highway users.
8. The adoption of devolved powers from the DVLA will allow the Council to take action on vehicles that are untaxed as well as abandoned and nuisance vehicles where the Council is able to use its own powers.
9. In 2017, the Council received over 1000 reports of abandoned vehicles on the highway or Council-owned land from members of the public, the police and other agencies. In such cases, officers investigate the report by visiting the location, assessing the vehicle and carrying out background checks. Only 28 vehicles, representing 2.8% of those reported were removed as abandoned vehicles.
10. By having the DVLA devolved powers, the Council is able to remove untaxed vehicles from the public highway. It is anticipated that the powers will help to reduce the number of abandoned vehicles, incidents of crime, vandalism and uninsured drivers and improve highway and community safety.
11. The Council receives reports from residents of vehicles which are untaxed rather than abandoned. In these cases, under existing powers the Council cannot undertake any action. With the use of devolved DVLA powers, the Council will be able to deal with complaints from residents regarding both abandoned and untaxed vehicles, thereby providing a unified service.

12. Other local authorities who have adopted the devolved powers have reported a reduction in vehicle licence evasion and a reduction in number of vehicles reported as abandoned.
13. Currently officers report untaxed vehicles direct to the DVLA and this is then passed to a third party contracts, however it is not cost effective for them to follow up individual reports. In many cases, these vehicles remain on the highway causing a nuisance, whilst awaiting the necessary enforcement action in relation to tax evasion to be taken by the DVLA. This results in repeated enquiries by Local Members and citizens of Cardiff which leads to frustration due to inaction and also incurs costs to the Council in managing such enquiries.
14. Since 1997, the DVLA have been able to authorise Local Authorities to enforce against untaxed vehicles under devolved powers to use the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997. This allows the Council to monitor, report and with the permission of the DVLA, either to clamp or/and remove untaxed vehicles from the highway, Council-owned land or public land such as car parks.
15. There are 37.9 million licensed vehicles in the UK. Vehicle Excise Duty evasion has risen from 0.6% to 1.8% in a 6-year period and equates to a potential loss of £107M to the Exchequer representing over 700,000 untaxed vehicles. The DVLA have been actively seeking partnerships with Local Authorities since 2014 when they moved to digital road tax and car owners no longer had to display a physical tax disc.
16. The DVLA only allows enforcement action to be taken against vehicles on which the tax has expired for more than two months and one day. Like the Police, the Council can undertake DVLA checks via its Web Enabled Enquiry System, ensuring any enforcement action carried out, is lawful, effective and appropriate.
17. Following the intention of Cardiff Council to work with the DVLA to manage untaxed vehicles in Cardiff the DVLA undertook a sample audit across the city using one vehicle with Automatic Number Plate Recognition and their Web Enabled Enquiry system. The audit conducted on principal routes, where vehicles are parked on the highway was conducted over the course of one day. This identified the following levels of untaxed vehicles in Cardiff:
 - i. CF3 – 1,365 untaxed vehicles
 - ii. CF5 – 1,445 untaxed vehicles
 - iii. CF10 – 470 untaxed vehicles
 - iv. CF11 – 1,403 untaxed vehicles
 - v. CF14 – 1,141 untaxed vehicles
 - vi. CF15 – 382 untaxed vehicles
 - vii. CF23 – 871 untaxed vehicles
 - viii. CF24 – 1,449 untaxed vehicles
18. The process for dealing with untaxed vehicles is that firstly the vehicle is clamped and then, if the keeper/driver does not pay for removal of the

clamp and the surety fee within 24 hours, the vehicle is subsequently removed from the highway and stored. If the owner wants to reclaim the vehicle, a removal and storage fee plus the surety fee must be paid. The Council is entitled to retain all revenue from DVLA impounded vehicles. Once impounded, the DVLA contact the registered keeper and authorise disposal if not claimed.

Issues

19. The Council has the powers to clamp and remove illegally parked vehicles under the Traffic Management Act 2004 and the Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013. However, currently there is no policy to utilise these powers in Cardiff.
20. The devolved powers to use the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997 would provide the Council with powers to resolve complaints of nuisance untaxed vehicles.
21. Whilst enforcement actions could lead to adverse publicity full training will be provided to relevant officers by the relevant agencies, including the DVLA. A robust policy will be put in place for the public to understand the processes and rationale behind the scheme (Wheel clamping and vehicle removal Policy) attached at appendix A to this report.
22. Registered disabled vehicles and those displaying a valid disabled badge will be treated as indicated in the DVLA Code of Practice and will not be clamped. Vehicle removal will only take place if the vehicle is causing a health and safety concern as indicated in Cardiff Council for clamping and removal of nuisance vehicles from highway and public land.
23. The service area will monitor and review complaints and compliments and the associated impact upon local communities.
24. A recent fundamental service review of Civil Parking Enforcement identified opportunities for improvements in efficiency and effectiveness of service delivery. By working in partnership with the DVLA there is an opportunity to improve effectiveness and efficiency of the service within current resourcing levels.
25. The financial support to deliver the new policy comes from the financial revenue from managing untaxed vehicles. Therefore, the service needs to enforce untaxed vehicles to support the cost of managing and enforcing illegally parked vehicles. The financial appraisal for delivering the service is attached at Appendix B.
26. The adoption of devolved powers involves the Council signing a Public Service Agreement with the DVLA. Enforcement will be in accordance with the regulations set out in the Vehicles & Excise Duty (Immobilisation, Removal & Disposal of Vehicles) Regulations 1997 (as amended). A code of practice produced by DVLA defines the responsibilities of both parties. This letter of agreement (attached at Appendix C) between DVLA

and Cardiff Council (Devolved Powers Partner) for the purpose of identifying Vehicle Excise Duty (VED) offences for enforcement of untaxed vehicles will need to be approved and signed prior to commencing.

27. A key risk is the Council's contractor and / or Cardiff Council Officers responsible for the service is not correctly operating the devolved powers. To mitigate this risk, the DVLA Code of Practice will form part of the detailed specification and the contract for the removal contractor. An induction course and full training will be provided by the DVLA to all officers and contractors before commencement of the use of the powers.
28. It is anticipated that the introduction of the new policy will create greater citizen expectation and increase officer workload. However, Cardiff Council's existing enforcement vehicles have Automatic Number Plate Recognition and therefore can be utilised to support identifying untaxed vehicles when supported by the DVLA Web Enabled Enquiry System.
29. Cardiff Council could utilise an external contractor to undertake the work on their behalf as undertaken by Redcorn in London. This model provides the Local Authority with £20 for each untaxed vehicle processed whilst having no direct involvement in the process. In Manchester the Authority employs a third party contractor to enforce on their behalf. The Local Authority retain all the fees, provide the facilities and pay the contractor an hourly rate.
30. Cardiff Council has a current contract with a company to remove abandoned vehicles but due to low numbers the cost of the removing individual vehicles is high charge. It is proposed that this function is tendered to provide best value to the Council.
31. Due to the potential value of the income generation from this arrangement, procurement advice has been sought. It has been proposed that a 12 month tender is issued with the potential to extend for a further 12 months after review to consider effectiveness.

Resources

32. The identification of vehicles and clamping is anticipated to be undertaken by the equivalent of three Civil Enforcement Officers working 20 hours a week alongside their current workload utilising an enforcement vehicle with an ANPR Camera. A breakdown of costs are shown in Appendix B.
33. There will be no anticipated additional cost to the Council in taking forward the devolved powers. The expected income based upon enforcement figures obtained from other Core Cities demonstrates the service will provide a surplus to the Council.
34. The service will require a minimum of twenty Home Office approved wheel clamps, (including high security padlock and keys). The cost of these clamps are £1,800 (£90 each). Additional clamps may be required.

35. Case Studies demonstrate that over 60% of vehicles are claimed and the wheel clamp removed within the first 24hrs. However, a contract will be required for a provider to remove vehicles upon request (after 24hrs) without any damage and provide a secure storage facility.
36. Estimates provided by local companies and other Councils shows that once the contractor has claimed their removal fee, the Council would receive an £80 income for each untaxed vehicle removed plus the surety fee of £160. The contractor will claim the daily storage fee, the cost of which is dependent on the size of the vehicle.
37. In order to release a clamped illegally parked vehicle the person in charge of the vehicle will be required to pay to the Council both of the following before release is arranged:
 - £40 release fee &;
 - The total of the outstanding fine of either £25 or £35.
38. If an illegally parked vehicle has been removed (impounded) then the registered keeper will be required to pay to the Council:
 - £105 release fee &;
 - The total of outstanding fines of either £25 or £35 plus £12 storage per day (after 24hrs of being clamped or after impounded).
39. To release an untaxed vehicle, the registered keeper will be required to pay to the Council:
 - £100 plus the surety fee or provide evidence of the paid vehicle tax (within 24hrs of vehicle being clamped).
 - £200 plus the surety fee or provide evidence of the paid vehicle tax, plus £21 storage per day (after 24hrs of being clamped or after impounded).
40. The surety (release in lieu of licensing) of £160 applies to light passenger vehicles, light goods and motorcycles. For buses, haulage and goods vehicles, the surety increases to £330. The offender can claim back the surety fee with the first 15 days on production of evidence of paid vehicle tax.
41. The Council is entitled to keep all revenue from DVLA impounded vehicles. This includes
 - any fees paid to release the vehicle (including the surety fee if not reclaimed),
 - income received from vehicles sold as scrap if its 'book' value is less than £500 or
 - income received from auction if the vehicle value is greater than £500. Conversations with the DVLA to lower the £500 scrappage

threshold have been successful in other local authorities and this would be a future consideration.

42. There is an expectation of an increase in workload but there is support for this workload by improvements in the use of technology within the Civil Parking Enforcement service. There is currently no intention to increase number of Officers within the Civil Enforcement Team. The increase in workload will be dependent on the success of the enforcement campaign with monthly monitoring allowing informed decision-making.
43. There is no right of appeal under The Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997. Any enquiries or complaints will be covered by the current back office staff utilising existing resources.

Reason for Recommendations

44. To respond to Local Member and citizen concerns about nuisance vehicles relating to illegally parked and untaxed vehicles.
45. To work in partnership with the DVLA to support reducing tax evasion.

Financial Implications

46. The report sets out several assumptions in respect to volume of vehicles and the respective penalties that can be charged to the owners. Consideration needs to be given in order to provide assurance that the cost of enforcement is at least covered by the revenue generated by the enforcement action. The report indicates the possibility that companies and contractors may be used in the enforcement action and these will need to be procured for along with the Council's financial procedure rules.

Legal Implications

47. The legal powers for the DVLA and subsequently the Council to remove untaxed vehicles is contained in the following legislation:
 - i. s.29 Vehicle Excise & Registration Act 1994
 - ii. Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997
 - iii. Regulation 27 Road Vehicles (Registration and Licensing) Regulations 2002
48. There would be a Letter of Agreement between DVLA and the Council together with the DVLA Code of Practice and guidance notes for those authorised by the DVLA to deal with vehicles that are not taxed "Code of Practice" setting out the relationship between the parties.(both attached at Appendix C)

49. Any procurement exercise would need to comply with the Council's Contract Standing Orders
50. In considering this matter the decision maker must also have regard to the Council's duties under the Equality Act 2010.
51. The decision maker should also have regard when making its decision to the Council's wider obligations under the Wellbeing of Future Generations (Wales) Act 2015, the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

HR Implications

52. There are no HR implications to this report regarding changes to current staffing levels. However, it is expected that there will need to be changes to ways of working and technology which will be consulted on with trade unions and affected employees.

RECOMMENDATIONS

Cabinet is recommended to:

1. approve the new policy for the clamping and removal of nuisance vehicles relating to illegally parked vehicles and untaxed vehicles (appendix 1)
2. agree that the Council will accept devolved powers relating to use the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997.
3. delegate authority to the Assistant Director Street Scene to sign the letter of agreement between DVLA and Cardiff Council (Devolved Powers Partner).

SENIOR RESPONSIBLE OFFICER	ANDREW GREGORY DIRECTOR TRANSPORT, PLANNING & ENVIRONMENT 9 November 2018
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The following appendices are attached:

- Appendix A – Policy for clamping and removal of nuisance vehicles from highway and public land.
- Appendix B – Financial Business Case **Exempt from publication because it contains information of the kind described in paragraphs 14 and 21 of parts 4 and 5 of Schedule 12A of the Local Government Act 1972**
- Appendix C – Draft agreement between DVLA and Local Authorities.
- Appendix D – Draft of Public Information to be available on the website and on the leaflets on the clamped vehicles.
- Appendix E – DVLA Code of Practice Guidance Notes

The following background papers have been taken into account:

The Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles)
Regulations 1997

Mae'r dudalen hon yn wag yn fwriadol

Clamping and Removals Policy

Keeping Cardiff Moving



Cardiff Council

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Policies dedicated to creating a safe and vibrant city to keep Cardiff moving

Policy Outline

Introduction

The Council, as the traffic authority, has a number of responsibilities and duties to manage the highway and transport network to keep Cardiff moving. The Council also has a duty to remove abandoned vehicles which can be unsightly and often dangerous.

This policy aims to set out, in a clear and transparent manner, Cardiff Council's approach to vehicle clamping and removals. From time to time this policy will be reviewed to ensure it complies with current legislation and any changes in working practices so it may change. It remains applicable in its current version until it is replaced or revoked.

Enforcement of Penalty Charge Notices (PCNs)

The Council enforces certain parking, bus lane and moving traffic contraventions under the Traffic Management Act 2004 and will issue Penalty Charge Notices to any vehicle observed in contravention of Cardiff's parking and traffic restrictions. In some circumstances the issuing of a PCN is not sufficient to remove an obstruction or hazard, or a sufficient deterrent to persistent offenders or evaders or those who have not registered their vehicle with the DVLA.

When a Civil Enforcement Officer is of the opinion that it is appropriate to do so, regulations¹ in Wales permit the Council to clamp and/or remove illegally parked vehicles and vehicles that have three or more outstanding PCNs that have neither been paid nor appealed.

This policy sets out how we enforce against vehicles that are parked illegally and fall under certain criteria where traditional enforcement methods are not deemed an appropriate course of action.

Enforcement of Untaxed Vehicles

The Council can take enforcement action against vehicles that are untaxed in accordance with the Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997 when

¹ The Civil Enforcement of Road Traffic Contraventions (General Provision) (Wales) Regulations 2013.

devolved powers have been granted by the Driver and Vehicle Licencing Agency. This policy aims to explain the relationship between the Council and the DVLA and how our joint efforts help to reduce instances of untaxed vehicles on the highway.

Removal of Abandoned Vehicles

Abandoned vehicles can be unsightly and are often dangerous to members of the public and other road users. As the highways authority the Council has a duty to remove any vehicle that has been abandoned in the open air or on any other land forming part of a highway.

Corporate Priorities

This policy contributes to the Council's aims to create a safe and vibrant city and to keep Cardiff moving by removing hazards and obstructions to the transport network. It further compliments the civil enforcement of road traffic contraventions and enforcement measures promoted by the DVLA against untaxed vehicle. For the purpose of this policy any reference to the "council" is to be taken to mean Cardiff Council.

Applicable legislation & guidance²

- The Traffic Management Act 2004
- The Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013
- The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (Wales) Regulations 2013
- The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) Removed Vehicles (Wales) 2013
- The Removal and Disposal of Vehicle Regulations 1986
- The Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997
- The Civil Enforcement of Road Traffic Contraventions: Parking, Bus Lane and Moving Traffic Enforcement Operational Guidance to Local Authorities December 2014

² Any reference to an act of Parliament, statutory provision, regulation or statutory instrument includes a reference to that act, provision, regulation or instrument as amended, extended or re-enacted.

- The Statutory Guidance to Local Authorities on the Civil Enforcement of Road Traffic Contraventions, July 2014
- DVLA: Code of Practice and Guidance notes for those authorised by the DVLA to deal with vehicles that are not taxed 2017
- The Road Traffic Regulation Act 1984

Clamping illegally parked vehicles

The Council only considers it appropriate to clamp (immobilise) an illegally parked vehicle in two circumstances; when the vehicle has been identified as belonging to a persistent evader or when the vehicle is not properly registered with the DVLA meaning traditional enforcement methods do not work. Where the vehicle is causing an obstruction or a hazard the vehicle will instead be instantly removed. This follows the advice provided by the Welsh Ministers in the Statutory Guidance released to Local Authorities.

The decision on whether to immobilise a vehicle requires an exercise of judgement and must only be taken by an appropriately trained Civil Enforcement Officer (CEO) in accordance with current legislation.

‘Persistent evaders’

Some people regularly or deliberately contravene parking and traffic regulations and fail to settle the debts they incur as a result. These are known as ‘persistent evaders’. A persistent evader is defined in the Statutory Guidance³ as a vehicle that has three or more outstanding PCNs which have neither been paid nor successfully challenged/appealed.

Non-registered vehicles

Vehicles are often not registered with the DVLA, or registered incorrectly meaning that normal enforcement methods against the registered keeper of a vehicle are not possible. Normally a Notice to Owner is sent to the registered keeper of a vehicle and then any enforcement action is taken against them. If the vehicle is not registered then a Notice to Owner cannot be sent and the vehicle user can ignore parking restrictions as they please. Where a vehicle appears to be registered in the UK, but the identity and address is not registered with the DVLA then we may consider informing the police who can, if appropriate, investigate any criminal offences that may have occurred. Where it has been identified that the vehicle is not properly registered then a CEO may authorise the clamping of a vehicle even if no other PCNs are outstanding.

³ The Statutory Guidance to Local Authorities on the Civil Enforcement of Road Traffic Contraventions: Parking July 2014

Vehicles with foreign registration plates

Vehicles that have foreign registration marks may be clamped if they have incurred 3 or more PCNs, as if they were a persistent evader.

Timeframes for clamping of vehicle

Regulations make it compulsory for a CEO to wait for 15 minutes before clamping a vehicle⁴ when the vehicle is within a permitted parking place. There is no minimum period a CEO has to wait before clamping a vehicle elsewhere; however the Council does not enforce against vehicles parked outside of a designated parking place or car park as doing so could only make any safety issues or obstructions worse. Instead the vehicle should be removed and impounded.

If the driver returns to the vehicle while immobilisation or removal is taking place, then unless they are a persistent evader, the officer halt the operation unless the clamp has been secured or all the wheels are aboard a tow truck. The PCN will still be enforced in these circumstances.

Clamping Process

Illegally parked vehicle identified and Penalty Charge Notice (PCN) issued	A Civil Enforcement Officer (CEO) identifies an instance of illegal parking and issues a Penalty Charge Notice (PCN)
Vehicle identified as belonging to a persistent evader or is not registered	The CEO identifies that the vehicle has been reported as belonging to a persistent evader of either parking or traffic PCNs, or both or not registered correctly with the DVLA. A persistent evader is classed as a vehicle that has 3 or more PCNs outstanding that have neither been paid nor appealed.
Issuing officer contacts supervisor for approval to clamp	Only a CEO supervisor or manager of parking/traffic enforcement may authorise the clamping of a vehicle.
Allow time for vehicle to depart	Once authorisation has been granted a CEO should wait 15 minutes before attaching a clamp. A clamp should never be attached if the vehicle is parked dangerously or is causing an obstruction or if a valid blue badge is displayed.
Clamp attached	A Civil Enforcement Officer (CEO) or a person with the permission of a CEO attaches the wheel clamp to the driver side wheel. If they are unable to attach

⁴ Regulation 13 of the Civil Enforcement of Road Traffic Contraventions (General Provision) (Wales) Regulations 2013 & regulation 5C(3) of the Removal and Disposal of Vehicles Regulations 1986.

	the clamp to the driver side wheel they should attach it to the driver side rear wheel. A Notice of Immobilisation is affixed to the driver side windscreen of the vehicle.
Payment made	The person in charge of the vehicle makes payment of the £40 release fee and the outstanding penalty charge that has just been issued.
Clamp removed, or;	If full payment is made the clamp is removed within 2 hours of the payment having been confirmed as successful. When the clamp is removed the person removing the clamp must immediately inform the vehicle owner or person in charge of their vehicle about their right to make representations and their right to appeal.
Vehicle removed	If payment is not made to remove the clamp within 24 hours then the vehicle may be removed and impounded incurring further costs

Vehicles displaying a valid blue badge

A vehicle is not permitted to be clamped when a valid blue badge and, when applicable, time clock is clearly and correctly displayed.

Vehicles displaying an invalid blue badge

When a vehicle has had a PCN issued to it and is displaying a blue badge that is being fraudulently used, has had its details changed, is no longer valid because the holder is deceased or authorised to have a blue badge, or it has been reported as stolen, then the vehicle will be liable for clamping. However, on most occasions the vehicle will simply be removed and impounded instead. Further enforcement action may also be taken, which may include the prosecution of the offending party where it has been identified that an offence has occurred. Blue badge fraud is a serious offence and may lead to a fine of up to £1,000 and a criminal record.

How to have a clamp removed

When a clamp is attached there will be notice called a Notice of Immobilisation attached to the driver side front or side window. This will explain how to have the clamp removed and how to pay the release fee. A clamp will not be removed until successful payment has been fully

received. There will be a release fee £40 plus the penalty for parking incorrectly. This is set in legislation⁵. Cash payments are not accepted.

Appealing against the clamping of an illegally parked vehicle

Once the clamp has been removed the person in charge of the vehicle will immediately be notified of their right to appeal to the Council (make representations) against the clamping of the vehicle. There are only 6 grounds on which representations can be made:

- That the circumstances in which the vehicle had been permitted to remain at rest in a civil enforcement area were not circumstances in which a Penalty Charge was payable under regulation 4 of the Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013
- That the vehicle had been permitted to remain at rest in the place where it was by a person who was in control of the vehicle without the consent of the owner: e.g. stolen
- That the place where the vehicle was at rest was not in a civil enforcement areas
- That, in accordance with regulation 13 of the Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013 (limitations on the power to immobilise vehicles), there was in the circumstances of the case no power under those Regulations to immobilise the vehicle at the time at which it was immobilised or at all
- That there has been a procedural impropriety on the part of the enforcement authority

If representations meet one of the above criteria the Council must refund any sums that the person to whom the vehicle was released was required by law to pay. If the customer doesn't think any of the above grounds apply and they are of the opinion that there are other compelling reasons why the enforcement authority should refund some or all of the amount paid to secure the release of the vehicle, then they can make representations on the following ground:

- There are mitigating circumstances

If the Council accepts the mitigating circumstances then a refund will be issued only to the amount that the Council considers appropriate given those circumstances. If the Council rejects the representations then there is a further right of to an independent adjudicator from the Traffic Penalty Tribunal.

⁵ The Civil Enforcement of Road Traffic Contraventions (Guidelines on Levels of Charges) (Wales) Order 2013.

Removing illegally parked vehicles

The removal (impoundment) of an illegally parked vehicle is a serious action and the Council will therefore only take such action in exceptional cases.

The decision on whether to remove a vehicle requires an exercise of judgement and must only be taken by an appropriately trained Civil Enforcement Officer (CEO) in accordance with current legislation.

Obstructive or Hazardous Parking

Where a CEO is of the opinion that a vehicle has been parked where it would cause a potential hazard or danger to footway users or other road users, or where the parking is obstructive or has a significant negative impact upon the transport network, then the CEO may authorise the removal of that vehicle.

Examples of hazardous parking include:

- Parking on pavements or verges when it is not allowed
- Parking on loading bans (shown by yellow kerb blips)
- Parking adjacent to a dropped tactile kerb where the pavement has been lowered to aid pedestrians to cross the road
- Parking on “no stopping” restrictions such as bus stops and zig zags

Examples of obstructive parking include:

- Parking in front of driveways
- Double parking
- Parked in a suspended parking bay or place
- Parked in a parking place designated for a certain type of vehicle (e.g. electric charging vehicle points or taxi ranks)
- Parking wholly or partly on a cycle track or bus lane

‘Persistent evaders’

Some people regularly or deliberately contravene parking and traffic regulations and fail to settle the debts they incur as a result. These are known as ‘persistent evaders’. A persistent evader is

defined in the Statutory Guidance as a vehicle that has three or more outstanding PCNs which have neither been paid nor successfully challenged/appealed.

The Welsh Ministers consider that the Council should “should take the strongest possible enforcement action following the issue of a PCN and confirmation of persistent evader status.”⁶ For this reason vehicles may be impounded rather than clamped if the persistent evader has 5 or more PCNs outstanding. This is at the discretion of the attending CEO and their supervisor so a vehicle may be removed if the vehicle has less than 5 outstanding PCNs but no less than 3 outstanding PCNs.

Non-registered vehicles

Vehicles are often not registered with the DVLA, or registered incorrectly meaning that normal enforcement methods against the registered keeper of a vehicle is not possible. Normally a Notice to Owner is sent to the registered keeper of a vehicle and then any enforcement action is taken against them. If the vehicle is not registered then a Notice to Owner cannot be sent and the vehicle user can ignore parking restrictions as they please. Where a vehicle appears to be registered in the UK, but the identity and address is not registered with the DVLA then the Council may consider informing the police who can, if appropriate, investigate any criminal offences that may have occurred.

Where it has been identified that the vehicle is not properly registered then a CEO may authorise the removal of a vehicle even if no other PCNs are outstanding.

Vehicles with foreign registration plates

Vehicles that have foreign registration marks may be removed if they have incurred 3 or more PCNs, as if they were a persistent evader.

⁶ The Statutory Guidance to Local Authorities on the Civil Enforcement of Road Traffic Contraventions: Parking July 2014

Removal of vehicles blocking driveways⁷

It is appreciated that vehicles parked in front of a driveway can be inconsiderate and obstructive, perhaps preventing access onto or off of a driveway completely. The Council will only remove a vehicle in such circumstances where it has been reported by the property owner of causing a provable obstruction at the time of the contravention. Otherwise enforcement will be processed by the issuing of a Penalty Charge Notice. Vehicles can be confidentially reported on the Council's webpage www.cardiff.gov.uk or by calling 029 2087 2087 whereby a full description of the offending vehicle, including its exact location, vehicle registration mark (VRM) and make will need to be provided. The relationship to the driveway that the vehicle is obstructing will need to be established and the customer may need to provide legal proof that the driveway relates to their property.

It is not the role of the Council to become involved in neighbour disputes about parking matters so each instance of a removal of a vehicle blocking a driveway will be considered carefully upon its own merits. Even though a vehicle may be blocking a driveway, this does not automatically mean that the vehicle will be removed.

A customer may wish to apply to have an access protection marking "H-Bar" marking painted in front of the driveway to identify to motorists that they should not park their vehicle at that location. These can be applied for online at www.cardiff.gov.uk. Fees apply.

Timeframes for removal of vehicle

Regulations make it compulsory for a CEO to wait for 30 minutes before authorizing the removal of a vehicle when the vehicle is within a permitted parking place. This is reduced to 15 minutes whereby the vehicle is identified as belonging to a persistent evader. There is no minimum period a CEO has to wait before removing a vehicle elsewhere. Where a vehicle is causing an obvious obstruction or hazard then it will be removed immediately.

⁷ Section 86 – The Traffic Management Act 2004

If the driver returns to the vehicle while immobilisation or removal is taking place, then unless they are a persistent evader, we will halt the operation unless the clamp has been secured or all the wheels are aboard a tow truck. The PCN will still be enforced in these circumstances.

Removal Process

Table 2. Summary of process for removal of illegally parked vehicle	
Vehicle identified as suitable for impoundment	The CEO identifies that the vehicle should be removed in accordance with this policy. Where a clamp has already been attached to the vehicle for a contravention and a period of 24 hours has elapsed, the vehicle will automatically be removed.
Issuing officer contacts supervisor for approval to remove	Only a CEO supervisor or manager of parking/traffic enforcement may authorise the removal of a vehicle.
Allow time for vehicle to depart	Once authorisation has been granted a CEO should wait 15 minutes before having the vehicle removed.
Vehicle removed	A contractor under the supervision of a CEO removes the vehicle to a designated pound. Police informed in case person in charge of the vehicle reports their vehicle as stolen.
Payment made	The person in charge of the vehicle makes payment of the £105 release fee and the outstanding penalty charge that has just been issued, and any other fees incurred associated with the storage of the vehicle.
Vehicle released or;	The registered owner of the vehicle has the vehicle released to them. They are immediately informed of their right to make representations or appeal against the removal of the vehicle and any other fees incurred as a result
Vehicle destroyed / sold	If payment is not made then the vehicle will either be destroyed or sold at auction depending on the value of the vehicle.

Vehicles displaying a valid blue badge

Blue badge holders are not statutorily exempt from having their vehicle removed, even if a valid blue badge is displayed. However, the Council realises that disabled people often rely heavily on the use of their vehicle and removal can cause a greater inconvenience that may otherwise be the case. However, in the following circumstances the Council believes that it will be still be necessary to remove a vehicle even if a blue badge is displayed:

- If the vehicle is causing a serious safety hazard by parking on zig-zags outside of a school or on a pedestrian crossing
- If the vehicle is parked in a suspended parking bay or place

Normal operating procedure is that the vehicle shall be moved rather than removed to the pound to a position where it is no longer causing a safety hazard or obstruction. Only in exceptional circumstances will a vehicle displaying a blue badge be impounded and this is at the sole discretion of the manager of the parking services enforcement team.

Vehicles displaying an invalid blue badge

When a vehicle has had a PCN issued to it and is displaying a blue badge that is being fraudulently used, has had its details changed, is no longer valid because the holder is deceased or authorised to have a blue badge, or it has been reported as stolen, then the vehicle will be liable for removal. Further enforcement action may also be taken, which may include the prosecution of the offending party where it has been identified that an offence has occurred. Blue badge fraud is a serious offence and may lead to a fine of up to £1,000 and a criminal record.

How to have a removed vehicle released

If the person in charge of the vehicle believes that their vehicle has been removed for being illegally parked then they can contact the Council on 029 2087 2087 who can advise on the pound that the vehicle is being stored at and the process for recovering the vehicle.

When a vehicle is removed the Police will be notified so that they are aware. If the vehicle is reported as stolen, they will be able to inform the customer that their vehicle has been impounded and where to secure the release of that vehicle. 999 should not be called as this is for emergencies only.

To secure the release of the vehicle the appropriate fees⁸ will need to be paid, which are:

Item	Type of charge	Amount of charge
1	Vehicle removal charge	£105
2	Vehicle storage charge	£12 for each day, or part day, during which the vehicle is impounded
3	Vehicle disposal charge	£50

⁸ The Civil Enforcement of Road Traffic Contraventions (Guidelines on Levels of Charges) (Wales) Order 2013.

If the vehicle was initially clamped before being removed, then only the removal charges will apply.

Full fees must be paid before a vehicle is released.

A Vehicle Registration Certificate (V5C) and a valid form of ID, such as a current UK driver licence or passport, must be provided for the vehicle to be released. The address on the V5C must be the same as the address on the provided ID. If the addresses do not match then further supporting evidence will be needed such as a utility bill or bank statement dated within the last three months.

If a V5C cannot be provided then additional documentation must be provided to show ownership, such as a bill of sale or MOT certificate. The vehicle pound will provide an 'Application for a registration certificate (V62)' which must be filled in and the appropriate fees associated with this document must be paid. The vehicle pound will then send this application to the DVLA.

Without these conditions being met the vehicle will not be released under any circumstance.

If the vehicle is not claimed within 14 days then it will either be destroyed or sold at auction.

Appealing against the removal of an illegally parked vehicle

Once a vehicle has been returned, the owner will immediately be notified of their right to appeal to the Council (make representations) against the removal of their vehicle. There are only 8 grounds on which representations can be made:

- That the circumstances in which the vehicle had been permitted to remain at rest were not circumstances in which a Penalty Charge was payable under regulation 4 of the Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013
- That a Civil Enforcement Officer had not, in accordance with regulation 9 of the General Provisions Regulations, fixed a penalty charge notice to the vehicle or handed such a notice to the person appearing to be in charge of the vehicle, before the vehicle was removed
- That at the time the vehicle was removed the power to remove the vehicle conferred by paragraph 5C of the Removal and Disposal of Vehicles Regulations 1986 was, by virtue of paragraph (3) of that regulation, not exercisable
- That the vehicle had been permitted to remain at rest in a place where it was by a person who was in control of the vehicle without the consent of the owner (e.g. stolen)
- That the place where the vehicle was at rest was not in a civil enforcement area

- That the penalty charge or other charge paid to secure the release of the vehicle exceeded the amount applicable in the circumstances of the case, or;
- That there has been a procedural impropriety by the Council

If representations meet one of the above criteria the Council must refund any sums that the person to whom the vehicle was released was required by law to pay.

If none of the above grounds apply and there are other compelling reasons why the Council should refund some or all of the amount paid to secure the release of the vehicle, then representations can be made on the following ground:

- There are mitigating circumstances

If the Council accepts the mitigating circumstances then a refund will be issued only to the amount that the Council considers appropriate given those circumstances.

If the Council rejects the representations then there is a further right of to an independent adjudicator from the Traffic Penalty Tribunal.

Clamping and Removing Untaxed Vehicles

A vehicle must by law⁹ be taxed if it is to be used or kept on the highway. Under the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997, the DVLA can authorise an organisation to take enforcement action against vehicles that are not taxed.

There is a public perception of the existence of a link between untaxed vehicles and crime or intended criminal activities. There are many benefits to the Council enforcing against untaxed vehicles; including the improvement of the local environment, reduced opportunity for anti-social behaviour and arson, disrupted criminality associated with the use of untaxed vehicle. It should also encourage people to re-licence their vehicles correctly.

Working with the DVLA

The evasion of paying for Vehicle Excise Duty (car tax) has risen from 0.6% to 1.8% since 2014¹⁰, which equates to a potential loss of £107 million to the Government.

Enforcement plays a key role in trying to address this to ensure that all vehicles are taxed correctly and lawfully. We work closely with the DVLA at all stages of the enforcement process in accordance with our statutory obligations and the Code of Practise and Guidance Notes for Those Authorised by DVLA to Deal with Vehicles that are Not Taxed 2017.

Reporting an untaxed vehicle

Anyone can visit www.gov.uk/check-vehicle-tax to check if a vehicle is correctly taxed or if it has been registered as off the road (SORN). Please note that these records can take up to 5 working days to be updated¹¹.

If a vehicle has been confirmed as untaxed then it may be reported to the Council either online at www.cardiff.gov.uk or by calling 029 2087 2087. The Council will then investigate further and if it is confirmed that the vehicle is not taxed correctly enforcement action may be instigated when

⁹ The Vehicle Excise and Registration Act 1994

¹⁰ Local Authorities and Devolved Powers, training seminar

¹¹ <https://www.gov.uk/check-vehicle-tax>

it is possible to do so. There may be times when enforcement may not be able to be taken, even when the vehicle is untaxed.

Vehicles that can be clamped and removed

Vehicles and areas that this policy applies to are;

- Vehicles on public roads¹² that have been untaxed for longer than 2 months and 1 day or are SORN
- Vehicles off-road (except in certain exempt circumstances as set out by this policy) that have been untaxed for longer than 2 months and 1 day

This policy does not apply to vehicles that are;

- Abandoned
- Being used by the emergency services for whatever reason
- Being used under a valid trade licence
- Exempt from having to pay vehicle tax
- Public service vehicles being used for the carriage of passengers for fare or reward
- Being used by utility companies for legitimate statutory business needs; or,
- Being used by the Post Office in connection with the delivery or collection of postal packets and each side of the vehicle is clearly marked with the words "Post Office" or "Royal Mail"

Enforcement on private land

Any offending vehicle can be clamped and removed off-road except where the vehicle is kept at the business premises of a motor trader or vehicle tester or where the vehicle is parked off road on land associated with a dwelling

The Council will not clamp or remove untaxed vehicles off-road at the following locations:

¹² A "road which is repairable at the public expense", VERA 1994 and includes verges, pavements, lay-bys and parking bays.

- Hospital/airport/school premises
- College/University/Armed Forces premises, unless approval has been provided by the college/university or relevant branch of the armed forces beforehand

Clamping process

Table 3. Summary of process for clamping of untaxed or SORN vehicles	
Report of untaxed vehicle received	The vehicle status is checked to see if it has current tax and if enforcement action can take place
Vehicle immobilised (clamped)	If enforcement action can take place and the vehicle is untaxed, or is on the public road with a SORN, then the Council or appointed contractor may clamp the vehicle. The clamp should be attached within 1 hour of the check undertaken to identify that enforcement action is needed
Vehicle logged	Photographs are taken of the untaxed/SORN vehicle and a vehicle inspection report is completed. Offence reports are also completed and passed to the DVLA
Removal	If payment is not made within 24 hours from the clamp being attached then the vehicle may be removed to a storage pound.
DVLA notification	The Council will inform the DVLA of the removal and they will then write to the registered keeper within 24 hours informing them of the removal
Storage	Removed vehicles will be kept in storage for a minimum of 14 days if they are valued at over £500 or 7 days if they are valued under £500
Release, or;	If the relevant identification, payment and surety are provided the vehicle can be claimed and released
Disposal	If the vehicle is not claimed within the given timeframes then it may be scrapped or dismantled or auctioned according to its value

How to have a clamp removed

When a clamp is attached there will be notice attached to the driver side front or side window. This will explain how to have the clamp removed and how to pay the release fee. A clamp will not be removed until full and successful payment has been made.

Instant removal of vehicles process

In some circumstances it may be more appropriate to immediately remove the vehicle rather than initially clamp it, for example if the vehicle is dangerously parked.

Table 4. Summary of process for instant removal of untaxed or SORN vehicles	
Report of untaxed vehicle received	The vehicle status is checked to see if it has current tax and if enforcement action can take place
Vehicle logged	Photographs are taken of the untaxed/SORN vehicle and a vehicle inspection report is completed. Offence reports are also completed and passed to the DVLA
Removal	The vehicle is removed to a pound
DVLA notification	The Council will inform the DVLA of the removal and they will then write to the registered keeper within 24 hours informing them of the removal
Storage	Removed vehicles will be kept in storage for a minimum of 14 days if they are valued at over £500 or 7 days if they are valued under £500
Release, or;	If the relevant identification, payment and surety are provided the vehicle can be claimed and released
Disposal	If the vehicle is not claimed within the given timeframes then it may be scrapped or dismantled or auctioned according to its value

How to have a removed vehicle released

If the person in charge of the vehicle believes that their vehicle has been removed for being untaxed then they can contact the Council on 029 2087 2087 who can advise on the pound that the vehicle is being stored at and the process for recovering the vehicle.

The registered keeper of the vehicle will also receive a letter from the DVLA informing them of the location of the pound and advise on the next steps to take.

When a vehicle is removed the Police will also be notified so that they are aware. If the vehicle is reported as stolen, they will be able to inform the customer that their vehicle has been impounded and where to secure the release of that vehicle. 999 should not be called as this is for emergencies only.

To secure the release of a vehicle the appropriate fees¹³ will need to be paid, which are:

¹³ The Civil Enforcement of Road Traffic Contraventions (Guidelines on Levels of Charges) (Wales) Order 2013.

Clamping and Removing Untaxed Vehicles

Item		Release Fee	Surety Fee
1	Within 24 hours of offence	£100	£160 for motorcycles, light passenger and light goods vehicles
2	Release from pound 24 hours or more after offence	£200	£330 for buses, recovery, haulage and goods vehicles £700 for exceptional vehicles such as large lorries or coaches
3	Storage	£21 per complete day at the pound (if instantly removed the first 24hrs is not chargeable)	

Full fees must be paid before a vehicle is released.

A Vehicle Registration Certificate (V5C) and a valid form of ID, such as a current UK driver licence or passport, must be provided for the vehicle to be released. The address on the V5C must be the same as the address on the provided ID. If the addresses do not match then further supporting evidence will be needed such as a utility bill or bank statement dated within the last three months.

If a V5C cannot be provided then additional documentation must be provided to show ownership, such as a bill of sale or MOT certificate. The vehicle pound will provide an 'Application for a registration certificate (V62)' which must be filled in and the appropriate fees associated with this document must be paid. The vehicle pound will then send this application to the DVLA.

Without these conditions being met the vehicle will not be released under any circumstance.

Surety

Customers who pay a surety fee can claim it back from the Council by producing a valid tax receipt within 15 days of the vehicles lawful release. A surety refund is paid back to the payee only. Declaring a vehicle as SORN does not entitle a customer to a refund.

Disputes

As the enforcement authority Cardiff Council must respond to complaints that relate to the clamping or removal of untaxed vehicles. Disputes may only be made against an enforcement action if the owner has paid the charges to recover the vehicle and either claims that the vehicle was taxed when enforcement action commenced or the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997 were not adhered to.

Unless the strict criteria as set out above are met in full, then any dispute is unlikely to be successful. Any dispute must be made in writing to Parking Services, PO Box 47, Cardiff, CF11 1QB.

Abandoned Vehicles

It is an offence¹⁴ to unlawfully abandon any vehicle in the open air or on the highway and this is punishable by a fine of up to level 4 on the standard scale (currently £2,500) and/or up to 3 months in prison. As an alternative to prosecution the Council may offer the person who the Council believes has committed the offence a Fixed Penalty Notice to discharge their liability to the offence.¹⁵

Where the Council is of the opinion that a vehicle has been abandoned it is duty bound to remove the vehicle if it is in the open air or on the highway. A highway is a section of land which all members of the public have a legal right to pass and re-pass without hindrance nor licence and this includes footways, verges, footpaths, bridleways and cycle tracks.

What is an abandoned vehicle?

While there is no legal definition of “abandoned”, for the purpose of this policy the Council considers that any vehicle that has been left without lawful authority in open air or on the highway as abandoned. Separate rules apply to private land which are detailed below.

It is the responsibility of Council officers to review all the information provided to them and/or gathered through physical inspections of the potentially abandoned vehicle. Council officers have the final say on deciding if a vehicle is abandoned or not.

A Council officer will consider:

- Whether the vehicle has been stationary for a significant amount of time
- Whether the vehicle has been significantly damaged, burnt out, vandalised, is run own or is un road-worthy
- What the overall age is of the vehicle and its condition and appearance
- If required vehicle parts, for example registration plates, are missing
- If the vehicle does not have a valid Vehicle Excise Licence and/or registered keeper.

¹⁴ The Refuse Disposal (Amenity) Act 1978 as amended by the Clean Neighbourhoods and Environment Act 2005

¹⁵ Clean Neighbourhoods and Environment Act 2005

Not all of these considerations will be required to be met before a vehicle can be considered abandoned.

Areas where an abandoned vehicle can be removed

Areas that this policy applies to are;

- Roads, including access roads
- The highway
- Council owned land
- Housing association land where relevant checks have been undertaken and a request received from the association
- Private land

How to report an abandoned vehicle

Abandoned vehicles can be reported by telephone on 029 2087 2087, by emailing abandonvehicles@cardiff.gov.uk or online at www.cardiff.gov.uk. Search for “report it”.

The following information should be provided where possible to that the correct vehicle can be identified;

- Exact location (e.g. opposite number 36, Smith Street)
- How long it has been at that location (if known)
- Vehicle registration number
- Make, model, colour
- Condition
- Land ownership (if known. Please see “areas where an abandoned vehicle can be removed” above.)

Where this information is not provided the Council may not be able to identify the correct vehicle and take the necessary action.

If a vehicle is unwanted the Council may arrange for it to be removed. Fees apply. Details on surrendering a vehicle will be provided on request as every situation is different and must be considered on its own merits.

Vehicles abandoned on private land

The Council has the powers to remove abandoned vehicles on land that is privately owned. The Council also has the powers to enter private land to investigate reports of abandoned vehicles.¹⁶ In such circumstances whereby the Council exercises its right to enter private land, Council officers must not be obstructed from doing so.

After inspection, if the Council is satisfied that the vehicle is abandoned the Council will serve a 15 day notice detailing its intention to remove the vehicle.¹⁷ Where it is not possible to serve a notice upon the land owner a notice will be attached to the vehicle.

If there has been no response after the 15 day notice has expired the vehicle may be removed. If the identified land owner objects to its removal no further action will be taken.

Abandoned vehicles process – private land

Land owner seeks vehicle owner	The landowner should make every reasonable attempt to locate the vehicle owner and request that they remove the vehicle. The Council will not consider the removal of a potentially abandoned vehicle without this step being taken, unless the vehicle is classed as dangerously abandoned.
Report of potentially abandoned vehicle	Received and logged by the Council. The landowner is advised that they must provide written consent for the removal of the vehicle and confirmation that they have not been able to contact the owner of the vehicle
Written consent received	Written consent is received from the land owner and the Council is authorised to proceed. Land ownership must be proved before the Council will take any further action. Land ownership proof must include the register view and title plan of the land.
Registration check	Where there is a vehicle registration mark provided the Council will check if the vehicle is taxed or if the police have any interest in the vehicle
Inspection	A Council officer will inspect the vehicle and confirm whether the Council considers abandoned

¹⁶ Section 8 of the Refuse Disposal Act 1978

¹⁷ Section 99 of the Road Traffic Regulation Act 1984

7 day notice affixed to vehicle if not dangerously abandoned	A notice of the Councils intent to remove the vehicle will be attached for 7 days if the Council has accepted that the vehicle is abandoned. This is due to the fact that the report may subject to a neighbour dispute or other dispute
Vehicle removed	If a response to the 7 day notice has not been received then the vehicle will be removed for a fee. Please see fees and charges.
Registered keeper contacted	Once the abandoned vehicle is removed the last registered keeper will be written to inform them that the vehicle will be destroyed unless collected within 14 days. If the Council is unable to ascertain who the last registered keeper is then the vehicle will be destroyed after 14 days without notification.

Table 6. Summary of process for removal of abandoned vehicles on private land when it has not been reported by the landowner	
Report of potentially abandoned vehicle	Received and logged by the Council. An initial judgement on whether the vehicle is potentially abandoned will then be undertaken by appropriate means
Registration check	Where there is a vehicle registration mark provided the Council will check if the vehicle is taxed or if the police have any interest in the vehicle
Inspection	The vehicle will be inspected to see if it classed as abandoned. If the landowner or other persons refuses entry the Council will exercise its powers to force entry
15 day notice	A 15 day notice is attached to the vehicle when it is not considered dangerously abandoned.
Removal objections	In the event of the land owner objecting in writing to the removal of the vehicle in accordance with the 15 day notice then no further action will be taken
No objection received	If the Council is satisfied that the vehicle is abandoned then the vehicle will be removed
Registered keeper contacted	Once the abandoned vehicle is removed the last registered keeper will be written to inform them that the vehicle will be destroyed unless collected within 14 days. If the Council is unable to ascertain who the last registered keeper is then the vehicle will be destroyed after 14 days without notification.

Dangerously abandoned vehicles

Where a vehicle has been abandoned in a way, or is in a state of repair, that could be considered by a Council officer as dangerous, the Council will attempt to remove it within 24 hours. A dangerously abandoned vehicle must pose a significant and present danger to the public or property. This could include vehicles that are burnt out, are in a dangerous condition such as have sharp edges or broken windows, are balanced on bricks or other temporary structures or that have fuel, oil or coolant leaks.

If a vehicle can be considered to be dangerously abandoned then it can be removed immediately as there is no legal responsibility to contact the registered owner, but once a vehicle is removed we will take steps to trace the owner where possible.

Abandoned vehicles process – open air or on the highway

Table 7. Summary of process for the removal of a vehicle on the highway or in open air	
Report of potentially abandoned vehicle	Received and logged by the Council. An initial judgement on whether the vehicle is potentially abandoned will then be undertaken by appropriate means
Registration check	Where there is a vehicle registration mark provided the Council will
Inspection	The vehicle will be inspected to see if it can be classed as abandoned
7 day notice	Where a vehicle has been identified as abandoned but not dangerously abandoned then a notice will be affixed to the vehicle informing that the vehicle may be removed if it is confirmed as abandoned
Removal	Once deemed abandoned then the vehicle will be removed
Registered keeper contacted	Unless it is dangerously abandoned then once the abandoned vehicle is removed the last registered keeper will be written to inform them that the vehicle will be destroyed unless collected within 14 days. If the Council is unable to ascertain who the last registered keeper is then the vehicle will be destroyed after 14 days without notification.

How to have a removed vehicle released

If the person in charge of the vehicle believes that their vehicle has been removed for being abandoned then they can contact the Council on 029 2087 2087 who can advise on the pound that the vehicle is being stored at and the process for recovering the vehicle.

The registered keeper of the vehicle will also receive a letter from the DVLA informing them of the location of the pound and advise on the next steps to take.

When a vehicle is removed the Police will also be notified so that they are aware. If the vehicle is reported as stolen, they will be able to inform the customer that their vehicle has been impounded and where to secure the release of that vehicle. 999 should not be called as this is for emergencies only.

To secure the release of the vehicle the appropriate fees¹⁸ will need to be paid, which are:

Removal fees					
Item	1	2	3	4	5
1	Vehicle position and condition	Vehicle equal to or less than 3.5 tonnes MAM	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	Vehicle exceeding 18 tonnes MAM
2	Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road	£150	£200	£350	£350
3	Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both	£250	£650	Unladen - £2,000	Unladen - £3,000
				Laden - £3,000	Laden - £4,500
4	Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	£200	£400	Unladen - £1,000	Unladen - £1,500
				Laden - £1,500	Laden - £2,000
5	Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	£300	£850	Unladen - £3,000	Unladen - £4,500
				Laden - £4,500	Laden - £6,000

Storage Fees					
Item	1	2	3	4	5
1	Two wheeled vehicle	<i>Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
2	£10	£20	£25	£30	£35
MAM has the same meaning as regulation 3(1) of the Motor Vehicles (Driving Licences) Regulations 1999 – “Maximum Authorized Mass.”					

¹⁸ The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008

Full fees must be paid before a vehicle is released.

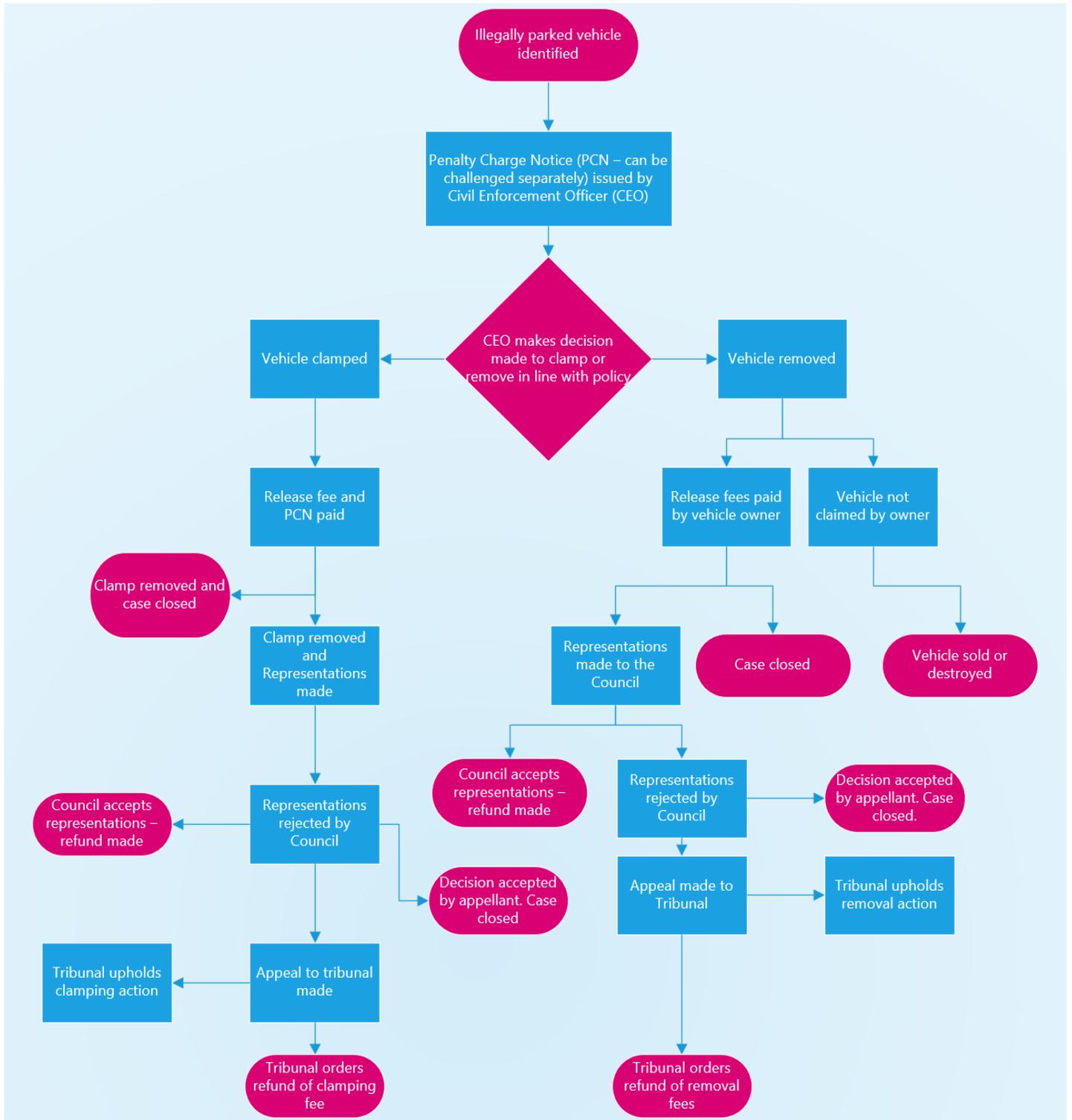
A Vehicle Registration Certificate (V5C) and a valid form of ID, such as a current UK driver licence or passport, must be provided for the vehicle to be released. The address on the V5C must be the same as the address on the provided ID. If the addresses do not match then further supporting evidence will be needed such as a utility bill or bank statement dated within the last three months.

