

**CABINET: THURSDAY, 19 NOVEMBER 2020 at 1.30 PM**

---

A Cabinet Meeting will be held as a Remote Meeting on Thursday 19 November at 1.30pm

---

**A G E N D A**

- 1 Minutes of the Cabinet Meeting held on 15 October 2020 *(Pages 3 - 8)*

**Clean Streets, Recycling & Environment**

- 2 Transforming Recycling Collection Services *(Pages 9 - 30)*
- 3 Cabinet Response to the report of the Environmental Scrutiny Committee entitled 'Managing Biodiversity' *(Pages 31 - 46)*

**Culture & Leisure**

- 4 Leisure Services Contract (Greenwich Leisure Limited ) *(Pages 47 - 58)*

**Finance, Modernisation & Performance**

- 5 Month 6 Monitoring *(Pages 59 - 124)*

**Housing & Communities**

- 6 Council New Build delivery programme and the progression of phase 1 of the Channel View Redevelopment scheme. *(Pages 125 - 204)*

**Investment & Development**

- 7 Llanrumney Development Plan - Next Steps *(Pages 205 - 314)*
- 8 Willcox House Relocation *(Pages 315 - 426)*
- 9 Merchant Place/Cory's Buildings *(Pages 427 - 494)*

**Social Care, Health & Wellbeing**

- 10 Recommissioning Of Domiciliary Care And Sessional Support Services - An Update *(Pages 495 - 518)*

**Social Care, Health & Wellbeing and Children & Families**

- 11 Agreement To The Expiry Of The Regional Workforce Training And Development Training Unit Collaboration Agreement (*Pages 519 - 538*)

### **Strategic Planning & Transport**

- 12 Cardiff Local Development Plan Full Review (*Pages 539 - 626*)

### **Report of Monitoring Officer**

- 13 Member Protocol on Safeguarding Vulnerable Children and Adults (*Pages 627 - 644*)

### **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: 15 OCTOBER 2020

---

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

Observers: Councillor Rhys Taylor  
Councillor Keith Parry  
Councillor Adrian Robson

Also:

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

**126 MINUTES OF THE CABINET MEETINGS HELD ON 16 JULY 2020 AND 17 SEPTEMBER 2020**

**RESOLVED:** that the minutes of the Cabinet meetings held on 16 July and 17 September 2020 be approved

**127 ONE PLANET CARDIFF - A RESPONSE TO THE CLIMATE EMERGENCY**

The Cabinet received the One Planet Cardiff Strategy which was the Council's strategic response to declared Climate Emergency. The document set out the Council's ambition to be carbon neutral within its activities within 10 years, outlined proposals to develop a road map and action plan for a carbon neutral city and defined programmes and opportunities. It was intended that consultation would be undertaken on the strategy which would help inform a detailed action plan to be considered in Spring 2021.

**RESOLVED:** that

1. the objectives set out in the One Planet Cardiff Strategy for Cardiff to become a carbon neutral city by 2030 be approved;
2. a period of public consultation on the strategy be authorised and the One Planet Cardiff Strategy and Action Plan be brought back to Cabinet in due course for approval and implementation.
3. the Chief Executive be authorised, in consultation with the Leader and Cabinet Member (Clean Streets, Recycling and Environment) to consider and report back to Cabinet and/or full Council (as applicable) with any specific proposals or recommendations to embed fully the One Planet approach across council services, governance and procurement processes.

**128 HOUSING RETROFIT - LOCAL AUTHORITY FLEXIBLE FOR ECO**

The Cabinet considered a “Statement of Intent” for which would enable the Council to use the Government’s “Local Authority Flexible Eligibility for ECO”. This would so that fuel poor households from the Rent Smart Wales Warm Homes Fund project, and potential future projects of a similar nature, could benefit from additional private sector funding to improve their homes.

**RESOLVED:** that

1. the Cardiff Council Flexible Eligibility for ECO Statement of Intent be approved, and
2. authority be delegated to the Director for Planning, Transport & Environment to
  - a) make arrangements for discharging the functions under the Statement of Intent and authorising officers to sign Declarations and
  - b) in consultation with the Cabinet Member for Clean Streets, Recycling and Environment, make changes to the Statement of Intent as necessary and to carry out the process for implementing such changes.

**129 SENIOR MANAGEMENT ARRANGEMENTS - UPDATE**

Further to the report considered at September Cabinet, a report outlining the results of consultation with affected staff on the proposed changes to Senior Management arrangements was considered. Cabinet were advised that staff responses were positive, trade unions had welcomed the proposals and positive comments had been received from the Council’s social service peer advisor.

**RESOLVED:** that

1. having considered the summary of responses received as part of the consultation process, the new Tier 1 and Tier 2 Senior Management Team structure as set out in Appendix 2 to the report be approved

2. the proposed creation and advertisement of the new posts of Director, Adults, Housing and Communities and Director, Children's Services be referred to Full Council for approval on 22 October 2020; and
3. subject to approval for recommendation 2 above by Council, authority be delegated to the Head of Paid Service, in consultation with the Cabinet Member for Finance, Modernisation and Performance, to implement the new Tier 1 and Tier 2 Senior Management Team structure and to allocate managerial resources during the transitional process, as appropriate, in accordance with the principles set out in the report.

**130 SECURING THE FUTURE SUSTAINABILITY AND VIABILITY OF CARDIFF CITY TRANSPORT SERVICES LIMITED**

***Annexe A and Appendices 1 to 8 to this report are not for publication as they contain exempt information of the description contained in paragraphs 14 (Information relating to the financial or business affairs of any particular person {including the authority holding that information}) and 21 (public interest) of Schedule 12A of the Local Government Act 1972. In all the circumstances of this case it is viewed that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, as without keeping certain of the information relating to the financial and business affairs exempt, such information may not have been provided to the authority in order to consider matters and or its disclosure could prejudice a party.***

***Appendix 6 to this report is not for publication as it contains exempt information of the description contained in paragraph 16 (Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings) of Schedule 12A of the Local Government Act 1972.***

**RESOLVED:** That the public be excluded from the meeting at this point during consideration of this item as the Cabinet discussed exempt information of the description contained in paragraph 14, 16 and 21 of Schedule 12A of the Local Government Act 1972. The public may be excluded from the meeting by resolution of the Committee pursuant to Section 100A(4) of the Local Government Act 1972 during discussion of this item.

**RESOLVED:** that

Council be recommended to:

1. Subject to Cardiff Council and Cardiff City Transport Services Limited concluding the agreements referred to in Recommendation 2:
  - 1.1 Agree that Cardiff Council becomes the Statutory and Principal Employer of the Cardiff City Transport Services Limited Pension Scheme.
  - 1.2 delegate to the Corporate Director Resources, in consultation with the Cabinet Member (Finance, Modernisation and Performance) authority to enter into legal agreements with Trustees and Cardiff City Transport

Services Limited to become the Statutory and Principal Employer and deal with all ancillary matters relating thereto.

- 1.3 agree that Cardiff Council enter into a 'Flexible Apportionment Arrangement' with the Trustees of the Cardiff City Transport Services Limited Pension Scheme meaning that all future liabilities in respect to pension obligations will fall to Cardiff Council.
2. In order to facilitate entering into a Flexible Apportionment Arrangement, delegate the Corporate Director Resources and Monitoring Officer, in consultation with the Cabinet Member (Finance, Modernisation and Performance) authority to enter into a back-to-back legal agreement with Cardiff City Transport Services Limited to ensure any sums payable by the Council in respect of:
  - a. contributions in to the scheme as part of any deficit recovery
  - b. allowance for scheme expenses
  - c. Pension Protection Fund levy and
  - d. any other costs and expenses incurred by the Council in respect to its obligations as Statutory and Principal employer are recovered from the Cardiff City Transport Services Limited.
3. Delegate to the Corporate Director Resources, in consultation with the Cabinet Member (Finance, Modernisation and Performance) authority to carry out on behalf of Cardiff Council the responsibilities of the Statutory and Principal Employer of the Cardiff City Transport Services Limited Pension scheme.
4.
  - a) Subject to completion of the actions set out in recommendations 1 & 2, delegate to the Corporate Director Resources, in consultation with the Cabinet Member (Finance, Modernisation and Performance) authority to release up to £7.0 million included in the 2020/21 capital programme with this payment being subject to Cardiff City Transport Services Limited agreeing to carry out the interventions to support viability and strengthen the balance sheet.
  - b) note that any release of funds allocated in future years will be subject to review and included as part of future budget proposals.
5. Delegate to the Corporate Director Resources, as Cardiff Council's shareholder representative, authority to approve any request by Cardiff City Transport Services Limited to issue additional equity as appropriate.
6. Agree that Cardiff Council acquire additional equity issued in Cardiff City Transport Services Limited as part of the implementation of any financial support package approved by the Council.
7. Delegate to the Corporate Director Resources, in consultation with the Cabinet Member (Finance, Modernisation and Performance) authority to identify and make necessary improvements to the governance process in respect to Cardiff City Transport Services Limited as outlined in this report and report back to a future Council meeting on the changes made.
8. Delegate to the Corporate Director Resources, authority to explore alternative means of providing financial support to Cardiff City Transport Services Limited

that would reduce the requirement for Cardiff Council's allocation included in the indicative Capital Programme and authorise the Corporate Director Resources to conclude any such agreements on behalf of Cardiff Council.

**131 RENT SMART WALES PROGRESS AND PREPARATION FOR RENEWAL ACTIVITIES**

An update on the first five years of the Council's designation as Single Licensing Authority for Wales (Rent Smart Wales) was received. It was reported that the service had made a positive impact on the private rented sector and that preparation was underway for the renewal of registrations and licences which were required to be renewed every five years. Further refinements were proposed relating to registration, licensing, compliance and renewal activities together with proposals for an audit grading structure.

**RESOLVED:** that

1. the progress made by Rent Smart Wales in delivery of the Housing (Wales) Act 2014 be noted and
2. the refinements required to policies and processes specifically relating to registration, licence, compliance and renewal activities be endorsed
3. the 'Agent Audit' grading structure set out be approved and authority be delegated to the Corporate Director Resources to revise the grading structure in light of operational experience.

This page is intentionally left blank

## **TRANSFORMING COLLECTIONS IN RECYCLING SERVICES**

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

#### **AGENDA ITEM: 2**

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

1. To update Cabinet on the changes to the waste and recycling collection programme which will move from a 5 day, 2 shift service, to a 4 day, 1 shift service from February 2021.
2. To seek approval of the communication and media plan proposed to inform residents of the implications of the new 4 day collection service on residential collection timetables.

#### **Background**

3. The Council currently operates a 5 day, 2-shift system for waste collections; 6am to 2pm and 2pm to 10pm. This system was introduced in 2008 to accommodate city-wide food recycling collections to improve Cardiff's recycling performance. The double shifting approach was designed to enable additional collections without the need to introduce new fleet and to limit any significant increase in budget requirements relating to fleet.
4. In addition to the above, Bank Holiday Monday collections create changes to the collection timetable for all residents with collections taking place Tuesday through to Saturday.
5. Cardiff Council remain the only Welsh Local Authority to operate a 2-shift collection model for waste and recycling. The drawbacks of the 5 day, 2-shift model are:
  - Collection of Waste and Recycling is Monday to Friday between 6:00am and 10:00pm. This is a large collection window for bags and receptacles to be in the Street Scene and means collections take place in non-daylight hours with heightened health and safety risks for frontline officers and the public.

- C2C closes at 18:00 so is not available at all times to support the service, albeit there is a move to all contacts being managed digitally.
- Vehicles maintenance can be difficult due to the long working hours. Also, long working hours are not conducive with the use of electric vehicles.
- The current shift patterns are not primed to match the fleet vehicle capacity.
- On Bank Holidays the collection days change for all residents and a backlog is often created.

### **The new approach**

6. As such, the proposal is to move to a 4 day, 1 shift model to provide a more efficient collection service with better vehicle utilisation and a consistent all year round timetable. Collections will take place in a single shift between 6am and 3.45pm on Tuesday, Wednesday, Thursday and Friday. There will be no residential collections of recycling and waste on Mondays.
7. The key benefits of the 4-day, 1-shift model are:
  - Waste and recycling will be off the streets by 3:45pm.
  - Collections in winter will be safer, as they will predominantly take place during daylight hours.
  - Productivity in the service will improve as the longer shift complements vehicle utilisation in terms of collections and disposal.
  - No residential waste and recycling on Mondays will mean there will be no need to change resident collections days following a Bank Holiday Monday.
  - Although Officers will work longer hours, they will have three rest days each week, promoting good work life balance.
8. To complement the changes a restructure of the management and support team is taking place to provide a focus on the utilisation of real data to control service provision to reduce missed collections.
9. The new approach will also require 'round rebalancing' to address the growth in property numbers in wards across the city as housing development have taken place over time.
10. It is anticipated that the changes to service delivery outlined in this report will be funded within the existing budget allocations in relation to revenue budgets. There will be some one-off costs relating to compensation



payments for changes to employment contracts, voluntary severance payments, resident letters, media messaging, C2C costs and education/enforcement costs that will need to be absorbed within the service area through an agreed mechanism with Corporate Finance.

11. Following the delivery of the new approach, Cleansing and Environmental Enforcement will be integrated with collections to ensure optimisation of resources to achieve cleaner streets across Cardiff.

## **Issues**

12. An additional 24 fleet refuse collection vehicles will be required to deliver the changes. Initially, these will be provided on spot hire. The Council currently operates 39 refuse collection vehicles and the intention is to increase the size of the fleet to 68 refuse collection vehicles (including fleet reserves not required when spot hiring) moving forward.
13. In order to implement the new work pattern, changes to the terms and conditions of all officers currently working in collections will need to take place prior to February 2021. Staff have been consulted. A Trade Union ballot took place from (2<sup>nd</sup> October to 16<sup>th</sup> October 2020) which provided a positive result in favour of the changes allowing for a collective agreement to the changes.
14. The change to working patterns will mean collections of recycling and waste will change for a significant number of residents across Cardiff. Appendix A shows the changes to the ward collection days and the estimated number of properties in each ward. In total, there will be changes to the collection days for over 85,000 properties.
15. For operational efficiency, some ward areas will need to be collected on a different day to the rest of the ward. All changes will be communicated with residents and local ward members.
16. There is a fundamental link between street cleansing and refuse collections and therefore the predominantly bag based inner wards are collected earlier in the week to enable cleansing activities on collection day and the following day, avoiding the need for weekend work. The wards collected on Friday are predominantly receptacle based and therefore litter issues are normally limited and do not normally require street cleansing work on the following day.

## **Communication and Media Plan**

17. The majority of communication and media will commence towards the end of January. This will provide enough notice for the changes to take place, but not so long that residents will forget the information. It will also be in line with the digital channels being updated, to show the new collection days for each area. The key components of the communication plan will be:

- A letter to every resident explaining why the changes are taking place and what it means to them in terms of their collections day.
- A leaflet reminding residents of the correct items to place into green recycling bags/garden waste containers
- An insert / postcard that encourages residents to keep the information on the changes to hand i.e. it will be able to be placed on a noticeboard, fridge or boiler.
- Targeted social media in dedicated focus areas.
- Information within the 4 core Hub buildings
- Digital information – Cardiff website, Cardiff Gov app, Bobi chat bot (132,000 residents searched their collection dates via these services during the COVID-19 changes over a 4 week period)

### **Scrutiny Consideration**

18. The new 4 day, 1 shift model was discussed at Environmental Scrutiny on 3<sup>rd</sup> November 2020.

### **Reasons for Recommendations**

19. To update Cabinet on the programme of transforming collections in Recycling Services.
20. To seek approval for the approach to communicating the changes to residents across Cardiff.

### **Financial Implications**

21. The service changes proposed are to be funded from within the existing budget allocation provided to the service. Consideration of the cost identified with the changes needs to be fully identified and costed with the associated budget source identified prior to the implementation of the changes. The costs will include any costs associated with changes to terms and conditions and the additional vehicles required. In the event of any voluntary severances then the funding mechanism for these costs need to be identified.

### **Legal Implications**

#### **Equality Duty.**

22. 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 -
  - eliminate unlawful discrimination

- advance equality of opportunity and 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

23. 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 this 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.
24. 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.
25. 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 imps

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. 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.

28. 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

29. 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

30. 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.
31. The decision maker should also have regard to, when making its decision, to the Council's wider obligations under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.
32. Any procurement should be carried out in accordance with the Council's contract procedure rules.

### HR Implications

33. There are significant implications to the changes in shift patterns that are set out in this report; however, there has been full consultation with the Trade Unions and there is a collective agreement in place to manage these. There are no HR implications in respect of the communication and Media plan.

## RECOMMENDATIONS

Cabinet is recommend to

1. Note the approach for delivering the new collections model for the 4-day, 1 shift service.
2. Approve the outline communication and media plan highlighted within the report.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>NEIL HANRATTY</b> <b>Director of Economic Development</b>
	13 November 2020

*The following appendices are attached:*

*Appendix A – Changes to collections days for Wards*

*Appendix B – EqIA – Transforming Collections in Recycling Services*

This page is intentionally left blank

## Changes to collections days for Wards

Ward	Current collection day	New collection day
Creigiau	Monday	Tuesday
St Fagans	Monday	Tuesday
Radyr/Morganstown	Monday	Tuesday
Fairwater	Monday	Tuesday
Pentyrch	Monday	Tuesday
Ely	Monday	Tuesday
Caerau	Monday	Tuesday
Heath	Friday	Tuesday
Whitchurch&Velindre	Friday	Tuesday
Canton	Tuesday	Wednesday
Llandaff N	Tuesday	Wednesday
Llandaff	Tuesday	Wednesday
Grangetown	Tuesday	Wednesday
Riverside	Tuesday	Wednesday
Gabalfa	Wednesday	Wednesday
Cathays	Wednesday	Wednesday
Butetown	Tuesday	Thursday
Plasnewydd	Wednesday	Thursday
Old St Mellons	Thursday	Thursday
Trowbridge	Thursday	Thursday
Llanrumney	Thursday	Thursday
Adamsdown	Thursday	Thursday
Rumney	Thursday	Thursday
Splott	Thursday	Thursday
Tongwynlais**	Monday	Friday
Cyncoed	Wednesday	Friday
Pentwyn	Wednesday	Friday
Penylan	Wednesday	Friday
Rhiwbina	Friday	Friday
Llanishen	Friday	Friday
Lisvane	Friday	Friday
Pontprennau	Thursday	Friday

This page is intentionally left blank



## CARDIFF COUNCIL

**Equality Impact Assessment  
Corporate Assessment Template**



<b>Policy Title:</b> Transforming Collections in Recycling Services
<b>New</b>

<b>Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?</b>	
Name: Graham Harris	Job Title: Head of Recycling and Neighbourhood Services
Service Team: Waste Collections	Service Area: Recycling Services
Assessment Date: 12/08/20	

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

Cardiff Council operates a free kerbside waste and recycling collection service for all householders. A variety of waste streams are collected as follows:

- Green Bag Recycling (Mixed): Weekly
- Food Waste Caddy: Weekly
- General Waste: Fortnightly
- Garden Waste: Fortnightly in Summer, Monthly in Winter
- Hygiene Waste: OPT IN Fortnightly (opposite week to general)

Collections currently operate as follows:

- 5 days a week Monday to Friday.
- a day late following a bank holiday, which can cause confusion.
- Over 2 shifts 6am to 2pm and 2pm to 10pm, meaning waste can be on the street for a very long period of time, and there is not resilience for collections to continue beyond the end of the shift should operational issues arise.
- Vehicles are double shifted, meaning very little time for defect repairs and maintenance, causing disruption to service.

In addition, due to demographic growth and other factors, collection days have become imbalanced, meaning teams can struggle to collect all waste on a Monday and Friday in particular.

In order to address the above, the following changes are proposed:

- Collect waste Tuesday to Friday
- Re-zone the city into 4 areas ensuring rounds are more evenly balanced
- Amend working pattern to a single shift operating from 6am to 3.45pm

## CARDIFF COUNCIL

## Equality Impact Assessment Corporate Assessment Template

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

The service change does not relate to a policy decision.

No Local Authority in wales operate a 5 day 2-shift collection model.

### 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		

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

These changes will impact people of all ages including public and staff.

In terms of workforce, the industry as a whole has an aging workforce, particularly with drivers. The changes could have a positive differential impact, by providing additional rest days to recuperate. This positive impact is spread across the entire workforce, but may prove beneficial to older years who may feel increased strain from the heavy workload and fast pace of the role.

The additional rest day will also provide increased opportunity for work life balance, which may prove beneficial for those with young families.

From a customer perspective, there are also positive impacts. There will be no change to collection days following bank holidays. Those of an older age may not be familiar with digital systems, which automatically update collection schedules. They are therefore more likely to incorrectly present waste following bank holidays.

There will be a wide variety of communication methods employed surrounding this change, to ensure that no age is negatively impacted. For example, there will be door to door letters for all properties, to ensure those who cannot or do not access digital

## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

services will receive information.

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

Staff will be offered options regarding their new shift patterns. They can choose to work on domestic or trade Tuesday to Friday or on Trade Saturday to Monday. Where none of these options is suitable, we will consider each case individually to identify the best solution – such as internal redeployment, council wide redeployment or VS.

### 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			

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

There is a positive differential impact for those who are visually and physically impaired. The presence of bins/bags/sacks on a highway can provide an obstruction. The reduced timeframe for collection will reduce the amount of time/days these objects are on the highway, therefore removing barriers for those who may be visually impaired, or those who may need to access the highway with a wheelchair or similar aid.

A clean, attractive and safe environment is shown to positively influence people's mental health and wellbeing. The reduced collection window, and subsequent improved cleansing of the area could help to support people's mental wellbeing.

Those with a learning disability/Hearing or visual impairment may be at an increased disadvantage of not understanding that the way we collect waste has changed.

In terms of staff, the increased shift time may impact on those with a long standing

## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

illness or health condition.

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

It is essential that the changes are communicated via a wide range of media. Information needs to be available in a variety of formats and languages. We must also ensure a wide range of stakeholders and support services are informed of the collection changes. For example, Dementia Café, support workers, Independent Living etc

We will seek advice from our corporate equality officers

Where concerns are raised from any of our workforce, in relation to a negative differential impact, individual discussions will be arranged. Staff will be offered options regarding their new shift patterns. They can choose to work on domestic or trade Tuesday to Friday or on Trade Saturday to Monday. Where none of these options is suitable, we will consider each case individually to identify the best solution – such as internal redeployment, council wide redeployment or VS.

### 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
<b>Transgender People</b> (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.**

There are no for seen impacts on this group

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

### 3.4. Marriage and Civil Partnership

## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

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.**

There is no foreseen impact on this group from a public perspective.

In terms of staff consultation, there may be increased lifestyle impacts on those who are married/in a civil partnership or in any other form of relationship. The changes will impact on their partner too, so there may be further considerations.

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

Where concerns are raised from any of our workforce, in relation to a negative differential impact, individual discussions will be arranged. Staff will be offered options regarding their new shift patterns. They can choose to work on domestic or trade Tuesday to Friday or on Trade Saturday to Monday. Where none of these options is suitable, we will consider each case individually to identify the best solution – such as internal redeployment, council wide redeployment or VS.

### 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.**

There are no foreseen impacts for members of the public with this characteristic.

## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

Any member of our workforce, impacted by the changes could be pregnant or in the maternity stage, and will therefore need to be considered separately.

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

Pregnancy- review pregnant and expectant mother risk assessment, to ensure the new proposed working changes and consultation period are reflected.

Maternity- ensure that any member of staff who is absent from work due to maternity is not negatively impacted. They need to have full sight of all information, at the same time as those who are in work, to ensure their feedback can be considered via regular management contact.

### 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.**

Language barriers may be identified

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

Where a language barrier is identified, either through members of the public or staff, ensure that every step is taken to give them equal access to information. This may include written translation of information, or using interpreters (seek advice from WITS)

### 3.7 Religion, Belief or Non-Belief

4.C.400	Issue 1	Nov 11	Process Owner: Rachel Jones	Authorised: Rachel Jones	Page 6
---------	---------	--------	-----------------------------	--------------------------	--------

## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

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.**

There are no foreseen impacts on race as the changes impact everyone regardless of their personal beliefs.

**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.**

There are no foreseen impacts on sex as a result of this change.

## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

<b>What action(s) can you take to address the differential impact?</b>
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.**

There are no foreseen impacts based on sexual orientation.

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

N/A

**3.10 Socio-economic Duty**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the Socio-economic Duty?

	Yes	No	N/A
			X

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



## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

The changes will apply to all and there is no foreseen impact to this group

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

#### 3.11 Welsh Language

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

	Yes	No	N/A
			x

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

There are no foreseen impacts based on the Welsh Language. All literature will be bilingual.  
There are welsh speakers available within the waste department for both staff, and public engagement

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

#### 4. Consultation and Engagement

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

None

## CARDIFF COUNCIL

## Equality Impact Assessment Corporate Assessment Template

--

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

Groups	Actions
Age	Will work with impacted staff to identify best outcome
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Socio-economic Duty	
Welsh Language	Ensure all literature bilingual
Generic Over-Arching [applicable to all the above groups]	Promote the changes to service across multiple platforms so that everyone is aware. Use variety of formats to overcome language and other barriers.

### 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 : Claire Cutforth	Date: 10/08/20
Designation: OM Recycling Services	
Approved By: Matthew Wakelam	
Designation: Assistant Director Street Scene	
Service Area: Recycling Services	

- 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.

CARDIFF COUNCIL

Equality Impact Assessment  
Corporate Assessment Template

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

This page is intentionally left blank

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 19 NOVEMBER 2020**

---

**RESPONSE TO ENVIRONMENTAL SCRUTINY COMMITTEE:  
MANAGING BIODIVERSITY & NATURAL ENVIRONMENT IN  
CARDIFF**

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

**AGENDA ITEM: 3**

---

**Reason for this Report**

1. To agree the Cabinet response to the Scrutiny Report of September 2019 as contained in Appendix 1.

**Background**

2. Environmental Scrutiny Committee reviewed the management of biodiversity and natural environment in Cardiff.
3. The Council has set out its ambition to be a One Planet City. This sets out the Council's response to the climate change emergency and calls upon businesses and residents to join forces with the Council to make the lifestyle changes required, if Wales' capital is to become a truly 'Green' and sustainable city over the next ten years. The Strategy includes:
  - A new district heating scheme;
  - Increasing tree canopy coverage in the city by 25%;
  - Ending the council's use of single-use plastics;
  - Reopening the city centre's canals as part of a sustainable water management scheme;
  - A farm park at Forest Farm to produce food for the city; and
  - A sustainable food market in Cardiff market

**Issues**

4. The Environmental Scrutiny Committee made several recommendations for Cabinet to consider. The full report of the Committee and their recommendations are included as a background paper to this report.

## **Reason for Recommendations**

5. To agree the Cabinet response to the Environmental Scrutiny Committee Recommendations to “Managing Biodiversity & Natural Environment in Cardiff”.

## **Financial Implications**

6. The majority of the response can be accommodated within existing resources. Where this is not possible additional work will be required to identify additional funding, in particular external funding, or if this is not possible by putting forward proposals as part of the Budget setting process for 2021/22 and future financial years.

## **Legal Implications**

7. There are no legal implications associated with this report. All Council departments and service areas have a duty to maintain and enhance the natural environment and biodiversity within the County in order to meet the Council’s duties under the Well-being of Future Generations Act 2015 and the Environment (Wales) Act 2016.

## **The Well-Being of Future Generations (Wales) Act 2015**

8. 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.
9. 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 2018-21: <http://cmsprd.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Corporate-Plan/Documents/Corporate%20Plan%202018-21.pdf>
10. 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:
11. 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. 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 below:

<http://gov.wales/topics/people-and-communities/people/futuregenerations-act/statutory-guidance/?lang=en>

## **Equality Act 2010**

12. The decision about these recommendations has to 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.

## **HR Implications**

13. There are a number of HR implications identified in the Response to Environmental Scrutiny Committee Recommendations. A number of these have already been implemented in accordance with the Council's corporately agreed policies and processes. Any additional recommendations relating to staff will also be implemented in the same way.

## **Property Implications**

14. There are no immediate or direct property implications associated with this report. Any future decision making and or implementation of associated projects relevant to the objectives of this report that affect Council land and property will need to be aligned with the agreed asset management and delegated authority processes.

## **RECOMMENDATIONS**

Cabinet is recommend to agree the response to the Environmental Scrutiny Committee Recommendations to "Managing Biodiversity & Natural Environment in Cardiff" as contained in Appendix 1 of this Report

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>Andrew Gregory</b>
	13 November 2020

*The following appendix is attached:*

- Response to Environmental Scrutiny Committee Recommendations

*The following background papers have been taken into account*

- Managing Biodiversity & Natural Environment in Cardiff: Report of Environmental Scrutiny Committee
- Biodiversity and Resilience of Ecosystems Duty Forward Plan, approved 2019
- “Green Infrastructure” Supplementary Planning Guidance, approved 2017



## APPENDIX ONE: RESPONSE TO RECOMMENDATIONS

Recommendation	Response
<p><b>Recommendation 1 – Declare Biodiversity &amp; Climate Change Emergency</b></p> <p>Many of the actions linked to the cause of climate change relate directly to habitat and biodiversity loss, therefore, protecting, supporting and enhancing biodiversity will help in addressing climate change. Organisations like Natural Resources Wales have declared joint climate change and biodiversity emergencies, therefore, the task group recommends that the Council declares a biodiversity emergency to sit alongside the climate change emergency. When declaring the joint emergency, the Council should publish a list of actions that it proposes to take to deliver the aims of the joint declaration.</p>	<p>The recommendation is partially accepted.</p> <p>One Planet Cardiff Launched October 2020.</p> <p>The climate emergency and biodiversity crisis are inextricably linked, and many other cities and organisations have declared climate and biodiversity emergency/crises. Climate change is just one of the pressures facing our ecosystems, and there are others such as habitat loss and fragmentation, invasive non-native species and pollution. These latter factors are not captured by the declaration of a climate emergency, so it is considered necessary to differentiate between these two areas of threat to our environment.</p>
<p><b>Recommendation 2 - Additional Ecologist / Section 6 Officer</b></p> <p>The Council needs to employ an additional Ecologist or Section 6 Officer. He or she should work across all service areas to ensure that the Council is doing what is needed to meet the requirements of the Section 6 Duty of the Environment Act Wales. This would support the work of the current Ecologist who spends the majority of his time dealing with planning related work. Tasks to be covered by this post should include:</p> <ul style="list-style-type: none"> <li>• To co-ordinate, support and promote a range of environmental projects across Cardiff being delivered to meet the requirements of the Section 6 Duty.</li> <li>• To provide support for volunteer groups that are engaged in work that relates to the Section 6 Duty of the Environment Act Wales.</li> <li>• Liaison with partner organisations and other third party groups that are working with or supporting the Council to deliver projects that relate to the Section 6 Duty of the Environment Act Wales</li> </ul>	<p>The recommendation is partially accepted.</p> <p>A temporary part-time Local Nature Partnership Officer has recently been appointed, however this role does not directly contribute to Cardiff Council's Section 6 duty under the Environment Act, nor to the role of the Planning Ecologist. Therefore, the promotion and implementation of the S6 duty is dependent upon the availability and capacity of existing staff resources across the Council.</p>
<p><b>Recommendation 3 - Cardiff Ranger Team Apprentice</b></p>	<p>The recommendation is accepted.</p> <p>The Council recognises the importance and value that apprenticeships and traineeships</p>

<p>The Council should employ, train and develop an apprentice to work with the Cardiff Ranger Service. Given the current age profile of the Cardiff Ranger Service, the post would help preserve the extensive knowledge and experience of the team within the Council. The length and structure of the apprenticeship scheme should reflect the amount of knowledge and skill that the apprentice would need to become a fully trained member of staff.</p>	<p>bring. A Trainee Community Ranger post has been created over a three year term linked to day release study and the award of the a Higher National Certificate in Environmental Conservation Management. The opportunity will be advertised in the spring of 2021.</p>
<p><b>Recommendation 4 - Biological Engineering – River Rhymney</b></p> <p>Where possible, the Council should use the biological engineering techniques similar to those applied on the banks of the River Usk when undertaking remediation work on sections of the River Rhymney as a part of the new flood defence scheme. Taking this approach would provide biodiversity and reduced carbon footprint benefits when compared against hard engineering alternatives.</p>	<p>The recommendation is accepted.</p> <p>The Council supports the principle of implementation of biological engineering techniques within the River Rhymney, where engineering design permits. The use of harder engineering proposals cannot be discounted due to the high erosion rates associated with the River. The approved design will be determined based on engineering requirements, environmental setting, longevity of the proposals and cost.</p>
<p><b>Recommendation 5 - Herbicides &amp; Pesticides - Glyphosate</b></p> <p>Where practically possible, the Council should limit the use of pesticides such as glyphosate across its estate. Local authorities such as the Vale of Glamorgan have managed to become herbicide free in a number of parks by using alternative weed control and management practices. The Council should look to learn from this and publish details of how, where and why herbicides and pesticides will be applied across the Council estate.</p>	<p>The recommendation is partially accepted. .</p> <p>The Council implements a range of cultural and biological methods of control methods across its estate as an alternative to the use of pesticides. Where there are no economically viable alternatives, the use of pesticides is limited to those approved by the regulatory bodies for use in the public realm.</p> <p>The benefits of alternative products will be further explored, including the potential for an initial and affordable financial outlay to support a small pilot. Findings will inform more detailed exploration of options and their potential costs.</p>
<p><b>Recommendation 6 – Volunteer Support</b></p> <p>The Council does a good job in providing support to volunteer groups who carry out lots of work to help enhance Cardiff's natural environment; this is evidenced by the 16,278 volunteer hours that were supported by the Cardiff Ranger Service in 2018/19. However, Members feel that if more resource were invested into volunteering then volunteer contributions would be even greater.</p>	<p>The recommendation is partially accepted. .</p> <p>The Council fully recognises the value provided by and benefits derived from Friends of, other stakeholder groups and individual volunteers. The Park Ranger Service currently supports a wide range of groups who make a positive contribution to the Section 6 Duty of the Environment Act and wider environmental, social, and health agendas. Similarly, the</p>

<p>On this basis, task group recommends that the Council should invest additional resources to encourage, recognise and expand support from volunteer groups for work that relates to the Section 6 Duty of the Environment Act Wales. Specifically, they believe that this resource would be maximised if it focused on volunteer co-ordination and in applying for grant funding.</p>	<p>Council continues to be active in pursuit of grant funding and will continue to seek opportunities for such.</p> <p>Any investment in additional resource will need to be secured through the Councils' budgetary framework.</p>
<p>Recommendation 7 (a) – The Council should build a biodiversity wellbeing commitment into Capital Ambition, alongside the other well-being objectives. This would ensure that biodiversity becomes a corporate responsibility and policy objective.</p>	<p>The recommendation is partially accepted.</p> <p>The Council's Corporate Plan, Delivering Capital Ambition, contains 7 wellbeing objectives, which are required in statute under the Wellbeing of Future Generations Act. These are reviewed each year as part of the Council's corporate planning process.</p> <p>In preparing the Corporate Plan 2021-23 the Council will ensure that its commitment to biodiversity is properly reflected in the existing 'Cardiff Grows in a Resilient Way' wellbeing objective.</p>
<p>Recommendation 7 (b) - Ask the Cardiff Partnership Board adopt a biodiversity well-being objective into its Well-Being Plan. This would help provide consistency in approach for all of Cardiff's public sector organisations who are, by definition, subject to the new responsibilities created by Section 6 of the Environment (Wales) Act 2016.</p>	<p>The recommendation is partially accepted.</p> <p>Under the WBFG Act 2015, the Cardiff Public Services Board has a duty to make a well-being assessment and produce a Local Well-being Plan. This Well-being Plan must include objectives, which are designed to maximise the PSB's contribution to the seven Well-being Goals. The present 2018-2023 Cardiff Well-being Plan does not make specific reference to the biodiverse natural environment and healthy functioning ecosystems which are at the heart of the 'A Resilient Wales' Goal. In preparation of subsequent editions of the Local Well-being Plan, we will ask the PSB to more closely reflect the intention of the 'A Resilient Wales' goal.</p>
<p>Recommendation 7 (c) - Build biodiversity and climate change into the Council's decision-making process so that it is considered when all decisions are taken. This should include a Well Being, Climate Change, Biodiversity &amp; Natural Environment Implications section in all Council, Cabinet and Committee reports / papers.</p>	<p>The recommendation is partially accepted.</p> <p>The Biodiversity and Resilience of Ecosystems Duty (BRED) Forward Plan for Cardiff was approved by Cabinet in September 2019.</p> <p>This establishes the Council's wider duties for Green Infrastructure when considering biodiversity in decision making.</p>

	In addition, we are seeking to review reporting arrangements as part of the One Planet Cardiff consultation.
Recommendation 7 (d) - Build responsibility for biodiversity into the key Council business planning documents, for example, Directorate Delivery Plan and Personal Review Documents. This should place biodiversity on a similar footing to Equalities and the Welsh language.	<p>The recommendation is partially accepted.</p> <p>The proposal to include consideration of biodiversity in the PPDR process is not supported, as there are other means of raising awareness among staff of the biodiversity duty.</p> <p>We are reviewing how Biodiversity can be further embedded into Directorate Delivery Plans</p>
Recommendation 7 (e) - Ensure the Green Infrastructure Plan (including the Biodiversity Forward Plan) links into the new well-being biodiversity objective, and other relevant cross organisational policies at a strategic level, for example, the Local Well-being Plan and Area Statements.	<p>The recommendation is partially accepted.</p> <p>See 7(a) above</p> <p>This has partly been achieved as the former draft Green Infrastructure Plan has been co-opted to form the Biodiversity and Resilience of Ecosystems Duty Forward Plan, which has been approved. Other strategic policies should refer to and inform future versions of the BRED Forward Plan.</p>
Recommendation 7 (f) - Appoint a dedicated biodiversity and climate change champion to represent the Council. The task group felt that the title should be clear enough for the public to instantly understand the purpose of the role, for example, the 'Champion for Nature' was suggested. The task group felt that the champion should: i) become the Council spokesperson for biodiversity and climate change announcements; ii) act as Chair for a re-established Cardiff Biodiversity Partnership; iii) have sufficient status within the Council to ensure that he or she has regular access to the Cabinet and Senior Management; iv) have the support and responsibility to deliver an annual biodiversity and climate change report to Cabinet or Full Council setting out the progress achieved during the year against a set of agreed targets.	<p>The recommendation is not accepted.</p> <p>The Climate Emergency declaration and duties under Section 6 require a Council-wide approach to tackling Climate Change and promoting the Biodiversity and Resilience of Ecosystems.</p> <p>This is fundamental to the One Planet Cardiff Vision, which was launched in October 2020.</p>
Recommendation 7 (g) - The Council's biodiversity and climate change responsibilities should be built into one Cabinet portfolio to ensure clear lines of responsibility and accountability. The range of responsibilities are currently split across three	This recommendation is not accepted – see 7f(39) above

Cabinet portfolios; Members felt that this division of responsibility created a barrier in terms of accountability and delivery.	
Recommendation 7 (h) - Develop a clear and enthusiastic vision for maintaining and enhancing biodiversity to ensure a consistent 'buy-in' from each service. Once established this should be circulated across the Council and if possible to all of the other partners on the Cardiff Partnership Board.	<p>The recommendation is accepted</p> <p>This is fundamental to the One Planet Cardiff Vision, which was launched in October 2020. The delivery of the vision requires collaboration across Council Service Areas and working with delivery partners.</p>
Recommendation 7 (i) - The Council should identify and create a series of biodiversity and natural environment performance indicators that would sit alongside the Biodiversity Forward Plan and feature in the Council's Performance Reporting. The indicators should be meaningful and directly relate to the positive outputs that support biodiversity in the city, and should be included in an annual biodiversity and climate change report.	<p>The recommendation is accepted but effective delivery dependent upon additional resources.</p> <p>Current monitoring which is proposed or ongoing includes:-</p> <ul style="list-style-type: none"> <li>• i-tree repeat 10 years (requires additional resources)</li> <li>• ecosystem services mapping every 5 years (requires additional resources)</li> <li>• State of Natural Resources Report, published every 3 years by NRW</li> <li>• Land use classification annual quantitative reports (within existing resources)</li> <li>• LDP annual monitoring of Biodiversity Policies (Within existing resources)</li> <li>• A new "Evidence Base" will be created for the review of the Local Development Plan which will inform new policies and the Integrated Sustainability Appraisal (ISA)</li> </ul>
Recommendation 7 (j) - Identify funding for a dedicated officer to support the reincarnation of the Cardiff Biodiversity Partnership. This post could either be held within the Council or delivered by one of its partners. Tasks would include arranging meetings, collating information, producing reports and reporting on performance. Ideally the individual would work with the Council and all of its partner bodies.	<p>This recommendation is partially accepted.</p> <p>This recommendation has been temporarily met with the creation of the Local Nature Partnership (LNP) post, funded by a Welsh Government grant. However, this post is temporary and part-time, therefore further funding would be required to sustain the LNP beyond March 2022.</p>
Recommendation 8 (a) - Planning & Biodiversity Forum – To date Cardiff Council officers have not attended the Planning & Biodiversity Forum. Members felt that this was a missed opportunity, particularly as the direction of travel for supporting the environment has shifted in the last twelve months under Planning Policy Wales	<p>The recommendation is partially accepted.</p> <p>A representative from the Planning Department will be encouraged to attend the next meeting, subject to availability. Should the Forum seek attendance from Elected</p>

<p>Edition 10, the Environment (Wales) Act and the Well Being of Future Generations. The task group, therefore, recommends that an officer from Cardiff attends future meetings of the Planning &amp; Biodiversity Forum. They also feel that the profile and influence of the Planning &amp; Biodiversity Forum would benefit from Elected Member involvement, and so ask the Council to approach the group to ask if it could be expanded to include councillor representatives from each of the represented local authorities.</p>	<p>Members, this will require further dialogue regarding the intended role and requirements.</p>
<p>Recommendation 8 (b) - Review of Cardiff's Local Development Plan – A review of Cardiff's Local Development Plan is due to begin in 2020. Given the importance of recent changes within Planning Policy Wales Edition 10, the Section 6 Duty of the Environment (Wales) Act and the Well Being of Future Generations legislation, the task group recommend that now is an excellent opportunity to enhance the environmental policies and goals of Cardiff's Local Development Plan. Strong and detailed environmental policy that link to the Council's main corporate objectives could be used as a 'hook' to develop stronger supplementary planning guidance, which in turn could provide greater protection for Cardiff's valuable green infrastructure.</p>	<p>The recommendation is noted</p> <p>The Cardiff LDP is currently under review. As part of this comprehensive process, <u>all</u> policies will be reviewed and assessed and it would be premature ahead of the Replacement LDP process to predetermine policy approaches. It is considered that the current environmental policy framework in the LDP and associated Supplementary Planning Guidance for Green Infrastructure, including the six supporting Technical Guidance Notes (TGNs), is an exemplary approach to promoting green infrastructure, biodiversity and the resilience of ecosystems.</p>
<p>Recommendation 8 (c) - Planning Policy Wales Edition 10 – Greater Detail – Following the meeting with the representatives from the Planning &amp; Biodiversity Forum, the task group concluded that a lack of detail was the biggest weakness in environment related planning guidance, meaning that developers were consistently able to win on appeal and offer 'mitigating measures' to comply with planning conditions. The task group asks that the Council raises these concerns with Welsh Government, and asks them to increase the level of detail around the suite of planning guidance that is used to ensure environmental protection.</p>	<p>The recommendation is not accepted.</p> <p>PPW (ed. 10) was prepared and published following consultation with all Local Authorities. Any future review of PPW and Technical Advice Notes (TANs) is the appropriate forum to provide comments on their content.</p>
<p>Recommendation 8 (d) - Measuring Tree Coverage – Members believe that the Council should focus on measuring tree coverage instead of the number of trees in the city. The environmental benefits of established tree coverage far outweigh that provided by newly planted trees, which are often provided as an environmental mitigating</p>	<p>The recommendation is accepted</p> <p>The Council already holds data relating to tree coverage in Cardiff, following the I-Tree Eco Survey undertaken in 2017-18.</p>

measure. As a consequence, the task group recommends that the Council should identify a way of accurately measuring Cardiff's tree coverage, and then report on this annually.	There remains a need to record and report information numerically for management / operational purposes.
<p>Recommendation 8 (e) - Supporting Nature in new Developments</p> <p>The task group was provided with information on a range of features that can be built into new developments to support biodiversity, for example, bat bricks and hedgehog holes. The cost of these features is relatively small; for example, a single bat brick costs less than £20. On this basis the task groups recommends that the Council asks developers to install nature supporting features on all new build properties as standard, and if necessary identify a policy 'hook' within the new or revised Local Development Plan to use to create supplementary planning guidance to support this aim.</p>	<p>The recommendation is partially accepted.</p> <p>The Council is seeking to go beyond policy requirements when considering new residential developments. Officers will continue to negotiate with developers to provide nature supporting features as part of new developments.</p> <p>The promotion of biodiversity is a legal requirement of the SAB (Sustainable Drainage Adoption Body) process which is a requirement upon all new development of more than 1 dwelling and 100m<sup>2</sup></p>
<p>Recommendation 9 - Embed New Biodiversity Well Being Objective</p> <p>The Council should embed the new biodiversity well-being objective into the organisation by developing and delivering relevant training to all Council staff. Suggested examples of how to do this include:</p> <ul style="list-style-type: none"> <li>• Through the use of e-learning, various staff communications and staff questionnaires;</li> <li>• Building the new biodiversity well-being objective into the Personal Development Review (PDR) process;</li> <li>• Targeted research and group discussions – particular functions.</li> </ul> <p>It should also encourage other public organisations to roll out similar training within their organisations.</p>	<p>The recommendation is partially accepted.</p> <p>See responses to Recommendation 7 above regarding wellbeing objectives</p> <p>There is a wider initiative among Local Authority Ecologists in Wales to produce a corporate training module around the Section 6 biodiversity duty. However, in the meantime the approved Biodiversity and Resilience of Ecosystems Duty Forward Plan advocates holding workshops with service areas to introduce the duty and look at ways of implementing service-area action plans. This is the approach taken by other LAs, though buy-in at Director level is required in order to secure engagement. However, this is a resource-intensive exercise, and so contingent upon additional staff resources.</p> <p>Please also refer to response to 7d.</p>
<p>Recommendation 10 - Promote the Council's Drive to Support Biodiversity</p> <p>Make information available to the public to encourage participation and understanding, for example, by publishing information on the Council webpages; sharing information with partner organisations and other key stakeholders;</p>	<p>The recommendation is accepted. Please refer to the response for recommendation 9.</p> <p>The Council, through the Biodiversity and Resilience of Ecosystems Duty Forward Plan, along with the ITree Study and the Ecosystem Services Mapping project, to raise awareness of these initiatives throughout the Council.</p>

communicating the message through social media and running wider communications promotions.	
<p>Recommendation 11 - Regular Liaison Meetings</p> <p>Invite environmental voluntary groups and Community Council representatives to attend regular liaison meetings – these could link into Cardiff Biodiversity Partnership meetings to ensure that all parties are kept informed. The meetings would allow them to access additional support to specialist advice from relevant officers.</p>	<p>This recommendation is accepted.</p> <p>The Council already supports a quarterly Friends Forum network meeting and works closely with other organisations including Innovate Trust, Buglife, Plant Life, RSPB, Wildlife Trust and the Woodland Trust. The re-launch of Cardiff Biodiversity Partnership as Cardiff Local Nature Partnership will include wider community representation from Friends of groups.</p>
<p>Recommendation 12 - Schools &amp; Governors</p> <p>Create environmental link Governors on school governing bodies who can take relevant information and projects to their school. Encourage better use of school grounds and local wildlife sites for biodiversity.</p>	<p>This recommendation is accepted.</p> <p>Schools and the Council estate in general are captured by the s6 duty so will be included in the requirement to seek to maintain and enhance biodiversity. Ways of achieving this will be explored, but additional resources would be required to support links with schools.</p>
<p>Recommendation 13 - Mandatory Biodiversity Training for Members</p> <p>The Council should introduce mandatory Member training to improve knowledge on biodiversity and the natural environment.</p>	<p>The recommendation is accepted.</p> <p>This needs to be integrated with raising awareness across the council of s6 duty and of the role of the GI group.</p>
<p>Recommendation 14 - Dedicated Outdoor Learning Officer – The Council should either employ a dedicated outdoor learning officer, or identify funding to deliver this role and designate responsibility to a third party with existing experience to deliver this work. This would provide tailored support, training and delivery to enable Cardiff schools to:</p> <ul style="list-style-type: none"> <li>Fully realise the potential of outdoor learning;</li> <li>Deliver educational and wellbeing benefits from the varied natural resources that Cardiff possesses</li> </ul>	<p>This recommendation is partially accepted.</p> <p>The Council recognises the benefit of outdoor learning to schoolchildren in Cardiff, funding to support this activity will need to be secured through the Councils' budgetary framework.</p>
<p>Recommendation 15 – SEWBrEC Service Level Agreement</p> <p>The Council should enter into a service level agreement with the South East Wales Biodiversity Records Centre (SEWBrEC) for 2019/20 and beyond. This would provide the Council with the best available data on local biodiversity, so that</p>	<p>The recommendation is partially accepted, but requires additional resources to implement which are currently not in place.</p> <p>A service-level agreement with SEWBrEC may have benefits but whilst data will be available for one year via the Local Development Plan process, in the longer term additional</p>



the Council is better informed about the natural resources that it has, and at the same time is in a good position to allocate its limited resources into the area of most need.	resources would be required to enter into a full service level agreement.
<p><b>Recommendation 16 – Ward Based Mapping</b></p> <p>Complete and publicise a ward mapping exercise. This would provide each ward and the Councillors with information specific to that ward. It would include information about important species, protected sites and other relevant ecological information as well as potential opportunities for improving biodiversity within the ward. This could be developed using information from the SEWBRc database.</p>	<p>The recommendation is accepted.</p> <p>Ward sheets showing designated sites and listing protected species in wards were produced in 2012. These will be updated in the light of recent mapping exercises.</p>
<p><b>Recommendation 17 (a) - Adopt a landscape-scale approach to pollinator conservation, i.e. to look at the challenges that biodiversity and supporting ecosystems face across a wide area. This should involve working with partner organisations and volunteers to map nature connectivity so that it can identify how best to improve connectivity across the city. A good starting point would be to use the Cardiff 'B-Lines' data that was established in 2012, and to map out disused space, for example, abandoned railway lines.</b></p>	<p>The recommendation is accepted.</p> <p>The Pollinator Action Plan will be used to encourage landowners, including the council, to manage land for the benefit of wildflowers and insects. Cardiff Council is collaborating with organisations such as Buglife, Plantlife and the Bumblebee Conservation Trust to bring forward projects to enhance habitats for pollinators.</p> <p>Habitat connectivity survey information will be used to inform decisions about pollinator planting on a citywide basis.</p>
<p><b>Recommendation 17 (b) - Where connectivity gaps are identified, the Council should work with partners and volunteer groups to establish localised projects to bridge the gaps. Suggested projects or approaches include promoting the growth of wildflower verges and building wildlife friendly measures into new and renovated building developments.</b></p>	<p>The recommendation is accepted. Connectivity gaps identified through a recent ecosystems services mapping exercise will act as a focus for pro-active habitat creation.</p>
<p><b>Recommendation 17 (c) - The Council should work with property developers and the wider community to better support hedgehog highways. This would involve cutting 13cm x 13cm holes in garden walls and fences to allow hedgehogs to travel, feed and mate</b></p>	<p>The recommendation is accepted.</p> <p>Most major developments consider impacts upon hedgehogs, and many already have a condition requiring a hedgehog movement plan, which requires the applicant to demonstrate how hedgehogs can move freely around built development.</p>
<p><b>Recommendation 18 (a) - Create Accessible New Habitats – The Council should support the creation of new habitats, such as local orchards,</b></p>	<p>The recommendation is accepted.</p> <p>Accessibility and recreation are all factors in an integrated GI approach and this is integrated</p>

<p>native hedges, wildflower meadows or other areas of wildlife friendly green space that is accessible to local communities. This can either be done on Council land or in partnership with other organisations. This approach should be built into Cardiff's Green Infrastructure Strategy.</p>	<p>within the current GI SPG and BRED forward plan.</p>
<p>Recommendation 18 (b) - Community Managed Spaces – The Council should provide support for the development of community managed spaces. If the Council did this then CLAS Cymru could provide policy perspective and a link to the type of tools that can be accessed to develop such schemes. 90% of community managed spaces that are supported by CLAS Cymru rely on and support wildlife. Features that are common to community managed spaces include rain water harvesting; composting; healthy no dig soil; mulch; plants for pollinators; bees; insect hotels; compost toilets; ponds; forest garden planting; wild edges; fresh organic local food and natural predators for controlling pests</p>	<p>The recommendation is accepted.</p> <p>The Council continues to work with community groups and CLAS to support community growing initiatives where these can be delivered within the Council's open space and other land holdings.</p>
<p>Recommendation 19 - Community Growing</p> <p>The 'Monmouthshire Community Growing Policy' was cited to Members as an example of good practice in terms of getting the community to grow more produce while supporting nature. It was created to allow the Council to make underutilised land in its ownership available for the community to grow food. This demand has been created through the lack of available allotment space, prevailing economic conditions and the need to develop more resilient communities. Monmouthshire County Council developed a policy and license that allows the use of small bits of Council owned land to grow food on. The creation and roll out of this policy has supported the 'Incredible Edible' movement, i.e. where groups of people get together to grow produce on easily accessible land and the produce can be taken away freely by anyone not just those who have worked to make the produce grow. The task group like this policy, and feel that the community growing approach produces added benefits for local biodiversity. They recommend that Cardiff follows suit by creating and publishing a community growing policy.</p>	<p>The recommendation is accepted.</p> <p>The Council will work with the Cardiff Food Network to develop a community growing policy that addresses all areas of community growing.</p> <p>The policy should ensure that land which is otherwise low in biodiversity, such is brought into a more biodiverse use.</p>

<p>Recommendation 20 (a) - Highway Verge Cutting Process – Plant Life explained that they have been asked by the Council to re-write its Highway verge cutting process. This has worked well in Dorset where they have stopped cutting verges as intensively, and has benefited local biodiversity. The task group recommends that the Council follows this approach, ensuring that service areas and contractors are made to follow the new process.</p>	<p>This recommendation is partially accepted.</p> <p>The Council possess the necessary knowledge, skills and understanding required to specify processes for all areas of grassland management including highway verges and will lead any review process. The Council has, over time, worked closely with a wide range of stakeholder organisations, including Plant Life, when modifying mowing regimes that contribute to promoting and enhancing biodiversity. The Council will continue to adopt this consultative approach moving forward.</p>
<p>Recommendation 20 (b) - Highway Verge &amp; Wildflower Areas Connectivity – In conjunction with Recommendation 17, the task group recommend that highway verges and wildflower areas should be included into connectivity mapping. Where possible, the Council should also identify new pieces of land that are suitable for wildflower planting and work with volunteer or community groups to develop these areas, for example, in a similar way to the scheme that is being developed with the Cardiff Civic Society.</p>	<p>The recommendation is accepted.</p> <p>A remote-sensing mapping exercise has already been completed, which includes mapping green infrastructure on roadside verges and in private gardens. This mapping will be used going forward to identify suitable areas for biodiversity enhancement.</p>
<p>Recommendation 21 - Biodiversity Friendly Buildings</p> <p>During the task &amp; finish exercise witnesses emphasised the importance of biodiversity friendly buildings in urban areas. They provide a valuable habitat for nature, are able to act as a carbon sink, help buildings adapt to seasonal weather changes and are generally cost effective to deliver. It is also felt that they can make cities feel more pleasant and innovative. Examples of features included in biodiversity friendly buildings include green roofs, green walls, sustainable urban drainage and planted trees. Given the wider decline in natural habitats, Members recommend that the Council should do more to encourage the development of biodiversity friendly buildings in Cardiff. This could be done by:</p> <p>Talking to developers, local architects and surveyors about the benefits of the features of biodiversity friendly buildings;</p> <ul style="list-style-type: none"> <li>Promoting the approach and providing advice through the planning process;</li> </ul>	<p>This recommendation is accepted.</p> <p>Biodiversity enhancements are always sought as part of major developments, and the GI group work closely with Project, Design and Development teams to incorporate GI features such as green roofs on buildings such as new schools.</p>

<ul style="list-style-type: none"> <li>• Documenting good practice and advice on delivering such schemes into planning guidance or policy, for example, including relevant information into supplementary planning guidance;</li> <li>• Taking a lead in developing biodiversity friendly features on Council buildings and promoting the benefits of this approach.</li> </ul>	
<p>Recommendation 22 - Tree Planting</p> <p>Tackling climate change means that we will have to find effective ways of removing carbon dioxide from the atmosphere. The simplest and most effective way to do this is to plant trees, as they store carbon dioxide naturally. When Councillor Peter Jones from Swansea addressed the task group in July, he explained that he and a few colleagues had decided to knock some doors in the ward that he represented to find out if local residents would like the opportunity to have a mature tree planted outside their property for £56. He was staggered by the response, with a large number of people agreeing to pay for a tree. Members were encouraged by this proactive approach, and felt that there was merit to replicating a similar scheme in Cardiff. The task group recommends that the Council works with Elected Members, partner organisations, volunteer groups and the public to develop a 'Plant a Tree Scheme'. The scheme could encourage the public to buy trees, and help to identify funding to pay for or offset the cost of the trees. In turn this would reduce Cardiff's carbon footprint, contribute to Cardiff's climate change emergency agenda and help increase tree coverage across the city.</p>	<p>The recommendation is accepted.</p> <p>The Council works with a wide range of organisations, on a mainstream and project basis with aim of increasing tree cover across the city.</p> <p>The Coed Caerdydd project submitted under the Enabling Natural Resources &amp; Well-being funding stream is part of the Council's response to the declared climate emergency. Subject to approval, the project has the potential to increase tree canopy further.</p>

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 19 NOVEMBER 2020**

---

**LEISURE SERVICES CONTRACT (GREENWICH LEISURE LIMITED )**

**CULTURE & LEISURE (COUNCILLOR PETER BRADBURY)**

**AGENDA ITEM: 4**

---

**Appendix 1 of this report is exempt from publication pursuant to the provisions of Schedule 12A Part 4 paragraph 14 of the Local Government Act 1972**

**Reason for this Report**

1. To update Cabinet on the impacts of the COVID-19 pandemic on the delivery of the Leisure Services Contract with GLL.
2. To escalate to Cabinet a corporate red risk relating to the long-term sustainability of the contract and continuity of service provision.
3. To seek Cabinet approval to review the Leisure Service contract with GLL to identify potential contract variations that could help improve the long-term sustainability of the agreement and protect service provision. Any proposals would seek approval at a future Cabinet meeting.

**Background**

4. In 2016 the Council entered into a long term (15 year) contract with Greenwich Leisure Ltd to manage eight leisure and community facilities, these being:
  - Llanishen Leisure Centre
  - Pentwyn Leisure Centre
  - Fairwater Leisure Centre
  - Western Leisure Centre
  - Eastern Leisure Centre
  - Maindy Centre
  - STAR Hub
  - Penylan Library and Community Centre

The opportunity was secured through a competitive process and the contract commenced on December 1<sup>st</sup> 2016.

