



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS

THURSDAY, 24 JUNE 2021

GWYS Y CYNGOR

DYDD IAU, 24 MEHEFIN 2021,

You are summoned to attend a meeting of the **COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF** which will be held remotely on Thursday, 24 June 2021 at 4.30 pm to transact the business set out in the agenda attached.

Davina Fiore
Director of Governance & Legal Services

County Hall
Cardiff
CF10 4UW

Friday, 18 June 2021

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

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<i>Item</i>		<i>Approx Time</i>	<i>Max Time Allotted</i>
1	Apologies for Absence <i>To receive apologies for absence.</i>	4.30 pm	
2	Declarations of Interest <i>To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct)</i>		
3	Minutes (Pages 9 - 20) <i>To approve as a correct record the minutes of the Annual Meeting of Council held on the 27 May 2021.</i>		
4	Petitions <i>To receive petitions from Elected Members to Council.</i>	4.35 pm	5 mins
5	Public Questions <i>To receive previously notified questions from Members of the Public.</i>	4.40 pm	5 mins
6	Lord Mayor's Announcements <i>To receive the Lord Mayor's announcements including Recognitions and Awards.</i>	4.45 pm	5 mins
7	Corporate Parenting Strategy - 2021 - 2024 <i>Report of the Director, Children's Services (to follow)</i>	4.50 pm	15 mins
8	Scrutiny Annual Report (Pages 21 - 40) <i>Report of the Director of Governance and Legal Services and Monitoring Officer.</i>	5.05 pm	20 mins
9	Democratic Services Annual Report (Pages 41 - 90) <i>Report of the Director of Governance and Legal Services and Monitoring Officer</i>	5.25 pm	15 mins
10	Welsh Language Standards Annual Report 2020-2021 (Pages 91 - 132) <i>Cabinet Proposal</i>	5.40 pm	20 mins

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11	Acceptance of the Delegation of the Monmouthshire County Council Procurement Function <i>(Pages 133 - 138)</i> <i>Cabinet Proposal</i>	6.00 pm	5 mins
12	Constitution Amendments Report <i>(Pages 139 - 146)</i> <i>Report of the Director of Governance and Legal Services and Monitoring Officer</i>	6.05 pm	15 mins
13	Leader and Cabinet Member Statements <i>(Pages 147 - 194)</i> <i>To receive statements from the Leader and Cabinet Members</i>	6.20 pm	45 mins
Break (7.00 – 7.20)			
14	Notice of Motion Proposed By: Councillor Saeed Ebrahim Seconded By: Councillor Huw Thomas This month marks the 4 year anniversary of the Grenfell Tower disaster in which 72 people tragically lost their lives. Cardiff Council acted swiftly to ensure all Council-owned high rise buildings were safe, whilst Welsh Government have also acted to enable Registered Social Landlords to do the same. However, the situation for privately owned high-rise remains unresolved, and the cladding scandal has also exposed other defects affecting private high-rise development, including the absence of appropriate fire compartmentation, other ineffective fire-stopping measures, and unsafe balconies, with many buildings, including in Cardiff, requiring ‘waking-watch’ regimes in place to ensure residents’ safety in the event of fire. The introduction of EWS1 forms, without sufficient numbers of qualified engineers to carry out inspections has further exacerbated the issues faced by residents living in high-rise accommodation. These arrangements have clearly impacted on the mental wellbeing of the residents who, through no fault of their own find themselves unsure if their homes is safe, with their lives placed on hold. They also face a significant	7.20 pm	30 mins

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financial impact, with residents struggling to get insurance for their properties, owner-occupiers falling into negative equity and unable to sell their property, and residents facing the possibility of having to fund the costs of making the good the defects to their properties themselves, despite having purchased their properties in good faith.

This Council therefore –

- Endorses the principle that Leaseholders did not create the issues that have been identified and believe that they should not have to pay to rectify these issues.
- Welcomes the recommendations of the Welsh Government's Building Safety White Paper, and calls for its enacting as legislation as quickly as possible, with additional support provided in terms funding and resources to deliver its objectives.
- In doing so, but recognising the time required to prepare legislation, also believes that there are a series of urgent actions should be enacted straight away, including
 - The rapid establishment of Joint Inspection Teams to undertake an audit of affected buildings with funding made available to address the defects identified
 - Investment to increase the availability of qualified surveyors able to issue EWS1 certificates.
 - An accelerated testing process for new cladding
- Further calls on Welsh and UK Government to work jointly to bring developers to the table so that a wider funding package can be created to resolve the issues that continue to affect the lives of residents in high-rise buildings in Cardiff and across the UK. Requests the Cabinet to explore how developers who have unresolved cladding and building control issues can be better held responsible for their obligations through planning policy and by Shared Regulatory Services

And

- Further asks Cabinet to consider what additional support could be provided to affected residents

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15	Oral Questions <i>To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.</i>	7.50 pm	80 mins
16	Urgent Business	9.10 pm	
Unopposed Council Business			
17	Committee Membership (Pages 195 - 196) <i>Report of the Director of Governance and Legal Services and Monitoring Officer.</i>	9.10 pm	5 mins
18	Outside Bodies (Pages 197 - 198) <i>Report of the Director of Governance and Legal Services and Monitoring Officer.</i>	9.15 pm	5 mins
19	Local Authority School Governors (Pages 199 - 200) <i>Report of the Director of Governance and Legal Services and Monitoring Officer.</i>	9.20 pm	5 mins
20	Written Questions <i>In accordance with the Council Procedure Rules, Rule 17(f) Written Questions received for consideration and response will be included as a record in the minutes of the meeting.</i>	9.25 pm	5 mins

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City Council of the City & County of Cardiff
27 May 2021

1

THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 27 May 2021 to transact the business set out in the Council summons dated Friday, 21 May 2021.

Present: County Councillor McKerlich (Lord Mayor)

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

1 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Fenella Bowden.

2 : ELECTION OF CHAIRMAN OF COUNCIL FOR 2021-2022

The Annual Council received a nomination, proposed by Councillor Huw Thomas and seconded by Councillor Rhys Taylor, to re-elect to the role of the Rt. Hon, the Lord Mayor of the City and County of Cardiff and Chairman of Cardiff Council.

The nomination was that Councillor Rod McKerlich be re-elected Rt. Hon. The Lord Mayor of the City and County of Cardiff and Chairman of Cardiff Council for the Municipal Year 2021-2022.

There were no other nominations

RESOLVED – That Councillor Rod McKerlich be re-elected as Lord Mayor and Chairman of the County Council of the City and County of Cardiff for the Municipal Year 2021 – 2022. The Lord Mayor was invested with his chains of office. (Members showed their appreciation with applause).

The Chief Executive invited the Lord Mayor to sign the Declaration of Acceptance

The Lord Mayor, Councillor Rod McKerlich confirmed that he had the on-going support of the Lady Mayoress, Mrs Sue McKerlick for 2021-2022 Municipal Year.

3 : APPOINTMENT OF DEPUTY CHAIRMAN OF COUNCIL FOR 2021-2022

The Annual Council received a nomination, proposed by Councillor Adrian Robson and seconded by Councillor Neil McEvoy, to the role of re-election of the Deputy Lord Mayor of the City and County of Cardiff and Deputy Chair of Cardiff Council for the Municipal Year 2021 - 2022.

The nomination was that Councillor Lyn Hudson be re-appointed Deputy Lord Mayor of the City and County of Cardiff and Deputy Chair of Cardiff Council for the Municipal Year 2021 - 2022.

There were no other nominations.

RESOLVED – That Councillor Lyn Hudson be re-appointed Deputy Lord Mayor of the City and County of Cardiff and Deputy Chair of Cardiff Council for the Municipal Year 2021- 2022.

Deputy Lord Mayor of the City and County of Cardiff, Councillor Lyn Hudson was invested with the chains of office.

