

CABINET: THURSDAY, 21 NOVEMBER 2019 at 10.00 AM

A Cabinet Meeting will be held in Committee Room 4 at County Hall on Thursday 21 November at 10.00 am

A G E N D A

- 1 Minutes of the Cabinet meeting held on 10 October 2019 *(Pages 3 - 8)*

Children & Families

- 2 Right Home, Right Support - A Commissioning Strategy For Accommodation And Support For Children Looked After *(Pages 9 - 88)*

Clean Streets, Recycling & Environment

- 3 Food Strategy *(Pages 89 - 124)*

Finance, Modernisation & Performance

- 4 Treasury Management Mid-Year report *(Pages 125 - 152)*
- 5 Month 6 Monitoring *(Pages 153 - 206)*
- 6 Quarter 2 Performance *(Pages 207 - 324)*
- 7 The Renting Homes (Fees etc.) (Wales) Act 2019; implementation arrangements for Cardiff Council and Rent Smart Wales *(Pages 325 - 328)*

Housing & Communities

- 8 Risk Based Verification Policy For Housing Benefit And Council Tax Reduction *(Pages 329 - 364)*

Social Care, Health & Wellbeing

- 9 Adult Social Services - Cardiff Older Peoples Home Care Fee Setting 2019/20 - 2022/23 *(Pages 365 - 410)*

Strategic Planning & Transport

- 10 Cardiff Local Development Plan Full Review *(Pages 411 - 488)*

- 11 Local Air Quality Management - Cardiff Council Air Quality Annual Progress Report 2019 (*Pages 489 - 646*)
- 12 Cabinet response to the 'Improving Cardiff's Air Quality report published by the Environmental Scrutiny Committee (*Pages 647 - 672*)
- 13 Rights of Way Improvement Plan (*Pages 673 - 778*)

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: 10 OCTOBER 2019

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 Chris Weaver
Councillor Caro Wild

Observers: Councillor Joe Boyle
Councillor Adrian Robson

Officers: Paul Orders, Chief Executive
Chris Lee, Section 151 Officer
Davina Fiore, Monitoring Officer
Sarah McGill, Corporate Director
Joanne Watkins, Cabinet Office

Apologies: Councillor Lynda Thorne

154 MINUTES OF THE CABINET MEETING HELD ON 26 SEPTEMBER 2019

RESOLVED: That the minutes of the Cabinet meeting held on 10 October 2019 be approved,

155 CABINET RESPONSE TO THE ENVIRONMENTAL SCRUTINY REPORT ENTITLED 'LITTER AND FLYTIPPING IN CARDIFF'

The Cabinet considered the response to the Environmental Scrutiny report entitled 'Litter & Flytipping in Cardiff'. Of the 68 recommendations, 57 were accepted in full or in principle, 10 partially accepted and 1 was not accepted.

RESOLVED: that the response to the 'Litter & Fly tipping in Cardiff' report of the Environmental Scrutiny Committee as set out in Appendix 1 to the report be approved.

156 TENDER FOR ELECTRICITY GENERATION FROM LANDFILL GAS AND POTENTIALLY NATURAL GAS, INCLUDING LANDFILL GAS MANAGEMENT

Cabinet considered approving a procurement process for electricity generation from landfill and potentially natural gas, including landfill gas management. Cabinet were advised that there was no mechanism for extending the current arrangements and there was a legislative requirement to manage landfill gas from the landfill sites and the contract will manage this requirement.

RESOLVED: that

1. the proposed procurement process to commission new arrangements for the provision of electricity from landfill and potentially natural gas and landfill and potentially natural gas management at Lamby Way and Ferry Road landfill sites be agreed
2. authority be delegated to the Corporate Director of Communities and People, subject to consultation with the Cabinet Member Finance, Performance & Modernisation and the Cabinet Member clean streets, recycling and environment, s.151 Officer and Director Governance and Legal Services, to deal with all aspects of the procurement process (including approving the evaluation criteria to be used, commencing the procurement and authorising the award of the proposed contract) and all ancillary matters pertaining to the procurement.

157 SHARED REGULATORY SERVICES ANNUAL REPORT 2018/19

The Shared Regulatory Services Annual Report was received. The report contained details of the operational performance across the region.

RESOLVED: that the Shared Regulatory Services Annual Report 2018-19 be noted.

158 CARDIFF MUSIC STRATEGY UPDATE

Appendix 5 of this report is not for publication as it contains exempt information of the description contained in paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972.

A report containing proposals for the establishment of a new music board for Cardiff was considered. It was intended that the board would be a platform that enabled better communication between the Council and the music ecosystem of Cardiff. The board would be act in an advisory capacity.

RESOLVED: that

- (1) the response to the Sound Diplomacy Report attached as Appendix 2 to the report be approved.
- (2) the Terms of Reference for the Cardiff Music Board attached as Appendix 3 to the report be approved

- (3) the appointment of the Cardiff Music Board be approved and the Director of Economic Development be authorised to appoint the individuals named in Confidential Appendix 5 to the report
- (4) authority be delegated to the Director of Economic Development, in consultation with the Leader of the Council, the Cabinet Member for Culture and Leisure, the Monitoring Officer and Section 151 officer to work with partners to develop detailed proposals for the signature event as outlined in paragraph 22 of the report and to bring an update to a future Cabinet meeting.

159 SECURING THE FUTURE OF THE NEW THEATRE

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.

A report outlining the results of the market process to secure a theatre operator to rent, operate and maintain the New Theatre was received. It was reported that the preferred offer had been subject to due diligence and included rent of £6.75m over the term of the lease. All existing staff would be retained and there would be a growth in the number of performances offered.

RESOLVED: that

- (1) the selection of the recommended tenant be approved
- (2) authority be delegated to the Director of Economic Development in consultation with the Cabinet Member for Culture and Leisure, the Monitoring Officer and the Section 151 officer to finalise a lease based on the Heads of Terms set out in Confidential Appendix 5.

160 CARDIFF 2030 VISION AND STRATEGY

Cabinet considered the Education 2030 vision which updated the Education 2020 vision. *Cardiff 2030* set out an ambitious vision, underpinned by two clear themes, five goals and priority commitments to action in relation to each goal. Citywide partnership and Children's rights would be key to the approach in recognition that Education is Everybody's Business and that Cardiff aspired to be a UNICEF Child Friendly City.

RESOLVED: that

1. the adoption of the *Cardiff 2030 Vision* be approved
2. responsibility be delegated to the Director of Education and Lifelong Learning for the development and implementation of operational plans to deliver the success measures set out in the strategy.

161 CARDIFF EAST INDUSTRIAL STRATEGY

Cabinet considered the East Cardiff Industrial Strategy which set out an economic vision for the east of the city focused on its potential as a location for industry to be implemented through a three phase approach with transport improvements being a key theme of the strategy.

RESOLVED: that

- I. the East Cardiff Industrial Strategy be approved
- II. authority be delegated to the Director of Economic Development, in consultation with the Cabinet Member for Investment and Development, the Monitoring Officer and the Section 151 officer to develop opportunities on Council owned land, including marketing land for disposal and to return to Cabinet as appropriate.
- III. the Leader of the Council and the Chief Executive be requested to promote an application to the Cardiff Capital Region for an investment in the Cardiff Parkway project.

162 **INTERNATIONAL SPORTS VILLAGE DEVELOPMENT STRATEGY**

Appendix 4 of this report is not for publication as it contains exempt information of the description contained in paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972.

A revised development strategy for the completion of the International Sports Village project was received. This included proposals for the waterfront development and the undertaking of a procurement process to identify a suitable commercial operator to deliver a new leisure offer which could potentially include the Cardiff International White Water (CIWW) Centre, in order to reduce the current operational deficit.

RESOLVED: that

1. the new development strategy for the International Sports Village be approved
2. authority be delegated to the Director of Economic Development in consultation with the Cabinet Member for Investment & Development and statutory officers to bring forward the development of the Waterfront site including disposal of land as required and to ring-fence any capital receipt in accordance with the financial strategy outlined in Confidential Appendix 4 and subject to an independent valuation as necessary.
3. authority be delegated to the Director of Economic Development in consultation with the Cabinet Member for Investment & Development and statutory officers to deal with all aspects of the procurement of a commercial partner to establish and operate a new leisure attraction at the International Sports Village as set out in this report and to return to Cabinet for final approval.
4. As part of (iii) above, authority be delegated to the Director of Economic Development in consultation with the Cabinet Member for Investment & Development and statutory officers to include the external operation of the

CIWW as part of the procurement process in accordance with the strategy set out in this report and to return to Cabinet for final approval.

163 THIRD CARDIFF LOCAL DEVELOPMENT PLAN ANNUAL MONITORING REPORT

The Third Annual Local Development Plan Monitoring report was considered. It provided a comparison with the baseline data provided by previous monitoring reports. The majority of indicators were shown as green across the main plan topics.

RESOLVED: that Council be recommended to endorse the third AMR for submission to the Welsh Government by 31st October 2019.

164 NATIONAL DEVELOPMENT FRAMEWORK CONSULTATION DRAFT

The Cabinet considered the proposed response to the Welsh Government's National Development Framework 2020-2040 consultation draft. It was noted that whilst Cardiff welcomed a some of the National Development Framework, it could not be supported as currently drafted due to significant concerns around the failure to recognise Cardiff's role in regional growth and investment.

RESOLVED: that the proposed response to the NDF Consultation Draft as set out in paragraphs 9-20 of this report be approved and further dialogue be sought with Welsh Government to address the issues raised.

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CABINET MEETING: 21 NOVEMBER 2019

RIGHT HOME, RIGHT SUPPORT – A COMMISSIONING STRATEGY FOR ACCOMMODATION AND SUPPORT FOR CHILDREN LOOKED AFTER

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

Reason for this Report

1. To seek approval of the Right Home Right Support Commissioning Strategy for Accommodation and Support for Children Looked After 2019 to 2022, (referred to as “the Commissioning Strategy”) (Appendix 1), and to note the Market Position Statement (Appendix 2).
2. To seek approval to delegate authority to the Director of Social Services in consultation with the Cabinet Member for Children and Families, the s151 Officer and the Director of Governance and Legal Services for the implementation of strategy priorities.

Background

3. The Commissioning Strategy is part of, and should be read in conjunction with the overarching 3 year Cardiff’s Children’s Services Strategy “Delivering Excellent Outcomes” (2019-2022) approved by Cabinet in July 2019.
4. There is a recognised national shortage of accommodation with care and support for Children Looked After in Wales. In October 2017, the Association of Directors of Social Services (ADSS) Cymru, the Welsh Local Government Association (WLGA) and the National Adoption Services (NAS), made a submission to the National Assembly for Wales Public Accounts Committee Inquiry into services for care experienced children and young people. The submission stated that the increasing complexity of, and the growing numbers of, children looked after are negatively impacting on both the availability of appropriate cost of accommodation and support services. Whilst the submission recognised that positive work of initiatives such as the National Fostering Framework and the work of the Welsh Government Residential Task and Finish Group, the work of the Children’s Commissioning consortium Cymru (4Cs) and Local Authority Placement Teams, it highlighted the lack of

appropriate services for Children Looked After was approaching crisis point.

5. Cardiff has seen a significant rise in numbers of Children Looked After since 2014. The reasons for this rise are varied and complex, but include:
 - Increased level of risk and complexity of children and young people including the impact of exploitation, adverse childhood experiences and unaccompanied asylum seekers.
 - New early help / preventative arrangements which are expected to have a positive impact on supporting families to remain together and promoting family reunification are not yet fully implemented.
 - There are low numbers of children being looked after rather than coming into the care system which results in an overall rising increasing numbers.
 - The population in Cardiff is growing with a consequential increase in need and demand.
6. In September 2017, the Children and Young People's Scrutiny Committee agreed to undertake a Task and Finish Group to make enquiries into "Out of Area" placements. The focus of the group was to:
 - Review the low numbers of children on the Child Protection Register.
 - Review the current provision, including types, provision, cost and impact on resources
 - Identify gaps in local provision and impact on Social Services and Education
 - Identify barriers in providing additional support in Cardiff and the impact on children placed out of area.
7. The Task and Finish Group identified that there was a need for more residential provision in Cardiff and that in particular, settings for young people over 14 years should be prioritised. It recommended that where possible, the Council should utilise its own housing stock to facilitate this growth. The Corporate Plan for 2019 – 2022 sets out the Cabinet's commitment to ensuring that more Children Looked After are supported to live in Cardiff by March 2020. In addition to increasing the number of Local Authority Foster Carers, the plan sets out an intention to increase the range of local residential provision.
8. To achieve the Corporate Plan Objectives, a placement strategy was initiated with the support of the Childrens Commissioning Consortium Cymru (4Cs) in January 2019. It was immediately evident that there needed to be a comprehensive project to take this forward and particularly to undertake a full analysis of need and to develop a Commissioning Strategy, a Market Position Statement and an Implementation Plan for all Children's Care and Support Services, not just residential care provision.

Issues

9. Cardiff is facing unprecedented levels of demand for Children Looked After. At the end of March 2019, there were 902 Children Looked After by Cardiff. As a result the Council need to identify a range of accommodation, care and support which enables them to flourish and thrive. Those options include, residential care, foster care, as well as opportunities to for Children Looked After to live with their parents, or family members with appropriate support.
10. These challenges are not unique to Cardiff as other Local Authorities across Wales are facing similar challenges. However, what is not typical about Cardiff is that Childrens' Services are heavily reliant on external providers for both Foster Care and Residential Care and many children are placed outside the Local Authority areas. Children's Services have an underdeveloped in house service for Foster Care. Until recently there has been limited numbers of regulated residential provision in Cardiff. Following work with external providers, the number of residential places for children in the City has increased by 5 since April 2014.
11. The commissioning strategy identifies priorities ranging from a family based approach to being looked after to services to prevent children coming into care. Overall, it is critical that Children's Services deliver this strategic approach to commissioning services that include the development of in-house services and in-area arrangements. This can only be achieved if there is an in-depth understanding of the needs of the children and young people and an evidence-base for developing new services to effectively meet those needs.
12. It is also important the Council continues to work positively with external providers, through clear market position statement and market development strategies which support service developments. A healthy mixed economy is needed to achieve the best value for money and range of services.
13. It is the intention of the Commissioning Strategy (Appendix 1) and Market Position Statement (Appendix 2) to clearly map out the future intentions of Cardiff Council to secure a mixture of in-house and external provision for Children Looked After to effectively meet current and future needs.
14. A detailed Implementation Plan is in development that identifies actions required to deliver the priorities of the Commissioning Strategy subject to approval by Cabinet.
15. The proposed approach to the strategic commissioning of children's social services in Cardiff is to:
 - Ensure that children's rights are at the fore of all service developments and services we develop reflecting what is important to children and young people.
 - Shape internal services to maximise the benefits of public sector provision in terms of quality and value for money.

- Develop local and regional models of support to prevent out of area placements unless necessary for the safety and well-being of the individual child.
 - Work in collaboration with public sector partners and Cardiff and Vale Health Board across the Regional footprint where this offers identifiable benefits.
 - Work closely with external providers of support to children looked after to ensure there is wide range of choice and the ability to work innovatively and creatively accessing a range of resources to improve outcomes.
 - Co-produce outcomes focussed services acknowledging that there are a range of different methods for strategic commissioning with multiple partners who may be co-operatives, charities or commercial partners.
16. The purpose of the Commissioning Strategy is to pull together in one document the Council's analysis of the current service needs and the commissioning priorities that will address the needs identified. The strategy aligns and build on the recommendations and actions set out in Cardiff Councils, 'Capital Ambition Corporate Plan' and the Childrens Services Strategy, "Delivering Excellent Outcomes" .
 17. Subject to approval, the Commissioning Strategy (Appendix 1) and Market Position Statement (Appendix 2) will be shared with all key stakeholders. Engagement with partners and the market is being undertaken, setting out the Council's commissioning priorities and giving providers an opportunity to share with commissioners how they would like to engage with the service area going forward. Individual discussions between commissioners and providers will enable organisations to have more detailed conversations with Council Officers regarding their business plans for future development. It is expected this engagement will assist the strengthening of relationships with providers and maximise the opportunities for their response to service needs.
 18. For each priority, business cases will be prepared for each service which will be subject to the appropriate decision making governance.
 19. The approach will also require engagement with key partners such as education and health colleagues who will have an interest in the developments, will have expertise that can help shape proposals and who are likely to make an on-going contribution to the services when they become fully operational.
 20. This commissioning approach is committed to embedding co-production with children and young people at the heart of the developments. Children and young people will also be afforded the opportunity to influence property related decisions such as layout and décor of buildings that will become their homes.
 21. Supporting the market to better understand Cardiff's needs in respect of Children Looked After will support providers to make appropriate business decisions about setting up services in Cardiff and the

surrounding areas. If successful, this would increase choice, quality and sufficiency in the local area.

22. It is intended that provision will be made for in-house services and those commissioned externally to come together under a common identity to provide consistency and continuity in the quality of care through hub and spoke models. Joint training and development and a sector wide approach to quality will be facilitated by the Council.

Reason for Recommendations

23. As a result of increasing pressures on Cardiff Council's ability to effectively fulfil Corporate parenting responsibilities to provide accommodation and support to children who have entered the care system, it is necessary to develop a strategic approach to commissioning services for Children Looked After.
24. This approach provides data and information on the needs of the Children Looked After population and identifies the range of accommodation and support required to meet their needs.
25. It also provides a clear strategic vision based on evidence of need and analysis of the priorities for development over the next 3 years it therefore supports the delivery of the Council's Strategy for Children's Services approved in July 2019.

Feedback from Childrens and Young Person Scrutiny Committee

26. On the 12 November 2019 the draft Commissioning Strategy (Appendix 1) , and Market Position Statement (Appendix 2) was considered by the Children and Young Person Scrutiny Committee. The letter from the Chair will be circulated once received.

Financial Implications

27. In 2018/19 expenditure of £34.5m was incurred providing residential, fostering and other support for looked after children. Whilst, there are no direct financial implications arising from this report, any initiatives proposed in the strategy will need to be the subject of approval following due diligence of business case. This would need to include consideration of needs, market assessments and impact on capital and revenue budgets.

Legal Implications

28. The first recommendation within the report is to approve the Commissioning Strategy. The purpose of this Commissioning Strategy is to pull together in one document the Directorate's commissioning vision, priorities, statement of intent and sets out how the Directorate is going to achieve it. If approved, when implementing any proposals which relate to the Commissioning Strategy the decision maker should have due regard to such strategy.

29. Going forward, when progressing each Business Case detailed advice, including legal advice should be sought.
30. If there are any existing contractual arrangements in relation to the services, then further advice should be sought as necessary. With regards to terminating any existing contractual relationships, this should be carried out in accordance with the provisions of the contracts and approved in line with the Contract procedure rules.
31. With regards any procurements generally, further advice should be sought as necessary and be carried out in accordance with the Contract Procedure Rules and EU procurement regulations (as applicable).

Equality Impact Assessment (EIA)

32. An EIA was completed to inform the development of the Commissioning Strategy (Appendix 1) the Market Position Statement (Appendix 2) and the developing Implementation Plan. The full EIA is located at Appendix 3 for information. However, to summarise, the proposal is not felt to have a negative differential impact on any of the protected groups identified within the EIA.

Equality Duty

33. The Council has to satisfy its public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties) – the Public Sector Equality Duties (PSED). These duties require the Council to 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'. The '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. As noted in the report, consideration has been given to the requirements to carry out Equality Impact Assessments ('EIA') and an EIA is attached to the report so that the decision maker may understand the potential impacts of the proposals in terms of equality. This assists the decision maker to ensure that it is making proportionate and rational decisions having due regard to the public sector equality duty.
35. Where a decision is likely to result in a detrimental impact on any group sharing a Protected Characteristic, consideration must be given to possible ways to mitigate the harm. If the harm cannot be avoided, the decision maker must balance the detrimental impact against the strength of the legitimate public need to pursue the recommended approach. The decision maker must be satisfied that having regard to all the relevant circumstances and the PSED, the proposals can be justified, and that all reasonable efforts have been made to mitigate the harm.

36. It is noted that Equality Impact Assessments (which include consideration of views and information obtained through consultation) is attached to this report. The decision maker must consider and have due regard to the Equality Impact Assessment prior to making the decisions recommended in the report.

Well-Being of Future Generations (Wales) Act 2015 – Standard Legal Implications

37. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
38. In discharging its duties under the Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2019-22. When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well-being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.
39. The well-being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
- Look to the long term
 - Focus on prevention by understanding the root causes of problems
 - Deliver an integrated approach to achieving the 7 national well-being goals
 - Work in collaboration with others to find shared sustainable solutions
 - Involve people from all sections of the community in the decisions which affect them
40. The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link below: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

General

41. The decision maker should be satisfied that the proposal is in accordance within the financial and budgetary policy and represents value for money for the Council.

42. The decision maker should also have regard to, when making its decision, to the Council’s wider obligations under the Social Services and Wellbeing (Wales) Act 2014, the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

HR Implications

43. There are no immediate HR implications

RECOMMENDATIONS

Cabinet is recommended to:

1. Approve the Right Home Right Support Accommodation and Support Commissioning Strategy for Children Looked After (“the Commissioning Strategy”), and note the Market Position Statement and;
2. Subject to approving recommendation 1, delegate authority to the Director of Social Services in consultation with the Cabinet Member for Children and Families, the s151 Officer and the Director of Governance and Legal services to progress all Business Cases and undertake all required steps in order to implement the Commissioning Strategy.

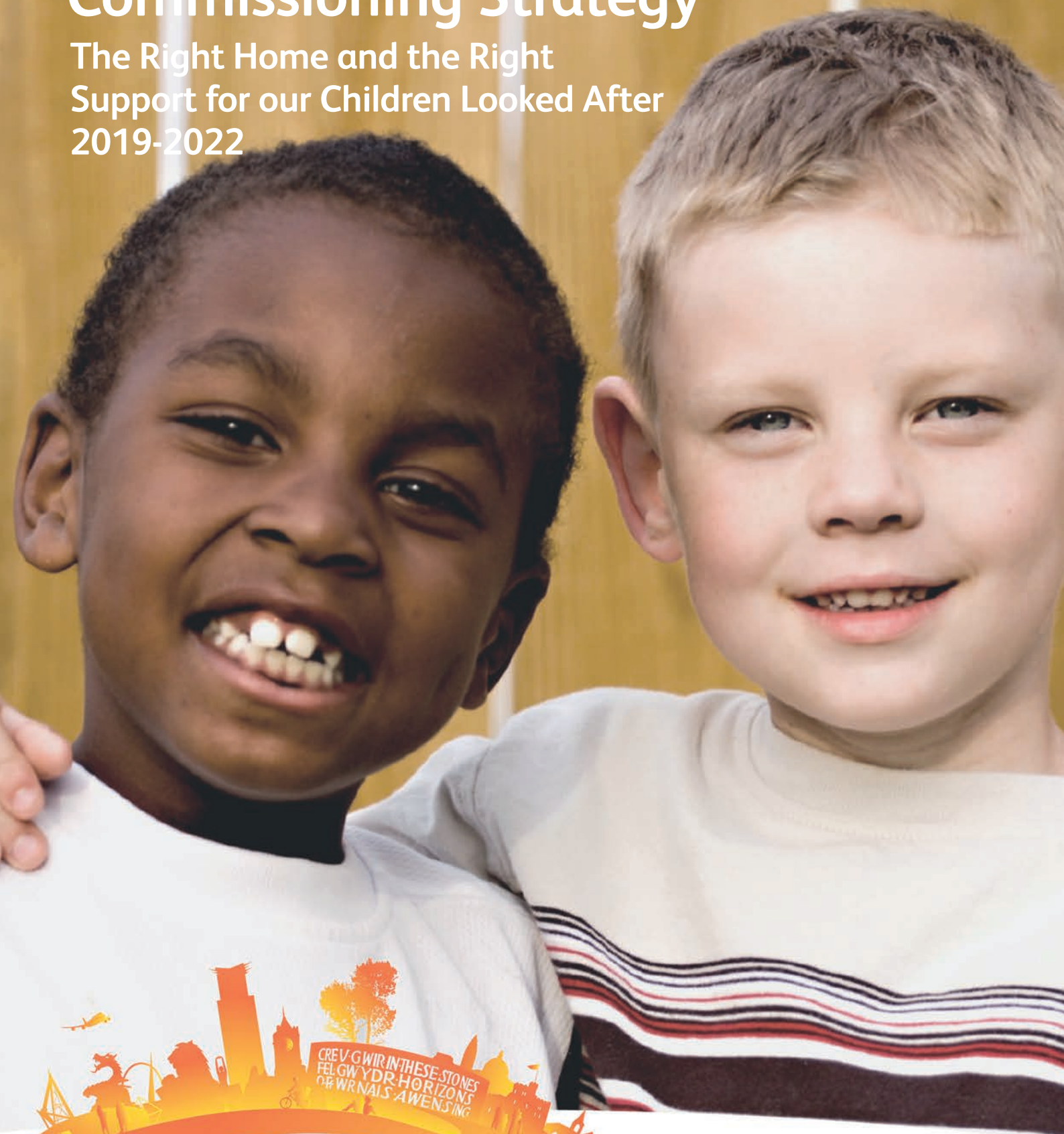
SENIOR RESPONSIBLE OFFICER	Claire Marchant
	Director of Social Services
	15 November 2019

The following appendices are attached:

- Appendix 1: Right Home Right Support- Commissioning Strategy for Accommodation and Support 2019 to 2022
- Appendix 2: Market Position Statement for the Commissioning of Services for Looked after Children
- Appendix 3: Equality Impact Assessment

Social Care Commissioning Strategy

The Right Home and the Right
Support for our Children Looked After
2019-2022





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Foreword 2

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Foreword

I am delighted to introduce Cardiff's Children's Services Commissioning Strategy for support and accommodation for children, young people and families over the next three years. The scope of this strategy is the range of services we need to develop to meet the needs of children, young people and families where:

- children are at risk of becoming looked after
- children are looked after and,
- children are leaving care

The strategy emphasises Cardiff Council's commitment to children's rights and ensures we are in a position to effectively fulfil our role as corporate parents.

We will ensure that we work alongside children, young people and families in designing and developing the right support, in the right place at the right time. We will develop local services, which are within the boundaries of Cardiff and work with housing, health, education and other partners to develop the right quality and range of services.

The strategy identifies clear priorities and outcomes we will deliver alongside practice improvements and work-force developments through the 'Cardiff Children's Services Strategy: Delivering Excellent Outcomes'. The strategy provides direction on the arrangements we will put in place and services we will commission to achieve the following commitments:

- We will strive to safely reduce the rising number of children and young people looked after.
- We will increase the number of children and young people supported to live safely with their families.
- We will reduce our reliance on services away from Cardiff where these are not in the best interest of the child and young person.
- We will increase the numbers of kinship carers.
- We will increase the number of Cardiff Council Foster Carers.
- We will work positively with Independent Fostering Agencies.
- We will increase the range of local residential services to meet children with more complex needs.
- We will improve the way we commission services.

The services we wish to develop are based on a clear assessment of current and future needs strategy provides an analysis of the numbers and needs of children at risk of becoming looked after and children who are looked after by the Council.

The strategy will inform the way we work with a range of providers and the social care market as a whole, providing clear direction and a framework for engaging with service providers so that they can respond effectively to the strategic priorities identified in the strategy. The strategy will also inform implementation plans that will deliver the actions required to achieve the priorities in a timely way. It will provide the Council's Corporate Parenting Advisory Committee with a clear way forward to improve outcomes for children, young people and families in respect of support and accommodation.

Most importantly, the strategy provides the basis for our children, young people and families to receive the right services in the right place at the right time and to achieve better outcomes, and live better lives as a result.



Councillor Graham Hinchey
Cabinet Member for Children and Families



Introduction

Cardiff Council are pleased to present our commissioning strategy for children and young people who are in the care of the Council and require additional support and accommodation.

We have worked together with children, young people, parents and carers, to understand their experience and what matters to them. We have met with key Providers from the independent and third sector to ensure we understand their offer and to develop an ongoing dialogue take place to shape what is available.

This commissioning strategy sets out our clear direction for the future. It outlines our vision, describes the policy and legal context, analyses our current data and outlines our future priorities. Our priorities are the key issues that need to be addressed in the forthcoming years in order to respond to the needs of our most vulnerable children, young people and their families. This includes ensuring there is sufficient capacity and an appropriate range of provision to meet their needs.

Purpose – Why have a Strategy?

The purpose of the strategy is to describe Cardiff Council and key priorities. Its aim is to ensure sufficient options for supporting vulnerable children, young people and their families. As such it outlines the work we want to undertake to develop local and regional services to support our children, young people and their families.

Our Vision

Cardiff Children’s Services Strategy (2019-2022) outlines a dynamic and progressive vision for children’s social services. It states:

“In all cases, we will adopt in the city a ‘Think Family’ approach which looks at the family as a whole and co-ordinates support across the public services, tailored to each family’s needs and strengths. Supporting Vulnerable Children and Families Parents have the most significant influence on children and on their future lives. Outcomes for children are best when they are supported to grow and achieve within their own families, own communities and in Cardiff. “

This will be supported by a range of services which places an emphasis on prevention and early intervention to give children the best possible outcomes and better manage the pressure on public services.

“Being in care made my life better by having a safe house and a bedroom”

This commissioning strategy contributes to this vision by looking to facilitate with partners a range of services and options which improve outcomes and support more children and families to stay together whilst providing the highest quality services when that is not possible. Wherever appropriate the term 'home' is used as our children and young people prefer this term to 'placement or unit'.

Aim – What do we want our strategy to do?

Our aim is to build, reshape, and expand our current provision, services and homes for children to improve the outcomes of our most vulnerable children, young people and families. Implementation of this strategy will be in line with the key principles in the Cardiff Social Services Strategic Commissioning Framework in diagram 1.

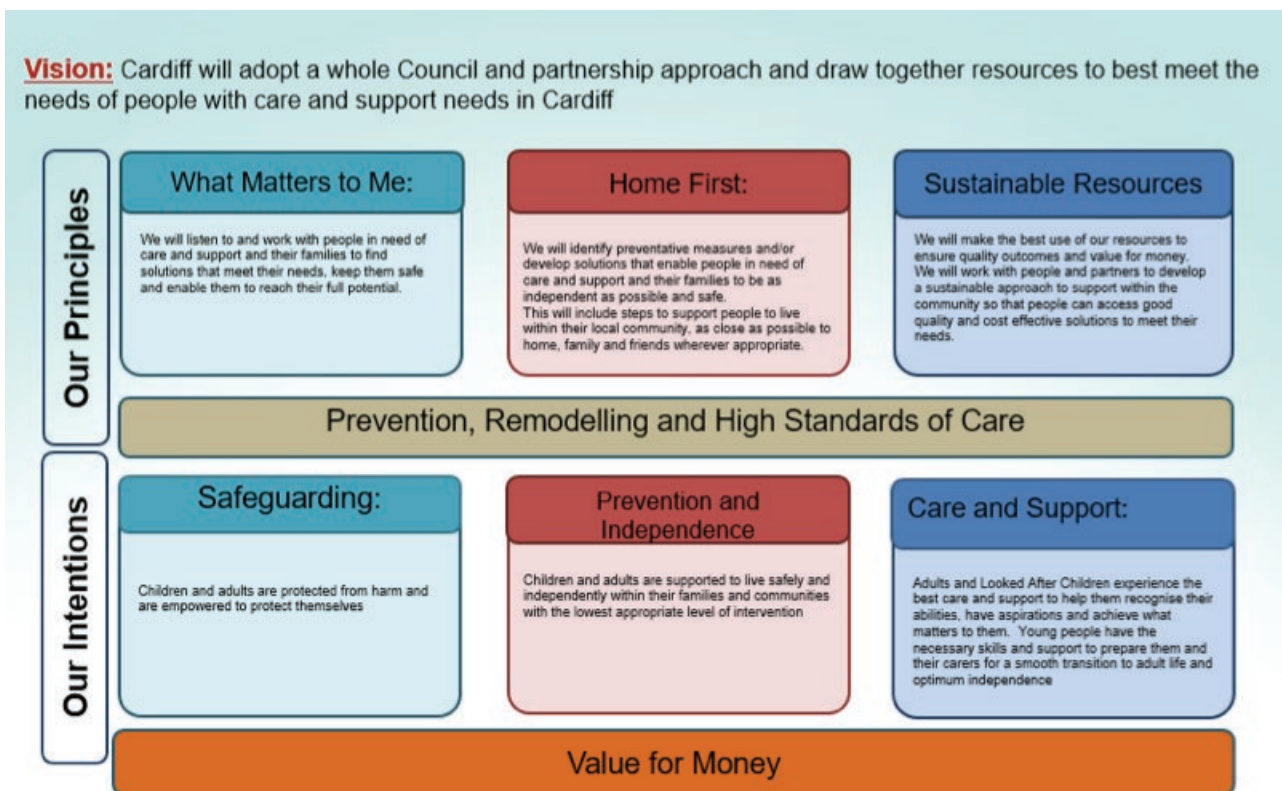


Diagram 1

“I want to be listened to”



2

The Cardiff Children's Service Strategy

In July 2019 Cardiff Council's Cabinet approved 'Delivering Excellent Outcomes' (2019-2022). This is a 3 year strategy that outlines key priorities and changes that will take place over the next three years. This commissioning strategy delivers a key priority within the overall strategy for Children's Services. The sum of this effort will deliver the Council's Capital Ambition commitments that Cardiff 'is a great place to grow up for the most vulnerable children'.

Supporting Children, Young people and their Families – Our Model

Parents have the most significant influence on children and their future lives. We are adopting a 'Think Family' model, which looks at the family as a whole, and co-ordinates support across the public services, tailored to each family's needs and strengths. This approach is informed by our awareness of the impact of adverse childhood experiences (ACE) on both the children and parents we work with and our interventions are evidence-based and informed by the impact of trauma.

Supporting Children, Young people closer to Home

We will, whenever it is safe to do so, support children and young people to remain with their birth family or extended family and avoid the need for children and young people to become looked after. We are committed to developing services that wrap around families, extended families and carers to respond to needs earlier and prevent their escalation.

It is our priority to ensure we will find safe ways to work alongside families to enable them to parent their children and protect them from harm. We also recognise we need to support good substitute family care (foster care) when it is not possible for a child or young person to remain with their own families. In most circumstances, it is important that children and young people maintain positive contact with their own families, friends, school and communities. This is why we are committed to developing services closer to Cardiff. On the occasions when it is not possible for children to be safe and protected in or close to Cardiff we will commission the highest quality service. The safety and well-being of our children and young people will always have the highest priority.

“Staff are very supportive and I can always talk to someone”

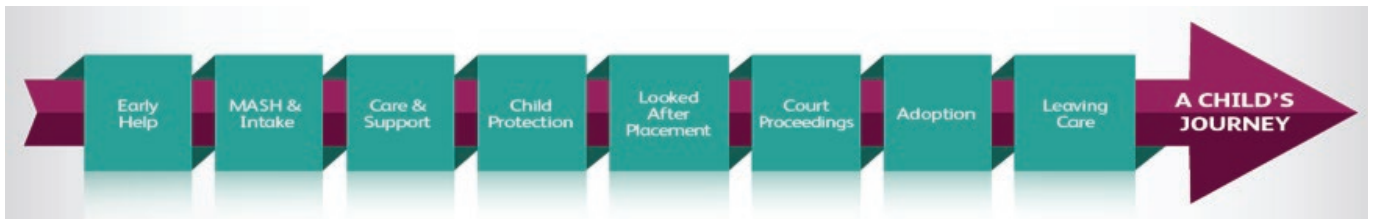






Supporting Children, Young people and Families – Intervening Early

We want to shift the balance of care so that by intervening earlier we prevent the escalation of need. Our aim is to support more children, young people and families through early help services and to reduce the number of children who become looked after. We will be commissioning the right services to the right capacity and at the right stage of the child's journey so we are able to meet needs through the least intensive intervention and as early as possible. This ambition is reflected in our Early Help Strategy.



Graphic 2 – the Child's Journey.

Better Outcomes – what success looks like?

Delivering Excellent Outcomes' aims to shift the balance of care and achieve the following outcomes for the children, young people and families of Cardiff. We will:

- Safely reduce the number of children and young people looked after,
- Increase the number of children and young people supported to live safely with their families,
- Reduce our reliance on out of area placements,
- Increase the number of kinship carers,
- Increase the number of local authority Foster Carers,
- Work differently with Independent Fostering Agencies,
- Develop the range of residential placements to meet more complex needs,
- Develop our commissioning and procurement capability and capacity,
- Develop further our understanding of our vulnerable children, young people and families.

Achievement of these outcomes is how we will evaluate the impact of this 3 year strategy



3

Commissioning Strategy - The Welsh Context - The Law

The main pieces of legislation related to this strategy are the Social Services and Well-being Act (Wales) Act 2014, the Well-being of Future Generations (Wales) Act 2015 and the Regulation and Inspection of Social Care (Wales) Act 2016.

The Social Services and Well-being (Wales) Act (SSWBA) 2014 imposes requirements on local authorities and health boards to promote the well-being of those who need care and support or carers who need support. It outlines key duties to ensure:

- People have control over what support they need, making decisions about their care and support as an equal partner,
- New proportionate assessment focused on the individual,
- Carers have an equal right to assessment for support to those who they care for,
- Easy access to information and advice is available to all,
- Powers to safeguard people are stronger,
- A preventative approach to meeting care and support needs is practised,
- Local authorities and health boards come together in new statutory partnerships to drive integration and service change.

There are some elements of the SSWBA that directly relate to children, young people and their families including the following duties on local authorities to ensure:

- That there is sufficient accommodation for all types of children who are looked after,
- That placements are made within their own areas, unless it is not reasonably practical to do so or there are overriding reasons for placing the child out of authority, the primary reason being safeguarding,
- Support is within the service, and the location that best enables them to achieve positive well-being outcomes. For most children this means in or close to Cardiff as this means they can maintain their relationships with their family, friends, school, community and health services
- All decisions on the right accommodation/placement and support service will be made with the child or young person's best interest.
- Care and Support planning including achieving permanence is a key consideration from the very start.





The overarching principles for the SSWBA are:

- To support people who have care and support needs to achieve well-being,
- People are at the heart of the new system by giving them an equal say in the support they receive,
- Partnership and co-operation drive service delivery,
- Services will promote the prevention of escalating need and the right help is available at the right time.

The Well-being of Future Generations (Wales) Act 2015 places a duty on Public bodies, including health and social services, to make sure that when making their decisions they take into account the impact they could have on people living in Wales in the future. This Act requires them to:

- Work together better,
- Involve people reflecting the diversity of our communities,
- Look to the long term as well as focusing on the now,
- Take action to try and stop problems getting worse, or even stop them happening in the first place.

Regulation and Inspection of Social Care (Wales) Act 2016 set the new statutory framework for the regulation and inspection of social care services, in other words how social care services are going to be assessed for their quality and impact they make.

4

Together We are Stronger- Working in Partnership

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The legal, policy and local strategic context all stress the important of partnerships and working differently across public sector partners, the third and independent sector.

Our work with partners is a central tenet in our delivery of more care support and accommodation options in order to see an improvement in outcomes for children and young people.

The SSWBA describes the outcomes, which all partners need to work together to achieve for Children and Young people;

- Being Safe,
- Having somewhere suitable to live,
- Being involved in decisions that impact your life,
- Having friends,
- Being part of good, strong communities,
- Having every chance to do well in education, training, worked-based earning and employment,
- Feeling good about your life,
- Being able to grow up happily and successfully,
- Being well looked after,
- Having access to appropriate health care.

Cardiff Children’s Services Strategy (2019-2022) placed a strong emphasis on the importance of working together in partnership. It states:

“Public and third sector partners including teachers, health practitioners, doctors, nurse, allied health professionals, mental health practitioners, social workers, youth workers, third sector practitioners, early years practitioners and play workers will work together to deliver a joined-up approach to enable the right conversations to take place at the right time, between the right people and for solutions to be found at the earliest possible stage, particularly for the most vulnerable children and families.”

This commissioning strategy, and the work that follows will be an expression, in practice, of this vision for partnership working. Joint planning and delivery with our partners is essential to delivering the best outcomes for children.

Cardiff – A Child Friendly City

Cardiff is one of five cities in the UK developing, in partnership with UNICEF UK, as a ‘Child Friendly City’. This means we place the rights of children and young people at the heart of all our policies and strategies; we involve children and young people in decision-making and commit to addressing barriers, which limit their lives. This development will involve all partner organisations placing children’s rights at the centre of the commissioning approach.





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Working with Providers

This strategy also signals the ongoing desire of Cardiff Council to work collaboratively with providers to ensure an open and mature relationship. This proactive dialogue will engage providers in the development of key aspects of commissioning including the development of future provision and the analysis of current needs. They have an important perspective to bring to the shaping of future provision.

Children’s Commissioning Consortium Cymru (4Cs)

Cardiff is a member of this important national consortium which is a strategic commissioning alliance between Welsh Local Authorities to support commissioning needs in respect of fostering and residential homes for children. Where it makes sense, Cardiff will be a key partner in developing regional and national solutions for children’s provision.

Vale, Valleys and Cardiff Regional Adoption Collaborative

This is a collaboration between the Vale of Glamorgan, Rhondda Cynon Taf (RCT) and Merthyr Tydfil Local Authorities. It delivers all the functions related to securing and supporting permanence adoptive families for children when an adoption order is the care plan endorsed by the Family Court.

“ Not comfortable as we have to share a bedroom. 4-7yrs ”



5

What key Stakeholders tell us?

This section sets out the messages received from key stakeholder regarding our Children Looked After. It will start from the child and young persons' perspective and then hear from the view of our staff and external providers.

What's important to Children and Young people?

From the information gathered from the consultations, surveys and engagement exercises with children and young people in care key messages have been identified:

- They do not like the term 'placement' or 'unit'. They want a place they can call 'home'.
- Young people want regular review contact arrangements,
- They want to understand why decisions have been made,
- Children want to feel included and understand why they are in care,
- Children and Young people want to be trusted and feel involved in activity planning,
- When care planning they want staff to be aware of gender differences
- They want opportunities to improve people's feelings about their appearance and body image.
- They want more opportunities to benefit from being in the outdoors.
- Most Children and young people have good relationships with their carers.
- The vast majority feel safe in their setting.
- Most feel positive about their futures.
- They would like access to the internet.
- Most children and young people want to stay in their local area.
- They want to remain close to their families, friends and local communities.
- They want to remain in contact with carers after they have left for ongoing support.

There are some very important themes within these messages which need to inform our commissioning strategy going forward. These themes could be summarised as 'meaningful involvement', 'having positive experience', 'their emotional well-being' and their desire to 'stay close to home'.

We have used the following engagement mechanisms to understand the views of children and young people:

- Bright Spots Survey of 255 children looked after (September 2018)
- Cardiff Council Social Services Annual Report consultation (April 2019)
- Consultation with children and young people living in Cardiff Council Residential Provision (May 2019)
- Child Friendly City Consultation (July 2019).





What our providers tell us?

The Council has been engaging individually and in workshops with both Fostering and Residential Providers.

The overriding message was a willingness to work even more closely in partnership, with the Council. A number of important messages emerged through these discussions.

- Understanding of the importance of children and young people being placed close to home where appropriate to do so.
- Providers have a range of experience, skills and knowledge that can help in the development of services.
- Willingness to engage in shared learning and development.
- A shared challenge on recruiting Foster Carers.
- Providers would like a more planned approach for young people leaving care.
- A need for an ongoing dialogue.
- Providers want to understand how needs and demand is changing.
- The importance of the partnership between the Council and Providers.
- There could be further improvements in the placement process.
- Providers willing to consider alternative commissioning arrangements.
- The need to further develop our understanding of Children Looked After needs.
- Some children and young people have more complex needs and we need to understand this further.

This feedback clearly shows the market of providers wanting to engage in an ongoing dialogue with the Council, looking at shared challenges and looking for solutions that best meet the changing needs of children and young people in Cardiff.

Our vision is to have a vibrant provision in Cardiff able to meet the changing needs of our children and young people in a flexible and responsive way.

What our staff tell us?

Engagement with staff have further helped in terms of understanding the changing needs of our children and young people. Key messages included:

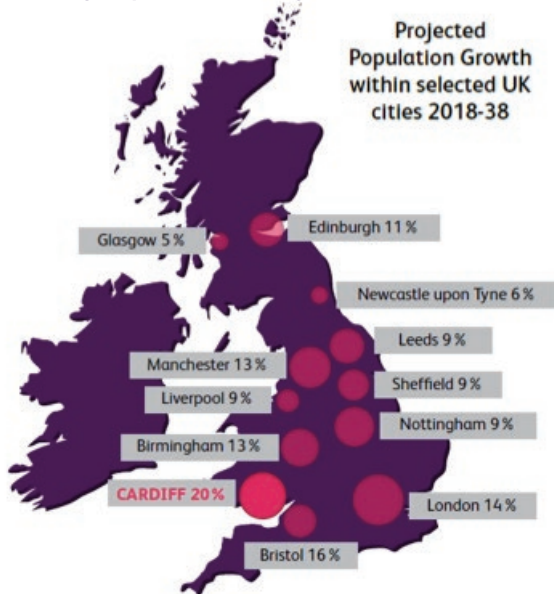
- Demand is increasing,
- It is more difficult to find suitable homes for our children and young people,
- There are more sibling groups needing support,
- Some children and young people have more complex needs
- We want to be able to offer more support to families
- We want to help bring families together again
- We need to improve out processes

6

What does the data tell us?

In this section we will review some of the key data related to Children Looked After in Cardiff.

Demographic Changes



Graphic 3

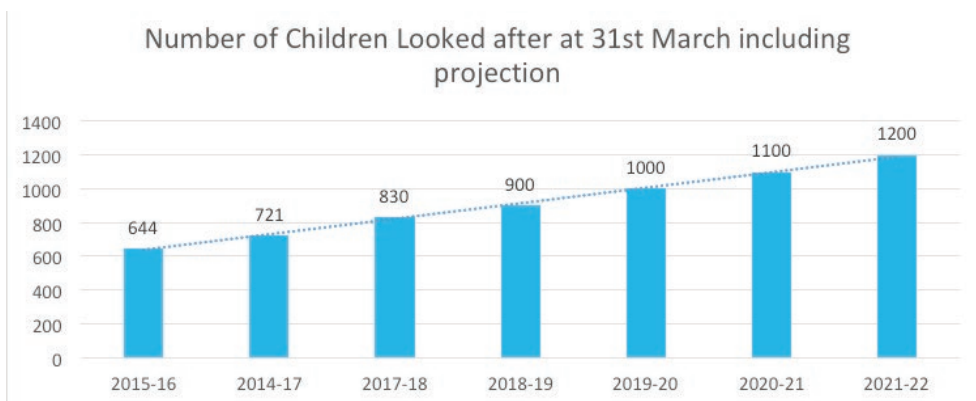
Our population is changing

Over the next 20 years, it is projected Cardiff's population will increase faster than other Cities in the UK.

This means our children and young people's population (0-19) will increase from 88,280 in 2017 to 107,630 in 2035, an 18% increase.

This will create additional demand simply due to the additional numbers of children, young people and families in Cardiff. If the pattern of demand was to remain as it currently is this would mean an 18% increase in demand.

Projection of Demand.

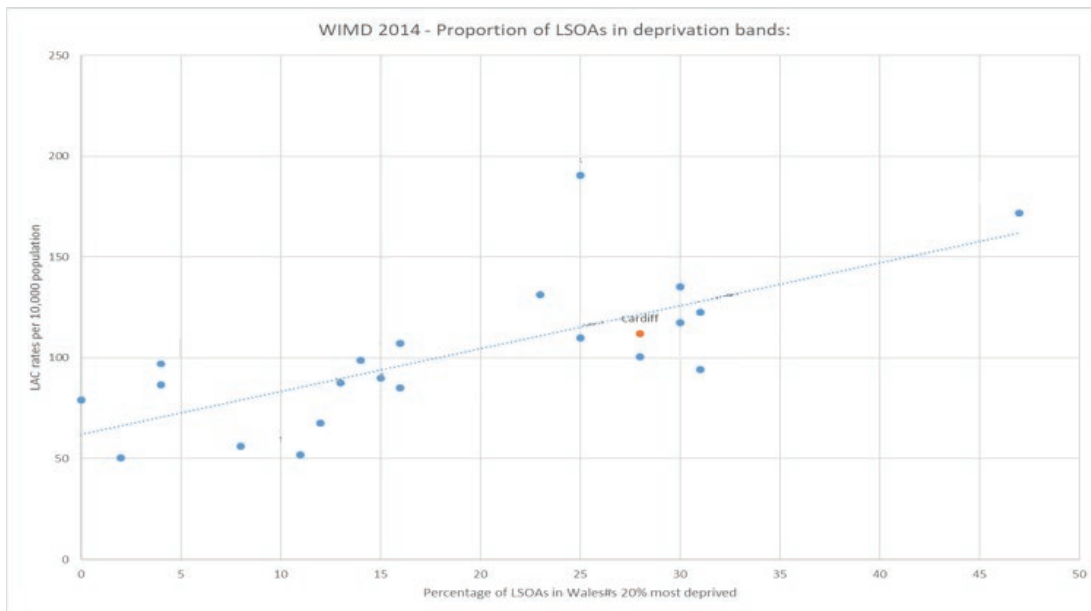


Graphic 4

There has been a 35% growth in Children looked after since 2014. This is the 6th highest growth in Wales and we have the largest number of Children looked after.

Comparison to other Welsh Local Authorities

The figure below shows that the rate of children looked after in Cardiff is slightly lower than might be expected when rates of deprivation are taken into account across Wales.

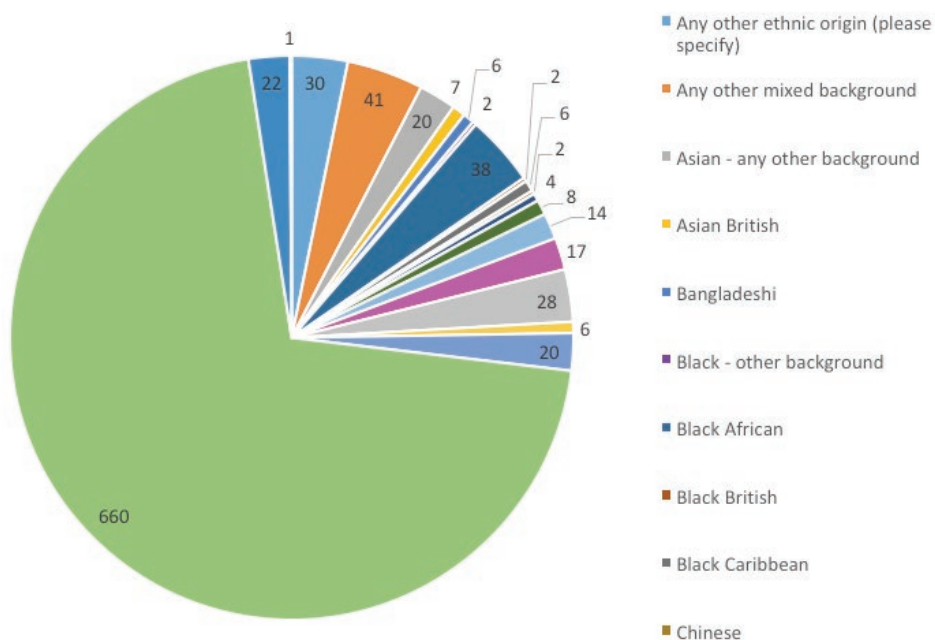


Graphic 5

In comparison to other Local Authorities, and the Welsh average the numbers of children per 10,000 of the population is a useful comparison. The Cardiff comparison shows an increasing rate of children looked after per 10,000 population.

Ethnicity

The pie-chart shows the ethnic composition of our Children Looked After.

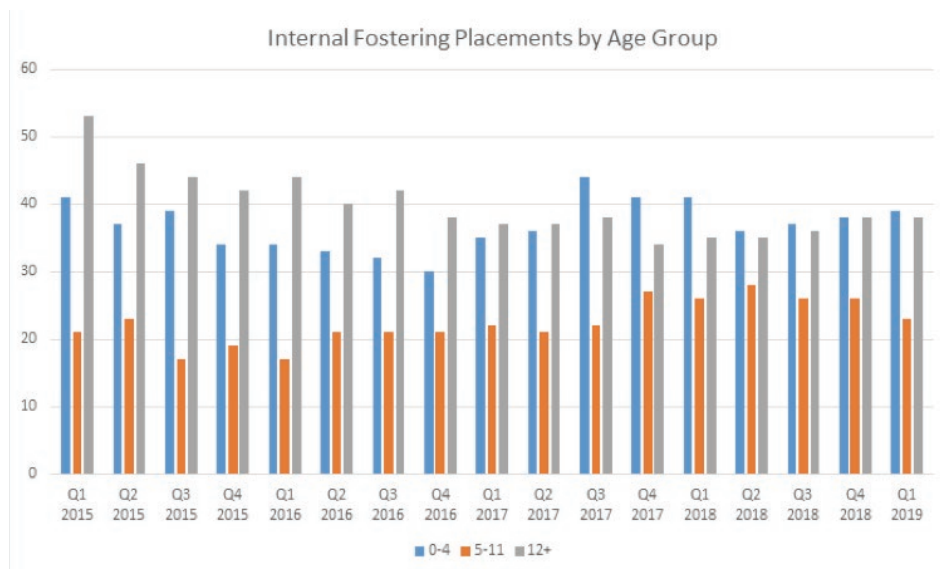


Graphic 6



Age

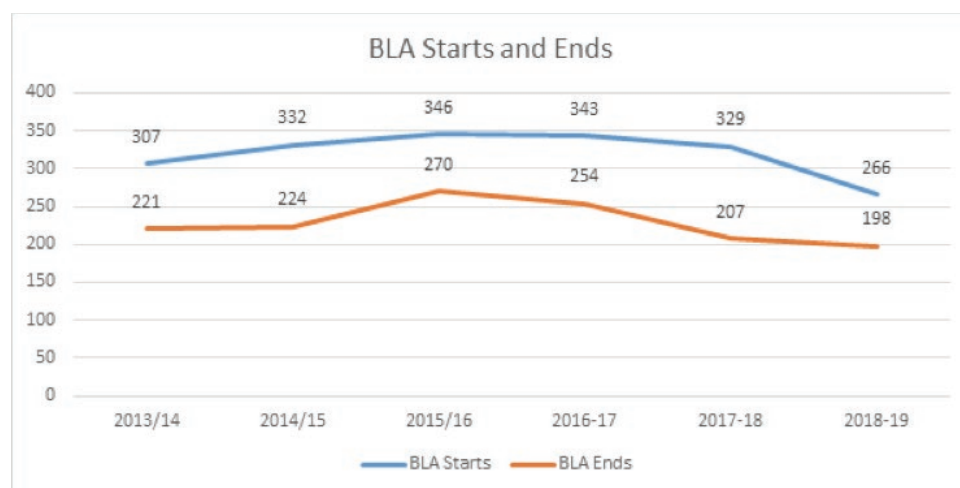
The table below shows the age composition of our Children Looked After.



Graphic 7

Becoming Looked After and ending being Looked After

The graph below shows the difference between the number of children and young people becoming looked after and those ending being looked after.

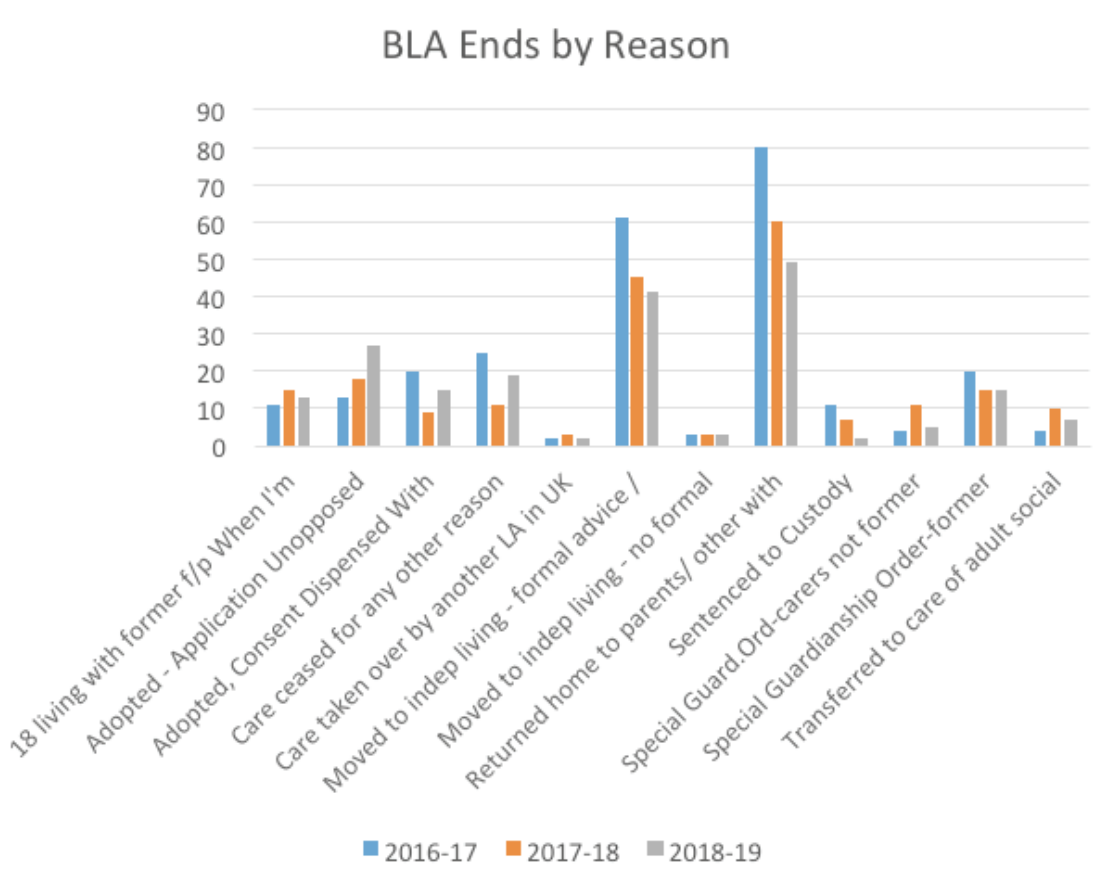


Graphic 8

The year on year growth was 77 from 2016 – 2017, 109 from 2017 to 2018 and 70 from 2018 to 2019. This closely relates to the gap between those becoming looked after (BLA) and ending care as 89, 122 and 68 in the equivalent years. In other words the upward trajectory reflects more children becoming looked after than those ending being looked after.

Destinations after ending care.

It is also important to consider the destinations of young people ending care. The graphic below shows that at the end of being Looked-After young people are favouring independent living or returning home to parents or other family members.



Graphic 9

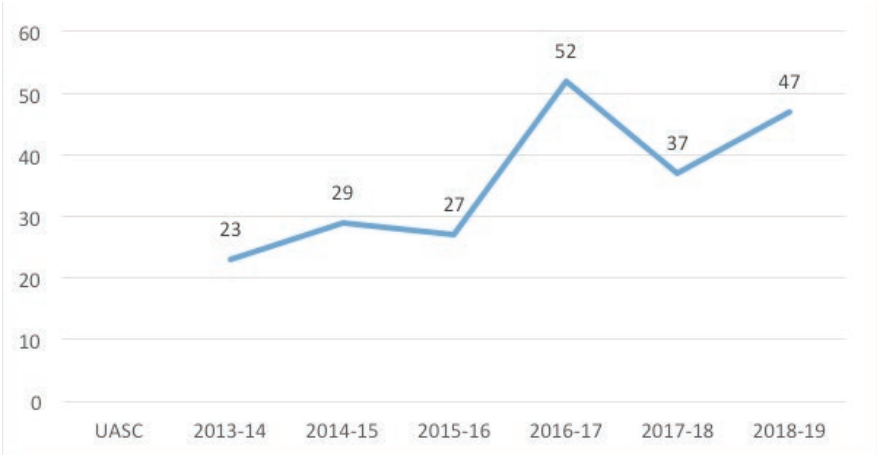
“ In foster care I was treated like the other children ”



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Increasing Complexity (a)

Unaccompanied Asylum Seeker Children (UASC)

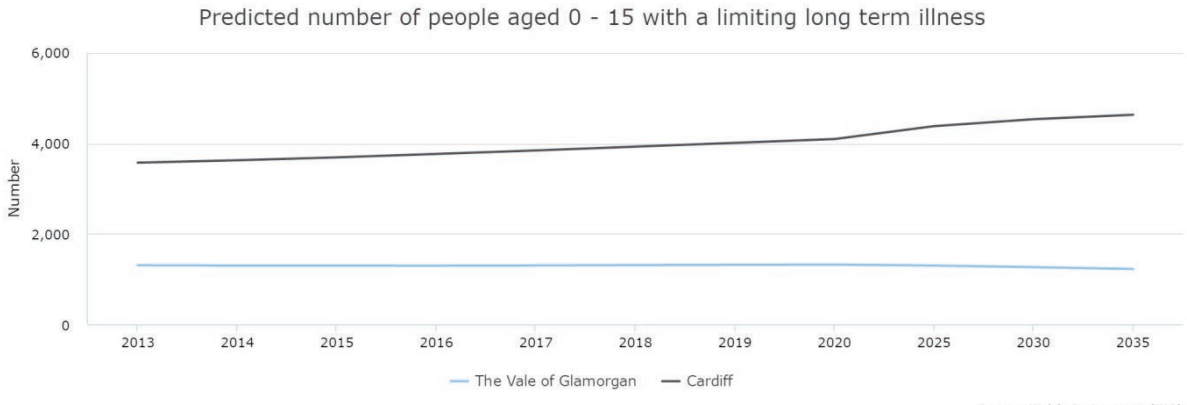


Graphic 10

The graph above shows the increasing trajectory regarding UASC children and young people. It is difficult to predict the future trajectory for this cohort of young people. It is clear that this cohort bring a different and more complex set of issues in securing appropriate accommodation and support

Children with Disability

The number of children and young people aged 15 and under with a long term illness is projected to increase significantly over the next 20 years, with a period of particularly high growth from in 2020 onwards. A similar increase is projected for rates of severe disability in Cardiff.



Graphic 11

Current Provision

Where do Cardiff Children and Young People live?

There has been a 35% growth in Children looked after since 2014. This is the 6th biggest growth in Wales and we have the largest number of Children looked after.



Graphic 12

Our Children and Young people live in a wide range of places mainly in Wales and England. Living closer to home has many benefits including maintenance of family and friendship relationships, remaining close to their communities and being able to attend local schools and access health services. There are circumstances where it is appropriate for a child or young person to live away from Cardiff. Our aim, is to year on year see more of our children and young people living closer to home.

What are their kinds of Homes?

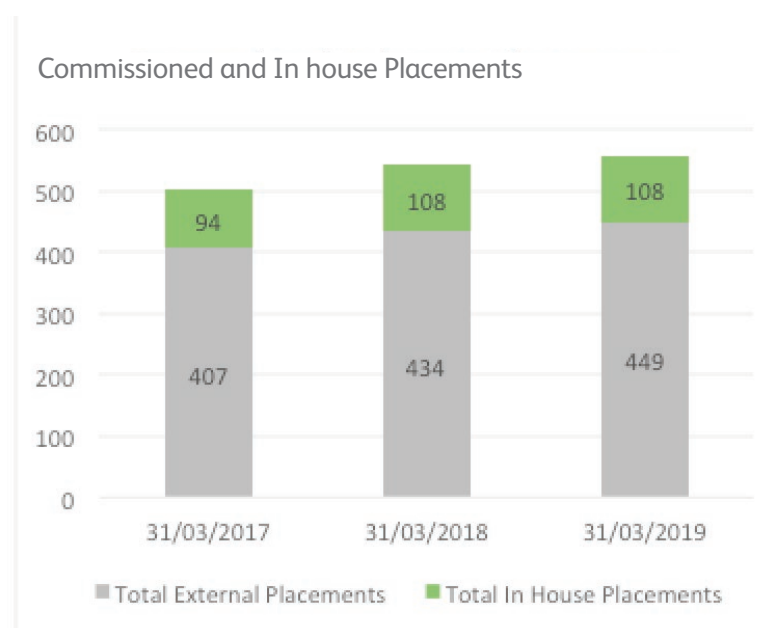
The table below shows the type of homes our Children Looked After are living in. It shows that there is an increasing numbers of children and young people living with their own families or with people connected to their own families, 'placed with parents' or in kinship arrangements. It shows a consistent pattern of use regarding Cardiff Council fostering families, adoption and Independent Foster Agencies (IFAs). It shows an increasing use of residential homes over the last two years.



Placement	31 st March 2017	31 st March 2018	31 st March 2019
Kinship	41	74	101
In house fostering	89	102	101
Agency fostering	361	391	391
Residential	55	54	70
Placed With Parents	93	119	142
Independent Living	58	46	41
Placed for adoption	20	32	33
Other	4	12	21
Total	721	830	900

Graphic 13

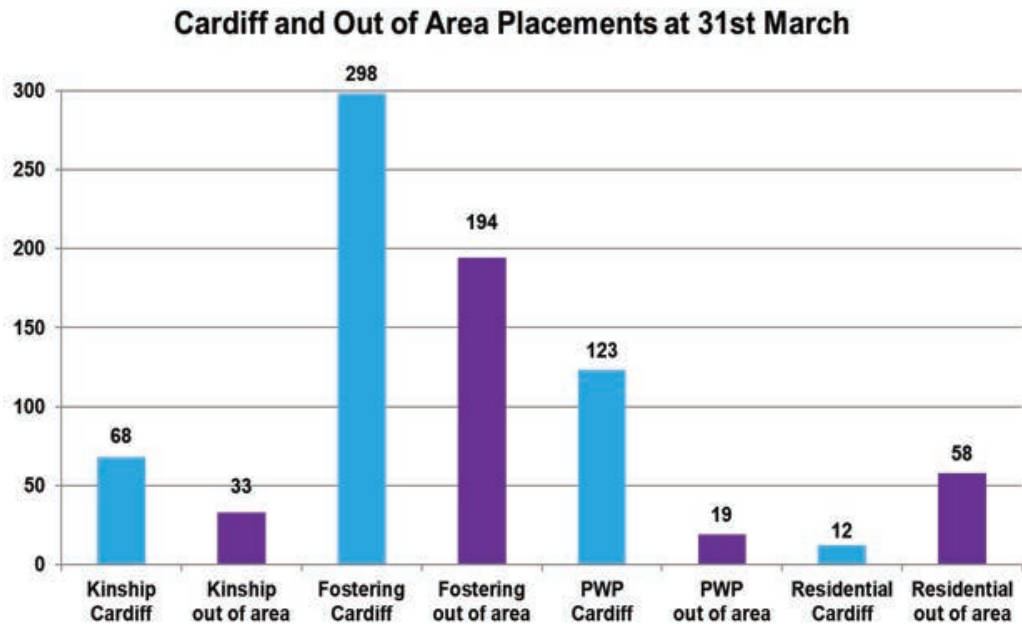
Comparison In-house and Commissioned Services



Graphic 14

Over the last three years there has been a consistent pattern of children and young people living with Cardiff Council foster carers and increasing the use of commissioned providers. While our aim is to significantly increase our number of internal foster carers we also recognise the important role our external providers play in securing homes for our children and young people.

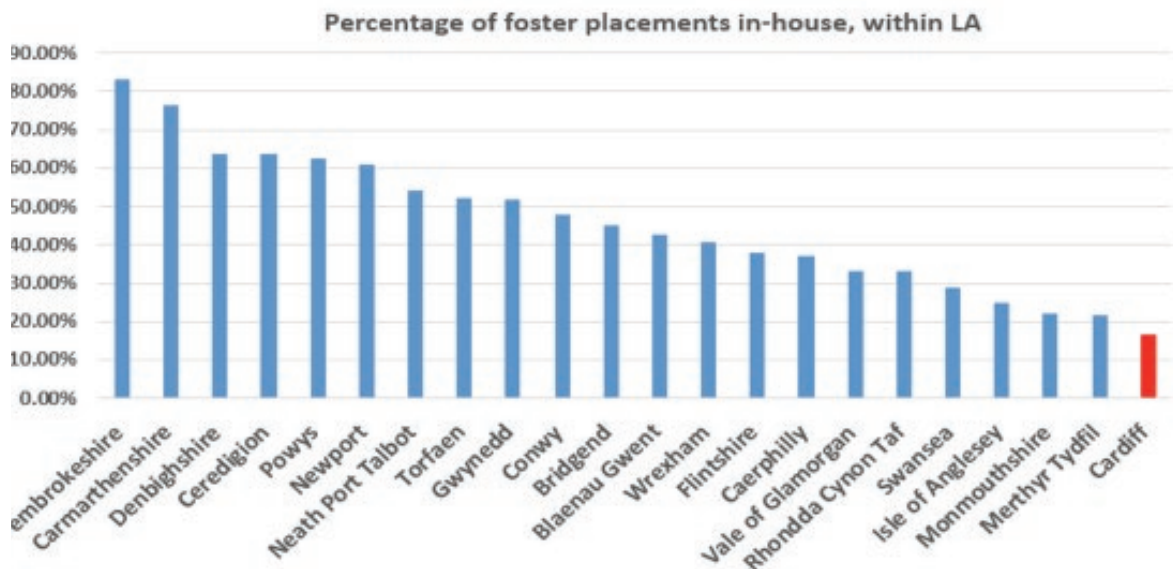
Out of Area placed Children Looked After



Graphic 15

Fostering

Cardiff Council stands out amongst Welsh authorities in having a low level of in-house fostering. Growing Cardiff Council fostering has a significant focus and there has been some success with starting to attract new Foster carers. This needs to accelerate considerably in the next 3 years.



Graphic 16

Out of Area Residential Care

58 of the 70 Cardiff children living in residential homes were living outside of Cardiff at the end of 2018/19. 64 children were supported by private providers and 6 in Cardiff Council provision. Children looked after are living in 20 different locations out of area with 43 different providers.

The table below highlights that the Cardiff and the Vale of Glamorgan region has significantly lower levels of therapeutic provision for children and young people than in other parts of Wales. This means that to meet more complex needs of children and young people there is a reliance on services away from Cardiff. Development of therapeutic services require a joint approach from social services, health and education partners.

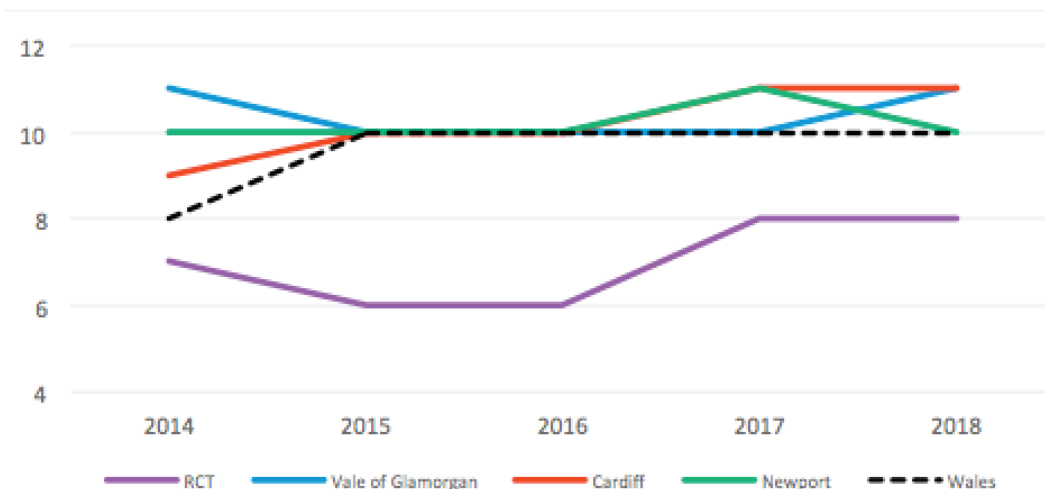
Number and percentage of beds by region and provision type (December 2017)

Region	General therapeutic and specialist care		Short break / respite service		Disability only	
	Beds	% of region	Beds	% of region	Beds	% of region
North Wales	119	60%	28	14%	51	26%
West Wales and Powys	85	61%	29	21%	25	18%
Western Bay	77	73%	21	20%	7	7%
Cardiff & Vale	23	26%	28	32%	36	41%
Cwm Taf	37	70%	12	23%	4	8%
Gwent	60	76%	9	11%	10	13%

Source: Data Cymru; Childrens residential profile of Care Wales -Care providers' statement of purpose analysis

Graphic 17

Percentage of children experiencing 3 or more placements in a year



Graphic 18

The data above shows that the numbers of children experiencing 3 or more placements is slightly higher than the Wales average which has been creeping up since 2016. This is important both as a cause of additional demand but very importantly for the well-being of our children and young people.

Secure Orders

As of March 2019, there were 5 Cardiff children and young people living in secure welfare settings. There is one secure setting in Wales and it can be difficult to source accommodation in a secure setting in an emergency. Cardiff children have been accommodated in Scotland as well as England in 2018/19.

Supported Housing

In October 2015 the Young Person's Gateway was launched in Cardiff, to offer housing solutions for young people aged between 16 and 21. The service is available to young people to whom the Council has a duty through social services or homelessness legislation.

The Gateway enables young people aged over 16 years to access mediation services, supported housing and specialist floating support services.



Needs Analysis

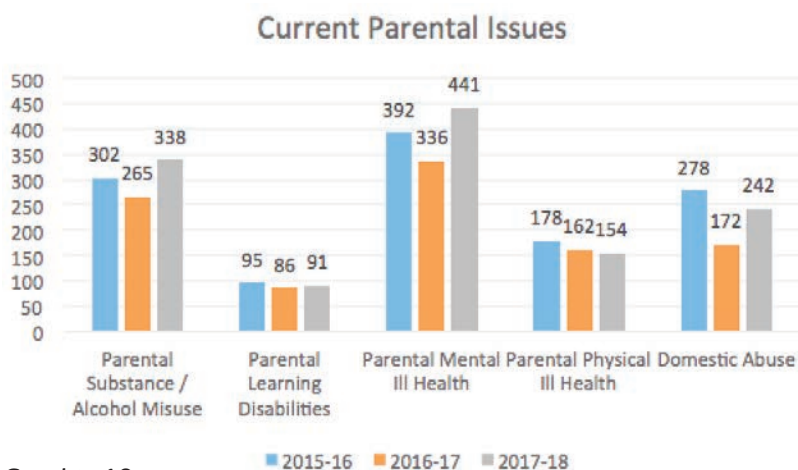
In analysing need we have used three sources of data.

- The Children in Need Census (March 2019) which is a good indicator of the needs of vulnerable families in Cardiff. A mini-review of 100 cases has taken place for children and young people referred for a fostering or residential placement. Lastly, a focus group has taken place drawing from key managers across the Directorate.

Children in Need Census

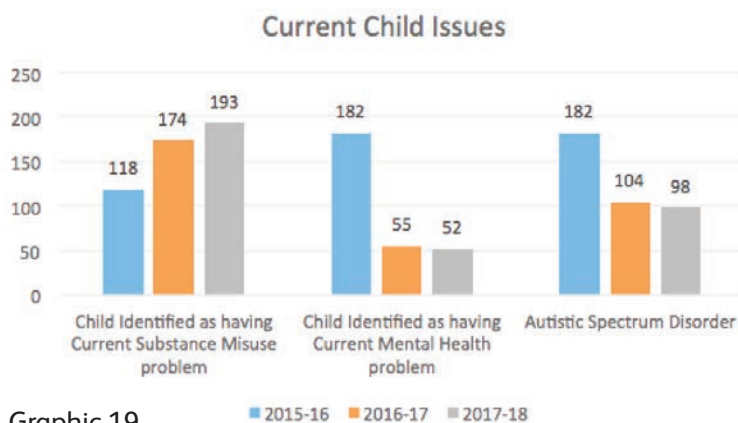
The two diagrams below highlight the key challenges facing families evidenced in the Children in Need Census. There are some important messages.

For parents there are consistent issues regarding their mental health, use of substances, and experience of domestic abuse.



Graphic 18

For our children there are also issues regarding their mental health needs and substance misuse. There is also a consistent message about the number of children and young people with autism.



Graphic 19

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Key Themes from the review of 100 referrals for Residential and Foster Care

In order to understand the needs of our children and young people who are referred for fostering or residential services, a detailed desk-top audit has taken place of 104 referrals. This has identified some important key themes. Of the sample 18 were living in residential provision and 86 were living with foster families. Of the residential homes 14 were standard residential homes, 3 non-standard and 1 was a mother and baby placement. Of the Fostering families, 64 were standard family placements, 9 were for solo carers placements, a further 9 were for sibling placements, and 4 were mother and baby placements.

In terms of their demographics:

- 50 were female and 54 male. 19% were aged under 5, 17% were aged between 6 and 10, and 45% were between 11-15 years old, and 17% were over 16.
- In terms of ethnicity 68% were categorised as white British, 12% were Asian, 9% Black and 9% from Mixed backgrounds.
- Seventy-three had English as their first language

There were a variety of needs evidenced in the review;

- domestic violence (8),
- unaccompanied asylum seekers (10)
- fostering placement breakdown (9),
- new born, 2 children were yet to be born and 5 were new-born. Two were cases of drug dependency.
- There were 21 cases of absconding behaviour.
- Mental health was a significant issue; Self-harm 11 cases. 7 were identified as having therapeutic care needs (3 of these were Residential placements and 4 Fostering). 6 had made threats or attempts at suicide
- CSE was a factor in 19 cases: 7 children had experienced current or historical CSE; while a further 12 cases were identified as vulnerable to or at risk of CSE
- 11 were identified as having substance misuse issues. In 7 of these cases cannabis was stated to be the drug abused, while others were unspecified.
- 14 had been or had shown potential to be violent, towards staff or other children.
- Special Needs: 4 were identified as having an ASD and 3 were indicated to have SEN issues

What do our staff say regarding this mini-needs analysis?

As part of the development of this strategy, a staff focus group assured the conclusions regarding the needs of our children and young people. Broadly, they were in agreement with the broad outline of needs contained within this section with five additions. The additional issues were raised by the workforce:

- They thought there should be a greater emphasis placed on behaviour and emotional issues being a key need especially in the 11-15 age group.
- There seem to be more sibling groups being looked after.
- They thought there were significant mental health needs being partly masked by different labels and professional perspectives.
- The needs of children and young people are complex and multi-faceted.
- Needs are becoming more complex which is reflected in the range of needs being described.

Conclusion

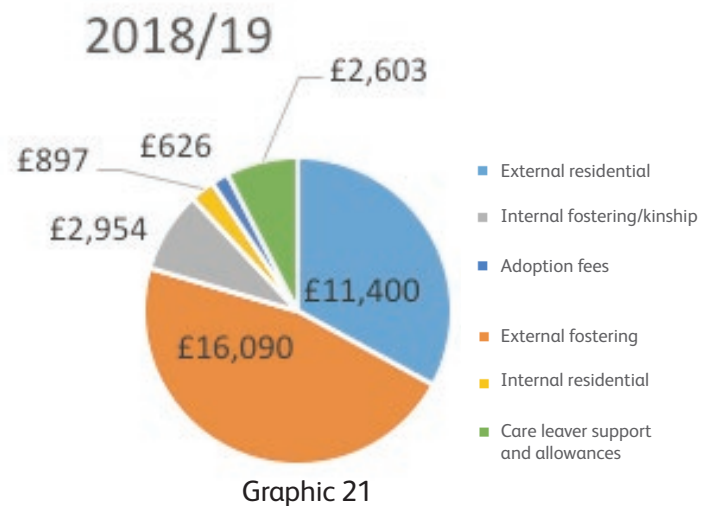
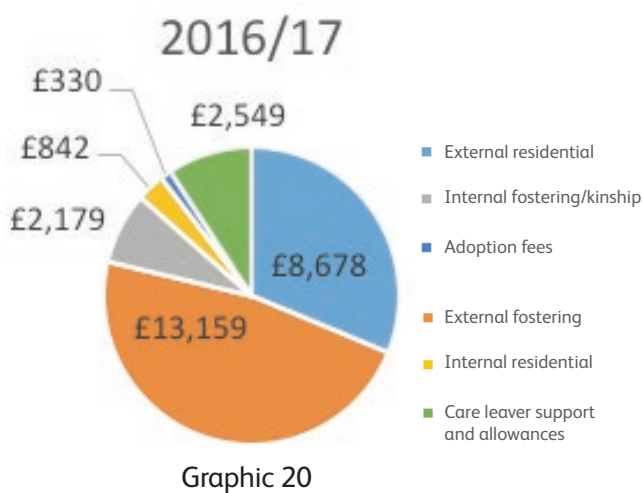
There is a great deal of synergy between the Children in Need survey, staff and provider views and the needs of our Children Looked After from the desktop analysis. There is a consistent picture on the range of needs.

Financial Analysis

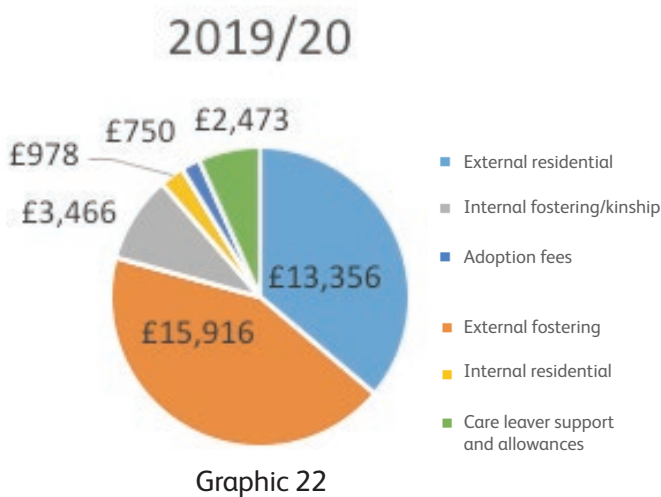
The figures below show the changing nature of the investment in our Children Looked After over the last three financial years. For 2019/20, it is a projection of spend based on the first 6 months of the financial year.

The financial analysis is clear to see, there have been three key changes over the last three years:

- An increasing spend on internal fostering/kinship care year on year,
- An increasing use, year on year, of residential provision which reflects the increasing complexity of young peoples' needs,
- During the first two years there is increasing use of external fostering reflecting the increasing demand. In the last year this has levelled off with the increase in the use of residential options.



For parents there are consistent issues regarding their mental health, use of substances, and that domestic abuse is a key feature in the lives of a significant proportion of our children and young people in need.





10

Analysis and Key Messages

Why are the numbers increasing?

Analysis suggests the following reasons for the increase in Children looked after:

- The population of children and young people is increasing,
- There are fewer children and young people ending care than starting care,
- There has been an increase in Unaccompanied Asylum Seeking Children (UASC)
- The increased use of Care Orders by the Family Court of children living with parents and kinship carers whilst retaining their looked after status.
- There is lower use of Special Guardianship Orders
- There are low numbers of revocation of Care Orders
- There is impact of substance misuse, mental health and domestic abuse.
- There is increasing complexity in terms of the needs of children and young people looked after.

Analysis of where we are now

The information set out in this strategy has highlighted the following issues with the current range of services, across the whole child's pathway:

- There is an imbalance between in-house and externally commissioned services.
- There are too many out of area placements made for reasons of local sufficiency rather than in the child's best interest.
- There is a high degree of stability for most children but evidence that children with more complex needs who become looked after in an emergency experience more unplanned moves.
- There is limited therapeutic residential provision in the Cardiff area resulting in the need for out of area services for children with more complex needs.
- Specific needs around sibling groups, different age groups and ethnicity and cultural background need to be considered.
- There is no specific support for Special Guardianship Order and kinship care arrangements.

“I want to live in Cardiff. I've been all over Wales and it doesn't work”





Children's Services Commissioning Priorities

The Children Services Strategy (2019-22) reflects a genuine partnership in which all are committed to:

The picture is clear to see, there have been three key changes over the last three years:

- 'Narrowing the gap' so that children looked after children achieve their potential.
- Improving services so that fewer children need enter the looked after system.
- Listening to children looked after and improving their experience of care wherever possible as a result.

Our commissioning priorities set out below reflect our commitment to working in partnership to improve outcomes for our children looked after.

The Cardiff 'Corporate Parenting Strategy' sets out the shared vision of the Cardiff Council and the University Health Board for children looked after.

'A child who is cared for by the Council has the right to expect everything from a corporate parent that would be expected from a good parent. Every good parent knows that children require a safe and secure environment in which to grow and thrive. Parents protect and support their children against the dangers and risks of life. Parents are ambitious for them and want them to reach their potential. Parents celebrate and share in their achievements.'

This Commissioning strategy aims to contribute to this vision with a particular focus on 'safe and secure environments in which to grow and thrive and parents protect and support their children against the dangers and risks of life'. It will contribute through focusing on nine key commissioning intentions.

Commissioning Intentions: 'the right homes for our Children Looked After'

Our analysis of need, and the experiences of our young people, has enabled us to develop the following commissioning priorities:

Over the next three years we will:

1. Complete the reshaping of **early help and support** to families to prevent the escalation of needs and reduce the need for alternative homes including Family Group Conferencing prior to any child becoming looked after.
2. Where it is safe to do so, we will look to bring our children and young people back closer to Cardiff, using a Re-unification Framework to support children to return safely to their own families, as we know this achieves better outcomes for them.
3. To respond to the **therapeutic and mental health and well-being needs** of Children Looked After, their parents and carers through the development of a range of therapeutic service with partners.
4. Reshape our respite provision to offer flexible short break opportunities including emergency provision for children with disabilities, and other children young people and families.
5. Redesign our Local Fostering service in order to increase our numbers of Cardiff Foster Carers homes for children
6. Increase the availability of local placements through our collaborative market engagement with providers to shape provision to better meet the needs of our children and young people.



- 7. To commission and develop **additional internal residential provision** in Cardiff to enable flexibility especially for complex cases.
- 8. To further develop accommodation **sufficiency for vulnerable young people and those leaving care**
- 9. To further develop our **understanding of the needs** of this important group of children and young people by completing a detailed needs analysis.

As this commissioning programme is implemented provision will be accessible to all young people based on their own unique set of circumstances, including; young carers, those affected by disability and ill health, those affected by adverse childhood experiences, those from BME communities and those affected by any form of exploitation including unaccompanied children seeking asylum.

These 9 commissioning intentions are explained in more detail below. This strategy gives the overview of priority commissioning projects over the next 3 years as well building upon the excellent work already underway.

1. Early Help and Support to Families

- **Priority 1:** Complete the reshaping of early help and support to families to prevent the escalation of needs and reduce the need for alternative homes and consistent with the Early Help Strategy.
- **Aim:** Develop a range of support services for families, including kinship and SGO carers, available as and when required and addressing the needs of the children, young people, carers and parents.
- **Result:** A flexible and responsive support services for families available as and when required including Family Group Conferencing
- **Progress:** This will include the commissioning of Family Group Conferencing currently underway.
- **Financial Assumption:** The reduction in demand due to less family breakdowns.

2. Our Children and Young people closer to Cardiff

- **Priority 2:** Where it is safe to do so, we will look to bring our children and young people back closer to Cardiff, using a Re-unification Framework, as we know this achieves better outcomes for them.
- **Our Aim:** To embed the NSPCC Re-unification Framework within Children’s Services and with 3rd sector partners.
- **Result:** This will drive forward the rebalancing of care strategy to ensure children return to live with their families following a period of being looked after in a timely manner and where it is in their best interest to do so. This will include reviewing existing and recent placements.
- **Progress:** The training and beginning of this work is taking place in November with further training planned for early in 2020.
- **Financial Assumption:** Reduction in unit costs by moving from higher cost to lower cost placements.

3. Therapeutic and Mental Health Support

- **Priority 3:** To further respond to the therapeutic and mental health and well-being needs of Children Looked After, their parents and Carers.
- **Our Aim:** Develop a Therapeutic Interventions able to support children, young people, parents, carer and the social care workforce.
- **Result:** to provide direct intervention to children and their families including the whole spectrum of substitute carers (from emergency short break carers to adopters). The service will also provide consultation, support and training for staff and carers including parents.
- **Progress:** Further work is underway as part of the regional partnership working and funded through ICF.
- **Financial Assumption:** Mental health support will reduce family difficulties and reduce demand due to family break-down.



4. Reshaping Respite and Short Break Provision

- **Priority 4:** Reshape our respite provision to offer flexible short break opportunities including emergency provision for children with disabilities.
- **Our Aim:** Reshape our current respite care provisions to offer flexible, sessional and time limited short break opportunities.
- **Result:** To provide a new model of short break support, including sessional support, to respond to the needs of vulnerable families and children with disabilities and linking with domiciliary models in adult social care.
- **Progress:** Work is already underway regarding the re-provision of Ty Storrie and moving to a short break rather than respite model of care.
- **Financial Assumption:** Demand will be reduced through more flexible short-break opportunities which will reduce family distress and potential break-downs.

5. Our Fostering Service

- **Priority 5: Redesign our Local Fostering service in order to increase our numbers of Internal Foster Carers and ensure the placement process is fit for purpose.**
- **Our Aim:**
 - a) To ensure we have increased numbers of carers to meet the needs of all children that are placed in an emergency, or on a short term assessment basis until clear permanency plans are established. This includes developing foster carers with more specialist skills.
 - b) To provide alternative substitute family arrangements including; private fostering, kinship care, special guardianship, generic fostering and Safer Families Together.
 - c) To review the current Placement process to ensure it is fit for purpose going forward.
- **Result:**
 - a) Increased numbers of carers able to meet the needs of our vulnerable children and young people.
 - b) A compliant placement process able to manage demand and delivering value for money placements.
- **Progress:** Increased recruitment of additional Foster Carers is already underway and further Social Work support has been added to the Placement team to add assisting with increasing demands for placements.
- **Financial Assumption:** To ensure we have more alternatives to IFA fostering placements through more internal and alternative types of fostering placements.

6. Increase the availability of local placements

- **Priority 6:** Increase the availability of local placements through our collaborative market engagement with Providers to shape provision to better meet the needs of our children and young people.
- **Our Aim:** To refocus of the relationship between the Local Authority and Independent Fostering Agencies.
- **Result:** To build a resilience across the sector by working in partnership to meet the needs of our children where they will best be met within a fostering family with a view to permanence. This will include a tiered approach to matching needs with resources so that the children with the highest needs are matched with the carers with the highest levels of expertise.
- **Progress:** engagement with Providers is already taking place and a more positive and collaborative relationship is being established.
- **Financial Assumption:** To develop the market of providers to ensure that there are more local and cheaper options for placement in or near to Cardiff.

7. Additional Internal Residential Provision

- **Priority 7:** To commission/ develop additional residential provision in Cardiff to enable flexibility especially for complex and emergency cases.
- **Our Aim:** To increase our residential capacity in the Cardiff area so Children's services have more flexible generic residential provision available.
- **The Result:**
 - a) Commission a range of furnished family homes across Cardiff, from existing Local Authority housing-stock, which can be utilised on a flexible basis by Children's Services. The additional 5 provisions will include:
 1. An assessment service that can provide step up and step down provision for young people to ensure that they have robust permanency plans in place.
 2. A flexible provision used when there is an emergency placement needed.
 3. An alternative to secure provision
 4. additional in-house Childrens' Homes similar to Crosslands that is based on the same philosophy and model.
 5. Services that provide support and accommodation for older children/ young people who are working towards independence.
 - b) Alongside the new homes we will create a skilled and experienced workforce that have the skills to achieve positive outcomes and sustain placements
- **Progress:** One house has already been identified and will shortly be available to Children's Services.
- **Financial Assumption:** Ensure we have purposeful cost effective residential provision in Cardiff, reducing the length of time of residential care and the need for out of area placements.





8. Adolescent Provision

- **Priority 8:** To further develop accommodation sufficiency for vulnerable young people and those leaving care.
- **Adolescent Resource Team**
- **Our Aim:** Considerable progress has already been made regarding the regional project developing the Cardiff Adolescent Resource provision across the region.
- **Progress:** To further develop the provision particularly linking to the needs for additional residential provision offering short breaks and assessment space for the most vulnerable young people.
- **Young Carers pilot support project**
- **Our Aim:** To pilot young carer provision to ensure their needs are assessment and signposted to appropriate services. The pilot will address the needs of young carers who need additional family support.
- **Progress:** The YMCA has been commissioned to deliver this for the Council. This will be established for 2020.
- **Young people Leaving Care Accommodation**
- **Our Aim:** To commission additional supported housing accommodation for young people leaving care. To build on the young person's gateway to ensure we have sufficient accommodation with support for care leavers and young people who cannot live with family and friends or independently, including Unaccompanied Asylum Seeking Children who are subject to Age Assessments.
- **Progress:** A new Gateway has already been put in place with colleagues in the Housing team. There is additional need for capacity with regard to the most complex young people who have accommodation needs.
- **Financial assumption:** Additional young people-focused and cost effective provision within Cardiff.

9. Needs Analysis

- **Priority 9:** To further develop our understanding of the needs of the current and future needs of this important group of children and young people by completing a detailed needs analysis.
- **Our Aim:** In order to further develop provision to meet needs it is important we develop a more detailed understanding of our children and young people's needs.
- **Result:** A set of needs assessments on key cohorts including placements resulting from; placement breakdown, children on the edge of care, and children with disabilities going into residential provision.
- **Progress:** An initial start has taken place drawing on consultation with children, young people and social care staff to gather a better analysis. In addition work has been completed to understand the increase in residential placements.
- **Financial Assumption:** A more detailed needs analysis will enable better matching between our vulnerable children and young people and the additional provision needed.

“ I am very grateful and extremely lucky, to have loving and caring foster carers who have made me feel a part of their family ”



12

Our Commissioning Approach

Commissioning can take place at many levels or scales, from micro (individual) to macro (Cardiff wide). There will be an optimal level of commissioning for all services – our task is to identify at what level commissioning should take place in order to meet need in the most efficient and effective way. This commissioning strategy is focused on both the individual child looked after and the provision we need across Cardiff to respond to their needs.

Our commissioning approach will strive to ensure we commission confidently, working in partnership with providers of quality services and partner organisations, engaging in continuous improvement resulting in services, which respond to the needs and aspirations of service users and carers.

Diagram 4 shows some of the key actions that are involved in our commissioning approach. Depending on the specific commissioning task different aspects of the commissioning cycle will be used.



Graphic 22 IPC commissioning model

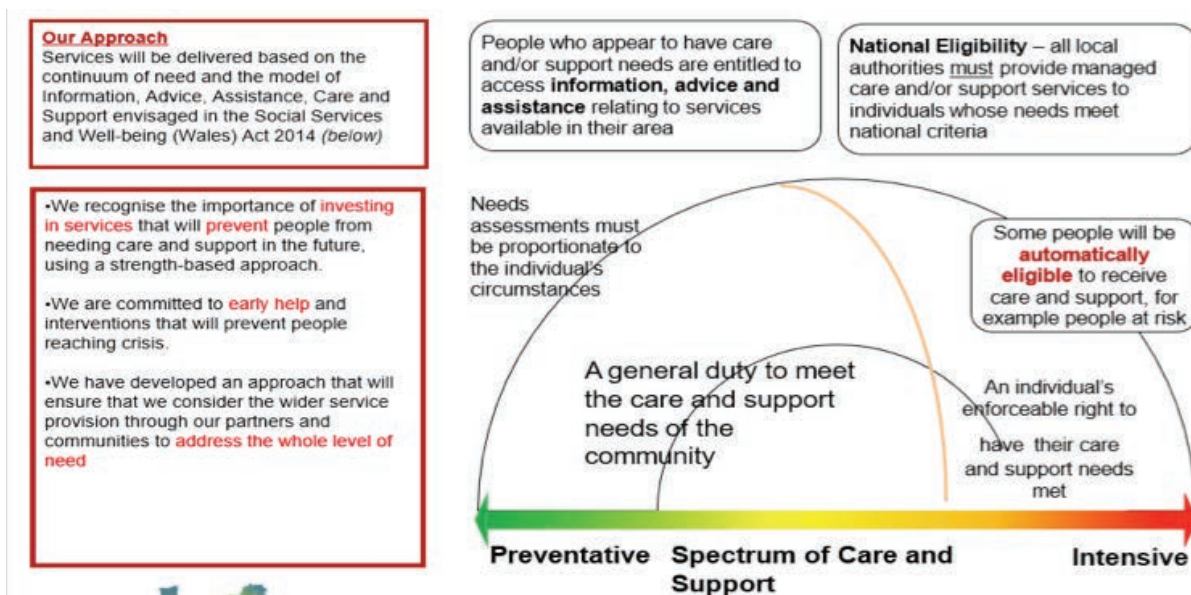
The key principles that drive our approach to commissioning are that all commissioned provision should be:

- Informed and listen to the voice of our children and young people,
- child centred, family focused, strength based and restorative,
- evidence based and trauma informed,
- appropriately skilled Carers,
- flexible and responsive,
- best value for money,
- outcome based.

Whether we are commissioning a service for an individual, or for a client group, it is essential that a common approach is used. This involves:

- Engaging with and taking ownership of a needs analysis,
- Using the business planning process to monitor our commitments,
- and basing our commissioning plans around meeting those commitments,
- Establishing what we can and can't provide and the risks of service failure,
- Gaining clarity over the finances available now and in the future,
- Joint planning with other authorities and partner organisations,
- Understanding and stimulating the Market,
- Maintaining robust monitoring and reporting to ensure quality assurance,
- Decommissioning services where there is no longer a need, or the need can best be met using an alternative approach.

Services will be delivered based on the continuum of need and the model of Information, Advice, Assistance, Care and Support envisaged in the Social Services and Well-being (Wales) Act 2014 (diagram 4)



Graphic 23

13

Next Steps

The next phase of this commissioning strategy will be the development of an implementation plan. A considerable amount of this work has already been started and the programme will build on this strength. A programme management approach will be put around the 9 priorities. The programme will involve 9 work-streams reflecting the priorities and small teams of key staff will lead the work.

The governance of this programme will be through the existing Social Services Commissioning Board which meets monthly and is chaired by the Director of Social Services. A number of the priorities will involve partner agencies and they will be invited from the outset.

We will define success in five key ways:

- Improved outcomes for our Children and Young people looked after,
- A stabilisation and then gradual reduction in demand for alternative family placements,
- More children and young people placed in Cardiff,
- A reduction in the use of residential placements,
- Better value for money.







Market Position Statement

From 2019 to 2022

A statement to providers about our Children's Services explaining the current demand and projected future need for our foster, residential and supported living services for our children looked after

Introduction

We have developed a Commissioning Strategy called "Right Home, Right Place-Commissioning Accommodation and Support for Looked After Children in Cardiff" that shapes and informs our commissioning priorities. This strategy was developed through data analysis of the children looked after population; consultation with stakeholders including children and young people; engagement with Providers; and linking back to our Children's Services and Corporate parenting strategies. This commissioning strategy contributes to Children's Services Strategy by looking to facilitate, with partners, a range of provision and options which support further improvements in outcomes for this important group and children, young people and families. This will be supported by a Children's Services approach which places an emphasis on prevention and early intervention to give children the best possible outcomes and better manage the pressure on public services.

Our vision is to have a vibrant provision in Cardiff able to meet the changing needs of our children and young people in a flexible and responsive way.

Aim – What do we want our strategy to do? Our aim is to build, reshape, and expand our current provision, services and placements to further improve the outcomes of our vulnerable children, young people and families.

The commissioning strategy 'Right Home, Right Place' provides direction on the arrangements we will put in place and services we will commission to achieve the following commitments:

- We will reduce our reliance on services away from Cardiff where these are not in the best interest of the child and young person.
- We will increase the number of children and young people supported to live safely with their families.
- We will strive to safely reduce the rising number of children and young people looked after.
- We will increase the numbers of kinship carers.
- We will increase the number of Cardiff Council Foster Carers.
- We will work positively with Independent Fostering Agencies and Residential Providers.
- We will increase the range of local residential services.
- We will improve the way we commission.

We are now able to set out our Market Position Statement (MPS) to effectively communicate our vision for the strategic commissioning of accommodation and support for children looked after to the market. Our aim is to meet our Sufficiency Duty by increasing placement choice and enable good matching, through;

- Working in partnership with children and families to co-produce solutions for service delivery based on their needs,
- Shaping and growing our internal services to respond to their needs,
- Collaborating and working with stakeholders, and a range of public and private sector partners to deliver local services to our children looked after,
- working in collaboration with public sector partners across the regional footprint where this offers identifiable benefits,

- working in collaboration with a range of providers to co-produce outcomes focussed services acknowledging that there are a range of different methods for strategic commissioning with multiple partners who may be co-operatives, charities or commercial partners.

Purpose of our Market Position Statement

This Market Position Statement is primarily aimed at fostering providers (referred to as IFA's) and providers of children's residential care homes who are; delivering, able to deliver, or are planning to deliver services in our local area. This document will help to structure engagement between the Council, Children's Services, our children looked after, their family and friends, carers and providers regarding the future vision of this service.

Our Market Position Statement will:

- Act as a starting point for discussions between Children's Services and Care Providers;
- Provide data on current placements and forecast demand to inform providers on specific areas of growth or need;
- identify priority service areas of development where we want to co-produce, collaborate and commission services from providers.
- Clarify and develop our strategy in terms of the range of commissioning approaches we want to develop

Where sufficiency cannot, for identifiable reasons, be achieved in the local area, there is a joint commitment to prioritise sufficiency across regional footprints that mirror the Regional Partnership Board (RPB) and Local Health Board (LHB) footprint. The basis for this commitment is evidence based, intended to support improved outcomes for looked after children and to maximise use of local resources for local children.

When considering Cardiff as a location for your service we welcome an early conversation with providers to help inform location assessments and decision making on service developments.

What Outcomes do we want for our Children?

We will ensure that children looked after are in safe, secure and homely environment that meets their assessed needs, to enable them achieve the best possible outcomes and fulfill their potential. Under the Social Services and Well-being Act (Wales) 2014, this is now articulated through the concept of well-being.

The Children's Commissioning Consortium Cymru (4C's) have in worked with young commissioners to identify outcomes that are important to children and young people, (Young Persons 360 degree Outcomes [Link](#)).

Consultation with Children and Young people and Key Stakeholders

We have carried out a number of consultative exercise with Children and Young People and Key Stakeholders who have provided us with a clear vision of what works, what does not and what provision they would like to see in the future. This is critical information to influence commissioning and will form part of an ongoing process of consultation and planning to inform our strategic priorities. A number of engagement exercises have been carried out to inform this and other strategies and come from the following sources;

- Bright Spots Survey of 255 of children looked after by Cardiff County Council(September 2018)

- Local Authority Social Services Annual Report consultation(April 2019)
- Consultation with children and young people living in the Cardiff Council Residential Service (May 2019)
- Child Friendly City consultation (July 2018)
- Key Provider workshops in September and October (2019)
- Key Staff engagement in October (2019)

There are a number of themes, which emerged from our consultations with children and young people, which can be summarised as the following:

- They do not like the term 'placement' or 'unit'. They want a place they can call 'home'.
- Young people want regular review contact arrangements,
- They want to understand why decisions have been made,
- Children want to feel included and understand why they are in care,
- Children and Young people want to be trusted and feel involved in activity planning,
- When care planning they want staff to be aware of gender differences
- They want opportunities to improve young people's feelings about their appearance and body image.
- They want more opportunities to benefit from being in the outdoors.
- Most Children and young people have good relationships with their carer's.
- The vast majority feel safe in their setting.
- Most feel positive about their futures.
- They would like access to the internet.
- Most children and young people want to stay in their local are.
- They want to remain close to their families, friends and local communities.
- They want to remain in contact with carers after they have left for ongoing support.

Our Providers have also made some important messages. The overriding messages was a willingness to work even closer, in partnership, with the Council. A number of important messages emerged through these discussions.

- Understanding of the importance of children and young people being placed close to home where appropriate to do so.
- Providers have a range of experience, skills and knowledge that can help in the development of services.
- Willingness to engage in shared learning and development.
- A shared challenge on recruiting Foster Carers.
- Providers would like a more planned approach for young people leaving care.
- A need for an ongoing dialogue.
- Providers want to understand how needs and demand is changing.
- The importance of the partnership between the Council and Providers.
- There could be further improvements in the placement process.
- Providers willing to consider alternative commissioning arrangements.
- We are seeing some children and young people with more complex needs.

Our staff have also given use some important messages especially with regard to the changing nature of their work and the changing needs of the children, young people, parents, carers and families.

- It is more difficult to find suitable homes for our children and young people,
- There are more sibling groups needing support,
- Some children and young people have more complex needs,
- We want to be able to offer more support to families,
- We want to help bring families together again,
- We need to improve out processes,
- Demand is going up.

Carer Skill Set & Training

Our social work practice adopts the Signs of Safety approach that is outcome-focused and strength-based. It is therefore helpful if carers are recruited, trained and supported to work in a consistent way alongside our social work teams. We want to be able to place Cardiff children looked after with carers who are confident and competent in their approach, with appropriate qualifications and training (e.g. completion of the All Wales Induction Framework (AWIF), Achievement of Qualifications and Credit Framework (QCF) at the appropriate level for the roles they are undertaking). We will also, where appropriate provide opportunities for joint training.

As an Authority, we have a range of internal resources that we can deploy to work with external providers to support placement sustainability and prevent placement breakdown.

Support we will offer in service development

We want to work collaboratively with good quality providers to co-produce development of services that we need. In specific areas, a co-production approach with shared resource components between us and providers that work in an integrated way may be identified as the best approach. Opportunities for discussions on co-production will be publicised across the market.

We take a relationship based approach to commissioning underpinned by compliant procurement processes. We believe that use of e-procurement systems are an effective tool that can complement relationship commissioning rather than transactional commissioning, with a positive ethos adopted by partners.

We will facilitate events for existing and potential providers on an ongoing basis.

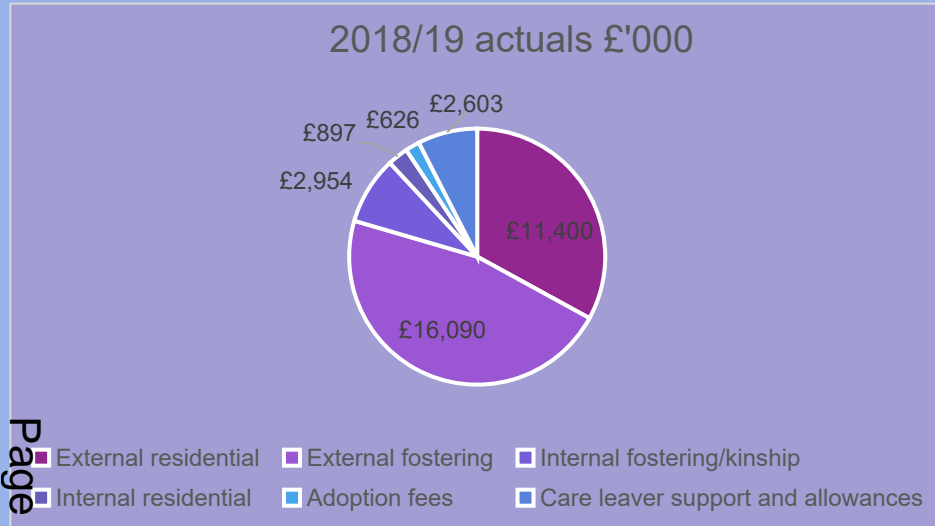
We will use forums and events at local, regional and national level to engage with providers, these may be facilitated by Cardiff Council, 4Cs or RPBs and we encourage providers to attend these events which are valuable to information sharing and networking.

We will ensure the voice of the child is heard by continuing to support children who are looked after to influence our commissioning decisions and will always consult with them to shape the services that they want.

Resource

Like most Welsh Local Authorities, we operate within the context of reduced funding and increasing demand pressures.

2018/2019 spend and the distribution across service areas was as follows:



For 2020/21 Social Services in Cardiff has a provisional efficiency savings target of £2.528m. With approximately 70% of its net budget made up of externally commissioned services, there is a strong savings focus on the cost and volume of commissioned services.

We are therefore more likely to commission services that have clear aims and objectives, target resources and provide strong evidence of impact of value for money. Having a model of care that is understood and embedded across the whole organisation is a development that we absolutely welcome. Research evidences those models setting clear expectations with a consistent approach build staff confidence. They improve the quality of assessment, intervention, and direct work with children and their families and ultimately improve outcomes for children. We are committed to work with providers to support service

Current Trends - Key Factors that are specific to Cardiff-the Local Context

- The population of Cardiff is growing at a faster rate than any other large city across the UK which will have a significant impact on demand for public services.
- The age profile of the population of Cardiff is expected to increase significantly. The number of children between the ages of 0-19 years is forecast to increase from 88,280 in 2017 to 107,630 in 2035, which is a significant increase of 18%. This will have a significant impact on Children's Services and the types of services we need to provide and commission.
- The rate of referrals to Children's Services in Cardiff has been in line with the Wales rate until March 2018 where it was slightly higher.
- When considering the number of children looked after over the last 5 years, Cardiff has seen a significant rise of 20% from 2013 (78 per 10,000 population) to 2018 (97 per 10,000 population). More recent data indicates that there has been a further increase from 112 per 10,000 population in March 2018 to 122 per 10,000 at 31st March 2019. This is an increase of 62% since March 2013.
- There is a close relationship between those becoming looked after and those ending care, in other words the upward trajectory reflects more children becoming looked after than those ending being looked after.

Where we are now

Demand is increasing in Cardiff and there are insufficient foster care placements to meet this demand.

There is a lack of skill set to support requiring more complex care packages to remain in families

We are keen to place more children locally in Cardiff; too many are placed outside of Cardiff due to lack of sufficiency.

We lack fast response emergency placements.

We lack sufficient age appropriate placements.

We are slightly above the Welsh average for 3 or more placement moves.

What we don't need

We do not want to compete with independent providers for local carers.

We want to work together with independent providers to ensure that there is sufficient resources within Cardiff based on profiles of need.

Where we want to be

We want to work with the market collaboratively to ensure that Cardiff placements are filled with Cardiff children and young people.

We would like more of our young people to be close to Cardiff

We would like to be able to respond to the therapeutic and mental health needs of children looked after

We would like to develop respite provision to offer flexible short break opportunities, including emergency provision for complex cases

We would like to see a high level of placement stability with Cardiff being below the Welsh average.

Key Statistics

- Numbers of external IFAs has increased over 3 years period against relative little growth in house provision.
- Recent audit of 100 placement referral forms has shown that 5 or more – mental health CSE, exposure to DV
- As at March 2019 there were 194 (23%) out of area fostering placements
- Cardiff is unusual with a such a low level of in house fostering provision
- 18% of placements are emergency requests
- 9.6% of children looked after with 3 or more placement moves.

Carer skill set & training desired:

- * Ability to support children and young people who have therapeutic, mental health and behaviour management needs;
- * Resilient when faced with threat of physical harm by young people; skilled in de-escalation;
- * Resilient & trained to work with childhood trauma, absconding, risk of CSE, risk of criminal exploitation, self-harm behaviours, USAC and those with ASD
- * Carers who are able to accept emergency referrals
- * Carers who are able to work to reunify children and young people with their families
- * Proactive asking for support when needed;

Where we are now

Demand is increasing for residential placements

We are keen to place more children locally in Cardiff; too many are placed outside of Cardiff due to lack of sufficiency.

To many children and young people are placed in secure welfare placements

There has been an increased demand for specialist therapeutic and non standard models of residential care

Key Statistics

- * 20 residential placements since Jan 2019
- * 58 out of area residential placements (82% of the residential population)
- * 5 young people in secure welfare placements

What we don't need

We do not want to compete with independent providers.

We want to work together with independent providers to ensure that there is sufficient resources within Cardiff based on profiles of need.

Where we want to be

To commission more specialist placements to meet the needs of our most vulnerable young people and most complex care packages.

To have sufficient accommodation with support for care leavers and young people who cannot live with family and friends or independently, including UASC who are subject to age assessments

We want to work collaboratively with a provider to develop local provision targeted at crisis intervention for young people. This includes the ability to accept emergency placements.

To have additional residential provision locally that can respond to children and young people with complex needs including mental health.

Have a range of furnished family homes across Cardiff, which can be utilised on a flexible basis by Children's services. These will include:

- * Step up step down provision
- * Emergency provision
- * Alternative to secure
- * Older children working towards independence

Who we need

- * Ability to support children and young people who have therapeutic, mental health and behaviour management needs;
- * Trained in signs of safety
- * Trained in trauma recovery & empathetic
- * Trained in crisis intervention, can work calmly under the pressure of emergency planning
- * Resilient when faced with threat of physical harm by young people; skilled in de-escalation, minimising restraints;
- * Resilient & trained to work with childhood trauma, absconding, risk of CSE, risk of criminal exploitation, self-harm behaviours, USAC and those with ASD
- * Services who are able to work to reunify children and young people with their families

How we will commission services

Striving to ensure we commission confidently, working in partnership with providers of quality services and partnership organisations engaging in continuous improvement resulting in services which, respond to the needs and aspirations of service users and carers.

The key principles that drive our approach to commissioning are that all commissioned services should be:

- Child centered, family focussed, strength based and restorative
- Evidence based and trauma informed
- Involves service users
- Outcome focussed
- Best value for money
- Appropriately skilled carers
- Flexible and responsive

We will continue to use the All Wales Local Authority Frameworks to commission individual placements across a range of placement types. These frameworks deliver strategic level partnerships with providers in fostering and residential services. The frameworks are used where either the Local Authority's Sufficiency Duty necessitates external commissioning or where best quality, outcome delivery and value for money is achieved through external commissioning rather than internal service delivery.

The vehicle we use for e-tendering external fostering and residential placements is the Children's Commissioning Support Resource (CCSR) which offers transparent and outcomes focussed placement commissioning for both Framework and Non-Framework regulated placements and allows compliance with the relevant procurement guidance and regulation that underpins our commissioning. We want our market providers to be registered on CCSR to respond to tenders that are published.

For bespoke or larger tenders we use Sell 2 Wales and actively require our market providers to be registered on this site to respond to tenders that are published ([link](#)).

Following the distribution of this MPS, we will be organising events for all providers to share the Strategy and MPS and we will be happy to speak to individual providers about any issues they have about the MPS following these events. If you are considering Cardiff as a location for your service, we welcome an early conversation with providers to help inform location assessments and decision making on service developments.

This MPS is a live document and will be updated annually or whenever there are key changes that you need to know about. ([hyperlink to LA Website post Cabinet](#))

Contact us Commissioning - email & telephone Contracting - email & telephone

Equality Impact Assessment
Corporate Assessment Template

Appendix C

<p>Policy/Strategy/Project/Procedure/Service/Function Title: Right Home, Right support – A Commissioning Strategy for Accommodation and Support for children Looked After.</p>
<p>New/Existing/Updating/Amending: New</p>

<p>Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?</p>	
<p>Name: Angela Bourge</p>	<p>Job Title: OM – Resources</p>
<p>Service Team: Children’s Services</p>	<p>Service Area: Social Services</p>
<p>Assessment Date: 22.10.2019</p>	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

<p>1. The proposed Commissioning Strategy is part of, and should be read in conjunction with the overarching Cardiff’s Children’s Services Strategy 2019-2022 “Delivering Excellent Outcomes”</p> <p>2. The development of a Children’s Commissioning Placement Strategy will set out the proposed approach to the strategic commissioning of placements by Children’s Services</p> <p>3. There are a number of other priorities in terms of providing a family based approach to being looked after as well as measures to prevent children coming into care. However, it is critical that Children’s Services develop a more strategic approach to commissioning services that include the development of in house services and in area arrangements. Childrens’ Services can only achieve this if it has a profound understanding of the needs of the child and provide person centred services to meet their needs.</p> <p>4. Children’s services also need to continue to develop strong relationships with external providers as it is unable to sustain and deliver services entirely in house. Therefore a mixed economy of accommodation and</p>

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support must be developed.

5. It is the intention of the Commissioning Strategy and Market Position Statement is to clearly map out the future intentions of Cardiff Council to ensure a mixture of in house and external provision for Children Looked After.

- 2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]**

1. There is a national shortage of placements for Children Looked After. In October 2017, the Association of Directors of Social services (ADSS) Cymru, the Welsh Local Government Association (WLGA) and the national Adoption Services (NAS), made a submission to the Public Accounts Committee Inquiry looking at public services for care expensed 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. Whilst they recognised that positive work of initiatives such as the National Fostering Framework and the work of the Welsh Government Residential Task and Finish Group, the work of the Children's Commissioning consortium Cymru (4Cs) and Local Authority Placement Teams, they felt that the lack of appropriate placements for Children Looked After was approaching crisis point.

2. In Cardiff, Children's Services has seen a significant rise of 20% in the number of Children Looked After over the last 5 years from 83 per 10,000 population in 2013 to 119 per 10,000 population in 2018. At the time of writing this report there are 943 Children Looked After with 73 children placed in residential provision with a cost ranging from £1,800 per week for a mainstream placements to £7,800 per week for a secure placement. The lack of available placements, is contributing to a position where a provider's market is able to

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prevail.

3. In September 2017, the Children and Young People’s Scrutiny Committee agreed to undertake a Task and Finish Group to make enquiries into “Out of Area” Placements. The focus of the group was to:

- i. Review the current provision, including types, provision, cost and impact on resources
- ii. Identify gaps in local provision and impact on Social Services and Education
- iii. Identify barriers in providing additional support in Cardiff and the impact on children placed out of area.

4. Cardiff is facing unprecedented levels of demand for Children Looked After. At the end of March 2019, there were 902 Children Looked After by Cardiff and as a result Children’s Services need to identify a range of options to ensure that the child is provided with safe, secure and supportive settings. This will include, residential care, foster care, as well as opportunities to for children Looked After to be placed with parents, placed with family members and placed for adoption.

5. This is not unique to Cardiff as other Local Authorities across Wales are facing similar challenges. However, what is unique to Cardiff is that Children’s Services is heavily reliant on external providers for both Independent Foster Agencies and Residential Care and many children are placed out of area across the UK. Children’s Services has an extremely underdeveloped in house service for Foster Care and Residential Care that currently provides 101 places out of a population of 492 children in Foster Care and 70 children in Residential Care of which 58 are in external providers out of county, with only 6 places available in house, in Cardiff .

6. The proposed approach to the strategic commissioning of placements by Children’s Services in Cardiff is to:

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- shape our internal services to maximise the benefits of public sector provision in terms of quality and value for money;
- develop local and regional models of support to prevent out of area placements unless necessary
- work in collaboration with public sector partners across the Regional footprint where this offers identifiable benefits;
- increase accommodation and support choice supplemental to our Sufficiency Duty to enable good matching;
- work closely with external providers of support to looked after children to ensure there is wide range of choice
- co-produce outcomes focussed services acknowledging that there are a range of different methods for strategic commissioning with multiple partners who may be co-operatives, charities or commercial partners.

7. The purpose of the proposed Commissioning Strategy is to pull together in one document Children's Services commissioning vision, its priorities , its statement of intent and how it is going to achieve it .It will align and build on the recommendations and actions set out in Cardiff Councils, 'Capital Ambition Corporate Plan' and the Childrens Services Strategy, "Delivering Excellent Outcomes" .

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	X		
18 - 65 years	X		
Over 65 years			

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Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

The strategy identifies the range of provision that is required to successfully meet the needs of Cardiff Children Looked After – as well as resources to prevent children and young people becoming looked after in the first place.

It is therefore felt to have a differential positive impact on children and young people up to the age of 18 years and care leavers between the age of 18-21 years who require supported accommodation. It will increase placement choice in the Cardiff area for this group of children and young people, thus providing them with more opportunity for their needs to be met (where appropriate) closer to home and in close proximity to family and friends.

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	X		
Physical Impairment	X		
Visual Impairment	X		
Learning Disability	X		
Long-Standing Illness or Health Condition		X	
Mental Health	X		
Substance Misuse	X		
Other	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Whilst it is not envisaged that development of new homes proposed in the strategy will specialise in meeting the needs for disabled young people, the properties will be fully adapted to a high standard so that it could accommodate young people with a disability should the need arise. It is therefore felt that this proposal will have a positive differential in respect of disability.

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The strategy also addresses the shortfall in support services for disabled children and their families/respite care and it is felt that the recommissioning of domiciliary care/support service for children and young people will enhance and expand the current range of services available which will provide a positive differential impact for this cohort of children and young people.

What action(s) can you take to address the differential impact?

The differential impact is a positive one and will be addressed via the strategy's comprehensive implementation plan.

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This activity will have neither a positive or negative impact on this group of people.

What action(s) can you take to address the differential impact?

N/A

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			X
Civil Partnership			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This activity will have neither a positive or negative impact on this group of

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people.

What action(s) can you take to address the differential impact?

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy			X
Maternity			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The development of local placements will address the current shortfall in mother and baby placements. Additionally local placements may be required to look after a young person who is pregnant. Risk assessments will be undertaken in such instances to ensure that the placement can safely meet the needs of a pregnant young person.

What action(s) can you take to address the differential impact?

The differential impact is a positive one and will be addressed via the strategy's comprehensive implementation plan.

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White			X
Mixed / Multiple Ethnic Groups			X
Asian / Asian British			X
Black / African / Caribbean / Black British			X
Other Ethnic Groups			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This activity will have neither a positive or negative impact on this group of

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people.

The strategy will seek to address the individual needs of young people taking into account their ethnicity or cultural needs. It will be required to have a healthy approach to celebrating diversity. It will also recognise the specific challenges in Cardiff for identifying appropriate placements for Unaccompanied Asylum Seeking young people to ensure that the cultural needs of this cohort of young people can be met in a sensitive and appropriate way.

What action(s) can you take to address the differential impact?

Staff and carers providing placements will be expected to undertake appropriate training to ensure they are able to meet ethnic and cultural needs of young people placed with them.

Procedures will respect cultural diversity and equal opportunities.

Monitoring of recruitment processes will also be undertaken to ensure that we provide the best opportunity to recruit and retain staff teams in our in-house provision that reflects the cultural diversity of the cohort of young people who are Looked After by Cardiff Council. The same will apply to our Foster Carers.

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist			X
Christian			X
Hindu			X
Humanist			X
Jewish			X
Muslim			X
Sikh			X
Other			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This activity will have neither a positive or negative differential impact on this

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group of people.
What action(s) can you take to address the differential impact?
N/A

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men			X
Women			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This activity is not expected to have a positive or negative differential impact on men and/or women.
What action(s) can you take to address the differential impact?
N/A

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual			X
Gay Men			X
Gay Women/Lesbians			X
Heterosexual/Straight			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This activity will have neither a positive or negative impact on this group of people.
What action(s) can you take to address the differential impact?
N/A

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3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Services are expected to meet the need of young people who are from a wide range of ethnic groups, including welsh.

Welsh culture is and will continue to be embedded within the opportunities to celebrate diversity within the delivery of services, and information regarding the service will be available both in Welsh and English in compliance with the Welsh Language Standards.

What action(s) can you take to address the differential impact?

Care providers (in-house and external) will be expected to demonstrate a commitment to promoting awareness of Welsh Culture within the service within the approach of celebrating diversity.

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

Consultation has been undertaken with children and young people looked after to inform the development of the strategy. The range of ways in which children and young people's views have been taken into consideration are set out in the strategy document.

Work with NYAS is on-going to ensure that children and young people play an

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active role in the implementation of the strategy – particularly in relation to the development of new children’s homes.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	None
Disability	None
Gender Reassignment	None
Marriage & Civil Partnership	None
Pregnancy & Maternity	Risk assessment to be undertaken on pregnant staff and young people living within children’s homes who are pregnant.
Race	Arrange appropriate training and development of staff / carers to ensure cultural needs assessment and celebration of diversity
Religion/Belief	None
Sex	Ongoing monitoring of service delivery
Sexual Orientation	None
Welsh Language	Monitoring of the service to ensure compliance with the Welsh language standards.
Generic Over-Arching [applicable to all the above groups]	Planned engagement with young people regarding implementation of strategy – particularly the development of new children’s homes.

6. Further Action

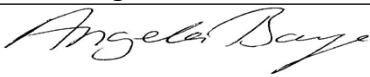
Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area’s Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

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Completed By : Angela Bourge	Date: August.2019
Designation: Operational Manager, Resources	
Approved By:	
Designation:	
Service Area:	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

CABINET MEETING: 21 NOVEMBER 2019

CARDIFF FOOD STRATEGY

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

AGENDA ITEM: 3

Reason for this Report

1. To approve the Council's Food Strategy and proposed action plan.

Background

2. Cities are defined by the quality, availability and affordability of their food. Sustainable food can help progress the Council's Climate Emergency agenda, social and financial inclusion work, economic and cultural sustainability.
3. Food is a fundamental issue for all our citizens and visitors and has far-reaching influences on health, wellbeing, the economy and the environment. Cardiff Council has a commitment in Capital Ambition to develop a Food Strategy for the city that encompasses this wide range of sustainable food matters and addresses all the key issues including:
 - food poverty,
 - Inequalities,
 - well-being
 - food supply,
 - tourism and
 - economic development.
4. As the capital of Wales Cardiff has a role as a top UK tourist destination and part of this tourism attraction is around the food on offer. We want to celebrate and grow Cardiff's strong food culture, and recognise its contribution to our vibrant Capital with the associated economic and tourism benefits it brings to the city. Our multicultural history and diverse demography supports food outlets that cover all tastes and budgets from ethnic independent outlets on City Road, pop up street food, the award winning Riverside, Roath and Rhiwbina Farmers Markets, to upmarket options in more affluent wards such as Pontcanna. Together, these form a key part of our local economy and our cultural offer as a city.

5. However, set against this, there are also significant issues of concern in this regard. The UK is in the grip of an obesity crisis. It's estimated that 1 in 4 UK adults and 1 in 5 children aged 10-11 are obese (source: NHS). These figures are higher in more deprived areas. Obesity leads to a number of serious and potentially life threatening conditions such as type 2 diabetes, coronary heart disease, some types of cancer, stroke plus psychological problems such as depression and low self esteem. Poor diet is the main cause of obesity along with lack of exercise. Those in deprived areas are less likely to be able to easily access or afford good food.
6. In addition, similarly to many UK urban areas, Cardiff also has an abundance of fast food outlets many of which serve unhealthy options. Research undertaken in 2018 (source: FXTM) gives Cardiff the questionable title of being the 'Fast Food Capital' of the UK, having more outlets per head of population than any other UK city. Overall Cardiff has 30.50 fast food franchises for every 100,000 population which is more than any other UK city, and in comparison more than London (9.39) and Edinburgh (23.91).
7. In March 2019 the Council declared a Climate Emergency and is developing a One Planet Cardiff strategy in response to this. Lowering the carbon footprint of food produced and consumed in the city will help contribute to this important but challenging climate change agenda. Locally sourced healthy food options generally have lower carbon footprints than food that has travelled further food miles and been processed, so can provide a win:win solution to both the climate change and obesity crises. Additionally a move towards a more plant based diet would also further lower the city's carbon footprint. Actions in the Food Strategy that contribute to lowering the city's carbon footprint will inform One Planet Cardiff.
8. Cardiff has a local food partnership called Food Cardiff, and Cardiff Council sits on the steering group of this partnership. Food Cardiff is also a member of the Sustainable Food Cities network. Under the steerage of this network, Cardiff has already achieved status as a Bronze Sustainable Food City and is well on the way to achieving Silver status. When comparing Cardiff to other UK cities there are 3 cities currently at Silver Sustainable Food City status – Brighton & Hove, Bristol and Greater London Authority & London Food Board. These cities have achieved this status through a combination of mature partnership working, strong local and cultural identity, and numerous sustainable grassroots projects and networks.
9. In June 2018 Cardiff hosted the UK Sustainable Food Cities conference at City Hall, where the Leader gave the welcome speech and stated that Cardiff has an ambition to achieve Gold Sustainable Food City status. The Council's commitment to developing a Cardiff Food Strategy demonstrates leadership and places us further on the path to delivering this important commitment.

10. Furthermore, there is good practice already underway across the Council such as the provision of allotment and community garden space, the Youth Foods initiative, the School Holiday Enrichment Programme (SHEP), the Council's Veg Pledge commitment and our long term support to the Food Cardiff partnership.
11. In this regard, the Council is developing good practice of other urban areas, both nationally and internationally, who are embracing food culture and strategic action for food. These include Failte, Ireland's Food and Drink Strategy; Portland Oregon's street food project; Copenhagen's reputation for its food culture; and Lyon's fair and sustainable city label.
12. Development of a Food Strategy will help the authority fulfil its obligations around the Well-being of Future Generations Act, contributing positively to all 7 National Well-being Goals and utilising all 5 Ways of Working advocated in the Act.
13. Sustainable food is a broad ranging agenda that covers:
 - Local food – reducing food miles and supporting the local economy
 - Healthy food – promoting a diet in line with the Government endorsed Eatwell Guide and disincentivising unhealthy options
 - Affordable food – helping to understand and address affordable food and food poverty issues for those in need
 - Environmentally friendly food – growing, processing and transporting our food whilst minimising environmental impact
 - Food for all – access to good food in all areas of the city and across all demographics, especially those in deprived areas

This is the basis for a Sustainable Food Framework that we will develop in conjunction with partners.
14. The Council's Food Strategy seeks to identify the main opportunities and interventions for the Council across the city to enable and encourage growth of sustainable food programmes and businesses.

Issues

15. The Council's direct influence on food in the city is wide ranging. It includes:
 - catering (internal and external),
 - procurement,
 - provision of growing spaces,
 - events,
 - licencing,
 - food hygiene,
 - welfare and benefits advice,
 - economic development support,
 - planning and
 - schools.

There is considerable opportunity therefore to make positive changes and build upon the good practice already in place.

16. In recognising this opportunity a study was commissioned in autumn 2018 to help us to clarify the Council's role in food and to determine the most effective points of intervention for us in addressing the issues. The study was supported and funded by a successful bid to the Welsh Government's 'Smart Living' programme. The study has delivered:
 - Best practice research examining ideas on policy and practice from the UK and wider,
 - Stakeholder engagement with internal and external stakeholders to understand and assess the issues and opportunities for change; and
 - A final Advisory Report distilling the findings of this research into a series of key recommendations for action.
17. The reports are available as background papers to this report and their findings have helped to steer the recommended actions in the Cardiff Food Strategy.

Why we need to act

18. In addition to the issues of obesity and inequalities in the city outlined above there are a number of other key concerns and motivations for Council action in moving towards more sustainable food. In particular:
19. Only 1 in 4 adults are eating their '5 a day' which is significantly lower than the '7 a day' recommended target for health (source: NHS). A diet poor in fruit and vegetables leads to poor health and malnutrition, and is highly linked with obesity and other illness. Worryingly these are self-reported statistics and are therefore likely to be over reported, as people tend to overestimate good behaviours whilst minimising more negative traits.
20. Half of all food bought by families in the UK is now 'ultra processed', that is, made in a factory with industrial ingredients and additives that bear little resemblance to a fresh cooked meal made of vegetables, fruit, meat or fish. These highly processed foods are also generally high in sugar and fat, and have a higher carbon footprint than fresh cooked. People purchase such processed foods for convenience, but also due to a lack of cooking confidence and / or cooking facilities. A survey of social housing providers undertaken by Food Cardiff found the cost of cooker connections (average cost £80) when tenants moved property a barrier to tenants having adequate cooking facilities in the short to medium term.
21. Foodbank use is on the rise across the UK. Cardiff has the second largest foodbank network per person in the UK, which is bad in terms of high need across the city and good in terms of demonstrating a positive response locally to this food poverty crisis.

22. There are areas of the city without adequate food shops, markets and healthy food providers. These food deserts tend to be in more deprived areas, with low car ownership levels, which in turn may have an abundance of fast food outlets. Anecdotally we hear that in some areas it is easier, and sometimes cheaper, to buy a bag of chips than a bag of vegetables.
23. The vast majority of food consumed in the UK is a product of the intensive farming model that includes growing high yield crops, and using fertilisers and pesticides, all of which contributes to environmental degradation. Organic farming bans chemical inputs and puts considerably higher standards on animal welfare, however it often produces less yield and therefore more expensive food. The organic market has had six years of steady growth but organic sales account for just 1.5% of the total UK food and drink market (source: Soil Association).

Strategic vision

24. The studies and discussions that have guided this strategy have identified a series of opportunities for the Council to consider and feed into an overall new strategic vision and action plan. Many of these are direct proposals that can be undertaken as part of service delivery, but it is also clear that the Council has a wider leadership role that could help to stimulate change across the city.
25. In delivering this strategy the Council will 'lead by example' in proactively addressing sustainable food issues, demonstrating and illustrating best practice to our partners across the city. In this regard the strategy is targeted at actions the Council and partners can directly lead on and influence.
26. There are five key priorities in the proposed vision:
 - A. Fostering food partnerships – the Council's leadership role includes the need to engage with our key partners, in terms of learning from their best practice and sharing ours, seeking to influence food initiatives where we have input, and joining up work streams to avoid duplication and to benefit from synergies where appropriate. Key partners include the Cardiff Public Services Board, the Food Cardiff partnership, our schools, PHW Move More, Eat Well team, and For Cardiff. Liaison with community groups and the public can in turn be undertaken via our position within Food Cardiff.
 - B. Tackling food inequalities – in areas of deprivation households spend a high percentage of their disposable income on food. Deprived areas also have a prevalence of food deserts and fast food outlet saturation areas. Households with children where family income is less than £15,869 per annum would need to spend 42% of after housing income to afford the Eatwell Guide diet that is recommended for health (source: The Food Foundation). Due to these high levels of deprivation in some areas, we have seen a sharp rise in the number of food bank referrals.

- C. Increasing local food production – whilst it is unattainable for a city the size of Cardiff to be totally self-sufficient in its food production there is a clear opportunity, and an emerging ambition for us to increase the volumes of food produced locally. This ambition is being expressed both from grassroots community projects and larger scale commercial organisations. Local food production initiatives could offer multiple benefits in skills development, physical and mental health, along with the potential for social cohesion. There will also be need to consider alternative approaches to food production especially where they can link with other systems such as waste or energy to optimise impact, for example hydroponics.
- D. Eating out well – modern work patterns and lifestyles mean that we eat out of home more often than ever. Whether grabbing lunch on the go, sitting down for a meal with friends and family, or business entertaining, we want everyone to be able to access good, healthy and sustainable food options that are within their budget, and for Cardiff to develop a strong reputation for its sustainable food offer
- E. Food as a driver for prosperity – we want to optimise social and economic value of the food economy for Cardiff. This is both in terms of enabling local, sustainable food businesses to thrive, and by using food, and a rich and diverse food economy, to drive positive change, create an identity for Cardiff around food that can deliver tourism benefits, economic prosperity and broader social value.
27. An action plan has been developed to steer our work in these five key areas for action (see Appendix 1). The strategy and action plan have been developed in consultation with key stakeholders both in the Council and across the city. The action plan reflects these internal partners' responsibilities within the Council.
28. The key actions to prioritise in this plan are:
- Growing plan for the City – a clear plan of available space for community groups, social enterprises and businesses.
 - Sustainable food framework – defining what we expect from public food providers and rolling out to all food provision outlets and our partners.
 - Improving Schools food Culture – whole school approach to food, potentially including the communities they are located in.
 - Controlling Fast Food: mapping outlets and pilot using planning and other policies to control premises and advertising.
 - City centre food plan and street food – assess opportunities with the BID (For Cardiff).
29. Project governance is essential to measure progress towards the end goal of enabling good food for all, and we need buy in of internal services and external partners to deliver the action plan. We will establish a Board to monitor progress internally within the Council and work with the Cardiff PSB as part of the Council's partnership arrangements.

30. An Equality Impact Assessment has been undertaken for the Food Strategy (Appendix 2).

Reason for Recommendations

31. To approve actions to set a stronger focus for the Councils responsibilities and influence around food, to help improve the health and well-being of our residents, and tackle our Climate Emergency.

Financial Implications

32. No financial implications are expected from the implementation of the Food Strategy. Any actions arising from the strategy will need to be funded either from existing resources or from additional external funding such as grants and sponsorships.

Legal Implications

33. This report does not raise any specific legal implications other than those set out in the general legal advice that follows.

All decisions taken by or on behalf of the Council must:

- (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law;
- (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. 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.

34. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible. The Council have taken into account the impact of the report recommendations on people living their lives in Wales in the future, having regard to:

- Looking to the long term
- Focusing on prevention by understanding the root causes of problems
- Delivering an integrated approach to achieving the 7 national well-being goals
- Working in collaboration with others to find shared sustainable solutions

- Involving people from all sections of the community in the decisions which affect them

35. The Council is satisfied that the proposed recommendations accord with the above principles.

HR Implications

36. There are no HR implications for this report.

Property Implications

37. No immediate property implications are expected from the implementation of the Food Strategy. Any future requirement to use Council land or property to deliver the objectives of the strategy should be done so in accordance with the Corporate Property Strategy, Council’s Asset Management process and in consultation with Strategic Estates and relevant service areas.

RECOMMENDATION

Cabinet is recommend to approve the Council’s strategy and proposed actions for sustainable food in the city

SENIOR RESPONSIBLE OFFICER	Andrew Gregory Director of Planning, Transport & Environment
	15 November 2019

The following appendices are attached:

- Appendix 1 – Cardiff Food Strategy
- Appendix 2 - Equality Impact Assessment

The following background papers have been taken into account

- Cardiff Food Strategy – Workshop Report
- Cardiff Food Strategy – Advisory Report

Cardiff Food Strategy

A strategy and action plan for sustainable food in Cardiff

We want everyone in Cardiff to have access to affordable good food, and to understand where their food comes from

1. Introduction:

Food in Cardiff

Cities are defined by the quality, availability and affordability of their food. Sustainable food can help progress our work around the Council's Climate Emergency, social and financial inclusion work, economic and cultural sustainability. We need to be doing more than we are currently and this strategy intends to capture the key interventions that the Council can deliver or facilitate on this important agenda.

We all need to eat and it is therefore possible to engage with everyone at some level around food issues. Food has the potential both as a positive transformer and to promote community cohesion in the city.

Food issues are wide ranging from poverty and health, through to supply, tourism and economic development, and to ethical and organic production. In this strategy we are defining sustainable food as covering:

- Local food – reducing food miles and their associated carbon footprint, and supporting the local economy
- Healthy food – promoting a diet in line with the Government endorsed Eatwell Guide and disincentivising unhealthy options
- Affordable food – helping to understand and address affordable food and food poverty issues for those in need
- Environmentally friendly food – growing, processing and transporting our food whilst minimising environmental impact
- Food for all – access to good food in all areas of the city and across demographics, especially those in deprived areas and vulnerable residents

The Cardiff Food Strategy sets out 5 key areas for action, each of which is intended to stimulate action on sustainable food and lead us towards a more sustainable food city:

- **Fostering food partnerships**
- **Tackling food inequalities**
- **Increasing local food production**
- **Eating out well**
- **Food as a driver for prosperity**

2. Strategic vision:

We want everyone in Cardiff to have access to affordable good food, and to understand where their food comes from.

We want to ensure that Cardiff offers good food for all residents regardless of geography or demographics. We acknowledge that good food movements often only attract or target the more wealthy residents of an area, and we want to reverse this trend.

The actions in this strategy focus on what the Council can do to deliver and / or enable food projects and initiatives across the City. The strategy will form the Council's contribution to the city's bid to attain Silver, and ultimately Gold, Sustainable Food City status.

This strategy has been based on a series of background studies and discussions with key stakeholders on food issues. This has helped to identify the main opportunities and interventions for the Council across the city to enable and encourage growth of sustainable food programmes and businesses.

Many of these are direct actions that the Council can undertake as part of service delivery, but it is also clear that the Council has a wider leadership role that could help to stimulate change across the city, particularly with other public sector partners. Delivery of the strategic vision will be for the Council to 'lead by example' in proactively addressing sustainable food issues, demonstrating and illustrating best practice to our partners across the city.

The areas of particular focus are on:

- Fostering food partnerships – the Council has a key leadership role across the city
- Tackling food inequalities – making good food accessible to all
- Increasing local food production – becoming a more self sufficient city
- Eating out well – sustainable food options outside of the home
- Food as a driver for prosperity – optimising the value from the food economy

The five specific areas for action to support this vision are detailed in the action plan in section 4.

3. Why we need to act

The Council's influence on food in the city is wide ranging. We provide catering services (internal and external), procurement of food, growing spaces across the city, major events, licencing, food hygiene, welfare and benefits advice, economic development support, planning and schools. We also have close relationships with other key players in the city via the Food Cardiff partnership and Public Services Board.

Health and inequalities are key drivers of our sustainable food work.

The UK is in the grip of an obesity crisis. It is estimated that 1 in 4 UK adults and 1 in 5 children aged 10-11 are obese (NHS statistics). These figures are higher in deprived areas. Obesity in the UK is rising and yet at the same time we have malnutrition in the population. Poor diet is the main cause of obesity along with lack of exercise. Only 1 in 4 adults are eating their '5 a day' which is significantly lower than the '7 a day' recommended target for health (NHS statistics). This is a self-reported statistic and therefore the true figure is likely to be less as people tend to overestimate good behaviours when self-reporting.

Additionally half of all food eaten in the UK is 'ultra processed', that is made in a factory with industrial ingredients and additives that bear little resemblance to a fresh cooked meal made of vegetables, fruit, meat or fish. These highly processed foods are also generally high in sugar and fat, and have a higher carbon footprint than fresh cooked. People purchase such processed food for convenience, but also due to a lack of cooking skills and / or cooking facilities and equipment.

There is a significant difference in life expectancy between those in the least deprived areas of the city and those in Cardiff's Arc of Deprivation. For men this is 11 years and for women 9 years, rising to 24 years for men and 22 years for women in relation to healthy life expectancy (Cardiff Wellbeing Assessment). Diet, both in terms of food options available and food consumed, has a part to play in this life expectancy.

Foodbank use is on the rise across the UK. Cardiff has the second largest foodbank network per person in the UK, which demonstrates both the high level of food poverty in the city and the positive response locally to this food poverty crisis.

Those in deprived areas are less likely to be able to easily access or afford good nutritious food. There are areas of the city without adequate food shops, markets and healthy food providers. These food deserts tend to be in more deprived areas, with low car ownership levels, that may in turn have an abundance of fast food outlets.

The public supports work on healthy food options. In the 2016 Ask Cardiff survey 9 out of 10 residents responded that they would support healthy food options in Council venues, workplaces and schools.

As well as these social benefits around health and equalities work on sustainable food also has **environmental benefits** as local and fresh food has a **lower carbon footprint** than processed food and food transported longer distances. The vast majority of food consumed in the UK is a product of the intensive farming model which includes growing high yield crops, and using chemical fertilisers and pesticides, all of which contribute to environmental degradation. Organic farming bans chemical inputs and puts considerably higher standards on animal welfare, however it often produces less yield and therefore more expensive food.

Finally a strong and diverse local food economy that enables local sustainable food businesses to thrive brings multiple benefits to the city increasing **prosperity, local jobs and skills** along with creating an identity for Cardiff around food that can deliver tourism benefits and broader social value.

Policy drivers

Cardiff has a commitment in **Capital Ambition** to develop a Food Strategy for the city. The development of such a strategy will help the Authority fulfil its obligations around the **Well-being of Future Generations Act**, contributing positively to all 7 National Well-being Goals and utilising all 5 Ways of Working advocated in the Act. The Cardiff Well-being Plan has evidence, narrative and action around food related issues, in particular food poverty.

In March 2019 Cardiff Council declared a **Climate Emergency** and is developing a One Planet Cardiff strategy in response to this. Lowering the carbon footprint of food produced and consumed in the city will help contribute to this important but challenging climate change agenda. As seen above locally sourced healthy food options generally have lower carbon footprints so can provide a win:win solution to both the climate change and obesity crises. Additionally a move towards a more plant based diet would further contribute to reducing the city's carbon footprint. Actions in this Food Strategy that contribute to lowering the city's carbon footprint will inform One Planet Cardiff.

Support and key partners

Cardiff has a local food partnership, **Food Cardiff**, and Cardiff Council sits on the steering group of this partnership. Food Cardiff seeks to enable 'good food for all' and is comprised of public, private and third sector organisations. Food Cardiff is a member of the Sustainable Food Cities network. Under the steerage of this network, Cardiff has already achieved status as a Bronze **Sustainable Food City** and is well on the way to achieving Silver status. In June 2018 Cardiff hosted the UK Sustainable Food Cities conference at City Hall, where the Leader gave the welcome speech and stated that Cardiff has an ambition to achieve Gold Sustainable Food City status.

Sitting above Food Cardiff is a newly established national body, Food Sense Wales, and Cardiff Council sits on this steering group as the leading Welsh local authority on sustainable food issues.

The other key partnership in the city is the Cardiff Public Services Board that brings together the city's public service leadership and decision makers to improve the well-being of Cardiff. PSB members, Cardiff & Vale UHB Public Health Team, have recently developed an action plan to tackle obesity entitled '**Move More, Eat Well**', which all PSB partners are signed up to achieving. To ensure strategy alignment the Food Strategy has both input to and been informed by Move More, Eat Well.

4. Action Plan:

Short term	<i>within 1 year – immediate and easy actions</i>
Medium term	<i>within 3 years – actions requiring more work</i>
Long term	<i>within 5 years – challenging actions</i>


A - Fostering food partnerships

Cardiff Council has a key leadership role across the city from policy formation through to provision of services and support of local residents.

The Council's leadership role includes the need to engage with our key partners, in terms of learning from their best practice and sharing ours, seeking to influence food initiatives where we have input, and joining up work streams to avoid duplication and to benefit from synergies where appropriate. Key partners include the Cardiff Public Services Board, the Food Cardiff partnership and our schools. Liaison with community groups and the public can in turn be undertaken via our position within Food Cardiff.

Key action	Short term	Medium term	Long term
Food Cardiff Action: To continue to support the Food Cardiff Partnership Action: Integrating the Council's food strategy actions into the wider Food Cardiff partnership to achieve Silver and ultimately Gold Sustainable Food City status - utilising Cardiff Council's role in the partnership to influence food initiatives across the city where we have input, joining up work streams to avoid duplication and benefit from synergies where appropriate.	 		

<p>Cardiff Council sits on the Steering Group of the city wide food partnership Food Cardiff. Cardiff is a Bronze award Sustainable Food City which is currently working towards Silver with an aspiration to become a Gold Sustainable Food City.</p>			
<p>Schools food culture</p> <p>Action: review current school lunchbreak provisions – including the length, time and physical spaces for lunchbreaks</p> <p>The school lunch break is essential for students to refuel with a healthy lunch and be prepared to continue learning through the afternoon.</p> <p>Action: Support schools to adopt a whole school approach to food – to improve the food culture via Healthy Schools, curriculum, procurement, school meals (utilising Sustainable Food Framework), lunch boxes, length and space for lunchbreaks, SHEP, breakfast clubs, food growing, and drinking water access, and to link with Child Friendly City work.</p>	✓	✓	
<p>Council leadership in the public sector</p> <p>Action: PSB partner organisations to be encouraged to sign up to the Sustainable Food Framework (once developed) – to include partner organisations food provision to their staff and clients. Partners will also be invited to contribute to the development of the Framework.</p> <p>Action: Working with PSB partners to improve food quality across our organisations - to benchmark partner organisations sustainable food frameworks, target set and report regularly on progress, learning from sharing best practice with our PSB partners and joint working, encouraging PSB partners to participate in food initiatives if not already doing so, joining up works streams to avoid duplication and benefits from synergies where appropriate.</p>		✓	✓

<p>Cardiff's 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. The Leader of the Council chairs the PSB.</p>			
<p>City food prospectus</p> <p>Action: Develop a city food prospectus - to promote food work and positively engage with partners from community groups through to PSB partners.</p>			

B - Tackling food inequalities

There are stark differences of deprivation between those in Cardiff's 'Southern Arc' and the least deprived areas of the city.

If the 'Southern Arc' of Cardiff was considered a single local authority it would be the poorest in Wales. Nearly a third of households in Cardiff, that's over 41,000 homes, are deemed to be living in poverty.

In areas of deprivation households spend a high percentage of their disposable income on food. Deprived areas also have a high prevalence of food deserts and fast food outlet saturation areas. Households with children where family income is less than £15,869 per annum would need to spend 42% of after housing income on food to afford the Eatwell Guide diet that is recommended for health (The Food Foundation). Recently across the UK there has been a sharp rise in the number of food bank referrals.