5. Two of the above centres have a dual use operation with the Council's Library Service namely, STAR Hub and Penylan Library and Community Centre.
6. 156 employees (49 FTE) were transferred under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE). Terms and Conditions were protected on transfer and adhere to the Welsh Workforce Code of Practice.
7. The Council retains ownership of the facilities as part of the contract, on award, a sum of £3.465m Capital Funding was made available to secure improvements, to increase attendances, drive income and realise energy efficiencies.
8. GLL created the Cardiff budget on the basis of an initial operating deficit which was underwritten from surpluses on better performing contracts throughout their United Kingdom portfolio. Their aim was to reduce the deficit over a three year period through a combination of capital investment, efficiencies and income generation.
9. The Council appointed a "Client" team to oversee the contract, monitor and ensure compliance with the Service Specification. A hierarchy of meetings have been put in place which form part of the overall governance arrangements, as follows;
  - Operational – Weekly
  - Performance – Quarterly
  - Project Liaison Board - Quarterly
10. The arrangements have enabled the Council to eliminate its previous annual subsidy for these facilities amounting to circa £3.5m per annum whilst keeping all of the centres open to the public. The removal of subsidy was achieved within three years of the commencement of the contract. The contract has also secured capital investment, protected jobs and ultimately delivered value for money at a time of unprecedented financial pressures.
11. Capital Ambition recognises the contribution that the Council's leisure and community facilities make across a wide range of portfolio areas contributing towards the Health and Well-being of Future Generations (Wales) Act 2015.
12. The Economic Development Directorate Delivery plan sets out its commitment in Working with partners to develop strategic plans for the development of sport and physical activity from March 2020 that secure increases in participation, attract investment, improve health and inequality, and ensure sustainability of provision.
13. A number of targeted initiatives have been developed and implemented consistent with the commitment in the Economic Directorate Delivery Plan and include:
  - BME women-only swimming at STAR Hub and Maindy Centre

- Fed and Read breakfast activity and learning clubs at STAR Hub and Western Leisure Centre
  - Disability specific swimming lessons and sessions at STAR
14. GLL reported positive performance metrics for 2019/20 that included;
- Year-end attendances were up by 35,000 when compared with the previous financial year
  - Service improvements which included investment in the refurbishment of facilities at Fairwater Leisure Centre
  - Review and implementation of pool programmes to increase participation
  - Achievement of the industry standard “Quest Plus” quality award at five centres
  - Demonstration of social impact value of over £14m

### **Issues**

15. COVID-19 has had a significant impact on the financial performance of the contract which has seen a significant rise in the operating deficit between 2019/20 and 2020/21.
16. The Council has worked with GLL to prepare quarterly claims to Welsh Government for supplier relief and this is helping to bridge the gap to a certain extent. In May, supplier relief of £400k was provided upfront by the Council to protect jobs and support the overall losses being incurred. A further payment of £600k was made in October 2020. GLL has committed to working with the Council on an open book basis to enable a full claim for eligible losses to be made to the Welsh Government Hardship Fund covering the COVID-19 period.
17. The Council has been reimbursed for its first upfront payment and is currently preparing a second claim to cover the full eligible losses up to the end of October 2020, including the second advance of £600k made by the Council. Over and above the claims to the end of October, GLL forecasts indicate that a minimum of an additional £1.1 Million will be required up until the end of the 2020/21 financial year to cover remaining losses.
18. Whilst the supplier relief payments have helped to keep staff employed in the short term, GLL no longer has the reserves from their UK wide activities to continue to absorb any operating deficit. Furthermore, it is anticipated by the sector that it will take a significant period of time after COVID restrictions are lifted for the leisure sector to recover to its pre-COVID position. Therefore, it is inevitable that it will take even longer to grow the business, as originally planned, to a point where the initial operating deficit is completely eliminated. This creates significant pressure on the current contractual arrangements.

19. The impacts can be evidenced by the visible reduction in participation over the period of the pandemic as follows:
- Average attendances in leisure and community centres have reduced by circa **50%** when comparing Q2 (2019/20) with Q2 (2020/21).
  - **20%** of direct-debit memberships were cancelled on lockdown in March 2020.
  - New membership sales for September 2020 were **23%** lower than when compared with September 2019.
  - Swim School attendance was **54%** lower for Q2 (2020/21) when compared with Q2 (2019/20).
20. GLL also face significant challenges in Cardiff due to the competition of an increasing number of private sector gyms, leisure and spa facilities and community schools offering access to sports facilities.
21. In September 2020, the Chief Executive of GLL wrote to the Chief Executive of Cardiff Council (see Confidential Appendix 1) setting out the risks presented by the COVID-19 pandemic to the Cardiff contract and seeking a collaborative solution to protect the long term sustainability of the service.
22. The financial predicament GLL currently finds themselves in represents a significant Red Risk to the Council, which needs to be escalated to Cabinet level. As part of this process the issue will be presented and discussed with the Economic & Culture Scrutiny committee to ensure members more widely have sight of the issues.
23. It is proposed through this report that the Council and GLL together undertake a fundamental review of all facilities and operations across the portfolio, to identify where the greatest challenges exist and to consider new opportunities for innovation and modernising operating models, to attract investment, increase participation and ensure the long-term sustainability of the service. Any proposed variations to current contract arrangements will be presented back to a future meeting of Cabinet, including consideration by the Economic & Culture Scrutiny committee, for authority to proceed before implementation.
24. In 2019/20 the Audit Wales undertook a review of Leisure Services in Cardiff to determine of the Council's approach to leisure services supports the achievement of its well-being goals, and delivers value for money. This followed on from the Auditor General for Wales Report of 2015, 'Delivering with Less – Leisure Services'. The final report is due to be received during Q3 2020 and it is anticipated that it will address the sustainability of the contract and the Council's approach to contract management and performance management.
25. Through the process of undertaking the Audit Wales review, the Council has recognised opportunities to better integrate the management of the GLL contract within the Council's performance management framework. Before this, the contract had been largely managed as a separate



programme with the main political interface provided through the quarterly Project Liaison Board meetings, chaired by the Cabinet Member for Culture and Leisure and also attended by the Cabinet Member for Finance, Modernisation and Performance.

26. In order to strengthen the Council's management of the contract, a number of improvements have recently been implemented:
- The production of a transformation plan to innovate, modernise and operate a more community focussed and sustainable service provision aligned to Capital Ambition
  - A review of the Service Specification and performance measures aligned to Capital Ambition
  - The development of Social Value indicators
  - The inclusion of new steps in the Corporate Plan with progress reported as part of the Council's corporate performance management framework and risks monitored through the Council's corporate risk management framework
  - A commitment to taking an annual report to the Economy and Culture Scrutiny Committee.
27. Given the pressures arising from the COVID-19 pandemic, this report seeks to escalate the risk to the delivery of the Council's Leisure Services from a directorate level red risk to a corporate level red risk.

### **Scrutiny Consideration**

28. The Economy & Culture Scrutiny Committee considered this item on 5 November 2020. The letter from the Chair is attached at Appendix 2.

### **Reason for Recommendations**

29. To enable mitigations to ensure the long-term sustainability of the Leisure Services contract with GLL.

### **Financial Implications**

30. Currently, the Council is able to claim to Welsh Government LA Hardship fund in respect to financial loss of income incurred by GLL as a result of the pandemic. This position cannot be relied upon to continue and there will be a need for the Council and the contractor to consider the changes needed in order to ensure leisure services can continue to be delivered once the pandemic has reduced in severity. In considering the changes proposed, any additional costs taken by the Council will result in financial resources needing to be identified prior to any action being taken. The financial impact of any decision needs to be considered as part of the 2021/22 budgetary Setting process.

31. Any reliance on income will be considered to have a level of risk associated with it as a result of the unpredictability of the customer demand for these services going forward particularly for the next twelve months. Any income assumptions will need to be reviewed carefully and contingencies considered for events not in the control of the Council.

### **Legal Implications**

31. The recommendations in the report do not raise any direct legal implications. The report merely asks Cabinet to note the financial position on the GLL contract and to seek permission to explore/ identify potential options that may help with the long-term sustainability of the contract with GLL. As regards the second recommendation, in exploring the potential options, the Council should have regard to the applicable legislation and the equality and well-being duties. Detailed legal advice should be obtained from legal services in relation to the matter.

#### **Equalities Duties**

32. In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a). Age, ( b ) Gender reassignment( c ) Sex (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h) Sexual orientation (i) Religion or belief – including lack of belief.

#### **Well Being of Future Generations (Wales) Act 2015**

33. 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.
34. 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 2020-23. 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.
35. 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

36. 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

37. The decision maker should be satisfied that the decision is in accordance within the financial and budgetary policy.
38. The decision maker should also have regard to, when making its decision, to the Council's wider obligations under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

#### **Human Resources Implications**

39. There are no HR implications arising directly from this report. HR will be fully involved in any review of the contract so that any staffing matters are able to be considered as part of any future reports.

#### **Property Implications**

40. There are no specific property implications arising from the proposal to approve a review the Leisure Service contract with GLL in respect of the eight Leisure Centres.
41. Any resultant land transactions, negotiations or valuations required in respect of contract variations, including land and property requirements for any disposal or replacement of existing facilities, should be done so in accordance with the Council's Asset Management process and in consultation with Strategic Estates and relevant service areas.

### **RECOMMENDATIONS**

Cabinet is recommend to:

1. Note the current financial pressures associated with the Leisure Services contract with GLL arising from the COVID-19 pandemic.

2. Authorise a review of the Leisure Services contract with GLL to identify potential variations to improve the long-term sustainability of the contract and protect service delivery and to report back to a future meeting of Cabinet for authority to proceed.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>Neil Hanratty</b>
	Director of Economic Development
	13 November 2020

*The following appendix is attached:*

Confidential Appendix 1 – Letter from GLL CEX

Appendix 2 – Letter from Chair of Economy & Culture Scrutiny Committee

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

Document is Restricted

This page is intentionally left blank

Date: 9 November 2020



County Hall  
Cardiff,  
CF10 4UW  
Tel: (029) 2087 2087  
  
Neuadd y Sir  
Caerdydd,  
CF10 4UW  
Ffôn: (029) 2087 2088

Councillor Peter Bradbury  
Cabinet Member, Culture & Leisure  
Cardiff Council  
County Hall  
Cardiff  
CF10 4UW

Dear Councillor Bradbury,

### **Leisure Services Contract - GLL**

Thank you for attending Economy & Culture Scrutiny Committee on 5 November 2020, along with Neil Hanratty and Steve Morris as well as Rhys Jones from GLL, for pre-decision scrutiny of the report to Cabinet on the Leisure Services Contract with GLL.

Overall, Members are supportive of the recommendations to Cabinet. Members recognise the impact of the coronavirus pandemic on GLL and the whole of the leisure sector. Members are reassured that an open book approach is being used, with financial officers undertaking the necessary scrutiny of the financial projections of GLL.

Members appreciate the reasons for bringing to Members' attention the need to raise the risk level to that of a Corporate Red Risk, and that these include demonstrating implementation of improvements suggested during the recent WAO Review of Leisure. Members wish to highlight that they have prioritised scrutiny of this WAO report at committee, when it is publically available.

Members note the aim of the fundamental review of the existing contract is to identify variations that will ensure the long-term sustainability of GLL provision of services in Cardiff, which we welcome. Members wish to scrutinise the proposed contract

variations and ask that officers ensure they liaise with scrutiny services to ensure this is scheduled appropriately.

During our earlier item at committee, Members explored the impact of the coronavirus pandemic on the leisure sector and youth sport in particular. I have written separately to you detailing our observations following this but wish to reiterate in this letter the Committee's wholehearted support for covid-secure leisure and sports. Leisure services are vital for our physical and mental health and wellbeing and boost cohesion in our communities, all of which is sorely needed in these times.

Thanks again to you and all who attended with you. This letter does not require a response.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nigel Howells', with a stylized flourish at the end.

**COUNCILLOR NIGEL HOWELLS**  
**CHAIR, ECONOMY & CULTURE SCRUTINY COMMITTEE**

cc      Members of the Economy & Culture Scrutiny Committee  
         Neil Hanratty                      Jon Maidment  
         Steve Morris  
         Rhys Jones - GLL  
         Clair James                      Cabinet Support Office



**CARDIFF COUNCIL  
CYNGOR CAERDYDD****CABINET MEETING: 19 NOVEMBER 2020**

---

**BUDGET MONITORING - MONTH 6 REPORT 2020/21****FINANCE, MODERNISATION & PERFORMANCE (COUNCILLOR  
CHRIS WEAVER)****AGENDA ITEM: 5**

---

**Reason for this Report**

1. To provide the Cabinet with details of the financial monitoring position for the authority as projected at the end of September 2020, compared with the budget approved by Council on 27<sup>th</sup> February 2020. This report includes the financial impact arising from the ongoing response to the COVID-19 crisis.

**Background**

2. Due to the ongoing COVID-19 pandemic, the financial context within which the Council is operating is significantly different when compared to previous years. Because of this, and in line with the approach taken at Month 4, this report takes a different format than usual, by setting out the pressures arising from responding to the crisis separately from those relating to operational service delivery. As such, the first part of the report addresses the financial impact of the crisis, both in terms of additional expenditure and reduced income generation, as well as the Welsh Government (WG) funding response to this. The report then provides details of the overall revenue position, including any unfunded impacts of COVID-19 and any emerging operational issues that have arisen for reasons other than the pandemic. An update on the actions taken by the Council in response to the emerging financial position is then provided, followed by an update on the position in relation to the Capital Programme.

**Issues****COVID-19 Financial Impact**

3. The ongoing COVID-19 pandemic continues to have a significant financial impact on the Council. This is being evidenced through both additional expenditure pressures and reduced income generation across services. These additional expenditure pressures have varied in nature, but have included the procurement of personal protective equipment (PPE), social distancing and infection control measures, support for providers and suppliers, support for vulnerable citizens and staffing costs to provide cover for employees who have had to shield or self-isolate. In relation to income,

losses have been experienced in a number of directorates, due to, for example, venues being closed to the public, car parks not being used and services, such as school catering and trade waste, not being in operation.

4. In response to these financial pressures, the Welsh Government (WG) has made various funding commitments to local authorities across Wales. To date, a total of up to £511 million has been committed via the Local Government Hardship Fund. Within this fund are earmarked sums for homelessness provision (£10m), free school meal provision (£52m), adult social care (£67m), excess deaths (£7m) and school cleaning (£25m). Also within this fund is £198 million to support ongoing income losses being experienced by local authorities, although it is expected that part of this particular sum will also be used by the sector to take advantage of opportunities for change that have arisen as a consequence of the pandemic. Other specific issues, such as school holiday childcare provision and the Council Tax Reduction Scheme (CTRS) are being supported, with the balance of funding available for more general financial support. This funding commitment is intended to cover the remainder of this financial year and in order to access funding, local authorities have been required to submit monthly expenditure claims and quarterly income claims.
5. This financial year to date, the Council has submitted expenditure claims to WG totalling £32.049 million, with the table below providing an overview of claims made to September 2020:

	<b>April (£000)</b>	<b>May (£000)</b>	<b>June (£000)</b>	<b>July (£000)</b>	<b>Aug (£000)</b>	<b>Sept (£000)</b>	<b>Total (£000)</b>
PPE	1,937	949	2,078	264	24	80	<b>5,332</b>
Free School Meals	721	1,220	785	629	1,061	199	<b>4,615</b>
Body Storage Costs	749	30	773	122	44	809	<b>2,527</b>
Homelessness	482	111	669	666	(213)	449	<b>2,164</b>
Adult Social Care	579	1,281	3,409	1,046	789	806	<b>7,910</b>
Waste	309	370	647	581	191	223	<b>2,321</b>
Supplier Relief	0	0	1,505	0	0	0	<b>1,505</b>
Other	424	566	2,773	167	687	1,058	<b>5,675</b>
<b>Total</b>	<b>5,201</b>	<b>4,527</b>	<b>12,639</b>	<b>3,475</b>	<b>2,583</b>	<b>3,624</b>	<b>32,049</b>

6. It can be seen from the table above that the expenditure incurred peaked during June 2020 and has reduced to a broadly consistent level since then. This is partly due to the Council moving beyond the initial crisis phase of the response, and some costs reducing as a consequence, but is also due, in part, to the WG reducing the scope of the general element of the Hardship Fund from July onwards. The table below provides an overview of the status

of claims to August 2020, showing the amounts reimbursed by WG. The September claim is excluded as this has only recently been submitted and feedback from WG has not yet been received.

	<b>April (£000)</b>	<b>May (£000)</b>	<b>June (£000)</b>	<b>July (£000)</b>	<b>Aug (£000)</b>	<b>Total (£000)</b>
Total value of original claim	5,201	4,527	12,639	3,475	2,583	<b>28,425</b>
Amendment to claim	(376)	0	(505)	0	0	<b>(881)</b>
Funded/pursued via alternative source	0	(125)	(21)	(4)	0	<b>(150)</b>
<b>Revised claim</b>	<b>4,825</b>	<b>4,402</b>	<b>12,113</b>	<b>3,471</b>	<b>2,583</b>	<b>27,394</b>
Amounts currently held by WG	0	0	0	0	0	<b>0</b>
Amounts disallowed by WG / withdrawn	(41)	(58)	(1,150)	(237)	(78)	<b>(1,564)</b>
LA Contribution (e.g. 50% ICT)	0	(84)	(412)	(1)	(1)	<b>(498)</b>
<b>Total reimbursed to date</b>	<b>4,784</b>	<b>4,260</b>	<b>10,551</b>	<b>3,233</b>	<b>2,504</b>	<b>25,332</b>
<b><i>Potential amount to be funded by LA</i></b>	<b>41</b>	<b>142</b>	<b>1,562</b>	<b>238</b>	<b>79</b>	<b>2,062</b>

7. As can be seen from the table above, with the exception of June, each claim has largely been paid in full, with only some smaller items being disallowed by WG. Those items that have been disallowed by WG have been because these were items that did not fit within the scope of the fund. In addition, an agreement was reached with WG that local authorities would contribute towards the cost of any new ICT equipment purchased, on the basis that this equipment would provide a benefit to the Council beyond the period of crisis. The June claim contained more items that were ultimately disallowed by WG, including some supplier relief paid, which is still being pursued via an alternative funding stream. Currently, no items are being held or queried by WG. It should also be noted that some items have been retrospectively withdrawn from the Council's claim, because alternative funding sources have become available.
8. In addition to the expenditure claims submitted between April and September, the Council has also submitted a claim for lost income, net of any expenditure savings made, covering the first quarter of this financial year. The table below provides a breakdown of the income loss included within that claim. As well as this, WG requested details on any income that may have been delayed in its receipt, but not permanently lost. The claim for the second quarter's income loss is due for submission to WG during November 2020.

<b>Income Source</b>	<b>Lost Income (£000)</b>	<b>Savings on Lost Income (£000)</b>	<b>Net Income Loss (£000)</b>	<b>Delayed Income (£000)</b>
Parking	3,872	(355)	<b>3,517</b>	
School Catering	3,021	(1,272)	<b>1,749</b>	
Waste Services	862	(95)	<b>767</b>	
Cultural Services	3,524	(845)	<b>2,679</b>	
Arts Venues	1,371	(482)	<b>889</b>	
Other	3,904	(154)	<b>3,750</b>	1,698
<b>Total</b>	<b>16,554</b>	<b>3,203</b>	<b>13,351</b>	<b>1,698</b>

9. The Council has now received a full response to its first income claim, with the table below providing an overview of the position. As can be seen, the claim has been reimbursed in three tranches, with the first tranche covering an early payment in relation to income issues being commonly experienced across all local authorities. As part of the Tranche 1 response, confirmation was provided that the claim made in relation to Arts Venues (St David's Hall and New Theatre) was to be considered under a separate scheme being administered by the Arts Council for Wales. In relation to this aspect, it has recently been confirmed that the bid to the Arts Council for Wales has been successful. Tranches 2 and 3 covered income losses that were more specific to individual councils or items that WG required more information on. The balance of £202,000 that remains held largely relates to income that WG believe is delayed, rather than permanently lost, and has therefore funded 50% currently, with the balance to be reviewed later in the year.

	<b>Quarter 1 (£000)</b>
Total value lost income	16,554
Savings on lost income	(3,203)
<b>Net income lost</b>	<b>13,351</b>
Reimbursed in Tranche 1:	
Parking	(3,517)
School Catering	(1,749)
Waste Services	(767)
Cultural Services	(2,679)
Pursued via alternative funding route:	
Art Venues	(889)
Reimbursed in Tranche 2	(2,989)
Reimbursed in Tranche 3	(559)
<b>Balance currently held by WG</b>	<b>202</b>

10. Any additional expenditure or income losses that the WG has decided not to fund will need to be met from existing Council resources and the relevant amounts are reflected within the projected directorate outturn positions that are outlined later in the report. Despite the various announcements that have been made regarding funding for local authorities, there remains a significant degree of uncertainty as to what cover WG will provide for both ongoing additional expenditure and loss of income. Because of this, the projected directorate positions included within the report do not incorporate the potential COVID 19-related pressures that may occur during the remainder of the year. Instead, because of the range of potential scenarios that could occur, the table below has been prepared to provide an indication of the financial impact that may result:

	<b>Estimate</b>		<b>25% Council Cont (£000)</b>	<b>50% Council Cont (£000)</b>	<b>75% Council Cont (£000)</b>	<b>100% Council Cont (£000)</b>
Projected Cost (October – March)	8,891		2,223	4,446	6,668	8,891
Projected Income Loss (Q2-Q4)	19,995		4,999	9,998	14,996	19,995
<b>Total</b>	<b>28,886</b>		<b>7,222</b>	<b>14,444</b>	<b>21,664</b>	<b>28,886</b>

11. As can be seen from the table above, the decisions made by WG, in respect of the level of financial support to be provided, will have a significant impact on the overall Council financial position during 2020/21. Because of the large range in values between full WG financial support and zero WG support, it is not possible, with sufficient confidence, to be able to incorporate an absolute figure into the overall monitoring position at this time. However, as the year progresses, it will be possible to make projections with a greater level of confidence and this will be reflected in future monitoring reports.

## Revenue Position

12. The overall revenue position reported in the paragraphs that follow primarily reflects projected variances that have arisen irrespective of the pandemic. The only COVID 19-related figures within these projections are where it is already known that certain items of additional expenditure or lost income are not likely to be funded by WG. In addition, these variances include shortfalls against 2020/21 budget savings proposals and any in-year savings or efficiencies that have been identified at this point of the year.
13. The overall monitoring position, as at Month 6, reflects a total net overspend of £1.133 million. This position is detailed in Appendix 1 and includes a total directorate net overspend of £4.233 million and a projected overspend of £300,000 in relation to Capital Financing, partially offset by the £3 million general contingency budget and an overall underspend of £400,000 within the Summary Revenue Account. This position reflects an improvement of £849,000 on the position reported at Month 4 and is primarily due to

significant improvements in relation to Children's Services and Education & Lifelong Learning.

14. The table below provides a summary of the overall position and outlines the component parts of each directorate's total variance.

<b>Directorate</b>	<b>COVID-19 Impact (£000)</b>	<b>Directorate Position (£000)</b>	<b>In-year savings (£000)</b>	<b>Total Variance (£000)</b>
Corporate Management	1,000	0	0	<b>1,000</b>
Economic Development	69	(170)	(399)	<b>(500)</b>
Education & Lifelong Learning	124	1,850	(1,035)	<b>939</b>
People & Communities:				
Housing & Communities	21	(270)	(536)	<b>(785)</b>
Performance & Partnerships	1	(1)	0	<b>0</b>
Recycling & Neighbourhood	276	(276)	0	<b>0</b>
Social Services	124	3,509	(753)	<b>2,880</b>
Planning, Transport & Env	152	(61)	(91)	<b>0</b>
Resources:				
Central Transport Services	1	247	0	<b>248</b>
Governance & Legal Services	0	512	(11)	<b>501</b>
Resources	169	86	(305)	<b>(50)</b>
<b>Total Directorate Position</b>	<b>1,937</b>	<b>5,426</b>	<b>(3,130)</b>	<b>4,233</b>
Capital Financing	0	300	0	<b>300</b>
General Contingency	0	(3,000)	0	<b>(3,000)</b>
Summary Revenue Account	0	(400)	0	<b>(400)</b>
<b>Total Council Position</b>	<b>*1,937</b>	<b>2,326</b>	<b>(3,130)</b>	<b>1,133</b>

15. From the table above, it can be seen that the impact of COVID-19, in terms of unrecoverable costs and income losses, has added £1.937 million to the overall overspend (\*it should be noted that the total held or disallowed by WG from the Hardship Fund includes amounts in relation to the Housing Revenue Account, delayed income and individual schools, which do not feature in the table above). It is, however, clear that non COVID-19 related issues are the main drivers behind the overall net overspend, with particular pressures evident in Children's Services, Corporate Management, Education & Lifelong Learning, Adult Services, Governance & Legal Services and Central Transport Services. Partly offsetting these pressures and overspends are in-year savings amounting to £3.130 million. These savings have been identified following a request for directorates to review their budgets and implement measures to reduce expenditure and increase income, wherever possible.
16. The specific overspends and underspends within each directorate's position are outlined in more detail within Appendix 2. However, the main pressures relate to the additional cost and number of residential and internal fostering placements within Children's Services, as well as additional expenditure in relation to agency staffing within that directorate. In addition, Education is experiencing pressures in relation to Out of County Placements, again both in terms of cost of individual placements and the overall number of pupils requiring specialist provision. In addition, there are underlying pressures

evident within School Transport, due to the number of pupils with additional learning needs requiring transport. Within Adult Services, pressures are evident against the Older Peoples' budget, reflecting the inability to take forward savings proposals, increasing costs with respite care and previous reliance upon grant funding. The main reason for the overspend within Governance & Legal Services is the continued need for external legal services, particularly in relation to complex children's cases. In the case of Central Transport Services, the service is experiencing the knock on effects from COVID-19, including much lower vehicle usage and income recovery across services, and loss of external income during the period. The Corporate Management overspend is due to disallowed claims against the WG Hardship Fund.

17. As well as these specific pressures, there are pressures in most directorates arising from not being able to fully deliver the savings proposals agreed as part of the 2020/21 budget. In some cases, these shortfalls are the direct consequence of COVID-19, such as proposals centred on increased income generation at venues that have been closed during the period of lockdown. In other cases, there have been indirect consequences of the pandemic, such as the lockdown period making it challenging to progress staffing restructures, for example. As outlined in Appendix 3, there is an overall projected shortfall of £4.301 million against the target of £8.557 million. At the time of setting the budget, the savings proposals were split into three categories (efficiencies, income generation and service change) and the level of performance varies significantly across the three categories. In the case of efficiency proposals, the majority are projected to be achieved, with an overall shortfall of £608,000 against the target of £3.841 million currently being reflected. However, in the case of income and service change proposals, the level of achievement has been more significantly impacted, with shortfalls of £1.668 million (against a target of £2.541 million) and £2.025 million (against a target of £2.175 million), respectively. These shortfalls are contained within each directorate's overall position and, in some cases, there will have been the opportunity to mitigate the impact via the COVID-19 Hardship Fund.
18. Although some directorates are presenting significant overspends, others are presenting underspends or balanced positions. The main underspends relate to Housing & Communities and Economic Development, who, once removing the potential impact of COVID-19 during the remainder of the year, are reporting sizeable underlying underspends. These positions are largely due to in-year savings against staffing budgets, due to vacancies, and anticipated underspends against one-off allocations made from the Financial Resilience Mechanism (FRM), as part of the 2020/21 budget. The Resources directorate is also projecting an underspend, again largely due to in-year staffing savings, as well as additional internal recharge income. Whilst other directorates, such as Planning, Transport & Environment, are reporting balanced positions, this is largely due to having managed emerging pressures within their overall budget by identifying in-year mitigations.

19. As well as the individual directorate variances, there are also some corporate variances contained within the position. The first of these is the Capital Financing overspend of £300,000. This budget supports the Council's Capital Programme and treasury management activities, including external interest payable, prudent provision for the repayment of any debt in line with Council policy, as well as interest earned on temporary investments. The position against the budget is impacted by a number of variables such as interest rates, the level of investment balances, share of interest chargeable to the Housing Revenue Account (HRA), the need for and timing of external borrowing, as well as performance in achieving capital expenditure projections. The projected overspend includes £200,000 of lower interest receivable on investments, given the significant reduction in the Bank of England base rate to 0.10%, as a result of COVID-19. The remainder of the overspend is the result of a number of factors, including the HRA picking up a lower share of projected external interest costs and lower levels of interest recoverable from directorates in relation to invest to save schemes expected to be completed during 2020/21.
20. In terms of Council Tax Collection, a balanced position is currently being reported. This is because there continues to be a significant amount of uncertainty regarding likely collection rates throughout the remainder of the year. Until more time has elapsed, and the impact of the pandemic on collection rates becomes clearer, any variance in relation to Council Tax will not feature as part of the position. In addition, although Council Tax court cost income is also low at this point of the year, any variance against the budget will not be brought into the position until there is further clarity.
21. As part of the reported directorate positions, certain contributions from contingency budgets have been incorporated. As agreed at Month 4, these include a transfer from the Council Tax Reduction Scheme (CTRS) contingency, of £3.042 million, to meet the increasing demand from residents for financial support, largely as a direct consequence of the pandemic and financial hardship that people are experiencing. In addition, the Children's Services position includes the £2.175 million contingency held for meeting the additional costs arising from external placements. It should be noted that the position in relation to the CTRS contingency is likely to change significantly during the remainder of the year, particularly with WG funding now being made available but also because of the uncertainty regarding unemployment, as the UK Government's Job Retention Scheme transitions to the new Job Support Scheme. An updated position on this contingency will be incorporated within the Month 9 monitoring report.
22. In addition to the general fund directorate positions are the positions of ringfenced and grant funded accounts, in particular the Housing Revenue Account (HRA), Civil Parking Enforcement (CPE) and Harbour Authority. Further detail is provided on these accounts as part of Appendix 2. However, in summary, the position on the HRA is for an in-year surplus of approximately £2.2 million, which is due, primarily, to in-year savings against repairs and maintenance budgets. This surplus would be transferred to the HRA General Balance at the end of the financial year. In the case of CPE, the current position reflects an in-year trading loss of £268,000,



compared to the budgeted surplus of £8.022 million. However, this is an area that has been significantly affected by the COVID-19 pandemic and, as a result, financial support from WG has been available during the first quarter of the year and is anticipated for the remainder of the year. If this support does continue to be available for the remainder of the year, the account will be in surplus and will not result in an overspend within the Planning, Transport & Environment directorate. In the case of the Harbour Authority, an overall deficit of £63,000 is projected, due to reductions in income received. This overspend will either be managed via additional funding from WG or through the Contingency & Projects Fund. The position for all three accounts is broadly in line with the Month 4 position and will continue to be monitored closely.

### **Response to the Emerging Financial Position**

23. As outlined in the Month 4 Monitoring Report, it became evident during the early stages of the pandemic that the financial impact on all local authorities was going to be significant. These impacts would be wide-ranging, including direct impacts such as the aforementioned additional expenditure and income losses, but also indirect impacts, such as not being able to fully deliver on directorate savings proposals. Whilst, through close partnership working with WG, it was clear that financial support would be made available, it was always likely that this financial support would not have a wide enough scope to be able to cover the entire impact. Because of this, a number of steps have been taken by the Council in response to this financial crisis, with the aim of minimising that impact.
24. These steps have included engagement with the UK Government's Job Retention Scheme (JRS), which ends on 31<sup>st</sup> October 2020. Engagement with this scheme has allowed the Council to furlough staff from income generating services such as School Catering, Cardiff Castle, Storey Arms Outdoor Pursuits Centre, St. David's Hall and New Theatre. To date, £1.709 million has been received from the JRS, with a further reimbursement anticipated in relation to October, where services have not restarted and staff continued to be furloughed.
25. As well as considering external options, the Council continues to explore internal measures for reducing the overall impact arising from the pandemic. To date, directorates have been asked to review their in-year budgets and identify savings, or introduce measures to generate savings, which could assist with alleviating the overall overspend. As referenced earlier in this report, a total of £3.130 million has been identified and incorporated within the Month 6 position. In addition, the position also includes the outcome of an internal review of the committed spend against the amounts allocated as part of the 2020/21 budget, in relation to the Financial Resilience Mechanism (FRM) and the Capital Ambition Policy. As well as this, officers are continuing to review earmarked reserves and other corporate funding sources with the aim of identifying amounts that could be released or repurposed to help mitigate the overall financial position. As a priority, the Council will continue to ensure that all relevant expenditure and income losses are claimed from the WG Hardship Fund.

## Capital

26. The Council in February 2020 approved a new Capital Programme of £194.304 million for 2020/21 and an indicative programme to 2024/25. The budget for the General Fund and Public Housing has since been adjusted to £181.447 million to include actual slippage reported at outturn, incorporation of new grant approvals and confirmation of actual grant awards.
27. The sections below indicate a forecast position for 2020/21 for the General Fund and Public Housing.

### General Fund

28. The projected outturn for the year is currently £102.341 million against a total programme of £124.672 million, a variance of £22.331 million, which is predominantly slippage. Expenditure at the end of Month 6 was £29.839 million which represents only 29% of the projected outturn, half way through the financial year. However, there are a number of large expenditure items which are likely to progress during the latter part of the year.

### Capital Schemes Update

29. 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.
30. A number of specific WG grants in relation to the COVID-19 response have either been included in the programme or approved in principle, pending formal confirmation. These are for projects such as homelessness and transport infrastructure improvements. The likelihood and precedent from previous years is that additional grants will be available during the year and very often late in the year. Utilising grants bid for and awarded in approved timescales is a risk to be managed by directorates in the remainder of the year. Consideration of the switching of Council resources and early discussion with grant funding bodies should be undertaken in order to ensure that approved grants can be utilised in full.
31. Assumptions have been made about projected expenditure on a number of projects, but the programme does include a number of projects where future decisions to be taken will have a significant impact on the level of expenditure during the year. These will be updated as part of future monitoring reports.
32. Further detail on progress against significant capital schemes included in the programme is included in Appendices 4 and 5 to this report.

## Capital Receipts

33. The level of capital receipts is a key assumption in the affordability of the capital programme. The annual property plan to be considered by Cabinet will highlight the impact of COVID-19 on the property market, as well as set out assumptions for capital receipts against targets for 2020/21 and for future years to inform future budget strategy.
34. The Capital Programme, approved by Council in February 2018 and in subsequent years, set a target for non-earmarked General Fund capital receipts of £41 million, after making a deduction for eligible revenue costs of disposal. Up to 31<sup>st</sup> March 2020, a total of £6.887 million has been generated against this target. The forecast for receipts when setting the 2020/21 resources was £7 million, from the disposal of land as well as a number of retail parades. The only receipts received to date total £50,000, for the sale of freehold of 56A and 56B Plasmawr Road and a lease extension of 15, Llangranog Road.
35. In addition to the position outlined above, land appropriations to the Housing Revenue Account will take place for the development of affordable housing, with the main site during 2020/21 being the former Michaelston Community College site, which was originally anticipated in 2019/20.
36. Capital receipts from sites earmarked for specific projects, such as the proceeds from disposals such as Dumballs Road, are to be used to repay the initial investment in acquiring the site.

## Public Housing (Housing Revenue Account)

37. The 2020/21 capital programme for Public Housing is £56.775 million, with net overall slippage of £1.802 million currently forecast.
38. Expenditure of £3.510 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 the Roundwood Estate, Arnold Avenue and Bronte Crescent. Subject to contractor capacity, schemes may be brought forward from future years.
39. In respect to planned investment on Council dwellings, COVID-19 has resulted in a focus on the most urgent works, avoiding the requirement to enter properties. This has resulted in a delay to works, with slippage of £2.902 million currently anticipated, primarily in relation to high-rise upgrades, lift upgrades and renewals and kitchen and bathroom works. Areas of expenditure forecast during the year include replacement boilers (£750,000), front door upgrades to flats following completion of testing for fire safety (£600,000) and a lift replacement programme at flats (£257,000). Expenditure of £775,000 is forecast on the roof replacement programme, with opportunities to be considered to speed up the delivery of the programme. To ensure that Major Repairs Allowance grant funding for 2020/21 is utilised in full, options to bring forward expenditure in line with

contractor capacity will continue to be reviewed during the course of the year.

40. Expenditure on disabled adaptations for public housing is forecast to be £2.5 million. Due to COVID-19, demand in the first quarter was weak and the focus was on the most critical cases. Since then there have been a large number of referrals in the second quarter and business has resumed as normal. Assessments are now progressing as part of the service recovery plan.
41. Expenditure on the development of new housing over a number of sites during the year is estimated to cost £40.715 million in total. This includes completion of phase one living sites, preparation for future phases as well as specific developments, such as Caldicot Road, the former training and community centre sites in St Mellons, the paddle steamer, and the former Lansdowne Hospital site. The level of expenditure on specific sites to be developed by the Council is lower than initially planned, however additional expenditure on schemes identified below has enabled overall investment on new build and acquisition to be maintained at planned levels.
42. Cabinet, in June 2020, considered the impact of COVID-19 on the Council's housing delivery programme and agreed approval in-principle of a specific request from Wates Residential to the immediate purchase of a number of additional properties currently in development as part of the Phase 1 Cardiff Living programme. This estimated the acquisition of an additional 102 properties for Council homes or for Council approved assisted home ownership across 4 sites, namely Willowbrook, St. Mellons; Briardeane, North Road; Highfields, Heath and Llandudno Road, Rumney. To facilitate this, the level of open market buy backs of property over the medium term was to be curtailed, with £4 million expected to be spent in 2020/21 on completion of the buyback programme, for all but urgent cases and those facilitating comprehensive regeneration schemes such as at Channel View.
43. In March 2020, Cabinet agreed to acquire the freehold interest of the former Gas Works site at Ferry Road, Grangetown at a cost of over £10 million in order to deliver a Council led mixed tenure housing scheme. The scheme will deliver around 500 new homes and will provide a strategic link to the proposed regeneration of the Channel View estate. An outline planning application is due to be submitted by the end of 2021/22.
44. Cabinet considered, in July 2020, a future service model for homelessness and set out a range of schemes to offer long-term and sustainable housing options for homeless families and single people. COVID-19 has necessitated extreme urgency to deliver longer-term solutions for temporary accommodation to replace the leased hotels. Two modular schemes are underway to provide a long-term homeless housing provision. The assessment centre at Hayes Place (19 new modular homes using the Beattie Passive 'Haus4studio' pods) will be handed over in December 2020. Works will commence on the Gasworks site in January 2021 to create 50 flats as temporary accommodation for homeless families.

45. Specialist supported accommodation for homelessness is proposed at Adams Court to create an integrated facility of approximately 103 self-contained units with intensive support and an additional 49 flats for longer term more settled accommodation.
46. The Council submitted a number of grant bids to WG covering COVID-19 related homelessness recovery plans in order to support the costs of the above three projects, projects taken forward by partners as well as the development of affordable housing. Over £12 million of funding has been approved in-principle and subject to detailed terms and conditions. Where schemes need to be underwritten prior to confirmation of funding, this will need to be managed within the existing HRA capital programme.

#### Section 106 Schemes and Other Contributions

47. 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 revised forecasts at Month 6:

	<b>Budget</b>	<b>Projection at Month 6</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Parks & Green Spaces	1,600	748	(852)
Traffic & Transportation	601	633	32
Strategic Planning & Regulatory	77	31	(46)
Neighbourhood Regeneration	1,093	550	(543)
Economic Development	138	88	(50)
Education & Lifelong Learning	465	364	(101)
Public Housing (HRA)	1,407	1,407	0
<b>Total</b>	<b>5,381</b>	<b>3,821</b>	<b>(1,560)</b>

48. 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 and include Adamsdown Open Space, Cogan Gardens, Llandaff Fields, Shelley Gardens, Kitchener Gardens, Cemaes Crescent, Llanishen Park 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 & Regulatory – Air Quality Monitoring around the city.

- Neighborhood Regeneration – Provision of a Library Service within the Cardiff Royal Infirmary, improvement of community facilities at Penylan Library and Community Centre, St Peters Community Hall, Lisvane Old School Rooms and Llanishen Street.
- Economic Development – Support for small to medium enterprises in Adamsdown, Butetown and Llanishen.
- Education & Lifelong Learning – Condition works at Llanishen High School and Cathays High School.
- Public Housing – Development of new Council housing.

### **Scrutiny Consideration**

49. The Policy Review and Performance Scrutiny Committee considered this issue on 10 November 2020. The letter from the Chair is attached at Appendix 6

### **Reasons for Recommendations**

50. To consider the report and the actions therein that form part of the financial monitoring process for 2020/21.

### **Legal Implications**

51. The report is submitted for information as part of the Authority's financial monitoring process. The Council's constitution provides that it is a Council responsibility to set the budget and policy framework and to approve any changes thereto or departures there from. It is a Cabinet responsibility to receive financial forecasts including the medium term financial strategy and the monitoring of financial information and indicators.

### **HR Implications**

52. There are no HR implications arising from this report.

### **Property Implications**

53. The report is submitted for information as part of the Authority's financial monitoring process. The Strategic Estates Department continues to work with the Finance Department to monitor the ongoing impact of COVID-19 on the Council's estate-related revenue and capital budget. There are no further specific property implications to report.

### **Financial Implications**

54. In summary, this report outlines a projected Council overspend of £1.133 million at Month 6 of the 2020/21 financial year. This overspend reflects a net directorate overspend of £4.233 million, coupled with a Capital Financing overspend of £300,000. These overspends are partly offset by the general contingency of £3 million and a £400,000 underspend against the Summary Revenue Account. In the event that an overspend of this level exists at the end of the financial year, it would be offset against the Council Fund Balance. Currently, the Council Fund Balance is £14.255 million and

would reduce to £13.122 million in such a circumstance. It is important to note that within the overall position are COVID-19 related costs and income losses, which have not been possible to recover from Welsh Government, totalling £1.937 million.

55. As reported at Month 4, the position includes £3.130 million of in-year savings to mitigate the overspend. As the year progresses, it is essential that directorates maintain a focus upon both the delivery of identified savings and the identification of further savings, wherever possible. Whilst, to date, the Council has been able to recover the majority of COVID-19 expenditure from Welsh Government, there remains a significant risk that this will not be possible during the remainder of the year. This is evidenced by the scenarios presented in the report, which outline the fact that, based on current estimates, the Council could be exposed to as much as £28.886 million in additional expenditure and lost income during the remainder of the financial year.
56. Although the Welsh Government has made various announcements regarding further funding for Local Government, it cannot be assumed that all costs and losses of income will be mitigated via further external funding. Therefore, the Council has to ensure that every opportunity is taken to manage the financial impact being experienced. This will require directorates to demonstrate tight financial control and exercise good judgement in relation to income generation. As well as risks directly connected to COVID-19, directorates will also need to manage underlying pressures and ensure that reported positions do not deteriorate later in the year.
57. In addition to directorate risks, there is also the potential for other pressures to emerge. One example is the Council Tax Collection position, which, at this stage of the year and in the current context, is difficult to predict. Therefore, as outlined earlier in this report, it will be necessary for corporate solutions to be identified as well as directorate-led solutions. This will require a continual review of Council-wide issues and regular monitoring of the Council's balance sheet, including the debtors position and earmarked reserve levels.
58. In relation to the 2020/21 Capital Programme, a variance of £22.331 million is currently projected against the General Fund element, predominantly in relation to slippage against schemes. In terms of the Public Housing element of the programme, overall slippage of £1.802 million is currently forecast. Spend to date is also very 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 continue to 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 re-profiling 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 externally funded schemes, as it is important to ensure that the opportunity to utilise such funding is not lost.

59. As outlined at Month 4, in addition to the traditional pressures that the Capital Programme would be exposed to, the situation in relation to COVID-19 presents a different range of challenges. For example, capital expenditure could be used as a way of kick-starting the economy and specific grants have already been made available to contribute towards particular issues, such as homelessness. As well as this, contractors are having to make allowances for specific challenges connected to COVID-19, such as implementing alternative working practices to ensure social distancing. It is of critical importance, in light of this, that good contract management is undertaken and that issues that could give rise to cost increases or delays in schemes are identified and reported in a timely and appropriate manner. It will also be important to closely monitor the position in relation to capital receipts, as the programme is dependent upon particular targets being achieved in relation to this.

## RECOMMENDATIONS

The Cabinet is recommended to:

1. Note the COVID-19 financial impact at Month 6 and the ongoing response to the emerging financial position.
2. Note the projected revenue financial outturn based on the projected position at Month 6 of the financial year.
3. Note the capital spend and projected position at Month 6 of the financial year.
4. Reinforce the requirement for all directorates currently reporting overspends, as identified in this report, to deliver against action plans to reduce their projected overspends.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>CHRISTOPHER LEE</b>
	Corporate Director Resources <b>DATE: 13 November 2020</b>

The following appendices are attached:

- |            |   |                                    |
|------------|---|------------------------------------|
| Appendix 1 | – | Revenue Position                   |
| Appendix 2 | – | Directorate Commentaries           |
| Appendix 3 | – | 2020/21 Budget Savings Position    |
| Appendix 4 | – | Capital Programme                  |
| Appendix 5 | – | Capital Schemes Update             |
| Appendix 6 | - | Letter from Chair of PRAP Scrutiny |



## Appendix 1

**REVENUE MONITORING POSITION 2020/2021**

Directorate	CASH LIMIT BUDGETS			PROJECTED OUTTURN			VARIANCES		
	Expenditure £000	Income £000	Net £000	Expenditure £000	Income £000	Net £000	Expenditure £000	Income £000	Net £000
Corporate Management	26,516	(101)	26,415	27,516	(101)	27,415	1,000	0	1,000
Economic Development	43,892	(39,791)	4,101	37,542	(33,941)	3,601	(6,350)	5,850	(500)
Education & Lifelong Learning	345,461	(58,049)	287,412	348,834	(60,483)	288,351	3,373	(2,434)	939
People & Communities									
- Communities & Housing	249,641	(201,656)	47,985	255,891	(208,691)	47,200	6,250	(7,035)	(785)
- Performance & Partnerships	8,820	(5,816)	3,004	8,745	(5,741)	3,004	(75)	75	0
- Recycling & Neighbourhood Services	41,250	(11,517)	29,733	43,841	(14,108)	29,733	2,591	(2,591)	0
- Social Services	213,581	(31,969)	181,612	225,251	(40,759)	184,492	11,670	(8,790)	2,880
Planning, Transport & Environment	62,801	(51,769)	11,032	63,509	(52,477)	11,032	708	(708)	0
Resources									
- Central Transport Services	991	(1,026)	(35)	1,058	(845)	213	67	181	248
- Governance & Legal Services	6,885	(1,180)	5,705	7,397	(1,191)	6,206	512	(11)	501
- Resources	29,869	(13,870)	15,999	29,922	(13,973)	15,949	53	(103)	(50)
Capital Financing	37,873	(6,937)	30,936	36,561	(5,325)	31,236	(1,312)	1,612	300
General Contingency	3,000	0	3,000	0	0	0	(3,000)	0	(3,000)
Summary Revenue Account	9,815	(928)	8,887	9,815	(1,328)	8,487	0	(400)	(400)
Discretionary Rate Relief	400	0	400	400	0	400	0	0	0
<b>Sub-Total</b>	<b>1,080,795</b>	<b>(424,609)</b>	<b>656,186</b>	<b>1,096,282</b>	<b>(438,963)</b>	<b>657,319</b>	<b>15,487</b>	<b>(14,354)</b>	<b>1,133</b>
Council Tax Collection	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1,080,795</b>	<b>(424,609)</b>	<b>656,186</b>	<b>1,096,282</b>	<b>(438,963)</b>	<b>657,319</b>	<b>15,487</b>	<b>(14,354)</b>	<b>1,133</b>

This page is intentionally left blank

## **Appendix 2 – Directorate Commentaries**

### **Corporate Management**

**+£1,000,000**

1. The overall position for Corporate Management reflects an overspend of £1.000 million, reflecting a £13,000 improvement on the figure reported at Month 4. This improvement is due to a previously held item from a claim against the WG Hardship Fund now being claimed from an alternative funding source. The overall overspend is due to supplier relief that was not approved by Welsh Government (WG), as part of the Council's June claim against the Hardship Fund. As outlined in the main report, it is hoped that there will be an opportunity to recover this amount from another funding stream. However, until that is confirmed, this figure is shown as part of the overspend position. Elsewhere within the position are a number of small, offsetting, variances against the directorate's operational service delivery budget. The 2020/21 savings target of £90,000, in relation to past service pension contributions, is currently projected to be achieved in full.

### **Economic Development**

**(£500,000)**

2. The reported Month 6 position for the Economic Development directorate is an underspend of £500,000, which is broadly in line with the position reported at Month 6. The overall position is comprised of irrecoverable COVID-19 related costs totalling £69,000, an underlying underspend of £170,000 and in-year savings totalling £399,000. It should be noted that this directorate has been particularly badly affected by losses of income due to the closure of various facilities and venues, such as Cardiff Castle, St David's Hall and the New Theatre. To date, the income losses experienced in Quarter 1 have been recovered via a combination of WG and the Arts Council for Wales. For the purpose of this report, future income losses associated with these closures have been assumed recoverable. Divisions with underspends include Parks, Facilities Management, Property & Office Rationalisation and Culture, Venues & Events. Overspends are being reported in relation to Major Projects, Business, Investment & Workshops and Projects, Design & Development. In terms of savings agreed as part of the 2020/21 budget, a shortfall of £746,000 is projected against the target of £1.478 million. Of this shortfall, £320,000 relates to efficiency proposals, with the majority relating to the delay in the transfer of the New Theatre to a third party, with the balance relating to income generation proposals, which have been significantly impact by the effects of the pandemic.
3. The largest underspend within the directorate position is £465,000 in relation to the Parks service. This underspend includes in-year savings against employee budgets, due to vacancies, and operational underspends relating to grounds maintenance. As well as this, the £250,000 Financial Resilience Mechanism (FRM) allocation for ash die back works is not anticipated to be spent during this financial year. The Culture, Venues & Events division, overall, is projecting an

underspend of £95,000 due to areas less impacted by the effects of the pandemic experiencing in-year savings against staffing budgets, due to vacant posts. In addition, Property & Office Rationalisation is projected to underspend by £187,000 because of in-year savings against staffing budgets, additional internal recharge income and savings within the Office Rationalisation budget. Facilities Management is also projecting an underspend, totalling £57,000, largely due to in-year savings against repairs, maintenance and energy budgets, reflecting the reduced occupation of Council buildings during the lockdown period. Partly offsetting these savings within FM buildings is a deficit in relation to the Building Services trading account, reflecting reduced activity during the early part of the year.

4. Overspends within the directorate can be seen within Major Projects, where an overspend of £182,000 is forecast, and Projects, Design & Development, where an overspend of £100,000 is projected. The Major Projects overspend is due to unbudgeted non-domestic rates costs in relation to the Toys R Us building with the Projects, Design & Development deficit the result of reduced internal recharge income following a phase of reduced activity during the lockdown period. Other divisions are reporting minor, offsetting, variances or balanced positions. Although an overall underspend is reported, there is a significant risk that the position will worsen if the necessary level of financial support for lost income, in particular, is not forthcoming. The position will be kept under close review and any changes reflected in future reports.

## **Education & Lifelong Learning**

**+£939,000**

5. The Month 6 position for the Education & Lifelong Learning directorate reflects an overspend of £939,000, reflecting a significant improvement upon the £1.521 million overspend reported at Month 4. This positive change is due to a revision of assumptions regarding income generation within the traded services. The overall position can be broken down between irrecoverable COVID-19 costs amounting to £124,000, an underlying overspend of £1.850 million and in-year savings of £1.035 million. The main pressures within the position include trading deficits, after allowing for recovery of income losses via the Hardship Fund, against School Catering and the Music Service. In addition, there is a significant overspend in relation to Out of County Placements and continuing pressures in relation to School Transport. Partially offsetting these pressures are underspends in relation to Inclusion, Achievement, School Organisational Planning (SOP) and the benefit of some of the in-year savings within other divisions. A savings shortfall totalling £265,000 is projected against the target of £951,000. These shortfalls all relate to income generation proposals and are unachievable largely because of the impact of COVID-19 and the traded services not being able to operate as normal.
6. The largest overspend totals £1.269 million and relates to Services to Schools and, specifically, the traded services within that division. This position reflects the

continuation of issues that existed in previous financial years, as well as irrecoverable COVID-19 costs. This position does not include any COVID-19 related income losses that may be seen during the remainder of the year. However, it does include potential costs relating to the enhanced provision of free school meals, which is currently assumed to not be recoverable via the Hardship Fund. These services have been particularly badly affected by the closure of schools and there remains significant uncertainty regarding the restart of elements of these services and their financial viability over the forthcoming months. As well as this overspend, the Non-Delegated School Budget is projected to overspend by £142,000, due to a combination of additional transport costs and additional funding provided to schools.

7. In addition, there is an overspend of £644,000 projected in relation to Out of County Placements for pupils with additional learning needs (ALN). The underlying overspend is more significant than that reported, as a significant allocation of WG ALN grant funding has helped to mitigate the position in-year. The pressure has largely arisen due to an increase in the number of pupils requiring these placements, but also significant rises in the cost of such placements. Until capacity within Cardiff schools can be increased, it is likely that such pressures will continue to exist. The other main overspend relates to School Transport and totals £368,000. This is after allowing for an in-year saving on transport provider costs, during the period of inactivity whilst schools were closed. Therefore, the underlying pressure, which is primarily due to increased demand for transport routes for pupils with ALN, is greater than the amount reported.
8. There are a number of underspends within the directorate, the most notable of which is £525,000 in relation to SOP. This is the product of an in-year saving in relation to revenue funded school repairs and capital financing savings, which have arisen due to savings against Asset Renewal budgets in previous financial years. In addition, an underspend of £278,000 is projected against the budget for the Achievement Service. This underspend largely relates to the Youth Service, where additional grant funding has been available to offset base funded costs. As well as this, the Inclusion Service is projecting an underspend of £199,000, due to additional income generation via the service level agreement for specialist services with schools. Across the directorate, in-year savings proposals are providing mitigation against overspends. These include vacancy management and other expenditure controls, maximisation of the use of grant funding and a likely in-year underspend against the redundancy budget held for school redundancies. This latter proposal could potentially save £500,000.

## **People & Communities**

### **Housing & Communities**

**(£785,000)**

9. The Housing & Communities directorate is reporting an overall underspend of £785,000 at Month 6, which represents a decrease on the underspend reported

at Month 4. This decrease is due to a variety of factors including reduced income within Cardiff Works and increased security costs relating to non COVID-19 homelessness provision. The overall position comprises an operational service underspend of £270,000, in-year savings proposals totalling £536,000 and irrecoverable costs relating to COVID-19, which amount to £21,000. The main directorate variances, after allowing for in-year savings, include overspends within Advice & Benefits and Housing Strategy & Service Development, and underspends within the Independent Living Service, Early Help and Hubs & Community Services. In terms of savings, a shortfall of £154,000 is projected, in relation to a planned restructure and additional income generation within Cardiff Works and charging for equipment. The other proposals, of which the majority are efficiency savings, are projected to be achieved in full.

10. The largest underspend within the directorate relates to the Independent Living Service and totals £280,000. This underspend is the result of a review of available grant funding and the staffing establishment, which identified in-year staffing savings and the opportunity to offset base funded costs with grant funding. Homelessness & Hostels is also projecting an underspend, totalling £57,000, based on the assumption that all COVID-19 costs associated with temporary accommodation for homeless people will be reimbursed by WG. The underlying underspend is due to in-year staffing savings, which have arisen because of delays in recruiting to posts relating to Housing Options. Should there be further delays, this underspend will increase. In addition, an underspend of £69,000 is projected in relation to Hubs & Community Services, due to the in-year supplies and services savings, and Early Help is projecting a £96,000 underspend due to in-year vacancies. Business, Performance & Support is also projecting a £12,000 underspend due to vacancies. In addition to these divisional underspends is the assumption that the FRM allocation for estates management will not be utilised this year, saving a further £454,000.
11. Overspends within the directorate include £146,000 in relation to Advice & Benefits. This is due to a number of factors, including irrecoverable COVID-19 expenditure and a reduction in internal income against the Cardiff Works budget. Although Adult & Community Learning has experienced income losses, it is currently assumed that these will be reimbursed by WG. The other overspend, totalling £37,000, relates to Housing Strategy & Service Development, where the aforementioned restructure has not been possible to progress. Also contained within the directorate position is a significant increase in expenditure in relation to the Council Tax Reduction Scheme. At this stage of the year, this would require the full contingency allocation of £3.042 million to cover costs, as reported at Month 4. However, this continues to be a developing situation and, therefore, it will be kept under close review throughout the year, both in terms of the level of expenditure likely to be incurred and the prospects for recovering this via WG.

## **Performance & Partnerships**

**Balanced**

12. In line with the Month 4 report, Performance & Partnerships is reporting a balanced position overall, with overspends against Cohesion & Engagement and Bilingual Cardiff offset by projected underspends against Cabinet Office & Performance Management and Media & Communications. The largest overspend totals £46,000 and relates to Cohesion & Engagement, largely due to income shortfalls, with the other overspends due to additional employee costs. The Bilingual Cardiff overspend amounts to £45,000 and is due to shortfalls in both internal and external income, although this is partly offset by in-year staffing savings and reduced expenditure on supplies and services. The underspends within Cabinet Office & Performance Management and Media & Communications are projected to be £72,000 and £19,000, respectively, and are all due to in-year savings against employee budgets. The two budget savings proposals, amounting to £99,000, both of which were classified as efficiencies, are projected to be achieved in full.

## **Recycling & Neighbourhood Services**

**Balanced**

13. The Recycling & Neighbourhood Services directorate is current projecting a balanced position, which is in line with the position reported at Month 4. Within this position is a net £276,000 impact due to irrecoverable COVID-19 costs, offset by an overall £276,000 operational service underspend, which is aided, in particular, by an in-year underspend against allocations from the Financial Resilience Mechanism (FRM) and Policy Growth funding, and the proposed use of earmarked reserves to offset the majority of the irrecoverable COVID-19 costs. Particular in-year pressures include a projected overspend in relation to Waste Treatment & Disposal and Environmental Enforcement, offset by an underspend against Street Cleansing and Domestic Collections. Other divisions, including Trade Service and Strategy & Support are projecting minor variances or balanced positions. The savings proposals for 2020/21, classified as efficiency savings, amounted to £78,000 and are projected to be achieved in full.
14. The Waste Treatment & Disposal overspend is £460,000 and reflects the overall increased cost of processing materials caused by an increase in tonnages, the mix of materials and non COVID-19 price impacts. In addition, the new digital booking arrangements introduced at the recycling centres to ensure social distancing have required additional staff resources, although these are more than offset by the saving on processing costs through improved control measures and quality of material collected and processed. The Environmental Enforcement overspend totals £61,000 and is due to reduced external funding and additional staffing costs. The Street Cleansing underspend totals £354,000 and will be achieved by delaying the creation of a new city centre team and scaling back the enhanced cleansing regimes in certain wards, thereby releasing the funding from the FRM and Policy Growth allocations. Domestic Collections is now projecting an underspend of £160,000, primarily due to revised expenditure projections associated with recycling bags.

## **Social Services**

**+£2,880,000**

15. The position for Social Services reflects a total overspend of £2.880 million, reflecting a net improvement of £358,000 on the position reported at Month 4. The overall position comprises an overspend of £1.059 million within Adult Services, an overspend of £3.221 million within Children's Services and additional, unallocated, grant totalling £1.400 million, to be split across both directorates. Within that overall position is a significant amount of expenditure in relation to COVID-19, particularly within Adult Services. However, the majority of this has been fully reimbursed by WG, with only a total of £124,000 not reclaimable, with the majority of this sitting within Children's Services. Therefore, the majority of the overspend relates to underlying issues, although there is some mitigation with the fact that £753,000 of in-year savings have been identified. A total of £2.280 million in savings shortfalls are being reported, which represents almost all of the savings agreed as part of the 2020/21 budget. Whilst COVID-19 is a contributory factor in this non-achievement, the majority of the explanation is due to the continuation of pressures experienced in previous years, meaning that new initiatives, whilst potentially helping with cost avoidance, are not resulting in a net decrease in expenditure. Further detail on each directorate's position is provided in the paragraphs that follow.