If a V5C cannot be provided then additional documentation must be provided to show ownership, such as a bill of sale or MOT certificate. The vehicle pound will provide an 'Application for a registration certificate (V62)' which must be filled in and the appropriate fees associated with this document must be paid. The vehicle pound will then send this application to the DVLA.

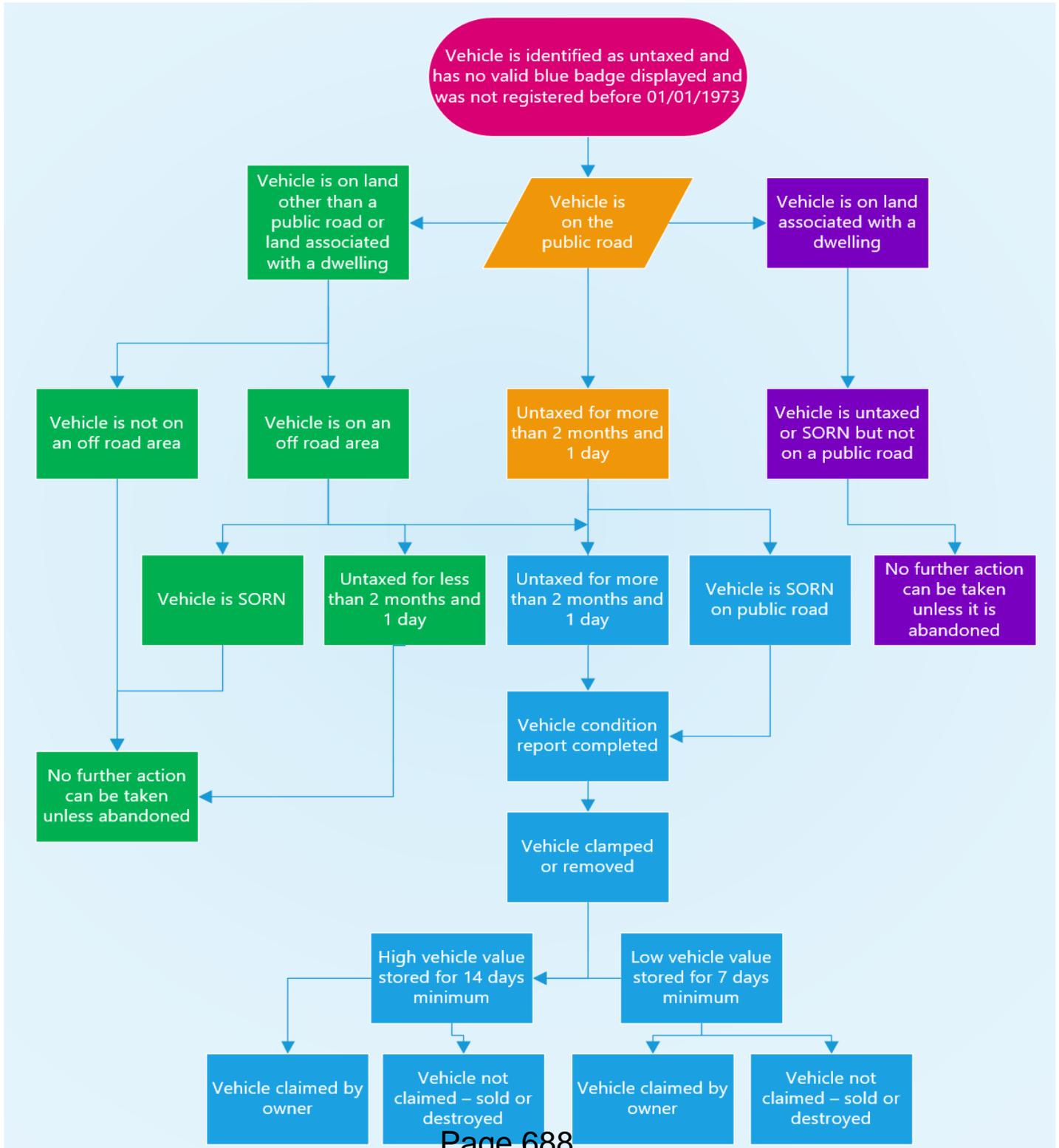
Without these conditions being met the vehicle will not be released under any circumstance.

If the vehicle is not claimed within 14 days then it will either be destroyed or sold at auction.

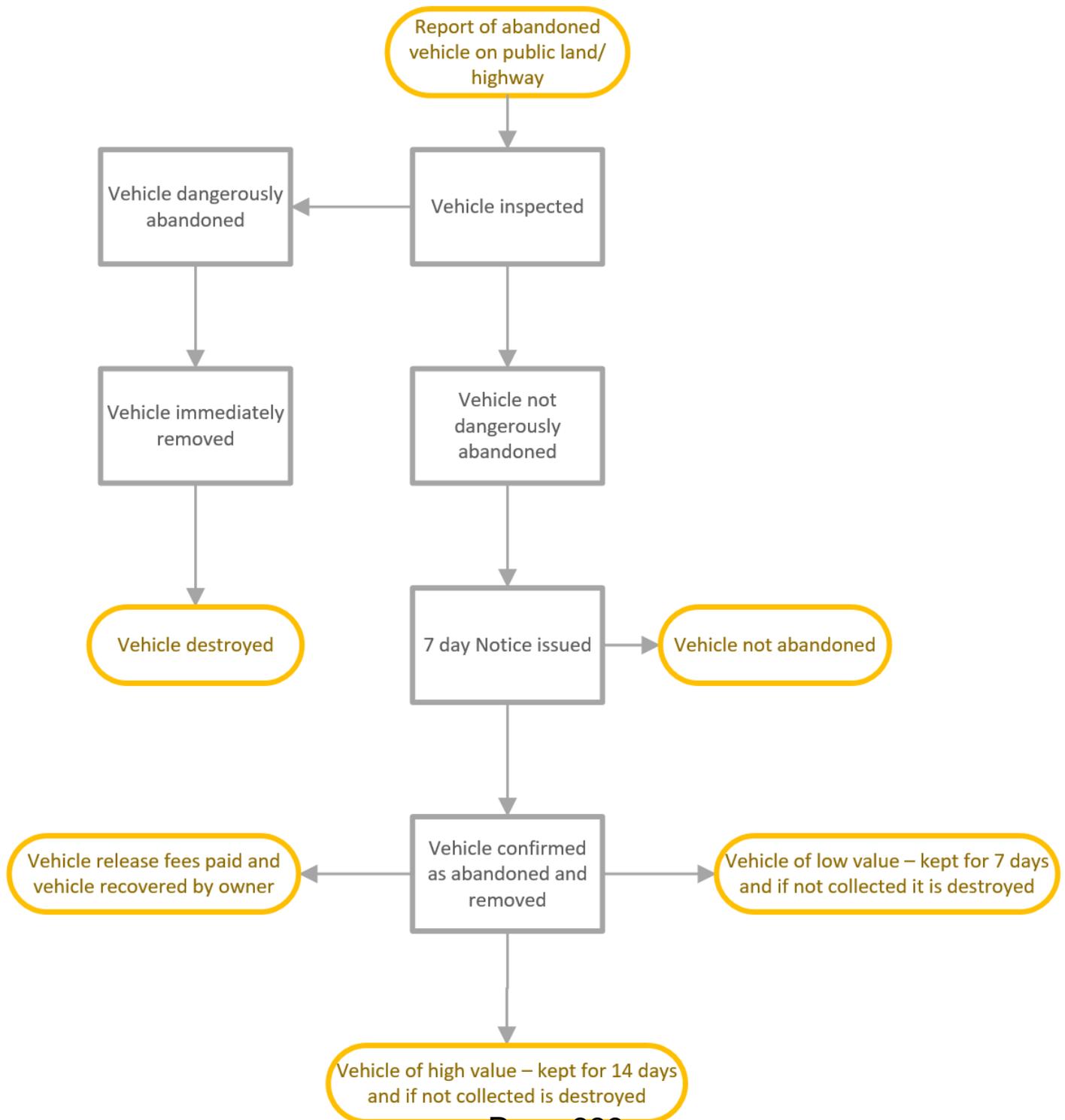
Appendix 1 – Illegally Parked Vehicles Process Map

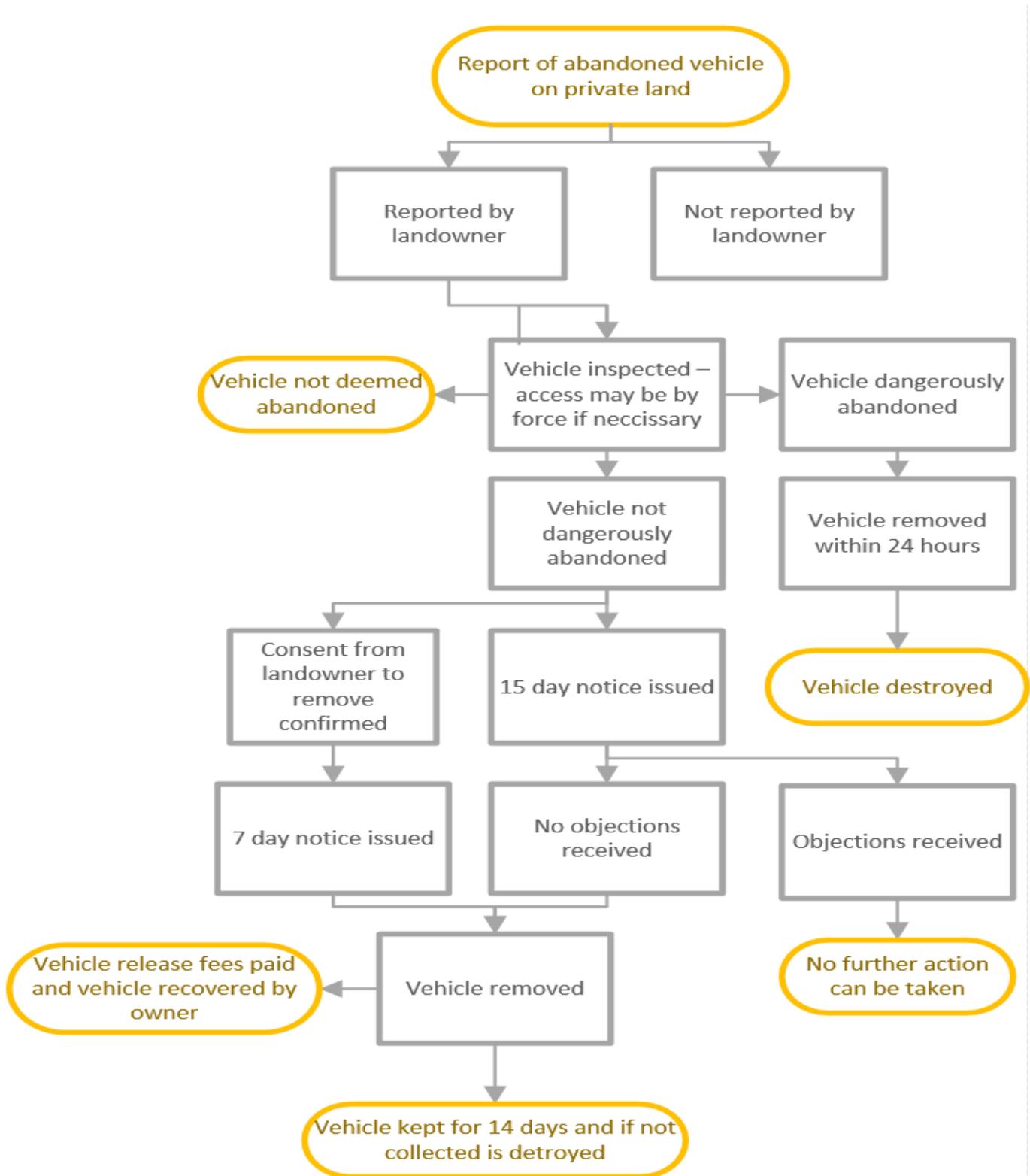


Appendix 2 – Untaxed Vehicles Process Map



Appendix 3 – Abandoned Vehicles Process Map





Yn rhinwedd paragraff (au) 14, 21 Rhan (nau) 4 a 5 o Atodlen 12A
o Ddeddf Llywodraeth Leol 1972.

Mynediad Cyfyngedig i'r Ddogfen

Mae'r dudalen hon yn wag yn fwriadol

Matthew Wakelam
Cardiff Council
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Commercial Directorate
C1/West
Longview Road
Morrison
Swansea
SA6 7JL

Phone: 01792 662007

Website: www.gov.uk/browse/driving

Twitter: @dvlagovuk

Date: 2 October 2018

Dear Customer,

Letter of Agreement between DVLA and Cardiff Council (Devolved Powers Partner) for the purpose of identifying Vehicle Excise Duty (VED) offences for enforcement of untaxed vehicles.

The purpose of this Letter of Agreement (in conjunction with the Code of Practice issued with this agreement) is to set out the basis upon which DVLA agree to share the devolved powers with the Devolved Powers Partner (DPP).

DVLA agree to share the devolved powers with Cardiff Council (the DPP) to facilitate the identification of unlicensed vehicles and undertake enforcement action against offences under the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997 (as amended), section 29 of the Vehicle Excise & Registration Act 1994 (as amended) and Regulation 27 of the Road Vehicles (Registration and Licensing) Regulations 2002 (as amended). The DPP, separately from the DVLA, shall be the Data Controller and is directly accountable for any actions it takes under those Regulations.

In order to pursue enforcement activity, Automatic Number Plate Recognition (ANPR) equipment is acknowledged as a means of identifying unlicensed vehicles to take enforcement action on. Where agreed, DVLA will provide the DPP with data of unlicensed vehicles in Great Britain via a CD-ROM and the data may be uploaded to in-vehicle ANPR equipment that is operated by the DPP for the purpose of identifying Vehicle Excise Duty offences under the Regulations. Information in relation to this service is contained in ANNEX B of the Letter of Agreement.

The parties agree that action taken under the DPP scheme is for the purpose of the DPP and the DPP is not a processor on DVLA's behalf.

The DPP shall be the Data Controller of each item of data received from the DVLA from the point of receipt of that data by the DPP or a Sub-Contractor acting on the DPP's behalf, and shall be responsible for complying with data protection principles in relation to its further Processing of that data. The DPP shall enter into a written contract with its Sub-Contractor and The DPP will retain Data Controller responsibilities while the Sub-Contractor is a Data Processor. The DPP shall be responsible for the acts and omissions of its Sub-Contractors as though they are its own.

DPP Letter of Agreement V2.0

DVLA can provide no guarantee that a vehicle is still unlicensed at the time of sighting. A secondary check for authorisation must always be made before taking physical enforcement action. The DPP must only use the Vehicle Enquiry Service (VES) or Web Enabled Enquiries (WEE) system to request data relating to enforcement action. If the DPP wishes to access the details required for enforcement action via the Web Enabled Enquires (WEE) system, the DPP must have a separate valid Data Contract with the DVLA to do so.

This Agreement is valid from the date when both Parties have signed, and will remain in force until terminated by either party in writing. Once signed by both parties, this agreement will supersede all prior contracts, representations, writings, negotiations or understandings between DVLA and Cardiff Council with respect to the devolved powers. DVLA reserve the right to review this agreement at any time.

This Agreement is opened ended and may be terminated by either party, giving 3 months written notice to the appropriate Point of Contact in Annex A.

This Letter of Agreement and associated Annexes form a legally binding agreement between the parties.

Signed on behalf of the
Agency (DVLA)

Signed on behalf of Cardiff Council

Signature.....

Signature.....

Name.....

Name.....

Position.....

Position.....

Date.....

Date.....

ANNEX A

Points of Contact

1. DVLA Point of Contact:

Name: Elaine Rees
Position: National Wheel clamping Manager

Contact Address: Enforcement Centre
D12/West
DVLA
Swansea
SA6 7JL

Telephone: (01792) 78 6475
Email: Elaine.rees@dvla.gsi.gov.uk

2. Devolved Power Partner's Point of Contact:

Cardiff Council

Name: Matthew Wakelam
Position:

Contact Address: Cardiff Council
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Telephone: 02922330106
Email: M.wakelam@cardiff.gov.uk

ANNEX B

ANPR DATA

Legal Basis

DVLA has the legal power to share the Data for the Purpose under the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997 (as amended) and Regulation 27 of the Road Vehicles (Registration and Licensing) Regulations 2002

Description of the Data and Method of Sharing

DVLA agrees to share the data of unlicensed vehicles in Great Britain via a CD-ROM with the DPP to facilitate the identification of unlicensed vehicles and the undertaking of enforcement action.

The DPP, separately from the DVLA, shall be the Data Controller of the data it receives from DVLA and shall be responsible for complying with the principles of any relevant Data Protection Legislation in relation to its processing.

DVLA will regularly produce an updated copy of the Data file and despatch one physical copy of the file on an encrypted CD-ROM to the DPP PoC (as nominated in Annex A). An email will be sent to the DPP PoC with password information to access the encrypted CD-ROM. The encrypted CD-ROM will contain a file with details of vehicles, whose records at DVLA satisfied a specific set of criteria on the date from which the file was generated. This means that the file will normally contain details of vehicles which were either unlicensed or had a Statutory Off Road Notification ("SORN") when the file was generated.

The production and despatch of the data file will normally be fortnightly every other Friday, subject to availability of DVLA resource. Where this falls on a public holiday, it will normally occur on the next working day. DVLA reserves the right to amend this schedule at any time and with immediate effect.

The format, naming and content of the file is specified by DVLA, and DVLA makes no guarantee of compatibility with any specific form of ANPR equipment, nor is it liable for any issues arising from compatibility.

If the DPP experiences difficulties loading or reading the data, they should first follow their usual technical support route for their ANPR equipment. If this shows the equipment to be in order, the DPP should inform the DVLA Point of Contact who will then investigate.

DVLA will despatch the CD-ROM via an approved secure courier and DVLA will be responsible for the costs of despatch.

The DPP will ensure that the chain of responsibility for the data, from its receipt to its secure destruction is documented. The DPP will retain this document for at least 1 year, following destruction of the data, and make it available to DVLA upon request.

The DPP shall not use the data for any other purpose than the purpose described in the agreement.

Accuracy of the Data

DVLA will take reasonable steps to ensure that the data is accurate and up to date before it is transmitted to the DPP. However, DVLA does not warrant the accuracy of the records provided. DVLA does not accept liability for any inaccurate information supplied to it by the vehicle keeper or any other source beyond its control.

DVLA shall not be liable to the DPP for any claim for loss or damage, however caused, through possible inaccuracies in the records supplied.

In practice, the DPP should treat the sighting of a vehicle for which there is a match in the data file only as an indication that the vehicle is potentially unlicensed, as DVLA can provide no guarantee that the vehicle is still unlicensed at the time of sighting. A secondary check for authorisation must always be made before taking physical enforcement action. The relevant procedures are covered in the Devolved Powers training manual provided by DVLA.

Retention of the Data

The DPP shall retain the data only for as long as is necessary, in line with data protection legislation and the purpose for which the data was collected, and shall arrange for the secure destruction or deletion of data in line with data protection legislation.

Audit and Inspection

The DVLA, or an agents acting on DVLA's behalf, reserve the right to carry out a review of the DPP's compliance with the terms of this agreement and compliance with the data protection and processing provisions, contained within this agreement. The DPP shall cooperate fully with any such review and allow the DVLA or an agent acting on its behalf access to its premises, equipment, evidence and staff for the purposes of the inspection. DVLA will give at least 7 working days' notice of such inspection.

Charges

Whilst the current service will be free of charge, DVLA reserves the right to:

- levy a reasonable administration fee for this service; and
- pass on to the DPP any charges incurred in any future system development necessary for the continued provision of the service.

DVLA will give the DPP as much notice as is practically possible before a charge is made for this service.

Mae'r dudalen hon yn wag yn fwriadol

Appendix D – Example of Public Information to be available on the website and on the leaflets on the clamped untaxed vehicles

Wheel clamping and removing untaxed vehicles

Why your vehicle has been clamped

Every vehicle registered in the UK must be taxed if used or kept on the public road. If you keep a vehicle off the road without tax, you must make a Statutory Off Road Notification (SORN). DVLA records show this vehicle does not have tax or a valid SORN.

What you should do if your vehicle has been clamped or removed

You should contact Cardiff Council on 02920 87****

Paying the fees to release your vehicle

Before you can pay any release fees you will need to vehicle tax. If you are unable to tax, you will also need to pay a surety fee (deposit). The fees you will need to pay are:

Release fees		Surety fee (If a vehicle tax has not been obtained)
Within 24 Hours of offence	* release £100	*£160 for motorcycles, light passenger and light goods vehicles
Release from clamp	* surety: see right	
24 hours or more after offence	*release £200	*£330 for buses recovery, haulage and goods vehicles
Release from pound	*surety: see right	*£700 for exceptional loads and heavy goods vehicles such as a large lorry of bus
	*storage £21 per day	

How you can pay

You can pay by most major credit cards or debit cards

The documents you need to release your vehicle from the vehicle pound

- Vehicle registration certificate (V5C)
- Proof of identity such as a photo card driving licence or passport
- Recent utility bill

If you cannot produce a V5C you must also provide documentation linking you to the vehicle, such as a bill of sale, or an insurance or MOT certificate. The vehicle pound will provide you with an 'Application for a registration certificate (V62) you must fill this in and pay the appropriate fee by cheque or postal order. The vehicle pound will send this application to DVLA.

How to claim a refund of the surety fee

You must get vehicle tax within 15 days and contact the vehicle pound. After this period, you will lose the surety fee.

Please note: you may need to provide confirmation of the vehicle tax.

If a vehicle was clamped or removed in error

If you believe the vehicle had vehicle tax or a valid SORN, please contact Cardiff Council

How to get vehicle tax or make a SORN

- Online www.gov.uk/vehicle-tax or www.gov.uk/sorn
- At a Post Office branch that deals with vehicle tax.

If you do not intend to tax your vehicle after it has been released

You must still pay the release fees, including the surety fee which you will not be able to claim back. The vehicle must not be used or kept on a public road **and** you must make a SORN. A SORN does not entitle you to a refund of the surety fee.

If you do not pay to have your vehicle released

- If it is currently clamped, it will be taken to a vehicle pound after 24 hours
- If the vehicle is currently impounded, it could be disposed of after seven days.

If you no longer want the vehicle, tell DVLA by returning vehicle disclaimer form. If you are the registered keeper, you will be sent this form when the vehicle is impounded, or you can get one from the vehicle pound.

Will any further action be taken

- DVLA will contact you to claim any unpaid back – tax on the vehicle from the date it was last taxed. There may also be a fine imposed of up to £1000 or 5 times the annual cost of the vehicle tax (whichever is more).
- If the vehicle is not covered by valid vehicle tax or SORN after its release, it could be immobilised again after 24 hours.

It is an offence to:

- Remove, interfere with, or damage the information card and notices on a clamped vehicle
- Remove, interfere with, or damage the wheel clamp
- Make a false declaration which would allow a person to recover a vehicle
- Make a false declaration to obtain a refund of the surety payment
- Alter or use the vehicle release receipt fraudulently.

Mae'r dudalen hon yn wag yn fwriadol



DVLA

Code of practice and guidance notes
for those authorised by DVLA
to deal with vehicles that are not taxed



Simpler | Better | Safer

Driver and Vehicle Licensing Agency (DVLA),
Longview Road,
Morrison,
Swansea
SA6 7JL



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This publication is also available on our website at www.dvla.gov.uk

Any enquiries regarding this publication should be sent to us at wheelclampingcaseupdates@dvla.gsi.gov.uk

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Code of practice

01



Part 1:

Code of practice About the agreement

1. The authority we give will be effective from the date specified in the Letter of Agreement.
2. Under the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997 (as amended) we can authorise an organisation (referred to as the 'enforcement authority' or 'you' in this document) to take enforcement action against vehicles that are not taxed. The enforcement authority will be the local authority, the local police force or any other organisation we authorise. The enforcement authority must make sure they adhere to the agreement they enter into with us.
3. Our national wheelclamping contractor may work within your area at any time.
4. We can withdraw our authority at any time. The enforcement authority may give up their authority by writing to the DVLA's Head of Wheelclamping unit, DVLA, Swansea, SA7 0XZ.
5. The enforcement authority can tell us of any concerns about policy or working practice, but our decision will be final.

Assurance

6. If we supply you with ANPR data you must adhere to the terms set out in the Letter of Agreement and in Annex B.
7. You must have a system for making sure you follow this code of practice. This system must be based on relevant, professional standards and recognised good practice.
8. Every year you must carry out one audit of your systems and your contractor(s) systems and send us a copy of the report within 28 days of it being finished.
9. We reserve the right to make regular unannounced visits to you and your contractor(s) premises. A report will be issued to the authority on our findings within 10 days.

01

10. Preventative measures must be in place to reduce the risk of fraud. You must notify the wheelclamping unit immediately if you have any concerns that fraud may have been committed or any other irregularity. DVLA can instruct the authority to stop using any contractor where criminal activity has been proven.
11. The authority is completely accountable for any enforcement action taken by their contractor(s). You must ensure your contractor(s) always adheres to:
 - the Vehicle Excise Duty (Immobilisation, Removal and Disposal) of Vehicles Regulations 1997 (as amended);
 - the code of practice
 - all relevant laws
 - our instructions when they take enforcement action.
12. Each month we will monitor the number of:
 - disposal notifications
 - Certificates of Destruction
 - notifications of auction sales you have issued
 - complaints you have received (and how you dealt with them)
 - instances of scrapped vehicles being on the road.
13. The Secretary of State can withdraw your authority if it is established the code of practice has not been followed correctly.

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Guidance notes

02



Part 2:

Guidance notes General requirements

Training

1. You and your staff must not start taking enforcement action until you have both received the appropriate training from us.

Contact

2. You must give us the name of a person we can contact about matters relating to enforcement action. If you change the contact person you must tell us immediately.
3. You must tell us about the contractors you use, you will be responsible for all the vehicles they take enforcement action on. You must give us eight weeks' notice in writing before you change contractor so we can arrange appropriate training and stationery. If you do not give us notice, we may suspend your authority.

Fees and charges

4. All statutory fees collected and proceeds from the selling of a seized vehicle are retained by the authority.
5. Check with HM Revenue & Customs to see whether or not you should charge VAT.
6. There will be times when you will need to remove a wheelclamp or release a vehicle free of charge, or refund fees. Our decision on this will be final. If we decide that you must refund fees, you must do so within a time set by us.

02

Appeals and complaints

7. The INF32 leaflet advises of the chargeable fees. The authority should decide if storage is charged at weekends.
8. Any complaint against the enforcement action will be dealt with by the authority
9. When you receive a complaint about enforcement action you must give the keeper a full response within 10 working days. You must send us a copy of your response at the same time.
10. If we receive a complaint about you we will send it on for you to respond to.
11. If we need to respond to an MP or on behalf of our Chief Executive, you must provide the relevant information in full, within 3 working days.
12. Press statements must be agreed with DVLA before they are published.
13. You must keep paper and electronic versions of all documents relating to the enforcement action for at least 7 years.
14. A customer service line must be available during working hours.

02

Working practices

Wheelclamping and removing a vehicle to a vehicle pound

1. To find out whether or not a stationary vehicle is taxed or has a SORN you can use the DVLA Web Based Enquiry System (WEE) as explained in appendix A. If the WEE link is not available, you can enquire through our website. You must make sure that you adhere to the General Data Protection Regulation (GDPR) when you use the information you collect.
2. Only the enforcement authority can contact us to find out if a vehicle is taxed or has a SORN, unless there are exceptional circumstances.
3. You can only take enforcement action against vehicles meeting the criteria in appendix B.
4. You can take enforcement action on a vehicle if its tax has expired for more than 2 calendar months and 1 day.
5. Should you need further clarification before you take enforcement action then contact the DVLA DPP Liaison Team. They will give you appropriate instructions.
6. You must check the tax and take enforcement action within 30 minutes of each other.
7. If you clamp a vehicle, the regulations state that 24 hours must pass before the clamp can be removed and the vehicle towed away. If the vehicle's keeper does not pay the appropriate fee to release their vehicle, it must be impounded within 48 hours of being clamped. When the release fee has been paid, the clamp must be removed within two working hours. The regulations also provide for the untaxed vehicles to be immediately taken to car pounds.
8. You must fill in a DVLA offence report, CLE2/6LAP for all untaxed vehicles that you find. The report will record the date, time and location of the offence. You must give the vehicle registration number, its location, the make, model and colour and a serial number and contravention code. You must also give your personal details. You must send all CLE2/6LAPs to DVLA Enforcement Centre, D12, Swansea SA99 1AH every week.

02

9. If a vehicle is immobilised or removed in error (DVLA or contractor) it must be released immediately and without charge.
10. A vehicle **must be** released within two hours following payment of the release fee.
11. **For police authorities only.**

If the motorist at the scene is not the vehicle's keeper, and a named offence report is filled in, a V79 can be filled in and returned to DVLA.
12. Before the vehicle is taken you must take photos of:
 - the wheel arch and wheelclamp (if fitted)
 - the front of the vehicle
 - the back of the vehicle
 - the whole vehicle and its surroundings
 - any existing damage to the vehicle

You must keep the photos for us to inspect.
13. Before you take the vehicle away you must carry out a detailed inspection of the vehicle and then fill in and sign a vehicle condition report.
14. All vehicles must be soft lifted to avoid damage.
15. You must keep a record of any incidents.
16. The owner of the pound is known as the custodian.

The custodian is responsible for all vehicles in their pound, including any damage to or theft from a vehicle while it is lifted on to their removal vehicle, or while it is being transported and stored.
17. The vehicle pound must be secure, well lit, have appropriate and safe access for the public and be in adherence to any relevant laws. The pound should be open to the public at least between 9am and 5pm Monday to Friday.

02

Impounded vehicles

18. Vehicles deemed to be of economic value will need to be stored for at least 14 days. Other vehicles will need to be stored for at least 7 days.
19. Once a vehicle is impounded, the custodian must inspect it and then fill in and sign a vehicle condition report. Any changes in the vehicle's condition must be recorded on the condition report and signed by the custodian.
20. You and the custodian cannot remove any items from an impounded vehicle. The keeper can remove personal belongings from a vehicle they are not recovering as long as the custodian has confirmed the keeper's identity. The vehicle's keeper cannot remove parts of the vehicle, including audio and wheels.
21. The custodian must estimate the value of each impounded vehicle.
They must:
 - use a traceable source, a trade guide (such as Glass's or Parker's guide) or a specialist website or service
 - make reasonable adjustments to the value where relevant, and keep records of how the final value was arrived at.
22. The custodian must give the police or TRACE in London written details of a vehicle within two hours of it being impounded.
23. If the DVLA tells you that a vehicle is stolen, you must report it to the police immediately.

02

Payment and releasing vehicles

24. When the vehicle's keeper makes a payment at the pound, or over the phone, the custodian must fill in a Vehicle Release Receipt before releasing a vehicle. They should keep the original copy and give a copy to the keeper.
25. The custodian must also see the keeper's photo ID and proof of ownership before releasing the vehicle.
26. A vehicle keeper can make a 'surety' payment of £160 in lieu of vehicle tax. The keeper can get this money back if they show a valid tax receipt at the vehicle pound within 15 days of paying the surety.
27. The custodian must fill in the relevant section of the Vehicle Release Receipt when a keeper produces a valid tax receipt and a refund of a surety payment is made.

Scrapping vehicles

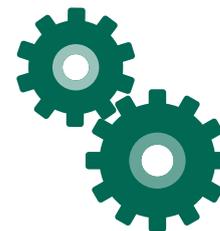
28. The custodian can only scrap a vehicle if the conditions set out in the regulations are met. We will let the authority know when these conditions have been met. The authority will then scrap the vehicle within 7 days. Once a vehicle has been scrapped, the authority must make sure that a Certificate of Destruction has been issued (or in the scrapping of a motorcycle a Notification of Destruction has been completed and sent to us) so we can update our records.
29. If a vehicle has met the conditions to be scrapped, it must not be sold as a complete vehicle. If the vehicle is seen on the road, we will investigate the matter and, if it is the same vehicle, we will take action against you, the custodian or the person who should have scrapped the vehicle.
30. Vehicles must be scrapped at a licensed Authorised Treatment Facility which meets the appropriate laws.

02

31. If a vehicle is scrapped, the income from selling its parts can be kept by you or the custodian, depending on the arrangement between you. All parts that can be traced, such as the chassis, engine block and etched glass must be scrapped. The vehicle's number plates must also be destroyed.
32. If you choose to sell a vehicle at auction you must wait for DVLA to issue a V5 to you.
33. Owners are able to claim the proceeds of the sale of a vehicle minus costs incurred by the custodian. This providing they can satisfy the custodian they were the owner at the time and the claim is made before the end of the period of one year (beginning with the date on which the vehicle was disposed of).

103 Appendices

03



Appendices

Appendix A – using WEE

Before using WEE to find out whether a stationary vehicle on a public road is taxed:

- check that there is no valid disabled badge displayed
- check that the vehicle was not registered in the historic tax class
- refer to the wheelclamping Off Road matrix.

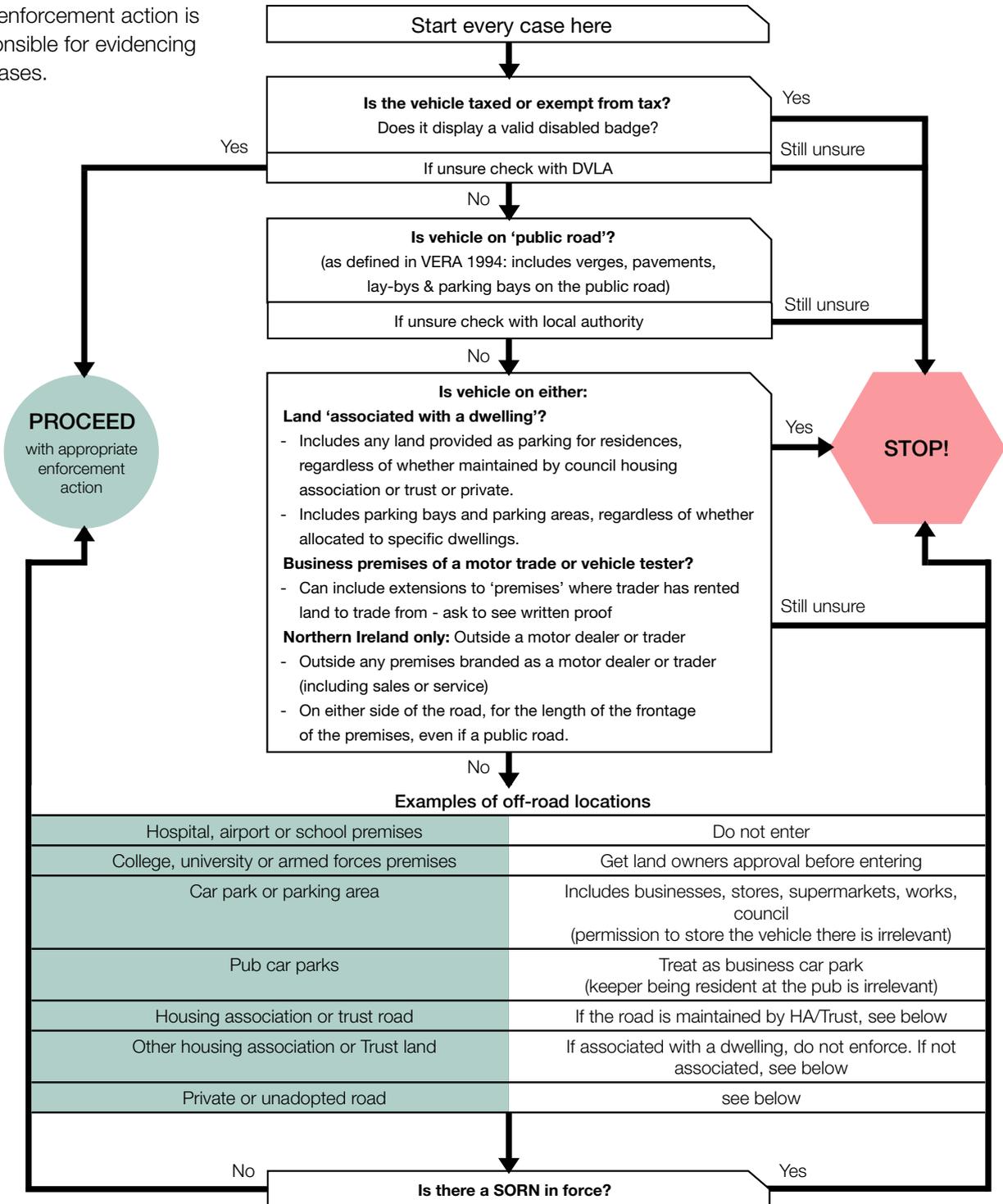
Use WEE as follows:

- Ask for authorisation.
- From the drop-down menu, choose 'Unlicensed vehicles' and then enter the vehicle's registration number.
- Check the make, model and colour of the vehicle as recorded on WEE against the vehicle in front of you.
- If the details do not match, contact us.
- If the details match, check the date the vehicle should have been taxed.
- If the tax was due more than 2 calendar months and 1 day ago, for example, where tax was due 1 January, the first day you can clamp or impound is 2 March.
- If the tax was due more than 1 calendar month ago, up to and including 2 calendar months ago, issue a CLE2/6 LAP only. For example, where tax was due 1 January, you can issue a CLE2/6 LAP from 2 February onwards.
- If the tax was due less than 1 calendar month ago, take no action.

Appendix B – off road enforcement flowchart

Remember:

The organisation taking the enforcement action is responsible for evidencing all cases.



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Appendix C – wheelclamping instructions

Wheelclamping instructions for local authorities

- Send us a wheelclamping case update form by email, on the day of clamping (day 1). If this is not possible, send it by 9.30am at the latest the following morning (day 2).
- If a vehicle that is not taxed is impounded (instant lift), send us a wheelclamping case update form by email on the day of impounding (day 1). This must include the vehicle valuation. If this is not possible, it must be sent by 9.30am the following morning.
- Each time there is an update on a case (for example a clamped vehicle is lifted, or a vehicle is released) you must send us a further wheelclamping case update form by email. Send it on the day the update happened or, if not possible, by 9.30am the next working day.

Notes

Our email address is

wheelclampingcaseupdates@dvla.gsi.gov.uk

The wheelclamping case update form must be sent in the correct format, it will be rejected if not.

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Appendix D –
DVLA contact list

DPP Liaison Team: 0300 300 1496

To order stationery,

Fax: DVLA Stores Requisition Dept
01792 783525

Email: stores.order.forms@dvla.gsi.gov.uk

Buying a vehicle?

The tax is no longer transferable so you must tax it before you use it.

www.gov.uk/vehicletaxrules



Wheelclamping

Code of practice and guidance notes
for those authorised by DVLA
to deal with vehicles that are not taxed

DVLA
Longview Road
Morrison
Swansea
SA6 7JL

AIR QUALITY - WELSH GOVERNMENT DIRECTION

STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO WILD)

AGENDA ITEM: 16

Reason for this Report

1. In response to a legal direction Cardiff Council received from Welsh Government- Environment Act 1995 (feasibility study for Nitrogen Dioxide Compliance) Air Quality Direction 20181- the Council must:
 - Submit “initial scoping proposals”- by March 2018- to set out how Cardiff Council would undertake a feasibility study.
 - Submit an “initial plan”, by September 2018, to set out the case for change and develop options for measures that the local authority will implement to deliver compliance with Clean Air targets in the shortest possible time.
 - Submit the “final plan”, by June 2019, to set out in detail the preferred option for delivering compliance in the shortest possible time, including a full business case

The Council must therefore follow a legal process to comply with the direction. As part of this process the Council submitted its “initial scoping proposals” in March 2018 and has commissioned a Clean Air Feasibility Study to inform the “initial plan”. This report outlines the results of the Clean Air Feasibility Study, and the steps the Council is undertaking to ensure compliance with the legal direction.

Background

2. The European Union Ambient Air Quality Directive (2008/50/EC)² sets legally binding limits for concentrations of certain air pollutants in outdoor air, termed ‘limit values’ for the protection of human health. The Directive requires that Member States report annually on air quality within zones designated under the Directive and, where the concentration of pollutants in air exceeds limit values, to develop air quality plans that set out

¹ Environment Act 1995 (Feasibility Study for Nitrogen Dioxide Compliance) Air Quality Direction 2018 14th Feb 2018

² <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02008L0050-20150918&from=EN>

measures in order to attain the limit values. The only limit values that the UK currently fails to meet are those set in respect of nitrogen dioxide (NO₂).

3. In regards to the European Union Ambient Air Quality Directive (Directive 2008/50/EC) levels of nitrogen dioxide (NO₂) and Particulate Matter smaller than 10µm (PM10) must not exceed 40µg/m³ as an annual average (i.e. measured over a calendar year).
4. Annex III of the European Directive details specific criteria for the locality of where such limit values apply. Limit Value applies at locations which are accessible, including footpaths but exclude areas within 25m from major road junctions.

Air Quality in Cardiff: Results of the DEFRA Model

5. The Government assesses air quality compliance with the European Directive in 43 areas across the country at single locations, using both monitoring and modelling. It uses the Department for Environment Food & Rural Affairs' (DEFRA) Pollution Climate Mapping (PCM) model to forecast exceedances, which is adjusted based on the monitored data. This is the approved means of reporting air quality information to assess legal compliance with the European legislation.
6. DEFRA's PCM model findings were published in UK Government's Detailed Air Quality Plan (the 2017 Plan) for tackling roadside NO₂ concentrations.³ The 2017 Plan set out details of the authorities responsible for delivering air quality improvements including devolved administrations and Local Authorities.
7. DEFRA's localised modelling also identified two road links under baseline conditions which are projected to show non-compliance beyond 2021 and are detailed in Figure. The roads that were modelled as exceeding the NO₂ annual limit value for by 2021 using the DEFRA Model were:
 - Road Link ID: A48
 - Road Link ID: A432

³ <https://www.gov.uk/government/publications/air-quality-plan-for-nitrogen-dioxide-no2-in-uk-2017>

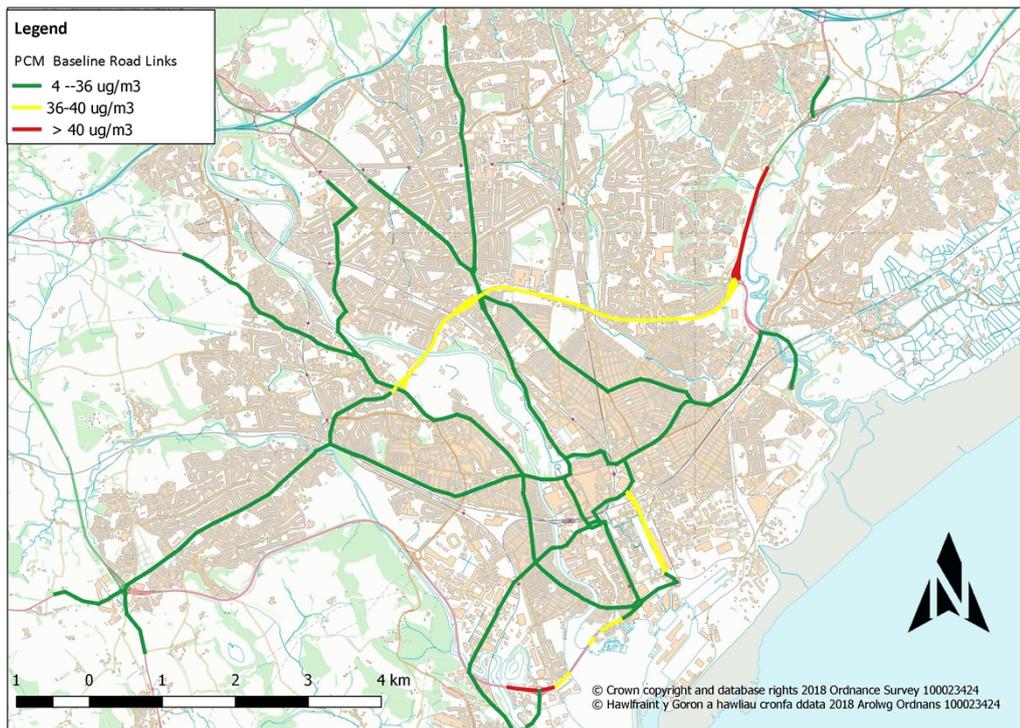


Figure 1: Defra PCM Modelling NO2 Forecast Results 2021

8. Based on the DEFRA results and in order to meet its requirements under the 2017 Plan, the Welsh Government directed⁴ Cardiff Council to undertake a feasibility study to bring forward compliance with NO2 Limit Values in the shortest possible time. The direction outlined specific activities that are legally required to be completed by set deadlines;
 - Initial Scoping Proposals (Deadline 31st March 2018)
 - Initial Plan (Deadline 30th September 2018)
 - Final Plan (Deadline 30th June 2019)

10. On 28th March 2018 the Cabinet agreed to approve the undertaking of a feasibility study, as required by the legal direction from Welsh Government, and submitted a proposal for the initial scoping exercise. In doing so the Council discharged the first part of the legal direction.⁵ The Initial Plan has also now been completed- informed by a Clean Air Feasibility Study- that was submitted to Welsh Government on 30 September. This is attached as Appendix 1.

Air Quality in Cardiff: Results of the Clean Air Feasibility Study

11. Using independent analysis from external consultants- with recognised expertise and a proven track record of supporting other UK Core Cities- localised air quality modelling and transport modelling was undertaken to

⁴ Environment Act 1995 (Feasibility Study for Nitrogen Dioxide Compliance) Air Quality Direction 2018 14th Feb 2018

⁵ Cardiff Council Initial Scoping Report for Feasibility Study

establish local baseline conditions for the years 2015 and 2021. The Clean Air Feasibility Study is considered a more sophisticated analysis than the DEFRA assessment (para 7 and Figure 1), as it is based on more accurate localised data, rather than national data. The Clean Air Feasibility Study therefore provides more accurate modelling data than was previously available for the DEFRA assessment. The localised data used as part of the Clean Air Feasibility Study included measured air quality data, speed assumptions, local emission sources and fleet composition captured as part of an Automatic Number Plate Recognition (ANPR) study.

12. The results of this assessment are presented for 2015 and 2021, with the 2021 results representing a Business As Usual (BAU) scenario where only measures currently implemented to improve air quality have been modelled. Examining the baseline years of 2015 and 2021, source apportionment analysis has been undertaken for a number of road links in Cardiff to provide an indication of the major contributing factors to the pollution levels.

Results - Baseline Year Analysis;

- The Council’s localised modelling has identified only one road link under baseline conditions which is projected to show non-compliance beyond 2021, this being the A4161 Castle Street as detailed in Figure 2.

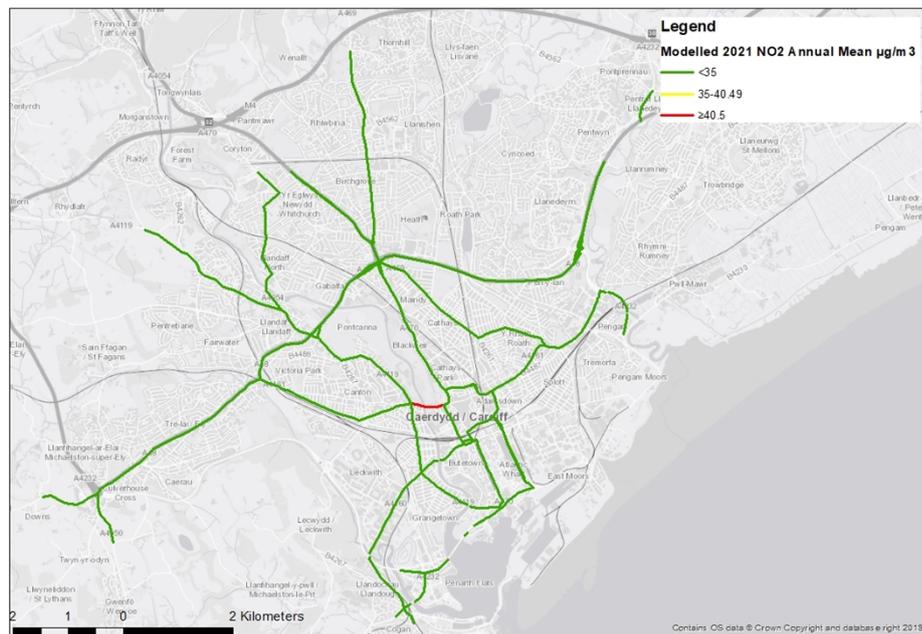


Figure 2 Local Modelling NO2 Forecast Results 2021

13. Examining the baseline years of 2015 and 2021 source apportionment analysis has been undertaken for a number of road links in Cardiff to provide an indication of the key sources contributing to pollution levels. The analysis shows that the main source of air pollution is from road traffic, which accounts for **80 - 84 %**, while the remainder of the pollution is from background sources. Overall, diesel cars are the main contributor

(36%) followed by buses (19%) and Heavy Goods Vehicles (HGVs 18%). Taxis account for approximately 7% of NOx

14. In 2021 the main contribution to pollution in Cardiff is still anticipated to be road traffic (73 – 78 %) with diesel cars still forecasted to contribute the largest proportion of road NOx emissions (36%). The proportion of emissions from HGVs and buses is expected to reduce to 10% and 11% respectively.
15. Adhering to the legal direction, the Clean Air Feasibility Study (Appendix 1) has been produced- as far as possible- in line with the guidance issued by the Joint Air Quality Unit (JAQU) in 2017, and the HM Treasury Green Book . It also reflects the requirements of the Welsh Transport Appraisal Guidance (WeITAG).

Comparing the Results of the DEFRA Modelling with the Clean Air Feasibility Study Modelling

16. The results of the initial DEFRA PCM modelling and the more sophisticated citywide localised modelling undertaken as part of the Clean Air Feasibility Study reveal significant differences in the areas of projected exceedance.

Projected Exceedance: Results of the DEFRA PCM Modelling	Projected Exceedance: Results of the Clean Air Feasibility Study
A48 – Eastern Avenue	A4161 Castle Street
A4232 – Bay Link by Cardiff Bay Retail Park	

17. The Council’s modelling has identified that neither the A48 or A4232 are projecting exceedance, as these roads are now projected to be compliant by 2021 based on more accurate modelling.

Ensuring Compliance: Developing and Refining a Shortlist of Measures

18. As a result of the localised assessment of air quality the Council needs to develop a list of measures that can deliver compliance with the limit value in the shortest possible time.
19. A long list of measures were subjected to a qualitative assessment to produce a short list of measures which were most likely to prove effective in ensuring compliance with air quality targets. The measures were assessed against primary and secondary objectives, the Primary objective being whether the measures were likely to achieve compliance with the limit value in the shortest possible time.
20. As a requirement of the legal direction, the shortlist of measures will be benchmarked against a charging Clean Air Zone (CAZ) in terms of establishing whether they can achieve compliance in a timeframe equal or sooner than that of a charging CAZ.