We want all of Cardiff's residents, workers and visitors to have access to good food regardless of where they are in the city.

Key action	Short term	Medium term	Long term
<p>Food deserts and fast food outlet saturation areas</p> <p>Action: To map food deserts and areas of fast food outlet saturation - using findings to implement and inform planning policy, aligning interventions with District Centres and Hubs, and direct location of community projects to increase access to food (eg community pantries, growing projects).</p> <p>Food deserts are areas, usually in deprived communities, lacking food shops, markets and healthy food providers. Conversely areas of fast food outlet saturation are oversaturated with unhealthy dining options.</p>		✓	
<p>Planning restrictions on fast food outlets</p> <p>Action: To produce a planning note around fast food planning restrictions – considering saturation limits for areas and exclusion zones around schools.</p>	✓		

<p>To explore the opportunities to use the planning system to control the location of fast food outlets across the city.</p>			
<p>SHEP</p> <p>Action: Roll out of programme across more Cardiff schools and over more holidays - building upon this successful pilot review SHEP delivery model to enable roll out of programme and to make more self-sustaining (link to sustainable food framework).</p> <p>The School Holiday Enrichment Programme, also known as Food and Fun, is an award winning holiday hunger programme that started in Cardiff and has now been rolled out across Wales.</p>	✓		
<p>Community pantries</p> <p>Action: Support strategic roll out of community pantries in Cardiff - by mapping provision vs. need and co-hosting schemes in community access buildings (eg Hubs, schools).</p> <p>Community pantries move beyond the foodbank and are a membership scheme run by local communities to provide affordable and healthy food for all. They are particularly important in food desert areas.</p>		✓	
<p>Support options promotion</p> <p>Action: Promote and encourage uptake of support options available – continue to promote via Hubs, benefits advice, schools and social services support.</p> <p>There are a variety of free support options available to households in food poverty such as Healthy Start vouchers, Free School Meals, Free Breakfast Clubs. However uptake of these schemes is generally low partly due to people not knowing they are available or that they qualify for assistance.</p>	✓		

<p>Living Wage</p> <p>Action: Promote the Living Wage accreditation support scheme – offering financial support to Cardiff businesses of up to £720 if they become accredited Living Wage employers by 31st March 2020.</p> <p>Paying the Living Wage is a key indicator of an employer’s commitment to fair work practices and helps take people out of poverty. The Council is a Living Wage employer and is now working to promote it across the wider local business community with the aim of supporting and encouraging as many local businesses as possible to commit to paying their employees the Living Wage.</p>	✓		
<p>Junk food advertising restrictions</p> <p>Action: Develop and implement policy to restrict junk food advertising across the city – to include advertising space on bus shelters, free standing boards and screens where the Council has control.</p> <p>The current contract with Clear Channel (bus shelters and 6-sheet free standing boards) has been amended to specify restrictions on HFSS (high fat, salt and sugar) advertisements. Significantly, we are now operating a 200m exclusion zone around all schools located within the contractual territory. Further work to be undertaken to see how this specification compares to the Transport for London advertising restrictions and roll out to all advertising space where the Council has control.</p>	✓		

C - Increasing local food production

How close to self-sufficiency could Cardiff get? Could we produce one portion of veg per day per person? Two portions?

Whilst it is unattainable for a city the size of Cardiff to be totally self-sufficient in its food production there is a clear opportunity, and an emerging ambition for us to increase the volumes of food produced locally. This ambition is being expressed both from grassroots community projects and larger scale commercial organisations. Local food production initiatives could offer multiple benefits in skills development, physical and mental health, along with the potential for social cohesion. There will also be need to consider alternative approaches to food production especially where they can link with other systems such as waste or energy to optimise impact, for example hydroponics.

Key action	Short term	Medium term	Long term
<p>Food growing plan</p> <p>Action: Develop a clear plan for food growing - in spaces where the Council has control (eg allotments, parks, Hubs, schools, 'meanwhile use' land), advertise space to interested partners (community groups, social enterprises, businesses), link to existing community initiatives and groups (eg Edible Cardiff) to provide support to kick start growing activities, share skills and optimise community benefits.</p> <p>The Council own land across the city that community groups and others could potentially utilise for food growing projects to optimise Cardiff's 'edible landscape'. There needs to be a map of these spaces along with a simple process for advertising and accessing land. Land earmarked for future development could be utilised on a time bound 'meanwhile use' basis.</p>		✓	
<p>Planning policy on food growing</p> <p>Action: Integrate policy / standards on expected space for local growing within planning policy - link to development plans, masterplans etc. and specific planning guidance to support this as appropriate.</p>	✓		

<p>Planning policies can support local food growing by providing space for growing within new developments, including edible plants and trees in planting schemes in new developments, protecting open space under threat from a proposed development and encouraging local groups to start a community food growing space.</p>			
<p>Urban food growing</p> <p>Action: Increase commercial food growing and production opportunities in the city - by actively engaging with organisations seeking to invest in Cardiff, considering alternative approaches to food production and how these can link to other food / waste / energy systems to optimise impact (eg hydroponics).</p> <p>To work towards a self sufficient food city requires growing projects of all magnitudes from small scale community projects through to commercial production within the city. These commercial level projects have added benefits of skills training and employment opportunities. Additionally there is potential for this fresh produce to be sold at main Council buildings in pop up stalls.</p>			
<p>Food park</p> <p>Action: Assess options to develop a hub for food – to include local food production businesses, food growing space, food pantry, local skills training and employment opportunities.</p> <p>Food parks bring together advocates for local food in a spatial location, from farmers to food entrepreneurs to chefs to business leaders.</p>			

D - Eating out well

The UK spends over £49 billion on eating and drinking out per year.

Modern work patterns and lifestyles mean that we eat out of home more often than ever. Whether grabbing lunch on the go, sitting down for a meal with friends and family, or business entertaining, we want everyone to be able to access good, healthy and sustainable food options that are within their budget, and for Cardiff to develop a strong reputation for its sustainable food offer.

Key action	Short term	Medium term	Long term
<p>City centre food plan and street food</p> <p>Action: Develop a city centre food plan (with For Cardiff partners) - with a focus on providing a vibrant and diverse food economy including street food, establishing goals for daytime and into night time economy, identifying appropriate locations where street food will be hosted, revamping Cardiff Market as a sustainable food market (eat in, takeaway and cook at home options), setting standards, ambition and expectations of local businesses and their participation – link to promoting Cardiff as the ‘Capital of Welsh Produce’, the world’s First Fair Trade Capital City and sustainable food framework.</p> <p>Cardiff is a key tourist destination in Wales with more than 18 million visitors each year. These visitors plus Cardiff’s own residents and workforce need feeding when out and about.</p>		✓	
<p>Sustainable food framework</p> <p>Action: Develop a sustainable food framework to define and integrate sustainable food goals, thresholds and targets across all Council operations (to include staff canteens, internal and external catering, schools catering, vending, Meals on Wheels) – including provision and promotion of healthy, local, environmentally friendly, and good animal welfare food options; corporate commitments; as well as de-centivising and limiting non-healthy options.</p>		✓	

<p>The Council provides catering services for its own staff, schools, events and Meals on Wheels service. The Council is already committed to the Veg Pledge to promote increasing vegetable consumption across Council operations and serving Fair Trade options. These corporate commitments can be built upon to develop a more comprehensive sustainable food framework. This framework can also be used for street food in the city and working with partners.</p>			
<p>Sustainability Mark</p> <p>Action: Develop a ‘sustainability mark’ for local food businesses - which can be used to assess local businesses and confirm their status as a sustainable business in Cardiff, looking at both process and product, including consideration of incentive options for sustainable food businesses.</p> <p>Local businesses and organisations have expressed interest in the development of a Sustainability Mark to promote local sustainable food businesses. There is additional opportunity around citizen engagement on this issue.</p>			✓
<p>Major events pilot</p> <p>Action: Trial a pop up ‘sustainable food option’ street vendor selection for major events – utilising the sustainable food framework / mark and rolling out to all major events, consider giving priority to or incentivising sustainable food businesses.</p> <p>Cardiff is host to a variety of major events every year from sports such as rugby and football to leisure and cultural festivals. Food is a key element to these events and is highly visible to events attendees.</p>	✓		
<p>Refill Cardiff</p> <p>Action: Water freely available in Council buildings – for both staff and visitors.</p>		✓	

<p>Refill stations make it easier for people to drink water and stay hydrated, and refill their water bottle without needing to purchase single use bottles. Ready access to plain water could also lead to a reduction in consumption of sugary and carbonated drinks (which contribute to obesity and dental cavities).</p>			
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E - Food as a driver for prosperity

Cardiff is the UK's fastest growing Core City and all our residents, workforce and tourists need to be eat.

We want to optimise the value from the food economy for Cardiff, both in terms of enabling local, sustainable food businesses to thrive, and by using food, and a rich and diverse food economy, to drive positive change, create an identity for Cardiff, and deliver economic prosperity and broader social value.

Key action	Short term	Medium term	Long term
<p>Local skills development</p> <p>Action: Support local skills development in the food sector – link to Youth Foods initiative, the Cardiff Commitment, hydroponics project etc.</p> <p>Food businesses of all sizes offer the opportunity to provide skills development to residents of Cardiff and the city region, particularly targeting those from disadvantaged groups. One such example is the Council's Youth Foods, a catering and food service where NEET youth apprentices and employees fill the vast majority of posts. Youth Foods acts as a holistic youth development venture based on social inclusion, addressing isolated and disadvantaged groups.</p>		✓	
<p>Procurement</p> <p>Action: Table the idea of an All Wales Sustainable Food Group at NPS Category Forum – to share best practice with other public sector organisations and meet Sustainable Food City requirements.</p> <p>Action: Review and agree actions to maximise benefits from food procurements to ensure food options are healthy, local and low environmental impact – link to framework / Mark, include ways of integrating local and sustainable procurement options where required and</p>	✓	✓	

<p>appropriate (may be outside of NPS), consider whole life approach to addressing potential impact.</p> <p>Cardiff Council has adopted a Socially Responsible Procurement Policy. The council's procurement of food covers staff and schools catering as well as events and street food. The NPS is in the process of changing and is likely to become more regionalised giving greater potential for more local and fresh food to come into scope.</p>			
<p>Economic development support</p> <p>Action: Mapping and promoting empty properties / spaces for pop up sustainable food traders or events, which promote the principles of the strategy.</p> <p>Action: Review and agree actions for economic development support including incubator support, business skills training, business promotion, food waste and food packaging collections – to support local sustainable businesses and healthy / diverse / sustainable food economy (and deprioritise non-healthy / limited diversity / unsustainable options).</p> <p>Cardiff has a prosperous, thriving and diverse economy which includes food businesses. We need to explore how we can support such businesses to ensure they thrive and deliver additional social, environmental and cultural benefits to the city.</p>	<p>✓</p> <p>✓</p>		
<p>Food tourism</p> <p>Action: To investigate how best to support the food tourism sector (hotels, venues, restaurants and bars) – utilising the Framework / Mark and linking to the city centre food plan where appropriate.</p> <p>As the capital of Wales Cardiff has a role as a top tourist destination and part of this tourism attraction is around the food on offer across the city. We want to celebrate and grow Cardiff's strong food culture, and recognise its contribution to our vibrant Capital with the associated economic and tourism benefits it brings to the city. The Sustainable Food Framework will be</p>	<p>✓</p>		

useful for Meet in Cardiff and Visit Cardiff to highlight the good sustainability credentials of Cardiff businesses.			
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5. Monitoring:

Monitoring the progress of the action plan is essential to measure progress towards the end goal of enabling good food for all. A Board will be established to monitor progress quarterly and the outcomes reported to the Cardiff PSB as part of the Council’s partnership arrangements.

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**



Policy/Strategy/Project/Procedure/Service/Function Title: Cardiff Food Strategy
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Liz Lambert	Job Title: Sustainable Development Group Leader
Service Team: Energy & Sustainability	Service Area: Planning, Transport & Environment
Assessment Date: 29 th October 2019	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

Strategic vision is for everyone in Cardiff to have access to affordable good food, and to understand where their food comes from.

The city is currently a Bronze Sustainable Food City and working towards Silver status. This work is driven by Food Cardiff, the citywide food partnership which the Council sits on the steering group of. This Food Strategy is the Council's contribution towards the city achieving Silver status.

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

Underpinning data on Cardiff population from Cardiff's Needs Assessment.

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	x		
18 - 65 years		x	
Over 65 years		x	

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

We want everyone in Cardiff to have access to good food. Whilst some actions specifically target certain age groups (eg schools actions target under 18's) the overall mix of actions covers all ages.

What action(s) can you take to address the differential impact?

No action as it is a positive differential impact.

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	x		
Physical Impairment	x		
Visual Impairment	x		
Learning Disability	x		
Long-Standing Illness or Health Condition	x		
Mental Health	x		
Substance Misuse	x		
Other	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

We want everyone in Cardiff to have access to good food. The strategy includes a section on tackling food poverty. Disabled people are more likely to be on low incomes or in poverty due to issues around finding suitable work and / or being able to work full time. These actions around tackling food poverty could potentially assist those with a disability, impairment or health condition.

What action(s) can you take to address the differential impact?

No action as it is a positive differential impact.

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A

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**Equality Impact Assessment
Corporate Assessment Template**

Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)		x	
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Please give details/consequences of the differential impact, and provide supporting evidence, if any.

We want everyone in Cardiff to have access to good food.

What action(s) can you take to address the differential impact?

N/A

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		x	
Civil Partnership		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

We want everyone in Cardiff to have access to good food.

What action(s) can you take to address the differential impact?

N/A

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	x		
Maternity	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

We want everyone in Cardiff to have access to good food. There is an action around promotion of support options available, which includes Healthy Start vouchers that are available to pregnant mothers and those with children under 4 on low incomes. As

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

such this action could positively help this protected characteristic.

What action(s) can you take to address the differential impact?

No action as it is a positive differential impact.

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White	X		
Mixed / Multiple Ethnic Groups	X		
Asian / Asian British	X		
Black / African / Caribbean / Black British	X		
Other Ethnic Groups	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

We want everyone in Cardiff to have access to good food. The strategy includes a section on tackling food poverty. The BAME population is more likely to be in poverty. These actions around tackling food poverty could potentially assist the BAME population positively.

What action(s) can you take to address the differential impact?

No action as it is a positive differential impact.

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist		X	
Christian		X	
Hindu		X	
Humanist		X	
Jewish		X	
Muslim		X	
Sikh		X	
Other		X	

Please give details/consequences of the differential impact, and provide supporting

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CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

evidence, if any.
We want everyone in Cardiff to have access to good food.
What action(s) can you take to address the differential impact?
N/A

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		x	
Women		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
We want everyone in Cardiff to have access to good food.
What action(s) can you take to address the differential impact?
N/A

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual		x	
Gay Men		x	
Gay Women/Lesbians		x	
Heterosexual/Straight		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
We want everyone in Cardiff to have access to good food.
What action(s) can you take to address the differential impact?
N/A

3.10 Welsh Language

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

We want everyone in Cardiff to have access to good food.

What action(s) can you take to address the differential impact?

N/A

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

Engagement has been held at various stages of the strategy development with both internal and external stakeholders, many of whom work with some of these Equalities Groups and who were able to give the viewpoint of the Groups where applicable.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	No action as it is a positive differential impact.
Disability	No action as it is a positive differential impact.
Gender Reassignment	N/A
Marriage & Civil Partnership	N/A
Pregnancy & Maternity	No action as it is a positive differential impact.
Race	No action as it is a positive differential impact.
Religion/Belief	N/A
Sex	N/A
Sexual Orientation	N/A
Welsh Language	N/A
Generic Over-Arching [applicable to all the above groups]	N/A

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Liz Lambert	Date: 29 th October 2019
Designation: Sustainable Development Group Leader	
Approved By: Gareth Harcombe	
Designation: OM – Energy & Sustainability	
Service Area: Planning, Transport & Environment	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 2536 / 3262 or email equalityteam@cardiff.gov.uk

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TREASURY MANAGEMENT MID-YEAR REPORT 2019-20

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

AGENDA ITEM: 4

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 2019 and the position as at 30 September 2019.

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 2019. This includes its borrowing and investments at a point in time and also initially highlights a recent change by the Public Works Loan Board in respect of its lending policy.
5. 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 2019/10 treasury management activities including, performance reports, benchmarking and the Council's Treasury Management Practices.

6. The mid-year report and supporting Annexes are attached as Appendix 1 and is to be referred to Council on the 28 November 2019 after consideration by the Cabinet.

Reasons for Recommendations

7. Council policy requires the Treasury Management Mid-Year Report 2019-20 update to be submitted to Council.

Legal Implications

8. No direct legal implications arise from this report.

Financial Implications

9. 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 and forms part of the Council's Medium term Financial Plan.

RECOMMENDATION

Cabinet is recommended to recommend that Council note the Treasury Management Mid-Year Report 2019-20 (Appendix 1)

SENIOR RESPONSIBLE OFFICER	CHRIS LEE Corporate Director Resources
	15 November 2019

The following Appendix is attached:-

- Appendix 1: Treasury Management Mid-Year Report 2019-20
Annexe A – Treasury Management Policy Extract
Annexe B – Investments at 30 September 2019
Annexe C – Investment Charts at 30 September 2019
Annexe D – Maturity Analysis of borrowing as at 30 September 2019
Annexe E – Glossary of Treasury Management terms

Treasury Management Mid-Year Report

2019-20



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**).
- 1.3 Council received a report in February 2019 on the Council's Treasury Management Strategy for 2019/20. During 2019/20, 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 2019 the Annual Outturn Report for treasury management for 2018/19.
- 1.4 In accordance with Council policy, this report provides members with a mid-year update as at 30 September 2019 and covers:-
 - the economic background to treasury activities
 - investments
 - borrowing
 - debt rescheduling
 - compliance with treasury limits and prudential indicators
 - Treasury Strategy update for remainder of the year.
- 1.5 Annexe E includes a glossary which defines key terms used in this report.

Economic Background

- 2.1 UK growth fell in the first half of the year due primarily to Brexit uncertainty, trade concerns as well as a negative outlook for other world economies. Whilst such uncertainty remained, the Bank of England maintained the base rate at 0.75% and any move in rates is likely to be dependent on clarity on what is going to happen after Brexit. As for inflation itself, the Consumer Price Index has been hovering around the Bank of England's target of 2% during 2019, but fell to 1.7% in August. It is likely to remain close to 2% over the next two years and so it does not pose any immediate concern at the current time.
- 2.2 With these factors in mind, the table below shows the Council's treasury management advisors latest forecast for bank rate and Public Works Loan Board (PWLb) borrowing rates. These are based on an assumption of an agreed Brexit deal at some point, so would need to be re assessed over the

next few weeks. The forecasts show an increase in Bank Rate during December 2020.

	Actual 30/09/2019	March 2020	March 2021	March 2022
Bank Rate	0.75%	0.75%	1.00%	1.25%
5yr PWLB rate*	1.07%	2.50%	2.80%	3.10%
10yr PWLB rate*	1.27%	2.80%	3.10%	3.40%
25yr PWLB rate*	1.83%	3.40%	3.70%	4.00%
50yr PWLB rate*	1.67%	3.30%	3.60%	3.90%

* The forecasts include a 1% increase effective from 09 October 2019 as a result of a HM Treasury policy change (see later in report)

- 2.3 PWLB rates are based on gilt yields and are thus subject to volatility caused by the uncertainties highlighted above. Borrowing rates have reduced in recent years as part of a bond buying programme by the Bank of England (Quantitative Easing) as well as global and UK economic uncertainty. Geopolitical events, risks to economic growth caused by trade wars and a perception that inflation is under control and is to remain subdued has resulted in government bond yields in the developed world falling significantly during 2019. In some cases, bond yields up to ten years in the Eurozone have actually turned negative. What we have seen during the last half year is a near halving of longer term PWLB rates to unprecedented historic low levels.

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 or required to be made to the list of eligible counterparties included as part of the 2019/20 Treasury Management Strategy approved by Council, but these will be reviewed in the 2020/21 Strategy.
- 3.4 Following the introduction of The Markets in Financial Instruments Directive (MiFID) in January 2018, the Council opts to be classified as a professional client rather than a retail client by financial institutions.

Investments returns are likely to remain low during 2019 and 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 2019, investments stood at £98.6 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 2019. 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 over time. The Council will take advantage of longer term rates 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 2019/20 is £900,000. The return achieved since the start of the year is 0.87% compared to the benchmark 7 day London Interbank Bid Rate (LIBID) of 0.57% and 3 month LIBID 0.66%

Borrowing

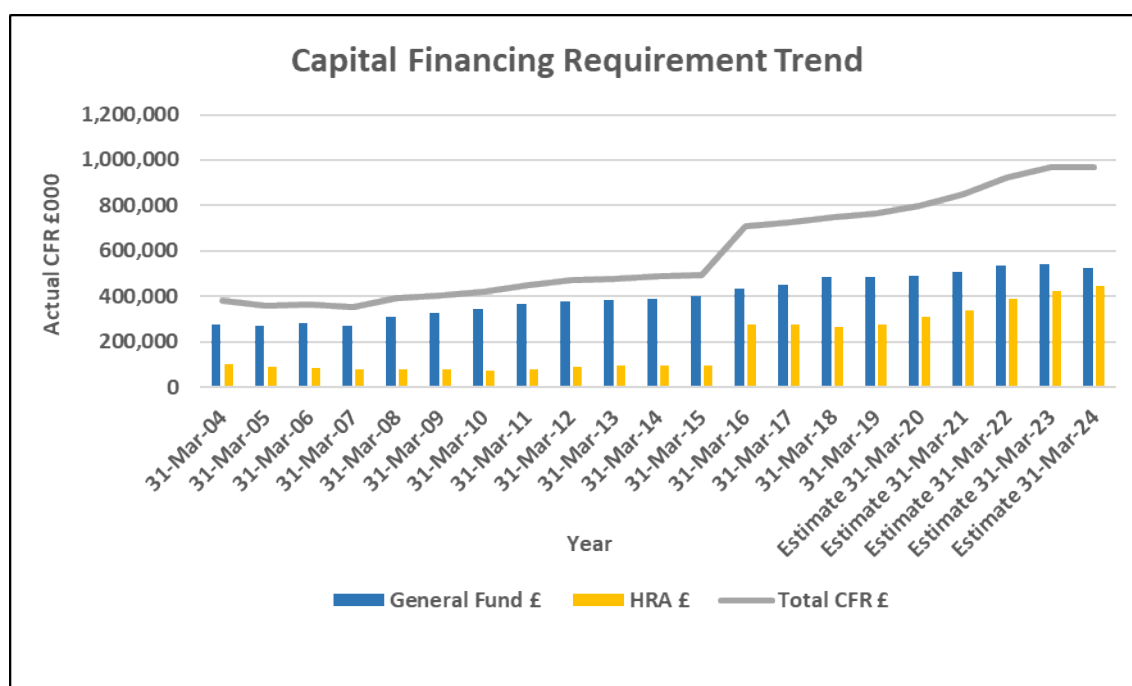
- 4.1 Long term borrowing is undertaken to finance the Council's Capital Programme and the main sources of borrowing currently are the PWLB and the Money Markets. The Council does not separate General Fund and Housing Revenue Account borrowing as all borrowing is the liability of the Council i.e borrowing 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 2019, the Council had £726.2 million of external borrowing predominantly made up of fixed interest rate borrowing from the PWLB payable on maturity.

31-Mar-19			30-Sep-19	
£m	Rate (%)		£m	Rate (%)
660.9		Public Works Loan Board	663.9	
51		Market (Lender Option Borrower Option)	51	
4.5		Welsh Government	6.2	
5.5		Other	5.1	
721.9	4.53	Total External Debt	726.2	4.51

New borrowing undertaken during the first half of the year

- 4.6 Interest free loans of £2.81 million from Welsh Government have been received for Town Centre Schemes and £5 million of the Council's borrowing requirement has been taken from the PWLB in the first half of the year. To note a further £5 million of borrowing was undertaken in the first week of October and this is not included in the table above or charts in this report.

Maturing Loans in year to date

- 4.7 **Annexe D** shows the maturity profile of the Council's borrowing as at 30 September 2019. Loans of £3.43 million have been repaid in the first half of this year, a further £0.69 million is due to be repaid by 31 March 2020. 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 following table.

£m	Potential Repayment Date	Option Frequency	Full Term Maturity
6	21/11/2019	6 months	21/11/2041
6	21/11/2019	6 months	21/11/2041
6	21/11/2019	6 months	23/05/2067
6	02/03/2020	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 7.0%.

Borrowing Strategy

- 4.12 The borrowing strategy outlined in the February 2019 budget report indicated that:-

Whilst investment rates remain lower than long term borrowing rates, internal borrowing will be used to minimise short-term costs

External borrowing (short, medium and long term) will be taken for the balance of the Council's borrowing requirement, with timing delegated to the Council's Section 151 Officer. This will aim to keep internal borrowing to approximately £80 million, subject to balance sheet capacity and future interest rate forecasts.

Any external borrowing is likely to be at fixed rates to meet the long term borrowing policy aims and given the forecasts in rates highlighted above.

- 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 meet the Capital Financing Requirement 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 regularly 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 2020 will be £731 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 £786 million (General Fund £477 million and HRA £309 million). Without any further borrowing this financial year internal borrowing would be £56 million.

- 4.15 The estimated total interest payable on borrowing for 2019/20 is £32.8 million which includes interest payable by the Housing Revenue Account.

PWLB Rate Change

On the 9th October 2019, PWLB changed their lending policy with immediate effect, increasing the interest rate at which local authorities can borrow from them. An extract from their letter to all local authorities is below:

PWLB lending is offered at a fixed margin above the Government's cost of borrowing, as measured by gilt yields. The Treasury raised the margin over gilts to 100bps (one percentage point) in 2010, to better reflect the availability of capital finance, and lowered it to 80bps over gilts in 2013 for qualifying authorities.

Some local authorities have substantially increased their use of the PWLB in recent months, as the cost of borrowing has fallen to record lows. HM Treasury is therefore restoring interest rates to levels available in 2018, by increasing the margin that applies to new loans from the PWLB by 100bps (one percentage point) on top of usual lending terms.

This restoration of normal PWLB lending rates will apply to all new loans with immediate effect. The Government will monitor the impact of this change and keep rates policy under review.

The impact of this change on the Council will continue to be monitored closely including any wider local authority feedback, representations and alternative options for borrowing.

Debt Rescheduling

- 5.1 No debt rescheduling or early repayment of debt has been undertaken to date in 2019/20. 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 £664 million, £439 million are eligible for early repayment. However this would incur a premium of £445 million as at 30 September 2019. 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 terms 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 2019. The treasury and capital prudential indicators will be updated as part of the 2020/21 Capital and Treasury Strategies in the Budget Report to Council in February 2020. Following Housing Finance Reform in 2015/16 an indebtedness cap was introduced for the Housing Revenue Account of £316.5 million. This was removed in 2019/20 by HM Treasury and WG. Affordability of additional investment will need to be monitored closely as part of the Treasury Strategy and HRA Business Planning process.

Treasury strategy for the remainder of 2019/20

- 7.1 The Treasury Strategy approved in February 2019 remains valid. The use of temporary cash balances instead of borrowing to pay for capital expenditure continues to result in short term savings. The impact on borrowing options and interest rates following the announcement of the PWLB rate change on October 9 2019 will continue to be monitored.

Annexes

Annexe A – Treasury Management Policy and Four Clauses of Treasury Management

Annexe B – Investments at 30 September 2019

Annexe C – Investment Charts at 30 September 2019

Annexe D – Maturity Analysis of Borrowing as at 30 September 2019

Annexe E – Glossary of Treasury Management terms

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Treasury Management Policy and Four Clauses of Treasury Management adopted by Council 25/02/2010

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

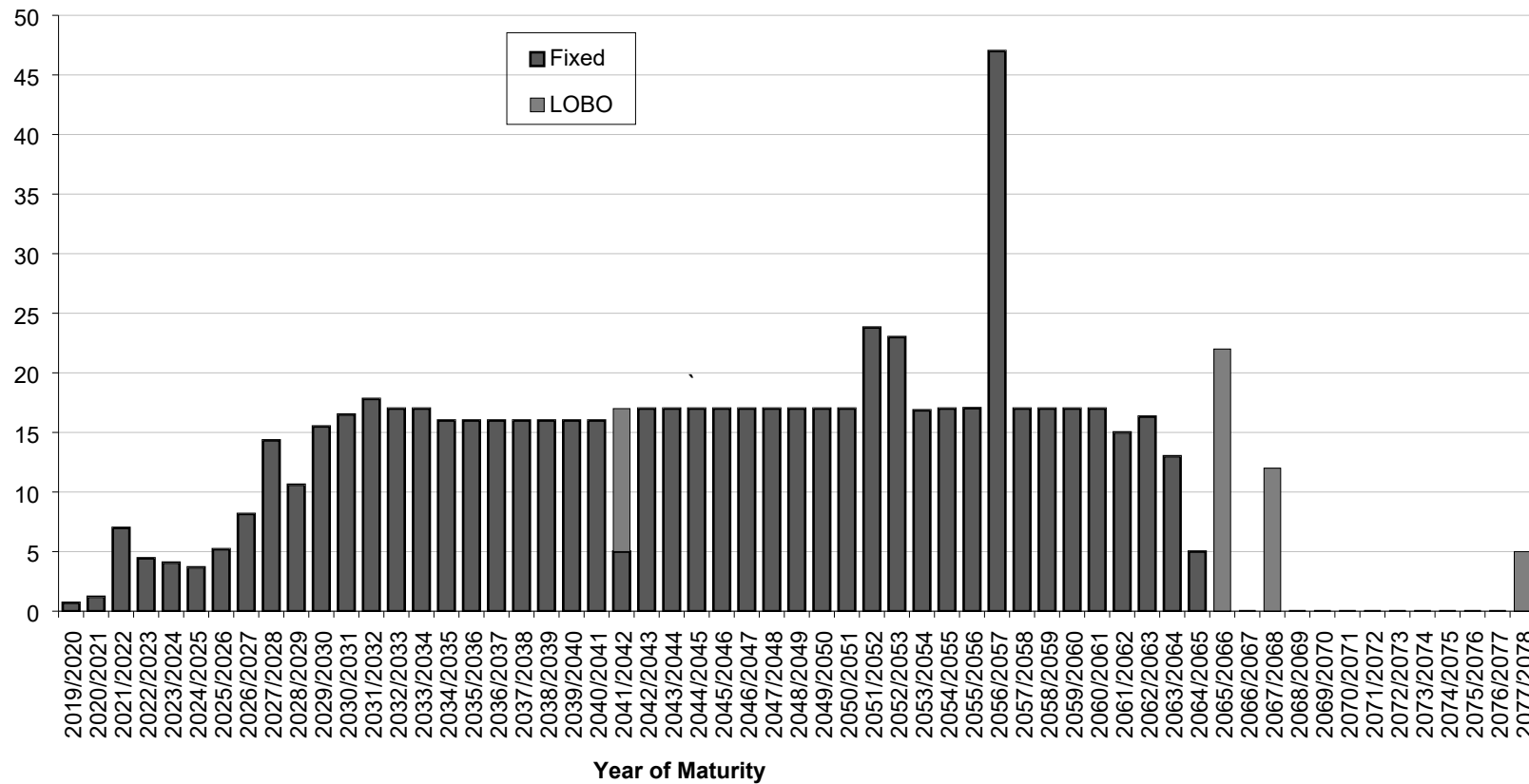
and Practices to be undertaken by the Council's Audit Panel due to the technical nature of the documents.

By virtue of paragraph(s) 14, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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Maturity Profile of Debt at 30 September 2019



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'.

Capital Financing Requirement (CFR)

An authority's underlying need to borrow for a capital purpose. It measures capital expenditure incurred but not yet financed by the receipt of grants, contributions and charges to the revenue account.

Capital Market

A market for securities (debt or equity), where companies and governments can raise long-term funds (periods greater than one year). The raising of short-term funds takes place on other markets (e.g. the money market).

Capital Programme

The Capital Programme sets out the Council's capital expenditure plans for the forthcoming financial year as well as for the medium term. It is approved annually at Council and identifies the estimated cost of those schemes, their projected phasing over financial years as well as the method of funding such expenditure.

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 accountants in public finance. As a specialised public services body, it provides information, guidance, and determines accounting standards and reporting standards to be followed by Local Government.

Collective Investment Scheme Structures

Schemes whereby monies from a number of investors are pooled and invested as one portfolio in accordance with pre-determined objectives.

Corporate Bonds

Bonds that are issued by a company or other non-government issuers. They represent a form of corporate debt finance and are an alternative means of raising new capital other than equity finance or bank lending.

Counterparty

One of the parties involved in a financial transaction with whom the Council may place investments.

Counterparty / Credit Risk

Risk that a counterparty fails to meet its contractual obligations to the Council to repay sums invested.

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 Default Swaps

A financial transaction which the buyer transfers the credit risk related to a debt security to the seller, who receives a series of fees for assuming this risk. The levels of fees reflect the perceived level of risk.

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, location, 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.

Floating Rate Notes

A money market security paying a floating or variable interest rate, which may incorporate a minimum or floor.

Four Clauses of Treasury Management

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 organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

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 its close, in the form prescribed in its TMPs.

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 Cabinet, 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 organisation's policy statement, TMPs and CIPFA's Standard of Professional Practice on Treasury Management.

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 Committee due to the technical nature of the documents.

Fraud / Error Risk

Risk of losses being incurred as a result of fraud, error or corruption in treasury management and failure to institute adequate systems, procedures and other arrangements to prevent irregularities.

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.

Interest Rate Risk

Risk that fluctuations in interest rates could impose extra costs against which the Council has failed to protect itself adequately.

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.

Medium Term Financial Plan

Plan outlining the financial strategies and actions that are envisaged by the Council in the medium term regarding the budget.

Markets in Financial Instruments Directive (MiFID)

EU legislation that regulates firms who provide financial instrument services. MiFID was applied in the UK from November 2007, but was revised with changes taking effect from **3 January 2018 (MiFID II)**.

The aim is to ensure financial institutions undertake more extensive checks on their client's suitability for investment products. Organisations undertaking investments will be either classified as 'retail' or 'professional'.

MiFID II requires all Local Authorities to be initially treated as "retail clients" unless they "opt up" to a "professional client". The assumption being that retail clients require a greater level of due diligence and support for investment decision making. Financial institutions will owe a greater duty of care to retail clients, however, they will have no greater financial protection than professional clients.

Minimum Revenue Provision (MRP)

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 having regard to guidance issued by WG. This has the effect of reducing the Capital Financing Requirement (CFR).

Money Market

The market for short-term securities or investments, such as certificates of deposit, commercial paper or treasury bills, with maturities of up to one year.

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 (NAV)

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.

Refinancing Risk

Risk that maturing borrowing or other financing of capital projects cannot be renewed on terms that reflect existing assumptions and that the Council will suffer extra costs as a result.

Regulatory Risk

Risk that actions by the Council or by any person outside of it are in breach of legal powers or regulatory requirements resulting in losses to the Council, or the imposition of extra costs.

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.

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.

Treasury Management

The management of the 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.

Treasury Bills

Debt securities issued by a government with a short-term maturity of up to 6 months.

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 in line with market rates.

Yield

The annual rate of return paid out on an investment, expressed as a percentage of the current market price of the relevant investment.

CABINET MEETING: 21 NOVEMBER 2019

BUDGET MONITORING – MONTH 6 REPORT

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

AGENDA ITEM: 6

Appendix 4 to this report is not for publication as it contains 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 provide the Cabinet with an update of the financial monitoring position for the authority as projected at the end of September 2019, adjusted for any significant movements since that date.

Background

2. This monitoring report provides details of the projected outturn for 2019/20 compared with the budget approved by Council on 28 February 2019. The presentation of surpluses and deficits follows the convention outlined in the Month 4 Monitoring Report, considered by Cabinet on 26 September 2019.

Issues

Revenue

3. Overall, the Month 6 revenue monitoring for the Council shows a net projected deficit for 2019/20 totalling £214,000, which represents an improvement on the £325,000 deficit reported at Month 4. The overall position comprises 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 an overall surplus against the Summary Revenue Account. Directorate budgets are currently projected to be overspent by £6.709 million, with the most significant overspends being in respect of Social Services and Planning, Transport & Environment, with the latter in relation predominantly to Recycling & Neighbourhood Services and Fleet Services. These are partly offset by projected underspends in other directorates and by the £3.0 million general contingency budget that was provided as part of the 2019/20 budget in order to reflect the quantum, risk and planning status of the proposed savings for the year. The overall change in position between reporting periods is predominantly the result of an

improved position within Social Services. A summary of the overall position is attached as Appendix 1 to this report.

4. The most significant directorate overspends include £3.834 million in Social Services and £2.457 million in Planning, Transport & Environment. In addition to savings shortfalls, financial pressures being experienced include demographic pressures in Social Services, particularly in relation to looked after children, shortfalls in income and increased operational costs across a number of directorates. In terms of savings proposed for 2019/20, an overall shortfall of £6.200 million is projected against the target of £19.157 million, with £9.022 million having been achieved to date and a further £3.935 million anticipated to be achieved before the end of the financial year. The 2019/20 Budget Report reflected the fact that, of the £19.157 million total, proposals amounting to £8.101 million were identified as having an achievability risk of either red or red/amber and £3.524 million were at the general planning stage at the time of setting the budget. These risks are evident in the figures reported at Month 6, details of which are set out in Appendix 2. Although some mitigations are evident, this overall shortfall remains a cause for concern, particularly with the ongoing challenging financial context within which the Council operates.
5. As reported at Month 4, in response to the overall directorate overspend, actions and measures have been implemented by the Chief Executive and Corporate Director Resources. These actions have included ongoing budgetary challenge sessions with individual directorates, particularly those with significant overspends. The challenge to directors has been to reduce overspends as much as possible without any detrimental impacts on service provision and these sessions will continue throughout the year whilst overspends continue to be evident. Directors have initiated actions to reduce financial pressures in year and identify in-year savings and mitigations to offset those pressures. In addition, Senior Management Team have agreed a number of measures that all directorates are expected to implement. These include director sign-off for purchases of goods and services, review and restrictions on agency and temporary staffing arrangements, robust staff vacancy management and a review of income generation. Whilst the focus of these measures are on those areas that form part of the General Fund, attention is also required on ring-fenced and grant-funded accounts to ensure that value for money is maximised across the entire Council. It should be noted that the impact of a number of these actions is already reflected in the figures contained within this report.
6. The 2019/20 Budget included specific contingencies to be held in respect of particular financial pressures and be distributed should these pressures emerge during the year. The main contingencies included £2 million to reflect the potential for increased costs in placements for looked after children 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 4 report identified that full allocations of these contingency budgets would be required and this report continues to reflect this. In addition, a contingency budget of £2.586 million is maintained corporately to reflect the potential for future growth in the number and value of claims as part of the Council Tax Reduction Scheme (CTRS). This figure

includes an annual uplift to reflect the potential impact of Council Tax increases on this budget. Current projections indicate a requirement of £1.115 million to meet costs in the current financial year and this amount is reflected in the position for the Housing & Communities directorate. The budget pressures in all these areas will continue to be monitored as the year progresses and any variations to this position will be identified in future reports.

7. As well as the overall directorate position, there are also some key corporate variances which continue to significantly offset the overspend at Month 6. These include a projected Council Tax surplus and in-year savings against the Capital Financing budget, both of which are detailed in the paragraphs that follow. In addition, there is an overall underspend position against the Summary Revenue Account. The main variance within this account is in relation to the recently confirmed grant funding in connection with the September 2019 increase in the Teachers' Pension rates to be paid by employers. At the time of setting the 2019/20 revenue budget, there was no certainty around specific grant funding for this particular pressure and, therefore, the Council made resources available to schools in their individual budgets. However, now that full grant funding has been provided, it is possible to adjust school budgets and clawback the funding that was originally provided. This position is favourable to schools, as the budget originally provided by the Council was estimated to cover only 70% of the financial pressure, whereas the new grant funding is anticipated to cover 100%. The overall result of this adjustment is that £2.967 million is available to offset the directorate overspend in 2019/20. Should the directorate position improve during the remainder of the year, the availability of this amount would provide an opportunity to replenish earmarked reserves or offset other corporate financial pressures.
8. The residual position in relation to the Summary Revenue Account, excluding the Teacher's Pension funding referred to above, amounts to a net underspend totalling £170,000, reflecting additional expenditure when compared with Month 4. This variance includes the receipt of a VAT refund, arising as a result of a successful appeal for a cultural exemption in relation to Cardiff Castle. Other items within the Summary Revenue Account include expenditure that cannot be attributed to individual directorates or expenditure that relates to previous financial years and would distort directorate positions if included within their respective figures.
9. 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 (£323,000)

10. The capital financing budget supports the Council's Capital Programme and treasury management activities. This includes external interest payable, prudent provision for the repayment of any debt in line with current Council policy, as well as interest earned on temporary investments. The budget is impacted by a number of external and internal variables such as interest rates, the level of investment balances, share of interest chargeable to the

Housing Revenue Account, the need and timing of external borrowing, as well as performance in achieving capital expenditure projections. Following a review of all these factors, the current projection for the year as at Month 6 is a net surplus of £323,000. Included within this figure is additional expenditure of £129,000 relating to the prudent provision for the repayment of debt chargeable. This has arisen given that the final capital outturn is not known when setting the budget for 2019/20 and this has a direct impact upon the level of repayment required in the following financial year. This is more than offset by £135,000 of lower external interest payable than originally assumed and an additional £317,000 in relation to interest receivable on temporary investment balances as well as other changes.

Corporate Management (£70,000)

11. An underspend of £70,000 is currently projected in relation to Corporate Management, reflecting a £20,000 improvement on the position reported at Month 4. The overall underspend is primarily due to savings in relation to past service pension contributions and insurance commission. All 2019/20 savings proposals are currently projected to be achieved in full.

Council Tax Collection (£35,000)

12. A review of the Council Tax position indicates a potential net surplus of £35,000. This surplus is underpinned by a reduced requirement to contribute to the Council Tax Bad Debt Provision, largely due to the continuation of a high collection rate. This is partly offset by projected variances to the level of discounts and exemptions, as compared with the assumptions contained within the Council Tax Base Report, approved in December 2018. The surplus represents a variance of 0.1% of the estimated gross debit and will be subject to further monitoring as the year progresses.

Economic Development +£407,000

13. The directorate is currently forecasting an overspend of £407,000, which represents a slight decrease on the overspend reported at Month 4. This minor change is comprised of an increased overspend within Facilities Management and additional costs within Major Projects, offset by various improvements across a number of other divisions. The overall position includes overspends within Facilities Management, Property & Office Rationalisation and Major Projects, partly offset by underspends within Business, Investment & Workshops, Parks and Culture, Venues & Events. City Centre Management, Corporate Landlord and Service Management are all reporting balanced positions. In terms of 2019/20 savings proposals, £3.136 million is forecast to be achieved against the £3.153 million target. The shortfall of £17,000 relates to Pest Control, and the intention to generate additional income by exploring opportunities for working with the private sector and other public bodies, and a review of security staffing costs. Included within the projected savings achievement is the proposal in relation to securing a tenant for the New Theatre. Should this proposal be delayed, there is a risk that a shortfall will arise and the overall overspend position increase.

14. The projected overspend within Facilities Management totals £662,000. This overspend is largely due to additional expenditure in relation to FM Buildings which primarily relates to utility costs, security costs, cleaning and unachieved energy savings from prior years. There remain a number of risks and assumptions within this position, including full achievement of 2019/20 savings proposals, and tight control of expenditure will be required to ensure that the overspend does not increase further. Other overspends within the division include Building Support, due to unbudgeted employee costs, income shortfalls and additional supplies and services costs, and Building Services, where projected income is not sufficient to meet the income target. Partly offsetting these overspends is an underspend against the Accommodation Account, which is the result of rental income within core buildings from externally funded occupiers, and additional income generated from cleaning and caretaking. Other overspends within the directorate include £91,000 against Major Projects, due to additional premises costs associated with the International Sports Village, and Property & Office Rationalisation, where a net £87,000 overspend is projected. This overspend comprises significant rental income shortfalls and additional utility costs, partly offset by additional surveyor and recharge income, staffing savings and an overall underspend against the Office Rationalisation budget, on the assumption of a reduced requirement to make a contribution to earmarked reserves.
15. Underspends within the directorate include £203,000 in relation to Business, Investment & Workshops. This is due to additional workshops rental income, vacancy savings and bus shelter advertising income, partly offset by income shortfalls elsewhere within the division. An underspend, totalling £125,000, is also projected in relation to Culture, Venues & Events. This particular position comprises various overspends and underspends, including additional income in relation to City Hall Functions, additional lettings within Cardiff Caravan Park, additional staff costs in relation to Commercial Activities and an overall deficit within Tourism. Both Cardiff Castle and St David's Hall are forecasting balanced positions, but the position will be closely monitored during the remainder of the year, as these venues are susceptible to market conditions. In terms of the New Theatre, additional income of £100,000 is anticipated following the transfer of the venue to an external operator. Other underspends relate to Parks, Construction & Design and Leisure, Play & Sport. These total £105,000 and are due to supplies and services underspends within Parks, staffing vacancies within Leisure & Play and additional income within Construction & Design.

Education & Lifelong Learning +£243,000

16. The overall position indicates an overspend of £243,000, which is in line with the figure reported at Month 4. Whilst the overall level of overspend remains unchanged, there have been offsetting changes within the position. These include additional recoupment within Out of Area Placements and the identification of additional income within Achievement, offset by additional School Transport costs connected with appeals. The overall overspend continues to be due to projected overspends against the budgets for Education Other Than at School (EOTAS) and Out of Area Placements, coupled with additional School Transport expenditure and non-achievement

of savings proposals. Partly offsetting these overspends are various staffing vacancies across the directorate, in-year savings against capital financing budgets and managed underspends in relation to centrally-held school maintenance budgets. In terms of 2019/20 savings proposals, a shortfall totalling £197,000 is projected. This relates to the service-wide staffing restructure and the proposal to generate income through the provision of additional learning needs (ALN) services to other local authorities and via additional training. In both cases, partial achievement of the proposals is anticipated.

17. The largest overspend in the directorate totals £299,000 and relates to Out of Area Placements. This projection is based on the position at a point in time and reflects known placements and recoupment from other local authorities compared with the available net budget. EOTAS is also overspent, by £100,000, after allowing for a contribution from the delegated school budget towards the cost of one to one tuition. This position represents a significant improvement on the overspend incurred in 2018/19, partly as a result of the allocation of an additional £500,000 budget as part of the 2019/20 budget process. However, the demand for provision remains and there are still challenges in relation to the tuition service, which is projecting a deficit due to income shortfalls. Both Out of Area Placements and EOTAS present a risk to the directorate overspend increasing, should further placements be required during the remainder of the financial year. In relation to School Transport, there is significant additional expenditure across the directorate, but particularly within the School Transport, Services to Schools and Inclusion divisions, which are reporting overspends of £146,000, £81,000 and £107,000 respectively. The majority of this expenditure relates to additional transport provision beyond the scope of the policy, the costs associated with successful transport appeals and additional routes for pupils with ALN. This position includes additional in-year transport savings to be found, more detail of which will become visible during the autumn term. In-year underspends arising from the transfer into the Council of the school based counselling service partly offsets the Inclusion overspend. Elsewhere within the Services to Schools division is a projected deficit in relation to the Music Service, offset by in-year savings against ICT budgets and the effect of vacancy control.
18. Partly offsetting the overspends outlined in the previous paragraph is an underspend, totalling £108,000, against the Non-Delegated School Expenditure budget, which mainly relates to in-year savings against capital financing budgets for school ICT schemes. This one-off saving is due to one scheme ending during 2018/19 and the repayments for the follow up scheme not taking effect in full until 2020/21. The budget for Senior Management is also projecting an underspend, which totals £99,000, due to the vacant Assistant Director post, for the period between April and September, and additional income, including grant income. As well as these underspends, the Achievement division is forecasting in-year savings of £133,000, mainly in relation to additional income, vacant posts and delays in recruiting to the new Admissions structure. The other main underspend is shown against the School Organisational Planning budget and relates to the budget held for revenue funded school repairs and totals £150,000. Other divisions are projecting balanced positions, including Education Grants.

People & Communities

Housing & Communities (£300,000)

19. An underspend of £300,000 continues to be projected against this directorate. A number of divisions are forecasting balanced positions or minor variances, with the most significant variances in relation to Homelessness & Hostels, Independent Living and Business, Performance & Support. All savings proposals for 2019/20 are projected to be achieved in full, with £750,000 having already been achieved to date against the target of £868,000. This includes full achievement of two proposals each totalling £250,000, in relation to the delivery of community wellbeing hubs and a realignment of funding for homelessness service delivery.
20. The most significant variance is an underspend of £264,000 in relation to Homelessness & Hostels. This underspend is largely the result of in-year employee savings, particularly in relation to the Housing Options Centre, where recruitment to the new structure is still being undertaken. Security overspends are projected at the Housing Options Centre, however these are offset by other employee savings across the division, as well as additional staff recharge income and utility savings. In addition, the Independent Living Service is anticipated to underspend by £95,000, primarily because of in-year employee savings. In previous years there have been savings arising from increased capital allocations within the Joint Equipment Service, however any savings that do arise are likely to be required to offset overspends within the pooled budget account. Hubs & Community Services is also projected to underspend, by £32,000, as a result of in-year employee savings following grant maximisation.
21. Overspends within the directorate include £47,000 within Business, Performance & Support, mainly due to the non-achievement of a prior year savings target in relation to commercialisation, and records management storage charges. An overspend of £30,000 is projected within Advice & Benefits and relates to income shortfalls within Central Hub. The other overspend totals £14,000 and relates to Housing Strategy & Service Development, due to additional employee costs. Included within the overall position is a projected drawdown of £1.115 million from the specific contingency budget set aside to meet increased costs in relation to the Council Tax Reduction Scheme. This reflects an increase of £139,000 on the figure reported at Month 4 and further adjustments to this figure may be required as the year progresses, depending upon fluctuations in the number of applications and the level of support required.

Performance & Partnerships (£30,000)

22. The overall position for this service is a net underspend of £30,000, reflecting a £27,000 improvement on the Month 4 position, due to additional in-year savings against employee budgets. Included within the position are projected underspends in relation to Media & Communications, Performance Management and Cohesion & Engagement, partly offset by overspends in relation to Bilingual Cardiff and Community Safety. The main underspends, which total £46,000, £36,000 and £23,000 respectively, are due to in-year

employee savings and additional external funding. Other underspends include £15,000 in relation to Cabinet Office and £14,000 in relation to Policy & Partnerships. These are both due to in-year employee savings resulting from vacancies. The Bilingual Cardiff overspend, which totals £46,000, is due to the cost of external translation and additional employee costs, with the Community Safety overspend of £57,000 due to greater than anticipated salary costs. Other budgets are projecting balanced positions and all 2019/20 savings proposals are currently projected to be achieved in full.

Social Services +£3,834,000

23. The overall position for the directorate reflects a projected overspend of £3.834 million, which reflects a net decrease of £366,000 on the position reported at Month 4. This change reflects the anticipated impact of additional grant funding within Adult Services and reductions in residential costs in Learning Disabilities, offset by increased external placement costs and growth in external adoption fees within Children's Services, plus additional costs in relation to older people nursing care. The overall position is comprised of overspends totalling £575,000 million in relation to Adult Services and £3.259 million in relation to Children's Services. In both cases, the position reflects overspends on the commissioning budgets for external services. Savings proposals of £6.0 million were included in Social Services budgets for 2019/20, most of which were predicated on a reduction in activity levels. However, the pattern of activity to date suggests that numbers are either stabilising or, in some cases, increasing. Also of significance is the fact that a disproportionate element of the growth in respect of Children's Services has been in high cost residential placements, leading to a further increase in costs. A significant overspend is therefore reported even after taking into account the drawdown of the £2 million contingency for additional placements, agreed as part of the 2019/20 budget process. The position continues to make no assumptions around further growth arising from demographic pressures during the remainder of this year, due to the volatile nature of these demand-led services. Therefore, there is an inherent risk that the position could worsen, particularly if any further high-cost placements are made, and close monitoring will be required as a result. The directorate has, however, identified a range of actions to address the overall overspend and restrict further increases. These actions include maximisation of grant income, increased regularity of performance tracking, the continued emphasis on a new structure aligned to a new operating model, various reviews within the commissioning and service provision aspect of the directorate's activity and strength-based practice and decision making throughout the directorate. Further detail on the individual positions for both services are provided in the paragraphs that follow.

Adult Services +£575,000

24. The Adult Services division is currently projecting an overspend of £575,000, largely reflecting pressures in relation to Older People Commissioned Services. This particular service is projecting an overspend of £2.808 million, mainly arising from savings shortfalls where proposals predicated on reducing numbers have, so far, not been achieved. It was anticipated that savings proposals in relation to reablement, encouraging independence and

cost effective commissioning would facilitate sustainable reductions in activity levels and costs. However, with activity levels increasing or remaining static, costs have not reduced by a level sufficient to meet the savings targets. As an exemplification of this challenge, the activity levels for domiciliary care have increased by approximately 3.0%, rather than reduced. This, coupled with ongoing increases in unit costs in domiciliary and nursing care, has meant that expenditure levels are significantly in excess of the approved budgets. The overspend within this area is partly mitigated by various underspends in other areas, notably on staffing budgets where staff turnover and offsetting grant funding are providing significant savings.

25. Aside from Older People Commissioned Services, the other commissioned services are projecting underspends. In Learning Disabilities, an underspend of £408,000 is reported as a result of a reduction in the number of care home placements and a shift from domiciliary care to direct payments during 2018. An underspend, of £335,000, is also anticipated in relation to Mental Health Services, as a result of the continuing trend for reductions in the number of residential placements and, in line with previous years, an underspend on budgets allocated to the service for additional commitments in relation to Deprivation of Liberty Safeguards (DOLs). An underspend of £253,000 is evident in relation to budgets for Physical Disabilities, which is a reflection of activity levels remaining relatively stable or declining in the case of residential care.
26. Internal Services are currently projecting a net underspend of £1.522 million. This is mainly due to anticipated savings of £909,000 in Assessment and Care Management and £607,000 in Day Care & Reablement Services. In both services, there are significant staffing savings evident, as a result of high turnover but also a reflection of the utilisation of grant funding to offset staff costs in a range of areas. In addition, Internal Support & Management is projected to underspend by £137,000, again as a result of staff savings and the utilisation of grant funding. There is an offsetting overspend of £131,000 in relation to Internal Learning Disability Support Living & Day Care, where additional staff costs have meant that historic savings targets remain unachieved.

Children's Services +£3.259 million

27. The Children's Services budget is currently projecting an overspend of £3.259 million, reflecting an increase of £525,000 on the Month 4 position. This is after taking into account the drawdown of the £2 million 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. The ongoing pressures in relation to external placements for looked after children continue to underpin the overspend in this area, with a significantly higher proportion of expensive residential placements evident in 2019/20. This is after allowing for both the use of the contingency budget and the significant growth, including a realignment, of £6.696 million allocated to the service as part of the 2019/20 budget. The overspend position at Month 6 largely reflects pressures on the budget for external placements. The overspend in this particular area totals £2.667 million and is evidenced by the number of looked

after children increasing from 886 in December 2018 to 937 at the end of September 2019, representing a 5.8% increase. Included within this is a significant, disproportionate, increase (23%) in the number of high cost residential placements, where an additional 14 placements has led to a £2.7 million expenditure increase. Placement budgets were also reduced as part of the 2019/20 savings proposals and this has compounded the issue. External fostering budgets were also reduced to reflect savings proposals and, although numbers have remained relatively stable, an overspend is evident. Internal Adoption & Fostering is also forecasting an increased overspend, of £527,000, again reflecting the growth in looked after children, with the number of internal fostering and kinship placements 10% higher than the 2018/19 average. Adoption fees also continue to significantly increase, again placing additional pressure upon the budget.

28. Other significant overspends include Targeted Services, where an overspend of £603,000 is projected, mainly as a result of increased agency costs, which are approximately £500,000 greater than the previous financial year. Specialist Services, including support for care leavers, is reflecting an overspend of £152,000, which is mainly the result of the ongoing high cost of supported accommodation and allowance costs for older children, plus an increase in exceptional needs costs. Increased agency expenditure is also a pressure in this area. The most significant underspend within the division relates to Early Intervention, where additional grant funding and staff savings are contributing to an underspend of £471,000, albeit these savings are partly offset by increased agency costs within the MASH. An in-year saving of £213,000 is also evident in relation to guardianship orders and minor variances are projected in relation to the Youth Offending, Safeguarding and Support budgets, mainly due to staffing savings and additional agency costs.

Planning, Transport & Environment +£2,457,000

29. The directorate is currently projecting an overspend totalling £2.457 million, in line with the overall position reported at Month 4. Although the position has not changed in totality, the Month 6 position reflects improvements within Fleet Services and Shared Regulatory Services, offset by an increased overspend within Recycling and Neighbourhood Services. The overall position remains the result of significant overspends within Recycling and Neighbourhood Services and Fleet Services. In addition, overspends are projected against Planning & Building Control, Energy Management, Shared Regulatory Service and Management & Support. Underspends are anticipated within Highways and Transport Planning, Policy & Strategy, with other divisions projecting balanced positions. A shortfall totalling £1.630 million is projected against the 2019/20 savings target of £3.819 million, with £1.297 million achieved to date. This shortfall primarily relates to Fleet Services and a review of vehicle utilisation and rationalisation across the Council's fleet, as well as the intention to commercialise the service and generate additional income. Other significant shortfalls relate to Recycling & Neighbourhood Services, where proposals to review business processes in relation to waste services, review the staffing resource across the service and increase income by growing the commercial waste and recycling centres are not delivering the targeted savings. The other shortfalls relate to the delivery

of the approval body for sustainable drainage and the clamping of vehicles, with the outcome being lower than anticipated income generation.

30. The overspend within Recycling & Neighbourhood Services totals £1.717 million and reflects a number of significant overspends and the aforementioned savings shortfalls, which total £726,000 when including unachieved savings from the previous financial year. Significant pressures include income shortfalls and additional operating costs within Trade Waste Collections, Domestic Collections and the Materials Recycling Facility (MRF). As well as these overspends, there are income shortfalls in relation to the Waste Transfer Stations, Environment Enforcement and landfill gas royalties. These pressures are partly mitigated by a saving against the overall treatment of waste, funding provided for planned ward changes and the bottles and jars rollout for collections, which are being reviewed, and reduced operational costs in Street Cleansing. The Council's 2019/20 budget included a specific contingency totalling £350,000 to offset potential income shortfalls in relation to the MRF, reflecting the volatility in the market for recycle materials. As reported at Month 4, the reported position reflects the full allocation of this contingency budget. In addition, the directorate have put a number of management actions in place, with the aim of limiting expenditure within this area. This position reflects the anticipated impact of these actions, however, should the full benefits not materialise, there remains a level of risk that the position could worsen during the remainder of the year.
31. Other overspends across the directorate include an adverse, albeit reduced, variance of £572,000 in relation to Fleet Services. This overspend is mainly the result of significant savings shortfalls, relating to both the current financial year and previous years, coupled with a shortfall against income targets. Some mitigations are evident and have assisted with bringing the overspend down to the figure quoted. These mitigations include re-profiling of a loan repayment schedule and use of earmarked reserves. The Planning & Building Control overspend totals £191,000 and is due to planning fee income shortfalls, additional staffing costs and increased advertising costs, partly offset by the use of earmarked reserves. The Energy Management overspend comes to £143,000 and is because of a shortfall in renewable income sources. The Shared Regulatory Service overspend of £20,000 and Management & Support overspend of £35,000 are due to a licensing income shortfall and a delay to a planned staff restructure, respectively.
32. There are two underspends within the directorate, the first of which relates to Highways and totals £176,000. This underspend comprises savings on street lighting energy, additional income, utilisation of grant income and lower staff costs, as well as use of earmarked reserves. Partly offsetting these savings are overspends on the highways maintenance workforce, unachieved savings proposals and additional salt purchases for winter maintenance. Transport Planning, Policy & Strategy is projecting an underspend of £45,000 due to increased staff recharges and use of earmarked reserves offsetting unachieved staff restructuring savings and income shortfalls. The balanced positions reported include Bereavement & Registration Services, where various financial pressures are set to be offset by the use of earmarked reserves, and Civil Parking Enforcement, where additional income generated will be transferred to the Parking Reserve.

Resources

Governance & Legal Services +£168,000

33. The directorate is currently forecasting an overspend of £168,000, which reflects a significant increase on the £11,000 overspend reported at Month 4. This increase relates to Legal Services and the increasing cost of external legal fees becoming evident as the year progresses. The overall position is largely the result of a Legal Services overspend, which totals £154,000, and is due to the aforementioned cost of external legal fees, partly offset by in-year savings against employee budgets due to vacancies. The level of fees being incurred is linked to the number and complexity of safeguarding cases. Whilst there is a degree of correlation between staffing vacancies and external legal fees incurred, there remains a risk of further external expenditure, even if the staffing establishment is filled. Other variances include overspends within Democratic Services and Member Services, partly offset by an underspend against the Monitoring Officer budget and Scrutiny Services. The Democratic Services overspend of £13,000 is due to additional transport and supplies and services expenditure and the £11,000 Member Services overspend is in relation to additional costs across a number of budget headings. Underspends included £6,000 against the Monitoring Officer budget, due to in-year employee savings, and £4,000 against Scrutiny Services. Electoral Services is currently reporting a balanced position and the 2019/20 savings proposals, which amount to £372,000, are currently anticipated to be achieved in full.

Resources - Balanced

34. The Resources directorate is currently projecting a balanced position, representing an improvement of £48,000 on the position reported at Month 4, primarily due to additional grant income within the Digital Services division. The overall position is predominantly the result of an overspend within the Digital Services division, offset by underspends within Finance, Commissioning & Procurement and Human Resources. All other divisions are reporting minor variances or balanced positions. A shortfall of £56,000 is currently projected against the directorate's £1.517 million savings target for 2019/20. These shortfalls relate to the generation of additional income within Health & Safety, recharge income relating to the Council's trading company for procurement and commercial services and the delay in relocating the Council's in-house Occupational Health Service.
35. The projected overspend within the Digital Services Division totals £233,000 and mainly relates to an overspend against Enterprise Architecture due to income shortfalls and an overspend in relation to licence costs, partly offset by in-year employee savings. Customer Services is also projecting an overspend, largely due to additional employee costs and the loss of some grant income this year. Partly offsetting the figure is an underspend within ICT Services as a result of additional Welsh Government grant income. The Emergency Management Unit is also projecting an underspend due to in-year employee savings.

36. The largest underspend within Resources relates to Finance and totals £130,000. This underspend is largely due to additional income within the Capital Ambition Delivery Team and in-year employee savings within a number of functions, partly offset by additional supplies and services costs and income shortfalls within Revenues. Human Resources is also projected to underspend, by £68,000, and this is mainly because of savings against HR systems and additional recharge income. In addition, there are employee savings in relation to Organisational Development, partly offset by an overspend against Service Delivery, which is due, in part, to the savings shortfall in connection with the Occupational Health Service. The Commissioning & Procurement underspend totals £41,000 and is primarily due to in-year savings arising from staffing vacancies, offset by supplies and services overspends and the aforementioned income shortfall.

Civil Parking Enforcement

37. 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 Civil Parking Enforcement budget for 2019/20 assumed a trading surplus of £7.227 million. The current projection indicates that this surplus will be £8.073 million, an increase of £846,000 and is broadly in line with the position reported at Month 4.
38. Increased income of £918,000 is anticipated, mainly from MTO's following the over achievement of existing phases against original expectations. There is also an over achievement in on-street car parking fees through a combination of increased charges and higher volumes linked to the digital payment process. In addition, penalty charge notices are higher following the successful recovery of unpaid fines by the Traffic Enforcement Centre. The off-street car parking fees are forecast to be lower than the target due a delay in introducing the proposed revised tariffs and stay limits in the district car parks. Expenditure is projected to be £72,000 above budget which includes additional support charges partly offset by reduced employee costs caused by in-year vacancies.
39. The anticipated surplus of £8.073 million will be transferred to the Parking and Enforcement Reserve. This is available to support highway, transport and environmental maintenance and improvements. The brought forward balance in the reserve is £1.490 million, which, together with the forecasted surplus from CPE activities in 2019/20, results in a total sum available of £9.563 million. The anticipated drawdown from the reserve is £7.525 million, which would leave a year-end balance of £2.038 million. The drawdown is lower than the original plan and the assumptions made at Month 4, primarily due to the slippage of the Bus Corridors scheme within Active Travel.

Housing Revenue Account

40. The Housing Revenue Account (HRA) is currently projecting a marginally revised deficit of £570,000. The major variance continues to be the potential overspend on the Housing Repairs Account, currently estimated at £522,000.

This reflects an increased number of void properties and a requirement for additional compliance work. Other overspends include rent and service charge income below target (£673,000) and insurance costs above budget (£164,000). The balance of the overspend (£344,000) is mainly due to building costs including utilities, repairs and maintenance requirements at the Community Hubs and CCTV monitoring costs for the Community Living Service. These variances are offset by unbudgeted Affordable Housing Grant receipts (£839,000) and by unchanged capital financing charges estimated at £176,000 below target.

41. The overspend on the Housing Repairs Account is based on current statistics around tenant demand, average volume and cost of works and void property levels. Service management continue to review the position with the aim of managing this overspend against a background of contractor issues and plans to bring more work in house. Rent and service charge income below target reflects the restricted rent uplift for 2019/20 and the ongoing impact of Welfare Reform, which results in an increased bad debt requirement. Insurance forecasts are largely based on average costs in previous years but will depend on the number and value of claims which will not be clear until later in the financial year.
42. It should be noted that any deficit will be met by a transfer in from HRA general balances with no impact on the Council General Fund. However, should this transfer be required, it is not planned for within the 30 year HRA Business Plan and will, therefore, reduce the ability to deal with budget pressures and funding requirements within the HRA in future years.

Cardiff Harbour Authority

43. Welsh Government support for Cardiff Harbour Authority has been subject to three-year funding agreements. The current budget represents a reduction of £177,000 or 3.3% on 2018/19. The forecast at the end of quarter two indicates an unchanged funding requirement of £5.223 million, representing a full spend against budget. The position continues to include reduced groundwater, environment and facilities management costs and lower income generation, offset by some additional essential maintenance costs at the barrage. The projected income of £958,000 includes £549,000 from car parking fees, £263,000 from harbour dues and £98,000 from water activities.
44. The Harbour Asset Renewal budget is set to be fully spent during 2019/20 and detail of capital expenditure is set out in the Capital section of this report.
45. The CHA maintains a Contingency and Project Fund, which is used to support projects and provides a contingency if the approved budget is exceeded. The Fund receives contributions from a combination of receipts from the sale and disposal of land and a share of past year underspends on the Fixed Cost budget. The balance at 31 March 2019 was £42,000 and this is in line with the amendments to the Deed of Variation as agreed in April 2018.

Capital

46. The Council in February 2019 approved a new Capital Programme of £146.556 million for 2019/20 and an indicative programme to 2023/24. The budget for the General Fund and Public Housing has since been adjusted to £152.103 million to include actual slippage reported at outturn, incorporation of new grant approvals and confirmation of actual grant awards.
47. The sections below indicate a forecast position for 2019/20 for the General Fund and Public Housing.

General Fund

48. The projected outturn for the year is currently £64.982 million against a total programme of £104.718 million, a variance of £39.736 million, which is predominantly slippage. Expenditure at the end of Month 6 was £16.386 million which represents 25% of the projected outturn, half way through the financial year, however a number of large projects are expected to start in the latter part of the year.

Capital Schemes Update

49. 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.
50. 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

51. The 2019/20 programme for the Directorate is £12.873 million, with an initial variance identified of £1.846 million predominantly in relation to developer contribution projects relating to public open space.

Business and Investment

52. The council received a further £2.810 million of town centre loan funding during the year for Butetown and Grangetown, which is repayable by 2032. This makes the total available to the council of £4.810 million towards loans to third parties in order to bring back vacant, underutilised or redundant buildings into beneficial use. Butetown station has been redeveloped this year under this scheme and other opportunities are being developed to include properties in Bute Street. These will need to be the subject of due diligence and ensuring appropriate security arrangements for any loans, accordingly the timing of expenditure is uncertain at this stage. No expenditure is currently assumed this year but will continue to be reviewed.

City Development & Major Projects

53. Council approved the affordability envelope in respect of delivery of a new indoor arena as part of the 2019/20 budget proposals in February 2019. Procurement of a developer/operator for the new Indoor Arena is currently under way, with shortlisted bidders now in a competitive dialogue phase. A full business case on the delivery of the Arena will be presented to Cabinet for final approval for a contract to be awarded to a developer/operator. No capital expenditure is anticipated on this project until the last quarter of the year.
54. Within the 'Indoor Arena – Next Steps' report approved by Cabinet in November 2018, Cabinet agreed to meet the Council's due diligence costs and underwrite the design and pre-development costs to be incurred by the Developer and Landowner in accordance with an agreed financial cap. Significant progress has been made since then, with Cabinet agreeing in July 2019 to proceed with a procurement for a developer/operator consortium for delivery of the new Indoor Arena, with further updates expected to be presented to Cabinet in December 2019, and a final decision on the appointment of a preferred bidder and approval of a final business case anticipated to be presented to Cabinet for a decision in March 2020. In order to continue with dialogue and final tender stages of the procurement process additional funding is required to be agreed. Details of the second phase of funding required to enable the project to complete the procurement of a preferred developer/operator consortium and to develop the final business case to be presented in March 2020 are set out in confidential Appendix 4.
55. In the Council's five year programme, a sum of £2.366 million was allocated to economic development initiatives, primarily in relation to heritage buildings. The 2019/20 allocation of £366,000 is being used towards the development of a new visitor attraction at the castle. Any grant approvals from Welsh Government will help support the costs of the scheme. Commitments against the overall allocation will be reviewed as part of the 2020/21 budget process.
56. The Council was informed in September of an award of £1.929 million of grant to support economic stimulus in local authorities. A suitable use in accordance with the terms and conditions is being developed and will be confirmed in the next budget monitoring report in February 2020.
57. The primary phase of Central Square Public Realm was completed in November 2018 with costs of £8.7 million in 2018/19 and prior. Slippage of £342,000 is projected to be carried forward to complete works arising following future phases of the development.

Parks & Green Spaces

58. In respect of asset renewal buildings, works to be undertaken this year include boiler plant replacement at Bute Park and changing room refurbishment. The budget includes a £117,000 contribution towards new toilet provision at Parc Cefn Onn, which subject to tender is assumed to start in the new year.

59. The Asset Renewal Infrastructure budget of £140,000 along with slippage will be used for footpaths reconstruction at Rhyd-y-penau Park, Parc Cefn Onn and Hailey Park, fencing replacement at Greenway allotment and structures including retaining walls and Waterhall bridge replacement.
60. The enhanced play equipment capital allocation of £278,000 will be used at the following sites towards resurfacing and replacement of playground equipment. Sites include Lascelles, Parc Caedelyn, Glenmount Way, Grange Gardens, Drovers Way, and various BMX and skate parks.
61. The contract for the landscaping work at Parc Cefn Onn is complete and the upper park reopened in August. Works included a timber walkway, footpath and seating improvements as well as pond works. The refurbishment of the toilet block will be subject to a further tender exercise with additional funding required to complete this and all other elements to be met from the Council's building asset renewal budget and Park's infrastructure asset renewal budget.
62. Refurbishment works at Roath Park house to protect it from further deterioration and make it wind and watertight commenced in September and are anticipated to be completed in February 2020. The estimated total cost is £570,000, with options for a commercial use generating income to be considered in parallel to ensure the site does not remain vacant. The project utilises funding from capital receipts from the disposal of the former youth hostel at Wedal Road agreed by Cabinet to be re-invested in the Roath Park district area.
63. The replacement of the boat jetty at Flat Holm Island is expected to be completed by the end of the calendar year at a cost of £385,000, funded from the Landfill Communities Fund.

Leisure

64. Property asset renewal budget of £189,000 has been allocated in 2019/20 to allow completion of car park drainage and resurfacing at Insole Court (£135,000) and £54,000 for condition and electrical works at Cardiff International Whitewater.
65. As part of the contract for the transfer of leisure sites to GLL, the balance remaining of the £3.5 million for investment in the transferred leisure sites is £1.047 million. This is repayable on an investment to save basis, with expenditure plans including changing room refurbishment, pool play features, boiler replacement and lighting schemes.
66. Due to the deteriorating condition of the track at Cardiff International Stadium, replacement works which started in 2018/19 have now been completed at a total cost of £500,000 in line with the original agreement for transfer of the site to Cardiff and Vale College.
67. A tender package has been prepared for a scheme at Pontcanna riding school to resurface the outdoor arena which is necessary as it supports

income for the school. Funding sources include a grant from Sport Council Wales and a contribution from the friends of the school.

Venues and Cultural Facilities

68. Capital budgets were initially allocated in 2015/16 for priority works identified at St David's Hall (£350,000) and New Theatre (£295,000), pending consideration of alternative options for service delivery from those sites. Dormer windows at New Theatre will be replaced this year, with other works subject to a condition survey as part of discussions in respect to the new lease agreement. The balance carried forward as slippage in to 2020/21 to develop a works package at St David's Hall.

Property & Asset Management

69. Property Asset Renewal works for administration buildings includes the completion of stone balustrades on the roof at City Hall, upgrades to lifts at County Hall, replacement of the roof at Cardiff Castle visitor centre, emergency lighting and electrical remedial works at Cardiff Market, and boiler plant replacement at Bute Park.
70. A scheme to introduce security measures at Brindley and Coleridge road depot site has been completed, replacing the manned security with technology to both improve the effectiveness of security at the site. The scheme was undertaken on an invest to save basis with repayment of expenditure over a five year period from reduced operational costs.
71. The investment property estate is managed on a commercial basis with capital receipts generated from the sale of investment estate assets reinvested to improve existing properties within the estate or to purchase better quality assets. Expenditure during the year is for completion of refurbishment works at Senlan industrial estate to bring units back into use as well as to bring road infrastructure at Lamby Way industrial estate to an adoptable standard.
72. Slippage of £331,000 in respect of Council allocated match funding to secure National Heritage Lottery Funding towards wider more comprehensive improvements to Central Market. An expression of interest was submitted and approved in March 2019 with a phase 1 application submitted in May 2019. The outcome is expected in October as to whether funding has been awarded towards development costs of a scheme. The Council has allocated £450,000 capital funding over the next four years as match funding and retains an earmarked revenue reserve of £281,000.
73. Following the completion of immediate health and safety works at the Former Virgin Active Tennis Centre site, expenditure of £1.175 million is being undertaken to reconfigure the centre into separate, self-contained units including replacing mechanical and electrical services at the building. The costs are greater than initially expected due to incorporating new mechanical and electrical equipment within existing infrastructure whilst working around current occupiers of the property, however this will allow the securing of

longer term lease arrangements for the beneficial use of the site as a local sports and club facility.

74. The full cost of the scheme must be met from disposal proceeds of land on the site as originally intended, with preparatory works on the disposal to be progressed in parallel with the works, which are expected to be complete in March 2020.

Harbour Authority

75. The Harbour Asset Renewal budget approved for 2019/20 is £232,000, to be spent on various barrage structural works including completion of bascule bridge refurbishment and to replace and raise lock electrical panels.

Education and Lifelong Learning

76. The 2019/20 programme for the Directorate is £34.418 million, with a net overall variance identified of £22.660 million primarily due to the delay and the re-profiling of Band B schemes, alongside the continued slippage of asset renewal budgets including the scheme at Whitchurch High.

Schools - General

77. The Council asset renewal allocation of £12.513 million in 2019/20 includes £6.5 million of an additional £25 million approved over 5 years to address condition, health and safety and additional learning needs within the schools estate. In 2018/19 the Welsh Government provided the Council with £4.262 million maintenance grant in March 2019. This was used to displace Council funding resulting in slippage of £4.130 million, which was carried forward to 2019/20. Expenditure in the year is anticipated to be £4.556 million on a range of roof and boiler replacements, fire precaution works, safeguarding of lobbies and kitchen upgrades. Due to limited scope for major works to be carried out on schools buildings priority jobs were completed over the summer holidays but delays in starting projects and capacity restraints have resulted in an anticipated £7.957 million slippage.
78. The Suitability and Sufficiency budget of £1.040 million is the net total after monies were brought forward in 2018/19 (£146,000) to pay for schemes completed a year earlier than planned. This budget is expected to be fully utilised in 2019/20 on a range of works including; increased capacity for pupils with additional learning needs at Meadowbank, The Court, Marlborough and Bryn y Deryn as well as priority Disability Discrimination Act (DDA) adaptations in Rhiwbina Primary, Adamsdown and Ysgol Y Wern. A virement of £146,000 has been made from the asset renewal programme to cover additional works under the suitability heading in 2019/20.
79. A £1.322 million separate allocation exists for works at Whitchurch High with future works subject to a full options appraisal. Opportunities for virements from existing education budgets will be considered subject to the impact of such an approach. As these options are currently under review it is assumed that there will be slippage of £822,000.

80. A grant of £1 million has been awarded from Welsh Government to improve Ysgol Y Wern under the Welsh Medium programme. The project will increase the school to three forms of entry by providing two new permanent classrooms via extension of the existing building, along with the development of a Welsh medium teachers training room in partnership with Cardiff Metropolitan, Welsh Government and the Central South Consortium. Slippage of £160,000 is anticipated against the scheme, which will continue into 2020/21.
81. As part of an ongoing programme to reduce infant class sizes, Welsh Government has agreed a £3 million grant funding package until 2021 for St Fagan's Primary, St Francis Primary and Oakfield Primary. Works at Oakfield are expected to be completed this year with planning and project costs planned for St Francis and St Fagan's. Slippage of £1.545 million is anticipated which must be spent in 2020/21 under the current grant conditions.
82. A Welsh Government funding allocation of £5.097 million has been awarded to support Cardiff schools in developing sustainable EdTech Digital Services. This award has been split with 15% (£764,616) allocated to the Authority with the balance (£4.333 million) available for use by the drawdown of equipment through an all Wales ICT Catalogue. This funding must be used by 31 March 2020 and can be used for a mixture of both capital and revenue expenditure.

Schools Organisation Plan – 21st Century Schools

83. In March 2015, the Authority submitted a re-aligned 21st Century Schools Programme for investment totalling £164.1 million to Welsh Government. The 21st Century Schools Band A programme has fully utilised Welsh Government grant funding of circa £66 million with final spend in 2019/20 expected to be £2.5 million. These final schemes include final payments for the Eastern High School contract and demolition in relation to the Cardiff High School in the West project. Additional funding has been required due to the demolition costs being considerably higher than estimated, alongside an outstanding open space project in relation to the Ysgol Glan Morfa project.
84. Band B of the 21st Century Schools Programme has now commenced with an agreed in principal funding envelope of circa £284 million. This is to be funded by Welsh Government grant award with match funding from Cardiff Council at a rate determined by the type of school. The timescale of the programme has been reviewed since the initial submission to Welsh Government and will continue to evolve as detailed business cases are developed. At present three schemes are progressing; Fitzalan High, St Mary the Virgin and Doyle Avenue.
85. The stage one Fitzalan contract was recently awarded and preparatory and design work has commenced. Total spend anticipated in 2019/20 is £1.608 million out of the total £61.908 million estimated cost of this project.
86. The Doyle Avenue scheme is a complex scheme aiming to house three schools (Cantonian, Riverbank and Woodlands) on one shared campus. This is currently at the initial design stage.

People & Communities

87. The total programme for 2019/20 is £11.959 million, with a variance identified of £2.101 million, the majority of which relates to slippage on regeneration schemes, youth hub projects, and acquisition of land for travellers site expansion.

Communities & Housing

Neighbourhood Regeneration

88. The Neighbourhood Renewal Schemes programme of £310,000, includes street scene environmental improvements in Cathays and Riverside as well as implementation of a 3G sports pitch at Splott Park.
89. Shop front improvements at Clare Road and Penarth Road have been completed. The Maelfa regeneration scheme is progressing well, 9 new commercial units have been completed. The demolition of the remainder of the shopping is complete and foundation work has started for the new Cardiff Community Housing Association residential units. The Council will incur additional costs in respect of significant asbestos removal, security and land transaction tax payable with such costs managed from within existing budgets of neighbourhood renewal.
90. Including slippage from the prior year of £54,000 the alley gating budget is £104,000 for priority schemes throughout the city. Subject to completion of consultation and legal procedures, expenditure of £75,000 is currently assumed.
91. In March 2018, Cabinet agreed priorities for submission under the Welsh Government Targeted Regeneration Investment (TRI) Programme. In accordance with the terms and conditions of the funding, the Council has allocated its own resources to supplement other public and private funding sources. Council funding of £337,000 is available in 2019/20 with a further £900,000 in the following year. The scheme to be started during this year is the Tudor Road Commercial Business improvement scheme. Slippage of £287,000 is currently shown.
92. The Council has received confirmation of Welsh Government MALD funding totalling £225,000 for the refurbishment of Whitchurch and Rhydypennau libraries to create community wellbeing hubs. The cost of both schemes individually are in excess of £500,000 and are reliant on confirmation of Intermediate Care Fund (ICF) grant bids. Until such confirmation is received, there remains a risk to the schemes progressing and ability to utilise funding in accordance with grants already approved.
93. The Council aims to develop an integrated city centre business academy for young people, at Grassroots in Charles Street. The project is at design stage and with forecast costs of over £2 million, Intermediate Care Fund and other grant bids have been submitted in relation to the scheme. Pending confirmation, it is unlikely that there will be significant expenditure on the

scheme in this year and slippage is shown for a consecutive year with £800,000 carried forward to 2020/21.

94. A contract to develop a creative hub at Butetown youth pavilion has been let, with total expenditure to be £793,000 including all fit out. An additional Targeted Regeneration Investment grant from Welsh Government has been confirmed of £429,000 to supplement the Council's own funding, with any balance of council to be retained for the development of other youth.

Housing (General Fund)

95. The Disabled Facilities Service budget for mandatory and discretionary grants to housing owner-occupiers as well as for administration costs for the grants is £4.400 million and is expected to be fully utilised. This expenditure allows housing owner-occupiers to continue living in their own home. In addition Enable grant totalling £436,000 has been received in the year from Welsh Government to deliver additional adaptations.
96. An Intermediate Care Fund (ICF) grant of £660,000 was received at the end of March and used for adaptations. In accordance with the terms in accepting the grant, the Council has carried forward its own displaced resources into 2019/20 as slippage, to be spent on agreed ICF priorities with the health board as these are yet to be determined.
97. To facilitate comprehensive regeneration schemes, the estate environmental improvement allocation supports the costs of works to owner-occupier properties as part of the Public Housing programme. Schemes during the year include Anderson place, Taff embankment, Roundwood Estate, Arnold Avenue and Bronte Crescent. The budget also includes £100,000 for enabling works as part of approved energy efficiency schemes whilst a Welsh Government led scheme is developed. Slippage of £256,000 is assumed.
98. Plans to expand the number of pitches on traveller's sites are subject to acquisition of land, securing grant from Welsh Government for the construction of additional pitches, viability and planning consent. Slippage of £450,000 is shown.
99. Construction work on the Domestic Abuse One Stop Shop at the Cardiff Royal Infirmary site in partnership with the Health Board is to be complete in December 2019, with the total cost in line with the £1.2 million initially allocated. The facility will be run by RISE which is a consortium of organisations providing services to support women.

Flying Start

100. The budget for Flying Start Capital schemes for the year totals £18,000. This comprises £8,000 allocation for Shirenewton Playgroup and £10,000 for First Steps, Trelai Primary. It is anticipated that all works will be completed by year-end. Additional Childcare grant totalling £1.117 million has been awarded to support sufficient childcare places to meet demand generated by the Childcare offer. Whilst detailed schemes and a grant process is being developed, it is assumed that £400,000 will initially be spent in 2019/20.

Social Services

Adult Services

101. The Day Centre Opportunities Strategy aimed to reconfigure day services for older people at three existing sites; Minehead Road, Grand Avenue and Fairwater day centres. The final scheme at Fairwater was completed in June 2019.
102. A number of bids have been submitted for Intermediate Care Fund grant funding and are pending formal approval from Welsh Government. These include technology to support assisted living; a scoping exercise to consider an expansion of day provision and the opportunity to develop a hub on the Tremorfa day service site and older person housing care-ready schemes to promote independent living for older residents. Updates will be provided in the next monitoring report.

Children's Services

103. Proposals from the remaining John Kane Fund include an extension and refurbishment of the Crossland's home. The start of any scheme is dependent on ensuring the works impact on service delivery can be mitigated. Subject to this, expenditure of £30,000 is currently assumed during the year whilst options are considered.
104. An Intermediate Care Fund grant application has been submitted to improve and increase capacity of Trelai Youth Centre on the Ty Gwyn Special School campus, making it available to children and young adults with learning disabilities and complex needs in Cardiff for out of school activities. Updates will be provided in the next monitoring report.

Planning, Transport & Environment

105. The 2019/20 programme for the Directorate is £41.263 million, with a variance identified of £10.655 million. This is primarily in relation to slippage of waste, highway infrastructure and transport projects. A range of grants have been approved by Welsh Government, in most cases, with a requirement to undertake expenditure by 31 March 2020. Schemes and associated preparatory works will need to progress promptly in order to maximise utilisation. Opportunities to switch council funding will also need to be considered as the year progresses.

Energy Projects & Sustainability

106. Subject to due diligence, a number of schemes are to be undertaken under the second phase of the REFIT programme. Total expenditure of £150,000 is forecast in 2019/20, with a further £750,000 in the following year on lighting enhancements and solar panels, primarily on school sites. A Salix repayable loan funding application will be made for the works.
107. Salix Energy Efficiency Loan Schemes (SEELS) are repayable loans that aim to achieve energy efficiency and carbon reduction savings on public sector

buildings. There is likely to be a delay in future schemes, whilst the approach to procuring further projects is reviewed.

108. In May 2019, Cabinet approved the final business case to deliver a solar farm at Lamby Way and planning consent was also received. The Solar Farm is a long term invest to save project which is projected to be self-financing over its operational life which is in excess of 30 years, as well as delivering long term financial benefits to the Council in addition to the significant carbon reduction benefits highlighted in the case. Cabinet also approved increasing the size of the facility from 7.5 megawatts to c 9.0 megawatts. The works cost in 2019/20 is estimated at £5 million albeit a payment schedule is yet to be confirmed, pending completion of pre commencement planning conditions, with costs of £2.710 million in 2020/21 to allow for completion in spring 2020.
109. It should be noted that the costs of all projects identified above together with ongoing maintenance must be paid back from savings or future income generation.

Bereavement & Registration services

110. The total programme of £1.475 million reflects site and facility improvements of £725,000, which includes cemetery section expansions, works to chapels including installation of air conditioning, works on war memorials, equipment replacement, demolition of buildings and £750,000 towards the new Cardiff cemetery site. In relation to the latter, any expenditure must be repaid from future income receivable as part of the bereavement reserve. Slippage of £420,000 is currently anticipated due to delays in accessing the site until later in the year in order to undertake site investigations.

Recycling Waste Management Services

111. The five-year capital programme includes £3.325 million to explore options for a new household waste recycling / reuse centre. No expenditure is forecast to be incurred during the year until a suitable site is identified, resulting in slippage of £200,000.
112. As part of a separate glass collection trial in 2018/19, recycling containers and associated equipment costing £285,000 were acquired during that year. The Capital programme for 2019/20 includes an allocation of £815,000 to roll out the scheme. The Council is commencing work with Welsh Government, WRAP and Local Partnerships on the Recycling Service Strategy Development and to evaluate, plan and implement a cost-effective waste management system that meets current and future Welsh Government and Council targets and aspirations.
113. Until options modelling is complete in May 2020, roll out will not be continued as the service may be developed in a different way. The budget is shown as slippage and to be reviewed as part of the 2020/21 capital programme. The intention is for the existing pilot will continue due to the successful behaviour change of citizens removing glass from co-mingled recycling.

114. The programme continues to include a £500,000 allocation towards a package of acceptable fire safety measures in relation to the Materials Recycling Facility (MRF) equipment and building. Further work is required in order to determine whether mitigations already put in place are just as effective as works to the facility which could cost more than the funding currently available. Pending a review, slippage of £500,000 is shown into 2020/21 and will be reviewed during the forthcoming budget process.
115. Expenditure of £375,000 is proposed to be undertaken on a number of enhancements to Waste management infrastructure including site crossings for users, security barriers, vehicle wash and required health and safety improvements.

Highway Maintenance

116. Expenditure on the reconstruction of structurally deteriorated roads which are deemed to be a priority is forecast to be £400,000. Site investigations will determine the most appropriate treatment to address condition and form the basis of any tender exercise. Prioritised roads are Greenway Rd, Nant Fawr Crescent and New Road.
117. The budgets for carriageway and footpath works total £8.191 million including slippage from 2018-19 which has been used to complete 2018/19 carriageway preventative, resurfacing and patching contracts. Assessment works for the 2019/20 programme are complete and the programme is being finalised before a procurement exercise is undertaken. Slippage of £1.7 million is currently forecast by the Directorate for resurfacing that will be done in conjunction with a number of capital schemes within the City Centre, programmed for 2020/21.
118. The five year capital programme includes a sum of £2.250 million to replace the timber surface of the Millennium Walkway which is coming to the end of its expected lifespan. The 2019/20 allocation is to support design with potentially a small area of new sustainable material being trialled before wider roll out. Slippage of £150,000 is currently assumed.
119. The Bridges and Structures budget of £1.350 million will support replacement of Butetown tunnel emergency doors, Capel Llaniltern Culvert works and strengthening and refurbishment of the half joints at A48 Rhymney River Bridge. Assessment reports are awaited for North Rd Flyover and Station Rd to inform the level of works required, therefore slippage of £500,000 is currently forecast.
120. The street lighting renewal budget is to be used for replacement lighting in subways and low level solar powered bollards, with the first phase in Pentwyn, followed by Gabalfa. Design has been undertaken for a programme of cable and column replacement works at Eastern Ave to be phased over a number of years, however this is unlikely to start until January 2020. Slippage of £530,000 is currently assumed.
121. Following a successful trial of LED lighting in the Radyr Ward, with the conversion of 1,250 columns, an invest to save business case has been

approved for all remaining residential columns to be converted to LED at a potential cost in excess of £6 million. Subject to the start and completion of tender process during the year, £1 million slippage currently assumed.

122. As part of a coastal defence scheme to implement improvements from Rover Way to Lamby Way, WG grant of £639,000 has been awarded to progress design, habitat assessments and complete a full business case. Slippage of £248,000 is currently assumed and will be reviewed in future monitoring reports.

Traffic & Transportation

123. The Council Road Safety Schemes budget of £335,000 and £190,000 budget for 20mph zones will be used to match fund schemes being delivered under Local Transport Fund, Active Travel Fund (Lakeside Primary) and Road Safety Fund grants. Full spend is currently anticipated.
124. The asset renewal telematics budget of £135,000 is to be used for replacement of obsolete CCTV cameras at various locations.
125. The total budget for cycling development in 2019/20 is £2.5 million, which will be used to match fund WG grant funded schemes. Slippage of £2 million is forecast, in line with the delivery programme of Cycle Superhighway schemes.
126. A sum of £375,000 Council match funding is included in the Capital Programme to help secure a range of Welsh Government grants where match funding is required. Together with slippage from 2018/19 this is to complete a range of schemes for Local Transport, Safe Routes in Communities and Road Safety. Welsh Government terms and conditions require all grant to be utilised by 31 March 2020
127. City Centre and Key Links Transport Improvement budget of £1.684million including slippage is to be utilised towards schemes in the City Centre. Slippage of £1.259 million is anticipated, in line with the delivery programme. £425,000 will be used in year towards the design of City Centre Eastside.
128. The Council has applied for and received a number of grants from Welsh Government for a range of objectives. These are described below, however the timescales for utilisation of grant approved is 31 March 2020. This represents a risk in respect of schemes such as for the City Centre which are the subject of a procurement exercise.
129. Welsh Government allocation to Cardiff for the Local Transport Fund is £5.558 million. The fund supports development of integrated, effective, accessible, affordable and sustainable transport systems. Schemes bid for and approved this year include bus improvements on the A4119 and the A470 (£876,000), City Centre Transport Development to support sustainable travel infrastructure in the city centre (£2.750 million), to extend the on-street cycle hire scheme (£500,000), active travel to schools (£500,000), expansion of the 20mph limit area (£500,000 and to deliver a package of strategic cycle routes and on-street parking (432,000).

130. The Local Transport Network Fund allocation of £150,000 is to improve bus performance on strategic routes, through removal of priority narrowing's at key locations.
131. A Welsh Government Road Safety grant of £522,000 will support capital projects that reduce road casualties. Schemes include traffic calming and pedestrian improvements on Rhydypennau Road near Dan-y-Coed Road and the A48 Western Ave. Design for a safety scheme will be undertaken on Crwys Rd for construction in 2020/21 subject to a successful grant bid.
132. Safe Routes in Communities Grant of £267,000 aims to improve the accessibility and safety and encourage walking and cycling in communities. There is particular emphasis on improving routes to and from schools with works proposed for Ninian Park Primary.
133. The Active Travel Fund allocation is £3.958 million. The purpose of the fund is to increase levels of active travel, improve health and well-being, improve air quality, reduce carbon emissions and connect communities. Funding will support Cardiff Cycle Superhighways stage 1 (£2,507 million), design and implementation of walking and cycling schemes (£679,000) and an allocation of £772,000 to implement a number other improvements to the Integrated Network Plan.
134. A grant of £134,000 was approved from the Department for Transport towards the costs of implementing on street residential charge points for electric vehicles. Match funding of £45,000 was allocated from the Parking Reserve. Implementation is now complete at 10 locations across the city.
135. An allocation of £310,000 from the Parking reserve has been approved to install Electric Vehicle charging points for Cardiff Council vehicles at numerous locations, to support a move towards an electric vehicle fleet. The number and locations of points has been determined and is subject to a procurement exercise in parallel with determining the numbers of vehicles suitable for conversion. Expenditure of £100,000 is assumed at this stage.
136. In relation to moving traffic offences, expenditure of £460,000 is to be incurred on purchasing motion cameras and a camera car for mobile enforcement and £125,000 for attended parking stationary cameras. This expenditure is on an invest to save basis, to be repaid from future parking and enforcement income.
137. Full slippage of the Parking Reserve funded bus corridor improvements budget £335,000 is proposed in order to prioritise grant expenditure, due to programme delays on match funded schemes (A4119 Ph2d & A470 Caedelyn to Tyn-y-Parc). This slippage will be required in 2020/21 to complete the schemes.
138. In order to comply with the requirement of the environment act 1995 – air quality direction 2019 - the Council has submitted a business case and options for delivering compliance in the shortest possible time. Welsh Government has committed to supporting the costs associated with

implementing the agreed measures including city centre schemes to enable their implementation.

139. Design works and procurement are being progressed pending formal confirmation of grant from Welsh Government.

Resources

140. The 2019/20 programme for the Directorate is £4.205 million, with a variance identified of £2.474 million. This is in relation to the Council's contribution to the £120 million Cardiff Capital Regional City Deal (CCRCD) wider investment fund.

Technology

141. The Modernising ICT budget aims to support projects in the Cardiff Capital Ambition programme and the digitisation of business services utilising modern technology. Expenditure planned during the year includes continued roll out of SharePoint (Electronic Document Management System), teams developing the Cardiff App and other Digitalisation projects and development of a Virtual Assistant (ChatBot). The £1.1 million budget for the year is forecast to be fully committed.
142. The ICT Refresh budget of £398,000 supports resilience, capacity and capability such as core network switch replacement, telephony rationalisation and update of firewalls.

Corporate

143. In respect of the contingency budget of £200,000, given that it is early in 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.
144. The £500,000 invest to save budget for small schemes has not been requested to be drawn down for approved schemes to date. It is assumed that this will not be required during the year but will be adjusted in future monitoring reports if schemes are approved during the year.
145. Whilst the programme for 2019/20 includes for a payment of £2.474 million as part of the Council's £28.4 million approved contribution to the £120 million Cardiff Capital Region City Deal (CCRCD) wider investment fund. With potential projects at business case development stage, no drawdown of contribution is expected this financial year.
146. The Council's five year capital programme includes a loan application from Cardiff City Transport Services of £2 million towards the replacement of diesel vehicles with electric buses. In accordance with the Cabinet report in June 2019, a loan would be considered subject to relevant due diligence and security as part of a number of clean air measures. No budget has been brought forward at this stage.

Capital Receipts

147. The 2019/20 Capital Programme included an assumption of £3.0 million non-earmarked capital receipts net of fees to pay for the Capital Programme. This includes targets to dispose of land as well as a number of retail parades as identified in the Annual Property Plan. To date the main disposal relates to the sale of 8 library street Canton (£289,000).
148. In addition to the above, a number of sites will be sold as part of the investment property strategy, for reinvestment in the estate and a number of land appropriations to the Housing Revenue Account will take place for the development of affordable housing. Subject to agreement of values, this includes sites of the former Michaelston and Llanrumney High schools as well as land identified as part of the Maelfa and St Mellons Hub redevelopments.

Public Housing (Housing Revenue Account)

149. The 2019/20 capital programme for Public Housing is £47.385 million, with budget being brought forward from the future years programme to meet projected commitments. Positive slippage of £2.410 million is assumed.
150. Expenditure of £3.250 million is forecast on a range of estate regeneration schemes to tackle issues of community safety, defensible space, waste storage and courtyard improvements to blocks of flats. Major schemes within the programme include Anderson Place / Galston Street in Adamsdown, Taff Embankment, the Roundwood estate Arnold Avenue and Bronte Crescent.
151. An amount of £10.354 million is forecast to be spent on improvements to the existing dwellings stock including £1.5 million on roofing, £1 million on lift upgrades, £1.9 million on upgrades to High-rise buildings, £2.0 million on sheltered accommodation schemes including Clos Y Nant and Brentwood. A range of other investment will be undertaken including boiler replacement, rewiring, underpinning of properties where subsidence issues were found, front door upgrades to flats and kitchen and bathroom upgrades when properties become vacant prior to re-letting. Slippage of £2.840 is recognised primarily in relation to front door upgrades to flats to allow for further fire testing and also rewiring.
152. Expenditure on disabled adaptations for public housing is forecast to be £356,000 in excess of the budget initially allocated and will be managed within the overall programme.
153. A report outlining the Councils strategy for delivering 1,000 new council homes by May 2022 and at least 2,000 in the longer term was considered by Cabinet in May. Expenditure on the development and acquisition of new housing over a number of sites during the year is estimated to cost £33 million in total this year. This includes completion of phase one living sites, preparation for future phases, Greenfarm Hostel shipping container scheme, Courtney Road, and acquisition of the Iorwerth Jones home site.
154. At September 2019 Cabinet, it was resolved to continue to purchase private properties from the open market to be used as council homes. In order to

meet targets the directorate will be significantly accelerating such acquisitions requiring a bringing forward of approved budget from future years. The directorate are confident that at least £8 million will be spent on buy backs by 31 March 2020.

155. To ensure continued affordability, viability or payback assessments should be undertaken before approval of new developments or acquisitions in line with the approved governance process set out in the HRA Business plan and new build board. This should be measured against set benchmarks to ensure value for money for rent payers and to ensure investment is repaid over a prudent period.

Section 106 schemes and Other Contributions

156. 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	1,342	632	(710)
Traffic & Transportation	802	442	(360)
Strategic Planning & Regulatory	156	101	(55)
Neighbourhood Regeneration	349	296	(53)
Economic Development	382	78	(304)
Education & Lifelong Learning	330	274	(56)
Public Housing (HRA)	520	520	0
Total	3,881	2,343	(1,538)

- Some of the schemes included in the profile above are:
- Parks and Green Spaces – Schemes are proposed to be undertaken in a number of areas including Adamsdown Open Space, Craiglee Drive, Trelai and Jubilee Park, Gelligaer Street, and Grange Gardens play areas, and cycle improvements along the Roath Park Corridor. Capacity to deliver schemes continues to be reviewed.
- 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 – Detailed Design of City Road Public Realm Enhancement Scheme.
- Neighborhood Regeneration - Improvement of community facilities at Penylan Library and Community Centre, Butetown Pavilion, St Peters Community Hall, Old St Mellons Village Hall and Maes y Coed Community Centre and Llwynfedw Gardens.

- Economic Development – Support for small to medium enterprises in Adamsdown, Butetown and Llanishen.
- Education & Lifelong Learning – Condition works at Llanishen High School.
- Public Housing – development of new Council housing.

Reasons for Recommendations

157. To consider the report and the actions therein that form part of the financial monitoring process for 2019/20.

Legal Implications

158. 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

159. In summary, the Month Six revenue monitoring position for the Council reflects an overall projected deficit of £214,000, with significant directorate overspends offset by the use of contingency allocations, a Capital Financing surplus and one off funding in relation to Teachers' Pensions. The position reflects various in-year pressures and 2019/20 savings shortfalls amounting to £6.200 million. A range of management actions have already been implemented, the effect of which are reflected in the figures included within this report and partly explains the reduction in the overall level of deficit when compared with the position reported at Month 4. However, despite this improvement, the intention is to continue to maintain tight management control, specifically in relation to directorate positions to significantly reduce overspends by the end of this financial year. In the event that an overall deficit position cannot be avoided, the result will be a reduction in the level of Council Fund Balance held by the Council. As currently stated, the projected £214,000 deficit would result in a reduction to level the Council Fund Balance, from £14.255 million to £14.041 million.
160. This monitoring report provides an update on the significant due diligence being undertaken in respect to the Indoor Arena in order 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. In order to complete the procurement and the remaining due diligence required to confirm the Full Business Case for the Red Dragon Centre Investment then further costs are required to be incurred which are detailed in confidential Appendix 4. The additional funding required has been identified from a reserve.
161. Whilst the overall directorate overspend has largely been mitigated at this stage of the financial year, there remains a significant risk that directorate positions could worsen during the remainder of the year. This is particularly relevant when considering the nature of the financial pressures being experienced within certain directorates, especially those linked to demand-led services and the ever increasing demand for those services. It is also

important to recognise the fact that one of the most significant mitigations in 2019/20 is the use of funding in relation to Teachers' Pensions. There is no guarantee that opportunities such as this will be available in future years and that it would be possible to balance the budget, should a similar level of overspend occur in future years. On that basis, it is imperative that directorates continue to focus on addressing challenges within their budgets and managing financial pressures within their budgets as much as possible. In addition, it is essential that delivery of savings proposals is a priority and that shortfalls in this financial year are not carried forward into future years.

162. In relation to the 2019/20 Capital Programme, a variance of £39.736 million is currently projected against the General Fund element, predominantly in relation to slippage against various schemes. In terms of the Public Housing element of the programme, overall slippage of £2.410 million is currently forecast. Spend to date continues to be relatively low for this stage of the year and, therefore, there is a risk that the overall level of slippage could increase further. On that basis, it is critical that directorates take steps to minimise the risk of slippage and implement measures to ensure that budgets are utilised in a timely and appropriate manner. Where this is not possible, early reporting of emerging issues should take place and robust reprofiling of expenditure should be undertaken to inform the development of the overall programme for future years. This requirement is of even greater significance when considering those externally funded schemes, as it is important to ensure that the opportunity to utilise such funding is not lost.

RECOMMENDATIONS

Cabinet is recommended to:

1. Note the potential financial outturn based on the projected position at Month 6 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.
3. Agree to meet the Council's costs of completing the procurement of a preferred developer/operator consortium as well as preparing a full business case for the Indoor Arena to be presented to Cabinet for approval in March 2020 as set out in confidential Appendix 4

SENIOR RESPONSIBLE OFFICER	CHRISTOPHER LEE
	Corporate Director Resources 15 November 2019

The following appendices are attached:

- Appendix 1 – Revenue Position
- Appendix 2 – 2019/20 Budget Savings Position
- Appendix 3 – Capital Programme
- Appendix 4 – Arena Budget Requirement – Phase 2 (Nov 19 – Mar 20) confidential

Appendix 1

REVENUE MONITORING POSITION 2019/2020

Directorate	CASH LIMIT BUDGETS			PROJECTED OUTTURN			VARIANCES		
	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Corporate Management	26,085	(101)	25,984	26,026	(112)	25,914	(59)	(11)	(70)
Economic Development	42,094	(38,271)	3,823	44,970	(40,740)	4,230	2,876	(2,469)	407
Education & Lifelong Learning	327,081	(57,843)	269,238	330,636	(61,155)	269,481	3,555	(3,312)	243
People & Communities									
- Communities & Housing	246,036	(200,790)	45,246	246,603	(201,657)	44,946	567	(867)	(300)
- Performance & Partnerships	7,984	(5,194)	2,790	8,325	(5,565)	2,760	341	(371)	(30)
- Social Services	193,854	(21,922)	171,932	198,073	(22,307)	175,766	4,219	(385)	3,834
Planning, Transport & Environment	98,826	(61,435)	37,391	105,477	(65,629)	39,848	6,651	(4,194)	2,457
Resources									
- Governance & Legal Services	6,679	(1,180)	5,499	7,539	(1,872)	5,667	860	(692)	168
- Resources	30,299	(13,810)	16,489	31,118	(14,629)	16,489	819	(819)	0
Capital Financing	40,026	(4,790)	35,236	40,060	(5,147)	34,913	34	(357)	(323)
General Contingency	3,000	0	3,000	0	0	0	(3,000)	0	(3,000)
Summary Revenue Account	7,489	(928)	6,561	4,929	(1,505)	3,424	(2,560)	(577)	(3,137)
Discretionary Rate Relief	400	0	400	400	0	400	0	0	0
Sub-Total	1,029,853	(406,264)	623,589	1,044,156	(420,318)	623,838	14,303	(14,054)	249
Council Tax Collection	0	0	0	0	(35)	(35)	0	(35)	(35)
Total	1,029,853	(406,264)	623,589	1,044,156	(420,353)	623,803	14,303	(14,089)	214

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DIRECTORATE BUDGET SAVINGS PROPOSALS 2019/20

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
1	Corporate Management	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. The current budget in respect of this area is £274,000.	126	126	126	0	This saving has been achieved, with any unforeseen requirement to fund additional events to be met from earmarked reserves.
2	Corporate Management	Reduction in Past Service Contributions A review of past service contributions to be made in respect of ex-employees has identified that there will be a £40,000 reduction in costs for the year 2019/20. The current budget in respect of this area is £865,000.	40	20	40	0	It is currently anticipated that this savings target will be achieved in full.
Corporate Management Total			166	146	166	0	
3	Economic Development	Review of Venues & Catering Staffing Resource Deletion of two 0.5 FTE posts through voluntary redundancy. The current staffing budget for Retail Catering is £155,000.	19	19	19	0	A 0.5 FTE post has been deleted with the balance of the savings target achieved via a flexible retirement.
4	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. The public conveniences premises budget within Parks is £59,000.	6	6	6	0	This savings target has been achieved in full.
5	Economic Development	Review of Facilities Management Staffing Resource A restructure of Facilities Management will result in the deletion of six posts within the service through voluntary redundancy. These posts are part of the Building Maintenance unit which currently has a staffing budget of £2.235 million.	157	157	157	0	The savings target has been achieved in full through voluntary redundancy and flexible retirement.
6	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. The current staffing budget for the Security and Portering service within Facilities Management is £972,000 with related income targets of £1.066 million.	80	71	71	9	This saving has been partly achieved, with posts deleted although a delay in implementing the new arrangement at Brindley Road has led to the shortfall.
7	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. The Facilities Management budget for these premises is currently £87,000.	63	63	63	0	This saving has been achieved in full. Should any residual costs emerge, these will managed within the overall position.
8	Economic Development	Revised and restructured model for Economic Development Restructure within Economic Development which will allow the deletion of a vacant post. This proposal relates to Economic Development Management and Support Services with a current staffing budget of £813,000.	56	56	56	0	The post has been deleted and the savings target has been achieved in full.
9	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. The current staffing budget for the Cleaning Service within Facilities Management is £5.092 million. The related income targets are currently set at £5.589 million.	53	53	53	0	The post has been deleted and the savings target has been achieved in full.
10	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. The current net budget for Tourism Development and Visitor Services is £411,000.	41	41	41	0	The post has been deleted and the savings target has been achieved in full.
11	Economic Development	City Centre Management - Remove Subsidy Reduce costs in order to make City Centre Management cost neutral. The current net budget for the City Centre Management function is £40,000.	40	40	40	0	This saving has been achieved in full.

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
12	Economic Development	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. The current budget for the Leisure Client Management Fee is £1.988 million.	1,822	1,822	1,822	0	This saving has been achieved in full in line with GLL net subsidy requirements.
13	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. The current net budget for the Arts Venues (St David's Hall and New Theatre) is £808,000.	404	0	404	0	Following Cabinet approval for the proposed transfer of the New Theatre to an external operator, the detailed contract and heads of terms for the lease arrangements are currently being finalised. It is anticipated that there could be savings in excess of this target but confirmation will only be possible once full detail, including the timing of any transfer, is available.
14	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. The Facilities Management premises budget for Outdoor Leisure is currently £232,000.	25	0	25	0	It is currently anticipated that this savings target will be achieved in full. However, the exact detail as to which building will be transferred out of Council use and the timescales are not clear at this stage in the process.
15	Economic Development	Cardiff Castle - Income / Staff Rationalisation Saving to be achieved through the rationalisation of agency staff and overtime and the deletion of one post through voluntary redundancy, and the generation of additional income through new attractions (Black Tower Tales and Dr Who). The current staffing budget for Cardiff Castle is £1.359 million with an income target of £4.076 million.	122	0	122	0	It is currently anticipated that this savings target will be achieved in full through voluntary redundancies (4 staff in total), and the generation of additional income relating to enhanced visitor experiences including Chariot Corner and Chaucer Tower.
16	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. The current staffing budget for the Pest Control service within Facilities Management is £321,000 with related income targets of £282,000.	30	10	22	8	It is currently anticipated that this savings target will only be partly achieved, but will be reviewed as the financial year progresses.
17	Economic Development	Workshops Income Increased rental income from workshop units. The current rental and service charge income target for Workshops is £728,000.	20	0	20	0	It is currently anticipated that this savings target will be achieved in full.
18	Economic Development	Reduced Subsidisation of Events Seek to reduce the level of subsidy of the current annual events programme through a staff restructure and removal of a level of subsidy for the events programme. The current staffing budget for the Events Operational Support service is £310,000 with Council subsidies for the Events Programme in the region of £216,000.	125	80	125	0	It is currently anticipated that this savings target will be achieved in full on the basis that the events programme has been reduced with no known funding commitments. The salary savings will now be achieved with the voluntary redundancy of one staff member.
19	Economic Development	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. The existing budget for Arts Revenue Grants is £62,000.	62	62	62	0	There are no ongoing commitments for expenditure and therefore this saving is considered to be achieved in full.
20	Economic Development	Economic Development Projects and Initiatives Reduction in the Business & Investment initiatives budget. This proposal relates to the Cardiff Convention budget which currently stands at £50,000.	28	28	28	0	This saving has been achieved in full.
Economic Development Total			3,153	2,508	3,136	17	
21	Education	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. The proposal delegates the current budget for the Council's contribution to the Education Improvement Grant in full.	962	962	962	0	The delegation of the EIG matchfunding took effect from 1st April and, therefore, this saving has been achieved in full.

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
22	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. The current base budget funded staffing budget is £4.215 million.	270	100	143	127	The new staffing structure is in the process of being implemented. The first call on savings generated are the unachieved staffing savings from previous years, leaving a shortfall in the current financial year. The directorate are closely monitoring all vacancies and examining all external grant schemes to enable it to bridge the financial shortfall by the year-end.
49	Education	School Transport - Route Optimisation/Retender Optimisation of school transport routes in line with requirements for new academic year and associated retendering exercise. The current budget for payments to bus and taxi operators is £5.729 million.	400	0	400	0	This saving is assumed to be achievable. Figures will be available for routes and pupil numbers part way through the autumn term and this will largely dictate whether or not the saving has been achieved.
23	Education	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. The current level of income generated through traded ALN services with Cardiff schools is £3.014 million.	140	0	70	70	The directorate are currently in the process of introducing mechanisms for achieving this saving and, currently, it is assumed that it will be achieved in full.
73	Education	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. The current budget for payments to bus and taxi operators is £5.729 million.	50	0	50	0	This target is assumed to be fully achievable in 2019/20. This will be clearer during the autumn term as route numbers and requirements (including levels of active and alternate schools transport) are not yet confirmed.
24	Education	Reduction in contribution to the Central South Education Consortium (CSC) The Joint Committee of the Central South Consortium determined the 2019/20 budget during the Autumn term. Directors from each of the partner Local Authorities 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. There will be a 5% reduction in the required contribution from each LA in 2019/20. The current budget in respect of the contribution is £1.43 million.	70	70	70	0	The Joint Committee have agreed the level of contribution for 2019/20 and this saving has been achieved in full.
Education Total			1,892	1,132	1,695	197	
25	People & Communities - Housing & Communities	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. The current net General Fund budget for Homelessness prevention and provision is £2.035 million. The anticipated balance on the Homelessness Reserve at March 2019 is £1.256 million.	250	250	250	0	This saving has been achieved in full through a drawdown from the homelessness earmarked reserve. The reserve and ongoing funding requirements will be reviewed as part of the budget strategy going forward.
26	People & Communities - 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. The current General Fund staffing budget for Community Wellbeing Hubs and Libraries is £2.396 million.	250	250	250	0	This saving was achieved in full following completion of the related staff restructure in Autumn 2018 with part year savings achieved last financial year.
27	People & Communities - 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. The current Housing Benefit Assessment staffing budget is £2.574 million of which £1.760 million is externally funded, with postage costs budgeted at £57,000.	125	125	125	0	This savings target has been achieved in full with the deletion of 4 vacant posts.
28	People & Communities - 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. The current net budget for the Into Work Service is £118,000.	40	40	40	0	This savings target has been achieved in full.

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
29	People & Communities - 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 and a reduction in the amount required to be spent on furniture. The Adams Court budget currently stands at £45,000.	30	30	30	0	Budgets were reduced accordingly and this saving has been achieved in full.
30	People & Communities - 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 better align existing grant funding which would offset management costs, thereby releasing savings. The net budget for this service is £570,000.	60	0	60	0	This savings target is expected to be achieved in full through proposed staff recharges to the new Transformational grant.
31	People & Communities - Housing & Communities	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. The current staffing budget for Day Opportunities is £413,000.	20	20	20	0	This savings target has been achieved in full following the Day Opportunities restructure.
32	People & Communities - Housing & Communities	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. This is a new scheme with no existing income target.	30	5	30	0	It is currently anticipated that this savings target will be achieved in full.
33	People & Communities - Housing & Communities	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. The current net budget for the Into Work Service is £118,000.	33	0	33	0	This savings target is expected to be achieved through the maximisation of additional grant funding being made available to the service.
34	People & Communities - 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. The related budget for the Cardiff Advice Services contract is £380,000.	30	30	30	0	This is the final year of the three year reduction in contract payments to Citizens Advice and the savings target has been achieved in full.
People & Communities - Housing & Communities Total			868	750	868	0	
98	People & Communities - Performance & Partnerships	Policy, Performance and Research restructure Reconfiguring three functional areas to ensure the best use of resources, and to enable more effective utilisation of skills. The current staffing budget for this area is £722,000.	204	168	204	0	The savings already achieved relate to two voluntary redundancies and two vacant posts being deleted. The remaining savings are expected to be fully achieved
99	People & Communities - Performance & Partnerships	Restructure of Branding and Media teams Restructure of the Council's communications, media and branding function, to ensure the best possible use of resources. The current staffing budget for this area is £813,000.	76	76	76	0	The restructure is complete and the savings fully achieved.
105	People & Communities - Performance & Partnerships	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. The current income target is £133,000.	100	50	100	0	This savings target is expected to be fully achieved.
106	People & Communities - Performance & Partnerships	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. The current external income budget for Bilingual Cardiff is £334,000.	42	0	42	0	A review is underway of the resources needed to generate the income required to achieve the 2019/20 savings target.
109	People & Communities - Performance & Partnerships	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. The current budget for this is £231,000.	40	40	40	0	This savings target will be fully achieved. The reduction has been communicated to the sector affected.

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
110	People & Communities - Performance & Partnerships	Reduction in external spend in Communications and Media Reduction in the Council's publicity campaign budget. The current budget for this area is £50,000.	44	22	44	0	This savings target is expected to be fully achieved.
People & Communities - Performance & Partnerships Total			506	356	506	0	
35	People & Communities - Social Services	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. The current budget for placement costs for children totals £25.211 million.	1,500	0	0	1,500	Work to increase residential provision within Cardiff is ongoing with proposals to develop in-house and external capacity in 2019/20. Action has also been taken to increase the proportion of in-house foster carers. However, significant growth in the number of external residential placements in the last quarter of 2018/19 will impact significantly on the directorate's ability to achieve the targeted savings in 2019/20. This will also impact on the overall financial position. Although some savings have been achieved through the return to home of a number of younger people, this saving has been outweighed by the underlying growth in numbers. No significant increase in the number of children placed with in-house foster carers is so far evident, however, a number of recruitment initiatives have been implemented. There has been a notable increase in kinship carers, but this has helped absorb the overall growth in looked after children. No saving is, therefore, currently shown, however the position will be monitored throughout the year and any improved trends reflected as appropriate.
36	People & Communities - 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. The current budgets for children's placements, and adult residential and nursing care commissioning total £69.795 million.	1,000	450	700	300	The directorate is in the process of developing an evidence-based fee setting methodology which, it is anticipated, will influence care home costs in 2019/20. In addition, there has been an increase in the maximum weekly rate that can be charged for domiciliary care and it is anticipated that this will generate c£270k of additional income in 2019/20 (albeit £70k of this will offset a savings income shortfall carried forward from 2018/19). However, there is ongoing pressures on unit care costs which will impact on the achievement of the saving. A shortfall is therefore shown at this stage.
37	People & Communities - 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. The current budget for placement costs for children totals £25.211 million.	500	0	0	500	A number of preventative initiatives have been implemented and use is being made of specific grant funding to improve support for families. However, significant growth in the number of external residential placements in the last quarter of 2018/19 will impact significantly on the directorate's ability to achieve targeted savings in 2019/20 and this will also impact on the overall financial position. Total looked after children numbers have shown a small increase in 2019/20, albeit the rate of increase is lower than 2018/19. No saving is therefore shown at this stage although the position will be monitored closely and adjustments made to the savings achievable figure should an improved trend become evident in the remainder of the year.

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
38	People & Communities - Social Services	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. The current budget for domiciliary care commissioning totals £22.531 million.	1,000	0	0	1,000	The cost saving arising from this proposal would need to be evidenced via a reduction in the number of domiciliary care hours commissioned from external providers. Commissioned care hours increased in the last quarter of 2018/19 and although there is an ongoing process of review, growth has continued in the initial months of 2019/20, albeit at a slower rate. No saving is therefore shown at this stage, although, the position will continue to be monitored and any new trends reflected in the savings position.
39	People & Communities - 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. The current Older People commissioning budget totals £48.01 million.	1,000	0	0	1,000	The cost saving arising from this proposal would need to be evidenced via a reduction in the number of domiciliary care hours commissioned from external providers. Commissioned care hours increased in the last quarter of 2018/19 and although, there is an ongoing process of review, growth has continued in the initial months of 2019/20, albeit at a slower rate. Also, no reduction in care home placements is currently evident. No saving is therefore shown at this stage and the position will continue to be monitored and any new trends reflected in the savings position.
40	People & Communities - Social Services	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. The current Learning Disability commissioning budget totals £34.316 million.	500	250	500	0	The number of externally commissioned residential home places for those with learning disabilities reduced significantly in 2018/19. This trend has continued in 2019/20. It is anticipated, therefore, that the full year effect of savings relating to 2018/19 and in-year savings in 2019/20 will be sufficient to reach the budgeted target. Savings may also be supplemented by increased continuing health care contributions from the UHB.
41	People & Communities - 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. The current Mental Health commissioning budget totals £6.12 million.	500	250	500	0	The number of externally commissioned residential home places for those with mental health issues reduced significantly in 2018/19. There was also a reduction in the number of domiciliary care hours commissioned. It is anticipated, therefore, that the full year effect of savings relating to 2018/19 and in year savings related to ongoing reductions in commissioned domiciliary care, will be sufficient to reach the budgeted target.
People & Communities - Social Services Total			6,000	950	1,700	4,300	
42	Planning, Transport & Environment	Fleet Services Review of vehicle operations including utilisation and rationalisation, in addition to procurement and maintenance. The current budget for vehicle provision including maintenance and running costs is £6.698 million.	600	0	0	600	This saving will not be achieved so mitigating action will take place by delaying the capital loan repayment in respect of the RCV purchases and utilising the CTS reserve.

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
43	Planning, Transport & Environment	Recycling & Waste Management Services Full review of waste disposal governance and financial controls resulting in improved business processes and efficiencies. The net budget for the recycling & waste service is £15.657 million.	250	0	0	250	There is no visibility of process improvements that will generate a cashable saving. Until savings can be evidenced, the saving will be shown as unachievable.
44	Planning, Transport & Environment	Neighbourhood Services - Service Redesign Rebalancing street cleansing rounds, reshaping on an area basis in order to optimise use of resources. The current staffing budget is £5.099 million.	160	100	160	0	Savings have already been achieved through the full year effect of the 2018/19 restructure. The remaining saving is planned to be achieved through further restructure proposals for 2019/20.
45	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. The current staffing budget is £722,000.	134	0	0	134	There is currently no indication how this saving will be achieved .
46	Planning, Transport & Environment	Environment Enforcement Improved efficiency and effectiveness through digital working. The current income target is £465,000.	60	0	44	16	The current forecast for penalty notices suggests there will be a shortfall against the increased target.
47	Planning, Transport & Environment	Recycling & Waste Management Services - Residual Waste to Recycling Increased productivity & recycling efficiency from the Household Waste Recycling Centres. The current residual waste disposal budget is £5.566 million although £1.768 million is funded by a Welsh Government grant.	40	40	40	0	The costs associated with the various waste and recycling treatment processes indicate that this saving has been achieved.
48	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 (HRA) to reflect the proportion of work undertaken in relation to Housing. There is currently no recharge to the HRA.	33	0	0	33	Work based evidenced is required to enable the HRA to accept this charge. Until this is complete the saving is shown as unachieved.
50	Planning, Transport & Environment	Civil Parking Enforcement - Fundamental Service Review Fundamental review of Civil Parking Enforcement service to optimise performance and service delivery. The current operating costs are £6.290 million.	300	150	300	0	Civil Parking Enforcement is forecast to exceed its income target so this saving is currently shown as on target.
51	Planning, Transport & Environment	Reshaping Highways Operations A review of demand for highways related work has identified the opportunity to grant voluntary redundancy in respect of three posts. 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. The current staffing budget is £4.116 million.	132	132	132	0	This saving has been achieved following the finalisation of a number of voluntary redundancies.
52	Planning, Transport & Environment	Electrical - Lighting Energy Reduction Reduction in energy usage and cost due to introduction of LED on strategic routes. The current Street Lighting energy budget is £2.413 million.	122	51	122	0	This saving is anticipated to be realised in full.
53	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. The current staffing budget is £740,000.	80	30	80	0	A part year saving has been achieved following a voluntary redundancy. Further plans, which may include opportunities to recharge staff costs to external and grant funded schemes, should deliver this saving in full.
54	Planning, Transport & Environment	Review of Active Travel plans for Cardiff Deletion of vacant posts in line with Active Travel plans for Cardiff. The current staffing budget for Active Travel is £277,000.	55	26	55	0	The saving is anticipated to be achieved in full.
55	Planning, Transport & Environment	Service Management & Support - Team Restructure Restructure of Support Team resulting in deletion of posts through flexible retirement and voluntary redundancy. The current staffing budget is £644,000.	52	0	8	44	The team restructure has been delayed so only a proportion of the saving will be achieved this year.
56	Planning, Transport & Environment	Planning - Deletion of Vacant Post Deletion of vacant administrative post in Planning. The current administrative support budget is £357,000.	22	22	22	0	This saving has been achieved in full.

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
57	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. As agreed in the service's financial business plan, this equates to 5% compounded over three years. The current budget provision is £4.978 million.	286	286	286	0	The saving has been achieved following dialogue and agreement with the SRS.
58	Planning, Transport & Environment	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. The income target is currently £2.790 million.	301	93	301	0	It is anticipated that this will be achieved in full but the position will not become clear until later in the year.
59	Planning, Transport & Environment	Fleet - income from enhanced commercialisation of the service Income from enhanced commercialisation of the service. The current income target is £447,000.	200	0	42	158	A proportion of the saving is anticipated to be achieved through the continuous development of third party work. Further delivery of the saving may be possible following the in-sourcing of vehicle maintenance, but this needs further evidencing.
60	Planning, Transport & Environment	Commercial Waste and Recycling Increase income by growing the commercial waste and recycling centres at Bessemer Close and Lamby Way. The current income target is £978,000.	100	0	0	100	Current performance indicates a decreasing income trend which may be due, in part, to increased competition. This saving is therefore unlikely to be achieved.
61	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. This is a new scheme so there is no existing budget.	30	0	0	30	The Solar Farm is expected to be operational for the final quarter of the year. However the revised timeline shows that the generation of income will not commence until the new financial year.
62	Planning, Transport & Environment	Registration Services Income Generate additional income through increases to fees for marriage ceremony room hire and private citizenship ceremonies. The income target is currently £798,000.	23	13	23	0	Current income levels suggest this saving is achievable.
63	Planning, Transport & Environment	Cardiff Dogs Home Improved coordination of volunteers and increased income opportunities. This is a new initiative. The net budget provision for Cardiff Dogs Home is currently £284,000.	20	7	20	0	Current income levels suggest this saving is achievable.
64	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. The current income target is £483,000.	120	0	89	31	Current indications are that there may be a shortfall, but this position may improve during the year if additional grants/external funding is awarded.
65	Planning, Transport & Environment	Clamping and Removal of Nuisance Vehicles This saving will be achieved following the DVLA's authorisation of 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. This is a new initiative and therefore no existing budgets.	120	0	16	104	Although the initiative has many benefits for the Cardiff Highway Network and helps address the issue of vehicle tax avoidance, there have been unforeseen problems affecting the performance of the operation. There have been issues related to clamps being forcibly and illegally removed, legislative issues regarding the use of the Camera Car, making the process more time consuming and therefore less efficient (now resolved), and a greater than anticipated number of offenders paying the early release fee rather than the anticipated higher retrieval fee.
66	Planning, Transport & Environment	Delivery of approval body for Sustainable Drainage The delivery of the approval body for Sustainable Drainage will provide a net income through applications after taking into account additional staff costs. This is a new legislative requirement so does not currently have any budget.	108	0	7	101	Early indications suggest this net saving will not be achieved. The processes are being reviewed to tighten up the planning application stage so the position could improve later in the year.
67	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. The income target is currently £2.4 million.	80	75	80	0	Agreements are in place with various directorates for internal planning support meaning the saving is achievable.

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
68	Planning, Transport & Environment	Improved income from Developments Increased income from enhanced delivery of key developments across the City. The current income target is £756,000.	45	19	45	0	The level of additional income generated to date indicates this saving will be achieved.
69	Planning, Transport & Environment	Transport Policy - Improved Recharging Maximising opportunities for recharging of services to grant funding streams. The current income target is £273,000.	40	0	40	0	This saving is anticipated to be realised in full.
70	Planning, Transport & Environment	General Fees & Charges Increase in fees & Charges across the Planning, Transport and Environment directorate including licensing and fixed penalty notices. The current income target for licensing is £564,000 and for fixed penalty notices £413,000.	32	0	3	29	There is likely to be a shortfall against this target but the position will be reviewed during the year.
71	Planning, Transport & Environment	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. The current budget in respect of the Carbon Reduction Commitment is £471,000.	230	230	230	0	The budget has been reduced in line with the reduction in levy and this saving has been achieved in full.
72	Planning, Transport & Environment	Bereavement Services - Public Health Funeral Contract Saving will be achieved through carrying out the Public Health Funeral Contract in-house. The current budget for payments to funeral directors and overheads is £24,000.	24	15	24	0	The budget has been reduced in line with the proposal and is on target to be achieved.
74	Planning, Transport & Environment	Structures & Tunnels - Maintenance Reduction in maintenance expenditure following new contract and other efficiencies. The current budget provision for maintenance is £532,000.	20	8	20	0	The maintenance budget has been reduced and spend is anticipated to remain within budget.
Planning, Transport & Environment Total			3,819	1,297	2,189	1,630	
75	Resources - Governance & Legal Services	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. The current Legal Services staffing budget is £2.724 million.	119	119	119	0	The restructure is progressing and posts have been identified for savings on a voluntary redundancy and vacancy basis.
76	Resources - 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. The current annual contribution is £96,000.	20	20	20	0	This saving has been achieved but levels of reserve will require careful monitoring going forward. Any underspends will likely need to be retained when possible to keep the reserve at an appropriate level for local elections.
77	Resources - 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. This proposal would result in the removal of the entire printing budget.	13	13	13	0	This budget has been removed and, to date, no expenditure has been incurred. The situation will continue to be monitored to ensure that expenditure does not emerge later in the year.
78	Resources - 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. This proposal would result in the removal of the entire budget.	6	6	6	0	This saving has been achieved in full. A plan is in place and contracts are being managed.
79	Resources - Governance & Legal Services	Reduction in Training and Development budget for Members The current Training and Development budget is £9,000.	3	3	3	0	This saving has been achieved in full.
80	Resources - Governance & Legal Services	Increase in income Increase in income and charges for legal work carried out for City Deal (£20,000), highways (£40,000), waste (£58,000), regeneration (£37,000) and client contributions for procurement lawyer (£58,000) and miscellaneous legal charges. Budgeted Legal Services income amounts to £1.015 million.	211	50	211	0	Agreements with various other directorates are in place, meaning that this saving is achievable, although this will require close monitoring during the remainder of the year.
Resources - Governance & Legal Services Total			372	211	372	0	

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
81	Resources	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. The current staffing budget within the Capital Ambition Delivery Team is £949,000. The current budgeted drawdown from reserve stands at £110,000.	374	187	374	0	The use of reserves will ensure that this saving is fully achieved.
82	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. The current staffing budget for this area is £2.84 million.	359	269	359	0	A sum of £269,000 has already been achieved through voluntary redundancies and the use of earmarked reserve. Further voluntary redundancies will assist with the restructure and the achievement of the balance of savings to be found in 2019/20
83	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. A planned drawdown from reserve for one year will assist with the timing of this shift. The current C2C staffing budget stands at £2.4 million.	300	100	300	0	The phased deletion of posts and use of reserves will ensure that this saving is fully achieved.
84	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. The current staffing budget for this area is £3.3 million.	174	110	174	0	Savings already achieved includes three deleted posts. It is anticipated that the remaining balance will be fully achieved in 2019/20.
85	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. The current budget for HR IT systems is £579,000.	169	169	169	0	This saving has been fully achieved.
86	Resources	Human Resources (HR) IT System Move the Council's HR IT system on to the Council's private cloud platform. The current budget for HR IT systems is £579,000.	116	116	116	0	This saving has been fully achieved.
87	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. The current staffing budget for these areas is £548,000.	113	113	113	0	The relevant posts have been deleted and the saving has been fully achieved.
88	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. The current Enterprise Architecture staffing budget stands at £424,000.	80	80	80	0	The relevant posts have been deleted and the saving has been fully achieved.
89	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. The current net budget for this area is £540,000.	80	80	80	0	The deletion of two vacant posts and two posts relating to voluntary redundancy means that the saving has been fully achieved.
90	Resources	Reduction of Audit Resource The deletion of a Principal Auditor post through voluntary redundancy along with a reduction in hours worked. The current staffing budget for this area is £551,000.	62	62	62	0	The deletion of the principal auditor post and a reduction in hours for another post fully achieve this saving.
91	Resources	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. The current staffing budget for Information Governance is £846,000.	52	52	52	0	The deletion of this vacant post has fully achieved this saving.

No	Directorate	Proposal	Total Saving £'000	Savings already achieved £'000	Projected saving 2019/20 £'000	Savings unlikely to be achieved in 2019/20 £'000	Comments
92	Resources	HR Organisational Development Restructure of management of HR Organisational Development team and deletion of HR Organisational Development Team leader post through voluntary redundancy. The current staffing budget for this area is £220,000.	52	52	52	0	The deletion of the team leader post has fully achieved this saving.
93	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. The current staffing budget for this area is £3.3 million.	50	50	50	0	The post has been deleted and the saving fully achieved.
94	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. The current eProcurement staffing budget stands at £252,000.	47	47	47	0	The post has been deleted and the saving fully achieved.
95	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. The current staffing budget in respect of HR is £3.941 million.	43	43	43	0	The use of earmarked reserves will mean that this saving is fully achieved in 2019/20.
96	Resources	Contract Management Officer Funding of planned Contract Management Officer post from reserves for a two year period. The Contract Manager post will be funded in full by this arrangement.	37	37	37	0	The use of earmarked reserves will mean that this saving is fully achieved in 2019/20.
97	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. The current budget is £163,000.	23	0	11	12	The move from Nantgarw has been delayed and is not due to take place until January 2020 so the current assumption is that only 50% of the saving will be achieved.
100	Resources	Generation of Additional Income within Health & Safety The new Health & Safety structure will provide opportunities for additional income generation including training in areas such as asbestos. The current income target stands at £63,000.	99	0	75	24	A shortfall in income is projected for the year due to a delay in finding a location for the asbestos training to take place.
101	Resources	Information Governance Team Review Generation of additional income in order to support current resources allocated to Information Governance. The current income target within this area is £179,000.	33	16	33	0	This savings target is expected to be fully achieved.
102	Resources	Additional income from HR support to schools Additional income from supporting schools for services outside of the current Schools HR Service Level Agreement. The current income budget for schools SLAs is £1 million.	30	30	30	0	This savings target has been fully achieved.
103	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 £20,000. The current income target related to Atebion stands at £180,000.	20	0	0	20	It is not anticipated that this saving will be achieved this financial year. This is in line with the actual position achieved in the last two financial years. Alternative savings, primarily from non-filling of vacant posts, cover this shortfall.
104	Resources	Additional Income from HR Support to City Deal Maximising opportunities for recharging of HR services in respect of City Deal. There is currently no income target for this area.	18	9	18	0	This savings target is expected to be fully achieved.
107	Resources	General reduction in external ICT spend This will be achieved through a review of the current ICT contract arrangements. The current ICT Holding Account supplies & services budget stands at £1.95 million.	25	25	25	0	This saving has been fully achieved.
108	Resources	Reduction in Special Projects Budget Reduction in budget available to fund projects within the Resources Directorate. The current budget for this area is £57,000.	25	25	25	0	This saving has been fully achieved.
Resources - Resources Total			2,381	1,672	2,325	56	
Council Total			19,157	9,022	12,957	6,200	

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<u>DIRECTORATE & SCHEME</u>	2019-2020 Programme	2018-19 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2019-20	Projected Outturn	Slippage	(Underspend) / Overspend	Total Variance
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<u>ECONOMIC DEVELOPMENT</u>										
<u>Business & Investment</u>										
1 Town Centre Loan Scheme	0	0	0	0	0	0	0	0	0	0
2 S106 Schemes	382	75	(75)	0	0	382	78	(304)	0	(304)
Total Business & Investment	382	75	(75)	0	0	382	78	(304)	0	(304)
<u>City Development & Major Projects</u>										
3 Economic Development Initiatives	366	0	0	0	0	366	366 #	0	0	0
4 Economic Stimulus Support	0	0	0	0	1,929	1,929	1,929 #	0	0	0
5 Central Square Public Realm	0	447	0	0	0	447	105	(342)	0	(342)
Total City Development & Major Projects	366	447	0	0	1,929	2,742	2,400	(342)	0	(342)
<u>Parks & Green Spaces</u>										
6 Asset Renewal Buildings	279	117	0	0	0	396	279	(117)	0	(117)
7 Asset Renewal Parks Infrastructure	140	92	0	0	0	232	232	0	0	0
8 Play Equipment	290	(12)	0	0	0	278	278	0	0	0
9 Flood Risk Prevention	0	13	0	0	0	13	13	0	0	0
10 Parc Cefn Onn	0	428	0	0	0	428	328	(100)	0	(100)
11 Roath Park District Area	550	0	0	0	0	550	550	0	0	0
12 Flatholm Island Replacement Jetty	385	0	0	0	0	385	385	0	0	0
13 Flatholm Island - HLF Project	152	0	0	0	(62)	90	45	(45)	0	(45)
14 S106 Funded Schemes	1,342	520	(520)	0	0	1,342	632	(710)	0	(710)
Total Parks & Green Spaces	3,138	1,158	(520)	0	(62)	3,714	2,742	(972)	0	(972)
<u>Leisure</u>										
15 Asset Renewal Buildings	54	135	0	0	0	189	189	0	0	0
16 Leisure Centres ADM (GLL)	0	1,047	0	0	0	1,047	1,047	0	0	0
17 Replacement of Athletics Track - CISS	0	(125)	250	0	0	125	125	0	0	0
18 Cardiff Riding School - Outdoor Arena	0	63	0	0	0	63	63	0	0	0
Total Leisure	54	1,120	250	0	0	1,424	1,424	0	0	0
<u>Venues & Cultural Facilities</u>										
19 St David's Hall & New Theatre	0	358	0	0	0	358	34	(324)	0	(324)
Total Venues & Cultural Facilities	0	358	0	0	0	358	34	(324)	0	(324)
<u>Property & Asset Management</u>										
20 Asset Renewal - Buildings	1,947	555	0	0	0	2,502	2,502	0	0	0
21 Security Technology Brindley/Coleridge	140	0	0	0	0	140	140	0	0	0
22 Community Asset Transfer	50	73	0	0	0	123	0	(123)	0	(123)
23 Adamsdown Play Centre	0	0	0	0	39	39	39	0	0	0
24 Investment Property Strategy	0	0	0	0	211	211	211	0	0	0
25 Cardiff Market Roof & HLF Grant bid	0	331	0	0	0	331	50	(281)	0	(281)
26 Former Virgin Active Centre	0	0	0	0	675	675	1,175	500	0	500

<u>DIRECTORATE & SCHEME</u>		2019-2020 Programme	2018-19 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2019-20	Projected Outturn	Slippage	(Underspend) / Overspend	Total Variance
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Total Property and Asset Management		2,137	959	0	0	925	4,021	4,117	96	0	96
Harbour Authority											
27	Harbour Asset Renewal	145	0	0	0	87	232	232	0	0	0
Total Harbour Authority		145	0	0	0	87	232	232	0	0	0
TOTAL ECONOMIC DEVELOPMENT		6,222	4,117	(345)	0	2,879	12,873	11,027	(1,846)	0	(1,846)
EDUCATION & LIFELONG LEARNING											
Schools - General											
Planning & Development											
28	Asset Renewal	8,529	4,130	0	(146)	0	12,513	4,556	(7,957)	0	(7,957)
29	Suitability / Sufficiency	1,040	(146)	0	146	0	1,040	1,040	0	0	0
30	Whitchurch High	0	1,322	0	0	0	1,322	500	(822)	0	(822)
31	Welsh Medium Education	310	0	0	0	0	310	150	(160)	0	(160)
32	Reducing Infant Class Sizes	2,445	0	0	0	0	2,445	900	(1,545)	0	(1,545)
Total Planning & Development		12,324	5,306	0	0	0	17,630	7,146	(10,484)	0	(10,484)
Schools Organisation Planning											
33	21st Century Schools - Band A	1,030	1,500	(756)	0	0	2,474	2,474	0	0	0
34	21st Century Schools - Band B	15,090	(776)	0	0	0	14,314	2,138	(15,348)	3,172	(12,176)
Total Schools Organisation Planning		16,120	724	(756)	0	0	16,788	4,612	(15,348)	3,172	(12,176)
TOTAL EDUCATION & LIFELONG LEARNING		28,444	6,030	(756)	0	0	34,418	11,758	(25,832)	3,172	(22,660)
PEOPLE & COMMUNITIES											
COMMUNITIES & HOUSING											
Neighbourhood Regeneration											
35	Neighbourhood Renewal schemes	310	0	0	0	0	310	310	0	0	0
36	Clare Road/Penarth Road - Shop Fronts	0	255	0	(210)	0	45	45	0	0	0
37	Maelfa Centre Regeneration	0	183	0	210	0	393	393	0	0	0
38	Alleygating	50	54	0	0	0	104	75	(29)	0	(29)
39	Targeted Regeneration Investment Programme	300	37	0	0	150	487	200	(287)	0	(287)
40	Rhydpennau Community Hub	0	0	0	0	120	120	120	0	0	0
41	Whitchurch Community Hub	0	0	0	0	105	105	105	0	0	0
42	City Centre Youth Hub	0	501	0	369	0	870	70	(800)	0	(800)
43	Butetown Pavillion	1,274	142	0	(369)	(318)	729	729	0	0	0
44	S106 Funded Projects	349	359	(359)	0	0	349	296	(53)	0	(53)
Total Neighbourhood Regeneration		2,283	1,531	(359)	0	57	3,512	2,343	(1,169)	0	(1,169)
Housing (General Fund)											
45	Disabled Facilities Service	4,653	407	0	(660)	0	4,400	4,400	0	0	0
46	Enable Grant	430	0	0	0	6	436	436	0	0	0
47	Council contribution to ICF Schemes	0	0	0	660	0	660	660	0	0	0
48	Estate Environmental Improvements	140	366	0	0	0	506	250	(256)	0	(256)

<u>DIRECTORATE & SCHEME</u>	2019-2020 Programme	2018-19 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2019-20	Projected Outturn	Slippage	(Underspend) / Overspend	Total Variance
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
49 Travellers Site Expansion	0	450	0	0	0	450	0	(450)	0	(450)
50 Domestic Abuse Multi Agency Hub	0	1,041	0	0	0	1,041	1,041	0	0	0
Total Housing	5,223	2,264	0	0	6	7,493	6,787	(706)	0	(706)
Flying Start										
51 Flying Start	0	0	0	0	18	18	18 #	0	0	0
52 Childcare	0	0	0	0	400	400	400 #	0	0	0
Total Flying Start	0	0	0	0	418	418	418 #	0	0	0
Total Communities & Housing	7,506	3,795	(359)	0	481	11,423	9,548	(1,875)	0	(1,875)
SOCIAL SERVICES										
Adult Services										
53 Tremorfa Day Services (ICF)	0	30	0	0	0	30	30	0	0	0
54 Day Centre Opportunities	0	250	0	0	0	250	250	0	0	0
Total Adult Services	0	280	0	0	0	280	280	0	0	0
Children's Services										
55 Accomodation Strategy	131	125	0	0	0	256	30	(226)	0	(226)
Children's Services	131	125	0	0	0	256	30	(226)	0	(226)
Total Social Care	131	405	0	0	0	536	310	(226)	0	(226)
TOTAL PEOPLE & COMMUNITIES	7,637	4,200	(359)	0	481	11,959	9,858	(2,101)	0	(2,101)
PLANNING, TRANSPORT & ENVIRONMENT										
Energy Projects & Sustainability										
56 Energy Retrofit of Buildings (REFIT - Invest to Save)	0	1,448	0	0	(1,298)	150	150	0	0	0
57 Salix SEELS	500	0	0	0	(500)	0	0	0	0	0
58 Lamby Way Solar Farm	5,227	96	0	0	0	5,323	5,000	(323)	0	(323)
Total Energy Projects & Sustainability	5,727	1,544	0	0	(1,798)	5,473	5,150	(323)	0	(323)
Bereavement & Registration Services										
59 New Cemetery Site (Invest To Save)	750	0	0	0	0	750	330	(420)	0	(420)
60 Improvements of Facilities	445	0	0	0	205	650	650	0	0	0
61 Property Asset Renewal	75	0	0	0	0	75	75	0	0	0
Total Bereavement & Registration Services	1,270	0	0	0	205	1,475	1,055	(420)	0	(420)
Recycling Waste Management Services										
62 New HWRC North Cardiff	0	200	0	0	0	200	0	(200)	0	(200)
63 Recycling Collection Containers	800	15	0	0	0	815	0	(815)	0	(815)
64 MRF	45	0	0	0	0	45	45	0	0	0
65 MRF Fire Suppressant	0	500	0	0	0	500	0	(500)	0	(500)

<u>DIRECTORATE & SCHEME</u>		2019-2020 Programme	2018-19 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2019-20	Projected Outturn	Slippage	(Underspend) / Overspend	Total Variance
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
66	Other Waste Management & Infrastructure	300	75	0	0	0	375	375	0	0	0
	Total Recycling Waste Management Services	1,145	790	0	0	0	1,935	420	(1,515)	0	(1,515)
	Highway Infrastructure										
67	Highway Carriageway - Reconstruction	400	0	0	0	0	400	400	0	0	0
68	Highway Resurfacing	3,973	2,690	0	0	0	6,663	4,963	(1,700)	0	(1,700)
69	Footpaths	1,035	368	0	0	0	1,403	1,403	0	0	0
70	Footway Improvements around Highway Trees	125	0	0	0	0	125	125	0	0	0
71	Millennium Walkway	250	0	0	0	0	250	100 #	(150)	0	(150)
72	Bridges & Structural Work	1,350	0	0	0	0	1,350	850	(500)	0	(500)
73	Street Lighting Column Replacement	470	523	0	0	0	993	463	(530)	0	(530)
74	LED Lighting Residential (Invest to Save)	2,000	0	0	0	0	2,000	1,000	(1,000)	0	(1,000)
75	Bute Crane Refurbishment	0	25	0	0	0	25	25	0	0	0
76	Coastal Erosion / Flood Risk	845	115	0	0	(112)	848	600	(248)	0	(248)
	Total Highway Maintenance	10,448	3,721	0	0	(112)	14,057	9,929	(4,128)	0	(4,128)
	Traffic & Transportation										
77	Road Safety Scheme	335	0	0	0	0	335	335	0	0	0
78	Road Safety 20mph Zones	190	0	0	0	0	190	190	0	0	0
79	Asset Renewal Telematics / Butetown Tunnel	135	0	0	0	0	135	135	0	0	0
80	Cycling Development	2,500	0	0	0	0	2,500	500	(2,000)	0	(2,000)
81	Llanrumney PT / Cycle Link	50	0	0	0	0	50	0	0	(50)	(50)
82	WG Grant Matchfunding	375	241	0	0	0	616	616	0	0	0
83	City Centre & Key links Transport Improvement	300	959	0	0	425	1,684	425	(1,259)	0	(1,259)
84	WG (Local Transport Fund)	10,852	0	0	0	(5,294)	5,558	5,558	0	0	0
85	WG (Local Transport Network Fund)	0	0	0	0	150	150	150	0	0	0
86	WG (Road Safety Casualty Reduction)	522	0	0	0	0	522	522	0	0	0
87	WG (Safe Routes in Communities)	267	0	0	0	0	267	267	0	0	0
88	WG (Active Travel Fund)	3,549	0	0	0	409	3,958	3,958	0	0	0
89	DfT On Street Residential Charge points	0	136	0	0	0	136	136	0	0	0
90	Electric Vehicle Charging Points	310	0	0	0	0	310	100	(210)	0	(210)
91	Moving Offences Enforcement / P&D Equipment	745	0	0	0	(160)	585	585	0	0	0
92	Bus Corridor Improvements	335	0	0	0	0	335	0	(335)	0	(335)
93	CCTV System Upgrade	0	34	0	0	0	34	34	0	0	0
94	S106 Funded Schemes	802	619	(619)	0	0	802	442	(360)	0	(360)
	Total Traffic & Transportation	21,267	1,989	(619)	0	(4,470)	18,167	13,953	(4,164)	(50)	(4,214)
	Strategic Planning & Regulatory										
95	S106 Projects	156	23	(23)	0	0	156	101	(55)	0	(55)
	Total Strategic Planning & Regulatory	156	23	(23)	0	0	156	101	(55)	0	(55)
	TOTAL PLANNING, TRANSPORT & ENVIRONMENT	40,013	8,067	(642)	0	(6,175)	41,263	30,608	(10,605)	(50)	(10,655)
	RESOURCES										
	Technology										

<u>DIRECTORATE & SCHEME</u>	2019-2020 Programme	2018-19 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2019-20	Projected Outturn	Slippage	(Underspend) / Overspend	Total Variance
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
96 Modernising ICT to improve Business Processes	800	333	0	0	0	1,133	1,133	0	0	0
97 ICT Refresh	400	(2)	0	0	0	398	398	0	0	0
Total Technology	1,200	331	0	0	0	1,531	1,531	0	0	0
Corporate										
98 Contingency	200	0	0	0	0	200	200	0	0	0
99 Invest to Save - Bid Allocation for small schemes	500	0	0	0	(500)	0	0	0	0	0
100 City Deal - Cardiff Share	1,198	1,276	0	0	0	2,474	0	(2,474)	0	(2,474)
101 Loan to Cardiff City Transport Services Ltd	(2,000)	2,000	0	0	0	0	0	0	0	0
Total Corporate	(102)	3,276	0	0	(500)	2,674	200	(2,474)	0	(2,474)
TOTAL RESOURCES	1,098	3,607	0	0	(500)	4,205	1,731	(2,474)	0	(2,474)
TOTAL GENERAL FUND	83,414	26,021	(2,102)	0	(3,315)	104,718	64,982	(42,858)	3,122	(39,736)
PUBLIC HOUSING (HRA)										
102 Housing Development	0	0	0	0	0	0	0	0	0	0
103 Estate Regeneration and Stock Remodelling	3,250	0	0	0	0	3,250	3,250	0	0	0
104 External and Internal improvements to buildings	13,550	4,026	(4,026)	(356)	0	13,194	10,354	(2,840)	0	(2,840)
105 Disabled Facilities Service	2,900	0	0	356	0	3,256	3,256	0	0	0
106 Housing New Builds & Acquisitions	27,685	5,943	(5,943)	0	0	27,685	32,935	5,250	0	5,250
107 Hubs	0	0	0	0	0	0	0	0	0	0
TOTAL PUBLIC HOUSING	47,385	9,969	(9,969)	0	0	47,385	49,795	2,410	0	2,410
TOTAL	130,799	35,990	(12,071)	0	(3,315)	152,103	114,777	(40,448)	3,122	(37,326)

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By virtue of paragraph(s) 14, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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CABINET MEETING: 21 NOVEMBER 2019

2019-20 QUARTER 2 PERFORMANCE REPORT

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

AGENDA ITEM: 6

Reason for this Report

1. To present Cardiff Council's Quarter 2 Performance against the 2019-22 Corporate Plan.

Background

2. In February 2019, Council approved the Corporate Plan 2019-22. The Corporate Plan sets out how the Council will deliver the Administration's priorities as set out in Capital Ambition, and includes the Steps and Key Performance Indicators considered necessary to deliver and monitor progress. The Corporate Plan also sets out the Council's Wellbeing objectives for 2019-20 in accordance with the Wellbeing of Future Generations Act (2015).
3. A Strategic Assessment (Delivering Capital Ambition Summary Report- Appendix A) provides a summary of the progress made and the main performance issues relating to each Well-Being Objective. An overview of the RAG position for each Step and KPI is provided (RAG Summary by Well-being Objective- Appendix B) and specific updates are also provided against each Corporate Plan Step (Update Against Steps & KPIs- Appendix C).