## Adult Services

16. Adult Services is currently projected to overspend by £1.059 million at Month 6, representing an increase of £162,000 on the position reported at Month 4. This increase is due to a variety of factors, including additional Mental Health commissioned residential placements and an increase in domiciliary care activity. It is important to note that this position is predicated on the current level of residential and nursing placements, which has reduced in comparison to previous years. The position does not assume that the number of placements will increase later in the year, however, should an increase materialise, it has the potential to substantially increase the level of overspend. In the first five months of the year, the service has incurred approximately £7.1 million in COVID-19 related costs. These costs have predominantly related to financial support for the care sector, demonstrated via fee uplifts and payments based on planned activity, rather than actual activity. This has almost entirely been reimbursed via the ringfenced allocation for adult social care within the WG Hardship Fund, with only £17,000 of expenditure being disallowed. Had this not been the case, the overspend would have been significantly higher than the figure being reported.
17. The largest variance within the directorate is a projected overspend of £782,000 against the budget for Commissioned Services - Older People. This overspend is despite the reduction in numbers of residential and nursing placements and is due to the inability to take forward savings proposals, previous reliance upon grant funding, increasing costs associated with respite care, due to longer



placements, and additional costs associated with the ExtraCare contract. Whilst the nursing and residential placement numbers have reduced over the last few months (17% since February in the case of nursing placements), there have been a number of instances where former self-funders have required funding because of a fall in income. This has placed an additional financial pressure upon the authority. In terms of other commissioned services, Mental Health is showing an overspend of £442,000, due to additional costs in relation to direct payments and supported living, as well as increased residential placements as referenced earlier. Learning Disabilities is projecting an overspend, of £135,000, partly due to not being able to progress savings proposals and additional costs connected to the supported living contract.

18. In terms of internal services, an overspend of £269,000 is projected against the budget for Learning Disabilities Supported Living and Day Care, which is mainly due to additional employee costs associated with agency workers and overtime. For similar reasons, the Management & Support budget is projected to overspend by £194,000. Regarding underspends, the Reablement / Older People Day Care service is projecting a total underspend of £637,000. This is primarily due to the level of vacancies within the team, which is also the reason for an underspend of £120,000 in relation to Assessment & Care Management.

#### Children's Services

19. Children's Services is currently forecasting an overspend of £3.221 million at Month 6, which is an improvement of £520,000 compared to Month 4. This improvement is predominantly due to a significant reduction in the level of expenditure being incurred in relation to agency staff. Within this position is £107,000 of irrecoverable COVID-19 costs, the majority of which relate to WG only funding 50% of any ICT investment arising from the need to enable agile working during the pandemic. In addition, the position contains £353,000 of in-year savings. Therefore, the underlying position amounts to £3.467 million. This is after allowing for the use of £2.175 million corporate contingency for additional costs in relation to external placements, as agreed as part of the Month 4 reporting process.
20. The main pressure within the directorate position relates to Substitute Family Care. The projected overspend is £3.021 million, after assuming use of the corporate contingency. Within this division, the main pressure relates to external residential placements which have increased, net, by 10 since the start of the financial year, reflecting a 12% increase. As a result of these increases, this particular budget is projected to overspend by £4.352 million, before use of the contingency. Elsewhere within this division, an overspend of £830,000 is projected against the In-House Fostering budget, partly due to an increase of 32 in terms of kinship placements and increased fostering allowances. Partly offsetting this position is a projected underspend of £595,000 in relation to external fostering placements. It should be noted that this position does not allow

for any further placements during the remainder of the year and, therefore, there is a risk that the overspend will increase further. However, with fostering placements representing a lower cost than residential placements, any shift from residential placements to fostering placements would significantly aid the monitoring position.

21. Other overspends within the directorate are being reported in relation to Strategy, Performance & Resources (£48,000), Wellbeing, Protection & Support (£71,000), Localities (£505,000) and Improvement & Strategy (£302,000). In the case of each division, expenditure on agency staff to cover vacancies is the primary reason for the overspend, although the level of projected agency expenditure has significantly reduced between reporting periods. In terms of Localities, as well as agency expenditure, additional costs are being experienced across multiple budget headings in relation to Ty Storrie, with the facility having been transferred back into the Council during the last financial year. Providing some in-year mitigation is the delay in the opening of the Assessment Centre, with delays in recruitment resulting in in-year staffing savings. Partly offsetting the overall directorate overspend is an underspend of £726,000 within Restorative, Leaving & Edge of Care Services. Although additional agency costs have been incurred, these are more than offset by an in-year underspend against the budget for the Adolescent Resource Centre, due to underspends against employee budgets, and additional grant funding enabling base budget funded costs to be funded by external sources. Both the Youth Justice Service and National Adoption Service are projecting balanced positions.

## **Planning, Transport & Environment**

**Balanced**

22. The Month 6 position for Planning, Transport & Environment reflects a balanced position overall, after allowing for irrecoverable COVID-19 costs and in-year pressures. This position is consistent with that reported at Month 4. Within the position is an underlying underspend totalling £61,000 and in-year savings totalling £91,000. These are offsetting irrecoverable COVID-19 costs amounting to £152,000, including some ICT expenditure which was funded by WG at a rate of 50%. Particular in-year pressures are evident within Energy Management and Transport Planning, Policy & Strategy, whilst Bereavement & Registration Services and Highways are reporting underspends. Other divisions are reporting minor variances or balanced positions. In terms of 2020/21 budget savings proposals, an overall shortfall of £647,000, against a total target of £1.490 million, is projected. This shortfall is entirely related to income generation proposals, with efficiency targets currently projected to be achieved in full. The main shortfall relates to an additional drawdown from the Parking Reserve, which is unlikely to be feasible in light of significantly reduced Civil Parking Enforcement income levels this year to date. However, this shortfall should not impact upon the directorate revenue position, as expenditure commitments have been reduced as a mitigation.

23. The Energy Management overspend comes to £137,000 and is because of a shortfall in renewable income sources and recharge income shortfalls. The position no longer includes the repair costs at Radyr Weir, following the February storms, as WG have confirmed funding for this. The Transport Planning, Policy & Strategy net overspend is £98,000, caused by existing income shortfalls across several activities. Previously, the use of grant funding would have offset these shortfalls, but it is currently assumed that this opportunity is unlikely to present itself this year. The position has been partly mitigated by an anticipated surplus in Design & Delivery, reflecting the additional workload on transport schemes.
24. The Bereavement, Registration & Dogs Home underspend is £58,000 and reflects the additional income from excess deaths in April and May and a planned use of reserves to fund additional burial sites. Highways are forecasting a net underspend of £177,000 reflecting the holding back of funds allocated via the Finance Resilience Mechanism (FRM) and, as with Radyr Weir, the position no longer includes the cost of repairs caused by the February floods. Civil Parking Enforcement is reporting a balanced position although the current forecast indicates a significant reduction in the surplus. Any surplus that is generated will be transferred to the Parking Reserve. Planning & Building Control are also anticipating a balanced position, although this is dependent upon several significant planning applications being submitted. If these are delayed then it will have an adverse impact on the position.

## **Resources**

### **Central Transport Services +£248,000**

25. At Month 6, the projected position for Central Transport Services (CTS) is for an overspend totalling £248,000. This represents a £79,000 improvement on the position reported at Month 4, due to various factors including an increased fuel recharge surplus and reduced expenditure projections on vehicle parts. The overall overspend position is primarily due to an underlying external income target that has not proved achievable. In addition to the unachievable income target, there have been additional staff costs incurred due to the requirement to change working patterns in response to services amending their mode of operation in response to COVID-19. These adverse variances are partly offset by the aforementioned fuel recharge surplus.

### **Governance & Legal Services +£501,000**

26. The position at Month 6 for the Governance & Legal Services directorate is for an overspend of £501,000, which is in line with the figure reported at Month 4. This position is entirely made up of underlying issues and in-year savings. Any expenditure incurred as a direct result of COVID-19 has been recovered via WG, with any lost income currently assumed to be recoverable. The underlying position is due to a projected overspend within Legal Services, partly offset by an underspend within Democratic Services. The Legal Services overspend totals

£537,000 and is primarily due to continued pressures in relation to complex children's' cases and the requirement to engage external legal services to provide support with this work. In addition, there are overspends in relation to employees, due to the need to engage locums, and supplies and services. The underspend in relation to Democratic Services totals £23,000 and is due to in-year staffing savings. Other divisions are reporting minor, offsetting, variances or balanced positions.

## **Resources**

**(£50,000)**

27. The Resources directorate is projecting an overall underspend of £50,000, representing a slightly reduced position compared to Month 4. The overall position comprises £169,000 of irrecoverable costs relating to COVID-19, an underlying overspend of £86,000 and in-year savings of £305,000. The irrecoverable costs are mainly within Health & Safety and primarily relate to additional legionella testing required within schools. The underlying overspend is the combination of overspends within Digital Services and Health & Safety, offset by underspends within Commissioning & Procurement and Human Resources. In terms of savings, a shortfall of £209,000 is projected, with the majority of the shortfalls relating to income proposals and plans to generate additional income within Revenues, Commissioning & Procurement, Human Resources and Health & Safety. Wherever possible, these shortfalls have been mitigated within the monitoring position or via reimbursement from WG.
28. The largest underspend within the position totals £201,000 and relates to Human Resources. This underspend is due to a combination of in-year employee savings, additional internal income and underspends against the budgets for projects. In addition, Commissioning & Procurement is projecting a £17,000 underspend due to in-year savings against supplies and services budgets partly offset by income shortfalls. The largest overspend within the position is within Digital Services and totals £88,000. This overspend is mainly because of additional costs within Customer Services, which have been incurred in order to be able to achieve income targets. The Health & Safety overspends comes to £80,000, with a large part of this is in connection with irrecoverable COVID-19 expenditure. The balance is predominantly due to shortfalls against internal income targets. Although the Finance position is reported as balanced, there remain risks regarding income collection, which could impact the position if delayed income proves either to not be achievable or not funded by WG.

## **Ring-fenced and Grant Funded Accounts**

### **Housing Revenue Account**

29. The Housing Revenue Account (HRA) is projecting a potential surplus of £2.2 million, in line with the figure reported at Month 4. The major variance is an anticipated £1.418 million underspend within the Housing Repairs Account, partly due to delays to planned work and access issues as a result of COVID-19. Other variances include vacancy savings across the functions, estimated at £246,000. This reflects delays to the filling of vacant posts, again impacted by COVID-19 restrictions.
30. The Housing Repairs Account includes underspends on responsive repair works and electrical testing, partly offset by additional planned spend on void property repairs. A balanced position against the Disabled Facilities Grant budget is still assumed on the assumption that there will be no shortfall against planned staff recharges to capital schemes. Based on week 12 statistics, rent and service charge income are estimated at £75,000 below target, offset by void rental allowances estimated at £186,000 below budget. Insurance forecasts are largely based on average costs in previous years and indicate an underspend of £196,000. Actual costs will depend on the number and value of claims which will not be clear until later in the financial year.
31. These variances are partly offset by security costs (£170,000) and bad debt provision above budget (£35,000) for the hostels and other accommodation. Additional security arrangements have been put in place at several HRA sites as a direct result of COVID-19 requirements with related costs assumed to be met via the claims process with WG. The balance of the variance is largely due to savings on premises costs and supplies and services and unbudgeted income from the WG COVID-19 claim reimbursement for additional spend, largely staffing and IT.
32. Any surplus generated within the HRA will transfer to the HRA General Balance, which will improve the ability to deal with future budget pressures and provide more flexibility for any unavoidable commitments in the new financial year.

### **Civil Parking Enforcement**

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

	<b>Budget</b>	<b>Projected</b>	<b>Variance</b>
	<b>£000</b>	<b>Outturn</b>	<b>£000</b>
		<b>£000</b>	
<b>Income</b>			
On street car parking fees	5,634	1,424	4,210
Off street car parking fees	1,420	306	1,114
Residents parking permits	405	320	85
Penalty charge notices	2,507	869	1,638
Moving Traffic Offences (MTOs)	4,746	2,710	2,036
<b>Total Income</b>	<b>14,712</b>	<b>5,629</b>	<b>9,083</b>
<b>Expenditure</b>			
Operational costs, parking & permits	774	639	(135)
Enforcement service including TRO	5,916	5,258	(658)
<b>Total Expenditure</b>	<b>6,690</b>	<b>5,897</b>	<b>(793)</b>
<b>Annual Surplus / (Deficit)</b>	<b>8,022</b>	<b>(268)</b>	<b>(8,290)</b>
Reimbursement from WG	0	3,517	3,517
<b>Revised Surplus / (Deficit)</b>	<b>8,022</b>	<b>3,249</b>	<b>(4,773)</b>

34. The CPE budget for 2020/21 assumed a trading surplus of £8.022 million. The current projection indicates a trading loss of £268,000, a reduction of £8.290 million. This position is broadly in line with that reported at Month 4.
35. The COVID-19 pandemic has had a profound effect on CPE income. Since lockdown was introduced on 23<sup>rd</sup> March 2020, almost all enforcement activities stopped and very few parking spaces were utilised. All income streams have been affected with significant reductions in the use of on street and off street parking. Enforcement activity was scaled back during the height of the pandemic and lower traffic volumes, particularly in the city centre, will mean lower fine income from Moving Traffic Offences (MTOs).
36. The reduced activity generates a consequential reduction on expenditure. This includes lower spend on overheads such as IT support, management fees, credit card commission, hybrid mail and advertising. In addition, there are savings from staff vacancies and less routine maintenance.
37. A claim for reimbursement of lost income was made to WG in relation to the first quarter of the year. This was for £3.517 million and was approved in full, improving the position to a trading surplus of £3.249 million in the process. Whilst

there is currently no guarantee that WG will cover income losses beyond quarter one, there are indications that WG will consider this and have requested claims from local authorities in respect of income losses experienced during quarter two.

38. The table below illustrates the effect on the trading position using various reimbursement scenarios.

	<b>Current Position £000</b>	<b>25% Recovery £000</b>	<b>50% Recovery £000</b>	<b>75% Recovery £000</b>	<b>100% Recovery £000</b>
Current Forecast	3,249	3,249	3,249	3,249	3,249
Future Reimbursement	0	1,193	2,387	3,581	4,743
<b>Surplus</b>	<b>3,249</b>	<b>4,442</b>	<b>5,636</b>	<b>6,830</b>	<b>8,022</b>

39. The existing forecast reflects the approved reimbursement for quarter one. Scenarios ranging between a further 25% and 100% reimbursement illustrates the impact on the surplus.
40. The surplus is transferred to the Parking & Enforcement Reserve. This is available to support highway, transport and environmental maintenance and improvements. The table below illustrates the forecasted year-end position for each scenario.

<b>Parking &amp; Enforcement Reserve</b>	<b>Current Position £000</b>	<b>25% Recovery £000</b>	<b>50% Recovery £000</b>	<b>75% Recovery £000</b>	<b>100% Recovery £000</b>
Balance 1 <sup>st</sup> April 2020	2,115	2,115	2,115	2,115	2,115
Contribution from CPE	3,249	4,442	5,636	6,830	8,022
<b>Total Available</b>	<b>5,364</b>	<b>6,557</b>	<b>7,751</b>	<b>8,945</b>	<b>10,137</b>
Contribution Agreed in Budget Proposals	5,935	5,935	5,935	5,935	5,935
<b>Balance</b>	<b>(571)</b>	<b>622</b>	<b>1,816</b>	<b>3,010</b>	<b>4,202</b>

41. The brought forward balance in the reserve is £2.115 million. The actual contribution to the reserve from CPE activities will depend on decisions made by the WG regarding reimbursement of lost income. The current position reflects the recovery of income for quarter 1 only. Scenarios ranging between a further 25% and 100% recovery illustrate the significant impact on the surplus and consequential effect on the sum available. The contribution agreed in the budget is £5.935 million. The current position shows there is an insufficient sum available

in the reserve to fund the revenue commitments. If this scenario remained then there would be a financial pressure within the Planning, Transport & Environment directorate. This position is however unlikely given the recent positive indications from dialogue with WG.

## Harbour Authority

42. For the current year, the Council worked with WG to identify achievable efficiencies, service reductions and savings against the approved Fixed Costs budget and to agree on an appropriate budget arrangement for Asset Renewal. The WG have agreed Fixed Costs funding of £4.961 million and Asset Renewal of £262,000, giving a budget of £5.223 million, which is the same overall total as the 2019/20 financial year.
43. The forecast at the end of quarter two indicates a funding requirement of £5.286 million, representing a variance of £63,000 over budget, as per the table below.

	<b>Budget</b>	<b>Projected</b>	<b>Variance</b>
	<b>£000</b>	<b>Outturn</b>	<b>£000</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Expenditure	5,896	5,597	(299)
Income	(935)	(529)	406
<b>Fixed Costs</b>	<b>4,961</b>	<b>5,068</b>	<b>107</b>
Asset Renewal	262	218	(44)
<b>Total</b>	<b>5,223</b>	<b>5,286</b>	<b>63</b>

44. The introduction of government restrictions, particularly around travel, as a result of the COVID-19 pandemic, has had a significant impact on income generation for the Harbour Authority. Car parks were closed until mid-June and, whilst now reopened, the quarter two income generation was 50% of the equivalent level in 2019/20. It remains to be seen how usage will increase over the coming months, with limitations on travel. Within the figures in the table above, income of £201,000 for car parking is projected against the target of £523,000. The balance of the shortfall in income relates to the Aqua Park and harbour dues and rentals. This forecast will be updated as more information becomes available over the coming months.
45. The shortfall in income is partly mitigated by a number of managed underspends across a range of areas, including Community Liaison and administration, facilities management and building / general overheads. Spending has been restricted, where possible, to offset expected shortfalls in income. The Asset Renewal budget is currently indicating a reduction in spend, compared to Month 4, with savings against the purchase of a barrage crawler crane and phase one of the railing refurbishment scheme at Penarth Marina.
46. The Harbour Authority maintains a Contingency & 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<sup>st</sup> March 2020 was £63,000 and this is line with the amendments to the Deed of Variation as agreed in April 2020.

47. It is anticipated that any overspend will be dealt with initially through the Contingency & Project Fund, with the remainder to be funded by WG as part of an additional claim for unforeseen costs.

This page is intentionally left blank

**DIRECTORATE BUDGET SAVINGS PROPOSAL SUMMARY 2020/21**

			Savings Proposal				Savings Progress			
Dir.	Ref	Proposal	Employee Costs	Other Spend	Income	Total	Achieved	Projected	Unachieved	Comments
			£000	£000	£000	£000	£000	£000	£000	
<b>Efficiency Savings</b>										
CMT	E1	<b>Reduce Budget for Past Service Contributions</b> A review of past service contributions to pension funds in respect of ex-employees has identified that there will be a £90,000 reduction in costs for the year 2020/21. The current budget in respect of this area is £825,000.	90	0	0	90	45	90	0	Based on expenditure to date, it is assumed that this saving will be achieved in full.
	<b>Corporate Management - Efficiency Total</b>		90	0	0	90	45	90	0	
Economic Development	E2	<b>Deletion of Post in Major Projects</b> The deletion of one post through voluntary redundancy. The current staffing budget for Major Projects is £185,000.	53	0	0	53	53	53	0	The related post has been deleted and this saving has been achieved in full.
	E3	<b>Dr Who Experience</b> The existing budget will no longer be required once the building is dismantled and the land is handed back to Welsh Government. Handover should be completed by March 2020. The current net budget for the Dr Who Experience is £120,000.	0	120	0	120	120	120	0	This saving has been achieved in full.
	E4	<b>Transfer of New Theatre building to an alternative provider</b> This saving will be achieved through the release of Facilities Management budgets following the transfer of the New Theatre building to an alternative provider. The current New Theatre Facilities Management budget is £212,000.	0	212	0	212	0	0	212	The transfer of the New Theatre has been delayed as a direct result of the COVID-19 pandemic and this saving will not be achievable this year.
	E5	<b>Reduction in staff costs in Facilities Management</b> Saving will be achieved following a restructure of staffing resources within Facilities Management. This proposal relates to the Building Support function with a current staffing budget of £1.354 million.	10	0	0	10	10	10	0	This restructure has been finalised and the saving has been achieved in full.
	E6	<b>Reduction in staffing budget in Economic Development</b> A reduction in the staffing budget associated with the operation of Economic Development. This reflects the deletion of 3 x vacant posts, and 1 x voluntary redundancy. This proposal relates to the Business and Investment functions with a current staffing budget of £825,000.	150	0	0	150	28	150	0	The three posts planned for deletion have been deleted. However, agency staff are still being utilised by the service, which may impact upon achievability of the full saving.
	E7	<b>Relocate Tourist Information Centre from Old Library</b> Relocate provision of Tourist Information from the Old Library to St David's Hall (SDH) as a satellite to the main Tourist Information Centre (TIC) at Cardiff Castle. Tourist information would be provided by existing staff at SDH, with the saving being achieved through a reduction in agency costs associated with covering the current TIC. Cover has been previously provided through the use of staff at Cardiff Castle with a current staffing budget of £1.343 million.	20	0	0	20	0	20	0	Staff linked to the provision of this service have been relocated to St Davids Hall. The impact on use of agency staff and related savings requires ongoing review as to achievability.
	E8	<b>Cardiff Castle - Bookings Taken On Line</b> St. David's Hall box office to facilitate Cardiff Castle bookings online providing a reduction in cost against the current external arrangements. The current budget for this service is £20,000.	0	20	0	20	20	20	0	Although both St David's Hall and the Castle anticipate venue closures for a significant part of 2020/21 due to COVID-19, the arrangement for online bookings transferred to St David's Hall and has realised savings in external costs.
	E9	<b>Cardiff Castle - Volunteer Programme</b> Implementation of a volunteer programme which will reduce agency and overtime costs. Volunteers would assist and support staff during peak demand and the summer season. Recruitment is planned from colleges and universities programme to include work experience, trainees or apprentices. Reduced costs during events weekend and Bank Holiday periods. The Castle has a current staffing budget of £1.343 million.	20	0	0	20	0	0	20	Cardiff Castle is currently closed as a result of the COVID-19 pandemic and although anticipating a potential phased re-opening later in the year, it is unlikely that this planned volunteer programme will be implemented.
	E10	<b>Reduction In Office Rationalisation Budget</b> This budget will no longer be required from April 2020 as a result of buildings being vacated. The current budget for Office Rationalisation is £184,000.	0	92	0	92	92	92	0	This saving has been achieved in full.
	E11	<b>Revised Tourism Offer</b> A reduction in posts equivalent to 3 FTE in the Tourism Service. This will include the deletion of one vacant post and one voluntary redundancy. The current staffing budget for the Tourism service is £484,000.	100	0	0	100	100	100	0	Two posts relating to this proposal have been deleted. A delayed voluntary redundancy is offset in-year by other staff savings and is therefore considered achievable.
	E12	<b>Reduction in Staff Costs in the Events Service</b> The Events Service has a core establishment of six staff supporting an average of 40 events, as well as the City Centre. The proposal includes the deletion of a part-time post through voluntary redundancy. In addition, the team has absorbed income-funded work that was previously covered by agency staff. The Events service has a current gross staffing budget of £604,000.	48	0	0	48	0	0	48	The planned voluntary redundancy not taken place and this savings target is not currently considered achievable.

Appendix 3 - Savings Summary 2020/21

			Savings Proposal				Savings Progress			
			Employee Costs	Other Spend	Income	Total	Achieved	Projected	Unachieved	Comments
Dir.	Ref	Proposal	£000	£000	£000	£000	£000	£000	£000	
	E13	<b>Reduced Cleaning in Corporate Buildings</b> The proposed saving would be achieved through a reduction in the frequency of cleaning, and also an increase in productivity where this is practical and possible. The frequency of cleaning hygiene areas will remain unchanged but the frequency of cleaning office, meeting/conference rooms and communal/circulation areas will decrease. Most of these changes will be in the larger Council buildings (e.g. County Hall, City Hall, Willcox House, Cord House, St David's Hall,) where the current cleaning resource is greater. The savings will affect approximately 20 cleaning operatives (equivalent to circa FTEs). A number of voluntary redundancy applications from cleaners working in corporate buildings have been received. The current staffing budget for the Cleaning service is £4.956 million.	50	0	0	50	50	50	0	This saving has been achieved in full.
	E14	<b>Review of staffing resources within Play Services</b> Saving will be found by deleting posts through voluntary redundancy. The current staffing budget for Play Services is £560,000.	40	0	0	40	40	40	0	This saving has been achieved in full.
	E15	<b>Review of staffing resources within Facilities Management</b> Saving will be found by deleting posts through voluntary redundancy. The current staffing budget in respect of Facilities Management and Buildings Support is £4.019 million.	117	0	0	117	37	77	40	This saving has been partially achieved. One post has not been progressed for voluntary redundancy and the target is considered to be partly achievable.
<b>Economic Development - Efficiency Total</b>			<b>608</b>	<b>444</b>	<b>0</b>	<b>1,052</b>	<b>550</b>	<b>732</b>	<b>320</b>	
Education	E16	<b>Reduction in centrally retained Business Continuity Budget</b> Improvements in the management of school buildings and clarity about the split of responsibility between schools and the Local Authority have meant that the centrally retained budget for responsive building repairs to assist business continuity in schools underspent in 2018/19. This proposal would reduce the budget by £150,000 to reflect this. The current net budget for Business Continuity is £272,000.	0	150	0	150	75	150	0	Current forecasts indicate the potential for an underspend against the residual budget and, therefore, this saving is projected to be achieved.
	E17	<b>Further staffing savings in the Education Directorate Management Structure</b> Following a restructure of the Education Directorate this proposal would involve deletion of one management post. The current budget for this post would be removed in full.	100	0	0	100	100	100	0	The budget for this post has been deleted.
	E18	<b>Realignment of ICT Invest to Save Budgets</b> Review of invest to save budgets to reflect current capital financing commitments. The current invest to save budget is £634,000.	0	150	0	150	150	150	0	The relevant budgets have been reduced and the repayment schedules confirm that this saving is achievable.
	E19	<b>Rationalisation of School Based Counselling Provision</b> This reflects the savings achieved by bringing the external contract through Action for Children for School Based Counselling Service in-house under the management of the Principal Education Psychologist. An additional amount would be achieved through refinancing of the online service element from WG grant. The current net budget for School Based Counselling is £426,000.	0	100	0	100	50	100	0	Current projections suggest that this saving will be achieved in full.
	E20	<b>Reduce the annual contribution made to the Central South Consortium</b> A 3% reduction in the annual contributions made by partner LAs to the Central South Consortium in 2020/21. The current budget in respect of the contribution is £1.319 million.	0	41	0	41	41	41	0	The Council's contribution for the year has been agreed and reflects a reduction sufficient to ensure that this saving is achieved in full.
	E21	<b>Review of staffing resources</b> Saving will be found by deleting a post through voluntary redundancy. The current budget for this post would be removed in full.	45	0	0	45	45	45	0	The relevant post has been deleted and this saving has been achieved.
<b>Education - Efficiency Total</b>			<b>145</b>	<b>441</b>	<b>0</b>	<b>586</b>	<b>461</b>	<b>586</b>	<b>0</b>	
nd Communities	E22	<b>Better alignment of Advice Services and increased external income</b> The alignment of Into Work and Advice Gateways enables the deletion of a vacant manager post. This relates to the Money Advice Outreach service with a current staffing budget of £168,000.	43	0	0	43	43	43	0	This saving was achieved with the deletion of a vacant post
	E23	<b>Benefit Assessment - efficiencies in processing and digitalisation</b> Saving will be made through the deletion of posts via voluntary redundancy. This is possible due to efficiencies achieved through risk-based verification (reducing assessment time), digitalisation of services including Housing Benefit (HB) and Council Tax Reduction Scheme (CTRS) on-line claim forms, and scan station, reducing input time required by staff. This is in addition to a reduction in caseload of HB claims as Universal Credit roll out continues. The Benefit Assessment service has a current gross staffing budget of £3.215 million.	120	0	0	120	120	120	0	This savings target has been achieved in full following a restructure which saw the deletion of four vacant posts.
	E24	<b>Citizen Advice Bureau (CAB) Contract - Agreed Reduction</b> This saving reflects the fourth year of a five year phased reduction in the cost of the Advice Services Contract. The contractual agreement reduces funding by £30k a year for four years and then by £20k in year five. The current budget for the Advice Services Contract is £350,000.	0	30	0	30	30	30	0	This is the fourth year of a five year phased reduction in contract payments to Citizens Advice and the savings target has been achieved in full.
	E25	<b>Appeal Team Review</b> With the introduction of Universal Credit, fewer appeals against benefit decisions will be made and Tribunal hearings will reduce, enabling the reduction of one vacant post. The current staffing budget for the Complaints and Appeals service is £338,000.	38	0	0	38	38	38	0	This savings target is achieved in full with the deletion of one vacant post.

Dir.	Ref	Proposal	Savings Proposal				Savings Progress			
			Employee Costs	Other Spend	Income	Total	Achieved	Projected	Unachieved	Comments
			£000	£000	£000	£000	£000	£000	£000	
Housing and Communities	E26	<b>Review of out of hours arrangements for homelessness</b> Currently both housing options and hostels services provide out of hours rota which is a duplication. Hostel staff can be trained to undertake this role. The current staffing budget for the Housing Options Centre is £2.261 million.	17	0	0	17	17	17	0	Budgets were reduced accordingly and this saving has been achieved in full.
	E27	<b>Rationalisation for Childcare Business Support</b> The deletion of a post following the retirement of the post-holder. Impact on service delivery will be offset by Childcare Offer grant income in the short-term, as childcare provider support is integral to the new grant. The current staffing budget for the Childcare service is £340,000.	17	3	0	20	20	20	0	Budgets were reduced accordingly and this saving has been achieved in full.
	E28	<b>Joint Equipment Service - Increase in contribution from partners</b> Currently the contributions from partners is based on a model set up in 2008, which no longer reflects current levels of activity. Work is underway with partners to address this, and Cardiff's contributions to the service are expected to reduce by £92,000. The current budget for total partner contributions to the service is £1.678 million.	0	92	0	92	0	92	0	This saving is expected to be achieved in full following a revised Joint Equipment Service Agreement which distributes service overheads on a revised basis.
	E29	<b>The Legal Process and Complaints Review</b> The alignment of two teams managing the legal process, and complaints and appeals under the same management structure. The current staffing budget for the Complaints and Appeals service is £338,000.	48	0	0	48	0	0	48	Whilst this saving was previously understood to be achievable, it is now evident that it will not be met in-year as the planned restructure is on hold due to COVID-19.
<b>Housing &amp; Communities - Efficiency Total</b>			<b>283</b>	<b>125</b>	<b>0</b>	<b>408</b>	<b>268</b>	<b>360</b>	<b>48</b>	
P&P	E30	<b>Staff restructure in Policy, Partnerships and Performance Management</b> The saving will be achieved through a restructure that will better align the work of Policy, Partnerships and Performance Management that will release two posts through voluntary redundancy. The combined staffing budget for these areas is £947,000.	79	0	0	79	79	79	0	Two posts have been deleted via voluntary redundancy and the saving fully achieved.
	E31	<b>Third Sector Infrastructure Grant</b> The Council provides a grant to the Cardiff Third Sector Council (C3SC) to deliver through a Service Level Agreement (SLA), a range of support services to the third sector in the city. It is proposed to remove from the SLA, funded activities in relation to a community engagement work-stream, following a review of activities undertaken in recent years which concluded that insourcing these activities through the new Cohesion and Community Engagement Team would enhance efficiency and effectiveness in this area. With the new Local Government Bill proposing that all local authorities produce statutory Public Participation Strategies this will be a continued area of focus for the authority, particularly engaging with disconnected and deprived communities.  It is therefore proposed to remove the grant funding (£45,690) for community engagement activities from the SLA in 2020/21, with £25,690 reinvested to support the work of the Cohesion and Community Engagement team, realising a saving of £20,000. The current budget in respect of Third Sector Infrastructure Grant is £191,000.	0	20	0	20	10	20	0	The saving is fully expected to be achieved.
<b>Performance &amp; Partnerships - Efficiency Total</b>			<b>79</b>	<b>20</b>	<b>0</b>	<b>99</b>	<b>89</b>	<b>99</b>	<b>0</b>	

Dir.	Ref	Proposal	Savings Proposal				Savings Progress			
			Employee Costs	Other Spend	Income	Total	Achieved	Projected	Unachieved	Comments
			£000	£000	£000	£000	£000	£000	£000	
Recycling & Neighbourhood	E32	<b>Review of staffing resources</b> Saving will be found through a restructure within depots and cleansing that will enable the deletion of two posts through voluntary redundancy. The combined staffing budget for these areas is £4.139 million.	43	0	0	43	43	43	0	This saving has been achieved in full.
	E33	<b>Stores Review</b> A review of the current stores provision at Lamby Way will be undertaken including opportunities for a more integrated approach to stock delivery across the City. The review will include consideration of the levels of stock held including levels of obsolescent stock, alternative stock management options and governance. The saving will be achieved through a reduction in agency costs and vehicle utilisation. The current net budget for Stores is £748,000.	28	7	0	35	35	35	0	This saving has been achieved in full.
<b>Recycling &amp; Neighbourhood Services - Efficiency Total</b>			<b>71</b>	<b>7</b>	<b>0</b>	<b>78</b>	<b>78</b>	<b>78</b>	<b>0</b>	
Social Services	E34	<b>Support practice in mental health services across adult and children's services in understanding organisational responsibilities in respect of section 117 and children's CHC</b> Current practices for obtaining CHC funding for adults will be expanded in order to seek additional Health funding towards care packages for children. Given the size of children's care packages (c£210k for a residential placement) additional CHC contributions in just a small number of cases would be sufficient to achieve the saving. The current income budget for contributions from the Health Service towards the cost of jointly funded packages across Social Services is £3.7 million.	0	100	0	100	0	0	100	Childrens placements have already been reviewed at panel including Education and Health to ensure all additional funding is considered. In Adults, the review of funding contributions is not happening as usual. There may be a chance of savings later in the year.
	E35	<b>Review of existing contracts and practices</b> In addition to major contracts for domiciliary and residential care, the Directorate operates a range of smaller contracts for specific services. These will be reviewed and efficiencies identified. There will also be a review of placement finding and brokerage across adults and children's to develop a single directorate team with the commercial skills, links to social work teams and strong relationships with providers. Across the Directorate, there are budgets of £3.3 million for small contracts for specific services.	0	100	0	100	0	0	100	Commissioning posts are now in place but unlikely to result in significant savings in-year. Processes and governance are currently under review but significant increases in Childrens residential placements have resulted in increasing overspends. In Adults, the review of contracts is concentrated on the recovery of services post-COVID 19 and therefore the saving will not be achieved.
<b>Social Services - Efficiency Total</b>			<b>0</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>200</b>	
Planning, Transport & Environment	E36	<b>Residential LED Lighting Energy Reduction</b> Continuation of reduction in the energy costs associated with street lighting due to the introduction of LED lighting and the dimming and trimming of the network. The current Street Lighting energy budget is £2.516 million.	0	100	0	100	50	100	0	This saving is anticipated to be achieved.
	E37	<b>Highways - Reshaping of Maintenance Operations</b> A review of demand for highways related work has identified the opportunity to grant voluntary redundancy requests. A reduction in the need for reactive works, along with improvements in technologies and ways of working, supports a reduction in resources within Highways Operations, with no detrimental effect on service provision. The current staffing budget for Maintenance Operations is £2.261 million.	75	0	0	75	75	75	0	This saving has been achieved in full.
	E38	<b>Highways - Reduction in External Spend</b> Reduced use of external resources related to non-essential and non-safety related highway asset improvement works. The current budget is £1.668 million.	0	15	0	15	0	15	0	This saving is anticipated to be achieved.
	E39	<b>Shared Regulatory Service - 2020/21 Annual Savings</b> 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 £4.793 million.	0	94	0	94	94	94	0	This saving has been achieved following a revised agreed contribution to the SRS.
	E40	<b>Review of staffing resources within Planning</b> This saving would be achieved by deleting a post through Voluntary Redundancy. The current staffing budget in Planning is £2.103 million.	22	0	0	22	0	22	0	A review is planned to take place and the saving is anticipated to be achieved.
	E41	<b>Review of staffing resources within Road Safety</b> This saving would be achieved by deleting a post through Voluntary Redundancy. The current staffing budget in Road Safety is £609,000.	22	0	0	22	22	22	0	This saving has been achieved in full.
	E42	<b>Review of staffing resources within Bereavement Services</b> This saving would be achieved by deleting a post through Voluntary Redundancy. The current staffing budget for Bereavement Services is £1.532 million.	40	0	0	40	0	40	0	Due to COVID-19, little progress has been made on the review. It is anticipated to be undertaken later in the year.
	E43	<b>Street Lighting - use of Central Management System (CMS) to reduce Energy costs on Strategic routes</b> Use of CMS to further reduce energy costs on Strategic Routes through the introduction of a dimming regime during periods of very low traffic flow. The saving would be achieved by city-wide roll out, following an in-year pilot. The current Street Lighting energy budget is £2.516 million.	(5)	55	0	50	25	50	0	This saving is expected to be achieved.
<b>Planning, Transport &amp; Environment - Efficiency Total</b>			<b>154</b>	<b>264</b>	<b>0</b>	<b>418</b>	<b>266</b>	<b>418</b>	<b>0</b>	
	E44	<b>Business Support Efficiencies</b> A further review of staffing within the section, enabling the deletion of posts through a combination of vacancies and voluntary redundancy. This would necessitate the transfer to other areas of some of the functions currently undertaken by the section. As part of this proposal, it will be necessary to review income targets associated with these areas of work. The current net budget for Business Support is £291,000.	125	25	(45)	105	52	105	0	This saving is expected to be achieved.
	E45	<b>Staff efficiencies within Information Governance</b> The proposal comprises an employee saving to be achieved in relation to staff turnover. The current staffing budget for Information Governance is £1.050 million.	50	0	0	50	50	50	0	This saving has been achieved in full.

			Savings Proposal				Savings Progress			
Dir.	Ref	Proposal	Employee Costs	Other Spend	Income	Total	Achieved	Projected	Unachieved	Comments
			£000	£000	£000	£000	£000	£000	£000	
Resources	E46	<b>Efficiencies in Recovery &amp; Revenues</b> The proposal comprises £60,000 staff savings through flexible retirement and voluntary redundancy. The current staffing budget in Revenue Services is £3.676 million.	60	0	0	60	26	60	0	Part of the saving has been achieved via voluntary redundancy. The balance is expected to be achieved through flexible retirement.
	E47	<b>Reduction in Accountancy Staff Budgets</b> A further review of staffing structures and responsibilities in the section, enabling staff savings through a combination of vacant posts and voluntary redundancy. The current staffing budget for Accountancy is £1.950 million.	60	50	0	110	75	110	0	Part of the saving has been achieved via voluntary redundancy. The balance is expected to be achieved through deletion of vacant posts.
	E48	<b>Organisational Development Staffing</b> Review of staffing structures and responsibilities in the section enabling the deletion of a post through voluntary redundancy. The current staffing budget for Organisational Development is £529,000.	27	0	0	27	27	27	0	This saving has been achieved in full.
	E49	<b>Customer &amp; Digital Services Restructure</b> Implementation of the new staff structure within Customer and Digital Services, enhancing the ability to develop digital services across the Authority. The current staffing budget for this area is £11.882 million.	173	0	0	173	173	173	0	This saving has been achieved in full.
	E50	<b>Reduction of ICT spend with external suppliers</b> • Blackberry Email licence removal - by the time of the next renewal of Blackberry email maintenance, it is anticipated all users will have been converted to O365 email • Netapp file store maintenance removal • Mitel licence reduction • Sirsi Library maintenance reduction The current net budget for ICT is £766,000.	0	100	0	100	40	60	40	This saving is to be partly achieved this year with the shortfall being mitigated, within the overall monitoring position, by use of the mobile device technology fund.
	E51	<b>Reduction in Emergency Management Unit salary budget</b> Deletion of a vacant post, retaining part of the budget to provide flexibility for overtime and standby pay. The current staffing budget for the Emergency Management Unit is £218,000.	17	0	0	17	17	17	0	This saving has been achieved in full.
	E52	<b>Commissioning &amp; Procurement - Staffing</b> Savings released through flexible retirement. The current staffing budget for Commissioning & Procurement is £1.287 million.	2	0	0	2	2	2	0	This saving has been achieved in full.
	E53	<b>Health &amp; Safety - Staffing</b> The saving will be achieved through not filling a vacant post within Health and Safety. The current staffing budget for Health & Safety is £786,000.	44	0	0	44	44	44	0	This saving has been achieved in full.
	E54	<b>Human Resources - Staffing Efficiencies</b> Staffing efficiencies across HR through the deletion of vacant posts, voluntary redundancy and flexible retirement. The current staffing budget for Human Resources is £4.033 million.	147	0	0	147	147	147	0	This saving has been achieved in full.
	E55	<b>Resetting of the Information Governance Offer</b> The proposal is to review the service delivery model to reduce costs without compromising the Council's ability to deliver compliance in this key area. A heightened level of accountability and responsibility from individual directorates will be a key component of the success of the proposal. The current staffing budget for Information Governance is £1.050 million.	75	0	0	75	75	75	0	This saving has been achieved in full.
<b>Resources - Efficiency Total</b>			<b>780</b>	<b>175</b>	<b>(45)</b>	<b>910</b>	<b>728</b>	<b>870</b>	<b>40</b>	
<b>GRAND TOTAL EFFICIENCY</b>			<b>2,210</b>	<b>1,676</b>	<b>(45)</b>	<b>3,841</b>	<b>2,485</b>	<b>3,233</b>	<b>608</b>	

			Savings Proposal				Savings Progress			
			Employee Costs	Other Spend	Income	Total	Achieved	Projected	Unachieved	Comments
Dir.	Ref	Proposal	£000	£000	£000	£000	£000	£000	£000	
<b>Income Savings</b>										
<b>Economic Development</b>	INC1	<b>Increased Income Generation at St David's Hall</b> Savings will be achieved through the generation of increased income streams at St David's Hall. The current income target for St David's Hall is £6.059 million.	0	0	129	129	0	0	129	Due to the current enforced closure of the venue as a result of the COVID-19 pandemic, it is not considered likely that this savings target is achievable in 2020/21.
	INC2	<b>Pest Control</b> Increase in pest control charges in respect of rats, mice, squirrels and wasps. The current income target for the Pest Control service is £312,000.	0	0	27	27	0	0	27	Ability to achieve this target has been affected by the COVID-19 pandemic and loss of external customers and is, therefore, unlikely to be achieved.
	INC3	<b>New Theatre - Additional rental income from new operator</b> Additional rental income generated following the appointment of an independent theatre operator for the New Theatre. The New Theatre forms part of the Arts Venues budget with St David's Hall which has a combined net budget of £1.253 million.	0	0	60	60	0	0	60	The transfer of the New Theatre to an external operator has been delayed as a direct result of the COVID-19 pandemic and this saving will not be achievable this year.
	INC4	<b>New Attraction at Cardiff Castle (Black Tower Tales)</b> Black Tower Tales is a new interactive visitor attraction at Cardiff Castle, which will result in additional income from ticket sales. The attraction will serve a dual purpose as both an educational and entertaining addition to the Castle's core offering. This will increase the attractiveness of the facility to local schools, education establishments and community groups and to the established tourist market both nationally and internationally. The current income target for the Castle is £4.236 million.	0	0	190	190	0	0	190	The proposed Black Tower Tales new attraction to generate additional income has not been implemented due to the COVID-19 pandemic and the additional income is not considered achievable as a result.
	INC5	<b>Increase retail yield at Cardiff Castle</b> Selling (including on-line) high yield products at Cardiff Castle. The current income target for the Castle is £4.236 million.	0	0	20	20	0	0	20	Due to the current enforced closure of the venue as a result of the COVID-19 pandemic, it is not considered likely that this savings target is achievable in 2020/21.
<b>Economic Development - Income Total</b>			0	0	426	426	0	0	426	
<b>Education</b>	INC6	<b>Proposal to increase prices at Storey Arms Centre</b> Proposal to increase all prices for users of Storey Arms by 5% from September 2020. The current income target is £527,000.	0	0	15	15	0	0	15	The ability to achieve an increased level of income has not been possible, due to the enforced closure of the centre due to the COVID-19 pandemic.
	INC7	<b>Realignment of the Targeted Support, Early Help and Engagement teams to optimise deployment of provision across the City.</b> Recent changes in grant funding from Welsh Government will provide the service with an opportunity to realign the amount of base-budget funded provision. The current net budget for this area is £1.964 million.	0	0	100	100	50	100	0	It is anticipated that grant funding levels will be sufficient to ensure that this proposal is achieved in full.
	INC8	<b>Review of Services provided to schools on a traded basis</b> This saving would be achieved through ensuring that the support costs are being captured in those services provided to schools on a traded basis, such as specialist teaching resources, educational psychology services, music tuition services and outdoor education and learning at the Storey Arms Centre. The current income target is £17.894 million.	0	0	250	250	0	0	250	Whilst it will be ensured that the appropriate costs are charged against the trading account, it will not be possible to cover these via additional income generation due to the impact of the COVID-19 pandemic and the service not being in operation during the early part of the year.
<b>Education - Income Total</b>			0	0	365	365	50	100	265	
<b>Housing &amp; Communities</b>	INC9	<b>Review of Charging for Equipment</b> Cardiff currently purchases caddies, trolleys and perching stools, the cost of which range from £8 to £25 per item. It is proposed to charge for these items. This model has been implemented in other Welsh Authorities without detriment to the citizen. In addition, if a client feels they are unable to pay this amount they will be referred to Independent Living Service to review their income, in order to establish they are in receipt of all relevant benefits. This is a new income target for the service.	0	0	31	31	0	0	31	Due to the current COVID-19 pandemic, this target is not expected to be achieved in 2020/21.
	INC10	<b>Cardiff Works - Increase Income Generation</b> The council has an in-house agency "Cardiff Works" for administrative staff but uses external agencies for all other agency workers. A project is being established to see if more agency staff can be provided in house and thereby retain the agency fee income. This is at an early stage and may require the establishment of an arms-length company to increase flexibility. A report will be made to Cabinet in quarter one 2020/21 in respect of this element of the saving, with the new model expected to be implemented in quarter three. For 2020/21, £50,000 is anticipated from the new model, with an additional £100,000 from revising the internal charge from 0.2% to 2%. The current income target for the service is £6.073 million.	0	0	150	150	0	75	75	Current service area assumptions are that there will be partial achievement of this savings target.
	INC11	<b>Advice Services - increased external income</b> Grant funding is available to fund staff costs associated with the provision of fuel poverty advice. This relates to the Money Advice Outreach service with a current staffing budget of £168,000.	0	0	20	20	0	20	0	Smart Energy Grant is expected to be received for 2020/21, meaning that this saving should be achieved.
<b>Housing &amp; Communities - Income Total</b>			0	0	201	201	0	95	106	
<b>Social Services</b>	INC12	<b>Increase in maximum weekly charge for Domiciliary Care in line with Welsh Government (WG) policy</b> It is proposed that the Council increases its maximum weekly charge from £90 to £100 per week in 2020/21 to mirror WG policy. This will increase the level of income the Council receives in service user contributions. The current income budget for charges for domiciliary care is £3.555 million.	0	0	255	255	50	200	55	Whilst there is a level of decline in Domiciliary Care income, the price increase will be achievable on the element of retained income.
<b>Social Services - Income Total</b>			0	0	255	255	50	200	55	



			Savings Proposal				Savings Progress			
Dir.	Ref	Proposal	Employee Costs	Other Spend	Income	Total	Achieved	Projected	Unachieved	Comments
			£000	£000	£000	£000	£000	£000	£000	
Planning, Transport & Environment	INC13	<b>Energy Management - Lamby Way Solar Farm Scheme</b> Lamby Way Solar Farm will provide a substantial amount of clean, renewable energy to supply the local electricity grid and connected sites, generating an income for the Council, in addition to making a positive contribution to national and local renewable energy generation and carbon reduction targets. The current income target for Lamby Way Solar Farm is £30,000.	0	0	35	35	0	0	35	COVID-19 has caused a delay of approximately four months before further discussions regarding completion can take place. The better solar months will be missed. Net income is unlikely to be sufficient to achieve this target.
	INC14	<b>Civil Parking Enforcement</b> Additional contribution from Civil Parking Enforcement reflecting an increase in activity of on street parking and Moving Traffic Offences. The current operating costs are £6.203 million.	0	0	550	550	0	0	550	Income will be significantly lower due to COVID-19. CPE is unlikely to generate a trading surplus and, therefore, the drawdown from reserve is unlikely.
	INC15	<b>Planning - implement various Planning initiatives</b> Through improved proactive monthly monitoring of planning applications/Pre Planning Applications (PPAs) and major projects, this saving would be achieved by increasing income opportunities. The current income target is £2.481 million.	0	5	95	100	0	100	0	This saving will be achieved, depending upon the submission of schemes and planned price increase in the autumn.
	INC16	<b>Maximising opportunities for recharging services to grants</b> Maximising opportunities for recharging for services to WG grants within Transport, Policy & Strategy and Design & Delivery. The current income budget is £3.165 million.	0	0	135	135	0	135	0	The saving is anticipated to be achieved following the expectation of additional grants, for example Active Travel.
	INC17	<b>Bereavement Services - Burial and Cremation Fees</b> Generate additional income through increases to fees for burials and cremations. The current income target is £3.211 million.	0	0	120	120	0	120	0	It is anticipated the additional income will be achieved following the price increases.
	INC18	<b>PTE - General Fees &amp; Charges</b> Generate additional income through increases to a number of fees & charges in respect of highways and transportation. The current income target is £1.083 million.	0	0	32	32	0	0	32	The additional income will not be achieved following the impact of COVID-19.
	INC19	<b>Registration - Fees &amp; Charges</b> Generate additional income through increases to fees & charges in respect of ceremonies and certificates. The current income target is £836,000.	0	0	30	30	0	0	30	The enforced closure caused by COVID-19 will result in an income shortfall and therefore this saving will not be achieved.
	INC20	<b>Cardiff Dogs Home</b> Use of the Cardiff Dog's Home Legacy reserve to support operational costs in the short term, pending a further, comprehensive review of the service. The current net budget for Cardiff Dogs Home is £275,000.	0	0	70	70	70	70	0	This saving will be achieved by drawing down from the Legacy Fund in line with the proposal.
<b>Planning, Transport &amp; Environment - Income Total</b>			0	5	1,067	1,072	70	425	647	
Resources	INC21	<b>Additional Income in Recovery &amp; Revenues</b> The proposal comprises an income target of £85,000 in connection with recently recruited recovery staff. The current income target is £1.096 million.	0	0	85	85	0	0	85	This saving is unlikely to be achieved as a result of COVID-19.
	INC22	<b>WITS charge for Business Support functions</b> Cardiff Council host the WITS, which is funded by public sector partners. Rather than create additional support posts, WITS utilises Customer Services business support functions (statistics, workforce planning, ordering / invoicing, financial monitoring etc.) This proposal is to ensure that these costs are fully recovered from the service. The current income target for C2C is £1.109 million.	0	0	25	25	25	25	0	This saving has been achieved in full.
	INC23	<b>Commissioning &amp; Procurement - Additional Income</b> Additional income reflecting procurement support for the 21st Century Schools Band B Programme (four year commitment). The current income target is £399,000.	0	0	40	40	0	0	40	This income is not achievable from this source. This will be mitigated, within the monitoring position, by income from the administration of a national framework.
	INC24	<b>Commissioning &amp; Procurement - Additional Income</b> Additional income reflecting SEWSCAP / SEWH billing contractor levy (1 day a month). The current income target is £399,000.	0	0	3	3	3	3	0	This saving has been achieved in full.
	INC25	<b>Health &amp; Safety - Additional External Income</b> The saving will be achieved through generation of additional income from asbestos and other Health and Safety training, as well as investigating opportunities for collaboration with neighbouring Local Authorities. The current external income target is £126,000.	0	0	15	15	0	0	15	Ability to achieve this target has been affected by the COVID-19 pandemic and is therefore unlikely to be achieved.
	INC26	<b>HR - Cardiff Academy Income</b> Additional income from Cardiff Academy. The current external income target is £99,000.	0	0	29	29	0	0	29	Income is not achievable due to the current inability to deliver physical classes. However, this will be mitigated within the monitoring position by reduced external spend on training providers.
	INC27	<b>Increased Income within Information Governance</b> The proposal comprises the introduction of an income target in line with levels of income being generated in the current year. The current income target is £14,000.	0	0	25	25	15	25	0	This saving is expected to be achieved.
<b>Resources - Income Total</b>			0	0	222	222	43	53	169	
<b>GRAND TOTAL INCOME</b>			0	5	2,536	2,541	213	873	1,668	

			Savings Proposal				Savings Progress			
Dir.	Ref	Proposal	Employee Costs	Other Spend	Income	Total	Achieved	Projected	Unachieved	Comments
			£000	£000	£000	£000	£000	£000	£000	
<b>Service Change Savings</b>										
Social Services	S1	<b>Strength Based Practice and Commissioning Saving - Children Services</b> Implementation of priorities contained in the children's services strategy to ensure the right range of cost effective services are in place, including development of community support to keep families together, a reunification framework, continued development of in-house fostering, reframing the relationship with IFAs and developing purposeful homes for children closer to Cardiff. Specifically, it is anticipated that the Directorate will successfully recruit an additional 15 internal foster carers (25 currently being assessed) leading to an equivalent reduction in the number of externally commissioned foster placements, producing a net saving of £300,000. In addition, it is anticipated that, through the implementation of a range of initiatives, there will be reduced reliance on high cost residential placements. It is assumed that there will be a net reduction of 3-4 placements, with an implied saving of £600,000. The current budget for externally commissioned placements for children is £27.834 million.	0	900	0	900	0	50	850	The new commissioning posts are now in place, however it is unlikely to result in significant savings in-year. Processes and governance are currently under review but significant increases in residential placements during the early part of the year have resulted in increasing overspends. Programmes to allow additional internal fostering placements, rather than commissioned places, have slipped considerably but are now progressing. However, it is unlikely that any significant savings will result during the year.
	S2	<b>Closer to Home Support - Return 5 people in year to lower cost provision from out of county residential care placements</b> Via an ongoing process of review, the aim is to return care users to lower cost forms of provision from out of county residential care placements or to step down individuals from other high cost placements. The proposed saving represents the equivalent of stepping down 5 individuals from a learning disability residential placement (average cost £87,000 pa) to a medium cost supported living placement (average cost £57,000). There are currently 119 residential/nursing placements in learning disabilities. In terms of capacity, the existing supported living contract contains places for c300 care users with a degree of turnover evident each year. Work is ongoing with Communities to identify further accommodation. The availability of supported living places is constantly monitored and opportunities for step down considered on an ongoing basis. The current budget for care homes for adults with learning disabilities is £10.389 million.	0	150	0	150	0	0	150	Due to COVID-19 it is impracticable to move residents from one form of provision to another and as a result savings will be unachievable.
	S3	<b>Provide more step down to general purpose accommodation for mental health users</b> Via an ongoing process of review, the aim is to step down care users to general purpose accommodation. The proposed saving represents the equivalent of 3 residential mental health placements (average cost £37,000). If stepping down to a domiciliary care supported package (average £25k) then the equivalent of 12 individuals would have to step down to achieve the saving. There are currently 84 residential/nursing placements in mental health. The current budget for care homes for adults with mental health needs is £3.008 million.	0	150	0	150	0	100	50	The facility has been available since the end of July and therefore savings should be achievable during the later part of the year.
	S4	<b>High Cost Case review in Older people and Physical Disability cases</b> The implementation of a strength-based panel in 2019/20 has increased the scrutiny and review of high cost placements. The panel examines opportunities to encourage independence and reduce reliance on traditional forms of care. The proposed saving of £250,000 represents the equivalent of 15,156 hours of care, which represents c1.25% of the total annual number of domiciliary care hours delivered to older people. The ongoing review includes right-sizing and examining opportunities for the use of community equipment where appropriate. The current combined budgets for commissioned domiciliary care, care homes and direct payments for older people and adults with physical disabilities amount to £51.854 million.	0	250	0	250	0	0	250	The focus has been on the response to the pandemic with no possibility for package review. If there is some opportunity later in the year to review high cost packages there could be an element of savings.
	S5	<b>Review packages for joint funding opportunities in Older People and Physical Disability</b> There is an established CHC review process to examine the potential for the joint (Health) funding of packages in learning disabilities. This has realised c£200k in additional Health funding in 2019/20. Recent data from external consultants suggests that further levels of joint health funding should be available in relation to learning disabilities. Learning disability placements are high cost (c£90,000) and where joint funding is agreed, the UHB contribution is typically 50%. To achieve the saving, 6-7 additional packages would need to be approved for CHC. It is intended that CHC processes in relation to older people and physical disability cases are enhanced with additional capacity being identified. The current income budget for contributions from the Health Service towards the cost of jointly funded packages is £3.7 million.	0	275	0	275	0	0	275	Scope to review funding arrangements is not possible at present, however there is potentially some scope much later in the year depending on COVID-19 circumstances.
	S6	<b>Double to single handed care review</b> There is an ongoing review process seeking opportunities to reduce double handed domiciliary care visits to single carer calls. Via OT reviews, savings of c£125,000 have been identified in 2019/20 to date. Use is made of existing community equipment budgets where appropriate. The proposed saving represents approximately 6,050 hours of care, which represents 0.5% of the total care hours delivered to older people in a year. There are currently 300 care users receiving double handed care. The current budget for older people's commissioned domiciliary care is £16.04 million.	0	100	0	100	0	0	100	Assessment and review is difficult in current circumstances, however there may be some scope later in the year as packages on hold come back on line.