The Chief Executive invited the Deputy Lord Mayor to sign the Declaration of Acceptance.

The Deputy Lord Mayor confirmed she had the on-going support of her consort Mr Peter Hudson.

4 : DECLARATIONS OF INTEREST

In accordance with the Members Code of Conduct, all Councillors present at the meeting declared a personal interest in Item 15 – Members’ Remuneration and Allowances 2021 – 2022 which are approved by the Independent Remuneration Panel for Wales.

5 : MINUTES

The minutes of the meeting held on the 18 March 2021 were approved and signed by the Chair as a correct record.

6 : MEMBERS PROTOCOL ON CORPORATE PARENTING

The Cabinet Member for Children and Families, Councillor Hinchey proposed the report.

The report was to consider the proposed Protocol, which aimed to provide guidance and advice to elected Members on their roles and responsibilities in relation to Corporate Parenting.

The Cabinet Member for Education, Employment and Skill and Deputy Leader of the Council Councillor Merry seconded the report.

The Lord Mayor invited debate on the report.

The Cabinet Member for Children and Families, Councillor Hinchey responded to matters raised in the debate.

The Lord Mayor moved to vote on the report.

The report was CARRIED

7 : CARDIFF UNDERTAKING

All Elected Members were required to publicly reaffirm and formally sign their commitment to the Cardiff Undertaking annually at the Annual Council meeting.

The Cardiff Undertaking provides an opportunity for Elected Members to commit to using their term of office to work for the Council, the City and its citizens; to commit to the role of being a corporate parent; and to commit to the standards of conduct expected by the Council, which includes a commitment to undertaking all training identified as essential for them to properly discharge their roles.

RESOLVED – That Elected Members present showed their commitment to the Cardiff Undertaking by publicly reaffirming and signing a copy of the Undertaking.

8 : LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor backed this year's Dementia Action Week (May 17 -23) by donning his jeans to help raise awareness for his chosen charity Alzheimer's Society Cymru. The Lord Mayor encouraged people to dig out their dungarees, denim jackets, shirts or favourite jeans to wear for the 'Denim for Dementia' campaign and renewed his appeal for Council staff to donate a few pounds from their monthly pay to his nominated charity.

The Lord Mayor congratulated Councillor Dianne Rees and her husband John who have become grandparents for the 9th time to Charles Idris Rees.

9 : LEADER'S ANNOUNCEMENTS RELATING TO THE COMING MUNICIPAL YEAR

The Leader referred to the fact that this will now be the second AGM being held virtually in Cardiff which speaks to the scale of change and disruption over the last year. Now however as a result of the great work of public servants across the city and so many others as well as the dedication and discipline of Cardiff residents, case rates are now in abeyance and test positivity rates are low, thankfully there is a stabilisation of the pandemic.

The council has played a vital role in delivering essential public services to many of Cardiff's most vulnerable residents and provided the civic leadership necessary to respond to the crisis by convening a coalition of public private and third sector partners to lead a city wide response.

The Leader thanked opposition leaders for their understanding and support of the Council particularly at the height of the pandemic; the chairs of the scrutiny committees whose adaptability and willingness to adopt innovations ensured that there was ongoing scrutiny accountability and political governance in place throughout the crisis; and Cabinet and Group as well as trade union colleagues, staff, school governors, community leaders and partners across the public private and third sectors and of course to our public servants who delivered the frontline response and protected the most vulnerable.

The Leader referred to the accomplishments of the Council being made possible by the work undertaken with public health partners in establishing a front ranking regional TTP service, which also supported the national response by being the hosting body for the national TTP team providing overflow support to regions across Wales when their local demand outstripped their capacity.

The Council supported the delivery of vaccination programme marshalling assets to enable rapid inoculation and whilst it is hoped that the end is in sight, it is not the end of its impact on our communities. Moving forward it will be vital that the productivity and innovation gains that the Council has achieved over the last 12 months are locked in, but we must also respond to the emerging economic crisis and deal with the reality that the pandemic has hit our poorest and most vulnerable residents the hardest.

The Leader commented on the need to ensure we lead a child friendly recovery and beyond the pandemic know that the risks posed by climate change have not gone away.

Proposals would be brought forward to reimagine and transform Cardiff including progression on the new indoor arena, completing central square and central quay as a new central business district and plans to expand the already extensive council homes building programme. Delivery of the One Planet Cardiff strategy and a new district heating scheme being installed and continuing the school building programme and kick starting the Child Friendly recovery with a summer of smiles programme over the next few months.

10 : APPOINTMENT OF MEMBERS OF THE CABINET (WHERE SUCH ELECTIONS FALLS DUE)

The Leader confirmed the appointment of his Cabinet Members and their portfolios:

Councillor Sarah Merry	Deputy Leader, Education, Employment & Skills
Councillor Graham Hinchey	Children & Families
Councillor Susan Elsmore	Social Care, Health & Well-being
Councillor Lynda Thorne	Housing & Communities
Councillor Caro Wild	Strategic Planning & Transport
Councillor Russell Goodway	Investment & Development
Councillor Michael Michael	Clean Streets, Recycling & Environment

Councillor Peter Bradbury	Culture & Leisure
Councillor Chris Weaver	Finance, Modernisation & Performance

11 : ESTABLISHMENT OF STANDING COMMITTEES OF COUNCIL FOR 2021-2022

The Constitution provides that the Council, at its Annual meeting ,will decide any amendments to its standing committees for the municipal year including amendments to the size and terms of reference of those committees.

RESOLVED: That Council AGREED to

- a) approve the establishment and size of the Council Committees set out in paragraph 3 (Table A); and the terms of reference of each Committee, as set out in Appendix A of this report, for the 2020-2021 Municipal Year; and
- b) authorise the Monitoring Officer to update the Constitution accordingly.

12 : ALLOCATION OF SEATS AND NOMINATIONS AND APPOINTMENTS OF MEMBERS TO COMMITTEES

The Council was requested to approve the allocation of seats on established Committees in accordance with the Political Balance Rules.

Nominations had been received in accordance with political group wishes to appoint Members to the Committee and these appeared on the amendment sheet.

RESOLVED: The Council AGREED to:

- a) approve the allocation of seats on Committees for the municipal year 2021/22.
- b) appoint Members to each Committee in accordance with the nominations received from Party Groups; and
- c) authorise the Monitoring Officer to make appointments in respect of any remaining vacancies in accordance with any further nominations or changes received from the relevant political groups following this meeting, and to report to the next Council meeting the details of all appointments to committees for information.

13 : ELECTION OF CHAIRS AND DEPUTY CHAIRS OF COMMITTEES

The Constitution provides that the Annual Council meeting will elect a Chair and a Deputy Chair for each of the Committees. The political group nominations appeared on the amendment sheet.

RESOLVED: That the Council AGREED to -

- 1) approve the election of Chairs and Deputy Chairs (as appropriate) to the Regulatory and Other Committees and Groups as follows:

Committee	Chair	Deputy Chair
Regulatory and Other Committees and Groups		
Constitution Committee	Cllr Russell Goodway	-
Corporate Parenting Advisory Committee	Cllr Sarah Merry as Deputy Leader	-
Council Appeals Committee	Cllr Lay	-
Democratic Services Committee	Cllr Mike Jones-Pritchard	-
Employment Conditions Committee	Cllr Chris Weaver	-
Licensing Committee	Cllr Norma Mackie	Cllr Bob Derbyshire
Pensions Committee	Cllr Chris Weaver	-
Planning Committee	Cllr Keith Jones	Cllr Ed Stubbs
Public Protection Committee	Cllr Norma Mackie	Cllr Bob Derbyshire
Bilingual Cardiff Working Group	Cllr Owen Jones	-
Local Authority Governor Panel	Cllr Sarah Merry as Deputy Leader	-
Investment Advisory Panel	Cllr Chris Weaver	-
Works Council	Cllr Chris Weaver	-
Health & Safety Advisory Forum	Cllr Chris Weaver	-

- 2) approve the proportional allocation of Scrutiny Chairs as set out in paragraph 4, Table A of the report; and
- 3) subject to approval of recommendation (2), note the proposed appointments of the Scrutiny Chairs to be made by Party Groups pursuant to Part 6 of The Local Government (Wales) Measure 2011 as follows:

Scrutiny Committee	Chair	Deputy Chair
Children & Young People Scrutiny	Cllr Lee Bridgeman	N/A
Community & Adult Services	Cllr Shaun Jenkins	N/A

Economy and Culture	Cllr Nigel Howells	N/A
Environmental	Cllr Ramesh Patel	N/A
Policy Review & Performance	Cllr David Walker	N/A

14 : APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The Council received nominations to those outside bodies for which nominations are required on an annual basis or are required at this time in order to meet particular deadlines. Nominations received from Party Groups were included on the amendment sheet.