Summary of Quarter 2 Performance 2019/20

4. As noted above, the Quarterly Performance Report provides a performance update for each of the Council's seven Well-Being Objectives, including progress made, challenges and risks, and next steps. Appendix B of the report includes a RAG (Red, Amber and Green) Rating against the delivery of the Steps as well as the position at Quarter 2 and RAG Rating for each of the KPIs included in the Corporate Plan.
5. There are 108 key performance indicators within the Corporate Plan of which at Quarter 2, 54 included outturn results which could be reviewed. Of these:
 - 61.1% were Green

- 18.5% were Amber
 - 20.4% Red
6. The Corporate Plan also includes 89 separate steps of which, at Quarter 2:
- 64% were assessed as Green
 - 31.5% were assessed as Amber
 - 4.5% were assessed as Red

Overview of Corporate Performance

7. The Council is continuing its journey of performance improvements, with strong performance against a number of key statutory indicators and good progress made in delivering the administration's priorities.
8. Good progress is made in supporting children and young people. The performance of Cardiff schools highlight a pattern of continuing improvement across the key stages and school attendance remains consistent with the previous year. The profile of school inspections and outcomes of National Categorisation also show an improving picture of performance in the city. The new approach to supporting vulnerable children and families- The Cardiff Family Advice and Support- is also being progressed, with the emphasis on early intervention designed to deliver improved outcomes for people and reduce the demand for more costly interventions. Following the 'soft' launch of the Family Gateway in April the feedback from families and social workers has been positive.
9. Performance information indicates that participation in and satisfaction with the Get Me Home and Community Resource Team are high and that this is enabling more people to continue to live independently. Work to deliver the Older Persons Housing Strategy is also progressing well with a number of care ready accommodation being made available. Ongoing work to position Cardiff as a Dementia Friendly city continues with over 200 Dementia Friendly events hosted during the quarter.
10. Momentum continues with the work to support people out of poverty. The Council has created 121 paid apprenticeship and trainee opportunities-and is on track to meet its annual target of 125 at mid-year - with further work undertaken to ensure qualifications can be accessed through recognised training providers whilst on placement. The Council's Employment Support Services continue to outperform against targets, with 596 clients supported into employment following advice and support through the Gateway and £8.6m additional weekly benefits identified for citizens by the City Centre Advice Team. Effective engagement work continues to be taken forward with employers with 129 assisted by the Council's employment support service. There have also been 91 multi-agency interventions between quarter 1 and 2 that supported rough sleepers into accommodation and 87.3% of people experienced successful outcomes through the Homelessness Reconnection service.

11. Cardiff has maintained its role as the economic powerhouse of Wales, creating 20,000 net new jobs over the last year. This served to underscore the importance of the capital city in the Welsh economy, which has created five out of every six net new job in Wales over the past 5 years. Key anchor projects are progressing well, with every Corporate Plan Step on course for delivery by the end of the year. The UK Government have also announced funding support of £58.3m towards the upgrade of Central Station, completing the required funding package. In terms of Key Performance Indicators, 642 new jobs have been created with the support of the Council, meaning that the position at the end of quarter 2 has already exceeded the end of year target by over 28%. Cardiff continues to attract new businesses and serve as a centre for inward investment with a new internet bank choosing to locate in Cardiff. Parts of Capital Tower have also been refurbished to provide high quality office space for the growing interest from creative and technology businesses.
12. The delivery of 1,000 new Council homes by May 2022 is on target and both the St Mellons scheme and the Maelfa Independent Living Scheme are at the pre-application consultation stage of planning and are expected to be considered at planning committee before the end of the year. The purchase of the lowerth Jones site in Llanishen has been completed and architects have been appointed to develop options for this site. The Council has no concerns in relation to meeting the overall target of 1,000 homes by 2021.
13. Work to modernise and integrate public services is also being taken forward at pace. Over half a million customer contacts are made with the Council using digital channels, which is above the target set for quarter 2. It is anticipated that this trend will continue with the Cardiff App registering approximately 17,800 downloads. Services available on line continue to be developed and released, such as the ability to report street cleansing issues including dog fouling, litter build up and the need to empty or repair bins was released during quarter 2

Areas of Challenge

14. The areas of challenge identified as part of the quarterly performance monitoring process are broadly consistent with those identified in the Council's Annual Wellbeing Report 2018/19, considered by Council in July 2019, and the Quarter 1 Performance Report considered by Cabinet in September 2019.
15. Despite the implementation of a number of measures to improve the health and well-being of the workforce, the number of days lost as a result of sickness absence remains above target. Long term sickness continues to account for 72% of all sickness absence, having risen significantly over the past 5 years, while the number of short term sickness absences has reduced by c.10% over the past 5 years. Musculoskeletal problems remains a major cause of long term absences, and new support has been put in place in quarter 2. Additional support is also being put in place to support staff absent as a result of stress and mental health issues, responding to the significant increase in long-term absence due to non-work related stress.

16. Social worker vacancies in Children's Services continues to be above the corporate target, with the vacancy rate for Quarter 2 at 34.6% having fallen from 31.6% at Q1. A series of interventions have been identified to address the position as part of a comprehensive recruitment and retention strategy. Key initiatives are now being implemented, such as the appointment in the quarter to a new post responsible for recruitment and retention. Other major controls include have been introduced relating to agency workers whilst the process for recruitment has been accelerated.
17. In year monitoring of performance measures have alerted the Council to the risk of non-attainment of statutory recycling targets, despite good progress made against a range of identified interventions to promote recycling. A programme of work to address this is being developed in partnership with the Welsh Government, WRAP and Local Partnerships.
18. Significant pressures in relation to delayed transfers of care for social care reasons (as opposed to health reasons) are continuing to present a challenge. The expected increased demand and pressures on hospitals during the winter have failed to ease and have continued into the spring and summer months. This has led to the University Hospital Wales being assigned a Level Four status – described as “extreme pressure”, the highest state of pressure for a hospital. The Council is working with the Health Board to understand in greater detail the cause of this increase and what further mitigations need to be put in place but the trend remains much improved.
19. Cardiff continues to face significant issues and pressures related to homelessness and rough sleeping. Overall, services are continuing to respond well to increased demand though, as reported in quarter 1, there continue to be challenges in relation to moving people on positively from second stage accommodation. Accessing the private rented sector is proving particularly challenging with Local Housing Allowance rates being well below the rents for available for properties in the private rental market. The Housing Options team are continuing to work with accommodation providers to assist them to help tenants to move on positively from second stage accommodation and additional staffing resources will allow a more proactive approach in future.

Reason for Recommendations

20. To provide Cabinet with an update on the delivery of Capital Ambition as set out in the Corporate Plan, ensure transparency, promote a performance management culture and help identify, where appropriate, improvement actions.

Financial Implications

21. This report considers the current position regarding performance and action being taken to ensure the effectively delivery of Capital Ambition. The 2019/20 budget allocated resources sufficient to deliver Capital Ambition and in the event where there have been changes in assumptions that require further financial resources then these need to be identified before progressing with the intervention.

Legal Implications

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

HR Implications

23. 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 1, and the action being taken to ensure the effective delivery of Capital Ambition.

SENIOR RESPONSIBLE OFFICER	Sarah McGill Corporate Director People & Communities
	15 November 2019

The following appendices are attached

Appendix A - Delivering Capital Ambition Summary Report

Appendix B - RAG Summary by Well-being Objective

Appendix C - Update Against Steps & KPIs

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Delivering Capital Ambition

Quarter 2 Performance Report
2019-20

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Purpose of this Report

This Quarter 2 Performance Report for 2019/20 presents Quarter 2 performance against the 2019-22 Corporate Plan. The report is organised by Well-being Objective and under each of these, the performance narrative summarises how the Council has progressed in the second quarter of the financial year.

Attached to this report is an appendix which provides a quick glance version of performance against the Corporate Plan Steps and Key Performance Measures 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.

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.

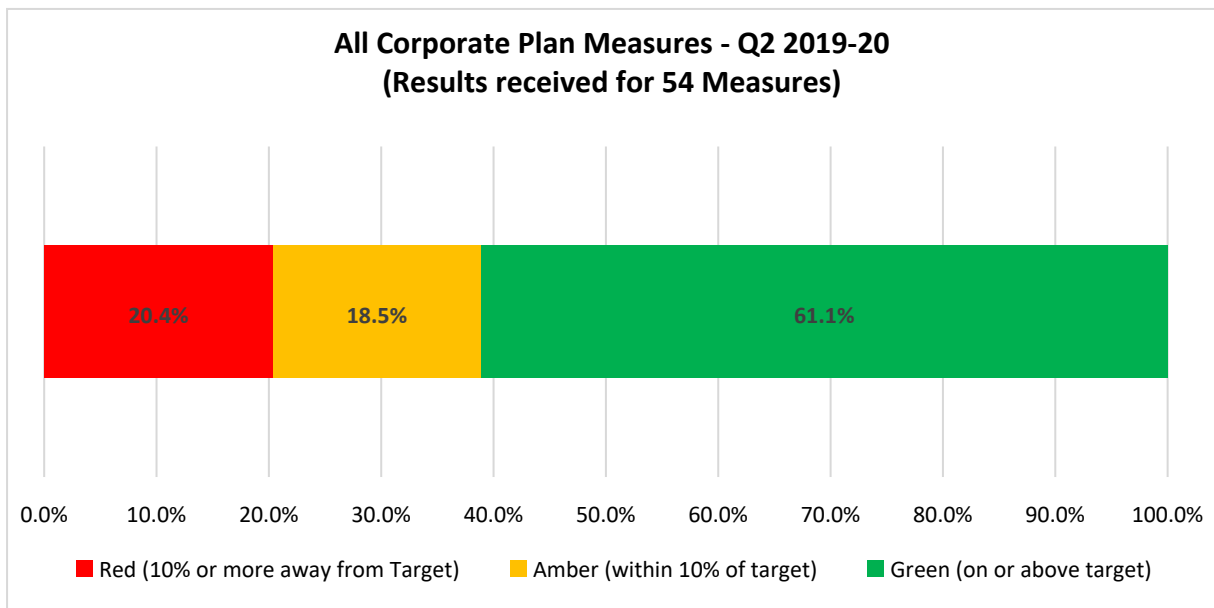
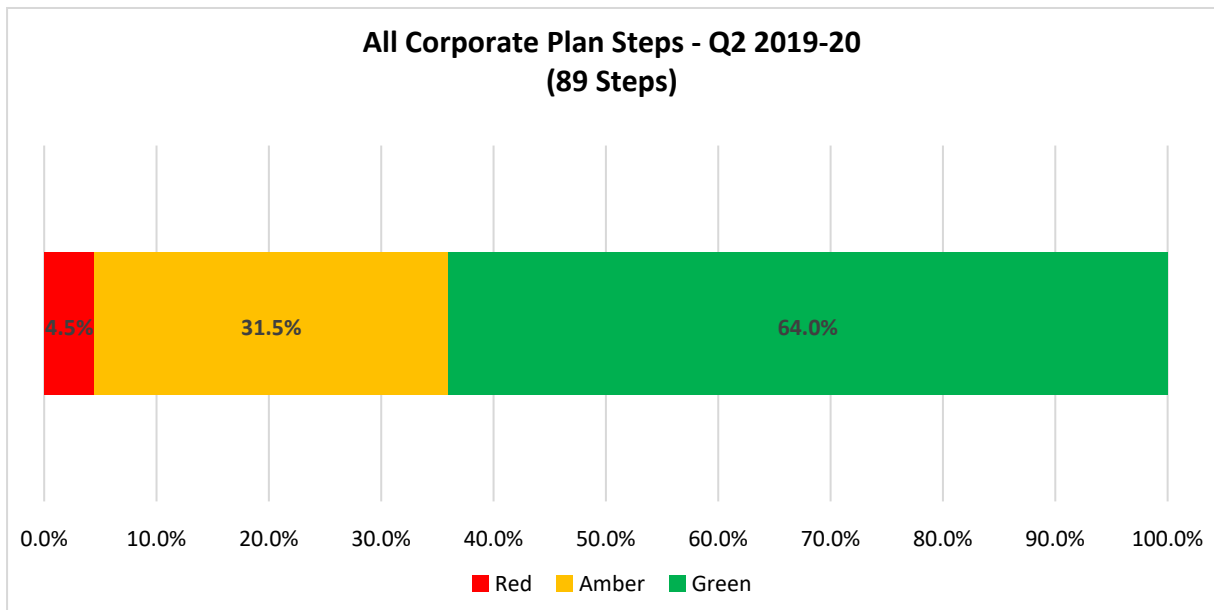
Corporate Plan Performance Measures Assessment Criteria

Directorates provide Performance Measure results against target. The Performance Measure RAG rating is then calculated using a set formula as follows:

Key:

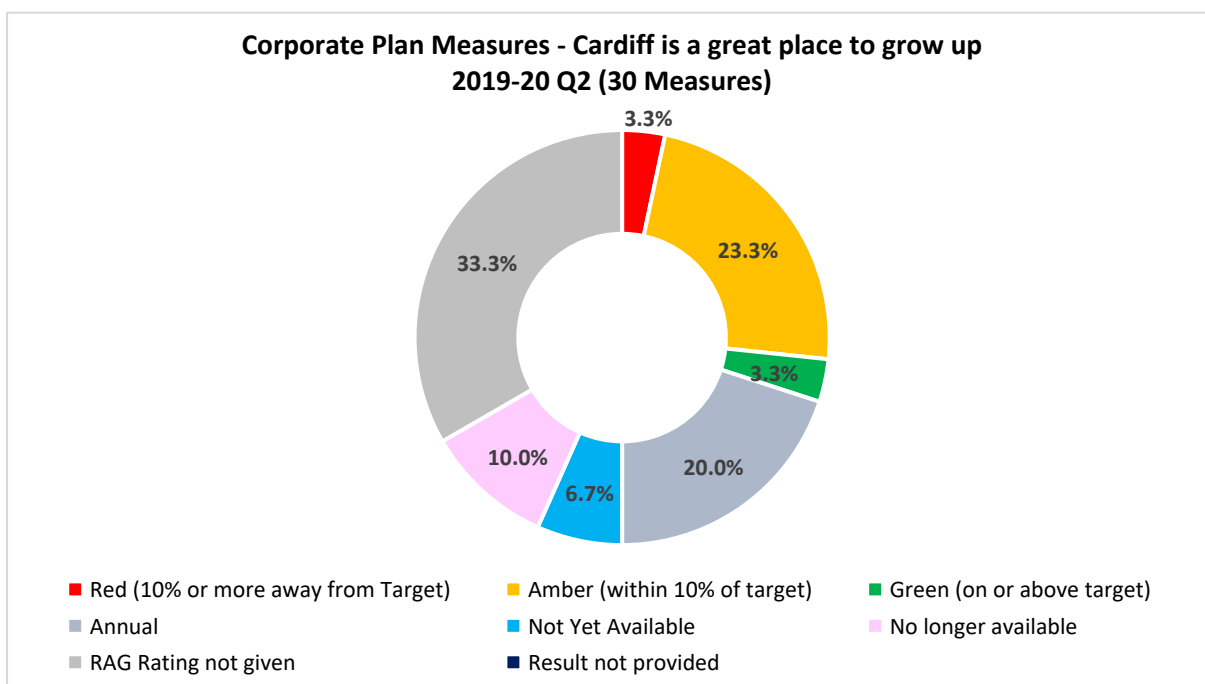
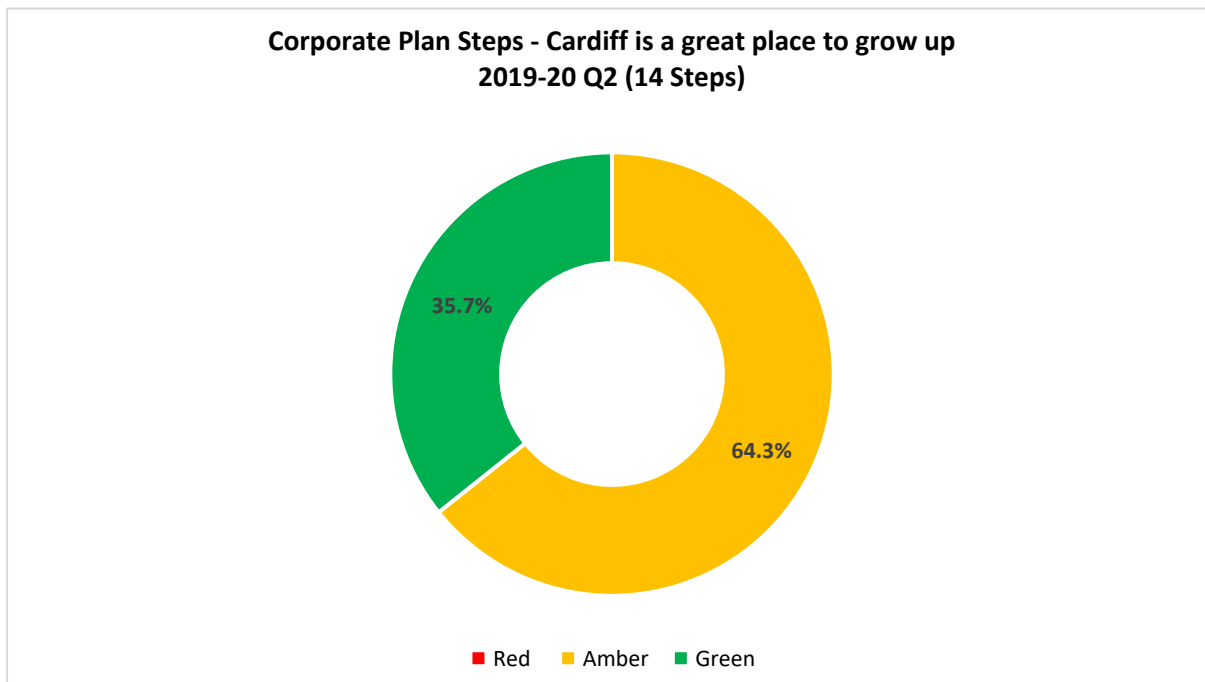
	Red – measure result is 10% or more away from target
	Amber – measure result is within 10% of target
	Green – measure result is on or above target

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**



Becoming a Child Friendly City

Good progress is being made in working towards Cardiff's ambition to be Wales' first 'Child Friendly City', where the rights of children and young people are respected by all. The involvement of children and young people in their own education continues to improve, with increasing numbers of schools involved in the Rights Respecting Schools Programme. Since September 2018, 44 schools have registered for the award, 33 schools have achieved Bronze and 9 schools have achieved Silver. Children and young people have also been actively involved in the development of the Cardiff 2030 Vision for Education and will continue to work with us to support delivery priorities.

Every School in Cardiff is a Great School

School performance results in 2017/18 highlight a pattern of continuing improvement across the key stages and school attendance remains consistent with the previous year. The profile of school inspections and outcomes of National Categorisation also show an improving picture of performance in the city. The [Welsh Government Categorisation of Schools in Wales](#) will be published in Quarter 3.

The provisional results for the 2018/19 academic year show that Cardiff is continuing to perform above the Central South Consortium average in all headline measures at the end of Key Stage 4 (Year 11) and Key Stage 5 (Year 13). For Key Stage 4, interim performance measures have been developed whilst the accountability and assessment arrangements in Wales are being reviewed. These interim measures are points-based rather than focused on the percentage of pupils attaining a particular threshold/grade:

- The Capped 9 measures (3+6)
- Literacy measure (best of language/literature)
- Numeracy measure (best of mathematics/numeracy)
- Science measure (best of science)
- Welsh Baccalaureate Skills Challenge Certificate measure

Key Stage 4 performance is consequently not directly comparable to previous years. Results for Foundation Phase (Year 2), Key Stage 2 (Year 6), and Key Stage 3 (Year 9) below the national level can no longer be published following Welsh Government consultation in 2018. Between September and July 2019, 21 schools were inspected by Estyn – 16 primary schools, four secondary schools and one nursery school. Of the schools:

- Four schools submitted excellent practice case studies.
- Three schools (two secondary and one primary) were placed in the follow-up category Estyn Review.
- One primary school was placed in the follow-up category of Significant Improvement.
- One primary school was placed in the follow-up category of Special Measures.

Of the schools inspected in the previous academic year (2017/18), two primary schools have been removed from Estyn Review. Three schools, two primary and one secondary, remain in this category.

It should be noted however that aligned with the development of the Curriculum for Wales 2022, there have been significant changes in the assessment and reporting arrangements for schools and pupil performance in Wales this year. This has affected the reporting of performance information published by Local Authorities across Wales.

Supporting Vulnerable Children and Families

The Children's Services Strategy 2019-22 "Delivering Excellent Outcomes" was approved by Cabinet in July following engagement with children and young people from the Bright Start Forum, 11 Plus Team and the Adolescent Resource Centre.

As part of this overall strategy, the Council has committed to delivering a new integrated early help and prevention service for families, children and young people by March 2020, with the aim of reducing the impact of adverse childhood experiences on their wellbeing. Clear progress is being made through the Cardiff Family Advice and Support (CFAS) service. This brings together a range of new and existing support services for children, young people and their families all accessible through a single point of entry; the Family Gateway. Following the 'soft' launch of the Family Gateway in April, 3,435 enquiries have been received (1,754 in Quarter 2, a slight increase on the Quarter 1 figure). Feedback from families and social workers has been positive and the Institute of Public Care has been commissioned to help further improve the service by identifying good practice models from across the UK.

Work is also being progressed to increase the range of available placements so that children who are placed in care are able to retain access to their wider support network such as their family, friends and school where it is appropriate to do so. It is recognised, however, that the placement of children and young people in the most appropriate setting continues to pose challenges due to a lack of appropriate residential and foster care provision locally. The process for ensuring appropriate placements is being reviewed to more quickly identify an appropriate placement that meet the needs of the child and minimises the risk of the placement breaking down.

The number of Children Looked After who were placed outside of Cardiff was 284 at the end of Quarter 2 (42.2% of regulated placements). Of those, just over half were placed either in neighbouring authorities (135 children) or with a relative (15 children). The opportunity to map need against resources and influence the local market to provide provision that meets the needs of Children Looked After will be developed through the Children's Commissioning Strategy that will be presented to Cabinet in Quarter 3.

Key Challenges: Every School in Cardiff is a Great School

School Performance

The 2018/19 provisional school performance data highlights the importance of continued action in relation to:

- Improving outcomes for key groups of learners including learners educated other than at school (EOTAS) and Children Looked After.
- Continuing to address the impact of economic deprivation on education attainment particularly the eFSM/FSM gap at Key Stage 4.
- Ensuring high-quality provision is in place to improve the wellbeing of all learners.

An overall evaluation of performance for 2018/19 will be published in Quarter 4, following the release of final results.

Supporting routes into employment, particularly for more vulnerable groups

The percentage of young people not in education, employment or training at the end of the year 2017/18 was 1.7%, which reflects sustained improvement in progression. However, there continues to be opportunities to better connect young people with career opportunities and pathways beyond school, particularly those from vulnerable groups who may be facing challenges to secure positive destinations. Similarly, care leavers not in employment, education or training remains a concern.

Provisional figures for the proportion of Year 11 leavers progressing to education, employment or training for 2018/19 will be available in Quarter 3.

Improving learning environments and ensuring the sufficiency of school places

Prior to the completion of the Band B school investment programme, there are challenges in relation to meeting sufficiency requirements, particularly for secondary and additional learning needs (ALN) places, and short to medium term risks relating to poor building assets that need to be addressed.

Key Challenges: Supporting Vulnerable Children and Families

The number of Children Looked After continues to be on the increase due to a number of factors. These include continued population growth, more children and young people entering than are leaving care, and larger family groups coming into care.

The number of referrals to the Multi-Agency Safeguarding Hub (MASH) following the 'soft' launch of the new Family Gateway has not yet decreased as expected. This will be closely monitored following the full launch of the service. An ongoing review of the approach will work towards establishing a long term, multi-agency approach to safeguarding in Cardiff.

An overspend of approximately 8% is predicted in the 2019/20 budget for Children's Services. The overspend is due to higher than anticipated numbers of children in residential placements, which is 79 at the end of Quarter 2.

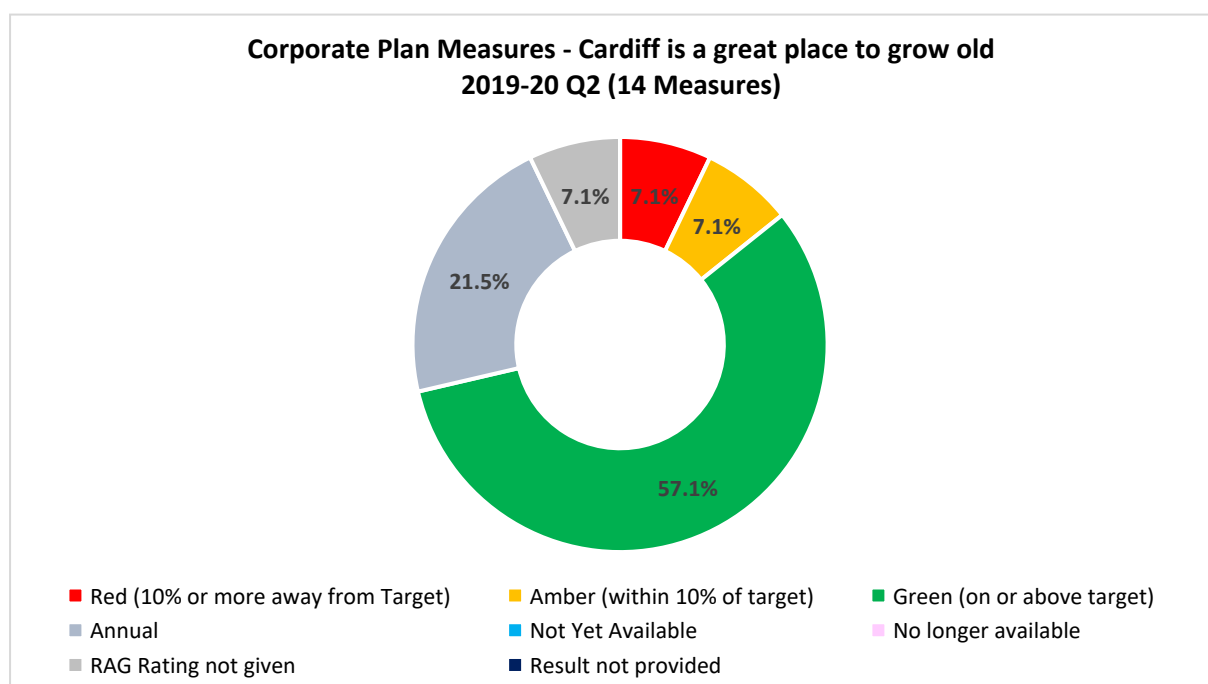
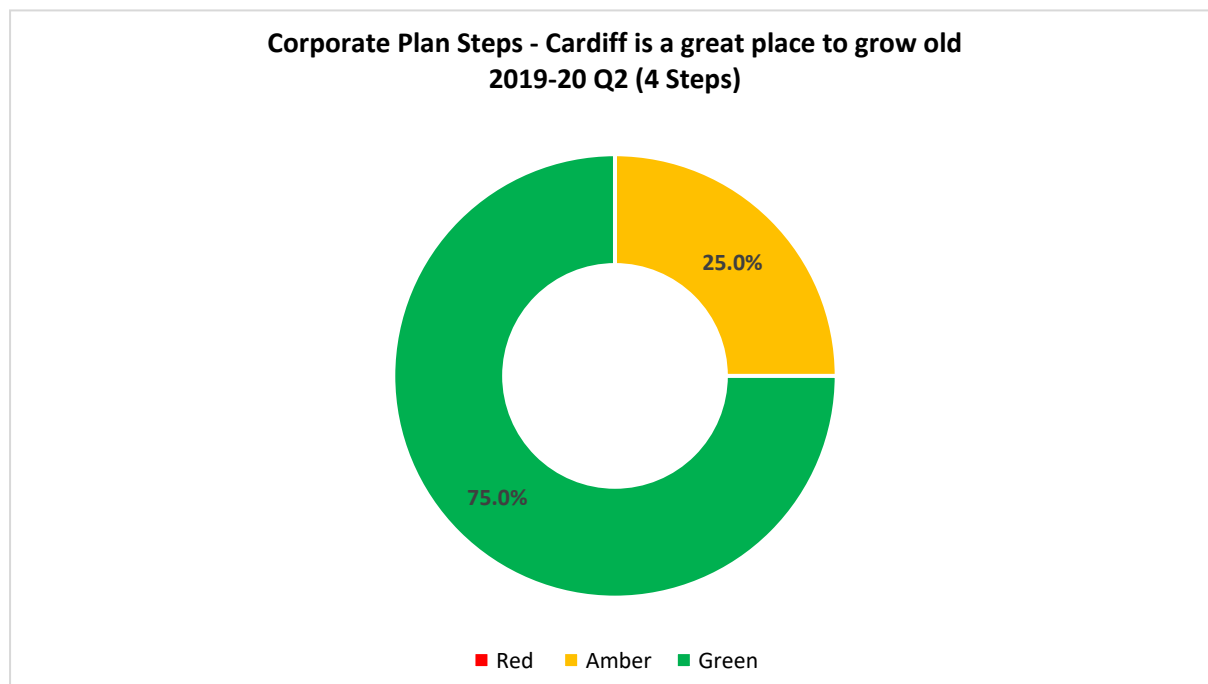
The recruitment campaign and revised foster carer fees to attract more foster carers has led to an increase in applications. These will take time to progress through the assessment process; as at the end of Quarter 2 there are 28 open assessments.

Forward Planning

- School Organisation Planning (Cathays) is to be considered by Cabinet in Quarter 3.
- The full launch of the CFAS service will take place in November 2019. It is anticipated that the number of enquiries will increase rapidly.
- In light of the new CFAS service, there is an ongoing review of the MASH. A workshop to set a five-year vision for multi-agency safeguarding in Cardiff will be held in Quarter 3.
- The Children's Commissioning Strategy is to be considered by Cabinet in Quarter 3.

Well-being Objective 1.2: Cardiff is a great place to grow older – Summary

- **Joining up Social Care, Health and Housing Services**
- **Creating Age-Friendly Communities**
- **Dementia Friendly City**



Joining up Social Care, Health and Housing Services

Enabling older people to live independently at home for longer improves their sense of wellbeing as well as reducing the pressures on the public purse.

The Council is working in partnership with the Cardiff & Vale of Glamorgan University Health Board (CVUHB) to prevent hospital admissions in the first place to ensure that when people are admitted to hospital, they can be discharged safely and are supported to live independently in the community.

The “Get Me Home” service provides a first point of contact for patients in the hospital, with support provided by the Council to enable them to leave hospital sooner and to live independently at home. During Quarter 2, the service supported 344 people out of hospital.

The re-commissioning of domiciliary care services is progressing. The aim is to provide home care services that support people to live at home. In preparation for this, a number of pilots are ongoing. The Community Resource Team (CRT) are piloting a new way of supporting people before, during and after their discharge from hospital. The focus of the pilot is to free staff’s time to work flexibly with people to enable them to do what matters to them. In addition the “Get Me Home Plus” and “Discharge to Assess” projects allow a person’s level of independence and care needs to be assessed within their own homes. The Accelerated Cluster Model Pilot has commenced in the South West Area. To avoid unnecessary re-admissions and to provide greater support in the local community, the integrated community hub is informed when a patient is discharged from hospital and weekly multi-agency meetings are then held to ensure that the patient is fully supported with regards to both their physical health and overall wellbeing.

Performance information indicates that participation in and satisfaction with “Get Me Home” and CRT are high and that this is enabling more people to continue to live independently. For example, during the first two quarters of 2019/20 the number of people receiving domiciliary care (visiting support from a carer in the person’s home) increased by 42, whilst the number of people in residential care increased by one and the number of people in nursing care by five.

Significant pressures in relation to delayed transfers of care for social care reasons (as opposed to health reasons) are continuing to present a challenge. Between July and September 2019, there were 42 delayed transfers of care for people aged 75+, compared to 26 in the same period last year. The expected increased demand and pressures on hospitals during the winter have failed to ease and have continued into the spring and summer months. This has led to the University Hospital Wales being assigned a Level Four status – described as “extreme pressure”, the highest state of pressure for a hospital. The Council is working with the CVUHB to understand in greater detail the cause of this increase and what further mitigations need to be put in place.

Creating Age-Friendly Communities

Cardiff's older population is projected to increase considerably over the next 20 years, with the number of people aged over 85 expected to double by 2038.

Older people are more likely to require specialist accommodation or additional assistance to remain living in their own homes.

Work to deliver the Older Persons Housing Strategy is progressing well. Public consultation is underway for the Maelfa scheme that will deliver 41 flats 'care-ready' for older people along with communal rooms and flexible space. A range of schemes for building new older person 'care-ready' homes are also being planned; these will deliver 729 new homes by 2030, of which 629 will be available to rent.

Following its refurbishment, Fairwater Day Centre was re-opened in July and since then, the numbers of people using the centre has increased and more people are being referred to the service. The works at Fairwater included refurbishment of the main hall to provide a dining room and lounge area; provision of a new TV room, memory corner, accessible wet room and disabled toilets; courtyard improvements; and external improvements and signage. The new layout and the improved facilities are having a positive impact on the delivery of services and generating a calm and relaxed atmosphere for both people and staff. With the completion of work at Fairwater, the programme of refurbishment of the three day centres is now complete.

The delivery of Disabled Facilities Grants (DFGs) has unfortunately been affected by issues with the contractor and during Quarter 2, it took an average of 190 calendar days to deliver a DFG against a target of 180. Whilst above target, this represents an improvement on the 196 day average in Quarter 1 and is still below the Welsh 2018/19 average of 207. A new contractor has been appointed and it is hoped that in time, this will improve the position.

Loneliness and social isolation have a significant impact on the health and wellbeing of people. Trained staff are able to connect people to what matters to them in their own communities using their knowledge of local groups and third sector organisations and tools such as Dewis Cymru. During Quarter 2, 87% of people surveyed (43 people out of 51) felt re-connected into their community through interventions by the Day Opportunities Team.

Dementia Friendly City

As a Dementia Friendly City the Council continues to support those affected by the disease to take part in mainstream society with specific interventions in place. Almost 230 Dementia Friendly events took place across the city during Quarter 2 and City Hall was illuminated on World Alzheimer's Day (21st September) to increase public awareness. The Museum of Cardiff was shortlisted for the Best Small Museum Award at the Museums Association's Museums Change Lives Awards 2019 for its dementia friendly programme which was described as "extraordinarily impressive" by the judges.

A Dementia Friends e-learning module was launched for Council staff during Quarter 1. Since the launch, just over 12% of staff (759 officers) have completed the module and have become accredited 'Dementia Friends'.

A key element of being a Dementia Friendly City is encouraging local businesses to pledge to become more dementia friendly. We have recently revised the pledges, making them simpler and less daunting for businesses to make. These have been sent to local businesses via business forums, FOR Cardiff and St David's Centre. This information has also been sent to our Community Inclusion Officers who can target those local businesses that really matter to people and support them to live well in their local community such as hairdressers, coffee shops and butchers. During Quarter 2, eight new businesses signed pledges, bringing the total to 15.

Consultation in relation to the proposed dementia-focused website was completed with 266 people living with dementia providing feedback. The content of the website is being developed, focusing on the creation of a forum to ensure relevant content is available, including Social Services, Telecare, Independent Living Services, Hubs and Meals on Wheels.

Key Challenges

Delayed transfers of care for social care reasons continue to be an ongoing challenge, given that the pressures and demands usually associated with winter have failed to ease and the University Hospital Wales remaining at the highest level of pressure. This is a crucial indicator; being unable to leave hospital even though medically fit has a significant negative impact on both patients' wellbeing and health and social care budgets.

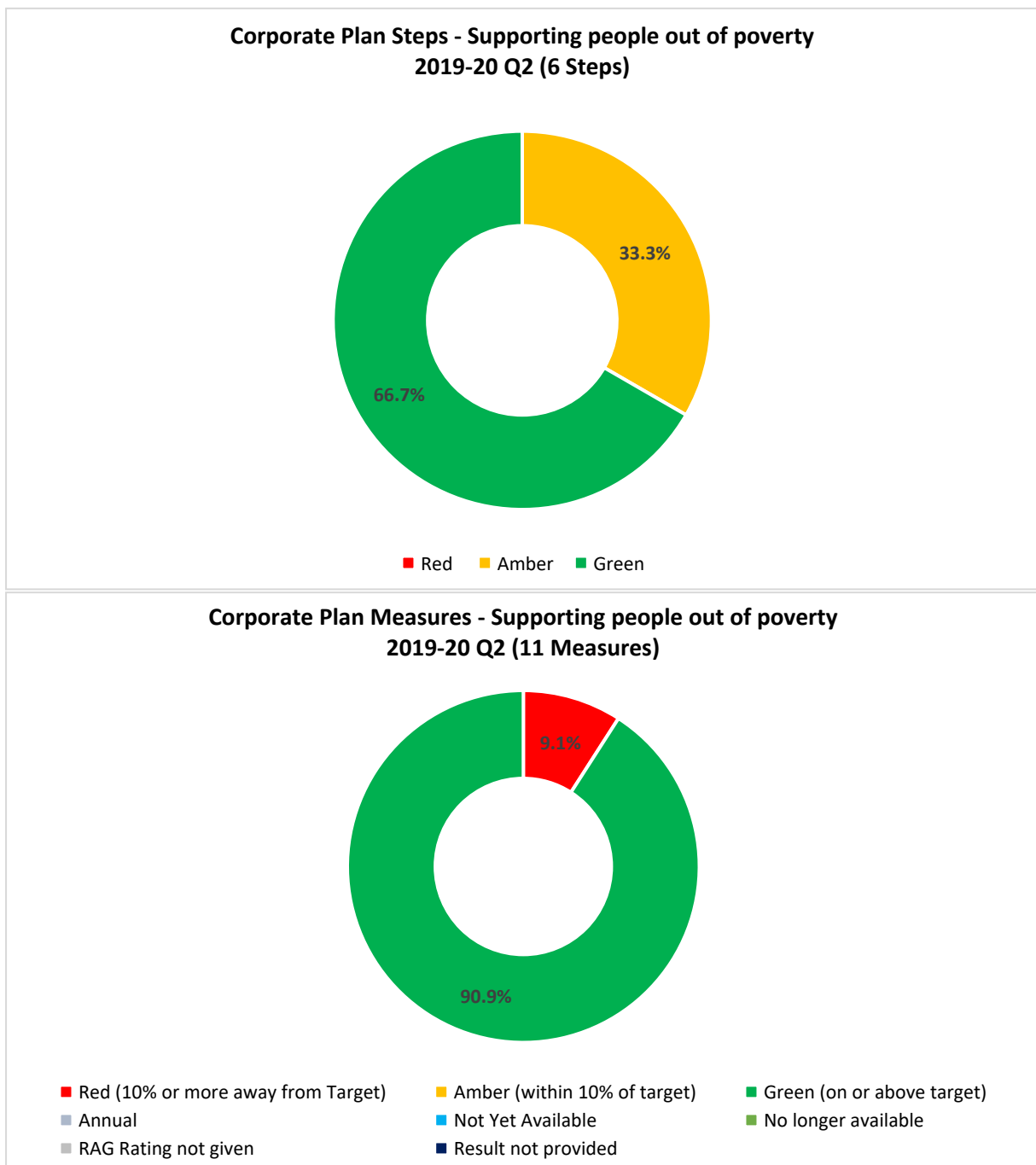
There are risks in the timing of the re-commissioning of domiciliary care services, as the timescales currently align with the legal requirement for the domiciliary care workforce to be registered in line with the Regulation and Inspection of Social Care (Wales) Act 2016 (RISCA). Social Care Wales have informed the sector that registration needs to be applied for by the end of January 2020 in order for applications to be processed in time for the deadline of April 2020.

Forward Planning

- We will continue to work closely with partners from the CVUHB to try to alleviate pressures in this period of sustained demand and reduce delayed transfers of care for social care reasons.
- The new domiciliary care services will be in place by November 2020. The timing of the re-commissioning needs to be carefully managed to avoid placing unnecessary pressure on services at the same time as implementing the requirements of RISCA.
- The Older People Care Home Fee Setting Strategy is to be considered by Cabinet in Quarter 3.
- The Disabled Facilities Adaptions Review is to be considered by Cabinet in Quarter 3.

Well-being Objective 1.3: Supporting people out of poverty – Summary

- **A Living Wage City and Supporting the Foundational Economy**
- **Helping People into Work**
- **Tackling Homelessness and Rough Sleeping**



A Living Wage City and Supporting the Foundational Economy

The Council continues to advocate the Living Wage and has worked with partners in the public, private, third and higher education sectors to develop and submit an application to the Living Wage Foundation to become a Living Wage City. The decision will be announced in Quarter 3.

To further embed the Socially Responsible Procurement Policy, an evaluation of options for monitoring and managing the delivery of Community Benefits has undertaken. This work has identified the Social Value Portal – a LGA-endorsed tool that places a proxy monetary value on Community Benefits – as the preferred option. The Council will explore how this can be taken forward at a local, regional and national level in Quarter 3.

Helping People into Work

The Council has created 121 paid apprenticeship and trainee opportunities – on track to meet its annual target of 125 at mid-year – with further work undertaken to ensure qualifications can be accessed through recognised training providers whilst on placement.

The Council's employment support services continue to outperform against targets, with 596 clients supported into employment following advice and support through the Gateway and £8.6m additional weekly benefits identified for clients by the City Centre Advice Team. Effective engagement work continues to be taken forward with employers with 129 assisted by the Council's employment support services. The integration of employment support services is continuing through a phased approach to aligning the Into Work Advice Service and Adult Community Learning. Progress to the alignment of services, however, is contingent upon a Welsh Government decision on funding.

The integration of the Bright Start Service into the Into Work Advice Service has also provided an opportunity for education and training opportunities to be expanded for Children Looked After. Further support has also been provided for young people to access a bike scheme, providing access to bikes to help them attend their work placements.

Tackling Homelessness and Rough Sleeping

Extending the capacity of the Housing First scheme to make better use of the private rented sector is progressing well with 9 private sector tenancies in place, including the first prison leaver housed through the scheme.

Despite unprecedented pressures, services continue to respond well to demand with 318 people in Quarter 2 successfully prevented from becoming homeless. There have been 91 multi-agency interventions between Quarter 1 and 2 that supported rough sleepers into accommodation and 87.3% of people experienced successful outcomes through the Homelessness Reconnection service.

Key Challenges

Cardiff continues to face significant issues and pressures related to homelessness and rough sleeping, and as reported in Quarter 1, there continue to be significant challenges in relation to moving people on positively from second-stage accommodation. In Quarter 2 there were 19 people moved on from second-stage accommodation, well below the target of 75. To date, there have been a total of 42 people positively moved on against an annual target of 150.

Accessing the private rented sector is proving particularly challenging with Local Housing Allowance rates being well below the rents for available for properties in the private rental market. The Housing Options team are continuing to work with accommodation providers to assist them to help tenants to move on positively from second-stage accommodation and additional staffing resources will allow a more proactive approach in future.

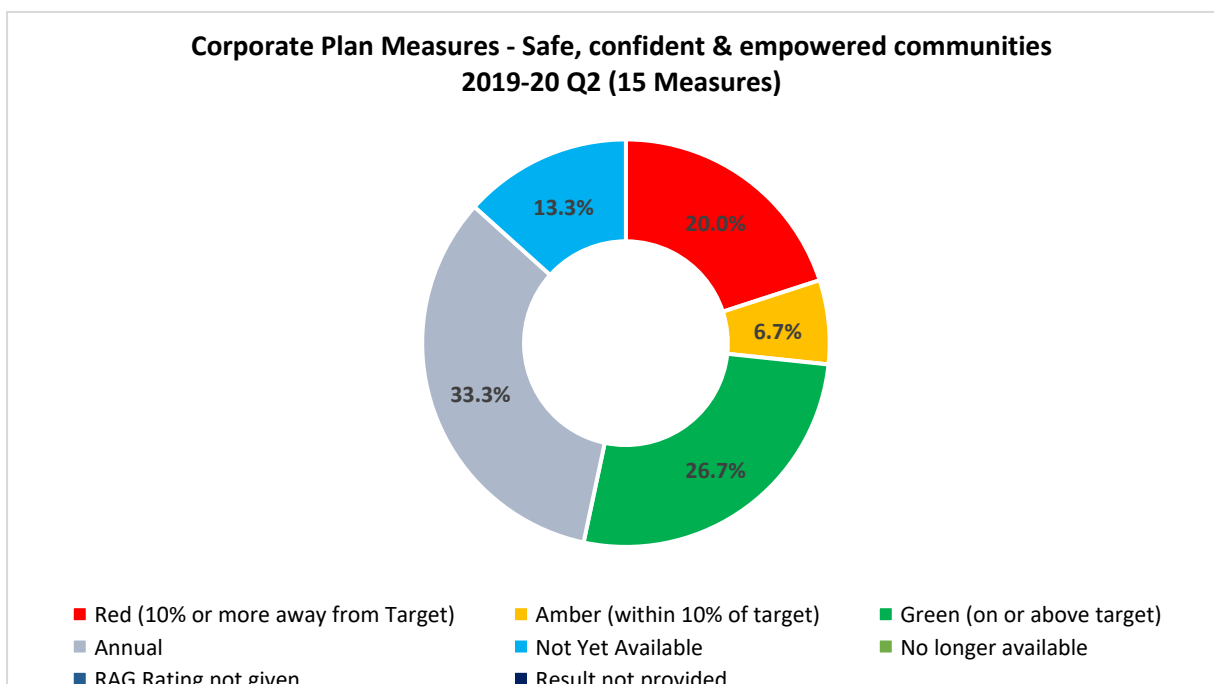
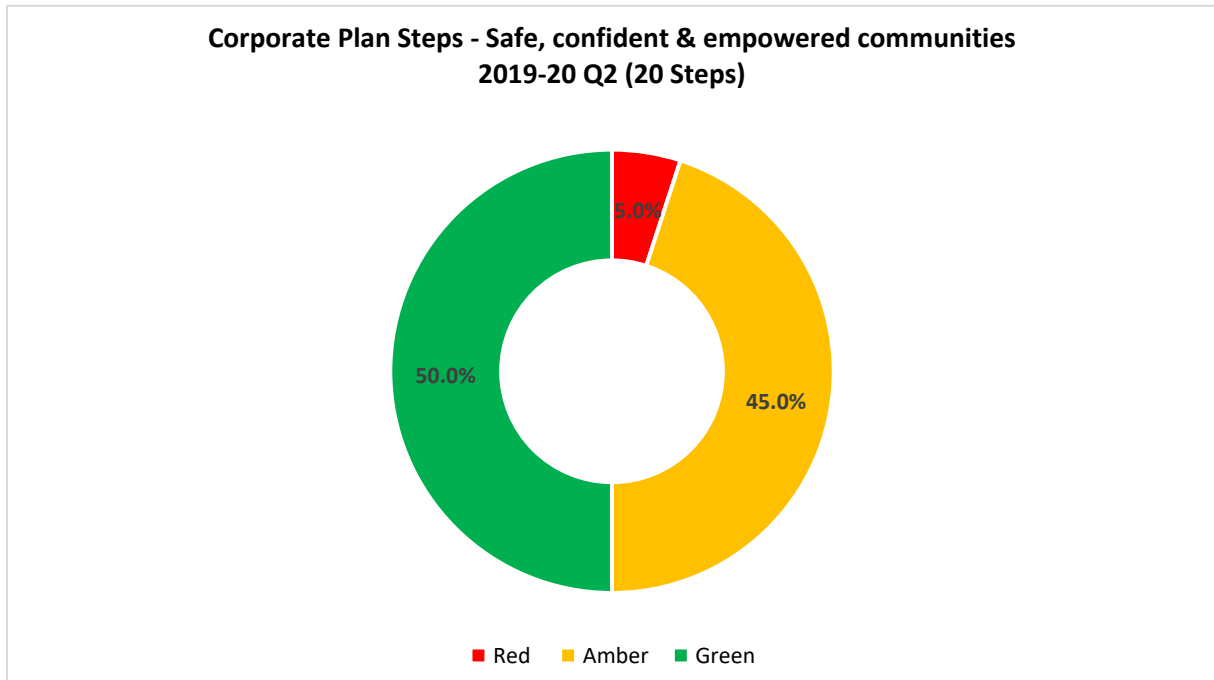
Forward Planning

- Living Wage Week will take place between 11th and 18th November 2019.

Well-being Objective 1.4:

Safe, confident and empowered communities – Summary

- Investing in Local Communities
- Safe and Inclusive Communities
- Supporting Sports, Leisure, Culture and Green Spaces



Investing in Local Communities

The Council's investment programme in local communities continues to be taken forward. Design work is ongoing for regeneration activity in lower Llanrumney and Roundwood with further consultation for work in Roundwood planned for October. Design work for the Year 1 Neighbourhood Regeneration Scheme has taken place; the Maelfa shopping centre has been demolished. **The percentage of customers satisfied with completed regeneration projects at Quarter 2 also stands at 94%, well above target.**

In terms of attendance and satisfaction with libraries and Hubs, the Council is also performing well. As at Quarter 2, the number of visitors to libraries and Hubs was 1.3million, and of those surveyed, **96% of customers agreed that the Hub met their requirements and they got what they needed.**

The physical regeneration of communities and the **Community Wellbeing Hubs** programme is also firmly rooted in the join-up and integration of service delivery. Strong links continue to be made between community assets, locally delivered services and local communities.

Several groups have also been established to help alleviate social isolation with a Health & Wellbeing event hosted, attended by over 20 health advice providers and 300 visitors in attendance.

With work ongoing to tackle the social determinants of ill-health, specific partnership activity is being undertaken to address specific contributory factors such as food and diet. With food poverty and poor diets increasingly prevalent amongst families in Cardiff, the Hubs have been working with Public Health Wales to increase the take-up of food-related benefits such as free school meals, breakfast clubs, the "Food and Fun" school holiday enrichment programme as well as Healthy Start Vouchers. Engagement work undertaken by the Bevan Foundation concluded that "that parents were very complimentary about the support received from Hub teams in Cardiff".

Safe and Inclusive Communities

The Children's Services "**Delivering Excellent Outcomes**" Strategy is complete and was presented to Cabinet in July. Plans are in place to co-develop the **Adult Services Strategy** with people who use our services and this strategy is due to be presented to Cabinet in the next financial year.

Signs of Safety briefing sessions have continued throughout the quarter and staff have fed back that the sessions are helping to improve their knowledge of the approach. Case reflection meetings are being held and staff are reporting that they find the sessions helpful. Additional training was held during the quarter and work to fully embed Signs of Safety in practice is ongoing. Collaborative Conversations strengths-based training continues to be rolled out across Adult Services and is positively received by all the teams who have experienced it.

Following the launch of the **Exploitation Strategy** – which addresses new and emerging themes of child and adult exploitation – the new Wales Safeguarding Procedures have been finalised and will be launched in partnership with the Welsh Government and Cardiff and Vale Regional Safeguarding Boards (Adults and Children) during National Safeguarding Week 2019 (18th to 24th November).

A **Corporate Safeguarding Manager** was appointed in Quarter 2 to lead on the implementation of the Council's Corporate Safeguarding Action Plan. Directorates have undertaken Corporate Safeguarding Assurance assessments, though completion of training modules by staff needs to be accelerated in Quarter 3 (see below).

The politically-led **Community Safety Partnership** model is now established. At the beginning of the 2019/20 financial year, the Partnership agreed that work should be focussed on four priorities: the City Centre and Street Sleepers; County Lines and Exploitation of the Vulnerable; Prevent and CONTEST; and Area Based Working. Multi-agency delivery arrangements are now in place for all of these priorities including the establishment in Quarter 2 of a new multi-partner group based on the principles of locality working to tackle issues in Splott and Tremorfa. A Community Safety conference was held in September 2019, bringing together over 100 individuals from across the public, private and third sectors. A report arising from the conference will be considered by the Partnership in Quarter 3 and a new Community Safety Network will also be launched in Quarter 3 to enable a wide range of stakeholders to share information and best practice.

Concern remains among Local Authorities, public service providers and third sector organisations at the UK level regarding the potential for increases in **community tension/hate crime** related to Brexit. Racism and race-related hate crime has increased since the 2016 Brexit referendum, with three of the four Welsh police forces reporting rises in the last five years. Whilst no significant Brexit-related tensions have been identified in Cardiff to date and no observable changes to levels of hate crime in the city, the Council and its partners remain alert to the issue. Daily monitoring continues via the Council's community safety, community cohesion, counter-extremism and Prevent networks, alongside the use of open source data and local media.

Two events were delivered in Quarter 2 in partnership with Butetown Community Centre and the Ethnic Youth Support Team (EYST) to celebrate and recognise the contribution of the Windrush Generation to Wales. Hate crime training is being scheduled for Quarter 3 in partnership with Victim Support, who are funded by the Welsh Government to deliver high-quality training, and support to victims, in Wales. A Youth Community Cohesion Group has been established, with the first meeting in September attended by 45 young people from across Cardiff to discuss knife crime and serious violence. Funding has been secured from the Home Office for a large communications piece relating to "Building a Stronger Britain Together" covering the South Wales area. This will be developed in Quarter 3 and launched in Quarter 4 2019/20.

The Council has put in place arrangements to deliver a co-ordinated local **response to the UK leaving the European Union**. Brexit has been recognised as a Corporate Risk, Business Continuity Plans have been assessed and nominated officers are in place across the Council

to address Brexit response planning. A Cardiff Council Brexit Issues Register has been developed which consolidates all identified risks, issues and mitigating actions. Co-ordination of a cross-public service response to the risks presented by Brexit has been managed through the Cardiff Public Services Board.

Supporting Sports, Leisure, Culture and Green Spaces

Collaborative **work to develop a Cardiff strategy to promote sport and physical activity is delayed but ongoing**. It will now be brought forward to respond to the implementation by Sports Wales of a new delivery model which moves away from individual agreements with the 22 Local Authorities towards a regional approach with four regional delivery partners.

The Council is continuing to play a facilitating role in supporting active citizenship and promoting community activity to support the management of the city's parks and green spaces. Since April this year a total of 10,178 volunteer hours have contributed – meaning that the Council is projected to hit the year-end target of 18,000 hours – which equates to £83,567 in monetary value based on the National Living Wage.

Key Challenges

Social worker vacancies in Children's Services continue to be below the corporate target, with the vacancy rate for Quarter 2 at 34.6% having fallen from 31.6% at Quarter 1. A series of interventions has been identified to address the position as part of a comprehensive recruitment and retention strategy. Key initiatives are now being implemented, such as the appointment in the quarter to a new post responsible for recruitment and retention. Other major controls include have been introduced relating to agency workers whilst the process for recruitment has been accelerated. During Quarter 2 there have been 11 new starters and 14 appointments who are due to start next quarter, compared to 13 leaving post. To help achieve the corporate target for social worker vacancies, a 'Social Work Cardiff' brand will be created, and a revised process for recruiting into hard-to-fill roles will be developed with support from HR People Services.

Steady progress continues to be made in relation to the Regulation and Inspection of Social Care (Wales) Act 2016 (RISCA), though the Council recognises the need to accelerate this work. **Of the 1,500 care staff, just under one-third (489) are registered which is up from 285 in Quarter 1**. Social Care Wales have informed the sector that registration needs to be applied for by the end of January 2020 in order for applications to be processed on time. This applies considerable added pressure for the remainder of the year.

The completion rates for mandatory training remains below target, with Safeguarding Awareness Training standing at 52.8% at Quarter 2 against an annual target of 100%. Completion rates for Council staff completing the Level 1 online module for the National Training Framework on Violence against Women, Domestic Abuse and Sexual Violence stand at 58.9%, also against an annual target of 100%. A targeted corporate drive focussed on Directorates and services with low completion rates will be instigated in Quarter 3.

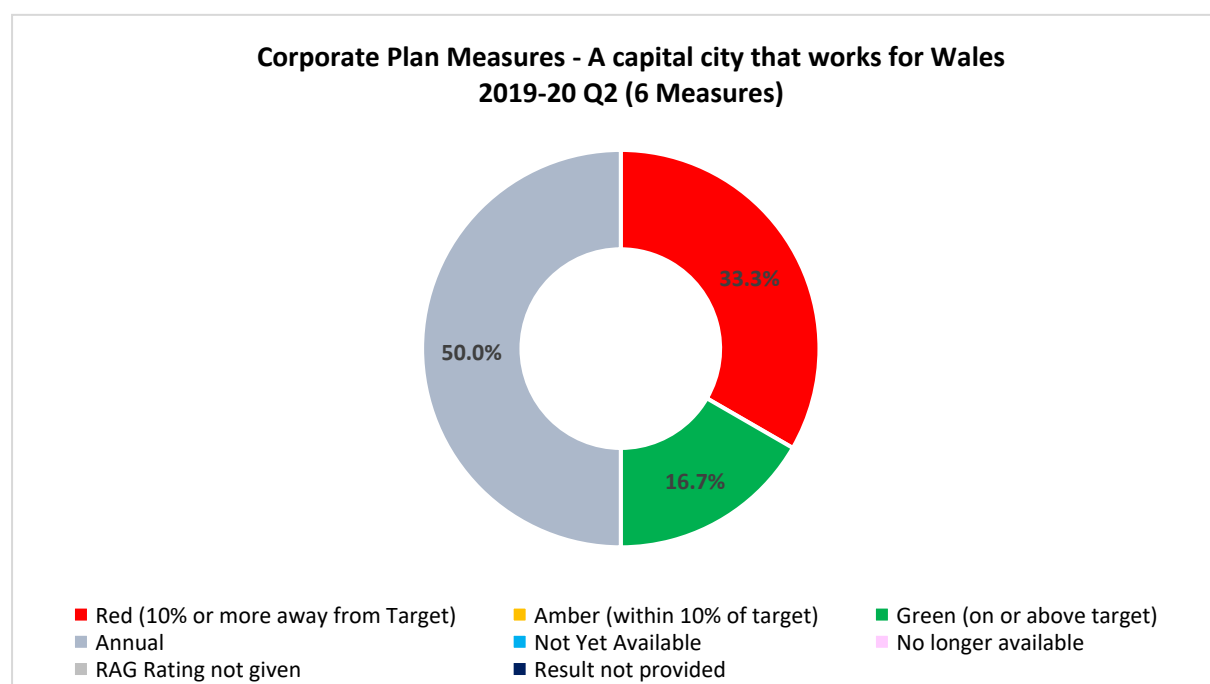
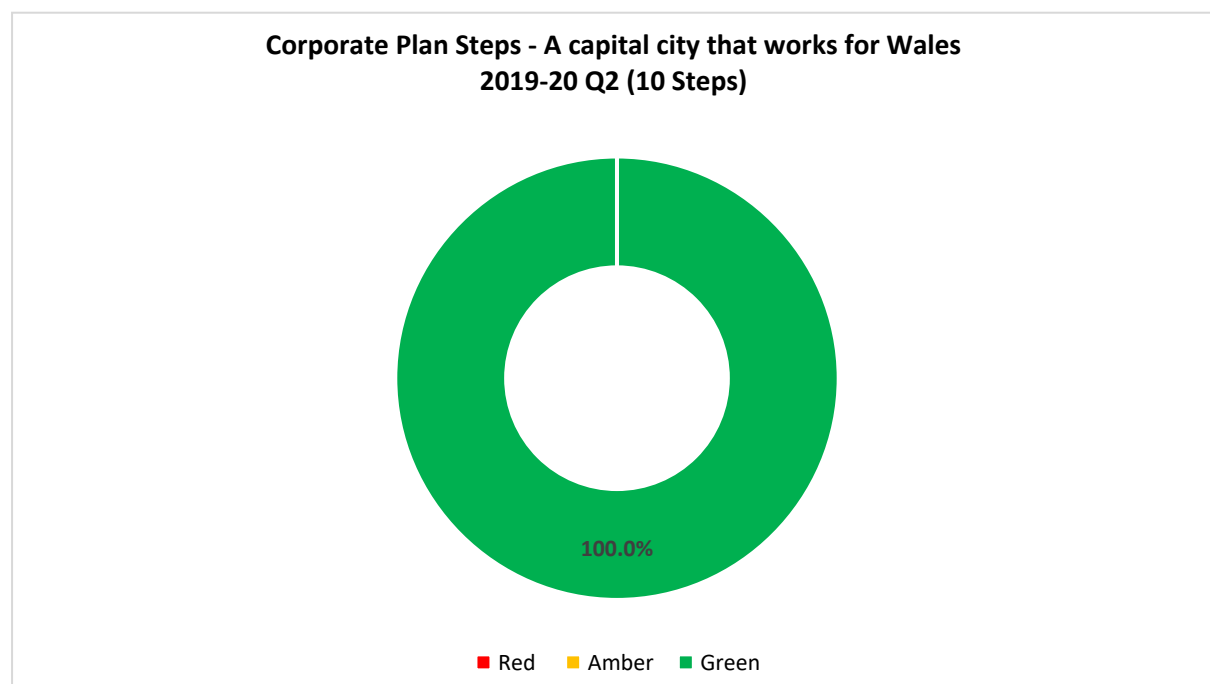
The visibility and awareness of the EU Settlement Scheme (EUSS) remains low. Only 4,000 applications were made to the EUSS by EU nationals living in Cardiff by 30th June 2019. This relatively low application rate – estimated to be around of 16-20% – is a concern. The Council has hosted three engagement events to promote the EUSS and available support to EU nationals living in Cardiff, with targeted engagement for vulnerable groups and further targeted work will be progressed going forward.

Forward Planning

- The Inclusive Cities Conference will take place in Cardiff on 23rd October, bringing leaders of British and European cities together to discuss creating inclusive and cohesive cities.
- National Safeguarding Week 2019 in partnership with Welsh Government (WG) and the Cardiff and Vale Regional Safeguarding Boards will take place from 18th to 24th November.

Well-being Objective 2.1: A capital city that works for Wales – Summary

- Connected Capital
- Business Capital
- Inclusive Capital
- Smarter Capital
- Sporting and Cultural Capital City



Business Capital

Cardiff has maintained its role as the economic powerhouse of Wales, creating 20,000 net new jobs over the last year. This serves to underscore the importance of the capital, which has created five out of every six net new job in Wales over the past five years.

Key anchor projects are progressing well, with every Corporate Plan Step on course for delivery by the end of the year. In terms of Key Performance Measures, 642 new jobs have been created, meaning that the position at the end of Quarter 2 has already exceeded the end of year target by over 28%. The overall combined target for jobs created and safeguarded is also above the target level for Quarter 2, and whilst the jobs safeguarded figure is below target, current projects in development are expected to see this target exceed by the end of the year.

Cardiff continues to attract new businesses and serve as a centre for inward investment, and a number of new 'challenger' banks that are expected to drive the future development of the FinTech sector have recently invested in the city. The development of high-quality office accommodation also continues apace, albeit there remains only a limited supply available.

Central Square marks the city's first business district in the heart of the city centre built around the needs of the city's key sectors, whilst the development of Metro Central has seen recent funding approvals from both Welsh and UK Government. In particular the UK Government has announced funding support of £58.3m towards the upgrade of Central Station, completing the required funding package. Work to develop a masterplan vision has now commenced.

To support Cardiff businesses' preparation for Brexit, the Council has continued to work with Business Wales and the UK Government to signpost appropriate advice and support. Two well-attended Brexit events have taken place in the city, focused on the implications of a 'No-Deal' departure, however concerns remain about the lack of clarity on the potential impact of a 'No-Deal' Brexit.

Sporting and Cultural Capital City

Creative Cardiff have announced the first series of **investment in innovation support for a range of production companies in Cardiff** with new incubation / accelerator space being made available by the University of South Wales in their Atrium Building in the heart of Cardiff.

The Cardiff Food and Drink Festival took place in early July, supporting over 120 small businesses and attracting in excess of 75,000 visitors to Cardiff Bay over the weekend.

Key Challenges

Brexit: A Welsh Government Report – "A Brighter Future for Wales" – estimates the long-term impact on Wales of a 'No-Deal' Brexit to be broadly similar to the UK as a whole; a

negative impact on GVA of 8.1% by 2033. In the short-term, a 'No-Deal' Brexit could result in a recession, rises in inflation (such as an increase in food or fuel prices) and unemployment, placing pressure on real incomes and real consumer spending. Many Cardiff-based firms are also reliant on access to EU markets, with 46% of Cardiff's exports going to the EU. In response to the risk of national economic downturn, the Economic Development Team have identified a package of interventions required to support the local economy, but this would require the support of national government to put into place.

The Future of Structural Funds: The future of structural funds – a major source of economic investment for South East Wales – remains an ongoing cause of uncertainty. Given the nature and scale of the disadvantage in parts of Cardiff, Cardiff will make representations to ensure future funding arrangements reflect more accurately inequality across the region and the levels of deprivation within the city.

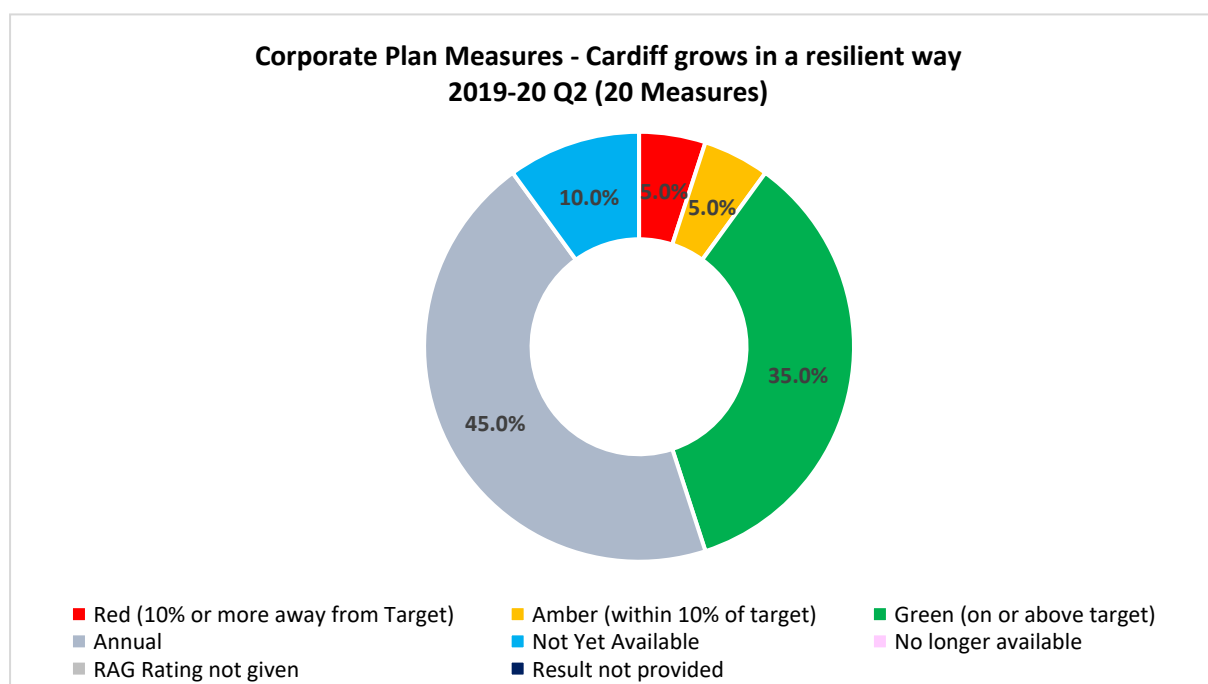
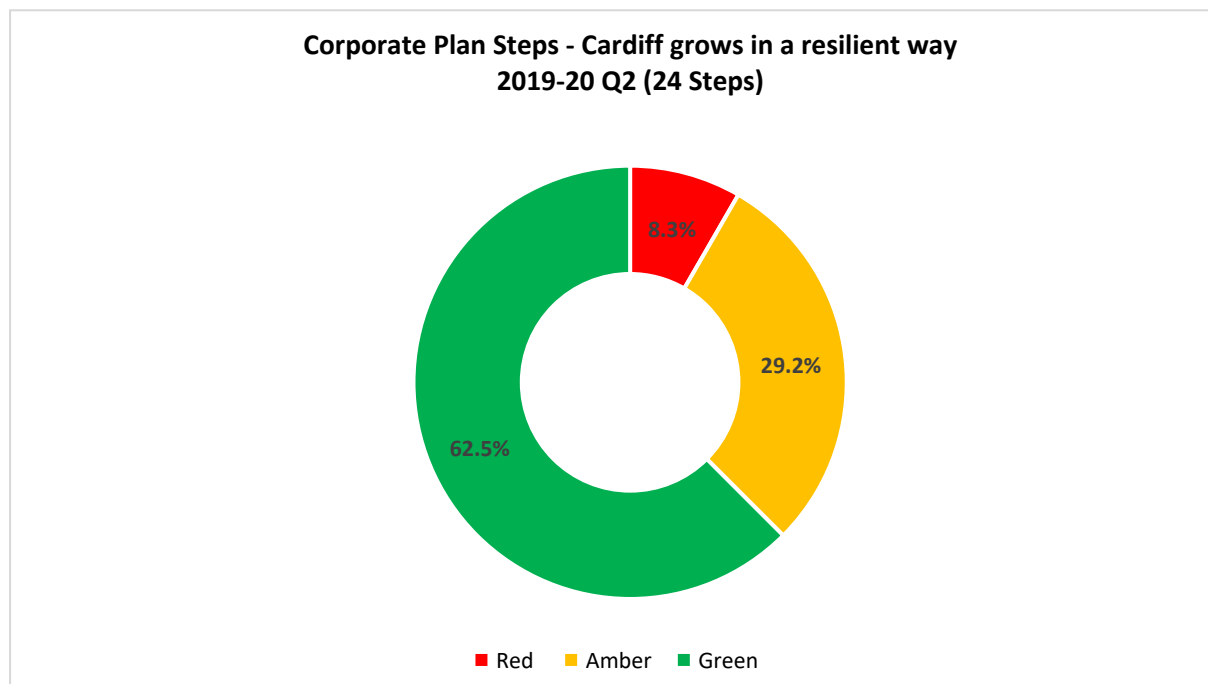
Attendance at Council Venues: Attendance at Council venues remains well below target with a total of 388,258 visits as at Quarter 2, against an annual target of 903,000. Forced closures for 18 days at the Museum of Cardiff as a result of flood damage and changes to the Pierhead building's exhibition programme have been identified as contributing factors.

Forward Planning

- Cabinet will consider an **Industrial Strategy to the East of the City** in Quarter 3.
- Following Sound Diplomacy's Music Ecosystem Study report presented to Cabinet in April 2019, Cabinet will consider **the Terms of Reference for establishing a Music Board** in Quarter 3. This will also include **options for a signature music event**.
- Cabinet will consider options for **New Theatre** in Quarter 3.
- Cabinet approval for the next phase of the development for the International Sports Village means that progress will now need to be made towards securing a developer.
- **Cabinet will consider options for a new mixed-use development at Dumballs Road**, through the delivery of 2,000 homes by 2022 in Quarter 3.

Well-being Objective 3.1: Cardiff grows in a resilient way – Summary

- Housing
- Transport and Clear Air
- Waste, Recycling and Clean Streets



Housing

The **Council continues to make progress in increasing the number of affordable homes in the city.** A further 118 affordable homes were granted planning permission on a number of Cardiff Living sites across Cardiff during Quarter 2. Furthermore, planning applications for several strategic housing sites are due to be considered over the next 12 months.

The Council has no concerns in relation to meeting the overall target of 1,000 homes by 2021 even though the Quarter 2 performance was below the target. Both the St Mellons scheme and the Maelfa Independent Living Scheme are at the pre-application consultation stage of planning and are expected to be considered at planning committee before the end of the year. The purchase of the lowerth Jones site in Llanishen has been completed and architects have been appointed to develop options for this site.

Transport and Clear Air

Flagship transport projects which form a major part of Cardiff's forthcoming Transport White Paper, including Cardiff Cross-Rail and Cardiff Circle-Line, were launched at an All-Wales Active Travel event in July. The Transport White Paper will be launched in Quarter 3.

The Clean Air Plan submitted to the Welsh Government by the Council in Quarter 1 has been accepted, subject to points of further clarification. This has meant that an additional Legal Direction has been issued to the Council with a response deadline set of no later than 31st October 2019. The Council is working to provide the Welsh Government the additional information requested and a revised Plan will be issued to the Welsh Government for assessment by 31st October, prior to approval and confirmation of any funding in Quarter 3.

Progress has been made with regional and national partners towards the development of a transport delivery programme in line with the Cardiff Region Metro. Working groups with Transport for Wales (TfW) and TfW Rail have been established to progress the preparation of business cases for improvements to stations, new stations and line extensions in Cardiff, however progress regarding station improvements has been slow due to delays in the Core Valley Lines being transferred to the Welsh Government.

To make all our local communities safer, greener and more attractive to play, walk and cycle in, the roll-out of 20mph zones across the city continues to be progressed. Schemes for Penylan, Canton, Butetown and Splott are at various stages of development and a draft study brief to progress implementation across the rest of the Cardiff has been shared with Welsh Government.

Investment into transforming the city's cycling and walking infrastructure is continuing. Construction of the Senghenydd Road Cycleway is progressing well, Lloyd George Avenue Cycleway is at design stage and Concept Design, Modelling Work or Design is now ongoing for all planned Cycleways, with some aspects already at public consultation or invitation to tender stage.

The first ten electric vehicle charge points in Cardiff in residential areas with no access to off-street parking have been installed and became operational in September 2019. Work has commenced to identify additional on-street electric vehicle charge points in the city.

Waste, Recycling and Clean Streets

Whilst Cardiff's recycling performance is a success story over recent years, emerging as a foremost recycling city in a UK global context, achieving Welsh Government's bold recycling figures over the coming years represents a significant challenge.

A number of initiatives have been funded and deployed across the city to improve recycling performance, which include education and awareness raising, improved options and facilities for recycling as well as a fundamental consideration of the approach to collection of residual waste, recyclables and food waste. Close monitoring of Key Performance Measures has alerted the Council to the risk of falling short of the statutory recycling targets, despite good progress made against a range of identified measures in this area. Recycling performance at Household Recycling Centres, for example, has improved.

Early engagement work is now being undertaken with Welsh Government and other stakeholders to consider an approach to recycling that reflects the challenges presented within a major urban area. A project team will be established and service options will be modelled to inform a long-term change programme.

The introduction of afternoon cleansing teams and targeted work through the "Love Where you Live" campaign and enforcement officers has been designed to improve waste presentation in areas of concern. The roll-out of trial cleansing rounds has now been put in place with a review underway and all rounds targeted to be in place by December 31st.

Energy

The contract for delivering a 10MW+ Solar Farm at Lamby Way has now been signed following a complex and protracted negotiation which resulted in delivery timelines being delayed and caused some slippage for the projected income generation targets.

Key Challenges

The monitoring and review of performance data reveals challenges with achieving the statutory 64% recycling target, with current projections showing performance of 59%.

The fundamental review of recycling and associated costs to deliver recycling outcomes is ongoing to support informed decision making on recycling operations. Following the review, the service will develop a robust model for recycling in Cardiff, including in-year monitoring. Reviews are also underway of 'post-sort' operations and of the city-wide rollout of bottles and jars to ascertain the outcomes of the investment in these operations.

The percentage of recycling and waste collections reported as missed by the customer was 0.11% in Quarter 2, compared with 0.12% in Quarter 1 and against a target of less than

0.01%. Missed collections continue to be analysed to identify causal factors and any trends so that options for corrective action can be considered. Improvements to in-cab technology are also in place to support crews with the location of assisted collections.

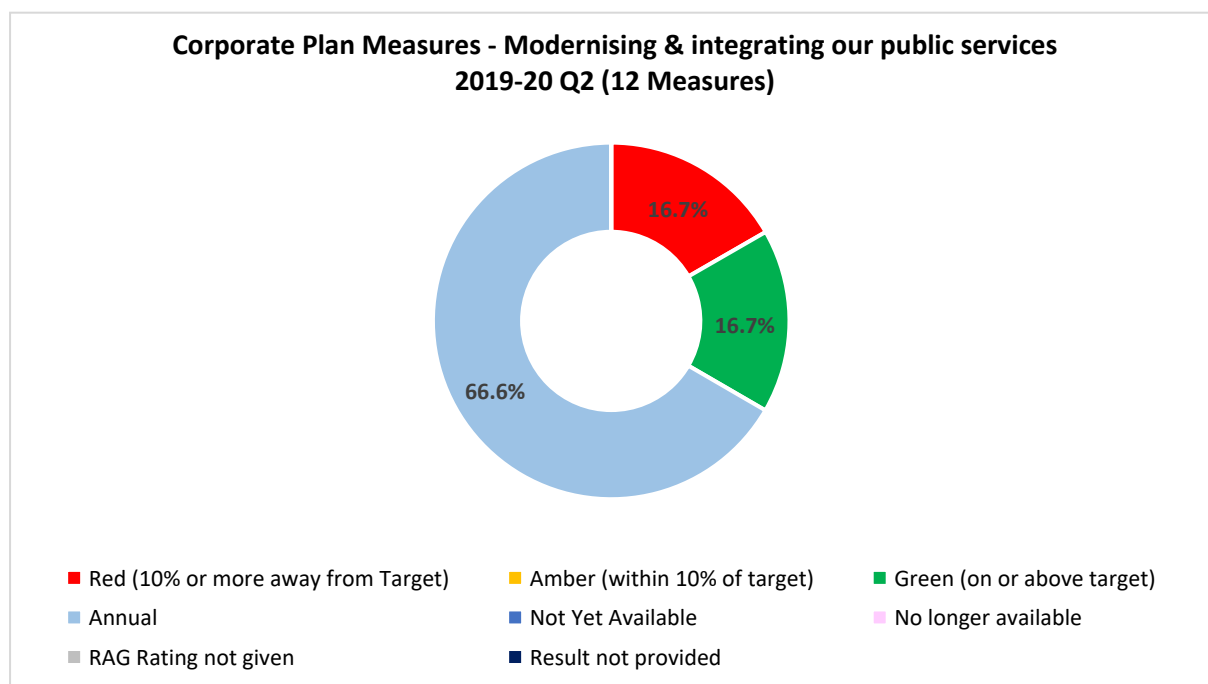
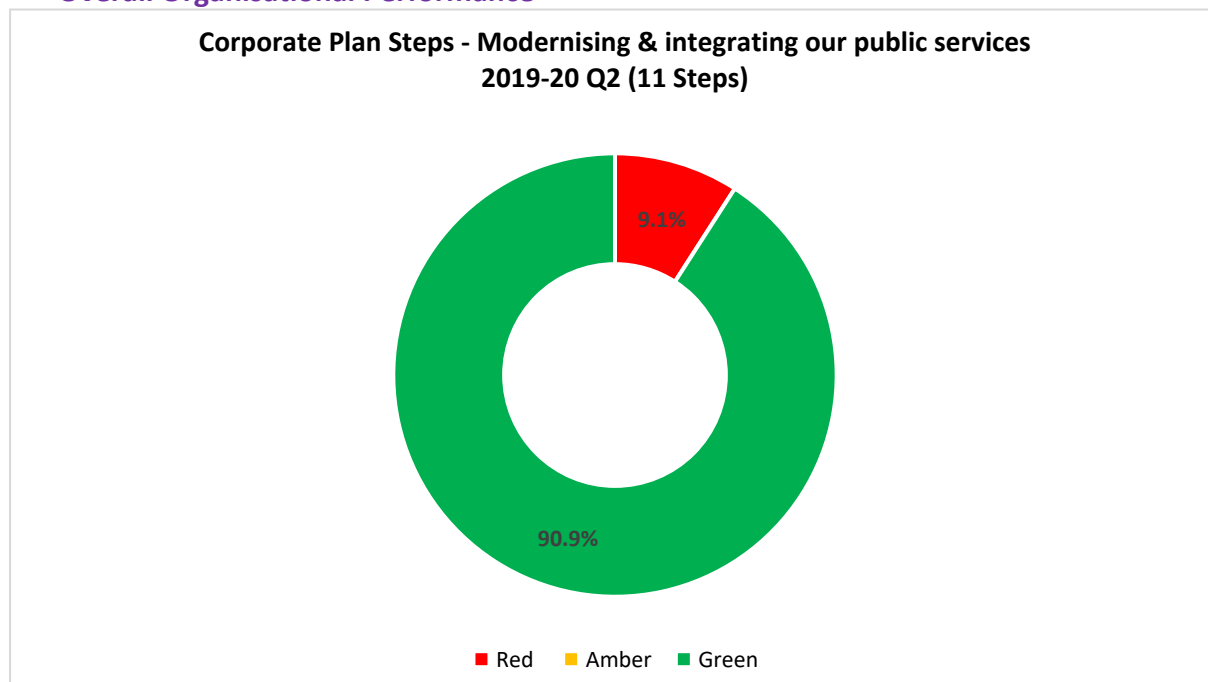
Whilst the city's overall cleanliness score is above the corporate target of 90%, an analysis of the data reveals a small number of wards with low cleanliness scores which are below the city-wide target. This coheres with poor public perception of cleanliness in parts of the city. A locality-based approach is being developed and core data is being reviewed to determine the most appropriate points of influence.

Forward Planning

- Cabinet will consider the Transport White Paper in Quarter 3.
- A revised plan for Clean Air will be submitted by the set deadline of 31st October with a decision on approval and funding expected in early November 2019.
- Cabinet will consider the Food Strategy in Quarter 3.

Well-being Objective 4.1: Modernising & Integrating Our Public Services – Summary

- Assets and Property
- Digital Ambition
- Workforce Development
- Overall Organisational Performance



Assets and Property

Consultation on the draft Non-Schools Handbook is near completion; these are Building Handbooks or agreements on Property Management and were rolled out in two stages – schools first and non-schools second. A pilot scheme is to be trialled through the Economic Development Directorate in Quarter 3 with roll-out across the estate at the end of Quarter 4.

Development of the 2020 Capital Preventative Maintenance Programme for both the schools and non-schools estate is on target for finalisation/ approval in Quarter 4.

Condition, utilisation and running costs data has been collated to inform the new Property Strategy and pro-active estate management. Some condition data is outstanding and earlier utilisation reports are to be updated. Operational market values are in the process of being procured. The Council is currently projected to achieve the Annual Property Plan targets.

Digital Ambition

Over half a million (531,672) customer contacts were made with the Council using digital channels, which is above the target set for Quarter 2. It is anticipated that this trend will continue with the Cardiff App registering approximately 17,800 downloads. Services available online continue to be developed and released, including the ability to report street cleansing issues including dog fouling, litter build up and the need to empty or repair bins which was released in Quarter 2.

Action plans have also been developed for the nine strands of the Council's Digital First Agenda and these have been handed over to the relevant services for implementation. Work is ongoing to deliver the digital priorities in-house and within existing resources.

Workforce Development

The Council continues to implement a number of measures to improve the health and wellbeing of its workforce. This approach is seen as fundamental to ensuring the Council builds on leading employment practices whilst also helping to ensure sickness absence targets are met. The Quarter 2 figure for sickness absence is 5.04 days lost per full-time equivalent (FTE) against a target of 9.5; this is forecasting at 11.09 days lost per FTE. This is recognised as an ongoing Corporate Challenge with preventative measures to support staff wellbeing and strengthened managerial practices being adopted.

New corporate measures to support staff include the Fast Track Physio referral service launched at the start of August, which enables managers to fast-track referral cases to a physiotherapist for early intervention within two weeks of absence for musculoskeletal cases. The overall aim is for a speedier recovery and return to work with the employee being entitled to a maximum of six sessions to aid recovery. Additional support is being put in place for mental health cases via the "Able Futures" scheme which is designed to provide support and help address mental health issues over a longer period. Additionally, group

sessions are being developed to assist with some aspects such as anxiety, sleep problems, self-confidence and low mood.

To support and promote diversity in the workplace and ensure the Council reflects the communities it serves, a submission has been made to the Stonewall 2020 Workplace Equality Index. The submission covers ten areas including policies and benefits, employee lifecycle, senior leadership and community engagement.

A pilot on reverse-mentoring is currently being carried out through the Academy. This pilot pairs a mentor with a senior manager and gives insight into how they see the organisation, providing a more informed view of the protected characteristics which will, in turn, help shape better informed and more inclusive policy.

The Health and Wellbeing Survey has commenced and includes questions relating to the Corporate Health Standard. Results from the survey will be reviewed and an action plan will be developed in response to the survey results.

Key Challenges

Corporate Landlord – Schools: The 2019 winter works Asset Management Programme has been commissioned, including prioritising Health & Safety, Fire Risk Assessment and suitability works. The 2019 summer works Asset Management Programme is due to be completed by October half term. Ensuring that all Council departments have the capacity to deliver the School Asset Renewal Programme remains a challenge.

Corporate Landlord – Non-Schools: Resolve baseline funding model for Building Services. Progress the roll-out of the Non-Schools Handbook through Quarter 3 and Quarter 4. Work ongoing to ensure priority maintenance schemes are confirmed early in Quarter 3 to allow completion by end of Quarter 4 to ensure allocated budget is fully spent.

Sickness Absence: The Quarter 2 figure for sickness absence is 5.04 days lost per FTE against a target of 9.5; this is forecasting at 11.09 days lost per FTE. The Quarter 2 result shows improvement on the Quarter 1 forecast, however performance remains declined when compared to the same period in the previous year. Long-term sickness continues to account for 72% of Council sickness; however the number of cases of long-term sickness has decreased when compared to Quarter 1 of the previous year.

Committee Minutes: The percentage of draft committee minutes published on the Council website within ten working days of the meeting being held falls significantly short of the corporate target set. The under-achievement of this performance measure has been due to the requirement to prioritise the support for education appeals, which are scheduled to take place into December. Therefore, it is unlikely that the position will be recovered during the current financial year.

Forward Planning

- The **new Property Strategy** is scheduled to be considered by the Policy Review and Performance Scrutiny Committee in January in preparation for Cabinet consideration in March 2020.
- The development of **the 2020 Capital Preventative Maintenance Programme** for both schools and non-schools estate is on target for approval by Cabinet in Quarter 4.



2019-20

Quarter 2 Performance Report Appendix
High level summary by Well-being Objective

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 2 result for 2019-20 will be compared to the Quarter 2 result for 2018-19. An annual result for 2019-20 will be compared to the annual result for 2018-19.

Improved



Maintained



Declined



Well-Being Objective: Cardiff is a great place to grow up

64.3%

35.7%

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Becoming a Child Friendly City					
Promote and fulfil children's rights by building a Child Friendly City in partnership with UNICEF UK (E&LL)	Between 2018 and 2021	Green	Green		
Every school in Cardiff is a great school					
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)	Between April 2019 and 2024	Yellow	Yellow		
Deliver a strengthened programme of academic and vocational provision for learners educated outside of mainstream settings to improve learner outcomes during the academic year (E&LL)	2018-19 and beyond	Yellow	Yellow		
Reshape and enhance specialist provision and services for pupils with additional learning needs to ensure sufficient, high-quality provision is available to meet the current and projected need (E&LL)	2018 to 2022.	Yellow	Yellow		
Support Cardiff schools to move towards a new curriculum, and to respond to new qualification and assessment frameworks (E&LL)	From Autumn 2019 until 2022	Yellow	Yellow		
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 (E&LL and ED)	By March 2020	Green	Yellow		
Support young people into education, employment or training by delivering the Cardiff Commitment, with a focus upon: <ul style="list-style-type: none"> Creating school/business partnerships that target skills development in the key economic growth sectors of the Cardiff Capital Region Introducing targeted programmes of support and mentoring for young people Rolling out the 'Open Your Eyes' careers week to seven secondary school clusters (E&LL and ED)	During the academic years 2018-19 and 2019-20	Green	Yellow		
Launch the 'Cardiff 2030 Vision for Education' (E&LL)	By December 2019	Green	Green		

Steps	Target completion date	RAG Status			
Supporting Vulnerable Children and Families					
Improve mental health and emotional well-being for young people by working in partnership to deliver an integrated approach to Children and Young People Emotional and Mental Health Support (E&LL, P&C and SS)		Q1	Q2	Q3	Q4
Develop a new delivery model for an integrated Early Help and Prevention service for families, children and young people, with the aim of reducing the impact of adverse childhood experiences on their well-being: <ul style="list-style-type: none"> • Launching the new delivery model that will bring together a variety of multi-agency provision across three distinct services – Family Gateway, Family Help and Family Support • Reviewing the current arrangements within the Multi-Agency Safeguarding Hub (MASH) to take account of the new Early Help Service (P&C and SS)	By March 2020 By June 2019	Q1	Q2	Q3	Q4
Enable more children to be placed nearer to home by: <ul style="list-style-type: none"> • Developing a comprehensive placement commissioning strategy to map need against resources and influence the local market to provide a range of provision to meet the needs of Children Looked After • Increasing the number of Local Authority foster carers (including kinship carers) • Increasing the range of local residential provision by commissioning 20 new placements • Working with the regional adoption service to increase the number of adoptive placements (SS)	By March 2020	Q1	Q2	Q3	Q4
Develop a place-based approach to enhancing well-being and protection for vulnerable children and families, trialling new ways of working in an area of the city (SS)	By March 2020	Q1	Q2	Q3	Q4
Ensure the best outcomes for children and young people for whom the Council has a responsibility by: <ul style="list-style-type: none"> • Increasing the accommodation and support for care leavers • Improving the care planning arrangements for Children Looked After by reducing the time taken to progress cases through the court process • Improving transition and progression into education, employment or training for care leavers • Improving educational outcomes for Children Looked After (SS)	By March 2020 By March 2020	Q1	Q2	Q3	Q4
Support young carers and care leavers with a range of interventions, including into work support, trialling assistance with transport needs and wider well-being provision (SS)		Q1	Q2	Q3	Q4


Well-Being Objective: Cardiff is a great place to grow up

3.3%	23.3%	3.3%	20.0%	6.7%	10.0%	33.3%
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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	No longer available	RAG rating not given	Not provided
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Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
Becoming a Child Friendly City							
The number of schools that have received an award (Bronze, Silver or Gold) within the Rights Respecting Schools Programme (E&LL) (Ref TBC)	Q1 39	Q2 64	Q3	Q4	39	From the beginning of the Programme to date 64 schools have received an award	New indicator
Every School in Cardiff is a Great School							
The percentage of schools inspected by Estyn, during the seven-year inspection cycle ending as at the last academic year, where standards or current performance were judged to be Good or Excellent (E&LL)	Q1	Q2 72.2%	Q3	Q4	80%		New indicator
The percentage of pupils achieving the Core Subject Indicator at the end of Key Stage 2 (E&LL)	Q1	Q2	Q3	Q4	90.5%	WG - LA data is not to be published	Annual
The attainment gap in the Core Subject Indicator at the end of Key Stage 2 for those eligible for Free School Meals and those not (E&LL)	Q1	Q2	Q3	Q4	9 percentage points	WG - LA data is not to be published	Annual
The average Capped Nine Points Score achieved by Key Stage 4 pupils (E&LL)	Q1	Q2 369.3	Q3	Q4	379.4 points	Provisional result - no longer comparable to previous years' historical data	New Indicator
The attainment gap in the Capped Nine Points Score at the end of Key Stage 4 for those eligible for Free School Meals and those not (E&LL)	Q1	Q2 73.9 points	Q3	Q4	55 points	Provisional No longer comparable to previous years. Gap across Central South Consortium (CSC) is 76.4.	New Indicator

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 – all pupils (E&LL)					98.5%	Provisional result will be available in Q3	Annual
The percentage of Year 11 leavers making a successful transition from compulsory schooling to education, employment or training – pupils educated other than at school (E&LL)					90%	Provisional result will be available in Q3	Annual
The proportion of pupils achieving 3 'A' levels at grade A* to C (E&LL)		66.4%			70%	Provisional result CSC is 58.3%	New Indicator
The percentage attendance – Primary School (E&LL)		94.80%			95%	Provisional result for Academic Year 2018-19	➔
The percentage attendance – Secondary School (E&LL)		93.90%			94.2%	Provisional result for Academic Year 2018-19	⬇
The percentage of children securing one of their first three choices of school placement – Primary (E&LL)					96%		Annual
The percentage of children securing one of their first three choices of school placement – Secondary (E&LL)					82%		Annual
Asset and Estate Management							
The proportion of Priority 1a Schools Asset Improvement works completed in the financial year, in accordance with the responsibilities of schools and corporate landlord (E&LL)					80%		Annual
Supporting Vulnerable Children and Families – Improving Outcomes for all our Children							
The percentage attendance of looked after pupils whilst in care in secondary schools (SS)					95%		Annual
The percentage of all care leavers in education, training or employment 12 months after					62%		Annual

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
leaving care (SS)							
The percentage of Year 11 leavers making a successful transition from compulsory schooling to education, employment or training for Children Looked After by Cardiff Council (E&LL)	Q1	Q2	Q3	Q4	90%	Provisional result will be available in Q3	Annual
The percentage of Children Looked After by Cardiff Council who achieve the minimum expected level of attainment at the end of Key Stage 2 (KS2 CSI Wales or equivalent) (E&LL)	Q1	Q2	Q3	Q4	87%	WG - LA data is not to be published	Annual
Of the total number of Children Looked After - Number of Children Looked After placed with parents (SS)	Q1	Q2	Q3	Q4	No target, but under constant review		New indicator
Of the total number of Children Looked After - Number of Children Looked After in kinship placements (SS)	Q1	Q2	Q3	Q4	Increase where appropriate		New indicator
Of the total number of Children Looked After - Number of Children Looked After fostered by Local Authority foster carers (SS)	Q1	Q2	Q3	Q4	Increase actual to 110	Q2 target 102	New indicator
Of the total number of Children Looked After - Number of Children Looked After fostered by external foster carers (SS)	Q1	Q2	Q3	Q4	Reduce as a percentage of overall population		New indicator
Of the total number of Children Looked After - Number of Children Looked After placed in residential placements (SS)	Q1	Q2	Q3	Q4	Reduce and increase provision in Cardiff		New indicator
Of the total number of Children Looked After - Number of Children Looked After supported to live independently (SS)	Q1	Q2	Q3	Q4	No target		New indicator
Of the total number of Children Looked After - Number of Children Looked After placed for adoption (SS)	Q1	Q2	Q3	Q4	No target		New indicator
Of the total number of Children Looked After - Number of Children Looked After in other circumstances (SS)	Q1	Q2	Q3	Q4	No target		New indicator
The percentage of Children Looked After in regulated placements who are placed in	Q1	Q2	Q3	Q4	60%	389 / 673 placed within the LA	

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
Cardiff (SS)						boundaries 135 (20.1%) in neighbouring authorities. 15 are placed with a relative carer. 134 children are placed further afield for reasons of safeguarding, needing a specialist placement or availability of placements.	
Number of people supported through the Family Gateway (P&C)	Q1	Q2	Q3	Q4	No target	3,435 number of enquiries and well-being contacts year to date	New indicator
	1681	1,754					
Number of people supported by the Family Help Team (P&C)	Q1	Q2	Q3	Q4	No target	219 households in Q2 731 in total year to date	New indicator
	306	425					
Number of people supported by the Family Support Team (SS)	Q1	Q2	Q3	Q4	No target	1,053 people year to date	New indicator
	526	527					

Well-Being Objective: Cardiff is a great place to grow older



Steps	Target completion date	RAG Status			
Joining up Social Care, Health and Housing Services					
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: <ul style="list-style-type: none"> Commencing a phased implementation of the new model of Community Resource Team, including the Get Me Home Plus Service, to improve and expand the provision to enable people to remain independent at home Developing a new way of delivering domiciliary care that fully reflects local and community provision and the priorities of the Older Persons Housing Strategy Implementing the 'Discharge to Assess' model, building on the success of the First Point of Contact (FPoC), enabling more people to be discharged safely through the development of night care services. (SS) 	By March 2021	Q1	Q2	Q3	Q4
	By March 2021				
Deliver the Older Persons Housing Strategy to support independent living, fully understanding their housing needs and aligning work between Council and Health Services including: <ul style="list-style-type: none"> Working to build and refurbish 'care-ready' schemes for older people; Developing an Older Persons & Accessible Homes Unit to provide person-centred information, advice and assistance Developing innovative models of care, support and nursing services (P&C)		Q1	Q2	Q3	Q4
Creating Age Friendly Communities					
Address social isolation and enhance quality of life of older people by developing inter-generational working with schools, Hubs, community groups, and private sector partners. (P&C, SS and E&LL)		Q1	Q2	Q3	Q4
Dementia Friendly City					
As a Dementia Friendly City, support those affected to contribute to, and participate in, mainstream society by: <ul style="list-style-type: none"> Undertaking Dementia Friends training across the Authority with the aim of 100% compliance amongst Council staff Developing e-module training in collaboration with the Alzheimer's Society that will be delivered through the Cardiff Academy Encouraging businesses to pledge their commitment to becoming Dementia Friendly by delivering the Council's awareness and engagement programme; Developing a dementia-focused website to support those 	By April 2021	Q1	Q2	Q3	Q4
	By March 2020				

Steps	Target completion date	RAG Status			
with dementia, carers, families as well as businesses who want to better support those with dementia; • Delivering locality-focused dementia awareness events. (SS)	By March 2020				

Well-Being Objective: Cardiff is a great place to grow older

7.1%	7.1%	57.1%	21.5%	7.1%
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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	No longer available	RAG rating not given	Not provided
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Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
Managing Demand: Joining up Social Care, Health and Housing							
Adults who are satisfied with the care and support they receive (SS)	Q1	Q2	Q3	Q4	80%		Annual
Adults reporting that they felt involved in any decisions made about their care and support (SS)	Q1	Q2	Q3	Q4	80%		Annual
The percentage of clients who felt able to live independently in their homes following support from Independent Living Services (P&C)	98%	99%			95%	143 people (out of 144 surveyed) felt they were able to live independently in Q2	➔
The percentage of adults who completed a period of reablement and have a reduced package of care and support six months later (SS)	Q1	Q2	Q3	Q4	N/A	RAG not appropriate	Annual
The number of people who accessed the Community Resource Team (SS)	551	521			1,400	Q2 Target – 350 A total of 883 individuals have accessed the service from April to September	New indicator
The total hours of support provided by the Community Resource Team (SS)	15,170	30,994			30,000	Cumulative	New indicator
The percentage of new cases dealt with directly at First Point of Contact (FPoC) with no onward referral to Adult Services (P&C)	75.07%	74.91%			70% - 80%	Q2 target 70% 485 new cases dealt with by FPOC with no onward referral to Adult Services	➔
The average number of calendar days taken to deliver a Disabled Facilities Grant (from initial	196	190			180	Contractor issues continue	New Indicator

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
contact to certified date) (P&C)						however a new contractor has recently been appointed which will in time assist with improving the result.	
The percentage of Telecare calls resulting in an ambulance being called out (R)	Q1 7.00%	Q2 6.21%	Q3	Q4	6% - 10%	RAG not appropriate	Not appropriate
The percentage of people who feel reconnected into their community through interventions by the Day Opportunities team (P&C)	Q1 90%	Q2 87%	Q3	Q4	80%	In Q2, 43 people felt reconnected from 51 surveyed	↑
The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over (SS)	Q1 0.93	Q2 2.72	Q3	Q4	2.33	There were 42 delayed transfers of care for social care reasons in compared to 26 in the same period last year	↓
Supporting People: Age Friendly and Dementia Friendly City							
The percentage of Council staff completing Dementia Friends training (SS)	Q1	Q2 12.1%	Q3	Q4	40%	Q2 target 10% The e-module became mandatory in September 2019. 759 staff completed to date. The result is provisional whilst work is ongoing to improve the collation method of this PI.	New indicator
The number of businesses pledging their commitment to work towards becoming Dementia Friendly (SS)	Q1 7	Q2 15	Q3	Q4	40	Q2 target 15 Cumulative PI 8 businesses signed pledges in Quarter 2	New indicator

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The number of Dementia Friendly City events held (SS)	162	229			200	Q2 target 100	New indicator

Well-Being Objective: Supporting People out of Poverty

33.3%

66.7%

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Living Wage City and Supporting the Foundational Economy					
Act as an advocate for the Real Living Wage initiative and promote its adoption by the city's employers (R)		Green	Green		
Support the Foundational Economy by implementing the Socially Responsible Procurement Policy, helping ensure that local people and local communities benefit from the money the Council spends on goods and services (R)		Yellow	Green		
Helping People into Work					
Better support people into work by further integrating employment support services. This will include: <ul style="list-style-type: none"> Ensuring that the Gateway into employment is accessible across the city Ensuring that Into Work Advice Services and Adult Community Learning fully align with the new Gateway Providing effective employer engagement and assistance into self-employment Promoting and extending volunteering opportunities (P&C) 	By September 2019 By October 2019.	Green	Green		
Create more paid apprenticeships and trainee opportunities within the Council (R)		Green	Green		
Ensure support is available to mitigate potentially negative consequences associated with the roll-out of Universal Credit by: <ul style="list-style-type: none"> Providing digital access and assistance across the city Working with private landlords to identify how the Council can help them with the change Working with Jobcentre Plus, Registered Social Landlords and other partners to ensure that vulnerable individuals get the budgeting support they need Further developing the telephone advice line for customers (P&C) 	By March 2020	Green	Yellow		
Tackling Homelessness and Rough Sleeping					
Deliver the Rough Sleeper Strategy, and the Homelessness Strategy, to address rough sleeping in the city by: <ul style="list-style-type: none"> Extending the 'No First Night Out' policy: Extending the capacity of the Housing First scheme to make better use of the private rented sector Building on the multi-agency team around rough sleepers 		Green	Yellow		

Steps	Target completion date	RAG Status			
to include substance misuse, probation and mental health services • Implementing the diversionary pathway for anti-social behaviour and begging in partnership with South Wales Police (P&C)					

Well-Being Objective: Supporting People out of Poverty

9.1%	90.9%						
Red (10% or more away from Target)	Amber (within 10% of target)	Green (on or above target)	Annual	Not Yet Available	No longer available	RAG rating not given	Not provided

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
Socially Responsible Employers							
The number of opportunities created for paid apprenticeships and trainees within the Council (R)	Q1 106	Q2 121	Q3	Q4	125	Q2 target 62 (123 opportunities at Q2 2108-19)	↓
Tackling Poverty							
The number of interventions which supported people receiving Into Work advice through the Gateway (P&C)	Q1 14,722	Q2 27,571	Q3	Q4	43,000	Q2 target 21,500, result 12,849	↑
The number of clients who have been supported into employment having received tailored support through the Gateway (P&C)	Q1 347	Q2 596	Q3	Q4	623	Q2 Target 312, Result 249. The Service has expanded with 3 additional projects	↑
The number of employers which have been assisted by the Council's employment support service (P&C)	Q1 36	Q2 129	Q3	Q4	200	Q2 Target 100, Result 93. An additional employment engagement advisor is now in post to support employers, but will also impact the above measure	↑
The number of customers supported and assisted with their claims for Universal Credit (P&C)	Q1 687	Q2 1,554	Q3	Q4	1,500	Q2 target 750, result 867 (Q2 cumulative 2018-19 – 2,170)	↓

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
Additional weekly benefit identified for clients of the City Centre Advice Team (P&C)	£4.6m	£8.6m			£13m	Q2 target £6.5m, result £3.9m	➡
Tackling Homelessness and Rough Sleeping							
The number of multi-agency interventions that supported rough sleepers into accommodation (P&C)	45	91			168	Q2 target 48, result 46	⬆
The percentage of households threatened with homelessness successfully prevented from becoming homeless (P&C)	78.19%	76.32%			70%	318 people were successfully prevented from becoming homeless in Q2	⬆
The percentage of people who experienced successful outcomes through the Homelessness Reconnection Service (P&C)	93.75%	87.30%			70%	25 out of 31 (80.6%) people achieved a positive outcome in Q2	⬆
The percentage of clients utilising Housing First for whom the cycle of homelessness was broken (P&C)	88.9%	91.0%			60%	At the end of Q2, 21 out of 23 clients were utilising their tenancies (only 5 clients utilising this service in Q2 2018-19)	⬇
The number of people positively moved on from second-stage accommodation (P&C)	23	42			150	Q2 Target 75, Q2 result - 19. Move on from the single persons gateway second stage accommodation remains very slow.	New indicator

Well-Being Objective: Safe, Confident and Empowered Communities



Steps	Target completion date	RAG Status			
Investing in Local Communities					
Invest in the regeneration of local communities by: <ul style="list-style-type: none"> Delivering a new three-year programme of Neighbourhood Renewal Schemes Completing Phase 2 of the Maelfa redevelopment scheme Implementing priority schemes identified in the Estate Regeneration Programme Progressing opportunities for funding through the Targeted Regeneration Investment Programme (P&C)	By Summer 2020	Q1	Q2	Q3	Q4
Continue to deliver the Community Well-being Hubs programme, in collaboration with partners, including: <ul style="list-style-type: none"> Progressing plans for Youth Hubs in the City Centre, Butetown and Ely Working with the Health Board on the Cardiff Royal Infirmary and other Wellbeing Hubs Exploring opportunities for investment in Community Well-being Hubs Ensuring people are connected with local service providers and activities in their neighbourhood through Community Inclusion Officers (P&C)		Q1	Q2	Q3	Q4
Safe and Inclusive Communities					
Ensure children and adults are protected from risk of harm and abuse by: <ul style="list-style-type: none"> Implementing the Child and Adult Exploitation Strategy to encompass new and emerging themes of child and adult exploitation Initiating regional discussions with the Vale of Glamorgan Council to develop a joint regional Child and Adult Exploitation Strategy Implementing the new All Wales Adult Safeguarding Procedures – in consultation with staff and partners – to ensure that adults at risk are protected from harm. (SS)	By March 2020 By March 2020	Q1	Q2	Q3	Q4
Continue the implementation of a strengths-based approach to social work practice to put individuals, families and communities at the centre of their own well-being by: <ul style="list-style-type: none"> Refreshing the Signs of Safety Implementation Plan to embed strengths-based practice in partnership with families to support children to remain at home, supported by a safety plan Establishing and embedding strengths-based practice in Adult Services (SS)	By March 2020 By March 2022	Q1	Q2	Q3	Q4

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Implement the Cardiff and Vale Regional Partnership Board transformational proposals for a 'Healthier Wales' by 2021 to further develop prevention and resilient communities to keep people independent and connected for as long as possible (SS)					
Implement the Council's Corporate Safeguarding Policy to ensure an effective approach to implementation is embedded across the Council (SS)	By March 2020				
Continue to develop and support the workforce by: <ul style="list-style-type: none"> Implementing the requirements of the Regulation and Inspection of Social Care (Wales) Act (RISCA) 2016 and ensuring that all internal and external domiciliary care workers are appropriately qualified and registered Delivering a reduction in agency workforce and vacancies in the Children's Social Workers workforce by implementing a recruitment and retention strategy and refreshed workforce plan (SS)	By March 2020				
Deliver a three-year plan that combines service and financial planning for Adults and Children's Social Services (SS)					
Support people with learning disabilities and mental health issues to be more independent by: <ul style="list-style-type: none"> Implementing a Regional Learning Disabilities Commissioning Strategy In collaboration with the University Health Board, implementing the recommendations of the Community Services Review on the future model of the service (SS)	By March 2020 By March 2020				
Complete a service review of the Youth Offending Service and review the effectiveness of interventions by the service, in order to reduce offending / re-offending rates (SS)	By 2020				
Deliver the actions identified in the Cardiff & Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023 including the commissioning of a regional service for male victims (P&C)					
Deliver a co-ordinated local response to the UK leaving the European Union, including: <ul style="list-style-type: none"> Putting in place local support to enable EU Citizens in Cardiff to access the EU Citizen Settlement Scheme Responding to any civil contingencies emerging from a disruptive or 'No Deal' Brexit Ensuring a cross-public service approach to services and communications through the Cardiff Public Services Board (P&C and R)	By April 2019				

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Implement the Welsh Government Cohesion Action Plan and review local delivery (P&C)	From 2019-20	Green	Green		
Implement the Home Office Counter Extremism Strategy and review local delivery (P&C)	From 2019-20	Green	Green		
Develop an action plan to deliver the outcomes of the Young People and Drugs Joint Scrutiny Committee Report within six months of the Scrutiny report being approved (P&C)		Green	Yellow		
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		
Supporting Sports, Leisure, Culture and Green Spaces					
Promote and support the growth of the Welsh Language to help meet the Welsh Government's 'Cymraeg 2050: A Million Welsh Speakers' Strategy by: <ul style="list-style-type: none"> 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 (P&C and E&LL)		Green	Green		
Work with partners to develop strategic plans for the development of sport and physical activity that secure increases in participation, attract investment and ensure sustainability of provision (ED)	By March 2020	Green	Green		
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)		Green	Green		
Work in partnership with Welsh Water to re-open the Lisvane and Llanishen Reservoir sites for recreational purposes and reintroduce sailing to the Llanishen reservoir (ED)		Green	Green		

Well-Being Objective: Safe, Confident and Empowered Communities

20.0%	6.7%	26.7%	33.3%	13.3%			
Red (10% or more away from Target)	Amber (within 10% of target)	Green (on or above target)	Annual	Not Yet Available	No longer available	RAG rating not given	Not provided

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
Safeguarding and Supporting Vulnerable People							
The percentage of Council staff completing Safeguarding Awareness Training (SS)	Q1	Q2	Q3	Q4	100%	3,445 / 6,520 Provisional result - work is ongoing to improve the PI's collation method. This may mean the results are no longer comparable to previous years. Quarterly target TBC	New indicator
	50.00%	52.8%					
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 (P&C)	Q1	Q2	Q3	Q4	100%	A personalised targeted approach continues to encourage completions. All senior managers will be emailed in QTR 3 to continue this approach.	↑
	57.00%	58.90%					
The percentage of adult protection enquiries completed within seven days (SS)	Q1	Q2	Q3	Q4	99%		↑
	97.70%	91.37%					
Number of domiciliary care workers registered with Social Care Wales (SS)	Q1	Q2	Q3	Q4	250	Whole workforce 220 Data pending from Social Care Wales	New indicator
	125						

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The percentage of Children's Services social work vacancies (SS)	31.60%	34.60%			24%	On average 64 posts are vacant out of 184 posts Initial Response Team 58.7% Targeted 33.7% Child Looked After Teams 27.3% During Q2, 11 new social workers started, whilst 13 social workers left	↓
The percentage of children re-offending within six months of their previous offence (SS)					N/A	Baseline to be Established 4 month time-lag on results. Q1 due 31.10.19	New annual indicator
Regenerating Local Communities and Citizen-Centred Services							
The percentage of customers satisfied with completed regeneration projects (P&C)	100%	94%			75%	27 satisfied from 30 surveyed in Q2	↑
The number of visitors to libraries and Hubs across the city (P&C)	635,192	1.3m			3.3m	Q2 Target 1.26m, Result - 684,397	→
The percentage of customers who agreed with the statement 'Overall the Hub met my requirements/ I got what I needed' (P&C)	99.00%	99.0%			95%	1,992 agreed from 2,024 surveyed In Q2	↑
The number of visits (page views) to the Volunteer Portal (P&C)	20,074	42,805			55,000	Q2 target 27,500, result 22,731	↑
Supporting Sports, Leisure, Culture and Green Spaces							
The number of Green Flag parks and open spaces (ED)					13		Annual

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The number of volunteer hours committed to parks and green spaces (ED)					18,000		Annual
The number of visits to Local Authority sport and leisure centres during the year per 1,000 population where the visitor will be participating in physical activity (ED)					2% increase		Annual
The number of staff with Welsh language skills (P&C)					20% increase by 2021-22		Annual
The number of staff attending Welsh courses (P&C)					10% increase by 2021-22		Annual

Well-Being Objective: A Capital City that Works for Wales


100%

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Connected Capital					
Work with the UK Government and Welsh Government to implement a programme of investments over the next five years to deliver investment and capacity improvements at Cardiff Central Station which sits at the heart of the South Wales Metro and the Integrated Transport Hub (ED)					
Business Capital					
Grow the city centre as a location for businesses and investment delivering an additional 300,000 ft ² of 'Grade A' office space (ED)	By 2021				
Bring forward a new mixed-use development at Dumballs Road through the delivery of 2,000 homes (ED)	By 2022				
Deliver an Industrial Strategy for Cardiff East, which will support the progression of the Cardiff Parkway development (ED)					
Work with Cardiff Capital Region partners to ensure that City Deal investment supports the economic development opportunities of the city-region (ED)					
Sporting and Cultural Capital City					
Progress delivery of a new Indoor Arena to attract premier national and international events (ED)					
Develop a new vision and masterplan for Cardiff Bay including taking forward delivery of the next phase of development for the International Sports Village (ED)	By 2020 By 2019				
Launch a new masterplan for the Cardiff Canal Quarter (ED)	By April 2020				
Develop a sustainable events portfolio which builds on Cardiff's event hosting credentials. This will include the development of a 'signature event' and establishing Cardiff as a Music City over the next 5 years (ED)					
Support the development of the creative sector and help unlock investment opportunities by working with partners across the sector to support the growth of creative enterprises through the establishment of a Creative Accelerator programme (ED)					

Well-Being Objective: A Capital City that Works for Wales

33.3%	16.7%	50%
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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	No longer available	RAG rating not given	Not provided
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Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
Business Capital							
The number of new jobs created (ED)	Q1 548	Q2 642	Q3	Q4	500	Q2 target 250 Four projects were secured in Q2 with a number of active projects expected to complete in Q3	New indicator
The number of jobs safeguarded (ED)	Q1 0	Q2 15	Q3	Q4	500	Q2 target 250 Four projects were secured in Q2 with a number of active projects expected to complete in Q3	New indicator
The amount of 'Grade A' office space committed to in Cardiff (sq. ft.) (ED)	Q1	Q2	Q3	Q4	300,000 square feet	This is a rolling 2 year target	Annual
The number of staying visitors (ED)	Q1	Q2	Q3	Q4	2% increase		Annual
Total visitor numbers (ED)	Q1	Q2	Q3	Q4	2% increase		Annual
Sporting and Cultural Capital City							
Attendance at Council Venues (formerly Commercial) (ED)	Q1 208,351	Q2 388,258	Q3	Q4	903,000	Q2 target 451,500 The Museum of Cardiff was forced to close for a	

						<p>total of 18 days, (including a bank holiday weekend) due to flood damage. Changes to the Pierhead building's exhibition programming has meant the museum is no longer able to host its summer exhibition. Lack of signage in city centre to the museum is increasingly unhelpful</p>	
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Well-Being Objective: Cardiff grows in a resilient Way

8.3%	29.2%	62.5%
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Steps	Target completion date	RAG Status			
Housing					
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)	By 2026	Q1	Q2	Q3	Q4
Deliver 2,000 new Council homes, of which at least 1,000 will be delivered by May 2022 (P&C)		Q1	Q2	Q3	Q4
Convene regular Design Review Meetings to consider and make recommendations to development proposals submitted to the Local Planning Authority, publish an annual Design Review Monitoring Report, and complete the Supplementary Planning Guidance programme (PTE)		Q1	Q2	Q3	Q4
Transport and Clean Air					
Deliver a 7.5 Megawatt Solar Farm at Lamby Way generating renewable energy and supporting carbon-neutral aspirations – subject to the approval of a final business case in April 2019 (PTE)	By September 2019	Q1	Q2	Q3	Q4
Ensure the Council can achieve compliance with the EU Limit Value for Nitrogen Dioxide (NO ₂) in the shortest possible time by: <ul style="list-style-type: none"> Completing the feasibility study to identify the preferred measure(s) Submitting the Final Plan – including the full business case for the preferred option – to Welsh Government (PTE)	By 30th June 2019	Q1	Q2	Q3	Q4
Launch a new Transport & Clean Air Vision for the city and develop a Clean Air Strategy, including Active Travel solutions (PTE)	By September 2019	Q1	Q2	Q3	Q4
Deliver a prioritised programme of highways enhancements through minor road repairs and full-scale resurfacing to address concerns such as potholes, and deteriorating roads and pavements (PTE)		Q1	Q2	Q3	Q4
Support Transport for Wales with the implementation of the Cardiff Metro, increasing the quality of public transport infrastructure, the frequency of train journeys and the deployment of new train/tram extensions and stations across Cardiff (PTE)		Q1	Q2	Q3	Q4

Steps	Target completion date	RAG Status			
		Q1	Q2	Q3	Q4
Develop an Electric Vehicles Strategy, including the delivery of new electric buses (PTE)	By December 2019	Green	Green	White	White
Progress the City Centre Transport Masterplan through achievable and deliverable transport projects. Projects will focus on delivering the sustainable transport infrastructure improvements and transport deliverables outlined in the Masterplan, Transport Strategy, the new Transport & Clean Air Vision, and Local Development Plan (PTE)	From 2019 through to 2021	Yellow	Green	White	White
Support the delivery of the Council's Active Travel agenda by: <ul style="list-style-type: none"> Implementing 20mph speed limits across the city, completing Grangetown and developing plans for Splott, Butetown, Canton and Penylan (subject to funding) Improving the cycling and walking networks by delivering prioritised routes within the Active Travel Integrated Network Map, including phase 1 of the Cycle Superhighway Expanding the on-street cycle hire scheme to 1,000 bikes Working with the Active Travel Advisory Groups (PTE)	During 2019-20 By 2021 By July 2019.	Green	Green	White	White
Ensure every school in Cardiff has developed an Active Travel plan – including training and/or infrastructure improvements (PTE)	By 2022	Green	Yellow	White	White
Support the delivery of high-quality and well-connected communities – as described by the Council's Master Planning Principles – ensuring that: <ul style="list-style-type: none"> Supporting infrastructure, such as sustainable transport, schools, community facilities and green spaces, are delivered at all new strategic housing developments New housing developments are informed by good design and infrastructure planning Community infrastructure improvements on strategic sites are communicated to the public (PTE)		Green	Green	White	White
Secure a contract for the delivery of a heat network to serve areas of the Bay and City Centre, subject to successful national Government Capital Grant Award and Cabinet approval of a final business case (PTE)	By October 2019	Green	Green	White	White
Continue to engage with the Pensions Committee to deliver an environmentally-friendly pension policy (R)		Green	Green	White	White

Steps	Target completion date	RAG Status			
Waste, Recycling and Clean Streets					
Work with Welsh Government and Local Authorities to jointly explore a new programme of regional recycling infrastructure over the next three years, focused on delivering facilities to improve and extend the capability and capacity for the sustainable treatment of “difficult to recycle” materials (PTE)		Q1	Q2	Q3	Q4
		Green	Green		
Meet our recycling targets by working with Welsh Government and WRAP (Waste & Resources Action Programme) to: <ul style="list-style-type: none"> Develop and deliver short-term recycling objectives Develop a long-term sustainable approach to the collection of residual wastes, recyclables and food waste (PTE)	By June 2019 By March 2020	Q1	Q2	Q3	Q4
		Yellow	Red		
Develop a citizen-based strategic plan for new and existing recycling centres, and promote improved recycling to 80% in centres (PTE)	By March 2020	Q1	Q2	Q3	Q4
		Yellow	Yellow		
Develop and deliver targeted interventions to promote recycling in communities to support achieving the 64% recycling target (PTE)	For 2019-20	Q1	Q2	Q3	Q4
		Yellow	Red		
Enhance and expand existing partnership(s) to support re-use in Cardiff (PTE)	By March 2020	Q1	Q2	Q3	Q4
		Green	Yellow		
Establish for roll-out an area-based model for cleansing and enforcement to support efficient and effective service delivery (PTE)	By June 2019	Q1	Q2	Q3	Q4
		Green	Green		
Develop and deliver an extended campaign for ‘Love Where You Live’ to encourage local volunteering, and engage with citizens and businesses on concerns in their communities (PTE)	By September 2019	Q1	Q2	Q3	Q4
		Green	Green		
Develop and implement a comprehensive programme in the Council’s Street Scene services to drive productivity and performance improvements, with better co-ordination of highways maintenance, waste management and cleansing to improve the public realm (PTE)	From April 2019	Q1	Q2	Q3	Q4
		Green	Yellow		
Develop a Cardiff Food Strategy for approval and implement the approved action plan (PTE)	By May 2019	Q1	Q2	Q3	Q4
		Green	Green		

Well-Being Objective: Cardiff grows in a resilient Way

5.0%	5.0%	35.0%	45.0%	10.0%
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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	No longer available	RAG rating not given	Not provided
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Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
Housing							
Total number of new Council homes completed and provided (P&C)	Q1 109	Q2 124	Q3	Q4	400 cumulative	Q2 target 136. There are no concerns that the overall target of 1,000 homes by 2021 will not be met.	↑
The percentage of householder planning applications determined within agreed time periods (PTE)	Q1 89.91%	Q2 87.87%	Q3	Q4	>85%	239 / 272 applications determined in Q2 2019-20 compared to 277 / 296 in Q2 2018-19	↓
The percentage of major planning applications determined within agreed time periods (PTE)	Q1 100.00%	Q2 93.33%	Q3	Q4	>60%	14 / 15 applications determined in Q2 2019-20 compared to 6 / 7 applications in Q2 2018-19	↑
The percentage of affordable housing at completion stage provided in a development on greenfield sites (PTE)	Q1	Q2	Q3	Q4	30% (LDP)		Annual
The percentage of affordable housing at completion stage provided in a development on brownfield sites (PTE)	Q1	Q2	Q3	Q4	20% (LDP)		Annual
Transport and Clean Air							
Proportion of people travelling to work by sustainable transport modes (2026 target 50:50) (PTE)	Q1	Q2	Q3	Q4	46.6%		Annual

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The number of schools supported to develop an Active Travel Plan (PTE)					40		Annual
The percentage reduction in carbon dioxide emissions from Council buildings (PTE)					2%		Annual
The level of nitrogen dioxide (NO ₂) across the city (PTE)					35µg/m ³		Annual
Waste and Recycling							
The percentage of total recycling and waste collections reported as missed by customer (PTE)	0.12%	0.11%			<0.01%	New measures are being introduced to reduce the number of missed collections. Some (reported as missed) were actually not collected for valid reasons such as the containers being presented late or containing incorrect materials.	New indicator
The percentage of municipal waste collected and prepared for re-use and/ or recycled (PTE)					64%	NRW Validation	
The maximum permissible tonnage of biodegradable municipal waste sent to landfill (PTE)					<33,557 tonnes	NRW Validation	
The number of Street Scene investigation actions per month (PTE)	5,638	5,978			6,000 (500 per month)		New indicator
The number of Street Scene legal enforcement actions per month (PTE)	2,605	4,674			3,600 (300 per month)		New Indicator

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
Clean Streets							
The percentage of principal (A) roads that are in overall poor condition (PTE)	Q1	Q2	Q3	Q4	5%		Annual
The percentage of non-principal/classified (B) roads that are in overall poor condition (PTE)	Q1	Q2	Q3	Q4	7%		Annual
The percentage of non-principal/classified (C) roads that are in overall poor condition (PTE)	Q1	Q2	Q3	Q4	7%		Annual
The percentage of highways land inspected by the Local Authority found to be of a high or acceptable standard of cleanliness (PTE)	Q1	Q2	Q3	Q4	90%	Ex. KWT surveys	↑
	96.54%	96.17%					
The percentage of reported fly-tipping incidents cleared within five working days (PTE)	Q1	Q2	Q3	Q4	90%	Q2 result 2018-19 99.66%	↓
	98.46%	99.44%					
The percentage of reported fly-tipping incidents which lead to enforcement activity (PTE)	Q1	Q2	Q3	Q4	70%	Q2 result 2018-19 94.64%	↓
	81.67%	81.00%					

Well-Being Objective: Modernising and Integrating our Public Services



Steps	Target completion date	RAG Status			
Assets and Property					
Modernise the Council's estate and reduce the footprint through rationalisation and investment in maintenance (ED)		Q1	Q2	Q3	Q4
Develop a new five-year Property Strategy (ED)	By March 2020	Q1	Q2	Q3	Q4
Take forward delivery of the Core Office Strategy (ED)		Q1	Q2	Q3	Q4
Digital Ambition					
Progress the seven strands of the Council's Digital First Agenda, with a focus on:		Q1	Q2	Q3	Q4
<ul style="list-style-type: none"> Identifying priorities for the 'Connected Citizen Strategy' Working with stakeholders to identify the priorities of the remaining 'connected' strands (R) 	By June 2019				
	By December 2019				
Workforce Development					
Improve the health and well-being of our employees by continuing to monitor sickness absence, and proactively provide support for employees and managers (R)		Q1	Q2	Q3	Q4
Work towards the Gold Level Corporate Health Standard Award (R)	By March 2020	Q1	Q2	Q3	Q4
Continue to deliver the Agency Workers Charter and embed corporate processes to review Agency Worker placements at 12 and 18 months (R)		Q1	Q2	Q3	Q4
Ensure that the Council's workforce is representative of the communities it serves (R)		Q1	Q2	Q3	Q4
Ensure the Council delivers a high-quality customer service across the organisation by delivering the seven priorities recommended in the Customer & Leadership report (R)	By March 2020	Q1	Q2	Q3	Q4
Deliver the Council's priorities within the Strategic Equality Plan 2016-2020 and launch a new Strategic Equality Plan (P&C)	By April 2020	Q1	Q2	Q3	Q4
Overall Organisation Performance					
Support people and communities to be more engaged with the work of the Council (P&C)		Q1	Q2	Q3	Q4

Well-Being Objective: Modernising and Integrating our Public Services

16.7%	16.7%	66.6%
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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	No longer available	RAG rating not given
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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)					3%		Annual
Reduce the total running cost of occupied operational buildings (ED)					1.7%		Annual
Reduce the maintenance backlog (ED)					£4m		Annual
Capital income generated (ED)					£15m		Annual
The number of customer contacts to the Council using digital channels (R)	286,697	531,672			+5% on 2018-19	Q2 target 496,659	↑
The percentage of staff that have completed a Personal Review (excluding school staff) (R)					100%		Annual
The number of working days/shifts per FTE Local Authority employee lost due to sickness absence (R)	11.48	11.09			9.5	Quarter 2 actual figure is 5.04 FTE days lost and a forecast of 11.09.	
Maintaining customer/citizen satisfaction with Council services (R)					75%		Annual
The percentage of draft committee minutes published on the Council website within ten working days of the meeting being held (G&L)	50%	53%			80%	Q2 result - 56% (22/39) Cumulative result - 53% (43/81)	↑

Performance Indicator	Result				Target	Narrative update	Direction of Travel (Prior Year)
	Q1	Q2	Q3	Q4			
The total number of webcast hits (Full Council, Planning Scrutiny and Audit Committees, Cabinet) (G&L)					5,500		Annual
The number of Facebook Followers (P&C)	22,300	23,701			24,000	Q2 target 12,000	New indicator
The percentage of voter registration (G&L)					90%		Annual

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Quarter 2 Technical Appendix – Steps 2019/20

Well-being Objective 1.1

Steps	Lead Member	Lead Directorate	Q2 Update	Q1 RAG	Q2 RAG	Q3 RAG	Q4 RAG
Page 281	Cllr Sarah Merry	Education	<p>Cardiff is progressing towards becoming a ‘child friendly city’ where all children and young people have an equal chance to thrive and reach their potential. The Child Friendly City strategy was launched in November 2018 with partners and progress is being monitored via a delivery plan.</p> <p>The participation of children and young people in their own education, through the involvement of young people in the programme, continues to improve. Schools have made significant achievements towards becoming Rights Respecting. Since September 2018, 44 schools have registered for the award, 33 schools have achieved Bronze: Rights Committed, 9 schools have achieved Silver: Rights Aware.</p>	G	G		
		Education/ Economic Development	<p>Plans for the next phase of investment in the school estate, Band B, are being progressed.</p> <ul style="list-style-type: none"> • The design of the new Fitzalan High School is underway. • St Mary the Virgin is due to go to tender in the spring. • The consultation for the Doyle Avenue scheme has ended and is being considered by the Welsh Government, due to changes to sixth form provision outlined in the proposal. • The consultation for Early Years, Primary and Secondary School Provision to serve Adamsdown and Splott is due to end on the 4th November 2019. • Cathays is ongoing. 	A	A		

			<p>Detailed design work is also being undertaken on proposed Section 106 schools in new housing developments, including St Edeyrn's with Persimmon and Plasdŵr with Redrow.</p> <p>Prior to the completion of the Band B school investment programme there are challenges in relation to meeting sufficiency requirements, particularly for secondary and additional learning needs (ALN) places, and short to medium term risks relating to poor building assets that need to be addressed.</p>				
<p>Deliver a strengthened programme of academic and vocational provision for learners educated outside of mainstream settings to improve learner outcomes during the academic year 2018/19 and beyond.</p>	Cllr Sarah Merry	Education	<p>Provisional 2018/19 results for year 11 learners educated other than at school (EOTAS) will be available in Quarter 4. In 2017/18, performance of this group was too low.</p> <p>Improved tracking and monitoring systems have enabled more scrutiny and challenge of the progress made by EOTAS learners. Quality assurance of EOTAS provision has also improved. The Local Authority is working with schools to reduce the number of learners moving in-year between schools, with many not on a mainstream school roll but classified as EOTAS. Options to secure appropriate provision are being implemented and a Hard to Place panel is being piloted in October 2019.</p>	A	A		
<p>Reshape and enhance specialist provision and services for pupils with additional learning needs to ensure sufficient, high-quality provision is available to meet the current and projected need from 2018 to 2022.</p>	Cllr Sarah Merry	Education	<p>Good progress is being made to prepare for ALN Reform. An ALNET Regional Implementation Plan and a regional ALN Professional Learning Plan have been established, based on school and local authority audits of 'ALN readiness'. Schools are working together in ALN Clusters, supported by the Local Authority and Regional ALN. The date for reform has been extended by a year to 2021.</p> <p>Four special school projects have been included in the Band B 21st Century Schools Programme. Seven additional projects were delivered in 2017/18, to increase specialist resource base and special school places, in both English and Welsh medium sectors. However, the demand continues to increase and the Local</p>	A	A		

			<p>Authority continues to rely on placements in the independent sector.</p> <p>Stronger systems for monitoring the quality and impact of ALN provision in schools is needed. The Local Authority is working with schools and the Central South Consortium to embed effective provision mapping, self-evaluation and improvement planning processes for ALN/inclusive practice. This would strengthen schools' capacity to identify and address needs early on, as well as through school-to-school working and take-up of training.</p>				
<p>Support Cardiff schools to move towards a new curriculum, and to respond to new qualification and assessment frameworks, with effect from Autumn 2019 until 2022.</p> <p>Page 283</p>	<p>Cllr Sarah Merry</p>	<p>Education</p>	<p>Curriculum for Wales 2022 seeks to allow for a broadening of learning, supporting settings and schools to be more flexible in their approaches, and provides education leaders and practitioners with greater agency, enabling them to be innovative and creative.</p> <p>The consultation period for the new curriculum closed in July 2019 and feedback will be considered by education professionals involved in its development. The Curriculum for Wales 2022 guidance will be made available in January 2020, for rollout in September 2022 for all year groups in primary school and year 7 in secondary schools. The curriculum will roll out to Year 8 in September 2023 and year on year until it is introduced to Year 11 in 2026.</p> <p>There continues to be active engagement of teachers and leaders in the shaping of a new curriculum for Wales in a number of Cardiff schools. However, there are a number of challenges, including:</p> <ul style="list-style-type: none"> • Attracting and securing a high-quality workforce for schools, particularly in the context of changes to Initial Teacher Education (ITE), and • Ensuring that new qualifications meet the needs of learners in Wales, and that schools have plenty of time to plan and prepare effectively. 	<p>A</p>	<p>A</p>		

<p>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 by March 2020.</p>	<p>Cllr Sarah Merry & Cllr Russell Goodway</p>	<p>Education & Economic Development</p>	<p>Approximately £3.5m of maintenance work has been completed on the schools estate over the summer period with an ongoing focus on statutory obligations compliance. Development of the 2020-21 Capital Preventative Maintenance Programme for the schools estate is on target for finalisation in Quarter 4.</p> <p>The 2019 winter works Asset Management Programme has been commissioned, including prioritising Health & Safety, Fire Risk Assessment and suitability works. The 2019 summer works Asset Management Programme is due to be completed by October half term.</p> <p>Ensuring that all council departments have the capacity to deliver the School Asset Renewal Programme remains a challenge.</p>	<p>G</p>	<p>A</p>		
<p>Support young people into education, employment or training by delivering the Cardiff Commitment, with a focus during the academic years 2018/19 and 2019/20 upon:</p> <ul style="list-style-type: none"> • Creating school/business partnerships that target skills development in the key economic growth sectors of the Cardiff Capital Region; • Introducing targeted programmes of support and mentoring for young people; • Rolling out the 'Open Your Eyes' careers week to seven secondary school clusters. 	<p>Cllr Sarah Merry</p>	<p>Education & Economic Development</p>	<p>A provisional 2018/19 figure for the proportion of year 11 learners progressing to education, employment or training will be available in Quarter 3. The figure for 2017/18 is 98.3% (54 out of 3,153 school leavers not progressing), which represents sustained improvement. In 2012/13, the proportion of year 11 learners not progressing was 4.9% (174 school leavers), the highest in Wales.</p> <p>Open Your Eyes Week, which provides the opportunity for schools to engage with businesses around occupations and career pathways, is being arranged for 54 primary schools and nine secondary schools in Cardiff. The One Million Mentors programme has been launched in seven secondary schools. The Mini Police Programme was delivered to 21 primary schools and will be rolled out to 21 schools again this year.</p> <p>201 organisations have been engaged to date to support the Cardiff Commitment initiative from the public, private and third sectors.</p>	<p>G</p>	<p>A</p>		

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			In terms of targeted intervention, progression for key groups of learners such as EOTAS and Looked After Children is a priority. Data management is improving to provide a clearer picture of the challenges faced by young people in transitioning Post-16, and will help to inform improved levels of support and opportunity for school leavers in all settings.					
Page 285	Launch the 'Cardiff 2030 Vision for Education' by December 2019.	Cllr Sarah Merry	Education	Extensive engagement work to develop the Vision has been undertaken, with research and a series of engagement events undertaken to capture a wide range of views and perspectives. This has included school staff, children and young people, governors and partners – including higher/further education and employers. <i>Cardiff 2030</i> sets out an ambitious vision, underpinned by two themes, five goals and priority commitments. City-wide partnership and children's rights are key to the approach, recognising that Education is Everybody's Business and that Cardiff is aspiring to be a UNICEF Child Friendly City. Building on progress that has been made in delivering Cardiff 2020, the new ten-year vision for Education in Cardiff was signed off by the Cabinet in October 2019 and will be launched in November ' <i>Cardiff 2030 – A Ten-Year Vision for a Capital City of Learning & Opportunity</i> '.	G	G		
	Improve mental health and emotional well-being for young people by working in partnership to deliver an integrated approach to Children and Young People Emotional and Mental Health Support.	Cllr Sarah Merry & Cllr Graham Hinchey	Education, People & Communities and Social Services	The proposed structure for the Adolescent Service has been drafted and shared with the Trade Unions following consultation with staff. Regional plans have been confirmed and posts advertised. Work has commenced with partners to develop a robust set of tools, approaches and training to effectively support young people with emotional, behavioural or mental health issues.	A	A		

			<p>A whole system approach to therapeutic interventions and support – spanning a child’s journey from Early Help through to adoption – has been developed with key partners, through the Regional Children’s Partnership Board. This will be commissioned with Integrated Care Fund (ICF) funding.</p> <p>Ensuring that children and young people are ready and able to learn, and can easily access support to promote their emotional, mental and physical well-being is a key priority in both the <i>Cardiff 2030 Vision</i> and <i>Child Friendly City Strategy</i>, and has been highlighted as a priority for children and young people. In supporting schools to strengthen the provision for pupils with emotional health and well-being needs:</p> <ul style="list-style-type: none"> • A draft well-being and resilience pathway for schools has been developed. • Good practice case studies relating to emotional health and well-being are being reviewed for dissemination. • Resilience Workers are in post. A shared multi-agency graduated response for emotional health and well-being is being developed in partnership with the University Health Board. • Additional ACE ambassador training is being planned for roll-out to Cardiff schools. <p>However, exclusions in the primary phase continue to rise reflecting the increasing needs of younger learners. The Local Authority is therefore undertaking a review of exclusions, including piloting Capita Analytics to improve data analysis and improving systems for monitoring and evaluating Pastoral Support Plans.</p>				
<p>Develop a new delivery model for an integrated early help and prevention service for families, children and young people by March 2020, with the aim of</p>	<p>Cllr Graham Hinchey</p>	<p>People & Communities and Social Services</p>	<p>Since the ‘soft’ launch of the Early Help Gateway in April, the Institute of Public Care has been commissioned to identify good practice models for early help and prevention services across the</p>	<p>G</p>	<p>G</p>		

<p>reducing the impact of adverse childhood experiences on their well-being:</p> <ul style="list-style-type: none"> • Launching the new delivery model by June 2019 that will bring together a variety of multi-agency provision across three distinct services – Family Gateway, Family Help and Family Support; • Reviewing the current arrangements within the Multi-Agency Safeguarding Hub (MASH) to take account of the new Early Help Service. 			<p>UK. On completion the findings will be used to inform service development.</p> <p>Family Network Meetings, designed to work out a Safety Plan for keeping children safe, well and happy, are taking place. Positive feedback has been received from families and social workers and awareness raising will continue to ensure that social workers have a full understanding of the process.</p> <p>A governance board to oversee practice and performance across the whole system from Early Help to the Multi Agency Safeguarding Hub (MASH) has been set up and is attended by all key stakeholders. An operational group is driving forward a review of policies, procedures, practice and performance across the MASH partnership and key priorities have been established. Plans are underway to hold a workshop in Quarter 3 to set a five-year vision for multi-agency safeguarding within Cardiff.</p>				
<p>Enable more children to be placed nearer to home by March 2020 by:</p> <ul style="list-style-type: none"> • Developing a comprehensive placement commissioning strategy to map need against resources and influence the local market to provide a range of provision to meet the needs of Children Looked After; • Increasing the number of Local Authority foster carers (including kinship carers); • Increasing the range of local residential provision by commissioning 20 new placements; Working with the regional 	<p>Cllr Graham Hinchey</p>	<p>Social Services</p>	<p>The Children’s Commissioning Strategy has been revised following further input from the Children’s Management Team and will be presented to Cabinet in November 2019. The Strategy provides evidence of need and sets out a direction of travel for the next three years. Work to take forward some of the key priorities has commenced, such as engagement with fostering and residential providers and development of specifications for a Family Reunification Service and Family Group Conferences.</p> <p>In relation to fostering, a significant social media and online marketing and recruitment campaign was progressed during Quarter 2 and the volume of enquiries continues to be high. Further campaigns will target Black, Asian and Minority Ethnic (BAME) communities for foster carers to reflect Cardiff’s diversity. At present, the number of children placed within ‘in-house’ fostering remains stable, although the number of enquiries</p>	<p>A</p>	<p>A</p>		

<p>adoption service to increase the number of adoptive placements.</p>			<p>remains high and 28 full assessments were ongoing as of 30th September 2019. The number of children in kinship arrangements has increased from 74 at 31st March 2018 to 113 at 30th September 2019.</p> <p>A steering group has been established to take forward the development of a new residential children’s home for young people aged 16-19. The National Youth Advocacy Service (NYAS) are developing proposals for how best to secure young people’s engagement in the process. Following individual sessions with providers, at least four residential providers have expressed an interest in opening new homes in Cardiff in the future. A business case for an emergency residential home is to be developed.</p>				
<p>Develop a place-based approach to enhancing well-being and protection for vulnerable children and families, trialling new ways of working in an area of the city by March 2020</p>	<p>Cllr Graham Hinchey</p>	<p>Social Services</p>	<p>Following an analysis of existing demand across the city, three locality areas have been identified and teams have been assigned to these areas in consultation with managers. Plans are in place for a virtual launch of locality working early in Quarter 3, where senior management arrangements will change and the allocation of new cases to teams will be based upon the child’s home address. This approach will be further strengthened by the relocation of teams with the North team to be based in Hafan Gobaith, the East team in St. Mellons and the South team in County Hall. Social workers will retain their current cases, so there will be minimal disruption for families as to any changes will occur at the next appropriate case transfer point. Initial steps have been taken to develop partnership working within the localities and a workshop has been organised for Quarter 3.</p>	<p>A</p>	<p>G</p>		

<p>Ensure the best outcomes for children and young people for whom the Council has a responsibility by:</p> <ul style="list-style-type: none"> • Increasing the accommodation and support for care leavers by March 2020; • Improving the care planning arrangements for Children Looked After by reducing the time taken to progress cases through the court process; • Improving transition and progression into education, employment or training for care leavers by March 2020; • Improving educational outcomes for Children Looked After. 	<p>Cllr Graham Hinchey</p>	<p>Social Services</p>	<p>The Pathway Plan document has been reviewed and is due to be implemented in Quarter 3 when the process for Pathway Assessments has been confirmed. . Consistent representation on Residential and Resource Review Panels is ensuring that children looked after are known to Education, and support is shared across all services. The leaving care team and personal advisers will now be line managed alongside other adolescent services to ensure a more coherent service is delivered. Close working relationships have also been developed with the housing gateway to ensure there is a strategic approach to meeting the accommodation needs of this group of young people.</p> <p>Compliance with court timescales has improved and the Care Planning Practice Guidance to support social workers to progress cases through the Court process in a timely manner continues to be developed. Specific court skills training has been commissioned and the service has been restructured to better reflect the child’s journey.. More work with teams is required to ensure that legal requirements (such as deadlines and document formats) are understood and met.</p> <p>The integration of the Bright Start Service into the Into Work Service has provided an opportunity for education and training opportunities to be expanded for children looked after. The young people have been able to access the Bike Scheme and now use their bike to attend their various work placements. Young people unable to use public transport due to personal issues have benefited greatly from the Bike Scheme. .</p> <p>Work has been undertaken between the Social Services and Education Directorates to allow the Education directorate to lead on Personal Education Plans. There are still a number of children for whom education provision is lacking, particularly in relation to delays in arranging provision for children placed out of area. More</p>	<p>A</p>	<p>A</p>		
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			robust processes and early notifications to Education to support interventions are required.				
Support young carers and care leavers with a range of interventions, including into work support, trialling assistance with transport needs and wider well-being provision	Cllr Graham Hinchey	Social Services	Following a successful ICF bid, a Development Officer for young carers is now in post. A clear pathway for assessments has been developed and is being disseminated to partners. Partnership working with Education continues and governor training is being planned. The production and dissemination of a policy for young carers and associated e-learning is in progress and our contribution to the development of a joint strategy with the Vale of Glamorgan is ongoing.	G	G		

Well-being Objective 1.2

Steps	Lead Member	Lead Directorate	Q2 Update	Q1 RAG	Q2 RAG	Q3 RAG	Q4 RAG
<p>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:</p> <ul style="list-style-type: none"> • Commencing a phased implementation of the new model of Community Resource Team, including the Get Me Home Plus Service, to improve and expand the provision to enable people to remain independent at home; • Developing a new way of delivering domiciliary care by March 2021 that fully reflects local and community provision and the priorities of the Older Persons Housing Strategy; • Implementing the 'Discharge to Assess' model by March 2021, building on the success of the First Point of Contact (FPoC), enabling more people to be discharged safely through the development of night care services. 	Cllr Susan Elsmore	Social Services	<p>The Get Me Home Service Support (First Point of Contact Hospitals) that supports timely discharge for people with well-being needs was piloted between January and March 2019 and has now been evaluated.</p> <p>Community Resource Teams (CRT) are currently working with Vanguard to trial a different way of working to support more people to be discharged from hospital through a reablement pathway. In relation to Delayed Transfers of Care, winter pressures have over run into the spring / summer months and the University Hospital Wales has been at Level four status, described as “extreme pressure” over the summer months; the highest state of pressure for a hospital. The Local Authority is working with Health Board partners to continue to support flow in this period of sustained demand.</p> <p>The recommissioning of domiciliary care is progressing and the vision statement and purpose have been drafted. The new model is being co-produced with providers which is critical to achieving the vision of outcome-focussed, locality-based sustainable care. There are risks in the timing of the re-commissioning as the timescales align with the requirement for the domiciliary care workforce to be registered by April 2020. A relationship-based approach to commissioning is therefore crucial. The new service will be in place by November 2020.</p>	G	A		
<p>Deliver the Older Persons Housing Strategy to support independent living, fully understanding their housing needs and aligning work between Council and Health Services including:</p>	Cllr Lynda Thorne & Cllr Susan Elsmore	People & Communities	<p>Work on Clos Y Nant is progressing and on target. However due to contractor issues, Brentwood Court will be completed by the end October although this is past the target date, progress has been made within the last few weeks.</p>	G	G		

<ul style="list-style-type: none"> • Working to build and refurbish 'care-ready' schemes for older people; • Developing an Older Persons & Accessible Homes Unit to provide person-centred information, advice and assistance; • Developing innovative models of care, support and nursing services. 			<p>There is public consultation underway for the Maelfa scheme. This scheme will deliver 41 flats care-ready for older people along with communal rooms and flexible space. It is intended for this scheme to be reviewed by the Planning Committee before the end of the year.</p>				
<p>As a Dementia Friendly City, support those affected to contribute to, and participate in, mainstream society by:</p> <ul style="list-style-type: none"> • Undertaking Dementia Friends training across the Authority with the aim of 100% compliance amongst Council staff by April 2021; • Developing e-module training in collaboration with the Alzheimer's Society that will be delivered through the Cardiff Academy by March 2020; • Encouraging businesses to pledge their commitment to becoming Dementia Friendly by delivering the Council's awareness and engagement programme; • Developing a dementia-focused website by March 2020 to support those with dementia, carers, families as well as businesses who want to better support those with dementia; • Delivering locality-focused dementia awareness events. 	<p>CLlr Susan Elsmore</p>	<p>Social Services</p>	<p>A Dementia Friends e-learning module was successfully launched during Quarter 2 and has been supported by a programme of communication with staff.</p> <p>A project targeting a community high street is to be piloted as a new approach to dementia friendly businesses within the city.</p> <p>Consultation in relation to the Dementia Website has been completed with 266 people living with dementia providing feedback. A website content strategy is in development focusing on the creation of a forum to ensure relevant content is available, including Social Services, Telecare, Independent Living Services, Hub Services and Meals on Wheels.</p> <p>As part of awareness raising in relation to dementia, City Hall was illuminated on World Alzheimer's Day (21st September). Various events have been arranged including a memories story competition.</p>	<p>G</p>	<p>G</p>		

<p>Address social isolation and enhance quality of life of older people by developing inter-generational working with schools, Hubs, community groups, and private sector partners.</p>	<p>Cllr Susan Elsmore, Cllr Lynda Thorne & Cllr Sarah Merry</p>	<p>People & Communities and Education</p>	<p>Building on the success of the Independent Living Service, information, advice and assistance to hospital patients, with regards to social isolation, has been improved with the introduction of 'Get Me Home Plus' / 'Discharge to Assess'. This model allows a person's level of independence and care needs to be assessed in a familiar environment.</p> <p>Event planning has continued with a three-day festival held in Cardiff during September, hosting a number of intergenerational events, such as walking football, netball and cricket. In addition, reminiscence groups are being run with participants sharing their learning memories with children.</p>	<p>G</p>	<p>G</p>		
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Well-being Objective 1.3

Steps	Lead Member	Lead Directorate	Q2 Update	Q1 RAG	Q2 RAG	Q3 RAG	Q4 RAG
Act as an advocate for the Real Living Wage initiative and promote its adoption by the city's employers.	Cllr Huw Thomas	Resources	<p>A Living Wage City application has been developed and was approved by the Living Wage Steering Group in September. The application will be submitted in early October and a decision will be made by the Living Wage Foundation by 11th November 2019.</p> <p>An analysis of grants paid by the Council and discussions with key directorates around the Living Wage Friendly Funder application has been completed.. The Socially Responsible Procurement Board agreed on 16th September that an application should be made and this application will be submitted in Quarter 3.</p>	G	G		
<p>P SO CO 10</p> <p>Better support people into work by further integrating employment support services. This will include:</p> <ul style="list-style-type: none"> • Ensuring that the Gateway into employment is accessible across the city; • Ensuring that Into Work Advice Services and Adult Community Learning fully align with the new Gateway by September 2019; • Providing effective employer engagement and assistance into self-employment; • Promoting and extending volunteering opportunities by October 2019. 	Cllr Lynda Thorne	People & Communities	A full service review of employment support has not yet been carried out, however a phased approach has been developed to ensure more effective integration with Adult Learning and the Into Work Advice Service. Since September 2019, all learners enrolling for the Learning for Work programme are allocated an into work mentor, therefore ensuring that learners are supported on a one-to-one basis into employment. A funding decision from Welsh Government is awaited before further work to align services can commence.	G	G		
<p>CO 10</p> <p>Ensure support is available to mitigate potentially negative consequences associated with the roll-out of Universal Credit by:</p> <ul style="list-style-type: none"> • Providing digital access and assistance across the city; 	Cllr Lynda Thorne	People & Communities	A decision has been made for the information for landlords to be part of the Housing Options Centre website with dedicated sections for landlords. Work on this has been delayed, but is expected to be rolled out by winter 2019.	G	A		

<ul style="list-style-type: none"> • Working with private landlords to identify how the Council can help them with the change by March 2020; • Working with Jobcentre Plus, Registered Social Landlords and other partners to ensure that vulnerable individuals get the budgeting support they need; • Further developing the telephone advice line for customers. 							
<p>Create more paid apprenticeships and trainee opportunities within the Council by March 2020.</p>	<p>Cllr Huw Thomas & Cllr Chris Weaver</p>	<p>Resources</p>	<p>The number of paid opportunities for apprentices and trainees at the end of Quarter 2 was 121 against an annual target of 125. Information regarding the process for bidding for corporate apprentices and trainees has been circulated across the Council and bids have been reviewed with decisions communicated during October. Work has taken place to ensure that qualifications can be accessed with training providers.</p>	<p>G</p>	<p>G</p>		
<p>Support the Foundational Economy by implementing the Socially Responsible Procurement Policy, helping ensure that local people and local communities benefit from the money the Council spends on goods and services.</p>	<p>Cllr Chris Weaver</p>	<p>Resources</p>	<p>An evaluation of options for monitoring and managing the delivery of community benefits has identified the Social Value Portal, a Local Government Association (LGA) endorsed tool that puts a proxy monetary value on community benefits as the preferred option. An overview was presented to SMT on 1st October with an agreement reached to progress this option..</p> <p>Digital profile work is now being focused on providing a brokerage service for matching contractors to opportunities i.e. employment, training, work placements, community schemes requiring support etc. An Internal Steering Group has been established (Commissioning & Procurement, Into Work Advice Service and Cardiff Commitment) to ensure opportunities are maximised across the Council.</p>	<p>A</p>	<p>G</p>		
<p>Deliver the Rough Sleeper Strategy, and the Homelessness Strategy, to address rough sleeping in the city by:</p> <ul style="list-style-type: none"> • Extending the 'No First Night Out' policy: 	<p>Cllr Lynda Thorne</p>	<p>People & Communities</p>	<p>Housing First is progressing well, with nine private sector tenancies in place, including the first prison leaver housed through the scheme. In recognition of the complexity of issues associated with homelessness, initial work to establish Multi-Disciplinary Team</p>	<p>G</p>	<p>A</p>		

<ul style="list-style-type: none"> • Extending the capacity of the Housing First scheme to make better use of the private rented sector; • Building on the multi-agency team around rough sleepers to include substance misuse, probation and mental health services; • Implementing the diversionary pathway for anti-social behaviour and begging in partnership with South Wales Police. 			<p>reporting has been undertaken and is currently being refined. Safeguarding referrals are now also being monitored, with around 20 referrals recorded to date.</p>				
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Well-being Objective 1.4

Steps	Lead Member	Lead Directorate	Q2 Update	Q1 RAG	Q2 RAG	Q3 RAG	Q4 RAG
<p>Ensure children and adults are protected from risk of harm and abuse by:</p> <ul style="list-style-type: none"> • Implementing the Child and Adult Exploitation Strategy to encompass new and emerging themes of child and adult exploitation; • Initiating regional discussions with the Vale of Glamorgan Council by March 2020 to develop a joint regional Child and Adult Exploitation Strategy; • Implementing the new All Wales Adult Safeguarding Procedures by March 2020 – in consultation with staff and partners – to ensure that adults at risk are protected from harm. 	<p>Cllr Susan Elsmore & Cllr Graham Hinchey</p>	<p>Social Services</p>	<p>The Exploitation Strategy has been developed with work with key partners ongoing to finalise the Strategy and action plan. The strategy covers all forms of exploitation relating to children and adults across Cardiff and the Vale of Glamorgan</p> <p>The new Wales Safeguarding Procedures have been finalised and will be launched in partnership with Welsh Government and Cardiff and Vale Regional Safeguarding Boards during National Safeguarding week 2019 (18th – 24th November). An ‘app’ that will give access to a digitalised version of the Wales Safeguarding Procedures will be released simultaneously.</p>	G	A		

<p>Continue the implementation of a strengths-based approach to social work practice to put individuals, families and communities at the centre of their own well-being by:</p> <ul style="list-style-type: none"> • Refreshing the Signs of Safety Implementation Plan to embed strengths-based practice in partnership with families to support children to remain at home, supported by a safety plan by March 2020; • Establishing and embedding strengths-based practice in Adult Services by March 2022. 	<p>Cllr Susan Elsmore & Cllr Graham Hinchey</p>	<p>Social Services</p>	<p>Signs of Safety briefing sessions have continued throughout Quarter 2 and staff feedback has indicated that the sessions are helping to improve their knowledge of the approach. Collaborative Conversations strength-based training has continued to be rolled out across Adult Services with positive feedback received from all of the teams who have experienced it.</p>	<p>G</p>	<p>A</p>		
<p>Implement the Cardiff and Vale Regional Partnership Board transformational proposals for a 'Healthier Wales' by 2021 to further develop prevention and resilient communities to keep people independent and connected for as long as possible.</p>	<p>Cllr Susan Elsmore & Cllr Graham Hinchey</p>	<p>Social Services</p>	<p>Please see above update re: empowering people to remain independent at home.</p>	<p>G</p>	<p>A</p>		
<p>Implement the Council's Corporate Safeguarding Policy by March 2020 to ensure an effective approach to implementation is embedded across the Council.</p>	<p>Cllr Chris Weaver</p>	<p>Social Services</p>	<p>The Corporate Safeguarding Service Manager was successfully appointed in Quarter 2 and will lead on the implementation and delivery of Council's Corporate Safeguarding Policy action plan.</p>	<p>G</p>	<p>A</p>		
<p>Continue to develop and support the workforce by:</p> <ul style="list-style-type: none"> • Implementing the requirements of the Regulation and Inspection of Social Care (Wales) Act (RISCA) 2016 and ensuring that all internal and 	<p>Cllr Susan Elsmore & Cllr Graham Hinchey</p>	<p>Social Services</p>	<p>Progress in relation to Implementing the requirements of the Regulation and Inspection of Social Care (Wales) Act continues to be taken forward, though a need to accelerate delivery is recognised. Of the 1,500 care staff, just under one-third (489) are registered, despite the increase from 285 in Quarter 1. The requirement to register social care staff, and the consequences of</p>	<p>R</p>	<p>R</p>		

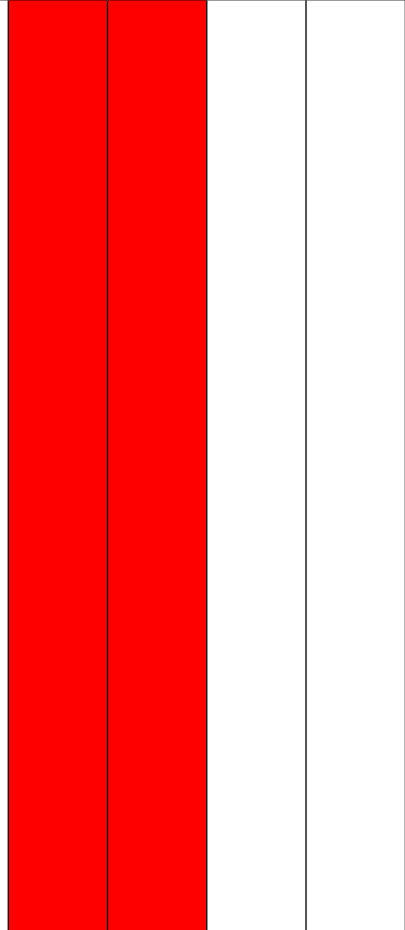
external domiciliary care workers are appropriately qualified and registered by March 2020;

- Delivering a reduction in agency workforce and vacancies in the Children’s social workers workforce by implementing a recruitment and retention strategy and refreshed workforce plan.