Dir.	Ref	Proposal	Savings Proposal				Savings Progress			
			Employee Costs	Other Spend	Income	Total	Achieved	Projected	Unachieved	Comments
			£000	£000	£000	£000	£000	£000	£000	
Social Services	S7	<b>Community Resource Team</b> The community resource team provides a re-ablement service which in many cases leads to a reduction in the level of care required by vulnerable people, typically after discharge from hospital. It has been identified that c900 care users have not benefitted from reablement. The intention is therefore to increase the number of people reabled, with a recent trial study identifying that there were further opportunities in this area. The proposed saving represents the equivalent of 7,600 hours of care or 0.6% of the total hours delivered to older people in a year. A 50% care reduction to a typical package size would produce a saving of c£12,000 per individual. The current budget for older people's commissioned domiciliary care is £16.04 million.	0	125	0	125	0	0	125	The saving was around reabling people, especially on discharge from hospital, ultimately resulting in lower commissioned packages of Domiciliary Care. However, routine hospital discharge has slowed down during the early part of this year, therefore hindering the ability to deliver savings. There is possible scope for some savings later in the year.
	S8	<b>Implement Review of Reablement</b> A significant element of the growth in the number of care hours delivered (and hence costs) relates to incremental increase in existing care packages. The strength based group is undertaking an ongoing and more stringent review of requests for increases to packages suggesting, alternatives where appropriate. The proposed saving represents the equivalent of 7600 hours of care or 0.6% of the total hours delivered. The current budget for older people's commissioned domiciliary care is £16.04 million.	0	125	0	125	0	0	125	Planned savings were predicated on a process of challenge on the level of domiciliary care packages provided. There has been a drop off in the number of domiciliary care hours due to COVID-19. However, extra budgetary pressures have also been incurred providing support to the domiciliary care providers.
	S9	<b>Use of technology in the provision of care and support packages.</b> Explore opportunities for the use of technology in the provision of care and support packages. Some technological applications, such as telecare, are already being utilised to support care provision. Further opportunities are being explored with a focus on preventative services that could reduce the reliance on commissioned care, the aim being to mainstream the use of technology in care provision. The current combined budgets for commissioned domiciliary care, care homes and direct payments for older people and adults with physical disabilities amount to £51.854 million.	0	100	0	100	0	0	100	There has been a lack of capacity to progress in the current circumstances.
<b>Social Services - Service Change Total</b>			0	2,175	0	2,175	0	150	2,025	
<b>GRAND TOTAL SERVICE CHANGE</b>			0	2,175	0	2,175	0	150	2,025	
<b>GRAND TOTAL SAVINGS PROPOSALS 2020/21</b>			2,210	3,856	2,491	8,557	2,698	4,256	4,301	

This page is intentionally left blank

**Appendix 4 - Capital Programme Summary**

<b>DIRECTORATE &amp; SCHEME</b>		<b>2020-2021 Programme</b>	<b>2019-20 Slippage</b>	<b>Budget revision</b>	<b>Virements</b>	<b>Changes &amp; New Approvals</b>	<b>Total Programme 2020-21</b>	<b>Outturn</b>	<b>Slippage</b>	<b>(Underspend)/ Overspend</b>	<b>Total Variance</b>
		<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b><u>ECONOMIC DEVELOPMENT</u></b>											
<b><u>Business &amp; Investment</u></b>											
1	Town Centre Loan Scheme	1,500	0	0	0	(500)	1,000	1,000	0	0	0
2	Chapter Arts Centre	280	0	0	0	(280)	0	0	0	0	0
3	S106 Schemes	138	382	(382)	0	0	138	88	(50)	0	(50)
<b>Total Business &amp; Investment</b>		<b>1,918</b>	<b>382</b>	<b>(382)</b>	<b>0</b>	<b>(780)</b>	<b>1,138</b>	<b>1,088</b>	<b>(50)</b>	<b>0</b>	<b>(50)</b>
<b><u>City Development &amp; Major Projects</u></b>											
4	Economic Development Initiatives	2,000	0	0	(300)	0	1,700	1,700	0	0	0
5	Black Tower Tales	0	130	0	0	0	130	130	0	0	0
6	Economic Stimulus Support James Street	0	1,929	0	300	0	2,229	2,229	0	0	0
7	International Sports Village	1,000	0	0	0	0	1,000	0	(1,000)	0	(1,000)
8	Central Square Public Realm	0	342	0	0	0	342	0	(342)	0	(342)
9	Red Dragon Centre Acquisition	5,664	0	0	0	60	5,724	0	(5,724)	0	(5,724)
10	Pizza Hut Acquisition	0	0	0	0	639	639	639	0	0	0
<b>Total City Development &amp; Major Projects</b>		<b>8,664</b>	<b>2,401</b>	<b>0</b>	<b>0</b>	<b>699</b>	<b>11,764</b>	<b>4,698</b>	<b>(7,066)</b>	<b>0</b>	<b>(7,066)</b>
<b><u>Parks &amp; Green Spaces</u></b>											
11	Asset Renewal Buildings	19	117	0	0	0	136	136	0	0	0
12	Asset Renewal Parks Infrastructure	140	113	0	0	0	253	253	0	0	0
13	Play Equipment	290	243	0	0	0	533	300	(233)	0	(233)
14	Parc Cefn Onn	100	169	(100)	0	0	169	128	(41)	0	(41)
15	Roath Park House	0	34	0	0	22	56	56	0	0	0
16	Roath Park Dam	150	0	0	0	0	150	100	(50)	0	(50)
17	S106 Funded Schemes	1,600	1,036	(1,036)	0	0	1,600	748	(852)	0	(852)
<b>Total Parks &amp; Green Spaces</b>		<b>2,299</b>	<b>1,712</b>	<b>(1,136)</b>	<b>0</b>	<b>22</b>	<b>2,897</b>	<b>1,721</b>	<b>(1,176)</b>	<b>0</b>	<b>(1,176)</b>
<b><u>Leisure</u></b>											
18	Asset Renewal Buildings	310	0	0	0	0	310	310	0	0	0
19	Leisure Centres ADM (GLL)	0	678	0	0	0	678	180	(498)	0	(498)
20	Cardiff Riding School - Outdoor Arena	18	62	0	0	0	80	80	0	0	0
<b>Total Leisure</b>		<b>328</b>	<b>740</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,068</b>	<b>570</b>	<b>(498)</b>	<b>0</b>	<b>(498)</b>
<b><u>Venues &amp; Cultural Facilities</u></b>											
21	St David's Hall & New Theatre	0	222	0	0	0	222	222	0	0	0
<b>Total Venues &amp; Cultural Facilities</b>		<b>0</b>	<b>222</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>222</b>	<b>222</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Property &amp; Asset Management</u></b>											
22	Asset Renewal - Buildings	1,990	556	0	0	0	2,546	2,546	0	0	0
23	Community Asset Transfer	0	123	0	0	0	123	25	(98)	0	(98)
24	Investment Property Strategy	0	0	0	0	0	0	0	0	0	0
25	Ocean Park Arena	0	0	0	0	250	250	250	0	0	0

Harbour Authority

## EDUCATION & LIFELONG LEARNING

### Schools - General

## Planning & Development

28	Asset Renewal	(4,112)	9,713	0	0	2,058	7,659	<b>7,659</b>	0	0	<b>0</b>
29	Suitability / Sufficiency	1,040	55	0	0	0	1,095	<b>2,500</b>	0	1,405	<b>1,405</b>
30	Whitchurch High	0	1,194	0	0	0	1,194	<b>565</b>	(629)	0	<b>(629)</b>
31	Welsh Medium Education	570	(16)	0	0	176	730	<b>730</b>	0	0	<b>0</b>
32	Reducing Infant Class Sizes	2,150	1,613	(1,566)	0	0	2,197	<b>502</b>	(1,695)	0	<b>(1,695)</b>
33	ICF Education Grants	0	0	0	0	169	169	<b>169</b>	0	0	<b>0</b>
34	Schools ICT (Hwb)Rev Grant	0	0	0	0	309	309	<b>309</b>	0	0	<b>0</b>
35	Schools ICT (Hwb) Capital Grant	0	0	0	0	1,207	1,207	<b>1,207</b>	0	0	<b>0</b>
	<b>Total Planning &amp; Development</b>	<b>(352)</b>	<b>12,559</b>	<b>(1,566)</b>	<b>0</b>	<b>3,919</b>	<b>14,560</b>	<b>13,641</b>	<b>(2,324)</b>	<b>1,405</b>	<b>(919)</b>

## Schools Organisation Planning

36	21st Century Schools - Band A	465	774	(274)	0	0	965	2,064	(101)	1,200	1,099
37	21st Century Schools - Band B	27,152	14,643	(28,873)	0	0	12,922	12,922	0	0	0
	<b>Total Schools Organisation Planning</b>	<b>27,617</b>	<b>15,417</b>	<b>(29,147)</b>	<b>0</b>	<b>0</b>	<b>13,887</b>	<b>14,986</b>	<b>(101)</b>	<b>1,200</b>	<b>1,099</b>

## TOTAL EDUCATION & LIFELONG LEARNING

## PEOPLE & COMMUNITIES

## COMMUNITIES & HOUSING

## Neighbourhood Regeneration

38	Neighbourhood Renewal schemes	310	179	0	0	0	489	389	(100)	0	(100)
39	Maelfa Centre Regeneration	0	0	0	30	0	30	30	0	0	0
40	Alleygating	50	26	0	0	0	76	76	0	0	0
41	Targeted Regeneration Investment Programme Matchfunding	100	330	0	(100)	0	330	0	(330)	0	(330)
42	Tudor Street Commercial Business Improvement Scheme	820	0	0	100	(51)	869	869	0	0	0
43	Tudor Street Business Environment Improvements	0	0	0	0	300	300	300	0	0	0
44	Butetown Pavillion	0	13	0	0	115	128	128	0	0	0
45	Rhydpennau Community Hub	305	0	0	0	40	345	345	0	0	0
46	Whitchurch Community Hub	389	0	0	0	(21)	368	368	0	0	0
47	Rhiwbina Community Hub	336	0	0	0	0	336	20	(316)	0	(316)
48	City Centre Youth Hub	(350)	851	0	0	0	501	0	(501)	0	(501)
49	S106 Funded Projects	1,093	252	(252)	0	0	1,093	550	(543)	0	(543)
	<b>Total Neighbourhood Regeneration</b>	<b>3,053</b>	<b>1,651</b>	<b>(252)</b>	<b>30</b>	<b>383</b>	<b>4,865</b>	<b>3,075</b>	<b>(1,790)</b>	<b>0</b>	<b>(1,790)</b>

**Housing (General Fund)**

<b>DIRECTORATE &amp; SCHEME</b>		<b>2020-2021 Programme</b>	<b>2019-20 Slippage</b>	<b>Budget revision</b>	<b>Virements</b>	<b>Changes &amp; New Approvals</b>	<b>Total Programme 2020-21</b>	<b>Outturn</b>	<b>Slippage</b>	<b>(Underspend)/ Overspend</b>	<b>Total Variance</b>
50	Disabled Facilities Service	4,550	4	0	0	0	4,554	4,100	(454)	0	(454)
51	Enable Grant	436	0	0	0	0	436	436	0	0	0
52	Council Holding ICF Monies	0	2,304	0	0	0	2,304	2,304	0	0	0
53	Estate Environmental Improvements	140	312	0	0	0	452	252	(200)	0	(200)
54	Travellers Site Expansion	0	17	0	0	0	17	17	0	0	0
55	Domestic Abuse Multi Agency Hub	0	60	0	0	0	60	60	0	0	0
<b>Total Housing</b>		<b>5,126</b>	<b>2,697</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,823</b>	<b>7,169</b>	<b>(654)</b>	<b>0</b>	<b>(654)</b>
<b><u>Flying Start</u></b>											
56	Flying Start	0	0	0	0	152	152	152	0	0	0
57	Childcare	382	0	0	0	0	382	227	(155)	0	(155)
<b>Total Flying Start</b>		<b>382</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>152</b>	<b>534</b>	<b>379</b>	<b>(155)</b>	<b>0</b>	<b>(155)</b>
<b>Total Communities &amp; Housing</b>		<b>8,561</b>	<b>4,348</b>	<b>(252)</b>	<b>30</b>	<b>535</b>	<b>13,222</b>	<b>10,623</b>	<b>(2,599)</b>	<b>0</b>	<b>(2,599)</b>
<b><u>SOCIAL SERVICES</u></b>											
<b><u>Adult Services</u></b>											
58	Tremorfa Day Services (ICF)	0	24	0	0	0	24	24	0	0	0
59	ICF Grants	0	0	0	0	0	0	0	0	0	0
60	Day Centre Opportunities	0	30	0	(30)	0	0	0	0	0	0
<b>Total Adult Services</b>		<b>0</b>	<b>54</b>	<b>0</b>	<b>(30)</b>	<b>0</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Children's Services</u></b>											
61	Accommodation Strategy	0	229	0	0	0	229	0	(229)	0	(229)
62	Children Looked After	500	0	0	0	0	500	370	(130)	0	(130)
63	Trelai Youth Centre	150	0	0	0	0	150	150	0	0	0
<b>Children's Services</b>		<b>650</b>	<b>229</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>879</b>	<b>520</b>	<b>(359)</b>	<b>0</b>	<b>(359)</b>
<b>Total Social Care</b>		<b>650</b>	<b>283</b>	<b>0</b>	<b>(30)</b>	<b>0</b>	<b>903</b>	<b>544</b>	<b>(359)</b>	<b>0</b>	<b>(359)</b>
<b>TOTAL PEOPLE &amp; COMMUNITIES</b>		<b>9,211</b>	<b>4,631</b>	<b>(252)</b>	<b>0</b>	<b>535</b>	<b>14,125</b>	<b>11,167</b>	<b>(2,958)</b>	<b>0</b>	<b>(2,958)</b>
<b><u>PLANNING, TRANSPORT &amp; ENVIRONMENT</u></b>											
<b><u>Energy Projects &amp; Sustainability</u></b>											
64	Energy Retrofit of Buildings (REFIT - Invest to Save)	750	0	0	0	0	750	0	(750)	0	(750)
65	Salix SEELS	500	0	0	0	(400)	100	100	0	0	0
66	Lamby Way Solar Farm	1,891	290	0	0	619	2,800	2,800	0	0	0
<b>Total Energy Projects &amp; Sustainability</b>		<b>3,141</b>	<b>290</b>	<b>0</b>	<b>0</b>	<b>219</b>	<b>3,650</b>	<b>2,900</b>	<b>(750)</b>	<b>0</b>	<b>(750)</b>
<b><u>Bereavement &amp; Registration Services</u></b>											
67	New Cemetery Site (Invest To Save)	2,185	335	0	0	0	2,520	2,520	0	0	0
68	Property Asset Renewal	275	0	0	0	0	275	360	85	0	85
<b>Total Bereavement &amp; Registration Services</b>		<b>2,460</b>	<b>335</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,795</b>	<b>2,880</b>	<b>85</b>	<b>0</b>	<b>85</b>
<b><u>Recycling Waste Management Services</u></b>											
69	New HWRC North Cardiff	0	200	0	0	0	200	0	(200)	0	(200)

<u>DIRECTORATE &amp; SCHEME</u>	2020-2021 Programme	2019-20 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2020-21	Outturn	Slippage	(Underspend)/ Overspend	Total Variance
70 Recycling Collection Containers	(815)	815	0	0	0	0	0	0	0	0
71 Material Recycling Facility	45	0	0	0	0	45	45	0	0	0
72 ULEV - Light Electric Vehicles	0	0	0	0	45	45	45	0	0	0
73 Waste Recycling and Depot Site Infrastructure	0	396	0	0	0	396	519	123	0	123
74 Property Asset Renewal	18	85	0	0	0	103	103	0	0	0
<b>Total Recycling Waste Management Services</b>	<b>(752)</b>	<b>1,496</b>	<b>0</b>	<b>0</b>	<b>45</b>	<b>789</b>	<b>712</b>	<b>(77)</b>	<b>0</b>	<b>(77)</b>
<b>Highway Infrastructure</b>										
75 Highway Carriageway - Reconstruction	400	357	0	0	0	757	757	0	0	0
76 Highway Resurfacing	2,473	2,906	0	923	0	6,302	5,602	(700)	0	(700)
77 Footpaths	1,035	538	0	(923)	0	650	650	0	0	0
78 Footway Improvements around Highway Trees	125	29	0	0	0	154	154	0	0	0
79 Millennium Walkway	100	240	0	0	0	340	340	0	0	0
80 Bridges & Structural Work	1,200	682	0	(47)	0	1,835	1,000	(835)	0	(835)
81 Street Lighting Column Replacement	70	763	0	0	0	833	225	(608)	0	(608)
82 LED Lighting Residential (Invest to Save)	1,000	2,000	0	0	0	3,000	1,500	(1,500)	0	(1,500)
83 Coastal Erosion Schemes	283	471	(233)	0	0	521	433	(88)	0	(88)
84 Flood Prevention Schemes	0	37	0	47	739	823	823	0	0	0
<b>Total Highway Maintenance</b>	<b>6,686</b>	<b>8,023</b>	<b>(233)</b>	<b>0</b>	<b>739</b>	<b>15,215</b>	<b>11,484</b>	<b>(3,731)</b>	<b>0</b>	<b>(3,731)</b>
<b>Traffic &amp; Transportation</b>										
85 Road Safety Schemes	335	0	0	0	0	335	335	0	0	0
86 Asset Renewal Telematics / Butetown Tunnel	595	(36)	(35)	0	0	524	524	0	0	0
87 Cycling Development	800	1,874	0	0	0	2,674	1,462	(1,212)	0	(1,212)
88 WG Grant Matchfunding	375	397	0	0	0	772	666	(106)	0	(106)
89 City Centre & Key links Transport Improvement	(1,259)	1,259	0	0	405	405	405	0	0	0
90 WG Covid Response	0	0	0	0	3,619	3,619	3,619	0	0	0
91 WG (Local Transport Fund)	990	4	0	0	1,905	2,899	2,899	0	0	0
92 WG Resilient Roads	0	0	0	0	1,673	1,673	1,673	0	0	0
93 WG (Local Transport Network Fund)	9,000	0	0	0	(9,000)	0	0	0	0	0
94 WG (Road Safety Casualty Reduction)	700	101	0	0	(429)	372	372	0	0	0
95 WG (Safe Routes in Communities)	285	17	0	0	0	302	302	0	0	0
96 WG (Active Travel Fund)	3,000	580	0	0	1,295	4,875	4,875	0	0	0
97 DfT On Street Residential Charge points	50	55	(55)	0	(50)	0	0	0	0	0
98 Electric Vehicle Charging Points	200	304	(304)	0	(200)	0	0	0	0	0
99 Transport & Environmental Imps	250	0	0	0	(250)	0	0	0	0	0
100 Moving Offences Enforcement / P&D Equipment	475	181	0	0	(150)	506	506	0	0	0
101 Bus Corridor Improvements	415	0	0	0	(335)	80	0	(80)	0	(80)
102 Cardiff West Interchange	250	(3)	0	0	0	247	0	(247)	0	(247)
103 CCTV System Upgrade	0	(35)	35	0	0	0	0	0	0	0
104 WG Air Quality	10,000	0	0	0	(8,500)	1,500	1,500	0	0	0
105 S106 Funded Schemes	601	474	(474)	0	32	633	633	0	0	0
<b>Total Traffic &amp; Transportation</b>	<b>27,062</b>	<b>5,172</b>	<b>(833)</b>	<b>0</b>	<b>(9,985)</b>	<b>21,416</b>	<b>19,771</b>	<b>(1,645)</b>	<b>0</b>	<b>(1,645)</b>
<b>Strategic Planning &amp; Regulatory</b>										
106 S106 Projects	77	150	(150)	0	0	77	31	(46)	0	(46)
<b>Total Strategic Planning &amp; Regulatory</b>	<b>77</b>	<b>150</b>	<b>(150)</b>	<b>0</b>	<b>0</b>	<b>77</b>	<b>31</b>	<b>(46)</b>	<b>0</b>	<b>(46)</b>



<u>DIRECTORATE &amp; SCHEME</u>	2020-2021 Programme	2019-20 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2020-21	Outturn	Slippage	(Underspend)/ Overspend	Total Variance
<b>TOTAL PLANNING, TRANSPORT &amp; ENVIRONMENT</b>	<b>38,674</b>	<b>15,466</b>	<b>(1,216)</b>	<b>0</b>	<b>(8,982)</b>	<b>43,942</b>	<b>37,778</b>	<b>(6,164)</b>	<b>0</b>	<b>(6,164)</b>
<b><u>RESOURCES</u></b>										
<b><u>Technology</u></b>										
107 Modernising ICT to improve Business Processes	600	(175)	0	0	0	425	300	(125)	0	(125)
108 ICT Refresh	830	36	0	0	0	866	741	(125)	0	(125)
<b>Total Technology</b>	<b>1,430</b>	<b>(139)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,291</b>	<b>1,041</b>	<b>(250)</b>	<b>0</b>	<b>(250)</b>
<b><u>Central Transport Services</u></b>										
109 Vehicle Replacement -Lease or Buy	3,260	0	0	0	0	3,260	2,900	(360)	0	(360)
110 ULEV - Electric Refuse Collection Vehicle	0	0	0	0	205	205	205	0	0	0
<b>Total Central Transport Services</b>	<b>3,260</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>205</b>	<b>3,465</b>	<b>3,105</b>	<b>(360)</b>	<b>0</b>	<b>(360)</b>
<b><u>Corporate</u></b>										
111 Contingency	200	0	0	0	0	200	200	0	0	0
112 Invest to Save - Bid Allocation for small schemes	500	0	0	0	(500)	0	0	0	0	0
113 City Deal - Cardiff Share	1,198	2,474	0	0	0	3,672	0	(3,672)	0	(3,672)
114 Core Office Strategy - Digital Infrastructure	2,000	0	0	0	0	2,000	2,000	0	0	0
115 Web casting and Infrastructure	220	0	0	0	0	220	20	(200)	0	(200)
116 Cardiff City Transport Services Ltd - Cardiff Bus Support	7,000	0	0	0	0	7,000	7,000	0	0	0
<b>Total Corporate</b>	<b>11,118</b>	<b>2,474</b>	<b>0</b>	<b>0</b>	<b>(500)</b>	<b>13,092</b>	<b>9,220</b>	<b>(3,872)</b>	<b>0</b>	<b>(3,872)</b>
<b>TOTAL RESOURCES</b>	<b>15,808</b>	<b>2,335</b>	<b>0</b>	<b>0</b>	<b>(295)</b>	<b>17,848</b>	<b>13,366</b>	<b>(4,482)</b>	<b>0</b>	<b>(4,482)</b>
<b><u>TOTAL GENERAL FUND</u></b>	<b>106,389</b>	<b>56,862</b>	<b>(33,947)</b>	<b>0</b>	<b>(4,632)</b>	<b>124,672</b>	<b>102,341</b>	<b>(24,936)</b>	<b>2,605</b>	<b>(22,331)</b>
<b><u>PUBLIC HOUSING (HRA)</u></b>										
117 Estate Regeneration and Stock Remodelling	2,900	90	(90)	0	0	2,900	3,510	610	0	610
118 External and Internal improvements to buildings	11,150	2,678	(2,678)	0	0	11,150	8,248	(2,902)	0	(2,902)
119 Disabled Facilities Service	3,350	(263)	263	0	0	3,350	2,500	(850)	0	(850)
120 Housing New Builds & Acquisitions	39,375	3,359	(3,359)	0	0	39,375	40,715	1,340	0	1,340
<b>TOTAL PUBLIC HOUSING</b>	<b>56,775</b>	<b>5,864</b>	<b>(5,864)</b>	<b>0</b>	<b>0</b>	<b>56,775</b>	<b>54,973</b>	<b>(1,802)</b>	<b>0</b>	<b>(1,802)</b>
<b>TOTAL</b>	<b>163,164</b>	<b>62,726</b>	<b>(39,811)</b>	<b>0</b>	<b>(4,632)</b>	<b>181,447</b>	<b>157,314</b>	<b>(26,738)</b>	<b>2,605</b>	<b>(24,133)</b>

This page is intentionally left blank

## **Appendix 5 - Capital Schemes Update**

### **Economic Development**

1. The 2020/21 programme for the Directorate is £20.310 million, with an initial variance identified of £8.907 million predominantly in relation to city development and major projects.

### **Business and Investment**

2. The council has received from Welsh Government to date, repayable loans totalling £4.810 million for the implementation of town centre regeneration schemes in order to bring back vacant, underutilised or redundant buildings into beneficial use. Welsh Government have also requested expressions of interest for authorities to bid for further tranches of loan where there is a demand. Expenditure of £1 million has been incurred on a loan to allow the acquisition and regeneration of premises at Windsor place for a Fintech / Technology Hub. Whilst due diligence on a number of other applications is being undertaken, no further expenditure is currently planned during this year.

### **City Development & Major Projects**

3. A sum of £2.366 million was originally allocated in the 2019/20 capital programme for economic development initiatives, primarily in relation to heritage buildings. A sum of £366,000 was allocated for the completion of the Black Tower Tales visitor experience at Cardiff Castle which whilst delayed due to COVID restrictions, is now scheduled for completion due in October. A further £300,000 is allocated towards the clearance and pre development works on the James Street site in Butetown. The balance of £1.7 million is available towards the acquisition and bringing into beneficial use vacant sites in Butetown subject to a Cabinet decision in November. In the event that funding is not required, the Council's budget will be carried forward to future years.
4. A sum of £1.929 million arising from 2019/20 Welsh Government grant to support economic stimulus in local authorities has been used for the acquisition of land situated on the corner of James Street and Adelaide Street in Cardiff Bay that has remained derelict for over 30 years. Site clearance and demolition is planned this financial year and coupled with existing land ownership in the area such as the Royal Stuart Workshops, a comprehensive redevelopment plan of the area is to be prepared to assist with the regeneration of Cardiff Bay.
5. An initial sum of £1 million was allocated in 2020/21 towards the Development strategy for the Sports Village and infrastructure works which would be repaid through capital receipts or revenue from sites. An updated masterplan and development strategy is due to be presented to Cabinet towards the end of the year and pending the outcome, it is assumed that no costs will be incurred this financial year.
6. 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 will

continue to be carried forward into 2021/22 in order to complete works arising following future phases of the development and in line with various other public realm works planned around the site.

7. Cabinet approved the acquisition of the Red Dragon Centre site in December 2019, triggering the approval of the affordability envelope in respect of delivery of a new indoor arena as part of the 2019/20 budget proposals. Completion of the site took place in January 2020. Procurement of a developer/operator for the new Indoor Arena is nearing completion, with a preferred bidder expected to be presented to Cabinet for ratification in November 2020. Subject to submission of a planning application for an Indoor Arena on the Atlantic Wharf site, a further sum is payable for the acquisition of the site. This is currently assumed to be in 2021/22, resulting in slippage.
8. In August 2020, the affordability envelope was also utilised to acquire the long leasehold in a property known as Pizza Hut, Hemingway Road, Cardiff. The property is to be managed as part of the Red Dragon Centre, but is also deemed a strategic investment to assist with the Council's wider master planning of Atlantic Wharf.

## **Parks & Green Spaces**

9. The contract for the refurbishment of the toilet block at Parc Cefn Onn, which started last February, was completed in August at a total cost of circa £219,000 with additional funding required to complete this of £117,000 to be met from the Council's building asset renewal budget.
10. The Parks Asset Renewal Infrastructure budget for 2020/21 including slippage is £253,000 and has been used partly to complete footpath reconstruction at Hailey Park and Whitchurch Common. Retaining structural works, including Waterhall bridge replacement, Cath Cobb Woods and Fairwater Park Wall will be completed this year.
11. The enhanced play equipment capital allocation is £533,000 including a significant level of slippage from 2019/20. Slippage of £233,000 is currently shown for sites including Victoria Park, Grange Gardens, Caedelyn Park, Drovers Way and Lascelles Drive due to a delayed start on site and contractor capacity as a result of COVID-19. Schemes anticipated to complete this year are Hailey Park toddler area, Peppermint Drive, Glenmount Way and Wilson Road. Works will include resurfacing and replacement of playground equipment.
12. Refurbishment works at Roath Park House, to protect it from further deterioration and make it wind and watertight, commenced in September 2019 and were completed in August 2020 at a cost of £617,000. Options and costs are now being determined to complete the building and fit out the property as a cafeteria and cookery school for Youth Foods. The project utilises most of the 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.

13. Expenditure of £100,000 is forecast on professional fees and surveys during the year in relation to Roath Park Dam in order to determine an options report for works deemed required as part of the Reservoir Act 1975 and in response to a Natural Resources Wales inspection report. Future costs are subject to this appraisal, consideration of the impact on other features of this Grade1 listed Historic Park as part of a future Cabinet Report.

## **Leisure**

14. A property asset renewal budget of £310,000 was allocated in the year to replace sections of roof at Western Leisure Centre in order to urgently address water ingress and this work has now been completed.
15. 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 £0.678 million, which is repayable on an investment to save basis. Expenditure of £180,000 is forecast during the year on the Air Handling Unit at Western Leisure Centre.
16. Following confirmation of drainage requirements, a tender package is being amended and is to be issued for a scheme at Pontcanna Riding School to resurface the outdoor arena. The project has been a significant time in development and is still considered to be deliverable during this financial year. Funding sources include a grant from Sport Council Wales and a contribution from the friends of Pontcanna Riding School.

## **Venues and Cultural Facilities**

17. A balance of £222,000 is available in 2020/21 from Capital budgets initially allocated in 2015/16 for priority works identified at St David's Hall (£350,000) and New Theatre (£295,000). The upgrading of the Building Management System at St David's Hall which commenced last year will be completed this year at a total cost of £415,000, with the balance to be met from the Council's property asset renewal budget.
18. Grant funding has been received from the Arts Council of Wales as part of the COVID-19 Cultural Recovery Fund from Welsh Government. The New Theatre has received £9,994 in respect of the purchase of protective equipment and St David's Hall has received £29,227, with £15,750 of this for an additional 21 seats in the auditorium.

## **Property & Asset Management**

19. Property Asset Renewal works for administration buildings includes health and safety works at Ocean Park Arena, roof replacement at Cardiff Castle Visitor Centre, the Grassroots Building, Thornhill Crematorium, Llanover Hall and Cardiff Central Market and lift upgrades at County Hall and St David's Hall.

20. The Community Asset Transfer budget provides up to £25,000 for improvement works to buildings being taken on by third party organisations. A sum of £25,000 has been utilised to date for Llandaff Friends and there are no other known commitments for the remainder of the year. Payments are subject to progress on schemes and slippage of £98,000 is shown at this stage into 2021/22.
21. In respect of the former Virgin Active Tennis Centre, immediate health and safety as well as works to reconfigure the centre into separate, self-contained units has been completed at a cost of £1.750 million to create a local sports and club facility, the Ocean Park Arena. Rental and service charge agreements have been established with tenants and are subject to agreement. Works are currently being undertaken in respect to outdoor sports pitches in partnership with the House of Sport. In the absence of a land receipt from the site, these costs are paid for from capital receipts from the investment property strategy. Further work to replace the Air Handling units at an estimated cost of £250,000 is proposed to be paid for as part of the Property asset renewal budget.
22. In respect of Central Market, the council's phase one application for a scheme to provide interpretation and to restore and prevent further deterioration to the building has been approved by the National Lottery Heritage Fund. The development and design stage is expected to run to December 2021 and subject to this, there will be a final funding announcement in March 2022. The Council has allocated £450,000 capital funding over the next four years as well as an earmarked revenue reserve of £269,000. Expenditure during this year is forecast to be £21,000.

### **Harbour Authority**

23. The Harbour Asset Renewal budget approved for 2020/21 is £262,000, to be spent on the purchase of a new crane to undertake barrage maintenance and refurbishment of railings at Penarth Marina.

### **Education and Lifelong Learning**

24. The 2020/21 programme for the Directorate is £28.447 million, with overall slippage identified of £2.425 million primarily due to the delays in on site works across all schemes due to the COVID-19 lockdown restrictions at the start of the year, which offset an overspend of £2.605 million in relation to 21<sup>st</sup> Century Schools (Band A) and asset Suitability overspends.

### **Schools - General**

#### *Asset Renewal - Buildings*

25. The Council asset renewal allocation of £5.601 million in 2020/21 includes an assumed £3 million WG grant for schools capital maintenance, in line with grants received in the prior two financial years. New working processes within the Asset Commissioning Board have provided a much more streamlined service and have

allowed priority works to progress well. Full expenditure is anticipated with the current programme including roof and boiler replacements, fire precaution works, safeguarding of lobbies and kitchen upgrades. Due to the current pressures on external funding sources the £3 million WG grant is unlikely to be awarded this year as resources are prioritised for the ongoing pandemic. In order to remain within budget the £25 million invest to save funding (approved in 2018/19) will be brought forward over the medium term to support the programme of works when required. The projections currently include utilisation of circa £2 million.

#### *Asset Renewal – Suitability and Sufficiency*

26. The Suitability and Sufficiency budget of £1.095 million includes £55,000 slippage brought forward from 2019/20. This budget is expected to be overspent in 2020/21 by £1.405 million due to the volumes of work identified and the improved speed at which works are being progressed. This expenditure covers a range of works including; security and safeguarding works on boundaries and receptions across the schools estate, as well as priority Disability Discrimination Act (DDA) adaptations. Works to the end of September cover 52 schools.

#### *Whitchurch High*

27. A £1.194 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. Given delays in construction across the programme it is assumed that there will be slippage of £629,000 with planning and cost consultation currently underway.

#### *Welsh Medium Grant*

28. A further grant of £1 million was awarded from WG in 2019/20 to improve Ysgol Y Wern under the Welsh Medium programme. Works on the project will be finalised this year, which 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. Full spend of the remaining £730,000 grant is anticipated in 2020/21.

#### *Reducing Infant Class Sizes Grant*

29. As part of an ongoing programme to reduce infant class sizes, Welsh Government agreed a £3.322 million grant funding package until 2021 for St Fagan's Primary, St Francis Primary and Oakfield Primary. The Oakfield project is now complete, with works on the St Fagan's project starting on site next month. St Francis is expected to commence later this year, with expected slippage of £1.695 million. WG have confirmed an extension to this grant allowing slippage into 2021/22 due to the difficulties in working on site caused by COVID-19.

## **Schools Organisation Plan – 21<sup>st</sup> Century Schools**

30. The 21<sup>st</sup> Century Schools Band A programme has fully utilised Welsh Government grant funding of circa £66 million with final expenditure in 2020/21 expected to be £1.2 million including the demolition and security costs at the Michaelston site as part of the Cardiff High School in the West project. This is significantly higher than first planned due to delays in being able to start on site (COVID-19 related) and significant concerns relating to asbestos and other site contaminants. Outstanding Band A grant retentions will be utilised to fund this expenditure in the first instance with Invest to save picking up any additional spend.
31. Band B of the 21<sup>st</sup> Century Schools Programme has now commenced with an original funding envelope of circa £284 million, inclusive of the £82 million Mutual Investment Model (MIM) schemes – Willows and Cathays High. Non MIM schemes are to be funded by a Welsh Government grant award with match funding from Cardiff Council at a rate determined by the type of school. The timescales of the programme have been reviewed since the initial submission to Welsh Government and will continue to evolve as detailed business cases are developed.
32. The stage one and enabling works contracts for Fitzalan has commenced on site. Total spend anticipated in 2020/21 is £11.497 million out of the total £64.3 million allocated budget. The full business case has been agreed by Welsh Government. Additional VAT costs arising from the decision to opt to tax will be met through contingencies budgets within the scheme.
33. St Mary the Virgin is currently at design stage with the full business case currently being prepared for WG approval. Minimal expenditure is anticipated this year in line with cash flows projected in relation to design and survey costs.
34. The Doyle Avenue scheme aims to house three schools (Cantonian, Riverbank and Woodlands) on one shared campus. This is currently at the initial design stage, awaiting appointment of technical project management due to the complex nature of the scheme. Current projections are based on historic cost profiles and slipped for the impact of COVID-19 and delays in final design.

## **People & Communities**

35. The total programme for 2020/21 is £14.125 million, with a variance identified of £2.958 million, the majority of which relates to slippage on regeneration schemes and housing.



## **Communities & Housing**

### **Neighbourhood Regeneration**

36. The Neighbourhood Renewal Schemes budget of £489,000, includes completion of schemes from 2019/20 in relation to street scene environmental improvements in Cathays and Riverside as well as implementation of a 3G sports pitch at Splott Park. Additional projects in development include a range of wellbeing improvements in Llanishen Park as well as environmental improvements on Cowbridge Road East and Llanishen Street.
37. Including slippage from the prior year of £26,000 the alley gating budget is £76,000 for priority schemes throughout the city. Subject to completion of consultation and legal procedures, full expenditure is currently forecast.
38. 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, a total of £1.3 million.
39. TRIP funding of £545,000 was approved towards Butetown Pavilion which is now complete following a delay in the acquisition of equipment and fit out as a result of COVID-19.
40. The Tudor Street Business Improvement Scheme focuses on the delivery of external improvements to commercial premises in Tudor Street, Riverside. Start on site was delayed by COVID-19 and progress continues to be dependent on the ability to enter properties. TRIP funding of £920,000 is approved for this £1.35 million scheme, expected to be complete by September 2021.
41. £1.630 million of TRIP funding has been approved for an environmental improvement and green infrastructure scheme at Tudor Road as part of a potential scheme totalling £3 million, subject to completion of a tender process and ability to access the site to undertake surveys to inform the design process. Whilst a start on site is expected this financial year, the need to spend funds allocated by Welsh Government this financial year and any flexibilities they are able to offer, will be an important area to monitor closely.
42. Schemes to create hubs at Rhydypenau and Whitchurch funded by Welsh Government MALD and Integrated Care Fund (ICF) grants were completed in August. Options are also being considered to create a comprehensive scheme at Rhiwbina, with initial design costs assumed in 2020/21 and subject to grant applications to Welsh Government. The funding from the ICF has already been secured and additional funding from MALD is currently being sought subject to the timescales for the delivery of the scheme.
43. 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 £2.5 million. An Intermediate Care Fund grant bid has

been approved at £400,000 to supplement a Council allocation of £800,000, however the feasibility, viability and location of the scheme is being re-considered given the cost.

### **Housing (General Fund)**

44. The Disabled Facilities Service budget for mandatory and discretionary grants to housing owner-occupiers as well as for administration costs for the grants is £4.550 million and includes an additional £750,000 p.a to meet additional demand and reduce waiting times. This expenditure allows housing owner-occupiers to continue living in their own home. Due to COVID-19, demand in the first quarter was weak and the focus was on the most critical cases. This has now changed as there have been a large number of referrals in the second quarter and business has resumed as normal. The current forecast of expenditure is £4.1 million but this is dependent on Welsh Government guidance and staff availability.
45. In addition, an Enable grant totalling £436,000 has been awarded in the year from Welsh Government to deliver additional adaptations.
46. An Intermediate Care Fund (ICF) grant of £660,000 and £1.644 million was received late in 2018/19 and 2019/20 respectively and utilised for disabled adaptations expenditure. In accordance with the terms in accepting the grant, the Council was required to carry forward its own displaced resources as slippage. This £2.304 million has now been returned to Welsh Government to be spent on agreed ICF priorities with the health board with further discussion taking place to ensure that where funding has been bid for by the Council, this is not lost as a result of not being able to incur expenditure by 31 March 2021.
47. 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, Roundwood Estate, Arnold Avenue and Bronte Crescent. Design and consultation work on two schemes for implementation in 2021/22 are ongoing for Lincoln Court / Pennsylvania and Trowbridge Green. The budget will also contribute towards any requirement for enabling works as part of approved energy efficiency schemes, for which £100,000 is assumed whilst a Welsh Government led scheme is developed. There will be slippage of £200,000 into 2021/22 in respect of the energy scheme and to allow completion of existing schemes.
48. Acquisition of a site to expand the number of pitches at Shirenewton traveller's site took place in 2019/20 with total expenditure of £433,000. Demolition of buildings is being undertaken in parallel with options to determine the number of pitches on site prior to submission of a grant application to Welsh Government.
49. The Domestic Abuse One Stop Shop at the Cardiff Royal Infirmary site was built in partnership with the Health Board and will be run by RISE which is a consortium of organisations providing services to support women. Handover was

delayed as a result of COVID-19 whilst awaiting final interior elements to be installed.

50. Subject to finalisation of legal agreements and terms and conditions of funding from Welsh Government, the Council will trial the Private Rented Sector (PRS) Leasing Scheme between 2020 and 2027. The purpose of the Scheme is to improve access to longer term affordable and good quality housing, with tenancy support, in the PRS. The lessons learned from the trial of this scheme will support the development of a national scheme across all local authorities in Wales. The Scheme will support those who are homeless or are at risk of homelessness and provide tenants with longer term security of accommodation (up to 5 years) at a rent at local housing allowance (LHA) level. Under the scheme, the Council will provide support to tenants to help them to access and maintain their tenancies; reducing the risk of future homelessness by addressing their challenges quickly and responsibly. The Council will acquire quality properties for a period of 5 years; providing regular rental income to property owners at the relevant Local Housing Allowance rate less 10%. Detailed processes are being determined with further information on timescales, revenue and capital grants as well as loan funding to be provided by Welsh Government included in the programme in future monitoring reports.

### **Flying Start**

51. The budget for Flying Start Capital schemes for the year totals £152,000. This comprises of allocations for furniture and ICT for Ely and Caerau Children's Centre and Greenway Primary (£45,000 and £47,000 respectively), alongside a sum of £60,000 for refurb works at seven nursery sites across Cardiff. It is anticipated that all works will be completed by year-end.

### **Childcare Capital Grant**

52. WG grants in relation to Childcare total £382,000 to continue to support sufficient childcare places to meet demand. Slippage of £155,000 is expected in relation to St Mary the Virgin and childcare for the new Welsh Medium childcare, due to dependency on other projects progressing first. The remainder is estimated to be fully utilised in 2020/21, with the St Pauls Childcare works fully completed (£182,000).

### **Social Services**

#### **Children's Services**

53. Proposals from the remaining John Kane Fund include an extension and refurbishment of the Crosslands home. With projected costs in excess of the budget available and the need to mitigate the impact of the works on service delivery, no expenditure is currently assumed during the year.
54. Expenditure of £370,000 is assumed to acquire a property and develop it for short stay assessment accommodation for Children looked after as part of the 'Right Home, Right Support' commissioning strategy.

55. An Integrated Care Fund grant of £300,000 over two years is available 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. The grant will be fully utilised in 2020/21.

### **Planning, Transport & Environment**

56. The 2020/21 programme for the Directorate is £43.942 million, with a variance identified of £6.164 million. This is primarily in relation to slippage of highway maintenance and cycling development projects. A range of grants have been approved by Welsh Government, in most cases, with a requirement to undertake expenditure by 31 March 2021. Schemes and associated preparatory works will need to progress promptly in order to maximise utilisation, with early discussion with grant funders in order to mitigate this risk.

### **Energy Projects & Sustainability**

57. A number of energy schemes totalling circa £1.3 million are proposed to be undertaken under the second phase of the REFIT programme. Subject to approval of a repayable Salix loan, expenditure is forecast to be undertaken during 2021/22.
58. In May 2019, Cabinet approved the final business case to deliver a solar farm at Lamby Way. The Solar Farm is a long term invest to save project which is assumed to be self-financing over its operational life which is in excess of 30 years. In reaction to the COVID-19 crisis, the contractor left the site in March and returned in June, resulting in a delay in the works. However, installation of the panels is now complete with first electricity generation following connection to the grid expected in early November. The critical next phase in terms of timing and maximising income is the installation of a private wire which is dependent on undertaking works within a set window of opportunity that does not impact on wildlife. In the event that this cannot commence in early November, this may need to be postponed until April 2021. The total cost of the scheme once fully complete is likely to have increased, largely due to COVID delays and a higher than modelled cost for commissioning the private wire. The total cost is currently expected to be in excess of £8.5 million including the initial grid connection.
59. The Council has been offered grant funding of £6,628,000 for Phase 1 of the Cardiff Heat Network project from the Department of Business, Energy and Industrial Strategy (BEIS). This is subject to the outcome of a procurement exercise to appoint a contractor to design, build, operate and maintain the network and subsequent approval of the final business case and funding by Cabinet. Terms are also being drafted for an interest free loan of £8.6 million from Welsh Government to the Council. This will be utilised by a Special Purpose Vehicle which will be wholly owned and set up by the Council to deliver this project.

60. It should be noted that the costs of all projects identified above together with ongoing maintenance are assumed to be paid back from savings or future income generation.

### **Bereavement & Registration Services**

61. A contract for works to create new burial space in the North of the city is currently on site and forecast to be complete by January 2021. The projected outturn is £2.520 million and no slippage is assumed at this time. Any expenditure must be repaid from future income receivable as part of the bereavement reserve.
62. As part of the budget proposals for 2020/21, a segregated asset renewal allocation for bereavement services was created for works such as footpaths and infrastructure, vehicles and plant as well as improvements to key buildings. Expenditure during 2020/21 is expected to be £85,000 in excess of the initial £275,000 budget, primarily as a result of the replacement of the lining of the three cremators earlier than planned. Other expenditure in year includes site infrastructure improvements and lighting.

### **Recycling Waste Management Services**

63. 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.
64. The Capital programme for 2019/20 included an allocation of £815,000 to roll out a separate glass collection scheme. The Council is working 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. Opportunities for grant support will be considered as part of any agreed approach. The budget has been profiled and moved to the 2021/22 financial year.
65. Ultra Low Emission Vehicles (ULEV) funding of £45,000 has been awarded to purchase 2 light commercial electric vehicles for collection and management of waste in the city centre.
66. Funds previously allocated for fire safety measures in relation to the Materials Recycling Facility (MRF) equipment and building are to be used for a range of infrastructure improvements at depot and recycling sites. This includes CCTV, barriers for health and safety, weighbridge and vehicle wash upgrades. Current projections show that budgets allocated in future years will need to be brought forward. Property asset renewal works include shower and drying facilities for staff at Lamby Way, with other schemes being considered to support improvement of site operations.

## Highway Maintenance

67. Expenditure on the reconstruction of structurally deteriorated roads which are deemed to be a priority is forecast to be £757,000. Site investigations will determine the most appropriate treatment to address their condition and form the basis of any tender exercise. Church Road in Penttyrch is expected to be completed by mid-November, by which time other prioritised sites are planned to be confirmed and ready to progress.
68. The budgets for carriageway and footway works total £7.106 million including slippage from 2019/20. Budgets for footways has been re-prioritised to carriageways as social distancing requirements currently make the delivery of such works difficult as well as costly. £1.925m worth of resurfacing, micro asphalt and grouted macadam works have already been delivered. Contracts for additional resurfacing, patching, micro asphalt resurfacing and a number of other treatments will be let during the remainder of the year. In order to avoid slippage, assessment of priorities and immediate actions should be put in place in order to ensure works can be procured and completed.
69. The five year capital programme includes a sum of £2.240 million to replace the timber surface of the Millennium Walkway which is deemed to be at the end of its expected lifespan. Works entail the replacement of the timber decking and supporting bearers using reinforced plastic components along the length of the walkway from Wood Street to Cowbridge Road East/Castle Street along the River Taff. Following a trialling of materials, a tender process is underway, with the timing of any works subject to decisions in respect to the Dragons Heart temporary hospital site.
70. The bridges and structures budget of £1.835 million will support St Fagan's Road and Llandennis Road culvert works as well as any capital works arising from assessment reports from North Road flyover. The budget will also be used to match fund a number of small scale flood defence schemes attracting Welsh Government grant, planned to be undertaken during the year. Slippage of £835,000 is currently forecast and is to be re-prioritised in future years.
71. The street lighting infrastructure budget is to be utilised for subway lighting, column replacement and also to start the design process for electrical works on Eastern Avenue. Implementation of the latter continues to be delayed resulting in overall slippage of £608,000 into 2020/21.
72. Following a successful trial of LED lighting in the Radyr Ward, with the conversion of 1,250 columns, Cabinet approved in May 2019, an invest to save business case for all remaining residential columns to be converted to LED at a potential cost in excess of £6 million. A procurement exercise is currently being undertaken. Expenditure assumed during the year is £1.5 million.
73. As part of a coastal defence scheme to implement improvements from Rover Way to Lamby Way, a Welsh Government grant of £639,000 was awarded to progress design, habitat assessments and complete a full business case. A ground investigation contract was completed in May 2020, with the results to be utilised in order to determine the most appropriate detailed design. The detailed

design is due to be completed by the end of the financial year for submission to Welsh Government. Implementation of any scheme is subject to approval of the business case as well as confirmation of financial viability including any match funding required from the Council. Subject to the above, this is likely to be in early 2022.

## **Traffic & Transportation**

74. The Council Road Safety Schemes budget of £335,000 will be used to match fund safety related schemes being delivered as part of Welsh Government grants.
75. The enhanced asset renewal telematics budget of £524,000 is to be used for replacement of obsolete analogue CCTV cameras at various locations with HD digital CCTV cameras, replacement of electronic signage / control system for the North Road tidal flow lane control system and Bute Tunnel entrance electronic signage.
76. The total budget for cycling development in 2020/21, including slippage from the prior year, is £2.674 million, which will be used to match fund WG grant funded schemes for primary cycleways and completion of schemes such as North Road Phase II. Opportunities will be considered to supplement WG grant to introduce additional pop up cycling facilities. Slippage of £1.212 million is forecast, in line with the current delivery programme.
77. 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 2019/20 this is to complete a range of schemes for Local Transport, Safe Routes in Communities and Road Safety. Current estimates suggest slippage of £106,000, but with Welsh Government terms and conditions requiring all grant to be utilised by 31 March 2021, this may increase towards the end of the year.
78. The Council's City Centre and Key Links Transport Improvement budget of £1.259 million is to be utilised towards schemes in the City Centre in future years in line with the delivery programme. However, for 2020/21, a Metro+ grant approval has been received of £405,000 which will be used towards the design of City Centre Eastside.
79. A Local Sustainable Transport COVID-19 Response Grant of £3.619 million has been approved by Welsh Government for 2020/21. It includes funding for pop up cycle measures, infrastructure to support social distancing measures; 20 mph limits on key routes, and public realm enhancements for spill over pedestrian areas and low-cost solutions to reallocate road space in favour of sustainable forms of transport.
80. The Welsh Government allocation to Cardiff for the Local Transport Fund is £2.899 million. The fund supports development of integrated, effective, accessible, affordable and sustainable transport systems. Schemes bid for and

approved include £2.649 million towards improving sustainable transport infrastructure and tackling local and national air quality issues at City Centre West (Central Square) and City Centre South (Fitzalan Place / Bute Terrace). It also includes £250,000 towards implementation of 20 mph limits in various areas to encourage active travel and improve quality of life for residents.

81. The Resilient Roads Fund of £1.673 million is to support transport projects that mitigate and adapt to the effects of climate change, including addressing disruptions caused on the highway network by severe weather. Schemes supported are the A470 Bus Corridor improvement; Caedelyn Road to Tyn y-Parc Road and the A4119 Bus Corridor improvement – Phase 2D. The Council's bus corridor improvement budget of £80,000 will be slipped to match fund these schemes in 2021-22 to maximise grant expenditure, as the construction programme runs into April.
82. Whilst bids were submitted for the Welsh Government Local Transport Network Fund, no bids were approved.
83. The Welsh Government Road Safety Casualty Reduction grant approval was lower than estimated at £271,000, which along with slippage of £101,000 will support capital projects that reduce road casualties including traffic calming and pedestrian improvements on Crwys Road.
84. Safe Routes in Communities Grant of £285,000 along with slippage of £17,000 aims to improve accessibility and safety and encourage walking and cycling in communities. There is particular emphasis on improving routes to and from schools within the Canton area.
85. Welsh Government Grant available for Active Travel is £4.875 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 (£2.773 million), Taff Trail upgrade at Hailey Park (£460,000), Active Travel to Schools (£579,000) and an allocation of £1.063 million for various improvements to the Integrated Network Plan.
86. A number of transport and environmental projects were initially assumed to be paid for from income arising from the Civil Parking Enforcement Account. This includes on street residential charge points and charge points in various council locations. Due to the impact of COVID-19 on the level of income receivable, budgets allocated for these purposes have been removed pending a review of affordability and feasibility of funding these projects with alternative sources of funding.
87. In relation to moving traffic offences, expenditure of £325,000 is to be incurred on purchasing motion cameras and £181,000 for attended parking stationary cameras. This expenditure is on an invest to save basis, to be repaid from future parking and enforcement income.



88. Slippage is shown in relation to development of the transport interchange on the site of the former recycling site at Waungron Road, which is proposed to be delivered in parallel with the housing scheme. Planning permission has been received, however delivery is dependent on design works in respect to the housing development and also completion of Network rail improvements to the retaining wall and Fairwater train station.
89. In order to comply with the requirement of the Environment Act 1995 – Air Quality Direction 2019, Welsh Government provided a grant for a range of agreed measures including Bus retrofit (£2.25m); Taxi vehicle emissions incentive (£1.86m); City Centre transport and active travel (£15.2m); completion of 20mph (£1.28m); Implementation management and monitoring (£0.65m). As part of the City Centre Transport projects, works have commenced on improvements at Central Square as part of a £7.5 million scheme. Works are currently expected to be complete in February 2022.

### **Resources**

90. The 2020/21 programme for the Directorate is £17.848 million with a variance of £4.482 million, mainly due to slippage of City Deal projects.

### **Technology**

91. 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 a final contribution towards the roll out of SharePoint (Electronic Document Management System), Digitalisation projects and SAP archiving. Expenditure of £300,000 is currently forecast for the year.
92. The ICT Refresh budget of £866,000 will support a range of projects to support resilience, capacity and capability such as core network switch replacement, telephony rationalisation, the update of firewalls and computer suite CCTV in County Hall. Expenditure of £741,000 is currently forecast for this year.

### **Central Transport Services**

93. Following the acquisition of the waste collection and gritting fleet following the collapse of Gullivers, a proportion of the waste fleet is now at the end of its useful working life with maintenance costs having significantly increased and reliability reduced. Various vehicles including 12 Refuse Collection Vehicles (RCV's) have been procured outright rather than leased, using the Council's Invest to Save approach. Grant has been received in order to be able to procure an electric RCV. Whilst the vehicles have been procured and owned by the Council, processes will need to be put in place to recover initial and recurring investment costs from directorate revenue budgets over the agreed life of the assets, in the same way that financial commitments would have had to be undertaken without fail, were the vehicles to have been leased. This will ensure that the lease versus buy approach remains, affordable and sustainable.

## Corporate

94. 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.
95. The £500,000 invest to save budget for small schemes has not been requested to be drawn down for approved schemes to date. This will be reviewed and adjusted in future monitoring reports if schemes are approved during the year.
96. Including slippage from 2019/20, the 2020/21 programme includes an allowance of £3.672 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. The timing and value of any drawdown is subject to proposed projects being considered and approved by CCRCD joint committee, but is also dependent on the different funding streams available to CCRCD to manage expenditure obligations. Current assumptions are that any expenditure will be managed within existing resources held by City Deal and accordingly, slippage of £3.672 million will be carried forward into 2021/22 and reviewed as part of forecasts to be included in the CCRCD updated Annual Business Plan.
97. To allow the development of a housing viability loan scheme across the region, Cardiff Council agreed to be the recipient of a £10 million repayable loan from Welsh Government. The scheme final business case and detailed operational procedures were approved by Regional Cabinet in September 2020. Future monitoring reports will include loan expenditure as part of this scheme as it is incurred.
98. An overall allocation of £9.750 million was included in the programme over a three-year period for the Core Office Strategy – Digital Infrastructure project with £2 million of this assumed in 2020/21. This was towards smarter working, digital infrastructure and minor building adaptations to allow consolidation into alternative council buildings including County Hall. Drawdown of this allocation is subject to any expenditure being repaid on an invest to save basis, and subject to further reports to Cabinet on Wilcox House and Core Office proposals.
99. In respect to infrastructure and equipment for webcasting Council meetings, procurement has been delayed due to COVID-19, but this has also necessitated a change in specification to allow meetings to be Hybrid i.e. some attendees in the chamber or meeting room and some attending remotely. Expenditure of £20,000 is assumed at this stage whilst options are considered.
100. Council in October 2020, approved the release of £7 million included in the 2020/21 capital programme to support financial viability of Cardiff City Transport Services Limited. This equity investment is for a range of measures to support the balance sheet and allow a turnaround plan to be implemented. This includes replacement of vehicles, improvement of working capital and implementing a restructuring exercise to support financial sustainability.

Date: 13 November 2020

Councillor Chris Weaver,  
Cabinet Member Finance, Modernisation & Performance,  
Cardiff Council,  
County Hall,  
Cardiff  
CF10 4UW



County Hall  
Cardiff,  
CF10 4UW  
Tel: (029) 2087 2087

Neuadd y Sir  
Caerdydd,  
CF10 4UW  
Ffôn: (029) 2087 2088

Dear Chris,

**PRAP: 10 November 2020 - Budget Monitoring month 6 2020/21**

Thank you for attending the Policy Review and Performance Scrutiny Committee for consideration of the budget position at month 6. Would you also please pass Members' thanks to the officers in attendance, Chris Lee, Corporate Director Resources and Ian Allwood, Head of Finance. The Committee notes the improved position at month 6 compared with month 4 of a projected end of year £1.133m overspend. Members reflected on this position at the end of the meeting and wish to pass on the following observations.

**Revenue - Expenditure and Loss of Income**

The Committee heard that the Council is in a better position than at month 4 in respect of expenditure and income loss. You reported that the Council has received reimbursement of £25,332m from the Welsh Government (WG) Covid-19 Hardship Fund, but that £2.062m of the claim has not so far been reimbursed and there is now an improved understanding of which claims WG will accept.

Members note that the Council has also assisted its leisure providers (GLL & Parkwood) to claim from the Hardship Fund but that this support extends only where the Council considers there are justifiable claims.

The Committee sought clarification on the corporate management £1m overspend, which was explained as a loan to Cardiff Bus. We acknowledge the commercial sensitivities of this case and that you are actively pursuing its re-imbursement, but we suggest this could be made clearer in the narrative of the report.

## **Capital**

Members acknowledge the challenge of delivering the £181.447million Capital programme for 2020/21 in these difficult times, particularly for schools projects where maintaining social distance is vital. We note that, at this point, expenditure sits at 29% of the total budget and that slippage will continue but is expected to improve on current spending levels in the second half of the financial year.

## **Savings Position**

The Committee notes that the position at month 6 includes £3.130m of in-year savings. These were identified by directorates as part of the Month 4 monitoring process. Members are keen to establish how efficiency savings will impact on the final budget by the end of the year. We note it is possible that there will be further impact on savings as the pandemic continues but that you will still pursue planned efficiencies. We stress the need for strong financial discipline and prompt management action to bring down directorate overspends.

Members sought clarification as to whether the proposed new owners remain committed to the New Theatre. We heard that a conversation is ongoing and request that the Committee is updated on the outcome of that exchange and the financial position of services of particular interest to residents, such as the New Theatre, St Davids Hall and Leisure centres.

## **Contingency**

The Committee notes that at this stage in the financial year both general and specific contingency budgets have been used to arrive at the current position. You confirmed that the contingency budgets for additional placements for Children Looked After and the Council Tax Reduction Scheme will be utilised in full.

## **Council Tax collections**

We continue to take an interest in the Council Tax collection rates for this unusual year. We are reassured to hear that collection rates are marginally lower than at a similar point last year and appear stable given the challenging economic circumstances. We look forward to you bringing the Council Tax Base report to this Committee in December 2020.

## **Budget Planning 2021/22**

The Committee notes that several challenges lie ahead in planning the budget for next year, not least in terms of forecasting demand for income generating services that are often seasonal in nature. We acknowledge the difficulty in assessing how quickly services will bounce back.

We note also that budget planning is further compounded by the announcement of a further delay in the settlement date for Local Authorities which makes planning difficult. Whilst there are no clear signals of extra financial support next year we note the Council's actions in seeking assurance from WG that there will be a further payment if Covid-19 extends into the 2021/22 financial year.

## **Budget Consultation**

The Committee notes that the budget consultation will be delivered within the context of Covid-19 this year, however the survey will still focus on the core priorities for residents. We look forward to commenting on the consultation and will endeavour to allocate committee time to it, notwithstanding the constraints imposed by the very late settlement date.

My thanks once again for your continuing commitment to the scrutiny process.

Yours sincerely,



**COUNCILLOR DAVID WALKER**  
**CHAIR, POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE**

cc    Members of the Policy Review & Performance Scrutiny Committee  
      Cabinet Observers, Leaders of opposition groups  
      Chris Lee, Corporate Director Resources  
      Ian Allwood, Head of Finance.  
      Gary Jones, Head of Democratic Services  
      Joanne Watkins, Cabinet Office Manager  
      Alison Taylor, Cabinet Support Officer  
      Andrea Redman, Committee Support Officer

This page is intentionally left blank

**COUNCIL NEW BUILD DELIVERY PROGRAMME AND THE  
PROGRESSION OF PHASE 1 OF THE CHANNEL VIEW  
REDEVELOPMENT SCHEME.**

**HOUSING AND COMMUNITIES (COUNCILLOR LYNDA THORNE)  
AGENDA ITEM: 6**

**Appendix 1 & 3 to this report are not for publication as they contain  
exempt information of the description contained in paragraph 14 of  
Schedule 12A of the Local Government Act 1972**

**Reason for this Report**

1. To provide an update to Cabinet regarding the progress to date of the council's house building programme
2. To note the procurement plan for the council's new build housing programme, giving authority to undertake tender exercises for contractors for those schemes identified over £5million in value.
3. To approve the progression onto Phase 1 of the Channel View redevelopment scheme, which includes the submission of a planning application for the redevelopment masterplan and the detailed planning application for phase 1.
4. To approve the payment of 'home loss payments' to those private owners and tenants of property on the estate who do not wish to be involved in the redevelopment scheme and to approve the delegation of authority to the Assistant Director, Housing & Communities in respect of matters outlined in Appendix 3.