21. As a result of the qualitative assessment of the long list of measures the following shortlist of measures have been chosen to be modelled in detail;
- Implement further speed restrictions and enhance already established 20mph Zones;
 - Development of Cycling Superhighways infrastructure and expansion of Nextbike Scheme;
 - Increase Zero Emission Buses on Cardiff Network;
 - Improvement of Taxi Licensing Policy, to set minimum vehicle emissions standards;
 - City Centre West and Eastside Scheme;
 - Bus Programme- Strategic Bus Network to improve bus networks and efficiency of the services via increased and improved bus lanes;
 - Accelerating the Park and Ride programme in the North West & North East of Cardiff.
 - In the North West of Cardiff this will include a development at J33/ Llantrisant Road – 750 P&R at J33 and 250 P&R off Llantrisant Rd
 - In the North East of Cardiff this will include the expansion of P&R on the A48;
 - Improve and promote the uptake of low emission vehicles by enhancing Cardiff's EV infrastructure;
 - Review car parking and car permit charges and allow for reduced rates for EV/OLEV, and increased rates for vehicles with emission standards <Euro6.
22. It must be noted that the above shortlisted measures were initially assessed in response to the DEFRA modelling which identified the A48 and A4232 near Cardiff Bay as the areas projected to be non-compliant. However, the measures were also assessed in terms of their likely impact on improving air quality within the Councils existing Air Quality Management Areas (AQMA). Castle Street is immediately adjacent to the boundary of the City Centre AQMA, and measures put forward to address air quality in this AQMA will likely have an impact on this road link.
23. The Council has agreed with WG to submit an interim report, which will report on the modelling results of the impact of the shortlist of measures.

Funding

24. Within the letter from Hannah Blythyn, Minister for the Environment that accompanied the formal direction it was confirmed that finance would be made available for the production of the feasibility study and for the implementation of the chosen scheme. The Welsh Government has stated that it has allocated over £20 million for an Air Quality Fund through to

2021 to help accelerate compliance with NO₂ limits and improve air quality in Wales. The Welsh Government has also stated that this fund will primarily be used to provide on going support, guidance and finance to enable Cardiff Council (and Caerphilly County Borough Council) to take action to achieve compliance in the shortest possible time.

25. In addition to the above funding mechanisms, the Council will continue to work collaboratively with Welsh Government officials to identify all available and an appropriate funding mechanisms including transportation funds, to maximise the financial contribution from Welsh Government towards the implementation of any measures.

Next Steps

26. The shortlisted measures will be quantitatively assessed both in terms of transport and air quality modelling. The Council will submit an Interim Report on the Clean Air Feasibility Study, to the Welsh Government. , with a completed assessment of the initial shortlist of measures to demonstrate the effectiveness of the measures on whether they accelerate compliance with the limit value for NO₂. This report will be reviewed and assessed by the Welsh Government's expert Review Panel.

Reason for Recommendations

27. To enable Cardiff Council to meet the requirements of the Welsh Government Legal Direction.

Financial Implications

28. As set out in the body of the report funding has been made available by the Welsh Government to the Council in order to carry out the feasibility study. In addition the Welsh Government has created an Air Quality Fund with earmarked funding of £20m to deliver measures required to ensure compliance with air quality standards. , . The Council will continue to work collaboratively with Welsh Government officers to maximise the financial contribution from the Welsh Government towards the implementation of any measures.
29. On that basis the current assumption is that the implementation costs of any measures required to ensure compliance will be directly funded by the Welsh Government with no direct financial implications for the Council as a consequence. The development of the Full Business Case will require more detailed costings of the proposed measures including the identification of any recurring operational or lifecycle costs.

Legal Implications

30. Section 87(5) of the Environment Act 1995 states that it is the duty of a local authority to comply with any direction given to it. The Council therefore has a statutory duty to comply with the Direction, which could be enforced through a court order.

31. Any specific proposals which are developed will require appropriate consultation, equality impact assessment, and evaluation in relation to the Council's wellbeing objectives.

RECOMMENDATIONS

Cabinet is recommended to:

1. Note the Clean Air Feasibility Study Report produced by the Council which satisfies the scheduled reporting requirements for an Initial Plan outlined by the legal direction received from Welsh Government.¹
2. Note the development of an Interim Report assessing the shortlist of measures to be submitted to Welsh Government.

SENIOR RESPONSIBLE OFFICER	ANDREW GREGORY DIRECTOR OF PLANNING, TRANSPORT AND ENVIRONMENT
	9 November 2018

The following appendix is attached

Appendix 1 - Cardiff Council Clean Air Feasibility Study September 2018

Cardiff Council Clean Air Feasibility Study



September 2018

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Executive Summary

Background

The European Union Ambient Air Quality Directive (2008/50/EC) sets legally binding limits for concentrations of certain air pollutants in outdoor air, termed 'limit values'. The Directive requires that Member States report annually on air quality within zones designated under the Directive and, where the concentration of pollutants in air exceeds limit values, to develop air quality plans that set out measures in order to attain the limit values. The only limit values that the UK currently fails to meet are those set in respect of nitrogen dioxide (NO₂).

In July 2017, the UK and devolved Governments published an Air Quality Plan (the 2017 Plan) for tackling roadside NO₂ concentrations. The 2017 Plan set out details of the authorities responsible for delivering air quality improvements including devolved administrations and Local Authorities.

In order to meet its requirements under the 2017 Plan, the Welsh Government Directed Cardiff Council to undertake feasibility study to bring forward compliance with NO₂ Limit Values in the shortest possible time.

The Direction requires the Council to undertake a feasibility study setting out the case for change and identifying, exploring, analysing and developing options for measures which the local authority will implement to deliver compliance in the shortest possible time, with indicative costs for those options. The Direction requires a report be submitted to Welsh Government no later than the **30th September 2018**.

A Final Plan, Identifying in detail the preferred option for delivering compliance in the shortest possible time, and including a full business case setting out value for money considerations and implementation arrangements and timings must be submitted to Welsh Government no later than the **30th June 2019**.

This report addresses the expected requirements outlined by the Direction deadline of the 30th of September 2018. It sets the case for change and identifies, explores, analyses and has developed options for measures which the local authority will implement to deliver compliance in the shortest possible time, with indicative costs for those options.

Baseline Modelling Results

The report has identified through localised modelling that the location of projected future non-compliance of the NO₂ limit value differs significantly from the national projected compliance issues undertaken by the Department for Environment, Food and Rural Affairs (DEFRA) using the Pollution Climate Mapping (PCM) model. The national PCM model showed exceedances on the A48 to the east of the city and the A4232 to the south west. The local model results indicate **only one** road link, **namely the A4161 Castle Street, (ID 30665)** to show non-compliance issues beyond 2021. The main reason for this exceedance relates to very high traffic flows, some 32,000 vehicles a day and accompanying slow speeds of around 11mph on this specific road link.

The main reasons for the differences between the local model results and the PCM results is primarily down to the fact that the local model has a far greater level of detail which is based on local data, and not national assumptions, and thus can be seen to be a better representation of local circumstances. The key aspects of the local model that influence the results are as follows:

- Traffic flows are based on a local traffic model;
- Traffic speeds are based on a local model and local traffic master;
- Local fleet data from the ANPR, not just national averages; and
- Local topology in terms of gradient, canyons, etc. which the PCM does not allow for.

Examining the baseline years of 2015 and 2021 source apportionment analysis has been undertaken for a number of road links in Cardiff to provide an indication of the key sources contributing to pollution levels. The analysis shows that the main source of air pollution is from road traffic, which accounts for **80 - 84 %**, while the remainder of the pollution is from background sources. Overall, diesel cars are the main contributor (36%) followed by buses (19%) and Heavy Goods Vehicles (HGVs 18%). Taxis account for approximately 7% of NOx

In 2021 the main contribution to pollution in Cardiff is still anticipated to be road traffic (73 – 78 %), with diesel cars still contributing the largest proportion of emissions (36%) to the total road NOx emissions. The proportion of emissions from HGVs and buses is expected to reduce to 10% and 11% respectively.

Development of Shortlist of Measures

A long list of measures has been developed as part of previous works developing a Clean Air Strategy & Action Plan. These measures have been qualitatively assessed against a primary objective of **achieving compliance with set air quality objectives in the shortest possible time**. Where measures were deemed as unlikely to achieve the primary objective they were not considered any further. The measures were considered against secondary objectives and were subjected to further qualitative assessments against the WelTAG Well-being Aspects. As a result of this analysis the following shortlist of measures was decided;

- **M8: Implement further speed restrictions and enhance already established 20mph Zones;**
- **M13: Development of Cycling Superhighways infrastructure and expansion of Nextbike Scheme;**
- **M14: Implement Zero Emission Buses on Cardiff Network;**
- **M21: Improvement of Taxi Licensing Policy, to set minimum vehicle emissions standards;**
- **M10: City Centre West and Central Interchange and Eastside City Centre Schemes;**
- **M11: Bus Programme- Strategic Bus Network to improve bus networks and efficiency of the services via increased and improved bus lanes;**
- **M12: Accelerate Park and Ride programme to increase Park and Ride along the A48 and new facility off Junction 33 of the M4;**
- **M18: Improve and promote the uptake of low emission vehicles by enhancing Cardiff's EV infrastructure;**
- **M23: Review car parking and car permit charges and allow for reduced rates for EV/OLEV, and increased rates for <Euro 6;**

It must be noted that the above shortlist of measures have initially been identified as measures that will likely have the greatest impact on the road links identified by the PCM modelling as being non-compliant, namely the A48 and A4232 near Cardiff Bay. However, the measures were also assessed in terms of their likely impact on improving air quality within the Councils existing Air Quality Management Areas (AQMAs). The results of the local modelling detailed in Section 3.3 have demonstrated that compliance issues are not forecasted to occur on the A48 or the A4232. Non-compliance issues are now predicted to only occur on Castle Street which is immediately adjacent to the boundary of the City Centre AQMA, and measures put forward to address air quality in this AQMA will likely have an impact on this road link.

As a requirement of the legal direction, the shortlist of measures will be benchmarked against a charging Clean Air Zone (CAZ) in terms of establishing whether the package of measures can achieve compliance in a timeframe equal or sooner than that of a CAZ.

Whilst the option of CAZ will be the benchmark against which the measures will be assessed it does not imply that the CAZ will become the preferred option. A fundamental point is that the Council needs to ensure that any proposals are proportionate to the scale of the problem and tailored to local circumstances, whilst ensuring compliance in the shortest time possible. A key aspect of this will be ensuring that there are no detrimental impacts on the economy of Cardiff and this will be assessed in detail as part of the full business case for the preferred option(s).

Funding

The Welsh Government has stated that it has allocated over £20 million for an Air Quality Fund through to 2021 to help accelerate compliance with NO₂ limits and improve air quality in Wales. Welsh Government have stated that this fund will primarily be used to provide on-going support, guidance and finance to enable Cardiff Council (and Caerphilly County Borough Council) to take action to achieve compliance in the shortest possible time.

Within the Minister's letter that accompanied the formal direction it was confirmed that finance would be made available for the production of the feasibility study and for the implementation of the chosen scheme.

In addition to the above funding mechanisms, the Council will continue to work collaboratively with Welsh Government officers to identify all available and an appropriate funding mechanisms including transportation funds, to maximise the financial contribution from Welsh Government towards the implementation of any measures.

Next Steps

Detailed quantitative assessment of the initial shortlist of measures will now be progressed and the impact of these measures on achieving compliance in the shortest possible time will be benchmarked against the need for a charging Clean Air Zone.

However it should be noted that the previous assessments undertaken by DEFRA which demonstrate that a CAZ achieves compliance is based on the initial PCM modelling results. As discussed earlier the local modelling results have projected different results in terms of the road links showing non-compliance compared to the PCM modelling and therefore the impact of a CAZ in achieving compliance needs further assessment and review.

The further assessments will enable Cardiff Council to develop a preferred option(s) to progress to a full business case in order to produce a Final Plan by 30th June 2019.

Chapter 1 Introduction

1.1 Cardiff

As the capital city of Wales, Cardiff has a population of 346,100 people, and is a base for many of the country's political, cultural, sporting and commercial institutions. Principal destinations include the Principality Stadium in the City Centre, the St David's shopping centres, and the historic Cardiff Castle. To the south of the city, Cardiff Bay (in the Butetown and Grangetown Wards) houses the Senedd, Wales Millennium Centre, BBC studios. Cardiff City Football Club and rugby union side Cardiff Blues are also both based in the capital.

Cardiff is located within a well-defined landscape setting with prominent ridges to the west and north and Severn Estuary to the south. The Western, Northern and Eastern areas of the City are mainly residential, with the main commercial areas being in the City Centre and to the south.

Cardiff is currently the most populated Welsh local authority, with approximately 361,468 inhabitants and this is predicted to grow to between 395,000 and 413,000 by 2026. Therefore, the Local Development Plan ¹ calls for 41,100 new dwellings and 40,000 new jobs to be created. Such population growth is likely to place additional strain on the transport network, exacerbating existing problems of congestion and harmful emissions across the urban area.

In 2013 around 217,600 commuters travelled to work in Cardiff daily, with 83,100 commuting from outside of the city and 134,500 Cardiff residents travelling within the city to their place of work². The city's travel to work area extends to the whole of South East Wales with an increasingly significant number of people arriving from Rhondda Cynon Taf, the Vale of Glamorgan and beyond.

Moreover, although there has been an increase in the use of active and sustainable modes of travel in recent years, the most used mode of travel in Cardiff both within and into the city is by the private car. The dominance of the private car leads to congestion and the associated adverse impacts on the environment, including air quality, greenhouse gas (GHG) emissions and noise pollution.

The countryside and urban area contains a wealth of natural and historic interests. For example, there are almost 1,000 Listed Buildings, 27 Conservation Areas, 2 sites noted for their international biodiversity (Cardiff Beechwoods SAC and Severn Estuary SAC/SPA/RAMSAR)

The city has a particularly rich Victorian and Edwardian legacy.

Cardiff has over 400 hectares of recreational open space and 2000 hectares of amenity space. The four river valleys of the Ely, Taff, Rhymney and Nant Fawr provide extensive and continuous blue corridors running from the countryside and through the urban area.

¹ [Cardiff Council Adopted Local Development Plan 2006-2026](#)

² Annual Population Survey 2014

³ <https://www.gov.uk/government/publications/air-quality-plan-for-nitrogen-dioxide-no2-in-uk-2017>

1.2 Overview of Study

The UK has in place legislation passed down from the European Union, to ensure that certain standards of air quality are met, by setting Limit Values on the concentrations of specific air pollutants. In common with many EU member states, the EU limit value for annual mean nitrogen dioxide is breached in the UK and there are on-going breaches of the nitrogen dioxide limit value in Cardiff. The UK and Welsh Government is taking steps to remedy this breach in as short a time as possible. Within this objective, the UK and devolved governments published a plan for tackling roadside nitrogen dioxide in July 2017.³

Due to modelled air quality exceedances Cardiff Council has been directed⁴ by the Minister to produce a feasibility study, to identify the option which will deliver compliance with legal limits for nitrogen dioxide in the area for which the authority is responsible, in the shortest possible time.

The Direction specified that Cardiff Council was required to produce an Initial Scoping Proposal, which required the Council to set out its proposed approach to the feasibility study and included a scope of work, governance, resourcing, procurement approach, indicative costs and timings. This report was required to be submitted, to Welsh Government no later than the 31st March 2018. Cardiff Council submitted this proposal to Welsh Government in March 2018⁵.

The Direction subsequently requires two further aspects of the feasibility study. Firstly an **Initial Plan**, setting out the case for change and identifying, exploring, analysing and developing options for measures which the local authority will implement to deliver compliance in the shortest possible time, with indicative costs for those options. The Direction requires this report be submitted to Welsh Government no later than the **30th September 2018**.

Secondly a **Final Plan**, Identifying in detail the preferred option for delivering compliance in the shortest possible time, and including a full business case setting out value for money considerations and implementation arrangements and timings. The Direction requires this report be submitted to Welsh Government no later than the **30th June 2019**.

The focus of the Feasibility Study is on achieving results in the shortest time possible, and in accordance with the High Court Order in November 2016⁶ will only consider cost when comparing between two equally quick schemes.

1.3 Purpose of This Report

This report sets out the Initial Plan, and follows the requirements of Strategic Outline Case for a package of measures which will bring about compliance with the Limit Value for annual mean NO₂ in the shortest time possible in Cardiff.

It has been produced where feasible in line with the Inception, Evidence and Options Appraisal packages of Guidance issued by the Joint Air Quality Unit (JAQU) in 2017, and the

³ <https://www.gov.uk/government/publications/air-quality-plan-for-nitrogen-dioxide-no2-in-uk-2017>

⁴ Environment Act 1995 (Feasibility Study for Nitrogen Dioxide Compliance) Air Quality Direction 2018 14th Feb 2018

⁵ Cardiff Council Initial Scoping Report for Feasibility Study

⁶ November 2016 in R (Client Earth) (NO₂) V Secretary of State for Environment Food and Rural Affairs [2016] EWHC 2740 (Admin).

HM Treasury Green Book⁷. It also reflects the requirements of the Welsh Transport Appraisal Guidance (WelTAG).⁸

This report presents the findings of local air quality and transport modelling to establish local baseline conditions, compared against the results of the Pollution Climate Mapping (PCM) modelling results. Following this comparative exercise the report presents a shortlist of measures which have been developed from an initial long list of options to improve air quality.

In addition to the meeting the requirements of the Air Quality Directive, the study also supports Well-being Objectives, identified within the Council's Well Being Plan 2018-2023⁹:-

- **A Capital City that Works for Wales** – this objective looks to reduce air pollution levels in Cardiff, and thus this Feasibility Study will be assessing measures that will look to achieve compliance with the Air Quality Directive in the shortest possible time.
- **Cardiff grows in a resilient way** – the study will ensure that Nitrogen Dioxide and air pollution in general will be managed in a way to ensure that Cardiff can grow in a sustainable way by identifying measures to achieve compliance in the shortest possible time.
- **Supporting people out of poverty** – poor air quality partially affects deprived areas, and thus by identifying measures that will improve air quality and achieve compliance those living in the most deprived areas of the City will benefit from improved air quality.

The remainder of this report is structured around the five cases, namely;

- **Strategic Case** – sets out the case for change and the objectives of the Plan;
- **Economic Case** – develops a long list of options to achieve the objectives and appraises them against the defined critical success factors;
- **Commercial Case** – details the possible routes to procurement, supplier capability and likely delivery solution;
- **Financial Case** - sets out the indicative costings for the Plan and available funding sources; and
- **Management Case** – provides the governance and management arrangements to deliver a successful project

Following the Initial Plan a Final Plan will be produced which will include a Full Business Case for the preferred option to achieve compliance in the shortest possible time.

⁷ [HM Treasury Green Book](#)

⁸ <https://beta.gov.wales/welsh-transport-appraisal-guidance-weltag>

⁹ <https://www.cardiffpartnership.co.uk/well-being-plan/>

Chapter 2 Strategic Case

2.1 Introduction

The purpose of the Strategic Case within this report is to set out the case for change by comparing the existing conditions, statutory and regulatory obligations and the desired goals of this intervention. In accordance with the Inception package of JAQUs guidance this Strategic Case considers the following;

- An outline of the strategic context, in particular the national air quality plan for tackling roadside nitrogen dioxide, impact assessment and Clean Air Zone framework;
- An overview of the local situation and how the proposal fits with existing local authority's strategies;
- A local air quality assessment including reference to health impacts;
- A determination of the spending objectives; and
- Determination of the benefits, risks, constraints and dependencies related to address the identified issue;

2.2 Background and Strategic Context

2.2.1 Air Quality Policy and Legislation

UK Air Quality Strategy

The UK Air Quality Strategy¹⁰ identifies nine ambient air pollutants that have the potential to cause harm to human health. These pollutants are associated with local air quality problems, with the exception of ozone, which is instead considered to be a regional problem.

The Air Quality (Wales) Regulations and subsequent amendments (National Assembly for Wales, 2000 and 2002) set objectives for the seven pollutants that are associated with local air quality. The objectives aim to reduce the health impacts of those pollutants to negligible levels as part of the Local Air Quality Management in Wales

Welsh Ministers have a responsibility to ensure air quality levels in Wales comply with air quality limit values in accordance with the Air Quality Standards (Wales) Regulations, 2010.

Cardiff Council has a statutory duty under Part IV of the Environment Act 1995 & Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007 to manage local air quality. The Local Air Quality Management (LAQM) process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not air quality objectives are likely to be achieved.

The air quality objectives applicable to LAQM in Wales are set out in the Air Quality (Wales) Regulations 2000, No. 1940 (Wales 138) and Air Quality (Amendment) (Wales) Regulations 2002, No 3182 (Wales 298). Where the air quality reviews indicate that the air quality objectives may not be met the local authority is required to designate an Air Quality Management Area ('AQMA'). Action must then be taken at a local level which is outlined in a specific Air Quality Action Plan (AQAP) to ensure that air quality in the identified area improves.

¹⁰ <https://www.gov.uk/government/publications/the-air-quality-strategy-for-england-scotland-wales-and-northern-ireland-volume-1>

2.2.2 European Air Quality Directives

Air Quality Framework Directive (96/62/EC) on ambient air quality assessment and management defines the policy framework for 12 air pollutants known to have a harmful effect on human health and the environment. The limit values for the specific pollutants are set through a series of Daughter Directives.

European Directive 2008/50/EC consolidates existing air quality legislation (apart from the 4th Daughter Directive) and provides a new regulatory framework for PM2.5.

The UK Air Quality Standards Regulations 2010 came into force on 11th June 2010, replacing the previous Air Quality Standards Regulations 2007, and consolidated and transposed into national legislation the requirements of the European Directives 2008/50/EC and 2004/107/EC – the 4th Daughter Directive.

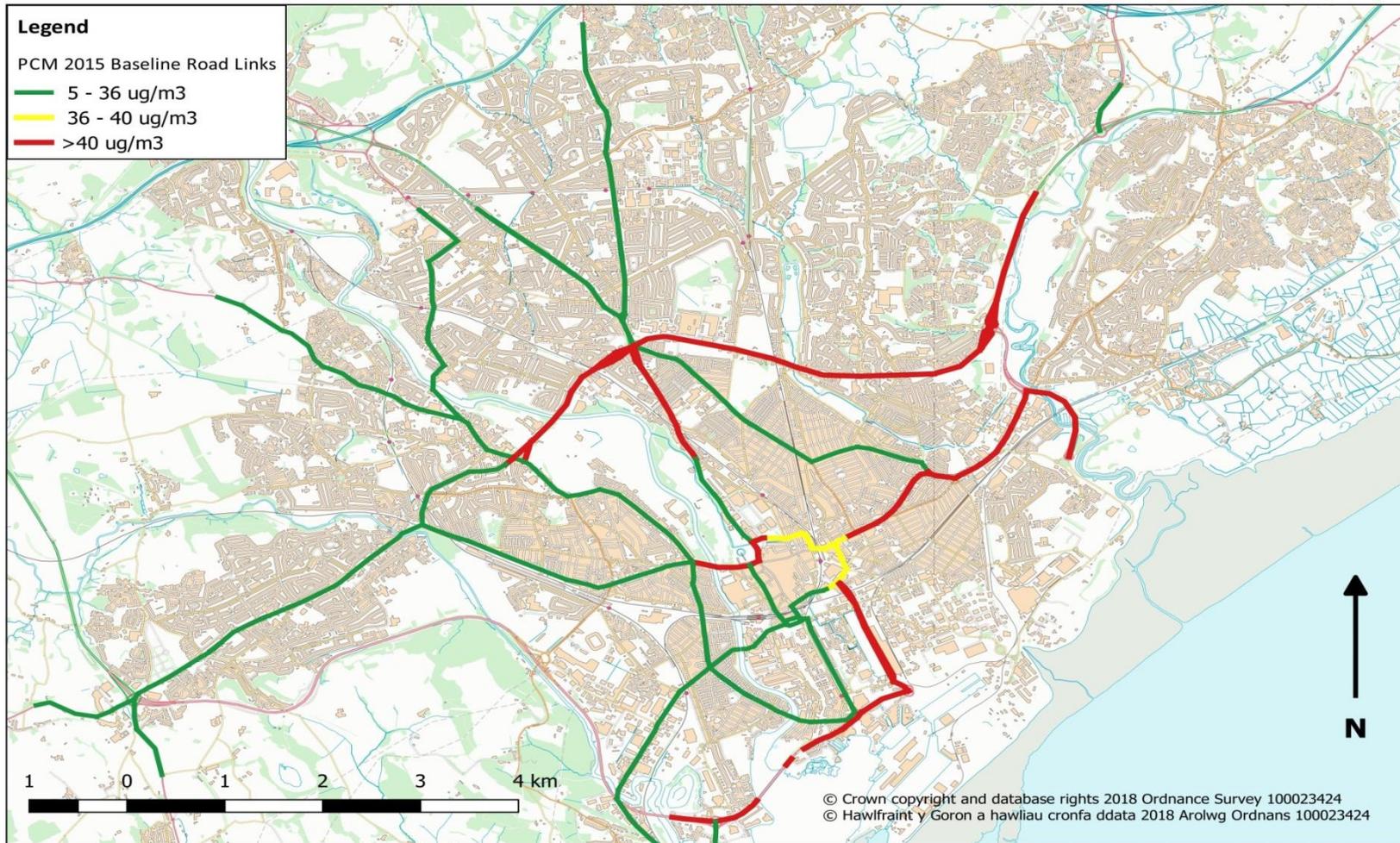
The UK and Welsh Governments have an obligation to achieve European Air Quality Limit Values (Directive 2008/50/EC, Annex III). The most relevant are limits for nitrogen dioxide (NO₂) and Particulate Matter smaller than 10 µm (PM10) which must not exceed 40 µg/m³ as an annual mean (i.e. measured over a calendar year). There are a number of requirements of the Directive, including that the Limit Value applies at locations which are accessible, including footpaths but excluding areas within 25m from major road junctions.

In 2015, 37 of the 43 monitored areas across the country were in exceedance of the annual mean Limit Value for NO₂. One of these 43 areas includes the Cardiff Urban Agglomeration where the Government has forecast that exceedances will remain beyond 2021.

The Government assesses air quality compliance with the European Directive in 43 areas across the country at single locations, using both monitoring and modelling. It uses Defra's Pollution Climate Mapping (PCM) model to forecast exceedances, which is adjusted based on the monitored data. This is the approved means of reporting air quality information to assess legal compliance with the European legislation.

Figure 1 below illustrates the 2015 PCM baseline NO₂ Results, with the red lines representing the road links with modelled exceedances.

Figure 1 - Updated Baseline NO2 PCM Modelling Results Identifying Exceeding Road Links in Cardiff 2015



2.2.3 Air Quality Objectives and Limit Values

The air quality objectives and limit values currently applicable to the UK can be split into two groups. UK air quality objectives set down in regulations for the purposes of local air quality management which are targets; and EU Limit Values transcribed into UK legislation which are mandatory.

A summary of the UK Air Quality Objective and EU Limit Values for NO₂ and particulate matter (PM10 and PM2.5) is given in Table 1.

Furthermore, the UK has a target to reduce average concentrations of PM2.5 at urban background concentrations by 2 µg/m³ by 2020.

Table 1 - UK and EU Air Quality Objectives for NO₂, PM10 and PM2.5

	Pollutant	Standard/ Concentration	Measured As	Date to be achieved and maintained thereafter
UK Air Quality Objectives	Nitrogen Dioxide	200 µg/m ³ not to be exceeded more than 18 times per annum	1 Hour Mean	31.12.2005
		40 µg/m ³	Annual Average	31.12.2005
	Particulate Matter (PM 10)	50 µg/m ³ not to be exceeded more than 35 times per annum	24 Hour Mean	31.12.2004
		40 µg/m ³	Annual Average	31.12.2004
Particulate Matter (PM 2.5)	25 µg/m ³	Annual Average	2020	
EU Limit Values	Nitrogen Dioxide	200 µg/m ³ not to be exceeded more than 18 times per annum	1 Hour Mean	
		40 µg/m ³	Annual Average	
	Particulate Matter (PM 10)	50 µg/m ³ not to be exceeded more than 35 times per annum	24 Hour Mean	01.01.2010
		40 µg/m ³	Annual Average	01.01.2010
Particulate Matter (PM 2.5)	25 µg/m ³	Annual Average	2015	

2.3 Air Quality in Cardiff

2.3.1 Monitoring

In line with the Council's statutory duties under Part IV of the Environment Act 1995, undertakes regular air quality monitoring at specifically allocated locations across Cardiff using automated and non-automated principles for ambient air Nitrogen Dioxide (NO₂), Particulate Matter (PM₁₀ & PM_{2.5}), Sulphur Dioxide (SO₂), Carbon Monoxide (CO) & Ozone (O₃).

Currently there are 75 locations across Cardiff where monitoring for annual nitrogen dioxide (NO₂) concentrations is undertaken with the use of passive diffusion tubes. In addition, automated AURN monitoring stations are located on Frederick Street in the City Centre and Newport Road, which provide continuous monitoring for Nitrogen Dioxide (NO₂), Particulate Matter (PM₁₀ & PM_{2.5}), Sulphur Dioxide (SO₂), Carbon Monoxide (CO) & Ozone (O₃).

2.3.2 Air Quality Management Areas

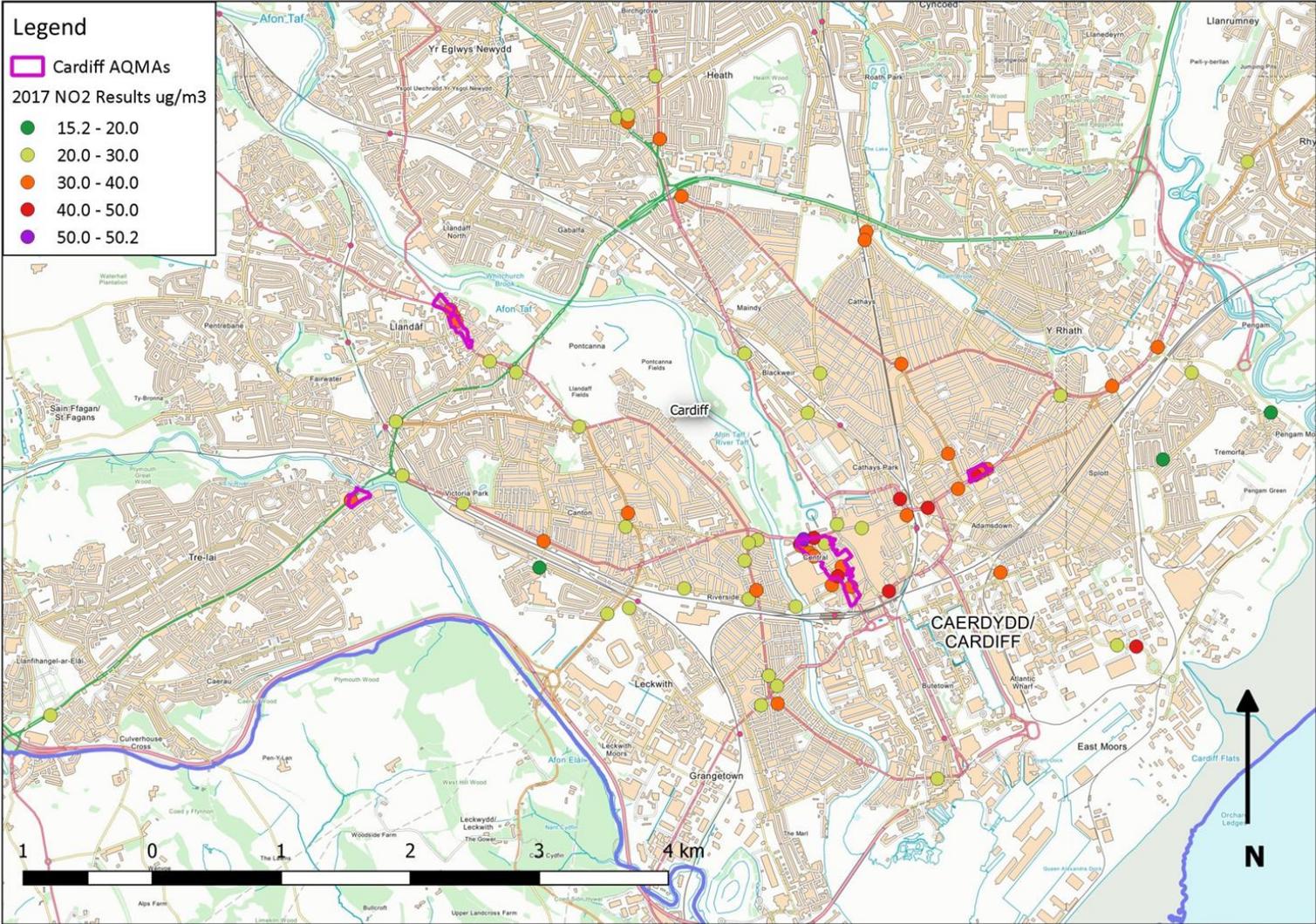
Based on monitoring results and further detailed assessments there are currently 4 Air Quality Management Areas (AQMA) declared across the authority which were all declared due to exceedances of the annual mean NO₂ Air Quality Standard (40ug/m³), known to be derived from road transport.

Two AQMAs are primarily focused in Cardiff City Centre (Cardiff City Centre AQMA established: 01/04/2013 & Stephenson Court AQMA established: 01/12/2010).

North of the City Centre, lies the Llandaff AQMA established: 01/04/2013 and to the west of Cardiff is the Ely Bridge AQMA established: 01.02.2007.

Figure 2 details the location of the AQMAs and the results of the latest 2017 monitoring for NO₂ monitoring across Cardiff.

Figure 2 – 2017 Monitored NO₂ Results and Existing AQMAs in Cardiff



2.3.3 Pollution Climate Mapping Model Results

The methods used to model and monitor air quality to assess compliance with NO₂ limits and to model future concentrations have been developed by Defra and comply with the EU AAQD.

In brief, emissions from the National Atmospheric Emissions Inventory (NAEI)¹¹ are mapped across the UK within a Geographic Information System (GIS). Deterministic dispersion models specific to each pollutant are used to simulate atmospheric mixing and to generate background concentrations for different pollutants. The modelled results are then calibrated against measured concentrations from the national monitoring network and then verified. This modelling provides an estimate of the distribution of atmospheric pollutants including NO₂ on a 1km x 1km grid and **for individual roads**. Collectively, this is known as the Pollution Climate Mapping (PCM) model and is operated on behalf of Defra by Ricardo Energy & Environment.

The results of the PCM modelling identified 16.3 km of road length that would exceed the annual limit value. The roads which have been modelled as exceeding the annual limit value for the baseline year of 2015 are the A4161, the A4232, the A4234, the A470 and the A48 as detailed in Figure 1. The A48, which extends out of the Cardiff Urban Area agglomeration zone and into the South Wales non-agglomeration zone, is not projected to achieve compliance until 2023 without further measures. The results of the PCM modelling are summarised in Table 2 below.

Table 2 – PCM Modelling Results Cardiff Urban Area

Road Name	ID No	PCM 2015 Baseline Results for NO ₂	PCM 2021 Baseline Results for NO ₂
A4161	50660	43.7	33.8
A4232	80898	47.3	37.7
A48	20527	48.8	39.1
A4161	40656	40.9	33.4
A470	40549	40.8	32.5
A48	50527	45.3	37.1
A4232	80899	43.1	34.3
A48	50524	59.6	45.4
A4232	74101	52.5	40.7
A4161	30665	41.2	31.9
A4234	99956	44.6	36.8
A4232	70056	42.2	29.9

¹¹ National Atmospheric Emissions Inventory: <http://naei.defra.gov.uk>

A target determination assessment and full assessment of the PCM results and local modelling/ monitoring has been undertaken as part of this study, and is detailed in Section 3.3.

This assessment provides finer resolution than is possible with the national PCM model. Input parameters are more localised including measured speed assumptions, local emission sources and fleet composition captured as part of an Automatic Number Plate Recognition (ANPR) study. The results of this assessment are presented for 2015 and 2021, with the 2021 results representing a Business As Usual (BAU) scenario where only measures currently implemented to improve air quality have been modelled. The results of this assessment are presented in detail in Chapter 3.

2.3.4 Improvements to Air Quality -Progress to Date

The Council has a statutory requirement to produce an Air Quality Action Plan (AQAP) for each identified AQMA within the local authority area. However previous experience in implementing singular actions plans in Cardiff has not proven to be sufficiently successful. The main issue with this particular approach is that the AQAP focuses on introducing local measures to individual road links/ areas, which only targets at improving air quality within the identified AQMA itself.

Whilst such measures have been successful in improving air quality within the individual AQMA (High Street/ St Mary's Street Action Plan) such localised measures can, and have led, to an adverse impacts on air quality in surrounding areas and result in more widespread air quality issues. These plans have not been sufficient enough in looking at the primary cause of the problem, this being road traffic derived emissions, resulting in air quality levels being detrimentally increased in neighbouring areas.

The Council recognises that in order to tackle these known pockets of poor air quality, it is deemed a more suitable and constructive approach to target the whole of Cardiff, improving overall air quality. With the implementation of correct long term measures all highlighted road networks and identified AQMAs should be able to benefit from improved air quality. The absence of an AQMA in parts of Cardiff does not mean there is no public health problem from air pollution. The recent Welsh Government guidance on local air quality management recommended two clear goals

(1) Achieve compliance with the national air quality objectives in specific hotspots and:

(2) To reduce exposure to pollution more widely, so as to achieve the greatest public health benefit

Collective efforts, therefore, should look beyond targeted action in localised air pollution hotspots and do this in parallel with universal action to reduce risks for everyone.

It has been highlighted that any formal AQAP needs to be devised via the involvement and input of various influencing sectors across local authority bodies and partner agencies. The Council acknowledges this approach which will allow for increased awareness within the authority and fundamentally will produce an effective action plan, supporting the desirable outcome of reaching lowest levels reasonably practicable, and maximising health benefits to the residents of Cardiff and commuters to the Capital.

It is important to note the recent report by National Institute for Health and Care Excellence (NICE)¹² suggests that small-scale actions on their own are unlikely to lead to the significant reductions in air pollution needed to protect health. Rather, it is recommended that multiple interventions are driven forwards in parallel; with each producing a small benefit, a multiple-intervention approach would likely act cumulatively to produce significant change (both in terms of air pollution mitigation and population health adaptation and improvement).

The Council recognise that there is no defined “safe level” when describing levels of NO₂¹³. The Council is committed to achieving NO₂ levels as low as reasonably practicable.

Datasets for annual average NO₂ levels recorded at relevant public exposure locations within the AQMAs do display signs of improvement. However, levels are consistently elevated and are seen to be either exceeding or encroaching on the annual average NO₂ objective. Table 3 draws upon ratified NO₂ datasets monitored via passive diffusion tubes at most relevant sensitive receptor locations, i.e., residential facades within each AQMA.

Table 3- Five Year Dataset For Monitored Annual Average NO₂ Levels At Residential Facades.

AQMA	Site ID	Bias Adjusted Annual Average NO ₂ Concentration (µg/m ³)					
		2012	2013	2014	2015	2016	2017
City Centre	143	41.5	42.1	42.1	38.2	38.7	38.2
Stephenson Court	131	47.9	43.9	41.2	39.5	39.6	36.7
Ely Bridge	117	42.6	44.9	42.3	39.5	41.3	38
Llandaff	161	43.0	39.1	37.2	32.3	35.0	32.5

Bold -= exceedance of the Air Quality Standard for NO₂ as an annual average (40 µg/m³)

As displayed by Table 3, although it can be suggested that compliance is being met in the existing AQMAs, the Council do not consider these levels as low as reasonably practicable. With Cardiff’s expected future growth and approved development works already in progress, further work is needed to ensure compliance with the air quality objectives and EU Limit Values is of a greater magnitude.

In order to monitor the Council’s identified strategic measures and their effectiveness, the Council will continue to monitor levels of NO₂ at various relevant exposure locations citywide. The Council will look at improving the network of monitoring across the city by examining ways of increasing monitoring capabilities, for example looking at personal air quality monitoring for the public and purchasing automatic monitoring equipment to provide a further understanding of air quality trends. The Council will also design a transport monitoring programme which will look to examine different modes of transport trends, undertaken on a yearly basis. The scope for such a transport study would include examining figures for cycle trips, school journey mode determination, bus patronage, trends in peak traffic flow times and fleet composition analysis using routes through AQMAs and surrounding tributary road networks.

¹² NICE (2017). Air pollution: outdoor air quality and health. NICE Guideline NG70

¹³ Local air quality management in Wales Policy guidance June 2017

2.4 Public Health Impacts

There is clear scientific evidence which shows that air pollution exposure reduces life expectancy by increasing mortality and morbidity risk from heart disease, and strokes, respiratory diseases, lung cancer and other conditions¹⁴. Public Health Wales have stated that poor air quality is probably the second greatest health concern after smoking and is the most significant environmental determinant of health.

In the UK it has been estimated that an equivalent of **29,000** deaths are attributed to long term exposure to fine particulate air pollution exposure each year and an equivalent of **23,500** deaths are attributed to long term exposure to nitrogen dioxide (NO₂) exposure each year¹⁵. There is an overlap between the effects of both pollutants; as such, it has been estimated that the equivalent of **40,000 deaths** occur each year in the UK as a result of exposure to outdoor pollution¹⁶. On average, exposure reduces the life expectancy of every person in the UK by 7 to 8 months¹⁷. It has been estimated that reducing particulate air pollution by 10 µg/m³ in the UK would extend lifespan by five times more than eliminating casualties on the roads or three times more than eliminating passive smoking¹⁸.

In Wales, based on data for the period 2011-2012, it has been estimated that an equivalent of **1,604** deaths can be attributed to fine particulate exposure each year, and **1,108** deaths can be attributed to nitrogen dioxide exposure each year¹⁹. Accounting for the pollutant effect overlap, it is estimated that an equivalent of around **2,000** deaths occur each year in Wales as a result of exposure to fine particulate and NO₂ exposure each year.

A study undertaken in 2014 published by Public Health England estimated that in **Cardiff 143** deaths were attributable to exposure to fine particulate air pollution.²⁰ More recent work by Public Health Wales estimates that the equivalent of over 220 deaths each year among people aged 30 and over in the Cardiff and Vale area that can be attributed to NO₂²¹ with many more citizens suffering ill health as a consequence of poor air quality.

In 2012, the International Agency for Research on Cancer listed diesel exhaust pollution as a Class 1 carcinogen and extended this to all ambient air pollution in 2013.

For particulate air pollution and nitrogen dioxide there is no safe level of exposure and any initiatives to reduce air pollution will have positive health benefits. Welsh Government have indicated that the national air quality objectives used to identify Air Quality Management Areas (AQMAs) should not be seen as 'safe' levels and impacts are observed below levels permitted by current legal limits. Air pollution can cause adverse effects on health and quality of life at lower exposures, depending on the circumstances of the exposed individual. As a consequence, the majority of the avoidable health burden associated with air pollution in Wales is the result of population exposures outside AQMAs.

¹⁴ WHO. Review of evidence on health aspects of air pollution-REVIHAAP. 2013. Copenhagen: WHO. From: http://www.euro.who.int/_data/assets/pdf_file/0004/193108/REVIHAAP-Final-technical-report.pdf

¹⁵ Defra. Draft plans to improve air quality in the UK: tackling nitrogen dioxide in our towns and cities. UK overview document. 2015. London: Defra.

¹⁶ Royal College of Physicians and Royal College of Paediatrics and Child Health (2016). Every breath we take: the lifelong impact of air pollution. From: <https://www.rcplondon.ac.uk/projects/outputs/every-breath-we-take-lifelong-impact-air-pollution>

¹⁷ Defra. The air quality strategy for England, Scotland, Wales and Northern Ireland (vol. 1). 2007.

¹⁸ Defra (2017) Air Quality: Public Health Directors briefing. From <https://laqm.defra.gov.uk/assets/63091defraairqualityguide9web.pdf>

¹⁹ Brunt., H and McCarthy J., (2017). Estimating the mortality burden of air pollution in Wales

²⁰ Gowers., A. M, Miller., BG, Stedman., JR. Estimating local mortality burdens associated with particulate air pollution. 2014. London: Public Health England

²¹ [Estimating the mortality burden of air pollution in Wales, Public Health Wales](#)

Although air pollution is a public health priority in Wales, its management needs to be a collaborative approach between public bodies, private companies, third sector partners and the public, all whom have important roles to play in addressing this pressing issue.

Poor air quality does not only have a significant health impact but it also has a wider societal cost. Accounting for health service costs and reduced productivity through lost work-days in the UK this is significant, standing at around £20b every year.²²

Widespread air pollution is associated with routine car use for journeys within, into and out of, Cardiff. Well-designed measures to reduce air pollution will also increase active travel rates. Reducing reliance on the car as the primary mode of transport will have co-benefits of increased physical activity, mental well-being, and improved productivity and reduced stress, and will play a vital role in reducing carbon emissions which contribute to climate change.

The Director of Public Health's Annual Report 2017 highlights how our built environment has become increasingly shaped around car use over the last 50 years, with journeys made by car across the UK increasing from 27% to 83% over that period, while journeys made by bus have fallen from 42% to 5%, and by cycling from 11% to 1%. Over half of adults in our area are overweight or obese. To help reduce these levels, as well as levels of cardiovascular disease and type 2 diabetes, we need active travel to become the default for short journeys once again.

2.5 Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations (Wales) Act 2015 (WFG) is a significant enabler to improve air quality as the Act calls for sustainable cross-sector action based on the principles of long-term, prevention-focused integration, collaboration and involvement. It intends to improve economic, social, environmental and cultural well-being in Wales to ensure the needs of the present are met without compromising the ability of future generations to meet their own needs. The Act places responsibilities on public bodies in Wales to work in new ways (including via Public Services Boards) towards national Well-being goals. Progress is measured against a suite of well-being and Public Health Outcomes Framework indicators; there is one specifically concerned with air pollution.

As Figure 3 illustrates, the Act is the legislative vehicle for "Health in all Policies in Wales" and provides the underpinning principles for all policy and decision making, including economic development, in Wales. Reducing air pollution, health risks and inequalities can help contribute to most, if not all, of the well-being goals. As such, the Act presents excellent opportunities to change policy and practice to enhance air quality management arrangements across Cardiff (and wider).

The feasibility study will ensure that future decision making in terms of air quality will comply with the WFG in terms of ensuring that meets the five ways of working

- **Long term** – The feasibility study will balance short-term needs of achieving compliance with the limits values in the shortest time possible, with the need to safeguard the ability to ensure longer term continued improvement in air quality within Cardiff.
- **Prevention** – By implementing the preferred option identified in the Final Plan, should ensure improvements in air quality are achieved and will be able to prevent air quality getting worse in the future thus protecting public health and the wider environment.

²² Royal College of Physicians and Royal College of Paediatrics and Child Health (2016). Every breath we take: the lifelong impact of air pollution.

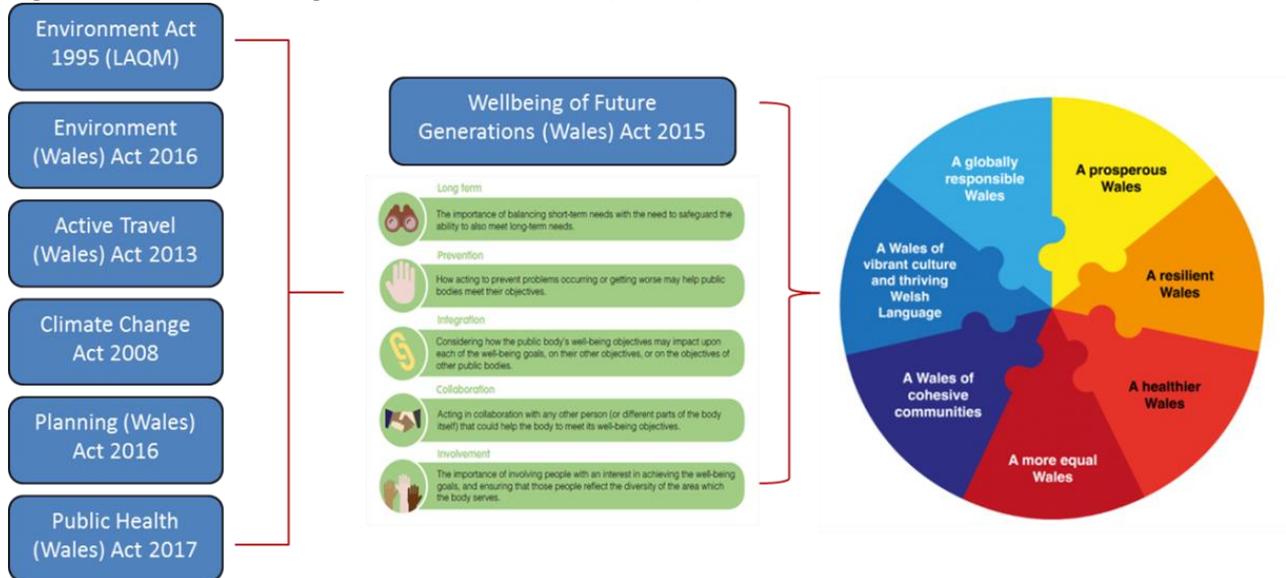
•**Integration** – The development of a preferred option in the Final Plan will take into consideration other public body’s well-being objectives and will assess how the preferred option may impact upon each of the well-being goals, or on the objectives of other public bodies.

•**Collaboration**–The development of the shortlist of measures detailed in this report has been done so in collaboration with many departments within the Council and other external organisations, e.g., PublicHealth Wales. This collaborative approach will be taken forward in the development of the preferred option in the Final Plan.

• **Involvement**–Prior to developing the Final Plan the preferred measures will be subject to an appropriate level of consultation, and will ensure that those who have a strong interest in improving air quality will be fully involved and their ideas considered .

Overall, improving air quality and developing a preferred option to achieve compliance with the NO₂ limit value, contributes significantly to the majority of the well-being goals.

Figure 3 - The Well-being of Future Generations (Wales) Act 2015 Matrix



2.6 Consistency with Local Transport Plan

Cardiff Council’s longstanding vision for transport in the city is for:

“An integrated transport system that offers safe, efficient and sustainable travel for all, where public transport, walking and cycling provide real and desirable alternatives to car travel, which contributes to making Cardiff Europe’s most liveable capital city.”

Our priorities to achieve this are:

1. Widening travel choices making it practical for most daily trips to be made by alternatives to the car, such as public transport, walking and cycling;
2. Demand management taking steps to reduce the demand for travel overall, and particularly by car ; and
3. Network management using technology to make best use of the existing highway network, rather than building new roads that would generate more traffic.

As a result, it is necessary to assess how the various options considered to improve the air quality in Cardiff will align with, and support, the realisation of the strategic objectives contained within the emerging policy documents.

The key strategic themes and principles of the existing policies overlap with several of the critical success factors used in the economic assessment, including those related to air quality improvements, benefits to the economy, social inclusion and public health benefits.

2.6.1 Local Transport Plan

Cardiff is growing and changing, and this brings more journeys and more pressures on Cardiff's transport network. Reducing the number of car journeys made in the city, and promoting the use of active and sustainable modes of travel, is central to Cardiff Council's Transport Strategy and in improving air quality in the city. Our Local Development Plan (LDP) provides for 41,000 new homes and up to 40,000 new jobs up to 2026. The LDP sets the target of achieving a 50:50 modal split – this means that 50% of all journeys need to be made by sustainable transport by 2026 in order to accommodate the future development set out in the LDP. Our policies set out in the LDP support the need to secure significant improvements to the public transport and active travel networks in combination with new developments.

Cardiff's Local Transport Plan (LTP) was approved by the Welsh Government in May 2015. The LTP sets out our main transport infrastructure proposals which will support this significant modal shift. The Local Transport Plan recognises the need to improve air quality and in doing so its programme prioritises:

- development of active travel networks to increase walking and cycling for local journeys
- the provision of cycling infrastructure
- the bus network
- reduced speed limits
- reducing congestion
- improving transport efficiency and reliability
- bus based park and ride

The LTP has been used to help develop a number of the measures which have been assessed by this study.

2.7 Stakeholder Engagement

Owing to the timeframes required to complete this report it has not been feasible for the Council to undertake a public consultation on the shortlist of measures that have been developed as detailed in Chapter 3.