RESOLVED: That the Council AGREED to

- approve the nominations received for appointments to outside bodies as follows:

Name of Organisation	No of Representatives	Appointed Representative
Artes Mundi	1 Member (Relevant Cabinet Member)	Cllr Peter Wong
Arts Council for Wales – South Wales Area Committee	1 Member (Relevant Cabinet Member)	Cllr Peter Bradbury
Association for Public Service Excellence (APSE)	1 Member (Relevant Cabinet Member)	Cllr Michael Michael
Butetown Artists	1 Member	Cllr Saeed Ebrahim
Cambrian Educational Foundation for Deaf Children	1 Member	Cllr Siân-Elin Melbourne
Cardiff & Vale College Corporation	1 Member (Relevant Cabinet Member)	Cllr Sarah Merry
Cardiff & Vale of Glamorgan Community Health Council	3 Members (Can be either an elected member or appointment by the Council)	Cllr Dilwar Ali Cllr Susan Goddard Mrs Irene Humphries
Cardiff & Vale Regional Partnership Board	3 Members	Cllr Susan Elsmore Cllr Graham Hinchey Cllr Lynda Thomas
Cardiff & Vale University Health Board Stakeholder Reference Group	1 Member	Cllr Iona Gordon
Cardiff Local Nature Partnership	1 Member	Cllr Bob Derbyshire
Cardiff Bus	5 Members	Cllr Chris Lay

		Cllr Gavin Hill-John Cllr Owen Jones Cllr Emma Sandrey Cllr Kanaya Singh
Cardiff Business Improvement Board	1 Member	Cllr Huw Thomas
Cardiff Fostering Panel	1 Member	Cllr Susan Goddard
Cardiff Airport Consultative Committee	2 Members (Relevant Cabinet Member + 1 nominated substitute)	Cllr Caro Wild Cllr Russell Goodway
Cardiff Bay Advisory Committee	2 Members (Relevant Cabinet Member + 1 nominated observer)	Cllr Michael Michael Cllr Caro Wild
Cardiff Business Technology Centre (CBTC)	4 Members (Relevant Cabinet Member)	Cllr Russell Goodway Cllr Bernie Bowen-Thomson Cllr Graham Hinchey Cllr Owen Jones
Cardiff Mind	1 Member	Cllr Ed Stubbs
Cardiff Museum Development Trust	1 Member (Relevant Cabinet Member)	Cllr Peter Bradbury
Cardiff University Court	3 Members (including Chair of Council)	Cllr Rod McKerlich Cllr Dan De'ath Cllr Joel Williams
Chapter (Cardiff) Limited	1 Member	Cllr Stephen Cunnah
Consortium of Local Authorities in Wales	1 Member (Relevant Cabinet Member)	Cllr Russell Goodway
Cymric Building Preservation Trust	2 Members (Chair and Deputy Chair of Planning)	Cllr Keith Jones Cllr Ed Stubbs
Grassroots (Cardiff) Ltd	1 Member	Cllr Norma Mackie
Cardiff Action for the Single Homeless	1 Member	Cllr Mary McGarry
Joint Council for Wales	2 Members (1 Relevant Cabinet Member)	Cllr Chris Weaver
Living Levels Partnership Board (RSPB)	1 Member (Relevant Cabinet Member)	Cllr Peter Bradbury
Local Access Forum	1 Member	Cllr Bob Derbyshire
Local Government Association	4 Members (including Leader)	Cllr Rhys Taylor Cllr Sarah Merry Cllr Adrian Robson Cllr Huw Thomas
Millennium Stadium Charitable Trust	1 Member	Cllr Peter Bradbury
Millennium Stadium	1 Member	Cllr Huw Thomas

PLC		
Mayors for Peace UK and Ireland Chapter Network (Part of NFLA)	1 Member	Cllr Sue Lent
Nuclear Free Local Authorities (NFLA)	1 Member	Cllr Sue Lent
PATROL – Parking and Traffic Regulations Outside London	National Group 1 Member Wales Group 1 Member	Cllr Caro Wild
Severn Estuary Partnership	1 Member (Relevant Cabinet Member)	Cllr Michael Michael
South Wales Fire & Rescue Authority	5 Members (3 Lab, 1 Con & 1 Lib Dem)	Cllr Dilwar Ali Cllr Saeed Ebrahim Cllr Ashley Lister Cllr Dan Naughton Cllr Joel Williams
South Wales Merchant Navy Welfare Board	2 Members	Cllr Chris Weaver
South Wales Police & Crime Panel	2 Members	Cllr Bernie Bowen-Thomson Cllr Jayne Cowan
South Wales Regional Aggregates Working Party – Regional Technical Statement Member Forum	1 Member	Cllr Michael Michael
Sport Wales Community Chest	3 Members (Relevant Cabinet Member)	Cllr Peter Bradbury Cllr Chris Weaver
Standing Advisory Council for Religious Education (SACRE)	5 Members (Relevant Cabinet Member)	Cllr Sarah Merry Cllr Fenella Bowden Cllr Bernie Bowen-Thomson Cllr Jane Henshaw Cllr Mike Jones-Pritchard
Vale, Valleys Cardiff Fostering Panel (formerly Cardiff Adoption Panel)	1 Member	Cllr Sue Lent
Vale, Valleys & Regional Adoption Collaborative Joint Committee	1 Member	Cllr Graham Hinchey
Wales Council for Deaf People	1 Member	Cllr Lynda Thorne
Wales Council for the Blind	1 Member	Cllr Graham Hinchey

Welsh Books Council	1 Member	Cllr Jane Henshaw
Welsh Local Government Association (WLGA)	8 Members	Cllr Peter Bradbury Cllr Susan Elsmore Cllr Russell Goodway Cllr Sarah Merry Cllr Michael Michael Cllr Huw Thomas Cllr Lynda Thorne Cllr Chris Weaver
WLGA Executive Board	1 Member	Cllr Huw Thomas
Willie Seager Memorial Homes Trust	2 Members (Nominative trustees from the Council – Term of Office – 4 years	Cllr Joe Boyle Georgina Phillips

15 : MEMBERS' REMUNERATION AND ALLOWANCES 2021-2022

Council is required, at its Annual meeting, to approve a Scheme of Members Allowances to meet the requirements of the Council Meeting Procedure Rules, Rule 2(b) (xvi).