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non-compliance, continues to be promoted. To this end, there is now greater contact with managers as well as improved information sharing with care workers through training events. Care managers continue to be supported to utilise the option of ‘Confirmed Competence’ of experienced staff as a route to registration. Social Care Wales have informed the sector that registration needs to be applied for by the end of January 2020 in order for applications to be processed on time. This applies considerable added pressure for ensuring compliance..

Social worker vacancies in Children’s Services for Quarter 2 stand at 34.6%, up from 31.6% in Quarter 1. A post to drive forward recruitment and retention has been created and the post-holder took up post during the quarter. Timescales for the recruitment process are improving and a significant number of offers of appointments have been expedited through to offer / start date. Other process improvements to remove barriers and accelerate recruitment have been enacted, including the introduction of weekly interview windows to expedite the recruitment process. This has increased throughput of candidates into the time to recruit workflow. During Quarter 2 there have been 11 new starters and 13 leavers with another 14 with start dates next quarter, resulting in a net positive position. Next steps include identifying additional requirements to build a ‘Social Work Cardiff’ brand, and developing a process for recruiting into hard-to-fill roles and talent-banking candidates.



<p>Deliver a three-year plan that combines service and financial planning for Adults and Children's Social Services.</p>	<p>Cllr Susan Elsmore & Cllr Graham Hinchey</p>	<p>Social Services</p>	<p>The Children's Services "Delivering Excellent Outcomes" Strategy is complete and was presented to Cabinet in July. The delivering Excellent Outcomes programme continues to drive forward service improvement across a number of projects. Plans are also in place to co-develop the Adult Services Strategy with service users and this strategy is due to be presented to Cabinet in the next financial year. Both these strategies set out a range of priorities which align improved outcomes for people with the most cost effective course of action.</p>	<p>A</p>	<p>A</p>		
<p>Support people with learning disabilities and mental health issues to be more independent by:</p> <ul style="list-style-type: none"> • Implementing a Regional Learning Disabilities Commissioning Strategy by March 2020; <p>In collaboration with the University Health Board, implementing the recommendations of the Community Services Review on the future model of the service by March 2020.</p>	<p>Cllr Susan Elsmore</p>	<p>Social Services</p>	<p>Joint work streams for the key priorities outlined in the Joint Commissioning Strategy for Adults with Learning Disabilities "Promoting Independence and Improving Lives" 2019-2024 have been established with relevant partners and stakeholders. All eight work streams will have their first meeting by the middle of November 2019. .</p> <p>The Assistant Director of Adult Services is co-chairing a project with the Assistant Police and Crime Commissioner to develop mental health pathways. It is anticipated this work will overtake the Community Services Review in setting the strategic direction for adult mental health services across Cardiff and the Vale of Glamorgan.</p>	<p>A</p>	<p>A</p>		

<p>Complete a service review of the Youth Offending Service by 2020 and review the effectiveness of interventions by the service, in order to reduce offending/ re-offending rates.</p>	<p>CLlr Graham Hinchey</p>	<p>Social Services</p>	<p>In relation to Youth Offending, the Prevention Service has been established, and is continuing to develop close and effective working relationships with the Neighbourhood Policing Teams. A South Wales Police review is currently being carried out into the role of the Police School Liaison Officers, and the Youth Offending Service (YOS) Prevention Service will need to link into this review and its developments.</p> <p>There is also a need for greater strategic alignment in addressing school exclusions and this work has commenced with the Education directorate. Planned work to review existing structures will be taken forward in Quarter 3.. Research regarding national best practice for a range of interventions has also been deferred to Quarter 3 as managers have prioritised work with serious, high-profile cases in Quarter 2.</p> <p>The YOS Management Board has been re-launched with significantly extended membership so the planned review of Information Sharing Protocols will be taken forward in Quarter 3. The Youth Justice Plan was agreed by the Management Board and submitted to the Youth Justice Board within the prescribed timescale. Cardiff YOS has received an offer from the Youth Justice Board to assist with its National Standards Audit with respect to Out of Court Disposals, which the YOS has accepted. The audit period is September 2019 to March 2020, with the self-assessment being submitted by the end of April 2020.</p>	<p>A</p>	<p>A</p>		
<p>Deliver the actions identified in the Cardiff & Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023 including the commissioning of a regional service for male victims.</p>	<p>CLlr Susan Elsmore</p>	<p>People & Communities</p>	<p>Preparations to commission a male victims service are underway in collaboration with the Vale of Glamorgan and Bridgend Councils. The region is also exploring options to extend existing perpetrator programmes and looking at supporting schools with the wwhole school approach to Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV).</p>	<p>A</p>	<p>A</p>		

<p>Deliver a co-ordinated local response to the UK leaving the European Union, including:</p> <ul style="list-style-type: none"> • Putting in place local support to enable EU Citizens in Cardiff to access the EU Citizen Settlement Scheme by April 2019; • Responding to any civil contingencies emerging from a disruptive or 'no deal' Brexit; • Ensuring a cross-public service approach to services and communications through the Cardiff Public Services Board. 	<p>Cllr Huw Thomas & Cllr Lynda Thorne</p>	<p>People & Communities and Resources</p>	<p>The Council's Corporate and Directorate Risk Registers are regularly reviewed with Brexit identified as a corporate risk. Business Continuity Plans have been reviewed in response to Brexit and Assurance Statements have been provided by each Directorate in March and again in August to focus on No Deal given the Auditor General's Assessment that a 'No Deal' Brexit 'remains a possible outcome; for which public services in Wales need to be prepared'.</p> <p>The Council's Senior Management Team now consider Brexit risks on a fortnightly basis and the Leader updated Council on Brexit in September. Nominated officers have been identified in each Directorate to lead on Brexit response planning and a Cardiff Council Brexit Issues Register has been developed which consolidates all identified risks, issues and mitigating actions. The Register responds to all major issues identified in relation to Brexit and, following a review, there are no gaps between the Council's assessment work and the reports produced by Welsh Government and the Welsh Local Government Association (WLGA).</p> <p>Following work with the WLGA, Grant Thornton and other Local Authorities, the WLGA concluded that "To the extent that preparation for a 'No deal' Brexit is possible, WLGA is confident that Local Authorities have taken sensible, proportionate steps and are as prepared as they can be. The coming weeks will determine if their contingency plans and measures have to be put into practice or whether this has been an expensive and time-consuming diversion from the ongoing delivery of vital council services to local residents."</p>	<p>G</p>	<p>G</p>		
<p>Implement the Welsh Government Cohesion Action Plan and review local delivery from 2019/20.</p>	<p>Cllr Lynda Thorne</p>	<p>People & Communities</p>	<p>To support the citizen engagement strategy, a Youth Community Cohesion Group has been established, with the first group being attended by 45 young people from across Cardiff to discuss knife crime and serious violence.</p>	<p>G</p>	<p>G</p>		

			<p>Hate crime training is being scheduled for Quarter 3 in partnership with Victim Support, who are funded by the Welsh Government to deliver high-quality training and support to victims in Wales. Two events were delivered in partnership with Butetown Community Centre and the Ethnic Youth Support Team (EYST) to celebrate and recognise the contribution of the Windrush Generation to Wales.</p> <p>The Council was successful in applying for in-kind support to develop a regional campaign on Welsh identity and belonging, and will be working with the private sector to develop this campaign during Quarter 3 and Quarter 4.</p> <p>Approximately 16 UK and European Cities will be attending the trans-national conference that Cardiff will host in Quarter 3 on 'Developing Social Inclusion Narratives at the Local Level', providing an opportunity to share knowledge and best practice in this area.</p>			
Implement the Home Office Counter Extremism Strategy and review local delivery from 2019/20.	Cllr Lynda Thorne	People & Communities	<p>Work is ongoing to build links and effective networks with partners. Links have been developed with the Think Safe exploitation team and the team is now delivering training sessions around radicalisation and extremism.</p> <p>Funding has been secured from the Home Office for a large communication campaign relating to Building a Stronger Britain Together, covering the South Wales area. Funding has also been made available by Welsh Government to highlight harmful narratives, positive narratives, promote the history of Cardiff and the positive contribution of the city's diverse communities.</p>	G	G	
Develop an action plan to deliver the outcomes of the Young People and Drugs Joint Scrutiny Committee Report within six months of the Scrutiny report being approved	Cllr Lynda Thorne	People & Communities	Work has been undertaken to develop an action plan with partners and this will be taken to the Delivery Board in November followed by Scrutiny in December for approval.	G	A	

<p>Invest in the regeneration of local communities by:</p> <ul style="list-style-type: none"> • Delivering a new three-year programme of Neighbourhood Renewal Schemes; • Completing Phase 2 of the Maelfa redevelopment scheme by summer 2020; • Implementing priority schemes identified in the Estate Regeneration Programme; • Progressing opportunities for funding through the Targeted Regeneration Investment Programme. 	<p>Cllr Lynda Thorne</p>	<p>People & Communities</p>	<p>Design work is ongoing for Lower Llanrumney & Roundwood, and further consultation for Roundwood is planned during October. Design work for the Year 1 Neighbourhood Regeneration Scheme has taken place.</p> <p>The Maelfa shopping centre has been demolished and phase 2 is now underway. Funding bids have been approved for one Targeted Regeneration Investment Programme (TRIP) and further bids are being investigated..</p>	<p>G</p>	<p>G</p>		
<p>Give up standards in the private rented housing sector by taking enforcement action against rogue agents and landlords letting and managing properties.</p>	<p>Cllr Lynda Thorne</p>	<p>Resources</p>	<p>The Conwy proactive data matching exercise with the National Fraud Initiative has been reviewed. A "How to" guide has been developed which incorporates the lessons learnt. Further data cleansing is being carried out to identify landlords and agents who still need to comply with the registration and licensing scheme.</p> <p>In relation to supporting Local Authorities to improve energy efficiency in the private rented sector, a third-party contractor has submitted a bid for Warm Homes funding, which will aid landlords to fund energy efficiency improvements to private rental properties</p>	<p>G</p>	<p>G</p>		
<p>Continue to deliver the Community Well-being Hubs programme, in collaboration with partners, including:</p> <ul style="list-style-type: none"> • Progressing plans for Youth Hubs in the City Centre, Butetown and Ely; 	<p>Cllr Lynda Thorne & Cllr Susan Elsmore</p>	<p>People & Communities</p>	<p>The plans for improvements to Whitchurch & Rhydypennau Wellbeing Hubs have been finalised, however, ICF funding bids have yet to be determined so projects cannot progress to appointment of preferred contractor.</p> <p>The TRIP funding application is waiting for Welsh Government feedback which makes the funding position unclear.</p>	<p>G</p>	<p>A</p>		

<ul style="list-style-type: none"> • Working with the Health Board on the Cardiff Royal Infirmary and other Wellbeing Hubs; • Exploring opportunities for investment in Community Well-being Hubs; • Ensuring people are connected with local service providers and activities in their neighbourhood through Community Inclusion Officers. 			<p>Four Community Inclusion officers have continued to make links within communities by setting up groups to alleviate isolation – such as gardening clubs, social cafés, links with Rotary Club, Age Connects, friends groups etc. A health & wellbeing event was also delivered with over 20 health advice providers in attendance & 300 clients in attendance. Further events have been planned which will link to national campaigns and community need.</p>				
<p>Promote and support the growth of the Welsh Language to help meet the Welsh Government's 'Cymraeg 2050: A million Welsh speakers' strategy by:</p> <ul style="list-style-type: none"> • 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. 	<p>Cllr Huw Thomas & Cllr Sarah Merry</p>	<p>People & Communities and Education</p>	<p>The Cardiff Bilingual Forum met in September and welcomed new members to the group. It was proposed that the Action Plan and future events are publicised/advertised 'digitally'. To support this it is proposed that a Twitter account is created for the Forum and that partner organisations take it in turns to 'manage' the account to promote the activities they are undertaking in relation to the city-wide strategy.</p>	<p>G</p>	<p>G</p>		
<p>Work with partners to develop strategic plans for the development of sport and physical activity by March 2020 that secure increases in participation, attract investment and ensure sustainability of provision.</p>	<p>Cllr Peter Bradbury</p>	<p>Economic Development</p>	<p>Sport Wales have set out a new delivery model for sport and physical activity with the intention of abolishing the existing agreements with the 22 Local Authorities across Wales and establishing four regional delivery partnerships. Sport Wales will then invest in the four regions with each regional board having responsibility for strategic direction, action planning and delivery for sport and physical activity. As a result the Council's collaborative work to develop a specific Cardiff strategy has been delayed.</p>	<p>G</p>	<p>G</p>		

			The Playing Pitch Strategy has reached its Stage 3 draft report and a stakeholder meeting has been hosted by consultants. A final report with recommendations will be completed by Quarter 3.				
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	Cllr Peter Bradbury	Economic Development	Since April this year a total of 10,178 volunteer hours have contributed to the development of parks and green spaces in the city equating to £83,567 in monetary value using the National Living Wage.	G	G		
Work in partnership with Welsh Water to re-open the Lisvane and Llanishen Reservoir sites for recreational purposes and reintroduce sailing to the Llanishen reservoir.	Cllr Peter Bradbury	Economic Development	A Project Board has been established which includes representatives from the Council. An advertisement has been placed and applications received for a Partnership Manager Post.	G	G		

Well-being Objective 2.1

Steps	Lead Member	Lead Directorate	Q2 Update	Q1 RAG	Q2 RAG	Q3 RAG	Q4 RAG
Progress delivery of a new Indoor Arena to attract premier national and international events.	Cllr Russell Goodway	Economic Development	Procurement was launched on 20 th August for a consortium for the delivery and operation of the new Indoor Arena. The Procurement is still on target to be completed at the end of Quarter 4.	G	G		
Grow the city centre as a location for businesses and investment delivering an additional 300,000ft2 of 'Grade A' office space by 2021.	Cllr Russell Goodway	Economic Development	A new internet bank has selected Cardiff as its location, and the identity of the bank will be announced shortly. Parts of Capital Tower have recently been refurbished into good-quality office space for the growing interest from creative and technology businesses.	G	G		
Work with the UK Government and Welsh Government to implement a programme of investments over the next five years to deliver investment and capacity improvements at Cardiff Central Station which sits at the heart of the South Wales Metro and the Integrated Transport Hub.	Cllr Russell Goodway	Economic Development	UK Government has announced funding support of £58.3m towards the upgrade of Central Station, which now completes the required funding package. Work to develop a masterplan vision has now commenced.	G	G		
Bring forward a new mixed-use development at Dumballs Road through the delivery of 2,000 homes by 2022	Cllr Russell Goodway	Economic Development	A new planning application for the new mixed-use development at Dumballs Road is being prepared. A report to Cabinet is scheduled for Quarter 3.	G	G		
Deliver an Industrial Strategy for Cardiff East, which will support the progression of the Cardiff Parkway development	Cllr Russell Goodway	Economic Development	The new Industrial Strategy and proposed next steps will be presented to Cabinet in Quarter 3.	G	G		
Develop a new vision and masterplan for Cardiff Bay by 2020 including taking forward delivery of the next phase of development for the International Sports Village by 2019	Cllr Russell Goodway	Economic Development	New development strategy proposals for revitalising the International Sports Village (ISV), including the Toys R Us building, will be presented to Cabinet for a decision in October 2019.	G	G		

Launch a new masterplan for the Cardiff Canal Quarter by April 2020	Cllr Russell Goodway	Economic Development	Procurement of the Indoor Arena is progressing and is on target to be completed by March 2020. A new masterplan for the Canal Quarter will only be released if the Motorpoint Arena becomes redundant.	G	G		
Work with Cardiff Capital Region partners to ensure that City Deal investment supports the economic development opportunities of the city-region.	Cllr Russell Goodway & Cllr Huw Thomas	Economic Development and Planning, Transport & Environment	An update for the Metro Central was provided to City Deal Cabinet in September following a UK Government funding announcement. A bid for forward funding of the initial masterplan visioning work will be presented to the City Deal Investment Panel Meeting in October.	G	G		
Develop a sustainable events portfolio which builds on Cardiff's event hosting credentials. This will include the development of a 'signature event' and establishing Cardiff as a Music City over the next 5 years	Cllr Peter Bradbury	Economic Development	The Cardiff Food and Drink Festival took place in early July, supporting over 120 small businesses and attracting in excess of 75,000 visitors to Cardiff Bay over the weekend. Work is continuing on the development of a new signature music festival for the city due to take place for the first time in October 2020. A report is being presented to Cabinet in Quarter 3.	G	G		
Support the development of the creative sector and help unlock investment opportunities by working with partners across the sector to support the growth of creative enterprises through the establishment of a Creative Accelerator programme	Cllr Peter Bradbury	Economic Development	At an event in City Hall, Creative Cardiff announced , the first of a series of investments in innovation support for a range of production companies in Cardiff. New incubation / accelerator space has been made available by the University of South Wales in their Atrium Building in the heart of Cardiff.	G	G		

Well-being Objective 3.1

Steps	Lead Member	Lead Directorate	Q2 Update	Q1 RAG	Q2 RAG	Q3 RAG	Q4 RAG
Work with Welsh Government and Local Authorities to jointly explore a new programme of regional recycling infrastructure over the next three years, focused on delivering facilities to improve and extend the capability and capacity for the sustainable treatment of “difficult to recycle” materials.	Cllr Michael Michael	Planning, Transport & Environment	Welsh Government are progressing an all-Wales solution for hygiene waste. Following the offer of capital support, a bid has been made to Welsh Government to support procurement of vehicles, caddies and depot improvements.	G	G		
Meet our recycling targets by working with Welsh Government and WRAP (Waste & Resources Action Programme) to: <ul style="list-style-type: none"> Develop and deliver short-term recycling objectives by June 2019; Develop a long-term sustainable approach to the collection of residual wastes, recyclables and food waste by March 2020. 	Cllr Michael Michael	Planning, Transport & Environment	Meetings have been held with Welsh Government and key partners, WRAP and Local Partnerships, to discuss the development of a recycling strategy development and implementation project for Cardiff. A project team will be established and service options will be modelled to inform a long-term change programme. The options modelling target completion date is May 2020. The current projected recycling performance is 59% and the 64% target is unlikely to be achieved.	A	R		
Develop a citizen-based strategic plan for new and existing recycling centres, and promote improved recycling to 80% in centres by March 2020.	Cllr Michael Michael	Planning, Transport & Environment	Recycling performance for the household recycling centres has improved with Quarter 2 performance of Bessemer Close at 77% and Lamby Way at 75%. It is envisaged the 80% target will be achieved by March 2020. Work continues to tackle contamination and a lack of separation from the public. Further training and public engagement will continue over the next two quarters.	A	A		
Develop and deliver targeted interventions to promote recycling in communities to support achieving	Cllr Michael Michael	Planning, Transport & Environment	Work has progressed with regard to the management of contamination within waste presented by residents. The process will be rolled out in Quarter 3 r and it is envisaged this will start	A	R		

the 64% recycling target for 2019/20.			having a positive impact in relation to citizen behaviours. Again, however, the current projected recycling performance is 59% and although this may improve with this intervention, the 64% target is unlikely to be achieved.			
Enhance and expand existing partnership(s) to support re-use in Cardiff by March 2020.	Cllr Michael Michael	Planning, Transport & Environment	Along with our partner, Wastesavers, plans are underway for the build of a re-use shop at Bessemer Close recycling centre.. Ensuring a safe accessible shop with the required infrastructure is a priority for the Council. Work will continue with the Health & Safety team and Wastesavers to start on the required infrastructure work.	G	A	
Establish for roll-out an area-based model for cleansing and enforcement to support efficient and effective service delivery by June 2019.	Cllr Michael Michael	Planning, Transport & Environment	The roll-out of trial cleansing rounds is in place and a review is taking place with all teams with a view to all cleansing rounds being set and in place by December 31 st . The implementation of afternoon teams in Grangetown from the start of September will help to support improving the cleanliness in the areas of concern and will inform the cleansing model for these high-density areas. It's anticipated that the introduction of afternoon cleansing teams, plus targeted work through the Love Where You Live Campaign and Enforcement Officers will improve waste presentation in the area. The Council will continue to follow the programme of education and enforcement in areas with the higher volume of complaints, and weekly updates from C2C regarding the source of the requests will be monitored to identify reasons for non-collections.	G	G	
Develop and deliver an extended campaign for 'Love Where You Live' to encourage local volunteering, and engage with citizens and businesses on concerns in their communities by September 2019.	Cllr Michael Michael	Planning, Transport & Environment	A further six community street planters have been delivered within Grangetown and Ely, totalling 77 Cardiff-wide. Five more Hubs went live with their Love Where You Live lockers and 23 more champions have signed up to the scheme. 11 'Love Your Parks' litter picks took place over the summer which saw 138 volunteer hours being given and 172 bags of litter collected. Targeted engagement with businesses in Grangetown to encourage them to recycle and clean up their frontages has also taken place. 336 members of Scouting / Girl Guides in Cardiff	G	G	

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			have signed up to the Love Where You Live badge.. The 'Leave Only Pawprints' campaign will launch at the end of October, along with the annual Big Sweeps. Work with contractors is ongoing to develop school workshops around recycling, composting and food waste to launch in January 2020.			
Develop and implement a comprehensive programme in the Council's Street Scene services to drive productivity and performance improvements from April 2019, with better co-ordination of highways maintenance, waste management and cleansing to improve the public realm.	Cllr Michael Michael	Planning, Transport & Environment	The work of the Locality Programme Board is reviewing core data held by the Council and how this can be utilised to manage and monitor areas of concern. The results of this work have informed some targeted work relating to cleansing, enforcement and Love Where You Live. A review of productivity for Street Scene is still required and a. Detailed analysis of trade waste has been undertaken to support a good understanding of this service.	G	A	
Develop a Cardiff Food Strategy for approval by May 2019 and implement the approved action plan.	Cllr Michael Michael	Planning, Transport & Environment	Meetings have taken place with Public Health Wales to ensure alignment with the 'Move More, Eat Well' Strategy. Meetings have also been held internally with the Economic Development directorate, schools services and procurement to discuss more detailed actions for these areas of work. The Cardiff Food Strategy is due to be considered by Cabinet in November 2019.	G	G	
Deliver a 7.5 Megawatt Solar Farm at Lamby Way by September 2019 – generating renewable energy and supporting carbon-neutral aspirations – subject to the approval of a final business case in April 2019.	Cllr Michael Michael	Planning, Transport & Environment	The Contract has been signed and the contactors are mobilising the project. The contract negotiation period was complex and protracted, and as such, timelines for delivery and associated income generation have slipped. There is a need to review internal support etc. for project delivery to ensure that future projects are realistically supported and timetabled. The project delivery team is now in place to take forward the agreed programme.	A	G	
Ensure the Council can achieve compliance with the EU Limit Value for Nitrogen Dioxide (NO2) in the shortest possible time by:	Cllr Michael Michael & Caro Wild	Planning, Transport & Environment	Welsh Government have confirmed that in principle the Clean Air Plan has been accepted, but subject to a number of caveats relating to the provision of further supporting information. This has led to an additional legal direction being issued to the Council, with a deadline of no later than the 31 st October 2019. Additional work has been procured with existing project	A	A	

<ul style="list-style-type: none"> • Completing the feasibility study to identify the preferred measure(s); • Submitting the Final Plan – including the full business case for the preferred option – to Welsh Government by 30th June 2019 			<p>consultants to provide the further supporting information requested. . A revised plan will be issued by the 31st October deadline for further assessment by an Expert Panel. This is pre-requisite for Ministerial approval of the full plan and associated funding, with a decision anticipated in early November 2019.</p>				
<p>Launch a new Transport & Clean Air Vision for the city and develop a Clean Air Strategy, including Active Travel solutions, by September 2019.</p>	Cllr Caro Wild	<p>Planning, Transport & Environment</p>	<p>Headline transport initiatives contained within the Transport White Paper – including Cardiff Cross-Rail and Cardiff Circle Line – have been launched.</p> <p>The White Paper has been delayed to allow detailed technical work to be undertaken by industry professionals on issues relating to cost, funding and operational delivery. The White Paper will be considered by Cabinet before the end of the financial year.</p>	G	G		
<p>Deliver a prioritised programme of highways enhancements through minor road repairs and full-scale resurfacing to address concerns such as potholes, and deteriorating roads and pavements.</p>	Cllr Caro Wild	<p>Planning, Transport & Environment</p>	<p>An engineering assessment has been completed for the city for carriageway conditions. The direct award of works have been agreed for specialist works which are scheduled to start in Quarter 3. Patching works have continued at high volume and quality throughout the city, however, potential cost pressures may result in an overspend in patching due to level of Demand The monitoring of spend on patching works is ongoing to ensure budget constraints are met. Next steps will involve agreeing the proposed list of schemes and delivery of works whilst continuing the delivery of patching works to address demand.</p>	G	G		
<p>Support Transport for Wales with the implementation of the Cardiff Metro, increasing the quality of public transport infrastructure, the frequency of train journeys and the deployment of new train/tram</p>	Cllr Caro Wild	<p>Planning, Transport & Environment</p>	<p>Cardiff Capital Region City Deal, Transport for Wales (TfW) and Welsh Government are progressing a delivery programme Working groups with TfW and TfW Rail have been established to progress the preparation of business cases for improvements to stations, new stations and line extensions in Cardiff. The draft report of the Cardiff Central to Cardiff Bay study has been</p>	G	G		

<p>extensions and stations across Cardiff.</p>			<p>completed. The Cardiff Central to Pontyclun WeltTAG Stage 1 study in the North West Corridor has been commissioned in a jointly funded partnership with the Welsh Government and Rhondda Cynon Taf Council. Working arrangements to progress improvements at stations have also been established. Delays in the Core Valley Lines being transferred to Welsh Government is restricting progress regarding station improvements. .</p> <p>Moving forward, assessments and studies are required to fully understand the key constraints on the City Line, the opportunities for unlocking future Metro enhancement opportunities, options for providing four trains per hour to Coryton and progressing the study on the new route to North West Cardiff and improvements at stations.</p>				
<p>Develop an Electric Vehicles Strategy by December 2019, including the delivery of new electric buses.</p>	<p>Cllr Caro Wild & Cllr Michael Michael</p>	<p>Planning, Transport & Environment</p>	<p>The first ten electric vehicle charge points in Cardiff in residential areas with no access to off-street parking have been installed. Work has also commenced to identify additional on-street electric vehicle charge points in the city. The locating of on-street charge points is constrained by Western Power Distribution regulations and hence limits the availability of possible charging locations, however, engagement work is ongoing to identify possible on-street locations. The Prior Information Notice (PIN) Event is planned for autumn 2019 to seek input from the market on the procurement of a supplier(s) to install a city-wide network of electric vehicle charge points.</p>	<p>G</p>	<p>G</p>		
<p>Progress the City Centre Transport Masterplan through achievable and deliverable transport projects from 2019 through to 2021. Projects will focus on delivering the sustainable transport infrastructure improvements and transport deliverables outlined in the Masterplan, Transport Strategy, the</p>	<p>Cllr Caro Wild</p>	<p>Planning, Transport & Environment</p>	<p>Detailed design has been completed for Central Square, and detailed designers have been procured for drainage, telematics and street lighting for City Centre North and East. Traffic and Air Quality Modelling has been completed, and stakeholder engagement sessions are ongoing. Some issues have been identified in relation to detailed design of schemes. These relate to the complexity of project areas and the extent of staff resource required for delivery, programme and project management though a plan has been established to manage this.</p>	<p>A</p>	<p>G</p>		

<p>new Transport & Clean Air Vision, and Local Development Plan.</p>			<p>Next steps will include further public engagement exercises, progressing the tender process for Central Square, progressing the Traffic Regulation Order process for Castle Street and City Centre East, continuing the design of city centre schemes and undertaking feasibility and design work on SMART Corridors along with concept design on local enabling works.</p>				
<p>Support the delivery of the Council's Active Travel agenda by:</p> <ul style="list-style-type: none"> Implementing 20mph speed limits across the city, completing Grangetown and developing plans for Splott, Butetown, Canton and Penylan (subject to funding) during 2019/20. Improving the cycling and walking networks by delivering prioritised routes within the Active Travel Integrated Network Map, including phase 1 of the Cycle Superhighway by 2021. Expanding the on-street cycle hire scheme to 1,000 bikes by July 2019. Working with the Active Travel Advisory Groups. 	<p>Cllr Caro Wild</p>	<p>Planning, Transport & Environment</p>	<p>20mph speed limits The Grangetown scheme has been completed and the scheme for Penylan has been prepared for public consultation. Contracting for the delivery of the Canton scheme has been initiated. Work on the design for the Butetown scheme has commenced and a review of Splott has commenced to identify any outstanding areas. The draft study brief for the rest of the City has been shared with Welsh Government ahead of consultants being appointed to undertake the study. A consultation is scheduled to be prepared for the Butetown scheme and the consideration of other smaller scale schemes that may be deliverable ahead of the outcome of the study are to be commissioned to determine the best approach for the rest of the city.</p> <p>Improving Cycling and Walking Networks Construction of the Senghenydd Road Cycleway is progressing well and is due to be completed in early October. The detailed design for Lloyd George Avenue Cycleway is progressing. The concept design and modelling work is ongoing for Cycleways 1 (Senghenydd Road to Heath Rail Stations), 2 (Newport Road) and 3 (City Centre / Splott to Cardiff Bay). The design work for Cycleways 4 (City Centre to Llandaff) & 5 (City Centre to Ely / Caerau) and Taff Trail Hailey Park upgrade are ongoing. A public consultation was undertaken on North Road Cycle Route Upgrade Phase 2 and the scheme is now out to tender for construction work. Resource issues are continuing to impact delivery of work, however recruitment is moving forward to help ease pressures.</p>	<p>G</p>	<p>G</p>		

			<p>Forward-looking work includes the completion of construction of Senghenydd Road Cycleway, concept design and modelling for Cycleway 1, commencing public consultation and completing the detailed design for Lloyd George Avenue and going out to tender.</p> <p>Expand on-street Cycle Hire Scheme It is anticipated that 1,000 bikes will be available by early autumn. An increase in vandalism has delayed the start of the next wave of expansion. The fleet is being upgraded and working with South Wales Police and the scheme operator, activity to identify and reduce risk has been initiated..</p> <p>Work with Active Travel Advisory Groups Engagement with active travel stakeholders has continued through a number of informal channels. Next steps are to set up a working group on route maintenance and begin engagement with stakeholders to develop a campaign to promote responsible behaviour of all road users.</p>				
<p>Ensure every school in Cardiff has developed an Active Travel plan – including training and/or infrastructure improvements – by 2022.</p>	<p>Cllr Caro Wild & Cllr Sarah Merry</p>	<p>Planning, Transport & Environment and Education</p>	<p>The initial pilot to engage with seven schools (a mix of English/ Welsh Secondary and Primary Schools) has been completed. The pilot has informed new guidance to help schools develop active travel plans. Which a number of schools are now using to produce their plans. The team have provided transport planning and active travel plan input to Band B school projects, most notably Fitzalan School, Doyle Avenue and Willows schemes. Pilot engagement has shown that a bespoke approach where working with schools to address their specific issues and offer tailored support is better than a ‘one size fits all’ approach. The programme is scheduled to be formally launched in November to offer support to all schools in Cardiff to develop Active Travel Plans. It is essential that a budget is secured for continued employment of the Active Travel Plans team beyond March 2020.</p>	<p>G</p>	<p>A</p>		

<p>Support the delivery of high-quality and well-connected communities – as described by the Council’s Master Planning Principles – ensuring that:</p> <ul style="list-style-type: none"> • Supporting infrastructure, such as sustainable transport, schools, community facilities and green spaces, are delivered at all new strategic housing developments; • New housing developments are informed by good design and infrastructure planning; • Community infrastructure improvements on strategic sites are communicated to the public. 	<p>Cllr Caro Wild</p>	<p>Planning, Transport & Environment</p>	<p>Development Monitoring Documents for all Local Development Plan (LDP) Strategic Sites have been published and included on the Council website. Outline applications submitted for LDP Site E (land South of Creigiau) and Site F (North East Cardiff). Regular meetings will now take place with developers of LDP strategic sites to monitor housing and infrastructure delivery.</p>	<p>G</p>	<p>G</p>		
<p>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 by 2026.</p>	<p>Cllr Caro Wild</p>	<p>Planning, Transport & Environment</p>	<p>The 6,500 target is for the 12-year period between 2014 and 2026. The first five years of delivery (2014 to 2019) 1,010 affordable homes have been recorded for completion. Continued progress is being made and during Quarter 2 a further 118 affordable homes have been granted planning permission on a number of Cardiff Living sites across the city. In addition, further planning applications for several of the strategic housing sites are due to be considered over the next 12 months and construction is now progressing on four of the strategic housing sites, which will result in the release of further land to deliver the affordable homes target.</p>	<p>G</p>	<p>A</p>		
<p>Deliver 2,000 new Council homes, of which at least, 1,000 will be delivered by May 2022</p>	<p>Cllr Lynda Thorne</p>	<p>People & Communities</p>	<p>Both the St. Mellons scheme and the Maelfa Independent Living Scheme are at the Pre-Application Consultation (PAC) stage of planning, and both schemes are anticipated to be considered by planning committee before the end of the year.</p>	<p>G</p>	<p>A</p>		

			The purchase of the lowerth Jones site in Llanishen has been completed and arrangements for the demolition of the existing building are being made. Architects have also been appointed who have provided options for the site.			
Secure a contract for the delivery of a heat network to serve areas of the Bay and City Centre, subject to successful National Government Capital Grant Award and Cabinet approval of a final business case by October 2019.	Cllr Michael Michael	Planning, Transport	Negotiations with Viridor are nearing completion. The site for the Backup energy centre has been identified and discussions with the owner (Welsh Government) on purchase are in progress. Letters of support have also been received from major initial customers however Welsh Government confirmation is awaited on their funding element which may affect timelines for the grant application. . The Council will finalise Heads of Terms with Viridor and submit the grant application by the deadline of 18th October.	G	G	
Convene regular Design Review Meetings to consider and make recommendations to development proposals submitted to the Local Planning Authority, publish an annual Design Review Monitoring Report, and complete the Supplementary Planning Guidance programme.	Cllr Caro Wild	Planning, Transport & Environment	Weekly Design Review meetings have continued to take place. The preparation and update of Development Monitoring documents showing major schemes under construction, not started but In the pipeline is ongoing.	G	G	
Continue to engage with the Pensions Committee to deliver an environmentally friendly pension policy	Cllr Weaver	Resources	The Pension Committee approved all recommended changes to the Investment Strategy at its meeting on 11 th July, including investment of 10% of fund assets in a low carbon tracker fund. Work on implementation has commenced and is due for completion in Quarter 3. The Investment Advisory Panel at its meeting on 24 th September noted the resolution passed by Full Council on 18 th July 2019 to call on the Pension Fund to continue the work to apply the principle of divestment in companies engaged in fossil fuel extraction; and noted that officers will work with the other funds	G	G	

			in the Wales Pension Partnership to consider approaches to incorporating divestment/exclusion requirements				
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Well-being Objective 4.1

Steps	Lead Member	Lead Directorate	Q2 Update	Q1 RAG	Q2 RAG	Q3 RAG	Q4 RAG
Progress the 9 strands of the Council's Digital First Agenda, with a focus on: <ul style="list-style-type: none"> Identifying priorities for the 'connected citizen strategy' by June 2019; Working with stakeholders to identify the priorities of the remaining 'connected' strands by December 2019. 	Cllr Weaver	Resources	<p>All action plans to progress delivery of the digital strategy have been completed and submitted to lead officers July. To deliver the digital priorities will be delivered in house and through business as usual operational arrangements.</p> <p>A matrix of actions has been developed and cross-directorate delivery identified. This will be tracked throughout the year and collated at year end.</p>	G	G		
Modernise the Council's estate and reduce the footprint through rationalisation and investment in maintenance.	Cllr Russell Goodway	Economic Development	<p>Consultation on the draft Non-Schools Handbook is near completion. A pilot scheme is to be trialled through Economic Directorate in Quarter 3 with roll-out across the estate end of Quarter 4.</p> <p>Development of the 2020 Capital Preventative Maintenance Programme for both schools and non-schools estate is on target for finalisation / approval in Quarter 4.</p> <p>Condition, utilisation and running costs data has been collated to inform the new Property Strategy and pro-active estate management. Some condition data is outstanding and earlier utilisation reports are to be updated. Operational market values are in the process of being procured. Current projections show that the Annual Property Plan targets will be achieved..</p>	G	G		
Develop a new five-year Property Strategy by March 2020	Cllr Russell Goodway	Economic Development	Proposed options were considered by the Policy Review and Performance (PRAP) Scrutiny Committee during Quarter 2 as part of the policy development phase, including initial proposals for inclusion in the Property Strategy. The strategy is scheduled to	G	G		

			be considered again by PRAP in January in preparation for Cabinet consideration scheduled for March 2020.			
Take forward delivery of the Core Office Strategy	Cllr Russell Goodway	Economic Development	A report will be presented to Cabinet in December in conjunction with the Indoor Arena report	G	G	
Improve the health and well-being of our employees by continuing to monitor sickness absence, and proactively provide support for employees and managers	Cllr Weaver	Resources	<p>A new Fast Track Physio referral service was launched at the start of August, to enable managers to fast-track refer cases to a physiotherapist for early intervention within two weeks of absence for musculoskeletal cases. The overall aim is for a speedier recovery and return to work. The employee is entitled to a maximum of six sessions to aid recovery.</p> <p>Additional support is being put in place for mental health cases via a scheme called Able Futures which supports mental health issues over a longer period. Furthermore, group sessions are being developed to help with aspects of mental health such as anxiety, sleep problems, self-confidence and low mood.</p> <p>The Quarter 2 figure for sickness absence is 5.04 days lost per FTE against a target of 9.5, this is forecasting at 11.09 days lost per FTE.</p>	R	R	
Work towards the Gold Level Corporate Health Standard Award by March 2020.	Cllr Weaver	Resources	The Health and Wellbeing Survey has commenced and this includes questions relating to the Corporate Health Standard. Results from the survey will be considered and an action plan will be developed based on the results of the survey.	G	G	
Continue to deliver the Agency Workers Charter and embed corporate processes to review Agency Worker placements at 12 and 18 months.	Cllr Weaver	Resources	Twenty-six posts have been advertised in Waste through the Into Work Advice Service. Current agency workers within Waste services have been encouraged to apply and applicants have been offered assistance through the recruitment process	G	G	

			<p>provided by the Into Work Advice Service. Interviews will take place through October and November.</p> <p>Reporting on longer term agency assignments will be reported to the Trade Union Partnership Board in Quarter 3.</p>			
<p>Support people and communities to be more engaged with the work of the Council.</p>	<p>Cllr Weaver</p>	<p>Resources</p>	<p>A Citizens Engagement Review was completed in July and an improvement plan has been developed to enhance the Council's engagement practice. Scrutiny Chairs have been briefed on methods to enhance the voice of seldom-heard groups in the Council's forthcoming Ask Cardiff Survey and Budget Consultation. New branding materials were produced for Cardiff's Citizens Panel and a number of recruitment stalls were organised at events with high footfall.</p> <p>Questions for Ask Cardiff 2019 have been agreed with Council Directorates to produce a streamlined survey which can be completed in approximately 10 minutes. An Engagement Plan for Ask Cardiff 2019 has been developed, and is being implemented, with face-to-face engagement being prioritised in areas of the city with a traditionally lower response rate.</p> <p>A mid-point review of Ask Cardiff is scheduled for October 15th, where the Research Team will explore the demographics of the responses to date, and design the second half of their engagement plan to address any gaps in representation as far as possible.</p>	<p>A</p>	<p>G</p>	
<p>Ensure that the Council's workforce is representative of the communities it serves.</p>	<p>Cllr Weaver</p>	<p>Resources</p>	<p>The Council submitted its submission for the Stonewall 2020 Workplace Equality Index in September. The submission covers 10 areas including policies and benefits, employee lifecycle, senior leadership and community engagement.</p> <p>A pilot on reverse mentoring is currently being carried out through the Academy. This pilot pairs a mentor with a senior manager and gives insight into how they see the</p>	<p>A</p>	<p>G</p>	

			<p>organisation/policies etc. and how these can be shaped in respect of the protected characteristics.</p> <p>Communications have been disseminated to all staff asking them to review and update their equality data to enable the Council to understand the composition of the Council's workforce and to inform policy decisions. Workforce planning will then be carried out using more informed data.</p>			
<p>Ensure the Council delivers a high-quality customer service across the organisation by delivering the seven priorities recommended in the Customer & Leadership report by March 2020</p>	<p>Cllr Weaver</p>	<p>Resources</p>	<p>A suite of documents including a charter, strategy and vision have been developed and will be launched as part of the National Customer Service Week. There will be two staff engagement events where staff will be consulted with on the Charter, Vision and Strategy, before they are signed off at SMT.</p> <p>The Customer Service E-learning module is now live and will be promoted via the customer service week in October.</p> <p>The Servcheck survey has been pushed back to Quarter 4 to allow a benchmarking survey to take place first. This will be sent out to a cohort of C2C customers and the results will be overlaid with customer reports from the Institute of Customer Services.</p> <p>The customer experience surveys are taking place each quarter via the web and feed into the performance indicators; as part of this the Net Promoter Score has been reviewed in line with other public sector bodies.</p>	<p>G</p>	<p>G</p>	
<p>Deliver the Council's priorities within the Strategic Equality Plan 2016-2020 and launch a new Strategic Equality Plan by April 2020</p>	<p>Cllr Weaver</p>	<p>Resources</p>	<p>An Equalities self-assessment has been completed using the LGA framework in preparation for developing the new Strategic Equality Plan (SEP) for 2020-2023.</p> <p>A series of SEP (2020-2023) development and SEP (2016-2020) Annual Review (2018-19) meetings have been held with Housing & Communities, HR People Services, Transport and other departments.</p>	<p>G</p>	<p>G</p>	

			<p>Guidance for schools in developing their own SEPs has been produced, along with a template. A review of the Council's Equalities training offer has also been completed, to support the Academy to develop their own actions for the new SEP.</p> <p>Equalities training and advice was provided to the Procurement team to enhance the council's Stonewall Equality Index submission for next year.</p> <p>The Equalities team also supported the Over-50's forum and delivered the Council's commitment to regularly consult with Cardiff's deaf community under our charter.</p> <p>It was agreed that the new SEP will be aligned with the Corporate Plan, creating a single coherent document, to ensure the Council's equality practice is mainstreamed and embedded within policy development and service delivery.</p>				
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CABINET MEETING: 21 NOVEMBER 2019

**THE RENTING HOMES (FEES ETC.) (WALES) ACT 2019;
IMPLEMENTATION ARRANGEMENTS FOR CARDIFF COUNCIL AND
RENT SMART WALES**

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

AGENDA ITEM: 7

Reason for this Report

1. To delegate authority to the Shared Regulatory Service (SRS) and Rent Smart Wales in respect of new legislation, namely Renting Homes (Fees etc.) (Wales) Act 2019.
2. To accept authorisation from 21 local authorities, in respect of this new legislation, to permit the Single Licensing Authority for the Housing (Wales) Act 2014 (Rent Smart Wales) to use the new enforcement powers across Wales.

Background

3. The Renting Homes (Fees etc) (Wales) Act 2019 came into force on 5 May 2019. Since the 1 September 2019, letting agents and landlords who manage their own properties are prevented from charging any fees before, during or after a tenancy unless specifically exempt in the Act. Such a banned payment is called a 'prohibited payment'.
4. Letting agents and self-managing landlords are also banned from requiring a tenant to take out a loan or enter into a contract for services.
5. Enforcement of these new requirements, can be undertaken by the Council and Rent Smart Wales (as the Single Licencing Authority) and will contribute to a fairer and more transparent experience for tenants relying on the private rented sector. The Act places a duty on Local Housing Authorities to make information publicly available, including details of how prohibited payments and holding deposits can be recovered. The SRS will place the required information on the SRS website and create links to the Council website to allow the Council to meet that duty.

6. Welsh Government (WG) believes that any costs associated with renting in the private sector should be reasonable, affordable and transparent. This new Act was brought in to achieve this aim by enabling Local Authorities to regulate such costs through informal and formal means.
7. The Act defines permitted payments that can be required by letting agents and self-managing landlords as:
 - ✓ rent
 - ✓ holding deposits
 - ✓ security deposits
 - ✓ payments in respect utilities (e.g. council tax, television, licence and communication services)
 - ✓ payments in default (where tenant has done something wrong e.g. lost keys, late payment of rent)
8. Any payments other than those listed above are banned and prohibited. Where any rent payment, in one period, is greater than the amount of rent payable in any other period during the contract, the difference (a 'rent fluctuation') is also considered a prohibited payment. There is an exception where there is a 'permitted variation' agreed between landlord and tenant.
9. 'Holding deposits' are limited to one week's rent and must be re-paid within seven days of the contract being agreed. If the tenancy contract is not agreed, the deposit must, subject to limited exceptions, be repaid within 15 days.
10. There will be no change to existing legislation governing 'security deposits'.

Issues

11. Offences are committed where landlords and/or agents fail to comply with the Act.
12. Local authorities are responsible for enforcing this legislation in partnership with Rent Smart Wales (RSW). The legislation places the duty for enforcement on each local authority, with a power to share the responsibility with Rent Smart Wales. The 22 local authorities are now in the process of making arrangements in accordance with their own constitutional arrangements to authorise Rent Smart Wales to enforce the provisions of the Act.
13. RSW will take enforcement action in place of Local Authorities in limited circumstances:
 - ✓ where RSW is undertaking an audit of a letting and managing agent and find evidence of non-compliance
 - ✓ where RSW is taking enforcement action for Housing (Wales) Act 2014 offences (e.g. not registered with RSW) and tenant fee contraventions are found
 - ✓ other exceptional circumstances to be agreed on a case by case basis with the relevant Local Authority

14. Local Authorities are primarily responsible for enforcing the requirements and have a duty to inform the Rent Smart Wales if they take enforcement action. Rent Smart Wales will also have a duty to inform Local Authorities if they serve a fixed penalty notice or prosecute under the new Act.
15. There are two formal enforcement options:
 - ✓ Issue of a fixed penalty notice (FPN) of £1,000, the payment of which would avoid prosecution proceedings. The fixed penalty payment receipts will be used for this enforcement function.
 - ✓ Prosecution for offences under the Act which could result in a fine not subject to a minimum on the standards scale of fines (except for failure to provide information required by statutory notice, in which case a fine up to level 4 on the standard scale could be imposed).

Reason for Recommendations

16. This report seeks to ensure that appropriate authorisations and delegations are in place for enforcing the provisions of the Renting of Homes (Fees etc.) (Wales) Act 2019 for Cardiff Council and Rent Smart Wales.
17. Sections 17(2) and (3) of the Renting Homes (Fees etc.) (Wales) Act 2019 enable Rent Smart Wales to take the above mentioned enforcement actions but it is necessary for Cardiff Council to delegate responsibility to Rent Smart Wales (Cardiff City Council) to do so on behalf of Cardiff Council and to accept the authorisation from the 21 other local authorities.
18. Enforcement action should be taken in accordance with the relevant enforcement policies to ensure consistency, proportionality and fairness. There will be a need to make consequential amendments to the Enforcement Polices to reflect this additional responsibility.

Financial Implications

19. The additional regulatory burden of this legislation has been the subject of the financial assessment by Welsh Government. It is considered that the fixed penalty (£1000 per offence) or court cost awards will cover the financial impact incurred.

Legal Implications

21. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. 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.

HR Implications

22. There are no HR implications for this report. No additional staff resources are anticipated at this stage. The legislation will be enforced on a reactive basis following complaint and prioritised accordingly or as part of an ongoing case investigation.

RECOMMENDATIONS

Cabinet is recommend to agree:

1. That the Head of the Shared Regulatory Service be given delegated authority for enforcing the provisions of the Renting Homes (Fees etc.) (Wales) Act 2019 and that the Council's constitution and the Joint Working Agreement be updated accordingly.
2. That the Corporate Director Resources be given delegated authority for enforcing the provisions of the Renting Homes (Fees etc.) (Wales) Act 2019 on behalf of Cardiff Council and that the Council's constitution be updated accordingly.
3. That Cardiff Council, as the Single Licensing Authority for Wales for the purposes of the Housing (Wales) Act 2014 accepts authorisation to exercise any function of the other 21 local authorities for the purposes of the Renting Homes (Fees etc.) (Wales) Act 2019, including (but without limitation) taking enforcement activity and bringing criminal proceedings pursuant to section 19 of that Act.

SENIOR RESPONSIBLE OFFICER	CHRIS LEE Corporate Director Resources
	15 November 2019

The following background papers have been taken into account:

Renting Homes (Fees etc.) (Wales) Act 2019
Welsh Government published guidance: Renting Homes (Fees etc.) (Wales) Act 2019 - Guidance for landlords and agents

**RISK BASED VERIFICATION POLICY FOR HOUSING BENEFIT
AND COUNCIL TAX REDUCTION**

**HOUSING & COMMUNITIES PORTFOLIO (COUNCILLOR LYNDA
THORNE)**

AGENDA ITEM: 8

Appendices A-C of the report are not for publication as they contain exempt information of the description in paragraphs 14 and 21 of Schedule 12 A of the Local Government Act 1972.

Reason for this Report

1. To approve the adoption of a risk based approach to verifying evidence to support Housing Benefit and Council Tax Reduction new claims and change of circumstances as outlined in the Risk Based Verification Policy attached at Appendix A.

Background

Current Verification Framework

2. Cardiff's Benefit Service administers claims for Housing Benefit and Council Tax Reduction. The Housing Benefit scheme is overseen by the Department of Work and Pensions while the Council Tax Reduction Scheme is the responsibility of the Welsh Government.
3. During 2018/19 the service processed 13,980 new claims and 62,645 changes in circumstances. Claimants are currently required to provide original documentary evidence of their income, savings, rent and expenses in support of their claim and each new claim and change of circumstances is verified to the same standard.
4. This current approach to verification is inconvenient for the customer and costly to administer.

Risk Based Verification

5. The Department for Works and Pensions has approved an alternative approach to verifying the accuracy of claims and changes known as Risk Based Verification. The Welsh Government have confirmed that this

approach is also acceptable for the administration of Council Tax Reduction.

6. Risk Based Verification is a method of applying different levels of verification checks to claims according to the predicted risk associated with those claims. The approach allows less evidence to be accepted for those cases deemed to be at lower risk of fraud and error while increasing the verification activity focussed on claims more prone to fraud and error.

Benefit of Risk Based Verification

7. Taking a risk based approach ensures that information and evidence is only requested when needed and therefore has considerable benefits for both the customer and the service, these benefits include:
 - Increased customer satisfaction as the burden of proof is reduced for most customers and claims will be paid in a more timely manner
 - Less time spent following up missing evidence
 - Improvement in the speed of processing, productivity and efficiency of assessment staff
 - Reduction in footfall at hubs for verification of documents therefore improving waiting times for customers accessing other hub services
 - Less administrative and postage costs associated with the processing of Housing Benefit and Council Tax Reduction new claims and change in circumstances
 - Increased detection of fraud and error in high risk cases

Issues

DWP requirements

8. The Department of Work and Pensions has provided guidance for local authorities wishing to adopt Risk Based Verification. This includes a requirement for a Risk Based Verification Policy which should detail:
 - The risk profiles that will be used
 - How the risk of each case will be determined (IT solution or clerical)
 - How the assumptions to determine risk will be tested and refined
 - The verification standards that will apply to each of the risk profiles
 - The minimum number of claims to be checked
 - Monthly monitoring and reporting of the Risk Based Verification performance which should include as a minimum; the percentage of cases in each risk category and the levels of fraud and error detected in each

9. The guidance also states that the policy must allow Members, officers and external auditors to be clear about the levels of verification necessary. It must also be reviewed annually but not changed in year as this would complicate the audit process.
10. It also recommends that the policy should be examined by the Council's Audit Committee and must be submitted for Member's approval and sign-off along with confirmation of the Section 151 Officers agreement.
11. The guidance also suggests that the information held in the Policy should not be made public due to the sensitivity of its contents.
12. Local Authorities will be required to produce a robust baseline of fraud and error detection against which to record the impact of Risk Based Verification.

Risk Based Verification Pilot

13. A pilot of Risk Based Verification took place in Cardiff between May and September 2019.
14. An integral part of the Risk Based Verification Pilot was the testing of an IT specialist software solution. The software has been developed by an external supplier and provides a risk category to identify the likelihood that fraud and error exists within a new claim or change of circumstances. The software has been built using historical local authority data. Its performance has been validated across a number of local authorities and has been proven to be effective.
15. Once a risk category has been identified by the software, officers cannot lower the risk category. They can upgrade the risk category where the information available makes this appropriate, however this can only be done by exception.
16. Each Housing Benefit and Council Tax Reduction new claim or change of circumstances processed as part of the pilot was subject to different levels of verification based on the risk category assigned to the case by the specialist software.
17. Monthly performance reports were made available by the supplier of the software so that the effectiveness of the risk based approach could be monitored. The reports include:
 - Volumes of new claims and change of circumstances risk categories generated
 - Risk analysis of cases (including/excluding pending cases)
 - Fraud and error distribution by risk category
 - Average days to process new claims
 - Blind sample – Fraud and error analysis
 - Benefit case days saved for low risk changes

Pilot Findings

18. 727 new claims and 799 change of circumstances were assessed during the period of the pilot.
19. There were no issues of concern raised and the percentage of cases reported in each risk category was within expected guidelines provide by the Department for Works and Pensions.
20. The evidence required in support of the majority of new claims and change of circumstances was reduced compared to the current verification process adopted by the service. There was a clear improvement in the processing times of those claims deemed to be at lower risk of fraud and error.
21. As expected the level of fraud and error detected increased as the risk category of the cases increased. The overall level of fraud and error detected within the new claims processed as part of the pilot is higher than the previous baseline fraud and error detection rate.
22. To test whether the system is functioning correctly, a “blind sample” of cases was automatically selected. The blind sample was subjected to a higher level of verification than would normally be required for its risk category. The purpose of the blind sample is to check whether any fraud and error would have been detected if full verification had been carried out. During the pilot the level of fraud and error detected in the blind sample was nil, showing that that the risk assumptions made by the software are robust.
23. It should be noted that there is some risk associated with applying lower levels of verification. If errors are found later, this could lead to an increase in claimant error overpayments and a subsequent subsidy loss to the Council if it was not possible to recover the overpayment in full.
24. The results demonstrated by the pilot as part of the “blind sample” process and the fraud and error detection rate within each category gives assurance that the risk associated with claims is being assessed correctly by the software and therefore minimises the likelihood of increased overpayments. A full analysis of the pilot can be found at Appendix C.
25. Given the success and positive findings of the pilot it is proposed that full implementation of Risk Based Verification takes place. A Risk Based Verification Policy has been developed that covers all the requirements set out by the Department of Work and Pensions and this can be found at appendix A.
26. It is anticipated that this new way of working will reduce the administration required for benefit claims, and will allow the service to release 4 posts in the first instance, this can be achieved by the deletion of vacant posts. Further savings will be considered once the new arrangements are fully implemented.

Consultation

27. Internal Audit has been consulted on the implementation of Risk Based Verification and the Policy. Comments provided have informed the final policy document.
28. The policy, risk management, governance arrangements and pilot findings were presented to the Council's Audit Committee on 12th November 2019 and no issues were raised.

Scrutiny Consideration

29. The policy was presented to the Community & Adult Services Scrutiny Committee on the 6th of November. The letter will be circulated once received.

Reason for Recommendations

30. The Risk Based Verification pilot has demonstrated that evidence requirements for most new claims and change of circumstances can be reduced without any negative impact. This approach reduces the burden of proof for most customers and ensures that customers receive the help they need at the earliest opportunity.
31. The pilot has also shown that more fraud and error can be detected by the increased verification activity carried out on those claims deemed to be at a higher risk.
32. It is anticipated that the change to a risk based approach to verification will assist the service to make agreed savings in administration costs.

Financial Implications

33. The policy sets out the implementation and adoption of a risk based approach to verifying evidence supporting Housing Benefit and Council Tax new claims. This is anticipated to result in administrative efficiencies and a reduction in the resources required for assessment and processing of claims. The implementation of the policy also provides resilience against the anticipated reductions in the DWP Housing Benefit Administration Grant for 2020/21. The DWP requires S151 officer assurance and approval for the change in Policy. Directorate Management with the advice of Internal Audit have tested the system to mitigate against the risk of fraud or error and provided assurance for the S151 Officer to approve that the proposed changes contained within this report are appropriate for consideration.

Legal Implications

34. 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.

35. The report identifies that an Equality Impact Assessment has been carried out and is appended at Appendix B. 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.
36. The decision maker must have due regard to the Equality Impact Assessment in making its decision.
37. Appendices A-F of the report are not for publication as they contain exempt information of the description in paragraphs 14 and 21 of Schedule 12 A of the Local Government Act 1972.

HR Implications

38. The Trade unions have been fully consulted on the details within this report including the deletion of four vacant posts identified in paragraph 26. Should any further savings be identified, following full implementation, then the Trade Unions and any employees affected will be consulted. If any further savings result in the deletion of posts which are not vacant then the corporately agreed processes will be implemented.

RECOMMENDATIONS

Cabinet is recommend to

1. approve the policy for Risk Based Verification as attached at Appendix A.
2. agree that this policy is to take effect from 1st January 2020.
3. delegate authority to the Assistant Director of Housing and Communities following consultation with the Cabinet Member for Housing and Communities to review the policy annually and to make changes as necessary.

SENIOR RESPONSIBLE OFFICER	SARAH MCGILL Corporate Director People & Communities
	15 November 2019

The following appendices are attached:

Appendices A-E of the report are not for publication as they contain exempt information of the description in paragraphs 14 and 21 of Schedule 12 A of the Local Government Act 1972.

Confidential Appendix A: Confidential Risk Based Verification Policy

Confidential Appendix B: Confidential Equality Impact Assessment

Confidential Appendix C: Confidential RBV pilot analysis

The following background papers have been taken into account

DWP Subsidy Circular S11/2011 & DWP General Circular G1/2016

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By virtue of paragraph(s) 14, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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CABINET MEETING: 21 NOVEMBER 2019

**CARDIFF OLDER PEOPLES CARE HOME FEE SETTING
STRATEGY 2019/20 – 2022/23**

**SOCIAL CARE, HEALTH & WELLBEING (COUNCILLOR
SUSAN ELSMORE)**

AGENDA ITEM: 9

Appendix C (Legal advice) is exempt from publication pursuant to Paragraph 12.1 of Part 4 of Schedule 12A to the Local Government Act 1972

Reason for this Report

1. The purpose of this report is to present the outcome of a 'cost of care exercise' undertaken with Cardiff's care home providers for older people. The report recommends an evidence based approach to the setting of fees for care homes for older people based on an understanding of the usual cost of care home provision in the city. The approach to fee setting recommended has implications for the 2019/20 financial year and the 3 year period from 2020/21 to 2022/23.
2. The recommendations based on the outcome of the cost of care exercise are a reflection of the importance of effective commissioning of social care provision. The recommendations support compliance with the statutory duty on the Council to fund care and support services at a level that reflects a real understanding of the cost of provision, which is balanced by the availability of resources. This enables the Council to meet its statutory duties and ensure cost effective and quality services for its most vulnerable citizens.

Background and Context

3. The Council is committed to ensuring that older people receive high quality care and support in the most appropriate and cost effective way to meet their individual outcomes. The Council is committed to improving how people are supported to stay well and independent for as long as possible. This aim is being achieved through the provision of a range of services including community based models such as re-abling services, direct payments and domiciliary care. Doing the right thing for (and with) older people is reducing the need for long term care home services. It is, however recognised that when people do need care home services they are now older and frailer than before.

4. The Council is committed to stimulating a diverse, active market of provision where innovation is encouraged and people's right to exercise choice and control is respected.
5. Care homes for older people play a vital role in supporting the City's most vulnerable residents to live in their own communities near their families. Cardiff Council is committed to ensuring that the care and support commissioned from the care home sector for older people provides safe, personalised support.
6. In summary, the Council requires residential and nursing care services for older people to provide:
 - a safe, secure and stable environment, with onsite 24/7 hour access to care and support
 - the opportunity to promote choice, engagement and meaningful activities of its residents , carers and family members,
 - dignity and respect for all residents
 - a good quality of life for residents
 - an appropriately skilled and qualified workforce that is competent to meet the individual needs of residents.

The Strategic Context

7. Statutory guidance to Local Authorities on the commissioning of social care services is set out within Welsh Government statutory guidance '**Commissioning Framework Guidance and Good Practice. Standard 10 (2010)** This guidance sets out the factors a Local Authority should take into account when considering fees: The Guidance states,

'Commissioners will have to take into account the full range of demands on them and their strategic priorities, as well as the resources they have at their disposal in developing their commissioning strategies..

Fee setting must take into account the legitimate and future costs faced by providers as well as the factors that affect those costs and the potential for improved performance and more cost effective ways of operating. The fees need to be adequate to enable providers to meet the specification set by the Commissioners together with regulatory requirements.....

Commissioners must have a rationale to explain their approach to fee setting. The primary concern is that services operate safely and effectively to promote the welfare of the service users and carers and meet regulatory requirement.

National Drivers

8. **The Well-Being of Future Generations (Wales) Act 2015 ("The 2015 Act")** places a 'well-being duty' on public bodies aimed at achieving seven well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture thriving Welsh language, and is globally responsible. In discharging its duties under this legislation, the Council has set and published wellbeing objectives designed to maximise its

contribution to achieving the national wellbeing goals. The wellbeing objectives are set out in Cardiff Council's Corporate Plan 2018-21.

9. **The Social Services and Well-being (Wales) Act 2014 ("The 2014 Act")** came into force on 6 April 2016. This legislation provides the legal framework for improving the well-being of people who need care and support, and carers who need support, and for transforming social services in Wales
10. The Regulation and Inspection of Care Act (2016) ("**The 2016 Act**") provides the statutory framework for the regulation and inspection of social care in Wales including the care home sector. It reforms the regulation and registration of regulated services and enhances the regulation of social care workforce, including the adult residential workforce who must achieve registration with Social Care Wales by April 2021.

Strategic Priorities of the Council

11. Cardiff Council published its '**Capital Ambition**' strategy in July 2017, which sets out the vision for the City. Capital Ambition was followed by the Corporate Plan (2018-21) that set out how the Council would deliver the commitments made in Capital Ambition. Capital Ambition focusses on four key areas:
 - Working For Cardiff
 - Working For Wales
 - Working For the Future
 - Working For Public Services
12. Improving outcomes for older people is a key part of the Capital Ambition commitments:

The way we look after our older people is a message to future generations. Though Cardiff is a young city the number of older people is predicted to rise significantly. This administration is committed to finding working solutions to emerging social care pressures and support people to live fulfilled and independent lives in their communities.

13. Capital Ambition also makes the following commitment:

We will provide the highest quality of social care possible, in practice and delivery.

14. This statement and commitment give a clear direction for the Council. It commits to achieving a high standard in supporting older people in Cardiff to live fulfilled lives in their own homes and communities.
15. The steps within '**Delivering Capital Ambition: Corporate Plan 2018 – 2021**' reflect the Council's absolute commitment to supporting older people living in the City. They describe the detail of how these steps will be delivered and sets the specific objectives against which progress will be measured.

The Older People's Care Homes Market in Cardiff

16. The care home market is made up of a diverse mix of providers, ranging from small family run care homes operating in older buildings to purpose built large,

modern care homes with en-suite facilities run by large national and international companies.

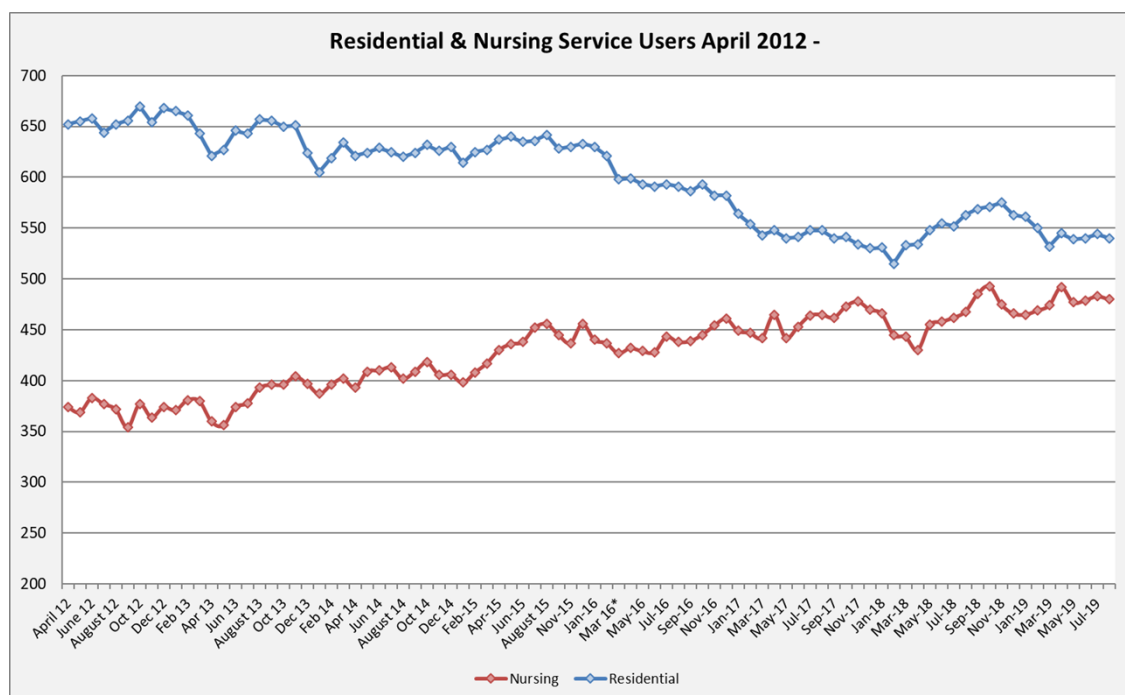
17. The Council does not currently have any internal care home provision for older people and solely relies on the external market to meet the care and support needs of people who require care home services. The Council commissions a mix of care home services to meet individual needs.

Issues

Analysis of Demand – Past and Current and Future

18. Cardiff Council collects detailed and robust information on the number of people who receive Council-commissioned care and support services. This information has been used to help inform expectations and predictions about the future need and demand for these services. **Charts 1** below shows the level of recent care provision.

Chart 1: Number of People Living in Residential & Nursing Care (All Ages and Client Groups): April 2012 – August 2019



Analysis of Demand – Future

19. There are two key documents on which Cardiff Council has based its analysis and expectations of future demand for care and support. Both of these documents have been produced by the Cardiff and the Vale of Glamorgan Integrated Health and Social Care Partnership (CVIHSCP), which is formed between Cardiff Council, Vale of Glamorgan Council (VoGC), Cardiff and Vale University Health Board (CVUHB) and 3rd sector partners. These two documents, should be considered together. They are:

- **The ‘Cardiff and Vale of Glamorgan Market Position Statement and Commissioning Strategy for Older People’s Services 2017-2022 – Me, My Home, My Community’.** This strategy will be referred to in this report as the ‘MPS’. It describes the challenges and opportunities facing commissioners, providers and those who receive care and support

services. It also sets out partner's responses to these challenges and opportunities and how this response will support delivery of the vision, priorities and objectives over the period 2017 – 2022. The document describes:

- A vision for how the partnership wish to respond to the changing needs for care and support in the future
 - Current and projected demographics, expenditure and activity levels
 - The types of services lone partnership we will be investing / disinvesting in
- The **'Cardiff and Vale of Glamorgan Population Needs Assessment'** is an assessment of the care and support needs of the population, including carers who need support. This document will be referred to in this report as the 'needs assessment'. It was undertaken between February 2016 and January 2017 with the aim of identifying needs of the population for health social care and preventative services.

20. In summary, projections in the needs assessment and MPS show that the population of Cardiff is growing, is growing older and is projected to have increasing health and social care needs in the next 20 years. Specifically;

- Cardiff's population is expected to grow at a faster rate than that of any other major British city, except London.
- The number of people aged 65-84 in the city is expected to increase by 45%
- The number of people aged 85+ in the city is predicted to increase by 88%

21. Charts 2 and 3 below further illustrate the challenge facing the health and social care sector and provide the data on which Cardiff Council's planning and expectations are based.

Chart 2: % increase in the population of Cardiff, by age group

Age Group	Projection Year		
	2019	2021	2026
0-4	1.1%	3.8%	11.7%
5-16	6.4%	10.3%	16.0%
17-64	1.5%	2.5%	5.4%
65-84	5.7%	9.5%	23.1%
>84	7.2%	12.5%	26.6%
All	2.7%	4.6%	9.8%

Chart 3: Number of people in each age group with dementia

Age Group	Projection Year				
	2015 No. of people	2020 No. of people	% increase from 2015	2025 No. of people	% increase from 2015
30-64	109	116	6.4%	121	11%

65-69	282	269	-4.6%	291	3.2%
70-74	465	576	23.9%	554	19.1%
75-79	813	894	10%	1110	36.5%
80-84	1262	1375	9%	1540	22%
85+	2565	2875	12.1%	3355	30.8%
65+	5387	5988	11.2%	6849	27.1%

Past, Present and Future Demand: Cardiff Council Conclusions

22. The demand for older person's residential care has remained reasonably consistent over the last 3 years. However, the Council expects the number of residential care services it commissions in the future to continue to reduce as housing with support is able to help more people with physical frailty and dementia to remain living in their own homes. It is the Council's intention to work with partners to meet the desire of many people to remain living at home for as long as possible. Furthermore, the Council is currently re-modelling community based provision, which it anticipates will significantly improve the ability of people to remain living in their own homes for longer, delaying or avoiding a move into residential care.
23. The Council recognises the value of residential care for people who can no longer continue to live in their own homes and understands that this will continue to be a vital service for people who need it. The Council is committed to providing the appropriate level of funding for these services and to support providers to deliver services of the highest possible quality. The Council will also be seeking to expand the provision of residential reablement provision and is investing Integrated Care Fund monies to this end. This will enable people who are unable to live in their own homes with domiciliary support to receive reablement services in a residential setting to support as many people as possible to return to live independently when they have recovered sufficiently to do so.
24. The demand for nursing home care has increased in recent years. Whilst the measures the Council will take to support more people to live in their own homes will have some impact on the number of people that require nursing home care in the future, the Council expects that this will be outweighed by the impact of demographic factors, leading to an overall net increase in future demand. Responsibility for Funded Nursing Care for funding Nursing Care is the responsibility of the NHS. Cardiff Council is responsible for the residential care element of nursing home fees. The challenge for the Health Board and the Council is how to effectively work together to commission quality and sustainable provision in a sector experiencing pressure retaining a nursing workforce.

Cardiff Council Current Approach to Care Home Commissioning 2014-2019

25. In 2014, the Council introduced a Dynamic Purchasing System (DPS) for the commissioning of care home services. A key feature of a DPS is that it requires providers to make an offer to take on a new package and as part of their submission, they must state the rate they will charge to deliver this care. This has given providers the flexibility and control over the rates they receive the care they deliver but it has also meant that Cardiff Council is in the minority in Wales

in that it has not published a standard cost of care for its homes for older people. There are currently 79 care home providers enrolled on the DPS.

26. One impact of this approach has been that the rates the Council now pays for services vary hugely across care types and even for similar types of care. Cardiff is different from other Local Authorities in Wales who do not use a DPS and do not commission at such varying rates. The figures below illustrate the variance as at September 2019:

- **Older People Residential Care:** Minimum = £469.73, Maximum = £1,600.00, Mean = £689.08, Median = £650.00
- **Dementia Residential Care:** Minimum = £465.93, Maximum = £1205 , Mean = £676.64, Median = £629
- **Older People Nursing Care:** Minimum = £485.93, Maximum = £1,556.00, Mean = £861.11, Median = £800.33
- **Dementia Nursing Care:** Minimum = £480, Maximum = £1556, Mean = £924.04, Median = £925

27. Whilst some of the different rates are for services to individuals that reflect specific needs, the majority of care home services the Council is paying very different rates for very similar types of service.

Resource Availability – Cardiff Council’s Financial Situation

28. Cardiff Council’s financial position in recent years has been dominated by increased budgetary pressures and the impact this has had on its capacity to invest in public services, which includes services that are delivered by external organisations on the Council’s behalf. The situation with Local Government funding is well known and there are numerous statistics that illustrate the challenge of decreasing (or static) budgets and increasing demand and expectations. However, what is most relevant for this report is the cost pressure the Council is facing in funding residential and nursing services.

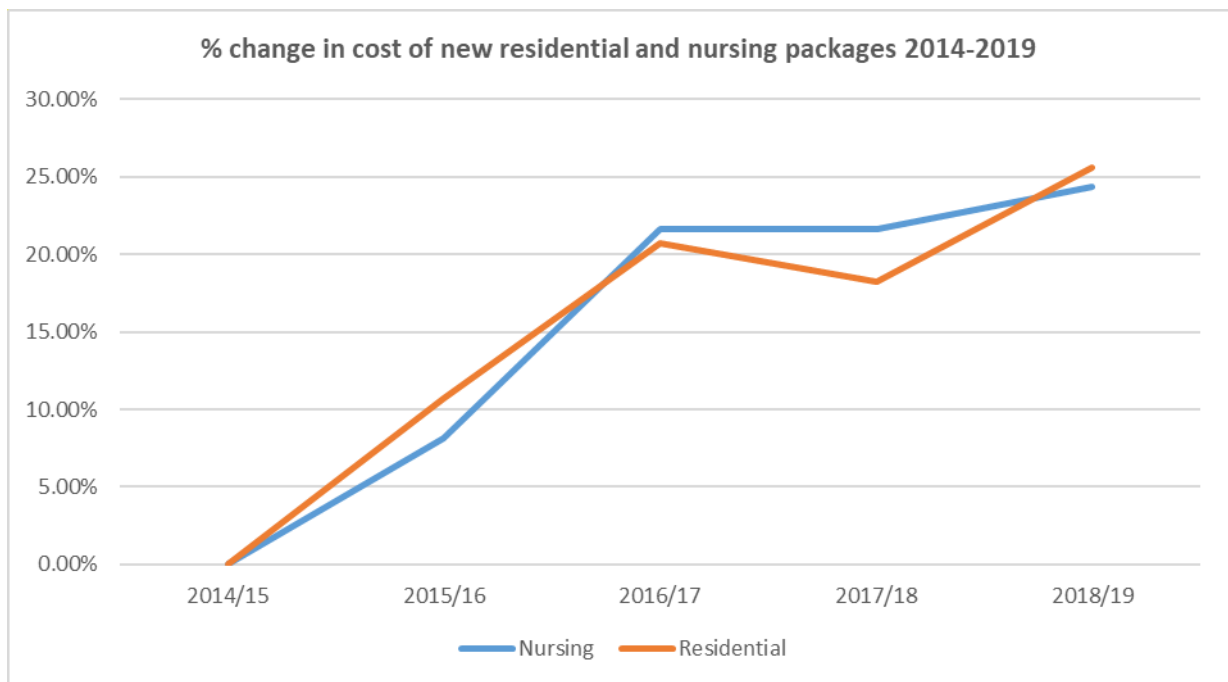
29. **Chart 4** below shows the actual net budget spend on older peoples residential and nursing care placements over the last three years.

Chart 4

Actual Net budget	2016/17 Years	2017/18 years	2018/19 years
OP Residential	£6,720,311	£6,653,896	£8,025,474
OP Residential Dementia	£2,094,808	£1,986,608	£2,096,740
OP Nursing	£12,264,596	£14,729,290	£15,966,926
OP Nursing Dementia	£2,519,207	£2,962,912	£3,216,800
Total	£23,598,922	£26,332,706	£29,305,940
Percentage Increase		11.6%	11.3%

30. The information provided in **Chart 4** shows that expenditure on care homes increased by a level in excess of 10% over the last two years. This greatly exceeded increases in the overall Council budget over the same period.
31. **Chart 5** shows that in recent years the average rates for residential and nursing provision have increased significantly.

Chart 5 – The percentage change in the average rate paid for new placements on Proactis, compared to a baseline of 2014 (Older People and MHSOP over 65)



Conclusions in Relation to the Current Spend on Care Home Provision for Older People.

32. A consideration of the information in the charts above has led to the following conclusions
- **Residential Care** – From 31st March 2014 to 31st March 2019 there was a decrease in the number of service users over the age of 65 in residential placements commissioned by the Council of 22.6%. Over this same period the Council's overall spending on residential care showed a net increase with, the average rate of these placements increasing significantly (**Chart 5**). This increase in rate far exceeds any increase in cost pressures over this period that has been shared by providers or which the Council is aware of (e.g. legislative changes).
 - **Nursing Care** – From 31st March 2014 to 31st March 2019 there was an increase in the number of service users over the age of 65 in nursing placements commissioned by the Council of 19.7%. However over this period the Council's overall spending on nursing care increased by a figure significantly in excess of this figure and the average rate of new nursing placements commissioned by the Council also increased by 24.3%. As with residential placements, and even when accounting for the slight increase in the number of placements commissioned, these funding increases are at a level that far

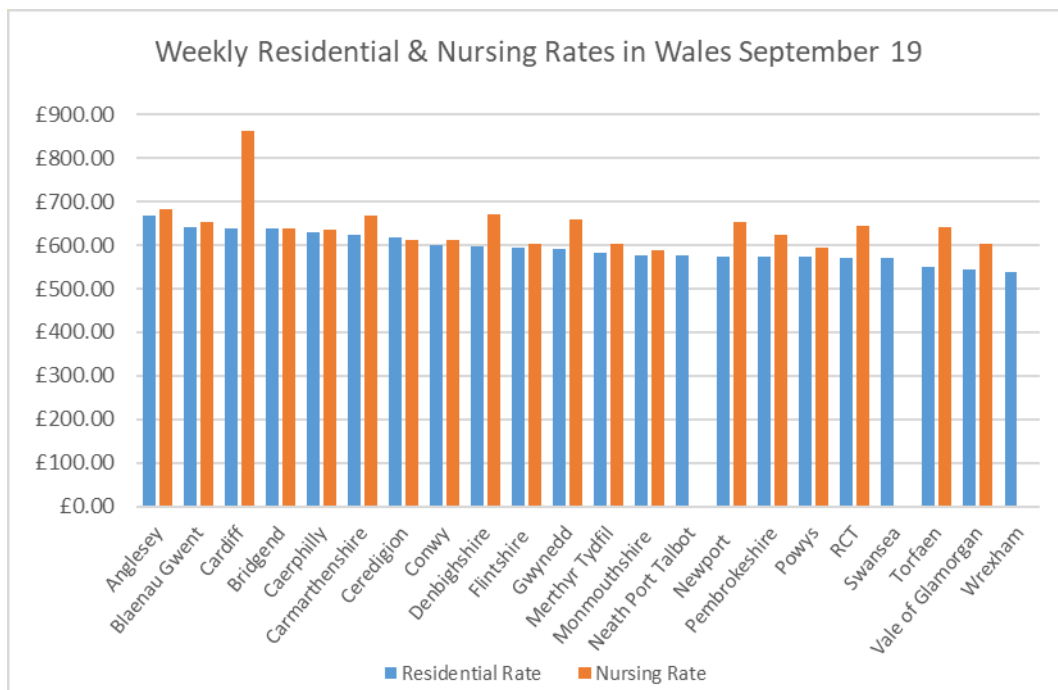
exceeds any increase in cost pressures over this period that has been shared by providers (e.g. rates of pay of nursing staff) or which the Council is aware of.

33. Whilst some of the different rates for care home services reflect different needs of residents, in the vast majority of cases the Council is paying highly valuable rates for essentially the same service provision.
34. The Council has undertaken further analysis to understand how this additional investment has been distributed, by looking at the change in the average rate received by individual providers since 2014. The conclusions are set out below:
 - **Residential Care (Cardiff homes only):** Between 31st March 2014 and 31st March 2019: 7 providers saw the average rate they receive increase by less than 20%; 8 providers saw the average rate they receive increase by between 20%-30% and 11 providers saw the average rate they receive increase by in excess of 30%. There is little correlation between the average rate a provider received in 2014 and the rate of increase in the following 5 years. There is no correlation between the level of increase and the levels of service provision. The annual rate of inflation(CPI) between Quarter 2 2014 and Quarter 1 2019 was 7.7%
 - **Nursing Care (Cardiff homes only):** Between 31st March 2014 and 31st March 2019: 2 providers saw the average rate they receive increase by less than 30%; 10 providers saw the average rate they receive increase by between 30%-50% and 6 providers saw the average rate they receive increase by in excess of 50%. There is little correlation between the average rate a provider received in 2014 and the rate of increase in the following 5 years. There is no correlation between the level of increase and the levels of service provision. The annual rate of inflation(CPI) between Quarter 2 2014 and Quarter 1 2019 was 7.7%

Regional Commissioning and the Cost of Care in Cardiff Compared to Other Welsh Local Authorities

35. The Social Services and Well-being (Wales) Act 2014 places a requirement on all Welsh Councils to take a regional approach to commissioning care home services for older people. Cardiff and the Vale of Glamorgan Councils and the Cardiff and Vale of Glamorgan University Health Board are working together to achieve this end through a pooled fund arrangement.
36. Whilst the Council understand there will be different factors in Cardiff, which contribute to the cost of care, and as such a comparative analysis cannot be determinative, the Council also believes some factors are the same in all parts of Wales. As such, an analysis has been undertaken to understand how the rates it pays for care home services compare to the rates paid by other Local Authorities across Wales for these services. **Chart 6** below show this information:

Chart 6 – The average rates for residential and nursing care paid by each Local Authority in Wales in September 2019 (This is the data as reported by each Local Authority and is for older people's care and excludes Funded Nursing Care)



37. Based on the data and commentary in paragraphs 29-33 of this report and knowledge of the care sector, most of which has been shared by providers themselves, the Council is of the view that the current fee setting policy should not continue, as it:

- Creates an inequitable set of arrangements for the payment of care home provision creating an ‘uneven playing field’ in the care home sector.
- Is financially unsustainable for the care home providers that receive lower rates than other providers. These providers could be at an increased risk of having to exit the market because they are not financially viable or being subject to sanctions because they have insufficient income to meet the standards of care required of them
- Is financially unsustainable for the Council, as the annual increases in rates far exceeds the annual increase in the Council’s budget
- Is an inequitable use of public funds and does not represent value for money.
- Does not take into account an analysis of the costs of care, which is required under the statutory commissioning guidance.
- Does not support a move to regional commissioning in accordance with the Social Services Well-being (Wales) Act 2014.

Quality and Market Stability

38. The Council recognises that across the care home sector the level and impact of financial challenges facing providers are increasing. However, Cardiff Council is not aware of any home in Cardiff that has closed in the last 3 years due to it having insufficient funds to operate.

39. The number of providers subject to provider performance procedures due to quality concerns has remained stable across the last 4 years. Of the organisations that are subject to performance measures, the rates they receive is not evidentially a significant factor.

40. The Social Services Contracts and Service Development Team carry out announced and unannounced contract compliance visits to Cardiff care homes. The standard of care provided by all care homes visited in 2018-19, in general showed that the privacy, dignity, rights, welfare and care of residents remains paramount for providers. Key findings from the visits are summarised below.
- Homes have sufficient staffing levels in order to have capacity to meet individual needs
 - Some care homes have invested in their buildings undertaking refurbishment /decoration of the building in the last year
 - Assistive technology is being used by some care home providers to increase efficiency
 - In all care homes there is support for individuals to maintain family/other relationships and
 - Training and development opportunities are offered to all staff
41. Whilst the operating conditions for providers can be challenging, the available evidence in terms of market stability is:
- Low numbers of care home providers closing, or selling their business at this time
 - Low numbers of care home providers are failing to meet the required quality standards and of those that do, no examples are linked to, or caused by, a lack of funds.
 - The Council is able to commission placements relatively easily for residential care but it is more challenging for nursing home placements.
 - Availability of the right leadership and management capacity and the right quality of registered nurses in the nursing home sector are key themes in provider performance processes. The Council is committed to working with Social Care Wales (to support improved management and leadership in the sector) and the Cardiff and Vale University Health Board (to address nursing workforce issues) to support the sector to improve.

Understanding Provider Costs – A Summary of the Cost of Care Exercise, Findings and Report on the Usual Cost of Care Home Provision in Cardiff

Context for the Cost of Care Exercise

42. The Council has routinely undertaken an annual rate review to identify, and understand the impact of, financial pressures facing providers, which are often a direct result of specific legal requirements. One such change was the announcement by the Chancellor of the Exchequer in July 2015 that with effect from 1st April 2016, all employers would be required to pay a mandatory National Living Wage (NLW) for workers aged 25 and above. Cardiff Council acknowledged that pressures such as this affect the cost of delivering the commissioned services. The Council also recognises that the impact and extent of these pressures is unique to each organisation, given the particular circumstances under which contracts are agreed and the different cost bases and income levels of providers.
43. Going forward, the Council is seeking to provide a level of funding that:
- Ensures the people of Cardiff are able to access and receive quality services through appropriately resourced contractual arrangements.

- Ensures providers are sustainable organisations and do not have to make changes that could affect or disrupt the provision of care and support to people that it need it.
 - Is fair and equitable across different types of service provision
44. In 2018/19, a modified approach to fee uplifts was proposed initially which targeted uplifts to certain packages, recognising the inequity in the fees paid. However, a pre-action letter in accordance with the Judicial Review Pre-Action Protocol was received on behalf of providers. This challenge was predicated on an assertion that the Council had not consulted effectively with providers on its fee setting process and therefore has acted outside of the Welsh Government Statutory Guidance.
45. A revised offer was made following a commitment that the Council would review its fee setting approach as part of further consultation with providers. The Council made a commitment to undertake a cost of care exercise to inform future decision making in setting fee levels for the older people care home sector. It also gave an undertaking that the fee settlement for 2018-19 would be reviewed in light of the findings of this exercise.
46. Early in 2019, Cardiff Council commissioned an independent expert to work with Council officers to establish the usual cost of care home provision in the city. The expert had undertaken similar work with a number of other Welsh local authorities. The exercise considered costs for older peoples' residential and nursing care under the following four categories of provision:
- General Residential Care
 - Residential Dementia care
 - Nursing Care
 - Nursing Dementia Care
47. The purpose of the cost of care exercise was to gain clear knowledge and evidence of the actual costs of older people's care home delivery in a residential setting within the Cardiff Council boundary.
48. At the time the exercise commenced, Cardiff had 35 care homes for older people providing a total of 1757 beds. Occupancy level were at 92% with 36.5% of beds commissioned by Cardiff Council (as at end of March 2019).
49. The remainder of beds were occupied by self funding individuals or were commissioned by Cardiff and Vale University Health Board for people with continuing health care needs. Cardiff Council commissioned a total of 277 residential beds at that time and 365 nursing beds from 28 providers.
50. The average number of beds per home was 50. 21 homes provided data for the exercise (although 2 homes were excluded because they did not provide care for older people so were out of scope of the exercise). The size of the participating homes ranged from 15 beds to 86 beds. By category, there were 13 homes that fell into the residential / residential dementia category (plus 2 mental health) and 6 were in the nursing / nursing dementia category.

51. Some providers submitted less comprehensive data than others, but agreed to reliance being placed on the data of others. Providers who elected not to participate did not raise any objections to reliance being placed on the data provided by the participating operators
52. Participating providers attended one to one meetings with the Council from February 2019 through to July 2019. Attendees discussed their operating models in detail including:
- Movement, if any, in working practices from 2018 to 2019
 - Staffing levels,
 - Challenges posed by movements in staffing levels, if any.
 - Establishment and financial overheads.
 - Capital employed – loan or rental arrangements
 - Quality Frameworks
53. The costs of providing care were analysed under the following headings:-
- Staff hours per person per week.
 - Blended wage rates plus on costs.
 - Variable expenses
 - Administration costs
 - Finance costs
54. The following is of note from analysis of providers costs:
- Providers employ diverse operating models including different management structure, wage rates, staff utilisation and funding mechanisms.
 - Occupancy levels appear stable across the sector at circa 92%.
 - Pressure on staffing levels is largely driven by location (urban/semi-rural), and can vary markedly between organisations.
 - Payroll costs accounted for between 74% and 82% of pre-finance costs
 - Across comparable service offerings, variation in costs associated with the number of beds within a care home were modest. More material issues appeared to reflect the providers preferred operating model.
55. The data set employed is the most comprehensive Cardiff Council has ever had available to understand the cost of providing care home service. The data reflects providers usual cost of providing care at the defined 92% occupancy level within Cardiff.

Fee Report Arising from the Cost of Care Exercise and Impact on Fee Uplifts Going Forward

56. The purpose of the cost of care exercise was to enable a judgement to be made on a fair fee for the different types of care home provision. The fee judgement arising from the Cost of Care exercise is set out in **chart 7** below:
- Chart 7**

£ per person per week @ 92% Occupancy	General Residential	Dementia Residential	General Nursing	Dementia Nursing
Wages	£447	£498	£441	£493
Variable	£45	£45	£45	£45
Establishment	£61	£61	£61	£61
Admin	£49	£49	£49	£49
Rent/Notional return/plus margin	£85	£85	£85	£85
Margin 3.5%	£21	£23	£21	£23
Total	£709	£761	£702**	£756**

Implications for Cardiff Council Approach to Care Home Fee Setting

57. The 'usual' costs of care indicated by the cost of care exercise and the Council's current average and median levels are shown below in **Chart 8**:

Chart 8

Cohort	Standard (as per cost of care exercise)	Current (Average)	Current (Median)
Older People Residential	£708.60	£689.08	£650.00
Dementia Residential	£761.19	£676.64	£629.00
Older People Nursing	£702.04	£861.11	£800.33
Dementia Nursing	£755.79	£924.04	£925.00

58. The standard cost of care is the rate that evidentially should form the fee paid to care home providers for different categories of provision.

Provider Feedback

59. The findings from the cost of care exercise were fed back to care home providers at an engagement session on 11th October 2019. 13 providers attended this event and were generally accepting of the judgement of the cost of care exercise and broadly in agreement with the proposed way forward set out in the next section.
60. The event was followed by a letter to all providers dated 14th October 2019, sharing with them the information that was cascaded at the session and seeking

further feedback by 24th October 2019 regarding the judgement and the Council's proposed way forward. No provider made representation for the timescales to be extended beyond 24th October. The following is a summary of the feedback received:

- Five responses were submitted. One came from the Cardiff Nursing and Residential Homes Association (CNARHA) and the other four came from individual providers. The submission from CNARHA was positive. It stated that the Council's commitment to incrementally uplift those fees that have fallen below the standard cost identified by the cost of care exercise is welcomed by the providers. However, it urged the Council to uplift incrementally over three years rather than five years and to make a strategic commitment not to purchase any new care placements at a fee level below the standard cost of care for each category, whilst encouraging market competition above that level. CNARHA felt that this would assist to stabilise the market, guarantee quality care provision, whilst bringing existing placement contracts that are currently below the standard fee to guarantee continuity of service provision and quality care. CNARHA also felt that it was laudable that the Council is committed to be a Living Wage employer but was disappointed that it continues to purchase placements at prices below the true cost of care which they felt does not leave the provider with any room to contemplate becoming a Living Wage Employer. CNARHA recommends that the Council makes a commitment to pay a "Living Wage Premium" over and above contracted rate for those providers.
- In respect of the representation made by four individual providers, this was on the whole, in relation to their own specific financial situations and how they felt the Cost of Care Exercise would impact on them. This feedback was received from some providers who had participated in the exercise and some who did not.

61. Officers are preparing detailed responses to each of the providers who have submitted individual feedback. Where significant concerns have been raised by providers in respect of financial sustainability, Officers have arranged urgent face to face meetings to better understand the challenges that the providers are facing and to consider how the Council may be able to support them going forward to mitigate the risks of home closure.

Review of Uplift for 2018-2019

62. In light of the findings of the cost of care exercise, a review was undertaken of the fee uplift decision for 2018-19. The review finding was that the overall uplift substantially took into account the cost pressures impacting on providers at that time.
63. The Council continues to stand by its judgement that the increases in the rates and overall funding for the care home sector for 2018-19 have been in line with the cost pressures facing the sector. The Council believes that in recent years, the level of funding for the nursing care sector and average rate of a nursing care placement have both increased by levels that are significant and unprecedented in Cardiff. In the Council's analysis, these increases have exceeded any reasonable calculation of cost pressures and any reasonable

expectation of providers, even when accounting for the increasing number of placements being commissioned and the increasing cost of the workforce.

64. The increases in the level of funding for residential and nursing care now means that the majority of these placements and the average rate of these placement types, are significantly higher than the rate paid by all other Local Authorities in Wales for this type of care. The Council has evidence that the proportion of its spending that goes on residential and nursing care has increased significantly in recent years, which has only be possible due to significant cuts in other Council budgets.
65. The Council recognises that the level of funding is not distributed across the sector in an equitable way. In the absence of a cost of care model or exact cost breakdown, the Council could not be specific about exactly which placements this applied to in the 2018-19 uplift process or what uplift was required to address this situation.
66. It is acknowledged that the settlement did not address the packages that fell below the standard cost of care because the standard cost was not known at that time. However, the proposal for 2019/20 fee up lift, and the strategy for the next 3 years, seeks to address this incrementally.
67. Feedback from CNARHA indicates that the Council's commitment to addressing the shortfall over the next 3 years is acceptable to providers. It raised concerns that a 5 year strategy would be more challenging for them to accept and the Council listened to the feedback and reflected this in its recommendation to implement the Fee Setting Strategy over a 3 year rather than a 5 year period.

Funded Nursing Care (FNC)

68. The rates for nursing care referred to in this report exclude the funded nursing care (FNC) component of the care package. The FNC is an additional payment made to providers, for each care package, in recognition of the input of a registered nurse in nursing homes. The FNC element increased from £149.67 per week in 2017/18 to £167.87 per week in 2018/10, (an increase of 12%) largely as a result of a Supreme Court ruling in 2017 that indicated that the FNC rate should be increased to reflect a wider range of nursing duties.
69. Prior to 2017, the FNC was funded wholly by the Health Service, albeit the payment was administered by the Council as part of the care package payment. However, the Supreme Court ruling in 2017 also indicated that the FNC should be increased by a further amount (c£6.80 per week in 2018/19) to reflect the care related (rather than medical) duties undertaken by the registered nurse in a home. This element is deemed to be a local authority responsibility and Councils have received additional funding from Welsh Government in order to make the further payment to providers. As a result of the changes in FNC, funding for individual care packages will have increased significantly in the last two years.

Cardiff Council Charging Policy

70. The Social Services and Well-being (Wales) Act 2014 provides a single legal framework for charging for care and support, or in the case of a carer, charging for support. It provides a Local Authority with the discretion to charge in either case. It also provides authorities with the discretion to require payment of a

contribution, or a reimbursement, towards the cost of securing care and support (or support to a carer) where a person receives direct payments to enable them to obtain this. Local authorities can exercise this discretion to charge, or to require a contribution or reimbursement, where they feel it is appropriate to do so and where they have established that the person required to pay any charge, contribution or reimbursement, has sufficient financial means to do so.

71. The charging and financial assessment framework introduced by the Social Services and Well-being (Wales) Act 2014 , the regulations and the Code of Practice Part 4 and 5 (Charging and Financial Assessments) are intended to make charging, where it occurs, consistent, fair and clearly understood. The overarching principle is that people who are asked to pay a charge **must** only be required to pay what they can afford. People who require care and support will be entitled to financial support from their local authority in certain circumstances based on their financial means and some will be entitled to care and support at no charge.
72. Save for the requirements of **The 2014 Act**, the Regulations and the Code of Practice Part 4 and 5, where a local authority decides to use its discretion to charge for care and support it provides or arranges the design and content of its policy for that charging is a matter for that authority.
73. Cardiff Council is currently updating its Charging Policy to reflect the requirements set out in **The 2014 Act** and the implications for the charging of individuals of the proposals contained within this paper. It is expected that the new policy will be presented to Cabinet in January 2020.

Cardiff Council Approach to Care Home Fees 2020/21 – 2022/23

74. The cost of care exercise identified the usual cost of care home provision in Cardiff, The intent of the Council is to use this understanding to set a standard set of care home fees in the City as it clearly reflects a fair price of care.
75. The intention is to implement the standard fees in a phased way over a 3 year period between 2020/21 and 2022/23, subject to the availability of resources to the Council.
76. The timeline for the incremental approach reflects CNARHA's request that implementation takes place over a 3 year period rather than a 5 year period.
77. Phased implementation will have the following features:
 - All new care home services for older people from January 2020 will be funded at the published rates
 - Services currently commissioned at rates significantly below the standard published will receive annual fee uplifts at a rate above the standard uplift from 2020/21 onwards
 - Services currently commissioned at rates significantly above the standard published fees will receive no uplift or an uplift below the standard fee uplifts
 - The exact uplifts will be determined on an annual basis, taking into account provider cost pressures and the resources available to the Council
78. The adoption of a standard fee for care home provision has implications for the use of a DPS in Cardiff. An options appraisal will be undertaken to consider the

most appropriate way of securing care home placements for older people going forward with an expectation that new arrangements that will be in place for a commencement date of 1 April 2020, which will remove the need for a DPS.

79. It is noted that a significant element of the costs included in the calculated standard/'usual' cost of care relate to staffing costs impacted by the National Living Wage. The standard rate is thus likely to increase annually by a level in excess of CPI (e.g. 3.4% as opposed to 2%) with a potential additional commitment of c£350-£400k per annum over and above the typical budget allocation for fee uplifts.

Scrutiny Consideration

80. The Community & Adult Scrutiny Committee considered this issue on 6 November 2019. The letter from the Chair will be circulated once received.

Reason for Recommendations

81. The reason for the recommendations is that the current funding situation for care homes for older people creates an inequitable market for provision and an 'uneven playing field' in the care home sector. There is concern that this inequity, where some providers receive lower rates than others for providing similar types of care, may lead to financial instability for some providers, and not represent cost effective use of public money in respecting other providers.
82. The high average rates that the Council is unsustainable and far exceeds the annual increase in the Council's budget.
83. The Cost of Care Exercise provides the Council with a standard cost of care that it had not previously understood and provides a platform for the Council to address the current inequity for providers whilst providing a more financially sustainable approach for the Local Authority.

Financial Implications

84. The report considers a new approach to fee setting for care homes for older people. This follows the completion of a 'cost of care' exercise undertaken with care providers.
85. Currently, care homes fees are determined via a 'dynamic purchasing system' whereby, care providers submit a separate price offer for individual care packages. Currently, therefore, there is no standard price for a care home bed and subsequently there is a wide range of different rates for similar types of package.
86. The report recommends acceptance of a specific set of standard rates for care home beds arising from the 'cost of care' exercise. The report further recommends that a phased approach is adopted towards uplifting packages that are currently below the 'standard rate' to the relevant level. In recognition of this, the report recommends that the fee uplift process for 2019/20 weights increases to those packages that are currently below the standard level.
87. In 2018/19 £29.3m of expenditure was incurred in the commissioning of care home places for older people. Expenditure in this area has increased significantly in recent years. As part of the annual Council budget process, an

additional allocation (largely reflecting CPI) is made to Social Services each year to support an uplift in care home fees. No uplift has to date been made in respect of care home fees in 2019/20, pending the outcome of the cost of care exercise.

88. The cost of bringing all packages currently falling below the suggested standard rate to the relevant level is projected as c£1.6m. This exceeds the level of additional funding (c£600,000) made available to the Directorate for fee uplifts in this area in 2019/20.
89. It is, therefore, proposed in the report that, subject to available resources, a phased approach is taken over 3 years to uplifting packages below the standard rate to the relevant level. Whilst, the proposed phased approach to uplifting package rates to a level suggested by the 2019/20 standard rates could largely be accommodated within existing MTFP assumptions, further consideration needs to be taken of the impact of increases in the standard rate itself in subsequent years. On a formula basis, the standard rate will increase each year to take account of inflationary factors including the NLW which may be in excess of CPI. This implies a further significant cost. Existing MTFP assumptions will therefore need to be re-visited in the short term to take account of the proposed change in approach.
90. It is assumed that annual fee uplifts, within the three year timeframe, will be restricted to those packages that are below the standard level, with no or limited increases given to those above. In the longer term, the adoption of and adherence to a standard rate would assist in limiting the costs of individual care packages and overall costs.
91. The proposed uplift proposal for 2019/20, contained in recommendation 2, can be accommodated within the allocation for fee uplifts provided as part of the 2019/20 budget. Fee uplifts for future years will need to reflect the level of available resources.

Legal Implications

92. Legal advice is located at Appendix C. It is exempt from publication pursuant to Paragraph 12.1 of Part 4 of Schedule 12A to the Local Government Act 1972

RECOMMENDATIONS

The recommendations set out below take into account the following factors:

- the available resources that the council has
- demand and priorities for care home services
- providers legitimate and future costs
- more cost effective operating models expected and commissioned services
- The investment needed here for providers to meet requirements of both commissioners and regulators (Care Inspectorate Wales)
- the acknowledgement that services must operate safely and effectively to promote the welfare of individuals in their care

Cabinet is recommended to:

- 1) accept the judgement on the standard cost of care homes for older people as set out in this report and agree that all new care home services for older people

will be commissioned at a standard published fee from 1st January 2020 at the rate set out below:

<u>Category</u>	<u>Costs per week</u>
• Older People Residential	£708.60
• Dementia Residential	£761.19
• Older People Nursing	£702.04
• Dementia Nursing	£755.79

- 2) Agree the fee uplifts for 2019-20 backdated to 8th April 2019, as set out below:
 - £40 per week increase for all care home placements below the standard cost of care set out in **Recommendation One** and
 - £10 per week increase to all care home placements within £100 of the standard cost
 - No uplift for those care home packages that are in excess of £100 above the standard cost.

- 3) Subject to available resources, agree a phased approach to uplifting care packages that fall below the standard price set out in Recommendation One over the next 3 years (April 2020 until March 2023). The incremental rise will need to appropriately take into account standard costs impact from increases in the National Living Wage that will exceed CPI rates, as well as the resources available to the Council.

- 4) delegate authority for the decision-making for fee uplifts from 2020 onwards to the Director of Social Services, in consultation with the Cabinet Member for Social Care, Health and Well-being, the Council's Section 151 Officer and the Director of Legal and Governance, using the approach set out in Recommendations Two and Three and subject to the availability of the required resources.

- 5) delegate authority for all decision making, related to the new approach to securing care home placements for older people, including the methodology for determining quality, to be implemented from 1 April 2020, to the Director of Social Services in consultation with the Cabinet Member for Social Care, Health and Well-being, the Council's Section 151 Officer and the Director of Legal and Governance.

- 6) note that it will be asked to consider a new Social Services Charging Policy that will be presented in January 2020.

SENIOR RESPONSIBLE OFFICER	Claire Marchant Director of Social Services
	15 November 2019

The following appendices are attached:

Appendix A – Equalities Impact Assessment

Appendix B – Summary of Cost of Care Exercise Findings
Appendix C – Legal Advice - exempt from publication pursuant to Paragraph 12.1 of
Part 4 of Schedule 12A to the Local Government Act 1972

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Cost Of Care Exercise for Older Peoples Care homes in Cardiff

Findings October 2019



Findings



Usual Hourly Labour rates as at 1 April 2019

Employee type	Wage rate Residential	Wage rate Nursing
Nurses	Not Applicable	Not Applicable
Senior carers	£9.70	£9.70
Carers	£8.41	£8.41
Management (blended)	£15.02	£20.98
Administrator	£10.00	£10.00
Activities Coordinator	£8.65	£8.65
Kitchen (blended)	£8.95	£8.95
Domestic / Laundry	£8.38	£8.38
Maintenance	£9.92	£9.92



Gweithio dros Gaerdydd, gweithio gyda'n gilydd
Working for Cardiff, working together

Findings

Labour utilization- based on 92% occupancy

Employee type	Range of hours per person per week
Nurses	0.00 – 12.59
Senior carers	0.00 – 16.49
Carers	9.78 – 34.44
Management	0.65 – 4.66
Administrator	0.56 – 2.14
Activities Coordinator	0.51 – 3.34
Kitchen	1.90 - 5.21
Domestic/Laundry	0.72 – 5.46
Maintenance	0.36 – 2.63



Findings

Labour: care delivery utilisation: per service user per week at 92% occupancy

Category	Range of Total: Paid Hours per resident per week	Range of Nursing Paid Hours per resident per week	Range of Carers Paid Hours per resident per week	Decision: Typical: Carers Paid Hours per resident per week
General Residential	22.3 - 36.4	0.00	22.3 - 36.4	23.8
Dementia Residential	19.3 - 38.4	0.00	19.3 - 38.4	28.27
General Nursing	25.6 - 44.0	5.0-12.2	18.6 -37.2	21.77
Dementia Nursing	32.3	7.6	24.7	26.4



Findings

Labour utilisation: per service user per week at 92% occupancy

Function	Nursing/ Dementia Nursing Range: Hours per resident per week	Residential/Dementia Residential: Hours per resident per week
Management	1.01 – 2.04	0.65 – 4.66
Catering	2.79 – 4.91	1.90 – 5.21
Cleaning	3.02 – 4.06	0.72 – 5.46
Laundry	0.61 – 2.01	0.35 – 2.17



Findings

General Residential: Typical /wage rates per person per week-based on 92% Occupancy

Grade	Total rate including on-costs	% of total costs excluding finance
Senior Care	£91.96	15%
Carer	£176.99	30%
Ancillary staff	£119.77	20%
Management	£58.74	9%
Agency Premium	£0.00	0%
Total	£447.46	74%



Findings

Based on 92% occupancy levels

Dementia Residential: Typical utilisation/wage rates per person per week

Grade	Total rate including on-costs	% of total costs excluding finance
Senior Care	£115.06	18%
Carer	£204.69	32%
Ancillary staff	£119.77	18%
Management	£58.74	8%
Agency Premium	£0.00	0%
Total	£498.26	76%



Findings

Based on 92% occupancy levels

General Nursing: Typical utilisation/wage rates per person per week

Grade	Total rate including on-costs	% of total costs excluding finance
Senior Care	£40.59	5%
Carer	£200.70	24%
Ancillary staff	£120.55	14%
Management	£79.27	9%
Agency Premium	£0.00	0%
Total (excluding Nursing)	£441.11	52%
Total (Including Nursing)	£688.64	82%



Findings

Based on 92% occupancy levels

Dementia Nursing: Typical utilisation/wage rates per person per week

Grade	Total rate including on-costs	% of total costs excluding finance
Senior Carer	£53.46	7%
Carer	£239.77	30%
Ancillary staff	£120.55	15%
Management	£79.27	9%
Agency Premium	£0.00	0%
Total (Excluding Nursing)	£493.05	61%
Total (Including Nursing)	£646.08	77%



Findings

Based on 92% occupancy levels

Illustrative examples of Variable expenses: typical values £ per person per week

Variable	Residential	Dementia Residential	Nursing	Dementia Nursing
Food	£28.25	£28.25	£28.25	£28.25
Medical and sundries	£3.64	£3.64	£3.64	£3.64
Cleaning, Consumables	£7.32	£7.32	£7.32	£7.32



Findings

Based on 92% occupancy levels

Illustrative examples of Establishment expenses: typical values £ per person per week

Property	Residential	Dementia Residential	Nursing	Dementia Nursing
Repairs & Maintenance	£26.21	£26.21	£26.21	£26.21
Power	£17.82	£17.82	£17.82	£17.82
Council Tax	£0.69	£0.69	£0.69	£0.69
Waste Disposal	£3.87	£3.87	£3.87	£3.87
Insurance	£3.99	£3.99	£3.99	£3.99



Findings

Based on 92% occupancy levels

Illustrative examples of Administration expenses: typical values £ per person per week

Administration	Residential	Dementia Residential	Nursing	Dementia Nursing
Depreciation	£15.92	£15.92	£15.92	£15.92
Head Office	£22.47	£22.47	£22.47	£22.47



Return on Capital/ Margin-based on 92% occupancy levels

- ❖ The opportunity was taken to utilise the typical rental cost, together with a margin, as a measured bench mark, to ascertain if it was sufficient to cover not only the cost of loan interest, but also capital repayments, where provided by operators, offering frail elderly services.
- ❖ The judgment reached, based on the data provided by Operators, is this benchmark measured against returns on capital linked to movements in interest rates, coupled with an attendant margin, broadly remains valid and appropriate for the portfolio as a whole.
- ❖ Accordingly, the finance element has been set at as an average in respect of data received of £84.55 per resident per week



Judgement 2019/20

Based on 92% occupancy levels

Operating costs plus finance cost

£ per person per week @ 92% Occupancy	General Residential	Dementia Residential	General Nursing	Dementia Nursing
Wages	£447	£498	£441	£493
Variable	£45	£45	£45	£45
Establishment	£61	£61	£61	£61
Admin	£49	£49	£49	£49
Rent/Notional return/plus margin	£85	£85	£85	£85
Margin 3.5%	£21	£23	£21	£23
Total	£709	£761	£702**	£756**

Note: numbers incorporate rounding

**Excludes FNCC



Appendix B

EQUALITY IMPACT ASSESSMENT



Project Title: Older People Care Home- Fee Setting Strategy
New.

Who is responsible for developing and implementing the Project?	
Name: Angela Bourge	Job Title: Operational Manager -Strategy, Performance and Resources
Central Business Support - Strategy, Performance & Resources	Service Area: Social Services
Assessment Date:	

1. What are the objectives of the Policy / Strategy / Project / Procedure / Service / Function?

The Council has a statutory duty under the Social Services and Wellbeing (Wales) Act 2014, to commission services to meet the assessed needs for its customers. This equalities impact assessment is for the uplift proposed for the provision of:

- Residential and nursing care service

The beneficiaries of the above services, commissioned by the Council are the service users of Cardiff, the Council places great importance in the meeting of their assessed needs

In July 2015, the Chancellor of the Exchequer announced that from April 2016, the UK Government has introduced a requirement for all employers to pay a mandatory National Living Wage (NLW) for workers aged 25 and above is set to increase; From April 2016 –March 2017, the NLW was set at £7.20 this increased by (30p) to £7.50 in March 2018. From April 2018-March 2019 is now at £7.83 increased by (33p), this is now set to increase from April 2019-March 2020 to £9.00 a further increase by (£1.17p).

The Council is seeking authorisation to agree and implement fee uplifts across all care providers in Cardiff.

2. Please provide background information on the Project and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

Background
The Residential and Nursing Care service in Cardiff include:

In August 2014 the Council implemented its Proactis System for the procurement of residential and nursing care for older people and older people with dementia. The Proactis system takes individual cases which are offered to the market. Providers then submit a cost for the individual placement and the full list of submitted bids are shown to the service user and their family to inform their choice of available placement. The lowest cost bed is considered to be the Council's usual rate for that placement and if the service user chooses a more expensive placement, then this has to be met by a third party.

Placements for people with Learning Disabilities, Physical Disabilities and Mental Health are procured through the regional CCAP process. All residential and nursing home placements will be treated the same in terms of fee uplifts.

The Council also agreed that a cost of care exercise will be carried out the better engage with the sector to understand the standard cost of care for older peoples care homes services in Cardiff. The council appointed a consultancy firm who did similar exercise across other Welsh local authorities.

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Project have a differential impact [positive / negative] on younger / older people?

	Yes	No	N/A
Up to 18 years			✓
18 - 65 years		✓	
Over 65 years		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There will be no differential impact, regardless of age

What action(s) can you take to address the differential impact?

To implement a fee uplift for all current services regardless of age.

3.2 Disability

Will this Project have a differential impact [positive / negative] on disabled people?

	Yes	No	N/A
Hearing Impairment		✓	
Physical Impairment		✓	
Visual Impairment		✓	
Learning Disability		✓	
Long-Standing Illness or Health Condition		✓	
Mental Health		✓	
Substance Misuse		✓	
Other			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
There will be no differential impact, regardless of disability.
What action(s) can you take to address the differential impact?
To implement a fee uplift for all current services regardless of disability.

3.3 Gender Reassignment

Will this Project have a differential impact [positive / negative] on transgender people?

	Yes	No	N/A
Transgender People		✓	
To implement a fee uplift for all current services regardless of their gender reassignment will not be effected.			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
To implement a fee uplift for all current services regardless of transgender or gender reassignment.

3.4. Marriage and Civil Partnership

Will this Project have a differential impact [positive / negative] on marriage and civil partnership?

	Yes	No	N/A
Marriage		✓	
Civil Partnership		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
There will be no differential impact, regardless of Marriage and Civil partnership.
What action(s) can you take to address the differential impact?
To implement a fee uplift for all current services regardless of marriage and or Civil partnership.

3.5 Pregnancy and Maternity

Will this Project have a differential impact [positive/negative] on pregnancy and maternity?

	Yes	No	N/A
Pregnancy		✓	
Maternity		✓	

Please give details/consequences of the differential impact, and provide supporting
--

evidence, if any.
There will be no differential impact, regardless of pregnancy and maternity
What action(s) can you take to address the differential impact?
To implement a fee uplift for all current services regardless of pregnancy and maternity.

3.6 Race

Will this Project have a differential impact [positive / negative] on the following groups?

	Yes	No	N/A
White		✓	
Mixed / Multiple Ethnic Groups		✓	
Asian / Asian British		✓	
Black / African / Caribbean / Black British		✓	
Other Ethnic Groups		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
There will be no differential impact, regardless of race.
What action(s) can you take to address the differential impact?
To implement a fee uplift for all current services regardless of race.

3.7 Religion, Belief or Non-Belief

Will this Project have a differential impact [positive / negative] on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist		✓	
Christian		✓	
Hindu		✓	
Humanist		✓	
Jewish		✓	
Muslim		✓	
Sikh		✓	
Other		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
There will be no differential impact, regardless of religion, belief or non-belief.
What action(s) can you take to address the differential impact?
To implement a fee uplift for all current services regardless of religion, belief or non-belief.

3.8 Sex

Will this Project have a differential impact [positive / negative] on men and/or women?

	Yes	No	N/A
Men		✓	

Women		✓	
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Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There will be no differential impact, regardless of sex.

What action(s) can you take to address the differential impact?

To implement a fee uplift for all current services regardless of sex.

3.9 Sexual Orientation

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on the following groups?

	Yes	No	N/A
Bisexual		✓	
Gay Men		✓	
Gay Women/Lesbians		✓	
Heterosexual/Straight		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There will be no differential impact, regardless of sexual orientation.

What action(s) can you take to address the differential impact?

To implement a fee uplift for all current services regardless of sexual orientation.

3.10 Welsh Language

Will this Project have a **differential impact [positive / negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There will be no differential impact, regardless welsh language.

What action(s) can you take to address the differential impact?

To implement a fee uplift for all current services regardless of the welsh language.

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

The Council has taken a robust engagement and consultation process with all residential and nursing care providers in Cardiff. The following steps were undertaken to engage with the residential and nursing care market:

- Letter to the sector
- Provider forum
- Providers participation in the usual cost of care exercise through the completion of the questionnaire
- 1:1 sessions with market operators in order to carry out verification of their costs and

accredited annual accounts

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	To implement a fee uplift for all current services regardless of age.
Disability	To implement a fee uplift for all current services regardless of disability.
Gender Reassignment	To implement a fee uplift for all current services regardless of gender reassignment.
Marriage & Civil Partnership	To implement a fee uplift for all current services regardless of marriage and civil partnerships.
Pregnancy & Maternity	To implement a fee uplift for all current services regardless of pregnancy and maternity.
Race	To implement a fee uplift for all current services regardless of race.
Religion/Belief	To implement a fee uplift for all current services regardless of religion or belief.
Sex	To implement a fee uplift for all current services regardless of sex.
Sexual Orientation	To implement a fee uplift for all current services regardless of sexual orientation.
Welsh Language	To implement a fee uplift for all current services regardless of the Welsh language.
Generic Over-Archling [applicable to all the above groups]	To implement a fee uplift for all current services.

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Project and approved by the appropriate Manager in each Service Area.

Completed By : Amina Begum	18 TH September 2019
Designation: Interim OM	
Approved By: Angela Bourge	
Designation: Operational Manager, Resources	

Service Area:	Social Services	
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7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

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By virtue of paragraph(s) 12 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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**CABINET MEETING:21 NOVEMBER 2019**

CARDIFF LOCAL DEVELOPMENT PLAN FULL REVIEW**STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO WILD)****AGENDA ITEM: 10**

Reason for this Report

1. The purpose of this report is to respond to legislation which requires Local Authorities to undertake a full review of their Local Development Plan (LDP) within 4 years of adoption.
2. Specifically, approval is sought to:
 - Undertake consultation on the draft Cardiff LDP Review Report (Appendix 1) which proposes that a full revision of the LDP is undertaken through the preparation of a Replacement LDP for the period 2020-2035;
 - Undertake consultation on the Cardiff Replacement LDP draft Delivery Agreement (Appendix 2); and
 - Report back to Council on the findings of the consultation processes and the final Review Report in Spring 2020

Background

3. The Cardiff Local Development Plan (LDP) was adopted by the Council on 28th January 2016 and sets out the Council's planning framework for the development and use of land in the city over the period 2006 to 2026.
4. An up-to-date LDP is an essential part of the plan-led planning system in Wales and statutory measures are in place to manage the Plan review process. In this respect, the Council is required under Section 69 of the Planning and Compulsory Purchase Act 2004 to undertake a full review of the adopted LDP at intervals not longer than every 4 years from the date of adoption. As such, this report directly responds to this requirement given the LDP adoption date.

Draft Review Report

5. Regulations state that the full review process must be informed by a Review Report (RR) which must determine the revision procedure to be followed- specifically, whether to undertake a full or short form revision. A full revision would require the preparation of a Replacement LDP, whereas a short form revision would involve revising limited parts of the existing LDP. Guidance makes it clear that should a Local Planning Authority decide to employ the short form revision, it must be sure it can fully justify its approach as there are significant risks that this approach may be considered inappropriate and challenged since the issues involved may warrant the full revision procedure.
6. The Draft RR is contained in Appendix 1 and must be subject consultation prior to the final RR being formally approved by the Council. It considers relevant information and issues to help inform the review process and includes the following sections:
 1. Introduction- Outlining the requirements for the draft RR
 2. Information and issues informing the Plan review- Including:
 - Significant contextual changes with regard to national legislation and guidance, the regional/local context and evidence base
 - Findings of the 3rd LDP Annual Monitoring Report
 3. Review of Plan and potential changes required- Assessing the implementation of Plan strategy and policy topic areas to inform potential changes to be addressed through the revision procedure
 4. Future evidence base requirements- Identifying which parts of the evidence base require updating
 5. LDP review options including opportunities for collaborative working
 6. Conclusions and next steps
7. The draft RR concludes that the full revision procedure is considered the most appropriate option and that a replacement LDP is prepared for the period 2020-2035. In this respect, it is recognised that the significant scale, complexity and over-lapping nature of issues to be addressed in a Replacement LDP cannot justify the short form revision procedure. This approach will ensure that the Council will have up-to-date Plan coverage beyond 2026 and supports the Plan-led approach in Wales.
8. Importantly, the preparation of a Replacement LDP provides an opportunity to positively respond to a national policy framework which has evolved significantly since the evidence base was collated underpinning the existing LDP. Furthermore, it enables other matters identified in the draft RR to be more fully assessed as part of a comprehensive review process which will then represent a new and updated evidence base to inform the Replacement Plan.

9. The draft RR identifies topic areas where new evidence is required to inform the Replacement Plan. It is therefore premature to be articulating potential replacement LDP strategy at this juncture. However, work undertaken to date on the draft RR shows that the starting point is completely different to the existing LDP which was faced with high official population projections and a low supply of housing sites. A Replacement LDP would overlap with the current LDP period and coupled with a 'carry over' of existing consents, would result in a far stronger supply of housing sites. In terms of demand, it is noted that Welsh Government projections issued since those informing the existing LDP have shown reduced anticipated rates of population growth.
10. The existing LDP benefitted from a bespoke regional collaborative exercise to help inform the Plan strategy involving all Local Authorities and other key stakeholders in South East Wales. This process worked well and a similar approach is proposed again to help inform the Replacement LDP. Should work commence on a Strategic Development Plan (SDP) for South East Wales, information gathered through the LDP process can be used to inform the SDP and vice versa. Ongoing dialogue with other Local Authorities will help maximise efficiencies and consistency with regard to gathering/sharing evidence and agreeing methodologies where possible.
11. There has been positive regional dialogue regarding the progression of a SDP for the Cardiff Capital Region. Leaders have agreed in principle to pursue the development of a Strategic Development Plan. However, significant uncertainties have been created by the publication of the draft National Development Framework, with the Council expressing concern about the draft proposals, and the proposed establishment of Corporate Joint Committees (CJCs). It would therefore be premature to consider a report on the SDP until there is greater clarity on these emerging matters of such fundamental importance.
12. In line with national guidance, consideration must be given to the scope for preparing a Joint LDP. However, it is noted that 7 of the 10 Local Authorities in South East Wales are already preparing their own Replacement LDPs with no examples of a joint approach or regional collaborative exercises to help inform Plans. Of the remaining 2 Local Authorities excluding Cardiff, the Vale of Glamorgan and Newport, it is not considered that there are sufficient synergies to warrant the preparation of a Joint LDP. The proposed regional collaborative working approach referenced in the paragraph above is considered the most effective way of addressing cross-boundary matters.

Draft Delivery Agreement

13. In addition to the preparation of a Review Report, a Delivery Agreement will also need to be submitted to Welsh Government demonstrating that plan preparation can be achieved in within 3½ years from the formal commencement of the review process. The draft Delivery Agreement consists of a timetable for preparation of the Replacement LDP and a Community Involvement Scheme. The summary timetable below sets out the key dates including statutory consultation periods, for each of the

different stages of Plan preparation and publication. It also includes key stages for the Sustainability Appraisal, which is an iterative process undertaken as an integral part of the Plan preparation process.

Key Stage			
Definitive		From	To
1	Review Report Consultation and submission to Welsh Government	Jan 2020	March 2020
2	Delivery Agreement – Consultation and submission to Welsh Government	Jan 2020	March 2020
3	Evidence Base Preparation	Dec 2019	June 2022
4	Pre-Deposit Participation <ul style="list-style-type: none"> • Candidate Site submission and appraisal • SA Scoping Report • Vision/Objectives/growth levels and spatial options 	March 2020	Sept 2021
5	Preferred Strategy Consultation – six weeks statutory consultation	Oct 2021	Nov 2021
6	Deposit Plan Consultation – six weeks statutory consultation	Oct 2022	Nov 2022
Indicative		From	To
7	Submission	March 2023	
8	Examination	March 2023	Sept 2023
9	Inspectors Report	Sept 2023	
10	Adoption by Council	October 2023	

14. The timetable of Plan preparation has Definitive and Indicative stages. Definitive stages are up to the Deposit of the Plan and are under the control of the Council. The Council has less control over the progress of the Plan after the statutory Deposit stage, as subsequent stages associated with Examination, Receipt of the Inspector’s Report and Adoption is more dependent on external factors from Welsh Government and the Planning Inspectorate (PINS). As such these stages are indicative only.

15. The Community Involvement Scheme outlines the LPA's principles of community engagement, its approach in relation to who, how and when it intends to engage with the community and stakeholders; how it will respond to representations and how these representations will inform later stages of plan preparation.
16. The draft Delivery Agreement also sets out the resources that will be required to prepare the Replacement LDP together with a Risk Assessment identifying areas of uncertainty that may impact on the timetable for Plan preparation and mitigation measures required to keep the Plan on track.

Next Steps

17. In order to provide an opportunity to comment, consultation is proposed to take place on the draft Review Report and Delivery Agreement in January/February 2020. A report on the consultation findings and recommendations will be taken to Cabinet in Spring 2020. Should the recommendations support the preparation of a Replacement LDP, it is proposed to report the final Review Report and Delivery Agreement to Council for approval and submit both documents to Welsh Government in the Spring 2020 for their approval so formal preparation of the Replacement LDP can begin.

Reason for the Recommendation

18. The Planning and Compulsory Purchase Act 2004 and regulation 41 of the Town and Country Planning (Local Development Plan) (Wales) Regulation 2005 requires that a Local Planning Authority must commence a full review of its LDP every 4 years from the date of its initial adoption and that such a review must be preceded by a Review Report. The LDP Manual (2015) also advises that the review process should involve engagement with key stakeholders to assist in clarifying the issues to be considered in the review process.

Legal Implications

19. A review of the LDP is part of the wider statutory LDP process as referred to in paragraph 21 above.
20. The decision about these recommendations has to be made in the context of the Council's public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties) – the Public Sector Equality Duties (PSED). These duties require the Council to 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'. The '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.

21. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
22. In discharging its duties under the Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2019-22 <http://cmsprd.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Corporate-Plan/Documents/Corporate%20Plan%202018-21.pdf> When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well-being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.
23. The well-being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
 - Look to the long term
 - Focus on prevention by understanding the root causes of problems
 - Deliver an integrated approach to achieving the 7 national well-being goals
 - Work in collaboration with others to find shared sustainable solutions
 - Involve people from all sections of the community in the decisions which affect them.
 - The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>
24. The Council has to be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards when making any policy decisions and consider the impact upon the Welsh Language, the report and Equality Impact Assessment deals with all these obligations. The Council has to consider the Well Being of Future Generations (Wales) Act 2015 and how this strategy may improve the social, economic, environmental and cultural well-being of Wales..

Financial Implications

25. The costs of undertaking the suggested full review of the LDP are expected to be incurred over a number of years, with projected costs of c£1m to be incurred over 4 years. The detailed mechanism for funding the

full review of the LDP will be considered as part of the 2020/21 Budget setting process.

Human Resources Implications

26. There are no HR implications for this report.

RECOMMENDATION

Cabinet is recommended to recommend that Council approve the draft Review Report and draft Delivery Agreement for the purposes of consultation and a further report is taken to Council in Spring 2020 with the findings of the consultation processes and recommendation(s) on the proposed way forward.

SENIOR RESPONSIBLE OFFICER	Andrew Gregory Director of Planning, Transport & Environment
	15 November 2019

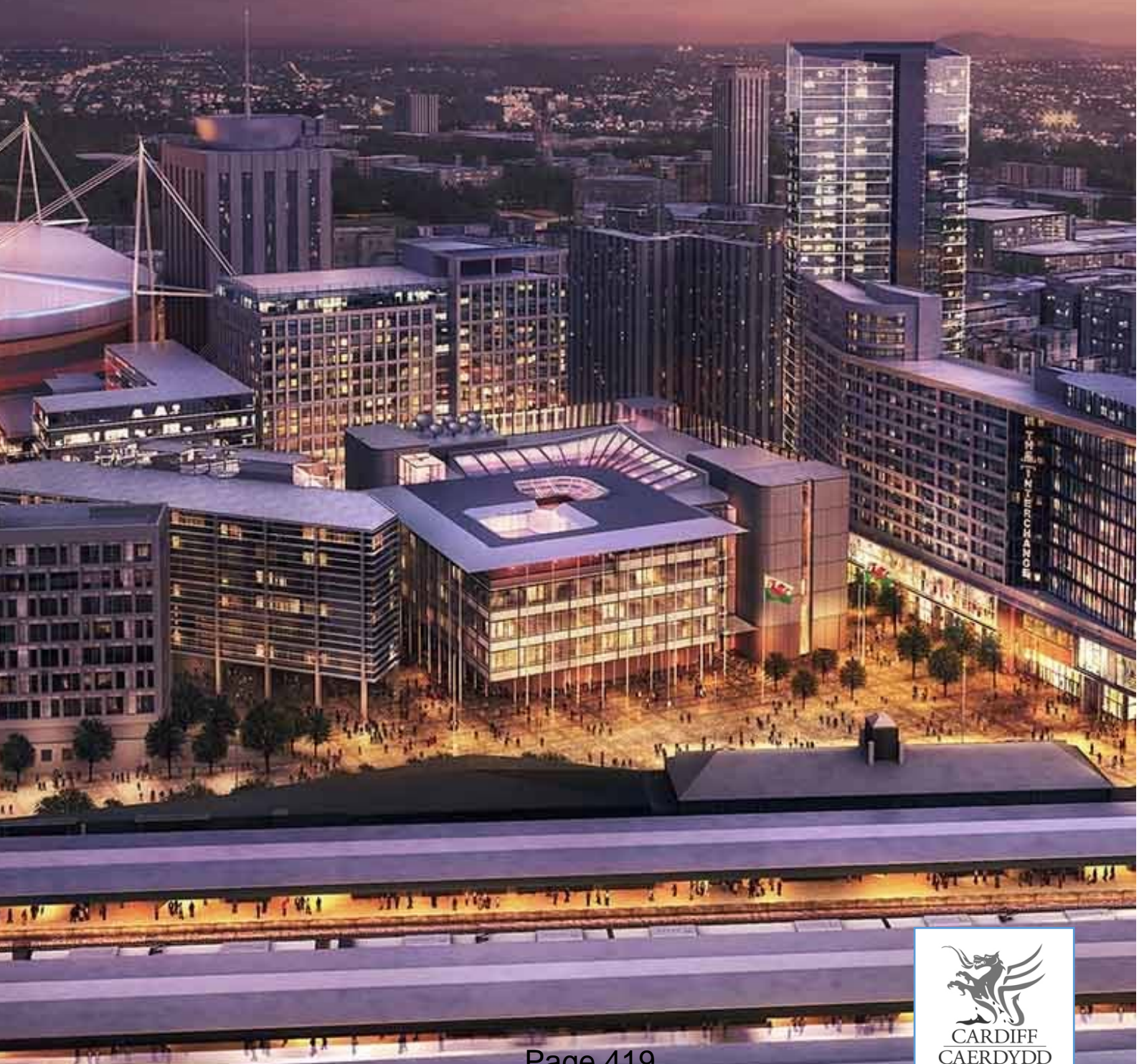
The following Appendices are attached:

- Appendix 1 – Draft Review Report, October 2019
- Appendix 2 – Draft Delivery Agreement, October 2019

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Cardiff LDP Draft Review Report

October 2019



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1. Introduction

Background

- 1.1. The Cardiff Local Development Plan (LDP) was adopted by the Council on 28th January 2016 and sets out the Council's planning framework for the development and use of land in Cardiff over the period 2006 to 2026.

Purpose of this Report

- 1.2. The draft Review Report sets out the proposed extent of likely changes to the existing LDP (2006-2026) and seeks to confirm the revision procedure to be followed in preparing a replacement LDP. It is proposed that the Replacement LDP will cover a plan period up to 2035, which is the end of a 15 year plan period that will commence in 2020.

Structure of the Report

- 1.3. The draft Review Report is structured as recommended in national guidance and contains the following sections:
- 1.4. **Section 2** details the key legislative, national and local policy changes and evidence base that have occurred since the adoption of the LDP in 2016 which are important considerations to inform the review of the LDP and a summary of the main findings of the 2019 Annual Monitoring Report, taking into account the previous 2 AMR's and associated implications for review of the LDP.
- 1.5. **Section 3** provides an assessment of the current LDP and sets out the potential changes required in terms of the Vision and Objectives, Development Strategy and Policies to inform the review process.
- 1.6. **Section 4** considers the areas of evidence base that would need to be reviewed/ updated in preparing a revised LDP
- 1.7. **Section 5** considers the potential options for review of the LDP and opportunities for collaboration.
- 1.8. **Section 6** provides a conclusion on the appropriate form of plan revision.

2. Information and Issues informing the LDP Review

Contextual Changes

2.1. A wide range of contextual material has been published since the adoption of the LDP and creates a more up-to-date evidence base to inform plan review. This includes national legislation and relevant plans, policies and strategies at the national, regional and local level. The most significant of these changes are set out below.

Legislative Changes

Planning (Wales) Act 2015

2.2. The Planning (Wales) Act received Royal Assent in July 2015 and came into force in stages between October 2015 and January 2016. It sets out a series of legislative changes to deliver reform of the planning system in Wales, to ensure that it is fair, resilient and enables development. The Act addresses 5 key objectives which includes strengthening the plan-led approach to planning. It introduces a legal basis for the preparation of a National Development Framework (NDF) and Strategic Development Plans (SDP). The NDF is a national land use plan which will set out Welsh Government's policies in relation to the development and use of land in Wales. It has currently reached the Consultation Draft stage with adoption anticipated in 2020 when the NDF is intended to replace the Wales Spatial Plan. SDPs are intended to address cross-boundary issues at a regional level such as housing, employment and waste and must be in general conformity with the NDF. The Regulations make reference to three strategic planning areas including South East Wales. It is anticipated that Cardiff will be part of this strategic planning area, in alignment with the emerging Cardiff Capital Region City Deal proposals. LDPs will continue to have a fundamental role in the plan-led system. The Act requires LDPs to be in general conformity with the NDF and any SDP which includes all or part of the area of the authority. SDPs must set the scene for the preparation of LDP 'Lites' by LPAs. These must be in general conformity with the SDP.

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

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

2.4. The amended Regulations:

- Remove the statutory requirement to advertise consultation stages in the local press;
- Allow local planning authorities to make revisions to the local development plan where the issues involved are not of sufficient significance to warrant the full procedure, without going through the full revision process;

- Eliminate the need to call for and consult on alternative sites following the deposit consultation; and
- Make minor and consequential amendments.

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

Well-being of Future Generations (Wales) Act 2015

2.6. The Well-being of Future Generations (Wales) Act gained Royal Assent in April 2015 and came into force on 1st April 2016. The Act strengthens existing governance arrangements for improving the well-being of Wales by ensuring that sustainable development is at the heart of government and public bodies. It aims to make a difference to the lives of people in Wales through setting objectives which maximise its contribution to achieving each of the seven wellbeing goals namely ‘a globally responsible Wales’, a prosperous Wales, a resilient Wales, a healthier Wales, a more equal Wales; a Wales of cohesive communities, and a Wales of vibrant culture and thriving Welsh Language.

2.7. The Act established a Public Service Board for each local authority area in Wales who must improve the economic, social environmental and cultural well-being of its area by working to achieve the well-being goals. The Cardiff PS are responsible for preparing and publishing a Local Well Being Plan (LWBP) which sets out its objectives and the steps it will take to meet them. The four statutory members of the PSB are the Local Authority, Local Health Board, Fire and Rescue Authority and Natural Resources Wales; other organisations are also invited. As part of its responsibility the PSB has produced a well-being assessment which assesses the state of economic, social, environmental and cultural well-being in Cardiff. The PSB LWBP was agreed in May 2018 and sets out a 5 year plan (2018-2023) to respond to the issues raised. The objectives are set out below and will inform the vision and objectives for the replacement LDP:

- Objective 1 A Capital City that Works for Wales;
- Objective 2 Cardiff grows in a resilient way;
- Objective 3 Safe, Confident and Empowered Communities;
- Objective 4 Cardiff is a great place to grow up;
- Objective 5 Supporting people out of poverty
- Objective 6 Cardiff is a great place to grow older; and
- Objective 7 Modernising and Integrating Our Public Services

2.8. Given that sustainable development is the core underlying principle of the LDP (and SEA) there are clear associations between the aspirations of both the LDP and Act/Local Well-being Plans. It is important that the Plan review process recognises the importance of responding to this agenda and consequent WG guidance as captured in the revised Planning Policy Wales (Edition 10) also referenced in this section.

Environment (Wales) Act 2016

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

Historic Environment (Wales) Act 2016

2.10. The Historic Environment (Wales) Act 2016 received Royal Assent in March 2016. The Act makes important changes to the two main UK laws that provide the legislative framework for the protection and management of the historic environment: the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) Act 1990. The Act will give more effective protection to listed buildings and scheduled ancient monuments; improve the sustainable management of the historic environment; and introduce greater transparency and accountability into decisions taken on the historic environment. While some of the Act's measures came into force in May 2016, the majority will require further secondary legislation or other preparations before they are brought into effect later in 2017 or in 2018.

Public Health (Wales) Act 2017

2.11. The Public Health (Wales) Act 2017 received Royal Assent in July 2017. The Act makes changes to the law in Wales to improve health and prevent avoidable health harms. Some of the relevant changes in the Act include the production of a national strategy on preventing and reducing obesity and a requirement to undertake Health Impact Assessment (HIA) on key decisions.