However, earlier in 2018 the Council launched a Green Paper on Transport and Clean Air²³. The paper set out a number of proposals/ ambitions on measures to improve transport and air quality in Cardiff. Fundamentally the paper focused on the need to tackle congestion and offer active travel options to discourage unnecessary private car use, keeping the city moving and ensuring the health of citizens. The paper enabled members of the public, businesses and

²³ <https://www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/transport-and-clean-air-green-paper/Documents/Cardiff%27s%20Transport%20and%20Clean%20Air%20Green%20Paper.pdf>

other organisations a chance to score the proposals in terms of preference of them being implemented in Cardiff. At the time of writing this report work is still on going to assess the results of the Green Paper Consultation. A number of the measures assessed later in this report were included, as part of the Green Paper.

As the feasibility study progresses the Council will undertake appropriate consultation with stakeholders on the preferred measure(s).

2.8 The Case for Change

2.8.1 Primary Objective

The primary objective of the feasibility study is to deliver a scheme that leads to compliance with the EU AAQD annual average NO₂ limit value in the shortest possible time.

2.8.2 Secondary Objectives

JAQU's Options Appraisal Package ²⁴ document states that while the primary CSF allows appraisers to test whether an option meets the minimum requirements, other secondary CSFs are needed to undertake a comparative assessment of the options. The guidance states that these may include factors such as value for money, distributional impacts, wider strategic air quality policy alignment, affordability and achievability.

Following this guidance, a number of secondary CSFs have been defined for the Plan for which options that have been assessed as achieving the Primary CSF have been further assessed against. Further, this study contributes to the strategic priorities for Cardiff Council, including that of the Well-being of Future Generations (Wales) Act 2015. As such, based on the Future Generations Act and the further recommendations within The National Institute for Health and Care Excellence (NICE)²⁵ on air quality guidelines and health, the following are considered as **secondary objectives** in the appraisal process:

- Will the measure deliver an overall reduction in NO₂ emissions to air;
- Will the measure result in additional benefits or other environmental improvements;
- Will the measure contribute to well-being goals:
 - Will the measure impact equally across multiple vehicle classes and journey types;
 - Will the measure have a positive impact on wider public health;
 - Mitigate financial impact on low income households and reduce inequalities;
- Does the option fit or compliment other local policies;
- Value for Money - Do the likely benefits of this option exceed the costs; and
- Are there constraints that prevent/ impact on the implementation of the measure

²⁴ Joint Air Quality Unit - OPTIONS APPRAISAL GUIDANCE 2017

²⁵ NICE (2017). Air pollution: outdoor air quality and health. NICE Guideline NG70

Chapter 3 Economic Case

3.1 Introduction

The Strategic Case outlines the case for change by comparing the existing conditions, statutory and regulatory obligations, and the desired goals of this Local Government intervention. Within this context the purpose of the Economic Case in the Strategic Outline Case document, as outlined in the Joint Air Quality Unit's (JAQU) Inception Package, is to identify a long list of options and refine them to a short-list of options / packages which will be appraised in greater detail as part of the Full Business Case.

The Inception Package document states that shortlisting of the long list of options requires an early appraisal of options against Critical Success Factors as well as the intervention's spending objectives and benefit assessment criteria. The document also states that the options' other strengths, weaknesses, opportunities and threats may also need to be considered for the shortlisting process. Finally, the Inception Package document states that this multi-criteria analysis should be used to short list approximately four options to be explored further.

Within the above context, this Economic Case chapter includes the following:

- Identify a long-list of options for delivering the desired goal;
- Establish the Critical Success Factors, including the primary Critical Success Factor and other secondary Critical Success Factors as identified in the JAQU's Options Appraisal Package document;
- Establish the multi-criteria appraisal framework, including the Critical Success Factors, and the process for appraising the long list of options;
- Determination of a short list of options / packages, which will be appraised in greater detail as part of the Outline Business Case and the Full Business Case.

3.2 Baseline Local Transport Modelling

The section outlines the transport modelling work undertaken by Mott MacDonald to develop the evidence base to progress this study. Transport modelling has been undertaken using the South East Wales Transport Model (SEWTM) using methods that are appropriate for a high-level feasibility study. The full details of the transport modelling are included in Appendix B of this Report.

3.2.1 South East Wales Transport Model (SEWTM) Summary

SEWTM is a disaggregate multi-modal transport model of South East Wales. The model comprises separate highway and public transport assignment models linked together with a variable demand model. The model was developed for Welsh Government with a 2015 base year, validated to WebTAG Unit M3.1 guidance. It has been designed to:

- Understand the current travel patterns in South East Wales and the performance of the transport system;
- Monitor changes in travel patterns over time;
- Predict future travel patterns and conditions on the transport network;
- Assess the impacts of possible interventions in the transport system in a consistent manner;

- Assess the impacts of land use changes such as new housing developments and employment locations in a consistent manner; and
- Provide inputs required for transport appraisals and business cases.

The model represents an average weekday and for most purposes outputs are divided into four time periods:

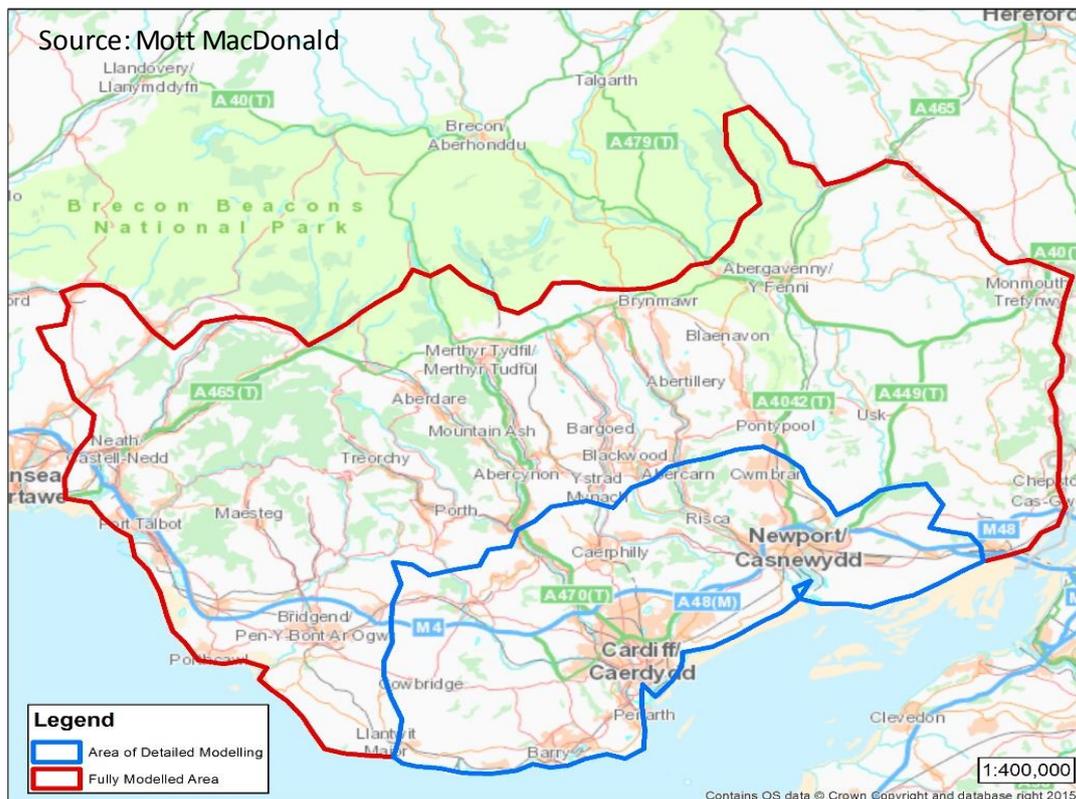
- AM peak between 0700 and 0930; peak hour assignment representing 0745-0845;
- Inter-peak (IP) between 0930 and 1530; average hour assignment;
- PM between 1530 and 1800; peak hour assignment representing 1630-1730; and Off-peak (OP) between 1800 and 0700; average hour assignment.

The following assignment user classes are included in the highway model:

- Car commute;
- Car business;
- Car other;
- HGV and
- LGVs

The SEWTM geographical coverage is shown in Figure 4. The Cardiff local authority area is within the Area of Detailed Modelling. This is the area of the transport model within which significant impacts of interventions are more certain. Within this area the model will represent all trips (demand), model zones are generally smaller than LSOAs, the transport network is detailed, and junction modelling is included.

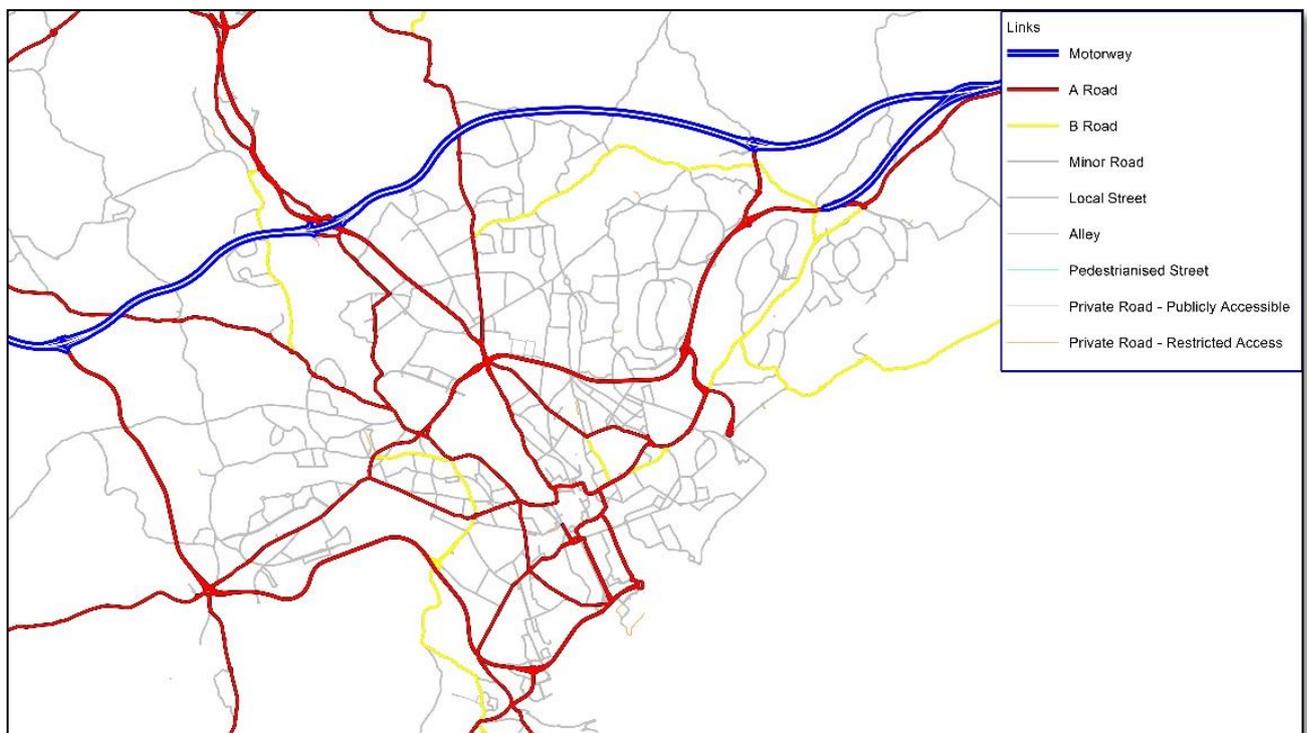
Figure 4 - SEWTM Modelled Area



3.2.2 Method Overview

The transport modelling approach that has been adopted for this study balances the need to forecast the highway network impacts of a range of interventions with the need to maintain a proportionate approach to appraisal, taking account of the high-level nature of the study and the associated time and budget constraints. The full multi-modal Variable Demand Model (VDM) has been used to forecast the 2021 baseline situation given expected changes to population, employment and the highway/public transport networks. The highway assignment user classes have been split by vehicle emissions class using information provided by Ricardo, determined from Automatic Number Plate Recognition (ANPR) surveys. The highway network level of detail contained in SEWTM for the Cardiff area is shown in Figure 5.

Figure 5 - SEWTM Highway Network in Cardiff Area



3.3 Baseline Local Air Quality Modelling Results for 2015 and 2021

A detailed modelling exercise has been carried out to provide an initial estimate of NO₂ concentrations across Cardiff for a base year of 2015 and a target year of 2021. The area modelled extended to 1km beyond the city's boundary and covered the PCM links of concern in the national modelling and local AQMAs. This model domain is illustrated in Figure 6.

There are three main components of the model:

- **The South East Wales Traffic Model (SEWTM)** – this is a strategic traffic model developed for the Welsh Government that covers the Cardiff area. This model provided traffic data in terms of traffic flows (AADT²⁶) and speeds. The traffic flows are provided for cars, LGVs, HGVs and buses. In addition, for the 2021 model year the vehicle categories have been split further into compliant and non-compliant vehicles. Compliant vehicles are those that meet the CAZ emission standards set out in the UK Government's Clean Air Zone Framework and non-compliant vehicles are those that don't²⁷. It should be noted that for the purposes of the traffic modelling, taxis are included within the car flows and coaches are not included in the modelling at all (in line with standard practice).
- **Local ANPR fleet data** – a set of ANPR data was collected in May 2018. This data comprised of seven main sites covering each of the AQMAs in the city and the two stretches of road that the PCM modelling showed would be exceeding NO₂ thresholds in 2021 (A48 and A4232). The data was collected over a 1-week period and provided a detailed breakdown of the fleet composition in these areas. This data was used to provide fleet descriptions for seven distinct zones in the model domain, as illustrated in, Figure 7 detailing:
 - The split of compliant and non-compliant vehicles, that would feed back into the transport model;
 - The breakdown of vehicles by fuel type and Euro standard;
 - The split of vehicles between rigid and artic HGVs;
 - The proportion of car traffic which was estimated to be taxis.
- **Ricardo's emissions and dispersion modelling suite RapidAir** – the emission component of this takes the traffic activity data and fleet data and provides emission results for each 'link'²⁸ in the traffic model. The dispersion component of the modelling suite then takes these emissions and generates a 1m x 1m grid of NO_x concentrations. This is combined with the national background maps to provide NO₂ concentration results. The model is calibrated against monitoring data in the 2015 base year.

²⁶ Annual average daily traffic

²⁷ For details of the standards, see Annex A at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612592/clean-air-zone-framework.pdf. For example, this shows that for petrol cars and diesel cars, compliant cars are those that are Euro 4 and above or Euro 6 and above respectively.

²⁸ A 'link' in this context being a stretch of road where air pollution is estimated within the PCM model.

Figure 6 - Air Quality Modelling Domain

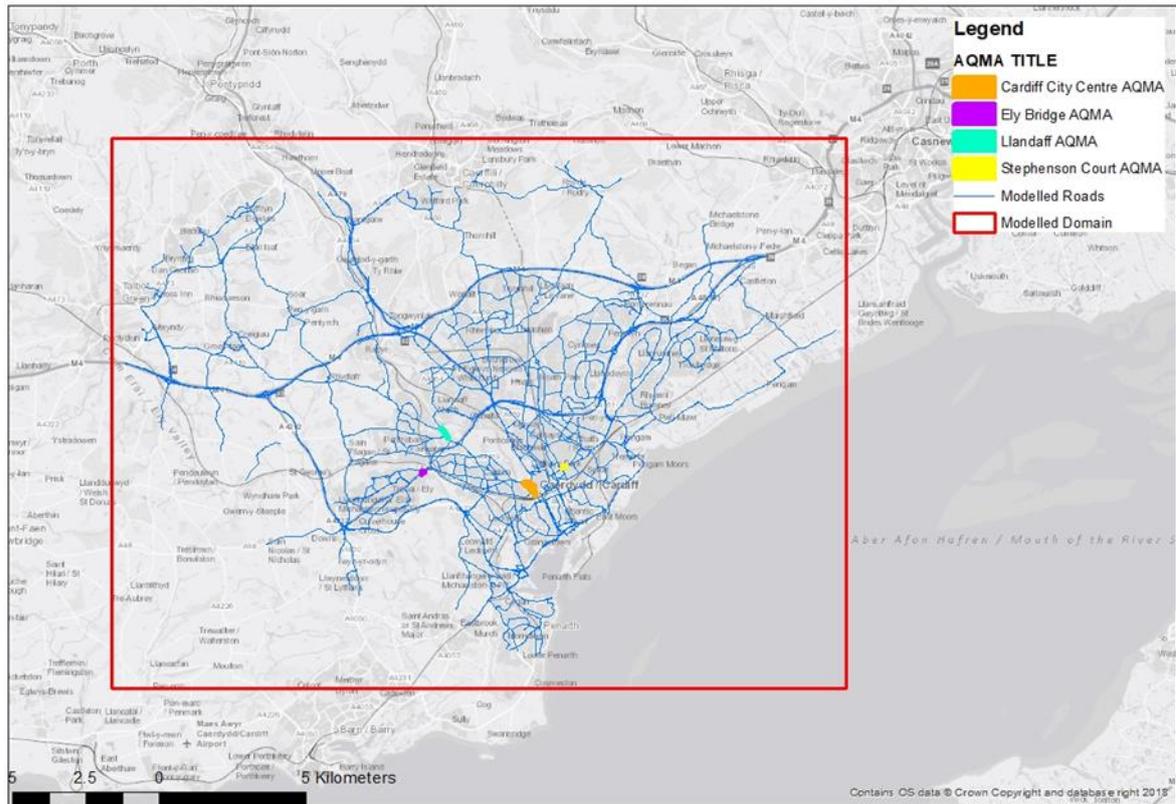
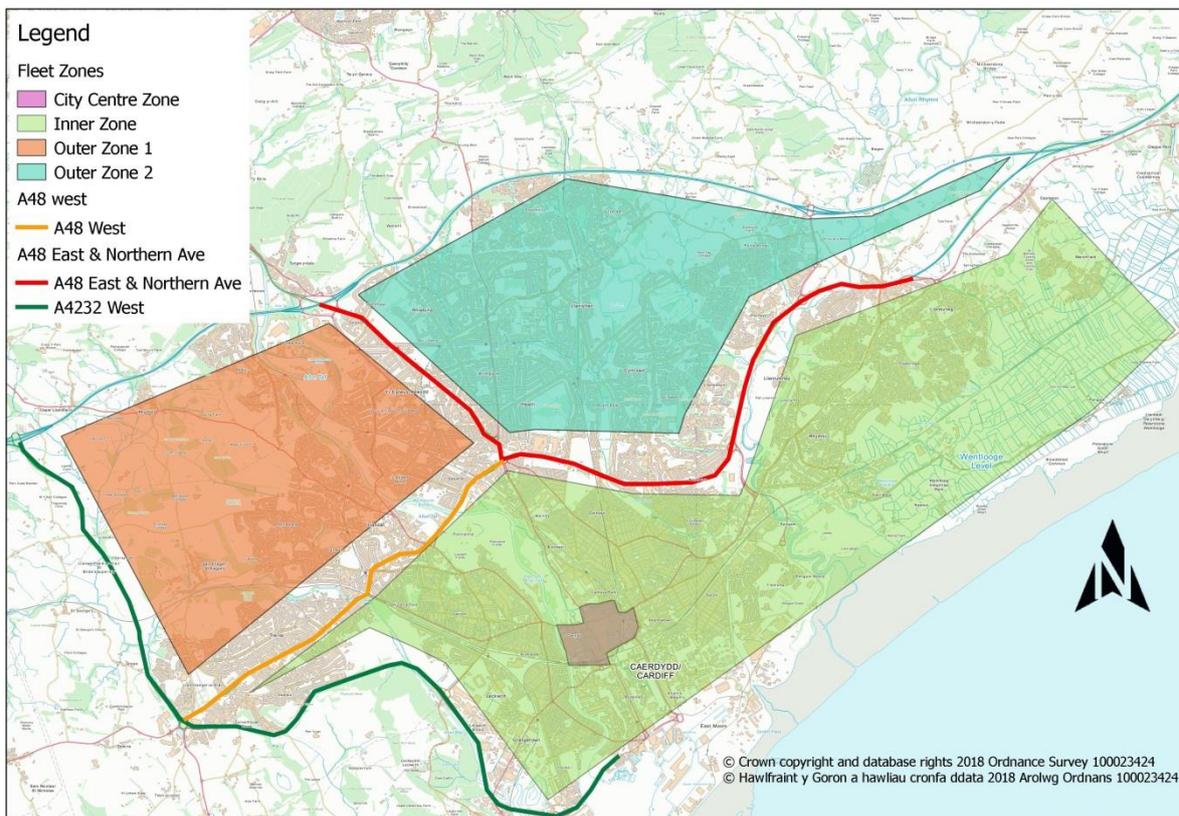


Figure 7- Fleet Zones Used In the Air Quality Model



The initial baseline results from this model for 2015 and 2021 are described in the sections below. Section 3.3.3 below explains the inherent modelling uncertainty and when reviewing the initial results below it should be borne in mind that further work will be carried out in coming months that may impact on the results.

3.3.1 Comparison with PCM Results

For comparison with PCM model results, annual mean NO₂ concentrations at the roadside locations assessed in the national compliance PCM model have been extracted from the RapidAir dispersion model results; the results have been presented in both tabular form and graphically as maps of the study area.

Roadside receptor locations in the PCM model are at a distance of 4m from the kerb and at 2m height. To represent this in our city scale modelling, a subset of the OS Mastermap GIS dataset provided spatially accurate polygons representing the road carriageway. Receptor locations were then placed at 10m intervals along relevant road links using a 4m buffer around the carriageway polygons.

Each PCM link has a unique Census ID number and a grid reference assigned which is typically the co-ordinates describing the location of the DfT traffic count points on each link; this location may not however be where the highest roadside concentrations are occurring along the entire link length when using a more detailed local scale modelling method with observed average vehicle speeds on shorter road sections. The PCM links within our model domain range in length from approximately 120m to 3.25km; we have therefore reported the highest of the modelled concentrations for each link, from the city scale model receptors spaced at 10m intervals, 4m from the carriageway.

A full list of tabulated results comparing the PCM baseline results with the local modelled results from 2015 to 2021 is shown in Table 4. This shows estimated NO₂ concentration for each PCM link and is colour coded as green for less than 35µgm⁻³, amber between 35µgm⁻³ and 40 µgm⁻³ and red for greater than 40µgm⁻³ (the compliance threshold²⁹). For the local model only the baseline 2015 and future year 2021 results have been directly modelled, the intervening years have simply been interpolated between these two results.

Mapped results are shown in Figure 8 to Figure 11. These show two types of maps; one with the PCM links colour coded with the local results in the same way as the tabulated results (i.e. a whole link is colour coded to match the highest concentration along that link) and a second showing point locations of any local modelled receptors along the PCM links greater than 35 µgm⁻³. It should be noted that the compliance limit is 40µgm⁻³, but is formally defined as a whole number and so only results equal or greater than 40.5µgm⁻³ are considered non-compliant, and are colour coded as such in both the table and maps.

²⁹ The compliance limit is 40µgm⁻³, but is formally defined as a whole number and so any result less than 40.5µgm⁻³ which rounds down to 40µgm⁻³ is considered compliant.

Looking first at the local model results overall, they show a somewhat different pattern to the PCM results. A difference is to be expected as the local and PCM modelling are done in different ways; for example road gradients and street canyons³⁰ are considered in the local model and not in the PCM model, which would tend to lead to higher concentrations in the local model.

Focusing on areas of exceedance in 2021, the national PCM model showed exceedances on the A48 to the east of the city and the A4232 to the south west. The local model however suggests that both these locations would be comfortably within compliance. The differences between the PCM and local model will be explored further at these locations, but one possible reason is that the PCM model uses generic urban speeds for these links whereas the local model uses local speeds from the traffic model. Since these are major dual carriageways the local speeds are likely to be higher than that seen in the PCM model and hence would generate lower emission rates.

The local model results are showing only one exceedance on PCM link ID30665 – the A4161 Castle Street. This exceedance is related to high traffic flows of some 32,000 vehicles a day, slow speeds of around 11mph and being located in a canyon.

Section 3.3.3 below looks at the inherent uncertainty in modelling of this kind. This shows that whilst all efforts have been made to reduce the uncertainty, it is still possible that results could be higher or lower by around 5 µg_m⁻³.

It should be noted that the NO₂ concentrations in the table and maps below only show the maximum concentrations for each PCM modelled road link. Certain roads in the modelling domain are not modelled in PCM and hence no concentrations are shown (e.g. M4).

The main reasons for the differences between the local model results and the PCM results is primarily down to the fact that the local model has a far greater level of detail which is based on local data, and not national assumptions, and thus can be seen to be a better representation of local circumstances. The key aspects of the local model that influence the results are as follows:

- Traffic flows are based on a local traffic model;
- Traffic speeds are based on a local model and local traffic master;
- Local fleet data from the ANPR, not just national averages; and
- Local topology in terms of gradient, canyons, etc. which the PCM does not allow for.

³⁰ A street canyon is where buildings create a canyon effect, concentrating air pollution levels in a specific area.

Table 4- Comparison of PCM and Local Model NO₂ Concentration Results 2015- 2021 (NO₂ In µgm-3)

CensusID	Road Name	LA Name	PCM Baseline						Local Baseline						
			2015	2017	2018	2019	2020	2021	2015	2016	2017	2018	2019	2020	2021
30660	A4119	Cardiff City Council	22.4	21.3	20.5	19.8	18.9	17.9	37.1	36.0	34.9	33.9	32.8	31.8	30.7
10629	A4054	Cardiff City Council	19.1	18.1	17.4	16.7	15.8	15.0	25.3	24.3	23.4	22.4	21.4	20.5	19.5
50647	A4119	Cardiff City Council	29.9	28.7	27.7	26.7	25.4	24.0	34.4	32.7	31.0	29.4	27.7	26.0	24.4
10660	A4161	Cardiff City Council	40.3	38.7	37.4	36.2	34.5	32.7	34.9	33.4	32.0	30.5	29.1	27.6	26.2
522	A48	Cardiff City Council	27.9	26.8	25.8	24.8	23.7	22.3	32.9	31.6	30.4	29.2	27.9	26.7	25.4
30659	A4119	Cardiff City Council	27.2	26.2	25.2	24.3	23.1	21.8	23.8	23.0	22.2	21.3	20.5	19.6	18.8
77018	A470	Cardiff City Council	31.1	29.8	28.7	27.7	26.4	25.2	45.4	42.9	40.5	38.0	35.5	33.0	30.6
99955	A4160	Cardiff City Council	32.2	30.7	29.6	28.5	27.1	25.7	36.7	35.1	33.5	31.8	30.2	28.5	26.9
50660	A4161	Cardiff City Council	43.7	41.4	39.6	37.9	35.9	33.8	42.2	40.3	38.4	36.5	34.6	32.7	30.8
70055	A4161	Cardiff City Council	37.5	35.9	34.5	33.1	31.5	29.7	43.9	41.7	39.4	37.1	34.9	32.6	30.4
99671	A469	Cardiff City Council	33.1	32.2	31.1	30.1	28.7	27.1	27.2	26.2	25.3	24.4	23.4	22.5	21.5
10659	A4160	Cardiff City Council	30.4	29.3	28.3	27.3	26.2	25.0	30.4	29.3	28.2	27.0	25.9	24.8	23.7
10655	A4119	Cardiff City Council	31.9	30.8	29.8	28.8	27.4	25.9	36.6	35.4	34.1	32.8	31.6	30.3	29.0
80898	A4232	Cardiff City Council	47.3	45.2	43.5	42.0	39.9	37.7	34.3	33.5	32.7	31.9	31.1	30.3	29.5
20527	A48	Cardiff City Council	48.8	46.9	45.2	43.6	41.5	39.1	40.0	38.4	36.9	35.3	33.7	32.2	30.6
40655	A4160	Cardiff City Council	28.2	27.1	26.1	25.1	24.0	22.7	24.2	23.4	22.6	21.7	20.9	20.1	19.3
50580	A469	Cardiff City Council	28.5	27.1	26.1	25.0	23.8	22.4	33.0	31.8	30.6	29.4	28.2	27.0	25.8
50657	A4161	Cardiff City Council	29.5	28.3	27.2	26.1	24.8	23.3	26.5	25.5	24.4	23.4	22.4	21.4	20.3
10661	A4161	Cardiff City Council	24.9	23.9	23.1	22.2	21.2	20.1	26.6	25.6	24.5	23.4	22.3	21.3	20.2
10527	A48	Cardiff City Council	31.9	30.8	29.6	28.6	27.2	25.7	29.4	28.3	27.2	26.1	24.9	23.8	22.7
40582	A469	Cardiff City Council	31.8	30.5	29.5	28.4	27.0	25.5	32.2	30.9	29.7	28.4	27.2	25.9	24.7
50651	A4119	Cardiff City Council	28.4	27.3	26.4	25.5	24.2	22.9	31.6	30.4	29.2	28.0	26.9	25.7	24.5
40656	A4161	Cardiff City Council	40.9	39.3	38.0	36.8	35.1	33.4	43.7	41.4	39.0	36.6	34.3	31.9	29.6
40549	A470	Cardiff City Council	40.8	39.1	37.7	36.3	34.5	32.5	38.1	36.3	34.6	32.8	31.1	29.3	27.6
50527	A48	Cardiff City Council	45.3	44.0	42.6	41.2	39.3	37.1	37.1	35.7	34.3	32.9	31.5	30.2	28.8

CensusID	Road Name	LA Name	PCM Baseline						Local Baseline						
			2015	2017	2018	2019	2020	2021	2015	2016	2017	2018	2019	2020	2021
642	A4160	Cardiff City Council	38.3	37.1	36.1	35.0	33.6	32.1	40.0	38.1	36.2	34.4	32.5	30.7	28.8
80899	A4232	Cardiff City Council	43.1	41.1	39.5	38.1	36.3	34.3	32.1	31.3	30.6	29.8	29.0	28.3	27.5
99960	A4055	Cardiff City Council	34.9	33.7	32.6	31.5	30.0	28.4	31.4	30.4	29.5	28.5	27.5	26.5	25.5
50541	A470	Cardiff City Council	35.6	34.1	32.9	31.8	30.2	28.5	37.3	35.9	34.5	33.2	31.8	30.5	29.1
20548	A470	Cardiff City Council	31.3	29.8	28.6	27.5	26.1	24.6	41.3	39.4	37.6	35.7	33.8	31.9	30.0
50524	A48	Cardiff City Council	59.6	56.2	53.7	51.4	48.5	45.4	36.4	35.0	33.6	32.1	30.7	29.3	27.9
74101	A4232	Cardiff City Council	52.5	49.7	47.6	45.7	43.3	40.7	30.1	29.2	28.3	27.4	26.5	25.6	24.8
638	A4119	Cardiff City Council	27.5	26.1	25.0	24.0	22.8	21.6	28.8	27.7	26.6	25.6	24.5	23.4	22.3
30665	A4161	Cardiff City Council	41.2	39.0	37.3	35.7	33.9	31.9	55.7	53.2	50.8	48.4	46.0	43.5	41.1
73233	A4055	Cardiff City Council	35.8	34.6	33.4	32.3	30.8	29.1	31.6	30.4	29.3	28.1	26.9	25.7	24.5
99956	A4234	Cardiff City Council	44.6	43.1	41.8	40.5	38.7	36.8	38.2	36.2	34.2	32.3	30.3	28.3	26.3
78439	A4232	Cardiff City Council	33.6	32.0	30.7	29.5	28.1	26.4	21.7	21.0	20.3	19.6	18.9	18.2	17.5
70056	A4232	Cardiff City Council	42.2	38.2	36.0	34.0	32.0	29.9	35.3	34.2	33.2	32.1	31.0	30.0	28.9
73232	A4160	Cardiff City Council	26.9	25.6	24.6	23.6	22.5	21.2	21.0	20.6	20.1	19.6	19.1	18.6	18.1
80896	A470	Cardiff City Council	26.5	25.3	24.5	23.8	22.9	22.2	26.9	26.0	25.2	24.3	23.5	22.6	21.8
80726	A470	Cardiff City Council	35.4	32.6	30.9	29.1	27.2	25.3	34.8	33.2	31.6	30.0	28.4	26.8	25.2
78435	A4050	Cardiff City Council	30.2	28.5	27.2	26.0	24.6	23.1	32.5	31.2	30.0	28.7	27.5	26.3	25.0

Note: local results are colour coded as green for less than $35\mu\text{g}\text{m}^{-3}$, amber between $35\mu\text{g}\text{m}^{-3}$ and $40\mu\text{g}\text{m}^{-3}$ and red for greater the $40\mu\text{g}\text{m}^{-3}$ (the compliance threshold).

Numbers are rounded to the nearest integer, hence any values less than $40.5\mu\text{g}\text{m}^{-3}$ are not counted as exceedances.

Figure 8- PCM Links Local Model Results For 2015

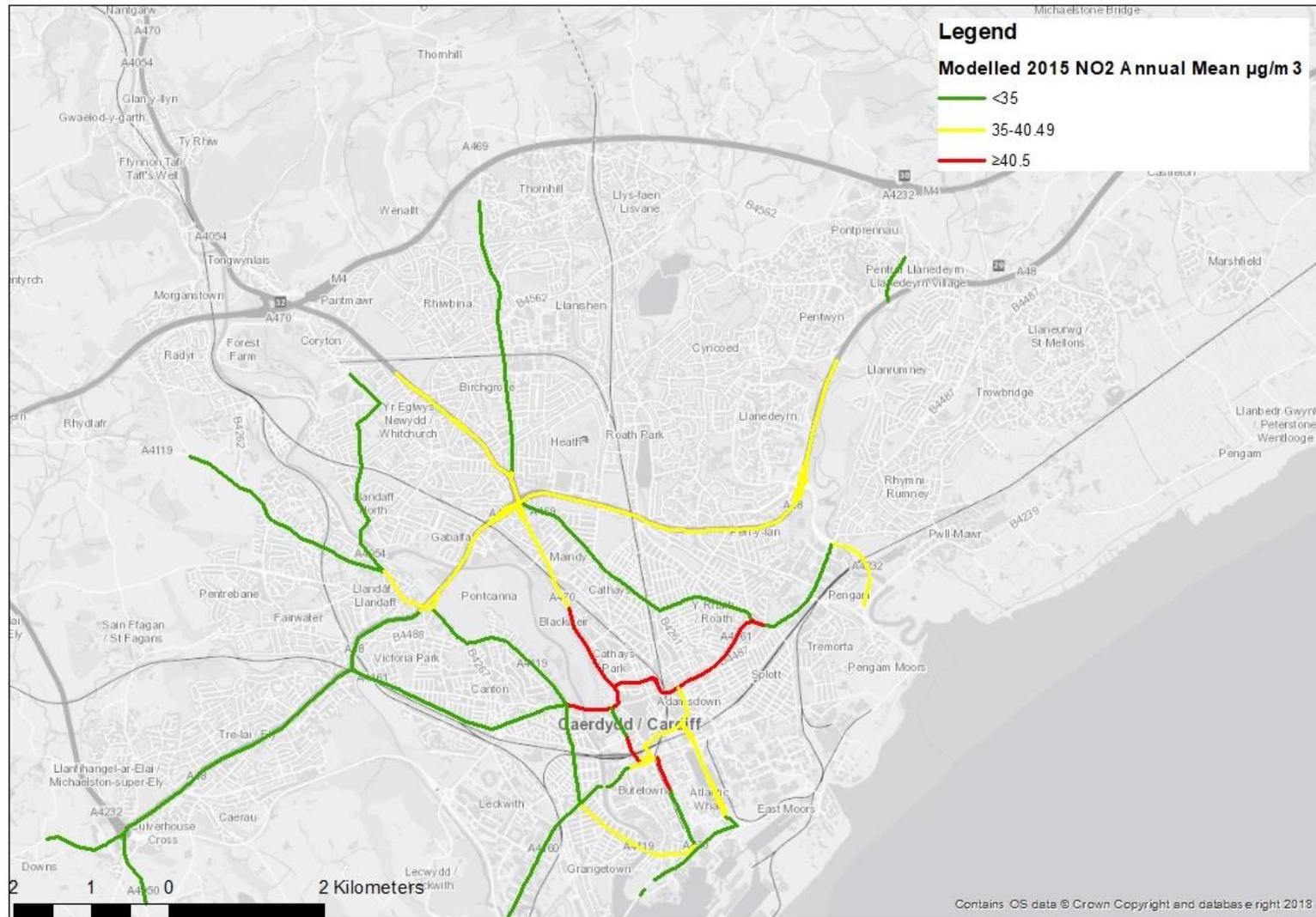


Figure 9- Sampled NO₂ Results along the PCM Links > 35 µg-m⁻³ in 2015

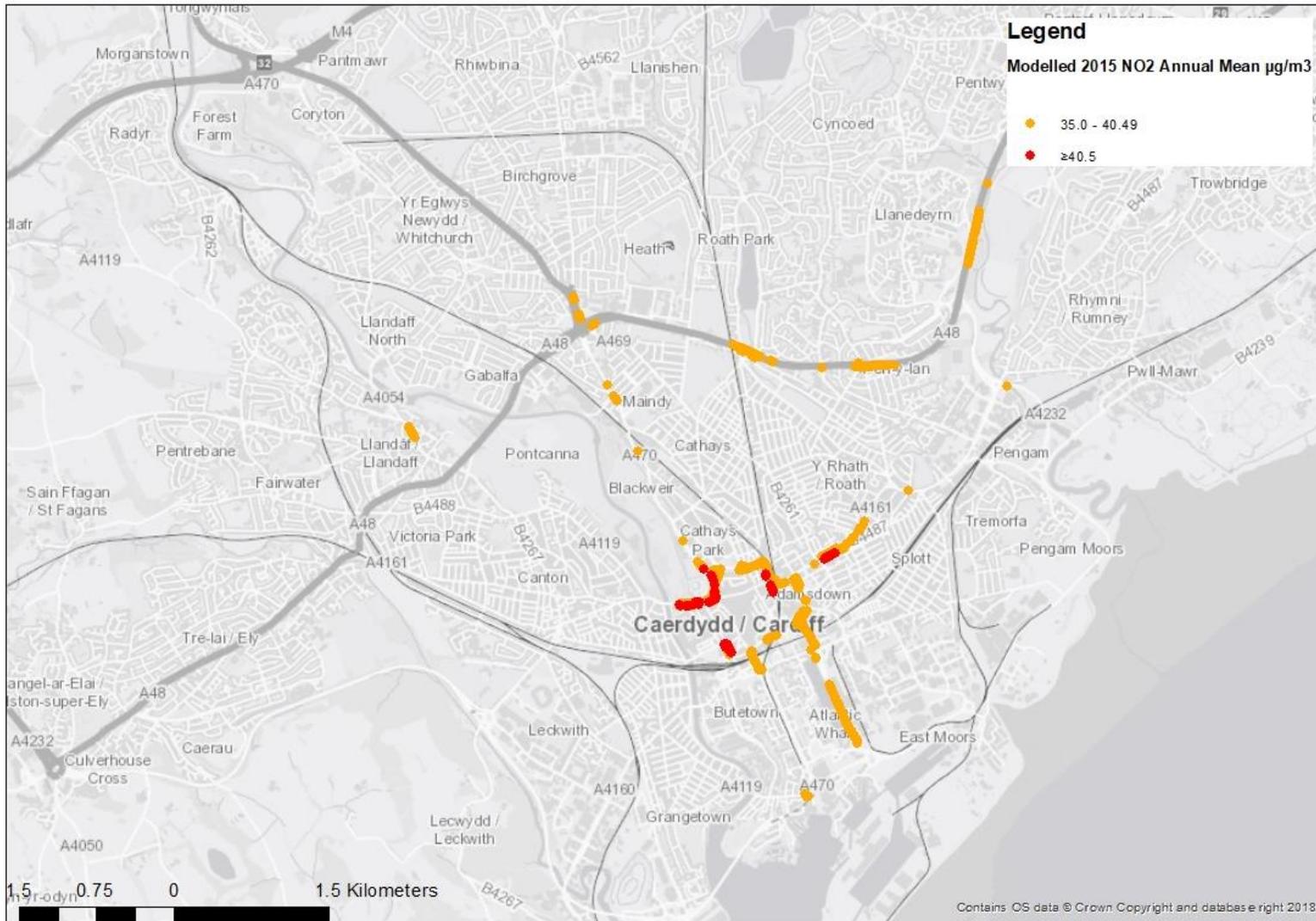


Figure 10 - PCM Links Local Model Results For 2021

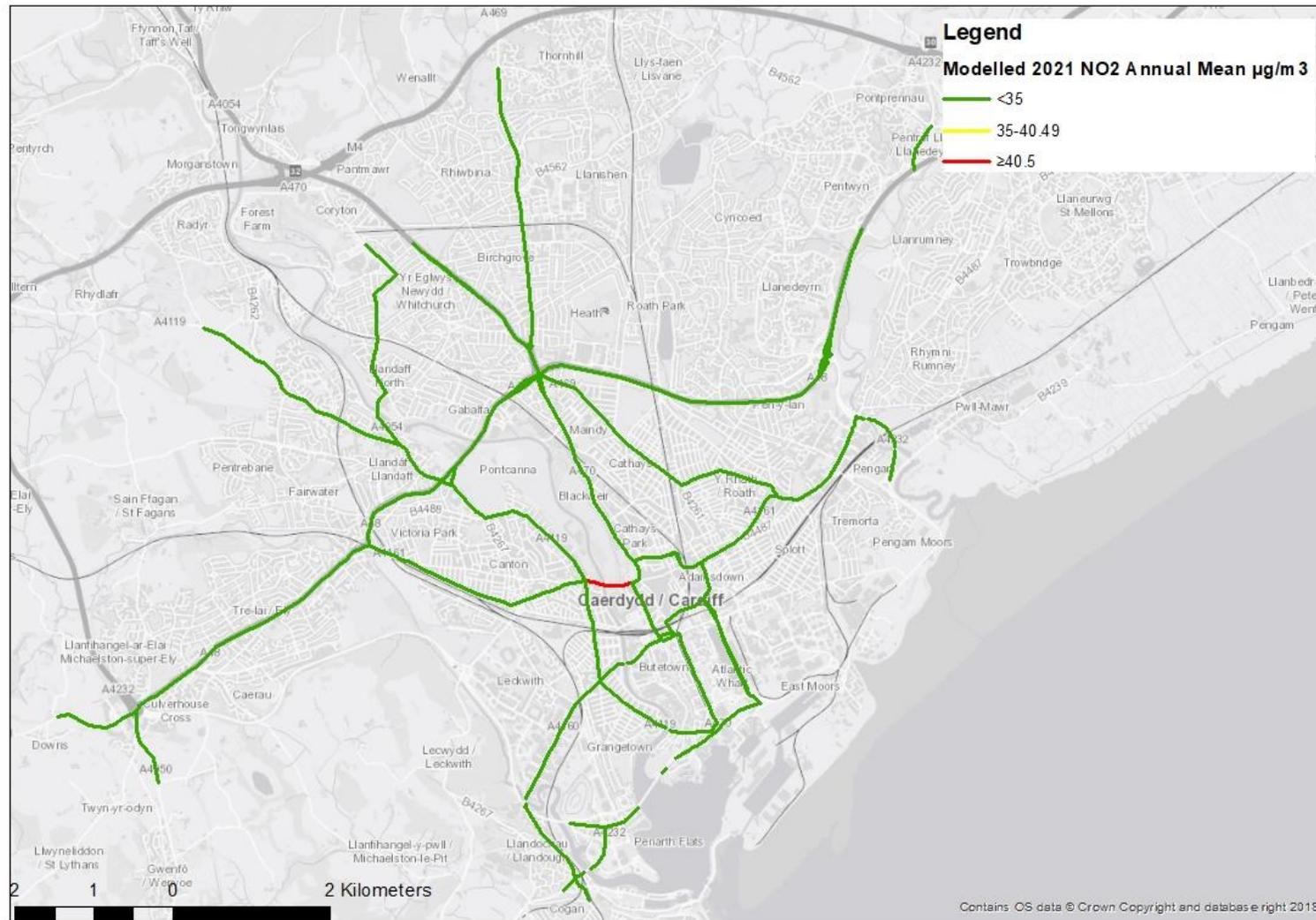
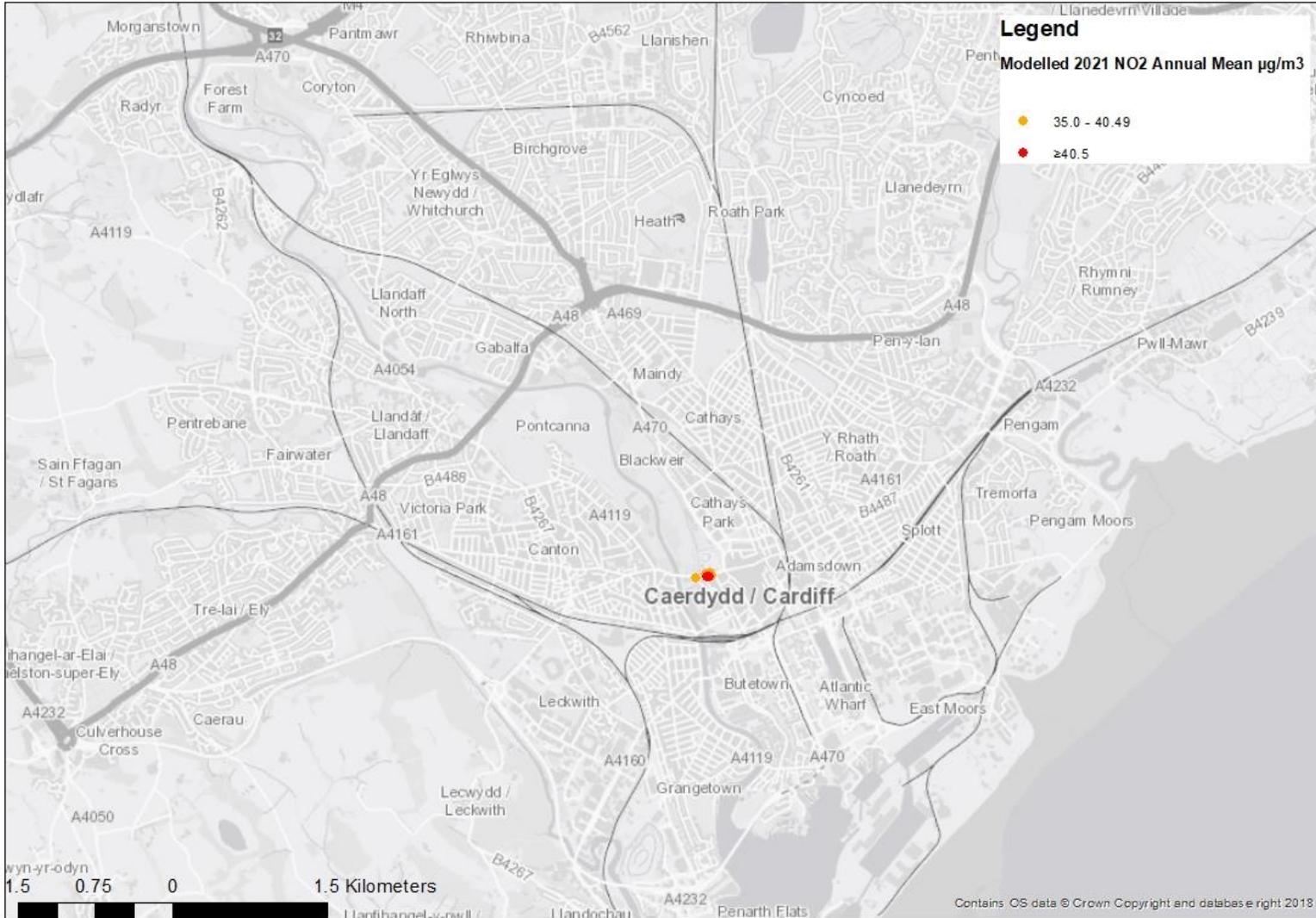


Figure 11- Sampled NO₂ Results along the PCM Links > 35 µgm-3 in 2021



3.3.2 Results at Local Monitoring Locations

Modelled 2015 and 2021 NO₂ concentration results have been produced for the all the 2015 monitoring location used in model verification. The results are presented in Table 5 below and show:

- Measured data for 2015 and 2018;
- Modelled data for 2015 and 2021 using the global model adjustment factor;

These results provide an indication of whether compliance is predicted at monitoring locations in 2021. One monitoring location, 176 Castle Arcade, is predicted to exceed the 40 µg/m³ limit value in the 2021. This result correlates well with the PCM results reported above, which reports non-compliance in the same locality.

Table 5 - Predicted NO₂ Annual Mean Concentrations at Monitoring Site Locations in 2015 & 2021

Monitoring site name	Site ID	NO ₂ annual mean (µg.m ⁻³)		
		Measured	Modelled	
		2015	2015	2021
Ninian Park Road	16	27.9	18.8	14.2
Mitre Place	33	46.9	39.7	31.5
City Road	44	27.1	26.8	20.4
Mackintosh Place	45	32.1	30.4	23.4
Penarth Road	49	29.4	21.6	17.1
Birchgrove Village	56	29.6	22.0	17.1
Westgate Street	58	48.3	41.7	30.3
Stephenson Court	81	35.3	36.5	25.3
104 Birchgrove Road	82	23.8	23.4	18.0
497 Cowbridge Road West	85	22.4	19.5	15.2
19 Fairoak Road	86	34.9	24.5	19.0
Manor Way Junction	96	31.1	30.5	23.2
Newport Road (premises)	97	30.5	29.4	21.4
Western Avenue (premises)	98	25.4	22.9	18.2
Cardiff Road Llandaff	99	29.8	35.2	27.8
Cardiff AURN	101	20.3	24.9	18.4
Cardiff AURN	102	21.1	24.9	18.4
Cardiff AURN	103	20.7	24.9	18.4
30 Caerphilly Road	106	29.4	31.3	24.6
Lynx Hotel	107	30.7	29.0	21.6

Monitoring site name	Site ID	NO ₂ annual mean (µg.m ⁻³)		
		Measured	Modelled	
		2015	2015	2021
98 Leckwith Road	111	21.3	19.6	15.3
17 Sloper Road	112	27.1	21.9	17.2
21 Llandaff Road	115	32.5	19.1	15.2
25 Cowbridge Road West	117	39.5	26.6	20.0
Havelock Street	119	27.7	32.2	22.3
287 Cowbridge Road East	124	22.5	18.7	14.4
Westgate Street Flats	126	36.0	37.9	27.6
117 Tudor Street	128	29.6	21.4	16.1
Stephenson Court 2	129	31.5	34.4	23.9
Burgess Court	130	35.2	35.3	24.5
Dragon Court	131	39.5	35.6	24.7
St Mark's Avenue	133	31.9	35.8	28.1
Sandringham Hotel	134	32.1	26.5	18.8
Lower Cathedral Road	139	29.4	26.1	19.8
Clare Street	140	36.3	27.7	21.2
Fairoak Road 2	141	32.3	24.1	18.9
Windsor House	143	38.2	38.6	27.9
Marlborough House	144	37.2	38.2	26.6
Tudor Street Flats	145	29.9	35.5	24.3
Neville Street	146	26.6	25.5	19.8
211 Penarth Road	147	27.7	22.2	17.5
161 Clare Road	148	27.5	22.7	18.0
10 Corporation Road	149	33.6	20.9	16.5
James Street	152	27.6	26.3	22.0
Magic Roundabout	153	29.0	29.7	21.6
2a/4 Colum Road	156	25.9	24.2	18.5
47 Birchgrove Road	157	27.2	26.7	20.8
64/66 Cathays Terrace	158	25.5	23.2	18.0
IMO façade replacement	159	34.0	31.6	22.6
High Street Zizzi	160	27.0	28.2	20.6
52 Bridge Road	161	32.3	24.3	18.9
58 Cardiff Road	162	24.5	22.7	18.0

Monitoring site name	Site ID	NO ₂ annual mean (µg.m ⁻³)		
		Measured	Modelled	
		2015	2015	2021
118 Cardiff Road	163	23.2	24.9	19.4
725 Newport Road	164	20.3	20.9	16.6
6 Heol Tyrrell	165	15.1	16.7	13.2
163 Lansdowne Road	166	32.1	21.3	16.9
359 Lansdowne Road	167	28.3	22.0	17.0
570 Cowbridge Road East	168	24.3	24.3	18.7
11 Pengam Green	170	19.1	23.0	17.6
23 Tweedsmuir Road	171	18.1	22.2	17.9
Ocean Way 1	172	44.5	28.6	18.9
Ocean Way 2	173	28.4	29.5	19.6
76 North Road	174	28.7	32.8	23.9
Castle Arcade	176	47.8	57.8	42.7
Angel Hotel	177	48.1	44.8	33.1
Park Street/Westgate Street	178	45.4	52.7	32.0

3.3.3 Modelling Uncertainty

The city-wide model used to predict NO₂ concentrations is a large and complex model comprising many thousands of road links, a large amount of input data and a number of modelling assumptions. Both the transport and air quality modelling teams have followed all the appropriate guidance to produce as robust a model as possible. However, it needs to be recognised there is always inherent uncertainty in such models and this needs to be taken in consideration when interpreting the results.