RESOLVED: That the Council AGREED to

- a) note the determinations of the Independent Remuneration Panel for Wales (IRPW) in its Annual Report published on 24 February 2021 as set out in Appendix A of the report
- b) agree to retain the current number and allocation of Senior Salary positions, as set out in paragraph 8 of the report;
- c) note the actions to be taken to address the determinations of the IRPW in respect of arrangements for the Contribution towards Costs of Care and Personal Assistance (CPA) , as set out in paragraphs 9-11 of the report;
- d) adopt the revised Schedule of Remuneration Proforma as recommended by the IRPW and attached at Appendix B;
- e) approve the Members' Schedule of Remuneration 2021/22, as set out in Appendix C of the report for adoption and publication; and
- f) delegate authority to the Monitoring Officer to update the Members' Schedule of Remuneration in the Constitution and to make any necessary amendments to the 2021-2022 Schedule from time to time during the municipal year in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the Independent Remuneration Panel for Wales

16 : REMOTE OR MULTI LOCATION MEETING ARRANGEMENTS

Council were informed of new legislative provisions regarding arrangements for local authority meetings in Wales (under the Local Government and Elections (Wales) Act 2021) and the arrangements which are to be made.

RESOLVED: That the Council AGREED to

- a) Note the information set out in the report;
- b) Note the extension of the current remote attendance meeting arrangements and the amended Remote Attendance Standing Order (Appendix A), as referred to in paragraph 12 of the report; and
- c) Receive a further report in due course to consider the recommendations made by the Constitution Committee in respect of multi-location meeting arrangements and associated constitution amendments, for approval by full Council

17 : PROGRAMME OF COUNCIL MEETINGS

The Annual Council meeting is required to approve a programme of ordinary meetings of Council for the year, and a provisional programme of meetings for Council Committees (Council Meeting Procedure Rules, Rule 2(b)(xvii) and (xviii)).

RESOLVED: That the Council AGREED to:

- a) approve the programme of Council and Committee meeting dates for June 2021 – June 2022, subject to further consultation with Chairs of Committees appointed by Council;
- b) Notes the provisional dates of Cabinet meetings during the period June 2021 – June 2022; and
- c) delegate authority to the Director of Governance and Legal Services to make any necessary alterations to the programme of Committee meetings and request that the final programme be reported to the ordinary Council meeting on 24 June 2021 for approval.

18 : URGENT BUSINESS

No urgent business was notified.

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COUNCIL**24 June 2021**

REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES

SCRUTINY ANNUAL REPORT 2020/21**Reason for this Report**

1. This report presents the first combined Scrutiny Annual Report 2020/21 to Council, attached at **Appendix A**.

Background

2. Cardiff Council's Constitution requires all Scrutiny Committees to report annually to Full Council on their work during the past year and make recommendations for future work programmes.
3. The Council has five Scrutiny Committees, across which membership is politically proportionate in line with its membership. The committees are:
 - a. Children & Young People Scrutiny Committee
 - b. Community & Adult Services Scrutiny Committee
 - c. Economy & Culture Scrutiny Committee
 - d. Environmental Scrutiny Committee
 - e. Policy Review & Performance Scrutiny Committee
4. Following a task and finish inquiry by the Policy Review and Performance Scrutiny Committee examining how best to capture the impact of the scrutiny function, in 2020/21 a model has been introduced in collaboration with the Cabinet that puts in place a new performance monitoring process to:
 - Capture the impact of Scrutiny by monitoring recommendations from Committees, Task Groups and Panels; and

- Support the Council in complying with the self-assessment requirements of the new Local Government & Elections (Wales) Act 2021.
5. This new process has provided an evidence base for the development of the Council's first combined Scrutiny Annual Report 2020/21.

Issues

6. The key drivers for a change in approach to reporting the activity of the Council's 5 scrutiny committees have been:
- A 2020 Internal Audit recommendation to review the format of Scrutiny Annual Reports so that performance measures and scrutiny impact are included in a clear and concise manner;
 - The Local Government and Elections (Wales) Act 2021 emphasis on the need for the Council to encourage engagement and participation by local people in decision-making;
 - Recognition of the need to target a wider audience with a faster, more appealing, read;
 - Integration with improvements to the scrutiny pages of the Council's website.
7. The report attached at **Appendix A** captures the work of all 5 Scrutiny Committees, highlighting key areas of achievement in 2020/21. It focuses on the difference made to residents, visitors, staff and businesses within the context of a Covid-19 operational environment. The report aims to:
- Highlight how Scrutiny has influenced the way Council services are delivered;
 - Improve stakeholder understanding and interest in Scrutiny;
 - Explain how Scrutiny facilitates engagement and encourages public participation; and
 - Highlight the value of Member-led/ stakeholder informed decision making.
8. Following submission of this report to full Council, it is intended that the report will be made available for download bi-lingually from the Council's website, in standard or large print version.
9. The report will also offer a translation in other minority languages if requested.

10. Accessibility has been further improved with Scrutiny Chairs recording their reflections on 2020/21 in more detail. These interviews will be uploaded to the website alongside the Scrutiny Annual Report 2020/21.
11. The report attached at **Appendix A** has been approved by all five Scrutiny Committees.

Reason for Recommendations

12. To present to Full Council the first combined Scrutiny Annual Report 2020/21, a new approach that replaces the five individual scrutiny committee annual reports previously produced and reported to Council.

Legal Implications

13. The Local Government Act 2000 requires authorities to set up overview and scrutiny committees. The legislative provisions for overview and scrutiny committees for Wales have been amended and supplemented by the Local Government (Wales) Measure 2011 and Regulations made thereunder. There are also specific legislative provisions relating to scrutiny of crime and disorder matters (the Police and Justice Act 2006); and Public Services Board functions (the Wellbeing of Future Generations (Wales) Act 2015). Subject to compliance with the relevant statutory provisions, the scrutiny arrangements of the Council are a matter for each Council to determine.
14. Under the Constitution, Article 6.3(d), Scrutiny Committees must report annually to the Council on their workings and make recommendations for future work programmes and amended working methods, if appropriate. The format of the annual report is a matter for each scrutiny committee to determine, having regard to the views of all interested parties.

Financial Implications

15. Scrutiny Committees are empowered to enquire, consider, review and recommend but not to make policy decisions. As this annual report summarises and presents their work in 2020/21 to Full Council there are no direct financial implications at this stage.

Recommendation

Full Council is recommended to receive the Scrutiny Annual Report 2020/21, attached at **Appendix A**, and note the arrangements to be made for publishing and making it available to the public.

Davina Fiore

Director Governance & Legal Services

18 June 2021

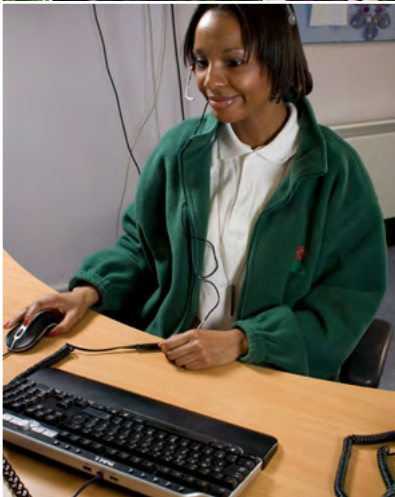
Appendices:

Appendix A: Scrutiny Annual Report 2020/21



Scrutiny Annual Report 2020/21

Scrutiny ... engaging today ... shaping tomorrow





Welcome to Cardiff's Scrutiny Annual Report 2020/21

With a fresh approach to reporting the difference Scrutiny has made this year, we hope that a little reading time will deliver a lot of insight into the work of the Council's Scrutiny function. In a year like no other the five scrutiny committees have been working on behalf of Cardiff citizens, seeking reassurance that frontline Council services defining our pandemic response are delivered effectively and where they are most needed.

This year, like many Council services, Scrutiny has delivered against the odds. Our mission? To adapt and seize the opportunity to add value to the Council's decision-making in challenging times. In reality, the pandemic has impacted heavily on normal scrutiny output. To deliver our role we have conducted scrutiny by holding remote online meetings, enabling all scrutiny members to contribute to key policy decisions. With the organisation in essential services mode for most of the year, our usual task and finish inquiry work has taken a back seat, as frontline services were a priority. We particularly look forward to resuming those inquiries as the organisation adapts to the new world, embracing all it has learned in a time of crisis.