National Planning Policy Amendments

Planning Policy Wales and Technical Advice Notes

2.12. Since the LDP was adopted in January 2016 Welsh Government have issued a completely revised version of Planning Policy Wales (Edition 10) in December 2018. This has been re-drafted so that the seven well-being goals and five ways of working of the Well Being of Future Generations Act 2015 is fully integrated into policy. It also puts the concept of placemaking into the heart of national planning policy in order to ensure that planning decisions consider all aspects of well-being and deliver new development which is sustainable and provides for the needs of all people. In addition the following new or amended Technical Advice Notes have been issued since the LDP was adopted in January 2016:-

- TAN 4: Retail and Commercial Development (November 2016)
- TAN12: Design (March 2016)
- TAN 20: Planning and the Welsh Language (October 2017)
- TAN21: Waste (February 2017)
- New TAN 24: The Historic Environment (May 2017)

Natural Resources Policy

2.13. In line with the Environment (Wales) Act 2015 the Welsh Government produced a Natural Resources Policy (NRP) in August 2017. The focus of the NRP is the sustainable management of Wales' natural resources, to maximise their contribution to achieving goals within the Well-being of Future Generations Act. The NRP sets out three National Priorities: delivering nature-based solutions, increasing renewable energy and resource efficiency, and, taking a place-based approach. The NRP also sets the context for Area Statements, which will be produced by Natural Resources Wales, ensuring that the national priorities for sustainable management of natural resources inform the approach to local delivery. Local Planning Authorities must have regard to the relevant area statement in Local Development Plans. The implications of the NRP and the relevant Area Statement, which is due to be finalised in 2019, for the LDP will be considered through the revision process.

National Development Framework

2.14. The Welsh Government has commenced work on the production of a National Development Framework (NDF) which will replace the Wales Spatial Plan. The NDF will set out the 20 year spatial framework for land use in Wales, providing a context for the provision of new infrastructure/growth. It will concentrate on development and land use issues of national significance which the planning system is able to influence and deliver. WG undertook a Call for Evidence and Projects between December 2016 and March 2017, consulted on Issues and Options in April 2018 and a draft NDF in August 2019. Any resultant implications of the NDF will be considered through the LDP revision process.

Overview

2.15. Overall, there has been significant and strategic changes to the national legislative and policy framework which are considered to be of direct relevance to land use planning. Collectively, the new legislative policy and guidance represents a significant departure from the evidence base informing the existing LDP and supports the need to respond to this new contextual framework.

Regional Context

Cardiff Capital Region and City Deal

2.16. South-East Wales is identified as a new city-region in Wales, covering Cardiff and South-East Wales Local Authorities. As set out in the report 'Powering the Welsh Economy'¹, the Cardiff Capital Region is intended to encourage the ten local authorities and other key partners in its boundaries to work together and collaborate on projects and plans for the area. The Authorities forming the Capital Region are continuing to work on a City Deal bid to fund projects aimed at boosting the competitiveness of the region over the next 20 years. Of note, the City Deal document was signed by the 10 local authority leaders, Secretary of State for Wales, Chief Secretary to the Treasury and First Minister in March 2016. The progress of the Cardiff Capital Region agenda, City Deal Bid and any subsequent implications for the LDP will be given further consideration in subsequent AMRs where appropriate.

Neighboring LDPS

2.17. The **Vale of Glamorgan LDP** was adopted by the Council on 28th June 2017 and provides the local planning framework to 2026. The Council must commence a review of its LDP before June 2021.

2.18. **Rhondda Cynon Taff LDP** was adopted by the Council on 2nd March 2011 and provides the local planning policy framework up until 2021. RCT have commenced a review of their LDP covering the period 2020 to 2030 and a draft Review Report and Draft Delivery Agreement were agreed by their Cabinet on 17th October 2019.

2.19. The **Newport LDP** was adopted by the Council on 27th January 2015 and covers the plan period 2011 – 2026. A Full Review has not been commenced to date with the 4th AMR (October 2019) concluding that the Council is of the view that the LDP is performing well and enabling growth in sustainable locations. The AMR also recommends that consideration be given to triggering a review of the LDP prior to the fifth anniversary of the plan in January 2020 dependant on the outcome of discussions with Senior Managers and Members, Welsh Government, the development industry, neighbouring Authorities and progress with the Strategic Development Plan.

2.20. The **Caerphilly LDP** was adopted on 23rd November 2010 and covers the period 2006 – 2021. On the 8th October 2013, the Council considered the findings of the second AMR and resolved to commence work on the Review of the Plan in order to update the LDP to cover the Plan period up to 2031. The Council consulted on the Deposit

Replacement LDP between 11th February and 22nd April 2016. However, on 11th October 2016, following receipt of objections from the Welsh Government to the Deposit Replacement LDP consultation, the Council resolved to withdraw the Replacement LDP. Recently Caerphilly agreed at their Council meeting on 23rd October 2019 to commence work on a full revision of their adopted LDP.

Local Context

2.21. A number of local policy documents and strategies have been prepared or revised since the adoption of the LDP.

Capital Ambition (2017 to 2022)

2.22. This sets out the Administration's five-year policy agenda for the city. The plan focuses on four main areas: Working for Cardiff - making sure everyone who lives and works here can contribute to, and benefit from, the city's success. Working for Wales - A successful Wales needs a successful capital city. Working for the future - Managing the city's growth in a sustainable way. Working for public services - Making sure public services are delivered efficiently, effectively and sustainably in the face of rising demands and reduced budgets. The Corporate Plan (2019-2022) and the Well-Being Plan 2018-2023 are the key documents in delivering Capital Ambition.

Cardiff Well-Being Plan 2018-2023

2.23. Under the provisions of the Well-Being of Future Generations Act, every Public Service Board in Wales must publish a Local Well-Being Plan by May 2018.

2.24. Having undertaken a local well-being assessment to understand the city's strengths and challenges, Cardiff's Public Services Board (PSB) has produced a Local Well-being Plan – a 5 year plan to respond to the issues raised.

2.25. The Well-being Plan sets out the Cardiff PSB's priorities for action focusing on the areas of public service delivery which fundamentally require partnership working between the city's public and community services, and with the citizens of Cardiff.

2.26. The Plan contains Well-being Objectives, high-level priorities that the Cardiff PSB has identified as being most important. It also contains 'Commitments,' or practical steps that the city's public services, together, will deliver over the next 5 years.

Bilingual Cardiff 5 Year Welsh Language Strategy

2.27. The strategy was published in March 2017 following Cabinet and full Council consideration. It sets out our priorities for facilitating and promoting the Welsh language in Cardiff with our partners, starting our journey to becoming a truly bilingual capital for Wales.

Strategic Equality Plan

2.28. In March 2016 the Council adopted a new plan to set out the Council's equality priorities for the next four years. Seven new Equality Objectives were agreed in conjunction with

local citizens and third sector organisations. These new Equality Objectives are shaping the Council's policy, service delivery, and support to employees – eliminating discrimination, advancing equality of opportunity, and fostering good relations between different groups.

Transport Strategy

2.29. The Council's Transport Strategy was agreed by Cabinet in October 2016 and brings together the proposals in the Local Development Plan and the Local Transport Plan. The purpose of this strategy is to:

- Raise awareness of Cardiff's transport challenges over the next 20 years
- Highlight the main projects and actions which the Council proposes to undertake to tackle the challenges and increase sustainable travel in Cardiff

Clean Air Strategy

2.30. This strategy was agreed by Cabinet in June 2019 and proposes major changes to vehicle access in Cardiff city centre, which form part of a £21 million plan to clean up the city's air. Proposal include:

- A new two-way segregated cycle track around the city centre, passing Cardiff Castle, Queen Street station and the Motorpoint Arena
- Traffic on Castle Street cut to one lane in each direction, keeping the southbound bus lane
- Single-lane traffic in Westgate Street plus one-way cycle lanes
- A gate on Westgate Street which would allow only buses to access the junctions with Wood Street and Park Street
- Loans of £3.8m to Cardiff Bus to buy 36 electric buses
- A target of 30% of taxi trade to switch to electric or hybrid vehicles

2.31. The Council has now submitted the plans to Welsh Government to request funding for the proposals.

Cardiff Older Persons' Housing Strategy 2019 - 2023

2.32. This strategy sets out how the Council and its partners will deliver the best housing outcomes for all older people in Cardiff. The Strategy has a number of key aims, including planning new homes and communities to address future housing and care needs across all tenures and building strong inclusive communities and tackling social isolation.

The Council's Economic Strategy Building More Homes and Better Jobs

2.33. The Economic Strategy contains 3 parts – a spatial strategy, an industrial strategy and underpinning themes to support the strategy and sets out a number of priorities and projects aimed at delivering the Council's aims for the economy over the next 10 years including: generating 20,000 additional jobs for the city –region; creating Wales first significant commercial business cluster in Central Square, Central Quay and Callaghan

Square; establishing Cardiff Bay as a leading UK urban visitor destination in its own right; putting Cardiff at the heart of the UK's Creative and Digital sector; positioning Cardiff as a national centre for Reg-Tech as part of its fin-tech and cyber security cluster; strengthening Cardiff city-region's place as the focal point for advanced manufacturing in Wales, focusing on compound semi-conductors and life sciences; supporting the city's communities and districts to take advantage of the city's growth and; establishing stronger city-region governance that delivers for Wales.

Cardiff 2030 A Ten Year Vision for a Capital City of Learning and Opportunity

2.34. This strategy was launched in October 2019 and includes aims to continue to enhance and develop the education estate in order to meet the changing demographic and societal requirements of the city. The strategy includes commitments to deliver the 21st Century Schools Programme including new/rebuilt schools and deliver new schools to take account of population growth and economic development in the city through the LDP.

Welsh Government Population and Household Projections

2.35. Since the LDP was adopted the Welsh Government has released population and household projections based on mid-year population estimates for 2014 (published 2016) and mid-year population estimates (published annually). The key changes for Cardiff are as follows:

- The 2014 based population projections indicate that population levels will increase from 354,294 to 395,679 between 2014 and 2026. This is a 2% lower level of increase to that projected in the LDP which showed an increase to 403,684.
- The 2014 based household projections indicate that household levels will increase from 147,582 to 169,745 between 2014 and 2026. This is a 5% lower level of increase to that projected in the LDP which showed an increase to 177,845.
- The Mid Year Estimates for the period 2011 to 2018 identify a steady increase from 345,442 to 364,248, which equates to an increase of 0.78% per year over the last 7 years.

2.36. New official Welsh Government population and household projections are anticipated in the near future. Together with previously issued projections since LDP adoption, this important source of evidence will clearly be of significance in the Plan review process where the level of growth over an increased time period will need to be assessed.

LDP Annual Monitoring Report – Key Findings

2.37. Overall the findings of the third AMR for year 3 are positive with the majority of the indicators shown as green indicating that most LDP policies are being implemented effectively. A summary of performance against the main Plan topics are set out below with Appendix 1 setting out the data and conclusions in more detail.

2.38. **Employment** – Monitoring data shows continuing strong performance. Of particular importance is data regarding net job creation - There is a requirement for 40,000 new jobs over the plan period 2006-2026. 20,900 jobs were created between 2006 and 2015

and therefore the target for the remaining plan period is 19,100 jobs or 1,750 jobs annually. Since the first AMR (16/17) the number of jobs has been steadily increasing and the latest AMR shows an increase of 6,000 jobs since April 2018.

2.39. **Housing** – Monitoring data shows new homes have now started to be completed on many of the LDP Strategic Sites. Specifically, there are new completions on 3 of the Strategic Sites.

- 511 completions have been achieved at St Ederyns Village (just short of the 515 target included in the AMR);
- 167 completions have been achieved on the North West Cardiff Strategic site, which has three separate outlets underway with more planned in the near future
- 51 completions have been recorded on the North East Cardiff Strategic site and construction is underway at Churchlands.

2.40. Although these rates are below targets set out in the AMR it is now evident that the Plan-led approach is now starting to successfully drive the delivery of new homes at a level not seen for the last 10 years. The 1,444 completions in 2018/19 (43% higher than 2017/18) contrast with the previous 9 years where completions averaged 725 units per annum, with no year above 1,000 units for this period.

2.41. The data on housing delivery demonstrates the ‘lag’ between Plan adoption and homes being completed on new sites allocated in the Plan. Due to a combination of site assembly, legal and logistical factors experienced by landowners/developers along with the time required to secure the necessary planning and adoption consents, trajectories of delivery are slower than originally anticipated. This includes time spent securing the accompanying Section 106 Agreements which fully deliver the Council’s aspirations as set out in the LDP. Overall, over the 13 years between 2006 and 2019 a total of 16,521 new dwellings were built in Cardiff which represents 40% of the overall dwelling requirement.

2.42. However, construction has now started or is about to start on most of the strategic housing sites following the master planning and infrastructure plans approach as set out in the plan and it is therefore expected that housing completions over the remaining 7 years of the Plan period will increase significantly.

2.43. **Affordable Housing** - In terms of the delivery of affordable housing, the plan sets a target for the delivery of 6,646 affordable units to be provided for the 12 years between 2014 and 2026, with an interim target in the AMR to provide 1,942 affordable dwellings by 2019.

2.44. Monitoring data indicates that at 2019, 1,082 affordable units had been delivered which represents 25% of overall completions. Whilst this is less than the numerical target, as highlighted above it reflects the slower than anticipated progress in the strategic housing allocations being delivered. Given the low overall completion rates over previous years, it would be unrealistic in these circumstances to expect any significantly higher affordable housing contribution which inevitably reflects a percentage of the overall number of completions. As set out above, construction has now started or is

about to start on most of the strategic housing sites following the master planning and infrastructure plans approach as set out in the plan and it is therefore expected that affordable housing completions over the remaining 7 years of the Plan period will increase significantly.

- 2.45. **Transportation** - Data collected in relation to travel by sustainable modes is reflecting the fluctuations as shown in past trends over the last 10 years. This demonstrates that sustainable travel trends have continued to increase over the last 10 years for both work and shopping, although for leisure and education the trends show a slight decrease.
- 2.46. There has been a positive outturn in sustainable travel over the past year, with the target 1% increase having been achieved for each of the journey purposes, with significant growth in particular evident for journeys to Work (+5.3% mode-shift). In terms of sustainable travel modes, significant progress has been made in meeting cycling targets for all journey purposes with cycling to work in particular having experienced substantial growth in the past one year period (+3.7%). Train use has very slightly declined over the past year for work and education but the 10 year trend shows a significant increase. Walking has increase over the last year for all journey purposes with a fluctuating longer term trend. Bus use has decreased for education, shopping and leisure, reflecting a longer term downward trend.
- 2.47. At this juncture, without the significant roll-out of new houses and provision of supporting sustainable transportation infrastructure, the early stage of Metro delivery together with the ongoing implementation of wider Council initiatives, it is too early to draw any firm conclusions with regard to policy delivery, particularly given that the 50:50 modal split target relates to 2026. Future AMR's will provide formal regular annual updates. However, the masterplanning approach together with section 106 Agreements already secured will enhance the phased future provision of supporting transportation infrastructure along with other measures such as increased frequency of public transport services and provision of bus passes to new residents.
- 2.48. **Gypsy and Traveller Sites** - work is progressing the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites. This has included discussions with the Welsh Government and work continues to secure appropriate outcomes. In terms of transit sites, it is considered that these would best be considered on a regional basis, requiring collaboration with neighbouring local authorities through the LDP revision process.
- 2.49. **Supplementary Planning Guidance** – Significant progress has been made in producing a programme of new Supplementary Planning Guidance (SPG) and since adoption of the LDP 18 SPGs have been approved by Council to support the policies in the adopted Plan and the Cardiff Infrastructure Plan is currently being updated.

2.50. **Contextual Changes** – the contextual review highlights significant changes in the national planning policy framework which has evolved significantly over the last three monitoring periods. In particular, Planning Policy Wales (PPW, Edition 10, December 2018) which in turn responds to the Well-being of Future Generations Act, 2015 have made significant changes to the high-level policy framework.

3. Review of LDP and potential changes required

LDP Vision

3.1. In order to tackle key issues and guide and manage future development the LDP identified a clear vision of what the City should look like in 2026. Therefore, an important aspect of the LDP review, will be assessing the extent the Plan vision should be updated having regard to changes since Plan adoption. Specifically, the LDP Vision was derived from the vision is as set out in the 10 year, 'What Matters' Strategy (2010-2020) and states that:

By 2020...Cardiff will be a world class European capital city with an exceptional quality of life and at the heart of a thriving city-region.

3.2. In order to deliver the vision set out in the 'What Matters' Strategy it identified the following seven strategic outcomes:

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

3.3. The "What Matters" Strategy was replaced by a Local Well Being Plan (Agreed May 2018) which a requirement of the Well Being of Future Generations Act (2015).

3.4. The review process provides a timely opportunity to consider the implications of the new context for determining the most appropriate future vision.

LDP Objectives

3.5. The LDP Vision is delivered through 4 Strategic Objectives (and 23 specific objectives) which seek to respond to the evidenced economic and social needs but in a way that is co-ordinated, respects and enhances Cardiff's environment and sets out a framework for delivering the sustainable neighbourhoods of the future. These four strategic objectives are at the centre of the LDP: They are:

1. To respond to evidenced economic needs and provide the necessary infrastructure to deliver development;
2. To respond to evidenced social needs;

3. To deliver economic and social needs in a co-ordinated way that respects and enhances Cardiff's environment; and
4. To create sustainable neighbourhoods that form part of a sustainable city.

Assessment of the existing LDP Objectives against the Well Being Goals

3.6. The assessment of compatibility between the 4 Strategic LDP Objectives (and 37 specific objectives) and the 7 Well Being Goals indicates that the current LDP Objectives contribute to achieving a range of Well Being goals and individual objectives delivering multiple goals. There is no obvious conflict between the Objectives and the Well Being Goals. However, the review process will allow a more in-depth assessment to take place and inform the most appropriate and up-to-date objectives.

3.7. The table below provides an assessment of LDP Objectives against Well Being Goals.

Seven Well Being Goals

Prosperous Wales
Resilient Wales
Healthier Wales
More Equal Wales
Wales of Cohesive Communities
Wales of vibrant culture and thriving Welsh Language
Globally Responsible Wales

LDP Objectives	Well Being Goals						
	Prosperous	Resilient	Healthier	More Equal	Cohesive	Vibrant	Responsible
1. To respond to evidenced economic needs and provide the necessary infrastructure to deliver development	Green	Green	Green	Green	Green	Green	Green
<i>1a. To effectively respond to Cardiff's role as capital city for Wales, seat of the National Government and centre of the city-region in terms of providing a range and choice of economic opportunities that will drive the prosperity of the region.</i>	Light Green	White	Light Green	Light Green	Light Green	Light Green	White

LDP Objectives	Well Being Goals						
	Yellow	Orange	Red	Dark Red	Dark Blue	Blue	Light Blue
1b. To maximise the economic potential of the city centre of Cardiff as a major financial and service sector opportunity that builds upon its position next to a transport hub of national and regional significance and is readily accessible from all areas within the city and well connected to other UK cities.	Green		Green	Green	Green		
1c. To maintain and enhance the vitality, attractiveness and viability of the city centre as a major retail and cultural destination and as a place to work, visit and live.	Green		Green	Green	Green	Green	
1d. To continue the successful regeneration of the Cardiff Bay area, maximising opportunities for quality commercial buildings and further development, particularly water and river frontage developments that can provide attractive and distinctive environments.	Green		Green	Green	Green		
1e. To promote clusters of specialist sectors and research & development expertise including the following key sectors: ICT; Energy and environment; Advanced materials and manufacturing; Creative industries; Life sciences; and Financial and professional services.	Green		Green	Green	Green		
1f. To ensure a range and choice of employment land and business premises at sustainable locations across the city is provided to assist economic competitiveness, encourage entrepreneurship, promote the growth of indigenous businesses of all types and size and attract inward investment.	Green		Green	Green	Green		
1g. To assist the promotion of Cardiff as a major tourist destination including the provision of the development of a variety of high quality tourist facilities and visitor accommodation.	Green		Green	Green	Green	Green	
1h. To create a physical and economic environment that develops, attracts and retains skilled workers, businesses and entrepreneurs to Cardiff together with maximising links with Universities and supporting indigenous skills and enterprises.	Green		Green	Green	Green	Green	
1i. To quantify critical strategic infrastructure required to realise development aspirations and set out clear mechanisms for delivery including sustainable transport solutions for strategic sites.	Green	Green	Green	Green	Green		Green
1j. To establish Cardiff as a sustainable travel city by reducing the need to travel, increasing the use of sustainable travel modes and networks (particularly walking and cycling), decreasing private car use and improving the city's key transport hub based at the adjacent central bus and train stations.	Green	Green	Green	Green	Green		Green
1k. To protect existing mineral resources and ensure an adequate supply of limestone aggregates in the north west of the city for the construction industry and to promote their efficient and appropriate usage, including the use of recycled aggregates where possible.	Green		Green				Green
1l. To support sustainable collection and recycling methods for Municipal Waste by maintaining and improving an integrated network of facilities in Cardiff.	Green	Green	Green				Green

LDP Objectives	Well Being Goals						
	Yellow	Orange	Red	Dark Red	Dark Blue	Blue	Light Blue
<i>1m. To lead and participate in securing regional facilities for the sustainable treatment and disposal of Municipal Waste in accordance with the Regional Waste Plan and in a manner that follows the waste hierarchy which seeks to maximise the reduction of waste in the first place and thereafter reusing, recovering and recycling options before the disposal of waste material is considered.</i>	Green	Green	Green	White	White	White	Green
<i>1n. To facilitate an integrated network of commercial and industrial sustainable waste management facilities consistent with the needs of the South East Wales area and in a manner that follows the waste hierarchy which seeks to maximise the reduction of waste in the first place and thereafter reusing, recovering and recycling options before the disposal of waste material is considered.</i>	Green	Green	Green	White	White	White	Green
2. To respond to evidenced social needs	Green	Green	Green	Green	Green	Green	Green
<i>2a. To provide new homes required to support the economic progression of the city and to respond to population change, continued in-migration and evidenced demand for affordable and family housing so that social needs can be addressed.</i>	Green	White	Green	Green	Green	White	Green
<i>2b. To provide a range and choice of new homes of different tenure, type and location that meets specific needs such as the provision of affordable housing, family accommodation, housing for the elderly, the disabled and students and pitches for the gypsy and traveller community.</i>	Green	White	Green	Green	Green	White	Green
<i>2c. To maximise the use of the existing building stock through refurbishment, retro-fitting and empty homes initiatives.</i>	Green	White	Green	White	White	White	White
<i>2d. To bring about changes to Cardiff's environment and neighbourhoods that help to tackle health inequalities, promote good health and enable healthier lifestyles to be led by the city's population in line with Cardiff's status as a World Health Organisation, 'Healthy City'.</i>	Green	White	Green	Green	Green	White	White
<i>2e. To bring about changes to Cardiff's environment that create a safer city and reduce the likelihood, fear and consequences of crime.</i>	Green	White	Green	White	Green	White	White
<i>2f. To create an environment that is made more accessible to all groups in society so that the employment opportunities, facilities and services of the city can be more readily used and enjoyed by all.</i>	Green	White	Green	Green	Green	White	White
<i>2g. To maximise the multi-functional role played by Cardiff's parks, open spaces and allotments together with improving their accessibility for the whole community.</i>	Green	White	Green	Green	Green	White	White
<i>3h. To recognise, support and enhance the key role played by existing District, Local and Neighbourhood Centres as accessible local hubs providing community services, local shops, healthy food choices, businesses, employment and access to public transport.</i>	Green	White	Green	Green	Green	White	White

LDP Objectives	Well Being Goals						
	Yellow	Orange	Red	Dark Red	Dark Blue	Blue	Light Blue
2i. To support the regeneration of local neighbourhoods including reducing inequalities, particularly areas experiencing high levels of deprivation, areas vulnerable to decline and areas with opportunities for change.	Green		Green	Green	Green		
2j. To ensure that the necessary education and training facilities are provided and are accessible to all: to build strong futures for children, provide a diverse range of learning opportunities for all and assist economic progress through the development of required skills.	Green		Green	Green	Green		
2k. To develop new cultural, leisure and sporting facilities to meet needs and enhance Cardiff's role as a premier cultural and sporting destination.	Green		Green		Green	Green	
2l. To ensure that the necessary community and cultural facilities (community centres, shops with healthy food choices, youth facilities, child care, faith buildings, health centres, etc.) are provided that are accessible to all in areas that are deprived.	Green		Green	Green	Green		
2m. To address rising unemployment and provide accessible local job opportunities, particularly in areas of greatest need.	Green		Green	Green	Green		
2n. To promote social inclusion, equality of opportunity and access for all.	Green		Green	Green	Green		
5. To deliver economic and social needs in a co-ordinated way that respects Cardiff's environment and responds to the challenges of climate change.	Green	Green	Green	Green	Green	Green	Green
3a. To mitigate the effects of climate change through reducing energy demand and increasing the supply of renewable energy.		Green	Green				Green
3b. To ensure that Cardiff adapts to the full anticipated impacts of climate change and that new development and infrastructure is designed to be resilient to possible consequences.		Green	Green				Green
3c. To protect, manage and enhance Cardiff's natural environmental assets.	Green	Green	Green				Green
3d. To conserve and enhance Cardiff's built and historic assets that define distinctive character and reflect its past development.	Green	Green	Green				Green
3e. In identifying new sites to meet economic/social needs, to follow a sequence of firstly maximising the contribution of brownfield sites, then identifying greenfield sites that are considered to represent the most	Green	Green	Green				Green
3f. To have full regard to flood risk when considering the acceptability of development proposals and considering mitigation and adaptation measures.		Green	Green				Green
3g. To maximise opportunities to create a cleaner and more attractive environment that enhances the quality of life and helps Cardiff to become a world-class European capital city.	Green	Green	Green	Green	Green	Green	Green
6. To create sustainable neighbourhoods that form part of a sustainable city	Green	Green	Green	Green	Green	Green	Green

LDP Objectives	Well Being Goals						
	Yellow	Orange	Red	Red-Blue	Blue	Light Blue	Light Green
4a. To ensure that all new development areas (whether greenfield or brownfield) create sustainable neighbourhoods.	Green	Green	Green	Green	Green	Green	Green
4b. To take opportunities to apply the above principles to existing neighbourhoods in order to create a more sustainable city.	Green	Green	Green	Green	Green	Green	Green

LDP Strategy and Policies

3.8. The LDP strategy and policies have been reviewed having regard to the following:

- Findings of the three LDP Annual Monitoring Reports;
- Significant contextual changes that have occurred since the Plan’s adoption, including changes in national policy and legislation and updates to the evidence base; and
- Internal consultation with relevant specialist officers.

3.9. This gives an overview of whether a policy/allocation is functioning effectively, whether any amendments are likely to be needed and whether any policies should be removed as part of the Plan revision process. The policy assessment undertaken to date is not considered to be definitive and further consideration will be given to the need to revise the Plan’s policies as part of the revision process.

3.10. The revision of the Plan will also need to consider the implications of an extended Plan period. The current Plan runs to 2026, with the Replacement Plan likely to extend to 2035 (plan period 2020-2035). Extending the Plan period will result in a revised dwelling need and a requirement for new sites for both market and affordable dwellings. It will need to take account of the revised version of Planning Policy Wales, latest population and household projections and a revised Local Housing Market Assessment, as well as other updates to the evidence base. Furthermore, the review process can also explore the ways that a new plan could respond to current challenges such as the climate emergency, obesity crises and other issues identified below. These updates and issues will need to be thoroughly considered and addressed in a comprehensive manner.

3.11. The key policy areas that are considered likely to require amendment based on the policy review assessment are discussed in more detail below.

Level of growth, delivery, spatial distribution and allocations (KP1, KP2 A-H, H1)

3.12. The proposed level of housing provision in the LDP is 41,415 dwellings (Policy KP1) over the Plan period 2006-2026. This figure was primarily informed by the then latest WG household projections which projected a population rise of 33% over the Plan period. Official WG population and household projections issued since have shown reduced levels of growth, with the latest 2014 based population and household

projections showing a 2% lower level of increase in population and 5% lower level of increase in households.

- 3.13. Whilst the level of growth in the latest WG projections has reduced, Cardiff is still projected to experience significant growth over future years. This is illustrated by the fact that even using these latest WG projections Cardiff's population is still expected to grow by 18% up to 2035. This growth is be driven by both natural change – the difference between births and deaths and net migration levels – the difference between in and out migration. Whilst growth due to natural change is easier to predict growth as a result of migration is more volatile and difficult to predict.
- 3.14. New WG projections are anticipated in the near future and can help directly inform the Plan review process which will need to assess the most appropriate level of growth for a Plan period beyond the end date of the existing LDP.
- 3.15. In terms of spatial distribution, the LDP recognises that brownfield sites will continue to play an important role in delivering windfall sites and proposes that brownfield sites contribute over half of the provision. However, the LDP also recognises that that there is a limited supply of brownfield land. Therefore, in order to provide a catalyst to the local housing market and recognise the role greenfield sites can play in bringing forward high levels of affordable and family housing and wider provision of strategic infrastructure the LDP proposes 5 strategic greenfield housing allocations around the edge of the city, to deliver a total of 13,450 homes by 2026 (Policies KP2 (C) to KP2 (G)).
- 3.16. Future considerations as part of the review process can also be usefully informed by evidence regarding the delivery of growth. In this respect it is clear that the Plan-led approach is now starting to successfully drive the delivery of new homes at a level not seen for the last 10 years. The 1,444 completions in 2018/19 (43% higher than 2017/18) contrast with the previous 9 years where completions averaged 725 units per annum, with no year above 1,000 units for this period.
- 3.17. The data on housing delivery demonstrates the 'lag' between Plan adoption and homes being completed on new sites allocated in the Plan. Due to a combination of site assembly, legal and logistical factors experienced by landowners/developers along with the time required to secure the necessary planning and adoption consents, trajectories of delivery are slower than originally anticipated. This includes time spent securing the accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. Overall, over the 13 years between 2006 and 2019 a total of 16,521 new dwellings were built in Cardiff which represents 40% of the overall dwelling requirement.
- 3.18. However, construction has now started or is about to start on most of the strategic housing sites following the master planning and infrastructure plans approach as set

out in the plan and it is therefore expected that housing completions over the remaining 7 years of the Plan period will increase significantly.

3.19. Evidence gained from the Housing Land Availability Study can also inform the plan review process. Data from the last 10 years is shown below and shows that Cardiff has not achieved a 5 year housing land supply over this period. However, since the adoption of the plan in 2016, the overall land bank, including dwellings estimated to be completed beyond 5 years, has significantly increased to around 13,788. Despite the housing land supply currently standing at 3.5 years, Cardiff has therefore has a large overall landbank of 24,947 dwellings with such data providing an important source of information to inform the review process.

Table 1: Cardiff Housing Land Supply April 2009 to April 2018

Year	Number of Years Supply
2009	4.5
2010	3.4
2011	2.3
2012	2.9
2013	3.2
2014	3.6
2015*	No adopted Plan in place
2016	3.8
2017	3.6
2018	3.5

3.20. Overall, the evidence summarised above demonstrates that good progress is now being made and importantly the spatial housing strategy is sound and is adhering to the masterplanning and infrastructure plan approach embedded in the plan.

3.21. However, the review process provides an opportunity to revisit the most appropriate future levels of growth for an extended Plan period and allows a thorough analysis of all other relevant factors such as delivery, urban capacity, spatial approach and how the level of growth would form a key element of the overall Plan strategy.

Affordable Housing (H3)

3.22. In terms of the delivery of affordable housing, Policy KP13: Responding to Evidenced Social Needs sets a target for the delivery of 6,646 affordable units to be provided for the 12 years between 2014 and 2026, with an interim target in the AMR to provide 1,942 affordable dwellings by 2019.

3.23. Monitoring data indicates that at 2019, 1,082 affordable units had been delivered which represents 25% of overall completions. Whilst this is less than the numerical target, as highlighted above it reflects the slower than anticipated progress in the strategic

housing allocations being delivered. Given the low overall completion rates over previous years, it would be unrealistic in these circumstances to expect any significantly higher affordable housing contribution which inevitably reflects a percentage of the overall number of completions.

- 3.24. Encouragingly, the allocated strategic sites are securing the required 30% affordable housing through the issuing of planning consents. This accords with the policy set in the LDP but the physical completions are yet to be fully implemented on the ground.
- 3.25. Construction has now started or is about to start on most of the strategic housing sites so affordable housing completions over the remaining 7 years are expected to increase significantly. This conclusion is supported by the fact there are an additional 4,790 affordable homes in the landbank, which are due to come forward over the next 7 years.
- 3.26. In addition, the Council has a target of delivering 2,000 Council homes, with 1,000 of these programmed to be delivered by May 2022. Part of this target will be delivered through the Cardiff Partnership Programme, which has a target of delivering 1,500 homes in the next 10 years (600 of these will be council homes). To date 109 Council homes have been completed and a further 191 are currently under construction.
- 3.27. Away from the Strategic Sites, a wide range of percentages of affordable housing has been achieved on brownfield sites. Examples include Former Highfields Road Centre, Allensbank Road (24%), Briardene, North Road (23%), Former Wharf Pub, Atlantic Wharf (17%), Capital Quarter (20%) and Avenue Industrial Park (20%).
- 3.28. An issue which can be further assessed as part of the review process relates to the impact of viability factors undermining the ability of some sites/proposals to deliver either on-site provision or off-site contributions. Whilst the greenfield strategic sites allocated in the LDP with a clear Plan-led requirement to deliver provision have successfully met expectations, some brownfield windfall proposals are using viability evidence to justify a limited or zero provision (given the policy requirement is subject to viability considerations).
- 3.29. The review process will therefore allow a further analysis on need data, the most appropriate policy response, a thorough consideration of viability aspects and wider analysis of potentially suitable sites to meet the demand.

Gypsy & Traveller accommodation (H7)

- 3.30. The Housing (Wales) Act 2014 requires each local authority in Wales to undertake a Gypsy and Traveller Accommodation Assessment to ensure that needs are properly assessed and planned for. An assessment was required to be submitted to Welsh Government by February 2016 with a statutory duty placed on local authorities to make provision for site(s) where an assessment identifies an unmet need.

- 3.31. The Cardiff Gypsy and Traveller Accommodation Assessment was formally approved by Welsh Government in 2016. In summary, the GTAA covers the period 2016-2026 and estimates the additional pitch provision needed for Gypsies and Travellers in Cardiff. For the first 5 years of the GTAA plan period, there is a requirement for 48 additional pitches, and for the remainder of the GTAA plan period, a further 24 additional pitch is required. This gives a total need for the whole GTAA plan period of 72 additional pitches.
- 3.32. Work is progressing the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites. This has included discussions with the Welsh Government and work continues to secure appropriate outcomes. In terms of transit sites, it is considered that these would best be considered on a regional basis, requiring collaboration with neighbouring local authorities through the LDP revision process.
- 3.33. This issue will need to be given further consideration in the LDP revision process with a clear need for the process to demonstrate the ability to identify an appropriate level of need and how this will be met in terms of site allocation(s).

Detailed housing policies (H2, H4-6)

- 3.34. The plan review provides an opportunity to review these policies which concern changes of use of existing residential properties, conversions/redevelopment to residential use and the sub-division of residential properties.
- 3.35. Collectively, these policies provide the framework for managing an important aspect of housing supply in the city and can help deliver important brownfield contributions to supply in sustainable locations.
- 3.36. The review process allows a refreshed consideration of these policies to take into account changes in national planning policy, contextual changes, any changes in the LDP evidence base and monitoring of on-going Development Management decisions. In this respect, the issue of sub-divisions/conversions into HMOs and flats is a matter which is considered to warrant a detailed analysis in response to concerns regarding the cumulative impact of proposals on local communities and amenity considerations of occupiers and neighbours. Whilst additional SPG has been prepared, appeal decisions are not always supporting the Council's position so a review is considered timely.

Employment (KP9, EC1-7)

- 3.37. Local Development Plan Policy KP9: Responding to Evidence Economic Needs responds to Cardiff's role as the main economic driver in South East Wales and deliver the strategic aspirations for economic development in Cardiff and meet the demand for 40,000 new jobs over the plan period through the identification and protection of

employment land and premises and opportunities to deliver the key economic growth sectors.

3.38. The Local Development Plan's employment land is safeguarded for employment purposes, with Policies EC1, EC3 and EC4 and the future prosperity of the local economy is facilitated by ensuring that Cardiff can offer a range and choice of employment sites and premises for employment uses with the allocation of Cardiff Central Enterprise Zone (Policy KP2 (A)) and South of St Mellons Business Park (Policy KP2 (H)). In addition policy EC7 allows for employment proposals on land not identified for employment uses which provides an element of flexibility, should there be an additional demand for employment land over the plan period and which will satisfactorily enable businesses to locate within the County.

3.39. An analysis of monitoring indicators during the period 1st April 2018 to 31st March 2019 shows continuing strong performance. Of particular importance is data regarding net job creation - There is a requirement for 40,000 new jobs over the plan period 2006-2026. 20,900 jobs were created between 2006 and 2015 and therefore the target for the remaining plan period is 19,100 jobs or 1,750 jobs annually. Since the first AMR (16/17) the number of jobs has been steadily increasing and the latest AMR shows an increase of 6,000 jobs since April 2018 which demonstrates that Policy KP1 is functioning effectively. Other findings include:

- The employment land permitted (hectares) on allocated sites as a percentage of all employment allocations is 2.4%, slightly higher than the previous 12 months. While the take up in terms of hectares would appear low, the schemes permitted are high density, high rise offices which have smaller land requirements.
- Office completions amounted to 39,726sq m largely attributable to completions within the Central Enterprise Zone. A further 42,652sq m of office floorspace is under construction and 49,328sq with planning permission which is not yet started.
- Although falling short of the annual target there have been a number of significant industrial completions, which includes 0.6ha for a new brewery production facility/head office at Pacific Business Park.
- There are a number of current planning permissions for industrial use including 16.5ha of land for a biomass power plant with industrial accommodation.
- The employment land lost to alternative uses has largely been as a result of uses which are considered complementary uses such as day nursery, gyms and small scale food and drink uses to cater for the needs of the workforce.
- Planning permissions have been granted on strategic sites at North West Cardiff, part of north east Cardiff and North West Cardiff, however, the employment elements of these residential led schemes are yet to be started. Pre application

dialogue is continuing with regard to the strategic employment site at St. Mellons Business Park which will inform a submission for consent in the near future.

3.40. Overall, the LDP policy review has found in general the Plan's employment policies are functioning effectively in enabling appropriate industrial and business development across the county. However as part of the revision process, consideration will need to be given to the economies of the future and their locational, sites and premises requirements, new labour force projections, an assessment of current employment land allocations and the identification of new employment land allocations. The Council's long term economic priorities and aspirations linked to the Cardiff Capital Region City Deal and Cardiff's Economic Strategy 'Building More and Better Jobs' will also need to be considered through the revision process.

Retail (Policies KP10, R1 to R8)

3.41. Policy R1: Retail Hierarchy is the central component of the retail strategy and establishes the hierarchy of centres in line with national guidance and favours new and improved retail facilities within the Central Shopping Area and at an appropriate scale, within district and local centres, whilst seeking to control the amount, size and nature of out-of-centre retail.

- The latest annual retail survey indicates that:
- Central Shopping Area – vacancy rate is 10.7%
- District centre – vacancy rate is 10%
- Local centre – vacancy rate is 8%
- Vacancy rates in the Central Shopping Area and Local Centres have fallen since the 2017/18 AMR and are in line with national trends.

3.42. These average vacancy rates are below the Goad UK average 11.8%. This below average vacancy rate suggest that the LDP retail policies are functioning effectively and there is a reasonable balance between the supply of shop premises and occupiers demand for space within these centres. The presence of some vacancies within centres provides an opportunity for new businesses to enter the market, attracting investment and modernising vacant units.

3.43. A new Retail Study will be undertaken in order to inform the revised LDP. This study will provide an update of the retail expenditure forecasts for comparison and convenience retail for the County. The purpose of a new retail study will be to provide comprehensive data and information on the current performance of the retailing and commercial centres and to provide an up-to-date assessment of retail expenditure capacity within the County and identify capacity for comparison and convenience goods. This updated study will inform the Plan revision in terms of retail strategy, retail policies and LDP allocations. Wider work will also be undertaken in response to the current challenges faced by the High Street to inform the merits or otherwise of how future LDP policy can respond most effectively.

Transport (KP8, T1-T9)

- 3.44. Data collected in relation to travel by sustainable modes is reflecting the fluctuations as shown in past trends over the last 10 years. This demonstrates that sustainable travel trends have continued to increase over the last 10 years for both work and shopping, although for leisure and education the trends show a slight decrease.
- 3.45. In terms of sustainable travel modes, significant progress has been made in meeting cycling targets for all journey purposes with cycling to work in particular having experienced substantial growth in the past one year period (+3.7%). Train use has very slightly declined over the past year for work and education but the 10 year trend shows a significant increase. Walking has increase over the last year for all journey purposes with a fluctuating longer term trend. Bus use has decreased for education, shopping and leisure, reflecting a longer term downward trend.
- 3.46. In accordance with Welsh Government Local Transport Plan (LTP) guidance (May 2014), Cardiff Council prepared a new Local Transport Plan (LTP) in 2015 which was approved by Welsh Government. The LTP replaces the 2010 South East Wales Regional Transport Plan (RTP) which informed the preparation of the adopted LDP. As directed by the guidance, the LDP is an update of schemes and priorities identified in the RTP.
- 3.47. In addition, the LTP reflects the requirements of the Active Travel (Wales) Act 2013 which places a duty on local authorities in Wales to continuously improve facilities and routes for pedestrians and cyclists, together with preparing maps identifying current and potential future routes. Cardiff has made good progress in advance of the Act through schemes to develop the city's Strategic Cycle Network and numerous pedestrian improvements. Recent increases in cycling trips demonstrate Cardiff's potential to become one of the UK's leading cycling cities. Any new or amended proposals for active travel routes and facilities, especially for walking and cycling may be considered for safeguarding through the LDP revision process where they are within a programme, supported by funding and likely to be delivered in the plan period.
- 3.48. The Council's Transport Strategy was agreed by Cabinet in October 2016 and brings together the proposals in the Local Development Plan and the Local Transport Plan. The purpose of this strategy is to:
- Raise awareness of Cardiff's transport challenges over the next 20 years
 - Highlight the main projects and actions which the Council proposes to undertake to tackle the challenges and increase sustainable travel in Cardiff
- 3.49. Consideration will also be given to the policy/land use implications of the Cardiff Capital City Region South East Wales Metro proposals in the Plan revision process.

The Metro proposals seek to improve transport connectivity across the region which is integral to achieving wider economic and social outcomes for South East Wales.

3.50. Overall, the direction of travel of the LDP policies is considered to be consistent with subsequent guidance produced at a national and local level. Indeed, the approach set out in the LDP for sustainable travel, modal shift and active travel are considered to become more fully embraced in national policy. The review process allows for the further development of this approach to maximise the way that sustainable travel can form part of the overall plan strategy.

Environment (KP3 A&B, KP15-16, KP18, EN1-8, EN10-14)

3.51. The effectiveness of Green Wedge and Settlement boundary policies has been monitored by the 3 AMR's produced to date and no applications for inappropriate development in the Green Wedge have been permitted and no applications were permitted outside the settlement boundary that did not satisfy policy, since the LDP was adopted. Given this it is considered that both these policies are functioning effectively. However, as part of the review of the plan a review of both the boundary of the Green Wedge and Settlement boundary will take place to ensure it takes account of changes in national planning policy and the evidence base for the plan.

3.52. The effectiveness of wider environment policies (EN1-8) has been monitored by the 3 AMR's produced to date and have shown that there has been no negative impact on Special Landscape Areas, Ancient Woodlands, SSSI's, SNCI's, and Natura 2000 and European designated sites. Given this it is considered that both these policies are functioning effectively. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of changes in national planning policy, contextual changes and any changes in the LDP evidence base.

3.53. The effectiveness of natural resources policies (KP18, EN11, and EN13) has been monitored by the 3 AMR's produced to date and have shown that there has been no negative impact on water quality and quantity and the number of Air Quality Management Areas has not increased since the plan was adopted. Given this it is considered that both these policies are functioning effectively. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of changes in national planning policy, contextual changes and any changes in the LDP evidence base.

3.54. The effectiveness of policies regarding climate change (KP15, EN10, EN12, EN14) have been monitored by the 3 AMR's produced to date and they have shown the policies are functioning effectively.

3.55. Monitoring for the flood risk policies shows that no applications for highly vulnerable development have been permitted in flood zone C2 and only 4 applications for highly vulnerable development have been permitted in flood zone C1, which didn't meet the flood risk criteria set out in TAN15. These applications related to the conversion and

extension of existing properties in the Canton and Riverside area of the city to flats and Natural Resources Wales had objected stating the depth of flooding at ground floor level would be greater than 600 metres and therefore did not meet the tolerable limits set out in TAN15 (Section A1.14). In determining these applications the Council considered that it would be unreasonable to refuse planning permission on this issue as the properties were already in residential use and surrounded by other residential properties with the same finished floor level. In addition it was noted that each flat unit has access to a first floor refuge and in both cases the applicant was made aware of the risk of flooding at the premises. Given this it is considered these four applications raise particular issues that need separate consideration and are not related to the performance of Policy EN14 which is functioning effectively as evidenced by the fact that flood risk has been considered.

- 3.56. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of changes in national planning policy and the evolving evidence base relating to the links between climate change and flood risk in order to ensure the plan review responds to the climate change emergency.
- 3.57. In relation to Policy EN12: Renewable Energy and Low Carbon Technologies the LDP review found that since the adoption of the LDP a total of 6 schemes have been permitted.
- 3.58. In many respects, it is considered that there is relatively limited scope for renewable energy in Cardiff. Unlike some other local authorities in Wales, Cardiff has no Strategic Search Areas (TAN8) thereby restricting the potential for harnessing large-scale onshore wind power. With regards to other technologies, Cardiff is a relatively small area with much of its land already developed. Outside the urban areas, topography, environmental constraints plus relatively high land values constrain opportunities for medium-large renewable energy generation. There are however exceptions, within the former docklands two notable schemes are already in operation including an Energy Recovery Facility in Splott (30MW) and more recently a biomass plant in Tremorfa (2MW). Planning permission was also granted in June 2018 for a biomass plant at Rover Way (9.5MW) and just outside the current monitoring period in May 2019 for a 8.7 MW Solar Farm on the former Lamby Way tip. Also during the year 9 applications were granted planning permission which incorporated solar energy amounting to 0.52 MW in total.
- 3.59. However, significant contextual changes have occurred in relation to renewable and low carbon energy since LDP adoption which will need to be considered/addressed through the LDP review process. In addition, the Cardiff Renewable Energy Assessment (September 2013) informed the policies set out within the LDP. The new LDP will need to consider the revised Toolkit and address the additional requirements set out within it to produce a revised REA as evidence to support carbon reduction targets and mitigate the effect of climate change.

3.60. Overall, the plan review process will need to look beyond AMR reporting and the analysis of existing policy in response to the current declared Climate Emergency and wider evidence regarding the extent and magnitude of issues faced. The review process can explore the most appropriate policy response to this changed context.

Built Heritage (KP17, EN9)

3.61. The effectiveness of these policies has been monitored by the 3 AMR's produced to date and have shown that all the relevant applications received on historic environment assets were considered to be policy compliant subject to conditions/recommendations placed on the permission. No applications were permitted with an outstanding objection from statutory heritage advisors. Given this it is considered that both these policies are functioning effectively. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of changes in national planning policy, contextual changes and any changes in the LDP evidence base.

Masterplanning, design and infrastructure (KP4-7)

3.62. The Materplanning Approach set out in KP4 (and delivered in a site-specific manner through Policies KP2 (A) to (H)) has proved very effective in providing an over-arching framework to ensure that Strategic Sites are delivered in a comprehensive manner; putting placemaking principles at the heart of new developments, and delivering necessary infrastructure in a timely manner. Policy KP5, alongside a series of new design supplementary planning guidance, has also proved effective in setting detailed criteria to secure high quality and sustainable design.

3.63. Changes to Planning Policy Wales (Edition 10) in 2018 are broadly consistent with this policy approach. The review process will provide the opportunity to further embed placemaking principles through good design, preservation of heritage assets, biodiversity and community infrastructure delivery within the planning policy framework.

3.64. LDP Strategic Policy KP6: New Infrastructure identifies that new development will make appropriate provision for, or contribute towards, the necessary infrastructure required as a consequence of proposed new development. LDP Strategic Policy KP7: Planning Obligations seeks contributions from developers towards the additional demands new development generates upon existing services, facilities, infrastructure and the environment, as well as negotiating benefits that improve the standard of development proposals by providing necessary infrastructure and community benefits. This policy is delivered through the development management process.

3.65. Since 2009, the Council has secured £164 million in financial contributions from planning applications (see table 2 below). This figure does not include on-site works such affordable housing, green infrastructure, active travel and highway improvements. A significant proportion of these contributions are from the LDP strategic sites where detailed policies and the masterplanning approach have assisted in negotiating, securing and phasing infrastructure delivery in a comprehensive and timely manner.

Table 2: Section 106 Financial Contributions secured 2009 to 2019

Year	Section 106 financial contributions secured (£)
2009	2,057,283
2010	3,488,465
2011	8,331,659
2012	1,459,561
2013	5,779,325
2014	31,304,088
2015	12,555,008
2016	14,248,428
2017	77,470,070
2018	4,223,307
2019	3,204,329
Total	164,121,524

- 3.66. Contributions are secured through the use of planning obligations as set out in Section 106 of the Town and Country Planning Act 1990. Agreements can also be entered into under Sections 278 and 38 of the 1980 Highways Act. These prescribe the highway works required as a result of proposed developments.
- 3.67. The Council resolved on 18 September 2014 to commence work on a Community Infrastructure Levy (CIL) for Cardiff and consult on a Preliminary Draft Charging Schedule (PDCS). Following consultation on the PDCS in November/December 2014, a consultation on the Draft Charging Schedule (DCS) took place in September/October 2016. The next stage would have been to submit the DCS for Examination by an independent inspector. However, further stages in the preparation of a CIL for Cardiff were not actioned given impending changes to CIL governance outlined below.
- 3.68. In 2017, the Department for Communities and Local Government (DCLG) published a review of the Community Infrastructure Levy, entitled 'CIL Review: Report to Government', which recommended a series of changes to the process. CIL has now been devolved to the Welsh Government through the Wales Act 2017. The *Welsh Ministers (Transfer of Functions) Order 2018* also transferred the necessary executive functions to the Welsh Ministers to accompany devolution of the CIL. This came into force in May 2018.
- 3.69. The review process will provide a timely opportunity to consider if there is merit in progressing a CIL for Cardiff given the changes in context. For example, this could examine if there is scope for the CIL to secure monies from the type of sites and uses which are sometimes proving challenging to secure Section 106 monies due to viability

factors or policy thresholds. The CIL can apply to residential and non-residential developments, and may include smaller brownfield and non-strategic sites.

- 3.70. The extended plan period allows for a review of infrastructure requirements associated with growth, along with a parallel consideration of realistic policy expectations, development viability and alternative infrastructure delivery mechanisms.
- 3.71. Supplementary Planning Guidance on Planning Obligations to supplement Policies KP6 and KP7 has been prepared to ensure that developments contribute toward the provision of the necessary infrastructure and measures required to mitigate their impact and to provide clarity to developers, agents and other stakeholders regarding the basis on which planning obligations will be secured.
- 3.72. In addition the Cardiff Infrastructure Plan (IP) is updated on an annual basis and is a 'living document' which sits alongside Cardiff's Local Development Plan (LDP). It covers the plan period to 2026 and identifies the infrastructure required to facilitate and sustain the city's projected level of growth. The Infrastructure Plan is directly linked to the LDP Monitoring Framework and updated annually in order to effectively respond to changes in baseline information, procedures and legislation.
- 3.73. As part of the monitoring of LDP sites, a series of bespoke Strategic Monitoring Documents have been produced to monitor ongoing progress in terms of planning consents and infrastructure provision within each of the strategic sites.

Social and community (KP13-14, C1-7)

- 3.74. It is considered that in general the Plan's open space policies are functioning effectively in safeguarding existing recreation facilities and public open space and in securing provision of new facilities in connection with new residential development in accordance with the adopted standards. However, as part of the revision process the implications of the findings of the latest open space survey, undertaken in May 2019 will need to be considered.
- 3.75. In addition the implications of the contextual changes to national planning policy set out in Planning Policy Wales (Edition 10, December 2018) will need to be considered together with new guidance produced by Fields in Trust in 2017, 'Guidance for Outdoor Sport and Play: Beyond the Six Acre Standard.' This guidance, while retaining the same headline rates of provision as the original "Six Acre Standard", draws out new recommendations for accessibility, for flexible application of standards and the minimum dimensions of formal outdoor space. The revision of the guidelines also introduces benchmarking for informal open space not involving organised sport and play and includes parks and gardens and natural and semi-natural habitats. The amendments to the guidance do not result in a requirement to make modifications to current LDP standards as the TAN16 promotes evidence based locally generated standards. However, the revised recommended benchmark guidelines for both formal and informal outdoor space will be taken into account in the LDP revision process. The

Council is also moving away from an approach to recreation and open space provision based on strict compliance with predetermined standards. This is in accordance with LDP Green Infrastructure policies that encourage the multifunctional use of open space.

- 3.76. It is considered that policies regarding health are functioning effectively. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of changes in national planning policy and the evolving evidence base setting out links between obesity and the built environment. Overall, the plan review process will need to look beyond AMR reporting and the analysis of existing policy in response to the increased evidence, which highlights the links between health and the built environment and seeks to favour the creation of more healthy and active environments. In particular, the review process can explore the links between obesity, health and well-being and healthy and active lifestyles and the built environment and consider the most appropriate policy response to this changed context.
- 3.77. It is considered that policies regarding the community (C1 to C3, C7) are functioning effectively. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of changes in national planning policy and the evolving evidence base setting out links between obesity and the built environment.

Waste (KP12, W1-2)

- 3.78. The LDP Waste policies were prepared in the context of the South East Wales Regional Waste Plan (RWP) – First Review 2008. This set out land requirements for new waste management facilities, which were taken on board in the Policy W1: Sites for Waste Management Facilities, which identified sites that had potential for the location of waste management facilities – class B2 industrial sites and existing waste management sites. The monitoring report results for the last three years show that this policy is functioning effectively and there is sufficient land available to meet Cardiff's waste management needs.
- 3.79. RWPs, however, no longer have effect after a re-write of national planning policy on waste was needed to reflect the new waste policy context introduced through the EU Directive on Waste (2008/98/EC), the Waste Strategy for Wales, 'Towards Zero Waste', June 2010 and the underpinning suite of waste sector plans, in particular the Collections, Infrastructure and Markets Sector (CIMS) Plan. The general approach of the CIMS Plan has been to move away from land-take based calculations to an approach where the need for waste management facilities is expressed by future capacity in tonnes. As stated in Welsh Government Policy Clarification Letter CL-01-12, technology development has led to the potential for smaller, more dispersed facilities to be developed (more flexible, able to take advantage of niche opportunities). It has also led to the possibility of larger facilities being developed to reflect economies of scale and reduce expenditure by businesses and local authorities on the management of their residual waste. The end result of this is that it is now more difficult

to ascribe a value to an 'average facility' – and as such, area-based land-take calculations have become less applicable.

3.80. The CIMS Plan describes the waste management framework considered to provide the best solutions to meet environmental, social and economic needs in Wales to 2050. Waste assessments contained within the CIMS Plan do not have to be repeated by local planning authorities at a regional or local level. However, monitoring needs to be carried out through voluntary co-operation at a regional level to inform decision making in future LDPs and in dealing with planning applications for waste. The regional monitoring work has resulted in the first Waste Planning Monitoring Report (WPMR) for South East Wales (April 2016). This concluded that the regional position was:

- There is no further need for landfill capacity within the South East region.
- Any proposals for further residual waste treatment should be carefully assessed to ensure that the facility would not result in overprovision.

3.81. It appears, therefore, that there is no current need for residual waste facilities in Cardiff although PPW (Edition 10, paragraph 5.13.12) requires that the identification of suitable locations for sustainable waste management facilities should be considered as part of LDP preparation. PPW (paragraph 5.13.8) also requires that development plans should demonstrate how national waste policy, and in particular the CIMS Plan, along with any updated position adopted in the waste planning monitoring reports and any other form of waste management priorities relevant to its local area have been taken into account.

3.82. It is considered that the waste policies are functioning effectively. However, the review of the plan will need to ensure it takes account of changes in national planning policy and the evolving evidence base, including any changes to national recycling targets and the need for additional waste management recycling facilities over the extended plan period up to 2035.

Minerals (KP11, M1-8)

3.83. LDP Minerals policies were prepared in the context of the Regional Technical Statement (RTS) 1st Review (August 2014), which was produced by the South Wales Regional Aggregates Working Party. A 2nd Review of the RTS is currently ongoing and following consultation is due to be finalised in March 2020. The monitoring of the Minerals policies set out in the three AMRs show that the policies are functioning effectively. However, the review of the LDP will need to consider the implications of the recommendations in 2nd Review of the RTS for the mineral strategy set out in the LDP along with any changes in current government guidance.

Supplementary Planning Guidance (SPG)

3.84. A number of supplementary planning guidance (SPG) documents to support key LDP policy areas have been approved by the Council since adoption of the plan. These are:

- Houses in Multiple Occupation
- Waste Collection and Storage Facilities
- Locating Waste Management Facilities
- Planning Obligations
- Tall Buildings
- Residential Design Guide
- Childcare SPG
- Planning for Health and Well-being
- Infill Design Guidance
- Residential Extensions and Alterations Guidance
- Green Infrastructure (including Technical Guidance Notes relating to Open Space, Ecology and Biodiversity, Trees, Soils, Public Rights of Way and River Corridors)
- Safeguarding Business and Industrial Land and Premises
- Food, Drink and Leisure Uses
- Archaeologically Sensitive Areas
- Managing Transportation Impacts (including Parking Standards)
- Flat Conversions
- Student Accommodation
- Shop Fronts and Signs Guidance

3.85. A review of the existing SPG including ones recently amended and adopted will be undertaken as part of the LDP Revision process.

Proposals Map and Constraints Map

3.86. The form and content of the LDP Proposals Map will require changes as part of the LDP Review to reflect any changes to the plan.

3.87. The LDP Constraints Map contains designations that are not directly proposals of the LDP but are constraints to development created by legislation or other mechanisms outside of the LDP process such as Flood Risk Areas, Conservation Areas, SSSI's, etc. The printed Constraints Map for the LDP represents a point in time and includes a number of designations particularly flood risk areas that have been updated since adoption of the LDP and therefore it is out of date. Going forward it is likely that the Constraints Map will be produced in an electronic form with public access that will allow for it be updated as necessary.

4. Future LDP Evidence Base Requirements

4.1. To inform the review of the LDP there will be a need to update various elements of the evidence base that informed the current Local Development Plan which is out-of-date and needs to be updated and/or replaced in order to fully understand the land use requirements of the City up to 2035 as well as taking into account any contextual or policy changes that have occurred since adoption of the plan. A sample of potential evidence base studies which may be required to inform the LDP include:

1. **Population and household forecasts** – to inform the LDP’s dwelling requirement up to 2035.
2. **Local Housing Needs Assessment** – to inform the housing requirement tenure type and size of dwelling to match future household type and age profile of the population.
3. **Gypsy and Traveller Accommodation Assessment** - to identify the need for permanent and transit pitches up to 2035.
4. **Transport Assessment** – to assess the impact of the scale and distribution of development detailed in the emerging Local Development Plan.
5. **Employment Land Review Update** – to assess the future need of employment land suitable for all employment sectors and regional employment aspirations.
6. **Retail Needs Assessment** – to identify if there is a requirement for additional floorspace to help inform the Council’s approach to manage the vitality and viability of our town centres.
7. **Urban Capacity Study** – to quantify the amount of brownfield land which could contribute to the housing need in the city up to 2035.
8. **Settlement Boundary Review** – to define, clear, defensible boundaries around settlements in the form settlement boundaries.
9. **Affordable Housing Viability Assessment** – to provide advice on achievable and viable targets and thresholds for affordable housing.
10. **Infrastructure Requirements over the plan period** – to build upon existing Cardiff Infrastructure Plan and extend to cover proposed plan period.
11. **Renewable Energy Assessment** – evidence to support carbon reduction targets and mitigate the effect of climate change.

12. **Strategic Flood Risk Assessment** – to identify areas at risk of flooding.

13. **Green Infrastructure Data** – to identify relevant data regarding Cardiff's natural environment.

4.2 The above is not a definitive list and additional evidence base update requirements may emerge as plan revision progresses. There are number authorities in South-east Wales who are currently in the process of considering reviewing their Local Development Plans on the basis that their current plans expire at the end of 2021. This presents an opportunity for collaboration regarding the sharing of data and/or methodologies.

Sustainability Appraisal including Strategic Environment Assessment

4.3 A requirement of the LDP process is that Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) informs preparation of the LDP. The SA/SEA process is integral to the development of the LDP to ensure the policies in the LDP promote Sustainable Development through integration of the key economic, environmental, social and cultural objectives in the development of the LDP policies and proposals and take account of any significant effects on the Environment. The SA/SEA has been an iterative process throughout preparation of the LDP and policies and proposals in the LDP reflect this.

4.4 SA monitoring of the Sustainability Appraisal Objectives is undertaken on an annual basis and reported through the LDP Annual Monitoring Report. This enables the Council to assess the extent to which the LDP is contributing to the achievement of sustainable development and to identify any concerns. To inform the review of the LDP it will be necessary to revisit and update the environmental, social and economic baseline information, along with the review of relevant plans policies and program. The SA Monitoring Framework including the SA Objectives will need to be reviewed to ensure this remains up to date, and this will include considering whether the methodologies need revising due to changes in legislation.

Habitats Regulations Assessment

4.5 The LDP was informed by Habitats Regulations Assessment (HRA), the purpose of which is to assess the impacts of a land use plan, in combination with the effects of other plans and projects, against the conservation objectives of internationally important European sites of nature conservation importance such as Special Areas of Conservation and Special Protection Areas (designated for their ecological status) and to ascertain following screening what needs Appropriate Assessment (AA). As part of the review of the LDP the HRA will need to be reviewed.

5. The LDP Review options

Joint LDPs and Joint Working

- 5.1. In line with national guidance, consideration must be given to the scope for preparing a Joint LDP. However, it is noted that 7 of the 10 Local Authorities in South East Wales are already preparing their own Replacement LDPs with no examples of a joint approach or regional collaborative exercises to help inform Plans. Of the remaining 2 Local Authorities excluding Cardiff, the Vale of Glamorgan and Newport, it is not considered that there are sufficient synergies to warrant the preparation of a Joint LDP.
- 5.2. The existing LDP benefitted from a bespoke regional collaborative exercise to help inform the Plan strategy involving all Local Authorities and other key stakeholders in South East Wales. This process worked well and is considered the most effective way of addressing cross-boundary matters. Given this a similar approach is proposed again to help inform the LDP review.
- 5.3. Should work commence on a Strategic Development Plan (SDP) for South East Wales, information gathered through the LDP process can be used to inform the SDP and vice versa. Ongoing dialogue with other Local Authorities will help maximise efficiencies and consistency with regard to gathering/sharing evidence and agreeing methodologies where possible. Ongoing dialogue with other Local Authorities will help maximise efficiencies and consistency with regard to gathering/sharing evidence and agreeing methodologies where possible.

6. Conclusions and next steps

Recommendation

- 6.1 This report concludes that the full revision procedure is considered the most appropriate form of review and that a Replacement LDP is prepared for the period 2020 to 2035. In this respect, it is recognised that the strategic nature of issues to be addressed in a replacement LDP cannot justify the short form revision procedure. This will ensure the Council has up-to-date Plan coverage beyond 2026 and supports the Plan-led approach in Wales.

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Cardiff Replacement LDP Delivery Agreement

October 2019



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PART 1: INTRODUCTION

The purpose of this Delivery Agreement

- 1.1 The Cardiff Local Development Plan (LDP) was adopted by the Council on the 28th January 2016. An up to date LDP is an essential part of the plan-led planning system in Wales. In this respect the Council is required to undertake a full review of the adopted LDP every four years from the date of adoption.
- 1.2 A full review of the Cardiff Local Development Plan 2006-2026 has been undertaken, the findings of which are set out in the Draft Review Report. The revised LDP will cover the period 2020-035. The preparation of a Delivery Agreement is a key requirement in the preparation of a revised LDP. The Delivery Agreement must include:
 - A **Community Involvement Scheme (CIS)** - indicating how the Council will involve consultation bodies and the public in plan preparation; and
 - A **Timetable** for preparing and adopting the LDP, and for preparing and publishing the sustainability report, the Annual Monitoring Report and supplementary planning guidance (SPG).
- 1.3 The Delivery Agreement is an important part of the plan preparation process. It indicates how and when the Council will provide opportunities for consultees and the local community to be involved in the process, as set out in relevant legislation, regulations and Welsh Government guidance. Delivery of the plan in accordance with the Agreement will be one of the tests of the plan's soundness examined by the Planning Inspectorate (see paragraph 1.26). Part 3 of this document contains details of the proposed plan preparation timetable and Appendix B contains a flow chart summarising the main stages of preparation.
- 1.4 This Agreement has been prepared in accordance with Welsh Government regulations and guidance, including:
 - The Town and Country Planning (Local Development Plan) (Wales) Regulations 2015; and
 - The Local Development Plan Manual (Edition 2, 2015).
- 1.5. The LDP Regulations require that, before formally approving and submitting a Delivery Agreement to the Welsh Government, the Council must:
 - Consult specific consultation bodies (see Appendix A) in the preparation of the timetable; and
 - Engage with those general consultation bodies who appear to have an interest in development matters in Cardiff, in the preparation of the community involvement scheme. The general consultation bodies to be consulted on this draft Agreement are identified in Appendix A

1.6. Any comments on this draft document should be sent to the below address by **18th February 2020**:

Email: LDP@cardiff.gov.uk

Tel: 029 2087 2087

Post: The Development Plan Team Cardiff
Council,
Room 219, County Hall, Atlantic
Wharf, Cardiff CF10 4UW

What will happen next?

1.7. Following this consultation, the Council will:

- Analyse responses, review the draft Agreement making any changes considered necessary and formally approve at Full Council prior to submission to the Welsh Government;
- Make available its analysis and response to the consultation responses on the Council web site.

1.8. Following approval from the Welsh Government, the Delivery Agreement will be published on the Council's website and made available for inspection at County Hall.

Preparation of the Replacement LDP

1.9. The 2004 Planning and Compulsory Purchase Act (as amended by the 2015 Planning (Wales) Act) requires the Council to prepare a replacement LDP setting out its objectives for the development and use of land in Cardiff over the Plan period (2020 to 2035) and its policies to implement them. This period allows 12 years to implement the Plan following proposed adoption in 2023, thereby according with Welsh Government guidance on the duration of the Plan. The aims of the Plan are to:

- Deliver sustainable development;
- Reflect local aspirations for the City, based on a vision agreed by the local community and other stakeholders;
- Provide a basis for rational and consistent development control decisions;
- Guide growth and change, while protecting local diversity, character and sensitive environments; and
- Show how and where change will occur over the plan period.

1.10. In preparing the replacement LDP, the Council must also take account of:

- A wide range of legislation, policies and other initiatives, at European, national and local levels of government; and
- Relevant social, economic and environmental considerations.

1.11. The 2004 Act (as amended by 2015 Act requires the Council), in preparing the LDP, to have regard to:

- Current national policies:
- Strategic Development Plan for the area
- The National Development Framework for Wales; and
- The resources likely to be available for implementing plan.

1.12. The principal sources of national planning policy and guidance issued by the Welsh Government are:

- Planning Policy Wales (Edition 10, December 2018);
- Technical Advice Notes (Wales) (TANs) (various dates);
- Minerals Technical Advice Note (Wales) 1: MTANS (various dates);
- Local Development Plan Manual (WG, Edition 2, 2015).

Sustainability Appraisal incorporating Strategic Environmental Assessment (SA/SEA) and other related assessments

1.13. The LDP must be subject to Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) as required European Union Directive 2001/42/EC & Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 and the Planning and Compulsory Purchase Act 2004 (as amended by the by 2015 Act).

1.14. These are tools to ensure that policies in the LDP reflect sustainable development principles and take into account the significant effects of the plan on the environment. The Council will adopt an integrated approach to the appraisal and assessment in which economic and social issues are considered alongside environmental elements.

1.15. Guidance on how SA/SEA should be undertaken is provided in:

- The Assessment of Plans and Programmes (Wales) Regulations 2004 (“the SEA Regulations”);
- A Practical Guide to the Strategic Environmental Assessment Directive (September 2005)¹;
- Local Development Plan Manual (Edition 2, 2015).

1.16. SA/SEA is an iterative process that will be undertaken throughout plan preparation. There will be six key stages:

- Establish policy context, identify and document evidence base, identify sustainability issues and develop SA/SEA objectives and indicators;
- Consult Specific consultees on Scoping Report;
- Publish SA Report of Strategic options and Preferred Strategy;
- Publish Deposit SA Report including Environmental Report (with LDP);
- Publish the final SA report following the Inspectors Report and adoption;
- Monitoring and implementation of the SA.

- 1.17. At the outset of the SA/SEA process, there will be an opportunity for stakeholders to comment on the SA Scoping Report that sets out how the SA/SEA process will be undertaken. The findings of the SA/SEA work will be evidenced at key stages in the Replacement LDP preparation process; Reports will be prepared, and subject to consultation with stakeholders, in parallel with the Preferred Strategy consultation and Deposit Plan consultation. A Final SA Report will be submitted along with all other Replacement LDP documentation when submitted to Welsh Government for examination. The statutory Environment Bodies will be consulted at all the stages referred to above and there will be wider on-going dialogue with these bodies as the process proceeds.
- 1.18. In addition to the SA/SEA processes, the Council will also undertake other assessments of the Replacement LDP as it is being prepared. These include a Habitat Regulation Appraisal (HRA), Health Impact Assessment (HIA), together with ensuring that equality and diversity issues are satisfactorily addressed.

Habitats Regulations Assessment (HRA)

- 1.19. The requirement for Habitats Regulations Assessment (HRA) comes from the Habitats Directive, specifically Article 6(3), which requires that land use plans, including LDPs, are subject to a HRA Screening to determine whether any plan [or project] is likely to have a significant effect upon a European site, either alone, or in combination with other projects. In Wales, requirements for HRA, including for proposed modifications to existing plans, are set out within Part 6 of the Conservation of Habitats and Species Regulations 2017 and Part 2 of the Conservation of Offshore Marine Habitats and Species Regulations 2017.
- 1.20. The HRA process follows a series of Stages; these will be undertaken for the LDP Review, as necessary, to meet with the requirements of the Regulations:
- **Stage 1 - HRA Screening:** to determine whether the LDP Review is likely to have significant effects on European Sites;
 - **Stage 2 – Appropriate Assessment:** If the HRA Screening indicates that the LDP Review is likely to have significant effects, a further level of assessment is needed to consider whether the LDP Review could adversely affect the integrity of one or more European site(s), either alone or in combination with other plans or projects, in view of their established conservation objectives and conservation status. If the potential for adverse effects on site integrity are identified, the Appropriate Assessment should also consider mitigation measures to control the identified impacts, to avoid adverse effects on site integrity; and
 - **Stage 3 and 4 – Consideration of Alternatives and Imperative Reasons of Overriding Public Interest:** Only where significant effects remain at the end

of Stage 2 in the HRA process is there a need to consider alternatives and Imperative Reasons of Overriding Public Interest.

1.21. The HRA process will be undertaken in conjunction with the SA (incorporating SEA) to ensure an integrated approach to assessment. It is intended that the process will run concurrently with the plan making process and form an iterative part of the LDP Review, involving the consideration of all emerging policy and site options. Natural Resources Wales will be consulted throughout the HRA process.

Evidence Base Assessments

1.22. To inform the review of the LDP there will be a need to update various elements of the evidence base that informed the current Local Development Plan which is out-of-date and needs to be updated and/or replaced in order to fully understand the land use requirements of the City up to 2035 as well as taking into account any contextual or policy changes that have occurred since adoption of the plan. A sample of potential evidence base studies which may be required to inform the LDP include:

1. **Population and household forecasts** – to inform the LDP’s dwelling requirement up to 2035.
2. **Local Housing Needs Assessment** – to inform the housing requirement tenure type and size of dwelling to match future household type and age profile of the population.
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12. **Strategic Flood Risk Assessment** – to identify areas at risk of flooding.
13. **Green Infrastructure Data** – to identify relevant data regarding Cardiff's natural environment.

1.23. The above is not a definitive list and additional evidence base update requirements may emerge as plan revision progresses. There are number authorities in South-east Wales who are currently in the process of considering reviewing their Local Development Plans on the basis that their current plans expire at the end of 2021. This presents an opportunity for collaboration regarding the sharing of data and/or methodologies.

Well-being of Future Generations Act

1.24. The Well Being of Future Generations (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to lives of people in Wales in relation to seven well-being goals and also sets out five ways of working. The seven well-being goals relate to:

- a prosperous Wales;
- a resilient Wales;
- a healthier Wales;
- a more equal Wales;
- a Wales of cohesive communities;
- a Wales of vibrant culture and Welsh language; and
- a globally responsible Wales.

1.25. The five ways of working are long-term, integration, involvement, collaboration and prevention. Given that sustainable development is the core underlying principle of the LDP (and SEA); there are clear associations between both the LDP and the WBFG Act. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced (Bridgend's LWBP is currently in the process of being finalised). This plan will look at the economic, social, environmental and cultural well-being of the county and will have clear links with the LDP. Both the WBFG Act and the LWBP will be considered fully throughout the preparation of the revised LDP, which will follow the five ways of working.

Independent examination of soundness

1.26. When the Council has finalised its plan, it must place it on deposit for public inspection and the submission of representations, and then submit it to the Welsh Government for examination by an Inspector appointed by the Welsh Government. The examination of the Replacement LDP is an independent process for determining whether the plan is fundamentally sound. Having regard to the evidence submitted with the plan and the representations received at deposit, the inspector must determine whether the plan meets the following 3 tests of soundness set out in guidance issued by the Welsh Government and the Planning Inspectorate:

- Test 1 – Does the plan fit? (i.e. is it clear that the Replacement LDP is consistent with other plans?);
- Test 2 – Is the plan appropriate? (i.e. is the plan appropriate for the area in the light of the evidence?);
- Test 3 – Will the plan deliver? (i.e. is it likely to be effective?).

1.27. Following the examination the Inspector will produce a report recommending required changes to the Replacement LDP together with reasons for the changes. The report will focus on the issue of whether the Replacement LDP is sound and if an Inspector considers the plan is fundamentally unsound the Plan will not be recommended for adoption. The conclusions reached by the Inspector will be binding and unless the Welsh Government intervenes, the Council must accept the changes required by the Inspector and adopt the Replacement LDP as amended.

Supplementary Planning Guidance (SPG)

1.28. The replacement LDP will contain sufficient policies to provide the basis for determining planning applications. However, SPG has an important supporting role in providing more detailed or site specific guidance on the way in which Replacement LDP policies will be applied. These are non statutory documents intended to expand upon the policies and proposals in the Replacement LDP. They cannot introduce new policy and are not the subject of independent examination but will undergo public consultation.

1.29. The need for any new or revised SPG (related to existing Local Development Plan policies) as the Replacement LDP is being prepared will be considered on its merits having regard to the need for new guidance together with the adequacy of the existing policy framework as set out in the Local Development Plan and contained in national guidance. In such cases, the SPG will be subject to its own consultation process.

1.30. Consultation with stakeholders as the LDP is prepared may reveal the need for new SPG to be produced that directly relates to the Replacement LDP. In such cases,

it is intended that public consultation on the SPG would be undertaken in parallel with wider Replacement LDP engagement. Stakeholders will be kept informed of any such consultations.

- 1.31. SPG relating to proposed policies contained in the Replacement LDP cannot be formally adopted until after the Inspector's binding report has been received on the Replacement LDP and it is clear that there is no change to the policy approach.

Monitoring and Review

- 1.32. The Council will monitor and regularly review progress of the replacement LDP against the requirements of the Delivery Agreement to ensure the timetable is being kept to and the public engagement as set out in the CIS is being met. Any amendments to the DA will require approval by the Council prior to Welsh Government agreement. The DA may need to be amended if the following circumstances, which are beyond the LPA's control, occur during the preparation of the revised LDP:

- Significant change to the resources available to undertake preparation of the revised LDP.
- Preparation of the revised LDP falls behind schedule i.e. more than 3 months.
- Significant changes to European, UK or Welsh legislation directly affecting the revised LDP preparation process.
- Any other change in circumstances that will materially affect the delivery of the revised LDP in accordance with the DA.
- Significant changes to the Community Involvement Scheme.

- 1.33. An updated timetable will be submitted to the Welsh Government following the Deposit stage. This will provide certainty of the timescales for the remaining stages (i.e. replacing indicative stages with definitive stages). The indicative timetable will be redefined within 3 months of the close of the formal Deposit period and submitted to the Welsh Government for agreement.

PART 2: THE COMMUNITY INVOLVEMENT SCHEME (CIS)

Aims of the scheme

- 2.1. The LDP Regulations require the Council to work in partnership with a wide range of stakeholders in preparing the LDP, including specific and general consultation bodies (see Appendix A) and the general public.
- 2.2. This CIS indicates how and when the Council will provide opportunities for everyone with an interest in the Cardiff LDP to be involved in its preparation. In so doing, the aim is to build as much consensus as possible concerning the overall strategy of the plan.

Principles and methods of community engagement

- 2.3. The following consultation principles will guide the Council's approach to involving the local community and other stakeholders in preparation of the LDP:
 - **Commitment** – The Council will provide opportunities for the whole community to engage at appropriate stages in the process.
 - **Inclusiveness** – The Council will encourage the active participation of everyone who has an interest in, or who may be affected by, the LDP.
 - **Appropriateness** – The Council will seek to engage the community through the most appropriate methods as determined through consultation on this document.
 - **Transparency and accessibility** – The Council will make publicly available all relevant information available to it and undertake engagement in a transparent and open way.
 - **Accountability** – The Council will publish the results of community engagement and seek to ensure that all stakeholders are informed of the outcome of their involvement.
 - **Productivity** – The Council will seek to use consultation and community engagement to secure as much consensus as possible on the content of the LDP.
 - **Realism** – The Council will seek to ensure that all parties involved in the process understand and remain realistic about what can be achieved within the context of relevant legislation, Welsh Government guidance, and resources available.
- 2.4. The Council intends to build as much consensus as possible during the LDP preparation process and hopes that all parties will actively engage from the outset. Paragraphs 2.5 to 2.7, give a broad outline of some of the key methods that will be used whilst paragraphs 2.14 to 2.32 outline the main stages of the LDP preparation process together with a summary of opportunities for involvement at each stage. Appendix C contains a table that summarises how the Council intends to undertake community engagement and consultation up to the deposit stage. The Agreement will be reviewed within 3 months of deposit of the LDP and appropriate engagement from deposit to adoption will be included in that review.

- 2.5. Information will be regularly updated on the Council's website. Copies of the Preferred Strategy and Deposit Plan will also be made available at all libraries during the formal consultation periods. It will be possible to make representations in an electronic format (the preferred format) and also in writing. Efforts will be made to make the consultation processes as clear and accessible as possible. Staff will be available on weekdays during normal office hours to deal with any queries and can be contacted as set out below:

LDP Team Room
Room 219, County Hall,
Atlantic Wharf, Cardiff CF10 4UW
Tel. 029 2087 2087
Email: LDP@cardiff.gov.uk
Website Address: www.cardiff.gov.uk

- 2.6. Whilst the Council is providing a wide range of opportunities to access information and become involved in the LDP process, there are clearly resource limitations to the extent of engagement that is possible. Additionally, it is important that all consultees are dealt with in a fair and equal manner. Taking account of both of these points, it is not proposed that Officers attend meetings organised by individual groups. However, it is stressed that Officers are available throughout the process, as outlined above, and consultees are strongly advised to use this facility should information or advice be required.
- 2.7. The following list provides a summary of the expectations of consultees during the Replacement LDP preparation process:
- A commitment to the process including consensus building
 - To raise legitimate land use issues
 - To engage in the debate with an open mind
 - All parties to submit the appropriate level of information as specified
 - Responses made within prescribed periods
 - To treat Officers with due respect
 - If in any doubt about the process, to contact the LDP Team for advice

Feedback

- 2.8. The Council will ensure that feedback is provided as soon as possible on the outcome of engagement and consultation throughout the plan preparation process.
- 2.9. Feedback from the Council relating to consultation exercises will take the following forms:
- Acknowledgement letter or e-mail providing contact details and detailing how the Council will deal with the representation
 - Details of the next steps in the plan preparation process

- 2.10. Petitions received during consultation on the plan will be acknowledged by letter or e-mail to the presenter of the petition only. This will include contact details and set out how the Council will deal with the issues raised in the petition. Specific guidance on the scope and procedures when using petitions will be established and made available prior to each formal stage of consultation.

Council decision-making process and local elected member involvement

2.11. Decisions on the plan and its proposed content will be made by the full Council normally with recommendations from the Cabinet. The Cabinet and Council meet each month. The Council has established a Corporate Officer LDP Working Group to assist preparing the LDP in accordance with the timetable.

2.12. The Council will establish an on-going Scrutiny process that will evidence its findings to the Policy Review and Performance Committee. Individual Members of Council will be consulted in the preparation of this Agreement and will continue to be consulted throughout the plan preparation process.

Use of Welsh language

Welsh Language and Bilingual engagement

2.13. The Welsh Language Standards place a legal duty on Councils to make it easier for people to use services through the medium of Welsh. The Council has published a Welsh Language Strategy for 2017 – 2022, the requirements of both the corporate strategy and Welsh Language Standards will be maintained at each stage of the revised LDP. Bilingual engagement will be carried out in the following ways:

1. We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh;
2. All consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual;
3. Any pages on the Local Development Plan website and social media posts published on twitter will be bilingual;
4. Any public meetings will be conducted bilingually where a request has been made ahead of time. Prior notification is required in order to provide a translation service; and
5. Draft documents can be made available in Welsh if requested. The revised LDP once adopted will be available in both Welsh and English Format.

Key stages of plan preparation and opportunities for involvement

2.14. The LDP Regulations set out the legal requirements for participation and public consultation in plan preparation. This Section provides more details on how stakeholders can become involved in the different stages of preparing Cardiff's LDP. Information will be constantly updated on the Council's website and any events or consultations will be mailed out to all consultees including formal notices in the local press when required.

Stage 1: The Delivery Agreement (Jan 2020 to March 2020) (Reg 9)

2.15. Summary: Securing wider involvement in preparation of document that sets out the timetable for preparing the LDP and how stakeholders can become involved in the process. Opportunities for involvement include Consultation on Draft Delivery Agreement during January and February 2020.

Stage 2: Evidence base - (Dec 2019 – June 2022) (Reg 14)

2.16. Summary: Before the Council can develop the strategic objectives that will form the framework of the LDP it is essential for it to have a clear understanding of the dynamic social, environmental and economic characteristics and issues that exist within Cardiff. Therefore the Council will collect data to review and develop the evidence base. The overall Evidence Base will be an extensive collection of data from across all relevant topics. New studies will be commissioned and new data collected where necessary to ensure that the evidence database is as comprehensive as possible. The evidence base will inform the Sustainability Appraisal. New evidence that comes to light at later stages of Plan preparation will be assessed and appropriate response made.

2.17. As part of the preparation of the evidence base the Council will invite developers and landowners to submit candidate development sites for potential inclusion in the plan. This forms part of an information gathering exercise and should not be interpreted as a commitment that such sites will be taken forward in the LDP. When putting forward such sites developers and landowners will be required to include sufficient information to allow a robust assessment of the site to be made.

2.18. As part of the Council's duty to undertake a SA and SEA of the Plan a SA Scoping Report will be prepared and consulted on setting out:

- The economic, social and environmental issues and objectives the Council proposes to address in helping to deliver sustainable development through the LDP; and
- The proposed framework by which the strategic options and detailed policies and proposals of the LDP will be appraised.

2.19. Opportunities for involvement (during 2020) include:

- Candidate Site submissions
- Consultation on SA Scoping Report

Stage 3: Preferred Strategy (Regs. 14/15)

Pre- Deposit participation (March 2020- Sept 2021) (Reg 14)

2.20. Summary: In accordance with Regulation 14 the Council will engage with the Specific and General Consultation Bodies (listed in Appendix A) during the preparation of the Preferred Strategy. Engagement will focus upon vision/objectives, evidence/issues and alternative strategies and options. This will provide an early opportunity for dialogue ahead of the Preferred Strategy being prepared.

Pre-Deposit consultation (Oct 2021 – Nov 2021) (Regs. 15)

2.21. Summary: This stage will include statutory consultation on the Preferred Strategy and strategic locations for new development and accompanying SA Report (statutory 6 week period).

2.22. Opportunities for involvement:

- Consultation on Preferred Strategy
- Consultation on Initial SA report

Stage 4: LDP Deposit of proposals (Dec 2021 – Nov 2022) (Reg 17)

2.23. Summary: In formulating this document the Council will pay due regard to the foregoing consultation exercises and stakeholder engagements when drafting policies and identifying sites.

2.24. The Deposit Plan will be subject to statutory consultation for a period of six weeks to allow representations to be made by any stakeholder. Any representations received as a result of the consultation exercise will be made available for public inspection and on the Council's web site. The documents to be published at this time will comprise the Deposit LDP, the SA Report (incorporating the SEA Environmental Report), a list of supporting documents and the initial consultation report.

2.25. Opportunities for involvement:

- Consultation on Deposit LDP
- Consultation on Final SA Report

Stage 6: Submission of LDP to Welsh Government (March 2023 (Indicative)) (Reg 22)

2.26. Summary: At this stage the Council is required to submit the Deposit Plan, Sustainability Appraisal Report, Community Involvement Scheme, copies of all representations received, key supporting evidence, the Consultation Report, the report on the LPA's suggested changes and a Statement of the main issues to the WG and the Planning Inspectorate. Following this submission an Inspector will be appointed to examine the Deposit Plan to determine whether it satisfies

the preparation requirements of the 2004 Act and whether it is "sound" (section 64(5) of the 2004 Act refers). The examination will also consider representations including objections that have been made in accordance with the LDP Regulations.

2.27. Opportunities for involvement:

- Once submitted, the examination process will be undertaken by an Independent Inspector. A Programme Officer working for the Inspector will provide the first point of contact to stakeholders. Information will be made available on the forthcoming examination process.

Stage 7: Independent examination (March 2023 to Sept 2023 (Indicative)) (Reg 23)

2.28. Summary: The Council will enter into a Service Level Agreement with the Planning Inspectorate prior to the Submission of the Deposit LDP. The Planning Inspectorate has indicated that the Independent Examination and the production of the Inspector's Report should take no more than 12 months.

2.29. Opportunities for involvement:

- Arrangements for public participation in the examination process will be advertised nearer the time (at least 6 weeks before the opening of the examination).

Stage 8: Inspector's report (Sept 2023 (Indicative)) (Reg 24)

2.30. Summary: Once the Inspector is satisfied that no further information is necessary to inform their consideration of the Plan, he/she will publish a report outlining the examination's findings, together with any changes to the Deposit Plan and reasons for those recommendations. The Inspector's decisions will be binding upon the Council. The aim of the Independent Examination is to ensure that the Plan is at a stage where it is sound and can be safely adopted. It follows therefore that any changes made by the Inspector must themselves be demonstrably sound.

Stage 9: Adoption (Oct 23 (Indicative)) (Reg 25)

2.31. Summary: On receipt of the Inspector's Report, following a fact checking period, the Council is required to adopt the final LDP incorporating the Inspector's recommendations within 8 weeks, unless the Welsh Government intervenes. On or before the day on which the LDP is adopted, the Council will publish the Inspector's Report and make it available for inspection and to view on Council's web site (www.cardiff.gov.uk). The Local Development Plan will become operative on the date it is adopted, and final publication of the Plan should follow as soon as possible (after the expiry of the six-week legal challenge period).

Stage 10: Monitoring (Oct 24 Indicative)

2.32. The Planning and Compulsory Purchase Act requires authorities to keep under review matters that may affect the planning and development of their areas. In this regard, the Council will establish monitoring procedures in accordance with guidance contained within the LDP Manual and will produce an Annual Monitoring Report for submission to the Welsh Government by the 31st October each year

PART 3: THE TIMETABLE

3.1 Table 1 outlines the Council’s proposed timetable for achieving the key stages of LDP preparation required by the Planning and Compulsory Purchase Act 2004 and the LDP Regulations.

Definitive		From	To
1	Delivery Agreement – Consultation and submission to Welsh Government	Jan 2020	March 2020
2	Evidence Base Preparation	Dec 2019	June 2022
3	Pre-Deposit Participation Candidate Site submission and appraisal Consultation on SA Scoping Report Vision/Objectives/growth levels and spatial options	March 2020	Sept 2021
4	Preferred Strategy and Initial SA Report Consultation – six weeks statutory consultation	Oct 2021	Nov 2021
5	Deposit Plan and Final SA Report Consultation – six weeks statutory consultation	Oct 2022	Nov 2022
Indicative		From	To
6	Submission to Welsh Government	March 2023	
7	Examination	March 2023	Sept 2023
8	Inspectors Report	Sept 2023	
9	Adoption by Council	October 2023	
10	Annual Monitoring Report	October 2024	

Definitive and Indicative Stages

3.2. Stages 1-5, leading up to and including deposit, are under the direct control of the Council, which will make every effort to adhere to this part of the timetable (see paragraphs 2.15-2.25).

- 3.3. The Council has less control over the process at Stages 6-9, which are dependant on a range of factors including the number of deposit representations and the requirements of the Independent Examination. The timetable for these stages is, therefore, at present indicative.
- 3.4. The LDP Regulations clarify that, within 3 months of the close of deposit, the timetable (i.e. the indicative stages) will need to be reviewed and resubmitted once the Council has entered into a Service Level Agreement with the Planning Inspectorate.

Achievability and risk management

- 3.5. The definitive part of the proposed timetable is considered to be realistic and achievable having regard to:
- The scope of work the Council understands to be involved in plan preparation, having regard to the regulations and guidance published by the Welsh Government;
 - The resources (essentially staff and revenue) the Council is able to commit to plan preparation;
 - The current structure of the Council, its decision making structures, meeting cycles and future elections.
- 3.6. While every effort will be made to avoid deviation from this timetable, Appendix D identifies a number of potential risks, together with the Council's proposed approach to managing them.

Resources

- 3.7. In terms of staff resources, there is a small team of officers in the Council's Strategic Planning Section dedicated to LDP preparation. In addition a range of other officers in that section as well as in other Service Areas will also be involved in various aspects of plan formulation including SA and SEA.
- 3.8. If necessary, to supplement its own resources, the Council may employ consultants to undertake appropriate work and advise on the Sustainability Appraisal and Strategic Environmental Assessment of the plan.

PART 4: MONITORING AND REVIEW

Delivery Agreement

- 4.1. The Council will monitor progress against the Delivery Agreement throughout preparation of the LDP, to ensure that the aims and principles of the Community Involvement Scheme (CIS) are met in line with the target timetable. Where necessary reports will be made to the Council's Cabinet.
- 4.2. Circumstances in which the Agreement may need to be reviewed and amended include:
 - If the process falls 4 months or more behind schedule;
 - If any significant changes are required to the CIS;
 - If there is significant change in the resources available to the Council;
 - If new European, UK or Welsh Government legislation, regulations or guidance should require new procedures or tasks to be undertaken; or
 - If any other change of circumstances should materially affect the delivery of the plan in accordance with the Agreement.
- 4.3. Should the Agreement require review prior to or after the indicative stage review (outlined below) a revised Agreement will be sent to the Welsh Government for agreement. Once agreed this will be made available on the Council's website.

LDP Post-adoption

- 4.4. After it has been adopted the Council will monitor the plan on an annual basis and report the findings in an Annual Monitoring Report (AMR). Future reviews or amendments to the plan, will go through the same stages of preparation as the original plan and within 6 months of the decision to undertake a review the Council will publish a timetable for review of the plan. The Council will also apply the general principles outlined in the CIS when it reviews and carries out any amendments to the plan. A full review of the plan will be undertaken at least once every 4 years.

APPENDIX A: CONSULTATION BODIES

Internal Consultees

To be consulted at all stages in the preparation of the LDP

- Cardiff County Councillors
- Cardiff Council Service Areas

External Consultees

Specific Consultation Bodies

The Council will consult the following specific consultation bodies at all stages in the preparation of the LDP:

- Welsh Government
- Natural Resources Wales
- CADW
- Network Rail Infrastructure Limited (Western & Wales) – Property)
- Secretary of State for Transport (in relation to previous Strategic Rail authority functions)
- Cardiff and the Vale University Health Board
- Cardiff Community Councils
 - Lisvane Community Council
 - Old St Mellons Community Council
 - Pentyrch Community Council
 - Radyr & Morganstown Community Council
 - St Fagans Community Council
 - Tongwynlais Community Council
- Adjoining Local Authorities and South East Wales Authorities
 - Bristol City Council
 - Caerphilly County Borough Council
 - Newport City Council
 - Rhondda Cynon Taf County Borough Council
 - Vale of Glamorgan Council
 - Bridgend County Borough Council
 - Merthyr Tydfil County Borough Council
 - Torfaen County Borough Council
 - Blaenau Gwent County Borough Council
 - Monmouthshire County Council
- Adjoining Community Councils
- Mobile Phone Operators
 - Hutchinson
 - O2 UK
 - Orange
 - T-Mobile (UK) Ltd
 - Virgin Media
 - Vodafone

- Service Providers
 - Network Rail Infrastructure
 - British Gas
 - BT Group Plc
 - Virgin Media
 - Dwr Cymru Welsh Water
 - National Grid
 - Npower
 - Powergen
 - Swalec
 - Transco
 - Wales & West Utilities
 - Western Power Distribution

General Consultation Bodies

The following is a list of general consultation bodies to be consulted at the relevant stages outlined in the preparation of the LDP. This list is not intended to be exhaustive and other organisations and bodies who wish to be involved can be added and consulted where appropriate:

- Age Concern Cardiff & Vale
- Age Concern Cymru
- Transport for Wales
- Arts Council of Wales
- Associated British Ports
- Association of Inland Navigation Authorities
- Black Environment Network
- Business in the Community Wales
- Cadw
- Cadwyn Housing Association
- Caldicot & Wentlooge Levels Drainage Board
- Campaign for Real Ale
- Campaign for the Protection of Rural Wales
- Cardiff & District Allotments Association
- Cardiff & Vale Coalition of Disabled People
- Cardiff & Vale Mental Health Development Project
- Cardiff & Vale Parents Federation
- Cardiff Bus
- Cardiff Business Safe
- Cardiff Chamber of Commerce, Trade and Industry
- Cardiff Civic Society
- Cardiff Community Health Council
- Cardiff Community Housing Association
- Cardiff Cycling Campaign
- Cardiff Fiends of the Earth

- Cardiff Gypsy Sites Group
- Cardiff Heliport
- Cardiff International Airport Ltd.
- Cardiff Prison
- Cardiff University
- Cardiff YMCA
- Care & Social Services Inspectorate Wales
- CBI Wales
- CCAB
- Cemex UK
- Church in Wales
- CILT (UK) Cymru
- Citizens Advice Bureau
- Civic Trust for Wales
- Civil Aviation Authority
- Coal Authority
- Coed Cadw (the Woodland Trust)
- Commission for Racial Equality
- Confederation Of British Industry
- Confederation of Passenger Transport
- Country Land and Business Association
- Defence Estates
- Design Circle - RSAW South
- Design Commission for Wales
- Disability Wales
- Energy Savings Trust Ltd
- Equal Opportunities Commission
- Federation of Small Businesses
- Fields In Trust
- Freight Transport Association
- Friends of Nantfawr Community Woodland
- Friends of the Earth Cymru
- Glamorgan Gwent Housing Association
- Glamorgan-Gwent Archaeological Trust
- Great Western Trains Company Limited
- Gwalia
- Health & Safety Executive
- Home Builders Federation
- Home Office Crime Team in Wales
- Inland Waterways Amenity Advisory Council
- Institute of Cemetery and Crematorium Management
- Jehovahs Witness Mid Glamorgan No. 1 Circuit
- Landscape Institute Wales
- Lisvane Community Association
- Lisvane Graig Protection Society
- Living Streets Cardiff
- Llamau

- Llandaff Society
- Mineral Products Association
- Mobile Operators Association
- National Car Parks Limited
- National Express Ltd
- National Grid
- National Grid Property Holdings
- National Museum Wales
- NFU Cymru
- NPFA Cymru
- Planning Aid Wales
- Planning Inspectorate
- Quarry Products Association
- Ramblers Cymru
- Ramblers Cymru Cardiff Group
- Rhiwbina Civic Society
- Road Haulage Association Ltd
- Royal Commission on the Ancient & Historical Monuments of Wales
- Royal Mail Group plc
- RSPB Cymru
- Rumney Community Development Association
- SE Wales Local Energy Support Team
- South Wales Fire & Rescue Service
- South Wales Police
- Sports Council for Wales
- Sustrans Cymru
- Trajectory
- University of Wales Institute Cardiff
- Voluntary Action Cardiff
- Wales & West Housing Association
- Wales Council for Voluntary Action
- Welsh Ambulance Services NHS Trust
- Welsh Federation of Housing Associations
- Welsh Historic Garden Trust (Mid and South Glamorgan Branch)
- Welsh Historic Gardens Trust
- Wildlife Trust for South and West Wales

APPENDIX C: TABLE SUMMARISING INVOLVEMENT IN LDP STAGES

Consultation Stage	Purpose	Timescale	Summary of Involvement	Reporting Mechanism
Delivery Agreement	Set out timetable for plan preparation and process of involvement.	January 2020 to March 2020	<ul style="list-style-type: none"> 8 week consultation on content of Delivery Agreement in Dec 2019/Jan 2020. 	<ul style="list-style-type: none"> All information available on website.
Evidence base	To have a clear understanding of the dynamic social, environmental and economic characteristics and issues that exist within Cardiff. As part of this information gathering the Council will invite developers and landowners to submit candidate development sites for potential inclusion in the plan.	Dec 2019 to June 2022 (with necessary updates thereafter)	<ul style="list-style-type: none"> 6 week consultation on SA Scoping Report Invitation for Candidate Site submissions. Opportunity to engage as part of preparation of Preferred Strategy outlined below. 	<ul style="list-style-type: none"> Updated information on both processes will be available on website.
Preferred Strategy	To develop the LDP vision and objectives for the area, based on an understanding of the relevant issues. From this base, strategic options will be identified and assessed leading to the identification of strategic sites to feed into the Preferred Strategy. In parallel, the SA and other assessments will be undertaken.	March 2020 to November 2021	<ul style="list-style-type: none"> Stakeholder Conference 'Launch Event' at early stage of development of vision/objectives, alternative strategies and options. Involvement in development of the Preferred Strategy focussing engagement upon vision/objectives, evidence base/issues and alternative strategies and options. 6 week consultation on Preferred Strategy and Initial SA report consultation. 	<ul style="list-style-type: none"> A report will be prepared setting out the Council's response to all comments made on the Preferred Strategy and Initial SA Report. All information available on website.

Consultation Stage	Purpose	Timescale	Summary of Involvement	Reporting Mechanism
Deposit	To pay due regard to the foregoing consultation exercises and stakeholder engagements and formulate and consult on a Deposit Plan.	December 2021 to November 2022	<ul style="list-style-type: none"> 6 week consultation on Deposit LDP together and Final SA Report. 	<ul style="list-style-type: none"> A final consultation report will be prepared setting out the Council's response to all comments made on the Deposit Plan and Final SA Report. All information available on website.
Submission of LDP to WG	To submit the Deposit Plan, Sustainability Appraisal Report, Community Involvement Scheme, copies of all representations received, key supporting evidence, the Consultation Report, the report on the LPA's suggested changes and a Statement of the main issues to the WG and the Planning Inspectorate.	March 2023 (Indicative)	<ul style="list-style-type: none"> Once submitted, the examination process will be undertaken by an Independent Inspector. An independent Programme Officer employed by the Council will provide the first point of contact to stakeholders providing a link between the authority and the Inspector. Information will be made available on the forthcoming examination process. 	<ul style="list-style-type: none"> All information available on examination website and library.
Independent examination	Following this submission an Inspector will be appointed to examine the Deposit Plan to determine whether it satisfies the preparation requirements of the 2004 Act and whether it is "sound" The examination will also consider representations including objections that have been made in accordance with the LDP Regulations.	March to September 2023 (Indicative)	<ul style="list-style-type: none"> Arrangements for public participation in the examination process will be advertised nearer the time (at least 6 weeks before the opening of the examination). 	<ul style="list-style-type: none"> All information available on examination website and library.

Consultation Stage	Purpose	Timescale	Summary of Involvement	Reporting Mechanism
Inspectors Report	The Inspector will publish a report outlining the examination's findings, together with any changes to the Deposit Plan and reasons for those recommendations. The Inspector's decisions will be binding upon the Council.	September 2023 (indicative)		
Adoption	The Council is required to adopt the final LDP incorporating the Inspector's recommendations within 8 weeks of receiving it, unless the Welsh Government intervenes.	October 2023 (indicative)	<ul style="list-style-type: none"> On or before the day on which the LDP is adopted, the Council will publish the Inspector's Report and make it available for inspection and to view on Council's web site. The Local Development Plan will become operative on the date it is adopted, and final publication of the Plan should follow as soon as possible (after the expiry of the six-week legal challenge period). 	

APPENDIX D: RISK MANAGEMENT

The proposed timetable for plan preparation is considered to be realistic and achievable having regard to the scope of work the Council believes to be involved having regard to existing Welsh Government regulations and guidance, and the resources the Council is able to commit to plan preparation. While every effort will be made to avoid deviations from the proposed timetable, the Council has identified a number of potential risks which are set out below, together with the Council's proposed approach to managing them. The timetable, together with the anticipated work programme and available resources will be kept under continual review to monitor possible slippage or other impacts resulting from the risks identified or other causes. Where necessary, progress reports will be made to the Council's Cabinet.

Risk	Potential Impact	Mitigation
<ul style="list-style-type: none"> Additional requirements arising from new legislation, national guidance and/or new evidence 	<ul style="list-style-type: none"> Additional work required, causing programme slippage 	<ul style="list-style-type: none"> Monitor emerging legislation/guidance/evidence and respond early to changes
<ul style="list-style-type: none"> Programme/timetable proves too ambitious for resources available due to greater than anticipated workload e.g. number of representations 	<ul style="list-style-type: none"> Programme slippage 	<ul style="list-style-type: none"> Realistic timetable prepared with some flexibility Consider additional resources when required
<ul style="list-style-type: none"> Insufficient information to enable preparation of a sound plan (e.g. up to date population projections) to undertake SEA of proposals 	<ul style="list-style-type: none"> Programme slippage 	<ul style="list-style-type: none"> Identify expectations of consultees in Delivery Agreement
<ul style="list-style-type: none"> Delays caused by Council delaying approval of documents 	<ul style="list-style-type: none"> Programme slippage 	<ul style="list-style-type: none"> Undertake Scrutiny process together with wider Member Briefing to raise awareness
<ul style="list-style-type: none"> Delay caused by scheduling of Cabinet Business, Planning or Scrutiny Committee meetings 	<ul style="list-style-type: none"> Programme slippage 	<ul style="list-style-type: none"> Monitor progress against Delivery Agreement Book target meetings in Council's Forward Plan
<ul style="list-style-type: none"> Significant Objections from Statutory Consultation Bodies 	<ul style="list-style-type: none"> LDP cannot be submitted for examination without significant work 	<ul style="list-style-type: none"> Ensure the views of statutory bodies are sought and considered as early as possible
<ul style="list-style-type: none"> Planning Inspectorate unable to meet the timescale for examination and reporting 	<ul style="list-style-type: none"> Examination and/or report is delayed Key milestone in programme not met 	<ul style="list-style-type: none"> Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g. Consultation on LDP)
<ul style="list-style-type: none"> LDP fails test of soundness 	<ul style="list-style-type: none"> LDP cannot be adopted without additional work 	<ul style="list-style-type: none"> Ensure LDP is sound, founded on a robust evidence base with sustainability appraisal and well audited community and stakeholder engagement
<ul style="list-style-type: none"> Legal challenge 	<ul style="list-style-type: none"> Adopted LDP quashed Significant slippage/ additional work 	<ul style="list-style-type: none"> Ensure procedures, Act, Regulations etc, are complied with and no undue risks taken

CABINET MEETING: 21 NOVEMBER 2019

**LOCAL AIR QUALITY MANAGEMENT – CARDIFF COUNCIL AIR
QUALITY ANNUAL PROGRESS REPORT 2019**

**STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO
WILD)**

AGENDA ITEM: 11

Reason for this Report

1. The purpose of this report is to seek approval for the 2019 Cardiff Council (CC) Local Air Quality Management (LAQM) Annual Progress Report (APR) based upon on air quality datasets obtained in 2018. This report requires Cabinet to approve and recommend the finalisation of the 2019 Annual Progress Report for submission to Welsh Government for approval.

Background

2. Under Section 82 of the Environment Act 1995 every local authority has an obligation to regularly review and assess air quality in their areas, and to determine whether or not air quality objectives to protect health are likely to be achieved. Where the air quality reviews indicate that the air quality objectives are not being achieved, or are not likely to be achieved, Section 83 of the 1995 Act requires local authorities to designate an Air Quality Management Area ('AQMA'). Section 84 of the Act ensures that 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.
3. 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).
4. The Annual Progress Report provides details on the ratified data for air quality monitoring undertaken in 2018 within the Cardiff Council area.
5. Welsh Government issue statutory policy guidance to Local Authorities under section 88 of the Environment Act 1995 to bring the local air quality management system in Wales into line with the sustainable development principle outlined in Welsh Government's Well-being for Future Generations legislation, 2015. This guidance, with which local authorities

must have regard to when carrying out their air quality functions under the Environment Act 1995, sets out that authorities in Wales have to produce an Annual Progress Report in **draft** by 30th September each year and publish it by 31st December at the latest. This report must include monitoring results for the previous calendar year, a progress report on action plan implementation and an update on any new policies or developments likely to affect local air quality.

6. This Annual Progress Report satisfies the above criteria examining ratified datasets for air quality monitoring undertaken in 2018 within the Cardiff Council area.
7. Poor air quality is now considered the largest environmental risk to public health in the UK.¹ There is clear scientific evidence that 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 conditions.
8. In the UK, in the context of air quality management, the main air pollutants that are the primary public health concern are particulate matter and Nitrogen Dioxide (NO₂). In the UK, it has been estimated that an equivalent of 23,500 deaths can be attributed to long-term exposure to NO₂ each year.²
9. The principle source of these pollutants is from road transport emissions, particularly from diesel cars. In 2012, the International Agency for Research on Cancer listed diesel exhaust pollution as a Class 1 carcinogen³ and extended this to all ambient air pollution in 2013.⁴
10. Public Health Wales has stated that poor air quality is the second greatest public health concern after smoking and is the most significant environmental determinant of health. In Wales, based on data for the period 2011-2012, it has been estimated that an equivalent of 1,100 avoidable deaths can be linked to NO₂ exposure each year.
11. Poor air quality does not only cause ill health, it also has a wider societal cost. Accounting for health service costs and reduced productivity through lost workdays in the UK this is significant, standing at around £20bn every year.⁵
12. Some people are more at risk than others. Air pollution can disproportionately affect vulnerable population groups (e.g. children, older people, people with underlying chronic disease), as well as those

¹ 'Estimating local mortality burdens associated with particulate air pollution', Public Health England, (2014)

² 'Improving air quality in the UK: tackling nitrogen dioxide in our towns and cities: UK overview document' Defra (2015)

³ International Agency for Research on Cancer, (June 2012)

⁴ International Agency for Research on Cancer, (October 2013)

⁵ 'Every breath we take: the lifelong impact of air pollution', Royal College of Physicians and Royal College of Paediatrics and Child Health (2016).

exposed to higher levels because of living or commuting in urban or deprived locations.⁶

13. 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 can be attributed to NO₂, with many more citizens suffering ill health as a consequence of poor air quality.⁷

Issues

Air Quality in Cardiff

14. There are currently four Air Quality Management Areas (AQMAs) declared across Cardiff which have all been declared due to exceedances of the annual mean NO₂ Air Quality Standard (40ug/m³), known to be derived from road transport. These areas are:
 - **Cardiff City Centre AQMA** (declared 1/4/13 to incorporate Westgate Street; formerly St Marys St AQMA);
 - **Ely Bridge AQMA** (declared 1/2/07);
 - **Stephenson Court AQMA** (declared 1/ 12/10); and
 - **Llandaff AQMA** (declared 1/4/13).
15. The 2019 Annual Progress Report presents monitoring data captured in 2018. In line with the Cardiff Council's (CC) statutory duties under Part IV of the Environment Act 1995, Shared Regulatory Services on behalf of CC 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).

Automated Monitoring Network

16. Cardiff has two automatic air quality monitoring sites located at Frederick Street in the City Centre and on Richard's Terrace, just off Newport Road.
17. The Frederick Street (Urban Background) site monitors on a 24/7 basis measuring levels of NO₂, PM₁₀ & PM_{2.5}, SO₂, CO and O₃ feeding data directly into Defra's Automatic Urban and Rural Network (AURN).
18. The Richard's Terrace site (Urban Traffic/ Roadside) is a newly commissioned site (April 2018) and monitors on a 24/7 basis measuring levels of NO₂ & PM₁₀ at that location, feeding data directly into Defra's Automatic Urban and Rural Network (AURN).

⁶ National Institute for Health and Care Excellence 2017; WHO Regional Office for Europe 2016

⁷ Estimating local mortality burdens associated with particulate air pollution, Public Health Wales (2014).

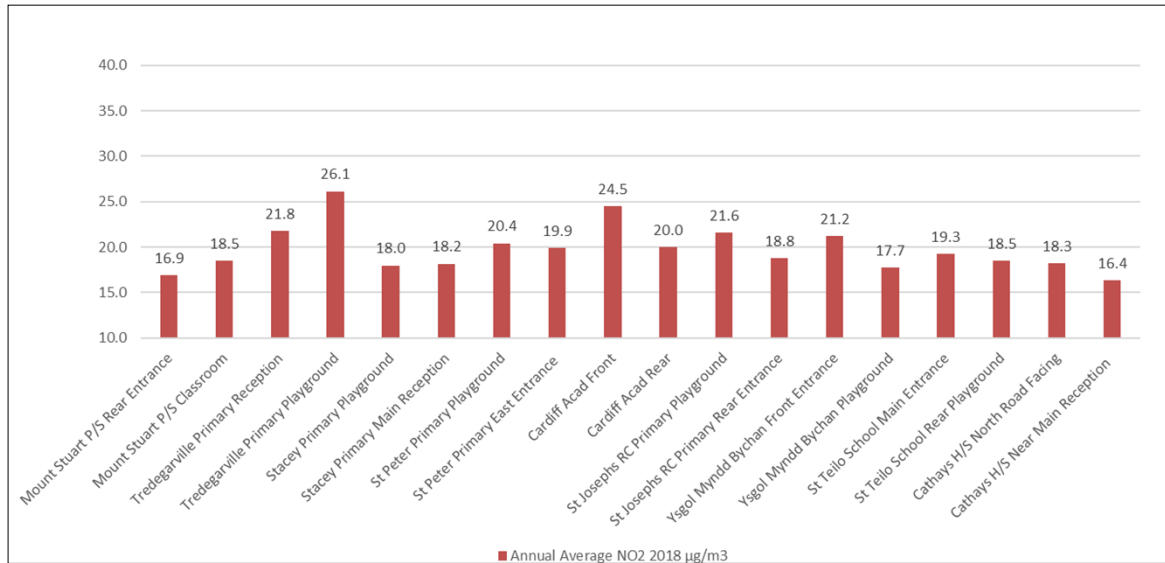
Non-automatic Monitoring Sites

19. In 2018 CC operated 85 specifically allocated non automatic monitoring sites in Cardiff which monitor levels of Nitrogen Dioxide (NO₂).
20. In 2018, out of the 85 monitoring locations only 7 recorded exceedences of the annual average objective set for NO₂ (40µg/m³). Of the 7 exceedences, 6 were recorded within the already established air quality management areas (AQMA).
21. The monitoring location which recorded an exceedance of the annual average objective for NO₂ is identified as Site 179.
22. Site 179 is not representative of relevant exposure and datasets collected at this monitoring location would apply ONLY to the 1-hour objective set for NO₂ due to its commercial nature (200µg/m³, not to be exceeded more than 18 times per year). The monitoring at this location does not indicate that the 1 hour mean objective would be exceeded.
23. The monitoring data confirms the findings of previous reports in that, for the six regulated pollutants other than nitrogen dioxide (particulate matter, sulphur dioxide, carbon monoxide, benzene, 1,3 butadiene and lead) **there were no recorded exceedences of the applicable air quality objectives**

School Monitoring and Results

24. As part of the NO₂ monitoring network, new for 2018 SRS & CC began a monitoring campaign at 9 specific schools across the borough. Cardiff Councillors motioned a review of the current air quality monitoring network established across the borough and it was highlighted that there is a requirement to monitor local air quality in and around school buildings. It was decided that those schools to be monitored will be those highlighted in last year's Client Earth report which discussed potential detrimental air quality impacts at schools in relatively close proximity to major road networks. The report detailed 9 schools within 150m of roads with potentially harmful concentrations of nitrogen dioxide (NO₂);
 - Ysgol Mynydd Bychan, Gabalfa
 - St Joseph's RC Primary, Gabalfa
 - Stacey Primary, Roath
 - Tredegarville CIW Primary, Adamsdown
 - Cardiff Academy, Roath
 - Mount Stuart Primary, Butetown
 - St Peter's RC Primary, Roath
 - Cathays High School, Cathays
 - St Teilo's CIW High School, Llanedeyrn
25. The graph below clearly demonstrates that each school's monitoring locations showed compliance with the NO₂ air quality objectives in 2018,

with a maximum result of 26.1 $\mu\text{g}/\text{m}^3$ recorded at Tredegarville Primary School.



Results in AQMAs

City Centre AQMA

26. As detailed in Table 1 average NO_2 results at residential façades within the City Centre AQMA in 2018 show evidence of improvement compared to the 2017 datasets. However it should be noted that annual levels of NO_2 at residential accommodation on Westgate Street (Sites 126, 143 & 144) remain elevated and close to the objective with NO_2 concentrations $>37\mu\text{g}/\text{m}^3$ recorded. Also increases in levels have been recorded at kerbside locations in the City Centre AQMA on Westgate Street and Havelock Street.

Ely Bridge AQMA

27. Monitoring undertaken within the Ely Bridge AQMA, at the façade of residential properties (Site 117 & Site 192) recorded annual average levels of $\text{NO}_2 >39.7\mu\text{g}/\text{m}^3$. Although levels captured are compliant with the air quality objectives, they are still of a concern and thus the AQMA should remain in place.

Llandaff AQMA

28. As acknowledged by the report, residential monitoring locations within the Llandaff AQMA, in general, indicate compliance with the annual average objective. Those sites demonstrating compliance include (Site 33, 99 & 208). It must be noted that Site 212 **does indicate** an exceedance of the annual average objective with an annual average reading of $47.1\mu\text{g}/\text{m}^3$, however data capture at this location was low for 2018 due to continued vandalism of the station, which therefore meant that ratification and adjustments were applied to calculate a corrected final result. From a professional opinion, due to the adjustments required, the final result for Site 212 does not necessarily represent a true

understanding for annual average levels at this location. Monitoring has therefore continued in 2019, and a further review of the results will be assessed provided a more accurate data set is obtained. The 2019 datasets captured to date outline lower levels than those generated in 2018, working towards the limit of compliance.

29. In an effort to reassure local residents, as referenced in the 2018 APR, officers have explored the idea of improving monitoring capabilities in the Llandaff AQMA by investing in an automated monitoring system. At the time of writing this report, via a S106 contribution in accordance with relevant planning applications in the vicinity of the Llandaff AQMA, a near real-time indicative air quality monitor (AQ Mesh Pod has been purchased to be installed within the Llandaff AQMA boundary).

Stephenson Court, Newport Rd, AQMA

30. All three monitoring sites within the Stephenson Court AQMA (Sites, 81, 131 & 198) show compliance with the annual average objective, however results remain elevated, particularly at Site 131 which is encroaching on the UK objective, and thus the AQMA will be maintained

Summary of Results in the AQMAs

31. Table 1 below summarises the average concentrations monitored at various at residential facades within the 4 AQMAs since 2012 representing worse case exposure i.e., at residential properties. For 2018, the datasets for annual average NO₂ do show some signs of improvement for a few of the AQMAs, namely City Centre and Stephenson Court. The results do demonstrate that annual average datasets for Ely Bridge and Llandaff have slightly worsened, however it must be noted that the results take account of new monitoring sites that were amended and added in 2018, therefore results reflect an average of different monitoring sites from previous years.

Table 1. Annual Average NO₂ Concentration (µg/m³) Air Quality Standard =40 µg/m³

AQMA	Annual Average NO ₂ Concentration (µg/m ³) Air Quality Standard =40 µg/m ³						
	2012	2013	2014	2015	2016	2017	2018
City Centre	41.5	42.1	42.1	38.2	38.7	38.2	35.6
Stephenson Court	47.9	43.9	41.2	39.5	39.6	36.7	36.1
Ely Bridge	42.6	44.9	42.3	39.5	41.3	38	39.9
Llandaff	43.0	39.1	37.2	32.3	35.0	32.5	34.2

32. Although the 2018 data indicates that compliance is met in the four AQMAs, the Welsh Government has stated that *'air just barely compliant with the objectives is not 'clean' and still carries long-term health risks and while compliance with the national air quality objectives is essential,*

*it is desirable to keep levels of pollution as low as reasonable practicable.*⁸

33. There are no monitoring sites in the district with annual average concentrations above 60 µg/m³ in 2018. Therefore this indicates it is unlikely that the hourly nitrogen dioxide objective was exceeded.

Action Plans and Development of a Clean Air Strategy

34. Cardiff Council has a statutory requirement to produce an Air Quality Action Plan (AQAP) for each identified AQMAs within the local authority area.
35. In 2017 the Council gave a commitment to produce a Clean Air Strategy and Action Plan by 2018. This objective of this report was to develop an Action Plan to address air quality issues not only in the AQMAs, but across all of Cardiff.
36. Highlighting this commitment, in 2018, SRS & CC developed a citywide Clean Air Strategy & Action Plan (CASAP) for Cardiff. The strategy coincides with Cardiff's Capital Ambition report and helps to implement and deliver the priorities outlined in the Ambition report with an overarching aim to improve air quality to protect and improve public health in Cardiff. The CAS & Action Plan appoints strategic measures that will look to generate a positive impact to citywide air quality levels, in particular traffic derived NO₂ levels. Each measure has endured a cost benefit appraisal procedure by weighting the measures in terms of air quality impact, cost and timescale. The key theme of the strategic measures is to increase the uptake of sustainable modes of transport by influencing a behavioural change in Cardiff.

Legal Direction from Welsh Government

37. In addition to Cardiff's 4 AQMAs and CASAP work, following the formal publication of Defra's UK detailed air quality plan to tackle roadside nitrogen dioxide (NO₂) concentrations in July 2017, it was identified that Cardiff would continue to exceed EU & UK Air Quality Directive Limit Values for NO₂ beyond 2020.
38. The report detailed modelled projections from the Joint Air Quality Unit (JAQU) which showed continued non-compliance of the national annual average NO₂ standard beyond 2021 along identified road networks. The roads which have been modelled as exceeding the annual limit value were the A4161, the A4232, the A4234, the A470 and the A48. These areas of exceedence also featured in the CASAP document as any mitigation measures implemented on the referenced road links will have an impact on the LAQM AQMAs.
39. As a result in March 2018 under Part IV of the Environment Act 1995, Section 85(7), Welsh Government issued a formal direction to CC to

⁸ [Welsh Government Local air quality management in Wales Policy guidance June 2017](#)

address its air quality concerns, with particular reference to the specified 5 road links. The direction has been governed by the Welsh Minister for Environment who has determined that the direction deemed necessary to meet obligations placed upon the United Kingdom under the EU Ambient Air Quality Directive (2008/50/EC).

40. The direction came into force, as signed by the Minister, on 15th February 2018, and was delivered to Cardiff Council on 09th March 2018. The direction has a schedule of specified activities, and states:

'Under the Environment Act 1995 (Feasibility Study for Nitrogen Dioxide Compliance) Air Quality Direction 2018, the Welsh Ministers make this direction having determined that it is necessary in order to meet obligations placed upon the United Kingdom under the EU Ambient Air Quality Directive.'

Cardiff Council will undertake, as part of the UK plan for tackling roadside nitrogen dioxide concentrations 2017, a feasibility study in accordance with the HM Treasury's Green Book approach, 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.'

41. Further to the Councils statutory duty under Part IV of the Environment Act, the Direction places, a further legal duty on Cardiff Council to undertake the requirements of the direction as detailed above within the specified timescales
42. The Direction required an Initial Plan to be submitted to Welsh Government by the 30th September 2018 and this report has now been submitted to Welsh Government.
43. The Direction also required that by 30th June 2019 at the latest a **Final Plan** Identifying in detail the preferred option for delivering compliance in the shortest possible time, must be submitted to Welsh Government.
44. The results of the local modelling presented in the Initial Plan, differed to that undertaken by Defra using the Pollution Climate Mapping model. Defra's modelling identified two road links under baseline conditions which were projected to show non-compliance beyond 2021, namely the A48 and the A4232. The localised modelling identified only one road link under baseline conditions projected to show non-compliance beyond 2021, this being the A4161 Castle Street, in the City Centre.
45. Within the Initial Plan Report a long list of measures developed from the CASAP were qualitatively assessed against a primary objective of achieving compliance with set air quality objectives in the shortest possible time. The measures were considered against secondary objectives and were subjected to further qualitative assessments against the WelTAG Well-being Aspects.
46. The Council's recently published [Full Business Case](#) (Final Plan)

documents early intervention measures as well as aspired measures the Council are endorsing to improve localised air quality on the outlined A4161 Castle Street with a vision of improving citywide air quality levels. These measures include;

- Implementation of Electric Buses – 36 Electric Buses to be implemented on a number of routes within the City Centre;
 - Bus Retro Fitting Programme;
 - Taxi Licensing Policy and Mitigation Scheme;
 - City Centre Transportation Improvements ; and
 - Active Travel Measures.
47. The FBC demonstrates that the outlined package demonstrates the greatest level of compliance on Castle Street, with 31.9µg/m³ forecasted in 2021 as a result of the implementation of the measures. In addition to achieving compliance on Castle Street, the impact of the package of measures was also been modelled at local air quality monitoring locations, including those locations within existing Air Quality Management Areas (AQMAs). The results of the modelling indicated that all monitoring locations are expected to have concentrations below the 40 µg/m³ which further demonstrates that the package of measures will improve local air quality including within existing AQMAs.
48. The feasibility Study ultimately becomes a city wide Action Plan to address air quality, as the project to date has not only focussed on roads modelled to exceed the NO₂ limit value, but has also assessed likely compliance within the AQMAs.

Well-being of Future Generations (Wales) Act 2015 implications

49. SRS & CC adopt the principles of The Well-being of Future Generations (Wales) Act 2015 (WFG). The act is a significant enabler to improve air quality as it 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.
50. The Well-Being of Future Generations (Wales) Act 2015 places a 'well-being duty' on public bodies aimed at achieving seven national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
51. In discharging its duties under the 2015 Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2019-22:

52. When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well-being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.
53. The well-being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
- Look to the long term
 - Focus on prevention by understanding the root causes of problems
 - Deliver an integrated approach to achieving the seven national well-being goals
 - Work in collaboration with others to find shared sustainable solutions
 - Involve people from all sections of the community in the decisions which affect them

Reason for Recommendations

54. To enable Cardiff Council to submit the Annual Progress Report on Local Air Quality Management to Welsh Government.

Financial implications

55. SRS has an existing budget to complete a programme of air quality monitoring across Cardiff. The measures to achieve compliance with the Air Quality Legal direction have been submitted to the Welsh Government who will provide the funding for these schemes.

Legal Implications

56. The legislative framework is set out in the body of the report. However, in addition when considering this matter Cabinet should have regard to the general legal advice set out below.

General Legal Implications

57. The decision about these recommendations must be made in the context of the Council's public sector equality duties. The Council has to satisfy its public sector duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties, Councils

must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. The 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.

58. Also in considering this matter Cabinet must also have regard to the Council’s wider obligations under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

HR Implications

59. There are no HR implications to this report.

Property Implications

60. No immediate property implications are anticipated from the Cardiff Annual Air Quality Progress Report 2019.
61. Any future requirement to use Council land or property to deliver the objectives of the Cardiff Annual Air Quality Progress Report 2019 should be done so in accordance with the Corporate Property Strategy, Council’s Asset Management process and in consultation with Strategic Estates and relevant service areas.

RECOMMENDATIONS

Cabinet is recommended to:

1. Note and accept the monitored results gathered in 2018;
2. Approve the 2019 Annual Progress Report (as attached as Appendix 1) for submission to Welsh Government for approval.

SENIOR RESPONSIBLE OFFICER	Andrew Gregory Director of Planning, Transport & Environment
	16 November 2019

The following appendix is attached:

Appendix 1: Cardiff Council Annual Air Quality Progress Report 2019.

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2019 Annual Air Quality Progress Report for Cardiff Council

In fulfillment of Part IV of the
Environment Act 1995
Local Air Quality Management

September 2019



Local Authority Officer	Craig Lewis
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Telephone	
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Report Reference number	LAQM.2019PR
Date	12 th September 2019

Executive Summary: Air Quality in Our Area

Air Quality in the City of Cardiff Council

Local authorities have 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. Under Section 82 of the Environment Act 1995 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 and outlined in a specific Air Quality Action Plan (AQAP) to ensure that air quality in the identified area improves.

In line with the Cardiff Council's (CC) statutory duties under Part IV of the Environment Act 1995, Shared Regulatory Services on behalf of CC 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).

With regards to prioritising ambient air quality sampling locations, the Council adopts a risk based approach to any allocation of monitoring sites, considering the requirements of The Department for Environment, Food and Rural Affairs' (Defra) Local Air Quality Management Technical Guidance 16 (TG16), February 2018. The designated monitoring locations are assigned based on relevant exposure and where the certain Air Quality Objective levels for a particular pollutant applies. TG16 states that annual mean objectives should apply at "All locations where members of the public might be regularly exposed. Building facades of residential properties, schools, hospitals, car homes etc."

Automatic Monitoring Sites- Cardiff has two automatic air quality monitoring sites located at Frederick Street in the City Centre and on Richard's Terrace, just off Newport Road.

- **Cardiff Frederick Street (Urban Background)**

The site monitors on a 24/7 basis measuring levels of NO₂, PM₁₀ & PM_{2.5}, SO₂, CO and O₃ feeding data directly into Defra's Automatic Urban and Rural Network (AURN).

- **Richard's Terrace, Newport Road (Urban Traffic/ Roadside)**

Commissioned in April 2018 site monitors on a 24/7 basis measuring levels of NO₂ & PM₁₀ at that location, feeding data directly into Defra's Automatic Urban and Rural Network (AURN).

Non-automatic Monitoring Sites- In 2018 there were 85 specifically allocated non automatic monitoring sites across Cardiff which monitored levels of nitrogen dioxide (NO₂). These sites are supported and maintained by SRS on behalf of the CC. The non-automatic sites do not provide live data; instead they consist of diffusion tubes which are placed at each of the sites, collected and replaced on a rolling monthly basis. The results derived from the tube sampling are then averaged over the year to enable a comparison of the results against the annual average (**40µg/m³**) and 1-hour (**200µg/m³ not to be exceeded > 18 times per year**) air quality objectives for NO₂.

For 2018 the NO₂ diffusion tube network was extensively reviewed and amended to improve and encapsulate a wider foot print of the Cardiff Council area. As part of the improvements new monitoring sites were commissioned within the designated AQMAs.

In 2018, 7 NO₂ diffusion tube locations recorded exceedences of the annual average objective set for NO₂ (40µg/m³). Of the 7 exceedences, 6 were documented within the already established air quality management areas (AQMA). The remaining exceedence is discussed in **Section 2.2** of this report.

In accordance with Welsh Government's (WG) Local Air Quality Management Policy Guidance, July 2017, SRS and CC recognise that there is no defined "safe level" when describing levels of air quality. It is noted that the annual average datasets do highlight monitoring sites established outside the designated AQMA areas with elevated annual average NO₂ readings. These sites will need to be closely scrutinised to ensure the annual average objective is not breached in future years. This is discussed in further detail in **Section 2.2**.

There were no recorded exceedences of the 1-hour NO₂ objective at any of the monitoring locations in 2018.

Based on monitoring results and further detailed assessments, there are currently four Air Quality Management Areas (AQMAs) declared across Cardiff which have all been 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 and **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 1- Boundary of Cardiff City Centre AQMA

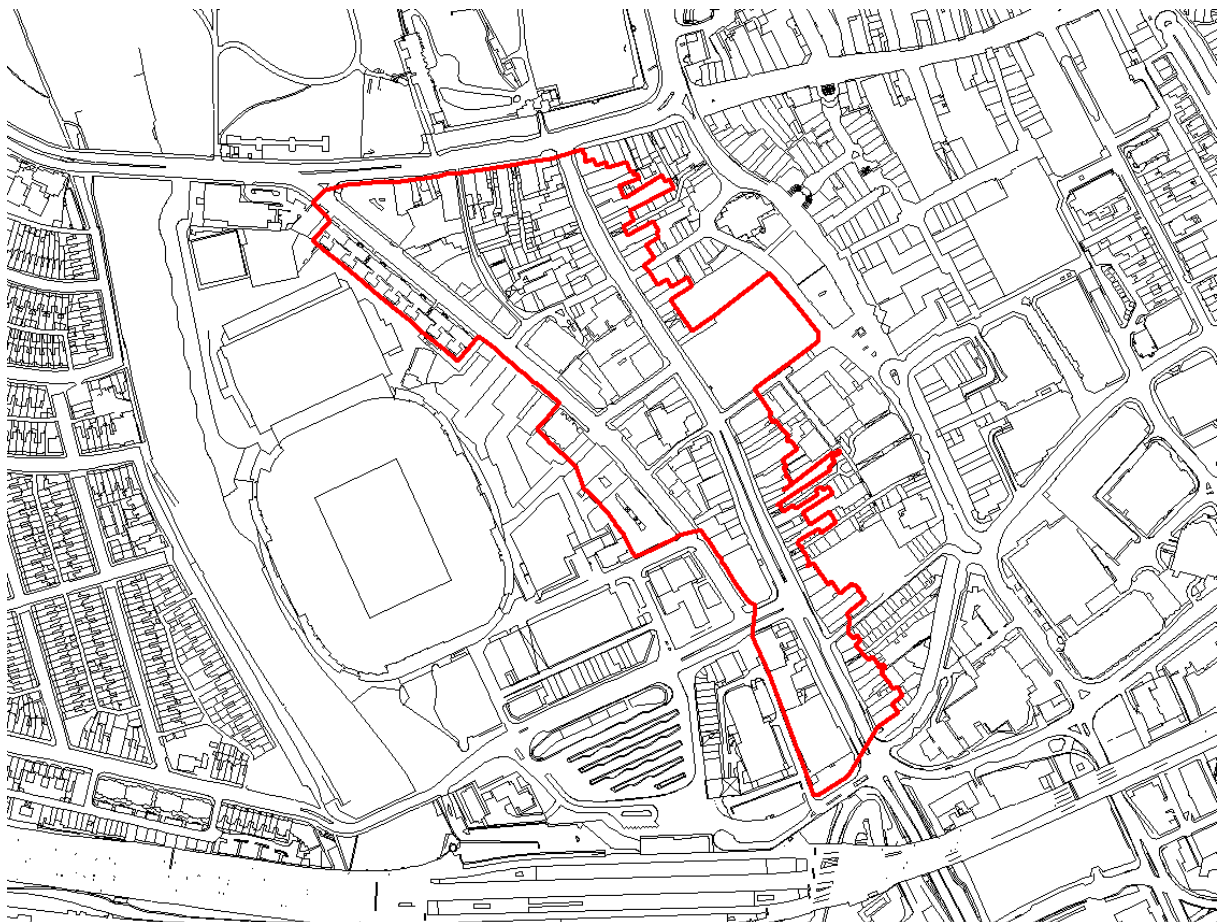


Figure 2- Boundary of Ely Bridge AQMA

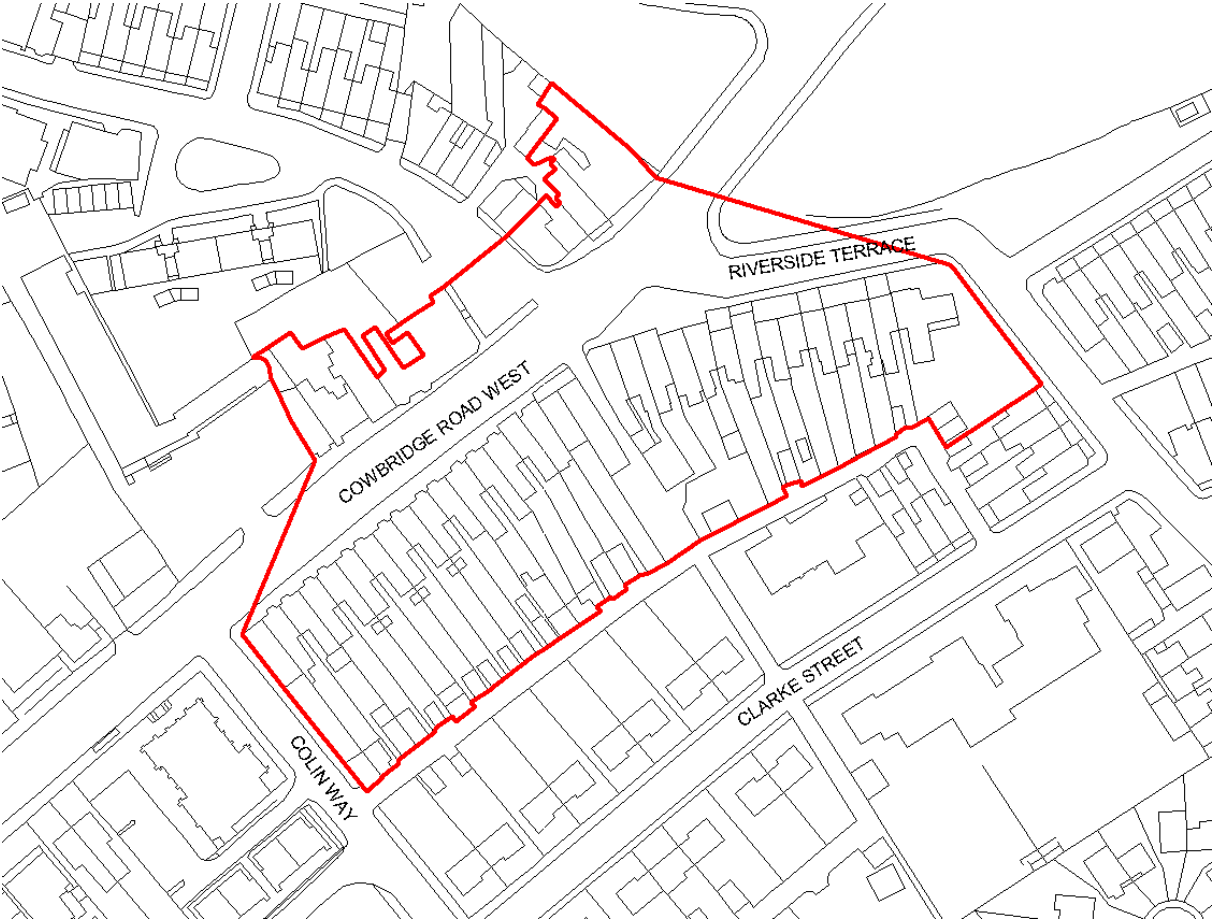


Figure 3- Boundary of Stephenson Court AQMA

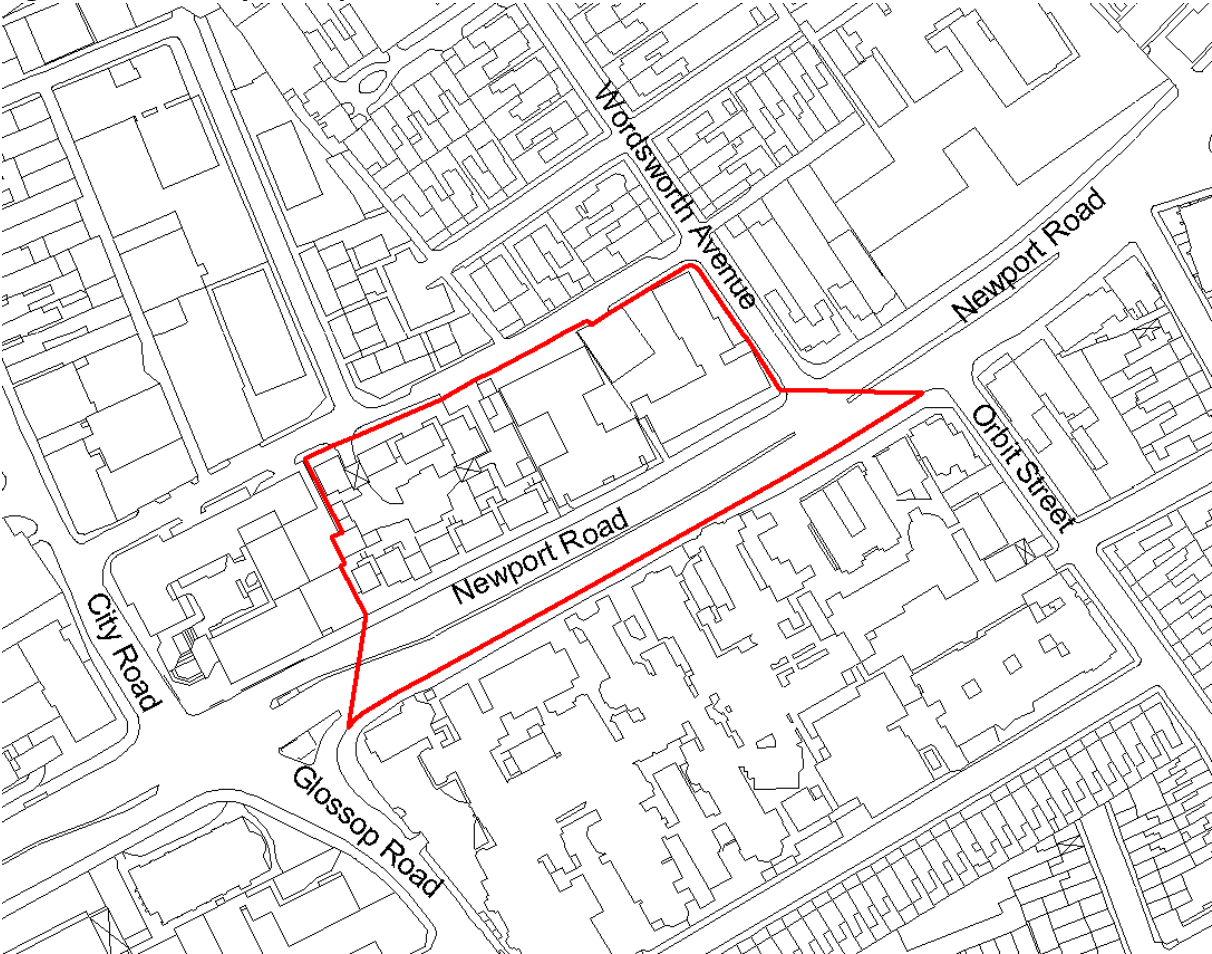


Figure 4- Boundary of Llandaff AQMA



SRS and CC are very aware of the concerns for air quality impacts. SRS & CC is committed to achieving levels as low as reasonably practicable by demonstrating levels beyond the annual objectives set for pollutants. In order to improve the air quality in Cardiff, action needs to be taken across the city as a whole and it is acknowledged that road traffic emissions (particulate matter (PM) and primary/ secondary nitrogen dioxide (NO₂)) are the primary contributing factor to poor air quality in Cardiff.

Welsh Government's publication; Local Air Quality Management, Policy Guidance, June 2017 recommended two clear goals:

- (1) achieve compliance with the national air quality objectives in specific hotspots and
- (2) reduce exposure to pollution more widely, so as to achieve the greatest public health benefit.

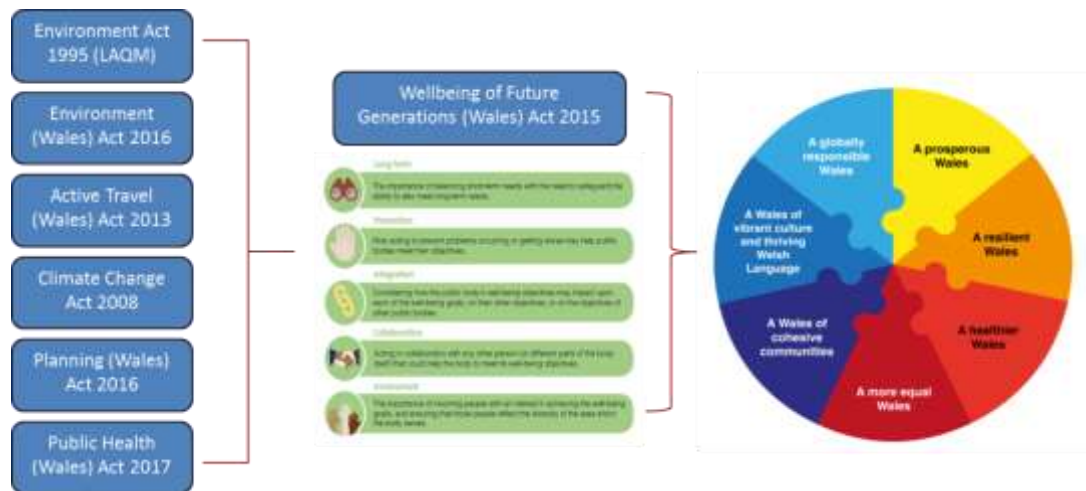
Collective efforts, therefore, should look beyond targeted action in localised air pollution hotspots and do this in parallel with universal action to reduce risks for everyone.

Highlighting this commitment, in 2018, SRS & CC developed a citywide Clean Air Strategy & Action Plan (CASAP) for Cardiff. The strategy coincides with Cardiff's Capital Ambition report and helps to implement and deliver the priorities outlined in the Ambition report with an overarching aim to improve air quality to protect and improve public health in Cardiff. The CAS & Action Plan appoints strategic measures that will look to generate a positive impact to citywide air quality levels, in particular traffic derived NO₂ levels. Each measure has endured a cost benefit appraisal procedure by weighting the measures in terms of air quality impact, cost and timescale. The key theme of the strategic measures is to increase the uptake of sustainable modes of transport by influencing a behavioural change in Cardiff. The CASAP fulfils the requirements of the LAQM process to produce an Air Quality Action Plan (AQAP).

CC adopts the principles of The Well-being of Future Generations (Wales) Act 2015. The Act is a significant enabler to improve air quality as it 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 5** 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).

Figure 5- The Well-being of Future Generations (Wales) Act 2015 Matrix



Welsh Government Legal Direction & Feasibility Study

In addition to Cardiff’s 4 AQMAs and CASAP work, following the formal publication of Defra’s UK detailed air quality plan to tackle roadside nitrogen dioxide (NO₂) concentrations in July 2017, it was identified from air quality monitoring undertaken by Cardiff Council (CC) and modelled projections from WG that Cardiff would continue to exceed EU & UK Air Quality Directive Limit Values for NO₂ beyond 2020. The report detailed modelled projections from the Joint Air Quality Unit (JAQU) which showed continued non-compliance of the national annual average NO₂ standard by 2021 along identified road networks. The roads which have been modelled as exceeding the annual limit value are the A4161, the A4232, the A4234, the A470 and the A48. These areas of exceedence are also featured in the CAS & Action Plan document as any mitigation measures implemented on the referenced road links will have an impact on the LAQM AQMAs.

As a result of the detail in the UK Plan, and a subsequent High Court ruling, in March 2018, under Part IV of the Environment Act 1995, Section 85(7), WG issued a formal direction to CC to address its air quality concerns, with particular reference to the specified 5 road links. The direction has been governed by the Welsh Minister for Environment who has determined that the direction deemed necessary to meet obligations placed upon the United Kingdom under the **EU Ambient Air Quality Directive (2008/50/EC)**.

The Direction specifies that CC must undertake a feasibility study in accordance with the HM Treasury’s Green Book approach, 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**.

In accordance with the Direction's reporting requirements CC are required to comply with the following schedule and timeframes;

As soon as possible and by 31st March 2018 at the latest the initial scoping proposals:

- Setting out the proposed approach to the feasibility study and including scope of work, governance, resourcing, procurement approach, indicative costs and timings.

As soon as possible and by 30th September 2018 at the latest the Initial Plan:

- Setting out the case for change and identifying, exploring, analysing and developing options for measures that the local authority will implement to deliver compliance in the shortest possible time, with indicative costs for those options.

As soon as possible and by 30th June 2019 at the latest the 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.

Cardiff Council has developed a Clean Air Project Team who have met the necessary reporting requirements outlined by the Direction.

The results of the local modelling presented in the Initial Plan, differed to that undertaken by Defra using the Pollution Climate Mapping model. Defra's modelling identified two road links under baseline conditions which were projected to show non-compliance beyond 2021, namely the A48 and the A4232. The localised modelling identified only one road link under baseline conditions projected to show non-compliance beyond 2021, this being the A4161 Castle Street, in the City Centre.

Within the Initial Plan Report a long list of measures developed from the CASAP were qualitatively assessed against a primary objective of achieving compliance with set air quality objectives in the shortest possible time. The measures were considered against secondary objectives and were subjected to further qualitative assessments against the WelTAG Well-being Aspects.

In addition to assessing the package of measures, as required by the Government Guidance the Council has assessed the effectiveness of a charging Clean Air Zone (CAZ) in terms of whether compliance could be achieved quicker than the proposed measures.

Government Guidance is clear that a charging CAZ should only be considered as a preferred option/ implemented if non-charging alternatives have been found to be insufficient to bring about compliance with air quality limits in the shortest possible time.

The Council's recently published [Full Business Case](#) (Final Plan) documents early intervention measures as well as aspired measures the Council are endorsing to improve localised air quality on the outlined A4161 Castle Street with a vision of improving citywide air quality levels. These measures include;

- Implementation of Electric Buses – 36 Electric Buses to be implemented on a number of routes within the City Centre;
- Bus Retro Fitting Programme;
- Taxi Licensing Policy and Mitigation Scheme;
- City Centre Transportation Improvements ; and
- Active Travel Measures.

The FBC demonstrates that the outlined package demonstrates the greatest level of compliance on Castle Street, with $31.9\mu\text{g}/\text{m}^3$ forecasted in 2021 as a result of the implementation of the measures. In addition to achieving compliance on Castle Street, the impact of the package of measures was also been modelled at local air quality monitoring locations, including those locations within existing Air Quality Management Areas (AQMAs). The results of the modelling indicated that all monitoring locations are expected to have concentrations below the $40\mu\text{g}/\text{m}^3$ which further demonstrates that the package of measures will improve local air quality including within existing AQMAs.

As a comparison the results of the modelling undertaken on the CAZ scenarios are summarised as follows:

- **CAZ 1 – Private cars** - achieves compliance on Castle Street- $32.5\mu\text{g}/\text{m}^3$;
- **CAZ 2 – Commercial vehicles** – achieves compliance on Castle Street NO_2 - $35.3\mu\text{g}/\text{m}^3$

The results for CAZ 1 and 2 showed that NO₂ concentrations are estimated to be lower than the baseline 2021 scenario at most links, but with CAZ 1 showing small increases on 6 links and CAZ 2 showing increases on 4 links. The largest decrease observed in both CAZ 1 and CAZ 2 is on Castle Street, as might be expected for a measure that is specifically targeting the city centre. Compared to the CASAP measures, **most links showed higher concentrations of NO₂ in the CAZ 1 and 2 scenarios.**

UK Government guidance¹ is clear that a charging CAZ should only be considered as a preferred option if other non-charging measures are not sufficient to bring about compliance in the shortest possible time. In addition Welsh Government Policy² states that unless the Council can identify alternative measures to achieve compliance as quickly as a charging clean air zone then Welsh Government may direct the Council to introduce a charging clean air zone. The assessments undertaken to date demonstrate that non-charging measures provide compliance in the same period, as Welsh Government have assessed that a CAZ could take up to 3 years to implement from the start of a feasibility study. The Council's study only commenced in March 2018, and thus the likelihood of a CAZ being implemented by 2021 is considered unlikely.