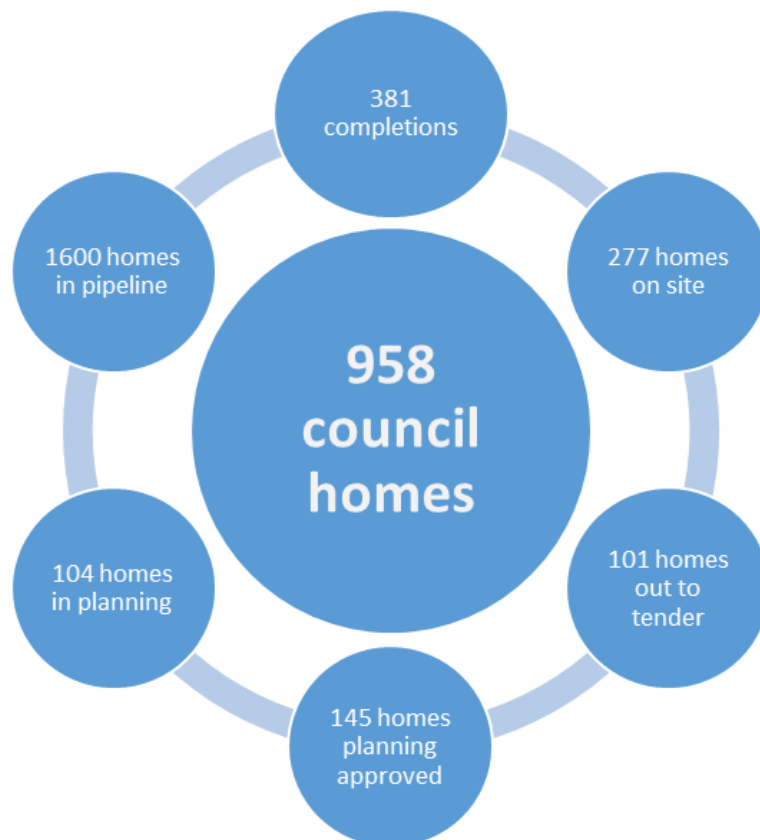
**Background**

5. Through Capital Ambition the Council has set a target of delivering at least 1,000 new council homes by 2022 and to have a development programme capable of delivering over 2,000 new council homes in the longer term. These targets have been set in direct response to the increasing demand we face for affordable housing in our city.
6. The housing need is increasing year on year and there are currently around 8,000 people on the waiting list. The most recent Local Housing Market Assessment indicated that 2,024 new affordable homes are

required each year to meet the current demand. However, on average over the last 5 years the social housing sector has delivered around 250 new homes each year in Cardiff. This represents a significant gap between demand and supply.

7. The council's programme can also directly target specific housing need, accessibility issues and promote downsizing by delivering larger family homes, specialist properties or adapted properties that are not currently being delivered in volume through more traditional delivery routes.
8. The council's aspiration to build new homes in volume and at pace directly complements the Welsh Government's target of delivering new affordable homes throughout Wales at pace and scale.

### Progress to date



9. As of September 2020 the new building programme has delivered 381 new homes through the delivery routes of the Cardiff Living programme, Package Deals, the development of new homes through the Additional Build programme and the purchase of property from the open market.
10. Through these routes there are a further 178 new homes currently being built on site, 101 new homes out to tender for a contractor, 145 homes with planning consent in place and 104 homes submitted for planning approval. This represents a total of 909 new council homes currently going through the development process.



11. The development programme currently includes 59 development sites and has the capability of delivering a further 1650 new homes through its pipeline schemes. This means that the programme has the capability of delivering over 2,500 new council homes should all the sites be built out and should there be sufficient Capital funding to do so.
12. The in-year outturn of new council homes for 2019/20 was 230 compared to a total of 226 from the RSL sector in Cardiff. This represents an overall affordable housing outturn for Cardiff of 456 in the year. Our projected council completions for the next 3 years are;

<b>Projected Programme</b>				
	2019/20	2020/21	2021/22	2022/23
In year	230	233	470	512
Cumulative	316	549	1019	1531

13. Our developments have won a number of national awards including;
  - 2019 Constructing Excellence award winners for Integration & Collaboration
  - 2019 What House? Gold winners for the best starter home scheme
  - RICS 2020 social Impact awards for a large residential scheme (Silverdale)
  - Highly commended in the CIH 2019 Welsh Housing Awards for best large development.

## Issues

14. The programme is reliant on a significant Housing Revenue Account (HRA) Capital budget allocation, funded primarily from undertaking additional borrowing. External income towards costs is also available in the form of planning gain, bidding for external grants and income from the sale of land or low-cost homes through the Assisted Home Ownership scheme. To date just under £31 million has been achieved through these routes, including the award of 5 Welsh Government Innovative Housing programme grants for innovative schemes.
15. From April 2021 onwards the council will be able to apply for Welsh Government Social Housing Grant providing a Capital subsidy for its developments in the same way that a Registered Social Landlord can. Schemes approved for SHG funding will be required to meet the standards and viability parameters set by Welsh Government. Social Housing Grant is limited across Wales and not every council scheme will benefit from this but it is anticipated that a number of schemes will be approved for funding through this route subject to Welsh Government approval.
16. Whilst the development pipeline has the capacity to deliver in the region of 2,500 new council homes currently this will be dependent on successful

planning for each scheme. Importantly however this will also be dependent on the continued affordability, prudence and sustainability of additional borrowing within the HRA. This will be considered in annual updates to the HRA 30 year business plan with re-profiling of the HRA Capital Programme. For the new build programme there is inherent risk associated with development projects such as market appetite to tender for development schemes, internal resources within the Development team and unknown site factors when schemes are being built out. The business plan will be subject to key assumptions such as rent levels as well as other priorities for expenditure which will include maintaining the condition of existing stock as well as new initiatives such as decarbonisation.

17. Furthermore, the effect of the Covid-19 national pandemic on the development programme and affordability is not fully known. Although schemes are progressing and consultants are still working, we have seen an impact on the programme getting schemes into planning, out to tender and site programmes are currently longer than pre-Covid levels as Covid-safe working practices are adopted across development sites.

## **Procurement Plan**

18. Many of the projects within the development programme are over £5 million in value and will therefore require Cabinet approval in order to tender for and appoint contractors.
19. Due to the volume of appointments required through the development process at both the pre-development planning stage and construction stage a procurement plan has been written and Cabinet are being asked to review and approve this plan, noting the sites over £5 million in construction costs and approving a delegation to the Corporate Director People & Communities and Corporate Director for Resources to oversee the procurement process for those sites including approving the tender packs, evaluation criteria and concluding the appointments by entering into contracts for construction.
20. By doing so this will remove the need to bring each scheme currently identified on the plan anticipated to be over £5 million in construction cost to Cabinet for approval separately and will help to reduce the time it takes to appoint contractors once a planning consent is granted.
21. The procurement processes to be used to appoint contractors is identified in the procurement plan and includes an open procedure route through Sell 2 Wales or the use of approved frameworks. For each scheme a Pre-Tender report will be written to be approved by the Corporate Director which will detail the specific tender route and evaluation criteria for that project. The procurement plan and the identified sites and approximate values are detailed in **appendix 1**.
22. In order to drive consistency of approach, a Cardiff standard suite of tender documents has been produced from pre-qualification through to invitation to tender documentation including use of standard forms of

contract in order to support the market with a standard template approach to procuring house build packages.

23. The procurement plan (appendix 1) sets out the requirement to secure under pre-construction, consultants in order to support the authority to developing schemes ready for open procurement (post contract) following the RIBA plan of work. Use of the council's Construction Consultancy dynamic purchasing system (framework) is currently being successfully used with the ability to access local independent consultants.
24. In respect of the house build packages of work, it is planned to utilise an open procedure on a scheme by scheme basis to fully provide access to local developers, new frameworks will be used if they are considered to provide access to the local market. The evaluation approach will generally for pre-contract work where there is more focused on design, there will be a higher score allocated to the quality part of the bid. We will target a 70:30 ratio where 70% is quality and 30% is cost. Additionally, for the post-contract work, where this is more focused on delivery, there will be a higher score allocate to the cost part of the bid. We will target a 60:30:10 ratio where 60% is cost, 30% is quality and 10% is social value. This is a target and may vary on a project by project basis.
25. Sustainable, environmentally friendly buildings will be outcomes laid down in the Employer's Requirement specifications. For example recently a number of modular build contracts have been let to encourage construction at pace, also referred to as Modern Methods of Construction (MMC). This is where a supplier/contractor is manufacturing homes in a factory either as panelised solutions to be constructed and fitted together on site or as volumetric solutions where completed pods are installed on site.

#### Community Benefits

26. As part of the Council's Capital Ambition, and Socially Responsible Procurement Policy, all of the House build schemes will seek to incorporate a number of the deliverables that seek to support the skills shortage across Construction but will look to focus consultant and developer activity across the following priority areas:-
  - **Local Training and Employment:** We want to create employment and training opportunities for local people in order to reduce unemployment and raise the skills level of our local workforce, especially in target groups such as long term unemployed
  - **Think Cardiff First:** We want to take account of the social and economic impacts of buying locally when commissioning and contracting, and want our suppliers and contractors to do the same
  - **Partners in Communities:** We want to play an active role in the local community and community support organisations, especially in those areas and communities with the greatest need

- **Green and Sustainable:** We want to protect the environment, minimise waste, reduce energy consumption and use other resources efficiently.
- **Ethical Employment:** We want to employ the highest ethical standards in our own operations and those within our supply chain.
- **Promoting Wellbeing of Young People and Vulnerable Adults**  
We want to safeguard and promote the welfare of children, young people and vulnerable adults businesses together with the support of entire community including local businesses

### **Channel View redevelopment scheme**

27. This project represents the largest and most exciting holistic estate redevelopment proposal in the council's development programme. Proposing the redevelopment of around 180 existing properties on Channel View road including a council owned 13 storey tower block, replacing these with the construction of around 360 new mixed tenure homes for the existing community across various phases. Objectives include low-carbon development, delivering highly energy efficient homes, better connectivity for the estate and for the wider community, improvements to the public open Space at the Marl, a potential pedestrian and cycle connection from the Marl to Hamadryad Park over the river Taff, and the creation of well-managed, attractive public realm using green infrastructure and SUDS.
28. The council has been consulting with residents on this estate since 2016 when an estate improvement scheme and the refurbishment of the existing tower block was being proposed. During the development of both proposals it was discovered that much of the low-rise houses and blocks of flats on the estate were suffering from significant structural movement. Many blocks seemingly beyond economic repair and the costs to retain and refurbish the tower block, dealing with the external and internal issues the block faces were becoming increasingly unviable.
29. In 2017 the council put on hold the plans and undertook detailed resident consultation with all residents affected by the proposals to instead bring forward a holistic redevelopment of the estate. A master-planning design team was appointed to develop a high-level masterplan and residents were consulted on these proposals in July 2018 and again in September 2019.
30. A high level of support has been received from residents during these consultation events and a new design team were appointed in January 2020 in order to undertake a more detailed masterplan and develop detailed plans for Phase 1 which will be the replacement tower block.
31. In March 2020 a further 2 day public consultation event took place, led by the appointed design team lead Architects Powell Dobson. The intention of this event was to introduce the design team to residents, better understand issues and concerns, propose a time line for the scheme and to discuss the vision for the redevelopment. The intention was to submit

a planning application by December 2020. The consultation material is provided in **Appendix 2**.

32. Again, a good level of support for this approach was received from residents and the plans are now at a stage that a wider resident and stakeholder consultation is currently taking place. Subject to this consultation being successful a planning application for the masterplan and detail of phase1 will be submitted.
33. The details of the proposed scheme is provided in the form of the Master-planning document in **Appendix 2**. The scheme proposes the replacement of the existing 180 properties with around 360 new homes of mixed tenure (currently around a split of 60% council houses and 40% market sale), roughly representing the current split of ownership on the estate. There will be a mix of houses and flats and the replacement for the existing tower block in Phase 1 will be a new 'Community Living' scheme providing independent living for older people and a hub of older person services to the wide community.

## **Issues**

34. The existing community is well established consisting of private owners and council tenants. One of the main objectives is to deliver a redevelopment in phases so that the existing residents are able to remain living on the estate transferring from their existing home into a new property once built.
35. However, in order to begin the redevelopment programme an initial phase must commence requiring the property within that phase to be demolished first. We have been working over the last few years with residents affected by the proposals to determine if they want to remain involved in the scheme or if they would prefer to sell their property back to the council and relocate elsewhere.
36. Within phase 1 we have acquired a number of homes from private residents who wanted to relocate elsewhere. Whilst the Council to-date have chosen not to propose a compulsory purchase approach, we have thought it fair and reasonable to apply the tenets of such an approach when it comes to compensating householders who we have effectively compelled to relocate. These tenets are intended to ensure that the householder is no worse off from the Council's plans by paying their costs of relocating (including conveyance fees and removals costs) and these are commonly known as Disturbance Payments. In addition as the householder is being asked to move then compulsory purchase legislation provides for what is called Home Loss Payment, which are payments of up to 10% of the market value of the property as compensation effectively for their time and inconvenience. Cabinet is being asked to approve the continuation of this approach as we are determined to work with the community and to follow a reasonable and fair approach when dealing with householders.

37. There are currently 3 remaining owner-occupiers within phase 1 who we are negotiating with to acquire their property all of whom have indicated that they do want to sell their property back to the council and move elsewhere.
38. Once these purchases have been completed all of the existing property within phase 1 will be owned by the council enabling Phase 1 to progress subject to consultation, planning and the approval of the scheme having undertaken all due diligence including an assessment of the scheme viability.
39. Phase 1 is detailed within appendix B and will provide around 78, 1 and 2 bedroom flats for older people across 2 blocks as a direct replacement for the existing tower block. Phase 1 will also be a 'Community Living' scheme providing a range of communal facilities for older people both living with the blocks and within the wider community. There is also the opportunity to provide a café and shop for the wider community.
40. The gross costs of delivering the entire scheme are estimated to be in the region of £60 million and Phase 1 is currently estimated to be in the region of £16 million due to the early infrastructure work required. A sum of £39 million net was assumed in the current HRA capital programme, after making assumptions for income in the form of property sold on the open market and new homes sold through the Council's Assisted Home Ownership Scheme. It is important that a new development of this scale retains a mix of tenure.
41. A detailed cost analysis has not been undertaken at this stage, so the figures identified above are estimated, however a robust viability assessment will be undertaken prior to a planning application being submitted. Once again at the detailed scheme design following a planning consent and, the tendering of a contractor for phase 1 would only begin once the due diligence and cost analysis and scheme viability work has been reviewed and approved by the Corporate Director. Where delegations are made, this needs to be done having consideration of viability thresholds for payback in respect to grant funding as well as for 100% Council funded developments and agreed rationale for variations.
42. In accordance with best practice approval of scheme viability assessments should take place at the following stages:
- Land Acquisition & initial viability
  - Pre-planning & Pre- tender
  - Tender approval
43. Cabinet is being asked to review and approve the Masterplan for Channel View project and the progression of phase 1 subject to successful public consultation, planning and scheme viability. All subsequent phases will be brought back to Cabinet for approval.
44. The proposed connection between the Marl and Hamadryad Park is an important aspect of the project, however work is required to determine

how this new bridge can be paid for. It is estimated that a footbridge will cost in the region of £9 million. Some capital funding may be provided through the development in the form of planning gain. However, the HRA is unable to provide the rest of the capital required. A design team for the bridge is currently being appointed and part of this commission is to identify external funding and grants that can be applied for to help make this new connection a reality.

### **Local Member consultation**

45. Local members have been fully consulted regarding the Channel View project and wider public consultation is currently underway.

### **Scrutiny Consideration**

46. The Community & Adult Scrutiny Committee considered this item on 4 November. Any comments will be reported to the Cabinet meeting.

### **Financial Implications**

47. The report sets out progress on delivering an increase in the level of Council affordable social housing units from various routes. Assumptions for increases in expenditure on the acquisition and development of new build housing are included in the five year capital programme for the Housing revenue account and HRA business plan. These will need to be refreshed as part of annual iterative updates to reflect estimated construction costs set out in this report, to ensure that the programme remains affordable, prudent and sustainable when considered with other assumptions such as projected rental income certainty and other investment priorities such as decarbonisation and maintaining Welsh Housing Quality Standards in respect to existing stock.
48. Where delegations provided by Cabinet are to be actioned these should be accompanied by a viability assessment as set out in the report at stages including Land acquisition and initial viability; Pre Planning and Pre Tender; Tender approval.
49. In respect to the construction values for projects identified in this report, these are estimates only and will change subject to tender. Any procurement plan should also consider whether there is any value for money in packaging up sites for development rather than separate tender processes for each site.
50. The report sets out a proposal in respect to Channel view. Where private open market or assisted home ownership sales are assumed these should be actioned promptly to ensure any income assumed is received to support affordability. The report sets out proposals for wider community facilities, however no details are available in respect to the running costs of such a facility. This will need to be captured in any subsequent Officer Decision Reports on the assumption that these can be managed within existing revenue budgets. Where private properties are still to be acquired to deliver phase 1 and subsequent phases, the risks to the development

need to be considered and managed at an early stage and costed within updated cost assumptions for the overall project cost.

51. The report refers to a potential new bridge connection. No Council funding exists to create such a connection if deemed essential for the development, with a review being undertaken to consider alternative options, which would need to be considered by a Cabinet report as part of future phases of the scheme. Whilst costs are being incurred on design and development, there is a risk that these may be abortive costs to be charged to the Housing Revenue Account.

### **Reason for Recommendations**

52. To note the progress on the Channel View redevelopment scheme and to approve the progression onto the first phase of development, the submission of an outline masterplan and a detailed planning application for Phase1. In doing so approve the payment of home-loss compensation payments to private owners on the estate who do not wish to be involved in the scheme. To delegate authority to undertake the procurement exercises necessary to deliver the new build development programme.

### **Legal Implications**

53. The report notes progress on and sets out proposals for, delivering an increase in the level of Council affordable social housing units. Detailed legal advice should be sought on the various elements of the scheme as the proposals are further developed. The various proposed procurements referred to in the report must be carried out in accordance with procurement law requirements and the provisions of the Council's contract standing orders. Adequate time and resource should be factored in to allow for this.
54. The procurement plan, which is submitted for approval, refers to evaluation criteria and weightings. The evaluation criteria and weightings are of high importance, as they will serve to determine who will be appointed. Therefore, the decision maker needs to be satisfied as to the evaluation criteria and the weightings proposed.
55. Legal Services will work with the Directorate in order to prepare/arrange for the preparation of the draft forms of contracts required for the various parts of the scheme. The proposals involve a considerable number of high value schemes and in order to progress will require additional legal resource and or funding for external legal advice.
56. The report seeks that delegated authority is granted to the Corporate Director People & Communities to undertake all aspects of the procurement process, up to and including contract award. The proposed delegation is extensive and the body of the report sets out the rational why such extensive delegation is sought. The Council's Constitution permits such delegation if Cabinet so agrees.



57. In determining the way forward the decision maker will need to be satisfied that the proposed models of procurement will serve to achieve best value and can be achieved within the approved budget.
58. The report refers to consultation. It should be noted that consultation gives rise to a legitimate expectation that the decision maker will have due regard to the outcome of the consultation in determining the way forward.
59. The body of the report refers to the requirements in respect of planning permission and other statutory consents and requirements. Consideration will need to be given to the timetable for letting of the works and services contracts proposed so as to ensure contracts are awarded after planning permission and other consents required are obtained or are awarded on a conditional basis. To the extent that preparatory works are carried out and or services obtained to facilitate the obtaining of such permissions and consents, then there is a risk that expenditure on such works and services could prove abortive.

### **Property and planning implications**

60. The proposed redevelopment scheme will require the Council to purchase a number of privately owned homes. The Council has power pursuant to Section 120 of the Local Government Act 1972 to acquire land for either a) the benefit, improvement or development of its area, or (b) for any of its functions under any enactment. Specific power is also available to acquire properties or land for housing accommodation pursuant to Section 17 Housing Act 1985. Further legal and valuation advice should be obtained in connection with the agreed terms of each purchase under the delegated process for acquisition of properties for Housing Revenue account purposes set out in the Cabinet report of the 26<sup>th</sup> September 2019.
61. In the event an agreement for acquisition of private properties cannot be concluded by agreement with the owners, the Council may need to resort to use of compulsory purchase powers. The Council has power pursuant to section 226(1)(a) of the Town and Country Planning Act 1990 to compulsorily acquire land if they think it will facilitate the carrying out of development, redevelopment or improvement of the land and it is not certain that they will be able to acquire it by agreement. The Council must be satisfied that the acquisition of this land will promote or improve the economic, social and environmental well-being of the Council's area. The decision to use compulsory purchase powers, if necessary, will be subject to further reports setting out the justification for use of such powers and subject to detailed legal and financial advice.
62. Pursuant to section 29 to 33 of the Land Compensation Act 1973, the Council may make Home loss Payments to any person who has suffered inconvenience or distress suffered from the loss of their home. Such payments are limited in Wales to no more than 10 percent of market value and may be made following a compulsory purchase order, but may also apply if properties are acquired by agreement in lieu of use of compulsory

purchase powers, subject to qualifying criteria. Furthermore, the Council has power to make payments under its well-being powers set out in section 2 of the Local Government Act 2000 if it is satisfied that such action would promote the economic, social or environmental well-being of its area. The payment of a home loss payment over and above market value will require detailed consideration as to entitlement when negotiating terms of acquisitions of the property and subject to valuation advice.

63. The decision maker will need to take into account the risk of expenditure incurred in acquiring properties and incurred costs of the scheme in the event a planning permission for demolition and redevelopment cannot be obtained.

### **General Legal advice**

#### **Equalities**

64. In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a). Age, (b) Gender reassignment (c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h) Sexual orientation (i) Religion or belief – including lack of belief.
65. The report identifies that an Equality Impact Assessment has been carried out and is appended at Appendix 4. 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.

### **Well Being of Future Generations (Wales) Act 2015**

66. 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.
67. 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 2020-23. 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.

68. 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
69. 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>
70. The decision maker should also have regard to, when making its decision, to the Council's wider obligations under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

## **RECOMMENDATIONS**

Cabinet is recommended to:

1. note the progress made to date on the Council's new build housing programme and the ambition to deliver over 2,500 low-carbon council homes in the longer term.
2. note the Procurement Plan attached to this report and to approve the procurement of contractors for each of the identified projects carrying out procurement in line with the plan.
3. Delegate authority to the Corporate Director People & Communities, in consultation with the Corporate Director Resources and the Cabinet Member Housing & Communities and the Cabinet Member Modernisation & Performance, to undertake all aspects of the procurement process including determining tender criteria, approving the tender packs, evaluating criteria and concluding the appointments.
4. approve the progression of the Channel View redevelopment scheme, the submission of a planning application for the Masterplan and a detailed application for Phase 1 of the scheme.

5. provide authority to make 'Home-loss' compensation payments to owners and tenants of dwellings displaced by the redevelopment scheme and delegate authority to the Assistant Director in Housing & Communities to conclude terms as outlined in Appendix 3.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>SARAH McGILL</b> <b>Corporate Director People &amp; Communities</b>
	13 November 2020

*The following appendices are attached:*

Appendix 1 – Development Procurement Plan & Identified projects (confidential)

Appendix 2 – Masterplan for the Channel View redevelopment scheme & consultation material.

Appendix 3 – Home-loss payments (confidential)

Appendix 4 – Equality Impact Assessment

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

Document is Restricted

This page is intentionally left blank



# CHANNEL VIEW

## BACKGROUND

### THE PRACTICE

Established in 1966, Powell Dobson is an architectural practice with offices in Cardiff, London and Swansea.

We have worked on a number of estate regeneration projects which aim to design out problems within the area through creating a sense of place with pedestrian friendly streetscapes and high quality urban design and materials.

Our practice has strong roots in Cardiff – it is easy for us to share your values and ambitions as we not only work here, but live here. We look forward to working with you all to develop a vision for Channel View.

Placemaking is at the heart of everything we do, and we seek to design places and buildings that can stand the test of time and work for the people who have to live in them.

### EXAMPLES OF OUR PROJECTS



The Mill, Cardiff



Whiteheads, Newport



Ringland, Newport

### ARCHITECTURE & MASTERPLANNING TEAM



**Ann-Marie Smale**  
25 years experience  
Specialises in:  
Architectural Design of  
Affordable and Private  
Residential. Chair of  
Professional Services  
Group.



**Bernadette Kinsella**  
24 years experience  
Specialises in:  
Architectural Design  
of Affordable and  
Private Residential, and  
Masterplanning



**Alastair Fraser**  
13 years experience  
Specialises in  
residential and  
Mixed Use schemes,  
Masterplanning,  
Regeneration,  
Architectural Design  
of Affordable &  
Private Residential



**Andrew Paterson**  
14 years experience  
Specialises in Residential  
and Regeneration,  
Masterplanning,  
Architectural Design of  
Affordable



**Rita Faro**  
Experience of  
working on large  
Scale Regeneration  
Projects, Student  
Housing, 3D  
Modelling.

### OTHER CONSULTANTS



**James Gundy**  
Project Management  
& Quantity Surveyor



**Wynn James**  
Engineering



**Jon Wilks**  
Planning



**Matthew Williams**  
Engineering and Energy  
Consultant



**Lee Morris**  
Landscape  
Consultant



### PROGRAMME - WHAT HAPPENS NEXT



### THE PROJECT – OUR AIMS

- We are building on the feasibility work started by Cardiff Council
- We will be looking at the overall masterplan as well as detailed proposals for phase 1 - phase 1 will involve a new development to replace the 14 storey tower Channel View Flats
- Cardiff Council are committed to involving residents throughout the design and development process – community events will be held regularly to present ideas and collect feedback
- We want to improve the relationship between homes, The Marl, and the river
- We need to make sure our plans are deliverable and affordable
- We want to provide homes for a mix of residents with different housing needs



Y CWMNI

Wedi'i sefydlu yn 1966, mae Powell Dobson yn gwmni pensaernïol gyda swyddfeydd yng Nghaerdydd, Llundain ac Abertawe. Rydym wedi gweithio ar nifer o brosiectau adfywio stadau sy'n anelu i ddatrys problemau drwy ddylunio a chreu ymdeimlad o le gyda strydoedd cyfeillgar, cynlluniau o safon uchel a deunyddiau o ansawdd da. Mae gan y swyddfa wreiddiau cryf yng Nghaerdydd - mae'n hawdd inni rannu eich gwerthoedd a'ch uchelgeisiau gan ein bod nid yn unig yn gweithio yma, ond yn byw yma. Mae gwneud lleoedd wrth wraidd popeth a wnawn, ac rydym yn ceisio dylunio lleoedd ac adeiladau a fydd yn sefyll prawf amser ac a fydd yn addas i'r bobl sy'n byw ynddynt.

ENGHREIFFTIAU O'N PROSIECTAU



The Mill, Caerdydd



Ringland, Casnewydd



Whiteheads, Casnewydd

TÎM PENSAERNIAETH A CHYNLLUNIO



**Ann-Marie Smale**  
25 mlynedd o brofiad  
  
Yn arbenigo mewn:  
Dylunio Pensaernïol Tai  
Fforddiadwy a Phreifat  
Cadeirio Grŵp  
Gwasanaethau  
Proffesiynol



**Bernadette Kinsella**  
24 mlynedd o brofiad  
  
Yn arbenigo mewn:  
Dylunio Pensaernïol Tai  
Fforddiadwy a Phreifat,  
Cynaliadwyedd ac  
Uwchgynllunio Tai



**Alastair Fraser**  
13 mlynedd o brofiad  
  
Yn arbenigo  
mewn: Dylunio  
Tai a Chynlluniau  
aml-ddefnydd,  
Uwchgynllunio, Dylunio  
Tai Fforddiadwy  
a Phreifat,



**Andrew Paterson**  
14 mlynedd o brofiad  
  
Yn arbenigo mewn:  
Dylunio Tai, Adfywio,  
Uwchgynllunio, a  
Dylunio Tai Fforddiadwy



**Rita Faro**  
  
Profiad o weithio ar  
prosiectau adfywio  
ar raddfa mawr, Tai  
Myfyrwyr, Modelu  
3D

YMGYNGHORWYR ERAILL



**James Gundy**  
Rheolwr Prosiect a  
Syrfewr



**Wynn James**  
Peirianwr



**Jon Wilks**  
Cynlluniwr



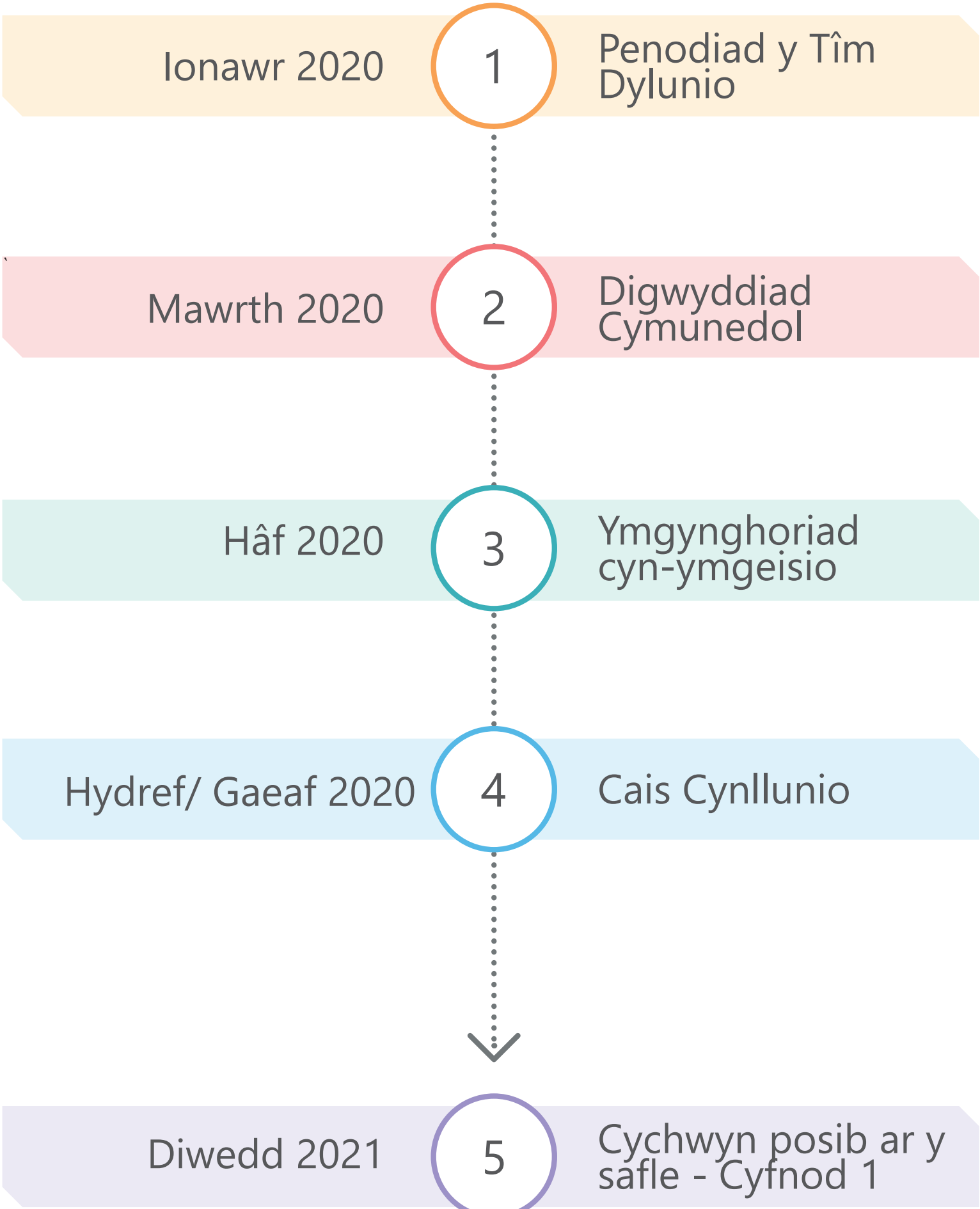
**Matthew Williams**  
Peirianwr a  
Ymgynghorwr Ynni



**Lee Morris**  
Ymgynghorydd  
Tirwedd



AMSERLEN- CAMAU NESAF



Y PROSIECT - EIN NÔD

- Rydym am ddatblygu'r gwaith sydd wedi ei ddechrau gan Gyngor Caerdydd
- Fe fyddwn yn edrych ar yr uwchgynllun yn ogystal â'r cynlluniau manwl ar gyfer Cyfnod 1 - fe fydd Cyfnod 1 yn cynnig datblygiad newydd yn lle'r tŵr 14 llawr.
- Mae Cyngor Caerdydd wedi ymrwymo i gynnwys preswylwyr trwy gydol y broses ddylunio a datblygu - fe fydd digwyddiadau ar gyfer y gymuned yn cael eu cynnal yn rheolaidd i gyflwyno syniadau a chasglu adborth.
- Rydym eisiau gwella'r berthynas rhwng cartrefi, Y Marl, a'r afon.
- Mae angen i ni sicrhau bod ein cynlluniau yn rhai y gellir eu cyflawni a'u bod yn fforddiadwy.
- Rydym am ddarparu cartrefi ar gyfer cymysgedd o breswylwyr sydd âg amrywiaeth o anghenion.



# CHANNEL VIEW

## SURROUNDING CONTEXT | Y SALE A'I AMGYLCHEDD

We know that you have been asked about your experience of living in Channel View before - has anything changed? Do you have anything important to add?

Rydym yn gwybod eich bod chi wedi rhannu eich profiadau o fyw yn Channel View yn barod - oes unrhyw beth wedi newid? Oes gennych chi unrhyw beth pwysig i'w ychwanegu?



Channel View Flats and housing|  
Fflatiau a thai Channel View



Channel View Leisure Centre |  
Canolfan Hamdden



The Marl | Y Marl



Hamadryad Park | Parc Hamadryad



Grangemoor Park | Parc Grangemoor



3G Pitch, The Marl | Cae Chwarae 3G



# CHANNEL VIEW

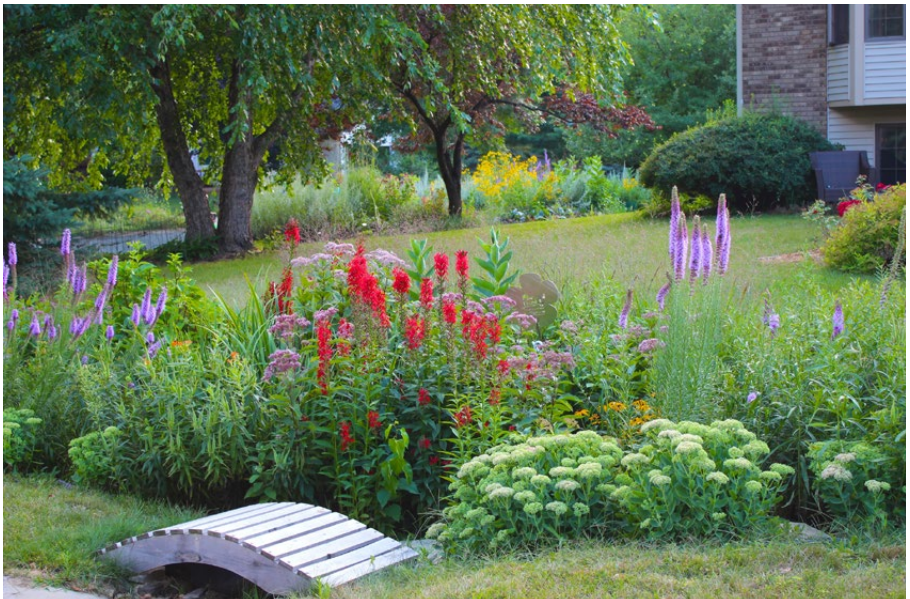
## VISION | GWELEDIGAETH

Pedestrian friendly streets will be created through the use of high quality materials and green spaces. A series of green courtyards will link new development to The Marl to improve connections between the housing, marl and river. Taller blocks will provide frontage, scale and interest along the river edge.

Bydd strydoedd cyfeillgar i gerddwyr yn cael eu creu trwy'r defnydd o fannau gwyrdd a deunyddiau o ansawdd uchel. Bydd cyfres o gyrtiau gwyrdd yn cysylltu y datblygiad newydd â'r Marl, gan wella cysylltiadau rhwng y tai, Y Marl a'r afon. Bydd blociau tal yn creu diddordeb ar hyd ymyl yr afon.



High quality materials will be used with meaningful areas of landscaping and tree planting to create softened streetscapes which encourage wildlife. Bydd deunyddiau o ansawdd uchel gydag ardaloedd o dirlunio gwyrdd a choed yn creu strydoedd meddal sy'n annog bywyd gwylt.





OPTIONS FOR OWNERS

It is important that the existing community has a choice to be involved in a redevelopment scheme & have the opportunity to move into a new property.

A number of options available;

- Work with you on an individual basis to achieve successful outcomes for owners
- May choose to sell property at market value & move elsewhere. Home loss compensation would be available & legal costs & removal costs covered.
- Could choose a like for like swap of existing property for new one – would need to consider values & if new property worth more an offer may represent existing value as a share of new property – IE: if existing property is worth 80% of new one you would be offered 80% ownership of new one with council owning the remaining 20% - this could be bought out at any time.
- Depending on circumstances, may choose to sell property to council and elect to be a council tenant in new property on scheme or elsewhere.

OPSIYNAU I BERCHENOGION

Mae’n bwysig bod gan y gymuned bresennol ddewis i fod yn rhan o gynllun ailddatblygu yn ogystal â’r cyfle i symud i mewn i eiddo newydd.

Mae nifer o ddewisiadau ar gael;

- Gweithio gyda chi’n unigol i gyflawni canlyniadau llwyddiannus i berchenogion
- Posibilrwydd o werthu ar bris y farchnad a symud i rywle arall. Byddai iawndal colli cartref ar gael ynghyd â chostau cyfreithiol a chostau symud
- Gellid dewis cyfnewid tebyg am debyg yr eiddo presennol am un newydd – byddai gofyn ystyried gwerth ac os oedd yr eiddo newydd werth mwy yna bod cynnig yn cynrychioli cyfran yn unig o’r eiddo newydd – HY: os oedd yr eiddo presennol werth 80% o’r un newydd y byddech yn cael cynnig gwerth 80% o’r un newydd gyda’r cyngor yn berchen yr 20% sy’n weddill - gellid prynu hwn yn ôl ganddynt ar unrhyw adeg.
- Gan ddibynnu ar amgylchiadau, gellid dewis gwerthu’r eiddo i’r cyngor a bod yn denant cyngor mewn eiddo newydd ar y cynllun neu yn rhywle arall.

OPSIYNAU I DENANTIAID

Mae’n bwysig bod gan y gymuned bresennol y dewis i fod yn rhan o gynllun ailddatblygu a chael cyfle i symud i eiddo newydd.

Tenantiaid y cyngor

- Byddent yn gallu bod yn rhan o gynllun ailddatblygu ac yn dibynnu ar gamau’r datblygu, gallent symud o’r eiddo presennol i eiddo newydd
- Gallent ddewis gael eu hailgartrefu’n rhywle arall.
- Gallai cynllun tai gwarchod newydd arfaethedig gynnig Hyb yn llawn gwasanaethau i bobl hŷn a lle hyblyg mewn mannau cyffredin
- Caiff colli tŷ ac iawndal tarfu eu hystyried ynghyd â chostau symud
- Caiff cartrefi newydd eu dyrannu ar sail anghenion tai
- Mae cymysgedd da o dai a fflatiau’n cael ei gynnig

OPTIONS FOR TENANTS

It is important that the existing community has a choice to be involved in a redevelopment scheme & have the opportunity to move into a new property.

Council tenants

- Would be able to be involved in a redevelopment scheme and depending on the phasing of development could move from existing property into a new one
- Could choose to be re-housed elsewhere.
- New sheltered housing scheme proposed which could offer a Hub of older person services & flexible space in communal areas
- Home-loss & disturbance compensation will be considered along with removal costs
- New homes allocated on housing needs
- A good mix of houses & flats being proposed

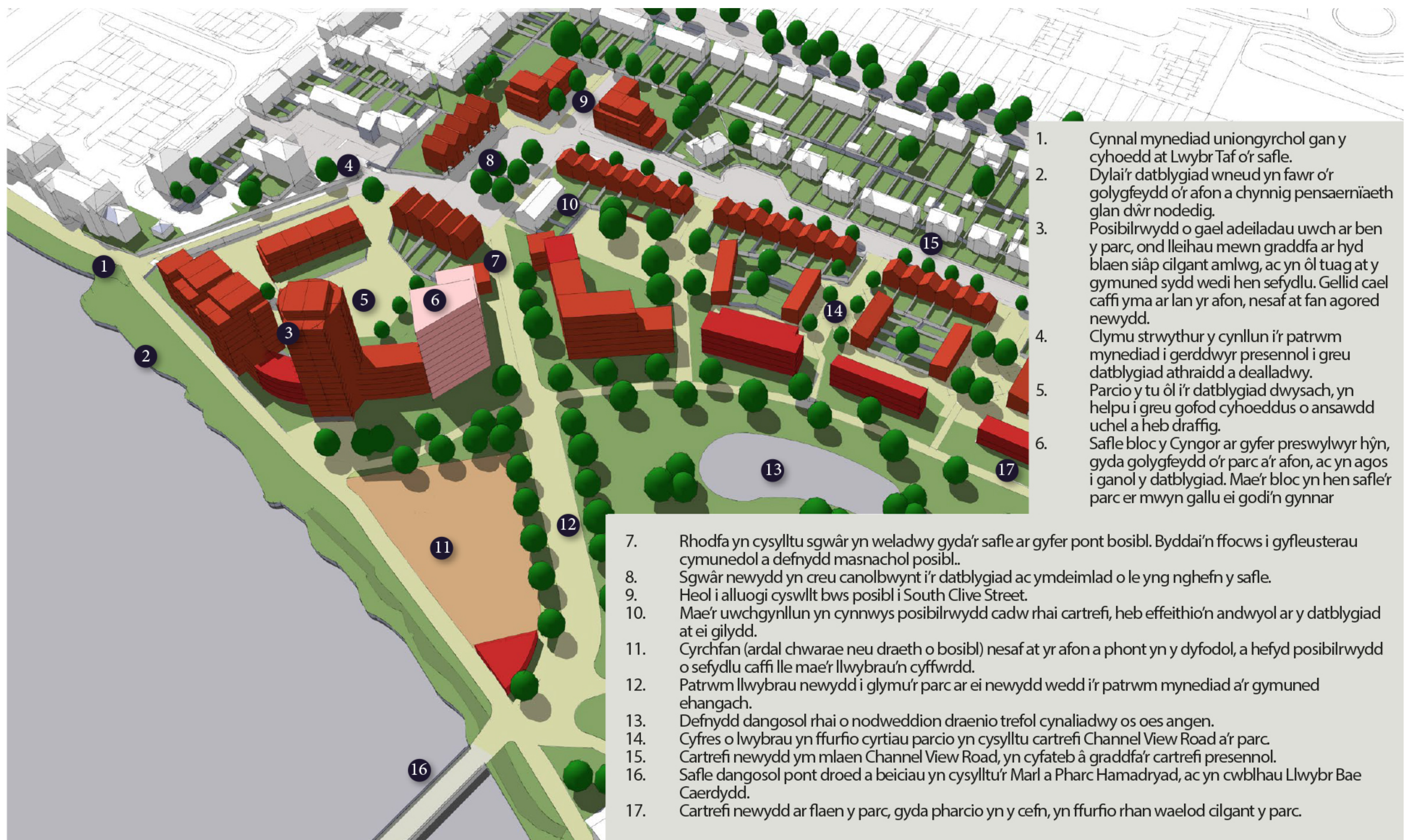
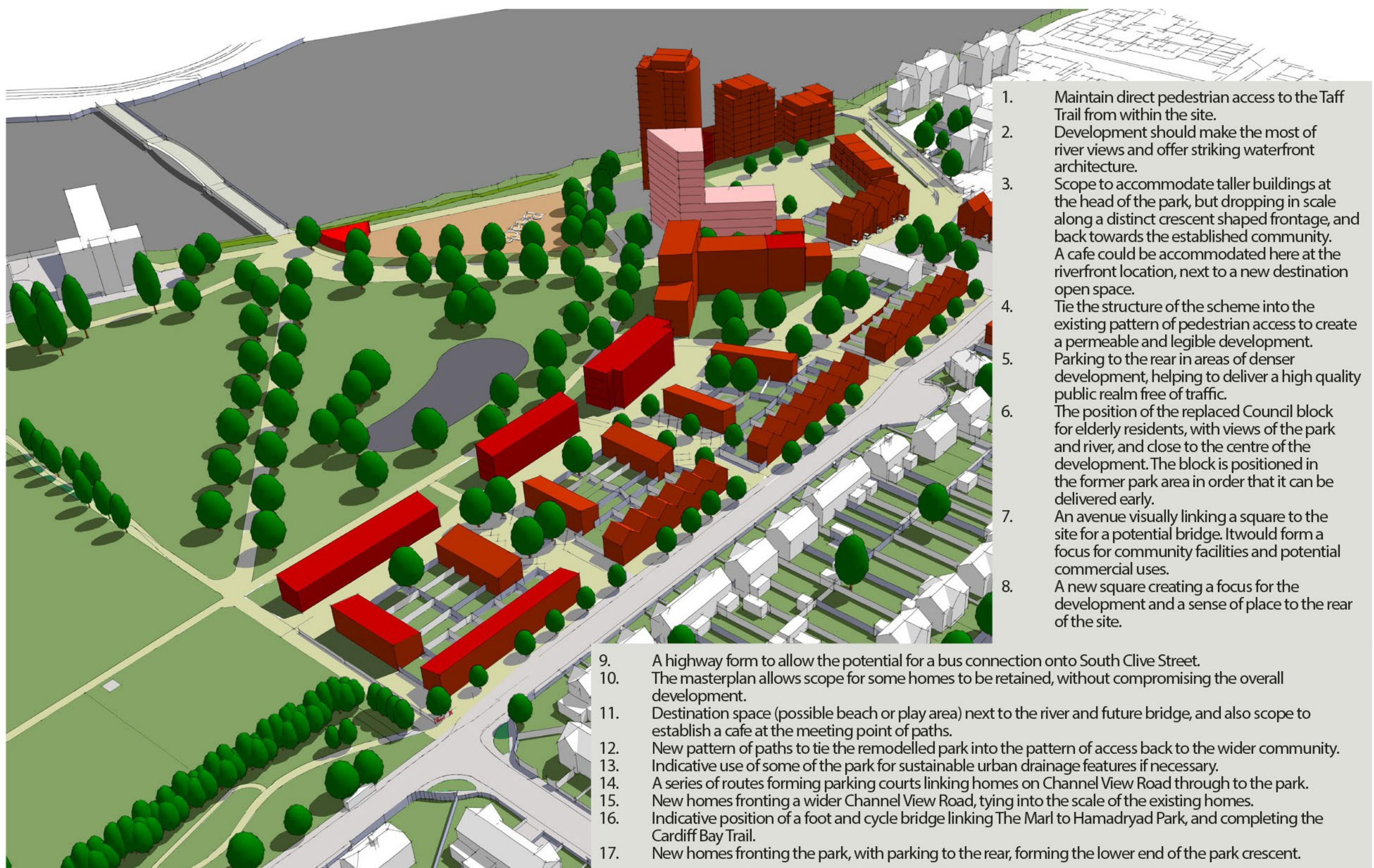


CHANNEL VIEW

WORK TO DATE | GWAITH HYD YMA

We will be developing the feasibility work started by Cardiff Council. What are your views on these early proposals?

Rydym am ddatblygu'r gwaith sydd wedi ei ddechrau gan Gyngor Caerdydd. Beth yw eich barn am y cynigion cynnar hyn?





# CHANNEL VIEW REGENERATION

Masterplan October 2020

Page 173



**powelldobson**  
ARCHITECTS



# SETTING THE SCENE – WHY ARE WE PROPOSING REDEVELOPMENT?



## BACKGROUND

- Summer 2017: plans to refurbish the high rise block put on hold.
- Regeneration of low-rise flats & areas of public realm also put on hold due to structural issues of existing properties.
- A wider review of the potential to redevelop the entire estate undertaken.

### *Review identified*

- Structural movement to low-rise properties
- Historic issues with Anti-Social behaviour & poor relationship with park
- Poor design of existing estate with low quality public realm.
- Poor highway layout and a poor bus route
- Low-density housing
- Very poor connectivity to the bay & wider city

**This led Cardiff Council to the decision to propose a complete regeneration of the estate**

## PROGRAMME - WHAT HAPPENS NEXT

Page 175



## THE PROJECT – OUR AIMS

- We will be looking at the overall masterplan as well as detailed proposals for phase 1
- Phase 1 will deliver the replacement for the 14 storey tower Channel View Flats for the existing tenants
- Cardiff Council are committed to involving residents throughout the design and development process – community events will be held regularly to present ideas and collect feedback
- We want to improve the relationship between homes, The Marl, and the river
- We need to make sure our plans are deliverable and Affordable
- We want to provide homes for a mix of residents with different housing needs and tenures



# PROPOSED MASTERPLAN

## TECHNICAL PARTICULARS

- Potential for up to 360 new homes.
- A mix of dwelling sizes including 1 & 2 Bedroom flats as well as 3 & 4 Bedroom Houses.
- Specifically designed older persons 'community living' accommodation
- A mix of tenures including Affordable Rent, Low Cost Home Ownership and Private Sale.
- The provision for a local convenience store.
- The provision for a community café / hub.





# PROPOSED MASTERPLAN

## DESIGN PARTICULARS

Included in the layout of the proposed masterplan are some key design principles which shape the development. These can be summarised as:

- Improved connectivity for the channel view estate including potential bridge to Hamadryad Park and footpath / cycle / bus connections to South Clive Street and Ferry Road.
- Housing Squares Typology focused around private communal rear gardens, which allow flexibility to develop the site in differing ways depending on future need.
- Living streets, with all dwellings having a visual and physical connection to landscape.
- Destination spaces providing opportunities for socialising





# CONNECTIVITY - THE BRIDGE

- Enhancements to the wider city wide movement network.
- Connect the existing open spaces of Hamadryad Park, The Marl and Grangemoor Park with a new walking and cycling route.
- Pedestrian / cycle bridge is proposed across the River Taff, as well as additional connections through Channel View Estate to South Clive Street and from South Clive Street to Ferry Road Park.
- The connection to South Clive Street is also proposed to improve the existing Bus Route network.





# THE MARL – GREEN INFRASTRUCTURE



**A - The Communal Gardens** are designed to offer outdoor amenity space specifically for residents living within the adjacent flats. Each garden will include spaces which encourage outdoor social interaction with different spaces for growing vegetables and fruit. Opportunities for outdoor play in the gardens are based on interaction with nature and imaginative play. The gardens for the over 55s are provided at ground level and as rooftop terraces at different levels. They will be communal spaces with areas for growing vegetables, planting, sitting and social interaction with other residents.





# THE MARL – GREEN INFRASTRUCTURE



**B Living streets** are designed to bring green space through the development from the Marl, providing access to nature and space for SuDS, play and outdoor interaction. These are pedestrian focused with direct access to the Marl and connecting the estate with the wider neighbourhood. The linear connections between The Marl and Channel View Road will draw green open space through the estate, creating a sense of place for the neighbourhood and the wider community.





# THE MARL – GREEN INFRASTRUCTURE



**C The Destination Space** will allow for informal exercise, play and relaxation within a coastal themed space 'The Beach' along the edge of the River Taff. While complementing the Marl this space will create an arrival space along the Taff Trail cycle route. Landform and planting will provide sheltered spaces for seating and also separate the different uses and activity within the space.





# ARCHITECTURAL CHARACTER

The vision for Channel View Estate is to create a modern development that it is well suited to the current needs of residents and families. In doing so, the design team have reviewed the surrounding context as well as exemplar schemes locally and nationally to form a vision that will create a well-designed, visually attractive place to live.





# PLACEMAKING

The proposals seek to build on Key Principles set out in the existing work carried out by Cardiff Council as well as some additional themes from our vision. These include:

- Urban Green Connectivity including wider green infrastructure network linking the city and connect the 3 parks with a new bridge over the river.
- The greening of Channel View to improve the landscape areas within the estate and the estate's connection with The Marl.
- Living Streets – life between buildings to create a greener more sustainable neighbourhood

Sustainable, Flexible and Biophilic Living to create a place to foster a healthy, balanced and cohesive community





# ARCHITECTURE

The vision for Channel View Estate is to create a modern, attractive development. There will be a mixture of family housing and apartments designed to meet minimum space standards set by the Welsh Government.

Each property will have access to its own private external space, in the form of rear gardens, balconies and courts. It is intended that the apartments will also have access to larger semi-private spaces in the form of shared gardens, which provide a larger amenity space for children to play and neighbours to meet.

A simple palette of materials is proposed, mainly using brick to reflect the existing estate and surrounding developments and this will be enhanced with some detail materials including cladding, green walls and screens.





# SUSTAINABLE DESIGN

It is proposed that the redevelopment will look to incorporate aspects of sustainable design, which will provide a development that can adapt to future trends and user needs. These include:

- The use of innovation and renewable technologies (see separate board)
- Look at sustainable transport measures to reduce car dependency and improve air quality.
- Improve health and well-being by maximising access and connectivity to the park and pedestrian / cycle networks.
- The use of landscaping and planting both inside and outside of buildings.
- Adaptive flexible designs.





# SUSTAINABILITY AND INNOVATION

It is intended that the proposals promote and use innovative methods to create a development that is highly sustainable. These include both physical and technological solutions that provide a development that exceeds current standards and include:

## WASTE MANAGEMENT

We understand that the storing and collection of waste and recycling is an important consideration in people's lives but can also affect the quality of the environment in which we live. As such the scheme is looking at a variety of options and innovative solutions to address this as follows:

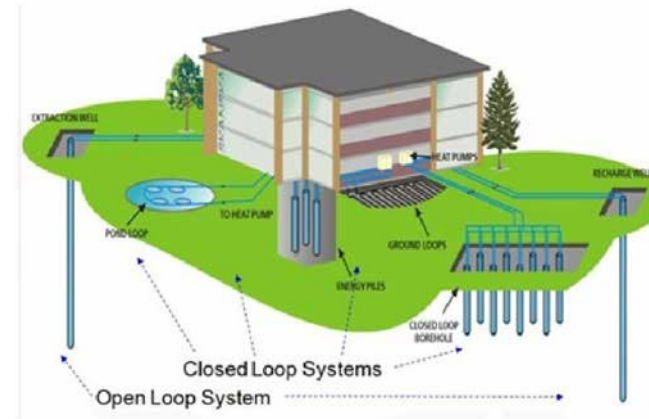
- Underground automated vacuum collection systems with communal access points and a single collection chamber.
- Different methods for waste collection and recycling.
- Individual bin stores for each property
- Easily accessible communal bin storage for flats.



# RENEWABLE ENERGY STRATEGY

We understand that the storing and collection of waste and recycling is an important consideration in people's lives but can also affect the quality of the environment in which we live. As such the scheme is looking at a variety of options and innovative solutions to address this as follows:

- Underground automated vacuum collection systems with communal access points and a single collection chamber.
- Different methods for waste collection and recycling.
- Individual bin stores for each property
- Easily accessible communal bin storage for flats.





# CONNECTING WITH NATURE

Biophilic Design is a human centred approach aimed at improving our connection to nature and natural processes in the buildings that we live and work.

This improved connection can benefit our wellbeing by reducing stress and improving recuperation – helping to cut costs and improve outcomes in the built environment.

This can be achieved by:

- Bringing a greater connection to nature into residents lives to promote healthy living.
- Green living walls instead of expanses of hard materials.
- Green living screens as a cladding material, providing shelter from the elements but also variety and interest.
- Natural materials such as stone and wood.
- Easy access to landscape and planting both inside and outside of buildings.





































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

Document is Restricted

This page is intentionally left blank



## Equality Impact Assessment Corporate Assessment Template



<b>Policy/Strategy/Project/Procedure/Service/Function Title:</b>
Housing Development Programme
<b>New/Existing/Updating/Amending:</b>
New

<b>Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?</b>	
Name: David Jaques	Job Title: Operational Manager, Development & Regeneration
Service Team: Housing Development	Service Area: Development & Regeneration
Assessment Date: 12 <sup>th</sup> August 2020	

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

To form and agree a Procurement Plan for the Council's house building programme on how we source goods and services in line with Council protocol and any applicable regulatory or legislative framework.

**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 have committed to delivering 3,000 new affordable Council homes, with 1,000 new homes to be completed by December 2022. The new build targets have been set in direct response to the increasing demand we face for affordable housing in our city.

The Council intend that by increasing housing supply, we will be directly targeting accessibility issues and downsizing by delivering larger family homes, specialist properties or adapted properties that are not currently being delivered in volume through more traditional delivery routes. The Council's aim is to build in volume and at pace to match the levels of demand as evidenced by the Council's housing waiting list.

## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

The Council have a multifaceted approach to increasing the number of Council homes; we have the Cardiff Living programme, the enabling work with developers on LCHO homes and also the additional build programme.

Whereas the Cardiff Living programme is a Development Agreement direct with Wates, the Additional Build Programme will see the Council forming project teams, commissioning surveys and technical advice and progressing tender opportunities for works and services in order that we are able to deliver on our ambitious Additional Build Programme.

Our overarching Procurement Plan sets out the approach to procurement for these goods and services, which are fully in accordance with the Council's own policies, regulations and governance.

### 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	

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

No impact regarding the Procurement Plan. The Council's house building programme intends to have a positive impact on all ages providing new homes for those in general need as well as specific homes such as adapted/accessible properties, older persons accommodation and hostel and temporary homes. Our build programme will also include homes for sale as well as LCHO.

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

No action required.

#### 3.2 Disability

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

	Yes	No	N/A
--	-----	----	-----

# CARDIFF COUNCIL

## Equality Impact Assessment Corporate Assessment Template

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.**

No impact regarding the Procurement Plan. The Council's house building programme intends to have a positive impact on any household with disabilities by ensuring that our new homes are in accordance with Welsh Government's Design Quality Requirements, including also Lifetime Homes. Where there is specific housing need, this will be considered and incorporated into new homes in the form of accessible or adapted properties.

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

No action required.

### 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
<b>Transgender People</b> (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.**

No impact.

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

No action required.



## 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		X	
Civil Partnership		X	

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

No Impact.

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

No action required.

#### 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.**

No impact.

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

No action required.

#### 3.6 Race

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

# CARDIFF COUNCIL

## Equality Impact Assessment Corporate Assessment Template

	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.**

No impact.

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

No action required. We would however point out that as part of any consultation on delivering new homes, we liaise fully with the local community and will provide translation services for any consultation literature if this is requested.

### 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.**

No impact.

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

No action required.

### 3.8 Sex

4.C.400	Issue 1	Nov 11	Process Owner: Rachel Jones	Authorised: Rachel Jones	Page 5
---------	---------	--------	-----------------------------	--------------------------	--------

## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

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.**

No impact.

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

No action required.

#### 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.**

No impact.

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

No action required.

#### 3.10 Socio-economic Duty

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the Socio-economic Duty?

	Yes	No	N/A
	X		



## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

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

There will be a positive impact to socio-economic duty as the driving factor behind the Council's housebuilding programme is to increase the number of affordable, sustainable and energy efficient homes across the city. Our developments will have positive impacts and enhance the communities in which they are situated and the new homes will be built to Welsh Government's DQR standards as a minimum whilst also embodying sustainable infrastructure and highly energy efficient homes that will help reduce fuel poverty.

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

We will adhere to the Socio Economic Duty guidance and:

- Take account of evidence and potential impact
- Consult and engage
- Understand the views and needs of those impacted by the decision, particularly those who suffer socio-economic disadvantage
- Welcome challenge and scrutiny
- Drive a change in the way that decisions are made and the way that decision makers operate

Our processes and procedures already embody these principles and we will continue to monitor and review the same.

#### 3.11 Welsh Language

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

	Yes	No	N/A
		X	

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

No impact.

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

## Equality Impact Assessment Corporate Assessment Template

We will ensure that all literature produced for consultation events and signboards have both English and Welsh text.