Scrutiny is the challenging voice of the resident, visitor, commuter and employee at the decision making table to ensure full accountability

The pandemic fully upon us, by June 2020 it became clear that temporary scrutiny arrangements should be put in place and the five scrutiny committees were quickly consolidated into a Covid-19 Scrutiny Panel. Membership was restricted to the five scrutiny chairs, whilst maintaining close communication with their respective committees ensured all scrutiny member influence. Such improvements in cross committee working delivered a slick solution until the Council decided that a

full scrutiny service could restart in September 2020, with a restricted remit to focus only on pre-decision and priority matters with reputational or time-critical implications.

Scrutiny is the challenging voice of the resident, visitor, commuter and employee at the decision making table to ensure full accountability. Our work continues whatever the external environment. The next municipal year will bring more challenges, remote working will continue to be important. Within Cardiff Council our critical friend work, expressing your voice to test the delivery of key Council commitments, is very much valued. We hope this report captures how we have done this year. We want to encourage you to add your voice to our work and later in the report we explain how you can get involved.



Scrutiny Chairs - Our Perspective



“One of the things I’m most proud of this year is the Community and Adult Services Scrutiny Committee’s focus on the salient issues impacting Cardiff residents in the current climate. We provide opportunity to bring together a whole range of stakeholders, from those impacted by the issue to those who are directly involved in delivering services.”

Cllr Shaun Jenkins, Chair, Community & Adult Services Scrutiny Committee

[To hear more on scrutiny from me click here](#)



“We’ve had to make adjustments during the past year, but everyone has come to the fore and delivered. One of our key issues has been scrutinising the Youth Justice Service following the HMIP Report and Inspectors highlighted our role as a key factor in improvements, which was a really proud moment for me as Chair during this year. My Committee has also been critical in scrutinising decisions made in relation to the return to education for our young people throughout this year.”

Cllr Lee Bridgeman, Chair, Children & Young People Scrutiny Committee

[To hear more on scrutiny from me click here](#)



“...this has been an incredibly challenging year but we’ve coped very well, which is testament to how well Members, external stakeholders and the Cabinet have engaged, wanting to be there to help the Council through what is a very, very difficult time. We’ve provided some robust questioning, helping to shape major developments and explored how the Council and partners are working to recover from the impact of the Covid pandemic, in the leisure and music sector and more generally across the economy...”

Cllr Nigel Howells, Chair, Economy & Culture Scrutiny Committee

[To hear more on scrutiny from me click here](#)



“All 5 Scrutiny Committees work together to deliver the best for Cardiff, and we are constantly listening to the public and what they want.

One of our biggest achievements during the pandemic was “One Planet Cardiff”. We had a large number of external and internal witnesses taking part, who shared their knowledge on what the future of Cardiff should look like. I was really pleased with the support from everyone who gave evidence.”

Cllr Ramesh Patel, Chair, Environmental Scrutiny Committee

[To hear more on scrutiny from me click here](#)



“...a Scrutiny Covid-19 Panel of all chairs was formed and I was asked to chair it. We came together as a team. Previously committees have tended to operate in isolation, but this time we had to work collectively and I think we did that exceptionally well, resulting in certain recommendations that were accepted.

We also have a Performance Panel involving all chairs that looks at the Corporate Plan before it’s finalised and a number of recommendations we made turned into changes to the Corporate Plan.”

Cllr David Walker, Chair, Policy Review & Performance Committee

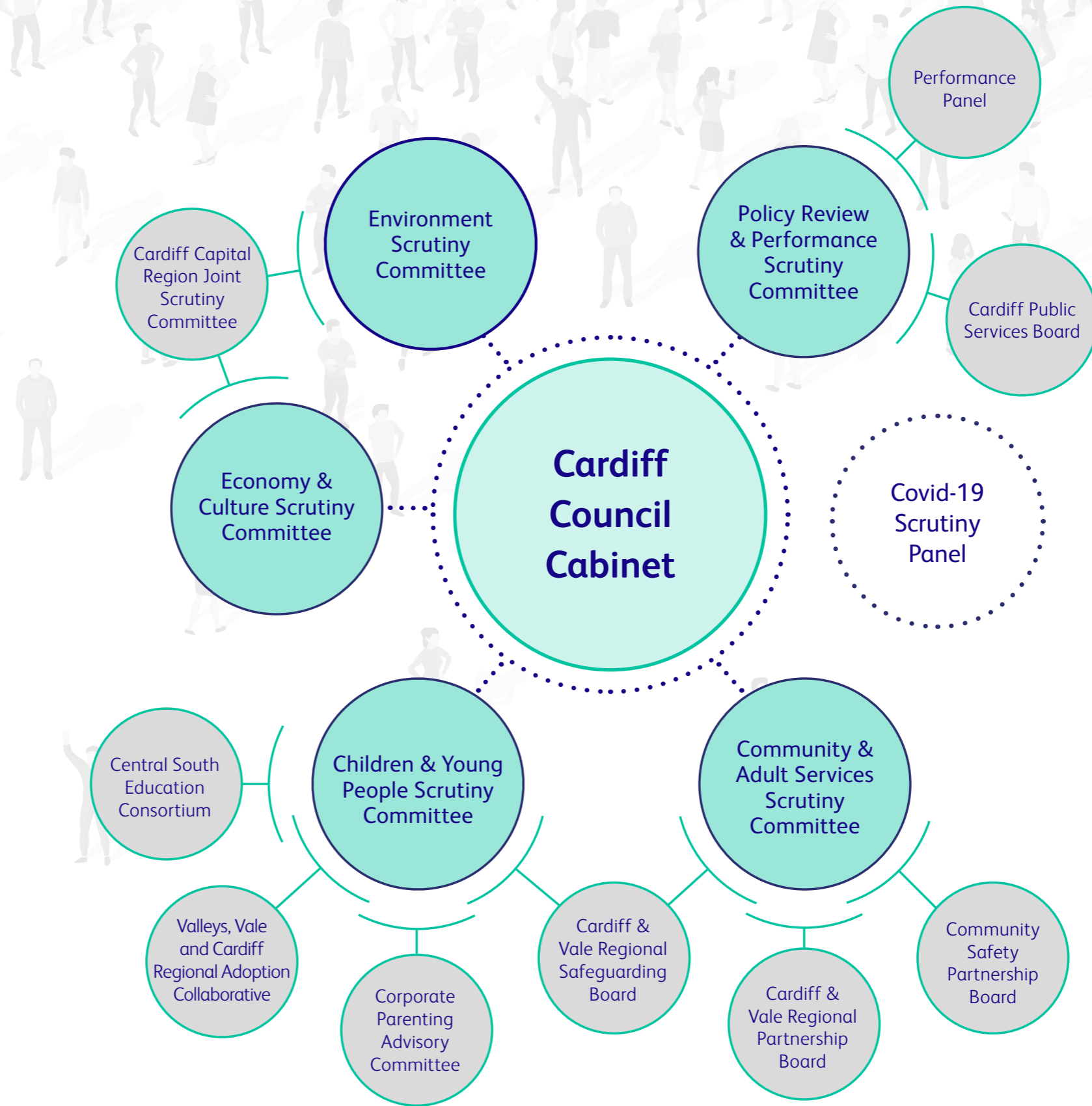
[To hear more on scrutiny from me click here](#)

Our governance role

Cardiff Council's five Scrutiny Committees fulfil a statutory responsibility placed on local authorities by UK and Welsh Governments to review and scrutinise decisions and actions taken by the Cabinet in relation to the delivery of services, to improve the wellbeing of residents. We also have various statutory responsibilities for the scrutiny of important partnerships established under Welsh Government legislation. In short we shine a light on the effectiveness of local partnership working in which the Council plays a leading role.