The modelling undertaken demonstrated that a package of measures achieves compliance in the same period if not sooner than a charging CAZ. Further, as detailed above the implementation of the non-charging measures provides wider air quality improvements across Cardiff as a whole, including within the existing AQMAs.

In line with the requirements of the legal direction and the necessity to achieve legal compliance with the limit values for nitrogen dioxide **in the shortest time possible, Cardiff Council's FBC** outlines the most feasible pathway in order to satisfy the specific criteria, with the viewpoint of generating further long term and widespread air quality improvements. In this instance it has been outlined that a package of non-charging mitigation options would best satisfy Cardiff's concerns and would facilitate a sustainable future. When devising the package of preferred options Cardiff Council ensured that the following key objectives were adhered to;

Compliant and improved levels of air quality- The proposed package of mitigation measures does not only achieve compliance in the localised area of exceedance on Castle Street, it is expected that citywide air quality levels will improve, particularly within the established local air quality management areas;

¹ Joint Air Quality Unit (JAQU) Evidence Based Approach to Setting Clean Air Zone Charges'

² <https://gov.wales/sites/default/files/publications/2019-04/tackling-roadside-nitrogen-dioxide-concentrations-in-wales.pdf>

Improved public health;

Improved transport management systems- Changes in journey patterns due to traffic redistribution without creating new sites of exceedance;

Reduced vehicle trips and vehicular emissions at the site of exceedance- The proposed package of measures will lead to less polluting buses and taxis; and

Overall/ Citywide reduction in vehicular trips generated- Caused by a greater proportion of low emission, active travel and sustainable transport trips.

Traffic flow management and reductions are a popular theme in the FBC. For example, the City Centre improvement schemes do specifically target the highlighted non-compliant road link and intend to reduce highways capacity for private vehicles, encouraging the use of public and active travel alternatives.

The scheme principles are stated below;

City Centre West (CCW)

The main aim of this scheme is to accommodate the new Transport Interchange and Central Square Development, whilst also Improving Air Quality within the City Centre AQMA. This will be achieved through removing through-traffic from Westgate Street and installing a new highway layout that will improve and connect the current bus network with the new Interchange, Central Square, Central Station and the City Centre Enterprise Zone. In addition, the scheme will offer improved safety for pedestrians via improved pedestrian crossing facilities, 20mph speed limits and an improvement to the pedestrian environment outside of the national stadium. The scheme will also install a network of stepped cycle tracks to connect the area with the proposed cycleways on Castle Street and the Taff Trail routes.

City Centre North (CCN)

The main aim of this scheme is to bring Castle Street into Air Quality compliance by 2021 and install a two way dedicated cycleway along its length. The installation of the cycle lane and the reduction in highway space will allow for traffic to be reduced by ~29%. Improved pedestrian crossings with countdown timers will also provide safety improvements for pedestrians.

Eastside Phase 1

The main aim of this scheme is to provide a new dynamic for the bus network, whilst connecting cycleway and improving the pedestrian environment outside of Queen Street Station. This will be achieved through providing bus priority measure throughout the Station Terrace and Churchill Way areas that will provide new routes for buses, taking them away from the City Centre AQMA and closer to key areas such as Queen Street Station and the shopping district. The new bus routing system is also key to allowing the Interchange to be accessed from its south entrance, and work effectively on major event days. A cycleway will be installed to connect the east of the city centre with the City Centre Enterprise Zone, and join up all the proposed cycleway routes. Pedestrian improvements on Dumfries Place and Station Terrace will also improve safety for pedestrians and improve connections to Queen Street Station and the City Centre Enterprise Zone.

In order to show transparency on the Council's proposed preferred option a full public consultation on the proposals was undertaken. The Consultation consisted of detailed information on the preferred option through the Council's website. An online survey was developed, which could be accessed from a page on the Council website, which provided the background information on the proposals. This was distributed to members of the Council's Citizens' Panel, consisting of over 5,000 residents across the city, and to a list of key stakeholders.

Public engagement events were also held, giving members of the public an opportunity to ask further details about the scheme from members of the Project team:

- April 13th: Angel Hotel;
- April 20th: Central Library;
- May 4th: Angel Hotel; and
- May 11th: Central Library

After data cleansing to remove any blank or duplicate responses, a total of **1,303** responses were received from the consultation. Overall the responses for the preferred option of non-charging measures were overwhelmingly supported, particular the measures targeted at improving emissions from buses and taxis.

- **96.8%** support the proposal to replace the most polluting diesel buses with electric buses;

- **90.4%** support the proposal to retrofit other polluting buses so they are upgraded to meet the latest emission standards; and
- **80.3%** support the proposed changes to taxi licensing in the city.

Considering that it was only possible to include the high level design principles of the City Centre Schemes within this consultation, the proposals were favourably received with two-thirds of respondents supporting the proposals, and just under a fifth against. Further statutory consultation will be undertaken on the detailed designs of the City Centre Schemes.

Work to facilitate the preferred package of non-charging measures is currently on going, however in order to finalise some of the measures it will be down to Welsh Government to provide the required financial support. The Full Business Case is currently being reviewed by an expert panel where it will be decided if the requested funding is viable.

Actions to Improve Air Quality

As discussed previously CC currently has 4 established AQMAs within its Borough.

The CASAP encapsulates all established AQMAs in Cardiff and sets out the delivery of how Cardiff is set to tackle air quality concerns on a citywide basis. The document considers an array of mitigation measures that should be considered when trying to improve citywide air quality levels. SRS & CC have collaboratively made progress in examining avenues and mechanisms to assist with bringing strategic measures to fruition and therefore enhancing key areas that will in turn improve air quality.

As outlined the CASAP measures have formulated the foundations for Cardiff's Legal Direction, therefore subject to Welsh Government's final verdict on the submitted Full Business Case, finances may be available to support the some of the CASAP measures.

Public Transport

Improving Bus Networks

In 2018 SRS along with Cardiff Council's Transport team collaborated with Cardiff Bus company to put forward a successful bid application for the Ultra-Low Emission Bus (ULEB) fund made available by the Department for Transport (DfT).

The proposal draws links between the air quality management areas (AQMAs) identified under the LAQM regime, as well as the issued direction from Welsh Ministers which targets Cardiff on the regional scale highlighting non-conformities in association with European Directives. Therefore linking the two together; due to the heightened profile of air quality and its potential adverse impact on public health, and given Cardiff's Local Air Quality Management scenario, as well as its regional air quality concerns it is imperative that short term measures, such as increasing the uptake of low emission buses are implemented as soon as possible to start the process of achieving compliance with the air quality objectives.

The bid application looks at acquiring a total of 36 electric buses that would be introduced to the Cardiff Bus fleet over a three year cycle. The introduction of the electric buses would form part of a cascade programme whereby Euro 3 standard buses would be offset from the fleet completely, therefore improving the overall fleet composition.

It is envisaged that the roll out of the electric vehicles will begin in the 1st quarter of 2020.

City Centre Transport Networks Improvements

CC is currently developing and undertaken detailed appraisals for a number of transport network improvements within the City Centre.

Park & Ride

Developing new bus park and ride facilities at M4 Junction 33 and other appropriate locations in Cardiff and neighbouring areas to reduce the number of cars driving into the city.

Development of Central Interchange

In 2018 CC planning department received receipt of a full planning application with contains the proposed design and plans for a new central interchange station.

South East Wales Metro

The Cardiff Capital Region Metro proposed by Welsh Government is likely to comprise a combination of rail-based and bus-based rapid transit routes linked through interchanges and using the same network brand and integrated ticketing system. A commitment has been made by Transport for Wales and the detail surrounding these commitments can be found at;

<http://tfw.gov.wales/whats-happening-south-east-wales>

Active Travel

School Travel Plans

CC has engaged with 'Living Streets' charity and have developed a 'WOW' (Walk Once a Week) scheme in 7 allocated schools in Cardiff.

The Council has a corporate commitment for every school in Cardiff to have an active travel plan by April 2022. Works are ongoing to understand how the Council can best support schools to develop and implement an active travel plan. The aim of an active travel plan is to increase the number of children, parents and staff travelling to school sustainably, in particular increasing walking, cycling and scooting. There are a range of resources, training and programmes available to schools and the ongoing works will identify what actions the schools need to take and access the relevant initiatives and programmes to implement these actions.

In view of the corporate commitment to deliver active travel plans for all schools by April 2022, for 2019 SRS has been commissioned by Cardiff Council's Transportation, Policy and Strategy Team to assist with Cardiff Council's Schools Streets Project and its Traffic Regulation Order (TRO) pilot project. The pilot project involves the temporary closure of road links surrounding specific schools in Cardiff, 6 in total. The TRO will be in effect during the schools' morning and afternoon drop-off and pick-up hours. This project is seen as an excellent opportunity to take action to encourage parents, staff and children to adopt an alternative mode of travel. Importantly the Council also wish to monitor and outline any direct benefits associated with the TRO, such as impact to ambient air quality levels.

Shared Regulatory Services (SRS) will support this pilot project by providing additional air quality monitoring for a period of 15 months; proposed start date existing in the month of October 2019 and an end date existing in January 2021. This amount of data will ensure that any impacts to air quality levels is well documented. It is proposed that SRS will gather monthly datasets for nitrogen dioxide

(NO₂) using non- automated passive diffusion tubes, undertaken at the schools' premises, inside the TRO zone at a residential façade and outside the TRO zone at a residential façade.

DRAFT Cycling Strategy (2016- 2026) & Integrated Network Map

The Cardiff Cycling Strategy sets out an ambitious vision to double the number of cycling trips by 2026, from a 9.2% modal share in 2015 to 18.4% in 2026.

The Cycling Strategy and INM proposes 5 cycleways which will provide high quality cycle routes, segregated from pedestrians and motor vehicles on busy roads, and will connect strategic development sites, existing residential areas, employment sites, the city centre and Cardiff Bay. These will be supported by a network of secondary routes.

The Integrated Network Map sets out Cardiff Council's 15-year vision to improve cycling and walking routes across the city, in order to meet the requirements of the Active Travel (Wales) Act 2013 to plan for the provision of routes and improvements for active travel.

<https://www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Walking-and-cycling/ActiveTravel/Pages/default.aspx>

Cycleways

Cardiff Council are developing proposals for five Cycleways to support and promote cycling for all ages and abilities. The proposed routes will connect communities to major destinations across the city, including the City Centre and Cardiff Bay.

Cycleways will provide continuous routes that are intuitive and comfortable to use and separated from motor vehicles and pedestrians where needed.

The Cycleways will be developed from proposals in the Integrated Network Map which sets out a 15 year plan to improve routes for walking and cycling in the city.

The proposed Cycleway routes are:

- Cycleway 1: City Centre to Cathays, University Hospital Wales, Heath High Level and Heath Low Level Rail Stations, and North East Cardiff Strategic Development Site
- Cycleway 2: City Centre to Adamsdown, Newport Road retail parks, Rumney, Llanrumney and St Mellons Business Park

- Cycleway 3: City Centre to Cardiff Bay
- Cycleway 4: City Centre to Llandaff, Danescourt and North West Strategic Development Site
- Cycleway 5: City Centre to Riverside, Ely and Caerau.

Following a public consultation in 2018 works have been commissioned and commenced on Cycleway 1 on Senghennydd Road.

Nextbike

The Nextbike hire scheme launched in Cardiff in 2018. The scheme is financially funded by Welsh Government and its main objectives are to reduce congestion, free up parking spaces and provide a healthier way to travel around the city. The scheme comprises of 50 docking stations located around Cardiff which facilitate 500 bicycles. To date the scheme has been positively received by members of the public.

Since the introduction of the Nextbike scheme in March 2018, the Cardiff scheme has become the UKs most successful³, with over 150,000 rentals since March 2018. As a result the scheme is set to double with an increase of a further 500 bikes bring the total number of bikes available to 1,000 bikes by the summer of 2019.

Car-free Day

On Sunday 12th May 2019, CC organised a car-free day event in the city's central area. The event coordinated with the HSBC UK Let's Ride event and on street entertainment.

The summary of air quality monitoring from Car-free Day;

SRS on behalf of CC undertook a study to examine levels of air quality within Cardiff's City Centre in order to quantify the impact that the car-free day event on Sunday 12th May 2019 would have on the main traffic derived pollutant of concern nitrogen dioxide (NO₂). It was anticipated that levels of NO₂ would reduce due to the restriction of vehicles and thus the study was undertaken in order to demonstrate and quantify this likely reduction.

Air Monitors Ltd supplied SRS with four near real-time indicative air quality monitors (AQ Mesh Pods). AQ Mesh pods measure gases, in this case nitric oxide, nitrogen dioxide and ozone using electrochemical sensors powered by Lithium batteries. The data from the pod is pushed to a cloud

³ [NextBike In Depth Review 2018](#)

server where it is corrected for temperature, pressure and relative humidity as well as cross gas interference. To verify the performance of the gas sensors the units ran alongside a reference station and local scaling factors were derived and used to characterise the sensors. This then enables direct comparison of the data between the pods and the reference station.

In order to give a detailed understanding for the impact to air quality, levels were recorded before and after car-free day to enable a comprehensive comparison between normal baseline conditions and car-free day. The monitors were cited at their specified locations on Friday 3rd May 2019 and decommissioned on Monday 20th May 2019.

The monitors were located at locations situated on specific network routes influenced by the day's event;

Westgate Street

Castle Street/ Duke Street

Stephenson Court, Newport Road

Lower Cathedral Road

When comparing Sunday 19th May to Car-Free Day event 12th May, the daily average reduction for NO₂ is as follows;

Duke Street/ Castle Street- 16.11%

Stephenson Court on Newport Road- 28.15%

Westgate Street- 13.62%

Lower Cathedral Road- +9.14%

The above sites were allocated to understand the possible displacement of traffic movements outside the remit of the Car-Free day area. It must be noted Stephenson Court, Newport Road is already declared as an Air Quality Management Area (AQMA), based upon elevated and exceeding levels of nitrogen dioxide (NO₂).

Although levels do show an increase in NO₂ levels at the site on Lower Cathedral Road, levels are compliant with the appropriate air quality objectives.

20mph Zones

CC introduced a 'signs only' 20 miles per hour (mph) limit in the Cathays/Plasnewydd area in March 2014, as part of a two-year pilot project. Following the pilot, a commitment was made to look at how 20pmh limits might be more widely applied in Cardiff.

The Council proposes to expand its commitment to 20mph zones and include 3 schemes. These schemes would be supported via funding secured in line with the feasibility study that satisfies the Legal Direction. These schemes are for the physical measures required within the Grangetown 20mph limit area to encourage greater motorist compliance with the new speed limit and improve the pedestrian and cyclist crossing facilities at key locations within the ward.

The 3 schemes applicable to Grangetown are as follows;

- Avondale Road traffic calming construction;
- Penarth Road Zebra Crossing construction; and
- St Patricks School Safety Zone construction.

Public Service Boards Staff Charter

Working initially through Cardiff Public Services Board, a Healthy Travel Charter for Cardiff has been developed with major public sector employers and was launched in April 2019. Signatories to the Charter make 14 commitments on improving access to active and sustainable travel for staff and visitors to their main sites, and jointly commit to three targets namely:

- Reduce the proportion of commuting journeys made by car;
- Increase the proportion of staff cycling weekly; and
- Increase the proportion of vehicles used for business purposes which are plug-in hybrid or electric.

The Charter was signed by 11 public sector organisations at launch in April 2019, employing over 33,000 staff, with additional public and private sector organisations subsequently invited to sign up to the Charter.

Currently it is not possible to fully assess the impacts of the above the measures but it is envisaged that such measures will contribute to wider behavioural changes and incentives to encourage further modal shift or uptake of low emission vehicles which will see improvements in air quality.

Clean Vehicles

Sustainable Fuels Strategy

CC has developed a Sustainable Fuels Strategy to explore the potential to support a move within the city to increased use of sustainable fuels. An independent consultancy specialising in low carbon and fuel cell technologies, were commissioned to undertake a targeted fleet review of Cardiff City Council vehicles.

In the **short term** the following “quick wins” are recommended:

Undertake a managed replacement of Cardiff Council fleet, where cost effective. This would include replacing cars and small vans with EVs, which are expected to save the Council money on a total cost of ownership basis due to lower operating costs;

Install more publicly available EV charging points at appropriate locations throughout the city. The Council should identify as a priority, appropriate locations for charging points and begin to engage potential delivery and funding partners from OLEV and the private sector. The Council should also develop an understanding of business models around the potential direct sale of energy through these on-street charging points.

EV Feasibility study

In 2018 Arcadis Consulting (UK) Ltd supported by Zero Carbon Futures (UK) Ltd were commissioned by Cardiff Council to prepare a feasibility study to explore how electrically powered Ultra Low Emission Vehicle (ULEV) charging points could be integrated across the city of Cardiff. As the market share of ULEV is growing and is forecasted to increase significantly over the coming decades, it is critical that the necessary charging infrastructure is provided to facilitate this growth, in order to support a cleaner transport system across Cardiff.

EV Infrastructure

The Council has been successful in obtaining a bid from the Office of Low Emission Vehicles (OLEV) 36 charge points in 21 locations across the city and accessible to the public by 31st March 2019. The Council will aim to submit a further bid in 2019/20 to further increase the network of residential charging points.

The Council has made progress in terms of increasing electric charging infrastructure at four main employment hubs. It has been agreed that in 2019/20 for 8 electric vehicle chargers each at County Hall, Lamby Way, Wilcox House and Coleridge Road (i.e., total of 32 chargers).

In conjunction with this the proposals are in place for the Council to fund the hire lease costs of 56 new EVs in 2019/20 (replacing existing petrol/diesel vehicles) and 37 vehicles in 2020/21.

Taxi Licensing Condition Change

SRS & CC is proposing to improve the emission standards of the City's licensed vehicles. Subject to consultation response and Public Protection Committee (PPC) approval, Cardiff Council wishes to implement a taxi licensing policy change to improve emission standards for licensed taxi vehicles in Cardiff.

The policy change will require all new grants and renewals for licensed vehicles to have a maximum age limit of 5 years. In essence this will require all **new** grants/ renewals to meet Euro 6 emission standards.

Green Infrastructure

In January 2018, CC collaborated between different departments and produced a successful application bid to utilise funding made available by Welsh Government, known as Green Infrastructure Grant Funding Scheme. The requested funding is being used to enable a project that focusses on the benefits of trees and planting to the city, with a specific emphasis on methods of addressing air quality issues.

The CityTree was expected to be delivered in January 2019 and be incorporated into the City Centre. Unfortunately due to manufacturer delays CC were unable to deliver the structure in line with the Grant Funding Scheme timeframes.

Green Walls

Cardiff Council's Energy & Sustainability Team, on behalf of Tredegarville CIW Primary School, has successfully applied for a grant under the Landfill Communities Fund to cover the supply and installation of outdoor green walls (these products are sometimes referred to differently e.g. 'living walls' or 'green screens') at Tredegarville CIW Primary School.

Tredegarville CIW Primary School is located in a very urban high rise setting in Cardiff City Centre in relative close proximity to the Stephenson Court AQMA. As a result, the school provides its pupils with very little access to green space. However, the school is enthusiastic about improving this situation through developing the green environment at its site. As Tredegarville CIW Primary falls

within the remit of the newly commissioned school monitoring sites for 2018, it will be interesting to see any marked improvements in average NO₂ dataset trends.



Improved monitoring

Non-automatic monitoring

CC has a corporate commitment for every school in Cardiff to have an active travel plan by April 2022. Works are ongoing to understand how the Council can best support schools to develop and implement an active travel plan. The aim of an active travel plan is to increase the number of children, parents and staff travelling to school sustainably, in particular increasing walking, cycling and scooting. There are a range of resources, training and programmes available to schools and the ongoing works will identify what actions the schools need to take and access the relevant initiatives and programmes to implement these actions.

For 2018, SRS & CC began a monitoring campaign at 9 specific schools across the borough. Cardiff Councillors motioned a review of the current air quality monitoring network established across the borough and it was highlighted that there is a requirement to monitor local air quality in and around school buildings. It was decided that those schools to be monitored will be those highlighted in last year's Client Earth report which discussed potential detrimental air quality impacts at schools in relatively close proximity to major road networks. The report detailed 9 schools within 150m of roads with potentially harmful concentrations of nitrogen dioxide (NO₂);

- Ysgol Mynydd Bychan, Gabalfa
- St Joseph's RC Primary, Gabalfa
- Stacey Primary, Roath

- Tredegarville CIW Primary, Adamsdown
- Cardiff Academy, Roath
- Mount Stuart Primary, Butetown
- St Peter's RC Primary, Roath
- Cathays High School, Cathays
- St Teilo's CIW High School, Llanedeyrn

As of the w/c 29th January, Shared Regulatory Services (SRS) on behalf of CC commissioned two air quality monitoring locations at each of the school premises. The monitoring sites monitor levels of nitrogen dioxide (NO₂) using passive diffusion tubes which are collected and replaced on a rolling monthly basis. The results derived from the diffusion tube sampling are then averaged over the year to enable a comparison of the results against the annual average (40µg/m³) and 1-hour (200µg/m³ not to be exceeded > 18 times per year) air quality objectives set for NO₂. The results of this monitoring are included Section 2.2 of this report.

At the time of writing this report SRS/ CC has expanded its school monitoring capacity for 2019. Funded by a Natural Resources Wales (NRW) as part of Citizen Science, an additional 6 schools have been assigned to the network. NRW have provided sufficient funding to cover the cost of the outlined additional monitoring for one year. The datasets collected will be used as a driver to work with the monitored schools to influence behavioural change and raise awareness to air quality concerns. The schools included;

- Rhiwbeina Primary School
- Thornhill Primary School
- St Monica's CIW Primary School
- Millbank Primary School
- Lansdowne Primary School
- St Mary The Virgin Church in Wales Primary School

In addition to the school monitoring, for 2018, as part of a yearly review SRS has amended and improved the network of diffusion tubes previously assigned in previous years used for the LAQM regime. The amendments include improved monitoring locations to represent the locality of monitoring objectives and implementation of additional sites to AQMAs, such as the Llandaff and Ely Bridge AQMAs.

Automatic monitoring

Towards the end of 2017 discussions were initiated surrounding the implementation of a new automatic NO_x and PM₁₀ monitoring station in Cardiff. The newly commissioned site (April 2018) monitors on a 24/7 basis, measuring levels of NO₂ & PM₁₀ at its site on Richards Terrace just off Newport Road, Cardiff. The site's data feeds directly into Defra's Automatic Urban and Rural Network (AURN). The site is governed by Defra and SRS have been appointed the Local Site Operator (LSO).

Via the already discussed Green Infrastructure (GI) Grant Funding Scheme, the successful funding has also allowed SRS & CC to acquire an indicative real time monitor which will be utilised in an area of strategic planting to illustrate what affects GI has on air quality at a sensitive receptor location. In 2019 the described monitor has been allocated a suitable location in the Danescourt area, Llandaff.

Through available S106 financial contributions, SRS & CC has purchased an indicative real time monitor which is scheduled to be utilised on Newport Road in accordance with the Fitzalan Place student accommodation. The monitor is listed as an AQT420 and details of the monitor can be found at <http://www.et.co.uk/products/air-quality-monitoring/air-quality-sensors/air-quality-transmitter-aqt420>. In addition, again at the time of writing this report it must be noted that SRS/ CC has acquired a AQ Mesh analyser via S106 contributions to support improved air quality monitoring in the Llandaff AQMA. This monitor is yet to be implemented, however it is envisaged that this will take place in the near future.

As part of legal Direction the FBC outlines a proposed evaluation and monitoring programme that will be implemented. It is important to demonstrate the actual effectiveness that the proposed measures will provide in terms of NO₂ and other emission reductions. In order to demonstrate that compliance will be achieved on Castle Street, it is proposed that a real-time monitoring station, equivalent to AURN site standards be established within this City Centre location, ideally on Castle Street. This monitor would complement and enhance existing monitoring capabilities and would give accurate and robust data to assess the effectiveness of the proposed measures.

As part of enhancing the Council's monitoring capabilities and adding to its wider monitoring network, it is also proposed to implement indicative real-time monitors to assess and monitor any displacement effects of the proposed measures on peripheral areas, and in particular the City Centre AQMA.

Publications & Policies

Planning for Health and Well-being SPG (November 2017)

This Supplementary Planning Guidance (SPG) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to health and planning and has been developed jointly between the Council and the Cardiff and Vale University Health Board. This interaction underlines the fact that neither health nor planning considerations are made in isolation.

The purpose of this SPG is:

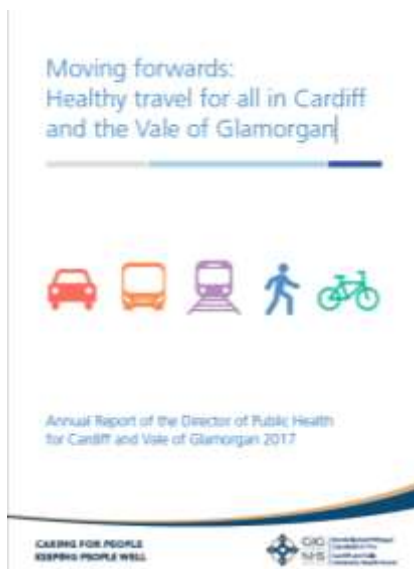
- To provide supporting information and guidance for planners, developers and investors on how our environment and the planning decisions we make, impact on the health and wellbeing of the population.
- To help achieve the Council's vision of addressing health inequalities and become a leading city on the world stage as set out in the Capital Ambition Document
- To ensure planning decisions contribute to the national and local Well-being Goals set out in the Well-being of Future Generations (Wales) Act 2015.
- To offer guidance for addressing the effect of the built and natural environment on health and well-being as part of a strategic approach to tackling the city's health inequalities and promoting healthy lifestyle options.
- To provide guidance on appropriate locations for health care facilities.
- To be an important material consideration in the determination of planning applications by setting out a range of potential health and well-being related factors that developers should consider when drawing up development proposals.

Green Infrastructure (GI) Supplementary Planning Guidance (SPG) (November 2017)

This document provides planning advice on a number of areas relating to development and the environment, including protection and provision of open space, ecology and biodiversity, trees, soils, public rights of way, and river corridors.

The green infrastructure approach combines all these elements to achieve a more joined-up approach to the environment. This approach is increasingly being used in Cardiff and across the UK. In Cardiff, planning advice in this area is often provided by a number of officers from across the Council working together as part of an integrated Green Infrastructure Group. This helps provide a more comprehensive approach.

The new document also differs from previous SPGs by providing more in depth design advice, aimed at giving developers a clearer understanding of the approach expected when submitting designs for new developments. By having this information up-front developers are better able to provide suitable designs to the Council through the planning process.



Cardiff and Vale University Health Board Report

The report issued in 2017 examines how making active travel alternatives can lead to sustainable improvements in our health and well-being. The report focuses upon Cardiff's air quality concerns and recognises that alternative sustainable transport is a key enabler to improving air quality.

Transport and Clean Air Green Paper

Led by CC's Cabinet Member for Transport and Strategic Planning, the referenced Green Paper sets out proposed ideas to improve transport and air quality in our city. In 2018 the document was released for public consultation to engage with Cardiff residents and collaboratively develop ideas in sight of the responses given. General themes and ideas have been pulled from the document, however analysis of the document is yet to be formally produced.

Planning Guidance for the Provision of Electric Vehicle Charging Points

In November 2018, the Council published a guidance document for developers on the provision of charging points in new developments. This document sets out the Council's expectations on the minimum number of electric charging points that should be provided depending on the nature of the development. The expectations are summarised as follows:

Development Type	Provision
Houses	One electric vehicle dedicated charging point (up to 7kW (32A) where possible) or installation of passive wiring to allow future charging point connection per house with garage or driveway.
Flats	At least 10% of parking bays should be provide with dedicated electric vehicle weatherproof charging points.
Commercial Car Parks and Community Facilities	At least 10% of parking bays should be provided with dedicated electric vehicle weatherproof charging points.
Public Transport Facilities and Taxi Ranks	Charging infrastructure will be required to facilitate the conversion of bus and taxi fleet, using appropriate technological solutions at suitable locations across the city.
Future Proofing	Subject to agreement with the Local Planning Authority standard provision may also require installation of groundwork/passive wiring at the outset to enable further future installation to match demand.

Local Priorities and Challenges

The main priorities for SRS and Cardiff Council in the coming year are;

-Finalise and deliver the full- business case for the Clean Air Feasibility study that satisfies the requirements of Welsh G and the previously described Formal Direction.

How to Get Involved

CC welcomes any correspondence relating to air quality enquiries or concerns. Shared Regulatory Services (SRS) Specialist Services Team represents CC for air quality management and therefore is contactable via the webpage www.srs.wales/en/Home.aspx. Hourly and Monthly average monitoring data for pollutants measured is available at <https://airquality.gov.wales/>

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1. Actions to Improve Air Quality

1.1 Previous Work in Relation to Air Quality

Phase 1

The Local Air Quality Management regime commenced with the Air Quality Regulations 1997, which came into force in December of that year. These Regulations were revoked and superseded by the current Air Quality (Wales) Regulations 2000 (as subsequently amended in 2002).

The first phase of the review and assessment process concluded that for six of the seven pollutants included in the regulations there was little or no risk of the objectives being breached and that Air Quality Management Areas (AQMAs) for these pollutants were not necessary. Measures taken at the national level would be sufficient to ensure that there would be no local “hot-spots” of these pollutants and therefore local controls in addition to the national measures would not be required.

However, for the seventh of these pollutants, nitrogen dioxide (NO₂), it was concluded that national control measures such as vehicle emission and fuel standards, controls on industrial emissions, etc., would not, of themselves, be sufficient to ensure that the air quality objectives for this pollutant would not be met in all areas of Cardiff.

Whilst the vast majority of the area would meet the objectives, there were predicted to be local “hot-spots” close to heavily-trafficked road junctions where there were buildings close to the road and significant amounts of queuing traffic where the objectives would not be met.

As a result, four AQMAs were declared, each having been declared on the basis of measurements and modelling showing predicted breaches of the annual average objective for NO₂. These AQMAs were known as:

- The Cardiff West AQMA
- The Newport Road AQMA
- The Philog AQMA
- The St Mary Street AQMA

The first three of these came into force on 1st December 2000 and the latter on 1st September 2002. AQAPs the first three were published in November 2002 and for St Mary Street in February 2010.

Phase 2

The Council's 2003 USA concluded that for five of the seven pollutants regulated under the LAQM regime there was no evidence to suggest that local "hot-spots" for these pollutants had been missed in the first phase of the review and assessment process and that there was no need to consider these pollutants further at this time.

The 2003 USA also concluded that no local hot-spots of nitrogen dioxide had been overlooked during the first phase of review and assessment and that further detailed assessment of this pollutant was not necessary.

However, whilst the USA concluded that there was no evidence to suggest a likely breach of the 2004 objective for particulate matter (PM₁₀), there was considerable doubt that the provisional 2010 objectives for PM₁₀ would be achieved.

As a result of the conclusions of the 2003 USA the Council issued Progress Reports in 2004 and 2005.

Phase 3

Following the 2006 USA, the Council published and consulted upon an Air Quality Management Area (AQMA) Review during the autumn of 2006. This concluded that two of the four AQMAs could be revoked and that the then Cardiff West AQMA should be reduced in size and renamed as the Ely Bridge AQMA. Orders making the changes came into force on 1st February 2007.

The 2007 Progress Report highlighted a potential problem with regard to nitrogen dioxide concentrations on Newport Road in the immediate vicinity of Stephenson Court, where concentrations had been marginally, but consistently, above the Air Quality objective for a few years. It was concluded that the possibility of declaring a new AQMA would be assessed in the 2008 Progress Report.

The monitoring data for the Stevenson Court area presented in the 2008 Progress Report led to the conclusion that a further “watching brief” would be kept with a view to reaching a firm conclusion once ratified monitoring data for the 2008 calendar year became available.

The monitoring data for 2007 presented in the 2008 Progress Report provided reassurance that the Council’s decisions in respect of the 2006 AQMA Review were soundly based.

Phase 4

The 2009 USA concluded that a Detailed Assessment for the Stephenson Court area of Newport Road was required as the annual mean concentration of nitrogen dioxide at three sites representative of relevant exposure in the area were above the air quality Objective.

A Detailed Assessment for this area was consulted upon during the summer of 2010 and the AQMA came into force on 1st December 2010.

The Council’s 2010 Progress Report was submitted in December 2010 and the 2011 Progress Report in June 2011.

The 2011 Progress Report highlighted abnormally high NO₂ 2010 annual mean concentrations across the Council’s monitoring network which could not be attributed to a particular source and evidence was presented to show that this was a regional issue probably associated with a prolonged period of unusually cold weather during November and December 2010. After dialogue with Welsh Assembly Government with regard to the conclusions reached about this data it was concluded that the Council would proceed to Detailed Assessments for the Llandaff and Westgate Street areas of the city and review the situation with regard to other exceedences when 2011 data is available and reported in 2012.

A Further Assessment for the Stephenson Court AQMA was submitted to WAG for review in December 2011, i.e. one year after the AQMA was declared, in compliance with Section 84(2)(a) of the Environment Act 1995.

Phase 5

The 2012 USA was the first report in Phase 5 of the review and assessment process.

Monitoring data for 2011 largely confirmed that the annual mean concentrations of nitrogen dioxide previously reported for 2010 were unusually elevated, both locally and regionally, and local concentrations had returned to more typical values in 2011.

Detailed Assessments in respect of nitrogen dioxide in Westgate Street and for the Llandaff area were consulted upon during the summer of 2012 and as a result a new AQMA for Llandaff was declared on 1st April 2013 and Westgate Street was incorporated into the St Mary Street AQMA; this latter AQMA is now named Cardiff City Centre AQMA.

The Council's 2013 Progress Report recommended proceeding to a Detailed Assessment for the Fairoak Road Roundabout in the Plasnewydd Ward of the city as monitoring data over previous years indicated the need. This was submitted for review during 2014. The Assessment concluded that, as monitoring data for 2013 had returned to Objective compliance, there was no need to declare an AQMA at that time. It was proposed to continue monitoring in the area and review the results year-on-year.

The Further Assessment for the City Centre AQMA was submitted in April 2014 and the conclusion that the declaration of the AQMA was justified was accepted.

A Further Assessment for the Llandaff AQMA was also submitted for review in 2014. This concluded that the declaration of the AQMA was justified based upon monitoring data available at the time. However, as monitoring data for 2013 showed compliance with the Objective, it was concluded that there was no need to develop an Action Plan at that time. Monitoring would continue and the situation would be reviewed year-on-year.

In summary, there are currently four AQMAs in Cardiff; all have been declared in respect of NO₂ resulting from road-traffic emissions:

- Cardiff City Centre AQMA
- Ely Bridge AQMA
- Stephenson Court AQMA
- Llandaff AQMA

Phase 6

The 2015 USA was the first report in Phase 6 of the review and assessment process.

Monitoring data for 2014 largely confirmed that the annual mean concentrations of nitrogen dioxide previously reported for 2010 were unusually elevated, both locally and regionally, and local concentrations had returned to more typical values in 2011.

Monitoring data for 2015 indicated that annual mean concentrations of nitrogen dioxide were not unduly elevated during the year and that in some locations concentrations may have been lower than expected. The 2016 Progress Report showed a number of sites representative of relevant exposure with exceedences of the $40\mu\text{g}/\text{m}^3$ annual mean objective, however these sites and recorded exceedences were not out of character as were predominantly contained within the declared AQMAs.

2017 Annual Progress Report

There are a number of sites representative of relevant exposure with exceedences of the NO_2 annual mean objective ($40\mu\text{g}/\text{m}^3$). These sites are predominantly contained within the declared AQMAs. However, there are four monitoring locations (Site IDs 172, 180, 181, 185) which are not located within AQMAs.

Site 172 (Ocean Way) is a kerbside location situated up to 650m from any relevant exposure, used to examine potential impacts of traffic resulting from industrial development in the area.

Sites 180 & 181 were implemented due to new developments with the potential for adverse air quality impacting the amenity of future occupants (Windsor House, Windsor Lane & Fitzalan Court, Newport Road). Both developments were under construction in 2016, therefore influencing any datasets recorded. Only recently has the student accommodation at Windsor House been completed and construction still continues at the Fitzalan Court site.

Site 185 is not representative of relevant exposure and does not apply to the annual mean objective set for NO_2 . Therefore, datasets collected at this monitoring location would apply to the 1-hour objective set for NO_2 (**$200\mu\text{g}/\text{m}^3$, not to be exceeded more than 18 times per year**).

Monitoring for other pollutants did not result in other exceedences of National Air Quality Standards.

Due to technical issues, Cardiff City Centre's AURN site recorded low data capture for PM₁₀ measured by a TEOM- FDMS sampler. The total data capture for the year was 47.1%. As outlined in LAQM (TG16) the data from the sampler has been annualised in accordance with Box 7.9 and the 90.4th Percentile value has been given to examine the 24 hour objective.

It was decided not to revoke the Llandaff AQMA. Since the declaration of the Llandaff AQMA in 2013, results have highlighted that levels of NO₂ are generally improving and are now below the national objective of 40µg/m³ at locations of relevant exposure. Based on recent results the Council could be minded to revoke the AQMA. However the 2017 APR highlighted that any decision made to revoke the AQMA needs to be mindful of the potential development of the strategic LDP sites to the north of the AQMA, Plasdwr and BBC Studios. Whilst detailed air quality assessments undertaken as part of the planning process have modelled that there is unlikely to be a detrimental impact on air quality levels in the AQMA, this can only be fully verified through on going monitoring.

Therefore, in an effort to reassure local residents and to be totally satisfied that levels will remain compliant with the NO₂ standard, SRS on behalf of CC reviewed the non-automatic monitoring network of NO₂ diffusion tubes for 2018. As a result, new and amended monitoring sites have been allocated. Officers will further assess the potential to implement real-time capabilities in the Llandaff AQMA as part of the Council's statutory duties under Part IV of the Environment Act 1995. There are now four monitoring locations within the Llandaff AQMA.

Monitoring for other pollutants did not result in other exceedences of National Air Quality Standards.

2018 Annual Progress Report

Monitoring data for 2017 indicates that annual mean concentrations of nitrogen dioxide recorded at sites of relevant exposure, within the already established AQMAs, continue to be elevated or exceed the annual mean NO₂ Air Quality Standard (40µg/m³).

The datasets indicate that the annual average objective for NO₂ was breached at monitoring locations outside of the existing AQMAs (Sites 172, 179, 180 & 181).

It is felt that at this stage no further detailed assessments are required;

Site 172 is placed on Ocean Way to monitor potential impacts of traffic resulting from industrial developments in the area. The site is not representative of relevant exposure, the nearest being >650m away. For 2018 Site 172 has been revoked from the monitoring network as it is felt that a strong trend of data has been collected at this location.

The 1-hour objective for NO₂ need only apply to site 179.

Sites 180 & 181 were implemented to monitor air quality levels and therefore the potential impacts to future occupants at new development sites. These developments were still under construction in 2017 and therefore datasets collected will be negatively influenced.

The report also documented the works ongoing to produce the CASAP document, as well as outlining the development of the Feasibility Study in line with the Legal Direction received from the Welsh Minister.

1.2 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when air quality is close to or above an acceptable level of pollution (known as the air quality objective (Please see Appendix A)).

Based on monitoring results and further detailed assessments, there are currently four Air Quality Management Areas (AQMAs) declared across Cardiff which have all been declared due to exceedances of the annual mean NO₂ Air Quality Standard (40ug/m³), known to be derived from road transport derived NO₂.

1. **Cardiff City Centre**- declared 1st April 2013
2. **Llandaff**- declared 1st April 2013
3. **Stephenson Court**- declared 1s December 2010
4. **Ely Bridge**- declared 1st Feb 2007

1.3 Implementation of Action Plans

Each of the outlined AQMAs was declared as a result of road-traffic derived Nitrogen Dioxide (NO₂).

Section 84 of the Environment Act 1995 ensures that 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. After declaring an AQMA the authority must prepare a **DRAFT** Air Quality Action Plan (AQAP) within 18 months setting out measures it intends to put in place to improve air quality to at least the air quality objectives, if not even better. The AQAP must be **formally** adopted prior to 24 months has elapsed. AQMA(s) are seen by local authorities as the focal points to channel resources into the most pressing areas of pollution as a priority.

Based on the legislative requirements SRS on behalf of Cardiff 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 adverse impacts on air quality in surrounding areas and result in more widespread air quality issues. These plans have not looked sufficiently at the primary cause of the problem, this being road traffic derived emissions, resulting in air quality levels being detrimentally increased in neighbouring areas.

As previously discussed, in sight of this way of thinking, in the form of the CAS & Action Plan SRS & CC has considered a holistic approach to address air quality on a citywide basis. Details off all measures completed, in progress or planned are set out in Table 1. More detail on these measures can be found in the CAS & Action Plan document.

Table 1– Progress on Measures to Improve Air Quality

No.	Measure	Category	Focus	Lead Authority	Planning Phase	Implementation Phase	Indicator	Target Annual Emission Reduction in the AQMA	Progress to Date	Progress in Last 12 Months	Estimated Completion Date	Comments Relating to Emission Reductions
Modal Shift & Influencing Travel Choice												
1.1	Increase Bus Use	Alternatives to private vehicle use	Proposals are in place for a park and ride system at Junction 33 which would look to intercept traffic on the A470, north Cardiff.	CC	No definite Start Date		Bus patronage figures produced via telematics	Unknown	Ongoing		Ongoing	
1.2	Promotion of cycling and walking	Promoting Travel Alternatives	DRAFT Cycling Strategy sets out to double number of cycling trips by 2026; 9.2% modal share in 2015 to 18.4% in 2026. Five cycleways proposed. The INM prioritises cycling and walking routes over 15 year period.	CC	Ongoing		Cycle trips generated/ questionnaires	Unknown	Public Consultation undertaken		Ongoing	
1.3	School Travel Plans		CC has engaged with 'Living Streets' charity and have developed a 'WOW' (Walk Once a Week) scheme in 7 allocated schools in	CC & Living Streets Charity	Ongoing		Report updates from Living Streets	Unknown	7 allocated schools in Cardiff supported by CC.	-	Ongoing	

No.	Measure	Category	Focus	Lead Authority	Planning Phase	Implementation Phase	Indicator	Target Annual Emission Reduction in the AQMA	Progress to Date	Progress in Last 12 Months	Estimated Completion Date	Comments Relating to Emission Reductions
			Cardiff.									
1.4	School Travel Plans		Cardiff Council's Schools Streets Project and its Traffic Regulation Order (TRO) pilot project.	CC	Ongoing		Monthly average NO ₂ levels examined at School property, Inside TRO and Outside TRO zone at residential facades. Questionnaires for school pupils and parents.	Unknown	6 schools assigned to the TRO Zone pilot project. Orders have been implemented and works are sanctioned to officially start in January 2020. Air Quality monitoring has already commence to gather baseline understanding without TRO Zone in place.		2021	
1.5	Personalised Travel Planning	Promoting Travel Alternatives	Public Service Board Staff Charter.	Public Health Wales/ Vale and Cardiff Health Board	Working initially through Cardiff Public Services Board, a Healthy Travel Charter for Cardiff has been developed with major public sector employers and was launched in April 2019.		Modal shift counts. Number of participating public sector organisations.	Unknown	The Charter was signed by 11 public sector organisations at launch in April 2019, employing over 33,000 staff, with additional public and private sector organisations subsequently invited to sign up to the Charter.			

No.	Measure	Category	Focus	Lead Authority	Planning Phase	Implementation Phase	Indicator	Target Annual Emission Reduction in the AQMA	Progress to Date	Progress in Last 12 Months	Estimated Completion Date	Comments Relating to Emission Reductions
1.6	Increase awareness of air quality concerns	Public Information	Cardiff 'car-free' day	CC	Completed 2019		Air Quality Measurements.	No target	When comparing Sunday 19th May to Car-Free Day event 12th May, the daily average reduction for NO2 is as follows; Duke Street/ Castle Street- 16.11% Stephenson Court on Newport Road- 28.15% Westgate Street- 13.62% Lower Cathedral Road- +9.14%			Try to geographically expand and hold car-free days more regularly in Cardiff.
1.7			Tredegarville CIW Primary School "Green Wall" project.	CC	Complete	August 2019	Air quality levels recorded at the school via non-automated principle diffusion tubes.	No target	Successful application under the Landfill Communities Fund to cover the supply and installation of outdoor green walls at Tredegarville CIW Primary School. Successfully installed August 2019.			Investigate monthly average diffusion tube results following implementation.
Infrastructure												
2.1	Bus Route Improvement	Transport Planning and Infrastructure	City Centre Improvement Schemes	CC & WG	2018		Weltag stage 1 and 2 Assessments	To ensure development does not cause any adverse impact and where possible reduce levels to as low as reasonably		Submission of Weltag stage 1 outline business case	Ongoing	

No.	Measure	Category	Focus	Lead Authority	Planning Phase	Implementation Phase	Indicator	Target Annual Emission Reduction in the AQMA	Progress to Date	Progress in Last 12 Months	Estimated Completion Date	Comments Relating to Emission Reductions
								practicable				
2.2	Bus Route Improvement		Improve bus networks and efficiency of the service.	CC	Ongoing		Improvements to air quality levels monitored by indicative methods by CC at sensitive receptor locations on specified routes	Unknown	Bus lanes have been installed on A470, A4119 & A48. Suggested 400m of bus lane ensures each bus with a time advantage of 5 minutes.			
2.3	Public Cycle hire Scheme		Next Bike Hire Scheme	CC & WG	Ongoing		Daily reports on usage provided to CC. 150,000 rentals reported since March 2018.	Unknown	50 docking stations installed providing 500 bicycles for public use. Extra 500 bicycles assigned to Cardiff for the end of Summer 2019.	Ongoing		
2.4	Cycle Network		Proposed Cycleways.	CC	Ongoing		Cycling trip counts.	3.5% modal shift which aligns with the assumptions derived in the feasibility	Public consultation on proposals for Cycleway 1 St Andrew's Crescent to Senghennydd Road- now closed. Public consultation on	Ongoing		

No.	Measure	Category	Focus	Lead Authority	Planning Phase	Implementation Phase	Indicator	Target Annual Emission Reduction in the AQMA	Progress to Date	Progress in Last 12 Months	Estimated Completion Date	Comments Relating to Emission Reductions
								study.	proposals for Cycleway 3 Lloyd George Avenue- now closed.			
2.4	Public transport improvements- interchanges stations and services		New Cardiff Central Interchange development	CC	Ongoing		Detailed AQAs quantifying the level of impact to air quality levels.	To ensure development does not cause any adverse impact and where possible reduce levels to as low as reasonably practicable	Planning application received in 2018 for the central interchange proposal including new bus station. Planning consent granted subject to approval and discharge of conditions.			\$106 funding acquired for the amount of £10,000 to enhance air quality monitoring capabilities.
2.5			Cardiff Capital Region Metro -Proposed by WG (Rail and bus based rapid transit routes).	CC & WG	Ongoing		Unknown-supporting AQA will be a likely during the design and application stages	Ongoing	Ongoing			
2.6	20 mph zones	Traffic Management	Implement further speed restrictions and enhance those already established "20mph Zones"	CC	Ongoing		Safety figures & Monthly Average Diffusion tube results.	Unknown	CC has introduced 'signs only' 20mph limits in Cathays and Plasnewydd area. Approach coincides with the Safe Routes to School Programme.	Ongoing		

No.	Measure	Category	Focus	Lead Authority	Planning Phase	Implementation Phase	Indicator	Target Annual Emission Reduction in the AQMA	Progress to Date	Progress in Last 12 Months	Estimated Completion Date	Comments Relating to Emission Reductions
									Plans are in place to hopefully expand 20mph limit areas in Grangetown. This is subject to WG funding in line with the Feasibility Study.			
Lower Emission Vehicles												
3.1	Public Vehicle Procurement	Promoting Low Emission Transport	Ultra-Low Emission Bus (ULEB) fund made available by the Department for Transport (DfT).	CC, DfT & Cardiff Bus	Ongoing	Three year rolling programme 2019-2021	Improvements to air quality levels (NO ₂) monitored by indicative methods by CC at sensitive receptor locations on specified routes	Approximately >2µg/m ³ reductions in NO ₂ sensitive receptor locations along Westgate Street	Application received by DfT and deemed successful. Programme roll out expected quarter 1 2020.			
3.2	Company Vehicle Procurement- Prioritising uptake of low emission vehicles/ EV recharging		Sustainable fuels strategy- assessment of Cardiff Council vehicle fleets	CC	Ongoing	Economic savings and reduced Carbon footprint	Unknown	The Council has been successful in obtaining a bid from the Office of Low Emission Vehicles (OLEV) 36 charge points in 21 locations across the city and accessible to the public by 31st March 2019. The Council will aim to submit a further bid in		Ongoing		

No.	Measure	Category	Focus	Lead Authority	Planning Phase	Implementation Phase	Indicator	Target Annual Emission Reduction in the AQMA	Progress to Date	Progress in Last 12 Months	Estimated Completion Date	Comments Relating to Emission Reductions
										<p>2019/20 to further increase the network of residential charging points.</p> <p>The Council has made progress in terms of increasing electric charging infrastructure at four main employment hubs. It has been agreed that in 2019/20 for 8 electric vehicle chargers each at County Hall, Lamby Way, Wilcox House and Coleridge Road (i.e., total of 32 chargers).</p>		
3.3	EV recharging		Increase EV optimistic charging points for Cardiff residents/workers.	CC	Ongoing		EV vehicle counts/ EV point usage.	Unknown	The Council has been successful in obtaining a bid from the Office of Low Emission Vehicles (OLEV) 36 charge points in 21 locations across the city and accessible to the public by 31st March 2019. The Council will aim to submit a further bid in 2019/20 to further increase the network of residential charging points.			

No.	Measure	Category	Focus	Lead Authority	Planning Phase	Implementation Phase	Indicator	Target Annual Emission Reduction in the AQMA	Progress to Date	Progress in Last 12 Months	Estimated Completion Date	Comments Relating to Emission Reductions
Policy												
4.1	Citywide strategy to reduce emissions and improve air quality	Policy Guidance and Development Control	Cardiff Clean Air Strategy and Action Plan (CASAP)	CC	2018		Recorded Improvements to air quality levels (NO ₂) monitored by indicative methods by CC at sensitive receptor locations	Annual average NO ₂ levels to be recorded at <35µg/m ³ at residential façade locations with specified AQMAs.	Finalised and approved by Cabinet. Submitted to Welsh Government for review.	Ongoing		
4.2	Taxi Licensing Conditions	Promoting Low Emission Transport	Amendments made to Cardiff taxi licensing conditions to promote a cleaner fleet.	CC	2019- 2020		Taxi fleet composition %.		Public Consultation ended. Awaiting public protection committee decision.	Ongoing		

2. Air Quality Monitoring Data and Comparison with Air Quality Objectives

2.1 Summary of Monitoring Undertaken in 2018

2.1.1 Automatic Monitoring Sites

During 2018 monitoring took place at two automatic monitoring sites in Cardiff; DEFRA's Cardiff City Centre, Frederick Street and Newport Road, Cardiff AURN sites.

The Cardiff Centre AURN has been operating since May 1992, whilst the Newport Road site was newly commissioned in April 2018. The stations form part of DEFRA's AURN network.

This sites are subject to six-monthly QA/QC audits by AEA, DEFRA's appointed contractor, and calibration gases are all traceable to National Standards. Calibrations have been carried out fortnightly by the appointed contractor.

Data from the two sites is validated and ratified by Ricardo-AEA and available to download from the Welsh Air Quality Forum database. The site can be accessed here:

<http://www.welshairquality.co.uk/>

For 2018, the Cardiff City Centre, Frederick Street Station achieved data capture levels for NO₂ and PM₁₀ at 71.1% and 91%. The Newport Road site captured levels for NO₂ and PM₁₀ at 73.5% and 66.5%.

There are three diffusion tubes co-located at the Cardiff City Centre, Frederick Street station, whereby at the end of year, depending on data capture and precision, a locally derived bias adjustment factor is calculated. Due to insufficient data capture <90% for the Cardiff City Centre AURN, in accordance with Defra's LAQM (TG16), Box 7.11 it is preferable not to perform a co-location study due to concerns associated with the data quality. The National Bias Adjustment Factor supplied by the LAQM Defra website, based on 28 studies, which appointed Socotec UK Ltd Didcot laboratory, gave a figure of 0.76 and so this has been adopted for ratification purposes. In order to provide a conservative approach it was therefore decided to adopt the nationally derived bias adjustment factor as this would give slightly higher concentrations and fundamentally represent a worst case scenario.

Figure 6- Location of Cardiff City Centre AURN Monitoring Site (AURN 1)



Figure 7- Location of Cardiff Newport Road AURN Monitoring Site (AURN 2)



Table 2- Details of Automatic Monitoring Sites

Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Monitoring Technique	Relevant Exposure? (Y/N with distance (m) to relevant exposure)	Distance to kerb of nearest road (N/A if not applicable)	Does this location represent worst-case exposure?
Cardiff Centre AURN	Urban Background	318416	176525	NO ₂	N	Chemiluminescence	Y (5m)	200m	N
	Urban Background	318416	176525	PM ₁₀ , PM _{2.5}	N	TEOM- FDMS	Y (5m)	200m	N
	Urban Background	318416	176525	SO ₂	N	UV Fluorescence	Y (5m)	200m	N
	Urban Background	318416	176525	CO	N	Infra-Red GFC	Y (5m)	200m	N
	Urban Background	318416	176525	O ₃	N	UV Absorption	Y (5m)	200m	N
Cardiff Newport Road AURN	Roadside/ Urban Traffic	320095	177520	NO ₂	N	Chemiluminescence	Y (12m)	4.5m	N
	Roadside/ Urban Traffic	320095	177520	PM ₁₀	N	Beta Attenuation Monitor with Gravimetric Equivalence	Y (12m)	4.5m	N

2.1.2 Non-Automatic Monitoring Sites

SRS on behalf of CC carries out monitoring of ambient air quality for nitrogen dioxide (NO₂). In 2018, **85** specifically allocated non-automatic monitoring sites in Cardiff monitored levels of nitrogen dioxide (NO₂). The non-automatic sites do not provide live data; instead they consist of diffusion tubes which are placed at each of the sites, collected and replaced on a rolling monthly basis. The results derived from the tube sampling are then averaged over the year to enable a comparison of the results against the **annual average (40µg/m³) and 1-hour (200µg/m³ not to be exceeded > 18 times per year)** air quality objectives for NO₂.

With regards to prioritising ambient air quality sampling locations, the Council adopts a risk based approach to any allocation of monitoring sites, considering the requirements of Local Air Quality Management Technical Guidance 16, February 2018. The designated monitoring locations have been assigned based on relevant exposure and where the certain Air Quality Objective levels for a particular pollutant applies. The document states that annual mean objectives should apply at “All locations where members of the public might be regularly exposed. Building facades of residential properties, schools, hospitals, car homes etc.”

National background concentrations provided by Defra are now utilised for the purpose of bias correcting and annualising data can be obtained via the website link:

<https://uk-air.defra.gov.uk/data/laqm-background-maps?year=2017>

The location, site description and data gathered since January 2018 are given in **Table 2**. The data has been gathered over a period of 12 months between January and December 2018, adhering to specific monitoring dates controlled by Defra.

Laboratory Methods and Analysis of Diffusion Tubes

Analysis of the exposed tubes is carried out by Socotec UK Ltd Didcot operating procedure ANU/SOP/1015. The tubes are prepared by spiking acetone:triethanolamine (50:50) on the grids prior to the tubes being assembled. The tubes are desorbed with distilled water and the extract analysed using a segmented flow auto analyser with ultraviolet detection. As set out in the practical guidance the results were initially calculated assuming an ambient temperature of 11°C and then adjusted to 20°C to allow direct comparison with EU limits. The national bias correction factor for this laboratory was utilised as opposed to our own local co-location data. Adopting best practice guidance and adopting a conservative approach a bias correction factor of 0.76 was obtained and applied using the

Defra website which is available using the following link; <https://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html>

Where valid data capture for the year is less than 75% (9 months), where necessary the continuous and NO₂ diffusion tube monitoring data have been “annualised” following the methods as described in Defra’s LAQM (TG16), Boxes 7.9 & 7.10.

Where an exceedance is measured at a monitoring site not representative of public exposure, NO₂ concentration at the nearest relevant exposure has been estimated based on the “NO₂ fall-off with distance” calculator (<http://laqm.defra.gov.uk/tools-monitoring-data/no2-falloff.html>). The procedure is described in LAQM (TG16), Section 7.77-7.79.

Figure 8- Map Showing Location of Diffusion Tubes in and around the Cardiff City Centre AQMA

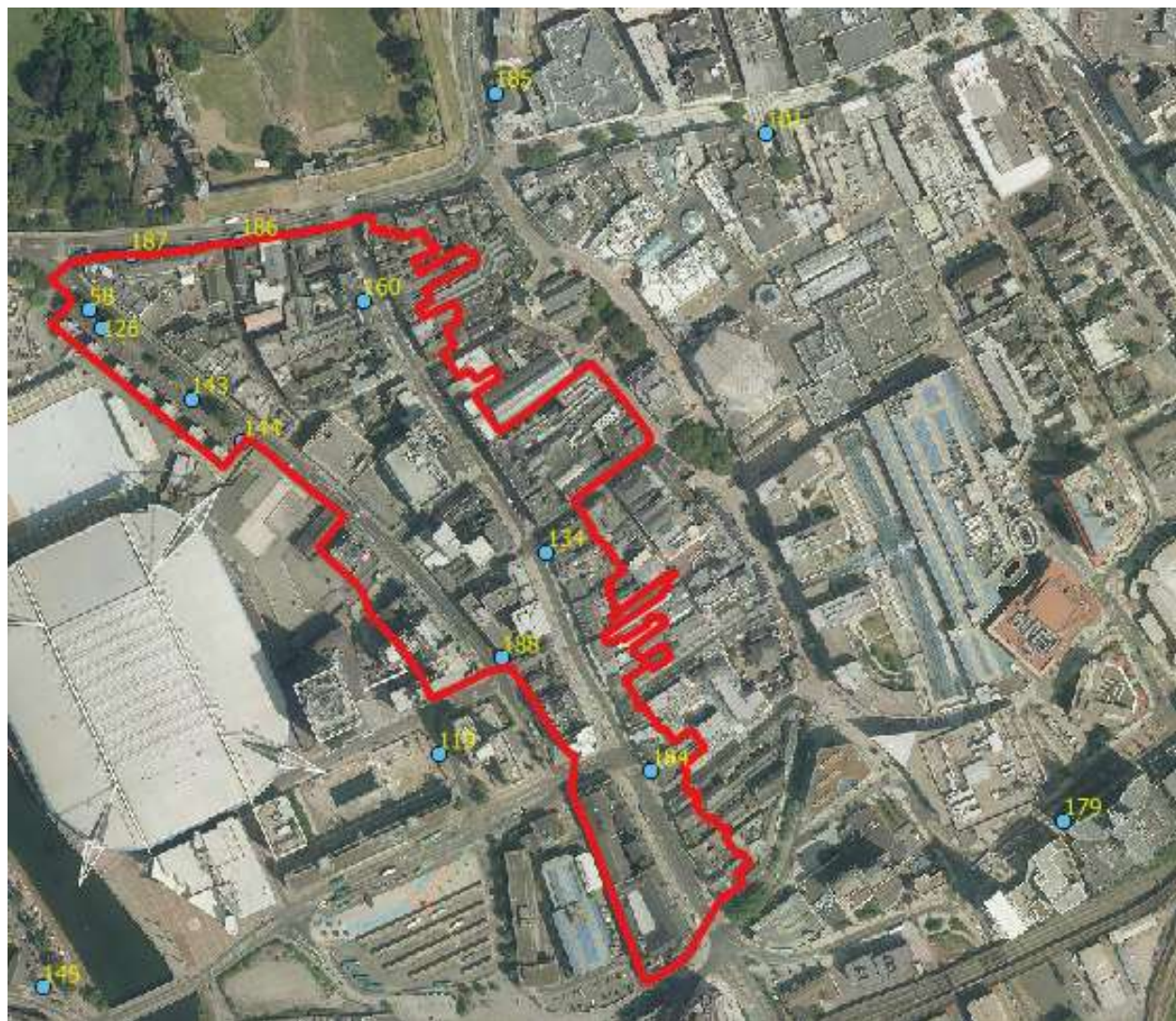


Figure 9- Map Showing Location of Diffusion Tubes in and around the Ely Bridge AQMA



Figure 10- Map Showing Location of Diffusion Tubes in and around the Stephenson Court AQMA



Figure 11- Map Showing Location of Diffusion Tubes in and around the Llandaff AQMA



Figure 12- Map Showing Location of Diffusion Tubes on Cowbridge Road West

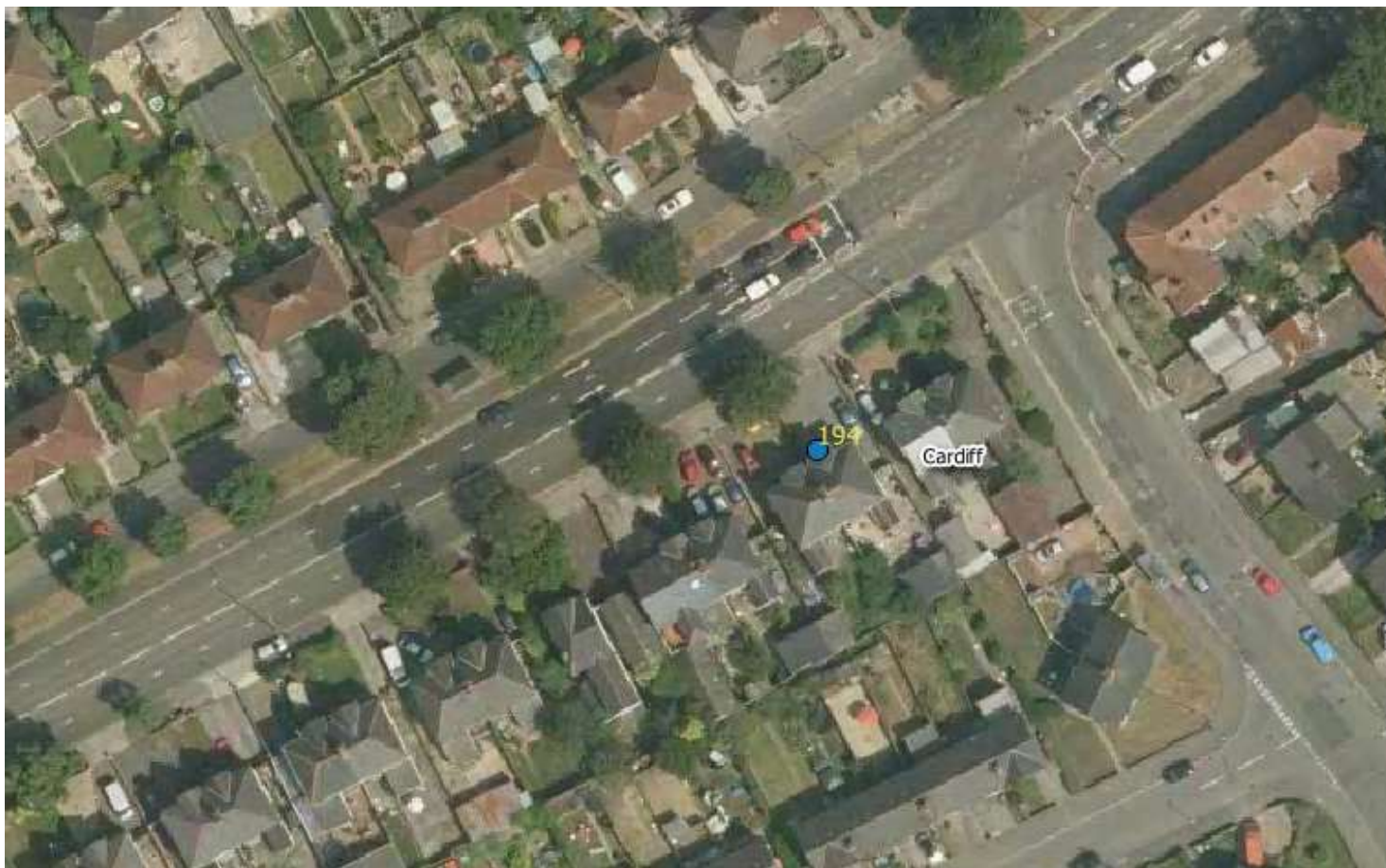


Figure 13- Map Showing Location of Diffusion Tubes in Cathays & Adamsdown area



Figure 15- Map Showing Location of Diffusion Tubes in and around Newport Road



Figure 16- Map Showing Location of Diffusion Tubes in Llandaff area



Figure 17- Map Showing Location of Diffusion Tubes in Llandaff & Western Avenue area



Figure 18- Map Showing Location of Diffusion Tubes in Cathays & Gabalfa area



Figure 19- Map Showing Location of Diffusion Tubes in Riverside area

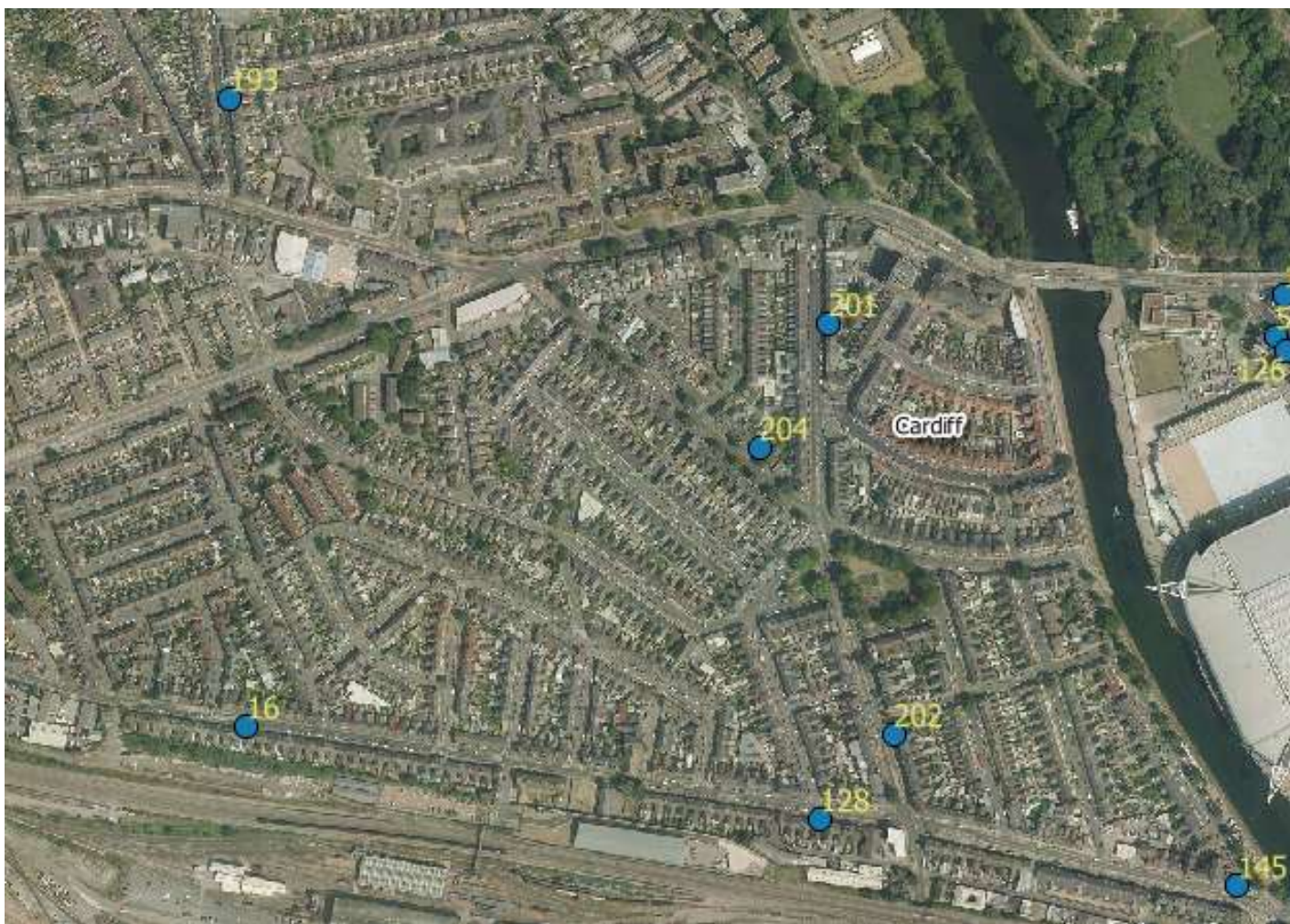


Figure 20- Map Showing Location of Diffusion Tubes in Canton area

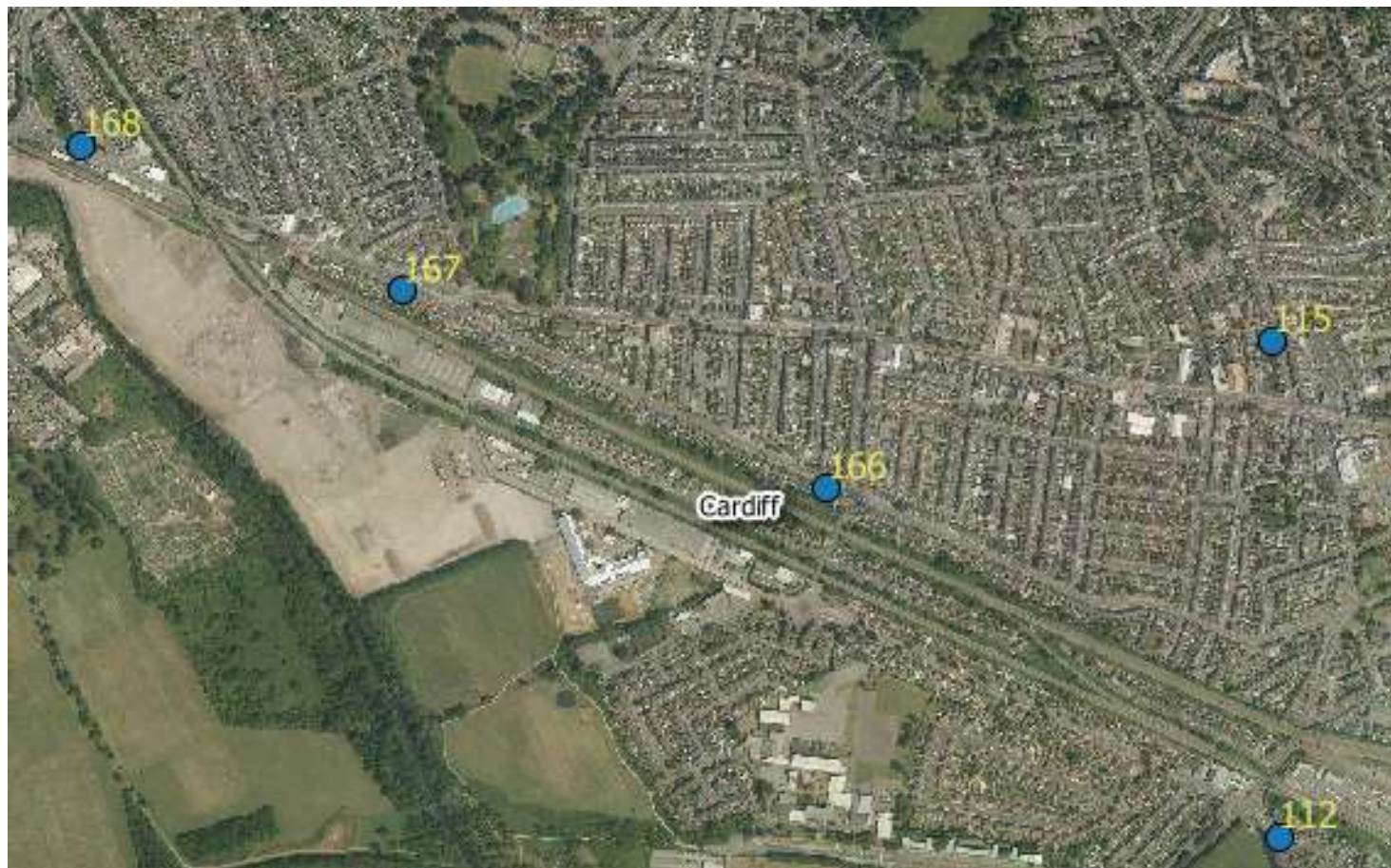


Figure 21- Map Showing Location of Diffusion Tubes in Penylan area



Figure 22- Map Showing Location of Diffusion Tubes near to A48



Figure 23- Map Showing Location of Diffusion Tubes in Heath area

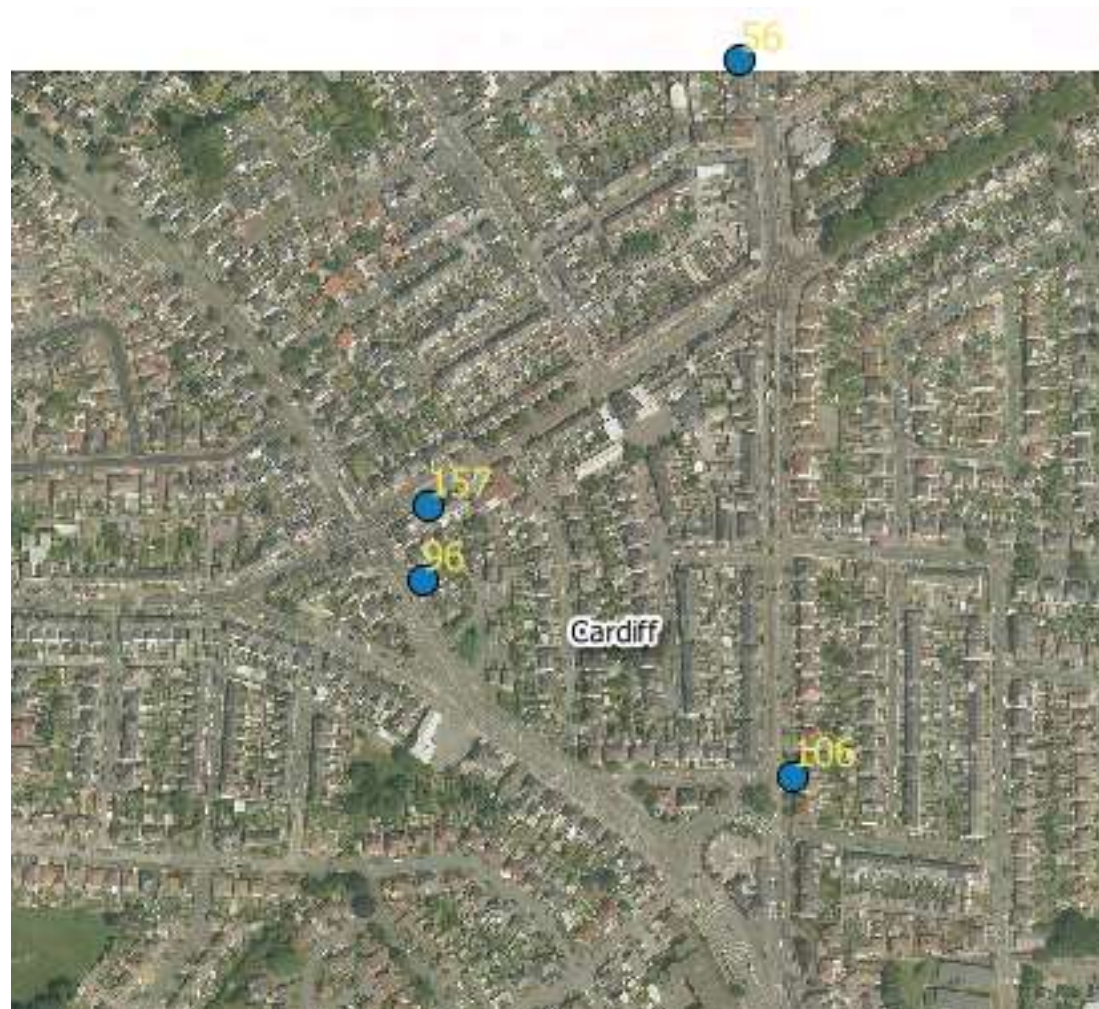


Figure 24- Map Showing Location of Diffusion Tube on James Street



Figure 25- Map Showing Location of Diffusion Tube in East Tyndall Street, Splott



Figure 26- Map Showing Location of Diffusion Tubes on Penarth Road area

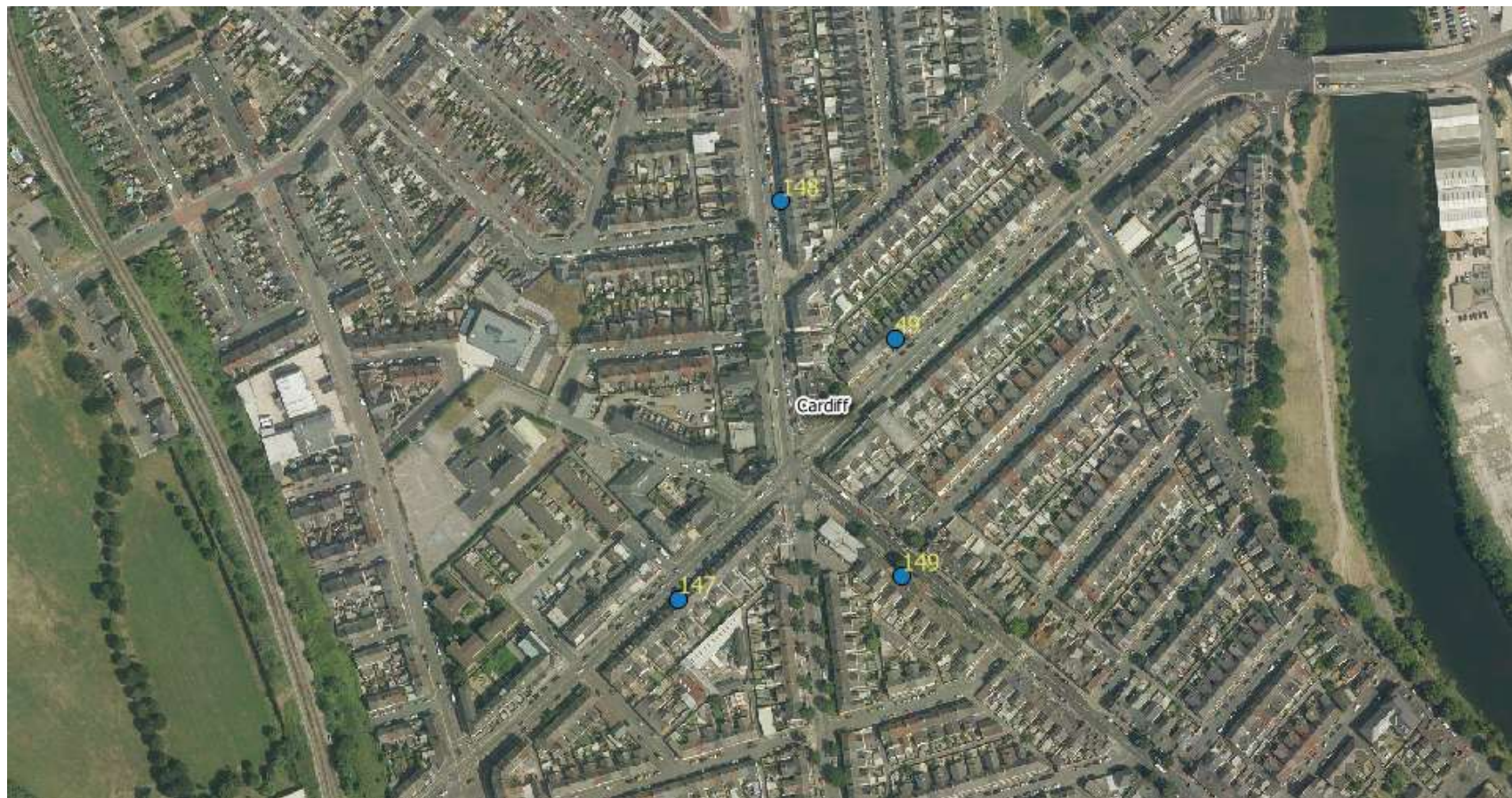


Figure 27- Map Showing Location of Diffusion Tube on Caerphilly Road, Llanishen



Table 3- Details of Non-Automatic Monitoring Sites 2018

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
16	Ninian Park Road	Roadside	317040	176060	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
33	Mitre Place	Kerbside	315248	178165	3.0	NO ₂	Y	N	N (20m)	1m	Y
49	Penarth Road	Roadside	317760	175310	1.5	NO ₂	N	N	Y (0.05m)	7m	Y
56	Birchgrove Village	Roadside	316814	180005	2.0	NO ₂	N	N	Y (0.05m)	8m	Y
58	Westgate Street	Kerbside	317937	176400	2.5	NO ₂	Y	N	N (5m)	0.5m	Y
81	Stephenson Court	Roadside	319387	176980	2.0	NO ₂	Y	N	Y (0.05m)	5m	Y
86	19 Fair oak Road	Roadside	318452	178805	1.5	NO ₂	N	N	Y 0.10m)	10m	Y
96	Manor Way Junction	Roadside	316601	179653	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
98	Western Avenue (premises)	Roadside	314805	177345	1.5	NO ₂	N	N	Y (0.05m)	10m	Y
99	Cardiff Road Llandaff	Roadside	315275	178117	1.5	NO ₂	Y	N	Y (0.05m)	3m	Y
101	Cardiff Centre AURN	Urban Centre	318416	176525	3.0	NO ₂	N	Y, Triplicate with Tubes 102 & 103	Y (0.10m)	200m	Y
102	Cardiff Centre AURN	Urban Centre	318416	176525	3.0	NO ₂	N	Y, Triplicate with Tubes 101 & 103	Y (0.10m)	200m	Y
103	Cardiff Centre AURN	Urban Centre	318416	176525	3.0	NO ₂	N	Y, Triplicate with Tubes 101 & 102	Y (0.10m)	200m	Y
106	30 Caerphilly Road	Roadside	316851	179520	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
112	17 Sloper Road	Roadside	316613	175910	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
115	21 Llandaff Road	Roadside	316604	176641	1.5	NO ₂	N	N	Y (0.05m)	3m	Y
117	25 Cowbridge Road West	Roadside	314458	176735	2.0	NO ₂	Y	N	Y (0.05m)	2m	Y
119	Havelock Street	Kerbside	318184	176086	2.0	NO ₂	N	N	N	1m	Y
126	Westgate Street Flats	Roadside	317946	176387	1.5	NO ₂	Y	N	Y (0.10m)	5m	Y
128	117 Tudor Street	Roadside	317540	175979	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
131	Dragon Court	Roadside	319292	176932	1.75	NO ₂	Y	N	Y (0.05m)	5m	Y
134	Sandringham Hotel	Roadside	318261	176229	2.0	NO ₂	Y	N	N (3m)	5m	Y
143	Windsor House	Roadside	318009	176337	1.5	NO ₂	Y	N	Y (0.10m)	6.5m	Y
144	Marlborough House	Roadside	318046	176307	1.5	NO ₂	Y	N	Y (0.10m)	6.5m	Y
145	Tudor Street Flats	Roadside	317904	175921	1.5	NO ₂	N	N	Y (0.05m)	4.5m	Y
147	211 Penarth Road	Roadside	317636	175161	1.5	NO ₂	N	N	Y (0.10m)	7.0m	Y
148	161 Clare Road	Roadside	317695	175389	1.5	NO ₂	N	N	Y (0.05)	5.0m	Y
149	10 Corporation Road	Roadside	317764	175174	1.5	NO ₂	N	N	Y (0.05)	4.6m	Y
152	James Street	Roadside	319003	174596	1.5	NO ₂	N	N	Y (0.10m)	6.0m	Y
153	Magic Roundabout	Roadside	319491	176183	1.5	NO ₂	N	N	Y (0.10m)	12.5m	Y
156	2a/4 Colum Road	Roadside	317997	177412	1.5	NO ₂	N	N	Y (0.10m)	5.0m	Y

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
157	47 Birchgrove Road	Roadside	316605	179703	1.5	NO ₂	N	N	Y (0.10m)	8.0m	Y
158	64/66 Cathays Terrace	Roadside	318093	177716	1.5	NO ₂	N	N	Y (0.05m)	3.0m	Y
159	IMO façade replacement	Roadside	320709	177918	1.5	NO ₂	N	N	Y (0.10m)	4.0m	Y
160	High Street Zizzi	Urban Centre	318131	176407	2.0	NO ₂	Y	N	Y (0.10m)	65m	Y
166	163 Lansdowne Road	Roadside	315950	176424	1.5	NO ₂	N	N	Y (0.05m)	5.4m	Y
167	359 Lansdowne Road	Roadside	315326	176714	1.5	NO ₂	N	N	Y (0.05m)	6.1m	Y
168	570 Cowbridge Road East	Roadside	314856	176929	1.5	NO ₂	N	N	Y (0.05m)	4.8m	Y
174	76 North Road	Kerbside	317508	177868	1.5	NO ₂	N	N	Y (0.1m)	1m	Y
179	Altolusso, Bute Terrace	Roadside	318627	176039	2.0	NO ₂	N	N	N (5.1m)	2.1m	N
183	Station Terrace	Kerbside	318765	176623	2.0	NO ₂	N	N	N (5.5m)	0.5m	Y
184	Hophouse, St Mary Street	Roadside	318335	176074	2.0	NO ₂	Y	N	Y (0.05m)	3.0m	Y
185	Northgate House, Duke Street	Roadside	318224	176554	2.0	NO ₂	N	N	Y (0.05m)	9.65m	Y
186	Dempsey's Public House, Castle Street	Roadside	318044	176449	2.0	NO ₂	Y	N	Y (0.05m)	2.90m	Y
187	Angel Hotel	Roadside	317944	176436	2.0	NO ₂	Y	N	Y (0.05m)	2.85m	Y
188	Westgate Street (45 Apartments)	Roadside	318229	176154	1.8	NO ₂	Y	N	Y (0.05m)	3.30m	Y
190	3 Pearson Street	Kerbside	319056	177343	2.0	NO ₂	N	N	Y (0.05m)	0.75m	Y
191	7 Mackintosh Place	Roadside	318724	177776	2.0	NO ₂	N	N	Y (0.05m)	3.0m	Y
192	3 Cowbridge Road West	Roadside	314505	176769	2.0	NO ₂	Y	N	Y (0.05m)	3.0m	Y
193	24 Kings Road	Roadside	317025	176607	2.0	NO ₂	N	N	Y (0.05m)	3.0m	Y
194	115 Cowbridge Road West	Roadside	313870	176212	2.0	NO ₂	N	N	Y (0.05m)	12.5m	Y
195	244 Newport Road	Roadside	320147	177523	2.0	NO ₂	N	N	Y (0.05m)	6.0m	Y
196	2 Pencisely Road	Roadside	316223	177305	2.0	NO ₂	N	N	Y (0.05m)	6.5m	Y

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
197	GFF 369 Newport Road	Roadside	320313	177605	2.0	NO ₂	N	N	Y (0.05m)	6.5m	Y
198	Next Building to Stephenson Court	Roadside	319348	176958	2.0	NO ₂	Y	N	Y (0.05m)	4.6m	Y
199	157 Newport Road	Roadside	319599	177174	2.0	NO ₂	N	N	Y (0.05m)	12.6m	Y
200	350 Whitchurch Road	Roadside	317038	179073	2.0	NO ₂	N	N	Y (0.05m)	3.5m	Y
201	23 Lower Cathedral Road	Roadside	317547	176411	2.0	NO ₂	N	N	Y (0.05m)	3m	Y
202	22 Clare Street	Roadside	317604	176053	2.0	NO ₂	N	N	Y (0.05m)	3.5m	Y
203	10 Fair oak Road	Roadside	318255	178533	2.0	NO ₂	N	N	Y (0.05m)	4.5m	Y
204	53 Neville Street	Roadside	317487	176303	2.0	NO ₂	N	N	Y (0.05m)	5m	Y
205	Fitzalan Court, Newport Road	Kerbside	318931	176683	2.0	NO ₂	N	N	N (4m)	1m	N
206	Windsor House, Windsor Lane	Kerbside	318714	176744	2.0	NO ₂	N	N	N (3.5m)	1m	N
207	42 Waungron Road	Roadside	314769	177343	2.0	NO ₂	N	N	Y (0.05m)	6.8m	Y
208	2 Llantrisant Road	Roadside	315152	178245	2.0	NO ₂	N	N	Y (0.05m)	3m	Y
209	178 North Road	Roadside	317200	178537	2.0	NO ₂	N	N	Y (0.05m)	3.5m	Y
210	485 Caerphilly Road	Roadside	316692	181088	2.0	NO ₂	N	N	Y (0.05m)	7.5m	Y
211	19 Well Wood Close, Penylan	Roadside	320247	178903	2.0	NO ₂	N	N	Y (0.05m)	28m	Y
212	62 Bridge Road	Kerbside	315197	178221	2.0	NO ₂	Y	N	Y (0.05m)	1m	Y
225	Mount Stuart Primary Rear Entrance	Other	318825	174435	2.0	NO ₂	N	N	Y (0.05m)	50.0m	Y
226	Mount Stuart Primary Classroom	Other	318821	174433	2.0	NO ₂	N	N	Y (0.05m)	51.0m	Y
227	Tredegaville Primary Reception	Other	319227	176802	2.0	NO ₂	N	N	Y (0.05m)	42.0m	Y
228	Tredegaville Primary Playground	Roadside	319251	176821	2.0	NO ₂	N	N	Y (0.05m)	10.4m	Y
229	Stacey Primary playground	Other	319945	177474	2.0	NO ₂	N	N	Y (0.05m)	70.0m	Y
230	Stacey Primary Outside reception	Other	319967	177490	2.0	NO ₂	N	N	Y (0.05m)	72.0m	Y
231	St Peter Primary playground	Other	319443	177069	2.0	NO ₂	N	N	Y (0.05m)	53.0m	Y
232	St Peter Primary near entrance	Other	319478	177108	2.0	NO ₂	N	N	Y (0.05m)	35.0m	Y
233	Cardiff Academy Front Entrance	Other	319103	176922	2.0	NO ₂	N	N	Y (0.05m)	35.0m	Y

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
234	Cardiff Academy rear entrance	Other	319109	176914	2.0	NO ₂	N	N	Y (0.05m)	35.0m	Y
235	St Joseph's RC Primary playground	Other	317158	178800	2.0	NO ₂	N	N	Y (0.05m)	47.0m	Y
236	St Joseph's RC Primary rear entrance	Other	317111	178786	2.0	NO ₂	N	N	Y (0.05m)	67.0m	Y
237	Ysgol Myndd Bychan Entrance	Roadside	317551	178724	2.0	NO ₂	N	N	Y (0.05m)	3.0m	Y
238	Ysgol Myndd Bychan Playground	Roadside	317572	178731	2.0	NO ₂	N	N	Y (0.05m)	3.0m	Y
239	St Teilos School near entrance	Other	320592	179940	2.0	NO ₂	N	N	Y (0.05m)	96.0m	Y
240	St Teilos School rear playground	Other	320578	179786	2.0	NO ₂	N	N	Y (0.05m)	70.0m	Y
241	Cathays High School North road facing	Roadside	317307	178374	2.0	NO ₂	N	N	Y (0.05m)	11.0m	Y
242	Cathays High School rear entrance	Roadside	317396	178474	2.0	NO ₂	N	N	Y (0.05m)	7.0m	Y

Notes:

1. 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property)

2.2 2018 Air Quality Monitoring Results

Table 4– Non-automatic Annual Mean NO₂ Monitoring Results (2014- 2018)

Site ID	Site Type	Monitoring Type	Valid Data Capture 2018 (%) ⁽¹⁾	Within AQMA?	Annual mean concentration (adjusted for bias) µg/m ³⁽²⁾				
					2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)	2016 (Bias Adjustment Factor = 0.78)	2017 (Bias Adjustment Factor = 0.77)	2018 (Bias Adjustment Factor = 0.76)
16	Roadside	Diffusion Tube	100.0	N	32.4	27.86	28.9	28.9	27.8
33	Kerbside	Diffusion Tube	100.0	Y	51.2	46.94	47.6	33.0	32.5
49	Roadside	Diffusion Tube	100.0	N	32.6	29.35	30.4	27.7	27.3
56	Roadside	Diffusion Tube	100.0	N	35.8	29.64	32.5	27.8	23.8
58	Kerbside	Diffusion Tube	91.7	Y	51.2	48.25	45.3	44.5²	45.8
81	Roadside	Diffusion Tube	100.0	Y	36.4	35.29	37.6	35.9	34.9
86	Roadside	Diffusion Tube	100.0	N	38.9	34.85	35.6	37.0	33.4
96	Roadside	Diffusion Tube	100.0	N	34.4	31.05	36.9	31.8	31.4
98	Roadside	Diffusion Tube	100.0	N	29.8	25.44	28.4	26.2	26.1
99	Roadside	Diffusion Tube	100.0	Y	39.6	29.84	34.8	31.0	31.7

Site ID	Site Type	Monitoring Type	Valid Data Capture 2018 (%) ⁽¹⁾	Within AQMA?	Annual mean concentration (adjusted for bias) $\mu\text{g}/\text{m}^3$ ⁽²⁾				
					2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)	2016 (Bias Adjustment Factor = 0.78)	2017 (Bias Adjustment Factor = 0.77)	2018 (Bias Adjustment Factor = 0.76)
101	Urban Centre	Diffusion Tube	66.7	N	24.4	20.28	23.1	21.3	21.1
102	Urban Centre	Diffusion Tube	66.7	N	24.2	21.06	22.5	20.9	20.6
103	Urban Centre	Diffusion Tube	66.7	N	24.4	20.72	23.2	21.6	20.7
106	Roadside	Diffusion Tube	100.0	N	34.9	29.41	32.2	31.5	27.8
112	Roadside	Diffusion Tube	100.0	N	28.8	27.06	29.5	27.4	26.7
115	Roadside	Diffusion Tube	100.0	N	36.3	32.47	32.8	32.7	30.0
117	Roadside	Diffusion Tube	91.7	Y	42.3	39.54	41.3	38.0	40.0
119	Kerbside	Diffusion Tube	100.0	N	32.0	27.65	29.9	33.2 ²	37.6
126	Roadside	Diffusion Tube	100.0	Y	41.2	36.00	38.4	39.4 ²	35.1
128	Roadside	Diffusion Tube	100.0	N	36.5	29.57	31.2	29.8	28.3
131	Roadside	Diffusion Tube	100.0	Y	41.2	39.48	39.6	41.7	38.2
134	Roadside	Diffusion Tube	50.0	Y	34.5	32.07	38.2 ^a	37.3 ²	36.7 ²

Site ID	Site Type	Monitoring Type	Valid Data Capture 2018 (%) ⁽¹⁾	Within AQMA?	Annual mean concentration (adjusted for bias) $\mu\text{g}/\text{m}^3$ ⁽²⁾				
					2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)	2016 (Bias Adjustment Factor = 0.78)	2017 (Bias Adjustment Factor = 0.77)	2018 (Bias Adjustment Factor = 0.76)
143	Roadside	Diffusion Tube	100.0	Y	42.1	38.16	38.7	38.4 ²	37.3
144	Roadside	Diffusion Tube	100.0	Y	38.2	37.22	38.3	36.8 ²	34.3
145	Roadside	Diffusion Tube	91.7	N	32.6	29.90	29.9	29.6	28.7
147	Roadside	Diffusion Tube	100.0	N	31.3	27.70	28.8	26.2	29.3
148	Roadside	Diffusion Tube	100.0	N	29.1	27.53	29.2	27.3	26.6
149	Roadside	Diffusion Tube	100.0	N	33.2	33.56	31.2	32.5	31.3
152	Roadside	Diffusion Tube	50.0	N	29.7	27.60	29.3	28.9	30.2 ²
153	Roadside	Diffusion Tube	100.0	N	33.2	28.99	30.1	30.6	25.0
156	Roadside	Diffusion Tube	100.0	N	31.4	25.92	29.7	25.7	26.8
157	Roadside	Diffusion Tube	100.0	N	29.7	27.16	28.2	28.3	25.1
158	Roadside	Diffusion Tube	83.3	N	29.1	25.50	29.0	26.1	26.2
159	Roadside	Diffusion Tube	100.0	N	39.2	33.96	35.5	38.6	35.6

Site ID	Site Type	Monitoring Type	Valid Data Capture 2018 (%) ⁽¹⁾	Within AQMA?	Annual mean concentration (adjusted for bias) $\mu\text{g}/\text{m}^3$ ⁽²⁾				
					2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)	2016 (Bias Adjustment Factor = 0.78)	2017 (Bias Adjustment Factor = 0.77)	2018 (Bias Adjustment Factor = 0.76)
160	Urban Centre	Diffusion Tube	91.7	Y	28.3	27.03	31.7	28.1 ²	27.0
166	Roadside	Diffusion Tube	91.7	N	36.6	32.05	33.2	32.1	30.6
167	Roadside	Diffusion Tube	91.7	N	31.5	28.26	29.8	26.9	27.8
168	Roadside	Diffusion Tube	100.0	N	27.7	24.26	27.7	26.2	26.0
174	Kerbside	Diffusion Tube	100.0	N	33.9	28.65	33.3	27.5	28.2
179	Roadside	Diffusion Tube	75.0	N	-	-	39.7 ²	45.4²	43.2
183	Kerbside	Diffusion Tube	75.0	N	-	-	35.9	31.2	31.1
184	Roadside	Diffusion Tube	83.3	Y	-	-	41.4	38.7 ²	39.9
185	Roadside	Diffusion Tube	91.7	N	-	-	37.1	28.6 ²	32.9
186	Roadside	Diffusion Tube	100.0	Y	-	-	47.5	47.7²	45.8
187	Roadside	Diffusion Tube	75.0	Y	-	-	50.7	50.2²	50.8
188	Roadside	Diffusion Tube	66.7	Y	-	-	49.8²	49.8²	52.4²

Site ID	Site Type	Monitoring Type	Valid Data Capture 2018 (%) ⁽¹⁾	Within AQMA?	Annual mean concentration (adjusted for bias) $\mu\text{g}/\text{m}^3$ ⁽²⁾				
					2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)	2016 (Bias Adjustment Factor = 0.78)	2017 (Bias Adjustment Factor = 0.77)	2018 (Bias Adjustment Factor = 0.76)
190	Kerbside	Diffusion Tube	75.0	N	-	-	-	-	23.2
191	Roadside	Diffusion Tube	100.0	N	-	-	-	-	29.7
192	Roadside	Diffusion Tube	100.0	Y	-	-	-	-	39.7
193	Roadside	Diffusion Tube	100.0	N	-	-	-	-	18.6
194	Roadside	Diffusion Tube	100.0	N	-	-	-	-	22.0
195	Roadside	Diffusion Tube	100.0	N	-	-	-	-	31.6
196	Roadside	Diffusion Tube	100.0	N	-	-	-	-	24.9
197	Roadside	Diffusion Tube	91.7	N	-	-	-	-	31.0
198	Roadside	Diffusion Tube	100.0	Y	-	-	-	-	35.1
199	Roadside	Diffusion Tube	100.0	N	-	-	-	-	23.9
200	Roadside	Diffusion Tube	91.7	N	-	-	-	-	33.4
201	Roadside	Diffusion Tube	100.0	N	-	-	-	-	30.3

Site ID	Site Type	Monitoring Type	Valid Data Capture 2018 (%) ⁽¹⁾	Within AQMA?	Annual mean concentration (adjusted for bias) $\mu\text{g}/\text{m}^3$ ⁽²⁾				
					2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)	2016 (Bias Adjustment Factor = 0.78)	2017 (Bias Adjustment Factor = 0.77)	2018 (Bias Adjustment Factor = 0.76)
202	Roadside	Diffusion Tube	100.0	N	-	-	-	-	27.8
203	Roadside	Diffusion Tube	100.0	N	-	-	-	-	21.6
204	Roadside	Diffusion Tube	100.0	N	-	-	-	-	23.3
205	Kerbside	Diffusion Tube	50.0	N	-	-	-	-	36.1 ²
206	Kerbside	Diffusion Tube	41.7	N	-	-	-	-	38.7 ²
207	Roadside	Diffusion Tube	100.0	N	-	-	-	-	21.7
208	Roadside	Diffusion Tube	100.0	N	-	-	-	-	25.4
209	Roadside	Diffusion Tube	100.0	N	-	-	-	-	22.7
210	Roadside	Diffusion Tube	100.0	N	-	-	-	-	21.7
211	Roadside	Diffusion Tube	100.0	N	-	-	-	-	21.7
212	Kerbside	Diffusion Tube	41.7	Y	-	-	-	-	47.1²
225	Other	Diffusion Tube	92	N	-	-	-	-	16.9

Site ID	Site Type	Monitoring Type	Valid Data Capture 2018 (%) ⁽¹⁾	Within AQMA?	Annual mean concentration (adjusted for bias) $\mu\text{g}/\text{m}^3$ ⁽²⁾				
					2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)	2016 (Bias Adjustment Factor = 0.78)	2017 (Bias Adjustment Factor = 0.77)	2018 (Bias Adjustment Factor = 0.76)
226	Other	Diffusion Tube	92	N	-	-	-	-	18.5
227	Other	Diffusion Tube	75	N	-	-	-	-	21.8
228	Roadside	Diffusion Tube	75	N	-	-	-	-	26.1
229	Other	Diffusion Tube	75	N	-	-	-	-	18.0
230	Other	Diffusion Tube	92	N	-	-	-	-	18.2
231	Other	Diffusion Tube	75	N	-	-	-	-	20.4
232	Other	Diffusion Tube	75	N	-	-	-	-	19.9
233	Other	Diffusion Tube	83	N	-	-	-	-	24.5
234	Other	Diffusion Tube	92	N	-	-	-	-	20.0
235	Other	Diffusion Tube	67	N	-	-	-	-	21.6 ²
236	Other	Diffusion Tube	58	N	-	-	-	-	18.8 ²
237	Roadside	Diffusion Tube	83	N	-	-	-	-	21.2

Site ID	Site Type	Monitoring Type	Valid Data Capture 2018 (%) ⁽¹⁾	Within AQMA?	Annual mean concentration (adjusted for bias) $\mu\text{g}/\text{m}^3$ ⁽²⁾				
					2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)	2016 (Bias Adjustment Factor = 0.78)	2017 (Bias Adjustment Factor = 0.77)	2018 (Bias Adjustment Factor = 0.76)
238	Roadside	Diffusion Tube	50	N	-	-	-	-	17.7 ²
239	Other	Diffusion Tube	75	N	-	-	-	-	19.3
240	Other	Diffusion Tube	58	N	-	-	-	-	18.5 ²
241	Roadside	Diffusion Tube	92	N	-	-	-	-	18.3
242	Roadside	Diffusion Tube	83	N	-	-	-	-	16.4

Notes:

Exceedances of the NO₂ annual mean objective of 40 $\mu\text{g}/\text{m}^3$ are shown in **bold**.

NO₂ annual means exceeding 60 $\mu\text{g}/\text{m}^3$, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(2) Diffusion tube data has been “bias adjusted” in accordance with Box 7.11 in LAQM.TG16 and “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(3) Diffusion tube data has been corrected for distance to represent relevant exposure in accordance with Sections 7.77- 7.79 in LAQM.TG16 “Fall-off in NO₂ concentrations with Distance from the Road”

Table 5– Automatic Annual Mean NO₂ Monitoring Results (2014- 2018)

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period % ⁽¹⁾	Valid Data Capture 2018 % ⁽²⁾	Annual Mean Concentration (µg/m ³)				
					2014	2015	2016	2017	2018
Cardiff Centre AURN 1	Urban Background	N	100	71.1	25	27	23	20	20 ³
Cardiff Newport Road AURN 2	Roadside/ Urban Traffic	N	100	73.5	-	-	-	-	29 ³

Notes:

Exceedances of the Annual Average NO₂ objective (40µg/m³) are shown in bold.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Data has been “annualised” as per Boxes 7.9 in LAQM.TG16 where valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Table 6– Automatic 1-hour Mean NO₂ Monitoring Results (2014- 2018)

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period % ⁽¹⁾	Valid Data Capture 2018 % ⁽²⁾	Number of Hourly Means (> 200µg/m ³) ⁽³⁾				
					2014	2015	2016	2017	2018
Cardiff Centre AURN 1	Urban Background	N	100	71.1	0	0 (14.98)	0	0	0 (84.55)
Cardiff Newport Road AURN 2	Roadside/ Urban Traffic	N	100	73.5	-	-	-	-	0 (98.12)

Notes:

Exceedances of the NO₂ 1-hour mean objective (200µg/m³ not to be exceeded more than 18 times/year) are shown in bold.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.

Figure 28– Trends in Annual Mean NO₂ Concentrations Measured at Cardiff Frederick Street AURN (AURN 1) Site

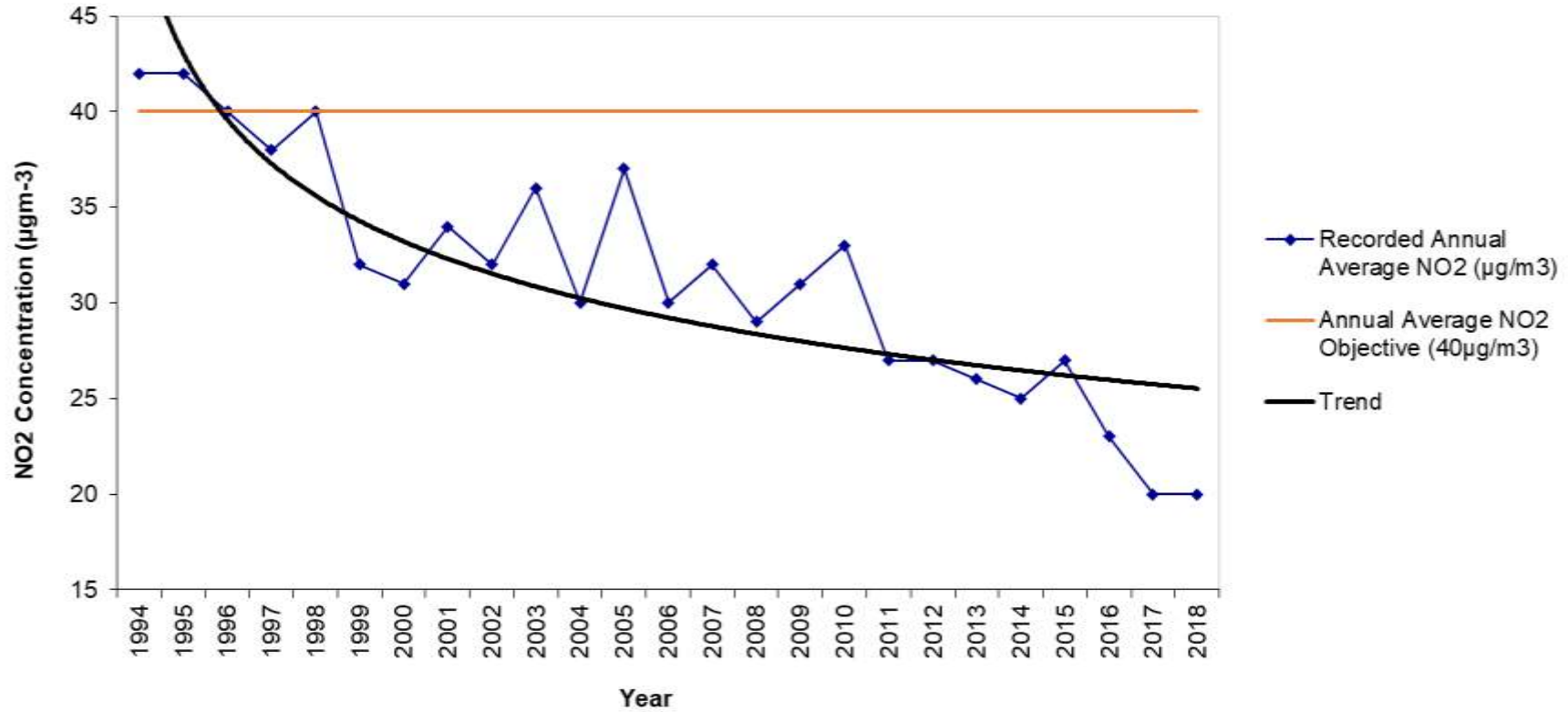


Figure 28 indicates a decreasing trend in annual average NO₂ concentrations in Cardiff’s background levels. It must be noted that annual average levels have remained at their lowest since 2017 consistently recording levels of 20µg/m³ in 2017 & 2018.

Table 7– Automatic Annual Mean PM₁₀ Monitoring Results (2014- 2018)

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2018 (%) ⁽²⁾	Confirm Gravimetric Equivalent (Y or N/A)	PM ₁₀ Annual Mean Concentration (µg/m ³) ⁽³⁾				
						2014	2015	2016	2017	2018
Cardiff Centre AURN 1	Urban Background	N	100	88.9	N/A	16	16	15.1 ⁽³⁾	16	17
Cardiff Newport Road AURN 2	Roadside/ Urban Traffic	N	100	66.5	Y	-	-	-	-	20.3 ³

Notes:

Exceedances of the PM₁₀ annual mean objective of 40µg/m³ are shown in bold.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Data has been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 where valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Table 8– Automatic 24-Hour Mean PM₁₀ Monitoring Results (2014- 2018)

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2018 (%) ⁽²⁾	Confirm Gravimetric Equivalent (Y or N/A)	Number of Daily Means > 50µg/m ³ ⁽³⁾				
						2014	2015	2016	2017	2018
Cardiff Centre AURN 1	Urban Background	N	100	88.9	N/A	4	5 (25.4)	1 (30.52)	2	0
Cardiff Newport Road AURN 2	Roadside/ Urban Traffic	N	100	66.5	Y	-	-	-	-	0 (36)

Notes:

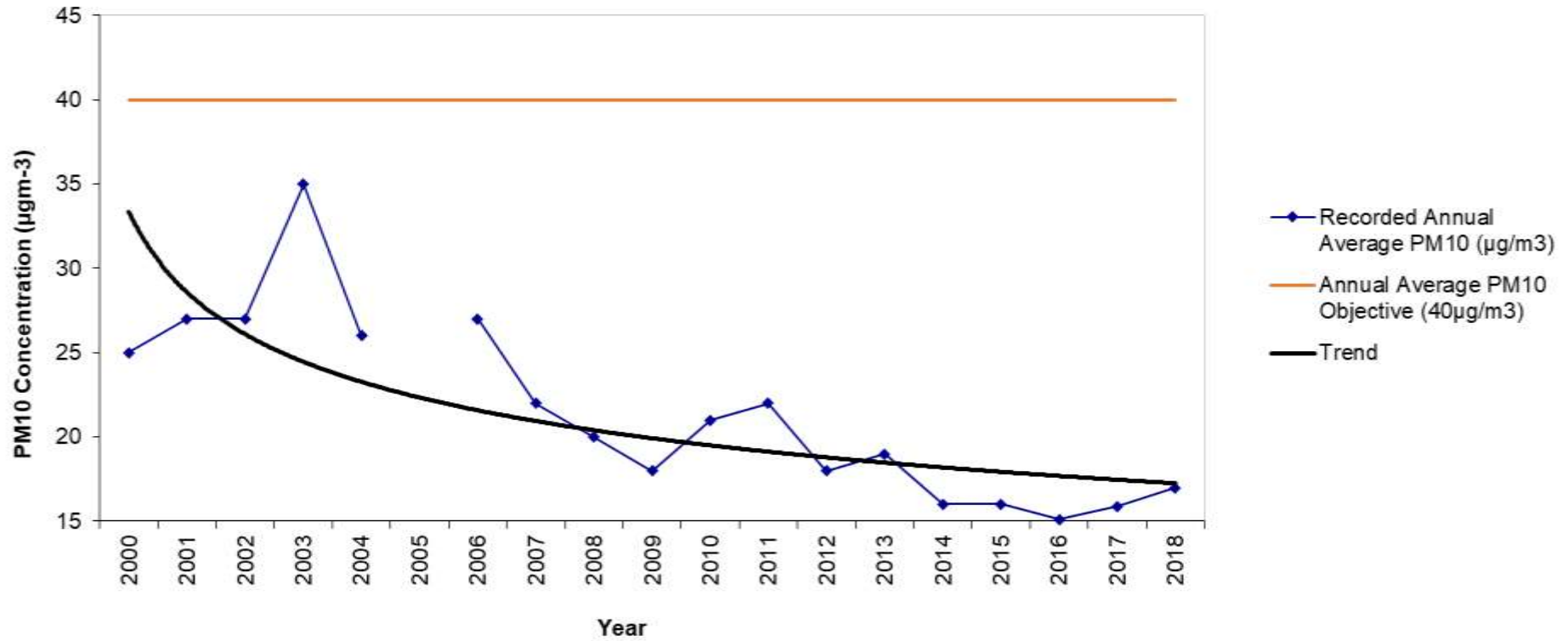
Exceedances of the PM₁₀ 24-hour mean objective (50µg/m³ not to be exceeded more than 35 times/year) are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 90.4th percentile of 24-hour means is provided in brackets.

Figure 29- Trends in Annual Mean PM₁₀ Concentrations Measured at Cardiff Frederick Street AURN (AURN 1) Site



The displayed datasets indicate a downward trend in Cardiff's background PM₁₀ levels.

Table 9– Automatic SO₂ Monitoring Results: Comparison with Objectives

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2018 (%) ⁽²⁾	Number of Exceedences (percentile in bracket µg/m ³)		
					15-minute Objective (266 µg/m ³)	1-hour Objective (350 µg/m ³)	24-hour Objective (125 µg/m ³)
Cardiff Centre AURN 1	Urban Background	N	100	71	0	0	0

Notes:

Exceedences of the SO₂ mean objectives are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) In accordance with LAQM TG(16), due to the fact data capture is <85% it is a requirement to report the 99.9th percentile for 15 minute SO₂, however in this instance it is the 99.9th percentile for 10 minute SO₂.

(4) In accordance with LAQM TG(16), due to the fact data capture is <85% it is a requirement to report the 99.7th percentile for 1 hour SO₂

(5) In accordance with LAQM TG(16), due to the fact data capture is <85% it is a requirement to report the 99.2nd percentile for 24 hour SO₂

Table 10– Automatic Carbon Monoxide (CO) Monitoring Results: Comparison with Objectives

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2018 (%) ⁽²⁾	Number of Exceedences
					8-Hour Average Objective (10 µg/m ³)
Cardiff Centre AURN 1	Urban Background	N	100	99	0

Table 11– Automatic Ozone (O3) Monitoring Results: Comparison with Objectives

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2018 (%) ⁽²⁾	Number of Exceedences
					Number of days where the 8-hour mean >100µg/m ³
Cardiff Centre AURN 1	Urban Background	N	100	99	13

2.3 Comparison of 2018 Monitoring Results with Previous Years and the Air Quality Objectives

During 2018 monitoring was carried out for nitrogen dioxide (NO₂), particulate matter (PM₁₀), sulphur dioxide (SO₂), carbon monoxide (CO) and ozone (O₃). There was no monitoring undertaken for benzene or 1-3-butadiene.

2.3.1 Nitrogen Dioxide (NO₂)

Nitrogen dioxide was measured during 2018 at two sites equipped with an automatic NO_x analyser and by a network of 87 passive diffusion tubes.

In order to ratify the 2018 diffusion tube dataset, a bias adjustment factor of 0.76 was applied to the annual average readings. The factor was derived from the Defra website which gave the average correction factor from 28 co-location studies across the UK, whereby the analytical laboratory and method used was the same as CC. The national bias correction factor was utilized as it would provide results representative of a worst case scenario. The bias correction factor of 0.76 was obtained from the following website: <http://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html>

Automatic Monitoring Data

Monitoring of NO₂ has continued to be carried out at the Cardiff City Centre Frederick AURN site. As previously discussed, April 2018 saw an additional AURN site implemented on Richard's Terrace just off Newport Road, Cardiff.

Datasets obtained from the two automatic monitoring sites outlined as (AURN 1 & AURN 2) have been cross referenced to the annual and 1-hour average objectives set for NO₂. The findings summarised in **Table 5 & 6** indicate compliance with both objectives.

Non- automated Monitoring Data

The nitrogen dioxide diffusion tube data is summarised in Table 4. The full dataset (raw monthly mean values) is included in Appendix A. All data displayed in Table 4 has been bias adjusted and where necessary annualised in accordance with Box 7.10 of LAQM (TG16). Evidence of the sites annualised can be seen in Appendix C. The applied bias adjustment factor was 0.76, as described in Appendix C.

Table 4 shows that 7 of the 87 passive diffusion tubes recorded a concentration of NO₂ above the 40µg/m³ annual mean Objective in 2018. Of these 7 sites, 6 are inside one of the four established AQMAs.

Site 179 is not located within an AQMA where the measured annual average concentration of NO₂ was above the 40µg/m³ annual mean objective in 2018. However, there is reasoning for these recorded exceedences;

Site 179 is representative of the short-term 1-hour NO₂ objective **only** due to its commercial nature.

Air quality dataset trends within Cardiff's AQMAs

Figure 30- Trends in Annual Average NO₂ Concentrations Recorded at Façade Locations in City Centre AQMA (Westgate Street)

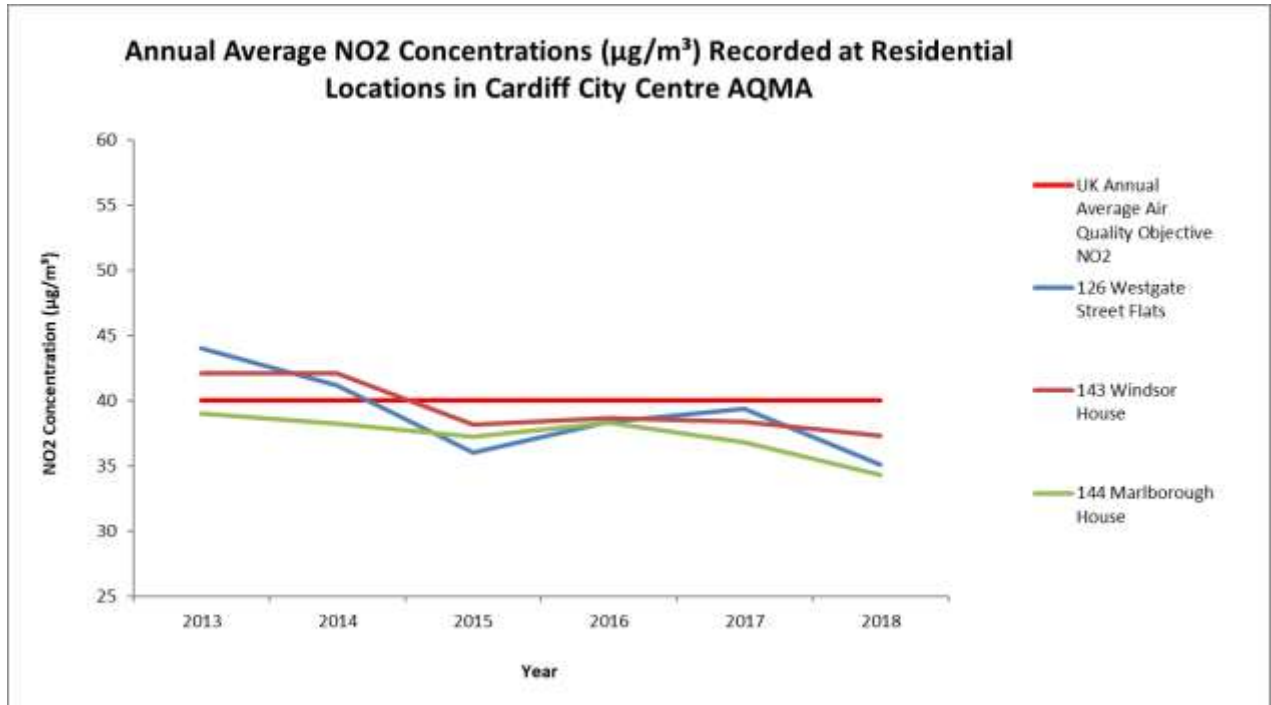
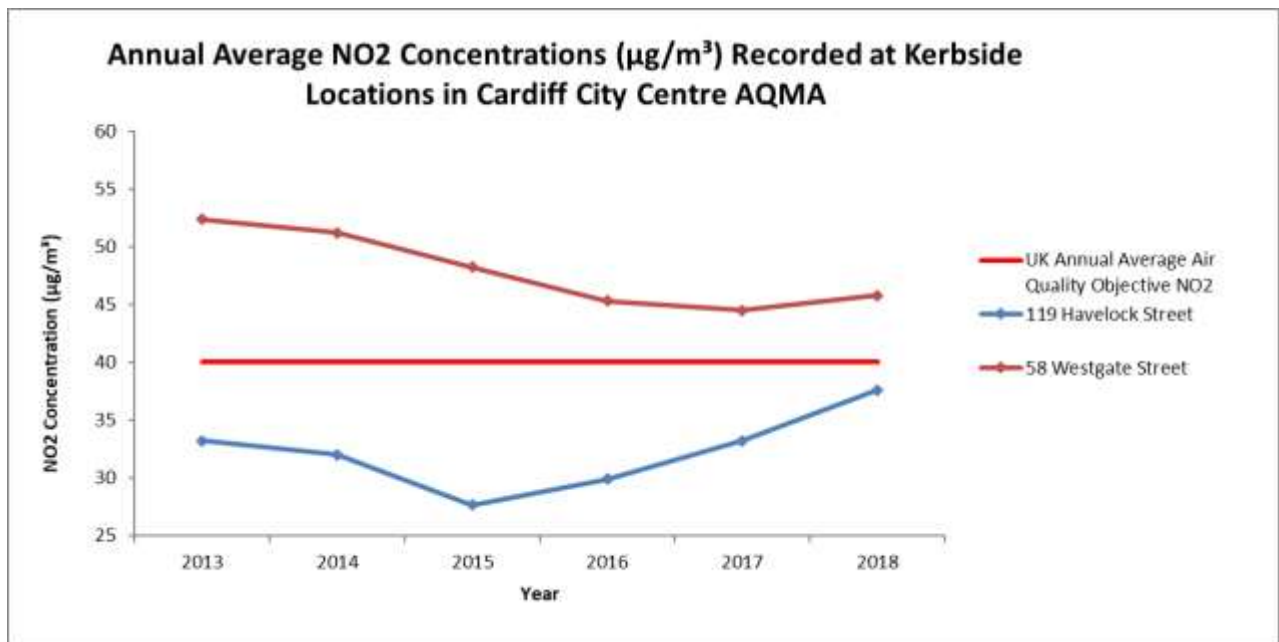


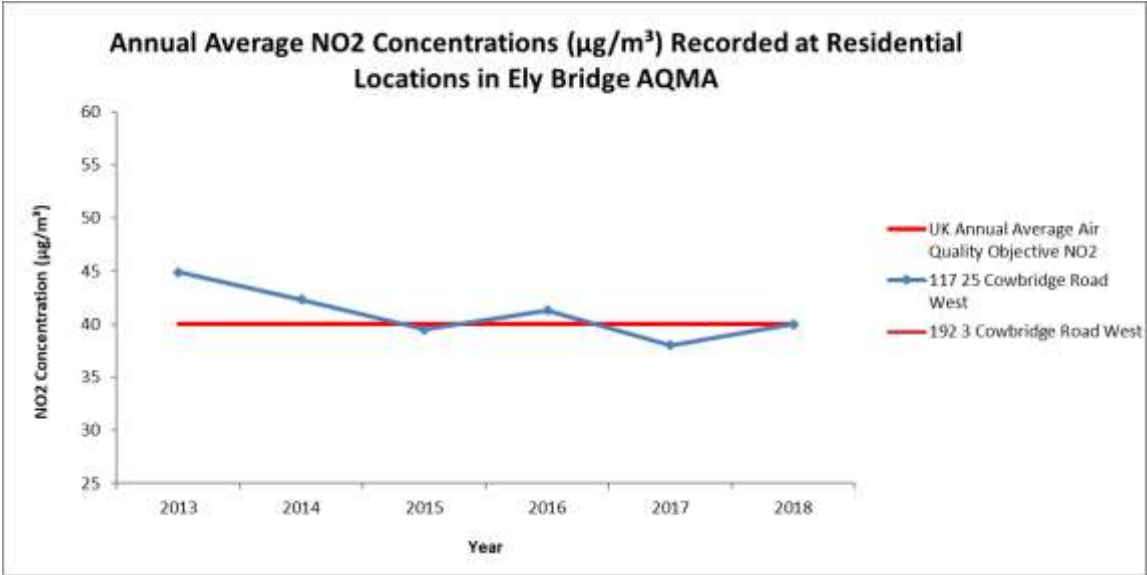
Figure 31- Trends in Annual Average NO₂ Concentrations Recorded at Kerbside Locations in Cardiff City Centre AQMA



Examining **Table 4** it is apparent that annual average NO₂ datasets in the City Centre, in and around the AQMA, continue to be elevated in 2018 showing little evidence of improvement from the 2017 datasets. Annual levels of NO₂ at residential accommodation on Westgate Street (Sites 126, 143 &

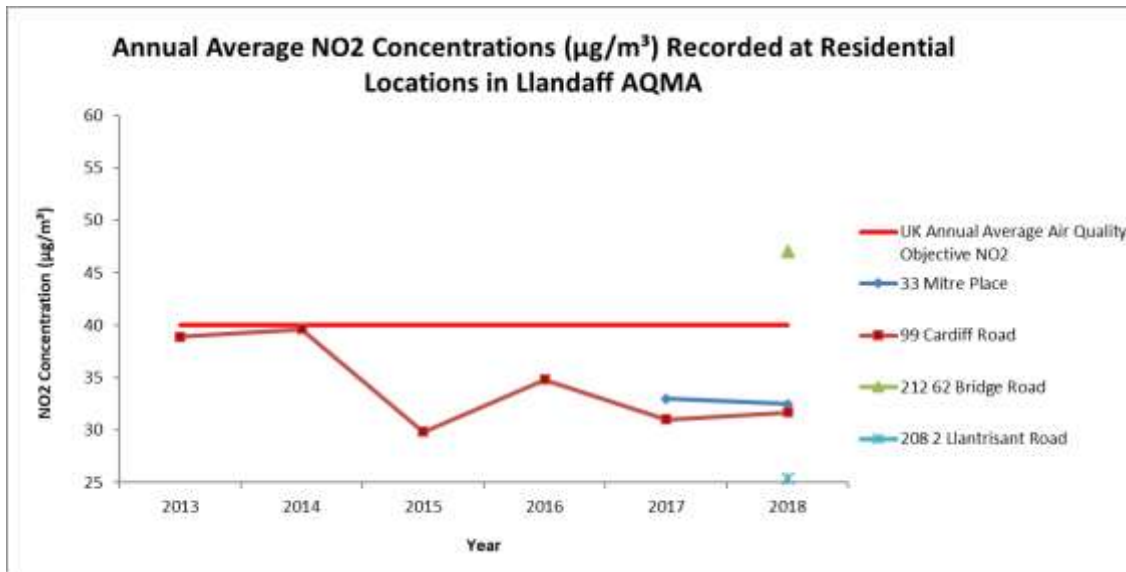
144) are approaching the objective with concentrations $>37\mu\text{g}/\text{m}^3$. **Figure 31** represents kerbside monitoring locations used to examine traffic flow patterns and associated air quality levels. The graph shows little improvement in levels, in fact an increase in levels has been recorded at both monitoring sites (58 & 119).

Figure 32- Trends in Annual Average NO₂ Concentrations Recorded at Façade Locations in City Centre AQMA (Westgate Street)



As depicted by **Figure 32** monitoring undertaken in 2018 within the Ely Bridge AQMA, at the façade of residential properties (Site 117 & 192) indicates elevated and exceeding annual average levels NO₂.

Figure 33- Trends in Annual Average NO₂ Concentrations Recorded at Façade Locations in Llandaff AQMA

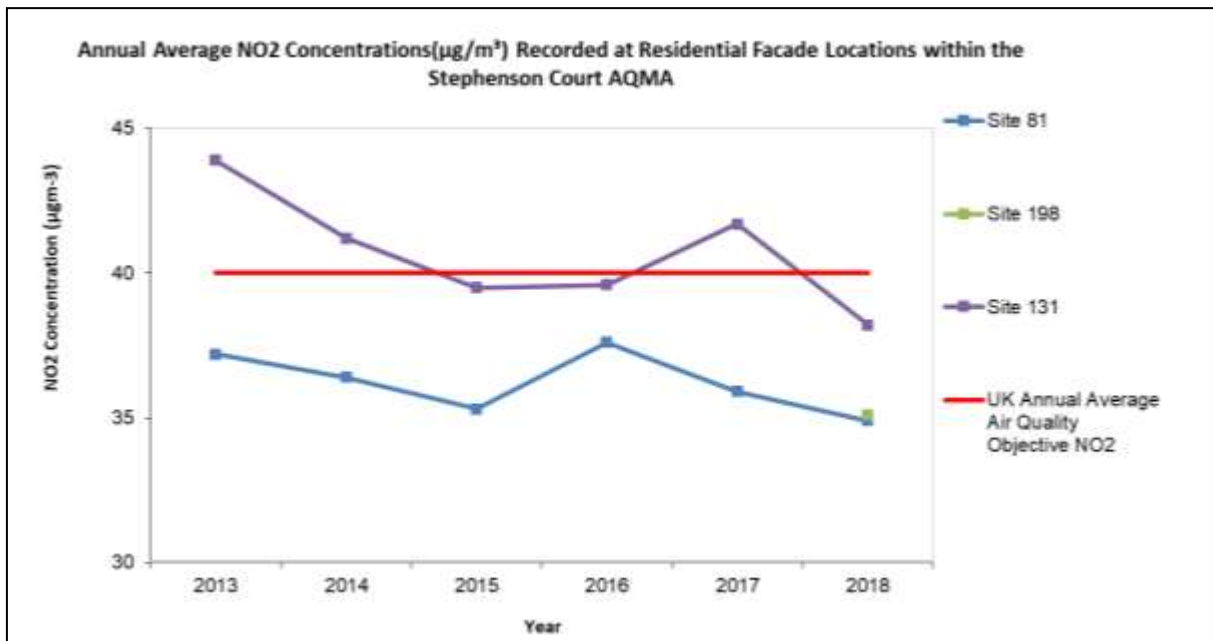


Residential monitoring locations within the Llandaff AQMA, in general indicate compliance with the annual average objective. Site 212 does indicate an exceedance of the annual average objective, however it must be noted that data capture at this location was low for 2018, therefore this result does not necessarily represent a true understanding for annual average levels at this location.

In an effort to reassure local residents, as referenced in the 2018 APR, officers have explored the idea of improving monitoring capabilities in the Llandaff AQMA by investing in an automated monitoring system. At the time of writing this report, via a S106 contribution in accordance with relevant planning applications in the vicinity of the Llandaff AQMA, a near real-time indicative air quality monitor (AQ Mesh Pod) has been purchased to be installed within the Llandaff AQMA boundary.

Please note In 2017 Site 33 was relocated to the residential façade of the occupied old police station, this being the position whereby previous years’ distance correction calculations was undertaken to. By relocating the monitoring station to the façade of the old police station, thus representing worse-case exposure as an increased level of certainty can be associated with the annual average result as no further correction via the use of the “fall-off” calculator is necessary. It could be argued that the site’s location change would require a new site ID, however in this instance it was felt necessary to keep the ID the same and clearly show the difference between NO₂ datasets at the kerbside and façade location.

Figure 34- Trends in Annual Average NO₂ Concentrations Recorded at Residential Façade Locations within the Stephenson Court AQMA.



All three monitoring sites within the Stephenson Court AQMA (Sites, 81, 131 & 198) show compliance with the annual average objective, however results remain elevated, particularly at Site 131 which is encroaching on the UK objective.

In accordance with LAQM best practise guidance; there are no monitoring sites in the district with annual average concentrations above 60µg/m³ in 2018. Therefore this indicates it is unlikely that the hourly nitrogen dioxide objective was exceeded.

2.3.2 Particulate Matter (PM₁₀)

As described in previous sections, monitoring of PM₁₀ has been carried out at the Cardiff Centre and Newport Road AURN monitoring sites and the summary data is given in **Tables 7 and 8**.

The results of the monitoring indicate that recorded PM₁₀ concentrations at the Cardiff City Centre and Newport Road AURN monitoring stations are compliant with both the annual mean (40µg/m³) and 24-hour mean (>50 µg/m³ not to be exceeded more than 18 times per year) AQS objectives set for PM₁₀.

2.3.3 Sulphur Dioxide (SO₂)

Sulphur dioxide was measured at the Cardiff Centre AURN automatic monitoring site during 2018.

The site is classified as “Urban Background” and is a relevant location for the 15-minute and 1-hour Objectives. Data for the monitoring is given in Table 9.

There were no exceedences of the set objectives during 2018.

2.3.4 Benzene

No monitoring of Benzene was undertaken by SRS on behalf of Cardiff Council in 2018.

2.3.5 Other Pollutants Measured

During 2018 monitoring for ozone and carbon monoxide was carried out in Cardiff. Details are in the following sections;

Carbon Monoxide

Carbon monoxide was monitored at Cardiff's City Centre & Newport Road AURN sites during 2018.

Data capture at for the whole year at Cardiff's City Centre & Newport Road AURN sites was 88.9% and 66.5%. There were no exceedences of the objective. **Table 10** summarises the findings.

There continues to be no risk of the National Air Quality Standard being exceeded.

Ozone

Cardiff Council monitors Ozone due to its potential correlations with other pollutants. In 2018, ozone was measured at the Cardiff City Centre, Frederick Street AURN site. Although Ozone is not included in the Local Air Quality Management system, the results are included in **Table 11** for completeness.

The results are compared with the running 8-hour mean objective as set by the Expert Panel on Air Quality Standards (EPAQs) which states the running 8-hour mean should not exceed 100µg/m³ on more than 10 days per year. There are thirteen exceedences of the ozone objective in Cardiff in 2018.

2.4 Summary of Compliance with AQS Objectives as of 2018

Shared Regulatory Services have reviewed the results from the monitoring undertaken across the Cardiff in 2018.

The datasets indicate that the annual average objective for NO₂ was breached at monitoring locations outside of the existing AQMAs (Site 179).

It is felt that at this stage no further detailed assessments are required;

The 1-hour objective for NO₂ need only apply to site 179.

3. New Local Developments

3.1 Road Traffic Sources (& other transport)

SRS on behalf of Cardiff Council continue to work and engage with the Transport and Highways team in Cardiff Council, consulting upon any road network proposals that has the potential to influence local air quality levels.

3.1.1 Narrow Congested Streets with Residential Properties Close to the Kerb

Cardiff Council has considered road traffic sources extensively in both this and each year in earlier reports; the monitoring network is very largely focused on measuring concentrations of nitrogen dioxide close to many of them. These have been discussed either in previous reports or earlier in this report.

There are no newly identified road traffic sources which need to be considered.

For 2018 SRS on behalf of Cardiff Council confirms that there are no new/newly identified congested streets with a flow above 5,000 vehicles per day and residential properties close to the kerb, that have not been adequately considered in previous rounds of Review and Assessment.

3.1.2 Busy Streets Where People May Spend 1-hour or More Close to Traffic

Datasets collected from improved monitoring locations along Kingsway/ Duke Street/ Castle Street Link area have been compared to the 1-hour objective set for NO₂ due to the fact each site is known for commercial use at ground floor level. Levels are shown to be compliant with the objective.

There are no new locations identified since the Council's 2018 Progress Report was submitted and there is no need to consider this further at this time.

SRS on behalf of Cardiff Council confirms that there are no new/newly identified busy streets where people may spend 1 hour or more close to traffic.

3.1.3 Roads with a High Flow of Buses and/or HGVs.

Other than Westgate Street, there are no roads in Cardiff where buses, coaches and HDVs account for >20% of road traffic, where flow of these vehicles is >2500 and there is relevant exposure within 10m of the kerb.

SRS on behalf of Cardiff Council confirms that there are no new/newly identified roads with high flows of buses/HDVs.

3.1.4 Junctions

Junctions have been fully considered in previous annual reviews and assessments.

SRS on behalf of Cardiff Council can confirm that there are no new/newly identified busy junctions/busy roads where exceedences of either the nitrogen dioxide or PM₁₀ objectives are likely.

3.1.5 New Roads Constructed or Proposed Since the Last Round of Review and Assessment

In July 2017 Cardiff saw the completion of the Eastern Bay Link Road which extends the A4232.

3.1.6 Roads with Significantly Changed Traffic Flows

Ratified traffic data has been examined and there are no roads in Cardiff which have experienced traffic flow (AADT) growth of 25% or more in the preceding three years.

There is increasing evidence from the traffic measurements both locally and regionally to suggest that, for economic and other reasons, traffic growth on major routes has stopped year-on-year and may even have declined recently. This has, for example, resulted in a number of air quality assessments submitted with planning applications assuming current levels of road traffic as a worst-case scenario.

It should be noted that Cardiff Council is actively implementing its traffic management policy of a 50:50 modal split, i.e. 50% of journeys being made other than by the private car. This is not just for new developments but also for the local road network as a whole.

The Council is currently considering planning applications for significant housing and mixed used developments at a number of “strategic sites” across the city.

SRS on behalf of Cardiff Council can confirm that there are no new/newly identified roads with significantly changed traffic flows.

3.1.7 Bus and Coach Stations

The 2017 APR outlined planning application (16/02731/MJR). The planning application was subject to approval following the fulfillment of a number planning conditions that accompanied the application in regards to air quality. However, the application was amended and therefore resubmitted as a new application (18/01705/MJR). Cardiff Council awarded planning consent for the proposal, subject to approval and discharge of Conditions attached to the application. In accordance with comments made by responsible officers in relation to air quality matters appropriate Conditions have been set and S106 contributions to enhance monitoring capabilities agreed.

A planning proposal was received in 2018 for the construction of a new sustainable transport hub at the University Hospital of Wales Concourse, Heath. The application has been granted consent subject to approval and discharge of planning conditions. The supporting air quality assessment examined projected NO₂ & PM₁₀ levels in accordance with the short term objectives set for these pollutants; **1-hour mean objective for NO₂ (200µg/m³ not to be exceeded more than 18 times a year)** and **24-hour mean objective for PM₁₀ (50µg/m³ not to be exceeded more than 35 times a year)**. The assessment concluded that the operational air quality impact of the proposed development will not be significant.

There are no airports in Cardiff. The nearest airport is Cardiff International which is located approximately 15 miles to the west of Cardiff in The Vale of Glamorgan Council’s area.

There are no airports planned or proposed within the Council’s area and nowhere to put one.

SRS on behalf of Cardiff Council confirms that there are no airports in the Local Authority area.

3.1.8 Railways (Diesel and Steam Trains)

Cardiff is well-served by passenger rail transport. The main Swansea to London Paddington line is served by Cardiff Central Station. Additionally, there is a network of local-line services running, in the

main, to the valleys north of Cardiff.

LAQM.TG(16) suggests that SO₂ emissions from diesel locomotives may be significant if there are outdoor locations where locomotives are regularly stationary for more than 15minutes and where members of the public could be regularly exposed over this period at such locations.

LAQM.TG(16) also requires consideration exposure to nitrogen dioxide within 30m of certain specified railway lines in those areas where the annual mean background concentration is above 25µgm⁻³.

Stationary Trains

Stationary trains have been considered fully in earlier reports with regard to potential exceedences of the sulphur dioxide objective. No potential exceedences were found and nothing has changed in this regard since then. There is no need to further assess this source.

It should be recorded that works are now underway in preparation for the electrification of the main Swansea/Cardiff to London Paddington line. The effects of this on local emissions can be only beneficial.

Discussions with regard to the electrification of the local line network are ongoing.

SRS on behalf of Cardiff Council confirms that there are no locations where diesel or steam trains are regularly stationary for periods of 15 minutes or more, with potential for relevant exposure within 15m.

Moving Trains

LAQM.TG(09) introduced a new requirement to assess the potential for exceedence of nitrogen dioxide objectives. The assessment criteria are in relation to large numbers of diesel locomotive movements where there is relevant exposure within 30metres of the track in areas where the background annual mean concentration of nitrogen dioxide is above 25µm⁻³.

This assessment was carried out for the 2009 USA and nothing has changed in the intervening period. There is no need to further assess this source.

It should be recorded that works are now underway in preparation for the electrification of the main Swansea/Cardiff to London Paddington line. The effects of this on local emissions can be only beneficial.

Discussions with regard to the electrification of the local line network are ongoing.

SRS on behalf of Cardiff Council confirms that there are no locations with a large number of movements of diesel locomotives, and potential long-term relevant exposure within 30m.

3.1.9 Ports (Shipping)

The 2012 USA reported:

“Cardiff docks are not a ferry terminal, there is no Ro-Ro usage and no cruise liners use the port. There is some container traffic using the port and the docks handle bulk cargoes such as sand and grain. Coal-handling operations ceased some years ago.”

In accordance with LAQM.TG(16) guidance threshold of 5000 movements per annum, with relevant exposure within 250m of the berths and main areas or 15,000 large ship movements per annum, with relevant exposure within 1km of these areas is not close to being approached and the risk of exceedance of the SO₂ objectives is considered very small.

Nothing has changed in this regard since the last 2015 USA report that time and there is no need to consider this source further.

SRS on behalf of Cardiff Council confirms that there are no ports or shipping that meet the specified criteria within the Local Authority area

3.2 Industrial / Fugitive or Uncontrolled Sources / Commercial Sources

3.2.1 New or Proposed Installations for which an Air Quality Assessment has been Carried Out

As outlined in the 2018 APR; in September 2017, Cardiff Council received a planning proposal (referenced application (17/02130/MJR)) for the construction and operation of a 9.5MW biomass power plant, situated on land at Rover Way, Pengam, Cardiff. Air quality assessments and supporting technical notes have been compiled by certified appointed consultants in support of the application, to which it is concluded that potential impacts associated with the scheme are not significant. It is understood that the planning application for the biomass power plant is only at outline stage and as such detailed design and specification for the plant is yet to be undertaken. The planning application has been granted consent in June 2018 subject to approval for a number of applied conditions, including air quality specific conditions;

Condition

AIR QUALITY ASSESSMENT

Prior to the approval of any reserved matters application for the Biomass Power Plant an Air Quality Assessment (AQA) for the detailed design of the Biomass Plant shall be submitted to and approved in writing by the Local Planning Authority. The AQA shall include an assessment of the impact of the plant emissions and any necessary mitigation measures to ensure the overall impacts of the plant are acceptable. The plant shall be constructed in accordance with the approved details and maintained thereafter.

Reason: To ensure air quality is maintained to satisfactory levels and to avoid any adverse effect upon the integrity of the Severn Estuary European Sites and the Severn Estuary SSSI.

In terms of neighbouring authorities and any major proposed industrial installations, as previously declared in the 2017 APR; on the 31st July 2015 the Vale Council approved planning permission for the construction and operation of a biomass gasification facility at Woodham Road, Barry, CF63 4JE (Grid Reference ST 12610 67683). It was noted in the 2017 APR that Natural Resources Wales (NRW) were going through a second round of consultation in regards to a permit application for the proposed operation, submitted by Biomass UK NO.2 Ltd. This second round of consultation was formed as a result of a Section 5 amendment direction sanctioned by NRW; "NRW Schedule 5 notice re Biomass requesting more information" dated 4 May 2017. As part of the amendment a revised air

quality assessment (AQA) was submitted in July 2017. Following much dialogue involving comments passed by SRS on behalf of VoGC, NRW granted approval for the sites permit application in February 2018.

SRS on behalf of Cardiff Council has assessed new/proposed industrial installations, and concluded that no further air quality analysis via a detailed air quality assessment is necessary.

3.2.2 Existing Installations where Emissions have Increased Substantially or New Relevant Exposure has been introduced

In the 2017 APR it was outlined that a decision was sought after in regards to the modification of a S106 agreement that accompanies the Viridor Waste Management Facility in Trident Industrial Park, Splott. In July 2017 it was agreed that the S106 be modified and therefore the removal of the obligation that waste may only be acquired from the South East Wales Region.

SRS on behalf of Cardiff Council can confirm there are no industrial installations with substantially increased emissions or new relevant exposure in their vicinity within its area or nearby in a neighbouring authority.

3.2.3 New or Significantly Changed Installations with No Previous Air Quality Assessment

There are no new or significantly changed industrial installations for which previous air quality assessments have not been carried out and which could give rise to potentially significant emissions of regulated pollutants either within Cardiff or within neighbouring local authorities.

SRS on behalf of Cardiff Council can confirm that there are new or proposed industrial installations for which planning approval has been granted within its area or nearby in a neighbouring authority.

3.2.4 Major Fuel (Petrol) Storage Depots

As reported in the 2012 USA, there is one major fuel (petrol) storage depot in Cardiff. This is the Chevron Terminal located in Cardiff Docks which was assessed in previous reports. This installation is subject to an EPR Permit and regulated by the Council. Capacity and throughput at this site has not altered significantly for the worse since the last assessment and no new relevant exposure exists.

SRS on behalf of Cardiff Council can confirm that there are major fuel (petrol) storage depots within the Local Authority area, but these have been considered in previous reports.

3.2.5 Petrol Stations

There are no new petrol stations in Cardiff with throughputs greater than 2000m³ per annum with a busy road nearby where there is relevant exposure within 10m of the pumps.

It is not necessary, therefore, to consider this further.

SRS on behalf of Cardiff Council can confirm that there are no petrol stations meeting the specified criteria.

3.2.6 Poultry Farms

The criteria for assessing poultry farms are set out in Table 7.3, point 4 of TG(16) (Defra, 2016). No farms exceeding the relevant criteria (turkey units with greater than 100,000 birds, naturally ventilated units with greater than 200,000 birds or mechanically ventilated units with greater than 400,000) have been identified.

SRS on behalf of Cardiff Council can confirm that there are no poultry farms meeting the specified criteria.

3.3 Commercial and Domestic Sources

3.3.1 Biomass Combustion – Individual Installations

As highlighted in Section 3.2.1 planning consent, subject to the approval of conditions attached has been granted for a 9.5MW biomass power plant on land at Rover Way, Pengam, Cardiff. Updates of the development will be included in the 2020 APR for Cardiff.

3.3.2 Biomass Combustion – Combined Impacts

Previous reports have confirmed that there are no known areas in Cardiff where coal or solid fuel burning provides a significant level or primary household heating. Nothing has changed in this regard since the 2018 APR, despite the potential for increasing popularity of solid fuel heating with increased fossil-fuel prices, and there is no need to consider this further at this time.

SRS on behalf of Cardiff Council can confirm that there are no biomass combustion plants in the Local Authority area.

3.3.3 Other Sources

3.3.4 Domestic Solid-Fuel Burning

Previous reports have confirmed that there are no known areas in Cardiff where coal or solid fuel burning provides a significant level or primary household heating. Nothing has changed in this regard since the 2018 APR, despite the potential for increasing popularity of solid fuel heating with increased fossil-fuel prices, and there is no need to consider this further at this time.

It should be noted that the Council receives a number of enquiries each year from residents in respect of national or local requirements were they to wish to install log-burners or similar appliances in their homes. There are no smoke control area in Cardiff and hence no legal requirements with regard to appliances that may be installed. However, residents are always reminded of the legislation in respect of statutory smoke nuisance and, where they can't be persuaded otherwise for reasons of air quality and health, recommended to seek out an appliance certified for use in a smoke control area.

SRS on behalf of Cardiff Council can confirm that there are no areas of significant domestic fuel use in the Local Authority area.

3.4 New Developments with Fugitive or Uncontrolled Sources

There are no new locations where fugitive could occur which have not been covered by previous rounds of review and assessment and no locations where new relevant exposure has been introduced to existing locations.

It is not considered necessary to consider this further at this time.

SRS on behalf of Cardiff Council can confirm that there are no potential sources of fugitive particulate matter emissions in the Local Authority area.

3.5 Planning Applications

The Council continues to monitor the impact of proposed developments and recent developments already underway or in use.