### 4. Consultation and Engagement

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

Consultation has and will continue to take place on:

- Adult Service and Physiotherapy on design of adaption properties
- Planning Consultancy
- Civil, Structural and Drainage Engineer
- Architect
- Mechanical and Electrical (M&E) Engineer
- Cost Consultant / Employer's Agent
- CDM Principal Designer
- Acoustic Consultant
- Arboriculturalist
- Ecologist
- Drainage and utilities services
- Legal services
- Specialist technical advice

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

Groups	Actions
Age	None
Disability	None
Gender Reassignment	None
Marriage & Civil Partnership	None
Pregnancy & Maternity	None
Race	None
Religion/Belief	None
Sex	None
Sexual Orientation	None
Socio-economic Duty	None
Welsh Language	None
Generic Over-Arching [applicable to all the above groups]	None

### 6. Further Action

## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

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 : Elise Coalter	Date: 12 <sup>th</sup> August 2020
Designation: Operational Manager Development	
Approved By: David Jaques	
Designation: Operational Manager Development & Regeneration	
Service Area: Development & Regeneration	

- 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](mailto:equalityteam@cardiff.gov.uk)



This page is intentionally left blank

**CARDIFF COUNCIL  
CYNGOR CAERDYDD****CABINET MEETING: 19 NOVEMBER 2020**

---

**LLANRUMNEY DEVELOPMENT STRATEGY - NEXT STEPS****INVESTMENT & DEVELOPMENT (COUNCILLOR RUSSELL  
GOODWAY)****AGENDA ITEM: 7**

---

**Appendices 2-9 of this report are not for publication as they contain exempt information of the description contained in paragraphs 14 of part 4 and paragraphs 21 of part 5 of Schedule 12A of the Local Government Act 1972.**

**Reason for this Report**

1. To seek authority to progress with the disposal of land adjacent to the A48 junction at Pentwyn to enable delivery of the new bridge and road link to connect the A48 to the Llanrumney ward as part of the Council's East Cardiff Industrial Strategy.
2. To seek authority to commence a statutory consultation process required to release land for disposal to enable delivery of new housing in the Llanrumney ward.
3. To seek authority to ring-fence the residual capital receipt over and above the costs of delivering the new road link and bridge towards delivery of the proposed new Outdoor Sports Complex off Mendip Road, Llanrumney and other community projects in the Pentwyn/Llanrumney wards.

**Background**

4. In December 2019, a report setting out a number of development proposals for the Llanrumney ward was presented to Cabinet. The development strategy was approved by Cabinet including the delivery of a new road link and bridge to the Llanrumney ward from the A48 junction alongside the Pentwyn Park and Ride site. Authority was also provided for officers to market three parcels of land and report the outcome to a future Cabinet meeting.
5. At the same meeting, Cabinet agreed the principal of a capital contribution towards a new outdoor sports complex proposed for land off Mendip Road, Llanrumney, to assist with the relocation of existing sports provision in Llanrumney from land suitable for development to land unsuitable for development in the same vicinity.

6. The December 2019 report was set in the context of the East Cardiff Industrial Strategy approved by Cabinet in October 2019. The Strategy identifies transport improvements as the key driver to unlocking access to employment opportunities for local communities. The study goes on to say *“A key project in this regard is the proposed new bridge linking the Llanrumney community to the A48 to provide improved public transport connectivity”*.
7. Economic outcomes in the east of the city lag behind the rest of Cardiff. Unemployment rates are significantly higher, as are levels of deprivation as measured by the Welsh Index of Multiple Deprivation. Analysis of Cardiff by Neighbourhood Partnership area shows that in east Cardiff almost 44% of the areas of analysis fall within the 10% most deprived areas in Wales. In simple terms, this means that residents of east Cardiff are over four times more likely to live in one of Wales most deprived areas than the national average. The Llanrumney ward suffers from the highest rates of unemployment at over 50% higher than the average for the city as a whole.
8. At present, the Llanrumney area suffers from poor connectivity. Road access has become increasingly constrained, particularly at peak times. Almost all commuter traffic heading to the city centre from the Llanrumney, Rhymney and Trowbridge wards needs to funnel through Newport Road. This is resulting in significant peak hour congestion.
9. The Llanrumney community is located alongside the A48 dual carriageway but is unable to access this key arterial route despite there being a dedicated junction already in place which currently serves the Pentwyn ward to the north, but provides no access to the south. Llanrumney is also cut-off from the city's main Park & Ride facility which is also located adjacent to the same A48 junction and provides quick public transport access to the city centre and to Heath Hospital.
10. The area also has no access to rail services. The Cardiff Bay train station remains the most easterly train station in the city. Consequently, bus journey times to the city centre can take as long as one hour at peak times for many of the communities in the east.
11. It is proposed that access across the bridge will be controlled at morning and evening peaks to encourage modal shift in line with the Council's transport objectives and targets. This will create a significant improvement to bus priority measures and should consequently attract more bus passengers as service provision will become more reliable. A direct link onto the A48 at peak times for buses will provide access to existing bus priority measures and enable quicker (limited stop services) access into the city centre. Providing access to the park and ride facility will also increase the range and choice of bus service to local residents providing better access to employment destinations at Cardiff Gate, the city centre, Heath Hospital and further afield. Outside of peak periods, car movements from and to Llanrumney will have improved access to the strategic highway network. The proposed new bridge connection would



allow faster bus journeys westwards towards the city centre and Heath Hospital. It would also provide the opportunity for rapid bus connections to the new railway station being developed at Cardiff Parkway in St Mellons. Further modelling will be required, and measures enacted accordingly, to avoid creating new 'rat runs' by limiting through traffic from the A48 using the residential streets on the Llanrumney estate.

12. The East Cardiff Industrial Strategy specifically outlines the need for investment in connectivity to improve the economic outcomes of the area:

*“New and improved cross-area active travel links allowing access to work and skills development and linking staff to social infrastructure, open space and local retail facilities, supporting the local economy. Links may double as recreational routes and safe routes to schools.”*

*“Delivering environmental improvements and better access arrangements for existing communities is an important aspect of the strategy. In particular, the strategy aims to ensure that residents of existing communities in the East of Cardiff have better access to new job opportunities on their doorstep. A key project in this regard is the proposed new bridge linking the Llanrumney community to the A48 to provide improved public transport connectivity. A report will be presented to Cabinet setting out the plan for delivery of the bridge including wider regeneration initiatives and amenities in the Llanrumney area.”*

13. The Strategy also sets out the need to address natural barriers within the local area, notably the River Rhymney. In particular, the strategy states that *“The railway, River Rhymney and A-road network are major barriers to movement between residential and employment areas, increasing reliance on cars for access to work and limiting accessibility to the coastal area...Routes across the Rhymney River are limited, with access only available at Lamby Way and Newport Road, with hostile environments around highway junctions. Other routes through the area are also disconnected and poorly identified.”*
14. The new bridge will enable improved cycleway links between the communities of Llanrumney, Rumney, Pentwyn and Llanedeyrn providing better links to schools in the area and green spaces including the Rumney Trail. Additionally, the new Active Travel infrastructure to be provided in the future as part of the LDP North East Cardiff development will further enhance and complement connectivity of the emerging Cycle Super Highway networks links.
15. The development strategy approved by Cabinet in December 2019 therefore proposed the disposal of three plots of Council owned land illustrated in Appendix 1 to generate capital receipts to fund new transport infrastructure. The sites are summarised as follows:
  - A) Circa 17 acres of land adjacent to the A48 junction at Pentwyn currently occupied by the Park & Ride facility to deliver local employment uses, whilst retaining the full existing Park & Ride

capacity on site. The aspiration is to deliver a logistics/retail centre at this location.

- B) Circa 3 acres of land adjacent to Ball Road and fronting Llanrumney Hall currently utilised as a playing field by Llanrumney Rugby Club to provide up to 90 new open market residential units. The release of this land for development requires a statutory consultation process. The proposal is brought forward on the clear basis that a significant area of open space, larger than the site proposed for development, will be retained in front of Llanrumney Hall. In addition, the existing playing field will be re-provided in close vicinity, with enhanced new facilities on the site of the former Llanrumney High School. Community access will also be provided at community rates to new 3G pitches to be delivered as part of the scheme to upgrade the existing Cardiff University Sports complex off Mendip Road (see Confidential Appendix 9). The release of this land for development is based on the principle of swapping land unsuitable for residential development due to flood management regulations with land suitable for residential development, with the aim of delivering significantly enhanced community facilities.
  - C) Circa 1.5 acres of brownfield land off Ball Lane to enable the development of approximately 80 units of predominantly affordable residential units.
- 16. A development appraisal was undertaken by independent valuers and was attached to the report IN December 2019 as Confidential Appendix 2. This appraisal made a number of assumptions in the absence of any specific site due diligence and legal title reports but concluded that following financial appraisal, disposal of the three sites could deliver capital receipts to meet the capital costs of delivering the new road link and bridge plus the required contribution towards improved local sports facilities.
  - 17. As recommended in the 'Next Steps' section of the December report, agents were appointed to market the three sites for Expressions of Interest.
  - 18. In July 2020, bids were received for all three sites and the agents have provided a summary of each bid with recommendations relating to best value under the provisions of the Local Government Act - Section 123, attached as Confidential Appendix 3 to this report.
  - 19. Heads of Terms have been drafted for site (A) outlined in paragraph 10 above and are attached as Confidential Appendix 4. Heads of Terms have been drafted for sites (B) and (C) outlined in paragraph 10 above and are attached as Confidential Appendix 5.

## **Issues**

*Land adjacent to the A48 Junction, Pentwyn - Site (A)*

20. The Council has received an offer to deliver a logistics centre incorporating a replacement Park and Ride facility of the same capacity as currently provided that subject to planning will deliver a capital receipt sufficient to fund the proposed new road link and bridge. Heads of Terms outlining a timetable that the proposed developer will agree to work to is attached at **Confidential Appendix 4**. The developer would seek to enter into an exclusivity agreement with the Council following Cabinet approval to begin commissioning necessary surveys/reports to determine the abnormal costs and ascertain these within a period of twelve weeks. The offer currently made is subject to having further certainty around abnormal costs, which will be deducted from the offer made in the Heads of Terms. Once this figure is agreed, exchange of contracts is to be secured within a period of 30 days.
21. Ordinarily, the developer will then seek to submit a planning application within three months of the exchange of contracts. There are however, a number of ecological issues to address with the site given its proximity to the river Rhymney and planning colleagues have been engaged through the tender process to advise and mitigate the risk of delays due to timings of surveys required as part of a planning process.
22. The developer is keen to progress with the development and has expressed a strong desire to be operational by December 2021 with an indicative scheme outlined at **Confidential Appendix 6**.
23. The developer has prepared a draft programme outlined at **Confidential Appendix 7** and will work with the Local Planning Authority and the Council's Transport Department to meet this schedule. This may mean that the development is brought forward in two separate planning applications with relevant conditions attached.
24. Throughout the marketing process the retention of the Park and Ride facility at the same capacity as currently provided is a condition of sale and whilst it is recognised that there may be some disruption during construction, the importance of the facility is noted by all parties and temporary arrangements will be made on site to enable continuity of service.
25. As part of the ongoing dialogue, the preferred developer would be prepared to deliver the new road link and bridge as part of the delivery of their development in lieu of a capital receipt. If this is ultimately deemed to be the preferred delivery route it would be secured as a s106 planning obligation against the development.

*Land at Ball Road and Ball Lane –Sites (B) and (C)*

26. The Council has secured an offer to deliver the proposed residential development on the two sites of Ball Road/Ball Lane. Heads of Terms have been drafted and a masterplan has been commissioned as part of the Heads of Terms, which is appended as **Confidential Appendix 8**.



27. A condition of the sale is the re-provision of four existing Council dwellings. Discussions have progressed to the point where these will be provided through the planning process. The proposal is that these dwellings will be constructed to the Council's Design Quality Requirements as social housing units and transferred to the Council on a freehold basis under a s106 obligation.
28. Engagement with the Local Planning Authority will again be crucial as part of this process. Further statutory consultation is required and therefore a final decision on the disposal of these parcels of land will be subject to a further Cabinet decision. It is proposed to issue licences during this period to enable site due diligence to progress.

### **Local Member consultation**

29. Local members have been engaged with the proposals for the new road and bridge and endorsed the December 2019 to progress with the marketing of the three sites.

### **Reason for Recommendations**

30. To seek approval for the disposal of land adjacent to the A48 at Pentwyn and to note the intention to dispose of land at Ball Road and Ball Lane to bring forward delivery of a new road link and bridge between the Llanrumney ward and the A48 as part of the East Cardiff Industrial Strategy.

### **Financial Implications**

31. This report seeks approval to progress with the disposal of Pentwyn Park and Ride site to enable delivery of the new bridge and road link to connect the A48 as part of the Council's East Cardiff Industrial Strategy. Following on from the Cabinet decision in December 2019 to seek expressions of interest in the sites within this report, a marketing exercise was undertaken resulting in a number of bids being received in July and August 2020. Following a review of the bids received, a recommendation was put forward by Council's independent property advisors (**Confidential Appendix 3**) to proceed and progress with the offer from the highest bidder. Heads of Terms (**Confidential Appendix 4**) have now been drafted for the proposed conditional sale of freehold interest in the site to the proposed purchaser.
32. A summary of the marketing process by Council's independent property advisors (**Confidential Appendix 3**) compares the highest bid received with the 'base case' report presented to Cabinet in December 2020, and notes that the offer received by the highest bidder exceeds the proposed receipt anticipated in the 'base case'. This assists in demonstrating the proposed offer provides the Council with the best value for money solution. It must be noted though that the actual capital receipt achieved will remain subject to the deduction of certain deductible items and abnormal costs the Developer incurs in obtaining planning consent and preparing the site for development.

33. Subject to Cabinet approval of the Heads of Terms set out in **Confidential Appendix 4**, the Council will enter into a formal Exclusivity Agreement with the proposed purchaser. The purchaser will then begin commissioning necessary surveys / reports to determine the applicable abnormal costs and any deductible items with a view to exchanging conditional contracts within 30 days of agreeing the abnormal costs and deductible items. All costs of these works will remain with the purchaser, who will pay the Council a refundable deposit upon exchange of contracts.
34. As set out in December 2019 Cabinet report, there is no specific funding available within the budgetary framework for the delivery of a new bridge and road link between Llanrumney and A48 redevelopment. Any proposals brought forward must therefore be on a self-financing basis utilising capital receipts and s106 contributions generated. The marketing exercise described above, and the subsequently agreed Heads of Terms, currently meet this criteria and demonstrate the delivery of the new bridge and road link can be self-financing. This report recommends Cabinet agree to ringfence any capital receipts received to enable delivery of proposed bridge and road link, the new Outdoor Sports Complex in Llanrumney and other projects in the immediate vicinity.
35. The budgetary impact on existing Park & Ride facility will need to be considered where any disruption to the current operations is anticipated during phasing or transition periods. Similarly, operational and budgetary impact of any relocation of sports facilities must be considered as part of the wider development plan.
36. The report also requests Cabinet note the proposed Heads of Terms agreed for the potential disposal of Ball Road and Ball Lane sites, as well as authorising a consultation process and licences for investigatory works. Included within the Heads of Terms (**Confidential Appendix 5**) is a condition that the purchaser commits to re-providing four existing Council dwellings. These dwellings will be re-provided at no cost to the Council, with the Council also due to hold the freehold interest in the re-provided dwellings.
37. Any disposal of this land will be subject to a future Cabinet decision, and must be supported by independent valuation advice at the time to demonstrate value for money. Independent valuations will therefore need to be carried out ahead of any proposed disposal of land being completed.
38. Consideration must be given to the VAT implications of these proposals as they are being developed, particularly given the 'barter' nature of the proposed transactions. Further detailed VAT advice will therefore be required as more detailed proposals are being developed.

### **Legal Implications**

39. The Council has general power to dispose of land pursuant to s.123 of the Local Government Act 1972 and is required to secure the best price reasonably obtainable. Where land held or has been appropriated by the Council is held for planning purposes, specific power of disposal is available under s.233 of the Town and Country Planning Act 1990 to secure the best use of land or buildings or to secure the erection or construction of any buildings or works for the proper planning of its area.
40. The Council's Acquisition and Disposal of Land Procedure Rule require advice to be obtained from the Council's Valuer as to the terms of the disposal and ancillary licence arrangement.
41. Where a Council disposes of land containing a playing field or part of a playing field, it must have regard to the Playing Fields (Community Involvement in Disposal Decisions) (Wales) Measure 2010 and comply with the procedure set out in the Playing Fields (Community Involvement in Disposal Decisions)(Wales) Regulations 2015. The Regulations requires the Council to undertake a process of public consultation and to consider any responses prior to the making of a decision to dispose.
42. 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 and the report 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.
43. 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.
44. 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> 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.
45. 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.
46. 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>
47. 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.

### **Property Implications**

48. The report outlines the main property implications which are to advise the Council on the disposal process and continue to liaise with all parties through to completion.

### **HR Implications**

49. There are no HR implications in this proposed transaction.

## **RECOMMENDATIONS**

Cabinet is recommended to:

- 1) Delegate authority 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:
  - I. Complete the disposal of 17 acres of Council owned land adjacent to the A48 at Pentwyn as illustrated by the site plan at Appendix 1 and in line with the Heads of Terms set out in Confidential Appendix 4.

- II. Undertake the statutory consultation process required in relation to the disposal of land off Ball Road illustrated by the site plan at Appendix 1 and to agree draft Heads of Terms and return to a future meeting of Cabinet for authority to complete the disposal.
- 2) Ring-fence the capital receipt from disposal of the 3 parcels of land to deliver the proposed road link and bridge, the new Outdoor Sports Complex of Mendip Road, Llanrumney and other community initiatives in the Pentwyn and Llanrumney wards.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>NEIL HANRATTY</b>
	<b>Director of Economic Development</b> 13 November 2020

*The following appendices are attached:*

Appendix 1 - Site plans  
 Confidential Appendix 2 - Development Appraisal  
 Confidential Appendix 3 - Marketing Report and Bids  
 Confidential Appendix 4 - Heads of Terms - Site A  
 Confidential Appendix 5 - Heads of Terms - Site B and C  
 Confidential Appendix 6 - Plan of Site A  
 Confidential Appendix 7 - Programme of Site A  
 Confidential Appendix 8 - Plan of Site B and C  
 Confidential Appendix 9 - Plan of new Llanrumney Sports Complex



Gweithio dros Gornoddydd, gweithio gyda'n gilydd  
Working for Cardiff, working together



Ffeil / Enw llwybr / Project / Dyluniad Rhif. / File / Pathname / Project / Drawing No.  
 R : \propinfo2\llanurmeymasterplan\Plan3-parkandride-ej. WOR  
 Lluniwyd gan / Drawn By : LHC Dyddiad / Date : 15/5/2020  
 Graddfa / Scale : nts Cyl Adolygiad / Revision Ref. :



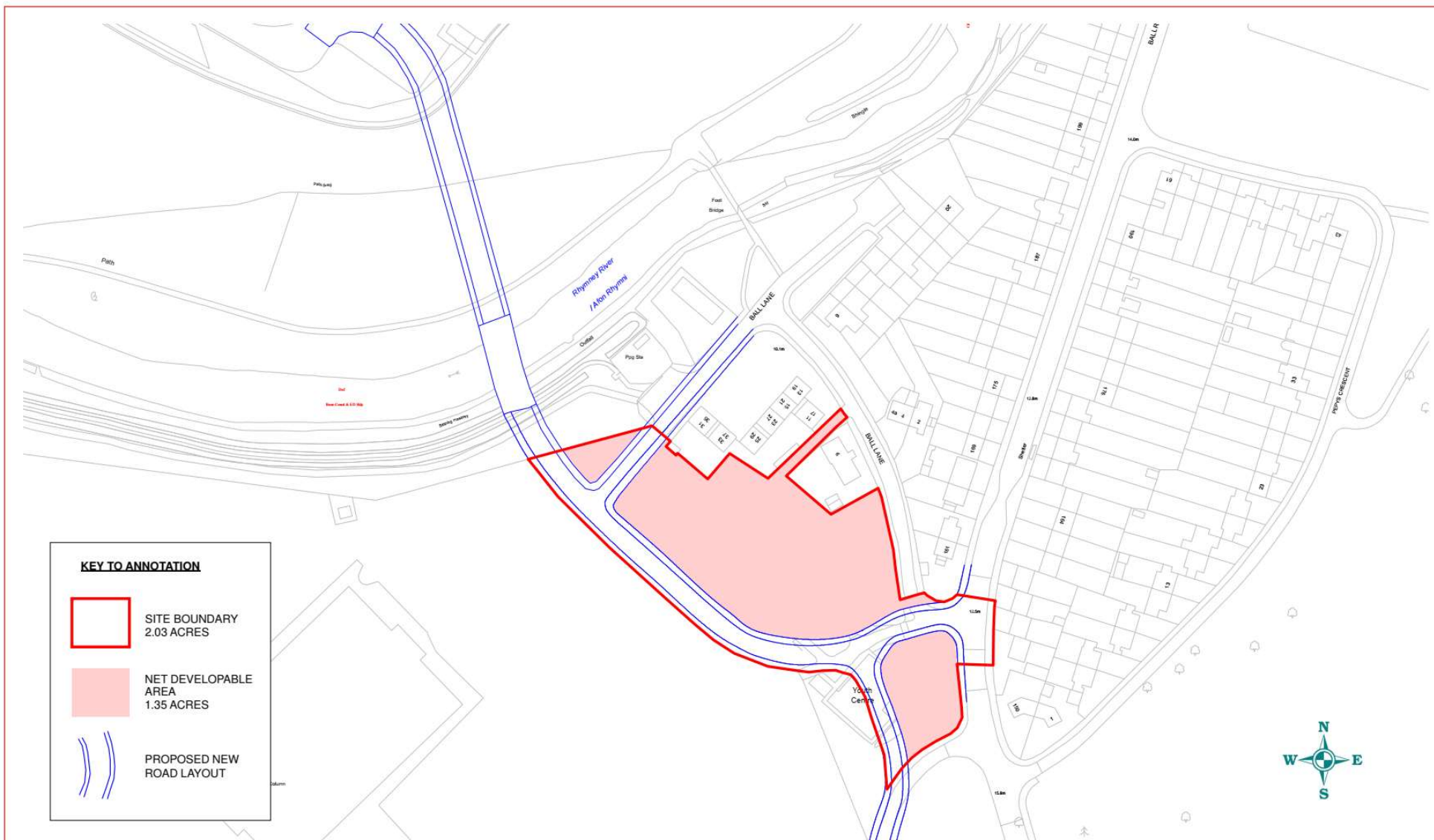


Gweithio drws Goedydd, gweithio gyda'n glydd  
Working for Cardiff, working together



Ffiel / Enw llwybr / Project / Dyluniad Rhif. / File / Pathname / Project / Drawing No.  
 R : \\propinto2 \\Llanruneey Masterplan \\plan1-lanruneeyhall-ej WOR  
 Llanruneey.gdn / Drawn By : LHC Dyddiad / Date : 14/02/2020  
 Graddfa / Scale : 1 : 2500 Cyf Adolygiad / Revision Ref. :

# Ball Lane Llanrumney



© Hysfoddi y Goron Cadw'r pob hawl. Y data ar y map yw'r wybodaeth orau sydd ar gael ac mae'r gwybodaeth yn unig. Tra gwnir pob ymdrech i sicrhau ei gywirdeb, ni ellir gwarantu hyn. Nid yw'r Cynghor yn derbyn cyfrifoldeb am unrhyw wallau ar y map a dylai defnyddwyr gychu eu cynghor arbennigol eu hunain ar unrhyw wybodaeth a ddarparir ynddo. 100023376 (2019)

© Crown Copyright. All Rights Reserved. The data provided on this map is the best available and is for information purposes only. Whilst every effort is made to ensure its accuracy no warranty can be given. The Council accepts no responsibility for any inaccuracies on this map and users should obtain their own expert advice on any information shown in it. 100023376 (2019)

[www.eiddocynorgorcaerdydd.com](http://www.eiddocynorgorcaerdydd.com)

[www.cardiffcouncilproperty.com](http://www.cardiffcouncilproperty.com)



Gweithio dros Gornedd, gweithio gyda'n glydd  
Working for Cardiff, working together



Ffili / Enw llywyb / Project / Dyluniad Rhif. / File / Pathname / Project / Drawing No.

R : \propinfo2 \LlanrumneyMasterPlan \Plan2-ballroad-ej .WOR

Llanwyd gan / Drawn By : LHC Dyddiad / Date : 23 / 4 / 1020

Graddfa / Scale : 1 : 1250 Cyl Adolyglad / Revision Ref. :

Cyfarwyddwr / Director : Neil Hanratty

This page is intentionally left blank



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

This page is intentionally left blank

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



This page is intentionally left blank

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

This page is intentionally left blank



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

This page is intentionally left blank

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

This page is intentionally left blank



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

This page is intentionally left blank

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

This page is intentionally left blank



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

This page is intentionally left blank

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 19 NOVEMBER 2020**

**WILLCOX HOUSE RELOCATION**

**INVESTMENT & DEVELOPMENT (COUNCILLOR RUSSELL  
GOODWAY)**

**AGENDA ITEM: 8**

***Appendices 1-10 of this report are not for publication as they contain exempt information of the description contained in paragraphs 14 of part 4 and paragraphs 21 of part 5 of Schedule 12A of the Local Government Act 1972.***

**Reason for this Report**

1. To seek authority to negotiate terms for a short-term continuation of occupation at Willcox House following the expiry of the existing lease in March 2021 in order to enable the Council's core office estate transition from Willcox House by no later than March 2022.
2. To seek authority to relocate staff and services based at Willcox House, including the Alarm Receiving Centre and associated ICT infrastructure.

**Background**

3. The Council's Property Strategy 2015-2020 *Fewer but Better Buildings* established the ambition to reduce the Council's operational footprint to reflect changes to the way in which public services are delivered. The key themes of the strategy are:
  - To develop a more modern portfolio of assets which supports and assists delivery of front-line services, costing less to run and maintain.
  - To work closely with Public Sector and Community partners to identify opportunities for property and service collaboration
  - Disposal or relinquishment of assets to deliver capital receipts and targets relating to the cost of the operational estate.
4. In terms of the core office estate, the strategy outlines a number of key issues:
  - The Council's office footprint will need to reduce substantially to reflect the changing size and shape of the organization and the move to more modern working practices.

- Significant parts of the Council's office estate is outdated, in extremely poor condition and in need of significant investment and modernisation.
  - The replacement of the Council's 'core' office requirement offers the greatest potential for delivering measurable improvements in property performance. This also offers significant opportunities to develop a more sustainable property portfolio, with a lower carbon footprint.
  - Substantial additional investment will be required to bring any retained office buildings up to a standard that would make them fit for purpose over the next 30 years.
5. Capital Ambition, the political administration's five-year plan for the city, re-emphasised a commitment to modernizing the Council and commits to take forward a new Core Office strategy for the Council's key operational buildings. Capital Ambition also includes a specific ambition to continue the Property Strategy's 'fewer and better' buildings principle, committing to an approach to rationalise and de-carbonise the Council's operational estate.
  6. The Council's Corporate Plan 2020-2023 outlines how Capital Ambition will be delivered. The Corporate Plan includes the specific objective to deliver fewer and better Council buildings through a review of the Council's existing estate.
  7. The Council's overall approach to operational buildings outlined in Capital Ambition, the Corporate Plan and the Property Strategy is predicated on the impact that its estate has on the way people access services, how services are delivered, the cost of delivering services, as well as its environmental footprint. Addressing these issues through the 'fewer but better buildings principle' is seen as a critical approach to delivering improved services, a more productive workforce with improved wellbeing, a reduced carbon footprint and a lower overall cost.
  8. In addition, the Council's Workforce Strategy 2018-2021 sets out key priorities and future activities that are required to ensure we have a workforce to meet the ambitions set out by Cabinet in Capital Ambition. One of the key priorities is embedding and further developing an approach that maintains and improves the health and wellbeing of employees through the improved use of the Council's operational estate.
  9. On March 28<sup>th</sup> 2019, the Council passed a motion declaring a global climate emergency. Given that a significant proportion of the Council's footprint resides with its operational estate, this only raises the importance of promoting the key Property Strategy objective of delivering buildings with the highest environment standards.
  10. Whilst the policy background of the Council's operational estate was well established prior to the Coronavirus pandemic, the *Restart, Recover, Renew: Next Steps For Cardiff During The Covid-19 Crisis* Cabinet report



of 11 June 2020 recognised the impact of the pandemic on current and future working arrangements.

11. The report outlined that “Digitisation has been stepped up across the board. With working from home entrenched as the ‘new normal’ among much of the workforce, the Council has a real opportunity to change services for the better with long-term implications for the organisation’s sustainability and carbon footprint. As remote working continues, it will be increasingly difficult for analogue and paper based processes to function effectively and so they will need to be progressively replaced by digital systems.”
12. The Restart Plan, attached as an appendix to the Restart Recover, Renew: Next Steps For Cardiff During The Covid-19 Crisis report, committed to the completion of a return to the office strategy that would establish new ways of working in light of the COVID-19 pandemic and support more flexible working arrangements. Due to the pandemic the majority of staff normally based at Willcox House, County Hall and City Hall are currently working from home. A recent corporate survey issued to office-based staff highlighted that the vast majority of staff surveyed wanted to continue flexible working arrangements, including working from home, either on a full-time or part-time basis. This has afforded an opportunity to embed smarter working across the council and this will result in the long-term requirement for a smaller office footprint. Our future office accommodation should afford staff the choice of how they work, with more emphasis on hot desking and collaboration and innovation spaces being readily available in our core office estate.

#### *Willcox House*

13. Willcox House is one of the Council’s Core Office buildings. It is occupied under a 15-year lease agreement starting from 2<sup>nd</sup> March 2006 and due to expire on the 1<sup>st</sup> March 2021. Within the lease agreement, the Council is responsible for all repairs, maintenance and running costs. Approximately 700 staff from the People and Communities Directorate and staff from the Customer and Digital Services team (including the contact centre and switchboard) are based in the building.
14. The Council’s security and surveillance team along with the Telecare team are also based in the building within a modified space to accommodate the Alarm Receiving Centre (ARC). Willcox House also hosts the Social Care Emergency Duty Team (EDT) who operate their 24 hours a day.
15. In light of the Property Strategy and the pending expiry of Willcox House lease, together with the impact COVID-19 has had on the Council’s working arrangements, the Council has secured and considered independent professional advice on options available at lease expiry in March 2021. The independent advice also outlines associated costs including commentary on dealing with any relevant dilapidations claim from the Landlord.

## Issues

16. Under the provisions of the Landlord and Tenant Act 1954, the landlord has the ability to serve a notice offering new terms at lease expiry to the tenant. The landlord is required to serve this notice between 6 and 12 months in advance of the termination date. A valid Notice was served by the landlord to terminate the existing Willcox House lease on the contractual expiry date of 1 March 2021, however as part of the Notice the Landlord also proposed terms for a new lease. **(See Confidential Appendix 1).**
17. In light of the notice served and the relocation timelines involved, the Council has agreed Heads of Terms for a short-term lease extension to allow for the vacation of Willcox House and the relocation of staff and ICT infrastructure. **(See Confidential Appendix 2).**
18. As part of relinquishing the Willcox House lease consideration has been given to the services currently operating out of the building. As part of this process, the Council's Change Delivery Team has commenced engagement to determine new working requirements within existing accommodation. **(See Confidential Appendix 3).** This report provides a high-level summary of the work that is required to transfer all staff out of Willcox House by 1<sup>st</sup> March 2021.
19. The Council is also currently mapping service area requirements as part of its Restart and Recovery strategy for corporate offices. The Willcox House vacation project links directly with this strategy and the long-term aspirations of enabling the office-based workforce to be able to operate in a more agile way of working, where home working and remote working is the norm.

### *Alarm Receiving Centre (ARC)*

20. The ARC, the Emergency Duty team (EDT) and Telecare services team provide 24/7 'life and limb' type services. As part of the relocation of Willcox House, the Council must ensure that there is continuity for the services provided by the ARC and other key services. There can be no disruption, downtime, or lapse to these services. In response, the Council appointed advisors to review options for the relocation of the ARC and ICT infrastructure contained within Willcox House. The review considers site options and outlines layouts, design, building works and ICT requirements for the preferred location. **(See Confidential Appendix 4).**
21. The recommended solution is to deliver a standalone ICT site that can initially house the relocation of the ARC and Disaster Recovery services from Willcox House, but have the long-term capacity to relocate ICT services such as the Data Centre and Telematics from County Hall.
22. The site for the recommended relocation is circa 2.25 acres, with an existing building of circa 9,900sqft with car parking for circa 50 vehicles. See attached marketing details and agreed terms for the acquisition. **(Confidential Appendices 5 & 6).**

23. The preferred site solution offers the Council the opportunity to meet a number of key requirements and the opportunity to deliver within the required timescales as well as avoid significant abortive costs. This site also allows the Council the opportunity to develop ICT services with the ability to merge services such as Telematics and others in the future and the capacity to relocate the current Data Centre contained within County Hall.
24. The Council instructed external valuation advisors who have confirmed that the purchase price represents market value. **(Attached as Confidential Appendix 7).**
25. The Council has also considered a number of options with regards the relocation of the Councils core ICT Disaster Recovery. These options are setout within **(Confidential Appendix 4)**. The recommended solution is to relocate these services to the new site.

### **Scrutiny Consideration**

26. The Policy Review and Performance Scrutiny Committee considered this item on 10 November. The letter from the Chair is attached at Appendix 10.

### **Reason for Recommendations**

27. To release the Council from a long-term lease commitment of Willcox House in line with the Corporate Strategy and the Council's Property Strategy.
28. To deliver a relocation of essential ICT infrastructure including the ARC and the Councils core ICT Disaster Recovery to maintain and improve services.
29. To approve the process of relocating staff from Willcox House to existing Council core offices, in line with newly adopted working practices.

### **Financial Implications**

30. As set out in the above report, the Council has been served with a section 25 notice by the landlord of Willcox House giving notice to vacate the building by March 2021. Council officers have therefore developed an options appraisal considering a number of different options in response (renew lease, buy or vacate) and concluded that vacating Willcox House is the best financial option in the long term in order to achieve the Council's Capital Ambitions **(see Confidential Appendix 9)** for further details of financial benefits).
31. In order to achieve vacation of Willcox House within the relevant timescales there is a requirement for capital investment. This capital investment will include the costs of relocating staff and services who currently occupy Willcox House, any associated enabling works and

adaptations required to County Hall in order to accommodate relocated staff, items such as furniture and ICT equipment required to enable smarter working, the relocation of Disaster Recovery Unit, project support costs etc. Details of these costs can be seen in Confidential Appendix 9.

32. The Council is also aware that there will be a dilapidations liability associated with ending the lease on the property and will therefore be required to reach a dilapidations settlement with the landlord. **(Confidential Appendix 8)** sets out details of anticipated dilapidations costs. These costs are also incorporated within the overall costs shown in Confidential Appendix 9.
33. In order to facilitate the specialist requirements of the ARC, a separate options report has been commissioned to determine the best value solution for the relocation of this critical service. This report identifies a preferred property as the optimal solution for the re-provision of the ARC.
34. The acquisition and fit out of the preferred location is therefore included within the Financial Summary attached at **(Confidential Appendix 9)**. As per appendix 9, whilst relocating ARC to a standalone building has a higher initial capital cost than the alternative solution in County Hall, it was deemed that relocating to a standalone building is the best value solution overall as this is considered to be a more permanent long-term solution for the ARC, but also potentially the data centre and co-location of Telematics in the future. For this reason, relocating to a standalone building avoids potential abortive costs associated with providing an interim solution in County Hall, whilst also providing the Council with greater flexibility for co-location of critical services as a long term solution which will achieve additional operational benefits.
35. The acquisition costs for the building in relation to the relocation of the ARC and associated ICT infrastructure are supported by an independent valuation as detailed in **(Confidential Appendix 7)**. These costs, as well as adaptation works and necessary equipment to ensure no disruption, down-time or lapse to the ARC services have been included into the financial summary. However, all ancillary costs will need to be explored in further detail to determine final costs.
36. The capital costs of this project will be funded on an 'Invest to Save' basis utilising the funding identified within the approved Capital Programme for delivering the 'Core Office Strategy'. The revenue impact of these initial capital costs will be repayable from the revenue savings generated from vacating Willcox House. The Financial Summary in Confidential Appendix A suggests that this will result in a significant annual net revenue saving to the Council. There is also significant cost avoidance on future capital costs that would otherwise be required to invest in Willcox House.
37. It is not currently anticipated that the relocation of staff into County Hall will result in increased running costs for the building given Covid-19 restrictions and imminent implementation of smarter working policies which will mean the number of staff occupying the building is unlikely to increase from previous years. On this basis it is assumed that the running



costs of County Hall or alternative premises will be met from within existing budgets. Any budgets to be funded from the Housing Revenue Account (HRA) should be proportionate to the HRA services provided to tenants from the new accommodation arrangements and should be suitably reviewed periodically.

38. Vacating Willcox House will generate revenue savings against the Council's core office estate, although in order to fully capitalise on this, and avoid the risk of potential abortive costs, a long-term Core Office strategy that fits changing working practices will be developed and implemented. Embedding and enhancing some of the positive changes to working practices that have materialised in response to the Covid-19 pandemic, in particular a smarter working culture and new agile working practices, will be developed to facilitate benefits outlined in the report, e.g. allowing the Council to reduce its gross internal area, reduce running costs etc.
39. As detailed within the report there are a number of operational requirements to consider for the variety of different services currently operating from Willcox House. The project timescales are tight in terms of this project both for vacating the staff from Willcox House, as well as re-providing the essential ARC services elsewhere, in line with the deadline for vacation of the building. The options appraisal assumes the vacation and ICT requirements for these services are re-provided within these timelines. Any delays are likely to negatively impact on the capital and revenue expenditure required to meet the programme for relocation of staff and services.

### **Legal Implications**

40. The Council is in occupation of the premises as a secure business tenant afforded the protection of the Landlord and Tenant Act 1954 part II ("the Act"). A secure business tenancy may be terminated by a Landlord by service a section 25 notice, in this case offering terms for renewal of the tenancy. If the Council does not wish to renew terms, it will be required to vacate the premises and deliver up possession to the Landlord by the expiry date provided in the section 25 notice.
41. If the Council is minded to stay in possession, then prior to expiry of the section 25 notice, the Council will either need to agree terms for such renewal as required, or submit an application to court to settle terms of the renewal, otherwise its statutory protection is lost and it must vacate the premises.
42. The Council's acquisition of a new lease is a statutory right. The Council's Disposal and Acquisition of Land Procedure Rules requires the decision maker to have regard to valuation advice in relation to the proposed lease terms, but in the event of a dispute, may ultimately be determined by application to court.

### **Generic advice**

43. When exercising any delegated authority under the scheme of delegations the decision maker should be satisfied that the decision is a) within budget and b) in accordance with the Council's policy framework. All decisions taken must have regard to the Council's fiduciary duty to its taxpayers and be reasonable and proper in all the circumstances.

#### Equalities Impact Assessment/public duties

44. 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.

#### Well Being of Future Generations (Wales) Act 2015

45. 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.
46. In discharging its duties under the Act, 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's Corporate Plan when exercising its functions, the Council is required to take all reasonable steps to meet its wellbeing objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the wellbeing objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.
47. The wellbeing 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

48. 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>

### **HR Implications**

49. Trade Unions and employees have been consulted on the contents of this report. These consultations will continue as part of the process of transfer of staff to any new locations.

### **Property Implications**

50. The body of the report outlines the main property implications, which are to advise the Council on the proposed recommendations and continue to liaise with all parties through to completion.

## **RECOMMENDATIONS**

Cabinet is recommended to delegate authority to the Director of Economic Development, in consultation with the Cabinet Member for Investment and Development, the Corporate Director of People and Communities, the Monitoring Officer and the Section 151 officer to:

- (i) Agree a 12-months extension of the Willcox House lease with a 6-month rolling break to manage the transition of staff and services out of Willcox House.
- (ii) Complete the acquisition of the property set out in Confidential Appendix 5 and in line with the terms set out in Confidential Appendix 6 to enable the relocation of the ARC (Alarm Receiving Centre) and the Disaster Recovery Unit from Willcox House.
- (iii) Progress the relocation of staff and services from Willcox House as set out in Confidential Appendix D.
- (iv) Progress a Disaster Recovery Strategy.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>Neil Hanratty</b> <b>Director of Economic Development</b>
	13 November 2020

*The following appendices are attached:*

Confidential Appendix 1 – Letter from Allen & Overy  
Confidential Appendix 2 – Heads of Terms Lease Renewal  
Confidential Appendix 3 – Relocation of staff from Willcox house  
Confidential Appendix 4 – ARC Relocation  
Confidential Appendix 5 – Oak house  
Confidential Appendix 6– Memorandum of Sale

Confidential Appendix 7– Opinion of Value Oak house  
Confidential Appendix 8– Willcox House Dilapidations Assessment  
Confidential Appendix 9– Financial Summary  
Confidential Appendix 10 – Letter from Chair of PRAP



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

This page is intentionally left blank

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

This page is intentionally left blank



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

This page is intentionally left blank

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

This page is intentionally left blank



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

This page is intentionally left blank

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

This page is intentionally left blank



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

This page is intentionally left blank

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

This page is intentionally left blank



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

This page is intentionally left blank

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

This page is intentionally left blank



**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 19 NOVEMBER 2020**

---

**MERCHANT PLACE/CORY'S BUILDINGS**

**INVESTMENT AND DEVELOPMENT (COUNCILLOR RUSSELL  
GOODWAY)**

**AGENDA ITEM: 9**

---

***Appendices 2, 3 and 4 of this report are not for publication as they contain exempt information of the description contained in paragraphs 14 of part 4 and paragraph 21 of part 5 of Schedule 12A of the Local Government Act 1972.***

**Reason for this Report**

1. To seek authority to acquire the freehold interest in the land and buildings known as Merchant Place/Cory's Buildings to regenerate what are widely considered important and iconic heritage assets in Cardiff Bay.
2. To seek authority to undertake a marketing process to engage a development partner to bring forward the regeneration of the site including the refurbishment of the listed assets and to engage with Welsh Government and other relevant organisations in respect of securing grant funding opportunities.

**Background**

3. Merchant Place/Cory's Buildings are Grade II Listed properties occupying a prominent position in Cardiff Bay directly opposite the Wales Millennium Centre and in the heart of Cardiff's vibrant visitor destination.
4. The properties total just under 39,000 sq ft of gross internal floor area and are currently vacant, boarded up and in a state of disrepair requiring significant investment to come back into effective use.
5. The importance of protecting heritage assets is identified in the Cardiff Council Local Development Plan (2016). Key Policy 17 states that "*Cardiff's distinctive heritage assets will be protected, managed and enhanced*".
6. The Cabinet Report of November 2018 "Securing the Future of Cardiff's Heritage Buildings" identified a number of important historic buildings in the city, in both

public and private ownership, that remain in need of investment including Merchant Place/Cory's Buildings. In April 2019, £2m of capital was allocated in the Council's budget to support this Council priority.

7. The political Administration set out in their policy document Capital Ambition their commitment to working with a range of public and private sector partners to secure the required level of investment to protect the city's heritage assets. They have also recognised the importance of continuing the regeneration of Cardiff Bay to establish a premier UK visitor destination, which is prioritised as one of two strategic economic regeneration priorities 'to write a new chapter in Cardiff Bay's regeneration story' in their recently adopted Economic Strategy.

## **Issues**

8. Merchant Place and Cory's Building occupy a prominent position at the gateway to the Inner Harbour, directly opposite one of Wales most iconic buildings, the Wales Millennium Centre, and adjacent to the site of the Atlantic Wharf regeneration project including delivery of Cardiff's new Indoor Arena. The site is illustrated outlined red on the attached plan at Appendix 1.
9. The properties have been unoccupied for over a decade and represent a major blight on the local area and serve to undermine the investment confidence in the area. However, although in need of significant investment, the buildings are in a general good condition, safe and water tight. The Council will undertake detailed structural surveys prior to completing the acquisition and the negotiated terms remain subject to a satisfactory outcome of this process.

## **Funding**

10. The site is to be acquired via private treaty by the Council for the terms set out in Confidential Appendix 2 and in accordance with the independent valuation attached at Confidential Appendix 3.
11. The total cost of acquisition, including VAT and land transaction tax is shown at Confidential Appendix 4.

## **Delivery Strategy**

12. At this stage, the Council remains open minded as to the final end use of the buildings, which could include a mixture of offices, residential, hotel and food & beverage.
13. In 2016, the property was granted planning permission for a new 8 storeys office development on the undeveloped part of the site to the rear of Merchant House consisting of circa 0.5 acres. A scheme on this undeveloped land could deliver up to circa 75,000 sq ft gross of new accommodation.
14. The Council's will undertake a soft market exercise to determine market interest and commercial feasibility.

15. The Council has held preliminary discussions with Welsh Government regarding the availability of regeneration funding for a suitable development. It is understood that proposals for the refurbishment of the property are likely to qualify for an element of funding subject to the normal application process and due diligence. A previous proposal to redevelop the buildings secured loan funding from the Development Bank of Wales and through the Council administered Town Centre Loan Scheme. Both of these loans have been repaid in full.

### **Local Member Consultation**

16. Local members have been informed of the proposed acquisition.

### **Reasons for Recommendations**

17. To authorise the acquisition of an important listed property to protect the city's heritage assets and providing a development opportunity which enables the Council to continue the regeneration of the Cardiff Bay area.

### **Financial Implications**

18. The total costs of acquiring the site are included in the appendix that forms part of this report and includes the acquisition price, recoverable VAT and Land transaction Tax payable. Three sources of funds are in place to meet the initial acquisition cost: A balance of £1.7m for Economic Development Initiatives included in the current Capital Programme, an earmarked receipt held from the sale of the medicentre for reinvestment, £1.28 million, with the balance to be met from disposal receipts already received as part of the Council's Investment Property Strategy. In the event of the disposal of the site, any proceeds will be a capital receipt and would be available for further re-investment in economic development initiatives or for re-investment in other investment property.
19. No Capital funding is deemed required currently to ensure that the building remains safe or to undertake emergency preservation works. In respect to holding costs whilst the property remains empty, these include security, utilities. The sites are exempt from NDR in their current condition. There will be costs of holding the site including insurances and these will need to be managed from within existing directorate budgets. In the event that the time to secure a development partner or a future agreed use of the buildings is extended, this may result in unforeseen costs. In order to mitigate against this, a clear timetable should be set out for the future use of the site.
20. No Capital funding is included in the Council's capital programme for redevelopment of the site and the report indicates that a development partner will be sought for the site. Where grant and contributions are sought for any works, this should be after consideration of the terms and conditions of any grant as well as any VAT implications arising.

21. In respect to VAT, prior to any agreed completion of the site, the respective parts of the site should be opted to tax in accordance with the process set out by HMRC.
22. In respect to holding costs whilst the property remains empty, these include security, utilities. The sites are exempt from NDR in their current condition. There will be costs of holding the site including insurances and these will need to be managed from within existing directorate budgets, with the aim to minimise the period of holding costs by identifying a developing partner and a future use for the buildings.

### **Legal Implications**

23. Section 120 of the Local Government Act 1972 enables the Council to acquire land for either (a) the benefit improvement or development of its area or (b) any of its functions under any enactment.
24. The Local Government Act 2000 grants the Council wellbeing powers with regard to promoting and improving the social, economic, environmental well-being of its area.
25. The Council's Acquisition and Disposal of Land Procedures rules require advice to be obtained from a qualified valuer. The decision makers should take into account the Council's fiduciary duties to local residents and taxpayers. As such proper consideration should be given to the risks, rewards and potential failure of the proposals which are subject of the report. The risks and liabilities should be should be proportionate to securing the stated economic development objectives.
26. Equalities Impact Assessment/public duties: 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.
27. Well Being of Future Generations (Wales) Act 2015: 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.
28. In discharging its duties under the Act, 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's Corporate Plan. When exercising its functions, the Council is required to take all reasonable steps to meet its wellbeing objectives. This means that the decision



makers should consider how the proposed decision will contribute towards meeting the wellbeing objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.

29. The wellbeing 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 below: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

30. The Council must 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.

### **Property Implications**

31. In the event of a delay to redevelopment, the day-to-day holdings costs will be low as the buildings are ratings exempt, currently secure and weather tight, with utility costs limited to a small amount of lighting and alarm systems.

### **HR Implications**

32. There are no HR implications arising from this report

## **RECOMMENDATIONS**

The Cabinet is recommended to delegate authority 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:

1. Complete the acquisition of the property in accordance with the Heads of Terms attached at Confidential Appendix 2 and the independent valuation attached at Confidential Appendix 3 and subject to any further legal or property due diligence deemed necessary.

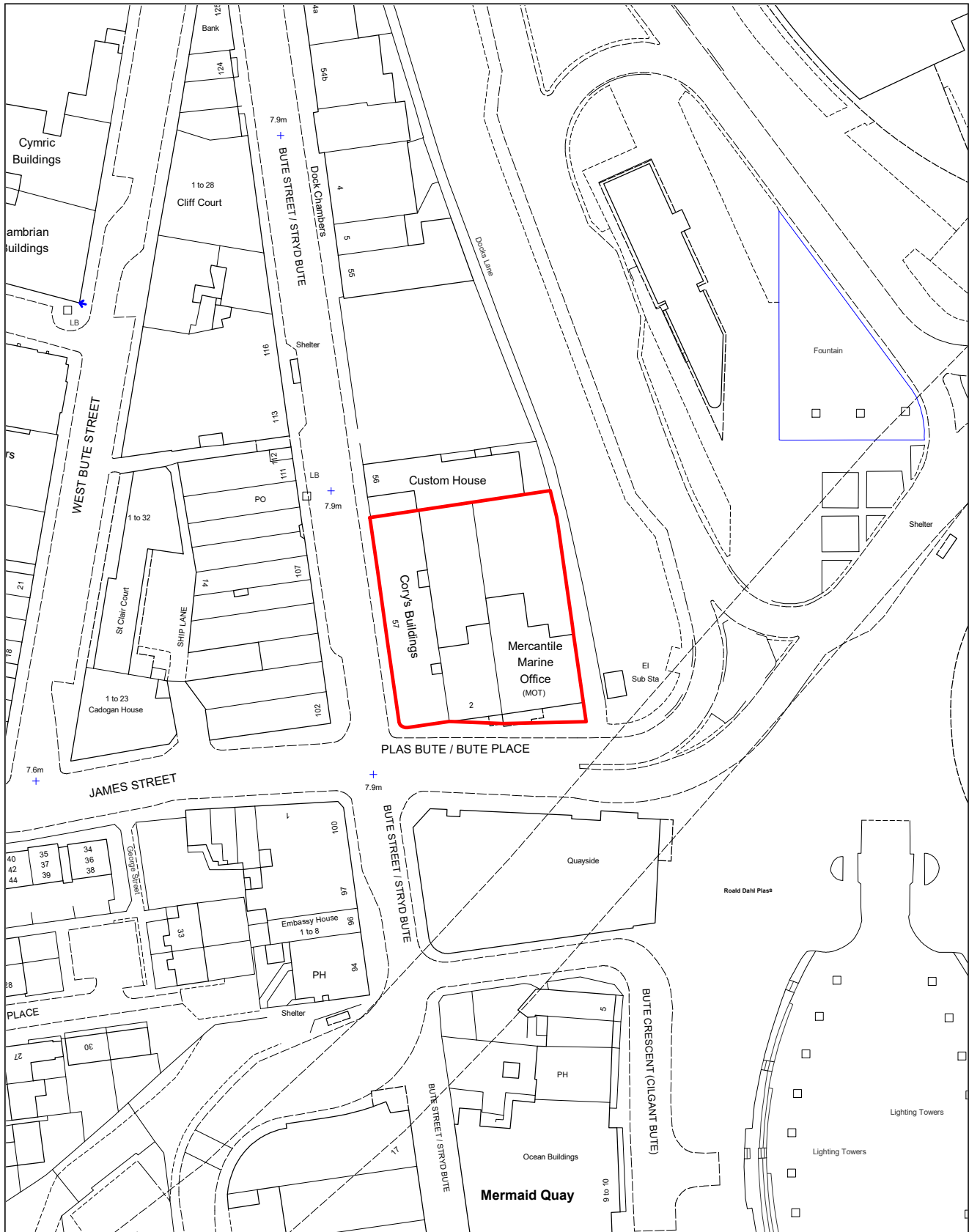
2. Undertake a soft market exercise to determine the appropriate delivery strategy.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>NEIL HANRATTY</b> Director of Economic Development
	13 November 2020

*The following Appendices are attached:*

Appendix 1:	Site location plan
Confidential Appendix 2:	Heads of Terms
Confidential Appendix 3:	Independent Valuation
Confidential Appendix 4:	Acquisition costs including land tax

## Appendix 1 - Land at Merchant Place & Cory's Buildings



© Hawlfraint y Goron Cedwir pob hawl. Y data ar y map yw'r wybodaeth orau sydd ar gael ac mae er wybodaeth yn unig. Tra gwneir pob ymdrech i sicrhau ei gywirdeb, ni ellir gwarantu hyn. Nid yw'r Cyngor yn derbyn cyfrifoldeb am unrhyw wallau ar y map a dylai defnyddwyr gychu eu cyngor arbenigol eu hunain ar unrhyw wybodaeth a ddiangosir ynddo.  
100023376 (2020)

© Crown Copyright. All Rights Reserved. The data provided on this map is the best available and is for information purposes only. Whilst every effort is made to ensure its accuracy no warranty can be given. The Council accepts no responsibility for any inaccuracies on this map and users should obtain their own expert advice on any information shown in it. 100023376 (2020)

[www.eiddocyngorcaerdydd.com](http://www.eiddocyngorcaerdydd.com)

[www.cardiffcouncilproperty.com](http://www.cardiffcouncilproperty.com)



Gwelthio dros Gaerdydd, gwelthio gyda'n gilydd  
Working for Cardiff, working together

Feil / Enw llwybr / Project / Dyluniad Rhif. / File / Pathname / Project / Drawing No.

R:\Propinfo 2\Ownership Plans\2020\MerchantPlace.WOR

Luniwyd gan / Drawn By : SF Dyddiad / Date : 20/10/2020

Graddfa / Scale : 1:1,250 Cyl Adolygiad / Revision Ref. :

Cyfarwyddwr / Director : Neil Hanratty

This page is intentionally left blank



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

This page is intentionally left blank

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

This page is intentionally left blank



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

This page is intentionally left blank

# CARDIFF COUNCIL CYNGOR CAERDYDD



## CABINET MEETING: 19 NOVEMBER 2020

---

### RECOMMISSIONING OF DOMICILIARY CARE AND SESSIONAL SUPPORT SERVICES – AN UPDATE

### SOCIAL CARE, HEALTH AND WELL-BEING (COUNCILLOR SUSAN ELSMORE)

### AGENDA ITEM: 10

---

#### Reasons for this Report

1. The report seeks to update Cabinet on progress in relation to the recommissioning of Domiciliary Care and the impact that COVID-19 has had on the timeline for implementation that was previously agreed by Cabinet in January 2020.
2. In light of delays incurred as a result of the pandemic, Cabinet is therefore asked to agree :
  - To extend the procurement timeline approved by Cabinet in January 2020 until at the latest November 2021 to enable colleagues within our Commissioning and Procurement teams to re-engage with the sector as part of the previously planned consultation and *test and learn* sessions, and to complete of the Cost of Care exercise which is integral to the recommissioning exercise
  - To approve the extension of the current commissioning arrangements for Domiciliary Care, which uses a dynamic purchasing system entitled 'Accredited Provider List for Domiciliary Care Services in Cardiff ('APL'), for a period of up to 10 months to provide sufficient time for the new commissioning arrangements to be implemented to support the introduction of the new outcome – focused, locality –based domiciliary care model. Subject to the agreement of the individual Providers concerned, the overarching agreements concluded between the Council and those providers appointed to the current APL will be extended to November 2021 at the very latest.
  - Request that authority is delegated to the Director of Social Services, in consultation with the Cabinet Member for Social Care, Health & Well-being, Cabinet Member of Children and Families, the

Section 151 Officer and the Director of Governance and Legal Services for all future procurement decisions relating to the new arrangements, including the outcome of the Cost of Care exercise and the related Fee Setting Strategy, and all associated matters.

## Background and Strategic Intention

3. Local Authority Social Services are required to help people with care and support needs to live independently, supporting them with reasonable adaptations to their homes and providing services in a way that meets their needs and outcomes. Domiciliary Care and sessional support services support people to live at home with care and support.
4. Social Services proposed a new model of delivery for domiciliary care and sessional which was agreed by Cabinet in January 2020. This included a locality approach to delivery, complemented by strength based social work practice that moves away from 'time and task' and towards more flexible, outcome-focused care, promoting long term stability of the care sector and putting the needs and wishes of local residents in the centre of delivery.
5. The model contributes to the delivery of the Council's **Capital Ambition** commitments to support individuals to live fulfilled, independent lives within their communities. It takes its direction from the Welsh Government's **A Healthier Wales: our Plan for Health and Social Care** published in July 2018. This is the first national plan for health and social care in Wales. It sets out an ambition for seamless well-being, health and social care services that are designed and delivered around the needs and preferences of individuals. The plan describes a holistic approach to keeping people as independent as possible in their own homes and communities, with providers working together to enable people to achieve their wellbeing outcomes and preventing escalation of needs. Locality approaches, which bring together primary and community well-being, social care and health services in clusters provide the foundation for seamless services. Domiciliary care is a fundamental component of care and support for people at risk of losing their independence. To enable the 'Healthier Wales' policy to be achieved in Cardiff it is important that domiciliary care commissioning reflects the holistic, locality approaches set out in the national plan.

## Related Decisions

6. A report was put before Cabinet in September 2018 setting out the work that needed to be undertaken for Social Services to achieve domiciliary care provision across the city that
  - provides a more flexible approach to support the achievement of a range of person-centred outcomes for individuals;
  - is based on meaningful relationships that enables services to be developed that reflect what matters to individuals with care and support needs and their carers;
  - supports personal outcomes identified through strength-based social work practice that is being rolled out across Social Services through



Collaborative Conversations training in Adult Services and the Signs of Safety model in Children's Services;

- promotes individual's resilience and the strengths they already have within their own family, or wider networks in their communities.

7. At that time, Cabinet decided that:

- Authority was to be delegated to the Director of Social Services, in consultation with the Cabinet Member for Social Care, Health and Well-being, the Section 151 Officer and the Director of Law and Governance, to deal with the interim arrangements for the commissioning of domiciliary care for adults to deal with the interim arrangements for the commissioning of domiciliary care for adults **until November 2020** and all associated matters (...)
- A further report must be submitted to Cabinet seeking approval for the proposed model for domiciliary care commissioning that is proposed to come into effect from November 2020.

8. The aforementioned additional report was also presented to Cabinet in January 2020, which set out a clear vision for the future delivery of care at home for children, young people, adults and families. The model outlines the plan for a locality approach to delivery, complemented by strength based social work practice that moves away from 'time and task' and towards more flexible, outcome-focused care, promoting long term stability of the care sector and putting the needs and wishes of local residents in the core of the model.

9. At that time, Cabinet agreed:

- The vision for the provision of domiciliary care as outlined above, with a proposed 2 year implementation plan to be agreed
- Authority was delegated to the Director of Social Services, in consultation with the Cabinet Member for Social Care, Health and Well-being and the Cabinet Member for Children and Families, the Section 151 Officer and the Council's Monitoring Officer, to determine all aspects of the procurement process or the recommissioning of domiciliary care services (including decision – making around the Cost of Care Exercise, approving the evaluation criteria to be used, and authorising the award of the contracts) and all ancillary matters pertaining to the procurement and proposals above.

## **Progress Made and Impact of Covid 19**

10. Following Cabinet Approval in January 2020, the Commissioning Project Team proceeded with a number of *Test and Learn* Sessions with the market, testing and consulting on the proposed model with the provider market and other stakeholders, a proposed Outcomes Framework was created and a number of providers volunteered to take part in a regional Cost of Care exercise, facilitated by the Regional Partnership Board (RPB). Finally, there was continued progress with the *adam HTT* system that will offer an end to end commissioning IT platform for domiciliary care for the new model.