The Policy Review and Performance Scrutiny Committee has statutory responsibility for scrutiny of Cardiff's Public Services Board. The Community and Adult Services Scrutiny Committee has responsibility for scrutiny of both the Cardiff & Vale Regional Partnership Board and a statutory duty to scrutinise decisions made, or other action taken, on Crime and Disorder matters by engaging with the Community Safety Partnership Board. The Economy and Culture and Environment Scrutiny Committees monitor progress of the City Deal delivery programme, whilst the Children and Young People Scrutiny Committee has a governance role in the Central South Education Consortium, the Valleys Vale and Cardiff Regional Adoption Panel and the Council's Corporate Parenting Advisory Committee.

Each Scrutiny Committee is made up of 9 elected Members. However the Children and Young People Scrutiny Committee additionally has four co-opted members comprising two parent governor representatives, a Roman Catholic representative and a Church-in-Wales representative. Both the Economy and Culture and the Children and Young People Scrutiny Committees offer a seat to a representative of the Cardiff Youth Council, enabling young voices to challenge decision-making.



A year of socially distanced scrutiny

On screen, focussed and representing Cardiff voices. Scrutiny has been working hard to deliver better engagement, better outcomes, and better decision-making in 2020/21. Often underpinned by valuable primary research, here are just some of our achievements this year:

■ Covid-19 Scrutiny Panel - responding quickly to support essential service delivery mode

A challenging backdrop gave birth to the Covid-19 scrutiny panel. The suspension of all scrutiny committees at first lockdown led swiftly to establishing the Covid-19 Scrutiny Panel. The Panel explored how the Council was responding to the pandemic and planning for recovery, as well as testing time-critical decisions, providing appropriate scrutiny until the 5 scrutiny committees recommenced remotely. The Panel:

- Examined work undertaken during the lockdown to tackle homelessness and housing supply, as well as work to ensure the Council's finances were secure.

- Scrutinised proposals to help Cardiff restart after lockdown and recover from the pandemic, as well as work underway to establish a Race Equality Task Force.
- Tested time-critical proposed recommendations for schools in Cardiff, including in Plasdŵr.
- Considered the Council's final report on its finances for 2019/20 and checked proposals for the re-procurement of construction and civils consultancy frameworks.



■ Performance Panel - co-production and independent scrutiny of the Corporate Plan 2021-24.

Cardiff Council has a history of investing in robust internal challenge, and this year has seen stronger links forged between Cabinet & Scrutiny, stepping up the work of the PRAP Performance Panel. In a spirit of open engagement the family of five scrutiny committees, represented by its chairs, joined the Leader and Cabinet Member for Finance, Modernisation and Performance in two important round table discussions centred on the Council's highest strategic document, the Corporate Plan. In December 2020 the Panel reviewed the Council's mid-year performance against Corporate Plan targets and informed early Cabinet conversations around

2021-24 target setting. Then, in February 2021, we reviewed the draft Corporate Plan at its policy development stage, and focussed on the detail of target setting. Such a collaborative approach ensures that the Corporate Plan is subject to co-production as well as independent scrutiny and acknowledges the benefit of progressive interaction between Cabinet policy development and Scrutiny. Importantly, through such informal discussion, Scrutiny is afforded an impact on the Corporate Plan for the benefit of Cardiff citizens, evidenced by the changes made to the Corporate Plan by the Cabinet following these Panel Meetings.

“I'd like to put on record my thanks to the Chairs of the Scrutiny Committees who have served on the Covid-19 Scrutiny Panel”

Cllr Huw Thomas – Council 23 June 2020

“

“Cabinet are grateful to the Chairs of the Scrutiny Committees who have been able to take part in the Covid-19 Scrutiny Panel – it's been essential during this very strange time for running Council business”

Cllr Weaver – Council 23 June 2020



■ Challenging Service Provision

Though socially distanced our challenge of critical frontline Council services has continued.

- The **Environmental Scrutiny Committee** has focussed on the Waste Management service as the Council introduced changes to collection arrangements; the Household Waste Recycling Centre in North Cardiff; and how the service responded to Covid-19. Transportation matters were also a priority, including 20mph Zones and the Waungron Road Transport Hub.
- The **Community & Adult Services Scrutiny Committee** assessed how the council is addressing social isolation and loneliness following the outbreak of Covid-19, monitored the council's commitment to deliver 1,000 new council homes by 2022 and analysed the extent of drug dealing and drug related crime in Cardiff following the outbreak of Covid-19.

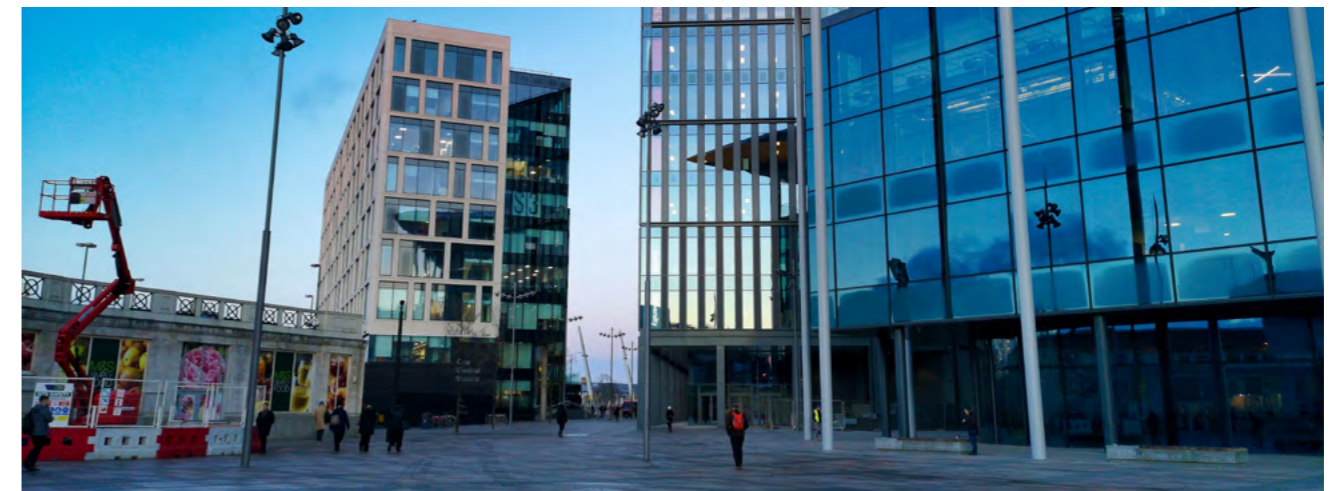
- The **Economy & Culture Scrutiny Committee** investigated the approach to playground provision and maintenance, advocating for children with additional needs, adventure playgrounds and highlighting the role of Ward Members in consultation process. For some time the Committee has lobbied for improved provision of park rangers. Our work has resulted in 2 new posts in this year's budget.
- The **Children and Young People Scrutiny Committee** has monitored progress in relation to the Youth Justice Service, following the inspection of the service in 2020, including the implementation of the "All Our Futures" Strategy and Action Plan.
- The **Policy Review & Performance Scrutiny Committee** has closely monitored the 2020/21 budget and sought greater integration with the work of Cabinet initiatives such as the new Race Equality Task Group.



■ Strengthening Decisions

We brought strong voices to the decision-making table across all five scrutiny committees by undertaking policy development and pre-decision scrutiny of significant strategic topics such as the Council's 21st Century Schools Programme and One Planet Cardiff. All committees have extensively

scrutinised the Council's proposed spending plans for 2021/22, especially important as our schools, local economy and care services recover from the pandemic.



■ Testing the Pandemic Recovery

Scrutiny's essential role this year has been providing a check and balance on the Council's immediate response to the pandemic, ensuring that it met the needs of residents, businesses and visitors. Our work continues, monitoring how the Education Service and Schools have responded to the Covid-19 Pandemic, and its plans for Recovery; hearing from

external witnesses about the impact on Leisure, Youth Sports and Music Sectors and exploring the role of the Council and its partners in how best to tackle this; scrutinising Major Projects to test their contribution to green recovery and to tackling inequalities; and engaging with service users to ensure their voice is heard during recovery planning.