Both the transport and air quality models have been validated. In terms of the air quality model a direct assessment of uncertainty is carried out for the baseline model year (2015) as part of the validation process against monitored air quality data. In this process model performance and uncertainty is assessed using the Root Mean Square Error (RMSE) for the observed vs. predicted NO₂ annual mean concentrations, as detailed in Technical Guidance LAQM.TG (16). In this case the RMSE was calculated at 5.1 µg.m⁻³. This can then be used as a measure of error on forecast results for future years. This error metric has been used when considering the results by considering locations over 35 µg.m⁻³ as being at risk of exceedance. More details on this validation exercise can be found in Appendix A.

However, when assessing future years there will also be uncertainty related to the forecast assumptions we have made in modelling future years. The key assumptions relate to:

- The forecast of traffic activity in the traffic model which is related to local development factors and national growth factors;
- Forecasting the local fleet composition from the ANPR data to future years, this has been done using national trends.

One particular area of forecasting that bears further exploration is the use of the split transport model in 2021 with compliant and non-compliant vehicles. This split is not used for the 2015 traffic modelling. As such we are not strictly comparing like with like going from 2015 to 2021. However, going forward an assessment of additional scenarios taking account of expected policy options will be carried out, and for this we will need to use the split matrix transport model. It will therefore be more robust to compare these option results with the baseline 2021 results using the split model as well. Splitting the transport model in this way can influence both the traffic flows and speeds and the fleet composition on individual links when comparing with an un-split model. To assess the impact of this we plan to do a sensitivity test by running the un-split 2021 transport model results through the air quality model and comparing this with the current 2015 and 2021 results.

Another area of uncertainty is the emissions data used in the modelling. We have used the latest COPERT emission factors available in line with guidance, however, we are aware that these do not always reflect 'real world' vehicle performance accurately. For example, remote sensing work carried out by Ricardo has shown that LGV emissions, particularly for Euro 5 vehicles, can be significantly higher than the standard emission factors. There is also significant variation within a Euro class. This uncertainty also relates to the primary NO₂ fraction (fNO₂) which can have implications for the NO_x to NO₂ conversion process used in the modelling as it can be quite sensitive to fNO₂. Again, we have followed the current guidance on this and used a link-specific fNO₂ derived from modelled primary NO₂ and NO_x concentrations at each location.

Lastly, the PCM results have been extracted using the 4m buffer as described above, as per guidance. However, in defining relevant receptors along the 4m buffer we also have to account for several other key criteria:

- The receptor location should be representative of 100m length of road;
- It should not be closer than 25m to a major road junction;
- There must be public access – such as a footpath or building.

The sampling is done automatically in a GIS system and the above exceptions removed manually. However, there is some subjectivity around these exceptions such as what constitutes a major junction and how publicly accessible are certain locations. The final results allocated to any given PCM link can be quite sensitive to the final selection of receptors. However, we have taken all endeavours to ensure the final set of receptors used is a reasonable interpretation of the criteria given in the guidance.

3.4 Source Apportionment

For 2015 and 2021 base years we have carried out source apportionment for a number of locations in Cardiff to provide an indication of the key sources contributing to pollution levels. The locations selected for source apportionment are the PCM receptor showing continued exceedance in 2021 on Castle Street, along with monitoring locations close to this location. The locations for which source apportionment have been calculated are indicated in Figure 12.

Figure 12 Location of Source Apportionment Results



3.4.1 2015 Baseline Source Apportionment

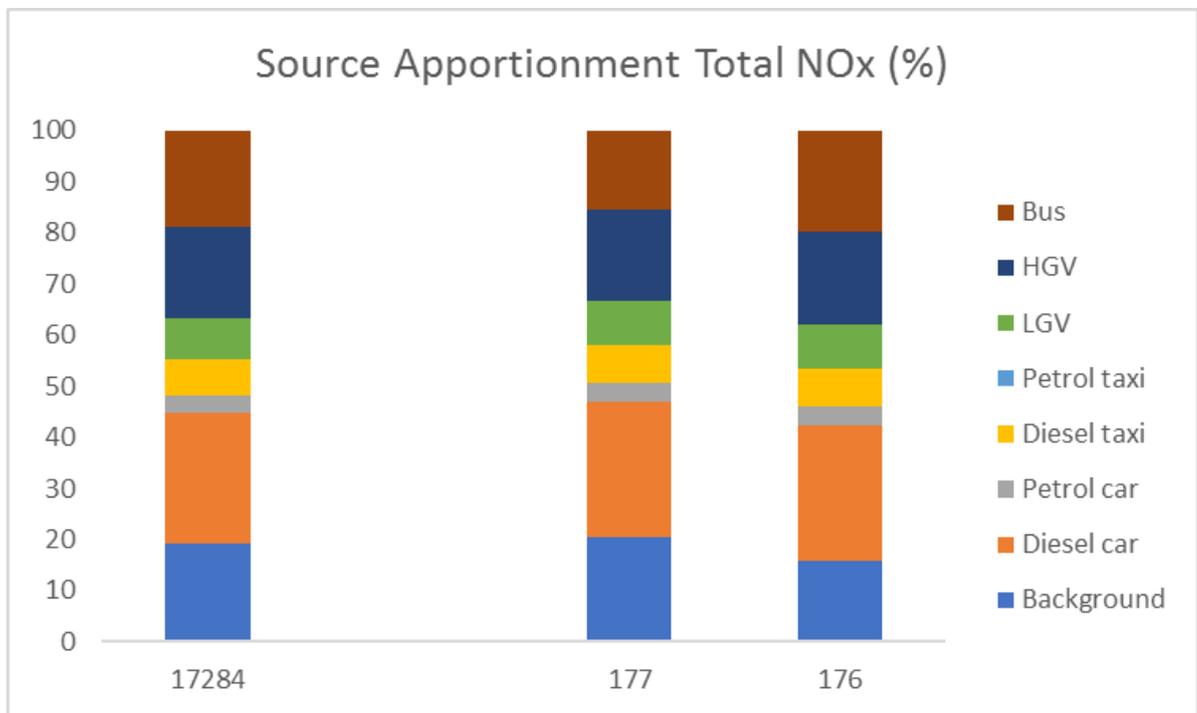
The source apportionment results (in terms of NO_x concentrations) for 2015 are shown in Table 6. These show that the main source of air pollution is from road traffic, which accounts for 80 - 84 %, while the remainder of the pollution is from background sources.

Table 6 - NOx Concentrations in 2015 ($\mu\text{g}/\text{m}^3$)

Site name	PCM census link	Background		Roads		Total
		$\mu\text{g}/\text{m}^3$	%	$\mu\text{g}/\text{m}^3$	%	
PCM_17284	30665	21.7	19.1%	91.7	80.9%	113.4
DT176	30665	16.3	20.3%	63.7	79.7%	80.0
DT177	30665	16.9	15.8%	90.0	84.2%	106.9

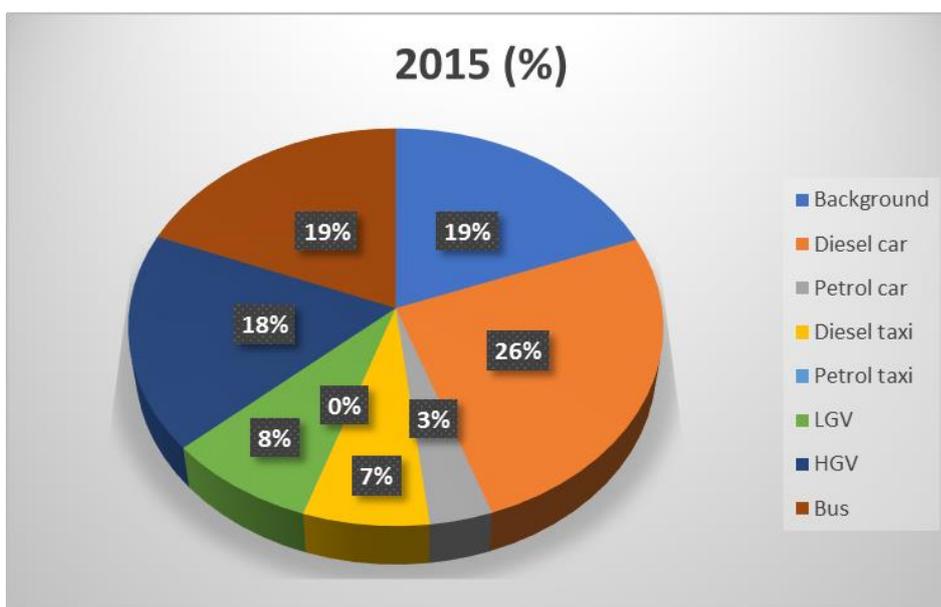
The road contribution can be broken down further to show the contribution from each vehicle type, as illustrated in Figure 13. Overall, diesel cars are the main contributor followed by buses and HGVs. Taxis account for between 5 and 10% of NOx emissions, while buses on account for between 8 and 10% of NOx.

Figure 13 - Source Apportionment of Total NOx (%) at each of the Locations along PCM link 30665



The source apportionment for the three locations on 30665 is similar, therefore for the remainder of the report the source apportionment for 17284 only will be presented. Figure 14 presents the results of 17284 in form of a pie chart to aid comparison between 2015 and the future year results presented.

Figure 14 - Breakdown of NOx Contribution in 2015



3.4.2 2021 Baseline Source Apportionment

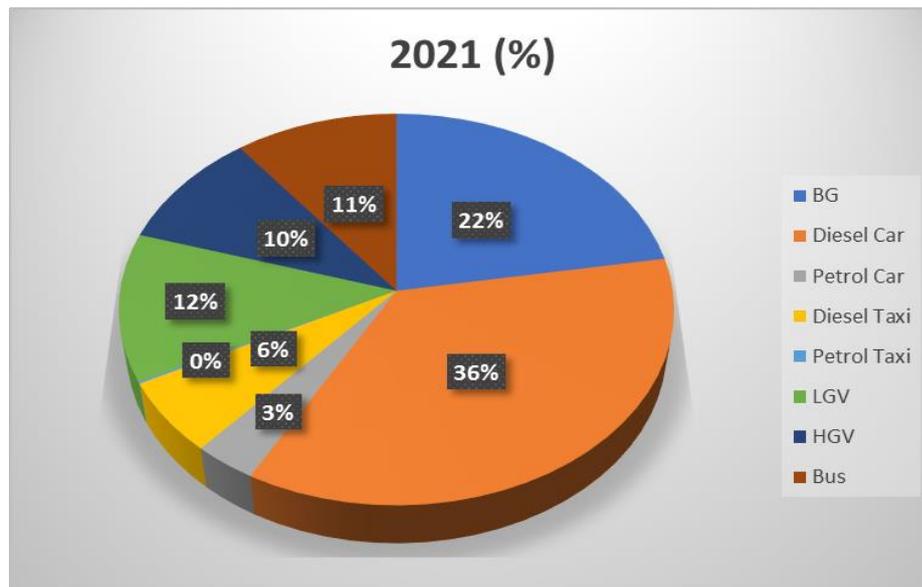
The 2021 source apportionment results for NOx are shown in Table 7. In 2021 the main contribution to pollution in Cardiff is still anticipated to be road traffic (73 – 78 %).

Table 7 - NOx Concentrations in 2021 ($\mu\text{g}/\text{m}^3$)

Site name	PCM census link	Background		Roads		Total
		$\mu\text{g}/\text{m}^3$	%	$\mu\text{g}/\text{m}^3$	%	
PCM_17284	30665	16.9	22.3%	58.8	77.7%	75.7
DT176	30665	16.3	27.3	43.0	72.7%	59.3
DT177	30665	17.0	22.8	57.5	77.2%	74.5

The breakdown of the projected 2021 road NOx concentrations by vehicle type is given in Figure 15. In 2021 diesel cars still contribute the largest proportion of emissions to the total road NOx emissions while the proportion of emissions from HGVs and buses has reduced.

Figure 15 - Breakdown of NOx Contribution in 2021



3.5 Assessment of Local Modelling Results

As a result of the localised detailed assessment the Council needs to develop a list of measures that can be assessed against the Primary and Secondary objectives, (Critical Success Factors), in order to assess whether the implementation of said measures will deliver firstly against the Primary Objective of achieving compliance in the shortest possible time. The following sections provide the overall assessment of a long list of measures and the development of a shortlist of measures that will be fully modelled to assess their performance against the Primary and Secondary Objectives. The results of these assessments will enable the Council to develop a preferred option to achieve compliance in the shortest possible time which will be fully assessed in the Final Plan to be published no later than the 30th June 2019.

3.6 Development and Assessment of Long List of Measures

Prior to receiving the direction Cardiff Council started work on developing a Clean Air Strategy (CAS) & Action Plan, as the Council had recognised the increase public health concerns related to poor air quality. The Council's Capital Ambition programme recognised Cardiff as one of the UK's fastest growing cities, and that it is crucial that this growth be well planned and sustainable. A priority to achieve this was to address Cardiff's transportation system to tackle congestion and improve air quality in Cardiff. The purpose of the strategy was therefore to be an overarching document to identify, implement and deliver strategic measures with a preliminary aim to improve air quality to protect and improve public health. The strategic measures appointed by the CAS and Action Plan were identified to address the health impacts of air pollution in Cardiff would play a critical role in supporting other priorities such as active travel, health inequalities, integrated care, sustainability, growth and regeneration, localism and community engagement. The measures detailed in the CAS and Action Plan were assigned based on source apportionment exercises undertaken in accordance with Cardiff's 4 Air Quality Management Areas, as well as the exceeding two stretches of road network identified by Defra's PCM modelling (A48 and A4232).

Owing to the Direction to undertake a feasibility study to address exceedances of NO₂, the Council has not yet been able to finalise and publish its Clean Air Strategy. However it is felt that the work undertaken in developing the strategic measures provides the feasibility study its long list of measures. The strategic measures have been grouped as follows with each measure having more detailed measures, which form the long list of measures;

- **Enhance Local Planning Policy**
- **Enhance Cardiff's Transportation System**
- **Increase the Uptake of Sustainable and Active Travel**
- **Implement a Renewable Fuels Strategy and Improve EV/ OEV Infrastructure**
- **Regulatory Interventions**
- **Public Information and Behaviour Change Initiatives**

The long list of measures is detailed in the following sections.

3.6.1 Enhance Local Planning Policy

M1: Implementation and consideration of existing Local Development Plan (LDP) policies (KP18 & EN13) during any planning application process.

M2: Development of a Supplementary Planning Guidance (SPG) for Planning for Health and Well-being. The SPG is supplementary to Policies KP14 and C6 of the adopted LDP.

M3: Develop Supplementary Planning Guidance (SPG) to provide a specific guidance for air quality in accordance with new developments.

M4: Develop Supplementary Planning Guidance (SPG) "Managing Transport Impacts & Parking Standards.

M5: Publish Green Infrastructure SPG

3.6.2 Enhance Cardiff's Transportation System

M6: Freight and Delivery Management- Assess and improve where necessary strategic routes for freight timings of planned journeys for in and around City Centre.

M7: Establishment of a freight quality partnership to provide a forum for discussion with HGV operators.

M8: Implement further speed restrictions and enhance those already established "20mph Zones.

M9: Cardiff Capital Region Metro*

M10: City Centre West and Central Interchange and Eastside City Centre Schemes;

M11: Bus Network Programme- Strategic Bus Network to improve bus networks and efficiency of the services via increased and improved bus lanes.

M12: Accelerated Park and Ride programme in NW & NE Cardiff; NW delivery of P&R in North West of Cardiff – J33/ Llantrisant Road – 750 P&R at J33 and 250 P&R off Llantrisant Rd & NE expansion of P & R on the A48.

* Metro not considered further owing to the fact this is a Transport for Wales Project.

3.6.3 Increase the Uptake of Sustainable and Active Travel

M13: Development of Cycling Superhighways infrastructure with Integrated Network Map (INM). Minimum of Two cycle superhighways proposed.

M14: Implement Zero Emission Buses on Cardiff Network.

M15: Development of further School Travel Plans, by continued engagement with 'Living Streets' charity who have developed a 'WOW' (Walk Once a Week) scheme, which is currently undertaken in 7 schools in Cardiff.

M16: Development of Car Clubs in Cardiff, to encourage car sharing schemes.

M17: Promotion and Communication of the benefits surrounding active travel.

3.6.4 Renewable Fuels Strategy and Improve EV/ OEV Infrastructure

M18: Roll out EV charging locations or identify alternative fuel supplies.

M19: Ensure that procurement for Councils fleet considers alternative fuelled vehicles.

M20: Through the Public Service Board encourage procurement of alternative fuelled vehicles.

3.6.5 Regulatory Interventions

M21: Improvement of Taxi Licensing Policy, to set minimum vehicle emissions standards.

M22: Implement and **Enforce** non vehicles idling areas

M23: Review car parking and car permit charges and allow for reduced rates for EV/OLEV, and increased rates for <Euro 6.

M24: Explore increasing the monitoring capabilities of the Council with investment in more real time monitoring.

M25: Implementation of a Charging Clean Air Zone

3.6.6 Public Information and Behaviour Change Initiatives

M26: Increase air quality awareness campaigns in Cardiff, such as Car Free Day.

M27: Collaborative working with key stakeholders, such as Public Service Boards (PSBs) & WG.

M28: Increase public's capabilities to access air quality data via the integration of a smart cities approach.

M29: Implement a Green Infrastructure/ Living Wall Installation Programme

3.7 Development of a Shortlist of Measures

The development of the long list of measures within the CAS, as detailed above in Section 3.6, is considered too large a list to assess in detail and many of the measures would unlikely meet

the primary objective of achieving compliance in the shortest possible time. Therefore a working group consisting of officers from Transportation, Planning, Highways Shared Regulatory Services, and Public Health Wales, along with appointed external consultants undertook a qualitative assessment of the long list of measures through a series of workshops and meetings.

The approach of this qualitative assessment was intended to screen and test the measures against the primary and secondary objectives of this study to ensure that measures could address the problem identified.

This assessment considered each of the measures initially against the identified Primary objective using a simple screening system of a pass or fail. This assessment was based on professional judgement and an understanding of the success of similar measures elsewhere in the UK and further afield. Only those measures that passed the Primary Objective were assessed against the secondary objectives and taken forward as a shortlisted measure for detailed air quality and transportation modelling to identify a preferred option. The summary appraisal of the long list of options is presented in Table 8.

Table 8 - Summary Appraisal of the Long List of Measures

Measure Description	Primary Objective Achieved (Pass-expected year of compliance)	Secondary Objectives (Scores 1. Low, 2. Medium, 3. High 4. V. High)								Judgement
		Will the measure deliver an overall reduction in NO ₂ emissions to air.	Will the measure result in additional benefits or other environmental improvements.	Will the measure contribute to well-being			Does the option fit or compliment other local policies.	Value for Money - Do the likely benefits of this option exceed the costs	Constraints on Implementation of Measure	
				Will the measure impact equally across multiple vehicle classes and journey types	Positive impact on wider public health.	Mitigate financial impact on low income households and reduce inequalities				
M1: Implementation and consideration of existing Local Development Plan (LDP) policies (KP18 & EN13) during any planning application process	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Primary Objective not met, measure should be considered as part of a longer term AQ action plan.
M2: Development of a Supplementary Planning Guidance (SPG) for Planning for Health and Well-being .	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
M3: Develop Supplementary Planning Guidance (SPG) to provide a specific guidance for air quality in accordance with new developments.	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
M4: Develop Supplementary Planning Guidance (SPG) "Managing	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

Measure Description	Primary Objective Achieved (Pass-expected year of compliance)	Secondary Objectives (Scores 1. Low, 2. Medium, 3. High 4. V. High)								Judgement
		Will the measure deliver an overall reduction in NO ₂ emissions to air.	Will the measure result in additional benefits or other environmental improvements.	Will the measure contribute to well-being			Does the option fit or compliment other local policies.	Value for Money - Do the likely benefits of this option exceed the costs	Constraints on Implementation of Measure	
				Will the measure impact equally across multiple vehicle classes and journey types	Positive impact on wider public health.	Mitigate financial impact on low income households and reduce inequalities				
Transport Impacts & Parking Standards.										of a longer term AQ action plan.
M5: Publish Green Infrastructure SPG	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
M6: Freight and Delivery Management- Assess and improve where necessary strategic routes for freight timings of planned journeys for in and around City Centre.	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
M7: Establishment of a freight quality partnership to provide a forum for discussion with HGV operators	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
M8: Implement further speed restrictions and enhance already established 20mph Zones.	Pass (2021)	2	1	4	3	2	4 – LTP	3	1	

Measure Description	Primary Objective Achieved (Pass-expected year of compliance)	Secondary Objectives (Scores 1. Low, 2. Medium, 3. High 4. V. High)								Judgement
		Will the measure deliver an overall reduction in NO ₂ emissions to air.	Will the measure result in additional benefits or other environmental improvements.	Will the measure contribute to well-being			Does the option fit or compliment other local policies.	Value for Money - Do the likely benefits of this option exceed the costs	Constraints on Implementation of Measure	
				Will the measure impact equally across multiple vehicle classes and journey types	Positive impact on wider public health.	Mitigate financial impact on low income households and reduce inequalities				
M10: City Centre West and Central Interchange and Eastside City Centre Schemes;	Pass (2021)	4	2	2	2	3	4 – LTP, Capitol Ambition	1.	1.	Potentially Feasible targeted bus priority measures could simultaneously reduce capacity for general traffic and improve bus journey times/reliability transferring trips from private cars to buses.
M11: Bus Programme- Strategic Bus Network to improve bus networks and efficiency of the services via increased and improved bus lanes.	Pass (2021)	3	2	2	2	3	4. LTP	2	2.	
M12: Accelerated delivery of P&R in north west of Cardiff and expansion of P&R on A48 –	Pass (2021)	3	2	2	2	2	4. LTP/LDP	2	2	
M13: Development of Cycling Superhighways infrastructure with Integrated Network Map (INM) and expansion of	Pass (2021)	1.	1	4	3	3	3. LTP	2	2	Potentially Feasible a number of cycle schemes being developed through other work streams which could be fast

Measure Description	Primary Objective Achieved (Pass-expected year of compliance)	Secondary Objectives (Scores 1. Low, 2. Medium, 3. High 4. V. High)								Judgement
		Will the measure deliver an overall reduction in NO ₂ emissions to air.	Will the measure result in additional benefits or other environmental improvements.	Will the measure contribute to well-being			Does the option fit or compliment other local policies.	Value for Money - Do the likely benefits of this option exceed the costs	Constraints on Implementation of Measure	
				Will the measure impact equally across multiple vehicle classes and journey types	Positive impact on wider public health.	Mitigate financial impact on low income households and reduce inequalities				
Nextbike Scheme										tracked to support this project
M14: Implement Zero Emission Buses on Cardiff Network	Pass (2021)	4	1	1	3	2	3. LES	2	2	Potentially Feasible Significant impact on identified routes and could lead to increase in bus patronage as service improvement made.
M15: Development of further School Travel Plans, by continued engagement with 'Living Streets'	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Primary Objective not met, measure should be considered as part of a longer term AQ action plan
M16: Development of Car Clubs in Cardiff, to encourage car sharing schemes.	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
M17: Promotion and Communication of the benefits surrounding active travel.	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

Measure Description	Primary Objective Achieved (Pass-expected year of compliance)	Secondary Objectives (Scores 1. Low, 2. Medium, 3. High 4. V. High)								Judgement
		Will the measure deliver an overall reduction in NO ₂ emissions to air.	Will the measure result in additional benefits or other environmental improvements.	Will the measure contribute to well-being			Does the option fit or compliment other local policies.	Value for Money - Do the likely benefits of this option exceed the costs	Constraints on Implementation of Measure	
				Will the measure impact equally across multiple vehicle classes and journey types	Positive impact on wider public health.	Mitigate financial impact on low income households and reduce inequalities				
M18: Improve and promote the uptake of low emission vehicles by enhancing Cardiff's EV infrastructure.	Pass (2021)	2	1	2	2	4	1	1.	4	Possibly Feasible – however significant investment and installation of infrastructure would be required. Cannot guarantee switch to EVs .
M19: Ensure that procurement for Councils fleet considers alternative fuelled vehicles.	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Primary Objective not met, measure should be considered as part of a longer term AQ action plan.
M20: Through the Public Service Board encourage procurement of alternative fuelled vehicles in public services	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
M21: Improvement of Taxi Licensing Policy, to set minimum vehicle emissions standards.	Pass (2021)	3	1	1	2	2	2	4	3	Potentially Feasible as taxi drivers eventually required to upgrade to Euro 6 or to EVs.

Measure Description	Primary Objective Achieved (Pass-expected year of compliance)	Secondary Objectives (Scores 1. Low, 2. Medium, 3. High 4. V. High)								Judgement
		Will the measure deliver an overall reduction in NO ₂ emissions to air.	Will the measure result in additional benefits or other environmental improvements.	Will the measure contribute to well-being			Does the option fit or compliment other local policies.	Value for Money - Do the likely benefits of this option exceed the costs	Constraints on Implementation of Measure	
				Will the measure impact equally across multiple vehicle classes and journey types	Positive impact on wider public health.	Mitigate financial impact on low income households and reduce inequalities				
M22: Implement and Enforce non idling areas	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Primary Objective not met, measure should be considered as part of a longer term AQ action plan
M23: Review car parking and car permit charges and allow for reduced rates for EV/OLEV, and increased rates for <Euro 6.	Pass (2021)	3	2	4	2	4	2	3	2	Potentially Feasible could encourage car and LGV drivers to upgrade to Euro 6 or to EVs.
M24: Increase the monitoring capabilities of with investment in more real time monitoring.	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Primary Objective not met, measure should be considered as part of a longer term AQ action plan
M25: Implementation of a Charging Clean Air Zone	Pass (2021)	4	1	1	2	3	1	3	2	Possibly Feasible- Scale of compliance will be dependent on size of CAZ and Class of Vehides to be included.

Measure Description	Primary Objective Achieved (Pass-expected year of compliance)	Secondary Objectives (Scores 1. Low, 2. Medium, 3. High 4. V. High)								Judgement
		Will the measure deliver an overall reduction in NO ₂ emissions to air.	Will the measure result in additional benefits or other environmental improvements.	Will the measure contribute to well-being			Does the option fit or compliment other local policies.	Value for Money - Do the likely benefits of this option exceed the costs	Constraints on Implementation of Measure	
				Will the measure impact equally across multiple vehicle classes and journey types	Positive impact on wider public health.	Mitigate financial impact on low income households and reduce inequalities				
M26: Increase air quality awareness campaigns in Cardiff,	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Primary Objective not met, measure should be considered as part of a longer term AQ action plan.
M27: Collaborative working with key stakeholders, such as Public Service Boards (PSBs) & WG.	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
M28: Increase public's access air quality data via the integration of a smart cities approach.	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
M29: Implement Green Infrastructure/ Living Wall Installation Programme	Fail	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Objective not met, a study ³¹ shows ineffective for NO ₂ . Measures should be considered as part of a longer term AQ action plan

³¹ [AIR QUALITY EXPERT GROUP Impacts Of Vegetation On Urban Air Pollution](#)

The above qualitative assessment has enabled a shortlist of measures to be developed. However the working group felt that in order for the study to provide a robust assessment of the impacts of these measures that they should be modelled as a package of measures rather than individual measures. Therefore the initial shortlist of measures has been grouped into two packages as follows:

Clean Air Strategy & Action Plan (CASAP) 1 – measures where a funding application has been made but the funding has not yet been confirmed/ or the measures can be implemented with minimal cost to authority.

CASAP 2 – measures which the Council may introduce but where no funding is in place or an application has yet to be made for funding.

The packages are detailed below:

CASAP 1

- Zero/lower emission buses – ULEB application submitted for 36 Electric Buses – would result in cascade effect of E6 busses replacing E3s; **M14**
- Active travel package – expansion of 20mph limit areas (beyond what is the baseline) and expansion of Nextbike Scheme, reduction of speed limit on A4232; **M13 and M8**
- Cycling programme up to end of 2020 - application for funding of segregated cycle networks to be installed in Cardiff; **M13**
- Taxi licensing - from 31/1/2019, all new hackney and PHV licenses to be Euro 6 (both petrol and diesel) **M21**

CASAP 2

- City Centre West Transport Improvement Scheme - Adjustment to road network and vehicle access; Part of East side city centre scheme (Station Terrace) – Adjustment to road network and access in Eastern central area of City; **M10/M11**
- A48 package - **M11**
- Accelerated delivery of P&R in north west of Cardiff and expansion of P&R on A48–; **M12**
- Installation of EV charging infrastructure - EV infrastructure programme to support uptake of Low Emission Vehicles (LEVs); **M18**
- Parking charges and controls - Emission related parking charges for Council managed on street parking – circa 3K spaces **M23**.

The assessment of the above packages in terms of achieving compliance in the shortest possible time will be benchmarked against a CAZ, as required by the Direction and thus this option is also taken forward and has been appraised in Section 3.8. However it should be noted that the previous assessments undertaken by Defra which demonstrate that a CAZ brings compliance by 2020, is based on the initial PCM modelling results. As discussed earlier the results of the local modelling have produced different results, and thus the impact of a CAZ in achieving compliance in a shorter time will need further assessment and review.

3.8 Appraisal of WelTAG Impact Areas

A qualitative appraisal, using professional judgment and local understanding has been undertaken in order to assess the expected impact each of the short listed measure will likely have in terms of its Environmental, Social and Cultural and Economic Impacts

The following section provides a further appraisal of the shortlist of measures to examine in greater detail the measures for tackling the problem under consideration. The short list of measures has been appraised against the key three WelTAG areas.

- Economy
- Environment
- Social and Cultural

The measures that have been appraised against the WelTAG Aspect of Well-being are outlined in Table 9. As detailed modelling of the measures is undertaken it will be necessary to re-evaluate the assessment and quantify the effectiveness of the measures as data becomes available.

Table 9– WelTAG Well-being Aspects

Environment	Social and Cultural	Economy
Air Quality	Physical Activity	Journey time changes and journey time reliability
Noise	Journey Quality	Capital Costs
Landscape	Accidents	Land
Townscape	Access to employment and services	
Historic Environment		
Biodiversity		
Water Environment		

3.8.1 Environmental Appraisal

In accordance with Section 3.3 air quality modelling has been undertaken to establish a detailed understanding for NO₂ concentrations for the baseline years of 2015 and 2021. The 2021 projections enable an understanding for a do minimum scenario whereby no additional measures are implemented. At this stage of the assessment it has not been possible to fully model the shortlist of measures to enable a quantitative assessment of their environmental impact in terms of reducing NO₂ concentrations. However based on professional judgement and local understanding a further qualitative assessment has been completed to assess the likely improvements to air quality of the shortlisted measures.

Further qualitative appraisals have also been undertaken to assess the other environmental impacts areas namely:

- Noise
- Landscape
- Townscape;
- Historic Environment;
- Biodiversity;
- Water Environment

3.8.2 SOCIAL AND CULTURAL APPRAISAL

3.8.2.1 *Physical Activity*

A qualitative appraisal has been undertaken in order to assess the amount of walking, cycling and other physical exercise that is undertaken as a result of the measure.

3.8.2.2 *Journey Times*

A qualitative appraisal has been undertaken in order to assess the extent of impact of each of the measures on journey quality, taking into consideration the following aspects:

Traveller care: aspects such as cleanliness, level of facilities, information and the general transport environment;

Travellers' views: the view and pleasantness of the external surroundings throughout the duration of the journeys; and

Traveller stress: frustration, fear of accidents and route uncertainty.

3.8.3 Accidents

A qualitative appraisal has been undertaken in order to assess the extent of potential anticipated change which occurs in the number and severity of injuries as a result of the measure.

3.8.3.1 *Access to Employment and Services*

A qualitative appraisal has been undertaken in order to assess how many jobs people can reach, the respective journey times, and the impact on journeys to key services such as health facilities and schools which occurs as a result of the measure.

Whilst the WelTAG 2017 guidance outlines access to employment and access to services as two separate appraisal areas, both areas have been combined within this assessment, as the appraisals will be proportionate to one another, with little to no difference in appraisal outcomes between the two considered likely to take place.

3.8.4 Economic Appraisal

3.8.4.1 *Journey Time and Journey Time Reliability Changes*

A qualitative appraisal has been undertaken in order to assess changes in journey times across all affected modes both for users and non-users of the measure. The appraisal also takes into account changes in the variation in journey times between times of day and between journeys made at the same time each day i.e. morning and evening peak periods.

Whilst the WelTAG 2017 guidance outlines journey time and journey time reliability changes as two separate appraisal areas, both areas have been combined within this assessment, as the appraisals are proportionate to one another, with little to no difference in appraisal outcomes between the two considered likely to take place.

3.8.4.2 *Capital Costs*

The measures have been assigned within the following cost bands:

- Low – up to £500k
- Medium – £500k – £2m
- High – £2m+

Cost banding has been used to denote the costs of each measure in order to differentiate between more cost effective measures which could be implemented within a shorter timeframe, and those which will require more funds and longer lead-in periods. The banding takes into account the capital costs of each measure, and does not take account of revenue costs.

3.8.4.3 Land

A qualitative appraisal has been undertaken to assess the extent to which the measure will potentially reduce the amount of agricultural land, and open up development sites.

3.8.5 Value for Money

The value for money assessment categorises measures within banded ranges. Categorisation has been determined based on the banding of capital costs and broad benefits which have been weighted as far as possible in favour of the objective. Whilst all benefits have been taken into account, the final value for money score has taken into the impact on air quality as the primary consideration. Value for money will be presented in line with anticipated Benefit to Cost ratios as per the following:

- Poor: BCR of 0 – 1
- Fair: BCR of 1 – 2
- Good: BCR of 2+

3.8.6 Summary Appraisal Tables

Individual Summary Appraisal Tables for each of the shortlisted measures are presented below. Table 10 provides an overall summary of these assessments.

CASAP 1 Options

Name of Measure :		M8: Implement further speed restrictions and enhance already established 20mph Zones.	
Timescales		2018-2020	
Feasibility		Yes – Cardiff Council can implement the Further 20 MPH zones.	
Objective		Summary of Key Impacts	Assessment
			Qualitative
Environment	Air Quality	The main purpose is to create safer environments to enhance and encourage further uptake of active travel measures. 20 MPH zones have also been demonstrated as being effective at reducing some levels of air pollution.	Slightly Beneficial +1
	Noise	Research has shown a positive impact that 20 mph zones can have on noise pollution.	Moderately Beneficial +2
	Landscape	The expansion of 20 mph zone will not have a negative direct impact on designated landscapes in Cardiff. The zones could be combined with street furniture and planting, which could have a beneficial impact on landscape.	Slightly Beneficial +1
	Historic Env	The scheme will not have any impact on the historic environment of Cardiff.	Neutral 0
	Biodiversity	The scheme will not negatively impact on biodiversity nor will it impact any protected sites.	Neutral 0
	Water Environment	It is unlikely that the measure will impact the River Taff, River Ely or Rhymney River or the Severn Estuary and thus there will be no negative impact to the water environment.	Neutral 0
	Townscapes	No impact upon townscape features is anticipated to occur as a result of the scheme.	Neutral 0
Economy	Journey Time Changes	Journey Times have the potential to slightly increase in the 20 mph zones.	Slightly Adverse -1
	Capital Costs	Medium £500K-£2M, as little infrastructure changes would be proposed	Medium £500K-£2M
	Land	No loss of land is anticipated from this measure.	Neutral 0
Social and Cultural	Journey Quality	Limiting the maximum permitted speed is not envisaged to have a significant impact on the journey quality and, therefore, is considered to be neutral.	Neutral 0
	Physical Activity	The main purpose of 20mph zones is to improve the safety of pedestrians and cyclists in order to promote the increase in active travel.	Moderately Beneficial +2
	Accidents	The main purpose of 20mph zones is to improve the safety of pedestrians and cyclists and reduce the risk of accidents.	Significantly Beneficial +3
	Access	It is not anticipated that the introduction of this measure will have an impact on access to services, employment, or healthcare within Cardiff. There could be increased access for some members of society by encouraging walking and cycling.	Slightly Beneficial +1
Value for Money	Value for Money	It is anticipated that the Benefit to Cost ratio for this option would be within the range of + 2.	Good- Expected BCR >+2

Name of Measure :	M13: Development of Cycling Superhighways infrastructure and Expansion of Next bike Scheme		
Timescales	2018-2020		
Feasibility	Yes – Cardiff Council can implement the Cycling Network.		
	Objective	Summary of Key Impacts	Assessment
			Qualitative
Environment	Air Quality	It would be anticipated that the introduction of the two segregated cycle highways could lead to a modal shift and thus reduce emissions. However as this programme is a limited area of overall proposed network its initial benefits in reducing NO ₂ will be restricted	Slightly Beneficial +1
	Noise	This measure may see the reduction of vehicles on the road, and thus lead to a decrease in road traffic noise..	Slightly Beneficial +1
	Landscape	The introduction of this measure will have no impact on landscape as it will replaced existing road infrastructure.	Neutral 0
	Historic Env	The scheme will not have any impact on the historic environment of Cardiff.	Neutral 0
	Biodiversity	The scheme will not negatively impact on biodiversity nor will it impact any protected sites.	Neutral 0
	Water Environment	It is unlikely that the measure will impact the River Taff, River Ely or Rhymney River or the Severn Estuary and thus there will be no negative impact to the water environment.	Neutral 0
	Townscapes	No impact upon townscape features is anticipated to occur as a result of the scheme.	Neutral 0
Economy	Journey Time Changes	It is possible that cycle journeys times will be decrease through the segregated network and priority signals, and will increase the attractiveness for cycling in Cardiff.	Moderately Beneficial +2
	Capital Costs	High >£2M– the development of the segregated network and full expansion of Next bike, will require significant funding. However, Active Travel Fund is available and applications made.	High >£2M
	Land	No loss of land is anticipated from this measure.	Neutral 0
Social and Cultural	Journey Quality	The creation segregated cycle network will make cycling a more attractive mode of transport.	Significantly Beneficial +3
	Physical Activity	The increase in cycling/ attractive travel will have a direct increase in physical activity of the citizens and visitors to Cardiff.	Significantly Beneficial +3
	Accidents	The measure will segregate cyclist from other road users which overall should reduce road traffic accidents involving cyclists.	Significantly Beneficial +3
	Access	It is not anticipated that the introduction of this measure will have an impact on access to services, employment, or healthcare within Cardiff. There could be increased access for some members of society.	Slightly Beneficial +1
Value for Money	Value for Money	It is anticipated that the Benefit to Cost ratio for this option would be within the range of 1 to 2.	Fair - Expected BCR between 1 and 2

Name of Measure :	M14: Implement Zero Emission Buses on Cardiff Network		
Timescales	2019-2021		
Feasibility	Yes. Dependent on Success of ULEB Fund Bid made to the DfT		
Objective	Summary of Key Impacts		Assessment
			Qualitative
Environment	Air Quality	In accordance with the proposals made to the DfT for the grant funding to support the uptake of 36 fully electric bus vehicles, the envisaged designated routes, as well as the cascade programme managed by Cardiff bus would anticipate positive improvements to air quality levels, especially on major routes in the City Centre. These anticipated improvements to air quality levels may be further enhanced by combining the proposed scheme with other city centre measures.	Significantly Beneficial +3.
	Noise	The introduction of 36 electric buses will lead to an overall reduction in noise from the Cardiff Bus fleet, especially in targeted residential street and thus potential lead to a slight decrease in noise levels.	Moderately Beneficial +2
	Landscape	The introduction of fully electric buses would have no impact on landscaped as they would utilise existing road infrastructure	Neutral 0
	Historic Env	The scheme will not have any impact on the historic environment of Cardiff	Neutral 0
	Biodiversity	The scheme will not negatively impact on biodiversity nor will it impact any protected sites.	Neutral 0
	Water Environment	It is unlikely that the measure will impact the River Taff, River Ely or Rhymney River or the Severn Estuary and thus there will be no negative impact to the water environment.	Neutral 0
	Townscapes	The scheme is not expected to impact upon townscape features.	Neutral 0
Economy	Journey Time Changes	It is not anticipated that journey time improvements will be made as a result of this measure.	Neutral 0
	Capital Costs	High >£2M. However ULEB Grant funding applied for.	High >£2M
	Land	There is no anticipated loss of land expected with the proposal.	Neutral 0
Social and Cultural	Journey Quality	The measure will introduce state of the art buses, with improved facilities.	Slightly Beneficial +1
	Physical Activity	May encourage increase in use of Public transport and thus increase in physical activity in walking to and from bus stop/ stations	Slightly Beneficial +1
	Accidents	There is no evidence to suggest the proposal will result in an increase in accidents.	Neutral 0
	Access	This measure is not expected to impact on access to services, employment, or healthcare in Cardiff.	Neutral 0
Value for Money	Value for Money	It is anticipated that the Benefit to Cost ratio for this option would be within the range of 1 to 2 Fair if ULEB Bid is successful	Fair - Expected BCR between 1 and 2

Name of Measure :	M21: Revision to Taxi Licensing Policy to include emissions standards		
Timescales	2019		
Feasibility	Yes – Cardiff Council can implement a revised licensing.		
	Objective	Summary of Key Impacts	Assessment
			Qualitative
Environment	Air Quality	The majority of PHV and HC in Cardiff are diesel vehicles, and only small percentage are currently Euro 6 compliant. By introducing this policy there is a potential for more than 250 vehicles to be replaced per year.	Moderate Beneficial +2
	Noise	This measure may see the introduction of quieter vehicles, if older vehicles are replaced.	Moderate Beneficial +2
	Landscape	The introduction of this measure will have no impact on landscape as it will utilise existing road infrastructure.	Neutral 0
	Historic Env	The scheme will not have any impact on the historic environment of Cardiff.	Neutral 0
	Biodiversity	The scheme will not negatively impact on biodiversity nor will it impact any protected sites.	Neutral 0
	Water Environment	It is unlikely that the measure will impact the River Taff, River Ely or Rhymney River or the Severn Estuary and thus there will be no negative impact to the water environment.	Neutral 0
	Townscapes	No impact upon townscape features is anticipated to occur as a result of the scheme.	Neutral 0
Economy	Journey Time Changes	It is not anticipated that the measure will impact on journey times	Neutral 0
	Capital Costs	Low > there is no direct capital cost to the authority in implementing this measure.	Low <£500k
	Land	No loss of land is anticipated from this measure.	Neutral 0
Social and Cultural	Journey Quality	Improving the age of the taxi fleet in Cardiff by introducing minimum emission standards will have a positive effect on the quality of the journey provided.	Moderately Beneficial +2
	Physical Activity	The requirement for minimum taxi emission standards would not affect the rate of physical activity in Cardiff.	Neutral 0
	Accidents	The measure will unlikely lead to a decrease in accidents, although newer vehicles would inherently provide some additional safety assurances compared to some of the very oldest vehicles in the fleet.	Neutral 0
	Access	This measure is not expected to impact on access to services, employment, or healthcare in Cardiff.	Neutral 0
Value for Money	Value for Money	It is anticipated that the Benefit to Cost ratio for this option would be >2 and thus Good as there are no direct capital costs from to the Council, unless an incentive scheme is introduced. However there will be costs to the taxi industry to replace vehicles.	Good Expected to be - >2

CASAP 2 Options

Name of Measure :	M10: City Centre West and Central Interchange and Eastside City Centre Schemes;		
Timescales	2019- 2021		
Feasibility	Yes. Dependent on Success of Cardiff Council's Transport Team WelTAG Stage 1 & 2 Proposals to WG		
	Objective	Summary of Key Impacts	Assessment
			Qualitative
Environment	Air Quality	In accordance with the Council's WelTAG Stage 2 proposals to WG, supporting Air Quality Assessment (AQA) has projected an overall beneficial impact to air quality levels with marked improvements for NO ₂ concentrations at sensitive receptor locations in and around the City Centre AQMA. The AQA focuses upon the City Centre, therefore further analysis is required to encapsulate the additional non-compliant road links identified by the 2021 baseline projections cited by the modelling in accordance with the given Direction.	Moderate Beneficial +2
	Noise	There are a number of sensitive receptor dwellings located in the vicinity of the proposed scheme. The proposed scheme may generate a slight decrease to the levels of noise in and around Cardiff City Centre.	Slightly Beneficial +1
	Landscape	The introduction of the Central Interchange Scheme would have no impact on landscape as will utilise existing road infrastructure.	Neutral 0
	Historic Env	The scheme will not have any impact on the historic environment of Cardiff.	Neutral 0
	Biodiversity	The scheme will not negatively impact on biodiversity nor will it impact any protected sites.	Neutral 0
	Water Environment	It is unlikely that the measure will impact the River Taff, River Ely or Rhymney River or the Severn Estuary and thus there will be no negative impact to the water environment.	Neutral 0
	Townscapes	The scheme is expected to provide a visual enhancement to the area, in particular for townscape and public realm.	Moderately Beneficial +2
Economy	Journey Time Changes	It is anticipated that the scheme will lead to slight improvements in journey times for buses and pedestrians.	Slightly Beneficial +1
	Capital Costs	High >£2M	High >£2M
	Land	No loss of land is anticipated from this measure.	Neutral 0
Social and Cultural	Journey Quality	It is expected that journey time reliability would have little or no variation due to restriction of traffic.	Neutral 0
	Physical Activity	The proposed scheme would provide pedestrian improvements. Also cyclists could share the space or be segregated.	Slightly Beneficial +1
	Accidents	The scheme is anticipated to reduce collisions between cyclists and pedestrians.	Slightly Beneficial +1
	Access	The full impact of this measure in terms of access to services, employment and businesses can only be understood following detailed design.	Neutral 0
Value for Money	Value for Money	It is anticipated that the Benefit to Cost ratio for this option would be within the range of 0-1 owing to the high capital costs.	Poor - Expected BCR between 0 and 1

Name of Measure :	M11: Bus Network Programme- Strategic Bus Network to improve bus networks and efficiency of the services via increased and improved bus lanes		
Timescales	2019		
Feasibility	Yes. Road network is managed by the Council Highways Operations.		
Objective		Summary of Key Impacts	Assessment
			Qualitative
Environment	Air Quality	The proposed scheme does have the potential to influence a modal shift and therefore generate positive improvements to air quality levels, especially in known areas of poor air quality, such as the Cardiff City Centre AQMA. The scheme will have the potential to provide improvements along road links which have predicted exceedences. These anticipated improvements to air quality levels may be further enhanced by combining the proposed scheme with other bus orientated measures.	Moderately Beneficial +2
	Noise	Sensitive receptor dwellings located in the vicinity of road links impacted via the proposals may expect a slight decrease in noise levels due to fewer private vehicles on the network.	Slightly Beneficial +1
	Landscape	The introduction of proposed schemes would have no impact on landscape as will utilise existing road infrastructure	Neutral 0
	Historic Env	The scheme will not have any impact on the historic environment of Cardiff.	Neutral 0
	Biodiversity	The scheme will not negatively impact on biodiversity nor will it impact any protected sites.	Neutral 0
	Water Environment	It is unlikely that the measure will impact the River Taff, River Ely or Rhymney River or the Severn Estuary and thus there will be no negative impact to the water environment.	Neutral 0
	Townscapes	The proposal would not cause any negative impact upon townscape features.	Neutral 0
Economy	Journey Time Changes	It is anticipated that bus priority measures will allow for improved travel time for those utilising the bus service.	Slightly Beneficial +1
	Capital Costs	High >£2M	High >£2M
	Land	No loss of land is anticipated from this measure.	Neutral 0
Social and Cultural	Journey Quality	The measure will introduce improvements to journey quality, especially with bus prioritisation in City Centre areas.	Moderately Beneficial +2
	Physical Activity	The proposal may encourage increase in use of Public transport and thus increase in physical activity in walking to and from bus stop/ stations; especially in the City Centre.	Slightly Beneficial +1
	Accidents	No evidence to suggest the measures will result in an increase in accidents.	Neutral 0
	Access	The proposal is not expected to impact on access to services, employment, or healthcare in Cardiff.	Neutral 0
Value for Money	Value for Money	It is anticipated that the Benefit to Cost ratio for this option would be within the range of 0 to 1.	Poor - Expected BCR Between 0 and 1.

Name of Measure :	M12: Accelerate Park and Ride programme in NW & NE of Cardiff. NW; Implement new Park and Ride facilities at Junction 33 (750 Spaces) and Llantrisant Road (250 Spaces). NE; expansion of P & R on the A48.		
Timescales	2019		
Feasibility	Yes. Road network is managed by the Council Highways Operations.		
Objective	Summary of Key Impacts		Assessment
			Qualitative
Environment	Air Quality	The proposed schemes do have the potential to influence a modal shift towards buses and therefore generate positive improvements to air quality levels, especially in known areas of poor air quality, such as the Llandaff AQMA. The scheme will have the ability to provide improvements along the City Centre road links which have predicted exceedences. These anticipated improvements to air quality levels may be further enhanced by combining the proposed scheme with other city centre measures.	Moderate Beneficial +2
	Noise	Sensitive receptor dwellings located in the vicinity of road links impacted via the proposals may expect a slight decrease in noise levels due to fewer private vehicles on the network.	Slightly Beneficial +1
	Landscape	The proposals do have the potential to impact upon Landscape in the area. However the impact will be effectively managed and controlled via the implementation of planning conditions controlled by Cardiff's Planning Department.	Slightly Adverse -1
	Historic Env	The scheme will not have any impact on the historic environment of Cardiff.	Neutral 0
	Biodiversity	The proposals do have the potential to impact upon biodiversity in the area. However the impact will be effectively managed and controlled via the implementation of planning conditions controlled by Cardiff's Planning Department.	Slightly Adverse -1
	Water Environment	It is unlikely that the measure will impact the River Taff, River Ely or Rhymney River or the Severn Estuary and thus there will be no negative impact to the water environment.	Neutral 0
	Townscapes	The proposal would not cause any negative impact upon townscape features.	Neutral 0
Economy	Journey Time Changes	It is not anticipated that journey time improvements will be made as a result of this measure.	Neutral 0
	Capital Costs	High >£2M	High >£2M
	Land	No loss of land is anticipated from this measure.	Neutral 0
Social and Cultural	Journey Quality	The measure will introduce improved facilities.	Slightly Beneficial +1
	Physical Activity	The proposal may encourage increase in use of Public transport and thus increase in physical activity in walking to and from bus stop/ stations; especially in the City Centre.	Slightly Beneficial +1
	Accidents	No evidence to suggest the measures will result in an increase in accidents.	Neutral 0
	Access	The proposal is not expected to impact on access to services, employment, or healthcare in Cardiff.	Neutral 0
Value for Money	Value for Money	It is anticipated that the Benefit to Cost ratio for this option would be within the range of 0 to 1.	Poor - Expected BCR Between 0 and 1.