The following developments may either be of significance in respect of local air quality or be a proposed development where air quality is a consideration.

3.5.1 LDP Strategic Sites North West

Since the LDP was adopted, numerous outline planning permissions have been granted in respect of Strategic Sites C and D in the North West of Cardiff. The outline applications submitted in respect of Strategic Site C comprise:

14/02188/MJR – Land South of Pentrebane Rd – approved 13/12/16

Up to 290 residential dwellings (C3), open space (including childrens play space), landscaping, sustainable urban drainage, vehicular access, pedestrian and cycle accesses and related infrastructure and engineering works.

14/02157/MJR – Land North and South of Llantrisant Rd – outline application approved 09/08/2016

The development of up to 630 residential dwellings (use class c3, including affordable homes), primary school (use class d1), visitor centre/community centre (use class d1), community centre (use class d1), open space (including children's play spaces), landscaping, sustainable urban drainage, vehicular accesses, bus lanes, pedestrian and cycle accesses and related infrastructure and engineering works.

14/02733/MJR – North West Cardiff – approved 20/03/2017

Outline planning application with all matters reserved apart from strategic access junctions for residential-led mixed use development, to be developed in phases, including preparatory works as necessary including demolition and re-grading of site levels; up to 5,970 residential units (use class c3, including affordable homes); 3 no. Local centres providing residential units, convenience shops and facilities/services (including up to 7,900 sq m in use classes a1-

a3) and 1no. District centre providing residential units, up to 12,000 sq m in use classes a1-a3 including up to two food stores (up to 5,000 sq m gross) with associated parking, up to 15,500 sq m of use class b1(a), b1(b) and b1(c); provision of up to 5,100 sq m of community and healthcare facilities across the district and local centres (use classes d1 and d2); provision for 3no. Primary schools and 1no. Secondary school; open space including allotments; parks; natural and semi natural green space; amenity green spaces; facilities for children and young people; outdoor sports provision including playing pitches; associated infrastructure and engineering works including new vehicular accesses, improvement works to the existing highway network, new roads, footpaths/cycleways, a reserved strategic transport corridor; up to 1 no. Electricity primary-substation and landscaping works (including suds).

16/00106/MJR – Goitre Fach Farm, Llantrisant Rd – approved 27/04/17

Outline planning application (all matters reserved apart from strategic vehicular, cycle and pedestrian access into the site) for the demolition of existing buildings and residential development of up to 300 dwellings on site to include open space (including children's play space), landscaping. Sustainable urban drainage, vehicular access, pedestrian and cycle accesses and related infrastructure and engineering works.

A single outline application has been submitted in respect of Strategic Site D (below), and none to date in respect of Strategic Site E.

14/00852/DCO – Land to the North of M4 Junction 33 – approved 07/09/2017

Comprehensive development of 'Land to the North of Junction 33 of the m4' to create a new community containing: A range of new homes, including houses, apartments and some sheltered accommodation for the elderly (Use Classes C2 and C3), a park and ride facility and transport interchange or hub, community facilities including a new primary school and community centre (Use Class D1), a local centre including shops (Use Class A1), financial and professional (Use Class A2), food and drink (Use Class A3) and a clinic or surgery (Use Class D1), new offices, workshops and research and development facilities (Use Classes B1 with ancillary B2 and B8), a network of open spaces including parkland, footpaths, sports pitches and areas for informal recreation, new roads, parking areas, accesses and paths, other ancillary uses and activities, and requiring; site preparation, the installation or improvement

of services and infrastructure; the creation of drainage channels; improvements/ works to the highway network and other ancillary works and activities.

The impact of the above proposals on the environment has been fully considered in the determination of each of the above applications and subsequent related applications. The LDP has two key policies to ensure that the impacts on air quality from developments do not impede on public health or the environment, and these are;

KP18 deals with Natural Resources:

“In the interests of the long-term sustainable development of Cardiff, development proposals must take full account of the need to minimise impacts on the city’s natural resources and minimise pollution, in particular the following elements:...(iii). Minimising air pollution from industrial, domestic and road transportation sources and managing air quality;”

EN13, which addresses air, noise, light pollution and contaminated land:

“Development will not be permitted where it would cause or result in unacceptable harm to health, local amenity, the character and quality of the countryside, or interests of nature conservation, landscape or built heritage importance because of air, noise, light pollution or the presence of unacceptable levels of land contamination.”

To comply with the referenced policies, appropriate air quality assessments have been undertaken and submitted as part of the planning applications for the proposed developments. The submitted air quality assessments have been undertaken in line with best practise guidance and consider future air quality levels for the established Llandaff AQMA.

The air quality assessments have captured various scenarios using air quality dispersion modelling software. The impacts of the proposed development and other strategic developments in Cardiff’s Local Plan has been assessed alone and in combination in a series of sensitivity tests utilising dispersion modelling software. The assessments indicate that the impact to the Llandaff AQMA will be insignificant when considering both the individual LDP developments and the cumulative impact of the developments.

An Environmental Statement was submitted as part of each outline application mentioned above and provided a comprehensive assessment of the potential impacts of the proposed development, which covered the following topics: Socio Economic, Transportation, Water Resources, Ecology, Landscape & Visual, Noise & Vibration, Air Quality, Heritage, Agriculture and Soils, and Cumulative & Residual effects. Each ES considered both the traffic and air quality impact of the developments, including the impact on the Llandaff Air Quality Management Area during both the construction and operational phases, which was carefully considered in the assessment of the applications.

The Planning Committee report for each outline application summarises the development proposals, the responses of consultee and third party responses, provides an analysis of the impact of the developments – including traffic and air quality impacts, and sets out the planning obligations and conditions considered necessary to manage their impacts and allow the proposals to come forward for development. Furthermore, the applications were approved subject to extensive mitigation in the form of detailed highway improvement works, a suite of transport conditions (encompassing detailed highway improvement works, car and cycle parking, street cross sections, travel plans, traffic monitoring, phasing, construction environmental management plans) and a package of s106 contributions for off-site highway improvement measures. The improvement measures will be phased to support the implementation of the strategic sites and help achieve the LDP city-wide 50:50 modal split target.

Together, the developments will deliver new and improved pedestrian and cyclist routes and facilities, bus priority measures, improved bus services and new routes and stops. Future public transport routes will also be protected. Traffic signal, junction and traffic management improvements will help to manage the flow of traffic on the network and hold queues in appropriate locations outside of AQMAs. A Park & Ride facility was also secured as part of Strategic Site D. The developments include travel plan measures and financial contributions towards air quality monitoring. The Planning Committee report for each application confirmed that the Environmental Statements were taken into consideration in the assessment of the application, that the conclusions were considered sound, and that there were no demonstrable or compelling reasons which indicate sufficient harm to warrant refusal of the application, with all material factors, policy implications and issues raised through consultation satisfactorily addressed.

3.5.2 Central Business District

In 2018 a resubmitted planning application (18/01705/MJR) was received for review. The proposed application outlines its intent;

ERECTION OF A TRANSPORT INTERCHANGE WITH AN ASSOCIATED CONCOURSE AND ANCILLARY RETAIL/COMMERCIAL UNITS (USE CLASSES A1/A2/A3), 305 RESIDENTIAL APARTMENTS (USE CLASS C3), 10,318 SQ M (GIA) OFFICE FLOORSPACE (USE CLASS B1), A 249-SPACE CAR PARK, PUBLIC REALM AND RELATED INFRASTRUCTURE AND ENGINEERING WORKS | SITE OF FORMER MARLAND HOUSE AND NCP CAR PARK, CENTRAL SQUARE, CARDIFF

In terms of the operational phase three scenarios were examined in detail;

1 Baseline scenario for 2016, which describes the existing local road network and baseline air quality;

2 Do-Minimum (DM) scenarios for 2021 and 2024, which describe the local road network in 2021 and 2024 without the proposed development;

3 Do-Something (DS) scenarios for 2021 and 2024, which describes the local road network in those assessment years with the proposed development in place.

Officers acknowledged the findings detailed in the report and were satisfied by the methods and approach used to derive the findings. The Air Quality Assessment (AQA) was undertaken to a high standard and the very conservative approach adopted within the modelling is deemed best practise allowing worst-case scenarios to be portrayed. The main outcomes to be drawn from the report that are perceived as a concern are;

1. Following a qualitative assessment, a medium risk has been identified with respect to dust and emissions as a result of construction phase activities. The report states ***“Without mitigation, the construction phase activities have the potential to result in minor adverse effects on dust-sensitive receptors and human health given the scale and likely duration of construction.”*** It is considered that the that construction phase impacts would be negligible with appropriate mitigation measures in place in the form of a suitable Construction Environmental Management Plan which would need to be submitted and approved prior to the development proceeding.

2. Following the completion of the development for a projected year of 2021, the 2021 DS scenario indicates that air quality levels in terms of annual mean Nitrogen Dioxide (NO₂) are **predicted to lead to minor/ moderate adverse impacts at nine identified receptor locations**. Two of the nine identified receptors are projected to exceed the NO₂ annual average objective (40µg/m³) in the 2021 DS scenario. Although the remaining seven receptors are not anticipated to exceed the NO₂ annual average objective for a 2021 DS scenario air quality at these locations will be worsened by the proposed development. As highlighted by the sensitivity tests undertaken, even with the implementation of the proposed mitigation schemes such as the replacement of up to 25% of the bus fleet with zero emission equivalent, annual mean NO₂ levels will continue to elevated and exceed the National Air Quality Objective Standard of 40µg/m³, therefore the Cardiff City Centre AQMA would need to remain.

The points were addressed and an agreement was reached. The application has been approved subject to approval and discharge of appropriate Conditions;

16. Construction Environmental Management Plan: Prior to commencement of development a Construction Environmental Management Plan (CEMP) shall be submitted to and approved by the Local Planning Authority to include details of construction traffic routes, site hoardings, site access, wheel washing facilities, storage of plant and materials, parking of contractors vehicles, details of how noise, dust and dirt emissions will be controlled, and how pollution risks to controlled waters will be managed during the works, and a scheme for recycling/ disposing of waste resulting from demolition and construction works. The plan shall also include details for managing crowd movements to and from Central Station on event days and for the provision of all temporary signage as and when access and egress to the station is affected by the works. The demolition works and construction of the development shall be managed strictly in accordance with the scheme so approved.

Reason: In the interests of highway safety and public amenity and to prevent pollution of the water environment.

23. Plan of Operation of the bus station: Prior to occupation of the bus station a plan of operation for the bus station shall be submitted to and approved in writing by the LPA. The plan of operation shall detail the number and frequency of services using the bus station and specify those services

accessing and exiting the bus station via Westgate Street, and those services accessing and exiting the bus station via Saunders Road. The bus station shall be operated in accordance with the approved plan of operation unless otherwise agreed in writing with the Local Planning Authority.

Reason: To control the number and frequency of services using the bus station in the interests of public safety and amenity.

24. Increase in Bus Movements: Any significant long-term increase in the number and/ or frequency of bus services using the bus station in relation to the approved plan of operation shall be accompanied by an air quality assessment (details of the extent and scope of the assessment to be agreed with the Council) that demonstrates that there is no significant adverse impact on air quality arising from buses using the bus station on Westgate Street and at the Westgate Street/ Castle Street junction, within the bus station, or on the Saunders Road access.

Reason: To control potential air pollution arising from an increase in bus movements to and from the bus station in the interests of public safety and amenity.

In addition to the set conditions a S106 contribution for the value of £10,000 has been agreed with the developer to support additional air quality monitoring resources.

18/00735/MJR

FULL PLANNING APPLICATION FOR AN OFFICE BUILDING PROVIDING BUSINESS (USE CLASS B1) FLOORSPACE, WITH ANCILLARY GYM (USE CLASS D2), MARKETPLACE / RETAIL (USE CLASS A1) AND FOOD AND DRINK (USE CLASS A3) USES; A MULTI-STOREY CAR PARK (SUI GENERIS) WITH ANCILLARY RETAIL (USE CLASS A1); AND PUBLIC REALM, ACCESS, DRAINAGE AND OTHER INFRASTRUCTURE WORKS REQUIRED FOR THE DELIVERY OF CENTRAL QUAY (PHASE 1) | BRAINS BREWERY, CRAWSHAY STREET, BUTETOWN, CARDIFF, CF10 5DS

The supporting Air Quality Assessment (AQA) carried out for proposal considered the construction and operational phase impacts of the proposed development.

For operational purposes the modelling accounts for 4 scenarios, which focus around 'Do-Something' & 'Do- Nothing' scenarios, which also include best and worse-case projections, involving the control over emissions factors used;

Baseline

-Model A: A baseline using 2016 traffic data and 2016 emission factors (EF).

-Model B: A baseline using 2021 traffic data and 2021 EF.

Future development

-Model C: A future baseline for 2021, including Phase 1 development flows (2016 EF)

-Model D: A future baseline for 2021, including Phase 1 development flows (2021 EF)

The findings of the assessment have been agreed.

The proposal has been granted outline planning consent subject to approval and discharge of Conditions set.

3.5.3 Angel Hotel (18/01877/MJR)

DEMOLITION OF CONCERT HALL EXTENSION AND NEW 4 STOREY EXTENSION IN THE COURTYARD TO PROVIDE ADDITIONAL GUEST ROOMS AND CONFERENCE HALL | ANGEL HOTEL, CASTLE STREET, CITY CENTRE, CARDIFF, CF10 1SZ

Supporting air quality assessment concluded the main outcomes;

1. The operational impact of the Proposed Development on existing and future receptors is predicted to be “negligible”
2. For the construction phase, the most important consideration is dust. Without appropriate mitigation, the development is considered to be *Medium Risk* for nuisance dust soiling effects, *Low Risk* for PM10 health effects and to be of Negligible Risk to ecological receptors, in the absence of mitigation.

The proposal has been granted outline planning consent subject to approval and discharge of Conditions set.

3.5.4 UHW Sustainable Transport Hub (18/01769/MJR)

CONSTRUCTION OF NEW SUSTAINABLE TRANSPORT HUB, INCLUDING NEW BUS ACCESS POINT, BIKE STORAGE, BRIDGE LINK WITH PEDESTRIAN WALKWAYS /CANOPY, AND SMALL RETAIL AND CAFE HUB AREA | UNIVERSITY HOSPITAL OF WALES CONCOURSE, KING GEORGE V DRIVE EAST, HEATH

See **Section 3.1.7** for more information.

3.5.5 Rover Way Biomass Power Plant (17/02130/MJR)

17/02130/MJR | THE REMOVAL OF FILL MATERIAL AND THE CONSTRUCTION OF A BIOMASS POWER PLANT (UP TO 9.5MW) AND A MAXIMUM OF 130,000 SQ. FT. OF INDUSTRIAL ACCOMMODATION (B8 USE CLASS), NEW ACCESS ROADS AND ASSOCIATED LANDSCAPING WORKS | LAND AT ROVER WAY, PENGAM

Please see **Section 3.2.1** for more information.

3.5.6 Longcross House (17/02902/MJR))

DEMOLITION OF EXISTING LONGCROSS HOUSE AND THE CONSTRUCTION OF 35 AFFORDABLE RESIDENTIAL UNITS | LONGCROSS HOUSE, LONGCROSS STREET, ADAMSDOWN, CARDIFF, CF24 0JW

The supporting air quality assessment demonstrated that forecasted air quality levels (annual average NO₂) at sensitive receptor locations at the development site will comply with national air quality objectives, however these levels are not considered to be 'safe' levels due to the minimal head room between the modelled and the national air quality objectives. This suggests potential long term health risks for future residents of the development as they will be made susceptible to the quantified concerning air quality levels. Without the guarantee of sufficient mitigation measures future residents occupying the proposed development will be made susceptible to poor air quality.

As outlined, the development is a car free development and therefore will not burden the network with additional vehicle movements, however the development will introduce sensitive receptors to an area of considered poor air quality. To protect the amenity of future residents the following condition has been implemented;

12. Unless otherwise agreed with the Local Planning Authority, prior to the commencement of any development, an Air Quality Technical Note, demonstrating reductions in annual mean NO₂ levels, along with details of those mitigation technologies and measures required to achieve reductions below **40µg/m³**, shall be submitted to and approved in writing by the Local Planning Authority. The approved technologies and measures shall be implemented prior to the beneficial occupation of the building and thereafter retained and maintained.

Reason: To assess air quality and agree any mitigation measures that may be required to safeguard the amenity of nearby residents in the area, in accordance with policy EN13 of the adopted Cardiff local Development Plan (2006 - 2026).

The proposal has been granted outline planning consent subject to approval and discharge of Conditions set.

4. Polices and Strategies Affecting Airborne Pollution

4.1 Local / Regional Air Quality Strategy

Cardiff's Clean Air Strategy and Action Plan

SRS on behalf of Cardiff Council have coordinated and developed a Clean Air Strategy (CAS) & Action Plan document. The document outlines a citywide approach to mitigate poor air quality in Cardiff and recognises that interventions to address poor air quality cannot be utilised in silo and implemented locally. Therefore citywide measures need to be put into practise to hopefully provide citywide improvements to air quality.



The document fulfils the requirements of the LAQM process to produce an Air Quality Action Plan (AQAP). The document also captures the Direction given to CC in March 2018 by WG for Cardiff to address its air quality concerns along highlighted major road networks.

4.2 Air Quality Planning Policies

Cardiff's Local Development Plan (LDP) 2006-2026, forms the basis for decisions on land use planning in Cardiff up to 2026 and assumes that, within the plan's time frame, approximately 40,000 new jobs and 41,100 new dwellings will be developed in Cardiff as a direct response to Cardiff's role as the economic driver of the City-region.

In addition to its independent examination, the LDP was subject to a Strategic Environmental Assessment (SEA) to ensure that the policies reflect sustainability principles and take into account environmental impacts.

Policy KP2 of the LDP allocates 8 Strategic Sites to help meet the need for new dwellings and jobs. These strategic allocations on both greenfield and brownfield sites will include 500 homes or more and/or include significant employment/mixed uses which will bring significant benefits to the city. The sites are:

- (i) Cardiff Central Enterprise Zone;

- (ii) Former Gas Works, Ferry Road;
- (iii) North West Cardiff;
- (iv) North of Junction 33 on the M4;
- (v) South of Creigiau;
- (vi) North East Cardiff (West of Pontprennau);
- (vii) East of Pontprennau Link Road; and
- (viii) South of St. Mellons Business Park – Employment Only.

The LDP identifies that sustainable transportation solutions are required in order to respond to the challenges associated with new development by setting out an approach aimed at minimising car travel, maximising access by sustainable transportation and improving connectivity between Cardiff and the wider region.

The Plan sets out a strategy to achieve this by making the best use of the current network, managing demand and reducing it where possible by widening travel choices. The aim is to secure a modal split of 50% car and 50% non-car modes.

The following LDP policies are of relevance to air quality;

KP14: HEALTHY LIVING

Cardiff will be made a healthier place to live by seeking to reduce health inequalities through encouraging healthy lifestyles, addressing the social determinants of health and providing accessible health care facilities. This will be achieved by supporting developments which provide for active travel, accessible and useable green spaces, including allotments.

KP18: NATURAL RESOURCES:

In the interests of the long-term sustainable development of Cardiff, development proposals must take full account of the need to minimise impacts on the city’s natural resources and minimise pollution, in particular the following elements.....minimising air pollution from industrial, domestic and road transportation sources and managing air quality.

EN13: AIR, NOISE, LIGHT POLLUTION AND LAND CONTAMINATION

Development will not be permitted where it would cause or result in unacceptable harm to health, local amenity, the character and quality of the countryside, or interests of nature conservation,

landscape or built heritage importance because of air, noise, light pollution or the presence of unacceptable levels of land contamination.

C6: HEALTH

Priority in new developments will be given to reducing health inequalities and encouraging healthy lifestyles through:

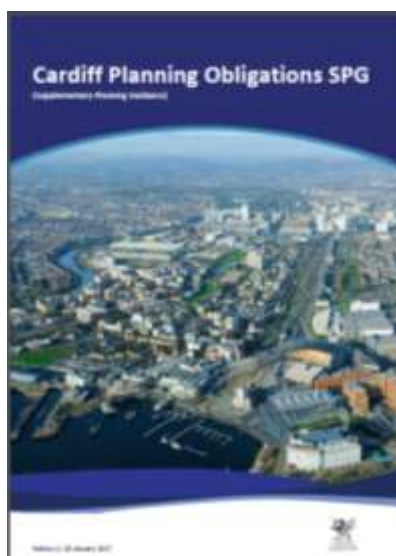
- i. Identifying sites for new health facilities, reflecting the spatial distribution of need, ensuring they are accessible and have the potential to be shared by different service providers; and*
- ii. Ensuring that they provide a physical and built environment that supports interconnectivity, active travel choices, promotes healthy lifestyles and enhances road safety.*

The LDP also outlines the approach the Council will take to increase the proportion of people travelling by sustainable modes and to achieve the 50:50 modal split target. This will involve:

- enabling people to access employment, essential services and community facilities by walking and cycling through, for example, high quality, sustainable design and measures to minimise vehicle speed and give priority to pedestrians and cyclists;
- developing strategic bus and rapid transit corridor enhancements and facilitating their integration with the wider transport network;
- facilitating the transfer between transport modes by, for example, improving existing interchanges and developing new facilities such as strategically located park and ride facilities; and
- maximising provision for sustainable travel within new developments and securing infrastructure investment which can support modal shift within existing settlements.

In addition to the measures identified directly in the LDP the Council has recently prepared Supplementary Planning Guidance (SPG) which supports and provides additional guidance on the policy aims of the LDP which will have benefits on Air Quality in Cardiff.

Planning Obligations (January 2017)



This document sets out the Council's approach to planning obligations when considering applications for development. It provides further guidance on how the policies set out in the LDP are to be implemented and will assist in securing the provision of sustainable development across the city.

Poor air quality can impact on people's health / quality of life and local authorities are required to assess air quality in their areas against National Air Quality Standards. Where the need arises as a result of a proposed development, the document confirms that developers will be requested to provide an Air Quality Assessment and, in the event of an adverse assessment, a proposed scheme of mitigation measures. In addition to a scheme of mitigation measures, a financial contribution may be sought towards the site specific monitoring of air quality emissions.

In respect of Transportation and Highways, the SPG confirms the Council will maximise opportunities for trips generated by new development to be made by walking, cycling and public transport and seek to ensure that the highway network is able to accommodate road traffic movements associated with new development in a safe and efficient manner. The following guidance is covered:

- developments requiring the provision of a Transport Statement or Transport Assessment;
- the provision of on-site infrastructure necessary to serve the development;
- the provision of or contribution towards offsite highway works, public transport infrastructure/ facilities provision and local interventions where the need arise;
- integrating public transport; and
- travel plans detailing a long term management and monitoring strategy for the delivery of sustainable transport objectives through positive action.

Planning obligations SPG is available at;

[https://www.cardiff.gov.uk/ENG/resident/Planning/Planning-Policy/Supplementary-Planning-Guidance/Documents/Cardiff%20Planning%20Obligations%20SPG%20-%20Edition%201%20\(26th%20January%202017\).pdf](https://www.cardiff.gov.uk/ENG/resident/Planning/Planning-Policy/Supplementary-Planning-Guidance/Documents/Cardiff%20Planning%20Obligations%20SPG%20-%20Edition%201%20(26th%20January%202017).pdf)

4.3 Local Transport Plans and Strategies

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, are central to Cardiff Council's Transport Strategy and in improving air quality in the city. 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. 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 Council has published an Annual Progress Report for Transport each year since 2002. These are available here:

<http://www.keepingcardiffmoving.co.uk/your-sustainable-travel-city>

Challenges

Cardiff Council is committed to achieving a 50:50 modal split by 2026, as set out in Cardiff's Local Development Plan (LDP) 2006- 2026. However, there are a number of challenges that Cardiff faces in order to meet the 50:50 modal split;

- **Future Growth** - Cardiff's LDP provides for 41,000 new homes and 40,000 new jobs in Cardiff by 2026. It is envisaged that this level of growth will generate a (net) road traffic increase by

32% and so existing pressures on Cardiff's transport network will be intensified. A significant shift is required from car use to sustainable travel;

- **Inbound Commuting Traffic** - 38% of Cardiff's workforce travel to Cardiff from outside the county area. This commuting workforce from outside the county area has seen a 10% increase 2004 - 2014. Figures from the Census conducted in 2011 suggest that between 76% - 84% of the commuting workforce travel by car;
- **Health** - There is an urgent need to encourage healthy and active lifestyles in Cardiff; only 25% of Cardiff residents meet physical activity guidelines and 53% are obese or overweight (Welsh Health Survey 2010 and 2011). Social isolation and loneliness is another major need in our local population;
- **Sustainable and Active Travel Availability** - Areas poorly served by sustainable transport modes often have high levels of car ownership and become heavily reliant on the car for daily travel. The quality of the public transport network is major challenge for Cardiff; Ask Cardiff Surveys outlined a 4% decrease in daily bus use between 2007 and 2014. Across the UK over the last 5 years the cost of running a car has decreased by 5% while the cost of the bus has increased by 14% (Department for Transport). There is also a need for cycling and walking improvements in Cardiff. Levels of cycling are continuing to increase but 82% of Cardiff residents think cycling safety needs to be improved (Bike Life 2015).

4.4 Active Travel Plans and Strategies

In September 2014, the Welsh Government introduced the Active Travel (Wales) Act. This measure legally requires Welsh local authorities to map and plan suitable routes for Active Travel within certain areas, as designated by the Welsh Government.

The Cardiff Cycling Strategy sets out an ambitious vision to double the number of cycling trips by 2026, from a 9.2% modal share in 2015 to 18.4% in 2026. In order to achieve this vision, it will be necessary to develop a comprehensive network of cycling infrastructure which is suitable for use by people of all ages and abilities, and to work with key partners from employers, retail and schools to ensure that appropriate



cycling facilities are provided at destinations and to promote cycling.

Infrastructure improvements for walking and cycling are planned and prioritised through the Integrated Network Map (INM) as detailed in **Figure 35**. The INM defines a network of walking routes and cycling routes and a schedule of schemes to improve this network of routes over a 15 year period. In accordance with the requirements of the Active Travel Act, the INM will be submitted to the Welsh Ministers for approval in November 2017 and updated every 3 years.



As displayed by **Figure 35**, the Cycling Strategy and INM sets out proposals for new cycleways which will provide high quality cycle routes, segregated from pedestrians and motor vehicles on busy roads, and will connect strategic development sites, existing residential areas, employment sites, the city centre and Cardiff Bay. These will be supported by a network of secondary routes.

Figure 35- Integrated Network Map

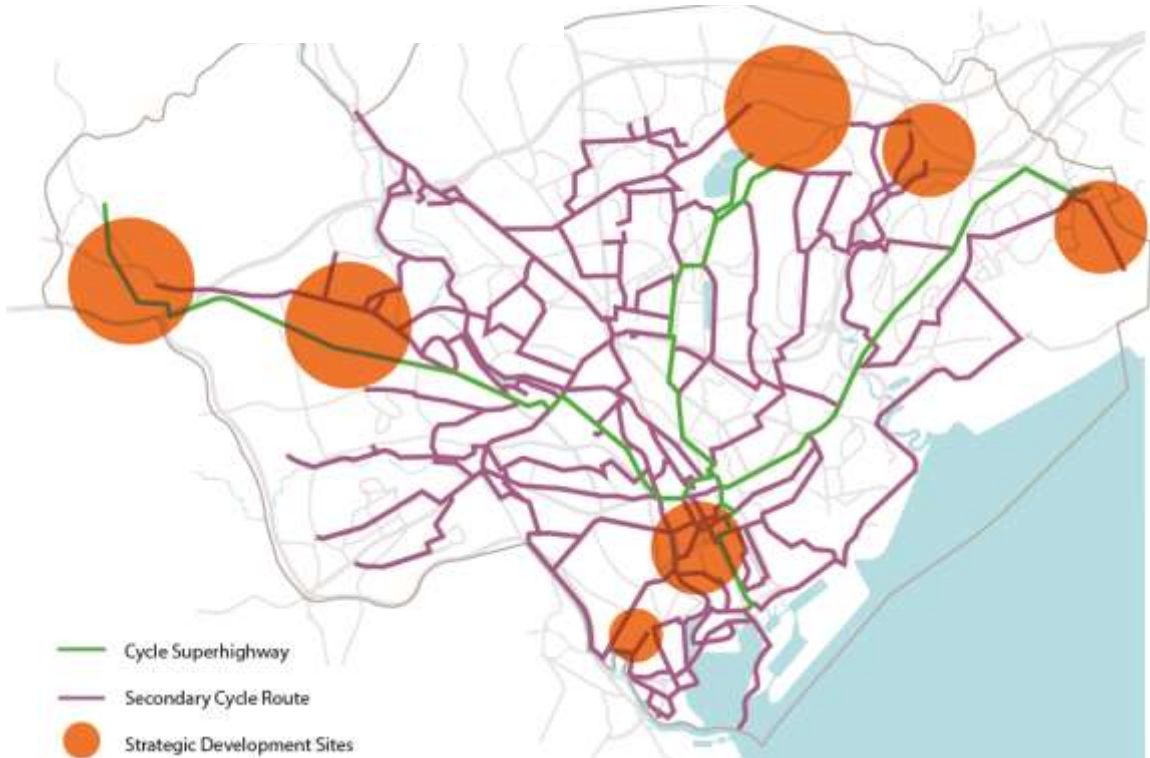


Figure 36- Map of Cardiff's Cycleways Proposal

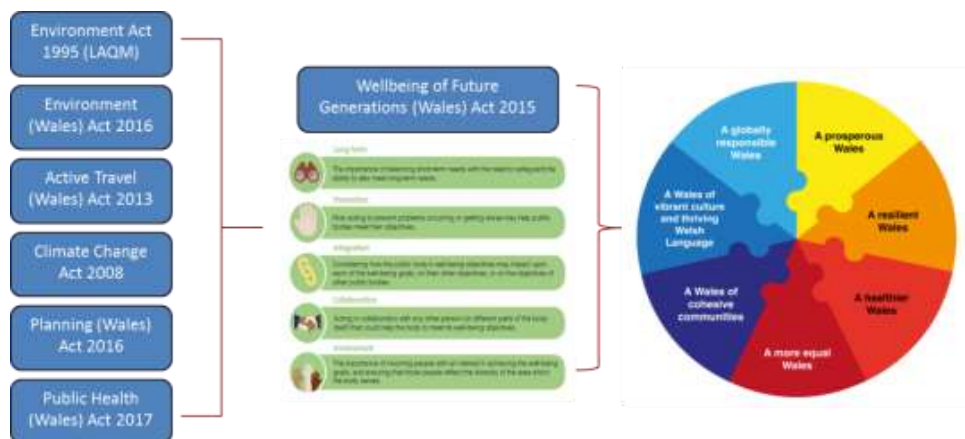


4.4 Local Authorities Well-being Objectives

In 2015 Welsh Government made a new law called the Well-being of Future Generations (WFG) (Wales) Act. The new law has the sustainable development principle at its heart. This means that we need to work in a way that improves wellbeing for people today without doing anything that could make things worse for future generations.

As highlighted in the earlier **Figure 5**, there are seven national well-being goals that form the basis of the Act and five ways of working which support the goals.

Figure 5- The Well- being of Future Generations (Wales) Act 2015 Matrix



CC adopts the principles of The Well-being of Future Generations (Wales) Act 2015. The Act is a significant enabler to improve air quality as it 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.

Cardiff Well-Being Plan 2018-2023

Under the WFG Act the Cardiff Public Services Board (PSB) has produced its Well-Being Plan for 2018-2023⁴, which sets out the Cardiff PSB's priorities for action over the next 5 years, and beyond. The Plan contains Well-being Objectives, high-level priorities that the Cardiff PSB have identified as being most important. It also contains 'Commitments,' or practical steps that the city's public services, together, will deliver over the next 5 years. The Well-Being Plan has set out Well-Being Objectives as follows:



- **Objective 1** - A Capital City that Works for Wales;
- **Objective 2** - Cardiff grows in a resilient way;
- **Objective 3** - Safe, Confident and Empowered Communities
- **Objective 4** - Cardiff is a great place to grow up;
- **Objective 5** - Supporting People out of poverty;
- **Objective 6** - Cardiff is a great place to grow older; and
- **Objective 7** - Modernising and Integrating Our Public Services

Within the Well-Being Plan Objective 2 details the following; *Cardiff is one of Britain's fastest growing cities, and is by far the fastest growing local authority area in Wales. Successful cities are those in which people want to live and this growth is welcomed and a sure sign of strength for the city. However, this growth will bring challenges too, putting pressure on both the city's physical infrastructures, community cohesion, its natural environment and public services. Managing the impacts of this population growth and of climate change in a resilient and sustainable fashion will be a major long term challenge for Cardiff.*

Improving levels of NO₂ and particulate matter (PM_{10, 2.5}) is a City level outcome indicator that the PSB will seek to impact in order to meet this specific Objective. The Plan forecasts a future Cardiff

⁴ [Cardiff Well-Being Plan 2018-2023](#)

with improved air quality and has committed to taking ‘a city-wide response to air pollution through supporting the development and delivery of a Cardiff Clean Air Strategy.’

4.5 Green Infrastructure Plans and Strategies

Outlined in Cardiff’s Local Development Plan (LDP) 2006- 2021, Policy **KP16** focuses upon Green infrastructure.

Policy KP16

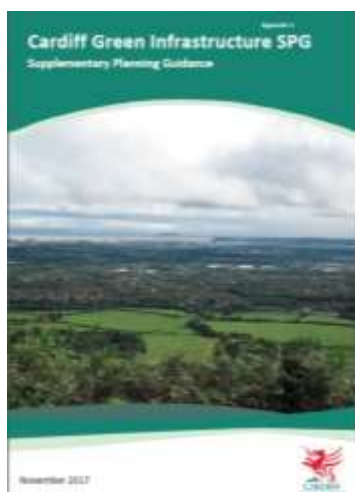
Green Infrastructure

The policy aims to ensure that Cardiff’s green infrastructure assets are strategically planned and delivered through a green infrastructure network. Other policies in the Plan provide more detailed guidance on aspects of these assets, together with supporting SPG.

Where development is permitted, planning conditions and/or obligations will be used to protect or enhance the natural heritage network.

New developments should incorporate new and / or enhanced green infrastructure of an appropriate size, type and standard to ensure no fragmentation or loss of connectivity.

Where the benefits of development outweigh the conservation interest, mitigation and/or compensation measures will be required to offset adverse effects and appropriate planning obligations sought. The implementation of policies designed to provide and protect public open space throughout Cardiff would also serve to offset any increase in recreational pressure on the Cardiff Beech Woods SAC, thereby helping to avoid likely significant effect upon that site.



Management of Cardiff’s green infrastructure network should be in place prior to development, and appropriate planning obligations sought. SPG on this topic will more fully outline the extent of Cardiff’s green infrastructure and how this policy can be implemented in more detail.

As previously mentioned a new Supplementary Planning Guidance (SPG) concerning Green Infrastructure was approved in 2017 by CC to provide a detailed understanding to the elements raised in the LDP.

- This document provides planning advice on a number of areas relating to development and the environment, including protection and provision of open space, ecology and biodiversity, trees, soils, public rights of way, and river corridors.

- The new document also differs from previous SPGs by providing more in depth design advice, aimed at giving developers a clearer understanding of the approach expected when submitting designs for new developments. By having this information up-front developers are better able to provide suitable designs to the Council through the planning process

4.6 Climate Change Strategies

Outlined in Cardiff's Local Development Plan (LDP) 2006- 2021, Policy **KP15** focuses upon Climate Change.

Policy KP15

Climate Change

A core function of the Plan is to ensure that all development in the city is sustainable, taking full account of the implications of reducing resource use and addressing climate change. This Policy provides a framework for sustainable growth by promoting development that mitigates the causes of climate change and which is able to adapt to its likely effects. This long-term approach is vital if Cardiff is to realise the economic, environmental and social objectives set out in the Vision.

To mitigate the effects of climate change and adapt to its impacts, development proposals should take into account the following factors:

- **Reducing carbon emissions;**
- **Protecting and increasing carbon sinks;**
- **Adapting to the implications of climate change at both a strategic and detailed design level;**
- **Promoting energy efficiency and increasing the supply renewable energy; and**
- **Avoiding areas susceptible to flood risk in the first instance in accordance with the sequential approach set out in national guidance; and**
- **Preventing development that increases flood risk.**

5. Conclusions and Proposed Actions

5.1 Conclusions from New Monitoring Data

Monitoring data for 2018 indicates that annual mean concentrations of nitrogen dioxide recorded at sites of relevant exposure, within the already established AQMAs, continue to be elevated or exceed the annual mean NO₂ Air Quality Standard (40µg/m³).

5.2 Conclusions relating to New Local Developments/ Sources

Section 3.5 details a number of local developments which have either gained planning consent recently or for which a planning application has been received.

These applications have been handled accordingly where Air Quality Assessments have been produced and conditions applied accordingly.

5.3 Other Conclusions

There are no other conclusions to be drawn from the information provided herein.

5.4 Proposed Actions

As a result of the information provided herein it is proposed to

1. Deliver and implement the proposed mitigation measures quantified within the Feasibility Study work;
2. Continue monitoring within and around the existing AQMAs and other areas of concern. The diffusion tube network appointed by SRS on behalf of Cardiff Council will be examined;
3. Continue to drive Air Quality as a major aspect to be considered during any planning applications, most importantly Cardiff Central Development; and
4. Submit an Annual Progress Report (APR) in 2020.

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Appendices

Appendix A: Monthly Diffusion Tube Monitoring Results

Appendix B: A Summary of Local Air Quality Management

Appendix C: Air Quality Monitoring Data QA/QC

Appendix A: Monthly Diffusion Tube Monitoring Results

Table 12 & 13– Full Monthly Diffusion Tube Results for 2018

WAOF Number 2018	Cardiff Council	Site ID	Site Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ave	Biased Adjusted	DC	Annualized	City Centre	Stephenson Court AGMA	Landfill North AGMA	City Redge
CCC-036	16	Ninian Park Road		44.4	35.2	38.1	36.7	32.4	28	29.8	30.6	33.3	39.5	46.1	44.1	36.5	27.8	100.0	27.8				
CCC-054	33	Mitre Place		60.3	35.7	45.2	41.8	40.6	38.9	41.1	36.6	37.9	47.3	42.8	44.9	42.8	32.5	100.0	32.5				
CCC-083	49	Penarth Road		35.7	37.9	35.3	33.7	37.4	30.3	36.7	32	38.9	43	32.6	37.4	35.9	27.3	100.0	27.3				
CCC-090	56	Birchgrove Village		39.3	34.4	30.6	30.3	26.9	18.4	28.9	24.4	35.5	36.4	34.3	36.7	31.3	23.8	100.0	23.8				
CCC-092	58	Westgate Street		71	65.1	56.9	63	62.9	52.1	62.2	53.8	55.6	54.8	65	60.2	45.8	91.7	45.8					
CCC-115	81	Stephenson Court		43.9	47.7	47.3	42.4	47.4	39.2	46.4	39.4	54.4	49.9	40.4	52.7	45.9	34.9	100.0	34.9				
CCC-120	86	19 Fair Oak Road		56.1	47.4	42.2	42.1	40.8	30.7	42.9	36.3	49	42.3	45.9	51.2	43.9	33.4	100.0	33.4				
CCC-130	96	Manor Way Junction		48.2	50.1	46.3	42.3	39.7	34.8	34.3	28.2	35.6	45	44.3	46.3	41.3	31.4	100.0	31.4				
CCC-132	98	Western Avenue (premises)		39.7	39	38.3	24.9	32.7	36.1	26.4	24.5	31.1	38	42.5	38.9	34.3	26.1	100.0	26.1				
CCC-133	99	Cardiff Road Landfill		63.4	49.8	43.2	45.5	45.6	50	30.2	25.3	32.2	46	44.8	44.4	41.7	31.7	100.0	31.7				
CCC-135	101	Cardiff AURN		37.9	30.7	31.2	23.3	23.6	20.3	18.3				36.4			21.1	100.0	21.1				
CCC-136	102	Cardiff AURN		33.8	31.7	29.7	25.5	21.8	21	18				35.3			20.6	100.0	20.6				
CCC-137	103	Cardiff AURN		34.9	27.3	30.4	26.6	23	20.6	17.1				37.9			20.7	100.0	20.7				
CCC-140	106	30 Caerphilly Road		44.8	38	36.9	35.4	30.9	24.5	33.2	30.2	39.4	44.3	45.3	36.8	36.6	27.8	100.0	27.8				
CCC-146	112	17 Slopier Road		40.3	40.4	39.1	34.3	24.6	29.1	30.6	26.1	34.7	42.5	33.4	36.3	35.1	36.7	100.0	36.7				
CCC-149	115	21 Landfall Road		47	38.3	41.4	39.9	32.2	29.1	38.6	34.5	40.7	44.4	40.1	46.8	39.4	30.0	100.0	30.0				
CCC-151	117	25 Cowbridge Road West		53.7	60	59.9	56.2	56.3	45.2	37.3	44.5	51.6	56.9	57.9	52.7	40.0	91.7	40.0					
CCC-153	119	Havlock Street		47.2	54.1	50.8	48.2	52.4	49.6	48.7	40.9	51.5	50.7	49.6	50.1	49.5	37.6	100.0	37.6				
CCC-160	126	Westgate Street Flats		53.3	34.8	50.1	50.6	47.6	40.9	46.9	41.3	46.2	42.1	51.7	48.4	46.2	35.1	100.0	35.1				
CCC-162	128	117 Tudor Street		44.2	31.5	41.1	39.2	36.9	32.4	33.7	30	35.2	41.8	45.3	35	37.2	28.3	100.0	28.3				
CCC-165	131	Dragon Court		60.9	50	48.4	50.5	50.6	44.5	47.1	44.1	59	51.3	41.8	65	50.3	38.2	100.0	38.2				
CCC-168	134	Sandringham Hotel		49.9	52.9	47.4	47	42.1	50.2	45.3	51.2	49.1	52.2	49.4	49.1	47.3	36.0	100.0	36.0				
CCC-177	143	Windsor House		54.5	46.7	53.5	48	47	42.1	50.2	45.3	51.2	49.1	52.2	49.4	49.1	37.3	100.0	37.3				
CCC-178	144	Marborough House		54.1	49.1	44	47.1	40.6	37.8	43.7	40.2	48.6	44.9	48.5	42.8	45.1	34.3	100.0	34.3				
CCC-179	145	Tudor Street Flats		49.9	42.7	40	36.3	33.9	32.4	30.6	29.2	35.7	42.3		41.9	37.7	28.7	100.0	28.7				
CCC-181	147	211 Penarth Road		39.9	38.7	35.2	38.2	38.4	40.1	28.3	23.8	31.7	44.8	46.3	57.9	38.6	29.3	100.0	29.3				
CCC-182	148	161 Clare Road		29.2	40.4	40.1	35.9	38.7	41.2	28.5	25.9	33.3	43.7	29.9	32.7	35.0	26.6	100.0	26.6				
CCC-183	149	10 Corporation Road		48.2	43.9	37.9	42.7	41.5	33.2	39.9	35.9	41.2	48	39.9	41.8	41.2	31.3	100.0	31.3				
CCC-186	152	James Street		41.8	39.3	41.8	38.7	38.5	36						39.4	29.9	40.1	100.0	40.1				
CCC-187	153	Magic Roundabout		41.5	37.8	33.9	30.4	29.6	26.8	26.3	26.4	39.4	38.4	28.4	36.6	33.0	25.0	100.0	25.0				
CCC-190	156	2a/4 Colum Road		39.5	40.3	41.6	34.3	36.2	40.4	20.2	18.2	32.2	42	41.4	37.3	35.3	26.8	100.0	26.8				
CCC-191	157	47 Birchgrove Road		42.8	37.8	35.2	28.9	29.6	22.5	29.1	26.3	32.7	37.2	36.7	38.3	33.1	25.1	100.0	25.1				
CCC-192	158	64/66 Cathays Terrace		39.8	38	36.2	34.4		21.9	20.8	31.8	39.7	42.3	39.4	34.4	26.2	83.3	26.2					
CCC-193	159	IMO facade replacement		60.5	50.3	47.7	52.9	40.5	39.6	38.8	23.4	41.3	49.1	46.2	71.4	46.8	35.6	100.0	35.6				
CCC-194	160	High Street Zizzi		45.5	36.2	34.8	24.3	31.1		28.6	29	37.5	37.7	42.2	44.4	35.6	27.0	91.7	27.0				
CCC-200	166	163 Lansdowne Road		39.7	44.1	42.5	44.5	38	32.2	41.8	34.5	36.9	44.4		44.4	40.3	30.6	91.7	30.6				
CCC-201	167	359 Lansdowne Road		43.3	39.8	41.2	36.8	34.5	30.3	33.1	28.8	34	38.9		42.3	36.6	27.8	91.7	27.8				
CCC-202	168	570 Cowbridge Road East		38.1	37.7	35.6	32.8	32.3	31.6	29.8	26.2	29.2	38.5	41.6	37.2	34.2	26.0	100.0	26.0				
CCC-208	174	76 North Road		36.5	44.6	43.1	42.3	35.5	38.8	25	22.8	37.5	45.6	31.9	42.1	37.1	28.2	100.0	28.2				
CCC-213	179	Alhousso, Bute Terrace		73.9		51.2	57.5	57			41.6	65.4	60.8	43	61.7	56.9	43.2	75.0	43.2				
CCC-217	183	Station Terrace		47.2	35.6	42.1	45.6	47.3			27.4	37.8	44.4	63.7		40.9	31.1	75.0	31.1				
CCC-218	184	Hophouses, St Mary Street		55.7	52.8	55.1	53	47.8	47.4			53.2	54.2	53	61.4	52.5	39.9	83.3	39.9				
CCC-219	185	Northgate House, Duke Street		46.3	45.1	44.2	48.7	43.2	47.3		28.7	38	49.1	59.8	47.7	43.3	32.9	91.7	32.9				
CCC-220	186	Dempsey's Public House, Castle Street		65.2	62.3	63.8	64.2	62.6	57.7	60	51.8	58.1	58.2	55	66.1	60.3	45.8	100.0	45.8				
CCC-221	187	Angel Hotel		74.1	68.4	67.2	68.2	67.7		60.4		62.3		73.2	61.4	66.9	50.8	75.0	50.8				
CCC-222	188	Westgate Street (45 Apartments)		70.1		64	69	66.6	65.4	59		64.7			67	65.7	50.8	100.0	50.8				
CCC-223	190	3 Pearson Street			36.6	33.2	28.9	27.4	19.3		23.6	35.3		32.6	37.3	30.5	23.2	75.0	23.2				
CCC-224	191	7 Mackintosh Place		45	36.2	37.3	49.1	35.9	27	35.6	32.4	44.1	38.4	46.5	41.1	39.1	29.7	100.0	29.7				
CCC-225	192	3 Cowbridge Road West		59	42.9	54.1	56.7	56.3	51.4	49	39.9	49.2	55.7	57	55.8	52.3	39.7	100.0	39.7				
CCC-226	193	24 Kings Road		30.7	28.8	27.6	23.7	20.8	16.2	16.8	16.8	22.3	28.1	27.3	35	24.5	18.6	100.0	18.6				
CCC-227	194	115 Cowbridge Road West		35.1	33.9	31.4	26.2	28.5	30.4	21.5	18.2	36.2	34.2	31	31.2	29.0	22.0	100.0	22.0				
CCC-228	195	244 Newport Road		48	47.2	43	31.7	44.2	37.5	41.2	35.5	41.4	38.9	43.6	47	41.6	31.6	100.0	31.6				
CCC-229	196	2 Pencisbury Road		39.1	38.1	37.1	31.8	30.9	28.7	22.4	22.2	28.2	38.9	36.6	38.7	32.7	24.9	100.0	24.9				
CCC-230	197	GFF 369 Newport Road		50.5	48	38.4	39	37.4	33.1	37.2	35.5	47	44.4	38.2		40.8	31.0	91.7	31.0				
CCC-231	198	Near Building to Stephenson Court		54.5	47.8	46.9	45.8	46.8	38.8	44.3	38.8	52.1	47.7	41.1	49.5	45.2	35.1	100.0	35.1				
CCC-232	199	157 Newport Road		36.9	38.3	32	32.5	29.6	25.4	24													

MONTHLY LEVELS OF NITROGEN DIOXIDE CARDIFF SCHOOLS 2018

RESULTS EXPRESSED IN MICROGRAMMES/CUBIC METRE (NR = NO RESULT)																								
Sample Number	Site ID	Nitrogen Dioxide Sites, Cardiff Schools	Grid Ref	Class	Distance of measurement from (m)	Distance from kerb to receptor	Relevant Exposure time	Background Concentration if necessary	2018/2018 - 2018/2018	2018/2018 - 2018/2018	2018/2018 - 2018/2018	2018/2018 - 2018/2018	2018/2018 - 2018/2018	2018/2018 - 2018/2018	2018/2018 - 2018/2018	2018/2018 - 2018/2018	2018/2018 - 2018/2018	AVERAGED SINCE JAN 15	Bias Corrected (Correction Factor 0.75)	Annualised & Bias Corrected	Percentage of Data Capture			
VOGL18BN151	225	Mount Stuart PS Rear Entrance	318825 174435		50.00	50.00	0.00		26.8	27.7	19.8	12.6	18.9	18.3	16.3	22.2	25.4	28.8	27.5	22.2	16.9	16.9	100	
VOGL18BN152	226	Mount Stuart PS Classroom	318821 174433		51.00	51.00	0.00		28.1	29.4	21.2	21.9	20.5	18.8	17.1	23.6	27.5	30.8	29.4	24.4	18.5	18.5	100	
VOGL18BN153	227	Trodgarville Primary Reception	319227 176802		42.00	42.00	0.00		33.7	32.5	26.6	21.4	20			24	33.7	31.1	35.3	28.7	21.8	21.8	85	
VOGL18BN154	228	Trodgarville Primary Playground	319251 176823		19.40	19.40	0.00		37.8	40.5	34.4	27.5	25.5			30.9	35.7	36.8	40.5	34.4	26.1	26.1	82	
VOGL18BN155	229	Stacey Primary playground	319867 177490		70.00	70.00	0.00		30.3	26.1	22.5	17.2	17.5			19.3	28.6	25.2	26.4	23.7	18.0	18.0	85	
VOGL18BN156	230	Stacey Primary Outside reception	319845 177474		72.00	72.00	0.00		31.2	29.3	21.1	17.4	17	18.2	16.6	21.2	31.8	28.9	30.3	23.9	18.2	18.2	100	
VOGL18BN157	231	St Peter Primary playground	319443 177069		53.00	53.00	0.00		30	29.3	24	20.2	18.8			23.3	30.7	33.8	31.8	26.9	20.4	20.4	85	
VOGL18BN158	232	St Peter Primary rear entrance	319476 177108		55.00	55.00	0.00		27.9	26.2	23.3	19.5	18.2			23.3	31.2	32.2	33.7	26.2	19.8	19.8	82	
VOGL18BN159	233	Cardiff Acad front	319103 176922		35.00	35.00	0.00		37.5	35.6	30.7	25.8	22.9		24.1	30.5	36.7	35.6	43.2	32.3	24.5	24.5	91	
VOGL18BN1510	234	Cardiff Acad rear	319109 176914		35.00	35.00	0.00		33.9	30.7	26.4	18.7	19.4	18.4	18.2	23.4	32.2	33.4	35.3	26.4	20.0	20.0	100	
VOGL18BN1511	235	St Josephs RC Primary playground	317158 178800		47.00	47.00	0.00		31.9	24.1	22.4	20.8	17.1			22.2	32.9		59.5	28.9	21.9	21.9	73	
VOGL18BN1512	236	St Josephs RC Primary rear entrance	317111 178786		67.00	67.00	0.00		31.3	25.7	22	19.1	15			21.9	30.6			23.7	18.6	18.6	85	
VOGL18BN1513	237	Ysgol Myndd Bychan Entrance	317551 178724		3.00	3.00	0.00		41.3	31.2	30.6	20.7	23.2	15.2	14.9	28.3	39.4		34.6	27.9	21.2	21.2	91	
VOGL18BN1514	238	Ysgol Myndd Bychan Playground	317572 178723		3.00	3.00	0.00		28.8	28.6	20.9	18.1	15.9						29.4	23.6	17.8	17.7	85	
VOGL18BN1515	239	St Tello School rear entrance	320592 179940		96.00	96.00	0.00		31.4	32.3	24.7		19	19.2	15.5	19.7	33.9		32.7	25.4	19.3	19.3	82	
VOGL18BN1516	240	St Tello School rear playground	320578 179786		70.00	70.00	0.00		28.8					15.0	17.5	20.1	32.3	29.5	32.4	25.1	19.1	19.5	85	
VOGL18BN1517	241	Cathays HS North road facing	317307 178374		11.00	11.00	0.00		32.6	26.4	24.2	18.5	16.5	20.6	19.5	23	29.9	21.9	31.1	24.0	18.3	18.3	100	
VOGL18BN1518	242	Cathays HS Near entrance	317296 178474		7.00	7.00	0.00		28	26	19.9	16.3	12.6			15.3	19.3	25.2	26.7	26.2	21.6	16.4	16.4	91

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

- (1) See Appendix C for details on bias adjustment and annualisation.
- (2) Distance corrected to nearest relevant public exposure.

Appendix B: A Summary of Local Air Quality Management

Purpose of an Annual Progress Report

This report fulfils the requirements of the Local Air Quality Management (LAQM) process as set out in the Environment Act 1995 and associated government guidance. The 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 the air quality objectives are being achieved. Where exceedances occur, or are likely to occur, the local authority must then declare an Air Quality Management Area (AQMA) and prepare a **DRAFT** Air Quality Action Plan (AQAP) within 18 months, setting out measures it intends to put in place to improve air quality in pursuit of the air quality objectives. The AQAP must be **formally** adopted prior to 24 months has elapsed. Action plans should then be reviewed and updated where necessary at least every 5 years.

For Local Authorities in Wales, an Annual Progress Report replaces all other formal reporting requirements and have a very clear purpose of updating the general public on air quality, including what ongoing actions are being taken locally to improve it if necessary.

Air Quality Objectives

The air quality objectives applicable to LAQM in Wales are set out in the Air Quality (Wales) Regulations 2000, No. 1940 (Wales 138), Air Quality (Amendment) (Wales) Regulations 2002, No 3182 (Wales 298), and are shown in **Table 13**.

The table shows the objectives in units of microgrammes per cubic metre $\mu\text{g}/\text{m}^3$ (milligrammes per cubic metre, mg/m^3 for carbon monoxide) with the number of exceedances in each year that are permitted (where applicable).

Table 14– Air Quality Objectives Included in Regulations for the Purpose of LAQM in Wales

Pollutant	Air Quality Objective		Date to be achieved by
	Concentration	Measured as	
Benzene	16.25 µg/m ³	Running annual mean	31.12.2003
	5.00 µg/m ³	Annual mean	31.12.2011
1,3-butadiene	2.25 µg/m ³	Running annual mean	31.12.2003
Carbon monoxide	10 mg/m ³	Running 8-hour mean	31.12.2003
Lead	0.50 µg/m ³	Annual mean	31.12.2004
	0.25 µg/m ³	Annual mean	31.12.2008
Nitrogen dioxide	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean	31.12.2005
	40 µg/m ³	Annual mean	31.12.2005
Particulate matter (PM ₁₀) (gravimetric)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean	31.12.2004
	40 µg/m ³	Annual mean	31.12.2004
Sulphur dioxide	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean	31.12.2004
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean	31.12.2004
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean	31.12.2005

Appendix C: Air Quality Monitoring Data QA/QC

Diffusion Tube Bias Adjustment Factors

A database of bias adjustment factors determined from Local Authority co-location studies throughout the UK has been collated by the LAQM Helpdesk. The National Diffusion Tube Bias Adjustment Factor Spreadsheet (Version 06/19) was used to obtain an overall adjustment factor of 0.76 from the input data shown in the following screenshot. This overall factor is based on 28 co-location studies where the tube preparation method and analysis laboratory used were the same as those used by CC.

Figure 37: National Diffusion Tube Bias Adjustment Factor Spreadsheet

National Diffusion Tube Bias Adjustment Factor Spreadsheet						Spreadsheet Version Number: 06/19				
Follow the steps below in the correct order to show the results of relevant co-location studies						This spreadsheet will be updated at the end of September 2019				
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods										
Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet										
This spreadsheet will be updated every few months, the factors may therefore be subject to change. This should not discourage their immediate use										
The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners ACCOIL and the National Physical Laboratory						Spreadsheet maintained by the National Physical Laboratory. Original compiled by All Quality Consultants Ltd.				
Step 1:		Step 2:	Step 3:	Step 4:						
Select the Laboratory that Analyzes Your Tubes from the Drop-Down List		Select a Preparation Method from the Drop-Down List	Select a Year from the Drop-Down List	Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor* shown in blue at the foot of the final column.						
If a laboratory is not listed, we have no data for that laboratory		If a preparation method is not listed, we have no data for that method at the laboratory	If a year is not listed, we have no data for that year	If you have your own co-location study then see footnote*. If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMhelpdesk@uk.bureauveritas.com or 0800 0127963						
Analysed By	Method	Year	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m ³)	Automatic Monitor Mean Conc. (Cm) (µg/m ³)	Bias (B)	Tube Precision	Bias Adjustment Factor (A) (Cm/Dm)
Socotec Didcot	50% TEA in acetone	2018	K5	Manselton Road Intercomparison	12	95	65	11.3%	G	0.70
Socotec Didcot	50% TEA in acetone	2018	B	Grassham Borough Council	12	37	30	22.7%	G	0.82
Socotec Didcot	50% TEA in acetone	2018	B	Grassham Borough Council	12	28	24	18.0%	G	0.84
Socotec Didcot	50% TEA in acetone	2018	L8	North Lincolnshire Council	12	24	16	53.5%	G	0.65
Socotec Didcot	50% TEA in acetone	2018	R	Sevenson Council	12	33	24	29.2%	G	0.72
Socotec Didcot	50% TEA in acetone	2018	L8B	Sevenson Council	10	18	16	27.4%	G	0.81
Socotec Didcot	50% TEA in acetone	2018	B	Sevenson District Council	12	34	25	34.8%	G	0.74
Socotec Didcot	50% TEA in acetone	2018	B	Metham County Borough Council	9	21	18	16.7%	G	0.86
Overall Factor* (28 studies)								Blue	0.76	

Discussion of Choice of Factor to use

The bias adjustment factor applied to all 2018 data is 0.76. The applied bias adjustment factor has been calculated using the national diffusion tube bias adjustment factor spreadsheet version 06/19. Due to insufficient data capture <90%, in accordance with Defra's LAQM (TG16), Box 7.11 it is preferable not to perform a co-location study due to concerns associated with the data quality. The National Bias Adjustment Factor supplied by the LAQM Defra website, based on 28 studies, which appointed Socotec UK Ltd Didcot laboratory, gave a figure of 0.76 and so this has been adopted for ratification purposes.

Short-Term to Long-Term Data Adjustment

AMS Adjustment

Both AURN stations had poor data capture for NO₂ in 2018 (AURN 1 71.1% & AURN 2 73.5%). In addition AURN 2 Station also suffered with poor data capture for PM₁₀ (66.5%). As a result, the finalised NO₂ & PM₁₀ figures presented in this report from each monitor have been annualised according to the methods presented in Box 7.9 of LAQM (TG16). A Long-term AURN urban background continuous monitoring site within a distance of approximately 50 miles from Cardiff was selected for the purposes of this procedure.

Table 15- Long term AURN site used for calculation of NO₂ annualisation ratio for Cardiff City Centre AURN 1

Site	Site Type	Annual Mean (µg/m ³)	Period Mean (µg/m ³)	Ratio
Cwmbran AURN	Urban Background	13.25	11.92	1.11
Average Ratio				1.11

Table 16- Long term AURN site used for calculation of NO₂ annualisation ratio for Cardiff Newport Road AURN 2

Site	Site Type	Annual Mean (µg/m ³)	Period Mean (µg/m ³)	Ratio
Cwmbran AURN	Urban Background	13.25	12.45	1.06
Average Ratio				1.06

Table 17- Long term AURN sites used for calculation of PM₁₀ annualisation ratio for Cardiff Newport Road AURN 2

Site	Site Type	Annual Mean (µg/m ³)	Period Mean (µg/m ³)	Ratio
Cardiff City Centre AURN	Urban Background	1	16.03	1.08
Average Ratio				1.08

Diffusion Tubes Adjustment

The annual average nitrogen dioxide (NO₂) datasets obtained via the use of passive diffusion tubes during January to December 2018 were annualised via the method described in Box 7.10 of LAQM TG(16). Due to potential quality issues surrounding Cardiff's City Centre AURN 1 NO₂ data, a long-term AURN urban background continuous monitoring site within a distance of approximately 50 miles from Cardiff was selected.

Table 18- Long term AURN site used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube 134

Site	Site Type	Annual Mean (µg/m ³)	Period Mean (µg/m ³)	Ratio
Cwmbran AURN	Urban Background	12.85	12.6	1.02

Table 19– Long term AURN site used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube 152

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	12.85	12.74	1.01

Table 20– Long term AURN site used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube 188

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	12.85	12.26	1.05

Table 21– Long term AURN site used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube 205

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	12.85	16.45	0.78

Table 22– Long term AURN site used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube 206

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	12.85	16.69	0.77

Table 23- Long term AURN site used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube 212

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	12.85	12.87	1.00

Table 24- Long term AURN site used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube 235

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	12.85	13.04	0.99

Table 25- Long term AURN site used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube 236

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	12.85	12.29	1.05

Table 26- Long term AURN site used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube 238

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	12.85	13.02	0.99

Table 27- Long term AURN site used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube 240

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	12.85	13.22	0.97

QA/QC of Diffusion Tube Monitoring

The diffusion tubes are supplied and analysed by Socotec UK Ltd Didcot, using the 50% triethanolamine (TEA) in water method. Socotec UK Ltd Didcot participates in the Annual Field Inter-Comparison Exercise and Workplace Analysis Scheme for Proficiency (WASP) inter-comparison scheme for nitrogen dioxide diffusion tube analysis. From April 2014 the WASP Scheme was combined with the STACKS scheme to form the new AIR scheme, which Socotec UK Ltd Didcot participates in. The AIR scheme is an independent analytical proficiency testing scheme operated by LGC Standards and supported by the Health and Safety Laboratory (HSL).

The laboratory Socotec UK Ltd Didcot is regarded ranked as the highest rank of satisfactory in relation to the WASP intercomparison scheme for spiked nitrogen dioxide diffusion tubes.

Information regarding tube precision can be obtained via <http://laqm.defra.gov.uk/diffusion-tubes/precision.html> Information regarding WASP results can be obtained via <http://laqm.defra.gov.uk/diffusion-tubes/qa-qc-framework.html>

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the LA intends to achieve air quality limit values'
AQA	Air Quality Assessment
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
APR	Air quality Annual Progress Report
AURN	Automatic Urban and Rural Network (UK air quality monitoring network)
CC	Cardiff Council
CASAP	Clean Air Strategy and Action Plan
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	Sulphur Dioxide



CABINET MEETING: 21 NOVEMBER 2019

CABINET RESPONSE TO THE 'IMPROVING CARDIFF'S AIR QUALITY REPORT PUBLISHED BY THE ENVIRONMENTAL SCRUTINY COMMITTEE

STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO WILD)

AGENDA ITEM: 12

Reason for this Report

1. To present the Cabinet response to the 'Improving Cardiff's Air Quality report published by the Environmental Scrutiny Committee (ESC) which was received by Cabinet on the 20th September 2018.

Background

2. In September 2017, the ESC agreed to undertake the Improving Cardiff's Air Quality task & finish exercise.
3. The agreed terms of reference for the inquiry were to provide Members with the opportunity to explore and consider how the Council can help to improve air quality in Cardiff.
4. The purpose of the inquiry was to make evidence based recommendations to the Cabinet on Improving Air Quality in Cardiff.
5. Key stakeholders and expert witnesses were invited to contribute to the inquiry over a period of 2 months from November to December 2017, to enable the ESC to gather robust evidence and information to inform the report.
6. The Task and Finish exercise assessed the following areas during the inquiry:
7. Development of Cardiff's Clean Air Strategy – to include a report on the aims and objectives of the strategy; associated policies that support the development of the strategy; resources and timescale for delivering the strategy; desired impact of the strategy and the main areas that the strategy will target.

8. Welsh Government Position on Air Quality – to gain a better understanding of the policy objectives of the Welsh Government in terms of air quality; to understand the applicable timescales and consequences of the Council not meeting these policy objectives; to identify the key areas that Welsh Government believes should be targeted to achieve the best outcomes for air quality.
9. Transportation – to understand the positive and negative impacts that transport (and transport systems) can have on air quality in Cardiff; to establish a hierarchy of transport pollution sources and evaluate what can be done to better manage the worst polluting sources; to review transport schemes and infrastructure planned for development or in the process of being delivered in Cardiff; to explore the benefits of sustainable fleet management in Cardiff; to consider the impact that changes in technology and public perception can have on air quality.
10. Other Pollution Sources – to consider a range of pollution sources (excluding transport) and the impact that these have upon air quality in Cardiff; to establish a hierarchy of pollution sources (excluding transport) and evaluate what can be done to better manage the worst polluting sources; to review proposals currently being developed or delivered (excluding transport) to reduce pollution in Cardiff.
11. Planning & Development – to understand how the planning and development process can be used to improve air pollution in Cardiff; to consider the current planning processes / policies and how these impact upon air pollution; the impact that the growth of the city might have upon air quality.
12. Sustainable Fuels – to understand the challenges and opportunities that the growth of sustainable fuels can have upon air quality in Cardiff; to consider the role of the Council in terms of helping to establish the local market for sustainable fuels; to consider what the Council and its partners can proactively do to support the move to sustainable fuels.
13. Clean Air Zones – to understand how Clean Air Zones work; the impact that a Clean Air Zone could have upon air quality in Cardiff and the wider implications for the city; the costs and opportunities of setting up a clean air zone; best practice in delivering Clean Air Zones (to include domestic and international examples).

Issues

14. 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. 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 Health Board area, can be attributed to Nitrogen Dioxide pollution with many more citizens suffering ill health as a consequence of poor air quality.

15. The Council had already set out that tackling poor air quality was a key priority within the Capital Ambition, stating that it aimed to deliver a best practice Clean Air Strategy. Work commenced on this through the Shared Regulatory Services in early 2017.
16. Prior to completion and reporting from the Task and Finish Group the Council received a legal direction from Welsh Government in February 2018, under the Environment Act 1995 requiring the Council to undertake a feasibility study to develop a preferred option for delivering compliance with NO₂ limit values in the shortest possible time. This was in response to legal requirements under the EU Ambient Air Quality Directive. The legal direction required the Council to submit its final plan no later than the 30th June.
17. The development of the Clean Air Strategy was subsequently superseded by the need to develop a Clean Air Plan to comply with the legal requirements of the Welsh Government Directive. However that said the Clean Air Strategy was further developed, as part of the work to develop the Clean Air Plan to comply with the direction.
18. It must be noted that the majority of the recommendations made within the report have either been wholly or partially been implemented during the development of the Clean Air Strategy and Action Plan and the development of the NO₂ Feasibility Study under the Direction of Welsh Government.
19. The report makes thirty one recommendations and the response to each of these recommendations is detailed in the report in Appendix A and the following summarises those recommendations accepted or rejected.
 - 23 Recommendations have been accepted;
 - 4 Recommendations have been partially accepted; and
 - 4 recommendations have been rejected

Reason for Recommendations

20. To enable Cabinet to respond to the 'Improving Cardiff's Air Quality report published by the Environmental Scrutiny Committee (ESC) which was received by Cabinet on the 20th September 2018.

Financial Implications

21. A large number of the recommendations from the Scrutiny report will be covered by the work undertaken as part of the NO₂ feasibility study to comply with the Legal Direction on NO₂ issued by the Welsh Government. This feasibility study was reported to Cabinet on 13th June and the Financial Implications contained in that report are also relevant here. Where additional activity is required to comply with the recommendations a consideration of the funding options available will also be required as the activity will not be able to commence until a

funding source has been identified. If no funding is available then an appropriate pressure bid for the relevant activity, which could be for capital and / or revenue expenditure, will need to be submitted as part of the council's annual budget setting process. Proceeding with these activities will therefore be dependent on Council approval.

Legal Implications

22. In considering its response to the recommendations of the the Cabinet should be mindful of the Council's statutory duties under:

- a. The Equalities Act 2010 – requiring the Council to give due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations, in relation to groups having 'protected characteristics' (namely Age; Gender reassignment; Sex; Race – including ethnic or national origin, colour or nationality; Disability; Pregnancy and maternity; Marriage and civil partnership; Sexual orientation; and Religion or belief – including lack of belief); and
- b. The Well-Being of Future Generations (Wales) Act 2015 – requiring the Council to consider how its decisions will contribute, and to take all reasonable steps, towards meeting its well-being objectives, which are set out in Cardiff's Corporate Plan 2019-22 and are aimed at achieving 7 national wellbeing goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible. The Council is also obliged to act in accordance with the 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future.

23. Legal advice will be provided as specific proposals are progressed.

Property Implications

24. No immediate property implications are anticipated from this response to Environmental Scrutiny Committee.

25. Any future requirement to use Council land or property to deliver the objective of improving Cardiff's air quality should be done so in accordance with the Corporate Property Strategy, Council's Asset Management process and in consultation with Strategic Estates and relevant service areas.

RECOMMENDATIONS

Cabinet is recommend to approve the response to Improving Cardiff's Air Quality 'report published by the Environmental Scrutiny Committee set out in Appendix A.

SENIOR RESPONSIBLE OFFICER	Andrew Gregory Director of Planning, Transport & Environment
	15 November 2019

The following appendix is attached:

Appendix A- Cabinet Response To 'Improving Cardiff's Air Quality 'Report Published By The Environmental Scrutiny Committee September 2018

The following background papers have been taken into account

Improving Cardiff's Air Quality 'report published by the Environmental Scrutiny Committee September 2018

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**CABINET RESPONSE TO THE 'IMPROVING CARDIFF'S AIR QUALITY
'REPORT PUBLISHED BY THE ENVIRONMENTAL SCRUTINY
COMMITTEE SEPTEMBER 2018.**

Recommendation 1

Task group recommends that improving public health should be documented as the primary reason for introducing a Clean Air Strategy in Cardiff.

RESPONSE: The recommendation is accepted

From the outset of the work to develop the Clean Air Strategy (CAS), it was agreed with the working group that the overarching aim of the CAS was to Improve and protect Public Health. This is clearly established and set out in the CAS which has formed the foundations of the Council's Full Business Case published in line with Welsh Government's Legal Direction.

Recommendation 2a

The Council continues to work with and lobby the Welsh Government for a clear direction and guidance on the next steps to take in terms of achieving air quality compliance 'in the shortest time possible'.

RESPONSE: The recommendation is accepted

Direction was issued to the Council, dated 14th February 2018 (actually received 8th March 2018). Officers set up regular meetings with Welsh Government officials in order to ensure that the Council undertook the feasibility study in accordance with appropriate guidance issued from Welsh Government or from the Joint Air Quality Unit at Defra. Final Plan was submitted in accordance with the Direction.

Recommendation 2b

Ask the Welsh Government to provide financial assistance to undertake the feasibility study and to deliver the option identified to improve air quality in the feasibility study

RESPONSE: The recommendation is accepted

Funding to undertake the feasibility study was provided by Welsh Government and confirmed in writing.

In terms of implementation the preferred option to deliver compliance, the Council submitted its Final Plan to Welsh Government on the 28th June 2019, in line with the requirements of the Direction. The plan has been reviewed by the Welsh Government's expert panel and the Minister approved Final Plan subject to additional clarifications being provided no later than the 31st October 2019.

Recommendation 2c

Employ suitably qualified experts to deliver the feasibility study and help implement the option identified in the feasibility study to improve air quality.

RESPONSE: The recommendation is accepted

From the outset of the feasibility study, the Council secured the services of Ricardo Energy and Environment (Ricardo) to ensure the feasibility study was completed to the highest technical and quality standards. Ricardo are seen as the leading AQ consultants in the UK and have been working with a number of Core Cities who have been following similar legal directions to complete feasibility studies.

In addition to Ricardo the Council also procured the services of Mott Macdonald (through Transport for Wales (TfW)) in order to provide detailed transportation modelling required to assess future roadside emissions and to assess the impact of the measure being considered to deliver compliance.

Recommendation 2d

Waste no further time in carrying out the feasibility study – the EU air quality limits need to be addressed by either 2022 or in the soonest time possible. The evidence presented suggests that feasibility studies take about two years to deliver and at the point of writing this report the Council had not started its feasibility study for Cardiff.

RESPONSE: The recommendation is accepted but also refuted

Following the legal Direction received March 2018, work began immediately on Feasibility Study, with the initial proposal issued to Welsh Government by March 31st 2018 detailing how the Council intended to undertake the feasibility study. Further, the previous work on developing CAS was the catalyst to identifying a long list of measures to consider as part of the feasibility study.

Recommendation 3

Task group recommends that the new clean air strategy cites the reduction of nitrogen dioxide from diesel vehicles as one of its key aims and that whenever possible actions resulting from the clean air strategy specifically reflect this aim.

RESPONSE: The recommendation is accepted

CAS identified NO₂ as the primary source of air pollution in Cardiff, and strategic measures identified in the strategy looked to reduce NO₂ as a primary target objective in order to protect public health.

In addition, the Direction from Welsh Government required the Council to achieve compliance with EU limit Value for NO₂ in the shortest possible time and thus the Direction further ensured that reduction in NO₂ is essential.

However, it should be noted that other pollutants particularly particulate matter (PM_{2.5} and PM₁₀) have also known significant health impacts and thus ultimately the CAS looks to improve all air pollutant concentrations and not just NO₂.

Recommendation 4

The task group recommends that we consult and work with neighbouring local authorities to develop the Clean Air Strategy and supporting action plan to improve air quality.

RESPONSE: The recommendation is accepted

A full public consultation took place on the preferred option for the feasibility study which also included the Clean Air Strategy document. Work will progress with neighbouring authorities in implementing the White Paper.

Recommendation 5

Should the feasibility study recommend some type of clean air zone, congestion charging zone, or low emission zone as the way forward the Council should not be afraid to implement the decision as it will ultimately help achieve its biggest existing transportation target.

RESPONSE: The recommendation is partially accepted

As part of the requirements to meet the legal direction and inform the decision to progress with a preferred option to address the documented non-compliant air quality levels, those suggested options (Package of non-charging measures/ Charging Clean Air Zone) have been cross referenced and assessed against the three Garnham tests;

1. Aim to achieve compliance as soon as possible;
2. Choose a route to compliance which reduces human exposure as quickly as possible; and
3. Ensure that compliance with the limit values is not just possible but likely.

Following the comparative analysis Cardiff Council supported the decision to proceed with a revised package of non-charging measures as its preferred option.

The findings of the assessment outlined that a CAZ does not meet the requirements of 2 Garnham tests;

- It will not achieve compliance in shortest time possible as its feasibility for implementation is uncertain. Likelihood is that an operational CAZ would not be in place until end 2020/ Q1 2021. Comparatively the package of non-charging measures will be implemented in a shorter amount of time and associated improvements in air quality levels will be evidenced almost immediately (Q1 2020); and
- It will not reduce exposure as soon as possible. As outlined the envisaged timeframes for an operational CAZ would not see exposure reduced between

now and implementation date. The delivery of the package of non-charging measures will reduce exposure once implemented in late 2019 through to 2020.

It needs to be reiterated, in line with the legal direction; compliance must be achieved in the shortest possible time for the highlighted non-compliant road link only, this being Castle Street.

As detailed in the FBC, owing to the particular road link of non-compliance, it was deemed that a wider CAZ would not be interpreted as proportionate to the area of non-compliance. Subject to viable evidence it could be assumed that a wider CAZ could generate geographically wider air quality improvements, however the project must remain honest to the Direction's objective and deliver a mitigation option which coincides with the projections derived from 2021 baseline understanding, thus being only 1 road link of non-compliance.

Results of final plan indicated that a package of non-charging measures have greater benefit in terms of AQ improvement and public health protection. This is because while NO_x rates would fall in the CAZ itself as modelled, rerouted traffic outside the CAZ would have an adverse impact significantly outweighing any benefits seen in the CAZ itself.

However, it is not to say that the Council should not further consider the implementation of a CAZ or congestion zone/ road user charging scheme, should the necessity arise to use said schemes to support further reductions in air pollution or to provide mechanism to enhance/ implement wider transportation projects.

Recommendation 6

The task group recommends that the Council look into the feasibility of creating a low emission neighbourhood in an area of Cardiff with the worst air pollution levels. It could act as a pilot for trialling air quality improvement initiatives and would be a first of its kind for Wales.

RESPONSE: The recommendation is rejected

The results of the feasibility study has identified Castle Street as the area within the City anticipated to show future non compliance with the EU Limit value for annual average NO₂. The results of the modelling undertaken correlates well to non-automated measurements for NO₂ results collected on Castle Street, and the locality of the City Centre Air Quality Management Area (AQMA). As such, the measures proposed to improve air quality levels whilst initially targeting Castle Street have also been modelled in terms of a city wide impact.

Recommendation 7

The task group recommends that the Council continues to lobby the Welsh Government for clear direction and financial support, and that it invests as much money and effort as possible to drive air quality improvements across the city.

RESPONSE: The recommendation is accepted

The Council submitted its Final Plan (FBC) on the 28th June 2019, which included a detailed financial case setting out a request of £21.2m funding to implement a package of measures. Full details of the funding case put forward are included in the Final Plan and we are continuing to work with Welsh Government to secure this funding.

Recommendation 8

The task group recommends that the Planning Service reviews its existing supplementary planning guidance in relation to managing air quality and implementing sustainable fuel infrastructure alongside the development of the Clean Air Strategy.

RESPONSE: The recommendation is accepted

Shared Regulatory Services (SRS) have developed a draft version of a Supplementary Planning Guidance (SPG) for Cardiff Council. This document is subject to review and approval

In addition, the Planning Team have already produced a new SPG on the requirements for EV Infrastructure on new developments.

Recommendation 9

The task group recommends a review into the wider traffic and pollution implications of new developments. This should include a review of traffic modelling techniques and how planning obligation monies can be applied across a wider area to deal with the impact of traffic and pollution.

RESPONSE: The recommendation is accepted

The implementation of this recommendation is dependent on the scale of the development, and any requirements for an Air Quality Assessment (AQA). SRS already request that cumulative impacts of large developments are considered when agreeing the scope of the AQA with developers/ consultants.

SRS ensures that AQA comply the requirements of Institute of Air Quality Management (IAQM) /Environmental Protection UK (EPUK) Planning Guidance for AQ assessments. This will be further enhanced through a revised SPG on Air Quality.

The use of planning obligation monies across wider areas can be consider but would be subject to agreement of local members agreeing wider expenditure.

Recommendation 10

The task group recommends that the Planning Service takes advantage of these expert resources (NRW/ PHW) as and when required.

RESPONSE: The recommendation is accepted

SRS officers already liaise with PHW/ NRW colleagues on major applications and elsewhere as necessary. SRS have recently been successful in securing funding from NRW to implement further NO₂ monitoring at a number of schools in Cardiff.

Recommendation 11

The task group recommends that the Council notes the urgency of required change to meet air quality targets and does all that it can to deliver and then promote its existing transport proposals.

RESPONSE: The recommendation is accepted

The Council has noted the urgency of the change required to meet air quality targets, most notably the EU limit value for NO₂ to comply with the legal direction from Welsh Government. This is reflected in the ambitious plans set out in our Final Plan and the challenging programme for implementation.

In addition, the CAS will deliver further on-going and long term continuous improvements not only for NO₂ but other key pollutants. The Council's White Paper set out the Council's long term visions for transportation improvements not only in Cardiff but across the City Region as a whole.

Recommendation 12

The task group recommends that the Council should increase its focus on the affordable short-term measures within its control.

RESPONSE: The recommendation is accepted

Current focus is on the Feasibility study and developing and implementing the preferred option detailed in the Final Plan and agreed with WG. Additional measures including anti idling zones, green infrastructure/ Living walls can be taken forward as part of wider Clean Air Strategy but will of course be subject to appropriate funding being available.

Recommendation 13

The task group recommends that monies raised from existing or proposed traffic / parking control measures is reinvested directly back into transport infrastructure.

RESPONSE: The recommendation is accepted

This already occurs and will continue to do so.

Recommendation 14

During the task & finish exercise Members were informed that the Council is due to publish 'Cardiff's Transport & Clean Air Green Paper' in the spring of 2018. The Environmental Scrutiny Committee would welcome the opportunity to scrutinise this document once it becomes available.

RESPONSE: The recommendation is accepted

Recommendation 15

Completion of the Cardiff Central Transport Interchange. The task group urges the Council to work with developers to complete this facility 'in the soonest time possible'. As an interim measure, the Council should republish and distribute the map that was made available when the old bus station was first closed.

RESPONSE: The recommendation is accepted

The planning permission for the ITH was approved in November 2018, and construction is due to commence imminently with a scheduled opening date in early 2023. In terms of the maps detailing location of services/ stops in the interim period, we will work in conjunction with Cardiff Bus and other operators to ensure accurate and up to date information is available to passengers.

Recommendation 16

The Council continues with improvements and on-going development of dedicated walking and cycling infrastructure, for example, by accelerating the development of segregated cycle lanes in Cardiff;

RESPONSE: The recommendation is accepted

Cardiff Council are developing proposals for five Cycleways to support and promote cycling for all ages and abilities. The proposed routes will connect communities to major destinations across the city, including the City Centre and Cardiff Bay.

Cycleways will provide continuous routes that are intuitive and comfortable to use and separated from motor vehicles and pedestrians where needed.

The Cycleways will be developed from proposals in the Integrated Network Map which sets out a 15 year plan to improve routes for walking and cycling in the city.

The proposed Cycleway routes are:

Cycleway 1: City Centre to Cathays, University Hospital Wales, Heath High Level and Heath Low Level Rail Stations, and North East Cardiff Strategic Development Site

Cycleway 2: City Centre to Adamsdown, Newport Road retail parks, Rumney, Llanrumney and St Mellons Business Park

Cycleway 3: City Centre to Cardiff Bay

Cycleway 4: City Centre to Llandaff, Danescourt and North West Strategic Development Site

Cycleway 5: City Centre to Riverside, Ely and Caerau.

Following a public consultation in 2018 works have been commissioned and commenced on Cycleway 1 on Senghennydd Road.

Recommendation 17

The Council, public sector partners, major employers and For Cardiff (the Cardiff BID) should do all it can to encourage their staff to use active travel to get to work and carry out day to day trips whenever possible.

RESPONSE: The recommendation is accepted

Working initially through Cardiff Public Services Board, a Healthy Travel Charter for Cardiff has been developed with major public sector employers and was launched in April 2019. Signatories to the Charter make 14 commitments on improving access to active and sustainable travel for staff and visitors to their main sites, and jointly commit to three targets namely:

- Reduce the proportion of commuting journeys made by car;
- Increase the proportion of staff cycling weekly; and
- Increase the proportion of vehicles used for business purposes which are plug-in hybrid or electric.

The Charter was signed by 11 public sector organisations at launch in April 2019, employing over 33,000 staff, with additional public and private sector organisations subsequently invited to sign up to the Charter.

Currently it is not possible to fully assess the impacts of the above the measures but it is envisaged that such measures will contribute to wider behavioural changes and incentives to encourage further modal shift or uptake of low emission vehicles which will see improvements in air quality.

Recommendation 18

Car parking is an important factor in managing travel behaviour, the task group recommends that the Council should:

- Consider gradual increases in public car parking charges in city centre areas as public transport options are improved.

The funding raised by the public parking charges should then be used to pay for and accelerate improvements in active travel facilities and public transport;

- Run a consultation on private parking facilities in the city to identify how much it is used and to understand the impact that it has on businesses, congestion and air quality;
- Consider what the Council can do to manage the large amount of private parking in Cardiff, for example, a review of the planning process around car park development to encourage modal shift;
- Review the option of introducing a workplace parking levy to Cardiff. Nottingham has successfully introduced a workplace parking levy which has increased modal shift and raised significant funds (£44 million) for transport initiatives in the city;
- Consider variable parking charges to correspond with traffic parking demand when next reviewing the parking charges within the Parking Revenue Account;
- Develop further methods to encourage 'For Cardiff (Cardiff BID)' members and their staff to use the park & ride facilities offered by the Council - if successful this would help reduce traffic movements into the city.

RESPONSE: The recommendation is partially accepted

The Council has powers to review the amount it charges residents for on road parking permits. An assessment should be made of the potential impact of introducing a sliding scale of permit charges based on the emission standards of vehicles, which would see a significant reduction in permit costs for EV/OLEVs, in order to encourage and expedite the uptake of such vehicles. Such measures have already been implemented in a number of Local Authorities in England.

Similar measures will also be considered at Council Car Parks and on Street Parking locations, whereby the most polluting vehicles would be charged a premium parking rate.

Managing Transportation Impacts (Incorporating Parking Standards) SPG

This SPG sets out Cardiff Council's approach to assessing and managing the transport impacts of developments and supplements the transport and other related policies in Cardiff's Local Development Plan 2006-2026. It applies to all categories of development for which planning permission is required, including new developments, extensions, redevelopments and material changes of use.

The SPG provides detailed guidance with regard to:

- 1) How the Council will consider the impacts of development on the routes that make up the local highway network.
- 2) The detailed information that applicants for planning permission should include with their submissions to enable the Council to make a fully informed assessment of transport impacts.
- 3) The Council's approach to quantifying and assessing the transport impacts of development proposals as part of its detailed assessment of planning applications.

- 4) The types of transport infrastructure and other mitigation measures which may be sought to address transport impacts.
- 5) How the Council will seek to secure the transport infrastructure and other transport measures required to mitigate transport impacts, enable development to proceed and support the implementation of Transport policies in the Local Development Plan.
- 6) The scope and content of Travel Plans required as part of the overall package of measures to mitigate impacts and support the implementation of LDP transport policies.
- 7) The parking standards which apply to different types of development in specific areas of the city.
- 8) How the impacts of developments upon Public Rights of Way will be considered and the likely requirements for mitigation.

Recommendation 19

- The Council makes a clear statement that sets out the Council's ambitions for taxi emission standards in the city and explains out how this might be achieved, for example, Nottingham has stated that it wants to significantly reduce taxi emissions in the city by converting all of its taxi fleet to electric by 2025;
- The Council needs to work with Cardiff's taxi companies and drivers to establish and implement a reasonable timescale to set a minimum emissions standard for taxis operating in the city, with the new minimum emissions standard being built into the existing licensing policy. To support this change the Council should work with the taxi companies and drivers to identify potential financial assistance to 21 deliver the change, for example, an approach could be made to Welsh Government asking for support – such transitional support has been provided in cities like Dundee, Derby and Birmingham;
- Taking the Welsh Government Taxi Consultation into consideration the Council should review the use of the 'Exceptional Conditions Policy' and wider 'Taxi Licensing Policy' to make sure that it is fit for purpose and complies with the aim of improving air quality in the city;
- The Council needs to work closely with the taxi companies and drivers to ensure that parking or blocking of bus lanes stops. It should be made clear that enforcement action will be taken by the Council against any drivers who block the bus lanes. The task group recommends that any driver found blocking a bus lane should be fined and ultimately have the privilege removed if they persist in doing it. In return for this support, the Council should acknowledge that the number of Hackney Carriage licences greatly exceeds the number of taxi rank spaces and carries out a review of

taxi rank facilities in the city centre. It would be appreciated that any response to this recommendation is supported by a series of proposed actions and agreed timescales as this matter has been raised at previous scrutiny meetings during the last twelve months.

RESPONSE: The recommendation is partially accepted

The improvement of the age/ emission standards of the private hire/ hackney carriage fleet operating in Cardiff is a long standing improvement which will take time and effort to fully implement. The Council is proposing to improve the emission standards of the City's licensed vehicles. Subject to consultation response and Public Protection Committee (PPC) approval (Scheduled for December 2019), Cardiff Council wishes to implement a taxi licensing policy change to improve emission standards for licensed taxi vehicles in Cardiff.

The policy change will require all new grants and renewals for licensed vehicles to have a maximum age limit of 5 years. In essence this will require all **new** grants/ renewals to meet Euro 6 emission standards.

As part of the feasibility study initial grant scheme to target initial 620 taxis to apply with ULEV - equivalent to £3k per driver over 3 years.

With regards to the enforcement of taxis stopping/ blocking bus lanes a pilot enforcement project has commenced in Mill Lane. This is scheduled to run for 3 months, with a view of expanding enforcement to key City Centre locations, including St Mary Street, Castle Street, and within the vicinity of CIA to be considered.

With regards to allocating EV charging points for taxi ranks, the Council have procured a contractor to undertake work focussed on promoting the uptake of electric taxis by taxi firms and self-employed drivers, in order to reduce air and noise pollutants being released into communities. They have been in contact with the trade asking for taxi vehicles (being both private hire and hackney licenced vehicles) to have a tracker fitted for up to a 4 week period in order to provide a drop off and pick up 'heat map' which will enable the Council to prioritise EV charging infrastructure in order to support taxi operators in Cardiff wishing to adopt EVs.

Recommendation 20

As a part of the task & finish exercise Members met with a number of bus company and passenger group representatives. It was clear from discussion that they understood that overall bus emission levels needed to fall to help improve air quality, however, to achieve this substantial and ongoing financial assistance would be required from the public purse. Several references were made to the lack of Welsh Government funding to support bus services in Wales; this was in contrast to the support offered other parts of the United Kingdom and indeed to the rail network. Other issues discussed during the meeting included emission levels in the city centre; bus company business planning and investment in future vehicles; the introduction of low emission buses, park & ride and bus

lane infrastructure and a single ticketing approach. Based on the evidence gathered, discussion at the meeting and the key findings the task group recommends that:

- The City Centre Air Quality Management Area (predominantly based around Westgate Street) has the highest levels of nitrogen dioxide concentrations in Cardiff - this is significantly impacted by approximately 140 bus movements per hour. It is estimated that buses account for 56% of the nitrogen dioxide emissions and that 63% of the bus movements in the Westgate Street area are from vehicles that are Euro 4 or less. To provide some context the Euro 5 standard was established on the 1st September 2009; this means that over half of the bus movements in Cardiff's worst polluted street are from vehicles that are approaching ten years of age or more. This local air pollution problem is compounded by the canyon nature of the street. Members of the task group believe that air quality improvements are urgently required in this very busy area and recommend that the Council should work with local bus companies to explore the feasibility of restricting older buses from the area. Options that should be considered might include the creation of a 'greener bus route' or developing a low emission zone in the area that might exclude buses that fail to meet a specified emissions standard, for example, Euro 6. The Members of the task group acknowledge the challenges that this might present to local bus companies, however, such restrictions have been applied in other parts of the country and have dramatically reduced nitrogen dioxide emissions.
- Bus companies should be asked to work with the Council and provide a business plan to illustrate how they plan to reduce bus emissions for bus journeys in the Cardiff in the next three years. This would correspond with the timescale for achieving compliance with the EU air quality limits and help provide focus on the role that they have in 23 helping to achieve this target.
- In terms of financial support to reduce bus emissions it is clear that Welsh bus companies are a poor relation when compared to their Scottish and English counterparts. Government funding has been put in place in other parts of the United Kingdom to help support the transition to cleaner buses, while the Welsh Government in comparison has provided very little. The Council should support the local bus companies by lobbying the Welsh Government for financial assistance for bus services in Cardiff and Wales.
- There are no low emission buses operating in Cardiff or indeed Wales. The Council should do what it can to bring a low emission bus to the Capital City, for example, supporting a major bus provider to procure and introduce

one or more hydrogen buses would be a very positive step forward.

- The Council should continue with its development and promotion of Park & Ride and bus lane infrastructure across the city. These are essential in driving modal shift and will be a key ingredient in supporting the wider Metro effort. Effective bus lanes help reduce journey time and improve punctuality – this in turn breeds confidence and convenience into the system, important for delivering modal shift. To compound this park & ride journeys should be punctual, quick and direct. Members were aware of park & ride journeys that made multiple stops between the park & ride facility and city centre – this adds time and makes the park & ride journey less attractive compared to using the private car, on this basis the Committee recommends that all park & ride journeys should be direct, i.e. not feature additional stops.
- Bus and train services in Cardiff should work towards a single ticketing approach in the South East Wales Region. Introducing this in line with the new Metro developments would appear to be a good opportunity and the functionality of the ticket should be similar to that of the London 24 Oyster Card.
- The Council should work with local bus companies and consider the potential option of introducing bus mounted transponders onto buses using bus lanes to enter and exit the city. In doing this feedback should be sought from the Swansea bus lane transponder scheme where they are used to send a signal to traffic lights before the bus actually arrives at the light. The signal changes the traffic light in favour of the bus to allow it to proceed smoothly without having to wait as standing traffic. This makes the bus journey quicker and ultimately more reliable – two important characteristics in helping to increase bus patronage.

RESPONSE: The Recommendation is partially accepted

In 2018 SRS along with Cardiff Council's Transport team collaborated with Cardiff Bus company to put forward a successful bid application for the Ultra-Low Emission Bus (ULEB) fund made available by the Department for Transport (DfT).

The proposal draws links between the air quality management areas (AQMAs) identified under the LAQM regime, as well as the issued direction from Welsh Ministers which targets Cardiff on the regional scale highlighting non-conformities in association with European Directives. Therefore linking the two together; due to the heightened profile of air quality and its potential adverse impact on public health, and given Cardiff's Local Air Quality Management scenario, as well as its regional air quality concerns it is imperative that short term measures, such as increasing the uptake of low emission buses are implemented as soon as possible to start the process of achieving compliance with the air quality objectives.

The bid application looks at acquiring a total of 36 electric buses that would be introduced to the Cardiff Bus fleet over a three year cycle. The uptake of 36 ULEV buses will result in 15% of the Cardiff Bus operator fleet being certified as Ultra Low Emission. The introduction of the electric buses would form part of a cascade programme whereby Euro 3 standard buses would be offset from the fleet completely, therefore improving the overall fleet composition.

It is envisaged that the roll out of the electric vehicles will begin in the 1st quarter of 2020.

Owing to the previously offered Department for Transport's (DfT) Clean Bus Technology Fund (CBTF), subject to legal advice surrounding State Aid, Cardiff Council's Clean Air Project Team proposes to function as a regulatory entity to manage, regulate and fund such a retro fit scheme with Cardiff based bus operators.

The retro fit programme would see applicable bus vehicles fitted with the necessary upgrades to produce an emissions output equivalent to a Euro VI vehicle. Replicating the conditional criteria outlined in the DfT's CBTF, to successfully qualify for the provided funding it is a main requirement that those vehicles identified for the accredited technology upgrades are expected to be operational for a further 150,000 miles or operational for minimum of 5 years after the relevant upgrades.

Following the discussions with senior representatives from the various operators, Cardiff Council received a good level of positive interest and commitment. To date **150 bus vehicles** applicable to proposal have been identified. These vehicles operate solely in Cardiff or Cardiff based routes, therefore they will positively attribute to improving roadside emissions in Cardiff.

If the uptake of the retrofit scheme is not sufficient to provide the modelled air quality benefits then the Council will need to assess the possibility of introducing a Low Emission Zone (LEZ) for Buses. This would require buses operating in the LEZ to have minimum emission standard of Euro 6/ equivalent retrofit or ULEV, which would look to increase the uptake of the scheme.

Such a zone would be achieved by applying to the Traffic Commissioner to issue a Traffic Regulation Condition (TRC) which applies to the license of bus operators providing services in Cardiff. A TRC would be issued under the Regulation 7 of the Transport Act 1985¹, whereby Regulation 7(4) states that if the traffic commissioner is satisfied, 'after considering the traffic in the area in question that such conditions are required or are likely to be required in order to ...(c) reduce or limit ...air pollution.

The introduction of such zones has been undertaken in a number of Cities in the UK outside of London, including Oxford, Brighton and Glasgow.

Alternatively the Council will work with local operators on the possibility of establishing a Quality Partnership Scheme (QPS) under Section 114 of the Transport Act 2000. Such schemes can be voluntary or statutory and provides looks to improve facilities and services in an agreed area of operation. As part of the QPS, it is possible to stipulate minimum emissions standards that buses operating in the area of QPS would be required to meet, i.e., Euro 6 retrofit or ULEV.

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¹ <https://www.legislation.gov.uk/ukpga/1985/67/contents>

As part of the supporting works to facilitate the feasibility study, a detailed understanding has been documented for the potential impacts generated by improvements to the bus fleets operating in Cardiff.

Recommendation 21

The committee feels that when the Council is assessing the economic benefits of allowing cruise liners to dock it should also factor the environmental impact that they might create into the overall assessment.

RESPONSE: The Recommendation is rejected.

The Council confirms that there are no ports or shipping that meet the specified criteria cited within the necessary local air quality management guidance to deem further assessment of relevant air quality pollutants.

Recommendation 22

Sustainable Fuels Strategies

This recommendation is in fact a series of sub-recommendations, focusing on increasing sustainable fuel infrastructure:

- a) The Council continues with the development of its Sustainable Fuel Strategy**
- b) The Council works with and lobbies Welsh Government to create a sustainable fuel strategy for all of Wales.**
- c) The Council engages with other local authorities in the South East Wales region to encourage them to create and publish sustainable fuel strategies.**
- d) The Council engages with its public sector partners across the South East Wales Region to encourage them to create and publish sustainable fuel strategies.**

RESPONSE: The recommendation is accepted.

- a) The Council has developed its sustainable fuels strategy.
- b) Welsh Government Published [Prosperity for All: A Low Carbon Wales](#) in March 2019 which sets out the Welsh Government's approach to cut emissions and increase efficiency in a way that maximises wider benefits for Wales, ensuring a fairer and healthier society and thus there is no need to further lobby Welsh Government on this.
- c) The City Region has been working on a Sustainable/ Alternative Fuel Strategy and work is ongoing with Cenex to produce this work and the Council has been working with the region on this.
- d) Working initially through Cardiff Public Services Board, a Healthy Travel Charter for Cardiff has been developed with major public sector employers and was launched in April 2019. Signatories to the Charter make 14 commitments

on improving access to active and sustainable travel for staff and visitors to their main sites, and jointly commit to three targets namely:

- Reduce the proportion of commuting journeys made by car;
- Increase the proportion of staff cycling weekly; and
- Increase the proportion of vehicles used for business purposes which are plug-in hybrid or electric.

The Charter was signed by 11 public sector organisations at launch in April 2019, employing over 33,000 staff, with additional public and private sector organisations subsequently invited to sign up to the Charter.

Recommendation 23

The task group recommends that the Council should work with local car dealerships to encourage the growth of electric, hybrid or hydrogen vehicle sales.

RESPONSE: This recommendation is rejected.

Whilst the intention of this recommendation is fully appreciated, the Council is not able to influence how private businesses such as car dealerships market alternative fuelled vehicles. However in developing its Clean Air Feasibility Study and Clean Air Strategy the Council has worked directly with the SMMT to develop an increase awareness of alternative fuelled vehicles, and will continue to do so. The Council's ambition is to encourage a significant modal shift from the dependency private cars.

Recommendation 24

The Council should work with the motor industry to bring a trade show for electric, hybrid or hydrogen vehicles to Cardiff.

RESPONSE: This recommendation is rejected.

As per the previous recommendation, the Council's focus is on improving sustainable transport to encourage a significant modal shift from private vehicles.

Recommendation 25

The Council has recently commissioned a report that aims to identify the best way forward for electric charging infrastructure in the city. The task group recommends that the Council considers and evaluates the content of the report before deciding on how to roll out electric charging infrastructure to the city.

RESPONSE: The recommendation is accepted

In 2018 Arcadis Consulting (UK) Ltd supported by Zero Carbon Futures (UK) Ltd were commissioned by Cardiff Council to prepare a feasibility study to explore how electrically powered Ultra Low Emission Vehicle (ULEV) charging points could be

integrated across the city of Cardiff. As the market share of ULEV is growing and is forecasted to increase significantly over the coming decades, it is critical that the necessary charging infrastructure is provided to facilitate this growth, in order to support a cleaner transport system across Cardiff.

Eighteen new fast EV charging points have been installed in Cardiff as part of a successful bid to the OLEV Residential Charge Point Scheme.

The chargers installed and managed by SWARCO E.Connect form part of a pilot scheme to evaluate the benefit of having EV charging points on street in residential areas.

In line with the requirements of the successful bid, the new 7Kw electric chargers, which fully charge a vehicle in four to six hours have been installed in residential areas, where there is little or no off-street parking.

The Council has set out that over 90 vehicles in the Council's fleet will be converted to either electric or hybrid engines by 2020, with plans to convert the remaining smaller fleet by 2022.

The EV chargers have now been installed and are operational in the following locations:

Canton: One charge point has been installed at Butleigh Avenue, two charging points at Victoria Park Road West and two charging points at Anglesey Street.

Riverside: Two charging points in Turning Head Car Park (Llandaff Fields), two at Severn Road Car Park and one point at Rennie Street.

Cathays: Two charging points on Maindy Road

Plasnewydd: Two charging points at Penylan Library

Penylan: Two charging points at Waterloo Road and two charging points at Stallcourt Avenue.

The Council has made progress in terms of increasing electric charging infrastructure at four main employment hubs. It has been agreed that in 2019/20 for 8 electric vehicle chargers each at County Hall, Lamby Way, Wilcox House and Coleridge Road (i.e., total of 32 chargers).

Recommendation 26

The task group recommends that the Council builds the use of sustainable fuels (such as electric & hydrogen) into the vehicle and wider supply chain procurement process to support the growth of low emission fuels.

RESPONSE: The recommendation is accepted.

Members are referred to the Sustainable Fuels Strategy

Recommendation 27

The task group recommends that the Council needs to review and then do what it can to bring at least one hydrogen refuelling facility to Cardiff.

RESPONSE: The recommendation is partially accepted.

Members are referred to the Sustainable Fuels Strategy.

Recommendation 28

The task group recommends that the Council works with its public sector partners to:

- Agree and work towards setting clear and meaningful targets for air quality improvement;
- Implement air quality strategies and that detail time focused action plans to help achieve air quality compliance;
- Communicate and educate the public on air quality issues;
- Monitoring the progress achieved.

RESPONSE: The recommendation is accepted.

The Council has worked with PSB partners in developing its Clean Air Strategy, and the sub points of this recommendation have all been included in the Council's Clean Air Strategy.

Recommendation 29

The Council and all major public sector organisations should run a programme to encourage their staff to switch to active travel and encourage workplace practices to reduce the number of unnecessary journeys.

RESPONSE: The recommendation is accepted

A Healthy Travel Charter for Cardiff has been developed with major public sector employers and was launched in April 2019.

Recommendation 30

Once the Clean Air Strategy is complete and a clear direction of travel is established the task group recommends that the Council should do all it can to raise the profile of what is being done to improve air quality in Cardiff and explain why it is being done.

RESPONSE: The recommendation is accepted.

In developing the NO₂ plan, the Council undertook a detailed engagement exercise, which involved all identified key stakeholders. A number of public engagement

events were undertaken to promote the Council's plan and advise members of the public on the plan. This involved developing the Clean Air Cardiff the events were heavily promoted via the Council's social media channels.

Further promotion of the Council's plan will be undertaken during the implementation phase once all aspects are agreed with Welsh Government.

Recommendation 31

The Council should support an interactive consultation event during the feasibility study period with its public sector partners and Members of the business community to explain the air quality challenges facing Cardiff.

RESPONSE: - The recommendation is accepted

The above recommendation was implemented as part of the Feasibility study.

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CABINET MEETING: 21 NOVEMBER 2019

RIGHTS OF WAY IMPROVEMENT PLAN (ROWIP) 2020-30

STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO WILD)

AGENDA ITEM: 13

Reason for this Report:

1. There was a legal obligation for all Local Authorities to make a 10-year ROWIP under Section 60 (1) of the CROW Act 2000. Cardiff published its 1st ROWIP in June 2008. Under section 60 (3)-(4) there is a legal obligation to review the 1st ROWIP, make a new assessment and decide whether to republish a new ROWIP; this should be done every subsequent decade.
2. There have been many legal and policy changes in the last 10 years, consequently Welsh Government (WG) issued guidance on what needed to be considered if a new ROWIP were made. Following due consideration of various legislative changes and an appreciation of current economic challenges, it was decided to produce a new Cardiff ROWIP for 2020-30.

Background (*includes extracts from ROWIP 2020-30*):

3. Cardiff has approximately 200 km/124 miles of Public Rights of Way (PROW) footpaths and bridleways, most are in the north and north-west of Cardiff (see map Appendix 3). Cardiff Council's PROW team are responsible for making sure the Rights of Way network is clearly mapped and the paths are maintained for safe use for the public to enjoy. In the built-up urban areas of the city, most other paths are pavements adjacent to roads (adopted highway), including shared use or segregated pavements for pedestrians and cyclists.
4. Cardiff's ROWIP 2020-30 sets out how the PROW team will identify, prioritise and plan improvements across the network for the duration. Proposals for managing Cardiff's PROW network are detailed in the Statement of Action Key Strategies and Key Aims (described below). These were identified as a result of the evaluation process and are important for the future management and improvement of Cardiff's PROW network. The Statement of Action sets out what we plan to achieve over the course of 10 years and will help to identify priorities in the Delivery Plan, which will be tailored to available finance and staff resources.

5. The ROWIP is split into 5 sections:
- **Section 1** gives an Introduction and background to the ROWIP and the Cardiff Public Rights of Way (PROW) network.
 - **Section 2** gives the reasons for making a new ROWIP for 2020-30.
 - **Section 3** gives details of the **New Assessment**, which looks at 3 main points:
 - reviewing ROWIP 1: 2008-18,
 - evaluating the current network
 - and evaluating the public's future needs and opportunities of the network.When looking at the future needs, an extensive public survey was undertaken. Details of this and other consultation are include later in this report
 - **Section 4** outlines the Statement of Action for ROWIP 2020-30, which has 5 key strategies for the long term aims over the 10-year period as listed below.
 - **Section 5** The Key Aims provide a more detailed plan of the Council's priorities over the next 10 years, as listed below. These will inform the PROW team's Delivery Plan (annual work programme).

Statement of Action – Details of ROWIP Sections 4 & 5

6. The Statement of Action (SOA) is an overall 10-year outline plan of what we hope to achieve for Cardiff's PROW network. We considered all the information from the **New Assessment**, this helped identify the **5 Key Strategies** for the ROWIP 2020-30. These strategies inform the **12 Key Aims** and tasks for improvements and activities that will be considered over the next 10 years. The Key Aims will inform the **Delivery Plan** (Annual Work programme), which will have specific tasks that may change during the course of the year, while other tasks may also be put forward which will be dependent on availability of funding and staff resources.

Key Strategies:

7. The table below describe the **5 Key Strategies** to achieve over the next 10 years, based on outcomes from the **New Assessment**. A full assessment of each key strategy, SWOT analysis and its links to the New Assessment are shown in the full ROWIP document in **Appendix 1**.

	Key Strategy	Description
1	Develop a more efficient management system for statutory Rights of Way work	Management of the PROW network will be fully supported by the ongoing development and data input to the Council's Digital Management System (DMS). It will provide key outputs for managing, maintaining and reporting any issues on the PROW network and its inventory. This includes signage, path clearance, surfacing and any work needed to ensure paths are fully available and fit for purpose. It also includes the need to take into consideration ecosystems and access for all. This strategy is the overarching strategy and will link to strategies 2-5.
2	Increase access for all, through network improvements	This is based on the need to provide the least restrictive access to PROWs and any improvements to the network will have this as a driver for change. For example, existing stiles could be replaced with gates or gaps.
3	Improve and promote the PROW network and outdoor activities	Encourage and support the public to access the PROW network and green spaces across the city, through various promotional materials including electronic, on site information boards and printed leaflets.
4	Preserve and enhance the PROW network and ecosystems	Effectively manage and update the Definitive Map and Statement and any changes to the network such as diversions, extinguishments and creations. Any opportunities to improve the PROW network will be pursued, such as consideration of new projects (e.g. bridleways), strategic links (e.g. cross-border), ways to enhance existing paths (e.g. access for all – see 2 above) and consideration of ecosystems and seasonal work. These will be dependent on funding.
5	Be responsive to new legislation, revised local plans and strategies and emerging land developments	Over the next 10-year period there will likely be unforeseen events that affect the PROW network. These will be addressed through the Delivery Plans to ensure the network is maintained and managed responsively to changes in legislation, plans and strategies. Particular attention will be paid to PROWs affected by new land developments to ensure they are preserved and enhanced.

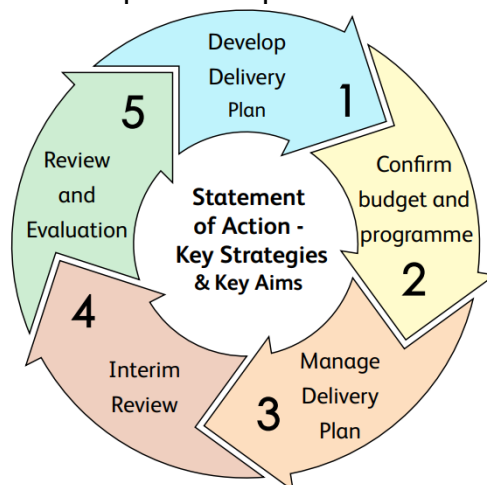
Key Aims:

8. The Key Aims provide a more detailed plan of how Key Strategies will be achieved over the next 10 years. These Key Aims have been specifically developed to inform the PROW team's Delivery Plan (annual work programme), which will have specific tasks and have sufficient flexibility to change during the course of the year depending on availability of funding and staff resources or changes in policy.

No.	Key Aims
1	Improved management and ongoing maintenance of the PROW network
2	Maintain an up-to-date Definitive Map and process Legal Orders
3	Enhance Cardiff's ecosystems along PROW routes
4	Install waymarking across the PROW network to help the public find their way
5	Support the Cardiff Local Access Forum and work in partnership with interest groups and volunteers
6	Identify and improve strategic links and accessibility of the network
7	Improve and increase the bridleway network
8	Protect and enhance paths within new developments and on private land
9	Publicise information online to help the public 'Report a Problem' on the path network
10	Maintain and improve the Wales Coast Path (WCP), liaise with NRW
11	Improve information about trails, places to visit, outdoor activities and events
12	Promote Codes of Conduct for the public to respect the environment and other path users

Delivery Plans:

9. The Delivery Plan sets out short, medium and long term projects and work tasks which demonstrate how we will apply the **Key Strategies** and **Key Aims** over a specified period of time. These plans will complement the Statement of Action and Key Aims in order to allow the new ROWIP to be more responsive to changing circumstances (staff resource, funding, etc.) without losing sight of the Council's commitments. The diagram below shows how projects will follow an annual cycle of development, delivery and review. It is proposed that the first full delivery plan will be compiled and published for the 2020-21 period.



10. If approved by Cabinet, the ROWIP 2020-30 will be published and publicly available in December 2019. Professionally printed hard copies of the document will be available for review at community hubs and other Council buildings. Electronic copies will be freely available to download from the Council website, with photocopy prints at a nominal fee upon request.

Issues

11. The first 10-year ROWIP was published in 2008. Welsh Government issued guidance in summer 2016 to Local Authorities to advise them about whether (and how) to make a new ROWIP. Cardiff Council's Public Rights of Way team took the view that the 1st ROWIP 2008-18 would need to be reviewed and a new ROWIP planned, however due to limited existing levels of staffing an additional temporary officer was required to undertake the task. The ROWIP officer was appointed in autumn 2017. The process of delivering the final ROWIP has progressed through several stages, resulting in publication of the ROWIP for the period 2020-30.
12. The ROWIP will provide a defined methodology for delivering PROW functions for the period 2020-30. As described above the ROWIP has been designed using the New Assessment to inform Key Strategies and Key Aims that provide a framework to establish annual Delivery Plans. However, as proposed the delivery plans will flex to suit the availability of funding and resource. At present the PROW team has two Officers managing and undertaking day to day tasks and two operative delivering cyclic maintenance and repairs. For the 2019-20 period there are two main revenue budgets:
 - i. **£10,600** – to maintain the Taff Trail, Rhymney Trail and Ely Trail for shared use with cyclists.
 - ii. **£6,770** – to maintain the PROW network (footpaths & bridleways) and carry out any improvement works.

The following grant funded projects exist:

- i. £40k – Aftercare funding to realign the Wales Coast Path (WCP) near the coast through Lamby Way landfill site (additional funding would be required to install a pedestrian crossing on Lamby Way Road to link to Parc Tredelerch and the onward route).
- ii. £4,366 (includes 25% Council contribution) – WCP Grant to clearly waymark the route and for general maintenance.
- iii. £40k Green Trails Bridle & Bike Network Project – A partnership project between 5 neighbouring local authority areas (Bridgend, Vale of Glamorgan, Cardiff, Rhondda Cynon Taff & Merthyr). Currently at the feasibility study stage; its aim is to produce a plan for the delivery of long distance horse and mountain bike trails linking bridleways and access across the five Local Authorities.
- iv. Approx. £60k Living Levels – A partnership project between PROW, Parks and other organisations (e.g. Bug Life, RSPB and Plant Life) to implement various projects to enhance biodiversity & habitats, access and education information.

Local Member consultation – Consultee & Public Consultations:

13. The ROWIP Officer has attended regular Local Access Forum (LAF) meetings, informing them of progress regarding the ROWIP process. The LAF is a statutory advisory body created under the CROW Act 2000 (s 94-95). This is a group of appointed volunteers with a variety of interests in the PROW network, usually meeting quarterly. A ROWIP Sub-Group

(with several members of the LAF and neighbouring LAs) has been involved regularly. Various stakeholder groups and organisations were engaged during the ROWIP process as consultees, including current Councillors at key stages of the process (see Appendix A - consultee list at end of Draft ROWIP 2020-30).

14. **Initial Consultation** (issued 27.10.17); this was to inform consultees of our intention to review the current Rights of Way and to outline the process of delivering the new ROWIP.
15. The Next Stages phase of ROWIP (sent 16.08.18); included:

- i. **Review of 1st ROWIP**

- ii. **ROWIP Survey**; this was conducted between 10.04.18-14.10.18 and had 1,018 responses (Compared to 673 in ROWIP 1 in 2005). It was sent to:

- Consultees
- ROWIP web page
- Ask Cardiff web page
- Outdoor Cardiff web page
- on social media
- Internal face-to-face discussions
- hard copies available in Hubs and Libraries.

Lots of useful feedback was received; whilst there were pick lists for most answers, open questions were also asked where responders could comment freely. Comment topics included:

- maintaining paths
- clearing vegetation
- clear signage and
- more information on routes.

There were also several, often negative comments about shared use paths, most of which are not PROW; these have been discussed and shared with Transportation team for their consideration in future projects. For more information on the survey refer to **Appendix A** Section 3.3 of the draft ROWIP 2020-30.

- iii. The **New Assessment Report** links to ROWIP Survey and addresses the issues listed above in the 'Key Strategies' & 'Key Aims' in the ROWIP 2020-30.

16. **Draft ROWIP 2020-30** – This required a 12-week statutory consultation period, undertaken between 18.07.19-14.10.19 comprising of:

- Consultees were sent the draft on 18.07.19 (see list in appendix 5 of the Draft ROWIP in **Appendix A** of this paper) then:
- Public Notices (Echo & Western Mail) on 22.07.19
- on website (ROWIP, PROW & Outdoor Cardiff)
- internal posts (Staff Info, Digigov, Intranet) and

- Social Media campaign from 22.07.19
- Sent to 380 people who requested updates (from the ROWIP Survey)

Reminders were sent to consultees on 13.09.19. The consultation closed 14.10.19 and a press release (Echo & Western Mail) to remind people to respond was published approximately 1 week prior to this closing date.

17. **Website;** Background information and reports featured on our ROWIP page (and linked to PROW page), also Outdoor Cardiff.
18. **Social Media;** we have had regular posts at key stages on Twitter, Facebook & Instagram. We also conducted an Instagram photo competition with prize (organised by Comms); terms & conditions stated that submitted photos could be used on Cardiff Council publications and many will be featured in the ROWIP 2020-30.

Reason for Recommendations

19. To provide Cabinet with the understanding of how and why the ROWIP 2020-30 has been produced and describe how it will shape delivery of the PROW service over the next 10 years.
20. In line with a statutory duty under the CROW Act 2000 section 60 (3)-(4) a New Assessment (see section 5 & 12 above) was undertaken with the outcome being the production of a new ROWIP (see point 1 & 2 above).

Financial Implications

21. The financial implications arising from the implementation of the Rights of Way Improvement Plan (ROWIP) 2020-30 will be met from existing resources. The delivery of projects arising from the Plan will be dependent on the availability of funding, including but not limited to any Council match funding grant contributions, which will need periodic review before the Council enters into any financial commitments.

Legal Implications

22. The recommendation asks Cabinet to approve the Rights of Way Improvement Plan. As indicated within the body of the report, the duty to produce and review the Rights of Way Improvement Plan is set out in the Countryside and Rights of Way Act 2000. The Welsh Government Guidance also requires that the Plan should address issues arising from the Well-being of Future Generations (Wales) Act 2015, the Active Travel (Wales) Act 2013, the Environment (Wales) Act 2016 and the Equality Act 2010.
23. It is understood from the report that the proposed Rights of Way Improvement Plan has been consulted upon. Consultation gives rise to a legitimate expectation that the outcome of the consultation will be taken into account in determining the way forward.

24. The decision about this recommendation must be made in the context of the Council's public sector equality duties. The Council also has to satisfy its public sector duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties, Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. The 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.
25. The report identifies that an Equality Impact Assessment has been carried out and is appended to this 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.
26. The Well-Being of Future Generations (Wales) Act 2015 (“the Act”) places a ‘well-being duty’ on public bodies aimed at achieving 7 national well-being goals for Wales – a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
27. In discharging its duties under the Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2019-22: <https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Corporate-Plan/Pages/Corporate-Plan.aspx>

The well-being duty also requires the Council to act in accordance with ‘sustainable development principle’. This principle requires the Council to act in a way, which seeks to ensure that the needs of the present are met without comprising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:

- Look to the long term
- Focus on prevention by understanding the root causes of problems
- Deliver an integrates approach to achieving the 7 national well-being goals
- Work in collaboration with others to find shared sustainable solutions
- Involve people from all sections of the community in the decisions which affect them

28. The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the

link below: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

The Council has to be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards when making any policy decisions and consider the impact upon the Welsh language, the report and Equality Impact Assessment deals with all these obligations. The Council has to consider the Well-being of Future Generations (Wales) Act 2015 and how this strategy may improve the social, economic, environmental and cultural well-being of Wales.

29. Cabinet must be satisfied that the proposal is within the Policy and Budget Framework, if it is not then the matter must be referred to the Council. All decisions taken by or on behalf 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 of behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Council Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.
30. Equality impact assessment included in **Appendix B.**

HR Implications

31. There are no HR implications for this report

Property Implications

32. No immediate property implications are anticipated from the Rights of Way improvement Plan (ROWIP) 2020-30.

Any future requirement to use Council land or property to deliver the objectives of the Rights of Way improvement Plan (ROWIP) 2020-30 should be done so in accordance with the Corporate Property Strategy, Council's Asset Management process and in consultation with Strategic Estates and relevant service areas.

RECOMMENDATIONS

Cabinet is recommend to approve the Rights of Way Improvement Plan (ROWIP) 2020-30 for publication and as the service delivery template to manage and improve Cardiff's Public Right of Way network over the next 10 years.

SENIOR RESPONSIBLE OFFICER	ANDREW GREGORY Director Planning, Transport & Environment
	15 November 2019

The following appendices are attached:

Appendix A – DRAFT final Rights of Way Improvement Plan (ROWIP) 2020-30

Appendix B – Equality Impact Assessment (4.C.400)

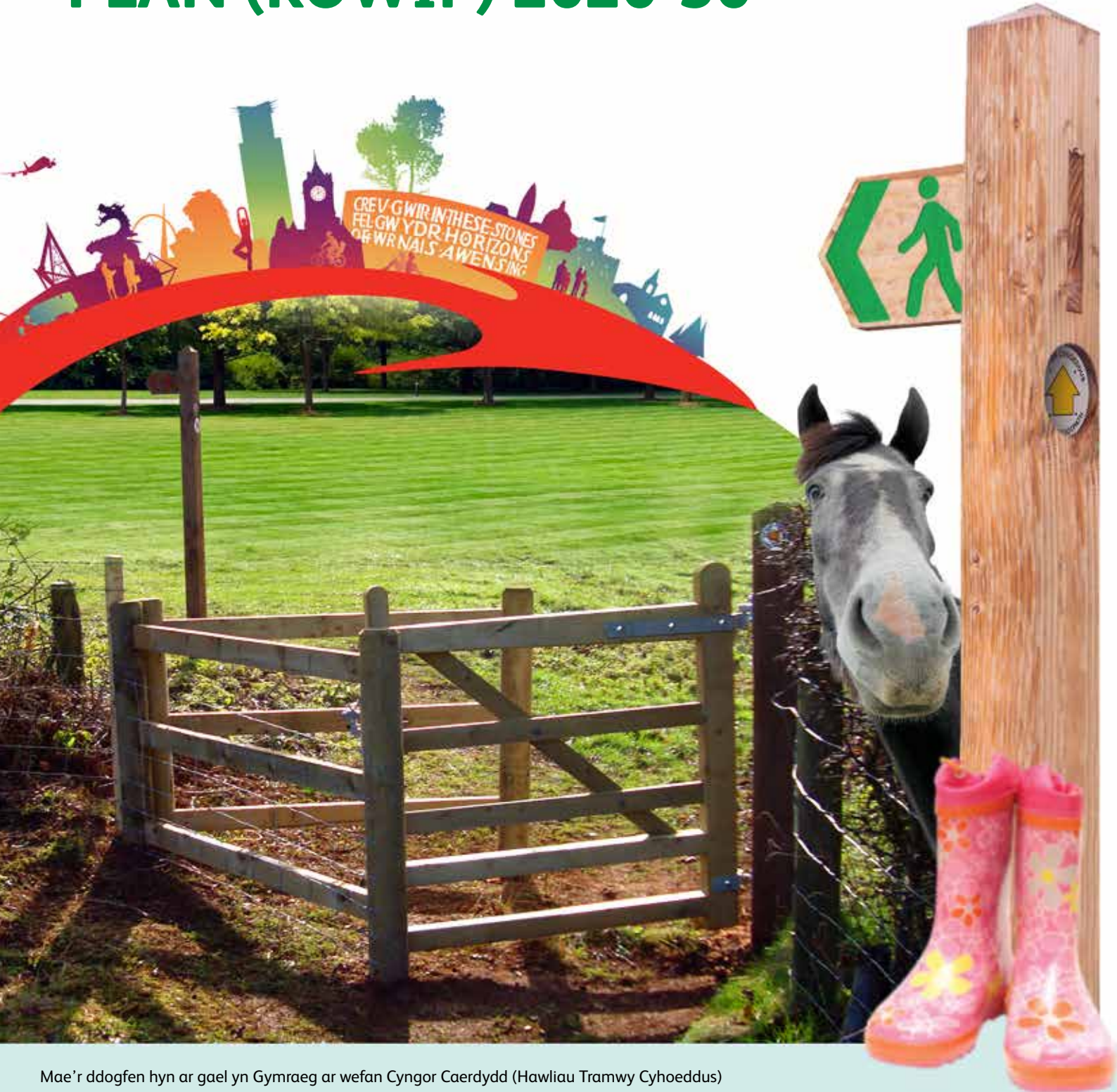
Appendix C (see below) – Map showing Cardiff Public Rights of Way Network

The following background papers have been taken into account:

See link to [ROWIP web page](#) for background information and various related documents.

CARDIFF COUNCIL

RIGHTS OF WAY IMPROVEMENT PLAN (ROWIP) 2020-30



Mae'r ddogfen hyn ar gael yn Gymraeg ar wefan Cyngor Caerdydd (Hawliau Tramwy Cyhoeddus)

This document is available in Welsh and is on Cardiff Council's website (Public Rights of Way)



Working for Cardiff, working together

Written by Tricia Cottnam

Designed by Mark Goddard

Cardiff Council - Rights of Way Improvement Plan (ROWIP) 2020-30

Statutory duty, [Countryside and Rights of Way Act 2000](#) Section [60](#) & [61](#)



Cardiff Council Rights of Way Vision:

Cardiff Council aims to manage, maintain, improve and develop the Rights of Way network and countryside access, to provide better opportunities for more people to enjoy the outdoors, help support their way of life and contribute to their well-being.

We want to make the network more accessible for local communities and visitors to our city, also promote and encourage responsibility for our outdoor environment.

ABBREVIATIONS AND GLOSSARY:

DMS	Cardiff Council’s digital management system to record path issues, plan repairs or other work and run reports (currently AMX – Asset Management Expert)
CROW	Countryside and Rights of Way Act 2000 – this includes the requirement to produce a 10-year ROWIP (sections 60-61)
DM	Definitive Map – see page 4 for definition
DMMO	Definitive Map Modification Order
km	Kilometre
m	Mile
LAF	Local Access Forum – a group whose interests are relevant to PROW
LA	Local Authorities – Cardiff Council’s neighbouring LAs are: Vale of Glamorgan Council, Rhondda Cynon Taf Council, Caerphilly County Borough Council and Newport City Council
LDP	Local Development Plan – a plan required by Welsh Government to increase housing to cope with demand for homes; Cardiff Council adopted their plan in January 2016
NRW	Natural Resources Wales (formerly Countryside Council for Wales) – this looks after the environment for people and nature and operates within WG
OC	Outdoor Cardiff
OS	Ordnance Survey
PI	Planning Inspectorate – this approves legal orders including DMMOs
PROW	Public Rights of Way – see Cardiff Council PROW
RAMSAR	Wetland of International importance under the Ramsar Convention, an intergovernmental environmental treaty established by UNESCO in 1971
ROWIP	Rights of Way Improvement Plan – a 10-year plan to manage and improve the PROW network in Cardiff – see Cardiff Council ROWIP
SAC	Special Area of Conservation
SMART	Objectives: Specific, Measurable, Achievable, Relevant, Time-bound
SOA	Statement of Action – part of the new ROWIP, it sets out the 10-year aims for improvement on the path network
SPA	Special Protection Area
SSSI	Site of Special Scientific Interest
SWOT	Analysis: Strengths, Weaknesses, Opportunities, Threats
WCP	Wales Coast Path – path linking around the whole coast of Wales
WG	Welsh Government – within Environment and Countryside section, they develop policy and guidance on access to the outdoors, including guidance to LAs on the new ROWIP. They have also helped with some grant funding of certain path improvements.

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FOREWORD & ENDORSEMENT FROM LEADER & COUNCILLOR

“...encourage our citizens and visitors to use our path network to walk, ride a horse or cycle, and to help make our environment sustainable and above all enjoyable.”



FOREWORD

Councillor Huw Thomas, Leader of Cardiff Council

The Rights of Way Improvement Plan (ROWIP) 2020-30 is our second 10-year plan and is compiled as part of our statutory duty under the Countryside and Rights of Way (CROW) Act 2000. It aims to enhance the city's path network, which is a valuable resource for our residents and visitors to Cardiff.

We have engaged with the public through our survey, which has been really useful in providing ideas and focus for future improvements to our network. We have also worked with local communities and groups including our Local Access Forum and Green Infrastructure group, as well as with our neighbouring local authorities to ensure that long distance routes between us are improved.

The ROWIP 2020-30 mirrors many of our Capital Ambition commitments, such as investing in sustainable transport modes to offer better opportunities for walking, cycling, accessibility and public transport use. It also reflects our wish to work with our communities and I am confident that the ROWIP 2020-30 will be met with enthusiasm by current and future path users.

I'm grateful to the Public Rights of Way team, stakeholders and all those who contributed to developing the plan, and I'd particularly like to thank everyone who took time to respond to our survey. You have played an important part in helping us to shape this plan, and our priorities for the next 10 years.



Councillor Huw Thomas

A handwritten signature in black ink that reads "Huw Thomas". The signature is written in a cursive, flowing style.

ENDORSEMENT STATEMENT

Councillor Caro Wild,

Cabinet Member for Strategic Planning & Transport, Cardiff Council

I am delighted to endorse the Rights of Way Improvement Plan (ROWIP) 2020-30, as it clearly aims to encourage our citizens and visitors to use our path network to walk, ride a horse or cycle, whether this is as a sustainable transport choice, or simply for enjoyment. I believe that it will help improve the health and wellbeing of many users of our path network.

Some of the city's path network aligns with our Active Travel routes and also provides links to the new communities that are being developed in the city, which we hope people will take advantage of. More and more people are choosing to cycle or walk to work or school, so if we can make their route a pleasant one, then that will be a great start. It is so important to help make our environment sustainable and, above all, enjoyable.

The ROWIP 2020-30 demonstrates that we have listened to our citizens through the ROWIP survey. We are putting feasible plans in place for the next 10 years and are committed to providing improvements to our path network, which is already a popular resource for people to use and enjoy.



Councillor Caro Wild

A handwritten signature in black ink that reads "Caro Wild".



SUMMARY OF OUR RIGHTS OF WAY IMPROVEMENT PLAN (ROWIP)

*“Improve networks to benefit all users;
walkers, cyclists, horse riders, off-road users
and people with sensory/mobility issues.”*



Summary of our Rights of Way Improvement Plan (ROWIP)

Cardiff Council has a Public Rights of Way (PROW) network of around 200 kilometres/124 miles, consisting of footpaths, bridleways and restricted byways. The city also has several other sites and routes that provide access opportunities such as permissive paths, green lanes, cycle tracks, parks and common land.

Following national legislation the Countryside and Rights of Way (CROW) Act 2000 placed a legal obligation on all Local Authorities (LAs) to produce a Rights of Way improvement Plan (ROWIP). This plan would outline how each LA would manage and improve its PROW network over the next 10 years. The duty also stated LAs should take steps to improve their PROW networks to benefit all users; walkers, cyclists, horse riders, off-road users and people with sensory/mobility issues. which is important for healthy exercise and mental well-being.

Now, a decade after publishing Cardiff’s first ROWIP, the CROW Act 2000 requires all Local Authorities to consider whether or not to amend it for the next 10-year period. In 2016, Welsh Government provided [Guidance to Local Authorities](#) to support their first decennial review of ROWIPs, with the expectation that it would help to plan a strategy to manage, maintain, improve, develop, integrate and promote their local PROW network plans.

Here is an overview of each section in this document

- **Section 1** gives an Introduction and background to the ROWIP and the Cardiff Public Rights of Way (PROW) network.
- **Section 2** gives the reasons for making a new ROWIP for 2020-30.
- **Section 3** gives details of the New Assessment, which looks at 3 main points: reviewing ROWIP 2008-18, evaluating the current network and evaluating the public’s future needs and opportunities of the network. When looking at the future needs, an extensive public survey was undertaken and the main results are included in this section.
- **Section 4** outlines the Statement of Action for ROWIP 2020-30, which has 5 key strategies for the long term aims over the 10-year period as listed below:

No.	Key Strategy
1	Develop a more efficient management system for statutory Rights of Way work
2	Increase access for all through network improvements
3	Improve and promote the PROW network and outdoor activities for health and tecreation
4	Preserve and enhance the PROW network and ecosystems
5	Be responsive to new Legislation, revised local plans and strategies and land developments

- **Section 5** The Key Aims provide a more detailed plan of the Council's priorities over the next 10 years. These will inform the PROW team's Delivery Plan (annual work programme), which will have specific tasks that may change during the course of the year depending on availability of funding and staff resources. The 12 Key Aims are:

No.	Key Aims
1	Improve management and ongoing maintenance of the PROW network
2	Maintain an up-to-date Definitive Map and process Legal Orders
3	Enhance Cardiff's ecosystems along PROW routes
4	Install waymarking across the PROW network to help the public find their way
5	Support the Cardiff Local Access Forum and work in partnership with interest groups and volunteers
6	Identify and improve strategic links and accessibility of the network
7	Improve and increase the bridleway network
8	Protect and enhance paths within new developments and on private land
9	Publicise information online to help the public 'Report a Problem' on the path network
10	Maintain and improve the Wales Coast Path (WCP), liaise with NRW
11	Improve information about trails, places to visit, outdoor activities and events
12	Promote Codes of Conduct for the public to respect the environment and other path users

Why is there a 2 year gap between ROWIP 2008-18 and ROWIP 2020-30?

Welsh Government issued guidance in summer 2016 to Local Authorities to advise them about whether (and how) to make a new ROWIP. Cardiff Council's Public Rights of Way team took the view that the 1st ROWIP 2008-18 would need to be reviewed and a new ROWIP planned, however due to staffing, another officer would be needed. Following recruitment procedure, an officer was appointed in autumn 2017.

The process of delivering the final ROWIP 2020-30 has progressed through several stages and the following pages show the stages needed before publication (Stages 1- 6). Due to the public survey and public consultation periods required during the process, publication of the ROWIP is relevant for the period 2020-30.

However, it must be noted that between 2018 and 2020, work on the Public Rights of Way network has continued with regular maintenance, cyclical work, seasonal cutbacks, legal work and responses to various issues raised by the public, groups and organisations.

They have also continued to work with related PROW issues within new developments and Local Development Plan. These points link to Key Strategies 1 & 5 and Key Aim 1 & 6.

The PROW team have also worked with internal departments on a variety of issues including Planning, Green Infrastructure, Legal, Active Travel, etc. They have developed the Digital Management System (DMS) to record assets including furniture, waymarking, surfaces, etc, in order to make periodic condition surveys of the network, which helps to plan maintenance.



1. INTRODUCTION

“Cardiff has about 200 km/124 miles of Public Rights of Way (PROW) footpaths and bridleways, with great links to the countryside, parks and coast.”





Rhymney Trail



Wenallt – Permissive Bridleway



Garth Mountain



Rhymney Trail - Cors Crychyd

1.1 Cardiff, Capital City of Wales

Cardiff, in the south east of Wales, is the capital city and has a population of more than 345,000 people, which has risen by 3,500 a year since 2001*.

Cardiff has about 200 km/124 miles of Public Rights of Way (PROW) footpaths and bridleways, with great links to the countryside, parks and coast; most are in the north and north-west of Cardiff (see map, page 11).

Cardiff Council's PROW team are responsible for making sure the Rights of Way network is clearly mapped and the paths are maintained for safe use for the public to enjoy. In the built-up urban areas of the city, most other paths are pavements adjacent to roads (adopted highway), including shared use or segregated pavements for pedestrians and cyclists, which link around the city.

Though generally thought of as an urban city, about a third of the county is countryside, rich in natural beauty. There are 4 protected river and stream valleys with trails for walking and cycling; the Rivers Ely and Taff flowing into Cardiff Bay, the tidal Rhymney River and the Nant Fawr.

Cardiff also has a mix of nature to enjoy, with 27 Conservation Areas, 2 sites with special biodiversity features (Cardiff Beech Woods SAC near Tongwynlais) and the Severn Estuary which has SSSI, SAC, SPA and Ramsar^ status). There are a variety of places to visit with rich historical heritage, including Cardiff Castle, Castell Coch, Iron Age hillforts, Roman remains, many religious sites and other historical monuments.

There have been many changes in Cardiff in the last 10 years and there are new opportunities and challenges ahead, including new laws, new initiatives and importantly, expanding community areas within the Cardiff Local Development Plan (LDP). This ROWIP includes consideration and links to any new initiatives, new laws and other changes that may have developed.

Cardiff has 4 neighbouring Local Authorities – Vale of Glamorgan to the west, Rhondda Cynon Taf and Caerphilly to the north and Newport to the east. We will work together to improve route links, co-ordinate maintenance and help to promote long-distance routes for the future.



* From the [Cardiff Local Development Plan 2006-2026 Adopted Plan](#)

^ See 'Abbreviations and Glossary', page 2, also LDP (page 26)

1.2 Table to show legal path users

Public Right of Way:	Displayed on Council mapping (i-share)	Displayed on OS maps (1:25,000)	Legal type of user:	Description:	Example of sign	Number of PROW	Length
Footpath				A right of way on foot only. It has legal status.		352	172km/ 107m
Bridleway				A right of way for; walkers, horse riders (including the right to lead horses) and cyclists. Cyclists must give way to all other users. It has legal status.		13	5.50km/ 3.40m
Restricted Byway				A right of way for; walkers, horse riders, horse & carriage, cyclists and restricted vehicle access/ emergency vehicles. It has legal status.		3	1.20/ 0.75m

Other types of paths

Type of Path	Displayed on Council mapping (i-share)	Displayed on OS maps (1:25,000)	Description:	Number of paths	Length
Permissive Footpath			These are paths which a landowner has given permission for the public to use under a specific agreement, but it is not a legal right of way.	7	17.7km/ 11m
Permissive Bridleway				1	0.15km/ 0.09m
Definitive Map Modification Order		n/a	See description on page 12	34	16.2km/ 10.1m

1.3 What are Public Rights of Way (PROWs)?

A 'Public Right of Way', is a highway over which the public has a right to pass and repass for all time. These paths have a legal status[^] and Cardiff Council has a statutory obligation to record and maintain them. See page 12 and 13 for path definitions, also Q & A on 'general guidance' on the PROW website pages.



Garth Mountain
by Tricia Cottnam



Ely Trail



Pentyrch Kissing Gate

1.4 Definitive Map (DM)

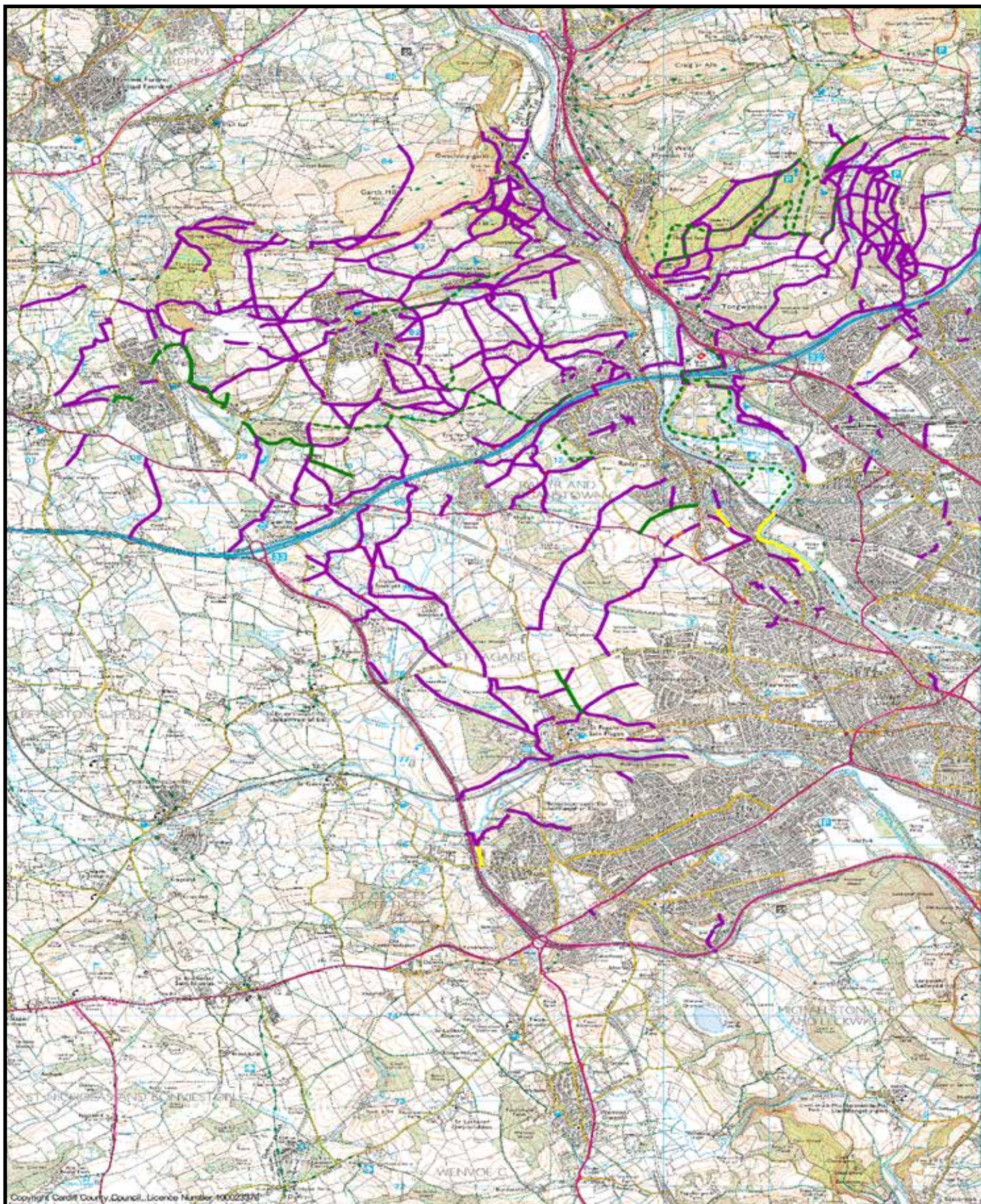
The **Definitive Map (DM)** was established following the [National Parks and Access to the Countryside Act 1949 Chapter 97](#) and maps were produced for the Cardiff area on the relevant date of September 1954. The DM is a legal record and includes Statements for each path, with a series of maps displaying the routes. Each path Statement explains the route alignment, usually the OS grid reference and the surface, path width and any gates/stiles.

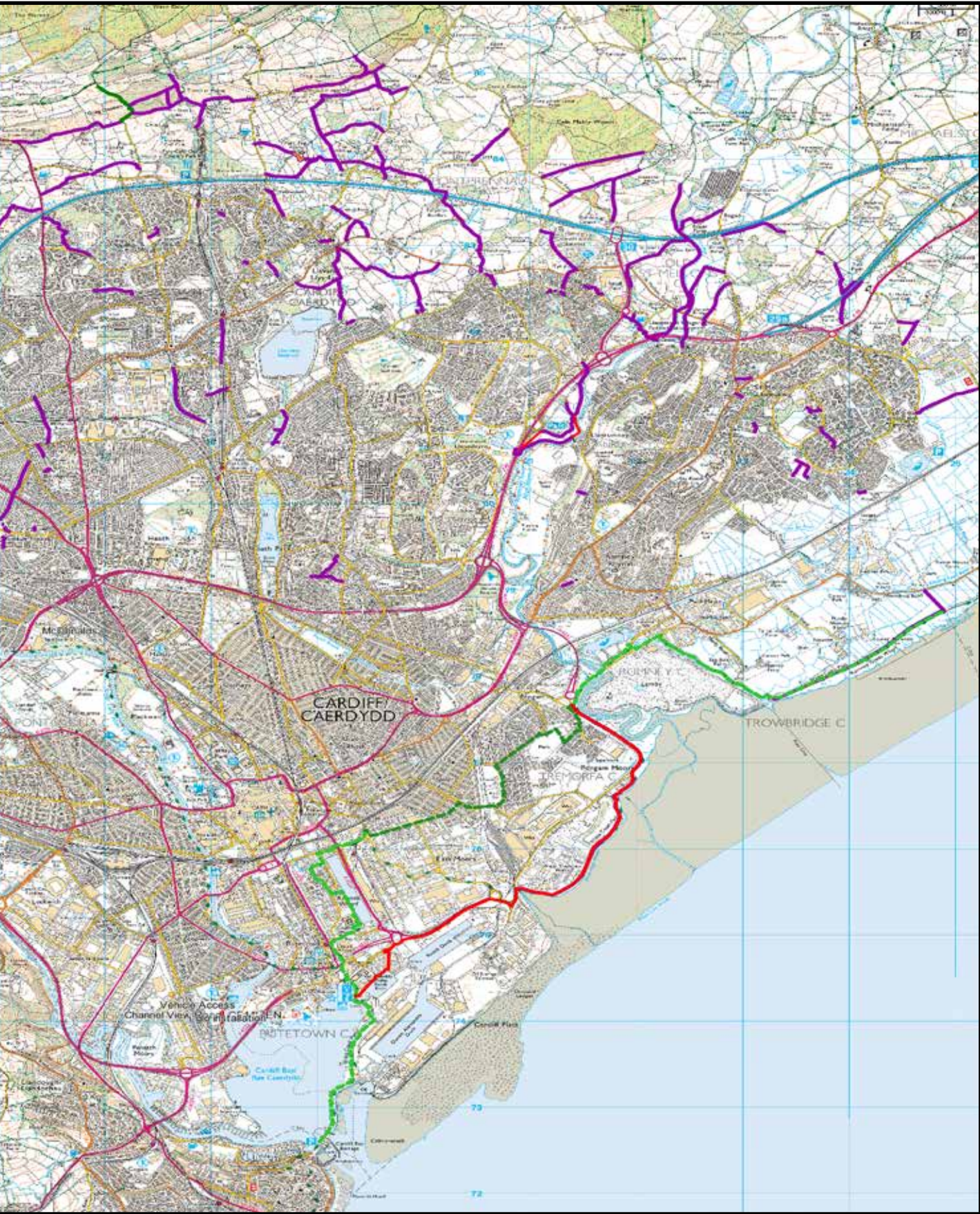
Some urban areas, such as Roath, Rhiwbina and Llanishen, were excluded from recording paths on the Definitive Map in 1954, however, the Wildlife and Countryside Act 1981 Section 55(3) required LAs to map all excluded areas of the original DM 1954. These paths were recorded on the Excluded Area Map in 2008.