11. Unfortunately however, the previous procurement timetable to complete this significant recommissioning exercise has been significantly affected by the COVID 19 pandemic. The Social Care sector has and continues to be considerably impacted by the pandemic and was considered one of the more high risk environments (e.g. care homes and domiciliary care agencies), alongside hospitals during the peak.
12. As a response to the pandemic, Council Officers were refocused from planned work to crisis management which significantly changed officer's roles and responsibilities on a day to day basis. In addition, Providers were required and supported to change their standard operating models to respond to the changes needed in service delivery (such as infection control and social distancing requirements) and managing significant staffing challenges that arose from a reduction in care that was required throughout the peak of the crisis. This impacted both Officers and Providers ability to continue to engage with the planned developments set out in the January 2020 Cabinet Report.
13. The impact of COVID 19 and the immediate response and refocus that was required by Council officers and providers paused the progress with the recommissioning exercise of domiciliary care. Cabinet and scrutiny members were verbally updated to this effect by the Director of Social Services at the time, however it is acknowledged that a formal request to extend the procurement timeline beyond the agreed date (4 November 2020) had not been presented and therefore requires approval at this time.
14. Recognising the impact of COVID 19 on the procurement timetable for this recommissioning exercise, an Officer Decision Report was agreed by the Corporate Director of People and Communities in October 2020. This report agreed the extension of the current commissioning arrangements via the current APL by a period of two months (4<sup>th</sup> November 2020 –11 January 2021). As responsible for the Director of Social Services statutory roles, the Corporate Director was able to extend this arrangement for 2 months under delegated authority. However, the Corporate Director was unable to extend beyond this time due to the related costs of future packages of care that would require cabinet oversight and decision.

### **Outstanding Key Deliverables for the Recommissioning Exercise**

15. There are a number of key deliverables as part of the recommissioning exercise for Domiciliary Care that remain outstanding, impacted by the pandemic response as outlined in paragraphs 11-14, and must be resolved prior to the new delivery model going live. This will assure there will be minimal disruption in service delivery for our local people and continuity of care can be assured.
16. The key deliverables are as follows:
  - **A cost of care exercise.** This exercise is required to set a standard cost that the Council will pay for Domiciliary Care going forward. This exercise not only ensures the Council has a better

understanding of the true cost of delivery for care at home, as directed by the Welsh Government's statutory guidance "*Fulfilled Lives Supportive Communities Commissioning Framework and Guidance*" (2010; in particular standard 10), but it will also add assurance the Council is getting as much value for money as possible. The exercise will inform a fee setting strategy for Domiciliary Care in future years, which will be agreed at Cabinet level. It has been proposed throughout the length of this recommissioning exercise that cost will not be the determining factor in the awarding of future packages of care. As such, this exercise is integral to the new Approved Provider List (APL) going live. The methodology to be used has been tried and tested with the local Care Home sector and includes significant oversight and scrutiny by a project group, including finance and audit colleagues. The current timeline for this exercise requires a minimum of three months to complete.

- **Development of the Accreditation and Enrolment Criteria.** This is the criteria that allows providers to apply to be on the future APL for the new delivery. As part of this process, providers will be expected to evidence core standards for the delivery of domiciliary care, as well as any specialist knowledge for any sub-categories of care such as for children sessional support or for adults with learning disabilities.
- **Finalise the Technical and Service Specification** – A draft specification has been completed, however this requires finalising in consultation with the market
- **Development of the 100% Quality Award Criteria** – As mentioned above, the cost of care exercise will set a standard price for the delivery of domiciliary care in the new system. As such, the Project Group need to explore and propose how packages of care will be awarded to potential providers on the APL based on quality only.
- **Development of Performance Monitoring** – To explore and understand how domiciliary care providers will be monitored and quality assured within the new system, with a focus on person-centred outcomes. This will be supported by expanding the Adam IT system that will support Council officers to better quality assure and monitor the performance and outcomes of individual providers efficiently.
- **Children's domiciliary care and sessional support** – The new APL will include sub-categories for the delivery of domiciliary care and sessional support to children and families. However, the following details have yet to be finalised:
  - i. Service specification adaptations required for children and family support, considering differences of need for children and young people with disabilities, and children/ families at the edge of care
  - ii. Explore if the cost of care exercise outlined above can be used for the service delivery for children in addition to adults. The outcome of this work is required to inform how packages of care will be awarded for this cohort going forward.

- **Alignment with the Development of the Adult Services Strategy** which will be the key strategic driver for the delivery of internal services and the external market. The locality model of this proposed commissioning exercise will be driven by the development of this Strategy, rebalancing the role of Council run services and therefore the demand on the external market. The vision for adult services, which will be outlined in this Strategy, will link internal and externally commissioned services to link in with community based services, friends and family, and health based services in partnership, which will be aligned to support the launch of the new domiciliary care APL.
17. The Project Group leading on this recommissioning exercise have agreed a timeline that aims to achieve the above in line with a proposed delayed 'go live' date of 1 April 2021. However, it must be acknowledged that this is a very tight timeframe, taking into consideration the work outline in points 15 a-f, the decision making processes in the Council (e.g. the fee setting strategy) and ensuring the market has sufficient notice and time to apply to be on the new system and adapt their delivery to the new model.
  18. In addition, it is now becoming apparent that the COVID 19 pandemic is not going to be short term and will be something we will need to learn to adapt to at least for the near future. The impact of the second 'wave' or 'spike' of COVID 19 currently being evidenced throughout September and October with an increase of local infections and local and national lockdown initiatives, which may require the Social Services directorate to respond in a focussed and supportive way once again to the social care market. This will undoubtedly impact progress on the key dependencies outlined above and the timeline for the continual and increasing impact of COVID 19 is so far unknown.
  19. In addition, a National cost of care exercise directed by the Welsh Government has recently been announced. The initial findings and recommendations from this exercise are likely to be published in March 2021. It would be good practice if Cardiff Council completed our own exercise as described in section 17, but also considered the findings and recommendations of the national exercise. This would not be possible with the current timeline to have the new APL in place by April 2021.
  20. As a result of this, in addition to any other unforeseen circumstances, the Directorate is recommending flexibility within the proposed timeline by requesting an extension of the go live date for the new APL and the related extension of the current commissioning arrangements until November 2021 at the very latest.
  21. The Project team will be updating the proposed timeline for this recommissioning exercise over November and December, allowing for a clearer view on the timeline for the national cost of care exercise and the ongoing impact of the more recent increase of COVID 19 infections and the 'fire break' and local lockdowns on the social care market and Council officer time.



## Ongoing Consultation

22. A detailed communication plan will be put in place to ensure that all partners are informed of decisions and progress. The communication plan will seek to manage potential concerns raised by citizens, their families and stakeholders throughout this procurement process.
23. Any providers on the current APL will be updated as soon as possible if an extension is agreed by Cabinet.
24. Ongoing *test and learn* sessions have been arranged to assure ongoing co-production with the market regarding the new, proposed model of delivery.
25. The Domiciliary Care Association for Cardiff were updated on the proposal to extend the current commissioning arrangements and service agreements beyond the 1 April 2021 on 16<sup>th</sup> October 2020. The feedback received was as follows:
  - The market will be led by the Council, however it is important that any changes are communicated clearly and effectively with the market in a timely manner
  - There is a potential that providers will feel frustrated by an additional delay to the new commissioning arrangements as the Council and the market have been working on this proposal in collaboration for almost 2 years. It was acknowledged that if there was an extension, there are elements of the current system that will need to be addressed in the interim, such as the re-introduction of the quality score for awarding packages of care (which was removed in the peak of the COVID 19 pandemic to support Council officers who were repurposed to crisis management and allow providers to focus on service delivery in a significantly challenging time). The re-introduction of the quality score will prevent packages being awarded on price alone which is driving the current cost of delivery to, what providers fear are, unsustainable levels. This piece of work is being completed by the Contracts Team via an Officer Decision Report and the Quality Score will be re-introduced as soon as possible.

## Reason for Recommendations

26. The reason for the recommended decisions are
  - To allow sufficient time to finalise a number of key deliverables that are required for the recommissioning exercise, including the cost of care exercise and the inclusion of children sessional support
  - To ensure continuity of care for services users, without disruption

- To allow some flexibility to the procurement timeline in case there are any additional unforeseen delays to the exercise, linked with the ongoing pandemic response for COVID 19
- To ensure the Council does not take any action that might destabilise an already fragile market at a time when the extent of the impact of COVID 19 on provider future sustainability is not yet fully known.

### **Financial Implications**

27. The Report proposes to extend to November 2021 at the latest, the procurement timeline for the recommissioning of Domiciliary Care and Sessional Support that was previously approved by Cabinet in January 2020. The extension is in recognition that previous timescales have been affected by the Coronavirus pandemic. As the proposed extension would be a continuation of the arrangements already in place, it should have no financial impact compared with the current position. However, the recommissioning and proposed new model raise a number of financial considerations.
28. With net annual domiciliary care expenditure of approximately £22 million, changes to commissioning arrangements in this area will have a significant financial impact for the Council. As such, separate financial and procurement advice will be required in relation to all aspects of the commissioning process.
29. One of the stated key deliverables of the recommissioning is to undertake a cost of care exercise to determine a standard rate that the Council will pay for Domiciliary Care in future. Whilst the outcome of such an exercise cannot be prejudged, it could have significant financial implications for the Council. It is intended that the transition to a standard cost of care will be effected via a fee-setting strategy. Given the extremely challenging budgetary outlook, it is important that the strategy, the time-period over which it is implemented and associated annual inflationary uplifts, be informed by affordability in the context of the Council's Medium Term Financial Plan
30. Under existing arrangements (setting aside exceptional circumstances during the pandemic), packages are awarded based on evaluation criteria that takes into account both quality and price. A move to a system based on a standard cost of care will over time, remove price as one of the determining factors of award. In such circumstances, the quality specifications required to achieve accreditation, together with ongoing performance management, will be key to assuring value for money.
31. The January 2020 Cabinet Report on the recommissioning of Domiciliary Care (referred to as a background paper) raised a number of issues that warrant note from a financial perspective. Firstly, the Report indicated that existing packages would remain with current providers post commissioning, with an incremental approach to implementing the new model. It should be noted that any change in this approach would affect the immediacy of financial impact and the ability of a fee setting strategy

to manage affordability. Secondly, the Report referred to the potential to allow providers discretion to vary the number of care hours delivered. Under current arrangements, payments to providers are based on delivered hours, rather than on the number of hours contained in the care plan, which are typically higher. A proposed change in approach to allow more flexible use of a bundle of hours could result in significant additional cost.

32. Any costs associated with undertaking the recommissioning exercise will need to be met from existing resources.

### **Legal Implications**

#### Procurement and contract law

33. The Council's current commissioning arrangements for Domiciliary Care, in effect, uses a dynamic purchasing system ('DPS') entitled 'Accredited Provider List for Domiciliary Care Services in Cardiff' ('APL'). A DPS is similar to an electronic framework agreement but where new suppliers can apply to join at any time. The DPS is a two-stage process. In the initial establishment stage, all suppliers (in the Cardiff case referred to as Accredited Providers) who meet the selection criteria and are not excluded must be admitted to the DPS. Under the APL all Providers admitted are required to conclude an overarching supplier agreement, which sets out, inter alia, the terms and conditions that will attach to individual contracts (orders) placed. Individual contracts are awarded during the second stage, in which all suppliers on the DPS are invited to bid for the specific individual contract.

In this case it is proposed to extend the duration of the DPS (referred to in the Public Contracts Regulations 2015 {'PCR'}) as 'the period of validity'. Under the PCR it is possible to change the period of validity of a DPS. The Crown Commercial Service guidance on Dynamic Purchasing Systems states that... *'The ability to change the period of validity of the DPS provides flexibility if the authority's circumstances change, or developments in technology and markets mean that the DPS, as originally set-up, outlives its usefulness. There is no specific maximum duration of a DPS although any changes to the period of validity of a DPS must comply with relevant TFEU principles. The authority must make its own decision regarding the duration of a DPS, based on its needs and understanding of the market. Early market engagement should help provide insights. A longer-running DPS will reduce the need to re-compete, but if it is too long the DPS may become obsolete if the authority's circumstances or markets change'*.

34. As stated above, under the APL all Providers admitted are required to conclude an overarching supplier agreement. The recommendations propose that such agreements are extended. It should be noted that any such extension will require the Agreement of the individual Providers. There is a potential risk, namely whenever a party seeks to amend an existing agreement, the other party may use the opportunity to raise issues

of their own. By way of example only, the fee payable. The body of the report addresses the issue of fee and proposed work in this area.

35. Whilst the detail of the recommissioning proposals are not a specific recommendation of this report, (other than decisions on such matters be delegated) the report references a number of the intended key deliverables. It is worth noting that the same raise potential legal implications. Detailed legal advice should be sought on the procurement, the cost of care exercise and any proposed consultation process. The decision-making process for the Cost of Care Exercise must take into account and detail all relevant considerations. Relevant considerations would include taking into account strategic documentation, statutory guidance, demand, resources, market stability, the actual cost of care / provider costs and provider feedback. Where consultation is embarked upon it must be carried out properly and conform to the established law on consultation. These are areas that can attract scrutiny and potential challenge

#### **Social Services and Well Being (Wales) Act 2014**

36. In considering this matter the Council must comply with its duties under the Social Services and Well-being (Wales) Act 2014 (the “Act”) and have regard to the relevant codes of practice and statutory guidance issued under the Act. In brief the Act 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.

#### **General Legal Advice**

37. In considering this matter the decision maker should have regard to the Council’s duties under the following legislation:-
38. **The Well-Being of Future Generations (Wales) Act 2015 (‘the Act’), which** 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.
39. 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 2020 -23. 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.
40. 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

41. 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 on line at the following link.

### **Equalities Act 2010**

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

### **Equality and other public duties**

44. Please see Appendix A for an Equality Impact Assessment

### **HR Implications**

45. There are no HR implications relating to this report

### **Property Implications**

46. There are no property implications relating to this report

## **RECOMMENDATIONS**

The Cabinet is recommended to:

1. revise the procurement timeline approved by Cabinet in January 2020 that set out a November 2020 implementation date for new contracts and agree to extend this for a period till November 2021 at the latest to enable

colleagues from the Commissioning and Procurement teams to re-engage with the sector as part of the previously planned consultation and *test and learn* sessions, and to complete of the Cost of Care exercise which is integral to the recommissioning exercise

2. approve the extension of the current commissioning arrangements for Domiciliary Care, which uses a dynamic purchasing system entitled 'Accredited Provider List for Domiciliary Care Services in Cardiff ('APL'), for a period of up to November 2021 to provide sufficient time for the new commissioning arrangements to be implemented to support the introduction of the new outcome –focused, locality –based domiciliary care model. Subject to the agreement of the individual Providers concerned, the overarching agreements concluded between the Council and those providers appointed to the current APL will be extended to November 2021 at the very latest.
3. delegate authority to the Corporate Director of People and Communities, in consultation with the Cabinet Member for Social Care, Health & Well-being, Cabinet Member of Children and Families, the Section 151 Officer and the Director of Governance and Legal Services for all future procurement decisions relating to the new arrangements, including the outcome of the Cost of Care exercise and the related Fee Setting Strategy, award of contracts and all associated matters.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>SARAH MCGILL</b> <b>Corporate Director People &amp; Communities</b>
	13 November 2020

*The following appendices are attached:*

Appendix A – Equality Impact Assessment

*The following background papers have been taken into account*

1. [Commissioning of Domiciliary Care and Procuring Care Home Services, Cabinet Thursday 20<sup>th</sup> September, 2018](#)
2. [Recommissioning of Domiciliary Care and Sessional Support Services, Cabinet Thursday 23<sup>rd</sup> January, 2020](#)
3. Officer Decision Report – Domiciliary Care Approved Provider List Service Agreements and commissioning arrangements – Request to Extend. Signed by Sarah McGill on 14 October 2020, embedded below:

## Appendix A: Equalities Impact Assessment

**Policy/Strategy/Project/Procedure/Service/Function Title:** Recommissioning of Domiciliary Care and Sessional Support

**New/Existing/Updating/Amending:** Updating

**Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?**

Name: Angela Bourge

Job Title: OM Resources

Service Team: Commissioning

Service Area: Social Services

Assessment Date: October 2020

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

To extend the procurement timeline for the recommissioning of Domiciliary Care and Sessional Support, across Children's and Adults Social Services until, at the very latest, November 2021. This includes to extension of current commissioning arrangements via an Approved Providers List (APL) and the Service Level Agreements held between the Council and the individual providers on the APL.

**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.]**

- Local Authority Social Services are required to help people with care and support needs to live independently, supporting them with reasonable adaptations to their homes and provider services in a way that meets their needs and outcomes

- Domiciliary Care services support people to live at home with care and support. Whilst the Council operates a small Community Resource Team (CRT) providing care and support at home, the majority of Domiciliary Care is commissioned to external providers. This supports the Council to meet the assessed need of local people.
- Social Services proposed a new model of delivery for domiciliary care and sessional support which includes a locality approach to delivery, complemented by strength based social work practice that moves away from 'time and task' and towards more flexible, outcome-focused care, promoting long term stability of the care sector and putting the needs and wishes of local residents in the centre of delivery.
- This model of delivery was approved at [Cabinet in January 2020](#), as was the procurement timeline which committed that the new delivery model and process to commissioning Domiciliary Care and Sessional Support to children, adults and their families would be in place by **4 November 2020**.
- As a response to the pandemic, Council Officers were refocused from planned work to crisis management which significantly changed officer's roles and responsibilities on a day to day basis. In addition, Providers were required and supported to change their standard operating models to respond to the changes needed in service delivery (such as infection control and social distancing requirements) and managing significant staffing challenges that arose from a reduction in care that was required throughout the peak of the crisis. This impacted both Officers and Providers ability to continue to engage with the planned developments set out in the January 2020 Cabinet Report.
- The impact of COVID 19 and the immediate response and refocus that was required by Council officers and providers paused the progress with the recommissioning exercise of domiciliary care. Cabinet and scrutiny members were verbally updated to this effect by the Director of Social Services at the time, however it is acknowledged that a formal request to extend the procurement timeline beyond the agreed date (4 November 2020) had not been presented and therefore requires approval at cabinet level

### 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

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

This proposal is not felt to have a differential impact on age. The current commissioning arrangements will continue as they have done since 2014.

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

There is not felt to be any 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.**

This proposal is not felt to have a differential impact on disability. The current commissioning arrangements will continue as they have done since 2014.



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

There is not felt to be any 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
<b>Transgender People</b> (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.**

It is not felt that this proposal will have a differential impact on people who fall within the gender reassignment protected group

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

There is not felt to be any differential impact.

**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	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
It is not felt that this proposal will have a differential impact on marriage and civil partnership.
<b>What action(s) can you take to address the differential impact?</b>
There is not felt to be any 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	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
It is not felt that this proposal will have a differential impact on pregnancy and maternity

<b>What action(s) can you take to address the differential impact?</b>
There is not felt to be any 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	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
It is not felt that this proposal will have a differential impact on race.
<b>What action(s) can you take to address the differential impact?</b>
There is not felt to be any 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 evidence, if any.**

It is not felt that this proposal will have a differential impact on religion

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

There is not felt to be any differential impact.

### 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

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
It is not felt that this proposal will have a differential impact on gender
<b>What action(s) can you take to address the differential impact?</b>
There is not felt to be any differential impact.

**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	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
It is not felt that this proposal will have a differential impact on sexual orientation
<b>What action(s) can you take to address the differential impact?</b>



### 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.**

It is not felt that this proposal will have a differential impact on Welsh Language. The Welsh Language Act and associated standards will be observed at all times in line with Council and legislative requirements.

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

There is not felt to be any differential impact.

### 4. Consultation and Engagement

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

Consultation has taken place with the Association of Domiciliary Care Provision in Cardiff, and the whole sector have been advised of the proposal and asked to send any feedback / considerations to the Commissioning Team as soon as possible

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

<b>Groups</b>	<b>Actions</b>
Age	N/A
Disability	N/A
Gender Reassignment	N/A
Marriage & Civil Partnership	N/A
Pregnancy & Maternity	N/A
Race	N/A
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

## 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 : Amy Harmsworth	Date: 23/10/20
Designation: Operational Manager: Commissioning	
Approved By:	Sarah McGill
Designation:	Director of Social Services / Corporate Director – People & Communities
Service Area:	Social Services

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](mailto:citizenfocus@cardiff.gov.uk)

This page is intentionally left blank

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 19 NOVEMBER 2020**

**AGREEMENT TO THE EXPIRY OF THE REGIONAL  
WORKFORCE TRAINING AND DEVELOPMENT TRAINING UNIT  
COLLABORATION AGREEMENT.**

**CHILDREN AND FAMILIES (COUNCILLOR GRAHAM HINCHEY)  
AND SOCIAL CARE, HEALTH & WELL-BEING (COUNCILLOR  
SUSAN ELSMORE)**

**AGENDA ITEM: 11**

**Reason for this Report**

1. In November 2017 Cabinet approved a proposal to establish a regional Social Care Workforce Development Training Unit and provided delegated authority to enter into a collaboration agreement to provide governance for this proposal.
2. The collaboration agreement term was from 1 April 2018 to 31 March 2021 with an option to extend.
3. This report proposes that no extension is sought to this arrangement and that alternative local arrangements are put in place by Social Services.

**Background**

4. A Regional Care and Support Workforce Development Partnership (RWP) was established in 2015 under the leadership of the Director of Social Services for Cardiff. Its key aim is to enable the growth and development of an appropriately skilled and effective social care workforce.
5. With the implementation of the Social Services and Well-being (Wales) Act 2014 it was felt that the wider social care workforce in the region and the Local Authorities Social Services workforce would be best served by one regional Workforce Development Training Unit (WDTU) and work undertaken within the context of the RWP, provided a firm foundation on which to build a regional WDTU.
6. The Cabinet gave its approval to implement a regional WDTU in October 2017 and the regional WDTU became operational in April 2018. A Collaboration Agreement that clearly set out the governance



arrangements for the regional WDTU was agreed under delegated authority to the Director of Social Services in April 2018. The purpose of the Collaboration Agreement was to ensure that the interests of both Local Authorities were appropriately protected. The Collaboration Agreement took effect from 1 April 2018 and will expire on 31 March 2021.

7. Under the terms of the Collaboration Agreement, partners may agree unanimously to extend the Agreement for an agreed period of up to 2 years and on varied terms as they agree, beyond the initial term, subject to approval of the individual partner's internal approval processes.
8. However, both partners have determined that the Collaboration Agreement should not be extended beyond its initial term and that the regional WDTU should end on 31 March 2021.

## **Issues**

9. Whilst the collaboration has been a positive one, it is felt that the practicalities related to a single team covering the region has been challenging. Lessons learned from this experience has led officers to conclude that the very different social care training and development needs of each Local Authority area are best met through separate WDTUs.
10. Very close working arrangements need to be in place between Social Services Commissioning, Social Care Providers, Adult Services, Children's Services, and the social care training team. The culture of the Council and Social Services should be closely linked to all training and development and this is inherently difficult to achieve through a regional training provision.
11. The response to Covid-19 has had a dramatic effect on the provision of Social Care. In particular the need to work in close partnership at a local authority level with social care providers has been paramount. Social care commissioning, the provision of PPE and testing have been coordinated positively at a local level with a number of additional benefits. The proposed changes would allow Social Services to build on this further through focussed local support and training arrangements being provided on this same footprint without the challenges of meeting sometimes different and conflicting needs of a regional partner.
12. To support a smooth transition to a locally provided service, it is intended that a smaller social care training team is created for Cardiff before April 2021. This team would be developed using the budget provided through the training grant provided by Social Care Wales and the existing match funding arrangements which are a condition of the grant.
13. A restructure of the existing regional training team will be necessary to ensure that the Cardiff training team have an affordable structure that is designed to best meet the specific needs of the Local Authority. There are currently a number of vacancies in the regional WDTU. Transfer of

Undertakings (Protection of Employment) Regulations 2006 (as amended) (TUPE) is expected to apply to those employees who substantially work on Vale training requirements. Due to the level of vacancies that currently exist in the WDTU it is anticipated that sufficient opportunities will exist for permanent employees to remain in the new team if they wish to do so, although there is likely to be some changes to the roles that will be required.

14. Contact has been made with Social Care Wales who administer the grant funding to ensure that they are aware and to determine any implications of the agreement terms not being extended. It is likely that the training grant will be passed to one authority to administer, however the separate allocations are clear.
15. Under the current arrangement, Cardiff Council incur costs for running the training unit and invoice the Vale Council £117,069 for its contribution.
16. Both Local Authorities are awaiting confirmation of the level of funding from Social Care Wales, but the assumption is that the value of the grant in 2021-22 will remain as this year which is £756,670 for Cardiff with the Council providing 30%, match funding of £324,287. The total Social Care Workforce Development Partnership (SCWDP) funding available to Cardiff is assumed to be £1080,957.
17. Colleagues from both Councils have considered the effectiveness of the regional arrangements to date and are supportive of the proposals to provide training services more locally. However, where it is appropriate and cost effective to undertake joint training on a regional basis, these arrangements will continue, as they had prior to the RWTU being set up.
18. The Welsh Government continues to require that all councils establish regional workforce partnerships and agree strategic regional priorities across the whole social care sector. This is to ensure the alignment of a regional workforce strategy with the implementation of the Social Care and Wellbeing Act (Wales) 2014. In line with this requirement, both Local Authorities are committed to maintaining the RWP under the leadership of the Director of Social Services for Cardiff to ensure a skilled and appropriately qualified, confident and competent social care workforce for the region

### **Trade Union Consultation**

19. Trade Unions were consulted via e-mail on 16<sup>th</sup> September 2020 and were invited to attend an employee consultation session via Microsoft Teams on 2<sup>nd</sup> October 2020. No objections were raised by any of the Trade Unions regarding the proposal and they did not attend the employee meeting.

### **Staff Consultation**

20. An employee consultation meeting was held on 2<sup>nd</sup> October 2020 where they were appraised of the proposal and the expected timescales for progressing a restructure if Cabinet agrees the recommendations set out in this report.
21. Employees were understanding of the reasons underpinning this recommendation and were broadly supportive of the proposal to let the current Collaboration Agreement expire and to end the regional WDTU. Some employees expressed concern about the potential impact on the roles they currently undertake but were reassured that TUPE would apply for those employees who are substantially working on Vale business.

### **Reason for Recommendations**

22. Both Councils have determined that the Collaborative Agreement should not be extended beyond its initial terms and that the regional WDTU should end on 31 March 2021.
23. Whilst the collaboration has been a positive one, it is felt that the practicalities related to a single team covering the region has been challenging and it felt that the very different social care training and development needs of each Local Authority area are best met through separate WDTUs. It is also felt that separate WDTUs will be better placed to meet the very different priorities of each Local Authority in a more equitable way.

### **Financial Implications**

24. The overall costs of the current collaborative arrangement are £1.471 million. Social Care Wales grant funds £1.030 million of this sum and the remaining £0.441 million is covered by a 30% match-funding contribution from the two collaborating Local Authorities, in line with the requirements of the grant. This position, and the respective element of each Authority is set out in the table below.

	<b>Cardiff £000</b>	<b>Vale £000</b>	<b>Total £000</b>
Grant Funding	757	273	<b>1,030</b>
Match Funding (at 30% of overall funding)	324	117	<b>441</b>
<b>TOTAL</b>	<b>1,081</b>	<b>390</b>	<b>1,471</b>

25. Assuming that in 2021/22 the level of Social Care Wales grant will be comparable to previous years, Cardiff Council will have a total of £1.081 million within which to deliver its local service. Currently, Cardiff's costs are evenly split between staffing budgets and budgets for externally commissioned services. Any change in this mix in order to tailor the services to the new arrangements will need to be contained within the overall funding envelope of £1.081 million.

## **Legal Implications**

26. As stated in the body of the report the Collaboration Agreement ('Agreement') took effect from 1 April 2018 and will expire on 31 March 2021, unless the parties agree to extend the term of the Agreement . Accordingly the recommendation to let the agreement expire can be achieved in terms of the Agreement concluded and contract law. The Agreement sets out provision as regards what is to happen upon expiry in respect of; premises, assets and any under or overspend and the provisions of the Agreement should be followed when managing the expiry arrangements . The HR advice addresses the employment law issues raised by this proposed decision and reference is made to the same. It is understood that funding for the Agreement is partly derived from a grant and the terms and conditions of the grant, relating to the expiry of the Agreement, should be complied with.
27. In considering this proposal and the way forward for future training requirements, regard should be had to the requirements of the Social Services and Well-being (Wales) Act 2014 ("the Act"), Codes and statutory guidance issued thereunder . Including to Part 9 of the Act, which requires local authorities to make arrangements to promote co-operation with their relevant partners and others, in relation to adults with needs for care and support, carers and children. It is understood that Paragraph 18 of the body of the report addresses this.

## **General legal advice**

28. In considering this matter the decision maker should have regard to the Council 's duties under the following legislation:-
29. **The Well-Being of Future Generations (Wales) Act 2015 ('the Act')**, which 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. 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 Council's Corporate Plan 2020 -23 . 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.
30. 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 below: <http://gov.wales/topics/people-and-communities/people/futuregenerations-act/statutory-guidance/?lang=en>

31. **Equalities Act 2010** . 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. To assist in the consideration of these duties an equalities impact assessment is attached to this report, to which regard should be had.
32. The decision maker should also have regard, when making its decision, to the Council’s wider obligations under the **Welsh Language (Wales) Measure 2011 and the Welsh Language Standards**.
33. An Equality Impact Assessment has been undertaken and this proposal is not felt to have a differential impact on any of the equalities groups considered in the assessment. A copy of the assessment is located at **Appendix A** of this report.

### **HR Implications**

34. There are HR implications for this report as noted in paragraph 13 of the report. The trade unions and staff have been involved in an initial consultation, and this will need to continue throughout the process. Any transfer of staff will be dealt with in accordance with Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended). There is also likely to be a restructure of the staff that remain in the Council and this will be carried out in line with corporately agreed processes.



## RECOMMENDATIONS

Cabinet is recommend to

1. Agree to the expiry of the Collaboration Agreement for the Regional Workforce Training and Development Unit on 31 March 2021.
2. Delegate authority to the Corporate Director, People and Communities in consultation with the Cabinet Members for Children and Families and Social Care, Health & Well-being, the Cabinet Member for Resources and Section 151 and Monitoring Officers for all aspects of the Governance and any associated arrangements which may be required in relation to this proposal.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>SARAH MCGILL</b> <b>Corporate Director People &amp; Communities</b>
	13 November 2020

*The following appendix is attached*

Appendix A – Equality Impact Assessment

*The following background papers have been taken into account*

- Cabinet Report: Proposal to develop a business case for a Regional Social Care Training Unit for Cardiff and Vale of Glamorgan – 19<sup>th</sup> January 2017
- Cabinet Report: Proposal to Implement a Cardiff and Vale of Glamorgan Social Care Regional Workforce Development Training Unit - October 2017
- Officer Decision Report: Collaboration Agreement in Relation to the Regional Social Care Workforce Training Unit – March 2018

This page is intentionally left blank

## Appendix A: Equalities Impact Assessment

**Policy/Strategy/Project/Procedure/Service/Function Title:** Withdrawal from the Regional Workforce Training and Development Training Unit Collaboration Agreement.

**New/Existing/Updating/Amending:** New

**Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?**

Name: Angela Bourge

Job Title: OM Resources

Service Team: Social Care Training Unit

Service Area: Social Services

Assessment Date: October 2020

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

To consider the implications of the withdrawal of the Regional Workforce Development Training Unit (RWDTU) Collaboration Agreement and the reestablishment of a Cardiff Social Care Workforce Development & Training Unit that serves Cardiff Social Services and the wider Local Authority Social care workforce.

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.]**

- With the implementation of the Social Services and Well-being (Wales) Act 2014 it was felt that the wider social care workforce in the region and the Local Authorities Social Services workforce would be best served by one regional Workforce Development Training Unit (WDTU) and work undertaken within the context of the RWP, provided a firm foundation on which to build a regional WDTU.
- The Cabinet gave its approval to implement a regional WDTU in October 2017 and the regional WDTU became operational in April 2018. A Collaboration Agreement that clearly set out the governance arrangements for the regional WDTU was agreed under delegated authority to the Director of Social Services in April 2018. The purpose of the Collaboration Agreement was to ensure that the interests of both Local Authorities were appropriately protected. The Collaboration Agreement took effect from 1 April 2018 and will expire on 31 March 2021.
- Under the terms of the Collaboration Agreement, partners may agree unanimously to extend the Agreement for an agreed period of up to 2 years and on varied terms as they agree, beyond the initial term, subject to approval of the individual partner's internal approval processes.
- However, both partners have determined that the Collaboration Agreement should not be extended beyond its initial term and that the regional WDTU should end on 31 March 2021.

### 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

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

This proposal is not felt to have a differential impact on age. The unit currently delivers social care training to adults who work with both children and adults who have social care needs and this will continue to happen when the Collaboration Agreement ends and the unit provides a service to Cardiff Local Authority area only..

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

There is not felt to be any 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.**

This proposal is not felt to have a differential impact on disability.

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



There is currently no one in the team who is registered as disabled. However, the office location has disability access and it is also feasible for staff to work from home as necessary. An office move is not propose for those staff who remain in the Cardiff team. All face to face training is provided at venues with disabled access.

### 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
<b>Transgender People</b> (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.**

It is not felt that this proposal will have a differential impact on people who fall within the gender reassignment protected group

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

### 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.**

It is not felt that this proposal will have a differential impact on marriage and civil partnership.

**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.**

It is recognised that current team is disproportionately female. However, this proposal is not felt to have a differential impact on pregnancy and maternity. Women in the team who fall into this category will be afforded the same level of support as others employed by the Council.

<b>What action(s) can you take to address the differential impact?</b>

### 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	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
It is not felt that this proposal will have a differential impact on race.
<b>What action(s) can you take to address the differential impact?</b>

### 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.**

It is not felt that this proposal will have a differential impact on religion

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

### 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.**

It is recognised that women are disproportionately represented in the team. Therefore any changes that will be made will disproportionately affect this group.

There was previously a concern when the regional unit was set up that staff have to cover a wider area and this may impact on travel time and costs incurred from having to pay for parking. The withdrawal from the Collaboration Agreement will reduce the amount of coverage for the team but the introduction of virtual training during the pandemic has also substantially reduced travel requirements for team members and learners.

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

There is not felt to be any differential impact.

### 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.**

It is not felt that this proposal will have a differential impact on sexual orientation

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



### 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.**

It is not felt that this proposal will have a differential impact on Welsh Language. The Welsh Language Act and associated standards will be observed at all times in line with Council and legislative requirements.

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

There is not felt to be any differential impact.

### 4. Consultation and Engagement

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

Consultation has taken place with staff who are in scope for this proposed change and Trade Unions have also been consulted. No objections have been raised in respect of the proposal. TUPE will apply to those staff who substantially work on Vale training requirements.

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

Groups	Actions
Age	
Disability	There is currently no one in the team who is registered as disabled. There is no intention to move from the current office base and all of the team are able to work from home. The majority of training currently provided is virtual. However, we will ensure that any proposed office moves that may arise in the future from this proposal will cater for the needs to both staff members and members of the social care workforce who will be accessing training from the team.
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Welsh Language	
Generic Over-Arching [applicable to all the above groups]	

## 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 : Angela Bourge	Date: 7/10/20
Designation: Operational Manager: Resources	
Approved By:	Sarah McGill
Designation:	Director of Social Services / Corporate Director – People & Communities
Service Area:	Social Services

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](mailto:citizenfocus@cardiff.gov.uk)

This page is intentionally left blank

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 19 NOVEMBER 2020**

**CARDIFF LOCAL DEVELOPMENT PLAN FULL REVIEW**

**STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO WILD)**

**AGENDA ITEM: 12**

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 2021-2036;
  - 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 March 2021.

**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 commence a review of the adopted LDP within 4 years from the date of adoption of the last LDP. As such, this report directly responds to this requirement given the LDP adoption date.
5. A draft Review Report and Delivery Agreement were originally considered by Cabinet and Council in November 2019 and were issued for public consultation in January and February 2020. The findings of this



consultation exercise and a final version of the documents were due to be considered by Cabinet and Council in March 2020 with a view to formally commencing the review of the LDP in May 2020. However, this meeting was cancelled as a result of the pandemic.

6. Welsh Government guidance issued in July 2020 stated that Local Planning Authorities must reflect on the implications of the pandemic and consider consequences for LDPs under review. Given this, the original draft Review Report and Delivery Agreement have been revised to take into account the implications of Covid-19 together with other relevant contextual changes that have occurred over the last 12 months.

### **Draft Review Report**

7. 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.
8. 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 from LDP Annual Monitoring Reports
    - Implications arising from the Covid-19 pandemic
  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
9. 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 2021-2036. In this respect, it is recognised that the significant

scale, complexity and over-lapping nature of issues to be addressed in a Replacement LDP, together with the need to respond to the issues arising out of the Covid-19 pandemic, 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.

10. Importantly, the preparation of a Replacement LDP provides an opportunity to aid the recovery of the city from the impacts of the pandemic and 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.
11. 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.
12. There has been positive regional dialogue regarding the progression of a Strategic Development Plan (SDP) for the Cardiff Capital Region. Leaders have agreed in principle to pursue the development of a Strategic Development Plan. However, from Cardiff's perspective, significant uncertainties have been created by the National Development Framework, following the Council's response to the Welsh Government's draft proposals, and the proposed establishment of Corporate Joint Committees (CJCs). These issues will be further considered by the Welsh Government in coming months ahead of potential new legislation and adoption of the NDF early next year. 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.
13. 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 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.

14. In line with national guidance, consideration must be given to the scope for preparing a Joint LDP. However, it is noted that 8 of the 9 other Local Authorities in South East Wales are already in the process of preparing, or have already completed their own Replacement LDPs with no examples of a joint approach. The remaining Local Authority (the Vale of Glamorgan) have not yet reached the Plan Review stage due to a later Plan adoption date and 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**

15. In addition to the preparation of a Review Report, a Delivery Agreement must 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 revised 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.

<b>Key Stage</b>			
<b>Definitive</b>		<b>From</b>	<b>To</b>
1	Draft Review Report consultation and submission of Final Review Report to Welsh Government	Jan 2021	March 2021
2	Draft Delivery Agreement consultation and submission of Final Delivery Agreement to Welsh Government	Jan 2021	March 2021
3	Evidence Base Preparation	Dec 2020	June 2023
4	Pre-Deposit Participation <ul style="list-style-type: none"> <li>• Launch, May 2021</li> <li>• Candidate Site submission and appraisal</li> <li>• SA Scoping Report</li> <li>• Vision/Objectives/growth levels and spatial options</li> </ul>	March 2021	Sept 2022
5	Preferred Strategy Consultation – six weeks statutory consultation	Oct 2022	Nov 2022
6	Deposit Plan Consultation – six weeks statutory consultation	Oct 2023	Nov 2023

Indicative		From	To
7	Submission	March 2024	
8	Examination	March 2024	Sept 2024
9	Inspectors Report	Sept 2024	
10	Adoption by Council	October 2024	

16. 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.
17. The Community Involvement Scheme (CIS) 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.
18. The pandemic has resulted in the need to revisit the consultation and engagement principles set out in the CIS. Welsh Government guidance issued in July 2020 outlines a range of different engagement options including the use of larger venues, longer consultation periods, appointments, increased use of web-based technology and other electronic means. The CIS incorporated in the draft revised DA takes into account this guidance and includes measures to respond to potential future waves of infection and the need to maintain social distancing. These include longer consultation periods, use of virtual drop in exhibitions, podcasts, on-line surveys and other electronic means aimed at accessing hard to reach groups.
19. 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

20. 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 2021. A report on the consultation findings and recommendations will be taken to Cabinet in March 2021. 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 in March 2021 and submit both documents to Welsh Government for their approval so formal preparation of the Replacement LDP can begin.

### **Reason for the Recommendation**

21. The Planning and Compulsory Purchase Act 2004 section 69, and regulation 41 of the Town and Country Planning (Local Development Plan) (Wales) Regulation 2005 requires that a Local Planning Authority must commence a 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 (2020) 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.

### **Financial Implications**

22. The costs of undertaking the consultation for the draft Review Report and draft Delivery Agreement can be met from within existing resources. The financial implications of the on-going process to update the LDP will need to be considered and identified as part of the Budget Setting Process in February prior to the further LDP report due in March 2021.

### **Legal Implications**

23. A review of the LDP is part of the wider statutory LDP process as referred to in paragraph 21 above and the body of the report. The form and content of the LDP, as well as the procedure for its preparation and review, including requirements for the Community Involvement Scheme and Delivery Agreement, are governed by the 2005 Regulations referred to in paragraph 21. The requirements of these Regulations in relation to a review of the LDP are set out in the report.
24. In relation to public consultation, case law has established that any consultation process should:
  - (i) be undertaken when proposals are still at a formative stage;
  - (ii) include sufficient reasons and information for particular proposals to enable intelligent consideration and response;
  - (iii) provide adequate time for consideration and response; and
  - (iv) ensure that the product of consultation is conscientiously taken into account when the ultimate decision is taken.
25. Following public consultation, the Review Report and Delivery Agreement must be approved by full Council prior to submission to the Welsh Ministers. After the Review Report has been approved by full Council, it must be published on the Council's website and copies made available for public inspection.
26. 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.

27. 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.
28. 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 2020-23 <https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Corporate-Plan/Pages/Corporate-Plan.aspx> 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.
29. 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>

30. 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.

### **Human Resources Implications**

31. There are no HR implications for this report.

### **RECOMMENDATION**

Cabinet is recommended to recommend that Council

1. approve the draft Review Report and draft Delivery Agreement for the purposes of consultation
2. agree that a further report be taken to Council in March 2021 with the findings of the consultation processes and recommendation(s) on the proposed way forward.

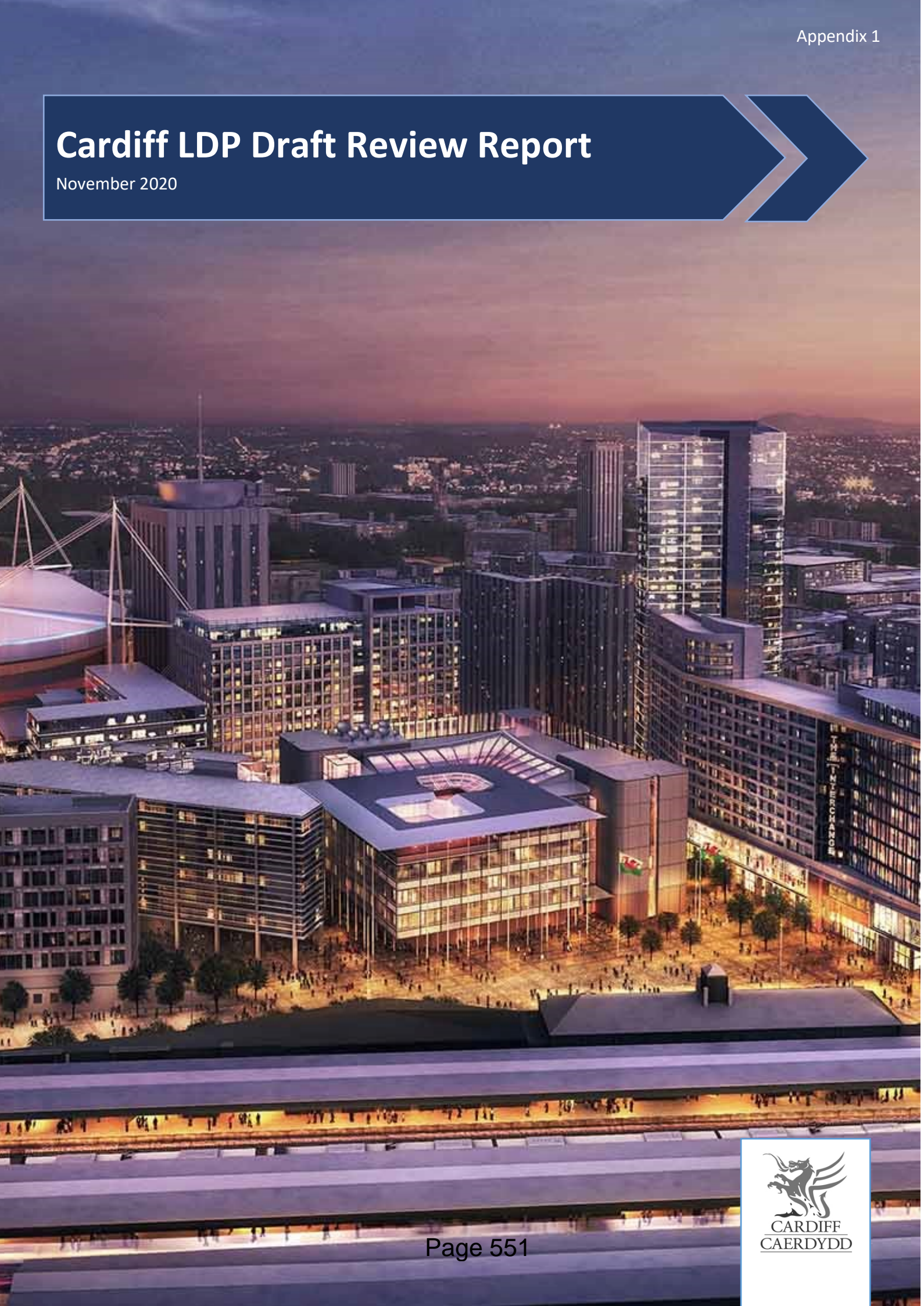
<b>SENIOR RESPONSIBLE OFFICER</b>	<b>Andrew Gregory</b> <b>Director of Planning, Transport &amp; Environment</b>
	13 November 2020

The following Appendices are attached:

- Appendix 1 – Draft Review Report, November 2021
- Appendix 2 – Draft Delivery Agreement, November 2021

# Cardiff LDP Draft Review Report

November 2020



## Contents

	<b>Page</b>
<b>1 Introduction</b>	<b>3</b>
<b>2 Information and Issues informing the LDP Review</b>	<b>4</b>
Contextual changes and evidence base changes	4
Findings of the LDP Annual Monitoring Reports (AMRs)	15
Implications arising from Covid Pandemic	18
<b>3 Review of LDP and potential changes required</b>	<b>20</b>
Review of LDP Vision & Objectives	20
Review of LDP Strategy & Policies	25
<b>4 Future evidence base requirements</b>	<b>42</b>
<b>5 The LDP Review options</b>	<b>44</b>
<b>6 Conclusions and next steps</b>	<b>45</b>

# 1. Introduction

## Background

- 1.1. The Cardiff Local Development Plan (LDP) was adopted by the Council on 28<sup>th</sup> 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 2036, which is the end of a 15 year plan period that will commence in 2021.

## 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 (3<sup>rd</sup>) and 2020 (4<sup>th</sup>) 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 (SDPs). 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 1<sup>st</sup> 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 PSB 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 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 21<sup>st</sup> 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.

### **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 (PPW) 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 – Future Wales the National Plan 2040**

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. In September 2020 the draft NDF was laid in the Senedd for a 60-day scrutiny period. The documents laid in the Senedd included a "Schedule of Changes" report which identifies the changes the Minister intends to make to the draft NDF which was consulted on in August 2019. A final version of the NDF is due to be issued in February

2021 and any resultant implications of the NDF will be considered through the LDP revision process.

## **Building Better Places**

- 2.15 This guidance sets out the Welsh Government's planning policy priorities to assist in taking action in the recovery period after the Covid-19 pandemic crisis. The guidance places the planning system at centre stage when considering built and natural environment issues that have arisen from the pandemic. The guidance should be read in parallel with PPW and seeks to signpost the key planning policies and tools in PPW which should be used to aid the recovery from the pandemic in Wales.
- 2.16 Essentially the guidance looks to lock in the benefits that have occurred as a result of the pandemic. It seeks to achieve this through building on the Placemaking approach set out in PPW and identify the key existing planning policies and tools which should be used by all sectors in the environmental, social, cultural and economic recovery of Wales.
- 2.17 Importantly the guidance states that the policy direction towards better places and Placemaking has not changed and the need for economic recovery should not be at the expense of quality, both in terms of health and well-being and in response to the climate and nature emergencies. The guidance therefore promotes a people-focused and environment-led recovery.
- 2.18 The guidance states that taking a Placemaking approach has multiple benefits which not only helps improve quality of life, but also helps us to tackle climate change, reduce our carbon footprint and improve biodiversity and ecological resilience for the future.
- 2.19 A summary is listed below of the **8 areas of policy** which should be the focus of consideration and action, in order to act as a catalyst for a recovery. These fall into one of three categories:
1. How we experienced the direct impacts of the Covid-19 lockdown period and the permanent positive changes we need to see in places and as part of new development.
  2. The lessons we have learned over this time and how we can help to make places more resilient and adaptable to future pandemics, should they happen again.
  3. Aiding the recovery after the pandemic has passed and restrictions are eased to ensure that it benefits all parts of society and helps us to decarbonise, tackle climate change, reverse biodiversity decline and improve health and general wellbeing.

### **1 Staying local: creating neighbourhoods**

- Identifying land for community gardens and protecting the best and most versatile land (BMV)
- Energy efficient housing
- Social housing



- Emphasis on Placemaking principles
- New housing sites to integrate with existing communities, services and infrastructure
- Reference made to the use of Local Development Orders

## **2 Active travel: exercise and rediscovered transport methods**

- Build on positive modal shift of lockdown
- Siting development in the right locations easily accessed by active and sustainable travel modes
- New development should be well served by walking, cycling and public transport
- Re-emphasises sustainable transport hierarchy

## **3 Revitalising our town centres**

- Recognise renaissance of local independents service sector
- Enable retail and commercial centres to operate flexibly
- Realistic and sensible boundaries
- Role and function of established centres should be reassessed
- Use of outside space
- Traditional centres should be home to variety of uses – flexible co-working spaces, residential, community, health, leisure etc.
- Primary retail space should be urgently reviewed
- Retail Assessments in LDP replaced by town centre assessments encapsulating wider array of uses than just retail
- Retain Town Centre First principle outlined PPW – based on a vision for each centre
- Retain sequential test alongside careful management of out-of-centre locations to avoid unsustainable travel patterns.

## **4 Digital places – the lockdown lifeline**

- Importance of high quality digital infrastructure in new development

## **5 Changing working practices: our future need for employment land**

- Re-examine economic forecasts to ensure employment land supply is adequate & fit for the future
- Review employment allocations in light of the above – deallocate surplus unsustainable sites, reallocate well located sites for mixed use
- Re assess need for strategic employment allocations; Work collaboratively to identify cross boundary sites
- Flexible workplaces for remote workers – in town and city centres, potential use of surplus sites and buildings, creation of hubs etc.

## **6 Reawakening Wales' tourism and cultural sectors**

- Consider use of outdoor space around tourism and cultural assets

## **7 Green infrastructure, health and well-being and ecological resilience**

- Renewed importance of access to green spaces
- Opportunity to reverse biodiversity decline and enhance resilience of ecosystems
- Chance to re-look at traditional and current use of space in towns and cities

## **8 Improving air quality and soundscapes for better health and well-being**

- Placing good acoustic design and air quality at forefront of planning decisions

2.20. This guidance has significant implications for the review of the LDP and reinforces the need to begin the review of the LDP as soon as possible and ensure that these 8 priorities and actions are fully considered when preparing the Replacement LDP in order to provide a catalyst for recovery of the city. The guidance also reinforces the need for robust evidence base and evidence base studies relating to population growth, economic forecasts, employment land supply, retailing and Green Infrastructure which will need careful consideration to ensure the impacts of Covid are fully considered.

### **Overview**

2.21. 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 and the Covid pandemic.

### **Welsh National Marine Plan (WNMP)**

2.22. Welsh Government issued the first marine plan for Wales in November 2019. It sets out national policy for the next 20 years for the sustainable use of inshore and offshore Welsh marine plan regions. It has been prepared and adopted under the Marine and Coastal Access Act (MCAA) 2009 for the purposes of Section 51 of the MCAA and in accordance with Schedule 6 of the MCAA and in conformity with the UK Marine Policy Statement (MPS) 2. The Plan and supporting material should be used by applicants to shape proposals and licence applications, public authorities to guide decision making, and other users to understand Welsh Government's policy for the sustainable development of the Plan area.

### **Prosperity for all: A Low Carbon Wales**

2.23. This Plan was issued in March 2019 and sets the foundations for Wales to transition to a low carbon nation. Cutting our emissions and the moving towards a low carbon economy bring opportunities around clean growth for business, as well as wider benefits for people and our environment. The Plan sets out the actions that are required to cut emissions and support the growth of a low carbon economy in a way that maximises the wider benefits for Wales, ensuring a fairer and healthier society. The Plan also shows how Wales is leading on the international stage with other States and Regions, contributing to the challenge of global climate change and sharing learning with others.

## **Regional Context**

### **Cardiff Capital Region and City Deal**

2.24. 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, 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**

2.25 In line with national guidance, consideration must be given to the scope for preparing a Joint LDP. However, it is noted that 8 of the 9 other Local Authorities in South East Wales are already preparing their own Replacement LDPs with no examples of a joint approach. The remaining Local Authority (the Vale of Glamorgan) have not yet reached the Plan Review stage due to a later adoption date and it is not considered that there are sufficient synergies to warrant the preparation of a Joint LDP.

2.26 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.

## **Local Context**

2.27. A number of local policy documents and strategies have been prepared or revised since the adoption of the LDP.

## **Capital Ambition (2017 to 2022)**

2.28. 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 (2020-2023) and the Well-Being Plan 2018-2023 are the key documents in delivering Capital Ambition.

## **Cardiff Well-Being Plan 2018-2023**

2.29. 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.

2.30. 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.

2.31. 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.

2.32. 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**

2.35 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**

2.36 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 White Paper**

2.37 The Council's transport White Paper, lays out an ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality in the Welsh capital. The White Paper lists a series of projects which could revolutionise public transport options in Cardiff and the region, including:

- Expanding current Metro plans to deliver more new tram/train routes and stations in Cardiff and the region
- Introducing new Bus Rapid Transit services and Park & Ride sites;
- Lowering the cost of bus travel significantly
- Delivering safer walking and cycling routes
- Offering real travel options designed to get people out of their cars and onto public transport.

## **Clean Air Plan**

2.38 The Council is very aware of the concerns for air quality impacts and recognise that there is no defined "safe level" when describing levels of air quality. Recent public health concerns have focussed on elevated nitrogen dioxide (NO<sub>2</sub>) levels. The Council is committed to achieving levels as low as reasonably practicable by demonstrating levels beyond the annual objective set for NO<sub>2</sub> set as 40µg/m<sup>3</sup>.

2.39 In order to improve the air quality in Cardiff, action needs to be taken across the city as a whole. As a result The Council has developed and published a Clean Air Plan which was undertaken in order to comply with a legal direction which was issued by Welsh Government in 2018. This direction required the Council to develop a Plan to address air quality concerns as a number of road links in Cardiff were forecasted to exceed the legal limits for NO<sub>2</sub> beyond 2021 if no additional action was taken.

2.40 The Councils plan and funding for approximately £20M was fully approved by Welsh Ministers at the end of December 2019, and this Plan will implement a number of measures to reduce NO<sub>2</sub> levels across Cardiff and these include:

- Implementation of Electric Buses – 36 Electric Buses to be implemented on a number of routes across Cardiff;
- Bus Retro Fitting Programme to clean up older polluting buses;
- Taxi Licensing Policy to only grant new licenses to vehicles which comply with the latest emission standards;
- City Centre Transportation Improvements ; and
- Further Active Travel Measures

2.41 These measures have been assessed to not only ensure compliance with the legal levels for NO<sub>2</sub> are achieved by the end of 2021, but also ensure that levels across the City are further reduced in order to protect and improve the health of residents.



## **Cardiff Older Persons' Housing Strategy 2019 - 2023**

2.42 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**

2.43 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**

2.44 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 21<sup>st</sup> 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.

## **Cardiff Recovery Strategy**

2.45 In response to the issues raised by the pandemic the Council have prepared a strategy which outlines what is required during the Covid-19 recovery period to ensure that the city centre, and wider local and district centres, fully support local businesses, retailing, and the wider range of positive social and leisure activity associated with Cardiff city centre.

2.46 The strategy identifies essential interventions for creating a safe city centre and sets out key actions at a city-wide level which will enable an integrated strategic approach across the city, based on social distancing and ensuring people's safety while social distancing is required. The roll out of these interventions will be accompanied by targeted information and publicity.

2.47 The strategy comprises the following elements:

**A Safe City Centre** – In order to support three key strands of activity – employment retail and hospitality the strategy includes an operational management plan for the city centre which identifies measures to facilitate social distancing requirements, including queuing, routes for circulation/movement, spill-out space and information, including signage and street ambassadors. It outlines an approach to facilitating events and activities, which will attract users back to the city centre.

**A Safe Connected City** - Measures include a package of safety and greening in local and district centres such as pavement widening, cycle routes, speed restrictions and more significant measures where appropriate, with a pilot scheme in Wellfield Road. Other key locations such as parks and universities will be identified and schemes developed to ensure social distancing and effective access.

In addition urgently required measures to mitigate the loss of public transport capacity will include walking and cycling schemes, safety measures (for example, pavement widening), bus priority schemes and ongoing engagement with operators, such as Transport for Wales and Cardiff Bus. Additional car parking capacity and 'park and pedal/stride' schemes will also be explored.

A systematic 'pop up' cycle network will encourage additional use of the mode and provide connectivity into the city centre, local centres and transport/demand hubs. Additional cycle parking will be delivered.

## **Welsh Government Population and Household Projections**

2.48 Since the LDP was adopted the Welsh Government has released population and household projections based on mid-year population estimates for 2018 (published in August 2020 and mid-year population estimates (published annually). The key changes for Cardiff are as follows:

- The 2018 based population projections indicate that population levels will increase from 364,248 to 372,944 between 2018 and 2026. This is 8% lower level of increase to that projected in the LDP which showed an increase to 403,684.
- The 2018 based household projections indicate that household levels will increase from 153,204 to 160,052 between 2018 and 2026. This is a 10% 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 2019 identify a steady increase from 345,442 to 366,903, which equates to an increase of 0.73% per year over the last 8 years.

2.49 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 the Plan period will need to be assessed.

## LDP Annual Monitoring Report – Key Findings

- 2.50 Due to implications arising from the Covid pandemic Welsh Government have confirmed that there is no requirement this year to formally submit the AMR. However, where possible data has been collected for the 4<sup>th</sup> AMR to inform the review of the Plan and this has been included in the section below on key findings. It has not been possible however to collect indicator data relating to housing completion rates for the 4<sup>th</sup> AMR and given this data from the 3<sup>rd</sup> AMR has been used referenced in the relevant section below.
- 2.51 Given this when considering the review of the LDP it is necessary to both consider the overall the findings of both the 3<sup>rd</sup> and 4<sup>th</sup> AMRs. Overall the findings of the 3<sup>rd</sup> and 4<sup>th</sup> AMRs 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.
- 2.52 **Employment** – Monitoring data from the 4<sup>th</sup> AMR 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 with an additional 8,000 jobs provided over the last 4 years.
- 2.53 **Housing** – Monitoring data from the 3<sup>rd</sup> AMR 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.
- 2.54 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.
- 2.55 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.

- 2.56 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 6 years of the Plan period will increase significantly.
- 2.57 **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.
- 2.58 Monitoring data from the 3<sup>rd</sup> AMR 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 6 years of the Plan period will increase significantly. Affordable housing completions are also gathering pace in the Council's new build programme with 170 units currently under construction and a further 1,700 in the confirmed pipeline of schemes.
- 2.59 **Transportation** - Data collected for the 4th AMR 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 work, shopping and leisure, although for education the trends show a slight decrease.
- 2.60 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 (+7.2% mode-shift). In terms of sustainable travel modes, significant progress has been made this year in meeting bus use targets with the first recorded increase in the percentage of people travelling by bus for all journey purposes, with bus use for work and shopping (city centre) in particular having experienced substantial growth in the past one year period (+5.3%). Long term trends for cycling, train use show significant increases for all journey purposes. Walking has increased over the last year for all journey purposes, with the exception of education and overall displays a fluctuating longer term trend.
- 2.61 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.