Name of Measure :	M18: Improve and promote the uptake of low emission vehicles by enhancing Cardiff's EV infrastructure and identify opportunities to promote awareness.		
Timescales	TBC		
Feasibility	Yes. The Council takes ownership of highway management, however financial funding is not confirmed.		
Objective	Summary of Key Impacts		Assessment
			Qualitative
Environment	Air Quality	Initial feasibility studies undertaken shows that increased uptake in Low Carbon Vehicles (LCVs) does lead to improvements in air quality levels, especially in urban areas. The Council should promote the uptake of Low Emission Vehicles (LEV) by assessing its own vehicle fleet. However, based upon the current fleet compositions and known source apportionment assessments, due to the expected uptake rate of licensed low emission vehicles, the impact to air quality levels will be insignificant in the short term.	Slightly Beneficial +1
	Noise	The introduction and promotion of EV infrastructure and anticipated increase in licensed low emission vehicles will lead to reductions in noise, especially in the outlined case study areas discussed in the feasibility study.	Slightly Beneficial +1
	Landscape	The introduction and promotion of EV infrastructure would have no impact on landscape as schemes would utilise existing road infrastructure	Neutral 0
	Historic Env	The proposal will not have any impact on the historic environment of Cardiff	Neutral 0
	Biodiversity	The scheme will not negatively impact on biodiversity nor will it impact any protected sites.	Neutral 0
	Water Environment	It is unlikely that the measure will impact the River Taff, River Ely or Rhymney River or the Severn Estuary and thus there will be no negative impact to the water environment.	Neutral 0
	Townscapes	The scheme is not expected to impact upon townscape features.	Neutral 0
Economy	Journey Time Changes	It is not anticipated that journey time improvements will be made as a result of this measure.	Neutral 0
	Capital Costs	Medium >£500k- £2M	Medium >£500k- £2M
	Land	No loss of land is anticipated from this measure.	Neutral 0
Social and Cultural	Journey Quality	The measure will allow persons to have the ability and confidence to utilise their low emission vehicles, therefore diminishing the "range anxiety" theory.	Slightly Beneficial +1
	Physical Activity	No evidence to suggest that a rapid uptake in EVs would lead to an increase in active travel of walking or cycling.	Neutral 0
	Accidents	Due to lack of noise whilst travelling at low speeds, hybrid/ EV can give rise to increase in accidents with pedestrians and cyclist. (New Laws in 2019 will require new models to be fitted with noise emitters whilst travelling at low speeds)	Slightly Adverse - 1
	Access	The proposal is not expected to impact on access to services, employment, or healthcare in Cardiff.	Neutral 0
Value for Money	Value for Money	It is anticipated that the Benefit to Cost ratio for this option would be within the range of 0 to 1	Poor - Expected BCR between 0 and 1

Name of Measure :		M23: Review car parking and car permit charges.	
Timescales		2019	
Feasibility		Yes. the Council currently enforces on-street and off-street parking management	
Objective		Summary of Key Impacts	Assessment
			Qualitative
Environment	Air Quality	The Council has the power to influence its Car Parking policy by amending hierarchy and other parameters considered. By deciding that low emission vehicles (LEV) are prioritised in the hierarchy of parking management it is anticipated that the uptake of low emission vehicles and use of sustainable modes of transport will increase and lead to improvements in air quality levels. The income stream generated by amended parking charges will be ring fenced in the transport sector which is anticipated to be used improving other sustainable forms of transport and transport schemes. However due to low percentage of LEV currently licensed in Cardiff improvements to air quality in the short term will be insignificant.	Slightly Beneficial +1
	Noise	By endorsing the use of LEVs, including electric vehicles there will be a positive impact to noise levels, especially in urban residential areas towards the City Centre.	Slightly Beneficial +1
	Landscape	The introduction of amended parking charges and parking arrangements would have no impact on landscape as schemes would utilise existing road infrastructure	Neutral 0
	Historic Env	The proposal will not have any impact on the historic environment of Cardiff	Neutral 0
	Biodiversity	The scheme will not negatively impact on biodiversity nor will it impact any protected sites.	Neutral 0
	Water Environment	It is unlikely that the measure will impact the River Taff, River Ely or Rhymney River or the Severn Estuary and thus there will be no negative impact to the water environment.	Neutral 0
	Townscapes	The scheme is not expected to impact upon townscape features.	Neutral 0
Economy	Journey Time Changes	It is not anticipated that journey time improvements will be made as a result of this measure.	Neutral 0
	Capital Costs	Low <£500k	Low <£500k
	Land	No loss of land is anticipated from this measure.	Neutral 0
Social and Cultural	Journey Quality	It is anticipated that traffic congestion will be reduced and through income streams generated further enhancements to transport schemes will be made, therefore positively impacting journey time and quality.	Slightly Beneficial +1
	Physical Activity	By increasing the uptake of LEVs and use of sustainable travel alternatives, this may lead to an increase in persons walking/ cycling due to an improved healthier environment.	Slightly Beneficial +1
	Accidents	No evidence to suggest the measures will result in an increase in accidents.	Neutral 0
	Access	This measure is anticipated to have a slight negative impact upon services access and employment. It will not impact upon healthcare services.	Slightly Adverse -1
Value for Money	Value for Money	It is anticipated that the Benefit to Cost ratio for this option would be within the range of 1 to 2	Fair - Expected BCR 1-2

Name of Measure :	M25: Implementation of a Charging Clean Air Zone		
Timescales	2019- 2020		
Feasibility	Yes. Road network is managed by the Council Highways Operations.		
Objective	Summary of Key Impacts		Assessment
			Qualitative
Environment	Air Quality	The proposed scheme could result in significant reductions in concentrations citywide. This measure combined with other measures has the ability to reduce air quality levels to as low as reasonably practicable.	Substantial Beneficial +3
	Noise	Sensitive receptor dwellings located in the vicinity of road links impacted via the proposals may expect a slight decrease in noise levels due to fewer private vehicles on the network.	Moderately Beneficial +2
	Landscape	The introduction of the proposed Scheme is not expected to impact on landscape as will utilise existing road infrastructure.	Neutral 0
	Historic Env	The scheme is unlikely to have any impact on the historic environment of Cardiff.	Neutral 0
	Biodiversity	The scheme will not negatively impact on biodiversity nor will it impact any protected sites.	Neutral 0
	Water Environment	It is unlikely that the measure will impact the River Taff, River Ely or Rhymney River or the Severn Estuary and thus there will be no negative impact to the water environment.	Neutral 0
	Townscapes	The scheme is not expected to impact upon townscape features.	Neutral 0
Economy	Journey Time Changes	There are envisaged journey time improvements by use of alternative modes of transport resulting in reduced congestion.	Slightly Beneficial +1
	Capital Costs	High >£2M	High >£2M
	Land	No loss of land is anticipated from this measure.	Neutral 0
Social and Cultural	Journey Quality	The measure is anticipated to encourage a modal shift and therefore due to reduced congestion and use of other services a slight positive impact is expected for journey quality.	Moderately Beneficial +2
	Physical Activity	The proposal may encourage increase in use of Public transport and thus increase in physical activity in walking to and from bus stop/ stations; especially in the City Centre.	Slightly Beneficial +1
	Accidents	No evidence to suggest the measures will result in an increase in accidents.	Neutral 0
	Access	The proposal is expected to impact on access to services, employment, or healthcare in Cardiff.	Large Adverse -3
Value for Money	Value for Money	It is anticipated that the Benefit to Cost ratio for this option would be within the range of 1 to 2.	Fair - Expected BCR Between 1 and 2.

Table 10 - Summary of WeITAG Well-being Aspects Appraisals

Measure	Shortlisted Measure	Key Criteria		Environment					Social and Cultural			Social and Cultural			Access	Implementation Timescale		
		Timescales	Feasibility	Air Quality	Noise	Landscape	Historic Environment	Biodiversity	Water Environment	Townscape	Journey Time Changes	Capital Costs	Land	Journey Quality			Physical Activity	Accidents
M8	Implement further speed restrictions and enhance already established 20mph Zones.	Y	Y	+1	+2	+1	0	0	0	0	-1	Low <£500k	0	0	+2	+3	+1	2018-2020
M13	Development of Cycling Superhighways infrastructure and Expansion of Next bike Scheme	Y	Y	+1	+1	0	0	0	0	0	+2	Medium £500k-£2m	0	+3	+3	+3	+1	2018-2019
M14	Implement Zero Emission Buses on Cardiff Network	Y	Y	+3	+2	0	0	0	0	0	0	High >£2M	0	+1	+1	0	0	2019-2021
M21	Revision to Taxi Licensing Policy to include emissions standards	Y	Y	+2	+2	0	0	0	0	+1	0	Low <£500k	0	+2	0	0	0	2019
M11	Bus Network Programme- Strategic Bus Network to improve bus networks and efficiency of the services via increased and improved bus lanes	Y	Y	+2	+1	0	0	0	0	0	+1	High >£2M	0	+2	+1	0	0	2019-2020
M12	Accelerate Park and Ride (P & R) programme in NW & NE of Cardiff. NW; Implement new Park and Ride facilities at Junction 33 (750 Spaces) and Llantrisant Road (250 Spaces). NE; expansion of P & R on the A48.	Y	Y	+2	+1	-1	0	-1	0	0	0	High >£2M	0	+1	+1	0	0	2019-2021
M10	City Centre West and Central Interchange and Eastside City Centre Schemes;	Y	Y	+2	+1	0	0	0	0	+2	+1	High >£2M	0	0	+1	+1	0	2019-2020
M18	Improve and promote the uptake of low emission vehicles by enhancing Cardiff's EV infrastructure	N	Y	+1	+1	0	0	0	0	0	0	Medium £500k-£2m	0	+1	0	-1	0	TBC
M23	Review car parking and car permit charges.	Y	Y	+1	+1	0	0	0	0	0	0	Low <£500k	0	+1	+1	0	-1	TBC
M25	Implementation of a Charging Clean Air Zone	Y	Y	+3	+1	0	0	0	0	0	+1	High >£2M	0	+1	+1	0	-3	2019-2020

Key

+3 = Large Beneficial +2 = Moderate Beneficial +1 = Slight Beneficial 0 = Neutral -1 = Slight Adverse -2 = Moderate Adverse -3 = Large Adverse

The following is a list of measures which be fully modelled following Welsh Government guidance using appropriate transport and air quality modelling methodologies.

- **M8: Implement further speed restrictions and enhance already established 20mph Zones;**
- **M13: Development of Cycling Superhighways infrastructure and expansion of Nextbike Scheme;**
- **M14: Increase Zero Emission Buses on Cardiff Network**
- **M21: Improvement of Taxi Licensing Policy, to set minimum vehicle emissions standards;**
- **M10: City Centre West and Central Interchange and Eastside City Centre Schemes;**
- **M11: Bus Programme- Strategic Bus Network to improve bus networks and efficiency of the services via increased and improved bus lanes;**
- **M12: Accelerate Park and Ride programme to increase Park and Ride along the A48 and new facility off Junction 33 of the M4;**
- **M18 Improve and promote the uptake of low emission vehicles by enhancing Cardiff's EV infrastructure**
- **M23: Review car parking and car permit charges and allow for reduced rates for EV/OLEV, and increased rates for <Euro 6;**

It must be noted that the above shortlist of measures have initially been identified as measures that will likely have the greatest impact on the road links identified by the PCM modelling as being non-compliant, namely the A48 and A4232 near Cardiff Bay. However, the measures were also assessed in terms of their likely impact on improving air quality within the Councils existing Air Quality Management Areas (AQMAs). The results of the local modelling detailed in Section 3.3 have demonstrated that compliance issues are not forecasted to occur on the A48 or the A4232. Noncompliance issues are now predicted to only occur on Castle Street which is immediately adjacent to the boundary of the City Centre AQMA, and measures put forward to address air quality in this AQMA will likely have an impact on this road link.

As a requirement of the legal direction, the final measures will be benchmarked against a charging Clean Air Zone in terms of establishing whether the package of measures can achieve compliance in a timeframe equal or sooner than that of a CAZ. This will enable the Council to develop its preferred measure that will be fully refined with a full business case and will be detailed in the Final Plan to be submitted no later than 30th July 2019.

3.9 Clean Air Zones

As a requirement of the legal direction, in terms of demonstrating compliance in the shortest possible time, it is expected that the introduction of a CAZ must be extensively analysed as an option and used as a compliance benchmark for the short list of measures detailed above.

A CAZ defines an area where targeted action is taken to improve air quality and resources are prioritised and coordinated in order to shape the urban environment in a way that delivers improved health benefits and supports economic growth. In CAZs access may be restricted, or charges may be imposed, for vehicles that do not meet certain emission standards. Likewise, there are often exemptions for newer vehicles that meet higher emission standards, emergency services vehicles, electric vehicles, scooters and mopeds.

The reason a CAZ must be considered as the benchmark is detailed within the UK National Plan to Tackle Roadside NO₂³², and it has been further stated in the draft Welsh Government

³² [Defra UK plan for tackling roadside nitrogen dioxide concentrations Detailed plan July 2017](#)

Clean Air Zone Framework³³ that CAZ's will likely bring compliance in the shortest time possible in addition to local measures.

The initial PCM modelling undertaken by Defra assessed the impact of a CAZ in accelerating compliance in Cardiff on the road links identified by the PCM model as being non-compliant. The methodology used by Defra to model Clean Air Zones in the UK 2017 Plan is detailed in Appendix F of the Technical Report³⁴ of the 2017 UK Plan. The results of the initial modelling indicated that a CAZ would bring compliance with 12 months of it being introduced. However as discussed earlier the local modelling results have projected different results in terms of the road links showing non-compliance compared to the PCM modelling and therefore the impact of a CAZ in achieving compliance needs further assessment and review.

Whilst the option of a CAZ will be the benchmark against which other measures are assessed does not imply that the CAZ will become the preferred option. A fundamental point is that the Council needs to ensure that any proposals are proportionate to the scale of the problem and tailored to local circumstances, whilst ensuring compliance in the shortest time possible. A key aspect of this will be ensuring that there are no detrimental impacts on the economy of Cardiff and this will be assessed in detail as part of the full business case for the preferred option(s).

In developing any proposals for a Clean Air Zone, Cardiff Council will need to consider the requirements of the finalised framework on Clean Air Zones from Welsh Government.

³³ <https://beta.gov.wales/sites/default/files/consultations/2018-04/180424-clean-air-zone-framework-en.pdf>

³⁴ [Technical Report - UK Plan for tackling roadside nitrogen dioxide concentrations July 2017](#)

Chapter 4 Commercial Case

4.1 Introduction

JAQU's Inception package guidance requires the Commercial case of the SOC to provide an assessment of relevant current procurement arrangements for the likely services required and likely attractiveness of the project to potential services providers.

4.2 Market Assessment

Based on the PESTLE tool, the following gives an overview of the potential for the current market to meet the requirements of any preferred option. Prior to commencement of procurement and to be presented within the Full Business Case in the Final Plan, it is proposed that market engagement will be undertaken for the appropriate measures to determine the extent to which the preferred option is an attractive proposition.

Political

The UK and Welsh Governments role is to regulate and ensure local authorities meet the requirement to be compliant with the EU Air Quality Directive in the shortest possible time and is the primary driver behind this business case. Locally there is ambition to deliver significant improvements in air quality.

Economic

As a result of the requirement for delivering NO₂ compliance, the Welsh Government has announced a £20M a Clean Air Fund³⁵ for improving air quality across the country. It is anticipated that the implementation of the preferred option will mitigate against detrimental economic impacts by the provision of grant support or otherwise from the Welsh Government's Clean Air Fund and other funding mechanisms.

Social

The cultural trend is currently toward increasing uptake of sustainable practice largely in light the respect of reducing carbon emissions to tackle climate change, but over recent years air quality has become more prominent environmental risk. The market is recognising this shift toward a consciousness in emissions by individuals and organisations and as a result growth in provision for renewable energy, increasing availability for alternative vehicle refuelling infrastructure (e.g. EV charge points) and changing local and national policy indicates that the market for sustainability and air quality initiatives is increasingly becoming a social preference.

Technological

Installation of ANPR cameras has already been undertaken in Cardiff to address moving traffic offences (e.g. bus lane/ junction enforcement), If a Clean Air Zone is determined as the preferred option to deliver compliance in the shortest possible time, it is unlikely that the requirement to install ANPR cameras will present a barrier to the market.

The market is already seeing a growth in low emission and zero emission vehicles and charging infrastructure and so it is anticipated that any proposed preferred option will not be impacted by technological advancements.

Legal

The legal Direction imposed by Welsh Government on Cardiff Council, to achieve compliance with the NO₂ annual average limit value within the shortest possible time has resulted in the

³⁵ <https://gov.wales/newsroom/environmentandcountryside/2018/180424-20m-air-quality-fund-among-new-measures-to-improve-air-quality-in-wales/?lang=en>

launch of the Clean Air Fund, (see above “economic”) providing the market with assurance that the plans will be funded.

Environment

Environment and Environmental Health concerns have resulted in the legal obligation for the Council to meet NO₂ compliance (see above “political”). Environmental concern is also influencing a growth in the sustainable and low emission economy.

4.3 Procurement Options

The Council is a Public Body and must comply with all pertinent EU and UK Procurement Legislation and therefore, staff must, by law, adhere to the same. A number of policies and procedures have been developed to help us achieve these objectives and to ensure that our procurement activities:

- Comply with European Union (EU) and UK procurement legislation;
- Conform to s Contract Standing Orders and Procurement Rules (CPR) updated July 2018, as well as all relevant internal policies, procedures and objectives.
- Achieve evidenced value for money in terms of quality and the price paid
- Test and demonstrate whether social value has been achieved
- Are open and transparent and safeguard against allegations of corruption, fraud or bias
- Are well documented to provide a clear audit trail
- Manage and address risks as well as opportunities

The most appropriate procurement approach for the Final Plan will be dependent upon several factors, namely:

- The final measures included within the Plan;
- The type of system to be implemented ;
- The extent to which the technical and operational solution is specified (e.g. whether fully specified or open to market proposals as a performance-based solution);
- The method by which it is proposed to operate (“in-house” or third-party service provider);
- On-going maintenance and development;
- Whether it is to be designed, implemented and operated by a single service provider or by multiple providers; and
- Timescales for delivery.

There are four key procurement routes available:

- Local authority tendering through an Approved List (shortlist) of invited suppliers;
- Through any applicable existing Council Frameworks;
- Through Welsh Government’s National Procurement Services (NPS) for the public sector; and
- Open tender through the Official Journal of the European Union (OJEU)

Given the likely scale of the preferred option, it is not thought likely that the procurement value of any element of this work will fall under that required for the Approved List

procurement approach, so this leaves the existing frameworks, NPS, or OJEU processes as options for procurement.

4.3.1 Existing Council Frameworks

There are several currently active frameworks established by Cardiff Council for highways design, installation and maintenance services. These frameworks offer the advantage of being readily available to provide “fast track” procurement of the various services required for the Final Plan. The suitability of using existing frameworks to procure appropriate services to implement the outcome of the Final Plan will be explored in more detail within the Final Plan.

4.3.2 National Procurement Services

The NPS has a number of frameworks which offers customers a quick, simple and competitive route to construction consultancy services. The Framework offers access to pre-approved firms that have been rigorously assessed on the quality of the services they provide. Of particular relevance to this Plan, is the CONSTRUCTION CONSULTANCY FRAMEWORKS NPS-PS-0004-14 Construction Consultancy, and the sub framework NPS-PS-0027-15.

4.3.3 OJEU Route

The OJEU tender process can take several forms - open, restricted, competitive dialogue, competitive procedure with negotiation or innovation partnership. Given the nature of the work proposed for the Final Plan, it is expected that only open or restricted procedures would apply.

The final procurement route for the preferred option(s) will be detailed further in the Final Plan.

Chapter 5 Financial Case

5.1 Funding

Within its latest Interim supplemental plan to the UK plan for tackling roadside nitrogen dioxide concentrations 2017³⁶ the Welsh Government has stated that it has allocated over £20 million for an Air Quality Fund through to 2021 to help accelerate compliance with NO₂ limits and improve air quality in Wales. The report further states that this fund will primarily be used to provide on-going support, guidance and finance to enable Cardiff Council (and Caerphilly CBC) to take action to achieve compliance in the shortest possible time. The funding will support work to conduct feasibility studies, implement early measures which help accelerate exposure reduction and deliver the options which will achieve compliance in the shortest possible time.

Within the Minister's letter that accompanied the formal direction it was confirmed that finance would be made available for the production of the feasibility study and for the implementation of the chosen scheme.

In addition to the above funding mechanism, the Council will continue to work collaboratively with Welsh Government officers to identify all available and an appropriate funding mechanisms including transportation funds, to maximise the financial contribution from Welsh Government towards the implementation of any measures.

5.2 Cost Assumptions

At this stage, the Financial Case cannot be taken any further, as the Final Preferred option has yet to be determined. This aspect will be explored in more detail in the Final Plan once our consultants completed an assessment of the shortlist of measures.

However the following are key funding and cost assumptions that will be applied when developing the Full Business Case for the preferred option:

1. The key assumption for this financial case is that the implementation of the preferred option and subsequent monitoring and evaluation is funded by the Welsh Government's Air Quality Fund and other appropriate funding mechanisms from Welsh Government as detailed in 5.1 above;
2. The Economic Case will outline cost assumptions for implementation of the preferred option.

5.3 Contingency

A full estimation of contingency required will be undertaken as part of the Full Business Case for the preferred option and will be detailed in the Final Plan.

5.4 Assurance of Cost Estimates

A full determination of assurances will be undertaken as part of the Full Business Case for the preferred option and will be detailed in the Final Plan.

³⁶ Interim Welsh Government supplemental plan to the UK plan for tackling roadside nitrogen dioxide concentrations 2017 July 2018.

5.5 Budget and Risk Management

Costs will be managed by ensuring all procurement follows the procurement strategy outlined in the Commercial Case. The assessment of tenders through this process will be based on both quality and price to ensure value for money.

The budget management responsibility will fall to the overall Project Manager.

5.6 Other Funding Options

The Council will explore all other funding opportunities to obtain additional resources to implement any additional measures that, whilst not achieving compliance in the shortest time possible, will assist in reducing overall NO₂ and other air pollutants across Cardiff.

Chapter 6 Management Case

6.1 Introduction

The purpose of the Management Case within this SOC is to set out how the scheme/s will be delivered successfully. In accordance with the Inception package of JAQUs guidance this Strategic Case considers the following;

- An outline of who is involved in the project including key stakeholders;
- An outline of how the project will be managed and any other key managerial considerations, including: change management, training, evaluation and timetable;
- An indicative project plan ; and
- An indicative organogram of project team and governance structure

6.2 Project Management

The project will be run in accordance with the Council's Project Quality Assurance (PQA) scheme which is Cardiff Council's Project and Programme Management Standard and is based on PRINCE2 (PProjects IN Controlled Environments) and MSP (Managing Successful Programmes) which are the methodologies approved by government for public sector projects. PQA provides guidance on how the Council will manage projects, recognising that projects are:

- Change focussed
- Unique
- Composed of inter-dependent activities
- Carried out by people who don't normally work together
- Temporary, with defined start and end dates
- Established to achieve a specific outcome

A number of key roles have been identified for delivery of the project within the organogram and are set out below along with the responsibilities of each role

6.2.1 Project Board

The Project Board is responsible for the overall direction and management of the project, and has responsibility and authority for the project within the remit (the Project Mandate) set corporately. The Project Board are accountable to the Project Executive.

Membership of the Project Board should include the Project Executive and Service Area representative (Senior User). Other participants may be invited by the Project Executive.

6.2.2 Project Executive (PExec)

The Project Executive (PExec) is accountable for the successful delivery of the project and is most likely to be a senior officer within. The Project Executive's role is to ensure that the project is focussed throughout its life cycle on achieving its objectives - delivering the agreed scope and outputs, as detailed in the project's Business Case. The Project Executive has to ensure that the project delivers value for money.

The role includes acting as the lead officer for the project in stakeholder engagement, such as discussions with elected Members, AM's or MP's. As Chair of the Project Board they give approval to proceed to the next stage and sign off project closure.

The Project Executive will:

- Ensure the project remains focussed on delivering agreed scope and outputs
- Oversee the project and ensure it remains on target – time, cost, quality and scope.
- Take decisions within their delegated authority and ensure these are within the corporate decision making framework.
- Be proactive in providing leadership and direction throughout the project
- Ensure that the project is financially viable, consistent with the Corporate Plan and compliant with Council standards and procedure rules.
- Approve the Initial Project Brief at the end of the Start-up Stage.

6.2.3 Service Area Representative (Senior User)

Senior User is the role that represents the service or customer that will receive the changes delivered by the project.

They represent the interests of the end users who will benefit from the completion of the project. The Senior User is accountable for ensuring that requirements have been clearly and completely defined and what is produced is fit for purpose and acceptable to the end users.

6.2.4 Senior Supplier

The Senior Supplier sits on a Project Board.

They represent the officers / contractors actually doing the work of the project. They are responsible for ensuring all suppliers understand the project requirements and that any advice given to the project team is correctly interpreted. It may not be appropriate for an external contractor to act as Senior Supplier, and consideration could be given to involving's procurement team in this position. An example of a Senior Supplier would be ICT for software development projects.

6.2.5 Project Manager

The Project Manager is responsible, on behalf of the Project Executive, for delivering the project on time, to budget and to the required quality standard. They plan and monitor progress, co-ordinate project activities, ensure the project is effectively resourced, and manage relationships with a wide range of stakeholders.

The Project Manager manages the work of specialists, allocating and utilising resources in an efficient manner and maintaining a co-operative, motivated and successful team.

The Project Manager is also responsible for maintaining project governance and documentation, including producing regular highlight reports and maintaining records in the Project & Programme Management Database (where used).

6.2.6 Project Assurance

Project & Programme Assurance covers all interests of a project/programme, including senior managers, the business, users and suppliers.

The main function of Assurance is to ensure that corporate governance standards are adhered to; that the project has been set up and is being managed correctly, and identified benefits are realised.

Project Assurance has to be independent of the Project Manager, so reports directly to the Audit Manager, Project Board / Project Executive and are their eyes and ears in the day to day management of the project.

6.2.7 Project Support

The Project Support Officer assists the Project Manager in all activities relating to day to day management, establishing and maintaining the necessary systems to ensure effective administration. Not all projects will have a dedicated Project Support Officer and this function is often carried out by the Project Manager.

6.2.8 Audit Committee

The Audit Committee has responsibility for overseeing all aspects of Risk Management, Governance and Internal Control. The Committee will provide guidance and oversight to the management of risk but also challenge the effectiveness of the project management arrangements within. The Committee will look to seek assurance for that project management is being properly undertaken.

6.2.9 Senior Management

The key roles of Management are to:

- Implement processes for project management
- Receive reports from Internal Audit for consideration and implementation, where this is deemed appropriate.
- Promote the accountability and responsibility of all staff within as set in Cardiff Council's PQA Handbook;
- Identify the project management (PQA) training needs of all Directorate employees and co-ordinate training and awareness-building events;
- Ensure that project management (PQA) is incorporated into performance management, business planning and Wales Programme for Improvement processes.

6.2.10 Investment Review Board

The Investment Review Board is the governance body where decisions about delivery of change initiatives are made. No new initiatives should be started or funded without the Investment Review Board's approval.

- Agree the programme & project management framework (PQA);
- Approve the Organisational Development Strategy and Delivery Plan;
- Receive Strategic / Project Business Cases and prioritisation reports and determine the scope and content of change;
- Ensure that resources are allocated appropriately;
- Ensure conflicts between programme and project delivery and BAU that cannot be addressed at programme level are addressed effectively;
- Promote collaborative working across; and

- Undertake periodic reviews of the effectiveness of delivery of 's vision, and take appropriate action where required

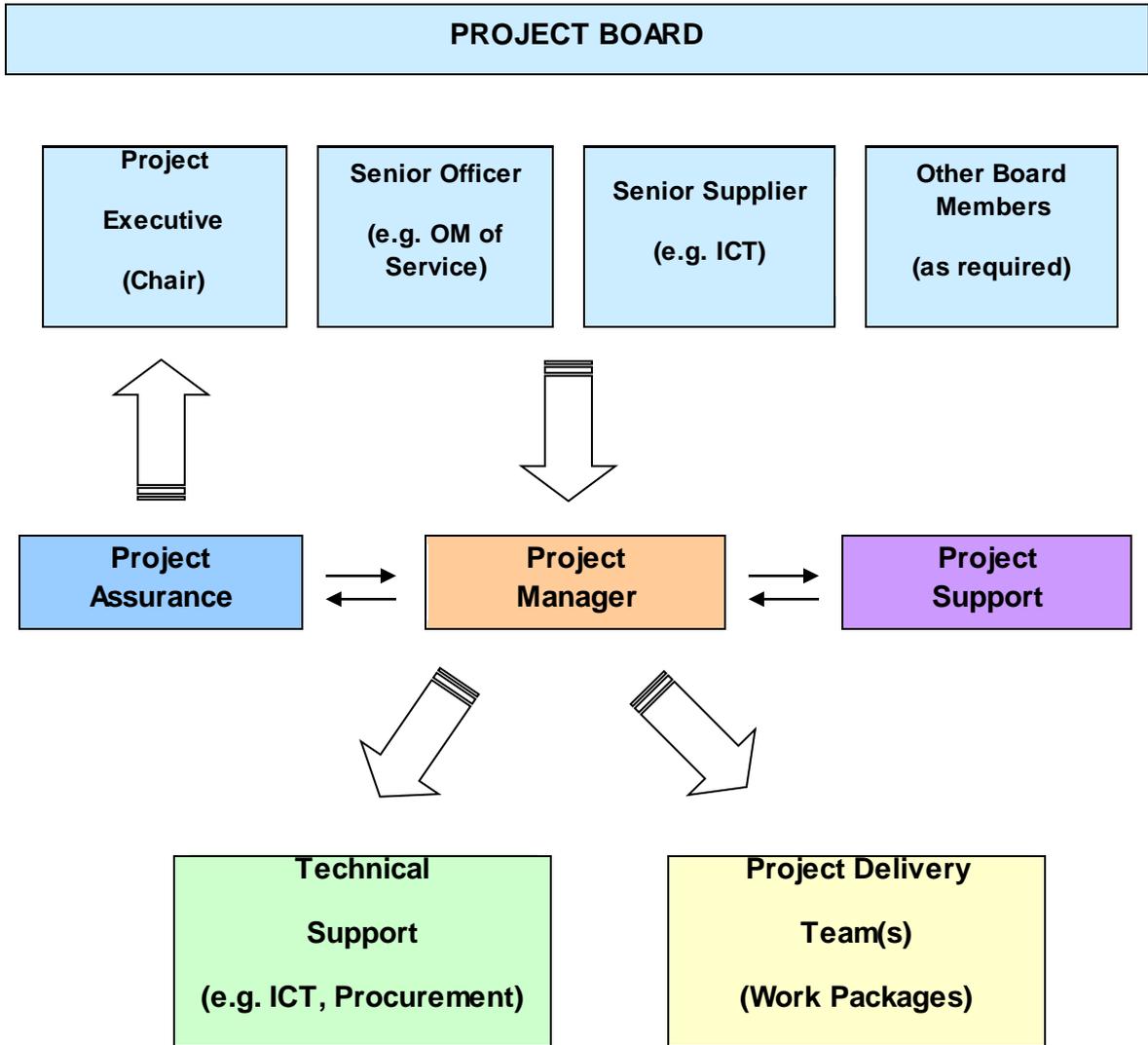
6.2.11 Organisational Development Management Board

The Organisational Development Board (OD) is the strategic group which monitors delivery of programmes and projects, resolving key issues that may compromise delivery and benefit realisation. The key roles of the OD Board are to:

Plans the delivery of change, aligned to vision, objectives, goals and key measures

- Actively and regularly involves SMT throughout the definition and delivery of change, ensuring continued senior management commitment and engagement;
- Ensure all change is delivered within 's agreed governance framework, including PQA;
- Initiate new programmes;
- Monitor delivery of the Strategic 'Organisational Development' Delivery Plan;
- Review and resolve key strategic issues;
- Ensure risks and dependencies are effectively managed;
- Ensure limited resources are managed effectively and efficiently;
- Monitor and approve changes to forecasted benefits;
- Sponsor and support reviews of the effectiveness of change delivery, and take appropriate action where required;
- Determine and drive 's future service delivery models and strategic commissioning arrangements; and
- Develop and deliver a consistent approach to stakeholder engagement and communications

The basic structure of a project team is as follows:-



6.3 Financial Management

6.3.1 Financial Reporting

The Project Manager will be responsible for undertaking regular financial reporting to inform the Programme Board of the projects progress and performance. A Project Initiation Document will be developed to provide a firm foundation for the initiation of the project. It will set out the direction and scope of the project, and form the 'contract' between the Project Team, Project Manager, Transport Delivery Board and the Programme Board.

Following initiation, the Project Manager will produce monthly highlight reports which will be submitted to the Project Delivery Board.

Scrutiny and oversight of the projects financial management will be provided by the Programme Team.

6.3.2 Variation Monitoring

As with all large scale projects it is expected that elements of the agreed plan, budget, or scope will need to be varied at some point during the project cycle. . It is important that means of controlling any variations are signed off before being implemented so that they can be dealt with simply and at the correct level.

A variation to the project will be identified through the monthly progress reports where activities are not being carried out according to the plan or for the agreed cost, or an issue has arisen to affect the scope. All variation will be recorded on a variation request log that will be used to specify why the change has come about, what actions are proposed to counter it, and at what level decision-making sits.

A set of tolerances will be determined, so that each level of management in the project has the defined authority to agree certain variations before having to refer to a higher level. The agreed tolerances will be recorded in the Project Initiation Document, as will the period within which variations are cumulative.

Variations that do not affect the plan or the budget by more than is reported in one month will likely sit within the tolerance of the project manager. Although additional decision-making will not be required, all such variations will be recorded on the monthly progress report and an entry will be made on the variation request log.

Variations of a higher tolerance will be clearly brought to the attention of the Project Delivery Board (PDB) in the finances section of the progress report. This will allow a discussion to take place and a way to proceed be agreed. Larger variations, which exceed the tolerance of the PDB, will need to be taken to a higher level of decision-making beyond the PDB.

6.4 Project Plan

An indicative project plan for completing the Final Plan to develop a Preferred Option is provided in Figure 16. This will be refined, and further detail added, as the project progresses.

Figure 16 - Updated Project Plan

Tasks	Status	Sept				Oct				Nov					Dec	Jan	Feb	Mar	Apr	May	June
		07-Sep	14-Sep	21-Sep	28-Sep	05-Oct	12-Oct	19-Oct	26-Oct	01-Nov	08-Nov	15-Nov	22-Nov	29-Nov							
T1 Inception and data collection																					
Inception meeting	Done																				
Traffic data	Done																				
GIS set up	Done																				
ANPR data management and assessment	Done																				
AQ data	Done																				
T2 Baseline modelling																					
Set up and verify base year model	Done																				
Forecast fleet and traffic for 2020	Done																				
2021 BAU model runs	Done																				
Target determination	Done																				
T3 Options development	Done																				
LES measure development	Done																				
CAS option sifting	Done																				
CAZ options Workshop	Required																				
Agree options and modelling assumptions	Done																				
Initial Plan	Done																				
T4 Options Modelling																					
Set up transport model	Done																				
CAS transport model run 1	Done																				
CAS transport model run 2	Done																				
CAZ transport model option 1 run																					
CAZ transport model run option 2																					
AQ modelling CAS run 1	Ongoing																				
AQ modelling CAS run 2	Ongoing																				
AQ modelling CAZ option 1	Not Commenced																				
AQ modelling CAZ 2 option 2	Not Commenced																				
Draft cost benefit analysis	Ongoing																				
Interim Plan CAS Options Modelled	Ongoing																				
Report on CAZ Assessment	Not Commenced																				
Draft Preferred Option	Not Commenced																				
WG review of initial plan	Ongoing																				
WG review of Interim Initial Plan with CAS Model Results	Not Commenced																				
T5 Refining details of the preferred option	Not Commenced																				
Technical support developing preferred option	Not Commenced																				
Consultation period	Not Commenced																				
T6 Final option appraisal	Not Commenced																				
Updated AQ run for preferred option	Not Commenced																				
Sensitivity run	Not Commenced																				
Additional future runs	Not Commenced																				
Distributional analysis	Not Commenced																				
Final CBA	Not Commenced																				
Submission of Final Plan to WG	Not Commenced																				

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Chapter 7 Summary and Next Steps

7.1 Results of Baseline Modelling

The report has identified through localised modelling that the locations of projected future noncompliance of the NO₂ limit value differ significantly from the national projected compliance issues undertaken by DEFRA using the PCM model. The national PCM model showed exceedances on the A48 to the east of the city and the A4232 to the south west. The local model results indicate **only one** road link, **namely the A4161 Castle Street, (ID 30665)** to show non-compliance issues beyond 2021. The main reason for this exceedance relates to very high traffic flows, some 32,000 vehicles a day, and accompanying slow speeds of around 11mph on this specific road link. The main reasons for the differences between the local model results and the PCM results is primarily down to the fact that the local model has a far greater level of detail which is based on local data, and not national assumptions, and thus can be seen to be a better representation of local circumstances. The key aspects of the local model that influence the results are as follows:

- Traffic flows are based on a local traffic model;
- Traffic speeds are based on a local model and local traffic master;
- Local fleet data from the ANPR, not just national averages; and
- Local topology in terms of gradient, canyons, etc. which the PCM does not allow for.

A shortlist of measures have initially been identified as measures that will likely have the greatest impact on the road links identified by the PCM modelling as being non-compliant, namely the A48 and A4232 near Cardiff Bay. However, the measures were also assessed in terms of their likely impact on improving air quality within the Councils existing Air Quality Management Areas (AQMAs). The results of the local modelling detailed in Section 3.3 have demonstrated that compliance issues are not forecasted to occur on the A48 or the A4232. Noncompliance issues are now predicted to only occur on Castle Street which is immediately adjacent to the boundary of the City Centre AQMA, and measures put forward to address air quality in this AQMA will likely have an impact on this road link. The current shortlist of measures are summarised below in Table 11.

Table 11 Summary of Shortlist of Options

Measure reference:	Scheme Description
M8	Implement further speed restrictions and enhance already established 20mph Zones.
M13	Development of Cycling Superhighways infrastructure and Expansion of Next bike Scheme
M14	Implement Zero Emission Buses on Cardiff Network
M21	Revision to Taxi Licensing Policy to include emissions standards
M11	Bus Network Programme- Strategic Bus Network to improve bus networks and efficiency of the services via increased and improved bus lanes
M12	Accelerate Park and Ride (P & R) programme in NW & NE of Cardiff. NW; Implement new Park and Ride facilities at Junction 33 (750 Spaces) and Llantrisant Road (250 Spaces). NE; expansion of P & R on the A48.
M10	City Centre West and Central Interchange and Eastside City Centre Schemes
M18	Improve and promote the uptake of low emission vehicles by enhancing Cardiff's EV infrastructure
M23	Review car parking and car permit charges.

7.2 Next Steps

The shortlist of measures will be fully modelled following Welsh Government guidance using appropriate transport and air quality modelling methodologies. As required by the Direction, the measures will be benchmarked against a charging Clean Air Zone in terms of establishing whether the package of measures can achieve compliance in a timeframe equal or sooner than that of a Clean Air Zone.

Cardiff Council will submit an Interim Report, with a completed assessment of the shortlist of measures. This will enable the Council to develop its preferred option(s) which will be taken forward to develop a full business case in accordance with the HM Treasury Green Book 5 Cases and be presented in the Final Plan to be submitted to Welsh Government no later than 30th June 2019.

Appendix A – Air Quality Model Verification

Verification of the model involves comparison of the modelled results with any local monitoring data at relevant locations; this helps to identify how the model is performing and if any adjustments should be applied. The verification process involves checking and refining the model input data to try and reduce uncertainties and produce model outputs that are in better agreement with the monitoring results. This can be followed by adjustment of the modelled results if required. The LAQM.TG(16) guidance recommends making the adjustment to the road contribution of the pollutant only and not the background concentration these are combined with.

The approach outlined in LAQM.TG(16) section 7.508 – 7.534 has been used in this case. All roadside diffusion tube NO₂ measurement sites in Cardiff have been used for model verification. A single road NOx adjustment factor was derived and used to calculate:

- Citywide modelling results at receptor points adjacent to relevant PCM road links.
- Citywide 1m resolution NO₂ annual mean concentration rasters providing a continuous representation of the spatial variation in modelled concentrations.

It is appropriate to verify the performance of the RapidAir model in terms of primary pollutant emissions of nitrogen oxides (NO_x = NO + NO₂). To verify the model, the predicted annual mean Road NO_x concentrations were compared with concentrations measured at the various monitoring sites during 2015. The model output of Road NO_x (the total NO_x originating from road traffic) was compared with measured Road NO_x, where the measured Road NO_x contribution is calculated as the difference between the total NO_x and the background NO_x value. Total measured NO_x for each diffusion tube was calculated from the measured NO₂ concentration using the latest version of the Defra NO_x/NO₂ calculator (v6.1).

The initial comparison of the modelled vs. measured Road NO_x identified that the model was under-predicting the Road NO_x contribution at most locations. Refinements were subsequently made to the model inputs to improve model performance where possible.

The gradient of the best fit line for the modelled Road NO_x contribution vs. measured Road NO_x contribution was then determined using linear regression and used as a domain wide Road NO_x adjustment factor. This factor was then applied to the modelled Road NO_x concentration at each discretely modelled receptor point to provide adjusted modelled Road NO_x concentrations. A linear regression plot comparing modelled and monitored Road NO_x concentrations before and after adjustment is presented in Figure A.1.

The total annual mean NO₂ concentrations were then determined using the NO_x/NO₂ calculator to combine background and adjusted road contribution concentrations.

Some clear outliers (n = 7) were apparent during the model verification process, whereby we were unable to refine the model inputs sufficiently to achieve acceptable model performance at these locations. These sites were excluded from the model verification. The reasons why acceptable model performance could not be achieved at these sites include:

- Sites located next to a large car park, bus stop, petrol station, or taxi rank that has not been explicitly modelled due to unknown activity data.
- No traffic model road link included where the NO₂ sampler is located, or not all road links included e.g. at a junction.

The RapidAir canyon allocator identified Westgate Street as a canyon, however including a canyon in this location leads to very scattered data in the model verification and the sites located in this canyon do not follow the general trends shown by the remainder of the monitoring locations. Consequently, the canyon in Westgate was manually removed which resulted in the relationship between measured and modelled concentrations at sites in this street following similar trends to the other verification sites, and reduced the error in the model predictions.

To present a conservative approach to adjusting future year predictions of road NO_x concentrations, a primary NO_x adjustment factor (PAdj) of 1.807 based on model verification using all of the 2015 NO₂ measurements was applied to all modelled Road NO_x data prior to calculating an NO₂ annual mean.

A plot comparing modelled and monitored NO₂ concentrations before and after adjustment during 2015 is presented in FigureA.2.

Figure A.1: Comparison of modelled Road NO_x Vs. Measured Road NO_x before and after adjustment

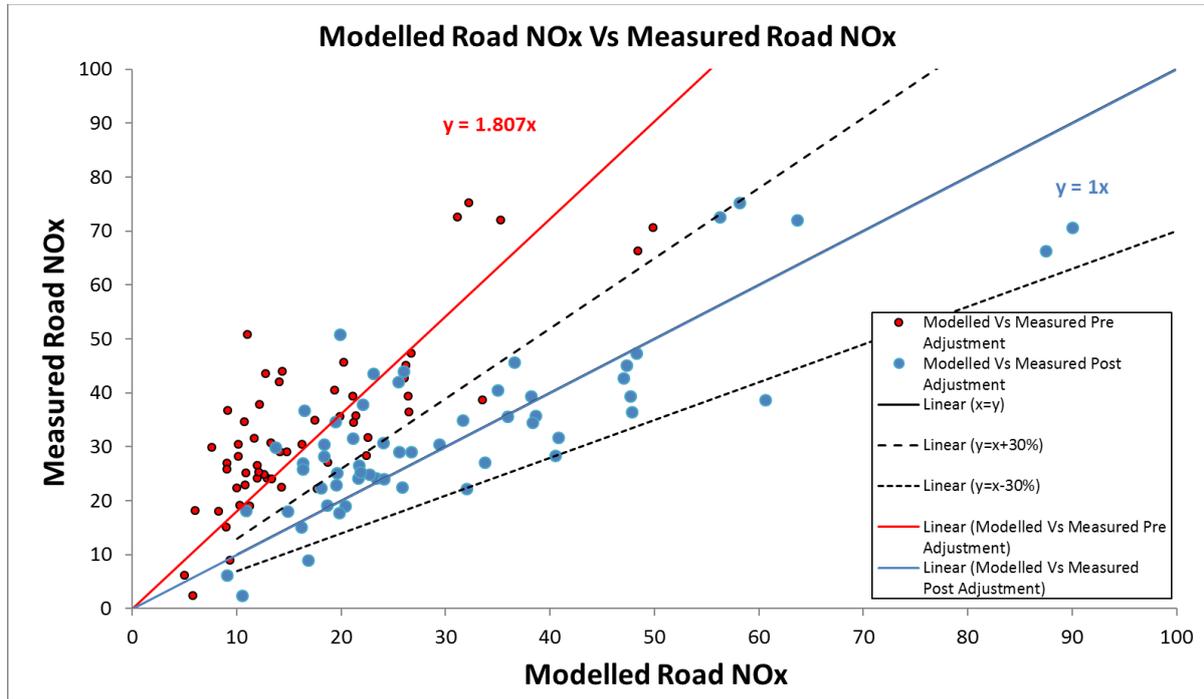
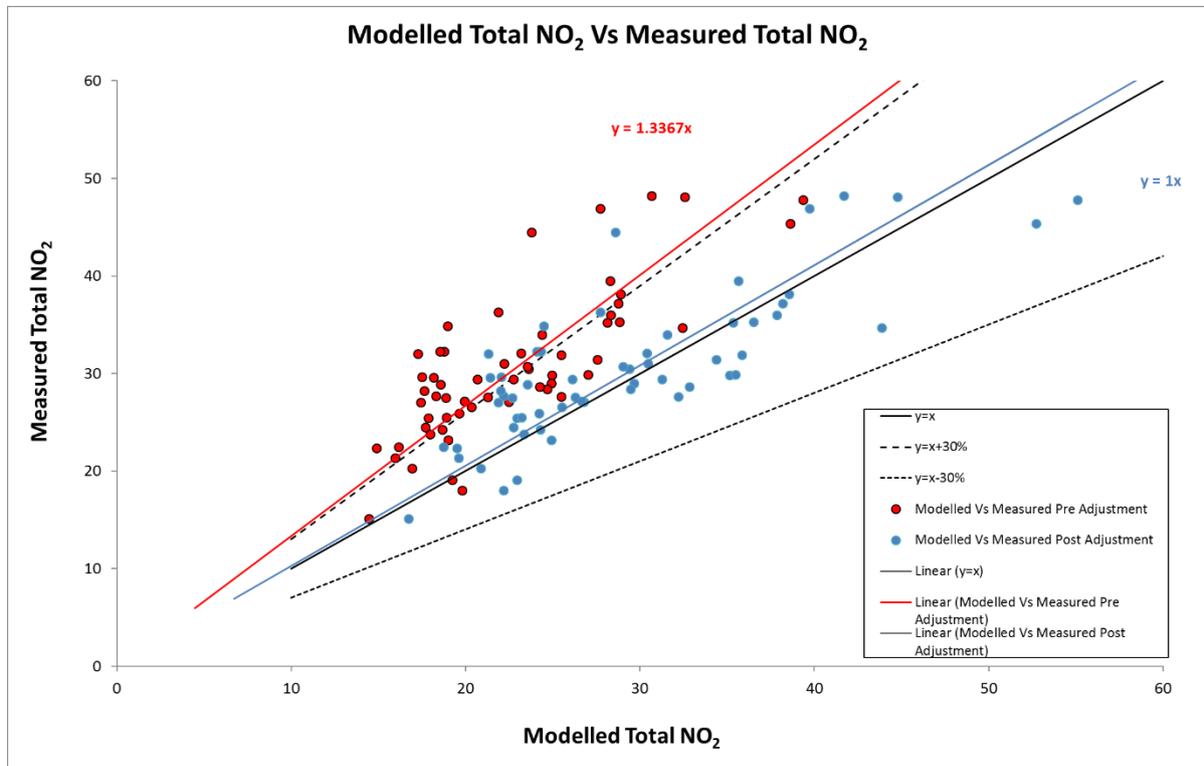


Figure A.2: Modelled vs. measured NO₂ annual mean 2015 before and after adjustment



Model Performance

To evaluate the model performance and uncertainty, the Root Mean Square Error (RMSE) for the observed vs. predicted NO₂ annual mean concentrations was calculated, as detailed in Technical Guidance LAQM.TG(16). This guidance indicates that an RMSE of up to 4 µg/m³ is ideal, and an RMSE of up to 10 µg/m³ is acceptable. The calculated RMSE is presented in Table A.1. In this case the RMSE was calculated at 5.1 µg.m⁻³ which is close to the ideal range suggested by the guidance.

Table A.1: Comparison of measured and modelled concentrations at measurement locations in 2015, and the model root mean square error.

NO ₂ monitoring site	Measured NO ₂ annual mean concentration 2015 (µg.m ⁻³)	Modelled NO ₂ annual mean concentration 2015 (µg.m ⁻³)
DT33	46.9	39.7
DT44	27.1	26.8
DT45	32.1	30.4
DT56	29.6	22.0
DT58	48.3	41.7
DT81	35.3	36.5
DT82	23.8	23.4
DT85	22.4	19.5
DT86	34.9	24.5
DT96	31.1	30.5
DT97	30.5	29.4
DT98	25.4	22.9
DT99	29.8	35.2
DT100	28.9	23.5
DT106	29.4	31.3
DT107	30.7	29.0
DT111	21.3	19.6
DT112	27.1	21.9
DT119	27.7	32.2
DT124	22.5	18.7
DT126	36.0	37.9
DT128	29.6	21.4
DT129	31.5	34.4
DT130	35.2	35.3
DT131	39.5	35.6
DT133	31.9	35.8
DT139	29.4	26.1
DT140	36.3	27.7
DT141	32.3	24.1
DT143	38.2	38.6
DT144	37.2	38.2
DT145	29.9	35.5
DT146	26.6	25.5
DT147	27.7	22.2

NO ₂ monitoring site	Measured NO ₂ annual mean concentration 2015 (µg.m ⁻³)	Modelled NO ₂ annual mean concentration 2015 (µg.m ⁻³)
DT148	27.5	22.7
DT152	27.6	26.3
DT153	29.0	29.7
DT156	25.9	24.2
DT157	27.2	26.7
DT158	25.5	23.2
DT159	34.0	31.6
DT161	32.3	24.3
DT162	24.5	22.7
DT163	23.2	24.9
DT164	20.3	20.9
DT165	15.1	16.7
DT166	32.1	21.3
DT167	28.3	22.0
DT168	24.3	24.3
DT170	19.1	23.0
DT171	18.1	22.2
DT172	44.5	28.6
DT173	28.4	29.5
DT175	34.7	43.9
DT174	28.7	32.8
DT176	47.8	43.9
DT177	48.1	55.1
DT178	45.4	44.8
	RMSE (all sites)	5.1 µg/m³

***Appendix B – Transport Modelling Technical
Approach***

Project:	Cardiff Clean Air Feasibility Study		
Our reference:	367590	Your reference:	-
Prepared by:	George Bate	Date:	27/09/2018
Approved by:	Philip Old	Checked by:	Paul Chase
Subject:	Transport Modelling Technical Approach		

This technical note outlines the transport modelling work undertaken by Mott MacDonald to develop the evidence base for the Cardiff Clean Air Feasibility Study. Transport modelling has been undertaken in the South East Wales Transport Model (SEWTM) using methods that are appropriate for a high-level feasibility study, with outputs being provided to Cardiff Council's air quality consultants (Ricardo). The overarching purpose of the transport modelling work for this study is to assist in forecasting air quality conditions with and without specific interventions on the transport network. At the current point in time the "with intervention" transport modelling scenario has not been incorporated into Ricardo's work. As such the methodology for modelling the interventions is not presented in the current version of this technical note.

1 Introduction

SEWTM

SEWTM is a disaggregate multi-modal transport model of South East Wales. The model comprises separate highway and public transport assignment models linked together with a variable demand model. The model was developed for Welsh Government with a 2015 base year, validated to WebTAG Unit M3.1 guidance. It has been designed to:

- Understand the current travel patterns in South East Wales and the performance of the transport system;
- Monitor changes in travel patterns over time;
- Predict future travel patterns and conditions on the transport network;
- Assess the impacts of possible interventions in the transport system in a consistent manner;
- Assess the impacts of land use changes such as new housing developments and employment locations in a consistent manner; and
- Provide inputs required for transport appraisals and business cases.

The model represents an average weekday and for most purposes outputs are divided into four time periods:

- AM peak between 0700 and 0930; peak hour assignment representing 0745-0845;
- Inter-peak (IP) between 0930 and 1530; average hour assignment;
- PM between 1530 and 1800; peak hour assignment representing 1630-1730; and
- Off-peak (OP) between 1800 and 0700; average hour assignment.