Strong voices - your role in our work

Scrutiny is the voice of the people of Cardiff inside the Council. We work to ensure that the Council and its partners are delivering the right policies and services to benefit Cardiff's citizens. We do this by:

- Seeking to understand the views and experiences of customers, service users and carers, using workshops, focus groups and survey results to gather feedback.
- Inviting partners, representatives and external experts to contribute evidence to broaden our understanding and inform our discussions.
- Having an independent, dedicated research service to collect robust stakeholder and/ or document based evidence to inform our work.
- Having co-optees on our Children & Young People Scrutiny Committee, representing parent governors, Catholic Dioceses, Church in Wales and Cardiff Youth Council co-optees on this Committee and the Economy & Culture Scrutiny Committee.
- Questioning the decision makers, managers and experts.
- Ensuring transparency, by webcasting our committee meetings – [click here](#).

Some examples of our work involving stakeholders are:

- » Holding focus groups and face to face interviews with parents of children with learning disabilities who may, or have, undergone a transition from an out of county provision.
- » Stakeholders attending committee to contribute to discussions on Social Isolation and Loneliness, One Planet Cardiff, Youth Justice Service, leisure services and the music sector in Cardiff

In the last year, we have worked with the following stakeholders:

- Age Connects – Cardiff & Vale
- British Red Cross
- Bus and Coach Companies and Bus User representatives
- Cardiff Council Cabinet Members and Officers
- Cardiff Metropolitan University
- Cardiff Music Board Members
- Cardiff University
- Cardiff Youth Council
- Cardiff & Vale University Health Board
- Dŵr Cymru
- FOR Cardiff BID
- Greenwich Leisure Ltd (GLL)
- Natural Resources Wales
- Representatives for religious communities
- Representatives for young adults
- Sport Cardiff
- Sport Wales
- South Wales Police
- Sustrans
- Vale, Valleys and Cardiff Regional Adoption Collaborative
- Wales & West Utilities
- Welsh Government

We work to ensure that the Council and its partners are delivering the right policies and services to benefit Cardiff's citizens



How to get involved..

Now, more than ever, we want to make sure our work in the coming year is reflective of the needs and wants of Cardiff residents and we welcome any suggestions, big or small, on areas which you would like us to investigate.

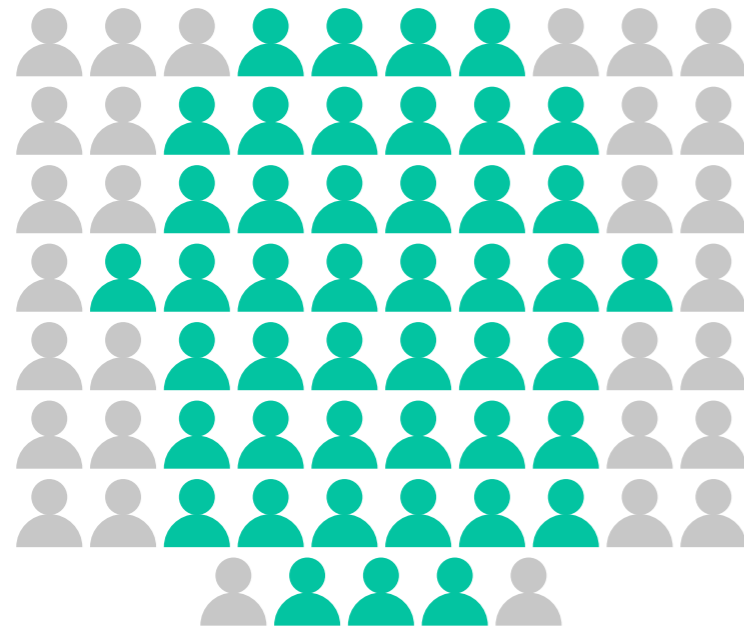
As a Cardiff resident, you can:

- Identify issues for scrutiny to look at
- Provide evidence to inform scrutiny – either in writing or in person
- Contribute to consultations, surveys, workshops and/ or focus groups
- Be invited to be a co-opted member of a Scrutiny Committee. In this role, you would work alongside elected Scrutiny Committee Members in supporting the development and review of Council policies.

We ask that you direct your suggestions to our dedicated support team at: scrutinyviewpoints@cardiff.gov.uk

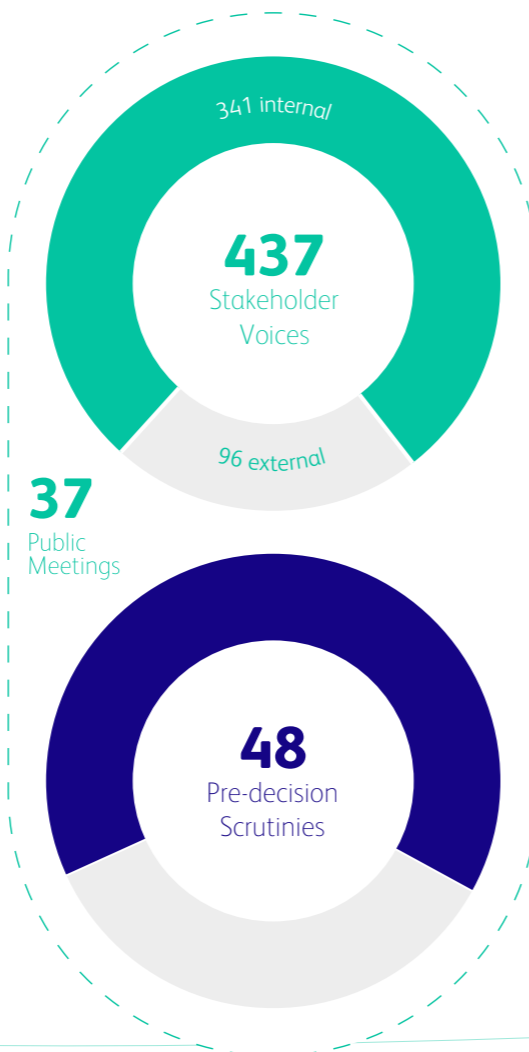
We are currently in the process of updating the Scrutiny Services webpages to make it easier for you to become involved in scrutiny. Please check the Council's website for updates before the end of this year. [click here](#).

Scrutiny in Numbers



There are currently **75 councillors** elected to Cardiff Council to represent the residents of Cardiff. Of those, **45 are nominated to sit on 5 scrutiny committees** and provide critical friend challenge to the Cabinet.

Successful scrutiny means asking questions of the right people, those that have a stake in the decision to be taken or the policy under review. Often referred to as witnesses, stakeholders can be cabinet members, senior managers and council officers. Importantly they often include service users and external organisations or groups with a stake in the issue being discussed. **In 2020/21 of the 437 voices that informed our scrutiny work, 341 were internal to the Council and 96 were external.**



In 2020/21 Cardiff's Cabinet made 74 decisions. Scrutiny committees considered 48 of those, which means **65% of decisions were taken with the benefit of full challenge and accountability.**