- 2.62 **Gypsy and Traveller Sites** - work previously undertaken on the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites will be taken forward in the review of the LDP and will be informed by the preparation of a revised Gypsy and Traveller Needs Assessment. 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.
- 2.63 **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.
- 2.64 **Changes** – the contextual review highlights significant changes in the national planning policy framework which has evolved significantly over the last four 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. And in order to aid the city's recovery from the Covid pandemic it will be necessary to ensure the plan responds to the 8 priorities and actions set out in Building Better Places.

## **Implications Arising from Covid Pandemic**

- 2.65 The Council started the process to review the LDP in November 2019 and published a draft Review Report for consultation in January 2020. However it was not possible to report back to Council on the consultation findings due to the Covid pandemic in March 2020 and although the impacts of the COVID-19 pandemic are still being understood, it is clear that this crisis will have a significant impact on the city looking ahead.
- 2.66 Given this there is clearly a need to re-visit the findings set out in the Review Report to take account of the likely significant impacts of COVID-19. This work will directly inform the review of the plan and identify what additional evidence base the Council requires to respond to these impacts and ensure the plan strategy is robust and can meet the challenges raised by the current crisis.
- 2.67 As set out above the impacts of the pandemic are still being fully understood but the following list provides a useful assessment of the issues that will need to consider and be considered in the forthcoming review of the LDP
- Impact on the economy and rising unemployment



- Less demand for traditional office space and increased demand for logistics sector floorspace
- Increased need for affordable housing
- Impact on high street retailing
- Impact on the role of the city centre
- Impact on leisure, experience-led uses and community facilities
- Impact on the use of the road network and public transport from long term changes in commuting and travel patterns
- Long term changes to travel modes such as increased walking and cycling
- Increased importance of access to open spaces
- Impact on the viability of schemes and potential to secure planning obligations.
- Need to maintain the Improved air quality
- Need to aid a green recovery and deliver the climate emergency zero-carbon targets
- Need to deliver a SMART city to take advantage of technological advancement
- Need to deliver 'critical infrastructure' in a consistent and joined-up manner.
- Need to ensure LDP review takes into account the Council's ongoing work on the 'City Recovery Plan' and 'City Visioning'

## Conclusions

2.68 The Replacement LDP process will assess the implications of these issues more fully and it would be inappropriate to reach conclusions on how we take them forward at this juncture. It does however highlight the urgent need to review the plan in order to respond to these issues and the 8 priorities and actions set out in Building Better Places and help provide a catalyst for the recovery of the city from the pandemic.

### 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 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

<b>Prosperous Wales</b>
<b>Resilient Wales</b>
<b>Healthier Wales</b>
<b>More Equal Wales</b>
<b>Wales of Cohesive Communities</b>
<b>Wales of vibrant culture and thriving Welsh Language</b>
<b>Globally Responsible Wales</b>

LDP Objectives	Well Being Goals						
<b>1. To respond to evidenced economic needs and provide the necessary infrastructure to deliver development</b>							
<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>							

LDP Objectives	Well Being Goals						
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.							
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.							
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.							
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.							
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.							
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.							
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.							
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.							
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.							
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.							
1l. To support sustainable collection and recycling methods for Municipal Waste by maintaining and improving an integrated network of facilities in Cardiff.							

LDP Objectives	Well Being Goals						
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.							
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.							
<b>2. To respond to evidenced social needs</b>							
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.							
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.							
2c. To maximise the use of the existing building stock through refurbishment, retro-fitting and empty homes initiatives.							
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'.							
2e. To bring about changes to Cardiff's environment that create a safer city and reduce the likelihood, fear and consequences of crime.							
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.							
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.							
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.							



LDP Objectives	Well Being Goals						
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.							
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.							
2k. To develop new cultural, leisure and sporting facilities to meet needs and enhance Cardiff's role as a premier cultural and sporting destination.							
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.							
2m. To address rising unemployment and provide accessible local job opportunities, particularly in areas of greatest need.							
2n. To promote social inclusion, equality of opportunity and access for all.							
<b>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.</b>							
3a. To mitigate the effects of climate change through reducing energy demand and increasing the supply of renewable energy.							
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.							
3c. To protect, manage and enhance Cardiff's natural environmental assets.							
3d. To conserve and enhance Cardiff's built and historic assets that define distinctive character and reflect its past development.							
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							
3f. To have full regard to flood risk when considering the acceptability of development proposals and considering mitigation and adaptation measures.							
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.							
<b>6. To create sustainable neighbourhoods that form part of a sustainable city</b>							

LDP Objectives	Well Being Goals						
4a. To ensure that all new development areas (whether greenfield or brownfield) create sustainable neighbourhoods.							
4b. To take opportunities to apply the above principles to existing neighbourhoods in order to create a more sustainable city.							

## LDP Strategy and Policies

3.8. The LDP strategy and policies have been reviewed having regard to the following:

- Findings of 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;
- Significant implications arising out of the Covid pandemic; 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 2036 (plan period 2021-2036). 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 Covid pandemic, 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 2018 based population and household projections showing a 8% lower level of increase in population and 10% 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 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 8% up to 2036. This growth is 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. The Council will commission expert consultants to provide advice on the most appropriate level of growth for a Plan period beyond the end date of the existing LDP. This work will also need to take into account the impact of Covid pandemic for future housing growth in the city.
- 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 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 6 years of the Plan period will increase significantly after allowing for an additional lag as a result of Covid.

3.19. Evidence gained from the Housing Land Availability Study can also inform the plan review process. Data from the last 11 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 14,363. Despite the housing land supply currently standing at 2.9 years, Cardiff has therefore has a large overall landbank of 24,009 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
2019	2.9

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. As set out above this process will clearly need to take into account the implications of the Covid pandemic for levels of housing growth over the extended Plan period.

### **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 6 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. This analysis will clearly need to take into account the implications of the Covid pandemic for affordable housing supply.



## **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 previously undertaken on the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites will be taken forward in the review of the LDP and will be informed by the preparation of a revised Gypsy and Traveller Needs Assessment. 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 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 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 with an additional 8,000 jobs provided over the last 4 years which demonstrates that Policy KP1 is functioning effectively.
- 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 impacts of the Covid pandemic on the economy 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 Covid pandemic on 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 and take into account the implications of the Covid pandemic.

#### **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 the implications of the Covid pandemic, 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 the implications of the Covid pandemic, 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 the implications of the Covid pandemic, 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 4 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 the implications of the Covid pandemic, 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 Covid pandemic and 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. This emphasis on placemaking principles is consistent with Welsh Government guidance set out in "Building Better Places" and will aid the recovery of the city from the impacts of the Covid pandemic.

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 £165 million in financial contributions from planning applications (see table 2 below). This figure does not include on-site works such as 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**

<b>Year</b>	<b>Section 106 financial contributions secured (£)</b>
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
2020	1,147,744
<b>Total</b>	<b>165,269,268</b>

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 infrastructure requirements to respond to the impacts of the Covid Pandemic, 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 Covid pandemic for open space provision and other community facilities in the city will need to be considered taking into account the findings of the latest open space survey, undertaken in July 2020.

3.75. In addition the implications of Covid and 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 the implications of the Covid pandemic, 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 implications arising from the current Covid pandemic, 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) 1<sup>st</sup> Review (August 2014), which was produced by the South Wales Regional Aggregates Working Party. A 2<sup>nd</sup> 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 2<sup>nd</sup> 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 Replacement 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 2036 as well as taking into account the implications of the Covid pandemic and any contextual or policy changes that have occurred since adoption of the existing plan. A sample of potential evidence base studies which may be required to inform the Replacement LDP include:

1. **Population and household forecasts** – to inform the Replacement LDP's dwelling requirement up to 2036.
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 2036.
4. **Transport Assessment** – to assess the impact of the scale and distribution of development detailed in the emerging Replacement LDP.
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 city, district and local centres.
7. **Urban Capacity Study** – to quantify the amount of brownfield land which could contribute to the housing need in the city up to 2036.
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 Replacement 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 Assessment** – 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. Ongoing dialogue with other Local Authorities will help maximise efficiencies and consistency with regard to gathering/sharing evidence and agreeing methodologies where possible.

### **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 8 of the 9 other Local Authorities in South East Wales are already preparing their own Replacement LDPs with no examples of a joint approach. The remaining Local Authority (the Vale of Glamorgan) have not yet reached the Plan Review stage due to a later adoption date and 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 a similar approach is proposed again to help inform the Replacement LDP.
- 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.

## **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 2021 to 2036. In this respect, it is recognised that the issues raised by the current Covid pandemic and the strategic nature of issues to be addressed in a replacement LDP cannot justify the short form revision procedure. This will ensure the Council can respond to the issues raised by the current Covid pandemic and has up-to-date Plan coverage beyond 2026 and supports the Plan-led approach in Wales.

This page is intentionally left blank

# Cardiff Replacement Local Development Plan Draft Delivery Agreement

November 2020



## **CONTENTS**

	<b>Page</b>
<b>1 Introduction</b>	<b>3</b>
<b>2 Community Involvement Scheme</b>	<b>11</b>
<b>3 Timetable for preparing Replacement LDP</b>	<b>18</b>
<b>4 Monitoring and Review</b>	<b>21</b>

## **APPENDICES**

	<b>Page</b>
<b>A List of Consultation Bodies</b>	<b>22</b>
<b>B Detailed Timetable for the Replacement LDP</b>	<b>28</b>
<b>C Table Summarising Involvement in Replacement LDP Stages</b>	<b>29</b>
<b>D Risk Assessment</b>	<b>32</b>



# PART 1: INTRODUCTION

## The purpose of this Delivery Agreement

- 1.1 The Cardiff Local Development Plan (LDP) was adopted by the Council on the 28<sup>th</sup> 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 2021 to 2036. 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 Replacement LDP preparation; and
  - A **Timetable** for preparing and adopting the Replacement 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 Replacement LDP 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 Replacement LDP 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 Replacement LDP 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 3, 2020).
- 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** [Date to be confirmed] **February 2021**:

**Email:** [LDP@cardiff.gov.uk](mailto: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.

### **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 Replacement Plan period (2021 to 2036) and its policies to implement them. This period allows 12 years to implement the Replacement Plan following proposed adoption in 2024, thereby according with Welsh Government guidance on the duration of the Replacement Plan. The aims of the Replacement 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 management decisions;
- Guide growth and change, while protecting local diversity, character and sensitive environments; and
- Show how and where change will occur over the Replacement 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 Replacement 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 Replacement 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 3, 2020).

### **Integrated Sustainability Appraisal (ISA) incorporating Strategic Environmental Assessment (SA/SEA) and other related assessments**

1.13. The Replacement 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). The SA/SEA will be an Integrated Sustainability Appraisal (ISA) will also include an assessment of health and equality impacts.

1.14. These are tools to ensure that policies in the Replacement LDP reflect sustainable development principles and take into account the significant effects of the Replacement 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)<sup>1</sup>;
- Local Development Plan Manual (Edition 3, 2020).

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 ISA/SEA objectives and indicators;
- Consult Specific consultees on ISA Scoping Report;
- Publish ISA Report of Strategic options and Preferred Strategy;
- Publish Deposit ISA Report including Environmental Report (with Replacement LDP);

- Publish the final ISA report following the Inspectors Report and adoption;
- Monitoring and implementation of the ISA.

1.17. At the outset of the ISA/SEA process, there will be an opportunity for stakeholders to comment on the ISA Scoping Report that sets out how the ISA/SEA process will be undertaken. The findings of the ISA/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 Replacement LDP consultation. A Final ISA 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 ISA/SEA processes, the Council will also undertake a Habitat Regulation Appraisal (HRA) of the Replacement LDP as it is being prepared.

### **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 ISA (incorporating SEA) to ensure an integrated approach to assessment. It is intended that the process will run concurrently with the Replacement 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 Replacement 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 2036 as well as taking into account any contextual or policy changes that have occurred since adoption of the existing plan. A sample of potential evidence base studies which may be required to inform the Replacement LDP include:

1. **Population and household forecasts** – to inform the Replacement LDP's dwelling requirement up to 2036.
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 2036.
4. **Transport Assessment** – to assess the impact of the scale and distribution of development detailed in the emerging Replacement LDP.
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 city, district and local centres.
7. **Urban Capacity Study** – to quantify the amount of brownfield land which could contribute to the housing need in the city up to 2036.



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 Replacement 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 Assessment** – 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. Ongoing dialogue with other Local Authorities will help maximise efficiencies and consistency with regard to gathering/sharing evidence and agreeing methodologies where possible.

### **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 Replacement LDP (and SEA); there are clear associations between both the Replacement LDP and the WBFG Act. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced. This plan will look at the economic, social, environmental and cultural well-being of the county and will have clear links with the Replacement LDP. Both the WBFG Act and the LWBP will be considered

fully throughout the preparation of the Replacement LDP, which will follow the five ways of working.

### **Independent examination of soundness**

1.26. When the Council has finalised its Replacement 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 Replacement 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 Replacement LDP:

- Significant change to the resources available to undertake preparation of the Replacement LDP.
- Preparation of the Replacement LDP falls behind schedule i.e. more than 3 months.
- Significant changes to European, UK or Welsh legislation directly affecting the Replacement LDP preparation process.
- Any other change in circumstances that will materially affect the delivery of the Replacement 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 Replacement 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 Replacement 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 Replacement LDP:

- **Commitment** – The Council will seek to provide opportunities for the whole community (different age groups, local community groups, hard to reach groups and protected characteristic groups) including businesses, to engage at appropriate stages in the process including 'child-friendly non-technical format' material as part of the process to encourage wider engagement.
- **Inclusiveness** – The Council will encourage the active participation of everyone who has an interest in, or who may be affected by, the Replacement LDP including efforts to actively engage with children and young people.
- **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 all relevant information available on-line and undertake engagement in a transparent and open way and seek to maximise the use of new technology such as virtual consultation and social media.
- **Accountability** – The Council will publish on-line 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 virtual consultation and community engagement to secure as much consensus as possible on the content of the Replacement 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 Replacement 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 Replacement 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 Replacement 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. 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](mailto:LDP@cardiff.gov.uk)**  
**Website Address: [www.cardiff.gov.uk](http://www.cardiff.gov.uk)**

- 2.6. Whilst the Council is providing a wide range of opportunities to access information and become involved in the Replacement 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 on-line as soon as possible on the outcome of engagement and consultation throughout the Replacement 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 Replacement Plan preparation process

2.10. Petitions received during consultation on the Replacement 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 Replacement 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 Replacement 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 Replacement 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 Replacement 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 Replacement 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 Replacement LDP once adopted will be available in both Welsh and English Format.

### **Key stages of Replacement Plan preparation and opportunities for involvement**

2.14. The LDP Regulations set out the legal requirements for participation and public consultation in Replacement Plan preparation. This Section provides more details on how stakeholders can become involved in the different stages of preparing Cardiff's Replacement 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 2021 to March 2021) (Reg 9)**

2.15. Summary: Securing wider involvement in preparation of document that sets out the timetable for preparing the Replacement LDP and how stakeholders can become involved in the process. Opportunities for involvement include Consultation on Draft Delivery Agreement during January and February 2021.

#### **Stage 2: Evidence base - (Dec 2020 – June 2023) (Reg 14)**

2.16. Summary: Before the Council can develop the strategic objectives that will form the framework of the Replacement 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 Integrated Sustainability Appraisal. New evidence that comes to light at later stages of Replacement 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 Replacement 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 Replacement 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 Replacement Plan a ISA 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 Replacement LDP; and
- The proposed framework by which the strategic options and detailed policies and proposals of the Replacement LDP will be appraised.

2.19. Opportunities for involvement (during 2021) include:

- Candidate Site submissions
- Consultation on ISA Scoping Report

### **Stage 3: Preferred Strategy (Regs. 14/15)**

#### **Pre- Deposit participation (March 2021- Sept 2022) (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 2022 – Nov 2022) (Reg. 15)**

2.21. Summary: This stage will include statutory consultation on the Preferred Strategy and strategic locations for new development and accompanying ISA Report (statutory 8 week period).

2.22. Opportunities for involvement:

- Consultation on Preferred Strategy
- Consultation on Initial ISA report

### **Stage 4: Replacement LDP Deposit of proposals (Dec 2022 – Nov 2023) (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 Replacement 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 Replacement LDP, the ISA Report (incorporating the SEA Environmental Report), a list of supporting documents and the initial consultation report (statutory 8 week period).

2.25. Opportunities for involvement:

- Consultation on Deposit Replacement LDP
- Consultation on Final ISA Report

## **Stage 6: Submission of Replacement LDP to Welsh Government (March 2024 (Indicative)) (Reg. 22)**

2.26. Summary: At this stage the Council is required to submit the Deposit Replacement Plan, Integrated 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 Replacement 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 2024 to Sept 2024 (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 Replacement 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 2024 (Indicative)) (Reg. 24)**

2.30. Summary: Once the Inspector is satisfied that no further information is necessary to inform their consideration of the Replacement Plan, he/she will publish a report outlining the examination's findings, together with any changes to the Deposit Replacement 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 Replacement 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 24 (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 Replacement LDP

incorporating the Inspector's recommendations within 8 weeks, unless the Welsh Government intervenes. On or before the day on which the Replacement 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](http://www.cardiff.gov.uk)). The Replacement LDP will become operative on the date it is adopted, and final publication of the Replacement Plan should follow as soon as possible (after the expiry of the six-week legal challenge period).

#### **Stage 10: Monitoring (Oct 25 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 Replacement LDP preparation required by the Planning and Compulsory Purchase Act 2004 and the LDP Regulations.

Key Stage			
Definitive		From	To
1	Draft Review Report consultation and submission of Final Review Report to Welsh Government	Jan 2021	March 2021
2	Draft Delivery Agreement consultation and submission of Final Delivery Agreement to Welsh Government	Jan 2021	March 2021
3	Evidence Base Preparation	Dec 2020	June 2023
4	Pre-Deposit Participation <ul style="list-style-type: none"> <li>• Launch, May 2021</li> <li>• Candidate Site submission and appraisal</li> <li>• SA Scoping Report</li> <li>• Vision/Objectives/growth levels and spatial options</li> </ul>	March 2021	Sept 2022
5	Preferred Strategy Consultation – six weeks statutory consultation	Oct 2022	Nov 2022
6	Deposit Plan Consultation – six weeks statutory consultation	Oct 2023	Nov 2023
Indicative		From	To
7	Submission	March 2024	

8	Examination	March 2024	Sept 2024
9	Inspectors Report	Sept 2024	
10	Adoption by Council	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.
- 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 Replacement 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 Replacement 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 Replacement 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 Replacement Plan formulation including ISA and SEA.

- 3.8. If necessary, to supplement its own resources, the Council may employ consultants to undertake appropriate work and advise on the Integrated Sustainability Appraisal and Strategic Environmental Assessment of the Replacement Plan.

## **PART 4: MONITORING AND REVIEW**

### **Delivery Agreement**

- 4.1. The Council will monitor progress against the Delivery Agreement throughout preparation of the Replacement 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 3 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 Replacement 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.

### **Replacement LDP Post-adoption**

- 4.4. After it has been adopted the Council will monitor the Replacement 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 Replacement 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 Replacement 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 Replacement 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
- Velindre University Health Trust
- 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 within other Counties



- Caerphilly
  - Caerphilly Town Council
- Rhondda Cynon Taf
  - Llantrisant Community Council
  - Llantwit Fardre Community Council
  - Pontyclun Community Council
  - Taffs Well Community Council
- Newport
  - Graig Community Council
  - Marshfield Community Council
  - Michaelston-y-Fedw Community Council
  - Wentlooge Community Council
- Vale of Glamorgan
  - Llandough Community Council
  - Michaelston le Pit and Leckwith Community Council
  - Penarth Town Council
  - Peterston Super Ely Community Council
  - St Georges and St Brides Super Ely
  - Wenvoe Community Council
- BT Group Plc
- EE
- Vodaphone
- Three UK
- O2 UK
- Virgin
- Talk Talk
- British Gas
- EDF Energy
- nPower
- EON UK
- Scottish Power
- SSE
- National Grid
- Western Power Distribution
- Wales & West Utilities
- Dwr Cymru Welsh Water
- Network Rail Infrastructure

## **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 Replacement 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:

- AMs/MPs for Cardiff West, Cardiff South and Penarth, Cardiff Central and Cardiff North/
- Four Regional AMs for South Wales Central
- 4 MEPS for Wales
- Aelwyd Housing Association
- Age Concern Cymru
- Age Connects
- Alternatives for Transport
- Arts Council of Wales
- Associated British Ports
- Association of Inland Navigation Authorities
- Black Environment Network
- British Aggregates Association
- British Wind Energy Association
- Business in the Community Cymru
- C3SC Cardiff Third Sector Council
- Cadwyn Housing Association
- Caldicot & Wentlooge Levels Drainage Board
- Campaign for Real Ale
- Campaign for the Protection of Rural Wales
- Carbon Trust
- Cardiff & Vale Parents Federation
- Cardiff and the Vale College
- Cardiff and Vale Action for Mental Health
- Cardiff Chamber of Commerce, Trade and Industry
- Cardiff Civic Society
- Cardiff Community Health Council
- Cardiff Community Housing Association
- Cardiff Cycling Campaign
- Cardiff Friends of the Earth
- Cardiff Heliport
- Cardiff International Airport Ltd.
- Cardiff Met Students Union
- Cardiff Metropolitan University
- Cardiff Naturalists
- Cardiff University
- Cardiff University Students Union
- Cardiff Women's Business Club
- Cardiff Bus
- Cardiff YMCA
- Care Inspectorate Wales

- CBI Wales
- Children in Wales
- Children's Commissioner for Wales
- Church in Wales
- Chwarae Teg
- CILT (UK) Cymru Transport
- Citizens Advice Bureau
- Civic Trust for Wales
- Civil Aviation Authority
- Coal Authority
- Coed Cadw (the Woodland Trust)
- Community Energy Wales
- Community Housing Cymru
- Community Land Advice Service
- Confederation of Passenger Transport
- Confederation Of British Industry
- Country Land and Business Association
- Crime Prevention Department
- Cymdeithas yr Iaith Gymraeg
- Danescourt Community Association
- Defence Estates
- Design Circle - RSAW South
- Design Commission for Wales
- Disability Arts Wales
- Disability Wales
- Diverse Cymru
- Energy Savings Trust Ltd
- Equality and Human Rights Commission
- Federation of Master Builders
- Federation of Small Businesses
- Fields In Trust
- First Group Plc
- Friends of the Earth Cymru
- Friends of Nantfawr Community Woodland
- Garden History Society
- Glamorgan-Gwent Archaeological Trust
- Gypsies Travellers Wales
- Health & Safety Executive
- Home Builders Federation
- Inland Waterways Association
- Institute of Cemetery and Crematorium Management
- Interfaith Council for Wales
- Keep Wales Tidy
- Landscape Institute Wales
- Linc Cymru
- Lisvane Community Association
- Lisvane Graig Protection Society
- Living Streets Cardiff
- Llamau

- Llandaff Society
- Logistics UK
- Mineral Products Association
- Mobile Operators Association
- National Car Parks Limited
- National Express Ltd
- National Federation of Builders
- National Grid Property Portfolio
- National Museum Wales
- National Youth Arts
- Newydd Housing Association
- NFU Cymru
- Pantmawr Residents Association
- Planning Aid Wales
- Planning Inspectorate
- Pobl
- Radyr and Morganstown Community Association
- Radyr and Morganstown Partnership and Community Trust (PACT)
- Radyr Sidings Residents Association
- Ramblers Cymru
- Ramblers Cymru Cardiff Group
- Rhiwbina Civic Society
- RICS Wales
- Road Haulage Association Ltd
- Royal Commission on the Ancient & Historical Monuments of Wales
- Royal Mail Group plc
- Royal National Institute for the Blind
- RSPB Cymru
- Scope Cymru
- Social Farms & Gardens
- South East Wales Energy Agency
- South Wales Fire & Rescue Service
- South Wales Police
- Sport Wales
- Stonewall Cymru
- Sustrans Cymru
- Taff Housing Association
- The 20th Century Society
- The Georgian Group
- The Institute of Cemetery and Crematorium Management
- Theatres Trust
- Transport for Wales
- Victorian Society
- Wales & West Housing Association
- Wales Council for Voluntary Action
- Wales Women's Aid
- Welsh Ambulance Services NHS Trust
- Welsh Historic Gardens Trust
- Welsh Housing Partnership

- Welsh Language Commissioner
- Welsh Tenants Federation
- Wildlife Trust for South and West Wales
- Women Connect First

## APPENDIX B: FLOW CHART SUMMARISING REPLACEMENT LDP PREPARATION

Replacement LDP Timetable																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												</
---------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----

Page 624

Blue = Political Reporting    Green = Consultation stages



## APPENDIX C: TABLE SUMMARISING INVOLVEMENT IN REPLACEMENT LDP STAGES

Consultation Stage	Purpose	Timescale	Summary of Involvement	Reporting Mechanism
Delivery Agreement	Set out timetable for Replacement LDP preparation and process of involvement.	January 2021 to March 2021	<ul style="list-style-type: none"> <li>8 week consultation on content of Delivery Agreement in Jan/Feb 2021.</li> </ul>	<ul style="list-style-type: none"> <li>All information available on website.</li> </ul>
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 Replacement LDP.	Dec 2020 to June 2023 (with necessary updates thereafter)	<ul style="list-style-type: none"> <li>6 week consultation on ISA Scoping Report</li> <li>Invitation for Candidate Site submissions.</li> <li>Opportunity to engage as part of preparation of Preferred Strategy outlined below.</li> </ul>	<ul style="list-style-type: none"> <li>Updated information on both processes will be available on website.</li> </ul>
Preferred Strategy	To develop the Replacement 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 ISA and other assessments will be undertaken.	May 2021 to October 2022	<ul style="list-style-type: none"> <li>Virtual 'Launch Event' at early stage of development of vision/objectives, alternative strategies and options.</li> <li>Involvement in development of the Preferred Strategy focussing engagement upon vision/objectives, evidence base/issues and alternative strategies and options.</li> <li>8 week consultation on Preferred Strategy and Initial ISA report consultation.</li> </ul>	<ul style="list-style-type: none"> <li>A report will be prepared setting out the Council's response to all comments made on the Preferred Strategy and Initial ISA Report.</li> <li>All information available on website.</li> </ul>

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 Replacement LDP.	December 2022 to November 2023	<ul style="list-style-type: none"> <li>8 week consultation on Deposit Replacement LDP together and Final ISA Report.</li> </ul>	<ul style="list-style-type: none"> <li>A final consultation report will be prepared setting out the Council's response to all comments made on the Deposit Replacement Plan and Final ISA Report.</li> <li>All information available on website.</li> </ul>
Submission of Replacement LDP to WG	To submit the Replacement Deposit Plan, Integrated 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 2024 (Indicative)	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>All information available on examination website and library.</li> </ul>
Independent examination	Following this submission an Inspector will be appointed to examine the Replacement 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 2024 (Indicative)	<ul style="list-style-type: none"> <li>Arrangements for public participation in the examination process will be advertised nearer the time (at least 6 weeks before the opening of the examination).</li> </ul>	<ul style="list-style-type: none"> <li>All information available on examination website and library.</li> </ul>

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 2024 (indicative)		
Adoption	The Council is required to adopt the final Replacement LDP incorporating the Inspector's recommendations within 8 weeks of receiving it, unless the Welsh Government intervenes.	October 2024 (indicative)	<ul style="list-style-type: none"> <li>On or before the day on which the Replacement 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 Replacement LDP will become operative on the date it is adopted, and final publication of the Replacement Plan should follow as soon as possible (after the expiry of the six-week legal challenge period).</li> </ul>	

## APPENDIX D: RISK MANAGEMENT

The proposed timetable for Replacement LDP 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 Replacement LDP 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"> <li>Additional requirements arising from <b>new legislation, national guidance and/or new evidence</b></li> </ul>	<ul style="list-style-type: none"> <li>Additional work required, causing programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Monitor emerging legislation/guidance/evidence and respond early to changes</li> </ul>
<ul style="list-style-type: none"> <li><b>Programme/timetable proves too ambitious for resources available due to greater than anticipated workload</b> e.g. number of representations</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Realistic timetable prepared with some flexibility</li> <li>Consider additional resources when required</li> </ul>
<ul style="list-style-type: none"> <li><b>Insufficient information</b> to enable preparation of a sound Replacement Plan (e.g. up to date population projections) to undertake SEA of proposals</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Identify expectations of consultees in Delivery Agreement</li> </ul>
<ul style="list-style-type: none"> <li><b>Delays caused by Council delaying approval of documents</b></li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Undertake Scrutiny process together with wider Member Briefing to raise awareness</li> </ul>
<ul style="list-style-type: none"> <li><b>Delay caused by scheduling of Cabinet Business, Planning or Scrutiny Committee meetings</b></li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Monitor progress against Delivery Agreement</li> <li>Book target meetings in Council's Forward Plan</li> </ul>
<ul style="list-style-type: none"> <li><b>Significant Objections</b> from Statutory Consultation Bodies</li> </ul>	<ul style="list-style-type: none"> <li>Replacement LDP cannot be submitted for examination without significant work</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the views of statutory bodies are sought and considered as early as possible</li> </ul>
<ul style="list-style-type: none"> <li><b>Planning Inspectorate</b> unable to meet the timescale for examination and reporting</li> </ul>	<ul style="list-style-type: none"> <li>Examination and/or report is delayed</li> <li>Key milestone in programme not met</li> </ul>	<ul style="list-style-type: none"> <li>Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g. Consultation on Replacement LDP)</li> </ul>
<ul style="list-style-type: none"> <li>Replacement LDP <b>fails test of soundness</b></li> </ul>	<ul style="list-style-type: none"> <li>Replacement LDP cannot be adopted without additional work</li> </ul>	<ul style="list-style-type: none"> <li>Ensure Replacement LDP is sound, founded on a robust evidence base with sustainability appraisal and well audited community and stakeholder engagement</li> </ul>
<ul style="list-style-type: none"> <li><b>Legal challenge</b></li> </ul>	<ul style="list-style-type: none"> <li>Adopted Replacement LDP quashed</li> <li>Significant slippage/ additional work</li> </ul>	<ul style="list-style-type: none"> <li>Ensure procedures, Act, Regulations etc., are complied with and no undue risks taken</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Covid Restrictions</b></li> </ul>	<ul style="list-style-type: none"> <li>• Delays in consultation</li> <li>• Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure effective use of on-line consultation methods, including virtual consultation technology, effective use of website, social media and wider opportunities to otherwise engage and communicate with the LDP Team.</li> </ul>
---	--	--





**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET: 19 NOVEMBER 2020**

**MEMBER PROTOCOL ON SAFEGUARDING VULNERABLE  
CHILDREN AND ADULTS**

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

**AGENDA ITEM: 13**

**Reason for this Report**

1. To consider a revised draft of the Protocol which aims to provide guidance and advice to elected Members on their roles and responsibilities in relation to safeguarding vulnerable children and adults.

**Background**

2. In January 2016 the Council adopted a Protocol on the Role of Elected Members in Safeguarding Vulnerable Children and Adults ('the Protocol'), in line with the recommendations of the Standards and Ethics Committee, following an Independent Review into the role of Members in dealing with parent's complaints and acting as advocate in child protection proceedings.
3. The Protocol aims to provide guidance and advice to elected Members on their roles and responsibilities in relation to safeguarding vulnerable children and adults.

**Issues**

4. The Protocol has been independently reviewed and updated, following extensive discussion with Members, to ensure it remains fit for purpose. Flowcharts have been incorporated to clarify the process for Members to make a safeguarding referral or to raise other safeguarding concerns.
5. In January 2020, Council considered and approved an ordinary resolution which welcomed the independent review of the Members' Safeguarding Protocol and put forward proposals in relation to the remit of the review. It was also resolved that any recommendations from the independent review would be considered by the Children and Young People's Scrutiny Committee, Corporate Parenting Advisory Committee and Cabinet, prior to submission to full Council for approval.

6. The Standards and Ethics Committee considered the revised draft Protocol at its meeting on 30<sup>th</sup> September and recommended clarification of certain sections, including the sections relating to advocacy and disclosure of information about individual cases. The Monitoring Officer was authorised to amend the draft Protocol, in consultation with the Chair, having regard to comments made by the Committee, and to submit the revised Protocol to full Council for approval.
7. In order to reinforce the importance and effectiveness of the Protocol, the Standards and Ethics Committee recommended that the approved Protocol should be incorporated within the Constitution and the Cardiff Undertaking, which will be included within its recommendations to full Council.
8. The revised draft Protocol, with appended flowcharts, is attached as **Appendix A**, for any comments or suggested amendments Members may wish to make.
9. The Children and Young People's Scrutiny Committee is due to consider the revised draft Protocol at its meeting on 9<sup>th</sup> November 2020. Any issues which may be raised by the scrutiny committee will be reported to Members at the Cabinet meeting.
10. The Corporate Parenting Advisory Committee is due to consider the revised draft Protocol at its meeting on 17<sup>th</sup> November, prior to its submission to full Council for approval at the Annual Council meeting on 26<sup>th</sup> November 2020. Any issues raised by the advisory committee will be included within the report to full Council.

### **Legal Implications**

11. Relevant legal implications are set out in the body of the report and in the Protocol at **Appendix A**.

### **Financial Implications**

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

### **Recommendations**

Cabinet is recommended to:

1. Note the revised draft Protocol on the Role of Members in Safeguarding Vulnerable Children and Adults, attached at **Appendix A**; and
2. Authorise the Monitoring Officer, in consultation with the Chair of the Standards and Ethics Committee, to make any necessary amendments to the draft Protocol, prior to its submission to full Council for approval.

**Davina Fiore**

**Director of Governance & Legal Services and Monitoring Officer**

13 November 2020

**Appendices:**

Appendix A: revised draft Protocol – The Role of Elected Members in Safeguarding Vulnerable Children and Adults

**Background papers:**

Standards and Ethics Committee report, 'Member Protocol on Safeguarding Vulnerable Children and Adults', December 2015 and September 2020

Council report, 'Member Protocol on Safeguarding Vulnerable Children and Adults', January 2016

This page is intentionally left blank

## **PROTOCOL**

### **THE ROLE OF ELECTED MEMBERS IN SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

#### **1. Purpose of the Protocol**

To provide guidance and advice to Elected Members on:

- their roles and responsibilities in relation to safeguarding children and vulnerable adults; and
- how Members should raise any concerns and receive assurance about children and adults who may be at risk.

#### **2. Introduction**

Safeguarding and Protection is not something that can be achieved by one person or organisation. The emotional reaction of the public when children and adults have been harmed, neglected or exploited is understandable and experienced by those people who are professionally skilled practitioners who are directly working with and responsible for safeguarding and protecting people from harm.

Key public statutory agencies, together with independent, private and third sector organisations that provide services to the public who are vulnerable, have a critical role in safeguarding and protecting children and adults.

Responsibility for protecting people, who through no fault of their own are vulnerable, rests with parents, families, and those professional staff who have a duty to care. Analytical and accurate assessments, good, relevant and focused communication, dynamic multi agency intervention and treatment is critical in safeguarding and protecting vulnerable children and adults.

#### **3. The All Wales Safeguarding Procedures (2019)**

The All Wales Safeguarding Procedures have been developed to ensure policy and practice in Wales consistently applies the legislation and statutory guidance as required by The Social Services and Well-Being (Wales) Act 2014.

The Procedures are designed and intended to standardise practice across Wales. Awareness amongst policy makers and practitioners has emphasised the need for common systems and processes to protect both children and adults at risk of abuse and neglect.

The Procedures identify arrangements for responding to safeguarding concerns about practitioners and people in a position of trust, power or influence. The Procedures provide a clear process for investigation where the nature of activity of a practitioner or person who is in a position of trust has raised concerns.

#### **4. The Members' Code of Conduct**

The Members' Code of Conduct places a number of duties on Elected Members, which will apply whenever they are responding to the concerns raised by their constituents or other members of the public. The Code of Conduct requires Elected Members to ensure their comments do not disclose confidential information. They must not conduct themselves in a manner likely to bring the Council (or the office of councillor) into disrepute. They should show respect and consideration for others, and not use bullying behaviour or harass anyone. They should not use their position, or Council resources, improperly. The application of the Code is explained further in paragraphs 7.3 to 7.7 below.

Breaches of this Protocol by Elected Members may lead to complaints that the Cardiff Council Member Code of Conduct has been breached. Complaints about a breach of the Code of Conduct will be dealt with by the Council's Monitoring Officer and/or the Public Services Ombudsman for Wales and may lead to a public hearing by a Hearings Panel of the Council's Standards and Ethics Committee. If an Elected Member is found by the Hearings Panel to have breached the Code of Conduct, a sanction may be imposed of up to six months suspension from office and forfeiture of the Members allowance for the relevant period.

#### **5. Social Media**

The Welsh Local Government Association (WLGA) Social Media: A Guide for Councillors provides helpful guidance and advice about issues to consider when using social media. The WLGA guidance helpfully refers to the Code of Conduct and offers an overview and important detail to consider when dealing with complex casework matters.

The Code of Conduct applies to Elected Members when conducting the business of your authority, acting, claiming to act or giving the impression you are acting in your official capacity as a member or representative of your authority. The Code also applies even when you are not acting in your capacity as a Member if you conduct yourself in a manner which could reasonably be regarded as bringing your office or your authority into disrepute.

Key messages include:

- Maintaining respect for others and not disclosing confidential information about individuals or the council.



- Negative comments about or to individuals which could be interpreted as bullying or intimidation.
- Making unfair or inaccurate criticism of your authority in a public arena may be regarded as bringing your authority into disrepute.

## **6. The Role of the Council and its Elected Members**

6.1 All Members of the Council have a strategic role in relation to Social Services and need to satisfy themselves that the Council as a whole is discharging its statutory responsibilities and demonstrates good practice wherever possible.

6.2 A number of high profile public inquiries have highlighted the importance of ensuring that safeguarding services are prioritised and adequately resourced, and all Elected Members have responsibility in this regard.

6.3 The Council as a whole is the 'corporate parent' of all Children Looked After. This requires Elected Members, relevant Council managers and staff to work together to discharge their different roles and responsibilities, to ensure the best possible care and opportunities are provided for Children Looked After. The responsibility to ensure the best possible care and opportunities also applies to children receiving Care and Support services.

6.4 Elected Members have an important role to play in safeguarding children and vulnerable adults, as the eyes and ears in the community. This particularly applies where ward surgeries and local ward networks enable Members to be alerted to early signs of safeguarding concerns, whether general patterns of behaviour or concerns about a particular child or vulnerable adult.

6.5 The Members of the Cabinet, the Corporate Parenting Advisory Committee, the Children and Young People's Scrutiny Committee and the Community and Adults Scrutiny Committee have additional specific responsibilities, as outlined in section 12 below.

## **7. Responsibilities of Elected Members**

7.1 It is the responsibility of all Elected Members to bring concerns they have about vulnerable children or adults to the attention of the responsible officer. **If a Member is concerned that a child or vulnerable adult may be at risk of harm, this should be reported immediately - please refer to Section 8, and the contact list at the end of this Protocol. Briefly:**

**Children (up to 17 years old) – Multi Agency Safeguarding Hub (MASH).**

**Adults (age 18 and over) – The Adult Safeguarding Team.**

## **Out of Hours – The Emergency Duty Team (EDT).**

### **Note: Flowchart at Annex 1. Making a Safeguarding Referral.**

7.2 Where constituents or other members of the public have sought advice/assistance from a Member, the Elected Members may also wish to make written/oral representations in order to satisfy themselves that concerns or problems are being dealt with appropriately.

7.3 **Members' Code of Conduct** - Whilst Elected Members have an important role to play in responding to the concerns of their constituents or other members of the public, they must be mindful of their obligations under the Members' Code of Conduct, in particular:

7.4 **Personal Interests** – Members must be mindful of their duty under the Members' Code of Conduct to disclose any personal interest in a particular case in which they may be making representations. For example, a personal interest may arise from the Member's personal relationship with a service user or from the Member's involvement in a particular organisation. Members must ensure that their personal or private interests do not conflict with their public duties, to the Council as a whole or to all ward constituents.

7.5 **Advocacy for Service Users** – Although Members may routinely respond to queries and investigate concerns on behalf of constituents and other members of the public as part of their casework role, it is not appropriate for an Elected Member, unless exceptional circumstances apply, to act as an independent advocate for a service user during case conferences or other formal meetings attended by Council officers or Members, due to the potential conflict of interest and confusion over the role in which the Member is acting. Elected Members are part of the Council and have a duty to make decisions in the public interest and to represent all ward constituents fairly and equally; whereas the role of an independent advocate is to represent and act on behalf of an individual, to provide emotional support and help them to understand the process and to raise questions and issues as necessary. An Elected Member seeking to act as an independent advocate is likely to have an actual or perceived conflict between his/her duties to:

- (i) the Council and its Officers.
- (ii) the individual service user, and
- (iii) other ward constituents.

An Elected Member's involvement may also create an impression to those involved of undue influence being exerted in any relevant decision making process, in view of the Member's position within the Council. The Council has a responsibility to ensure that service users have access to advocacy services wherever necessary, and can provide contact details of independent advocacy service providers and professional advocates upon

request. In certain court proceedings, service users will also have the benefit of accessing free legal advice, should they choose, and can be legally represented in Court, therefore always having a voice in Court and their interests protected. In court proceedings where there is limited/no access to free legal advice, the service user can again have access to advocacy services where necessary and can seek guidance/assistance from the Support from Court service that is available.

It is only in exceptional circumstances (such as where an Elected Member is a family member of a service user or is a professional advocate), that it may be appropriate for an Elected Member to act as an advocate for a service user. However, any such exceptional circumstances must be explained and agreed in advance with the Director of Social Services or the Monitoring Officer.

**7.6 Criticism of Officers** – Elected Members should ensure that any concerns about Council officers are raised with the relevant Director (or the Chief Executive) in accordance with the Protocol on Member/Officer Relations, as staffing issues are the statutory responsibility of the Chief Executive, as Head of Paid Service. Elected Members should note that case law regarding a Councillor's right to freedom of expression under Article 10 of the European Convention on Human Rights (Heesom v. Public Services Ombudsman for Wales 2014) has held that:

- Council officers are not expected to tolerate the same level of criticism as politicians during political debate;
- Unwarranted criticism of officers by Councillors damages the mutual duty of trust and confidence between Councillors and officers; and that
- There is a public interest in ensuring that officers are not subjected to unwarranted criticism which could undermine the performance of their public duties and public confidence in the administration.

**Note: Flowchart at Annex 2. Process for Raising Safeguarding Concerns with Officers.**

**7.7 Political/Public Debate** – When raising issues politically in public debate, during Council meetings, using social media etc, Members must ensure their comments do not disclose confidential information or personal information about identifiable individuals; must not make unwarranted criticism of officers, and must not conduct themselves in a manner likely to bring the Council (or the office of Councillor) into disrepute.

**8. What to do if you are concerned that a child or vulnerable adult may be at risk of harm?**

**(Please see Flowchart at Annex 1: Making a Safeguarding Referral)**

**8.1 Children (up to 17 years old)** - If an Elected Member has any information which raises concerns about harm or potential harm to any child, a child protection referral should be made immediately to the Multi Agency Safeguarding Hub (MASH) or, if outside office hours, to the Emergency Duty Team (please see Contact List at the end of this Protocol) where an appropriately trained Social Worker will ensure Children in Need of Care and Support or Child Safeguarding Procedures are initiated if needed, and will provide you with any required advice or guidance.

**8.2 Adult (age 18 and over)**- If any information raises concerns about harm or potential harm to a vulnerable adult, these concerns should be reported immediately to the Adult Safeguarding Team or, if outside of office hours, to the Emergency Duty Team (please see Contact List at the end of this Protocol) where an appropriately trained Social Worker will ensure that any appropriate procedures are initiated, and will provide you with any required advice and guidance.

**8.3 If a Member has concerns about immediate danger needing a emergency response or thinks a crime is being committed, the police should be contacted on 999. You should never delay taking emergency action to safeguard a child or vulnerable adult.**

## **9. Raising any other safeguarding concerns**

**(Please see Flowchart at Annex 2: Process for Raising Other Safeguarding Concerns)**

If an Elected Member has any other concern relating to safeguarding, such as:

- any concerns following a referral made to the Children's Multi-Agency Safeguarding Hub (MASH) or the Adults Safeguarding Team;
- any concerns about a specific case where the Member knows that social services are already involved; or
- any general concerns about safeguarding arrangements, not relating to a specific child or vulnerable adult,

the Member should bring this to the attention of the Director of Children's Services or the Assistant Director or Director of Adults Services (as appropriate), or the Director of Social Services.

## **10. What to Expect?**

**10.1** All concerns will be investigated and assurances given to the Councillor that the welfare of the child or vulnerable adult is being safeguarded.

10.2 All referrals of children or vulnerable adults at risk of harm will be promptly investigated in accordance with the timescales provided for in the **All Wales Safeguarding Procedures** and a response will be given to the Councillor within 24 hours to confirm that relevant/appropriate action has been taken. The Council will not, however, be able to confirm the outcome of any particular investigation due to confidentiality and data protection laws.

10.3 Any other safeguarding queries or non-specific casework concerns will be carefully considered and a response will be given to the Councillor within 10 working days. If a full response cannot be provided within 10 working days, the response will indicate a reasonable timescale within which a full reply will be given.

10.4 Any complaints made by or on behalf of the service users will be considered in accordance with the council's complaints procedures, which fully comply with all relevant statutory provision and best practice.

- (i) Complaints about the handling or outcomes of child protection conferences will be dealt with under the "Procedure for handling complaints from parents, caregivers, and children about the functioning of the child protection conference". This procedure is appended as Annex 3 to this Protocol.
- (ii) All other complaints about Cardiff Social Services will be dealt with under the 'Social Services Complaints Policy and Procedure' (established in accordance with The Social Services Complaints Procedure (Wales) Regulations 2014 and The Representations Procedure (Wales) Regulations 2014). This procedure is appended as Annex 4 to this Protocol.

## **11. Members' Rights to Information and Information Sharing**

11.1 The Protocol on Members' Rights of Access to Information and Documents (set out in Part 5 of the Constitution), sets out Members' rights to information held by the Council and how to access such information.

11.2 **Personal Information** - Access to personal information is restricted by data protection legislation (see below); and any information provided under the "need to know" principle must only be used in connection with the Member's duties as a Councillor, and must not be disclosed to any other persons (unless and until the information properly enters the public domain).

Under the "need to know" principle, all Members have a right to inspect any Council documents if access to the documents is reasonably necessary to enable the Member to properly perform their duties as a Member of the Council.

11.3 The Council will ensure that all Elected Members have access to general information about trends and issues affecting children and vulnerable adults as well as the quality and range of services provided.

#### **Personal information/information about individual cases**

11.4 Information relating to individuals is protected (as 'personal data') under data protection legislation, and such information may also be confidential. Personal data includes any information relating to an identifiable individual, even if the individual is not explicitly named. General advice on Members' data protection responsibilities is set out in the 'Data Protection' section of the Members' Handbook.

11.5 The Council is legally responsible (as the 'Data Controller') for personal information held by the Council (or held by Members for the purpose of Council business). Each Elected Member is legally responsible (as 'Data Controller') for personal information held for constituency work purposes. The Council and all Elected Members must carefully consider, on a case by case basis, their legal obligations in respect of any particular personal information they may hold.

11.6 The law requires that all personal information must be handled fairly, lawfully and securely. In particular, personal information about individual cases must not be disclosed without the consent of the individual/s, concerned, unless a legal exemption applies. This means that **the Council can only disclose information about individual cases to Members if it is satisfied that the individual/s concerned have consented to such disclosure and that the individual has the capacity to give such consent.**

11.7 If a Member is asked by a ward constituent or other member of the public to assist them in resolving a social services matter, the Member will be dealing with personal information, some of which will be sensitive personal information ('special category data', defined by law as information about a person's racial or ethnic origin; political opinions religious or philosophical beliefs; trade union membership; physical or mental health or condition; genetic or biometric data; or sexual life or orientation; and 'criminal offence data' meaning information about alleged criminal activity; or court proceedings), and subject to additional legal protection and restrictions.

11.8 Members must ensure that:

- The individual/s concerned understand how the Member intends to use their personal information and have consented to this. Members should be mindful that some service users' level of understanding may require further consideration and assistance due to their vulnerabilities.



- If the Member intends to make enquiries with the Council about a particular case, then the Member should obtain written consent from all individuals involved, expressly authorising the Council to disclose their personal information to the Member; and provide a copy of this consent to the Council (If it is not possible to obtain written consent in any particular case, the Member should discuss this with the appropriate Assistant Director or Director)
- All personal information relating to individual cases must be used only as necessary and appropriate in order to take the agreed action on behalf of the individual; and must not be used or disclosed for any other purpose, for example, political purposes.
- Members must have robust systems for holding personal information securely and only for as long as necessary.

11.9 Further advice is available from the Council's Information Management Operational Manager. The Information Commissioner's Office website also publishes helpful guidance for Councillors on their data protection responsibilities (see Background Documents listed at the end of this Protocol).

## **12. Decision Makers and Accountability**

In addition to the strategic role of full Council, referred to in section 6 above, the key decision makers and their accountabilities are as follows:

### **Cabinet; Cabinet Member, Children and Families; and Cabinet Member, Social Care, Health, and Wellbeing**

12.1 The Cabinet has a collective corporate leadership role and decision making powers in respect of children's and adults' services, subject to compliance with the Council's approved Policy Framework. The Cabinet Member for Children and Families has particular responsibility to lead and inform the Cabinet's work on safeguarding, child protection, corporate parenting and looked after children matters. The Cabinet Member for Social Care, Health and Well-being has particular responsibility to lead and inform the Cabinet's work on adult social care and safeguarding vulnerable adults matters. Both Cabinet Members are regularly briefed by the Statutory Director of Social Services on the performance of Social Services functions, any identified weaknesses and recommended improvement actions.

### **Statutory Director of Social Services**

12.2 The Statutory Director of Social Services is responsible for providing professional leadership and discharging core responsibilities in respect of all Social Services functions of the Council. The Director submits a Statutory Annual Report to Cabinet on the discharge of the Council's Social Services functions, including a report on all Social Services complaints.

### **Corporate Parenting Advisory Committee**

12.3 The Corporate Parenting Advisory Committee is responsible for advising the Council and the Cabinet on the discharge of the authority's corporate parenting functions. The Committee provides advice and makes recommendations to the Cabinet or Council regarding the discharge of corporate parenting functions. The Committee ensures that Corporate Parenting has a role and status within the Council.

### **Children and Young People Scrutiny Committee**

12.4 The Children and Young People's Scrutiny Committee is responsible for scrutinising, measuring and actively promoting improvement in service provision and compliance with the Council's approved policies, aims and objectives in relation to children and young people, including children's social services.

### **Community and Adult Services Scrutiny Committee**

12.5 The Community and Adult Services Scrutiny Committee is responsible for scrutinising, measuring and actively promoting improvement in service provision and compliance with the Council's approved policies, aims and objectives in relation to community and adults' services, including adults' social services.

#### **CONTACT LIST:**

The Multi Agency Safeguarding Team (MASH)-	029 2053 6490
The Adult Safeguarding Team	029 2233 0888
Emergency Duty (out of hours) Team (EDT)	029 2078 8570
Director of Children's Services	xxx
Assistant Director of Adult Services	xxx
Director of Adults Services	xxx
Director of Social Services	029 2087 2900
Operational Manager, Information Management	029 2087 3988

## **APPENDICES:**

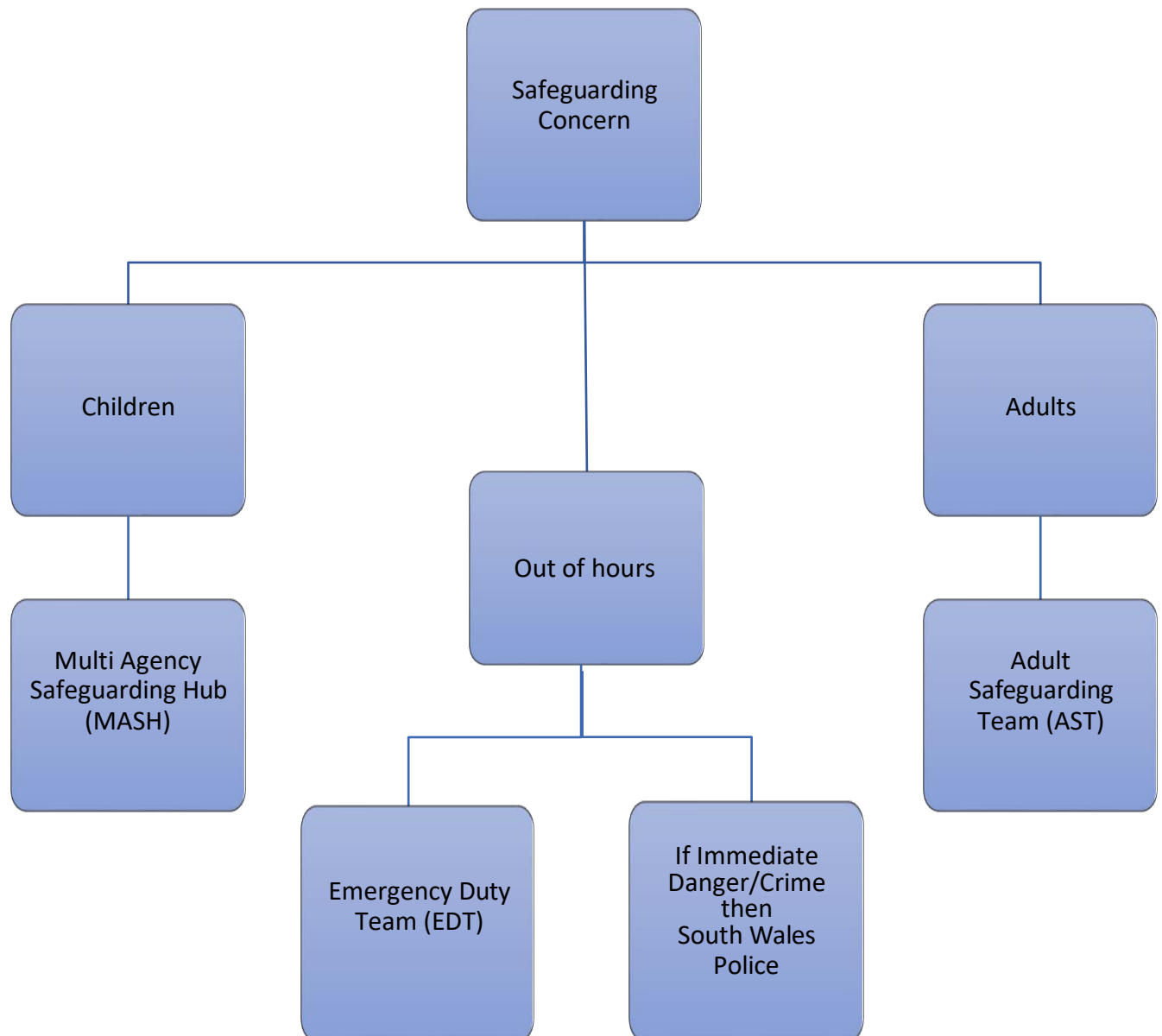
- Annex 1. Flowchart – Making a Safeguarding Referral.
- Annex 2. Flowchart – Process for Raising Other Safeguarding Concerns with Officers.
- Annex 3. ‘Procedure for handling complaints from parents, caregivers and children about the functioning of the child protection conference’, Cardiff and Vale of Glamorgan Local Safeguarding Children Board.
- Annex 4. ‘Social Services Complaints Policy and Procedure’, City of Cardiff Council.

## **BACKGROUND DOCUMENTS:**

- Members’ Code of Conduct.
- WLGA Social Media Guidance.
- Social Services and Well-Being (Wales) Act 2014, Part 10 Code of Practice (Advocacy)
- Protocol on Member/Officer Relations.
- Protocol on Members’ Rights of Access to Documents and Information.
- Members’ Handbook, ‘Data Protection’ section.
- Information Commissioner’s Office, ‘Advice for elected and prospective councillors’.
- GDPR and Data Protection Act.

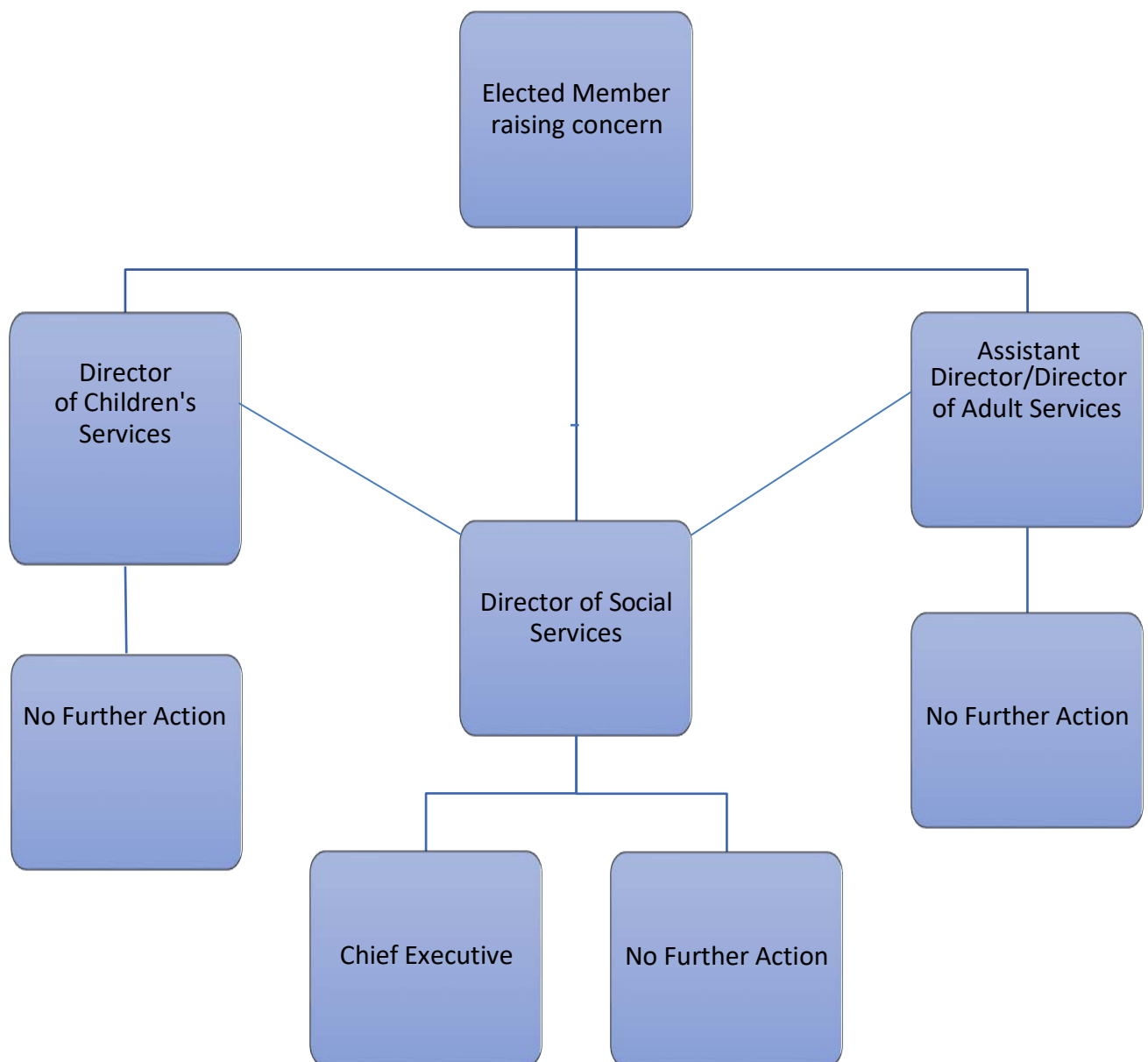
**Protocol: The role of Elected Members in Safeguarding**

**Making a Safeguarding referral**



**Protocol: The role of Elected Members in Safeguarding**

**Process for raising any other Safeguarding concerns**



This page is intentionally left blank