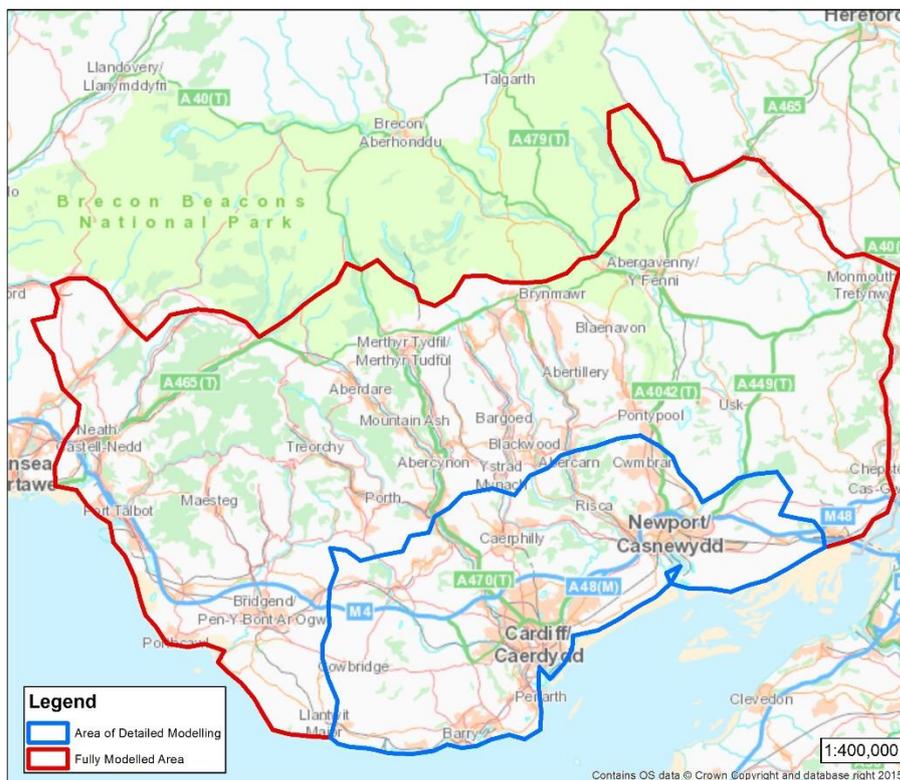
The following assignment user classes are included in the highway model:

- Car commute;
- Car business;
- Car other;
- HGV; and
- LGV.

The highway models utilise an equilibrium assignment which attempts to minimise path costs across all origin-destination (OD) pairs. Convergence is a measure of the proximity to an equilibrium solution; the highway model convergence is compliant with guidance set out in WebTAG Unit M3.1.

SEWTM geographical coverage is shown in Figure B.1. The Cardiff local authority area is within the Area of Detailed Modelling. This is the area of the transport model within which significant impacts of interventions are more certain. Within this area the model will represent all trips (demand), model zones are generally smaller than LSOAs, the transport network is detailed, and junction modelling is included.

Figure B.1: SEWTM modelled area



Source: Mott MacDonald

Method Overview

The transport modelling approach that has been adopted for this study balances the need to forecast the highway network impacts of a range of interventions with the need to maintain a proportionate approach to appraisal, taking account of the high-level nature of the study and the associated time and budget constraints. The full multi-modal Variable Demand Model (VDM) has been used to forecast the 2021 baseline situation given expected changes to population, employment and the highway/public transport networks. The highway assignment user classes have been split by vehicle emissions class using information provided by Ricardo, determined from Automatic Number Plate Recognition (ANPR) surveys. Clean Air Strategy Package transport interventions have been assessed using the 2021 baseline as a starting point and applying highway network and trip matrix adjustments using methods to be set out in a future version of this note.

Technical Note Structure

The remainder of this note is structured as follows:

- Section 2 lists the SEWTM base year (2015) model outputs supplied to Ricardo for use in developing an initial base year air quality model;
- Section 3 sets out the approach and assumptions used in preparing 2021 baseline forecasts; and
- Section 4 explains how the highway trip matrices have been divided into compliant / non-compliant engine standards for subsequent air quality modelling purposes.

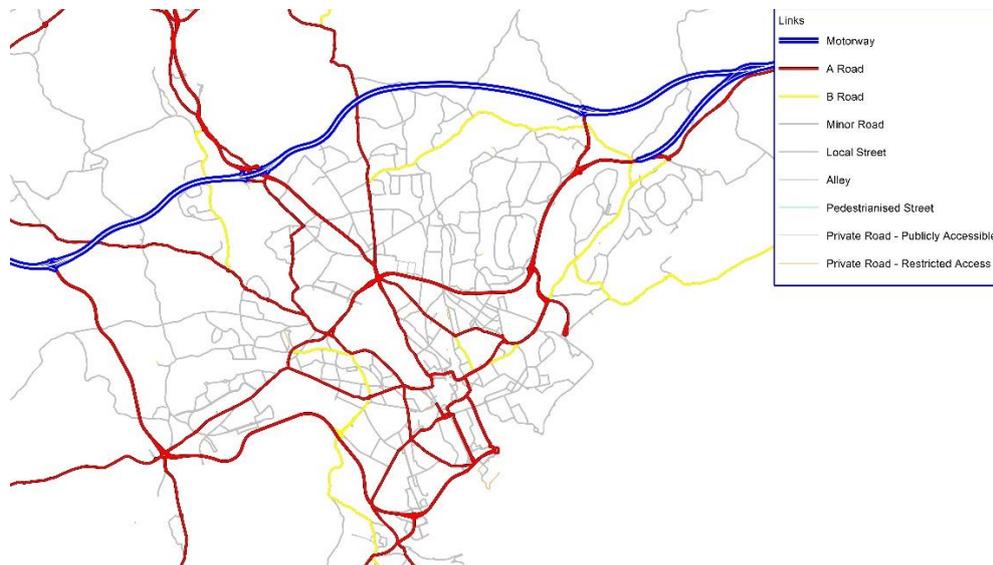
2 Base Model Outputs

SEWTM has been developed with a base year model representing 2015. To enable Cardiff Council's air quality consultants (Ricardo) to build a base year air dispersion model, the following outputs have been provided from the SEWTM base year highway models:

- Link and node structure in GIS shapefile format;
- Correspondence file which defines the relationship between SEWTM highway network links and the Ordnance Survey Integrated Transport Network (ITN) layer – the latter has been used by Ricardo to develop the air dispersion model;
- Highway link flows (vehicles per hour) at a time-period level for every modelled highway network link;
- Bus flows on each link;
- Modelled hour to time period factors, which allow for all-day traffic flows to be estimated;
- Traffic speeds on each modelled link; and
- Link information (number of lanes, single/dual carriageway etc.).

The highway network level of detail contained in SEWTM for the Cardiff area is shown in Figure B.2

Figure B.2: SEWTM highway network in Cardiff area



Source: Mott MacDonald

3 Preparing the 2021 Reference Case Forecast

The forecast year for this project is 2021, whereas the usual SEWTM forecast years are 2026 and 2036. A 2021 reference case VDM forecast has been prepared to provide a baseline scenario. Air quality measures have then been tested using this reference case forecast as a starting point.

Demographic Scenario

To enable a 2021 forecast to be carried out, a 2021 demographic scenario was prepared. Demographic inputs to SEWTM include (but are not limited to):

- Job and population forecasts for the whole of Great Britain;
- Detailed population forecasts for the fully modelled area; and
- Income data for the population in the fully modelled area.

The base year data used for SEWTM is derived from the 2011 Census, and a variety of other data sources. Experian data purchased in 2015 is used to provide growth for detailed demographic inputs at a Local Authority (LA) level. For the purposes of this project a 2021 baseline demographic scenario has been developed by interpolating between the 2015 and 2026 scenarios. This data was then adjusted to take account of explicitly modelled developments (both employment and housing), predominantly in the Cardiff LA. The developments shown in Table B.1 have been explicitly modelled as new point zones, except for Cardiff Central Enterprise Zone, for which the additional population/jobs have been incorporated into existing model zones.

Table B.1: Explicitly modelled strategic developments in SEWTM, 2021

Strategic site	Dwellings	Employment	Adopted Location	Housing	Demographic	Sample
Cardiff Central Enterprise Zone	645	7206	Century Wharf, Cardiff			
Plasdw r, North West Cardiff	1146	-	De Clare Drive, Radyr			
M4 Junction 33 (Site D/E)	520	-	De Clare Drive, Radyr			
North East Cardiff (Site F)	1006	-	Pontprennau			
St Edeyrns, Cardiff	703	-	Pontprennau			
Ely Bridge, Cardiff	650	-	Pontprennau			
Bay Point, Cardiff	225	-	Century Wharf, Cardiff			
Glan-Llyn, Newport	1160	1200	Pontprennau			

Source: Mott MacDonald, based on information provided by Cardiff Council

The detailed demographic proportions for each new site (for example the proportion of self-employed workers) were taken from existing similar developments, as detailed in Table B.1. Factors were calculated for each model input to apply to existing zones in the relevant LA, such that the model input totals in the final demographic scenario were controlled to those in the baseline interpolated scenario (at LA level).

Highway and Public Transport Networks

Highway and Public Transport (PT) networks have been adapted from existing model scenarios. As agreed with Cardiff Council, the highway networks have had the following schemes coded in addition to the 2015 base models:

- Cardiff Eastern Bay Link Phase 1;
- M4 Junction 32 Improvements (new through-junction link and traffic signals for M4 westbound to A470 northbound movements);
- M4 Junction 33 Improvements (new left-turn filter lane from M4 westbound off-slip to A4232);
- Removal of Severn Bridge tolls; and
- A4336 Five Mile Lane Road Quality Improvements.

The public transport networks represent the proposed KeolisAmey rail scenario for the Core Valley Lines. This includes:

- A total of 4 trains per hour (tph) from Cardiff to each of Treherbert / Aberdare / Merthyr / Rhymney / Coryton;
- New direct services (2tph) from Treherbert / Aberdare / Merthyr into Cardiff Bay, on top of the existing services to Cardiff Central; and
- Some Aberdare services routed via the City Line so that the City Line is better connected to the wider rail network.

Access arrangements for the explicitly modelled development zones have been coded as outlined in Table B.2.

Table B.2: Access Arrangements for Explicitly Modelled Strategic Developments in SEWTM, 2021

Name	Highway Access	Public Transport Access
Cardiff Central Enterprise Zone	No additional access arrangements, existing zones/access used.	
Plasdw r, North West Cardiff	Access split between Llantrisant Road A4119 at the north and Pentrebane Road at the south	Doubled frequency of bus service 122 on the Robin Hill (Creigiau) – Cardiff section of the route, to provide a service into Cardiff every 10 minutes
M4 Junction 33	Access via Llantrisant Road A4119 at the North	
North East Cardiff	Access split between St Mellons Road at the north and Pentwyn Road by high school at the south	New bus service, 20km/h, 4 services per direction per hour, route: University Hospital – Gabalfa – Llanishen – Site F – Pontprennau Asda/St. Edeyrns (and reverse)
St Enerdyns, Cardiff	Access via new arm on existing roundabout at Pontprennau the A4232	
Ely Bridge, Cardiff	New access road, Sanatorium Road, which meets Cowbridge Road West at a signalized junction to the north-west and Broad Street at a signalised junction to the south-east	No additional PT arrangements
Bay Point, Cardiff	Access via roundabout at Morrisons site	No additional PT arrangements
Glan-Llyn, Newport	Access via roundabouts onto A4810	New X74 and X74s bus services / bus service extensions

WebTAG Parameters

The WebTAG databook issued by the Department for Transport (DfT) defines Values of Time (VOT) and Vehicle Operating Costs (VOC) for use in transport modelling and scheme appraisal. Parameter values are generally given by year and updates to the databook are released several times annually. As is usual modelling practice, forecast values have been derived using the base year values available at the time the model was validated, and applying growth in parameter values from the latest version of the databook. For base year values the autumn 2015 version of the databook has been used. For forecast parameter growth the May 2018 databook has been used.

Exogenous Demand and Speed Forecasts

SEWTM does not produce forecasts for HGVs, LGVs, or external-external car trips passing through the model area. The representation of growth in such trips in the forecast highway models is based on the DfT Road Traffic Forecasts (RTF) which provide growth to apply to the 2015 base year trip matrices. The data used in initial SEWTM forecasting was the 2015 (scenario 1) version. Late on during this model application the 2018 version of the data (the first issued since 2015) became publicly available. However, due to time constraints it has not been possible to incorporate the updated forecasts in the modelling.

It is known that the 2018 version of RTF predicts significantly lower growth in HGV and LGV movements (with a modest increase in car travel) compared to the 2015 version. As such it is recommended that any further modelling work on this project incorporates the 2018 version of RTF. RTF 2015 has also been used to derive changes in fixed link speeds in the external model area.

4 Vehicle Type Split

This section details how the highway matrices have been split into compliant and non-compliant (Euro Standard engine) categories derived from ANPR data.

Data Source

Cardiff Council arranged for ANPR cameras to be installed temporarily at 12 locations in Cardiff, covering 21 traffic movements, 19 of which are included in the transport model coverage. Over the course of a week in May 2018, number plates were captured by the cameras and linked to a DfT database containing various emission-related vehicle characteristics. A series of checks has been carried out on the ANPR data to check that it is sensible. Air dispersion modellers at Ricardo processed the data and carried out forecasting and back-casting exercises (for 2015 and 2021) to provide the Euro-emissions class compliant/non-compliant split for each of the 19 movements, split by vehicle type (HGV, LGV, car).

It was considered whether to implement separate splits for different OD pairs, based upon the ANPR survey sites they passed through. However, it was found that there was little variation in the proportion of compliant vehicles between the surveyed movements, particularly for the movements with the highest volumes. Additionally, it was noted that a significant percentage of OD pair paths passing through one survey site also passed through another, meaning that this would be practically difficult to implement. For reasons of simplicity therefore, a volume-weighted average of the proportion of compliant vehicles was taken for each time period and vehicle class, and all OD pairs were split based upon this proportion. The percentage of compliant vehicles for each of the time period-vehicle type combinations is shown for 2021 in Table B.3. The 2015 results are not presented in this report since the air dispersion model was calibrated using un-split transport model data.

Table B.3: Proportion of Compliant Vehicles by Time Period and Vehicle Type (2021)

	Car	HGV	LGV
AM	74.5%	79.3%	45.7%
IP	74.6%	79.1%	45.3%
PM	74.6%	79.0%	45.6%
OP	73.8%	79.0%	45.3%

Following the implementation of the splits in the assigned 2021 reference case networks, the same outputs, as provided for the base year models (see Section 2), were provided to Ricardo for air dispersion modelling.

Mae'r dudalen hon yn wag yn fwriadol

**CYNGOR CAERDYDD
CARDIFF COUNCIL**



CYFARFOD CABINET: 15 TACHWEDD 2018

POLISI ENWI STRYDOEDD

**TRAFNIDIAETH, CYNLLUNIO A CHYNALIADWYEDD
(CYNGHORYDD WILD)**

EITEM AGENDA: 17

Y Rheswm dros yr Adroddiad hwn

1. Argymell cymeradwyo'r Polisi Enwi Strydoedd i ymgynghori arno. Mae cyfrifoldebau a grymoedd statudol gan Gyngor Caerdydd ("Y Cyngor"), yng nghyd-destun deddfwriaeth fabwysiedig, dros enwi strydoedd, newid enwau strydoedd a dangos enwau strydoedd. Mae grymoedd ychwanegol yn ôl disgrisiwn hefyd gan y Cyngor i roi rhif neu enw ar eiddo.
2. Mae i enwi a rhifo strydoedd nifer o swyddogaethau pwysig, er enghraifft, canfod y ffordd, dosbarthu post yn effeithiol a sicrhau y gall y gwasanaethau brys ddarganfod eiddo yn gyflym.
3. Mae enwi strydoedd hefyd yn elfen allweddol o greu lleoedd, ac mae'n bwysig yng nghyd-destun ymrwymadau'r Cyngor i Ddeddf Llesiant Cenedlaethau'r Dyfodol a Safonau'r Gymraeg. Bydd sicrhau fod enwi strydoedd newydd yng Nghaerdydd yn adlewyrchu'r dreftadaeth leol, gydag enwau ar gyfer datblygiadau sydd yn hanesyddol, yn ddiwylliannol ac yn ieithyddol gysylltiedig yn gymorth i gyflawni'r nod llesiant cenedlaethol, 'Cymru â diwylliant bywiog lle mae'r iaith Gymraeg yn ffynnu'.

Cefndir

4. Ymagwedd bresennol y Cyngor parthed enwi strydoedd yng nghanol y ddinas, llwybrau craidd i ganol y ddinas ac ardal Bae Caerdydd, yw fod enwi ar strydoedd yn ddwyieithog gyda'r Gymraeg a'r Saesneg ar blatiau enwau strydoedd. Mae cynsail hanesyddol i'r ymagwedd hon a'r egwyddor arweiniol yw mai strydoedd a rennir yw'r strydoedd hyn, o'u cymharu â strydoedd mwy preswyl y ddinas. Mae hyn yn cadw'n gyson â manau cyhoeddus eraill a rennir sydd dan reolaeth y Cyngor megis parciau ac adeiladau cyhoeddus ac mae'n caniatáu preswylwyr i lywio drwy strydoedd prysuraf y ddinas yn unol â'u dewis iaith. Y tu hwnt i'r ardal yma, nid yw enwau strydoedd yn ddwyieithog ac nid oedd y Cyngor wedi sefydlu polisi i enwi strydoedd yn flaenorol. Nod y polisi newydd yw dwyn y dulliau ynghyd.

5. Mae'r Polisi Enwi Strydoedd hwn wedi ei ddatblygu i roi cyngor ac arweiniad i ddatblygwyr a pherchnogion eiddo sy'n bodoli eisoes, gan ddangos y modd y mae'r Cyngor yn rheoli enwi a rhifo strydoedd dan ddarpariaeth Deddf Iechyd y Cyhoedd 1925 – Adrannau 17 i 19.
6. Mae ymrwymiad gan y Cyngor i sicrhau ei fod yn gweithio tuag at ddefnydd cydradd rhwng enwau strydoedd Cymraeg ac enwau strydoedd Saesneg ledled y ddinas. Bydd monitro blynyddol ar enwau strydoedd yn cael ei gynnal.
7. Yn unol ag ymrwymiad y Cyngor i Safonau'r Gymraeg, mae yna ystyriaethau Cymraeg pwysig parthed enwau strydoedd newydd. Y polisi sydd wedi ei osod ger bron yn y ddogfen yw fod enw Cymraeg i gael ei fabwysiadu ar gyfer enw stryd newydd sydd yn "gyson â threftadaeth leol a hanes yr ardal".
8. Nid yw'r polisi yn berthnasol i strydoedd sy'n bod eisoes, ac eithrio'r rhai a ystyrir yn rai 'dwyieithog' gan y Cyngor, fel yr amlinellwyd ym mhwynt 5. Ac eithrio'r strydoedd hyn, bydd enwau strydoedd **presennol** yn aros yr un fath yn yr iaith bresennol 'wybyddus' er mwyn atal unrhyw gamddealltwriaeth posib (h.y. Cymraeg yn unig neu Saesneg yn unig). Mae hyn yn diddymu'r angen i gael cyfieithiadau Cymraeg i'r Saesneg a Saesneg i'r Gymraeg ar enwau strydoedd. Yr unig eithriad posib i'r polisi hwn o bosib fyddai prif lwybrau i ganol y ddinas ac ardal Bae Caerdydd sydd yn hanesyddol wedi bod ag enwau Cymraeg ond nad ydynt i'w gweld ar arwyddion enwau strydoedd ar hyn o bryd (er enghraifft City Road/Heol y Plwca).
9. Mae cyfrifoldebau statudol a grymoedd gan y Cyngor i gynnal rhestrau cywir wedi eu diweddarau o enwau trefi, pentrefi, cymunedau a wardiau yn ogystal â datblygiadau newydd. Mae'r polisi hefyd yn nodi'r gofynion corfforaethol yn ymwneud â'r Rhestr Gyfeiriadau Gorfforaethol, sef y prif gofrestr gyfeiriadau a ddefnyddir i ddarparu gwasanaethau'r Cyngor.
10. Ceir arweiniad i ddatblygwyr yn y polisi, sy'n nodi'r broses i'w dilyn wrth enwi a rhifo strydoedd ar ddatblygiadau newydd, gan gynnwys ymgynghori â Phanel Enwi Llefydd/Strydoedd Caerdydd Ddwyieithog. Mae'r panel enwi yn cynnig arbenigedd allanol i hwyluso, cynghori ac awgrymu dewisiadau ar gyfer pob mater yn ymwneud ag enwi ar ddatblygiadau newydd. Mae'r polisi hefyd yn amlinellu'r protocolau i'w dilyn wrth rifo datblygiadau newydd, ail-enwi/ail-rifo eiddo/strydoedd sy'n bod eisoes a rhoi cyfeiriadau newydd ar waith.

Materion

11. Mae ymrwymiad y Cyngor dan Ddeddf Lles Cenedlaethau'r Dyfodol (Cymru) (2015) yn nodi bod rhaid defnyddio'r egwyddor datblygu cynaliadwy gyda holl weithgareddau'r Cyngor trwy'r pum ffordd o weithio, sy'n pwysleisio'r angen ar gyfer Cydweithredu ac Ymglymiad o ran datblygu a gwerthuso cynigion a pholisïau. Bydd y Cyngor yn sicrhau y bydd ymgynghoriadau â rhanddeiliaid a'r cyhoedd yn cael eu cynnal gan

ddefnyddio'r dulliau ymgysylltu sydd ar gael, er enghraifft, cyfathrebu a chyswllt ar-lein trwy wasanaethau allweddol fel llyfrgelloedd a hybiau.

12. Gwneir darpariaeth yn y polisi drafft ar gyfer disgrisiwn lleol o ran enwau strydoedd. Mae cefndir hanesyddol sylweddol i Gaerdydd ac felly er mwyn gwarchod yr etifeddiaeth hon, bydd ffafriaeth yn cael ei roi i gynlluniau enwi sydd yn meddu ar gyd-destun hanesyddol a lleol. Mae'r panel enwi gan y Cyngor yn cynnig arbenigedd allanol i hwyluso, cynghori ac awgrymu dewisiadau ar gyfer pob mater yn ymwneud ag enwi ar ddatblygiadau newydd.

Ymgynghoriad Aelod Lleol (lle bo'n briodol)

13. Bydd ymgynghoriad ag aelodau lleol yn cael ei drefnu cyn yr ymgynghoriad cyhoeddus.

Rhesymau dros yr Argymhellion

14. Er mwyn sicrhau fod dyroddi enwau strydoedd ac eiddo newydd neu ddiwygiedig a/neu rifau yn rhesymegol ac yn cael eu gweithredu mewn modd cyson. Bydd hyn yn hwyluso darparu gwasanaethau'n effeithiol o safbwynt y sector cyhoeddus a phreifat, yn benodol yn sicrhau y bydd y gwasanaethau brys yn gallu darganfod unrhyw gyfeiriad y bydd gofyn iddynt fynd iddo.
15. Yng nghyd-destun ymrwymiad y Cyngor i Ddeddf Llesiant Cenedlaethau'r Dyfodol a Safonau'r Gymraeg, bydd sicrhau fod enwi strydoedd newydd yng Nghaerdydd yn adlewyrchu'r dreftadaeth leol, gydag enwau ar gyfer datblygiadau sydd yn hanesyddol, yn ddiwylliannol ac yn ieithyddol gysylltiedig, yn gymorth i gyflawni'r nod llesiant cenedlaethol, 'Cymru â diwylliant bywiog lle mae'r iaith Gymraeg yn ffynnu'.

Goblygiadau Ariannol

16. Nid oes unrhyw oblygiadau ariannol ynghlwm wrth roi argymhellion yr adroddiad hwn ar waith, bydd cost unrhyw arwyddion newydd yn cael eu hariannu o'r adnoddau presennol.

Goblygiadau Cyfreithiol (gan gynnwys Asesiad o'r Effaith ar Gydraddoldeb lle bo'n briodol)

17. Fel y nodir yn yr adroddiad mae gan y Cyngor nifer o gyfrifoldebau a phwerau statudol o ran enwi strydoedd. Deallir bod y polisi am roi canllawiau ar y broses. O ran unrhyw benderfyniad ar enwi stryd benodol, dylai'r Cyngor sicrhau ei fod yn unol â'i weithdrefnau llywodraethu.

Mae'r adroddiad hefyd yn nodi y bydd y polisi drafft yn cael ei ymgynghori arno cyn i'r polisi terfynol gael ei gymeradwyo. Rhaid i

unrhyw ymgynghoriad fod yn ddigonol a theg. Bydd cynnal ymgynghoriad yn arwain at ddisgwyliadau teg y caiff canlyniad yr ymgynghoriad ei ystyried fel rhan o'r broses o wneud penderfyniadau.

Wrth ystyried y mater hwn rhaid i'r sawl sy'n gwneud penderfyniad hefyd ystyried dyletswyddau'r Cyngor dan Ddeddf Cydraddoldeb 2010.

Dylai'r sawl sy'n gwneud penderfyniad ystyried wrth ddod i benderfyniad ymrwymadau ehangach y Cyngor dan Ddeddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015, Mesur Y Gymraeg (Cymru) 2011 a Safonau'r Gymraeg.

Goblygiadau AD

18. Nid oes unrhyw oblygiadau AD ar gyfer yr adroddiad hwn.

ARGYMHELLION

Mae'r Cabinet

- 1) yn cymeradwy'r ymgynghoriad ar y polisi enwi strydoedd drafft a atodir i'r adroddiad hwn gan
- 2) yn nodi, yn dibynnu ar ganlyniad yr ymgynghoriad, y caiff adroddiad ei gyflwyno i'r Cabinet yn argymhell y Cyngor i gymeradwyo'r polisi.

Uwch Swyddog Cyfrifol	Andrew Gregory Cyfarwyddwr Cynllunio, Trafnidiaeth a'r Amgylchedd
	9 Tachwedd 2018

Atodir yr Atodiadau canlynol:

- Polisi Enwi Strydoedd

CYNGOR CAERDYDD
CARDIFF COUNCIL

POLISI
ENWI
STRYDOEDD

STREET
NAMING
POLICY

HYDREF 2018
OCTOBER 2018



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1 Cyflwyniad

1.1 Datganiad Polisi

- 1.1.1. Nod y ddogfen hon yw cynnig cyngor ac arweiniad i ddatblygwyr a pherchnogion eiddo presennol ynghylch polisi Enwi a Rhifo Strydoedd Cyngor Caerdydd (“Y Cyngor”).
- 1.1.2. Mae enwi a rhifo strydoedd ac eiddo yng Nghaerdydd wedi ei reoli gan y Cyngor dan ddarpariaethau Deddf Iechyd y Cyhoedd 1925 – Adrannau 17 i 19 (enwi Strydoedd a Newid a Dangos Enwau Strydoedd).
- 1.1.3. Diben y rheolaeth hon yw sicrhau fod dyroddi enwau strydoedd ac eiddo newydd neu ddiwygiedig a/neu rifau yn rhesymegol ac yn cael eu gweithredu mewn modd cyson.
- 1.1.4 Mae i enwi a rhifo strydoedd nifer o swyddogaethau pwysig, er enghraifft, canfod y ffordd, dosbarthu post yn effeithiol a sicrhau y gall y gwasanaethau brys ddarganfod eiddo yn gyflym.
- 1.1.5 Mae enwi strydoedd hefyd yn elfen allweddol o greu lleoedd, ac mae’n bwysig yng nghyd-destun ymrwymadau’r Cyngor i Ddeddf Llesiant Cenedlaethau’r Dyfodol a Safonau’r Gymraeg.
- 1.1.6 Yn hanesyddol mae’r Cyngor wedi gweithredu’r safonau canlynol parthed enwi strydoedd:
- Yng nghanol y ddinas, prif wybrau i ganol y ddinas ac ardal Bae Caerdydd (gweler Atodiad 1 Map Ffiniol), enwir strydoedd yn ddwyieithog gyda’r Gymraeg a’r Saesneg ar blatiau enwau strydoedd. Mae cynsail hanesyddol i’r ymagwedd hon a’r egwyddor arweiniol yw mai strydoedd a rennir yw’r strydoedd rhain, o’u cymharu â strydoedd sy’n strydoedd preswyl yn unig yn y ddinas. Mae hyn yn cadw’n gyson â mannau cyhoeddus eraill a rennir sydd dan reolaeth y Cyngor megis parciau ac adeiladau cyhoeddus ac mae’n caniatáu preswylwyr i lywio drwy strydoedd prysuraf y ddinas yn unol â’u dewis iaith.
 - Y tu allan i’r ardal hon, does dim rheidrwydd i enwau strydoedd fod yn ddwyieithog.
- 1.1.7 Mae ymrwymiad gan y Cyngor i sicrhau ei fod yn gweithio tuag at ddefnydd cydradd rhwng enwau strydoedd Cymraeg ac enwau strydoedd Saesneg ar draws y ddinas. Bydd enwau strydoedd yn cael eu monitro.

1.2 Ystyriaethau’r Gymraeg

- 1.2.1. Gan mai hawl y Cyngor yw pennu enwau strydoedd newydd, mae’n cydnabod pwysigrwydd ystyried y farn leol. Y polisi parthed enwau strydoedd newydd felly fydd mabwysiadu enw Cymraeg sy’n gydnaws a threftadaeth a hanes lleol yr ardal. Bydd hyn yn datrys problemau cyfieithu Saesneg i Gymraeg a Chymraeg i Saesneg ar gyfer enwau strydoedd ac enwau strydoedd heb gefndir na chyd-

destun. I sicrhau bod ymchwil drylwyr yn cael ei gwneud i enw stryd priodol, bydd y Cyngor yn defnyddio arbenigedd academiaidd allanol fel rhan o Banel Enwi Llefydd/Strydoedd Cymraeg Caerdydd Ddwyeithog wrth benderfynu ar enwau newydd. Bydd angen penderfynu ar enwau yn unol â gweithdrefnau llywodraethu'r Cyngor

- 1.2.2. Ac eithrio'r strydoedd hynny a ystyrir gan y Cyngor fel rhai 'dwyeithog' o dan 1.1.6, ni fydd newid i enwau strydoedd sy'n bod eisoes a bydd y rhain yn aros yn yr iaith 'wybyddus' i atal unrhyw gamddealltwriaeth posib.
- 1.2.3. Mae cyfrifoldebau statudol a grymoedd gan y Cyngor i gynnal rhestrau cywir wedi eu diweddarau o enwau trefi, pentrefi, cymunedau a wardiau yn ogystal â datblygiadau newydd. Ym mhob achos, bydd y Cyngor yn sicrhau fod y rhestrau o safon uchel a bydd yn cynnal archwiliad o'r rhestr a gynhelir ganddo er mwyn sicrhau safoni lle bo angen.
- 1.2.4 Bydd unrhyw enwau strydoedd dwyeithog yn arddangos y Gymraeg uwch ben y Saesneg pan fydd angen arwyddion newydd neu adnewyddu hen rai.

1.3 Deddf Llesiant Cenedlaethau'r Dyfodol

- 1.3.1. Nod Deddf Cenedlaethau'r Dyfodol (Cymru) 2015 yw gwella lles cymdeithasol, economaidd, amgylcheddol a diwylliannol Cymru. Mae'n sefydlu saith nod llesiant cenedlaethol, gan gynnwys 'Cymru â diwylliant bywiog lle mae'r iaith Gymraeg yn ffynnu'. Bydd sicrhau fod enwi strydoedd yng Nghaerdydd yn adlewyrchu'r dreftadaeth leol, gydag enwau ar gyfer datblygiadau sydd yn hanesyddol, yn ddiwylliannol ac yn ieithyddol gysylltiedig, yn chwarae rhan bwysig wrth gyflawni'r nod llesiant hwn.

1.4 Pwysigrwydd Enwi a Rhifo Strydoedd

- 1.4.1. Mae enwi a rhifo stryd yn caniatáu hunaniaeth unigryw i gael ei neilltuo i stryd ac yn sgil hynny unrhyw eiddo cysylltiedig y gellir mynd iddo o'r stryd.
- 1.4.2. Mae cofrestru eiddo yn dod yn fater cynyddol bwysig. Mae cynnal safon uchel, cyson a chynhwysfawr ar gyfer enwi strydoedd ac enwi a rhifo eiddo yn hanfodol am ei fod yn galluogi:

Y Gwasanaethau Brys i ddarganfod eiddo yn gyflym – gall oedi olygu colli bywyd ac arian

Dosbarthu'r post yn effeithiol

Ymwelwyr i ganfod eu cyrchfan

Dosbarthiad dibynadwy ar wasanaethau a nwyddau

Cofnodion darparwyr gwasanaeth i'w cadw mewn modd effeithiol

Cwmnïau i dderbyn cyfeiriad at ddibenion swyddogol er mwyn darparu gwasanaethau telegyfathrebu, yswiriant, bancio, statws credyd a chyffelyb.

Dylid cyfeirio at Bolisi KP5 y Cynllun Datblygu Lleol (CDLI): Dylunio Cynaliadwy o Ansawdd Da, sy'n amlinellu'r gofynion ar gyfer datblygiadau newydd parthed eglurder a chreu lleoedd, er mwyn sicrhau eu bod yn gwneud "cyfraniad cadarnhaol at greu cymunedau, lleoedd a gofodau hynod" (CDLI 2006 – 2026 t.64). Mae Canllaw Dylunio Preswyl Caerdydd CCA (Ionawr 2017) hefyd yn nodi mewn manylder y materion y dylasai dyluniad ar gyfer datblygiad preswyl newydd yng Nghaerdydd fynd i'r afael â nhw wrth geisio ennill caniatâd cynllunio.

1.5 Pwy sydd yn gyfrifol am Enwi a Rhifo Strydoedd?

- 1.5.1. Mae cyfrifoldebau a grymoedd statudol gan Gyngor Dinas Caerdydd ("Y Cyngor"), yng nghyd-destun deddfwriaeth fabwysiedig, dros enwi strydoedd, newid enwau strydoedd a dangos enwau strydoedd. Mae grymoedd ychwanegol yn ôl disgrisiwn gan y Cyngor hefyd i roi rhif neu enw ar eiddo.
- 1.5.2. Dylid nodi nad oes cyfrifoldebau statudol na grymoedd gan y Post Brenhinol i enwi stryd nac i enwi, rhifo, ail-enwi neu ail-rifo eiddo.
- 1.5.3. Y Post Brenhinol yn unig sydd a chyfrifoldeb dros ddynodi cod post yn dilyn cydgysylltu a derbyn hysbysiad am gyfeiriad newydd neu ddiwygiedig gan y Cyngor.
- 1.5.4. Mae'r cyngor fel yr awdurdod enwi a rhifo statudol yn cyflawni gwiriadau priodol ar y Rhestr Gyfeiriadau Gorfforaethol ac ymgynghori ehangach a chydgyssylltu â'r Post Brenhinol sydd yn gyfrifol am y Ffeil Cyfeiriadau Cod Post (FfCCP) parthed eiddo newydd a/neu enwau strydoedd. Mae hyn yn lleihau'r posibilrwydd o ddyblygu posib a chamddealltwriaeth ac yn sicrhau y mabwysiedir ymagwedd gyson a diamwys ledled Caerdydd.

2 Enwi a Rhifo Strydoedd – Canllaw i Ymgeiswyr

2.1. Pa bryd i Ymgeisio

- 2.1.1. Dylai ceisiadau gwasanaethau Enwi a Rhifo Strydoedd gael eu gwneud gan:
 - Unigolion neu sefydliadau sy'n dymuno ychwanegu enw i eiddo sy'n bod eisoes â rhif yn unig
 - Unigolion neu sefydliadau sy'n dymuno ail-enwi eiddo ag enw sy'n bod eisoes
 - Unigolion neu ddatblygwyr yn adeiladu eiddo newydd sy'n cynnwys eiddo preswyl newydd, safleoedd masnachol, unedau diwydiannol a chyffelyb
 - Unigolion neu ddatblygwyr sy'n dymuno diwygio gosodiad datblygiadau newydd sydd eisoes wedi myn drwy'r broses enwi a rhifo ffurfiol
 - Unigolion neu ddatblygwyr sy'n addasu eiddo sy'n bod eisoes a fyd yn arwain at greu eiddo preswyl neu eiddo busnes newydd. Bydd hyn yn cynnwys adeiladu sy'n bod eisoes sy'n cael eu rhannu'n fflatiau neu swyddfeydd, ysguboriau yn cael eu haddasu'n breswylfeydd a rhannu unedau masnachol

- Preswylwyr sy'n dymuno ail-enwi stryd
- Unigolion a busnesau sy'n dymuno cadarnhau cyfeiriad

2.1.2. Dylai ymgeiswyr ymgynghori â'r Cyngor ar y cyfle cyntaf posib er mwyn osgoi oedi posib. Dylid cyflwyno ceisiadau cyn gynted ag y bo modd yn dilyn rhoi'r caniatâd cynllunio ffurfiol a/neu gymeradwyaeth rheoliadau adeiladu ar gyfer y cynnig.

2.2 Sut i Wneud Cais a Chostau

2.2.1 Dylid gwneud ceisiadau ar-lein yma <https://priffyrddcaerdydd.startraqdome.com/login/new>. Bydd angen i ymgeiswyr gofrestru ar y system ac yna dewis "Enwi Strydoedd a Rhifo" yn y gwymplen.

2.2.2. Rhaid i bob cais am wasanaethau Enwi a Rhifo Strydoedd gynnwys cynllun lleoliad i raddfa briodol (i raddfa heb fod yn llai na 1:1250) ac yn achos datblygiadau newydd, cynllun gosodiad yn dynodi rhifau plot a safle'r eiddo parthed yr amgylchoedd daearyddol.

2.2.3 Mae taliadau am wasanaethau Enwi a Rhifo Strydoedd wedi eu seilio ar nifer y strydoedd, blociau, unedau a lloriau mewn datblygiad. I weld y taliadau priodol, gweler <https://www.cardiff.gov.uk/CYM/preswlydd/Parcio-Ffyrdd-a-Theithio/Enwi-a-rhifo-strydoedd/Pages/default.aspx>.

3 Enwi a Rhifo Strydoedd ar gyfer Datblygiadau Newydd

3.1 Egwyddor Gyffredinol

3.1.1. Mae cefndir hanesyddol sylweddol i Gaerdydd ac felly er mwyn gwarchod yr etifeddiaeth hon, bydd ffafriaeth yn cael ei roi i gynlluniau enwi sydd yn meddu ar gyd-destun hanesyddol a lleol. Mae'r panel enwi gan y Cyngor yn cynnig arbenigedd allanol i hwyluso, cynghori ac awgrymu dewisiadau ar gyfer pob mater yn ymwneud ag enwi ar ddatblygiadau newydd (gweler hefyd 1.2.1).

3.1.2. Os na ellir sefydlu cyswllt hanesyddol uniongyrchol â'r darn o dir i'w ddatblygu yna fe edrychir ar ardaloedd cyfagos am syniadau.

3.1.3. Os na ellir pennu unrhyw gyd-destun hanesyddol neu leol, a bod y datblygiad arfaethedig yn cynnwys rhwydwaith o strydoedd neu adeiladau, gellir argymhell thema. Eto, dylid cymryd gofal i sicrhau fod unrhyw thema arfaethedig yn ateb protocolau'r ddogfen hon.

3.2 Defnydd ar Deitlau Marchnata Answyddogol

3.2.1. Ni fydd y Cyngor yn mabwysiadu teitlau 'marchnata' neu themâu a ddefnyddir gan ddatblygwyr ar gyfer gwerthu eiddo newydd, oni bai fod cyd-destun

hanesyddol neu leol wedi ei sefydlu rhag blaen (gweler hefyd 2.1.1). Mewn achosion felly caiff y thema a gytunwyd ei mabwysiadu fel sail i'r cynllun enwi stryd a gymeradwywyd.

- 3.2.2. Ni chaniateir mabwysiadu teitlau 'marchnata' i greu lleoliadau deniadol 'answyddogol' neu enwau pentrefi.
- 3.2.3. Byddai'n ddoeth felly i ddatblygwyr fod yn ofalus yn eu defnydd ar enwau datblygiadau i ddibenion marchnata os nad yw'r enw wedi ei gytuno rhag blaen.
- 3.2.4. Dylid hefyd nodi yn y llenyddiaeth a ddsberthir i ddarpar brynwyr fod unrhyw enwau marchnata yn amodol ar gymeradwyaeth ac y gallent felly newid.

3.3. Themâu Arfaethedig

3.3.1. Dylai datblygwr sydd yn cynnig thema ar gyfer datblygiad newydd felly ystyried y canlynol:

- Rhaid i'r stryd neu enw(au) adeilad a awgrymir fod â chyd-destun hanesyddol neu leol dilys a chyswllt uniongyrchol â'r safle datblygu neu'r cyffiniau.
- Gall enwi strydoedd neu adeiladau ar ôl unigolion penodol fod yn fater goddrychol braidd. Y polisi felly fydd cynnwys enw person, boed fyw neu farw, mewn cynlluniau enwi cymeradwy dim ond os gellir dangos cyswllt hanesyddol neu etifeddol priodol
- Yr unig eithriad fyd yn yr achosion hynny lle cyfeirir at leoliadau daearyddol yn ôl enwau priod h.y. Parc Kimberley, Coed John ayb. Ni fydd y cynllun enwi stryd neu eiddo yr un fath neu'n debyg i unrhyw enwau sy'n bodoli eisoes yng Nghaerdydd i osgoi dryswch posib
- Lle na ellir sefydlu unrhyw gyd-destun lleol a bod rhwydwaith o strydoedd neu adeiladau am gael eu creu, gall y datblygwr gyflwyno awgrym o thema, ynghyd â rhesymau priodol, i gael eu hystyried
- Dylid osgoi enwau stryd neu adeiladau sy'n esthetaidd anaddas, er enghraifft Gaswork Road, Tip House, cyfeiriadau at Twll a Tomen/Domen ayb. Dylid osgoi darpar enwau stryd neu adeilad y gellir eu camddehongli'n fwrriadol, er enghraifft Hoare Road, Typple Avenue, Quare Street ayb. Pan fo rhesymau hanesyddol cymhellol dros gadw neu gynnwys elfen o'r fath mewn enw stryd, rhaid sicrhau cytundeb ar briodoldeb hyn mewn ymgynghoriad gyda'r panel enwi

- Ni chaiff enwau stryd neu adeilad y gellid eu hystyried eu bod yn groes i Ddeddf Cydraddoldeb 2010 neu eu hystyried yn dramgwyddus neu anwedus eu derbyn o dan unrhyw amgylchiadau
- Os yn bosib, dylid osgoi enwau atodol (e.e. galw rhes o adeiladau sydd eisoes ar stryd ag iddi enw yn ‘...Teras’).

Cymeradwyo Cynlluniau Enwi a Rhifo

4.1 Enwau Strydoedd

4.1.1. Dylai'r holl enwau strydoedd newydd ddechrau gydag un o'r rhagddodiaid canlynol yn achos cyfieithiadau Cymraeg (ôl-ddodiad yn achos cyfieithiadau Saesneg) a'u defnyddio yn y cyd-destun canlynol, fodd bynnag, nid yw hon yn rhestr gyflawn ac mewn amgylchiadau eithriadol gellir caniatáu dewisiadau amgen.

Rhagenw	Cyfieithiad Saesneg	Ystyr
Heol	Road	unrhyw brif ffordd neu dramwyfa
Rhodfa / Coedlan	Avenue	unrhyw ffordd neu dramwyfa
Rhodfa	Drive	unrhyw ffordd neu dramwyfa
Stryd / Heol	Street	unrhyw ffordd neu dramwyfa
Ffordd / Heol	Way	unrhyw ffordd neu dramwyfa
Llwyn	Grove	ffyrdd preswyl
Stablau	Mews	ffyrdd preswyl
Plas / Maes	Place	ffyrdd preswyl
Tai	Villas	ffyrdd preswyl
Gerddi	Gardens	Ffyrdd preswyl (gyhyd nad oes dryswch gyda man lleol agored)
Clos	Close	ffordd bengaead yn unig
Cwrt / Llys	Court	ffordd bengaead a blociau preswyl yn unig
Pen	End	ffordd bengaead yn unig
Cylch	Circle	ffyrdd sydd â'r un man cychwyn a therfyn
Cilgant	Crescent	ffordd a siâp cilgant
Sgwâr	Square	ar gyfer sgwâr yn unig
Teras / Rhodfa	Terrace	teras o dai
Bryn / Rhiw	Hill	ffordd ar fryn yn unig
Crib	Ridge	ffordd ar fryn yn unig
Rhiw / Tyle	Rise	ffordd ar fryn yn unig
Rhes / Stryd	Row	ffyrdd preswyl mewn amgylchiadau priodol
Bro / Glyn	Vale	ffyrdd preswyl mewn amgylchiadau priodol
Golwg	View	ffyrdd preswyl mewn amgylchiadau priodol

Comin	Common	ffyrdd preswyl mewn amgylchiadau priodol
Rhodfa	Parade	ffyrdd preswyl mewn amgylchiadau priodol
Parc	Park	ffyrdd preswyl mewn amgylchiadau priodol
Trem	Reach	ffyrdd preswyl mewn amgylchiadau priodol
Lôn / Lôn Gefn	Lane	unrhyw ffordd neu dramwyfa mewn ardal wledig (neu mewn amgylchiadau priodol)
Dôl	Meadow	unrhyw ffordd neu dramwyfa mewn ardal wledig
Dôl	Mead	fel dewis amgen i'r uchod
Coedlan / Glyn	Dene	ffyrdd sydd â chyswllt hanesyddol â glyn coediog
Glanfa	Wharf	ffyrdd sy'n gyfochrog neu gerllaw dyfrffyrdd
Cylchfan	Circus	cylchfan fawr
Ffordd / Rhodfa	Walk	llwybrau cerddwyr
Llwybr	Path	llwybrau cerddwyr
Llwybr Troed	Footpath	llwybrau cerddwyr
Rhandy	Annexe	datblygiad sengl
Pont	Bridge	mewn amgylchiadau priodol
Ffordd Osgoi	Bypass	ffyrdd mewn amgylchiadau priodol
Cornel	Corner	ffyrdd mewn amgylchiadau priodol
Cwrs	Course	ffyrdd mewn amgylchiadau priodol
Crib	Crest or Ridge	ffyrdd mewn amgylchiadau priodol
Croesfan	Crossing	ffyrdd mewn amgylchiadau priodol
Pant	Dale	ffyrdd mewn amgylchiadau priodol
Ystâd	Estate	mewn amgylchiadau priodol
Ffordd Gyflym	Expressway	ffyrdd mewn amgylchiadau priodol
Cae	Field	ffyrdd mewn amgylchiadau priodol
Gwastatir	Flats	mewn amgylchiadau priodol
Rhyd	Ford	ffyrdd mewn amgylchiadau priodol
Coed (or Coedwig)	Forest	mewn amgylchiadau priodol
Gardd (or Gerddi)	Garden(s)	mewn amgylchiadau priodol

Porth	Gateway or Port	mewn amgylchiadau priodol
Lawnt (or Clwt)	Green	mewn amgylchiadau priodol
Llwyn or Gelli	Grove	mewn amgylchiadau priodol
Harbwr	Harbour	mewn amgylchiadau priodol
Trum	Heights	mewn amgylchiadau priodol
Ynys	Isle or Island	mewn amgylchiadau priodol
Cnwc	Knoll or Hillock	mewn amgylchiadau priodol
Loc	Lock	mewn amgylchiadau priodol
Porthordy (or Porthdy or Caban)	Lodge	mewn amgylchiadau priodol
Maenor (Maenordy)	Manor	mewn amgylchiadau priodol
Melin	Mill	mewn amgylchiadau priodol
Mynydd	Mount	mewn amgylchiadau priodol
Perllan	Orchard	mewn amgylchiadau priodol
Trosffordd	Overpass	mewn amgylchiadau priodol
Parcfordd	Parkway	mewn amgylchiadau priodol
Tramwyfa	Passage	mewn amgylchiadau priodol
Tyrpeg (or Tollborth)	Turnpike (or Pike)	mewn amgylchiadau priodol
Pinwydd	Pines	mewn amgylchiadau priodol
Trwyn (or Penrhyn)	Point or Peninsula	mewn amgylchiadau priodol
Gorffwysfa	Rest	mewn amgylchiadau priodol
Glan	Shore	mewn amgylchiadau priodol
Ffynnon /Ffynhonnau	Well(s)	mewn amgylchiadau priodol
Esgair	Spur (of hill/mountain)	mewn amgylchiadau priodol
Copa	Summit	mewn amgylchiadau priodol
Tanffordd	Underpass	mewn amgylchiadau priodol
Traphont	Viaduct	mewn amgylchiadau priodol
Golygfa	Vista	mewn amgylchiadau priodol
Golwg (or Trem)	View	mewn amgylchiadau priodol
Ffrwd	Spring(s)	mewn amgylchiadau priodol
Allt	Hill (large wooded hill)	mewn amgylchiadau priodol
Rhos	Moor; Heath	mewn amgylchiadau priodol
Sŵn	Sound(s) or Chime	mewn amgylchiadau priodol
Basn	Basin	mewn amgylchiadau priodol
Capel	Chapel	mewn amgylchiadau priodol
Arglawdd or Torlan	Embankment or Bank (of River)	mewn amgylchiadau priodol
Morfa or Cors	Salt marsh or inland marsh	mewn amgylchiadau priodol
Gwastadeddau	Levels	mewn amgylchiadau priodol

4.1.2. Nid yw'r defnydd o Gogledd, De, Dwyrain neu Gorllewin fel rhagenw yn dderbyniol fel rheol. Fodd bynnag cydnabyddir mewn amgylchiadau eithriadol efallai y bydd yn briodol gwneud hynny i hwyluso adnabyddiaeth.

4.2 Cyfres Rifo Eiddo

4.2.1. Gweithredir y protocolau canlynol ar gynlluniau datblygu newydd:

- Caiff datblygiadau pengaead a rhai ar raddfa fechan eu rhifo yn olynol gan ddilyn cyfeiriad y cloc. Bydd datblygiadau pengaead hwy unwaith eto'n cael eu rhifo gydag odrifau wedi eu neilltuo i'r chwith ac eilrifau i'r dde
- Lle nad oes cyfres o rifau yn bodoli, mewn ardal wledig yn bennaf, bydd yn briodol neilltuo enwau a gytunir i'r eiddo. Fodd bynnag, caiff pob enw eiddo cymeradwy eu cyfeirio i'r enw stryd swyddogol agosaf er mwyn galluogi'r gwasanaethau brys i ddarganfod eiddo yn gyflym
- Bydd datblygiadau mewn-lenwi (eiddo newydd gaiff eu codi rhwng eiddo sy'n bod yn barod neu ar dir eiddo sy'n bod yn barod) ar stryd sydd wedi ei rifo yn derbyn yr un rhif tŷ â'r eiddo cyn y mewn-lenwi ond gyda'r ôl-ddodiad 'A', 'B'. Er enghraifft 24A, 24B ayb
- Bydd eiddo sydd wedi eu lleoli ar safleoedd cornel yn cael eu rhifo neu eu henwi yn ôl y stryd lle y lleolir ac y cyrchir y prif fynedfa. Ni chaniateir llurgunio enwau neu rifau eiddo er mwyn sicrhau cyfeiriad mwy mawreddog neu er mwyn osgoi cyfeiriad y tybir fod iddo gysylltiadau nas dymunir.
- Gellir rhoi enw ar floc o fflatiau ac ystafelloedd ond bydd pob fflat neu ystafelloedd yn cael eu rhifo yn olynol. Gall y panel enwi gynghori ar enwau o fewn datblygiadau
- Dylai pob eiddo masnachol fod wedi ei rifo neu ei enwi yn unigol ac eithrio mewn amgylchiadau eithriadol lle mai enw'r busnes neu sefydliad yw'r unig fodd o adnabod yr eiddo.