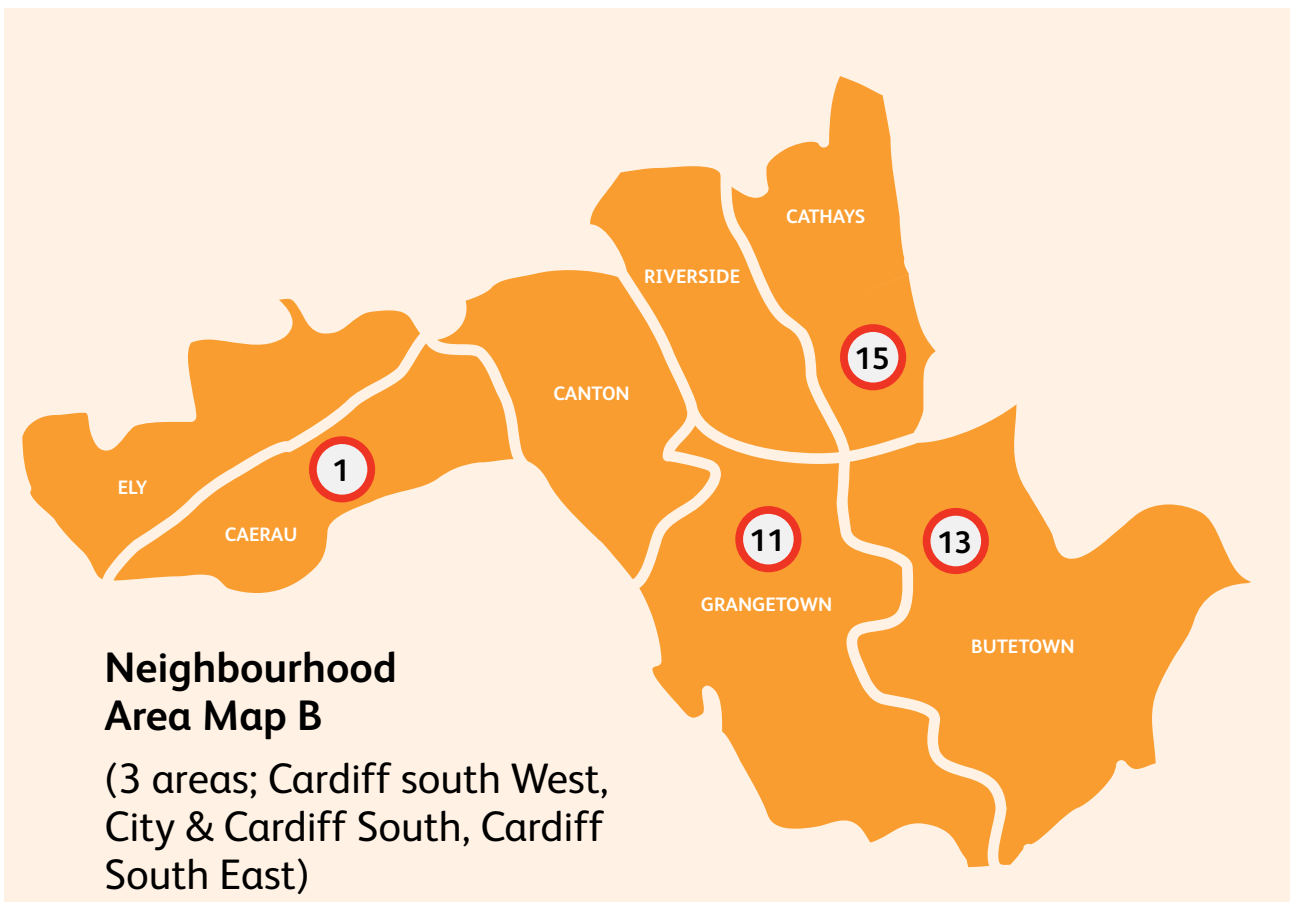
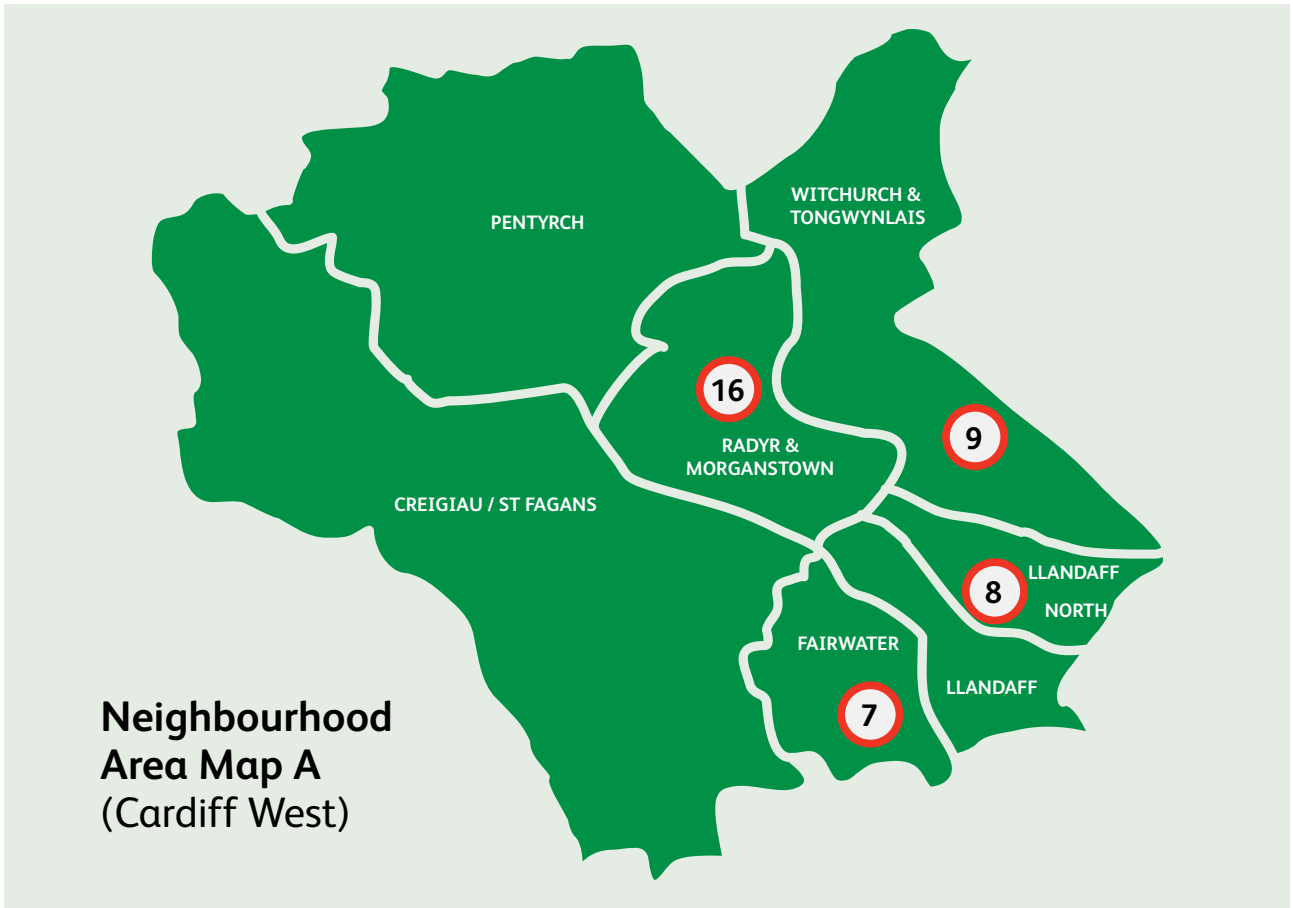
Definitive Map Modification Orders (DMMO) are legal orders to allow the DM to be amended. When orders are confirmed, the DM will be updated (along with the excluded areas) and sent to Ordnance Survey (OS); these are periodically re-printed. The scale required for DM is 1:25,000 (approx. 2 ½ inches/6.4cm per mile or 4cm per km). See [Cardiff DM](#) on Council mapping system.

[^] **Rights of Way – A Guide to Law and Practice** (John Riddall and John Trevelyan); 'Rights of Way Law is a mixture of Common Law (law defined by judgments in court cases) and Statute Law, contained in Acts of Parliament and subordinate regulations.' (page 5)

Map 1: Cardiff Public Rights of Way Network (current at 2019)









1.5 Who can use which path?

Footpaths

A right of way for pedestrians. It has legal status.

Bridleways

A right of way for horse riders, pedestrians and cyclists. Cyclists must give way to pedestrians and horse riders. It has legal status.

Restricted Byways

A right of way for horse riders, pedestrians, horse and carriage and cyclists. It has legal status.

Byways open to all traffic (BOAT)

A right of way open to all types of users, including horse-drawn and motor vehicles. It has legal status. Currently there are no PROWs categorised as BOAT in Cardiff.

Permissive Paths

These are paths which a landowner has given permission for the public to use under a specific agreement, but it is not a legal right of way

Cycle Tracks

These are paths created for cyclists and pedestrians. While they have legal rights for path users, these paths are excluded from the DM and recorded as Adopted Highway.

Adopted Highway (road)

This is a term for a publicly maintained highway which has a higher maintenance and surface liability than a standard Public Right of Way.

Footway

Pavement next to an Adopted Highway; this may be for pedestrians only, or signposted as shared use or segregated for pedestrians/cyclists.

Green Lanes

This term has no legal meaning, but has been used as a physical description of lanes that are vegetated underfoot or enclosed by hedges, hence the term 'green'. These may be sections of historically adopted highway (such as drovers' roads), but the surface is not suitable for motorised vehicles.

Private access and land

Some paths may have private access rights such as vehicle access to a property or a farm track, equestrian access to a livery yard, etc. Almost all PROW paths cross private land rather than land being owned by Cardiff Council.



Photo: [Cardiff Conservation Volunteers](#)

Open Access land

Areas of open country, registered common land or dedicated land (under the Countryside and Rights of Way Act 2000) are open for people to walk, run, explore, climb, watch wildlife etc., without having to stay on paths. NRW manages 7 % of land in Wales for public access, including 120,000ha of woodland, 42 National Nature Reserves and 5 Visitor Centres. In Cardiff, NRW manages woodlands, include; Tyn-y-Coed, Fforest Fawr, Coed-y-Gedrys and Cefn Mably.

NOTE: There are some highways owned and maintained by other organisations that are not adopted highway.

1.6 Who maintains our PROWs?

Statutory duties and discretionary work

Cardiff Council PROW team must carry out certain duties as statutory (such as waymarking, cutting surface vegetation along routes updating the Definitive Map), while other work is discretionary but helpful (such as creating circular trails and providing leaflets). See [PROW](#) web pages for further information.

Landowner responsibilities

Landowners must make sure paths crossing their land are not obstructed. This includes making sure access furniture, such as stiles and gates, is maintained and safe for the public to use. See '[general guidance](#)' on the PROW website pages.

1.7 Local Access Forum (LAF)

The LAF is a statutory consultation body created under the [CROW Act 2000 \(s 94-95\)](#). This is a group of appointed volunteers with a variety of interests in the PROW network, usually meeting quarterly. The Cardiff LAF was established in October 2003 and is reconstituted every 3 years, as required by law. The following groups are represented:

- Walkers
- Equestrian
- Cyclists
- Water Sports
- Landowners
- Supporting Officers who are not Forum Members but advise the LAF when requested, including PROW Officers, a Cardiff Council Equalities Officer and members from the Cardiff Council Access Focus Group, Active Travel team and Sustrans

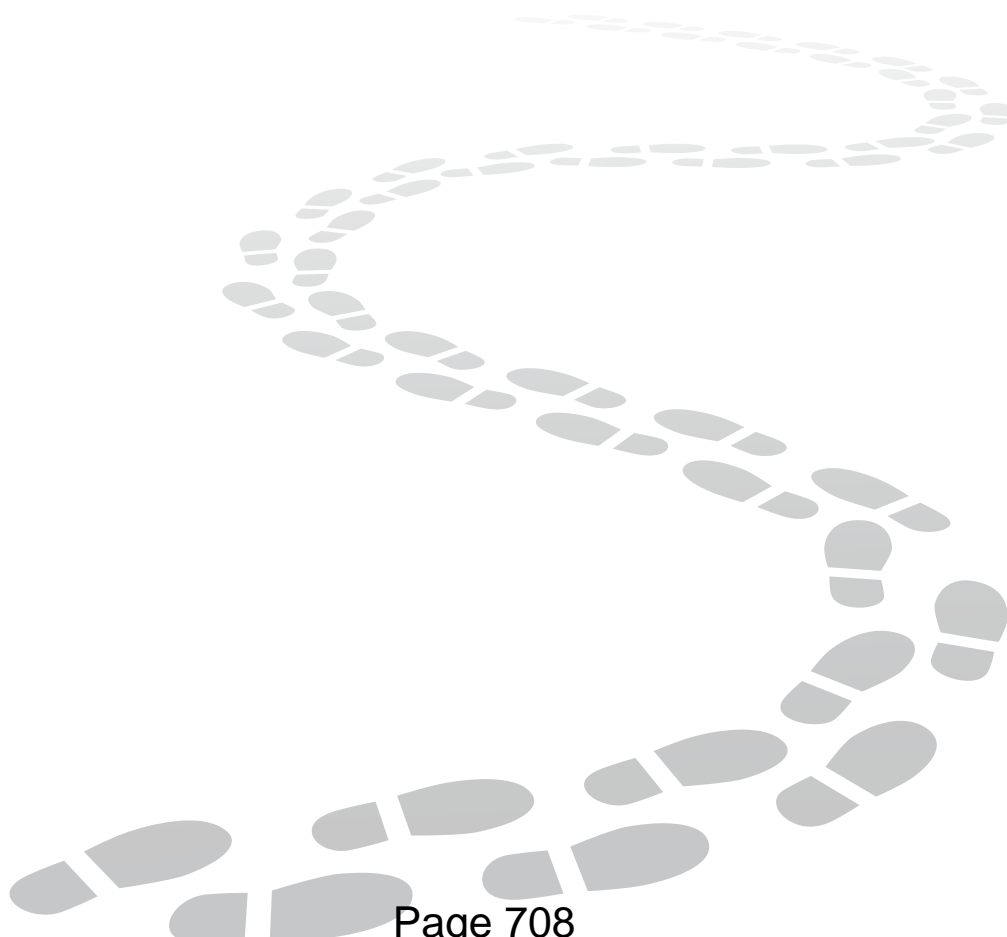
The LAF considers important issues related to land management and more importantly, the need to conserve the natural beauty of a specific area.

This may include informing the PROW Officers about access issues (obstruction of paths by locked gates, poor surfaces on paths that would be useful for a strategic link if resurfaced, etc) or being consulted on specific planning applications where paths cross the site and will need to be realigned to be kept within green corridors.

Overall, the LAF plays a key role in helping to ensure ROWIP Delivery Plans are still relevant and key aims are being achieved in a timely manner, also offering their support/expertise on various projects.

1.8 Natural Resources Wales (NRW)

NRW is the principal environmental advisor to Welsh Government and others, and Wales' principal environmental regulator, with a purpose to pursue Sustainable Management of Natural Resources (SMNR) across all its functions. This is a significant public asset and it is their priority to make this asset available, attractive and welcoming to people.



2. WHY ARE WE MAKING A NEW ROWIP?

“Cardiff’s ROWIP 2020-30 sets out how the PROW team will identify, prioritise and plan improvements across the network for the duration.”



ROWIP Key Stages

Based on Welsh Government guidance, the diagram below outlines the various Stages of the process of delivering Cardiff's ROWIP 2020-30:



2.1 Why are we making a new ROWIP?

There was a legal obligation for all Local Authorities to make a 10-year ROWIP under Section 60 (1) of the CROW Act 2000. Cardiff published its 1st ROWIP in June 2008, which helped the PROW team prioritise and plan work on the network over a 10-year period.

Under section 60 (3-4) of the CROW Act 2000, there is a legal obligation to review the 1st ROWIP, make a new assessment and decide whether to republish a new ROWIP; this should be done every subsequent decade.

There have been many changes in the last 10 years, including legal, policy and initiatives, so Welsh Government (WG) issued guidance on what needed to be considered if a new ROWIP were made. Following due consideration of various legislative changes including Environment (Wales) Act 2016, Well Being and Future Generations Act 2015, Active Travel (Wales) Act 2013, Equality Act 2010) and an appreciation of current economic challenges, Cardiff Council has decided to make a new ROWIP for 2020-30.

Cardiff's ROWIP 2020-30 sets out how the PROW team will identify, prioritise and plan improvements across the network for the duration. Proposals for managing Cardiff's PROW network are detailed in the **Statement of Action Key Strategies and Key Aims** in sections 4 and 5.

These were identified as a result of the evaluation process and are important for the future management and improvement of Cardiff's PROW network. The Statement of Action sets out what we plan to achieve over the course of 10 years and will help to identify priorities in the Delivery Plan, which will be based on finance and staff resources.

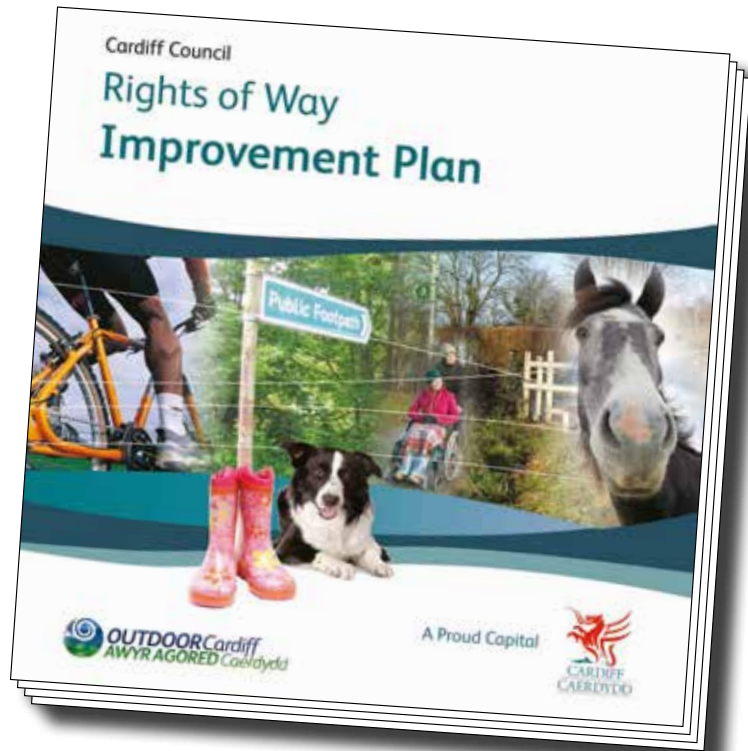
In order to gauge what the public think about our current PROW network and ideas for making improvements, we undertook a public survey – See details in New Assessment (3.3, page 36)

Strategic Environmental Assessment (SEA)

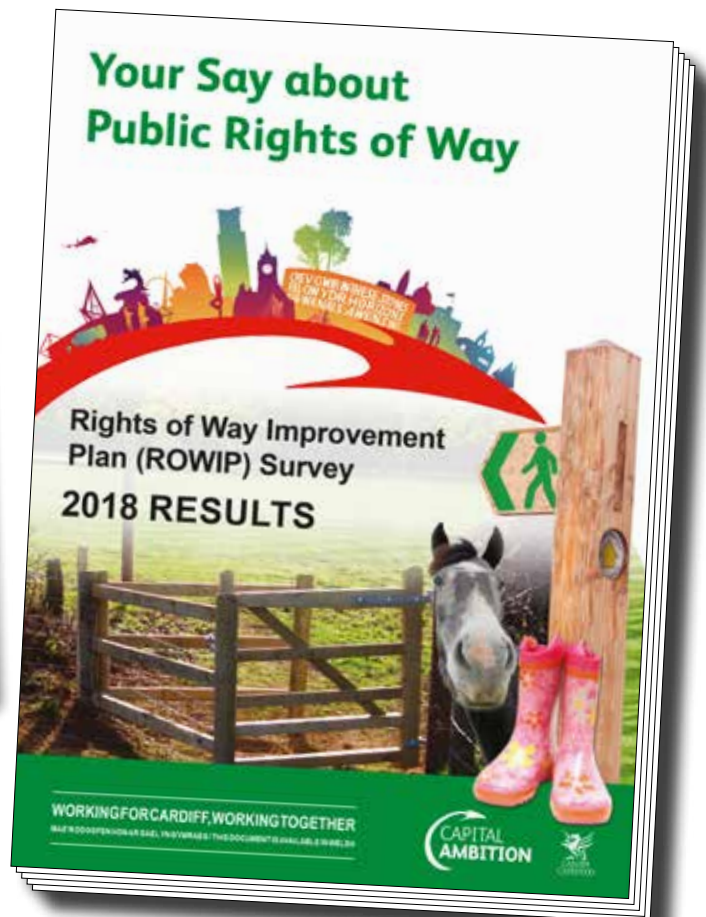
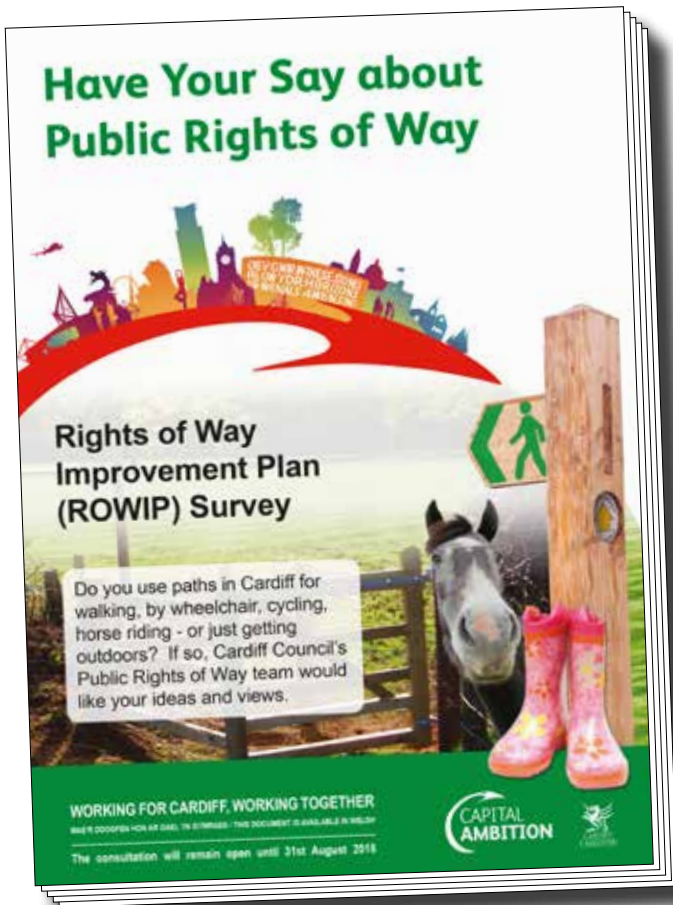
An SEA screening process was undertaken by Liz Lambert, Sustainable Development Group Leader, and confirmed an SEA is not required (See Appendix 6). The ROWIP document will inform annual Delivery Plans with site specific projects to enhance and protect the environment.

The Delivery Plans will require an SEA screening process and this will be undertaken prior to agreeing the programme. Specific projects may require licenses and/or permissions prior to carrying out work therefore officers will liaise with organisations and Council Officers as required (e.g Cadw, NRW, Cardiff Council Ecologist, Parks, etc.).

Cardiff's 1st Rights of Way Improvement Plan – published in 2008



Public Survey and Results – 2018



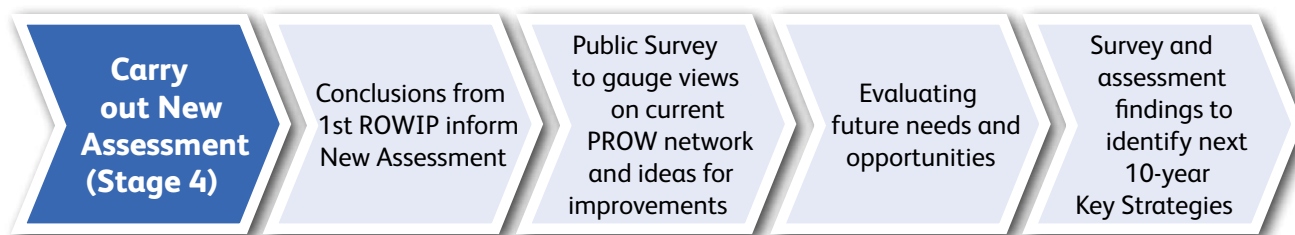
3. NEW ASSESSMENT AND PUBLIC SURVEY

“The New Assessment for Cardiff’s ROWIP 2020-30... evaluation of 1st ROWIP 2008-18, current condition of network and future needs and opportunities.”



New Assessment and Public Survey

Based on the Welsh Government guidance, this stage went through the following steps:



The New Assessment for Cardiff's ROWIP 2020-30 was drafted, published and circulated to consultees, promoted through social media (Council website, Twitter, etc) and made available at a series of public events in libraries and community hubs. Further details of this process can be seen in the ROWIP supporting document **Stage 4 – New Assessment** on the [ROWIP web page](#).

Briefly, the New Assessment was divided into 3 main sections:

- **Evaluation of the delivery of the 1st ROWIP 2008-18** (Stage 3 – see 3.1)
- **Evaluating the current condition of the network and its legal record** (see 3.2)
- **Evaluating future need and opportunities** (see 3.3)

The following pages highlight results from the 1st ROWIP review, the public surveys and evaluation of the public's future needs to inform the conclusions of the New Assessment. These conclusions were used in the **Statement of Action** (section 4) to help develop the next 10-year **Key Strategies** as outlined and development of the long term **Key Aims** (section 5), describing how they will be achieved.

3.1 Evaluation of the delivery of the 1st ROWIP 2008-18 (Stage 3)

The 1st ROWIP was originally written in 2006 and a draft ROWIP was published in 2007. It was then finalised, approved and adopted; the final version was published in June 2008. The review of the 1st ROWIP features the key aims, targeted actions and tasks and includes performance indicators. It should be noted that statutory tasks are included in the ROWIP 2020-30 and any other tasks that may be ongoing, not completed or not started may also be included.

In reviewing the 1st ROWIP, several factors were taken into consideration which affected delivery of certain tasks, as not all could be completed or reviewed (such as the high number of tasks to complete, lack of grant funding or staff changes):

- Consideration of 1st ROWIP Review, also Key Highlights and achievements of ROWIP 2008-18 – 16 key aims are in Appendix 4
- Full review of ROWIP 2008-18 is available on the [ROWIP web page](#)

3.2 Evaluation of the current condition of the network and its legal record

This section was an evaluation of the current condition of the network, the completeness and accuracy of the Definitive Map and Statement and the management of any changes to the PROW network. The evaluation was undertaken by using information given by the PROW maintenance team and others including LAF members and ROWIP Sub-Group. Issues were also raised by members of the public.

3.2.1 The current condition of the network

Since the publication of ROWIP 2008-18, the Council Highways team has implemented a digital management system (DMS; currently AMX – Asset Management Expert), which is used to enable more efficient and informed management and maintenance of the highway network.

This software is being further developed to manage and maintain the PROW network and will form an important and integral part of future PROW improvement. It is included in the ROWIP 2020-30 Key Strategy 1; ‘Improve the management and maintenance of the network’ and Key Aim 1. Details of these are in sections 7 and 8 respectively. Also, a SWOT analysis of this Key Strategy 1 is included in Appendix 2.

In future, the DMS will be used to store all network data, including:

- Condition data of routes and infrastructure (such as stiles, gates and bridges)
- Location of infrastructure
- Land ownership details
- Legal records relating to routes and issues
- Correspondence

The development of the DMS will over time enable the PROW team to be more informed to plan more appropriate, specific and effective management of the network. This is a priority task in the ROWIP 2020-30 (Key Aim 1).

3.2.2 The legal record

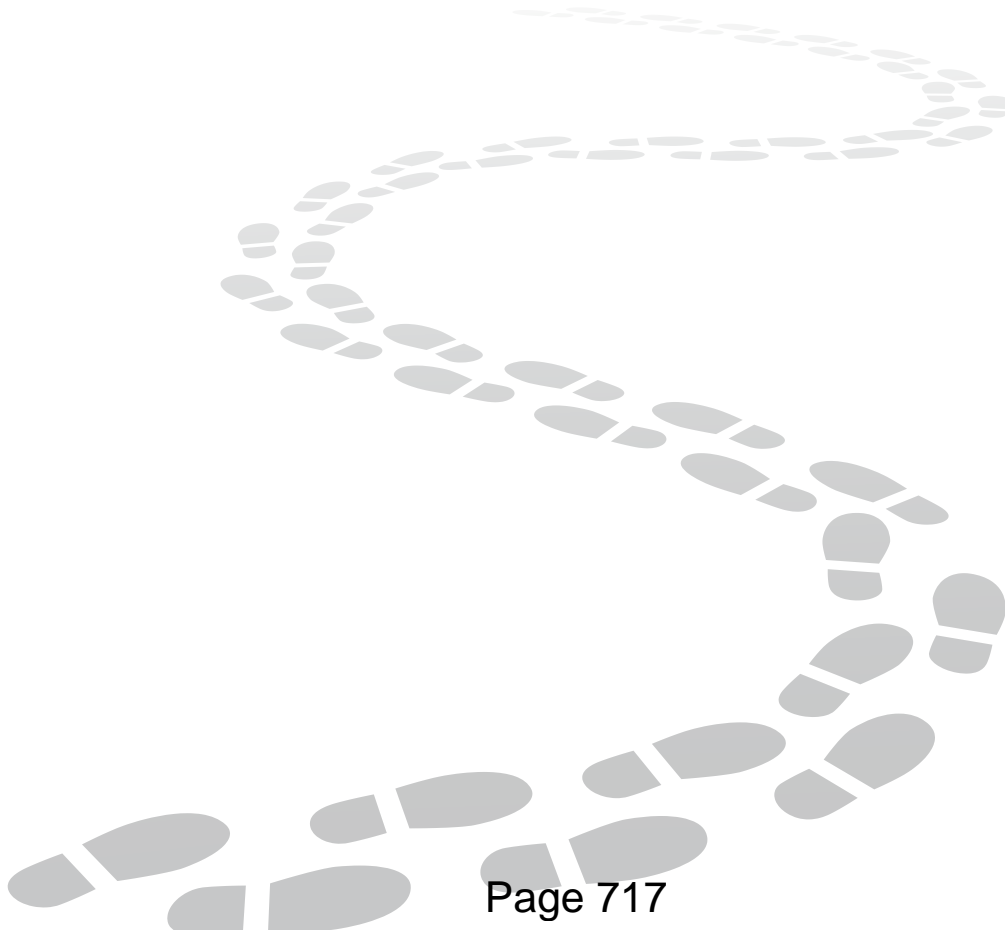
The Summary Review of ROWIP 2008-18 (Stage 3) highlighted this within Key Aim 1 – ‘Definitive Map (DM); Resolve current anomalies and produce an up-to-date DM for Cardiff’.

The review states:

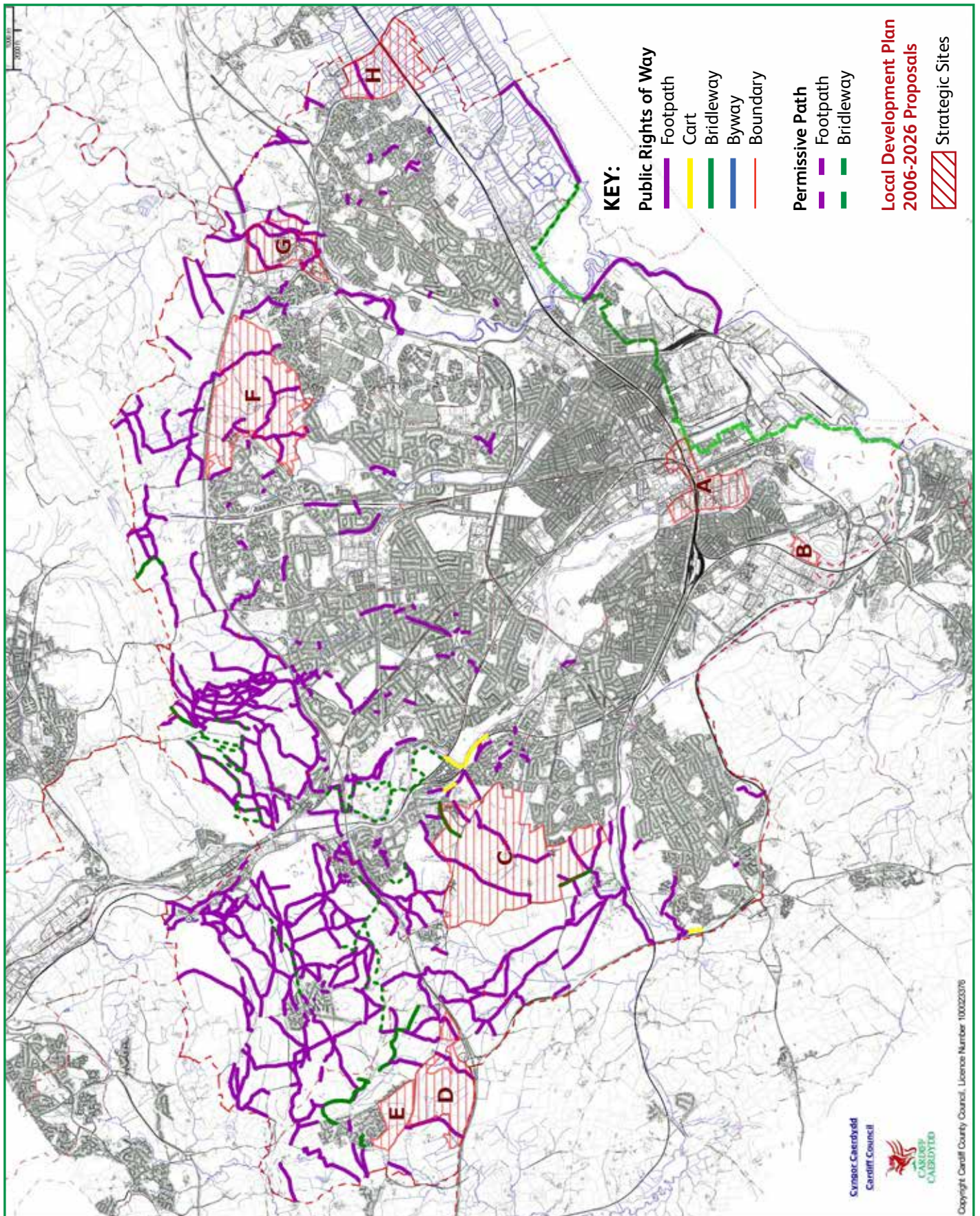
- All draft DM and statements completed by Definitive Map Modification Orders (DMMO). The revised map can be viewed ‘live’ on [Cardiff Council iShare](#)
- Identifying unregistered paths and lost byways – there were 23 paths claimed and confirmed under Section 53 of the Wildlife and Countryside Act 1981.
- The Supplementary Planning Guidance (SPG) was a useful tool for developers to advise them about statutory obligations to check a potential development area for PROWs and consult the PROW team. The PROW Technical Guidance Notes (TGN) now supersede the PROW SPG, and are supplied by the Planning team to a Developer at the application stage.

The review of the ROWIP 2008-18 clearly shows that the legal record was being effectively managed; the review includes evaluation undertaken using information given by the PROW maintenance team and others including LAF members and ROWIP sub-group.

The legal record remains a key element of the ROWIP 2020-30 and is featured in Key Strategies 4 and 5 of Statement of Action and Key Aim 2, 6 and 8.



Map 2 – LDP Strategic Development Sites



Map 2 shows the 8 Strategic Sites from the LDP, which are outlined in red.

New developments

There are a number of new developments which are ongoing and will affect a number of PROW paths. These include the Local Development Plan (LDP) Strategic Sites, along with other smaller developments.

Local Development Plan (LDP)

Tasks in the new ROWIP will need to reflect the ever changing landscape of the county of Cardiff, by including aspects of the adopted LDP for 2006-2026. See the [Cardiff Local Development Plan 2006-2026 Adopted Plan](#) for full details.

The growth of Cardiff and its population has led to a significant increase in housing demand. The LDP sets out a strategy to deliver 41,415 new homes. This represents around 65 % of all new homes being provided on brownfield sites and 35 % on greenfield sites.

Due to the number of strategic development sites, there is a need to protect Cardiff's river valleys, biodiversity, landscape and built heritage. There are key objectives to create an environment that is more accessible to all groups in society to provide employment opportunities, facilities and services to provide multi-functional spaces (open spaces and allotments, parks, recreational routes and cycle ways, etc).

Below is a summary of the LDP Strategic Sites and the number of paths likely to be affected:

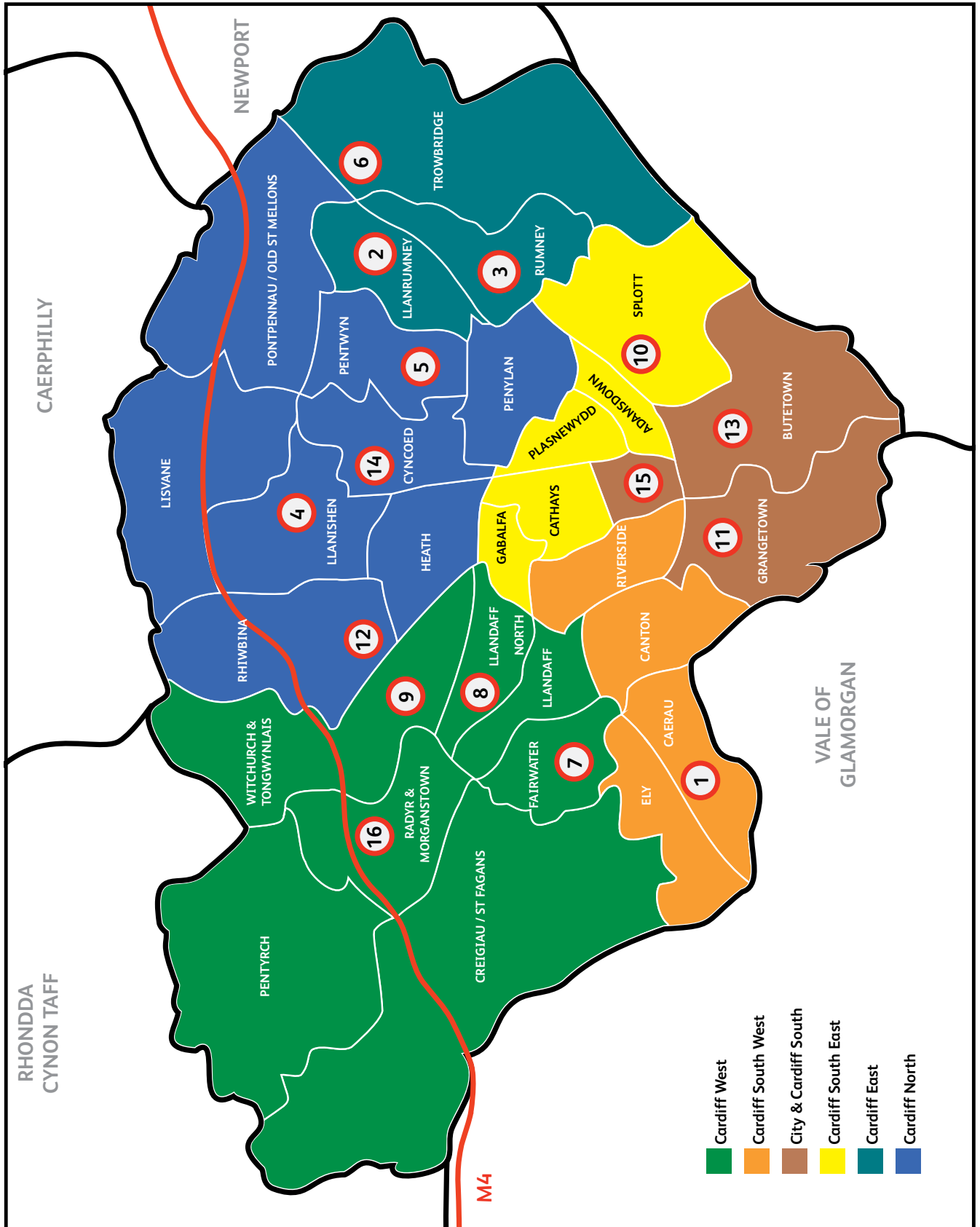
Strategic Site Location	Number of PROW Paths within site
A – Cardiff Central Enterprise Zone and Regional Transport Hub	No PROW footpaths, Taff Trail walking and cycling route, 2 cycle routes
B – Former Gas Works, Ferry Road	None
C – North West Cardiff	2 disused railway lines, 1 secondary cycle route, 6 PROW footpaths, 2 bridleways
D – North of Junction 33 on M4	3 PROW footpaths
E – South of Creigiau	None
F – North East Cardiff (west of Pontprennau)	24 pending DMMO, 11 PROW footpaths
G – East of Pontprennau Link Road 7 PROW footpaths,	1 pending DMMO, Potential links to Rhymney Trail
H – South of St Mellons Business Park	1 PROW

Working with developers

Although PROW Technical Guidance Notes have been adopted and the Green Infrastructure Strategic Planning Guidance is awaiting adoption, further work is needed to ensure developers are aware of the importance of rights of way crossing their sites, begin early discussions with officers and LAF members to consider ways of enhancing and protecting these routes. This will feature in the new ROWIP as a Key Aim.

Map 3: Cardiff Neighbourhood Area Map

As part of the New Assessment stage, consultations and surveys were made within each of the six neighbourhood areas.



3.3 Future needs and opportunities

We examined the extent to which Cardiff's PROW network met the present and likely future needs of the public and the opportunities it has provided for exercise and other forms of outdoor recreation and enjoyment both currently and for the future.

3.3.1 Public survey

We conducted a public survey to raise awareness about Cardiff's PROW network, to get feedback on what people thought about the current network and give their ideas for future improvements.

3.3.2 How we carried out the survey

Consultation on the Cardiff's Public Rights of Way (PROW) was open from 10 April to October 14 October 2018 and centred on an electronic survey. The survey was sent to a list of 270 consultees (including those required and relevant in CROW Act 2000, section 61 (1)). The survey was also featured on the web pages of Cardiff Council's PROW, ROWIP and Ask Cardiff, along with the Outdoor Cardiff website.

Cardiff Council's Communication team conducted a campaign through social media on Cardiff Council's Twitter and Facebook accounts, with an audience of more than 45,000 followers on Twitter and 21,000 on Facebook. People responding to the ROWIP campaign were primarily on Twitter, with more than 480 clicks, retweets or shares.

In addition, 1,500 hard copy surveys were also distributed across public buildings in the city including libraries, hubs, leisure centres, community centres and core Cardiff Council buildings.

In order to reach across all communities in Cardiff, a programme of face-to-face engagement sessions took place at Hubs and libraries in Cardiff to promote Rights of Way and to encourage people to take part in the survey (see Map 3 references on page 21).

In August and September 2018 these sessions took place at:

- | | |
|---------------------------------|-------------------------|
| 1) Ely & Caerau Hub | 9) Whitchurch Library |
| 2) Llanrumney Hub | 10) Star Hub |
| 3) Rumney Hub | 11) Grangetown Hub |
| 4) Llanishen Hub | 12) Rhiwbina Library |
| 5) Llanedeyrn Hub | 13) Butetown Hub |
| 6) St Mellons Hub | 14) Rhydypennau Library |
| 7) Fairwater Hub | 15) Central Library Hub |
| 8) Llandaff North & Gabalfa Hub | 16) Radyr Library |

3.3.3 ROWIP Survey – how responses have changed

- There were a total of 1,018 survey responses, compared to 673 in 2005*.
- 57.8% who responded use outdoor spaces in Cardiff every day (Q4), which is a significant increase of 16.8% from 2005*.
- There was a general increased trend of people visiting outdoor spaces outside Cardiff (Q4), with 27.8% visiting at least once a week (8.2% increase from 2005*) and 27.9% visiting on weekends (new category in 2018). Overall in Wales, there were 22% of frequent and 62% infrequent participants visiting outdoor spaces^.
- Walking was still the most popular activity (Q5), with 88.2% in Cardiff (an increase of 7.2% from 2005*) and 60.2% Elsewhere.
- There was a significant increase in people using outdoor spaces for Relaxation/to feel better; 66.6% in Cardiff compared to 39.2% in 2005* (62.9 Elsewhere compared to 29.3% in 2005*), suggesting that people are enjoying the outdoors more.
- Socially (ref Q6), there was a marked increase of just over 26% of those using the paths Alone in Cardiff at 58.4% (39% in Wales overall#) and a decrease of 7.5% using paths with a partner compared with 2005*. 9.4% of respondents used paths in Cardiff as member of an organisation compared with 8.8% in 2005*; in both surveys, the most popular group were Ramblers.
- In Q8, we asked what PROW paths people are not able to access. Just under 50% of respondents gave 3 main reasons; overgrown paths, not enough information and routes not well signposted. Results were quite similar in 2005*.
- We asked what else holds you back (Q9); 28.6% mentioned safety issues (with 29.1% specifying safety in Q8), significantly fewer compared to 46.3% in 2005*, which suggests people now feel safer on paths.

Open questions were used to encourage people to specify potential maintenance issues (Q8a), find out what stops people using paths in Cardiff (Q9) and to ask for comments (Q11). This led to some specific points and ideas for consideration in the new ROWIP, for example:

- **Maintenance issues (Q8a)** – ‘Once crossing over the stiles, it’s unclear where the path is meant to lead’ (Pentyrch 19) – this suggests we may need to improve our signage. There were also several described paths that may need attention, such as ‘overgrown... south of Llantrisant Road’ near/on Llanillterne 20.
- **What stops use of paths (Q9)** – ‘not enough information available’, ‘it would be nice to have a list on the website that’s very easy to find and a pinned post on Facebook’ – this suggests we need to improve access to maps and information about our PROW network.
- **Comments (Q11)** – This question produced a variety of ideas, for example ‘more joint working with other adjacent local authorities’, ‘Make more paths available to horse riders’, ‘brilliant if a directory specifically for users of mobility vehicles was available’, ‘Why not encourage volunteering in the same way as the National Trust’, ‘more circular walking routes which are accessible from public transport’.

While bridleways allow cycling (giving way to other path users), cycling is not a specific activity for PROW, but there were several comments on shared cycle use and general cycling provision. A significant number of comments related to Active Travel routes highlighted the need for more cycle routes.

* Public Rights of Way Questionnaire 2005 (results)

^ NRW Welsh Outdoor Recreation Survey 2014/15 – Key Facts

There were also positive and negative comments about the Taff Trail (not a PROW) and general on-road cycling:

- **Segregation** – ‘separation needs to be enforced to differentiate between cyclists and pedestrians’, ‘All new developments in Cardiff should have segregated paths and cycle routes’.
- **Safety/respect for other path users** – ‘enjoyment and safety... adversely affected by cyclists going too fast’, ‘in Forest Fawr... mountain bikers... fly down these self-made paths at great speed... having near misses with people using the forest legitimately’.
- **Shared use paths** – ‘hazardous and often results in an argument with a cyclist going too fast’, ‘pedestrians straggling across full width of path for joint use by cyclists’.
- **More cycle routes** – ‘I want to cycle into work but lack of safe and pleasant provisions prevent me’, ‘we need more off-road cycle paths for commuters and access for cycles to railway stations’.

These issues and comments were passed to colleagues involved in Active Travel schemes in Cardiff. We will also work together to address issues on bridleways and potential paths that could be upgraded from footpaths to bridleways (see Delivery Plan, Key Aim 7).

3.3.4 Instagram competition

In the lead-up to the end of the ROWIP survey, our Communications Team hosted an Instagram competition (using #CardiffROWIP) for the public to submit photos we might use in publicity material, the winner to receive £100 in Mountain Warehouse vouchers. There were 185 submissions, 5 were shortlisted and, over a series of posts, viewers were asked to ‘like’ their favourite photo. The winning image was of the **Taff Trail at Blackweir** by @welsh_poppy and is featured below along with the other 4 finalists.

Photos – 5 finalists of Instagram competition



1.



2.



3.



4.



5.

1. Llandaff Fields @onemorebiscuitplease
2. Castell Coch @Gale_Jolly_photos
3. Squirrel in Cefn Onn @snapshotwales
4. Taff Trail, Blackweir @welsh_poppy
5. Roath Park @andrebelg



RIGHTS OF WAY IMPROVEMENT PLAN 2018 SURVEY RESULTS

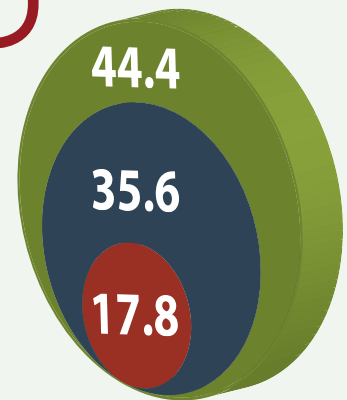


1,018
repondents shared
their views in our
ROWIP survey.



57.8%
were female

At **44.4%**
the age
range 35-54
was highest



■ 16-34 ■ 35-54 ■ 55+



9.3% had a
long standing
illness or health
condition

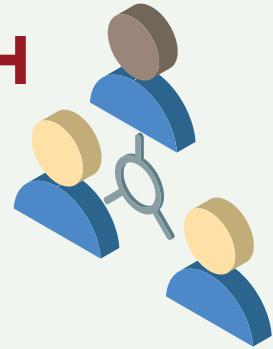
91.1% used
a local park
or other local
space in Cardiff





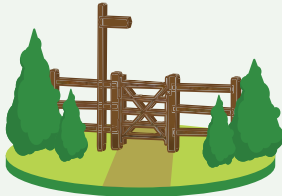
89.6%
used beach,
sea or coastline.
'elsewhere'

13.5% - (around
one in eight) were
part of an
interest group or
organisation



Respondents were almost twice
as likely to use private land
Elsewhere - 27.9%
than they would within
Cardiff - 14.8%

Footpaths were the
most popular form
of public rights of
way used in **Cardiff**
- **89.1%** as well as
Elsewhere - 60.2%



Walking was the
most popular reason
to use these pths, in
Cardiff - 88.2% and
Elsewhere - 82.0%

Around one third
enjoyed paths for
Birdwatching/Wildlife
in **Cardiff - 30.6%** and
Elsewhere - 33.0%;
with similar results for
Dog Walking in
Cardiff - 30.2% and
Elsewhere - 27.0%



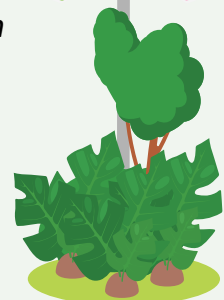
Use of paths 'Alone'
was highest within
Cardiff - 58.4%



Of the barriers to using
paths the top three were:-
Overgrown paths (**48.7%**),
Not enough information
about routes available
(**48.2%**) and Routes are
not well signed/hard to
follow (**47.0%**)



Over half used paths
with a 'Partner'
Elsewhere - 53.1%



3.3.6 Evaluation – further points to note

Aside from the consultations, a number of factors are likely to affect future needs of the PROW network, including:

- Opportunities for the future will need to reflect the steady increase in people living and working in Cardiff, mainly because of the increase of community housing areas and business growth, within the 10 strategic sites of the LDP (see Map 2 for locations).
- National research by Sustrans has shown that more people intend to walk/cycle in future.
- More provision of routes with facilities for disabled people.
- An increase in use of routes and the potential for newly recorded routes; this will lead to an increased need for maintenance.
- While there is a small amount of annual internal budget that would cover statutory duties, there is no guarantee of funding for discretionary work or projects.

3.3.7 Supporting groups and influencing factors

A number of groups will be supporting the ROWIP 2020-30 (Green Infrastructure, Local Access Forum (LAF), Active Travel Team, etc). In addition, underpinning the promotion of all outdoor activities linked to PROW, is the website of 'Outdoor Cardiff'. There are also a number of influencing factors (LDP, Capital Ambition, well-being objectives) to consider.

Local Access Forum (LAF)

The Local Access Forum (LAF) is a statutory body formed as a requirement of the Countryside and Rights of Way Act 2000. The LAF has volunteers who include a range of people from across Cardiff including landowners, access users such as walkers, cyclists and horse riders and those representing other interests such as health and conservation. See 1.7 for more information.

Green Infrastructure Group

The Green Infrastructure Group is an inter-departmental working group (Parks, Ecologist, Tree Officer, PROW, Transportation & Sustainable Drainage Officers) within Cardiff Council to make the best use of financial resources and avoid duplication of efforts by providing a central group for green infrastructure development actions. This includes acting as consultee for planning applications, implementing biodiversity projects and ROWIP Delivery Plans across the city to improve access to green spaces and waterways.

The group has created a Green Infrastructure Plan setting out Cardiff Council's approach – multi-functional, connected green spaces that make the best use of land – at the same time showing the need to provide and enhance green open space for all, helping wildlife to flourish and delivering a wide range of economic, health and community benefits.

The benefits of a Green Infrastructure approach enables landscapes to deliver social, economic and environmental benefits and flood risk management simultaneously and then looks at how those benefits can be multiplied by being connected to a wider network of spaces. For example, the health and well-being benefit will be enhanced by improved air quality and noise regulations, while more accessible areas for exercise and amenities improve health and social conditions. Tourism and recreation is increased by creating more attractive destinations and providing a range of recreational opportunities.

Local Development Plan (LDP)

Tasks in the new ROWIP will need to reflect the ever changing landscape of the county of Cardiff, by including aspects of the adopted LDP 2006-2026. See 2.2 for more information and location map.

Active travel

Active travel, meaning walking and cycling for journeys with a purpose, rather than solely for recreation, is now a government priority. The purpose of the Active Travel (Wales) Act 2013, ‘...aims to make active travel the most attractive option for most shorter journeys. Its purpose is to enable more people to undertake active travel...’ (1.1 WG Guidance).

The definition of ‘active travel’ in WG guidance, means ‘walking and cycling as an alternative means to motorised transport ...a journey made to or from a workplace or educational establishment or in order to access health, leisure or other services or facilities.’ (WG Guidance, page 5). Active travel does not include Horse riding or recreational and general use of paths.

It is interesting to note that cycle use increased by 10% between 2001-11 and rail travel increased by 82% in the same period (LDP, p20).

The Transport team in Cardiff Council, along with Sustrans and Exegesis SDM (under contract for Welsh Government), produced an Integrated Network Map (INM) which sets out Cardiff Council’s 15-year vision to improve cycling and walking routes across the city. PROW and Transport team will identify routes that are on PROW and potential improvements. Green spaces may also be incorporated in Active Travel routes as they bring many benefits, such as increasing mental well-being, minimizing air pollution, etc. Also, to uphold the active travel aims and objectives, the LDP sets out to ensure that all new development areas (whether greenfield or brownfield) create sustainable communities with useful and linked walking and cycling networks.

Within the [Capital Ambition](#) initiative, Cllr Huw Thomas, Leader of Cardiff Council, states: ‘I am determined that we prioritise sustainable transport modes’ and that we will ‘adopt Smart City approaches to managing city infrastructures’.

Outdoor Cardiff

The initiative to create the [Outdoor Cardiff](#) (OC) brand and website was a major achievement arising out of the ROWIP 2008-18 process, through discussions with relevant Council teams (including Parks, Harbour Authority and Active Travel), who were consulted on the process and progress of the ROWIP. As there were many common aims and objectives within the teams and opportunities for potential joint projects, Outdoor Cardiff became a central point for the teams to communicate to the public about outdoor activities in Cardiff. Between Oct 2016 and Oct 2017, there were 41,453 page views and 14,546 unique visits.

Well-being objectives

This will be an important part of the ROWIP 2020-30 and incorporates objectives of the [Wellbeing of Future Generations \(Wales\) Act 2015](#), which requires ‘...public services boards in local authority areas... to take action in pursuit of the economic, social, environmental and cultural well-being in their area...’

The seven key well-being goals are to have:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

The Cardiff Well-Being Plan

The [Cardiff Well-Being Plan](#) sets out the priorities for action by the Cardiff Public Services Board (PSB), which includes Cardiff Council, Cardiff and Vale Health Board, Natural Resources Wales, Welsh Government, the 3rd Sector and the Fire, Police and Probation Service. The purpose of the PSB is to improve the economic, social, environmental and cultural well-being of Cardiff by strengthening joint working across the city’s public services.

Cross-border links and volunteering opportunities

As part of Outdoor Cardiff partnership group, various projects are implemented across Cardiff and linking with neighbouring Local Authorities to benefit the public and visitors to the area to enjoy outdoor and green spaces. This has been ongoing for many years and will continue as a key aim in the ROWIP 2020-30.

Parks Officers currently work with volunteer groups to help carry out improvements and initiate projects but, to increase the capacity of an already successful programme, additional funding is needed.

PROW has the opportunity to work more collaboratively with Parks and neighbouring authorities when implementing projects.

3.4 Conclusion of the assessment

Taking into account all the details of the New Assessment given above, in order to plan for the ROWIP 2020-30, we have:

1. Evaluated the ROWIP 2008-18 and picked up on tasks that could be included
2. Evaluated and will continue to evaluate the current condition of the PROW network
3. Evaluated future needs by looking at responses to the public survey, WG guidance, new legislation and policies

These 3 key components have helped to inform identifiable opportunities for the Statement of Action and Key Aims for ROWIP 2020-30 (see sections 4 and 5).

Following evaluation of the 1st ROWIP 2008-2018, the New Assessment confirmed that the Statement of Action and Delivery Plan going forward needed to become more realistic and flexible enough to prioritise tasks based on available financial budgets, staff and volunteer resources and grant funding. For the ROWIP 2020-30, tasks will be based on current budget allocation and staff resource. Additional grants and other funding will be sought over the 10-year period for new and aspirational tasks.

The public survey confirmed known issues on the network as being the most important, including:

- Overgrown paths
- Unclear waymarking (making it difficult to follow paths)
- Poor surface conditions
- Not enough information about routes that are available to use

There were also tasks that were incomplete from the 1st ROWIP, which are still relevant and have been identified through the public consultation and will be included in the ROWIP 2020-30 (such as upgrading of the green lanes for horse riding, protecting and enhancing routes within new developments and improving links to schools and communities).





4. STATEMENT OF ACTION WHAT WE AIM TO ACHIEVE

“Encouraging and supporting the public to access the PROW network and green spaces across the city.”



Statement of Action 2020-30 – what we aim to achieve

The Statement of Action (SOA) is an overall 10-year outline plan of what we hope to achieve for Cardiff’s PROW network. We considered all the information from the New Assessment (Section 3), which helped us to identify **5 Key Strategies** for the ROWIP 2020-30. These strategies inform the **12 Key Aims** and tasks for improvements and activities that will be considered over the next 10 years. The Key Aims will inform the **Delivery Plan** (Annual Work programme), which will have specific tasks that may change during the course of the year, while other tasks may also be put forward (depending on availability of funding and staff resources).

Section 5 of the 2016 Welsh Government guidance provides particular guidance on what is expected from the Statement of Action (SoA):

5.1 The CROW Act requires local highway authorities to prepare a statement of the action they propose to take for the management of local rights of way, and for securing an improved network of local rights of way...

5.2. The Statement of Action will set out the authority’s broad strategic commitments towards meeting the needs and developing the opportunities identified in the assessment, but may also include other matters relevant to the management of local rights of way.

5.5. It is recommended that new Statements of Action should include only those actions that are sufficiently long-term and strategic to be unlikely to become obsolete during the 10-year term of the ROWIP. Short and medium term actions and those arising from other specific plans or legislation should be incorporated in the Delivery Plan, or in rights of way policies.

4.1 Key Strategies

The table below sets out our 5 Key Strategies to achieve over the next 10 years, based on outcomes from the New Assessment. A full assessment of each key strategy, SWOT analysis and its links to the New Assessment are shown in Appendix 2.

	Strategy	Description
1	Develop a more efficient management system for statutory Rights of Way work	Management of the PROW network will be fully supported by the ongoing development and data input to the Council's Digital Management System (DMS). It will provide key outputs for managing, maintaining and reporting any issues on the PROW network and its inventory. This includes signage, path clearance, surfacing and any work needed to ensure paths are fully available and fit for purpose. It also includes the need to take into consideration ecosystems and access for all. This strategy is the overarching strategy and will link to strategies 2-5.
2	Increase access for all, through network improvements	Increase access for all, through network improvements. This is based on the need to provide the least restrictive access to PROWs and any improvements to the network will have this as a driver for change. For example, existing stiles could be replaced with gates or gaps.
3	Improve and promote the PROW network and outdoor activities	Encourage and support the public to access the PROW network and green spaces across the city, through various promotional materials including electronic, on site information boards and printed leaflets.
4	Preserve and enhance the PROW network and ecosystems	Effectively manage and update the Definitive Map and Statement and any changes to the network such as diversions, extinguishments and creations. Any opportunities to improve the PROW network will be pursued, such as consideration of new projects (e.g. bridleways), strategic links (e.g. cross-border), ways to enhance existing paths (e.g. access for all – see 2 above) and consideration of ecosystems and seasonal work. These will be dependent on funding.
5	Be responsive to new legislation, revised local plans and strategies and emerging land developments	Over the next 10-year period there will likely be unforeseen events that affect the PROW network. These will be addressed through the Delivery Plans to ensure the network is maintained and managed responsively to changes in legislation, plans and strategies. Particular attention will be paid to PROWs affected by new land developments to ensure they are preserved and enhanced.



5. KEY AIMS

“Improving information about trails, places to visit, outdoor activities and events.”



5.1 About our Key Aims

The Key Aims provide a more detailed plan of how Key Strategies will be achieved over the next 10 years.

These Key Aims will inform the PROW team's Delivery Plan (annual work programme), which will have specific tasks that may change during the course of the year depending on availability of funding and staff resources.

	Key Aims
1	Improved management and ongoing maintenance of the PROW network
2	Maintain an up-to-date Definitive Map and process Legal Orders
3	Enhance Cardiff's ecosystems along PROW routes
4	Install waymarking across the PROW network to help the public find their way
5	Support the Cardiff Local Access Forum and work in partnership with interest groups and volunteers
6	Identify and improve strategic links and accessibility of the network
7	Improve and increase the bridleway network
8	Protect and enhance paths within new developments and on private land
9	Publicise information online to help the public 'Report a Problem' on the path network
10	Maintain and improve the Wales Coast Path (WCP), liaise with NRW
11	Improve information about trails, places to visit, outdoor activities and events
12	Promote Codes of Conduct for the public to respect the environment and other path users

Understanding the tables

Key Aim: This describes what we plan to achieve within the next 10 years and which Key Strategies it relates to as well as Legislation, National and Local Policies and Plans (see lists below)

No.	Task and Description	Funding Source
Unique reference number for each task	<p>Task: Brief description of work that needs to be undertaken to achieve the key aim.</p> <p>Description: This provides in more detail the type of work that will be carried out to support the task to achieve the key aim.</p>	<p>How each task will be financially supported to carry out the work required.</p> <p>Revenue: Cardiff Council's internal funding, which is allocated annually</p> <p>Additional funding: Grant funding or other funds not yet identified</p>

ROWIP Key Strategies	Legislation, national and local policies and plans
<p>Which ROWIP Key Strategy does this Key Aim support to achieve within the 10 years, as described in section 4:</p> <ol style="list-style-type: none"> 1. Develop a more efficient management system for statutory Rights of Way work 2. Increase access for all through network improvements 3. Improve and promote the PROW network and outdoor activities 4. Preserve and enhance the PROW network and ecosystems 5. Be responsive to new legislation, revised local plans and strategies and emerging land developments 	<p>Each Key Aim applies to various legislation and policies and this will indicate which are relevant.</p> <ol style="list-style-type: none"> A. Well-being of Future Generations Act 2015 – Welsh Government outline to the Act B. Environment (Wales) Act 2016 also Welsh Government outline to the Act C. Natural Resources Policy for Wales (NRP) D. Sustainable Management of Natural Resources (Part 1 of Environment (Wales) Act 2016) E. Cardiff 'What Matters' Strategy 2010-2020 F. Cardiff Local Development Plan 2006-2026 G. Cardiff Capital Ambition H. Cardiff's Green Infrastructure Plan (Draft 2018) I. Cardiff's Integrated Network Map for active travel J. Equality Act 2010

Cardiff's [Public Rights of Way](#) can be viewed on the Cardiff Council website on www.cardiff.gov.uk
http://ishare.cardiff.gov.uk/mycardiff.aspx?MapSource=Cardiff_Live/base_Standard&Layers=Public_RightsOfWay&tab=maps

Key Aims 2020-30 – description and funding

Key Aim 1: Improved management and ongoing maintenance of the PROW network <i>ROWIP Strategies: 1, 2, 3, 4, 5 - Legislation, National and Local Policies: A, B, C, D, E, G, H, I, J</i>		
No.	Key Aim Description	Funding Source
1.1	Maintain and manage the PROW network	Revenue: Staff time
1.2	Undertake a survey of all PROW paths and record on DMS the PROW network furniture, waymarking and surface conditions. This will help to prioritise path maintenance required as part of the Council’s statutory obligation.	Revenue: Make periodic surveys, undertake maintenance
1.3	<p>Create criteria to compare information collected from the condition surveys to develop a system for maintenance and project prioritisation required as part of the Council’s statutory obligation.</p> <p>Liaise with various user groups to identify paths that would benefit the public by being improved to become more accessible. This may include access to waterways. Ref Outdoor Activity response 18.</p>	<p>Revenue: Staff time to develop criteria and identify project priorities</p> <p>Additional funding: Improve path surfacing/ access features</p>
1.4	Continue to develop DMS to further improve management and maintenance of the PROW network.	Revenue: Staff time to improve data collection and features in DMS
1.5	<p>Identify, inspect, record and undertake treatment of invasive weeds on or near PROW paths.</p> <p>Work with other Council departments, grant funded projects and NRW to tackle invasive weeds in the most efficient and cost effective way and ensure herbicide agreements with NRW are in place where required.</p>	Revenue: Record, plan inspections, organise treatment

Photos – before and after examples of work done

Cart Road 52 – Before and after



Radyr 27 – broken stile replaced by gate



Key Aim 2: Maintain an up-to-date Definitive Map and process Legal Orders

ROWIP Strategies: 1, 3, 4, 5 - Legislation, National and Local Policies: B, F, H

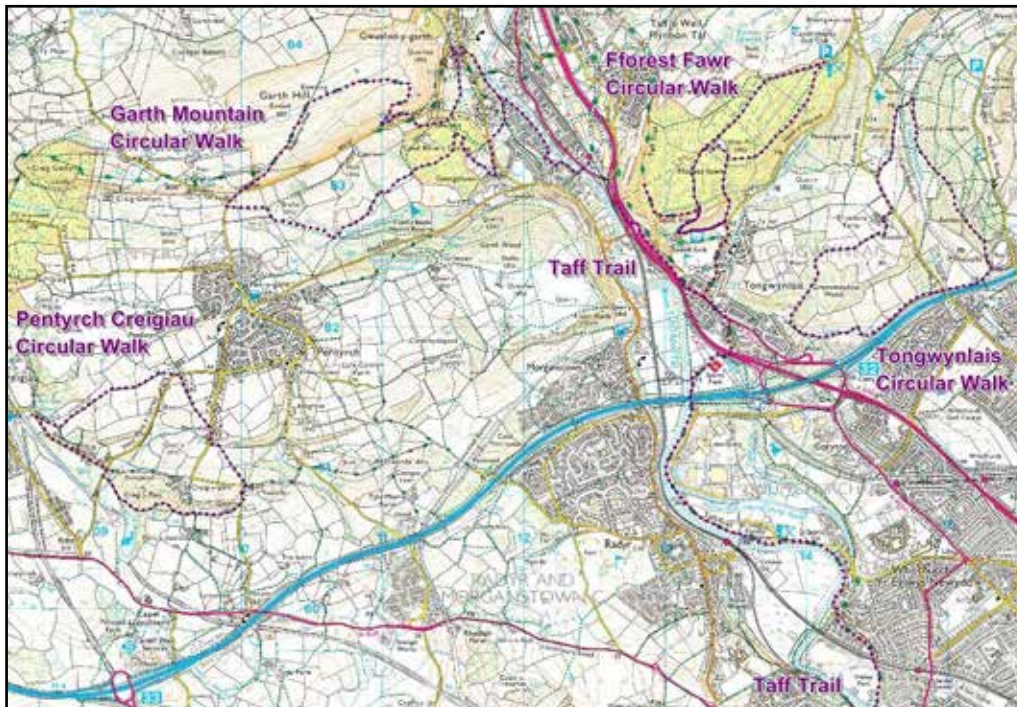
No.	Key Aim Description	Funding Source
2.1	<p>Update the Definitive Map (DM) and Statements in a timely manner</p> <p>The DM and Statement will be under continuous review, as required by the Wildlife and Countryside Act 1981 (section 53). The DM will be republished as needed and Ordnance Survey (OS) informed of changes.</p>	<p>Revenue: Staff time and publication costs to republish the Definitive Map and Statement</p>
2.2	<p>Manage and process Legal Orders in a timely manner.</p> <p>The Legal Order process is controlled by legislation and can take 6-8 months to confirm. Review internal policies to help reduce timescales.</p>	<p>Revenue: Staff time and support from Legal Services</p> <p>Landowners: Legal Order fees to cover all costs</p>
2.3	<p>Update and improve information on Cardiff Council's website about the DM, Statement and current Legal Orders.</p> <p>Public information about the DM, Statement and Legal Orders (Definitive Map Modification Orders – DMMO) on Cardiff Council's website and iShare map will be improved and updated to help inform the public of any changes to the network or temporary path closures.</p>	<p>Revenue: Staff time and ICT support to update website and iShare map</p>

Key Aim 3: Enhance Cardiff's ecosystems along PROW routes

ROWIP Strategies: 1, 3, 4 - Legislation, National and Local Policies: A, B, C, D, E, F, G

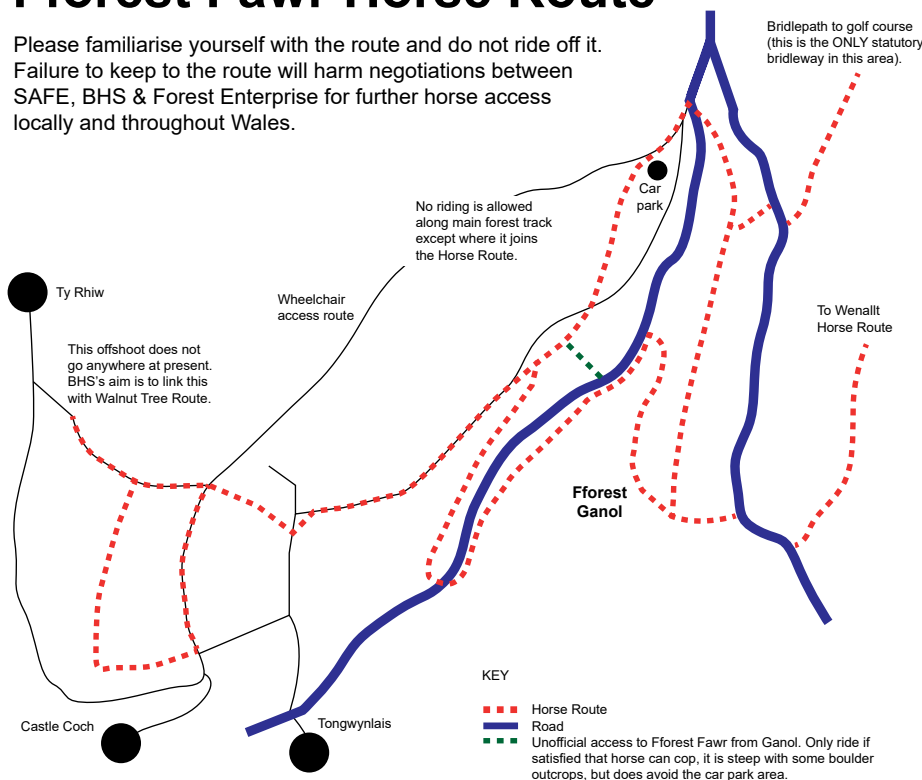
No.	Key Aim Description	Funding Source
3.1	<p>Plan and undertake vegetation maintenance along PROW routes to minimise impact on ecosystems, especially in sensitive areas.</p> <p>PROW Officers will liaise with internal departments, NRW and Cadw for advice on appropriate work methods on PROW paths located on or near sensitive ecological or historic sites (e.g. SSSI, ancient woodlands, ancient monuments, etc) and obtaining relevant licenses. Plan and undertake work in partnership with Parks to share resources and provide a variety of skills to undertake tasks. Locations and constraint details and appropriate work methods will be recorded in DMS.</p>	<p>Revenue: Staff time for appropriate work methods, licenses and undertaking statutory maintenance</p>
3.2	<p>Aspirational: Enhance specific sites through partnership funded conservation projects.</p> <p>PROW Officers and Maintenance staff will work with various groups to enhance specific sites on conservation projects when additional funding has been sourced.</p>	<p>Additional funding: Conservation projects may require additional resources to undertake improvements</p>

Map 4 – Garth Mountain, Pentyrch, Fforest Fawr and Tongwynlais



Fforest Fawr Horse Route

Please familiarise yourself with the route and do not ride off it. Failure to keep to the route will harm negotiations between SAFE, BHS & Forest Enterprise for further horse access locally and throughout Wales.



Fforest Fawr Trail



Key Aim 4: Install waymarking across the PROW network to help the public find their way.

ROWIP Strategies: 1, 2, 3, 4, 5 - Legislation, National and Local Policies: A, B, C, D, E, G, H, I, J

No.	Key Aim Description	Funding Source
4.1	<p>Improve waymarking and mapping of the network to help the public navigate routes.</p> <p>Identify routes where there is ambiguity and based on priority criteria, clearly waymark to help the public find their way.</p>	<p>Revenue: Staff time to identify routes and install signage</p>
4.2	<p>Aspirational: Create and install location tags on furniture to help the public navigate and report a problem along their journey.</p> <p>Liaise with other LAs and National Trail organisations for ideas that have worked well for location finding on furniture (e.g. path name and number, grid references, etc). QR codes could be considered, linking to points of interest nearby (historic, biodiversity, etc)</p>	<p>Additional funding: Design, print and install location tags on furniture</p>
4.3	<p>Aspirational: Create new circular walks, long distance trails or other types of trails for a variety of path users.</p> <p>PROW Officers will work with partners on new trails being considered to improve accessibility, create links to points of interest and amenities, etc. If funding available, install information boards on site, produce promotional leaflets, etc.</p>	<p>Additional funding: Staff time to create trail.</p> <p>Create and install information boards, print leaflets, etc.</p>



Key Aim 5: Support the Cardiff Local Access Forum and work in partnership with interest groups and volunteers

ROWIP Strategies: 1, 2, 3, 4, 5 - Legislation, National and Local Policies: A, B, C, D, E, G, H, I, J

No.	Key Aim Description	Funding Source
5.1	<p>Promote and support the Cardiff Local Access Forum (LAF).</p> <p>Support the LAF and recruit members every 3 years. Ensure members represent a variety of interests (e.g. horse riders, cyclists, walkers, water access, landowners, etc). Continue to host periodic meetings, consult on new developments, policies and assist with path issues and improvements that affect the PROW network.</p> <p>As part of the CROW Act 2000, LAF will ensure projects link to the ROWIP 2020-30 Key Strategies and Key Aims.</p>	<p>Revenue: Staff time as Secretary of the LAF, costs for meeting room hire and travel expenses.</p>
5.2	<p>Recruit volunteers to help maintain and improve paths.</p> <p>PROW to team up with volunteer groups to assist on path improvements, biodiversity enhancements and maintenance.</p>	<p>Revenue: Depending on type of work being carried out</p>
5.3	<p>Aspirational: Partnership working on projects to enhance the network.</p> <p>Liaise with various groups (including mobility and sensory groups) to address specific path issues (see Key Aim 1) and assist with additional funding opportunities to increase promotion of the network.</p> <p>Implement path improvements, where possible, with the assistance of volunteers and partnership groups.</p>	<p>Additional funding: Implementation of projects</p>

Key Aim 6: Identify and improve strategic links and accessibility of the network

ROWIP Strategies: 1, 2, 3, 4, 5 - Legislation, National and Local Policies: A, B, C, D, E, G, H, I, J

No.	Key Aim Description	Funding Source
6.1	<p>Improve route accessibility based on priority criteria.</p> <p>Identify paths that need additional maintenance or improved access for mobility and sensory impairment by using information criteria from the PROW path surveys (see Key Aim 1), liaising with relevant user groups and utilising references, such as, Least Restrictive Access guidance developed with the Sensory Trust</p>	<p>Revenue: Staff time to liaise with user groups to prioritise paths for improvements</p>

6.2	<p>Aspirational: Implement path improvements to increase accessibility</p> <p>Improvements will be subject to financial resources and landowner consent. Liaise with partners and Council departments to help source grant funding.</p> <p>Where possible, work with community groups and volunteers to help with installations and path improvements.</p>	<p>Additional funding: Furniture and path improvements</p> <p>Volunteers: Assist with installations</p>
6.3	<p>Aspirational: Create new strategic routes and improve cross-border links.</p> <p>Routes may be identified as missing links for continuity of the network and/or cross-border routes. Liaise with landowners, community councils, adjacent LA and user groups to consider what improvements are needed and source funding to implement them.</p> <p>Where suitable, use people counters to help monitor path use at specific locations to help prioritise potential improvements.</p>	<p>Additional funding: Furniture and path improvements</p> <p>Volunteers: Assist with installations</p>

Key Aim 7: Improve and increase the bridleway network

ROWIP Strategies: 1, 3, 4, 5 - Legislation, National and Local Policies: A, B, C, D, E, G, H, I

No.	Key Aim Description	Funding Source
7.1	<p>Identify and record where horse riders are at risk.</p> <p>Identify roads where horse riders are at risk due to narrow/busy lanes and where there have been known near misses or accidents between riders and drivers/cyclists. Record on DMS map (see Key Aim 1).</p> <p>Liaise with Highway Officers to consider installation of road signage to inform drivers of horse riders/bridleways nearby.</p>	<p>Revenue: Staff time to identify and record</p> <p>Additional funding: Highways to install road signage or make infrastructure improvements</p>
7.2	<p>Aspirational: Upgrade the surface of existing green lanes and other potential routes to create new bridleway routes, increase the bridleway network and improve cross-border links.</p> <p>Liaise with various groups and horse riding organisations (e.g. British Horse Society – BHS) to identify routes that could be upgraded to develop an off-road bridleway network, LA cross-border links and long-distance trails.</p> <p>Where there are known risks to horse riders using busy roads, or where new developments will affect quiet lanes, liaise with Council Officers to consider realignment of routes or path improvements to protect these key links.</p>	<p>Revenue: Surveys and liaising with user groups</p> <p>Additional funding: Path improvements</p> <p>Developments: Legal Orders and path improvements</p>

Key Aim 8: Protect and enhance paths within new developments and on private land

ROWIP Strategies: 1, 2, 3, 4, 5 - Legislation, National and Local Policies: A, B, C, D, E, G, H, I, J

No.	Key Aim Description	Funding Source
8.1	<p>Retain existing PROW paths within green spaces and improve strategic links to local amenities.</p> <p>Raise awareness within the authority and with developers at pre-planning stages, highlighting how sites should develop to positively promote opportunities for recreation and access to limit losses of access provision. Identify and improve paths within developments to create good connections to amenities and green spaces.</p>	<p>Revenue: Liaise with user groups and Planning Officers</p>
8.2	<p>Liaise with landowners/developers to ensure routes are retained and accessible during development phases.</p>	<p>Revenue: Path surveys, inspections and enforcement</p>
8.3	<p>Improve information on Cardiff Council's PROW website on legal responsibilities for landowners and developers.</p> <p>Information will continue to be improved and updated to explain what their responsibility is to maintain paths during the Legal Order process.</p>	<p>Revenue: Staff time and ICT support to update the website and iShare map</p>

Key Aim 9: Publicise information online to help the public 'Report a Problem' on the path network

ROWIP Strategies: 1, 2, 3, 4, 5 - Legislation, National and Local Policies: A, B, C, D, E, G, H, I, J

No.	Key Aim Description	Funding Source
9.1	<p>Aspirational: Add the PROW network to the 'Report a Problem' mechanism on Cardiff Council website and/or Council app to make it easier for the public to identify specific locations and upload photos</p> <p>The 'Report a Problem' website and Council app options will allow PROW Officers and Maintenance staff to identify locations, arrange inspections and resolve issues more efficiently.</p>	<p>Additional funding: Staff time and ICT support to update website and app</p>
9.2	<p>Aspirational: Publicise information online to help the public identify invasive weed locations and how to report to the Council to activate an inspection.</p>	<p>Additional funding: To create an online reporting system and for publicity information</p>

Key Aim 10: Maintain and improve the Wales Coast Path (WCP), liaise with NRW

ROWIP Strategies: 1, 2, 3, 4, 5 - Legislation, National and Local Policies: A, B, C, D, E, G, H, I, J

No.	Key Aim Description	Funding Source
10.1	<p>Maintain and improve the WCP along the coast.</p> <p>Work with various groups to consider options to realign the path along the coast, providing an attractive and interesting route, supporting local businesses and links to communities, green spaces and other promoted routes (e.g. Ely Trail).</p>	<p>Revenue: Staff time to liaise with various groups (including NRW)</p>
10.2	<p>Aspirational: Source grant funding to implement path realignment along the coast.</p> <p>Liaise with partners to source grant funding to enhance habitats and biodiversity also heritage features along the route and implement projects to enhance user experience.</p>	<p>Additional funding: Bids for Wales Coast Path grant funding may be able to assist with certain projects</p>
10.3	<p>Ensure the WCP is open at all times for the public to use and well waymarked.</p> <p>Ensure any realignments, temporary diversions and updates are added to the National WCP website through Natural Resources Wales (NRW), who manage the WCP website.</p>	<p>Revenue: Staff time to inspect and maintain the route, waymark and update information online.</p>

Key Aim 11: Improve information about trails, places to visit, outdoor activities and events

ROWIP Strategies: 3, 5 - Legislation, National and Local Policies: A, B, C, D, E, G, H, I, J

No.	Key Aim Description	Funding Source
11.1	<p>Improve information online about accessibility, path condition and amenities to make it easier for the public to decide which routes are suitable for them.</p>	<p>Revenue: Staff time and ICT support to update website</p>
11.2	<p>Promote trails, information about biodiversity, heritage features and upcoming outdoor activities to encourage more people to participate or to increase volunteering opportunities.</p> <p>Work with partners to include information to promote places to visit for family friendly activities, dog friendly trails and amenities, etc.</p>	<p>Revenue: Staff time and ICT support to update website</p>
11.3	<p>Aspirational: Consider new technology and ways to promote the network to encourage more people to use the routes.</p>	<p>Additional funding: Source new technology</p>

Key Aim 12: Promote Codes of Conduct for the public to respect the environment and other path users

ROWIP Strategies: 2, 3, 4, 5 - Legislation, National and Local Policies: A, B, C, D, E, G, H, I, J

No.	Key Aim Description	Funding Source
12.1	<p>Promote Codes of Conduct online and signage onsite where appropriate to encourage the public to respect the environment.</p> <p>Partnership working to promote respect for the environment (e.g. litter, dog mess, etc).</p>	<p>Revenue: Staff time and ICT support</p> <p>Additional funding: for promotion and signage</p>
12.2	<p>Promote various campaigns to help raise awareness of responsibility on shared paths.</p> <p>Update information online and on site about responsible use on PROW paths and bridleways to encourage respect for all path users. Work in partnership with Transportation Team to promote respect for other path users on Active Travel routes.</p>	<p>Revenue: Staff time and ICT support</p> <p>Additional funding: for promotion and signage</p>

5.2 Managing future change in Key Policies and Legislation

It is reasonable to expect changes to key policies that could directly affect PROW in the lifetime of this ROWIP. The Welsh Government ROWIP guidance requests the Statement of Action considers Council processes that will manage this situation. The exact process followed and the level of consultation will depend on the nature and extent of the legislative change. However, the points below outline the main processes that would be followed.

Changes to local or national policies and legislation:

1. Local Access Forum (LAF) would be consulted and responses may be given as a Forum and by individual members. Depending on the policy the public may also be consulted.
2. PROW team will liaise with colleagues from the Green Infrastructure Group and senior management and respond accordingly.
3. PROW team and senior management will consider how the new or amended policies and legislation will affect the day to day management of the PROW network and put appropriate measures in place.

6. DELIVERY PLANS

“The PROW team will continue to work with other Council Departments and organisations with linking projects (e.g. Green Infrastructure Plan).”



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6.1 Welsh Government Delivery Plan guidance



The Delivery Plan sets out short, medium and long term projects and work tasks which demonstrate how we will apply the Key Strategies and Key Aims over a specified period of time. These plans complement the Statement of Action and Key Aims in order to allow the new ROWIP to be more responsive to changing circumstances (budgets, staff, funding, etc.) without losing sight of the Council's commitments.

Members of the LAF will be involved in consultation, planning, support and overview of Delivery Plans on a periodic basis.

The PROW team will continue to work with other Council Departments and organisations with linking projects (e.g. Green Infrastructure Plan), which may include sourcing funding. There may also be regional projects with other Local Authorities (e.g. RCT's Penrhys Pilgrimage Trail).

Welsh Government require that the Delivery Plans should be in 3 parts:

1. An evaluation of Progress in delivering the ROWIP and previous action plans.
2. A review of Policies for the management of local PROW
3. SMART work plans, which will include;
 - a. The specific description of the output
 - b. How progress will be measured, monitored and reported
 - c. Resources needed and availability (this may include staff)
 - d. Who will deliver and the key partners for delivery
 - e. The Statement of Action objectives that are being delivered
 - f. A Timetable of actions and projects

6.2 Review of Delivery Plans – the Annual Programme



The Delivery Plans will manage PROW work on an annual basis, which includes the monitoring and evaluation of projects. The Delivery Plan will be based on priorities identified in some or all of the 5 Key Strategies and the 12 Key Aims.

6.2.1 The 5 -Step PROW decision-making and delivery plan

STEP 1 - Develop Delivery Plan

The Digital Management System (DMS) is designed to record information about each path and its condition. This information will be used to identify potential improvements to the network and prioritise works based on various factors, such as:

- Condition surveys
- Cost (Council Budget & Staff resources)
- Availability of grants/other funding sources for specific projects
- Strategic links
- Accessibility
- Number of public requests for improvements
- Partnership projects and grant funding
- Usage
- Designated ecological and historic sites

Project delivery will always consider other requirements and processes, such as:

- Licences needed relating to protected species (e.g. bats, dormice), (delete 'or') protected areas and historical sites (e.g. SSSI, Cadw)
- Seasonal work (e.g. nesting birds, invasive weed treatment)
- Development phases of work

Project development will start in the autumn and progress over the winter period in readiness for the Council's budget approval process in the spring. The Local Access Forum (LAF) will be consulted on the content of the Delivery Plan. Based on consultation and current resources available (e.g. staff, funding, grants, community support, etc). The PROW team and Senior Management will agree the proposed Delivery Plan.

STEP 2 - Confirm Budget and Agree Programme

Budget allocation is set in the spring and will confirm the final programme. The Delivery Plan will be available to view on the PROW website and updated when amendments to the programme happen.

STEP 3 - Manage Delivery Plan

Projects and maintenance will be delivered throughout the year in line with the proposed programme.

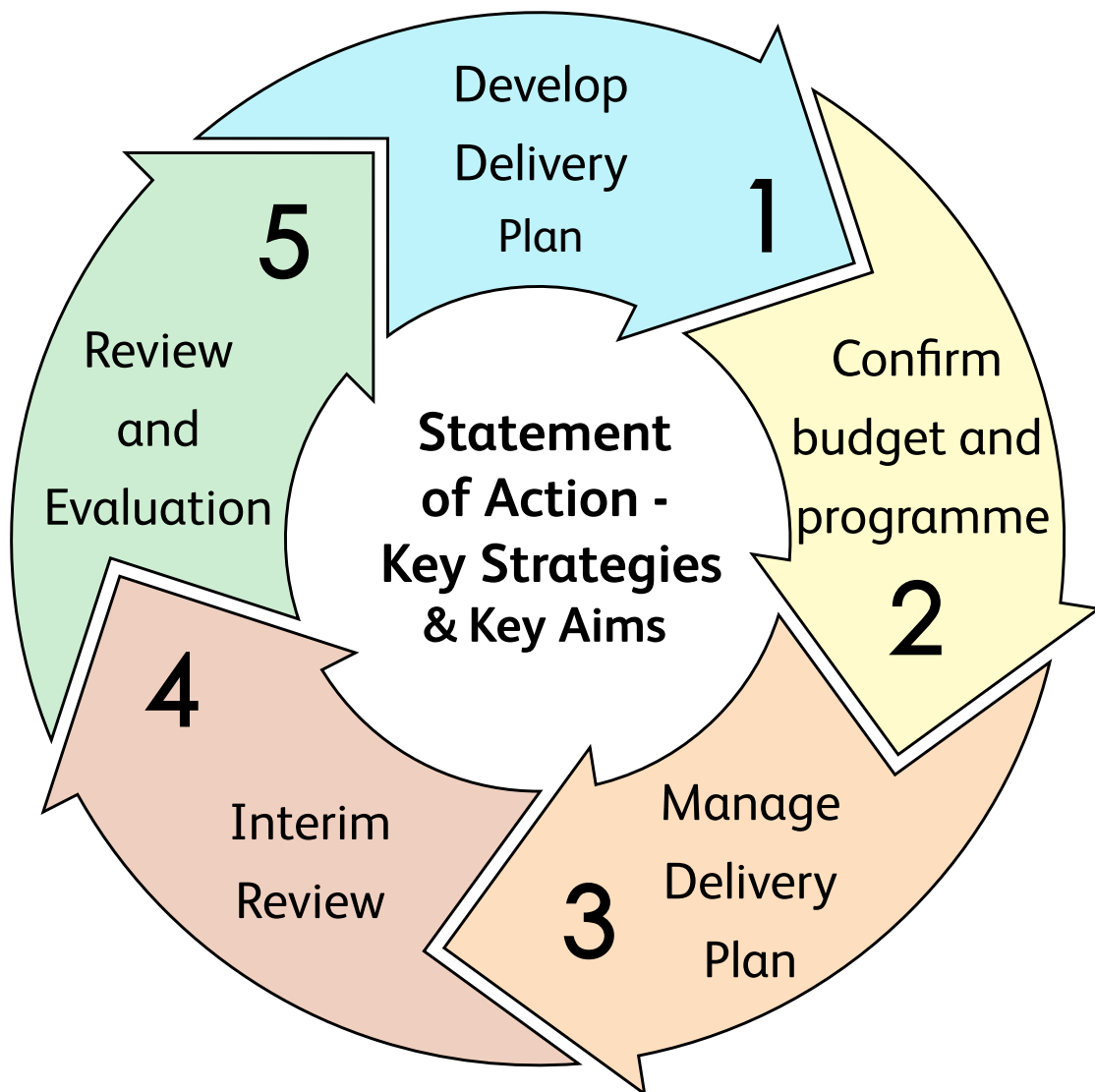
STEP 4 - Interim Review

Projects will be reviewed in August to monitor expenditure and progress. Changes will be made as needed in order to be responsive to unforeseen factors that may become evident. For example, unexpected funding or partnership support becoming available.

STEP 5 – Final Review and Evaluation

All projects will be evaluated and outcomes recorded using ‘SMART’ principles (Specific, Measurable, Achievable, Relevant and Time-bound). Success will be measured against the Key Strategies and Key Aims in the Statement of Action. This will allow the progress and success of ROWIP to be monitored and reported over the longer term.

Delivery of projects will follow an annual cycle of development, delivery and review, as shown on the diagram below:



Appendix 1 – Supporting documents and references

The list below provides further information that has been referenced in this document or used as a source. In order to minimise the size of this document this information is available on-line.

Web links to Local/Area Policies and Strategies:	Web address links:
ROWIP 2008-18	www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Public-rights-of-way/ROWIP
Review of ROWIP 2008-18 (Stage 3)	www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Public-rights-of-way/ROWIP
New Assessment (Stage 4)	www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Public-rights-of-way/ROWIP
ROWIP Survey results	www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Public-rights-of-way/ROWIP
Green Infrastructure Plan (Draft)	
Local Development Plan (LDP) 2006 – 2026 (Adopted)	www.cardiff.gov.uk/ENG/resident/Planning/Local-Development-Plan
Cardiff Local Transport Plan 2015-20	www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/transport-policies-plans/local-transport-plan
SEW Regional Transport Plan (2010)	
Cardiff Council Strategies: Capital Ambition Corporate Plan Cardiff Improvement Plan Cardiff Well-being Plan 2018-2023 Cardiff in 2018 Liveable City Report 2018 City Deal Parks and Green Spaces Strategy	www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies
Cardiff's Cycle Network (Enfys)	www.keepcardiffmoving.co.uk
Integrated Network Map	www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/transport-policies-plans/integrated-network-map
Cardiff Well-being Plan 2018-23	www.cardiffpartnership.co.uk/well-being-plan
Cardiff 'What Matters' Strategy 2010-2020	www.cardiffpartnership.co.uk/what-matters-2010-2020/wm-strategy
Cardiff and Vale local public health plan 2018-21	www.cardiffandvaleuhb.wales.nhs.uk/public-health-wellbeing-news-events
NRW's Area Statement – South Central Wales Area (under Enviro Act 2016)	www.naturalresources.wales/about-us/area-statements/south-central-area-statement/?lang=en

Web links to Relevant Acts/ Legislation:	Web address links:
Countryside and Rights of Way Act 2000 - Sections 60 and 61	www.legislation.gov.uk/ukpga/2000/37/contents - Go to sections 60 and 61
Well-being of Future Generations Act 2015	www.legislation.gov.uk/anaw/2015/2/introduction/enacted
Environment (Wales) Act 2016	www.legislation.gov.uk/anaw/2016/3/contents/enacted
Equality Act 2010	www.legislation.gov.uk/ukpga/2010/15/contents
Local Government Act 1999	www.legislation.gov.uk/ukpga/1999/27
Historic Environment (Wales) Act 2016	www.legislation.gov.uk/anaw/2-16/4/contents
Active Travel (Wales) Act 2013	

Web links for more information:	Web address links:
ROWIP	www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Public-rights-of-way/ROWIP
PROW	www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Public-rights-of-way/About-Public-rights-of-way
Outdoor Cardiff	www.outdoorcardiff.com
Natural Resources Wales – ROWIP general information	www.naturalresources.wales/days-out/recreation-and-access-policy-advice-and-guidance/grants-and-projects/rights-of-way-improvement-plans-and-funding
Welsh Government Guidance	www.gov.wales/rights-way-improvement-plans-guidance-local-authorities
Natural Resources Wales	www.naturalresourceswales.gov.uk
NRW: Welsh Outdoor Recreation Survey – key facts for policy and practice 2016 – Summary report	www.naturalresources.wales/evidence-and-data/research-and-reports/national-survey-for-wales
Cadw – Historic environment service	www.cadw.gov.wales
Glamorgan-Gwent Archaeological Trust Ltd	www.gaat.org.uk
Wildlife Trust	

Web links to Neighbouring Local Authorities (PROW):	Web address links:
Rhondda Cynon Taf Council	www.rctcbc.gov.uk
Vale of Glamorgan Council	www.valeofglamorgan.gov.uk
Caerphilly Council	www.caerphilly.gov.uk
Newport Council	www.newport.gov.uk

Appendix 2 – Links to Trails and Circular Routes

Web links:	Web addresses	Details of the Walk
Wales Coast Path	www.walescoastpath.gov.uk	Long distance trail: 1,400 km / 870 miles of paths following the coastline of Wales from Chepstow to the border with England near Chester.
Cambrian Way	www.cambrianway.org.uk	Long distance trail: 479 km / 298 miles from Cardiff to Conwy in North Wales, crossing mountains including Pen y Fan, Cadair Idris & Snowdon. A scenic but challenging route with ascents of approx. 22,500 mt / 74,000 ft.
Penrhys Pilgrimage Way	www.penrhyspilgrimageway.wales	A Pilgrimage route; 33 km / 21 miles from Llandaff Cathedral to the Shrine of our Lady of Penrhys in the Rhondda
Taff Trail – Sustrans link My Taff Trail	www.sustrans.org.uk/find-a-route-on-the-national-cycle-network/taff-trail-cardiff-to-brecon/	Long distance trail; 88.5 km / 55 miles walking and cycling route from Cardiff Bay to Brecon and follows the National Cycle Route 8.
Ely Trail	www.outdoorcardiff.com/walks/ely-trail	11 km / 7 mile route from Cardiff Bay (Pont-y-Werin) to St Fagans Museum.
Rhymney Trail	www.outdoorcardiff.com/walks/rhymney-trail	From the coast south of Wentloog Avenue up to Llanedeyrn village, with links to circular routes.
Horse Riding routes in Cardiff	www.outdoorcardiff.com/trails-across-cardiff/horse-riding	Permissive routes featured include; Fforest Fawr & Ganol, Forest Farm, Walnut Tree, Caerphilly Ridgeway and Rhymney circular route.
NRW Open Access Land	https://naturalresources.wales/days-out/recreation-and-access-policy-advice-and-guidance/managing-access/open-access-land/?lang=en	Open access land, under the CRoW Act, consists of open country (mountain, moor, heath and downland) and 'registered common land', which consists of land that is recorded on the official registers held by the commons registration authorities

Appendix 3 – Considerations of 1st ROWIP Review

In reviewing the **1st Rights of Way Improvement Plan (ROWIP)**, there were certain factors affecting whether certain tasks were completed successfully:

- 1. No ROWIP ‘Template’ to use:** It was the first time all Local Authorities (LA) were tasked with making a ROWIP. There was Statutory Guidelines from **Welsh Government (WG)** and the **Countryside Council for Wales (CCW, now Natural Resources Wales; NRW)**, however a template was not provided to show how the ROWIP document should look. There were 23 ROWIPs published in Wales and following this, the Wales ROWIP Review (March 2009) concluded that; ‘every ROWIP was different’ and that a ‘template ROWIP document might have been helpful for ROWIP authors.’
- 2. High number of tasks:** There were 16 Key aims and priorities and within these aims, there were 63 targeted actions with 213 sub-tasks. Following a letter from WG saying that all ROWIP’s were to be used to bid for additional funding, with emphasis on quantifying resources, the ROWIP was expanded (ref p5 of 1st ROWIP), which led to more tasks being included.
- 3. Funding issues:** ROWIP grant funding was made available to LAs from WG (managed by CCW), based on the % of total length of PROW and % of population within Wales; it was not for the full 10-year period, but was provided year-on-year without guarantee. This resulted in an inability to clearly set out achievable targets. Also, many of the actions and tasks in Cardiff’s 1st ROWIP were aspirational and dependent on unconfirmed grant monies. During the 10-year period of the ROWIP, grant monies were also greatly reduced year on year, which affected a number of tasks. Furthermore, whilst the total published estimated costs for all ROWIP tasks was £1,281,100 (ROWIP 2008-18, p99), the actual ROWIP grant funding over the 10-year period was £319,828 and there were supplementary grants of £274,938. There was also annual internal revenue funding (£129,702) which covered day to day maintenance and ground work and some of this was used to supplement ROWIP tasks as match funding.
- 4. No Project Management system:** There was no specific Project management tool to help issue, monitor and report on ROWIP task progress. While the CAMS system was intended to manage the network and report on progress, in practice it became too costly to use and did not specifically relate to the ROWIP tasks. Towards the end of the 10-year period, the AMX system was adopted and is currently being used and updated to help in maintenance planning of the PROW network. The LAF were updated on progress of the ROWIP and were involved in specific projects, however the ROWIP was not reviewed annually/tri-annually.
- 5. Staff changes:** Within the life of the 1st ROWIP, there were staff changes that resulted in issues of handover and continuity of ROWIP tasks and progress, so some tasks could not be commented on fully in the review.

Despite these factors, the PROW team achieved many of the tasks and in some instances, they excelled – especially in regard to finding and recording the anomalies on the Definitive Map (see Key Aim 1 below), also pioneering the initiative of the ‘Outdoor Cardiff’ brand and website. The initiative to create the Outdoor Cardiff (OC) brand and website was a major achievement that arose out of the 1st ROWIP process, through discussions with relevant Council teams (including Parks, Harbour Authority, Active Travel), who were consulted on the process and progress of the ROWIP. It became clear that there were many common aims and objectives within the teams, with opportunities for potential joint projects, resulting in agreement that it would be useful to have a central point to communicate to the public about all outdoor activities in Cardiff. Once content and design were agreed, the OC brand became the central point for the teams to work together on various projects and is a useful tool for the public.

Key Highlights and achievements of ROWIP 2008-18 – 16 Key Aims

Priority Task	Key Aims	Key highlights of targeted actions
1.	Definitive Map (DM): Resolve current anomalies and produce an up to date DM for Cardiff	<ul style="list-style-type: none"> All draft DM maps and Statements completed by Definitive Map Modification Orders (DMMO). The revised map can be viewed 'live' on Cardiff Council iShare. Identifying unregistered paths and lost byways; there were 23 paths claimed and confirmed under Section 53 of the Wildlife and Countryside Act 1981. The Supplementary Planning Guidance (SPG) was a useful tool to advise Developers on the statutory obligations to check a potential development area for PROWs and consult the PROW team. The PROW Technical Guidance notes (TGN) now supersedes the PROW SPG and is supplied by the Planning team to a Developer at Application stage.
2.	Signposting / Information: Improve visibility of PROW network on the ground	<ul style="list-style-type: none"> Priority routes were those deemed most popular routes in Cardiff for recreation and commuting; they were identified by our partners, also Information boards were installed in collaboration with the Countryside Team. Signs from metalled roads; PROW team are now using AMX programme, checking signage on urban paths has become part of the overall maintenance plan.
3.	Publicity and promotion: Improve awareness of PROW	<ul style="list-style-type: none"> A major achievement out of the ROWIP process, was the creation of the Outdoor Cardiff (OC) brand, website content and design, due to collaborating with internal Council partnerships (including Harbour Authority and Parks), as a means to work together on various projects promoting all outdoor activities. The Public Survey was completed by 673 people and an overview of main results given in 1st ROWIP (pages 36-38). Other groups and organisations were consulted, including Community Councils, Ramblers, British Horse Society, Cardiff Cycling Campaign, Cardiff Institute for the Blind and the Cardiff Youth Forum (pages 37-40). Statistics are compared to the Public Survey completed in 2018 in this ROWIP; see above 3.3 (from page 20). Circulation of leaflets to local country pubs/cafes, community centres where they link to promoted routes/trails.

4.	Circular Walks: Create supplementary circular walks	<ul style="list-style-type: none"> • The creation of circular walks led to improved accessibility, for instance removing stiles where possible or installing steps on steep gradients and surface conditions of the existing PROW. Circular walks are available on OC website to download. Parks also have a Guided Walks and Events programme hosting activities throughout the year. • Promoted routes had specially designed signage, information boards installed and leaflets to download/print to encourage more visitors to use them. People counters were also installed to see if more people were using the routes. • Volunteer WfH leaders using these routes for organised walks.
5.	Wales Coast Path (WCP): Ensure participation and task completion	<ul style="list-style-type: none"> • There was separate grant funding for the WCP, so no key tasks were planned as part of the 1st ROWIP. However, as the WCP (opened May 2012) was featured in the 1st ROWIP and is now part of the PROW network, overall comments were included. • In 2008, a bridge was installed on Cardiff Bay Barrage linking Penarth with Cardiff Bay, which proved very popular. • 2 new PROW were created; Trowbridge 1 along the seawall (under S 26 of the Highways Act 1980) and on the west bank of the Rhymney River (under S 26 of the Highways Act, with a Dedication of land owned by Welsh Water), adding 5.1km to the PROW network. • Due to the various biodiversity protections of the Severn Estuary, Appropriate Assessments were conducted for Cardiff, then jointly with Newport and Monmouthshire Councils, to consider the impact of the path. When granted, ground works were subject to seasonal restrictions.
6.	Accessibility of PROW: Ensure realistic and reasonable routes for disabled and impaired PROW users	<ul style="list-style-type: none"> • RAFA ran until Feb 2010 and involved Cardiff Council's Equality Officer; he then established Cardiff Council Access Focus Group (CCAFG), who were involved in consultations for the ROWIP 2020-30. • It continues to be a priority to improve access for all across the path network. There are approx. 50 stiles on the roadside and 10 stiles away from the roadside to be replaced by gates or gaps. • 'Taff Trail Circular Walks' and 'Healthy and Scenic Walks Pack' do not currently state locations of barriers, but the Taff Trail circular walks describe the route, e.g. inclines and steps. In future, as leaflets are reviewed or updated, this will be included to help inform the public to plan their routes. They are available to download from the Outdoor Cardiff site.
7.	Maintenance and Enforcement: Make formal, efficient management procedures	<ul style="list-style-type: none"> • The AMX programme with mapping on PROW webpage is to help the public to 'Report a Problem' on any PROW on-line. • Groups including the LAF, WfH and OC partners have been helpful in identifying maintenance issues. More liaison with Community Councils will help to advise PROW team about routes in their areas that need work to help maintenance planning. • Enforcement letters sent refer to PROW guidance available on the website.

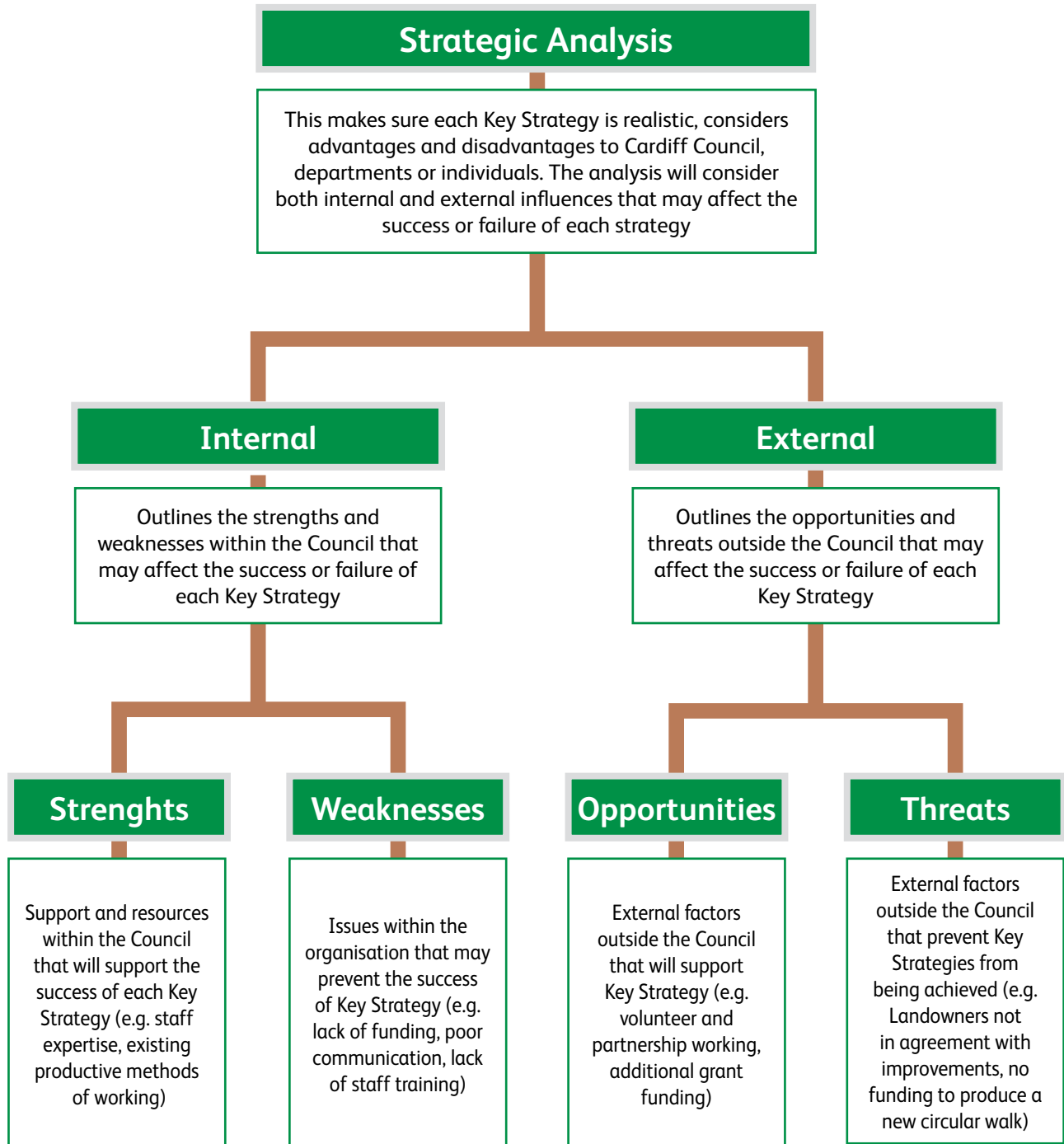
8.	Safety: Manage perceived safety fears	<ul style="list-style-type: none"> • Though all the various promotions of led walks and circular walks, path use increased. • PROW team established relationships with most Cardiff Community Councils, as 'ears to the ground' on safety issues. • New developments (e.g. LDP) should adhere to Strategic Planning Guidance to minimise risks to the public.
9.	Cycling: Extend network of cycle paths and signpost	<ul style="list-style-type: none"> • This involved liaising with Transport Policy Team (TPT), who created Strategic Routes that link with PROW, also linking with the Integrated Network Map and LDP to create a cohesive network. • PROW Officer attended regional meetings about the Taff Trail; the group ensured that signage and markings along the trail were the same. Sustrans now maintain signage and produce the Taff Trail leaflets. • Sustrans have done an assessment of the Taff Trail along with consultation; this included shared use user conflict, then made various proposals for future implementation. • Following approval by Parks, motorcycle barriers were removed by TPT in the early stages of the 1st ROWIP. The Parks department deal with barriers in Cardiff Parks and Open Spaces policy.
10.	Bridleways: Increase easily accessible routes for horse riders	<ul style="list-style-type: none"> • A permissive bridleway route was planned around Canada lakes (Pentyrch) to create a circular route to take horse riders off the busy roads, but became delayed due to funding and legal agreement between the Council and landowner. • Sections of the green lanes were resurfaced over the years to improve the off-road network for horse riders, but these routes need to be maintained. The main issues were lack of funding and staff resources. • Signs were installed on the highway to warn drivers of horses ahead at 10 locations where PROW bridleways joined the adopted highway. The review of these signs is one of the aims for the ROWIP 2020-30.
11.	Priority routes: Identify and manage priority routes	<ul style="list-style-type: none"> • As part of Outdoor Cardiff all partners contribute to joint promotion, which is ongoing. • Regular PROW team and PROW maintenance team meetings and attendance at other relevant meetings including LAF and Community Councils, all tasks were completed (100%). • 'People counters' were installed, but how the data is collected and managed will be reviewed. This will be a priority task in the ROWIP 2020-30, also some may be moved to new locations.

12.	Examine the possibility of obtaining finance from additional sources	<ul style="list-style-type: none"> • Additional grants were sourced from partnership projects via OC; Cardiff WfH Scheme and Countryside Projects, which included initiatives via the Council's Ecologist and Parks Departments. Project funding provided by Welsh Government. • The Council's Countryside Team formerly managed these projects, which are now part funded from the Welsh Government's Environment and Sustainable Development Directorate, a single revenue grant to LAs in Wales to deliver Ministerial priorities and multiple benefits in support of the Well-being of Future Generations (Wales) Act Goals.
13.	Shared use paths: Programme educating people to be considerate to other path users	<ul style="list-style-type: none"> • As part of their role, LAF (who represent a variety of user groups) actively respond to new initiatives and consultations. • Note: since publication of the ROWIP in 2008, new legislation in the form of Public Space Protection Orders now incorporate a clause on control of Dogs. Dog Control Orders are no longer used. • Continuing support and promotion of the Cardiff Code of Conduct on shared use paths, explored training opportunities for volunteers; e.g. assist with maintenance, Walk Leaders, etc., as promoted on OC website. • Signage; partially progressed with the Code of Conduct as above. • Countryside Code is available as a link on the PROW and OC website
14.	Outsource network maintenance: is it possible to devolve responsibility	<ul style="list-style-type: none"> • Liaised with community councils, community groups and Council departments to understand where improvements on the network are needed and create opportunities to work with volunteers on projects on the PROW network.
15.	Litter on PROW: How to deal with this practically	<ul style="list-style-type: none"> • 'Report a problem' is publicised through the Cardiff Council website and PROW continue to liaise with Waste Management to report fly tipping as a reactive measure. One known hot spot is Rover Way, where PROW team work with waste management, various Council Officers and organisations to resolve the problem, but this is a site specific issue rather than a general issue across the network. The AMX system provides a means to quantify re-occurring issues and hot spots. • Keep Wales Tidy and Keep Cardiff Tidy tackle areas of littering in Cardiff with volunteers; this is done mostly independently and does not involve PROW, however they cleared areas of WCP route before the WCP official opening.
16.	Quick wins and network surveys: To encourage public use of PROWs. Make regular surveys	<ul style="list-style-type: none"> • A survey of the footpaths identifying all furniture, types of surface and condition on paths was carried out but not completed. The survey provided detail of condition, type and any maintenance requirements. • This helped to identify where improvements were needed to improve access for all. • Whilst the CAMS system was used initially to record these issues, towards the end of the 1st ROWIP period, the AMX system is now being used.

The full Review of the first ROWIP 2008-18 is available on the [ROWIP web page](#)

Appendix 4 – SWOT analysis definition and Key Strategies

This standard business analysis tool has been used to define the **Key Strategies** and understand the opportunities or threats that may affect each strategy over the next 10 years.



ROWIP Key Strategies – SWOT Analysis

<p>SWOT Analysis on ROWIP Strategy 1: Develop a more efficient management system for statutory Rights of Way work</p> <p>Description of strategy: Management of the PROW network will be fully supported by the ongoing development and data input to the Council’s Digital Management System (DMS; currently Asset Management Expert (AMX). It will provide the key outputs for managing, maintaining and reporting any issues on the PROW network and its inventory. This includes signage, path clearance, surfacing and any work needed to ensure paths are fully available and fit for purpose. It also includes the need to take into consideration ecosystems and access for all. This strategy is the overarching strategy and will link to strategies 2-5.</p>	
<p>Internal Factors : Strengths</p>	<p>Weaknesses</p>
<ul style="list-style-type: none"> • Dedicated, enthusiastic PROW Team and Maintenance Officers. Good working relationship with Parks, High Speed Routes Team/Active Travel and Contractors to arrange work days. • DMS already in use within Highways with basic PROW information uploaded; Information available to set up condition surveys. • Restructuring of PROW team has already occurred therefore current situation is stable and statutory work being managed. • Minor improvement works may be funded by additional budgets. • Furniture costs for PROW are minimal (waymarking) 	<ul style="list-style-type: none"> • Lack of additional staff to cover sickness/annual leave, causing delays in maintenance • Delivery. • Need additional resource to manage volunteers and programming of works. • Future organisation restructuring could result in staff and resource changes. • Reliant on other staff to help develop survey condition in DMS. • Time constraints for PROW staff training required for DMS. • PROW team are based within Highways department with related budgets; where larger highway schemes are identified, budget constraints may be limited as there may be other priority works across the Highway network.
<p>External Factors : Opportunities</p>	<p>Threats</p>
<ul style="list-style-type: none"> • Opportunity to work with volunteers to assist with path improvement works. • Collaborative working with organisations and community groups may provide access to additional grant funding and project delivery support. • Planning Applications affecting PROW paths may include path improvements and provide new routes to communities, Active Travel routes and green spaces. 	<ul style="list-style-type: none"> • Unable to manage programme of works and provide appropriate training for volunteers. • May not be able to recruit volunteers to assist with PROW improvements. • Additional grant funding for larger schemes cannot be forecast for long term planning • Developments may be detrimental to PROW network if not addressed at an early stage to ensure protection and enhancement of routes • If landowners do not maintain furniture and routes crossing their land, this will lead to enforcement action and require additional staff resource time to administer key stages.
<p>Evidence supporting key strategy above:</p> <p>Stage 3 – 1st ROWIP Review evidence: Task 2 Improve visibility of PROW network on the ground through signage; Task 4.3 Ensure grass verges along the circular walks are maintained; Task 5 Wales Coast Path; Task 6.2 Replace stiles with gates or gaps; Task 7 Maintenance and Enforcement (make formal, efficient management procedures); Task 8.2 Vegetation clearance for reducing dark zones creating safety fears; Task 11 Identify and manage priority routes; Task 12 Identify additional funding resources; Task 14 Working in partnership to assist with maintaining PROW routes; Task 15 Report a Problem; Task 16 Undertake periodic surveys of the network.</p> <p>Stage 4 – New Assessment evidence: 2.2 Condition surveys of the PROW network; 2.3 Green Infrastructure improvements, Active Travel agenda, local developments affecting PROW paths, Capital Ambition to improve health and well-being, volunteering opportunities.</p> <p>Public Survey Results: Ref 4.Q3 Importance and increase of PROW usage; Ref 4.Q4 Increased in participation on PROW paths; Ref 4.Q8 barriers identified to prevent users access; Ref 4.Q9 other types of barriers; Ref 4.Q11 Suggested improvements.</p>	

SWOT Analysis on ROWIP Strategy 2: Increase access for all through network improvements

Description of strategy: This is based on the need to provide least restrictive access to PROWs and any improvements to the network will have this as a driver for change. For example, replacing existing stiles with gates or gaps, etc.

Internal Factors : Strengths

- Internal consultations with CCAFG, Equalities and Disability Network will help PROW team to understand various access challenges, access requirements and specific site considerations for improvements across the network.
- Key Strategy 1; condition survey results from DMS database will provide the ability to identify locations in need of improvements, prioritise areas of need and inform day to day decision making.
- Experts within Highways department and external contractors to undertake minor path improvements, reducing time and costs.
- Internal staff have the training and expertise to update the website and promotional information to assist the public.

Weaknesses

- Available budgets will determine what improvements are able to be done.
- Difficulty in balancing the need between one user group and another in areas of complexity.
- Additional resource is needed to update the information on the website and existing printed materials and provide them in a format suitable for various user groups will require funding to create and reprint.

External Factors : Opportunities

- There is already a known increase in public using the network and with additional information about accessibility of the network, path users will be able to make a more informed decision about what routes/trails are suitable for them.
- When improvements are being considered, legislation and guidance is readily available to ensure paths are being constructed appropriately and structures/design are DDA compliant.
- Create more accessible routes through new developments.

Threats

- Contractors on new developments where there are PROW paths may not consider path improvements as it is too costly, or beyond what they deem as necessary or required.
- Some landowners may not agree to improvements that PROW recommend due to fear of increase of users on their land, fear of stock control issues, costs, etc.
- Creating more accessible routes may trigger misuse, e.g. fly tipping, motorbikes, etc.
- Creating more accessible routes within a development while the existing routes nearby are in a poor condition or do not have the same level of accessibility could create inadequacies across the network.

Evidence supporting key strategy above:

Stage 3 – 1st ROWIP Review evidence: Task 2 Improve visibility of PROW network on the ground through signage; Task 3 Publicity and promotion (improve awareness of PROW network); Task 4 Create supplementary circular walks; Task 6 Ensure realistic and reasonable routes for disabled and impaired PROW users; Task 9.3 Remove motorcycle barriers where appropriate; Task 11 Identify and manage priority routes; Task 12 Identify additional funding resources; Task 14.1 Enhance and extend relations with Community Councils; Task 16 Undertake periodic surveys of the network.

Stage 4 – New Assessment evidence: 2.2 Condition surveys of the PROW network; 2.3 Green Infrastructure improvements, Active Travel agenda, local developments affecting PROW paths, Capital Ambition to improve health and well-being.

Public Survey Results: Ref 4.Q3 Importance and increase of PROW usage; Increase of those with impairments using PROW network (e.g. 1 in 20 respondents had a mobility impairment); Ref 4.Q4 Increased in participation on PROW paths; Ref 4.Q5 various reasons to use paths; Ref 4.Q8 barriers identified to prevent users access; Ref 4.Q9 other types of barriers; Ref 4.Q11 Suggested improvements.

SWOT Analysis on ROWIP Strategy 3: Improve and promote the PROW network and outdoor activities	
<p>Description of strategy: Encourage and support the public to access the PROW network and green spaces across the city, through various promotional materials including electronic, on site information boards and printed leaflets.</p>	
Internal Factors : Strengths	Weaknesses
<ul style="list-style-type: none"> Internal staff have the ability, training and expertise to undertake various promotional work, e.g. update online mapping and website, design promotional material for print, host events and activities, etc. Most promotional work is undertaken in collaboration with other Council departments (e.g. Parks, Harbour Authority, etc.). Good communication links through Council networks (e.g. Social media, web pages) departments, Outdoor Cardiff, Community Councils and Council Hubs to promote upcoming events or launches of new trails. 	<ul style="list-style-type: none"> Reprinting of leaflets and creation of onsite information boards is costly and is limited to partnership projects where there may be additional funding available. Staff time is limited to update the website and participate at local events that would benefit the public to let them know about outdoor trails and activities. To improve how promotional information is provided through new technology is costly, so will be limited to funding availability.
External Factors : Opportunities	Threats
<ul style="list-style-type: none"> More information and access details will be available to the public and encourage more people to access the PROW network and green spaces. Ability to analyse how the Outdoor Cardiff website and Council websites are accessed, along with popular searched activities, to better understand public interest. Venues and community buildings are generally willing to host outdoor recreational information and leaflets. Collaborative working with community groups and organisations to promote Outdoor Cardiff and host events 	<ul style="list-style-type: none"> Without the ability to continue to provide printed leaflets/information, people may be restricted to being able to access information. Downloadable material from the website is not available to all users. Promotional material in venues may not be in prominent position. Unable to host regular consultations with the public to gather more information about what they need, to encourage more people to access the outdoors and discover the type of information that would help them make more informed decisions about routes suitable for them.
<p>Evidence supporting key strategy above:</p> <p>Stage 3 – 1st ROWIP Review: Task 2 Improve visibility of PROW network on the ground through signage; Task 3 Publicity and promotion (Improve awareness of PROW network); Task 4 Create supplementary circular walks; Task 5 Wales Coast Path; Task 6 Ensure realistic and reasonable routes for disabled and impaired PROW users; Task 8 Manage perceived safety fears; Task 12 Identify additional funding resources; Task 13.2 Publicise Countryside Code.</p> <p>Stage 4 – New Assessment evidence: 2.3 Green Infrastructure improvements, Active Travel agenda, improve Outdoor Cardiff website and materials, Capital Ambition to improve health and well-being, promote volunteering opportunities.</p> <p>Public Survey Results: Ref 4.Q3 Importance and increase of PROW usage; Ref 4.Q5 reasons to use paths; Ref 4.Q6 Social dynamic use of paths; Ref 4.Q8 barriers identified to prevent users access; Ref 4.Q9 other types of barriers; Ref 4.Q11 Suggested improvements.</p>	

SWOT Analysis on ROWIP Strategy 4: Preserve and enhance the PROW network and ecosystems	
<p>Description of strategy: Effectively manage and update the Definitive Map (DM) and Statement and any changes to the network such as diversions, extinguishments and creations. Any opportunities to improve the PROW network will be pursued, such as consideration of new projects (e.g. bridleways), strategic links (e.g. cross border), ways to enhance existing paths (e.g. access for all – see 2 above) and consideration of ecosystems and seasonal work. These will be dependent on funding.</p>	
Internal Factors : Strengths	Weaknesses
<ul style="list-style-type: none"> • Advance notice of pre-applications is received from the Planning Department and allow Green Infrastructure Group (GIG) early involvement to consider PROW improvements, ecology enhancements or mitigations, Active Travel links, etc. • DM is available online and helps the public to identify routes they wish to be improved and informs landowners/developers of routes that may affect any proposals to change use of their land. • Expertise in PROW Team to advise developers/ landowners and also work closely with the Legal Department for various queries and path orders. • Key Strategy 1 will inform PROW Team to identify path improvements and make more informed decisions of priorities. 	<ul style="list-style-type: none"> • There is a high volume of planning applications requiring PROW consultation and some requiring legal orders to be processed. • Lack of staff resource to follow up developments with site inspections on a regular basis, to ensure legal procedures are being followed and the correct licenses are in place. • There are a number of key projects identified through the ROWIP and Green Infrastructure Action Plan, however staff resources and funding are limited so implementation may be slow to address the need of the environment and the public.
External Factors : Opportunities	Threats
<ul style="list-style-type: none"> • This task will promote beneficial working with neighbouring LAs on cross border routes. • Working collaboratively with organisations and community groups to help fund improvements, enhance ecosystems and create promoted routes. • Creation of long distance routes with partnership working with neighbouring authorities and Active Travel teams. 	<ul style="list-style-type: none"> • Contractors on new developments where there are PROWs may not consider path improvements and some landowners may not agree to path improvements at PROW’s request. • Developers may obstruct paths crossing their site during construction phases, resulting in additional staff resource time to undertake enforcement action. • Creation of new routes may require compensation to the landowner.
<p>Evidence supporting key strategy above:</p> <p>Stage 3 – 1st ROWIP Review: Task 1 Resolve current anomalies and produce an up to date DM; Task 2 Improve visibility of PROW network on the ground through signage; Task 3.3 Establish a ‘regional body’ with neighbouring authorities; Task 6 Ensure realistic and reasonable routes for disabled and impaired PROW users; Task 7 Maintenance and Enforcement (Make formal, efficient management procedures); Task 10 Increase easily accessible routes for horse riders; Task 11 Identify and manage priority routes; Task 12 Identify additional funding resources; Task 13.1 Local Access Forum consultation.</p> <p>Stage 4 – New Assessment evidence: 2.2 Condition survey of the PROW network to identify routes; 2.3 Green Infrastructure improvements, Active Travel agenda, local developments affecting PROW paths, cross border links and volunteering opportunities.</p> <p>Public Survey Results: Ref 4.Q3 Importance and increase of PROW usage; Ref 4.Q4 Increased in participation on PROW paths; Ref 4.Q5 comparison of reasons to use paths; Ref 4.Q8 barriers identified to prevent users access; Ref 4.Q9 other types of barriers; Ref 4.Q11 Suggested improvements</p>	

<p>SWOT Analysis on ROWIP Strategy 5: Be responsive to new legislation, revised local plans and strategies and emerging land developments</p> <p>Description of strategy: Over the next 10 year period there will likely be unforeseen events that affect the PROW network. These will be addressed through the Delivery Plans to ensure the network is maintained and managed responsively to changes in legislation, plans and strategies. Particular attention will be paid to PROWs affected by new land developments to ensure they are preserved and enhanced.</p>	
<p>Internal Factors : Strengths</p>	<p>Weaknesses</p>
<ul style="list-style-type: none"> • PROW receives advance notice of new strategies and plan changes. Internal staff expertise support PROW to understand how these may affect ongoing work strategies and future schemes. • Advance notice of planning applications allows initial internal consultations with GIG, developers and planners. • Ability to create clearer guidance for developers and landowners to ensure paths remain open, accessible and legal orders/licenses are acquired where appropriate. 	<ul style="list-style-type: none"> • Political pressures may challenge requests from PROW. • Requires time allocation for PROW team to investigate on site where there are proposed developments and negotiate with developers to enhance existing paths or dedicate new routes identified. There is no guarantee developers will agree or wish to cover costs. • Developers and landowners may choose to ignore legislation guidance which relies on PROW undertaking enforcement action
<p>External Factors : Opportunities</p>	<p>Threats</p>
<ul style="list-style-type: none"> • ROWIP project delivery key aims and key strategies align with NRW Area Statements and provide an opportunity for project collaboration. • National agendas may benefit PROW proposals for improvements to meet the need (e.g. health benefits promoted by NHS, Active Travel and walk to work/school schemes, etc.). • Some new land developments may benefit PROW network. • Collaborative working with neighbouring authorities and attending national group (Wales Rights of Way Management Group) provides information about best practice, advice and national guidance updates. 	<ul style="list-style-type: none"> • Developments may detrimentally affect PROW routes and not have the opportunity to be retained in green spaces. • New legislation or local strategies may require PROW to review policies and procedures. This is necessary, but preparation may take away from other priority work. • Political agendas may require more focus on other areas within local strategies and plans, therefore PROW
<p>Evidence supporting key strategy above:</p> <p>Stage 3 - 1st ROWIP Review: Task 1 Resolve current anomalies and produce an up to date DM; Task 2.1 Install more general signage (liaise with national groups and neighbouring authorities); Task 6 Ensure realistic and reasonable routes for disabled and impaired PROW users; Task 9 Extend network of cycle paths and signpost (Integrated Network Map); Task 11.1 Investigate feasibility of implementing 'desired routes' suggested by LAF (planning applications); Task 12 Identify additional funding resources; Task 13.1 Local Access Forum consultation.</p> <p>Stage 4 – New Assessment evidence: 2.2 Condition surveys of the PROW network; 2.3 Green Infrastructure improvements, Active Travel agenda, local developments affecting PROW paths, Capital Ambition to improve health and well-being, cross border links.</p> <p>Public Survey Results: Ref 4.Q3 Importance and increase of PROW usage; Ref 4.Q4 Increased in participation on PROW paths; Ref 4.Q5 comparison of reasons to use paths; Ref 4.Q8 barriers identified to prevent users access; Ref 4.Q9 other types of barriers; Ref 4.Q11 Suggested improvements.</p>	

Appendix 5 – ROWIP Consultation List

<p>Neighbouring Authorities PROW Officers: Vale of Glamorgan Council Rhondda Cynon Taf County Borough Council Caerphilly County Borough Council Newport City Council</p>	<p>User Groups/Organisations: Local Access Forum Cardiff Ramblers Ramblers Wales Tiger Bay Ramblers Auto Cycle Union British Horse Society S.A.F.E</p>	<p>Network) WCVA (Wales Council for Voluntary Action) British Trust for Ornithology Wales CADW RCAHM Wales (Royal Commission on the Ancient and Historical Monuments of Wales) Glamorgan Gwent Archaeological Trust Sport and Recreation Alliance Coed Cymru Age Connects (Cardiff) Age Cymru Independent Age (SW England and S Wales) Disability Wales Access Association (Wales) Disability Rights UK Disabled Ramblers Scope RNIB Cymru NFBUK (National Federation of Blind UK) Action on Hearing Loss (Wales) Fieldfare Trust – delete, no longer exists Innovate Trust (venture out) South Wales Outdoor Activity Providers Group Duke of Edinburgh Award (Wales) Scouts Cymru Girl Guiding Cymru YHA (Youth Hostel Association) RSPCA Cymru Dogs Trust The Kennel Club Keep Wales Tidy Cardiff Conservation Volunteers Ramblers Volunteers Green Days (volunteers-Innovate Trust) Glamorgan Voluntary Services Cardiff City FC (charity) Cardiff University Friends Forum (Parks) Stonewall Cymru Penrhys Pilgrimage Charity</p>
<p>Community Councils and Councillors: Lisvane Community Council Old St Mellons Community Council Pentyrch Community Council Radyr and Morganstown Community Council St Fagans Community Council Tongwynlais Community Council All Cardiff Council Councillors</p>	<p>Byways and Bridleways Trust Open Spaces Society Cyclists Touring Club Welsh Trail Riders Association Taffys Trails Long Distance Walkers Association South Wales LDWA Cardiff CHA Walking Club Cardiff Outdoor Group Farmers Union of Wales National Farmers Union Ordnance Survey Sport Wales Disability Sport Wales Welsh Athletics South Wales Orienteering Club British Driving Society Nat Association of Local Councils Nat Fed of Bridleway Associations South Wales TRF (Trail Riders) South East Wales TRF Visit Wales Sustrans Cardiff Cycle City Welsh Cycling (SE Wales) Cycling UK Pedal Power Land Access and Recreation Association Land Registry Planning Inspectorate CALM (Countryside Access for the less mobile) Cooke and Arkwright (land agents) CLA (Country Landowners Association) Arup Cardiff and Vale Community Health Council Cardiff and Vale University Health Board Public Health Wales Cardiff Public Services Board Velindre (Physiotherapist) British Heart Foundation Wales Ty Hafan South Wales Chamber of Commerce BAWSO Diverse Cymru Race Council Cymru Race Equality First BEN (Black Environmental</p>	<p>Advisory groups: Natural Resources Wales (Strategic Assessments) Welsh Government (Nature and Forestry)</p>
<p>Internal Council Departments: Chief Executive Transportation Planning, also Tree Officer and Ecologist Parks Drainage and Flood Alleviation Team Equality Officer and CCAFG Cardiff Partnership Communities First Housing Regeneration Strategic Estates Tourism Harbour Authority Schools Organisation Communications and Media Scrutiny</p>	<p>Members of the Public: Following ROWIP survey and events, approx. 380 people requested ROWIP updates and were sent the draft ROWIP 2020-30 electronically.</p>	
<p>Cardiff Council Employee Networks: Black and Ethnic Minority Network Carers Network Disability Network LGBT Network Women's Network</p>		
<p>Utilities: Welsh Water Virgin Media Wales and West Utilities Western Power BT</p>		

Appendix 6 – Strategic Environmental Assessment

An SEA screening process was undertaken by Liz Lambert, Sustainable Development Group Leader, and confirmed an SEA is not required. The outline below shows the decisions of the screening process.

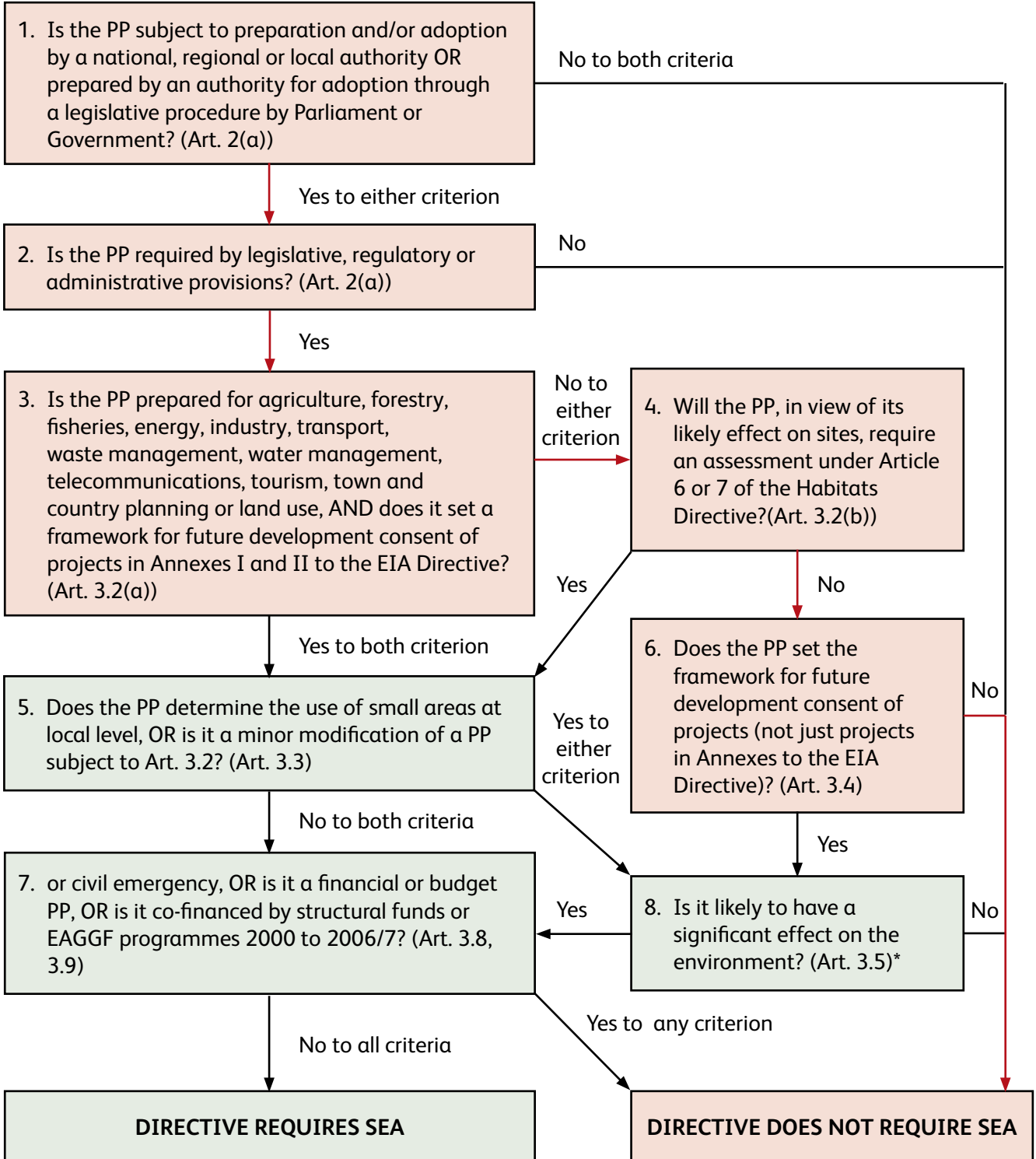
1. Yes, The ROWIP will be adopted by Cardiff Council
2. Yes, This document is a requirement under the Countryside Rights of Way Act 2000
3. No, The ROWIP relates to transportation but does not set a framework for future development consent of projects
4. No, the document does not effect the sites as outlined in Art.3.2(b).
6. No, the ROWIP does not consent the framework for future development projects. As the response to question 6 is no, the ROWIP does not require an SEA.

The ROWIP document will inform annual Delivery Plans with site specific projects to enhance and protect the environment. The Delivery Plans may require an SEA and a screening process will be undertaken prior to agreeing the programme. Specific projects may require licenses and/or permissions prior to carrying out work therefore officers will liaise with organisations and Council Officers as required (e.g Cadw, NRW, Cardiff Council Ecologist, Parks, etc.).

Figure 2 provided from 'A Practical Guide to the Strategic Environmental Assessment Directive'
<https://www.gov.uk/government/publications/strategic-environmental-assessment-directive-guidance>

Figure 2 – Application of the SEA Directive to plans and programmes

This diagram is intended as a guide to the criteria for application of the Directive to plans and programmes (PPs). It has no legal status.



*The Directive requires Member States to determine whether plans or programmes in this category are likely to have significant environmental effects. These determinations may be made on a case by case basis and/or by specifying types of plan or programme.



OUTDOOR Cardiff
AWYR AGORED Caerdydd

Equality Impact Assessment
Corporate Assessment Template

Policy/Strategy/Project/Procedure/Service/Function Title: Rights of Way Improvement Plan (ROWIP) 2020-30
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Tricia Cottnam	Job Title: ROWIP Officer
Service Team: PROW & Asset Records	Service Area: Infrastructure & Operations
Assessment Date: 25.09.19	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

To provide a 10-year Rights of Way Improvement Plan (ROWIP) to cover 2020-30 for the Public Rights of Way (PROW) Team. The final document will be available to the public both electronically and hard copies at Hubs, Libraries and Council offices. Consultees will be sent electronic copies and can request a hard copy.

The objective is for the PROW Team to use this document as a plan to be followed in conjunction with their annual Delivery Plans.

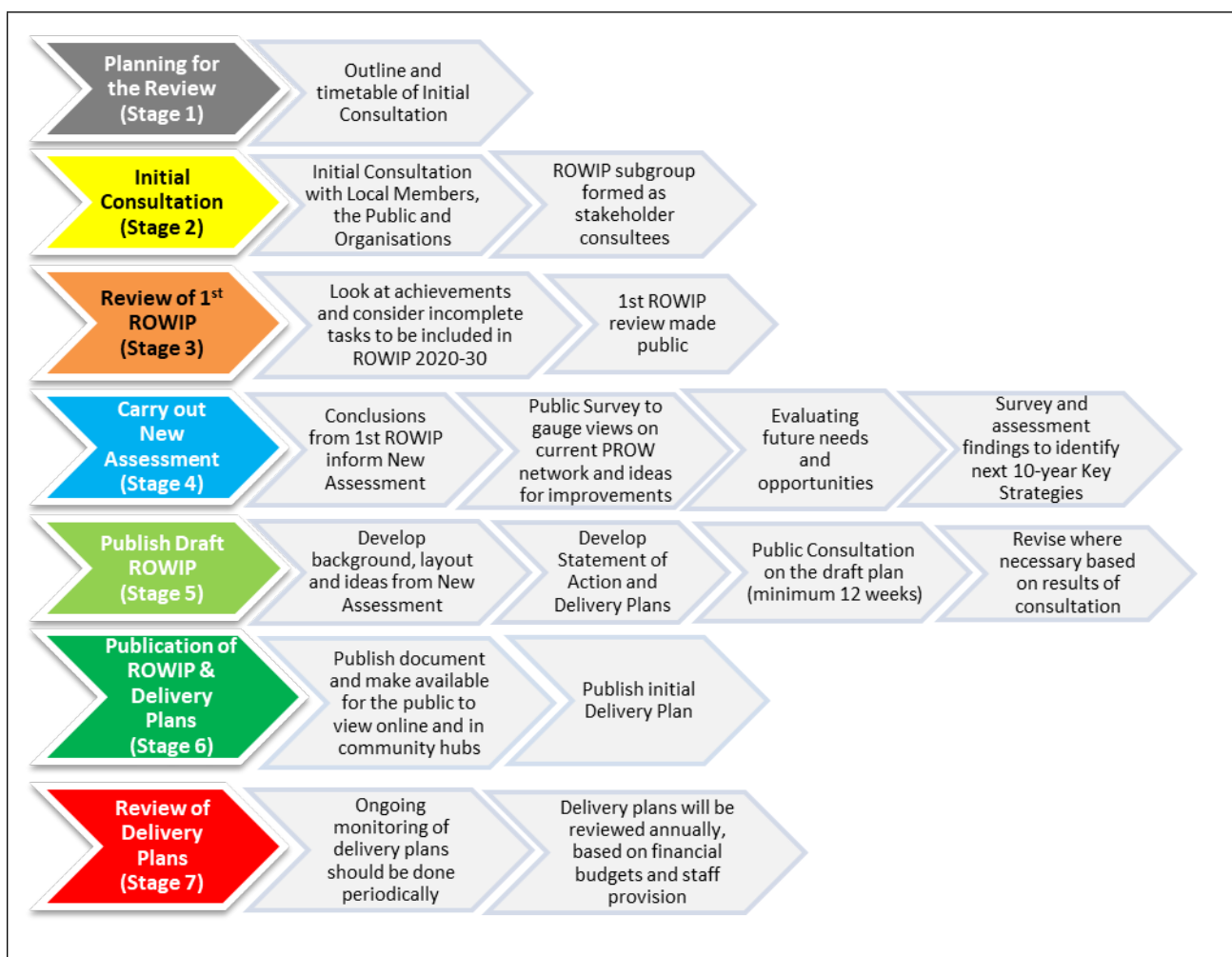
2. Please provide background information on the Policy/Strategy/Project/ Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

Cardiff Council has a PROW network of around 200 kilometres/124 miles, consisting of footpaths, bridleways and restricted byways. The city also has several other sites and routes that provide access opportunities such as permissive paths, green lanes, cycle tracks, parks and common land.

Providing the ROWIP 2020-30 fulfils Cardiff Council's statutory obligation under the Countryside and Rights of Way (CROW) Act 2000, section [60](#) & [61](#) The duty also states that we should take steps to improve our PROW networks to benefit all users; walkers, cyclists, horse riders, off-road users and people with sensory/mobility issues.

Following Welsh government [ROWIP guidance for local authorities](#) we are following an 7-stage plan (see page 2) and are currently on stage 5; 'Publish Draft ROWIP'. The [Draft Rights of Way Improvement Plan \(ROWIP\) 2020-30](#) is currently out on a 12-week consultation. The consultation is due to finish on 14th October 2019.

Equality Impact Assessment
Corporate Assessment Template



3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years		✓	
18 - 65 years		✓	
Over 65 years		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

n/a

What action(s) can you take to address the differential impact?

n/a

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment		✓	
Physical Impairment		✓	
Visual Impairment		✓	
Learning Disability		✓	
Long-Standing Illness or Health Condition		✓	
Mental Health		✓	
Substance Misuse		✓	
Other			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

n/a

What action(s) can you take to address the differential impact?

n/a

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

n/a

What action(s) can you take to address the differential impact?

n/a

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		✓	
Civil Partnership		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

n/a

What action(s) can you take to address the differential impact?

n/a

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy		✓	
Maternity		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

n/a

What action(s) can you take to address the differential impact?

n/a

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White		✓	
Mixed / Multiple Ethnic Groups		✓	
Asian / Asian British		✓	
Black / African / Caribbean / Black British		✓	
Other Ethnic Groups		✓	

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Please give details/consequences of the differential impact, and provide supporting evidence, if any.
n/a
What action(s) can you take to address the differential impact?
n/a

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist		✓	
Christian		✓	
Hindu		✓	
Humanist		✓	
Jewish		✓	
Muslim		✓	
Sikh		✓	
Other			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
n/a
What action(s) can you take to address the differential impact?
n/a

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		✓	
Women		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
n/a
What action(s) can you take to address the differential impact?
n/a

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3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual		✓	
Gay Men		✓	
Gay Women/Lesbians		✓	
Heterosexual/Straight		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

n/a

What action(s) can you take to address the differential impact?

n/a

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

n/a

What action(s) can you take to address the differential impact?

n/a

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Equality Impact Assessment Corporate Assessment Template

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

At Stage 2, 3 & 4 and 5, we directly consulted with a variety of groups and organisations, including; Disability Sport Wales, CALM (Countryside Access for the less mobile), British Heart Foundation, Diverse Cymru, Race Equality First, Age Connects, Age Cymru, Disabled Ramblers, RNIB Cymru, Action on Hearing Loss, Scouts Cymru, Girl Guiding Cymru, Stonewall Cymru, also the 5 Cardiff Council Employee Networks (Carers, Womens, BME, LGBT, Disability). The full list of consultees is at the end of the ROWIP 2020-30. When the Final ROWIP 2020-30 is published, our consultees will be sent an electronic version and they can request a hard copy.

We also did face-to-face consultations promoting our ROWIP Survey at our Hubs, Libraries and events including the RHS Show. We had paper copies of the survey and tablets. We also had the survey on Cardiff Council website on the ROWIP, [PROW](#) and [Outdoor Cardiff](#) pages. The [ROWIP web page](#) also features the background, process and various linking documents. Promoting the survey and draft ROWIP 2020-30 was done via Social media (Twitter, Facebook, Instagram) and we also hosted an Instagram photo competition. Results of the survey are featured in the draft ROWIP 2020-30 and will remain in the final ROWIP. The full survey results are on the ROWIP web page. When the Final ROWIP 2020-30 is published, hard copies (as reference copy) will be available at our Hubs, Libraries and Council Offices (open to the public). People will be able to request a hard copy.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Welsh Language	
Generic Over-Arching [applicable to all the above groups]	

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Equality Impact Assessment Corporate Assessment Template

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

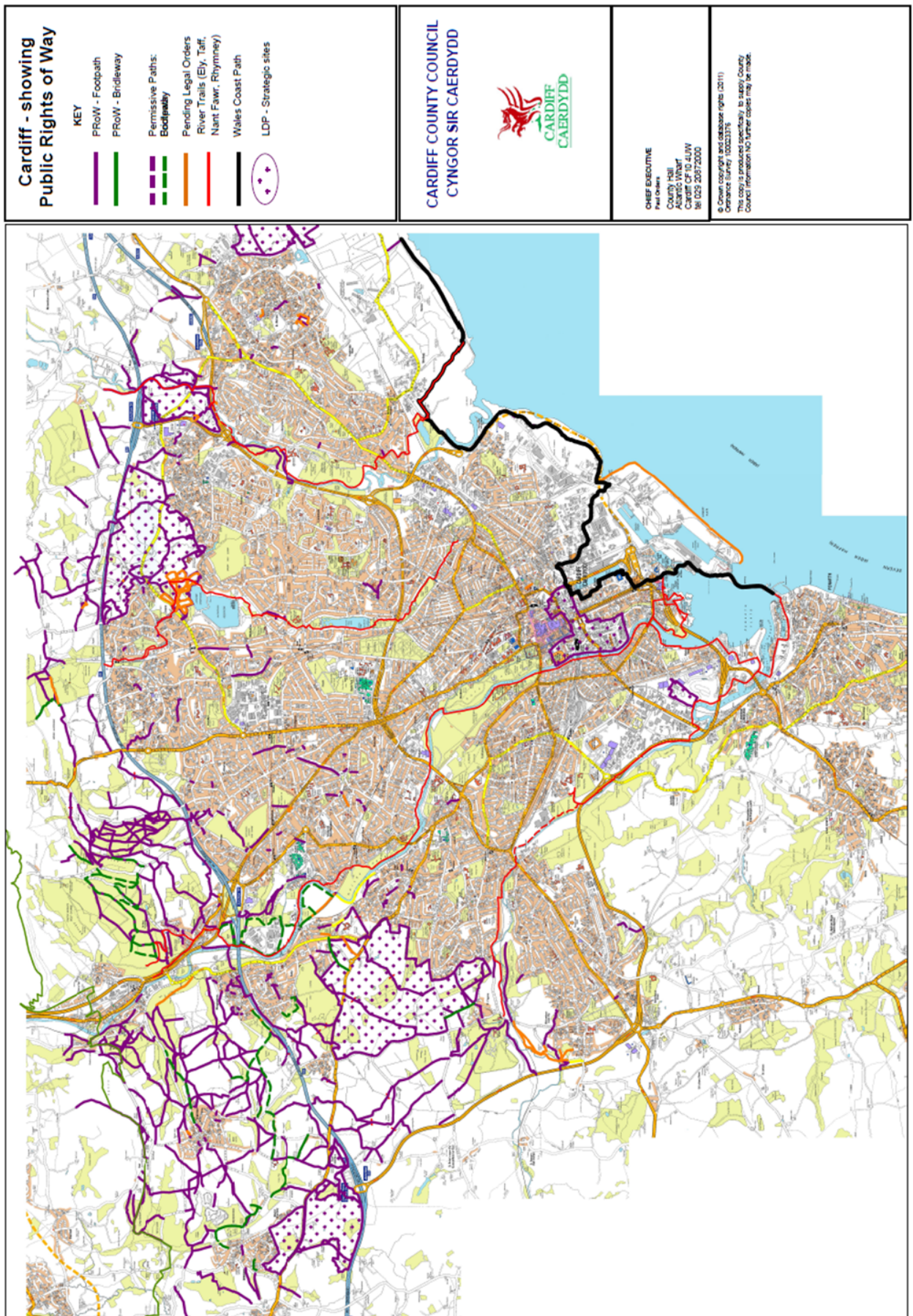
The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Tricia Cottnam	Date: 25.09.19
Designation:	
Approved By:	
Designation:	
Service Area:	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 2536 / 3262 or email equalityteam@cardiff.gov.uk

Appendix C: Cardiff Public Rights of Way Network (current at 2019)



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