4.3 Canolfannau Siopa, Parciau Manwerthu ac Ystadau Diwydiannol

4.3.1. Er mwyn lleihau dryswch, bydd cyfeiriad pob eiddo masnachol yn gyfeiriad cynaliadwy y gellir ei ail-ddefnyddio waeth pa fusnes neu sefydliad sy'n meddiannu'r eiddo. Bydd rhifau uned priodol yn cael eu neilltuo a fydd yn aros yn gyson hyd yn oed os yw'r busnes sy'n meddiannu'r safle yn newid. Dylid dangos rhif yr uned yn amlwg ar bob adeilad.

4.3.2. Canolfannau Siopa, Arcedau neu Rodfeydd Siopa:

Bydd enw yn cael ei gytuno a bydd gofyn i bob siop neu uned o'i fewn gael ei rif unigryw ei hun. Y stryd lle pennir mai yno y ceir prif fynedfa'r adeilad fydd y stryd a gaiff ei defnyddio yn y cyfeiriad swyddogol. Bydd pwyntiau mynediad amgen yn cael eu nodi yn Rhestr Gyfeiriadau Gorfforaethol y Cyngor a'u darparu felly i bartneriaid rhanddeiliol mewnol ac allanol.

4.3.3. Parciau Manwerthu a Chanolfannau Siopa Awyr Agored:

Bydd enw yn cael ei gytuno gyda'r Cyngor ar gyfer y parc neu ganolfan. Bydd y protocolau fel y diffiniwyd uchod. Er enghraifft: Uned A, Sgwâr James, Trelái.

4.3.4. Ystadau Diwydiannol:

Lle bo hynny'n briodol bydd enw yn cael ei roi ar ystâd ddiwydiannol. Bydd gofyn i bob uned neu iard gael rhif unigryw Bydd y protocolau uchod yn weithredol.

4.3.5. Os yw'r ganolfan siopa, arcêd, rhodfa siopa neu Barc Manwerthu yn cynnwys mwy nag un stryd swyddogol, ac y pennir fod angen enwi'r strydoedd hyn, caiff yr eiddo eu rhifo yn ôl y stryd lle ceir eu mynedfeydd. Oherwydd hynny bydd ardal yn cael ei thadogi i gynorthwyo adnabyddiaeth.

4.3.6. Dylid nodi fod enwau Canolfannau Siopa, Parciau Manwerthu ac Ystadau Diwydiannol ayb i ddilyn yr un egwyddorion â'r rhai a amlinellwyd ar gyfer enwau strydoedd neu adeiladau sydd wedi eu nodi yn Adran 2 a 3. Argymhellir y dylid cysylltu â'r tîm Enwi a Rhifo Strydoedd ar yr adeg cynharaf yn y datblygiad fe y gellir cytuno ar gynlluniau enwi a rhifo o'r dechrau'n deg.

4.4. Rhoi Cyfeiriadau Newydd ar Waith

4.4.1. Pan fo datblygiad newydd wedi ei gymeradwyo, caiff cyfeiriadau eu creu gan y Cyngor fel 'darpar' endidau. Mae manylion y datblygiad arfaethedig y cael eu rhannu â'r Post Brenhinol sydd yna'n 'dal a chofnodi' y cyfeiriad ar eu cronfa ddata gyfeiriadau 'Heb Eu Codi Eto'. I osgoi unrhyw broblemau â phost yn cael ei yrru at eiddo nad sy'n bod, nid yw'r cyfeiriadau yn cael eu hactifadu tan fod yr eiddo'n cael ei feddiannu neu fod yr eiddo ar fin cael ei gwblhau ac felly'n abl i dderbyn gwasanaethau post.

4.4.2. Wrth i bob eiddo agosáu at orffen bydd gofyn i'r datblygwr hysbysu'r tîm Enwi a Rhifo Strydoedd gan ofyn i'r cyfeiriad gael ei actifadu i'w ddefnyddio. Ar dderbyn hysbysiad bydd cadarnhad y cael ei roi i'r holl wasanaethau mewnol a phartneriaid allanol, gan gynnwys y gwasanaethau brys. Bydd y Post Brenhinol yn cael eu hysbysu er mwyn sicrhau fod y cofnodion priodol yn cael eu symud o'u cronfa ddata 'Heb Eu Codi Eto' i'r Ffeil Cyfeiriad Cod Post (FfCCP) fel y bydd ar gael i'w ddefnyddio a'i gyfeirio'n gyffredinol ar draws y DU.

4.5 Ychwanegu Enw at Eiddo â Rhif sy'n Bod yn Barod

4.5.1. Gellir caniatáu neilltuo enw i eiddo lle mae cynllun rhifo eisoes ar waith. Bydd yr enw yn ychwanegol i'r rhif ac nid yn ei ddisodli. Ni chaiff yr enw fod yn un a ddefnyddir ar eiddo arall, neu sydd yn swnio'n debyg i enw eiddo arall yn y cyffiniau. Caiff gwiriad manwl ei gynnal ar dderbyn y cais er mwyn osgoi

dyblygu ac osgoi enwau y gellid eu hystyried fel rhai tramgwyddus, gwahaniaethol neu anweddu, neu sydd yn agored i'w cam-ddehongli.

4.6 Ail-enwi Eiddo Sydd ag Enw Eisoes

3.6.1. Gellir newid enw eiddo sydd ag enw eisoes. Ni chaiff yr enw fod yn un a ddefnyddir ar eiddo arall, neu sydd yn swnio'n debyg i enw eiddo arall, yn y cyffiniau. Caiff gwiriad manwl ei gynnal ar dderbyn y cais er mwyn osgoi dyblygu ac osgoi enwau y gellid eu hystyried fel rhai tramgwyddus, gwahaniaethol neu anweddu, neu sydd yn agored i'w cam-ddehongli.

4.7 Addasu Adeilad sydd yn Bod yn Barod

4.7.1. Bydd addasu neu rannu ymhellach ar eiddo preswyl sy'n creu un pwynt mynediad lle cyrchir yr holl fflatiau, yn arwain at rifo yn hytrach na disgrifio neu ddefnyddio llythrennau. Er enghraifft, Fflat 1 yn hytrach na Fflat Llawr Cyntaf neu Fflat A.

4.7.2. Bydd eiddo a gaiff ei gyfuno yn defnyddio rhifau'r eiddo gwreiddiol pan ddefnyddir rhifau eiddo. Er enghraifft, bydd cyfuno dau eiddo yn rhif 4 Stryd Fawr a 6 Stryd Fawr neu Uned 1 Ystâd Fasnachu ac Uned 2 Ystâd Fasnachu yn creu'r cyfeiriadau 4-6 Stryd Fawr ac Uned 1-2 Ystâd Fasnachu.

4.8 Ailenwi Stryd

4.8.1. Mae newid enw stryd yng Nghaerdydd yn cael ei wneud o dan ddarpariaethau Deddf Iechyd y Cyhoedd 1925, Adran 18 – Newid enw stryd.

4.8.2. Trwy orchymyn gall y Cyngor addasu enw stryd, neu ran o stryd neu gallant roi enw ar stryd, neu ran o stryd, lle nas rhoddwyd enw.

4.8.3. Mewn achos lle bydd gofyn addasu enw stryd sy'n bod yn barod neu y rhoddir enw ar stryd lle nas rhoddwyd enw stryd o'r blaen, fe ymgynghorir â'r preswylwyr.

4.8.4. Pan fo preswylwyr yn gwneud cais i enwi neu ail-enwi stryd sy'n bod yn barod a lle mae dau draean o'r preswylwyr y gytûn, gellir gwneud cais i newid enw stryd. Bydd gofyn i'r cais gael rhesymau penodol a fydd yn cynnwys y dewis o enw newydd. Rhaid i'r enw newydd lynu wrth yr egwyddorion yn y polisi hwn.

4.9 Ail-rifo eiddo/adeiladau neu ail-enwi stryd sy'n bod yn barod

4.9.1. Caiff ail-rifo eiddo sy'n bod yn barod ei ystyried pan fo newidiadau yn digwydd sy'n arwain at (neu'n debygol o arwain at) broblemau wrth gyflenwi gwasanaethau neu broblemau a gaiff eu nodi gan y gwasanaethau brys. Gall y broses gymryd amser ac arwain at gost ychwanegol, tarfu ac anghyfleustra i feddianwyr unigol, a dylid ei osgoi lle bynnag y bo modd.

4.9.2. Ar gyfer datblygiadau ar stryd sy'n bod yn barod, gwell defnyddio rhagenwau, neu ail-rifo os mai ond ychydig o eiddo a effeithir, nag ail-rifo stryd cyfan. Fodd

bynag nid yw hyn o hyd yn bosibl a bydd ail-enwi strydoedd ac ail-rifo eiddo yn ôl disgrisiwn y Cyngor.

4.10 Hysbysiadau ar Wybodaeth am Newid Cyfeiriadau i Bartneriaid Mewnol ac Allanol

4.10.1 Ar gwblhau cais Enwi neu Rifo Stryd, bydd y Cyngor yn cynnwys y partneriaid canlynol fel rhan o'r broses hysbysu ffurfiol. Nid rhestr ddi-hysbydd 'mo hon a gellir ychwanegu partneriaid eraill yn ôl y gofyn.

- Holl Wasanaethau Mewnol y Cyngor
- Heddlu De Cymru
- Ymddiriedolaeth Gwasanaeth Ambiwlans Cymru
- Gwasanaeth Tân ac Achub De Cymru
- GIG Cymru
- Arolwg Ordnans
- Post Brenhinol
- Asiantaeth y Swyddfa Brisio
- Cofrestrfa Tir
- Dŵr Cymru
- Severn Trent
- Rhestr Tir ac Eiddo Cenedlaethol
- Gwasanaethau Etholiadol
- Open Reach
- Cyfleustodau
- Western Power.

5 Rhestr Gyfeiriadau Gorfforaethol Cyngor Caerdydd

- 5.1.1. Yn y DU defnyddir dwy brif ffynhonnell ar gyfer gwybodaeth am gyfeiriadau.
- 5.1.2. Fel awdurdod lleol, mae gofyn i'r Cyngor reoli a chynnal Rhestr Strydoedd a Chyfeiriadau Corfforaethol gyda diweddariadau ar newid yn cael eu rhoi i hyb canolog y Rhestr Strydoedd a Chyfeiriadau Cenedlaethol.
- 5.1.3. Y rhestrau Strydoedd a Chyfeiriadau Corfforaethol, a gaiff eu rheoli a'u cynnal gan yr holl awdurdodau lleol ac unedig ledled Cymru, Lloegr, a'r Alban, yw'r sail ar gyfer darparu a datblygiad parhaus y rhaglen seilwaith cyfeiriadau cenedlaethol ar gyfer Gwledydd Prydain.
- 5.1.4. Caiff y Rhestr Strydoedd a Chyfeiriadau eu rheoli gan GeoPlace (partneriaeth atebolrwydd cyfyngedig sector cyhoeddus rhwng y Gymdeithas Lywodraeth Leol a'r Arolwg Ordnans) i roi ffynonellau diffiniol a chyfredol o ddata cyfeiriadau a strydoedd sydd yn eiddo i'r cyhoedd.
- 5.1.5. Caiff y Rhestrau Cenedlaethol eu cydnabod fel cydrannau allweddol ar gyfer datblygu cofrestr gynhwysfawr o gyfeiriadau cywir a gwybodaeth strydoedd ar gyfer y sector cyhoeddus a phreifat.

Mae'r Rhestrau Corfforaethol yn cydymffurfio â'r Safon Brydeinig BS7666 – Setiau Data Gofodol ar gyfer Cyfeiriadaeth Ddaeryddol Rhan 1 a 2 a'r Canllawiau Confensiwn Nodi Data Cenedlaethol fel y cytunwyd gan yr awdurdodau cynnal dynodedig.

- 5.1.7. Gall y cyfeiriadau yn y Rhestr Gyfeiriadau Gorfforaethol wahaniaethu oddi wrth y rhai sydd ym meddiant y Post Brenhinol gan fod gofyn iddynt hwy osod seiliau ar gyfer anghenion a gofynion busnes gwahanol.
- 5.1.8. Mae'r ffeil cyfeiriad Cod Post (FfCCP) wedi ei ddylunio'n benodol i gefnogi gwasanaethau dosbarthu post ac nid yw'r Post Brenhinol yn derbyn unrhyw gyfrifoldeb nac atebolrwydd ar ddefnyddio'r FfCCP ar gyfer unrhyw ddiben arall neu fwriad arall y tu hwnt i'r gwasanaethau hyn.
- 5.1.9. Bwriad y Rhestr Gyfeiriadau Gorfforaethol yw hwyluso dosbarthu cywir ar yr holl wasanaethau ac mae wedi ei seilio ar leoliad daearyddol gwirioneddol yr eiddo ond mae hefyd yn cynnwys y dref bostio a ddefnyddir gan y Post Brenhinol.
- 5.1.10. Ar ben hynny, mae'r Rhestr Gyfeiriadau Gorfforaethol yn cynnwys gwrthrychau nad oes a wnelo nhw â'r post megis tir datblygu ac amaethyddol, coetiroedd, parciau, eglwysi, toiledau cyhoeddus, i enwi ond rhai nad sydd yn y FfCCP.
- 5.1.11. Rhestr Gyfeiriadau Gorfforaethol y Cyngor yw'r prif gofrestr gyfeiriadau a ddefnyddir wrth gyflenwi gwasanaethau'r Cyngor.

Atodiad 1 – Ffin Canol y Ddinas a Bae Caerdydd



**CARDIFF COUNCIL
CYNGOR CAERDYDD**



CABINET MEETING: 15 NOVEMBER 2018

**LLANDAFF CONSERVATION AREA & CARDIFF ROAD
CONSERVATION AREA: CONFIRMATION OF ARTICLE 4(2)
DIRECTIONS**

**STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO
WILD)**

AGENDA ITEM: 18

Reason for this Report

1. To seek Cabinet approval to confirm the Llandaff Conservation Area Article 4(2) Direction and the Cardiff Road Article 4(2) Direction to remove permitted development rights afforded to single dwelling houses for the whole or partial demolition of a gate, fence, walls or other means of enclosure within the curtilage of a dwelling house fronting a relevant location (which means a highway, waterway or open space) within the Llandaff Conservation Area and the Cardiff Road Conservation Area respectively.

Background

2. Following the Cabinet decision on 12th July 2018, Article 4(2) Directions were made on 8th August 2018 to remove permitted development rights for the partial demolition of any means of enclosure within both of the Llandaff and Cardiff Road Conservation Areas (Class B of Part 31 of Schedule 2 of the GPDO).
3. In accordance with the relevant legislation, the Article 4(2) Directions have to be confirmed by the Council within six months of the date of making of the Directions.

Issues

4. Notice of making of both of the Article 4(2) Directions were served on the owners and occupiers of all affected dwelling houses and a press notice published in the local press on 11th August 2018. A statutory time period of twenty one days from the 11th August 2018 was allowed for representations to be made..

5. While the notification process resulted in several responses relating to other conservation area matters, no representations relating directly to the Directions were received within the 21 day consultation period.

Reason for Recommendations

6. Approval of the recommendation to confirm Article 4(2) Directions to remove these permitted development rights will assist in the management of change in order to preserve the character of both of these conservation areas.

Financial Implications

7. No direct financial implications are expected to arise from this report. The management of any resulting future applications will be met from within existing resources.

Legal Implications

8. In addition to designating an area as a Conservation Area under Section 69 of the Planning (Listed Building and Conservation Areas) Act 1990, the Council has the additional power to serve an Article 4(2) Direction under the Town and Country Planning (General Permitted Development) Order 1995 (“the Order”).
9. Welsh Government Circulars provides guidance on the use of Article 4(2) Directions and the procedure for making and confirming them. The legal requirement for notification of confirmation of the Directions is the same as required for notification of making of the Directions; by further public notice in the local press as well as individual notices to affected owners/occupiers.
10. A Direction under the Article 4(2) restricts the scope of the permitted development rights in relation to a Conservation Area. By withdrawing the deemed permission under the Order, its effect is that an application for express planning permission has to be made for those development proposals excluded under the Direction. If the permission is refused or granted subject to those other than in the Order, the landowner is entitled under the Order to claim compensation for abortive expenditure and any loss or damage caused by the loss of rights.
11. It should be further noted that the Council has six months from the date of making of the Directions to confirm them otherwise they will expire. In this instance the Directions must be confirmed by 8th February 2019. The Order confers no power upon the Council to confirm the Directions with variations. They must, therefore, be confirmed in the same terms on which they were initially drawn and consulted upon.

RECOMMENDATIONS

Cabinet is recommended to confirm the additional Llandaff Conservation Area Article 4(2) Direction and the additional Cardiff Road Article 4(2) Direction for the

Llandaff and Cardiff Road Conservation Areas respectively to remove permitted development rights afforded to single dwelling houses under Class B of Part 31 of Schedule 2 of the Town and Country Planning (General Permitted Development Order) 1995 (as amended) for the demolition of the whole or part of a gate, fence, wall or other means of enclosure within the curtilage of a dwelling house fronting a relevant location.

SENIOR RESPONSIBLE OFFICER	ANDREW GREGORY Director Planning, Transport & Environment
	9 November 2018

The following appendices are attached:

- Appendix 1 – Article 4 Direction - Llandaff
- Appendix 2 – Article 4 Direction – Cardiff Road
- Appendix 3 – Western Mail notice – 11th August 2018

The following background papers have been taken into account:

- Background Paper 1 – [Cardiff Road Conservation Area Appraisal \(2006\)](#)
- Background Paper 2 – [Llandaff Conservation Area Appraisal \(2006\)](#)

Mae'r dudalen hon yn wag yn fwriadol

THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF
TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995
DIRECTION MADE UNDER ARTICLE 4(2)
LLANDAFF CONSERVATION AREA

WHEREAS the Council of the City and County of Cardiff ('the Council') being the appropriate planning authority within the meaning of article 4(6) of the Town and Country Planning (General Permitted Development) Order 1995 ('the Order') is satisfied that it is expedient that development of the description set out in the Schedule below should not be carried out on the land within the Llandaff Conservation Area shown edged red on the attached plan unless permission is granted on application made under Part III of the Town and Country Planning Act 1990.

NOW THEREFORE the Council in pursuance of the power conferred upon it by Article 4(2) of the Order hereby direct that the permission granted by Article 3 of the Order shall not apply to the development on the land within the Llandaff Conservation Area shown edged red on the plan annexed hereto of the description set out in the Schedule below.

THE SCHEDULE

Any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure which is within the curtilage of a dwelling house and fronts a highway, waterway or open space being development comprised within Class B of Part 31 of Schedule 2 to the Order and not being development comprised within any other Class.

GIVEN UNDER THE Common Seal of the County Council of the City and County of Cardiff

This ^{8th} day of *August* 2018



CHIEF EXECUTIVE
Paul Orders

County Hall,
Atlantic Wharf,
Cardiff,
CF10 4UW.

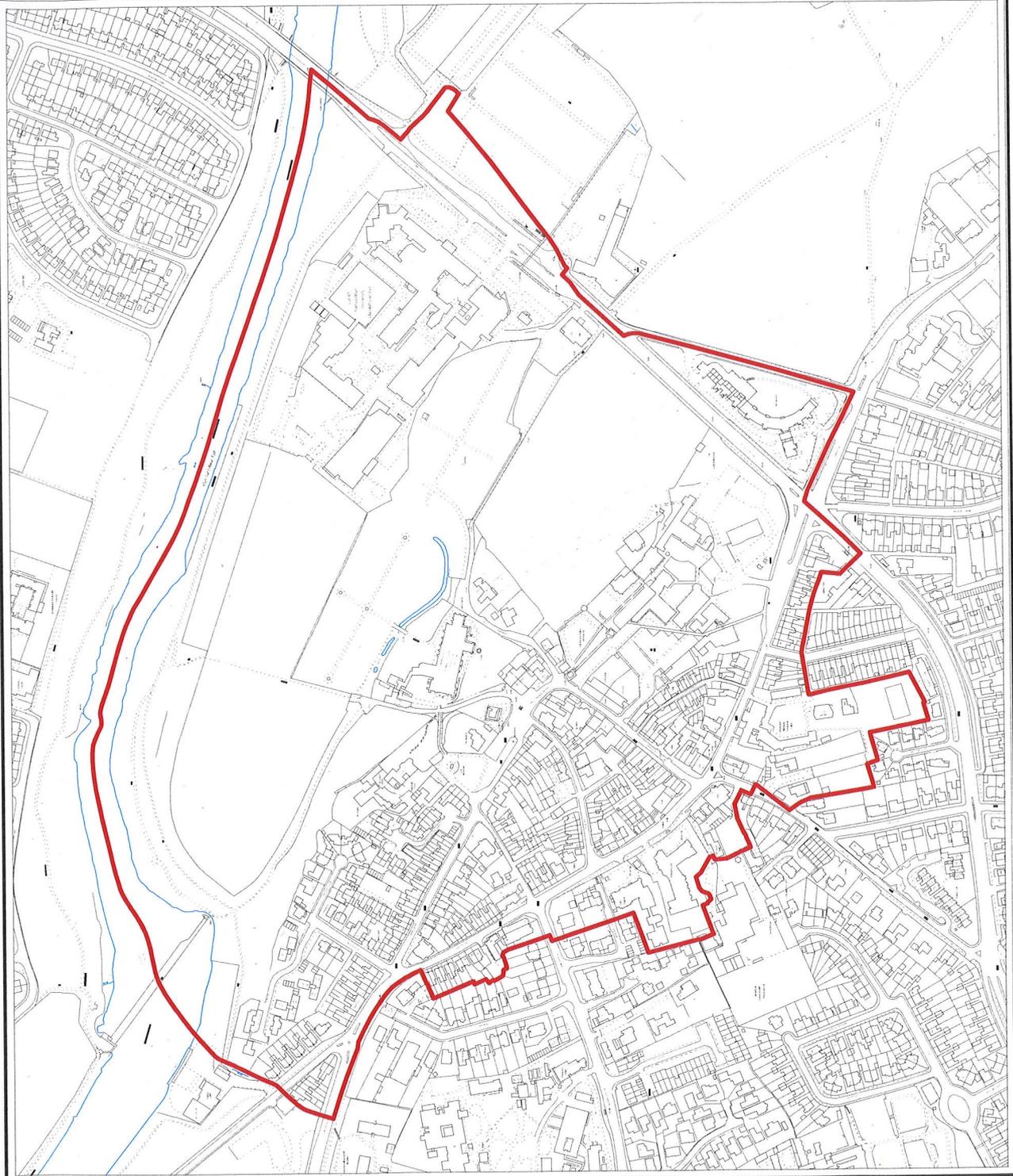
Neuadd y Sir,
Glantaf Iwerydd,
Caerdydd,
CF10 4UW.

Llandaff Conservation Area

July 2018

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THE COMMON SEAL OF THE
COUNTY COUNCIL OF THE
CITY AND COUNTY OF CARDIFF
Was hereunto affixed in the
Presence of

A handwritten signature in black ink, appearing to be "A. Jones" or similar, written over a horizontal line.

Authorised Signatory

GORCHYMYN CYNGOR SIR DINAS A SIR CAERDYDD

DEDDF CYNLLUNIO GWLAD A THREF 1990

**GORCHYMYN CYNLLUNIO GWLAD A THREF (DATGBLYGIAD CYFFREDINOL A
GANIATEIR) 1995**

CYFARWYDDYD DAN ERTHYGL 4(2)

ARDAL GADWRAETH LLANDAF

YN GYMAINT â bod Cyngor Dinas a Sir Caerdydd ("y Cyngor") fel yr awdurdod cynllunio priodol yn ôl ystyr Erthygl 4(6) Gorchymyn Cynllunio Gwlad a Thref (Datblygiad Cyffredinol a Ganiateir) 1995 yn fodlon ei bod hi'n gyfleus na ddylid cynnal datblygiad o'r disgrifiad a nodir yn yr Atodlen isod ar y tir yn Ardal Gadwraeth Llandaf a ddangosir ag ymyl coch ar y cynllun atodedig, oni bai y ceir caniatâd wrth wneud cais dan Ran III Deddf Cynllunio Gwlad a Thref 1990.

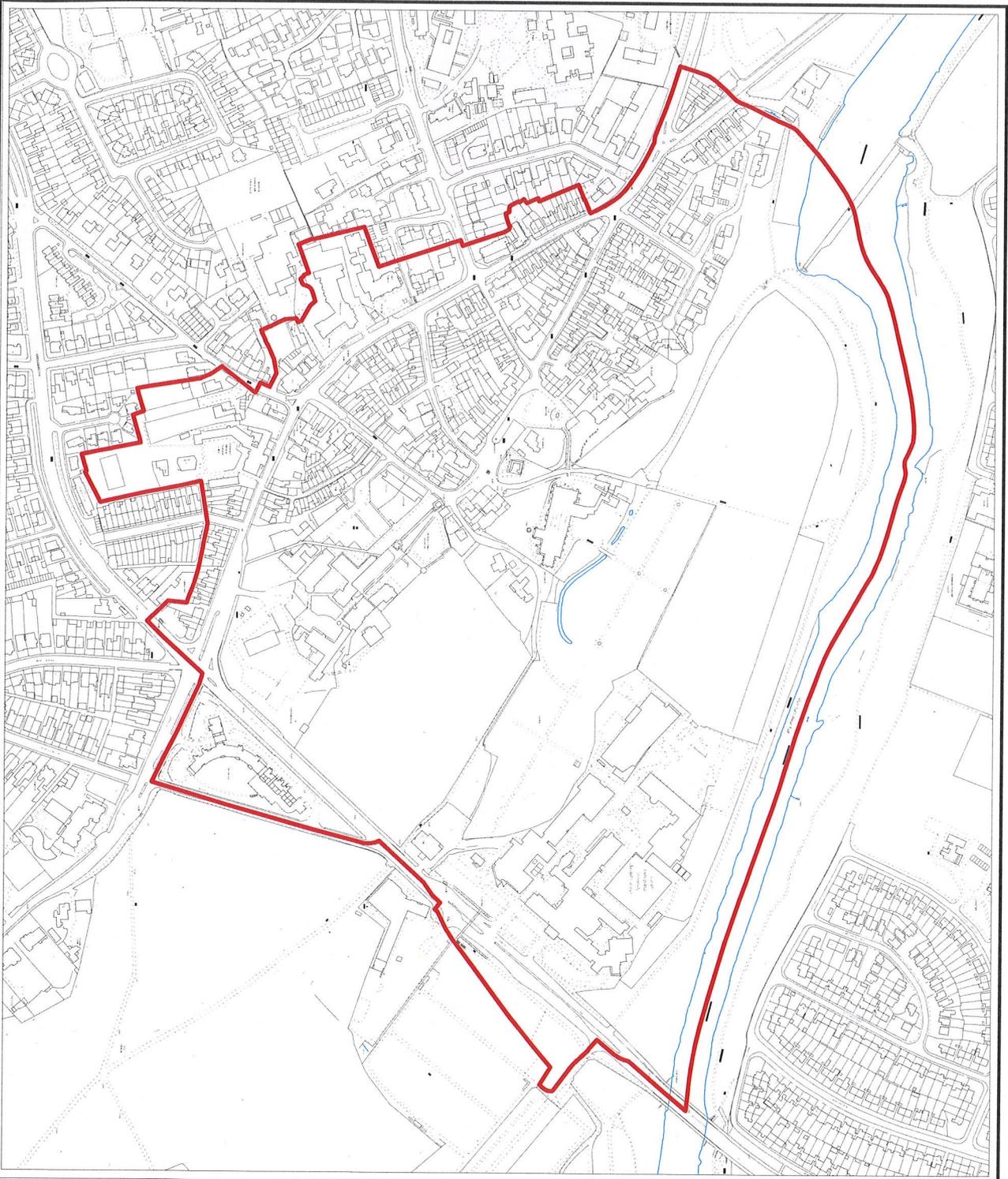
FELLY mae'r Cyngor yn unol â'r pwerau a roddwyd iddo dan Erthygl 4(2) y Gorchymyn drwy hyn yn gorchymyn na fydd y caniatâd a roddwyd dan Erthygl 3 y Gorchymyn yn gymwys i ddatblygiad ar y tir yn Ardal Gadwraeth Llandaf a ddangosir ag ymyl coch ar y cynllun atodedig yn ôl y disgrifiad a nodir yn yr Atodlen isod.

YR ATODLEN

Unrhyw waith adeiladu sy'n golygu dymchwel y cyfan neu ran o unrhyw glwyd, ffens, wal neu fodd arall o amgáu sydd o fewn cwrtill tŷ annedd ac sydd ar ymyl ffordd, dyfrffordd neu dir agored, ac sy'n ddatblygiad a gynhwysir o fewn Dosbarth B Rhan 31 Atodlen 2 y Gorchymyn, ac nad yw'n ddatblygiad a gynhwysir o fewn unrhyw Ddosbarth arall.

RHODDWDYD DAN Sêl Gyffredin Cyngor Sir Dinas A Sir Caerdydd

Y 8th dydd o Awst 2018



**CYNGOR SIR CAERDYDD
CARDIFF COUNTY COUNCIL**



CHIEF EXECUTIVE
Paul Orders

Neuadd y Sir,
Glanfar Iwerydd,
Caerdydd,
CF10 4UW.

County Hall,
Atlantic Wharf,
Cardiff,
CF10 4UW.

Llandaff Conservation Area

July 2018

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DODWYD SÊL GYFFREDIN
CYNGOR SIR
DINAS A SIR CAERDYDD
yma ym
mhresendoldeb

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Llofnodwr

Awdurdodedig

THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF

TOWN AND COUNTRY PLANNING ACT 1990

TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995

DIRECTION MADE UNDER ARTICLE 4(2)

CARDIFF ROAD CONSERVATION AREA

WHEREAS the Council of the City and County of Cardiff ('the Council') being the appropriate planning authority within the meaning of article 4(6) of the Town and Country Planning (General Permitted Development) Order 1995 ('the Order') is satisfied that it is expedient that development of the description set out in the Schedule below should not be carried out on the land within the Cardiff Road Conservation Area shown edged red on the attached plan unless permission is granted on application made under Part III of the Town and Country Planning Act 1990.

NOW THEREFORE the Council in pursuance of the power conferred upon it by Article 4(2) of the Order hereby direct that the permission granted by Article 3 of the Order shall not apply to the development on the land within the Cardiff Road Conservation Area shown edged red on the plan annexed hereto of the description set out in the Schedule below.

THE SCHEDULE

Any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure which is within the curtilage of a dwelling house and fronts a highway, waterway or open space being development comprised within Class B of Part 31 of Schedule 2 to the Order and not being development comprised within any other Class.

GIVEN UNDER THE Common Seal of the County Council of the City and County of Cardiff

This 8th day of August 2018



CHIEF EXECUTIVE
Paul Orders

County Hall,
Atlantic Wharf,
Cardiff,
CF10 4UW.

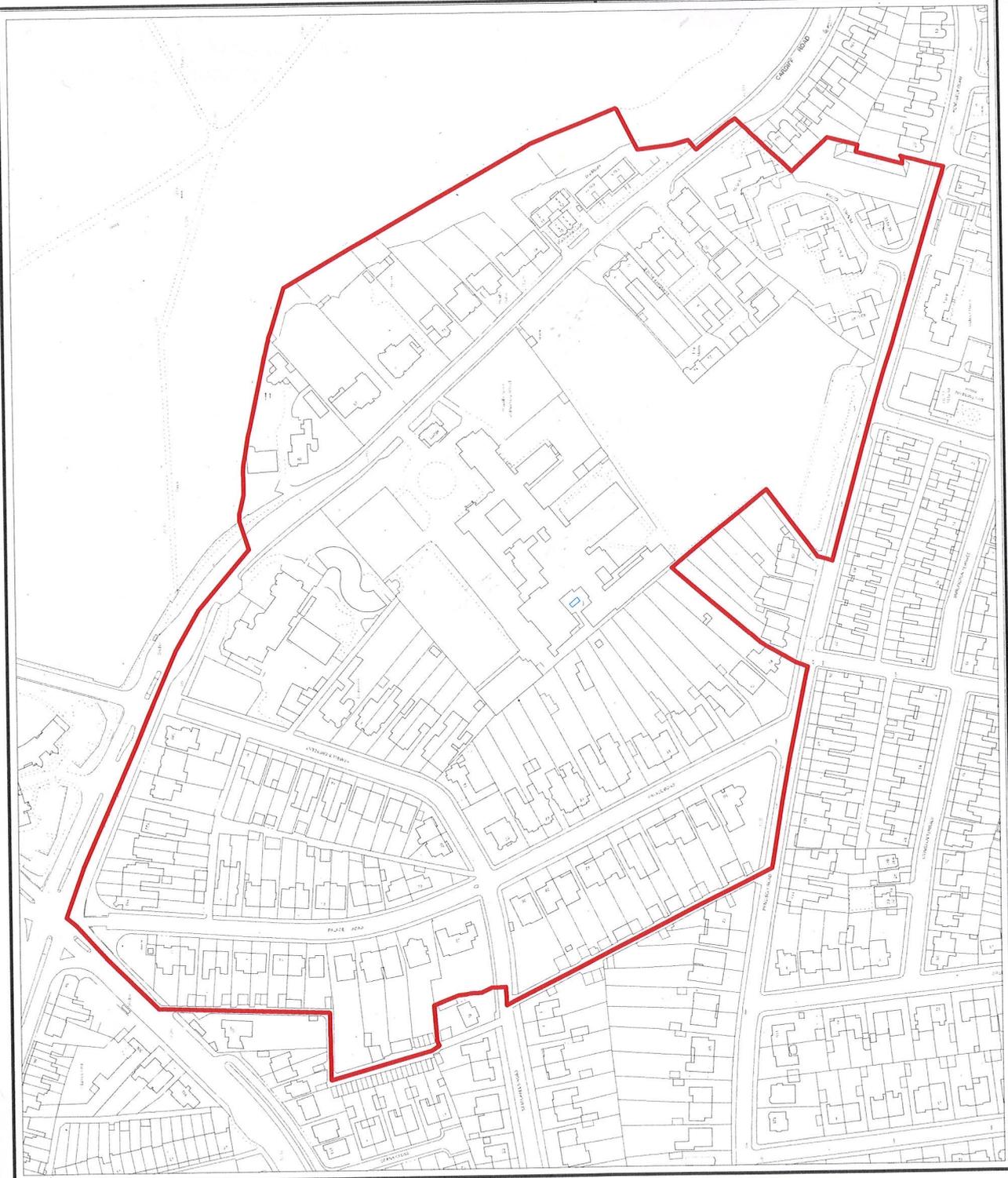
Neuadd y Sir,
Glanfa'r Iwerydd,
Caerdydd,
CF10 4UW.

Cardiff Road Conservation Area

July 2018

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THE COMMON SEAL OF THE
COUNTY COUNCIL OF THE
CITY AND COUNTY OF CARDIFF
Was hereunto affixed in the
Presence of

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above the text 'Authorised Signatory'.

Authorised Signatory

CYNGOR SIR DINAS A SIR CAERDYDD

DEDDF CYNLLUNIO GWLAD A THREF 1990

**GORCHYMYN CYNLLUNIO GWLAD A THREF (DATBLYGU CYFFREDINOL A GANIATEIR)
1995**

CYFARWYDDYD DAN ERTHYGL 4(2)

ARDAL GADWRAETH Ffordd CAERDYDD

GAN FOD Cyngor Sir Dinas a Sir Caerdydd ("y Cyngor") fel yr awdurdod cynllunio priodol yn ôl ystyr Erthygl 4(6) Gorchymyn Cynllunio Gwlad a Thref (Datblygu Cyffredinol a Ganiateir) 1995 ("y Gorchymyn") yn fodlon ei bod o fudd i beidio â gwneud unrhyw waith datblygu o'r disgrifiad a nodir yn yr Atodlen isod ar y tir yn Ardal Gadwraeth Ffordd Caerdydd a ddangosir ag ymyl coch ar y cynllun atodedig oni bai y rhoddir caniatâd i wneud hynny yn dilyn gwneud cais dan Ran III o Ddeddf Cynllunio Gwlad a Thref 1990.

FELLY mae'r Cyngor yn unol â'r pwerau a roddwyd iddo dan Erthygl 4(2) y Gorchymyn drwy hyn yn datgan na fydd y caniatâd a roddwyd dan Erthygl 3 y Gorchymyn yn berthnasol i'r gwaith o ddatblygu'r tir yn Ardal Gadwraeth Ffordd Caerdydd a ddangosir ag ymyl coch ar y cynllun atodedig yn ôl y disgrifiad a nodir yn yr Atodlen isod.

YR ATODLEN

Unrhyw waith adeiladu sy'n cynnwys dymchwel y cyfan neu unrhyw ran o unrhyw giât, ffens, wal neu ddull amgáu arall sydd o fewn cwrtil annedd ac sy'n wynebu priffordd, dyfrffordd neu fan agored sy'n ddatblygiad o fewn Dosbarth B o Ran 31 Atodlen 2 i'r Gorchymyn ac nid yn ddatblygiad sy'n dod o dan unrhyw Ddosbarth arall.

RHODDWDYD DAN Sêl Gyffredin Cyngor Sir Dinas a Sir Caerdydd

Ar 8th Awst 2018



CHIEF EXECUTIVE
Paul Orders

Neuadd y Sir,
Glanfa'r Iwerydd,
Caerdydd
CF10 4UW.

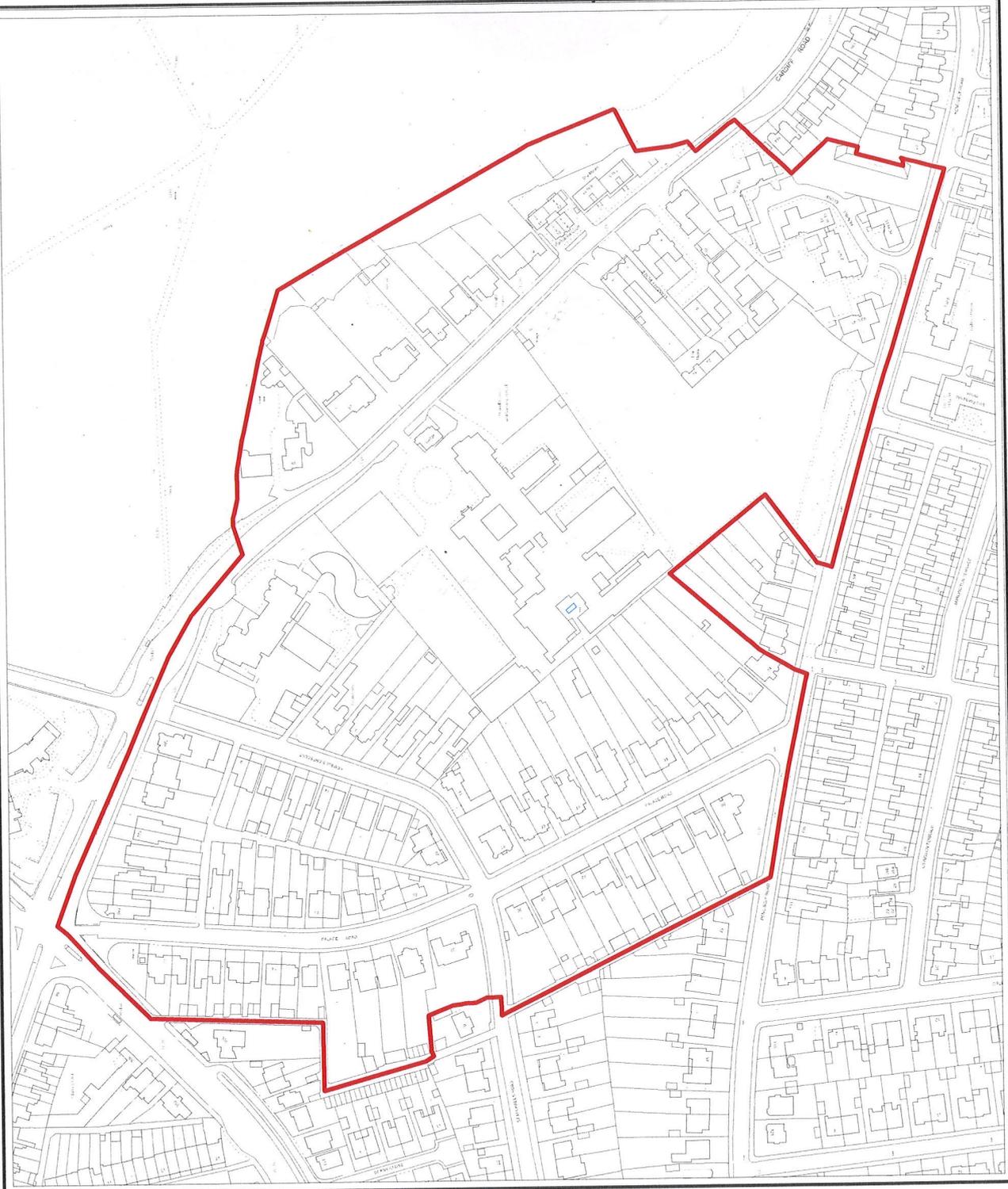
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Cardiff Road Conservation Area

July 2018

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DODWYD SÊL GYFFREDIN
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[Handwritten signature]

Llofnod Awdurdodedig

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walesonline.co.uk/buysell

Book 24/7 Online, Mobile & Tablet
walesonline.co.uk/bookanad
029 2022 2444
Monday - Friday: 8.30am - 5.30pm

Text 24/7 (private bookings only)
82070 Individual items under £100 only*
Start your text with **WMAIL** followed by a space
Advert comprising of no more than 20 words.
£1.50 All advertisements are subject to approval.

TRADE ONLINE

Browse 24/7 Online, Mobile & Tablet
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recruitmentwales@trinitymirror.com

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THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF
TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995
DIRECTION UNDER ARTICLE 4(2)
CARDIFF ROAD CONSERVATION AREA

NOTICE is given that the County Council of the City and County of Cardiff ("the Council") being the appropriate local planning authority within the meaning of Article 4(6) of the Town and Country Planning (General Permitted Development) Order 1995 ("the Order") has made a Direction under Article 4(2) of the Order that development of the description (s) set out below should not be carried out within the Cardiff Road Conservation Area unless permission is granted on application made under Part III of the of the Town and Country Planning Act 1990.

The principal effects of the Direction are that planning permission will be required to carry out the following development:
1. Any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure which is within the curtilage of a dwelling house and fronts a highway, waterway or open space being development comprised within Class B of Part 31 of Schedule 2 to the Order and not being development comprised within any other class.

The Direction and a map of the area which it covers maybe inspected at Room 475, Cardiff County Council, County Hall, Atlantic Wharf, Cardiff during normal office hours.
Representations in respect of the Article 4(2) Direction may be made in writing to the Conservation Team, Planning Department, Cardiff County Council, County Hall, Atlantic Wharf, Cardiff CF10 4UW within 21 days of publication of this Notice.

DAVINA FIORE
Director of Governance and Legal Services
Cardiff County Council
County Hall, Atlantic Wharf
Cardiff CF10 4UW
11th August 2018

GORCHYMYN CYNGOR SIR DINAS A SIR CAERDYDD
DEDDF CYNLLUNIO GWLAD A THREF 1990
GORCHYMYN CYNLLUNIO GWLAD A THREF (DATBLYGIAD CYFFREDINOL A GANIATEIR) 1995
CYFARWYDDYD DAN ERTHYGL 4(2)
ARDAL GADWRAETH FFORDD CAERDYDD

HYSBYSIR DRWY HYN bod Cyngor Sir Dinas a Sir Caerdydd ("y Cyngor") fel yr awdurdod cynllunio lleol priodol yn ôl ystyr Erthygl 4(6) Gorchymyn Cynllunio Gwlad a Thref (Datblygiad Cyffredinol a Ganiateir) 1995 ("y Gorchymyn") wedi gwneud Cyfarwyddyd o dan Erthygl 4(2) y Gorchymyn na ddylid cynnal datblygiad o'r disgrifiad a nodir o fewn ffin Ardal Gadwraeth Ffordd Caerdydd oni bai y ceir caniatâd wrth wneud cais dan Ran III Deddf Cynllunio Gwlad a Thref 1990.

Prif effeithiau'r Cyfarwyddyd yw y bydd angen caniatâd cynllunio ar gyfer cynnal y datblygiad canlynol:
1. Unrhyw waith adeiladu sy'n golygu dymchwel y cyfan neu ran o unrhyw glwyd, ffens, wal neu fodd arall o amgáu sydd o fewn cwrtll tŷ annedd ac sydd ar ymyl ffordd, dyfrffordd neu dir agored, ac sy'n ddatblygiad a gynhwysir o fewn Ddosbarth B Rhan 31 Atodlen 2 y Gorchymyn, ac nad yw'n ddatblygiad a gynhwysir o fewn unrhyw Ddosbarth arall.

Gellir gweld y Cyfarwyddyd a map o'r ardal dan sylw yn Ystafell 475, Cyngor Sir Caerdydd, Neuadd y Sir, Glanfa'r Iwerydd, Caerdydd yn ystod oriau swyddfa arferol.
Gellir anfon sylwadau ynghyd â Chyfarwyddyd 4(2) yn ysgrifenedig at y Tim Cadwraeth, Adran Gynllunio, Cyngor Sir Caerdydd, Neuadd y Sir, Glanfa'r Iwerydd, Caerdydd CF10 4UW o fewn 21 diwrnod i gyhoeddi'r Hysbysiad hwn.

DAVINA FIORE
Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol
Cyngor Sir Caerdydd
Neuadd y Sir, Glanfa'r Iwerydd
Caerdydd CF10 4UW
11th Awst 2018

THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF
TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995
DIRECTION UNDER ARTICLE 4(2)
LLANDAFF CONSERVATION AREA

NOTICE is given that the County Council of the City and County of Cardiff ("the Council") being the appropriate local planning authority within the meaning of Article 4(6) of the Town and Country Planning (General Permitted Development) Order 1995 ("the Order") has made a Direction under Article 4(2) of the Order that development of the description (s) set out below should not be carried within the Llandaff Conservation Area unless permission is granted on application made under Part III of the of the Town and Country Planning Act 1990.

The principal effects of the Direction are that planning permission will be required to carry out the following development:
1. Any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure which is within the curtilage of a dwelling house and fronts a highway, waterway or open space being development comprised within Class B of Part 31 of Schedule 2 to the Order and not being development comprised within any other class.

The Direction and a map of the area which it covers maybe inspected at Room 475, Cardiff County Council, County Hall, Atlantic Wharf, Cardiff during normal office hours.
Representations in respect of the Article 4(2) Direction may be made in writing to the Conservation Team, Planning Department, Cardiff County Council, County Hall, Atlantic Wharf, Cardiff CF10 4UW within 21 days of publication of this Notice.

DAVINA FIORE
Director of Governance and Legal Services
Cardiff County Council
County Hall, Atlantic Wharf
Cardiff CF10 4UW
11th August 2018

CYNGOR SIR DINAS A SIR CAERDYDD
DEDDF CYNLLUNIO GWLAD A THREF 1990
GORCHYMYN CYNLLUNIO GWLAD A THREF (DATBLYGIAD CYFFREDINOL A GANIATEIR) 1995
CYFARWYDDYD DAN ERTHYGL 4(2)
ARDAL GADWRAETH LLANDAFF

HYSBYSIR bod Cyngor Sir Dinas a Sir Caerdydd ("y Cyngor") fel yr awdurdod cynllunio lleol priodol yn ôl ystyr Erthygl 4(6) Gorchymyn Cynllunio Gwlad a Thref (Datblygiad Cyffredinol a Ganiateir) 1995 ("y Gorchymyn") wedi gwneud Cyfarwyddyd o dan Erthygl 4(2) y Gorchymyn na ddylid cynnal datblygiad o'r disgrifiad a nodir isod o fewn ffin Ardal Gadwraeth Ffordd Caerdydd oni bai y ceir caniatâd wrth wneud cais o dan Ran III Deddf Cynllunio Gwlad a Thref 1990. Prif effeithiau'r Cyfarwyddyd yw y bydd angen caniatâd cynllunio ar gyfer cynnal y datblygiad canlynol:
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Gellir anfon sylwadau ynghyd â Chyfarwyddyd 4(2) yn ysgrifenedig at y Tim Cadwraeth, yr Adran Gynllunio, Cyngor Sir Caerdydd, Neuadd y Sir, Glanfa'r Iwerydd, Caerdydd CF10 4UW o fewn 21 diwrnod i gyhoeddi'r Hysbysiad hwn.

DAVINA FIORE
Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol
Cyngor Sir Caerdydd
Neuadd y Sir, Glanfa'r Iwerydd
Caerdydd CF10 4UW
11th Awst 2018

GORCHYMYN CYNGOR SIR DINAS A SIR CAERDYDD
(PENTREBANE ROAD) (CAU DROS DRO) 2018

Ar 9 Awst 2018, gwmaeth Cyngor Sir Dinas a Sir Caerdydd wrth arfer ei bwerau dan Adran 14(1) Deddf Rheoleiddio Traffig Ffyrdd 1984 (fel y'i diwygwyd) a'r holl bwerau galluogi eraill, Gorchymyn a fydd yn gwahardd unrhyw berson rhag defnyddio neu deithio ar hyd Pentrebane Road o'r gyffordd â Beechley Drive i'r gyffordd â Croft-Y-Genau Road.

Mae'r Gorchymyn yn angenrheidiol er mwyn hwylyso gwaith ar y briffordd, neu gerllaw iddi, y disgwylir iddo ddod i rym am 08:00am ar ddydd Llun 13 Awst 2018. Rhagwelir y caiff y gwaith ei gwblhau erbyn 5:00pm ddydd Gwener 31 Awst 2018. Bydd y cyfyngiad a nodir yn weithredol ar yr adegau ac i'r graddau a nodir gan arwyddion a/neu hysbysiadau. Bydd y Gorchymyn ar waith am hyd at 18 mis.

Gelwir y Gorchymyn yn "Gorchymyn Cyngor Sir Dinas a Sir Caerdydd (Pentrebane Road) (Cau Dros Dro) 2018". Bydd copi o'r Gorchymyn drafft a'r Cynllun ar gael i'w harchwilio am ddim yn y cyfeiriad a ddangosir isod yn ystod oriau swyddfa arferol (8.30am - 5.00pm) (ac eithrio gwyliau cyhoeddus).
Dyddiad: 11 August 2018

DAVINA FIORE,
Cyfarwyddwr Llywodraethiant a Gwasanaethau Cyfreithiol,
Neuadd y Sir, Glanfa'r Iwerydd, Caerdydd CF10 4UW

THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF
(PENTREBANE ROAD) (TEMPORARY CLOSURE) ORDER 2018

On the 9 August 2018, The County Council of the City and County of Cardiff in exercise of its powers under Section 14(1) of the Road Traffic Regulation Act 1984 (as amended), and of all other enabling powers, made an Order the general effect of which is to prevent any person from using or proceeding along Pentrebane Road from its junction with Beechley Drive to its junction with Croft-Y-Genau Road.

The Order is necessary to facilitate works on or near the highway and is expected to come into operation at 08:00am on Monday 13th August 2018. The works are anticipated to be completed by 5:00pm on Friday 31st August 2018. The restriction specified will only have the effect at such times and to such extent as indicated by the display of signs and/or notices. The Order will remain in force for a maximum of 18 months.

The Order will be known as "The County Council of the City and County of Cardiff (Pentrebane Road) (Temporary Closure) Order 2018". A copy of the draft Order and Plan may be inspected free of charge at the address shown below during normal office hours (8.30am-5.00pm) (excluding bank holidays and public holidays).
Dated: 11 August 2018

DAVINA FIORE, Director of Governance & Legal Services,
County Hall, Atlantic Wharf, Cardiff CF10 4UW

SIMON TONY STERNSSCHUSS
NOTICE OF APPLICATION FOR A SEX ESTABLISHMENT LICENCE

Notice is given that Simon Tony Sternschuss applied to Cardiff County Council on the 10-08-2018 for the grant/renewal of a licence to use premises as a sex shop.

The premises are at Lovecraft Ltd 80 Cowbridge Road East, Canton Cardiff, CF11 9DW. Any person who wishes to object to this application must give notice in writing of this objection to the Chief Strategic Planning and Environment Officer, Licensing Section, City Hall, Cathays Park, Cardiff, CF10 3ND within 28 days of the date of application which is given above. The objector must state the general grounds of their objections. The Cardiff County Council will not reveal the names of objectors without their consent.

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Mae'r dudalen hon yn wag yn fwriadol