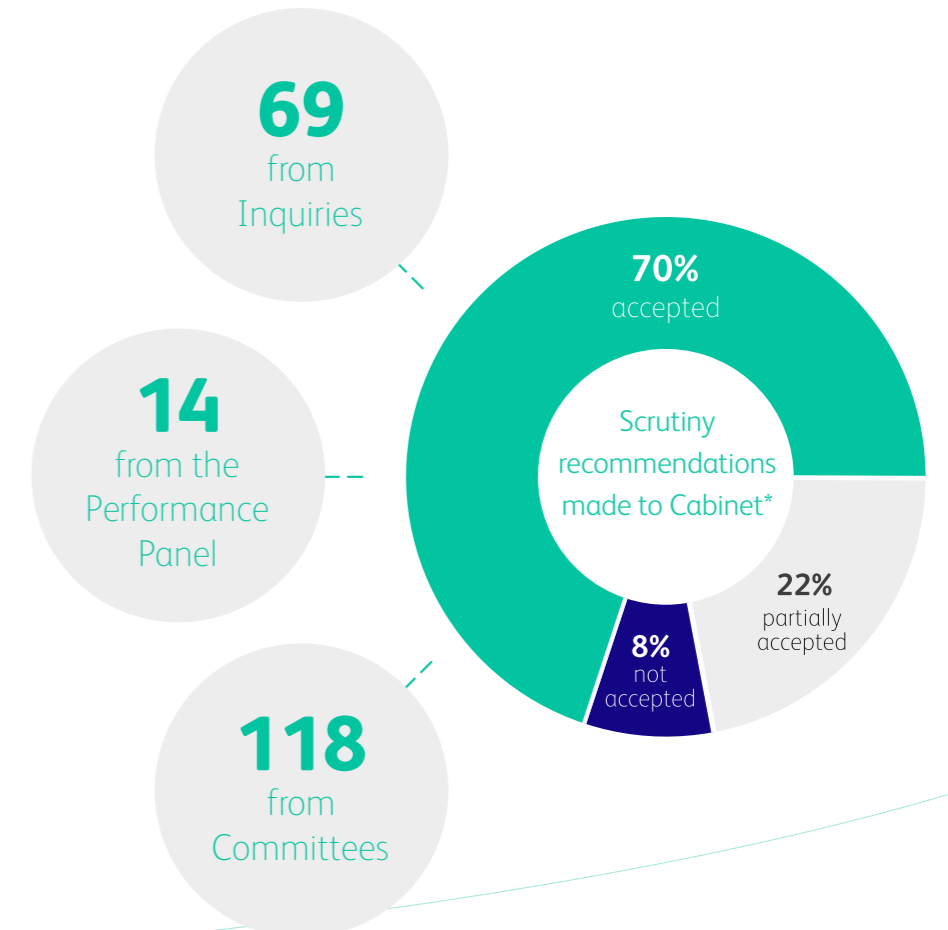
Cardiff Council is committed to allowing stakeholders full insight into its decision making. All our scrutiny committees are **publicly broadcast and can be found on the Council's website**, where they are available to view for up to 6 months.

[Click here](#)



Cardiff's Covid-19 Scrutiny Panel in action.

In 2020/21 Scrutiny Committees made a **total of 201 recommendations to Cabinet from 3 different routes**, Task & Finish Inquiries, Committee, and the Performance Panel. Of the responses received Cabinet accepted 92, partially accepted 29 and did not accept 10.



*Not including pending responses.

Children & Young People Scrutiny Committee

Our Membership



Councillor Lee Bridgeman (Chair)



Councillors Stephen Cunnah; Robert Hopkins; Heather Joyce;
Sian-Elin Melbourne; Bablin Molik; Mike Phillips;
Mia Rees; Kanaya Singh



Co-optees: Patricia Arlotte (Roman Catholic representative);
Carol Colbert (Church in Wales Rep); Karen Dell'Armi (Parent
Governor Rep); Matthew Richards (Parent Governor Rep); Mia
John (Cardiff Youth Council Rep)

Our Purpose

- We work to improve the Council's services and policies in the area of children and young people, which includes Schools; Children's Social Services; Youth Services and Justice; and relevant support services (Education and Schools support services etc.)
- We monitor the effectiveness of who the Council works with in this area, including how resources are spent;
- We ensure that key Council Policies in this area such as Cardiff 2030 Vision for Education & Learning; 21st Century Schools Programme; Social Care Commissioning Strategy; Corporate Parenting Strategy and Child Friendly City accreditation are developed and put in place; and
- We make recommendations to the Council's decision-makers to enhance performance and service delivery.

Our Achievements

- Youth Justice Service - the Committee monitored progress in relation to the Youth Justice Service, following the inspection of the service in 2020. This included the implementation of the "All Our Futures" Strategy and Action Plan. The Committee received bi-monthly reports on progress relating to governance; performance of the Youth Justice Board; Performance measures; Service Improvements; Consultation and Engagement; and improved joined up working within and outside the Service. Improvements to the Youth Justice Service is a long-term issue, and the Committee is an integral part of monitoring and reviewing improvements to the Service, and more importantly, improving outcomes for young people within the Service. The Committee's work to date has been acknowledged by HMIP. The Committee will hold an informal session with young people in the YJS in May 2021 to gauge their thoughts and views.

- Education & Schools Pandemic Response and Recovery - since July 2020, the Committee has been monitoring how the Education Service and Schools have responded to the Covid-19 Pandemic, and its plans for Recovery. This has included school safety; ensuring learning and attainment for all; learning from experience and good practice; planning and preparing; funding and budget implications; examinations and assessments; consultation; Post 16 education; and mental health and well-being. During 2021/22, the Committee will continue to monitor pandemic recovery, particularly in ensuring that there is sustainable capacity in mental health, wellbeing and counselling services for young people.
- 21st Century Schools Programme - the Committee undertook a range of policy development and pre-decision scrutiny in relation to the 21st Century Schools Programme, including progress in relation to Band B Schools. We have made a number of observations in relation to developments in Cathays High School; Ysgol Mynydd Bychan and Willows High School. The Committee will take a proactive role in developing the Band C schools, and it has called for a Catchment Area Review, to ensure long-term future proofing of proposals.

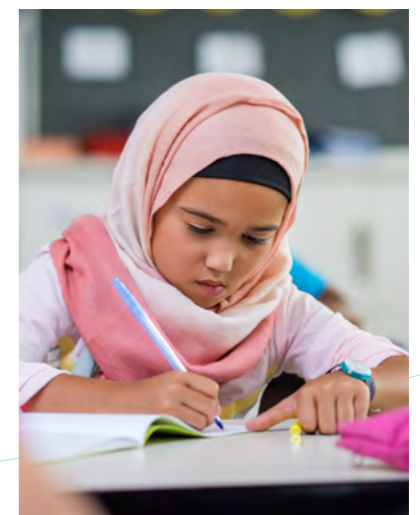
“

The Board is committed to open and effective governance, and the Children and Young People Scrutiny Committee are an important constituent of the governance landscape.....I am clear of the Board's commitment to working closely with the Scrutiny Committee as part of the governance commitments the Public Services Board made in 'All our futures'.”

Graham Robb, Independent Chair of the Youth Justice Board

“I welcome the Committee's contribution and recognise its role as a key partner in ensuring that all young people in Cardiff have an outstanding service which they can rely on to improve their life chances..... and am committed to an open and transparent working relationships going forward.”

CLlr Graham Hinchey, Cabinet Member for Children & Families



Community & Adult Services Scrutiny Committee

Our Membership



Councillor Shaun Jenkins (Chair)



Councillors Ali Ahmed; Joe Carter; Andrea Gibson;
Ashley Lister; Philippa Hill-John; Sue Lent;
Norma Mackie and Mary McGary.

Our Purpose

- We work to improve the Council's services and policies in the areas of community and adult services. This includes matters which relate to housing, neighbourhood renewal, community safety, mental health, community services and adult social care.
- The Committee also serves as the Council's Crime and Disorder Scrutiny Committee, reviewing actions taken by the Community Safety Partnership to address local issues of crime and disorder.
- We monitor the effectiveness of who the Council works with, its performance levels, how resources are spent, the effectiveness of measures in place and look to identify possible areas for improvement.

Our Achievements

- Throughout the year we have assessed how services supporting adults with care and support needs have responded to the pandemic along with their plans for recovery. We have strived to ensure that the long-term health and well-being impacts of Covid-19 on Cardiff's adult population are adequately recognised and resourced. We have done this by continually seeking assurance and information from Council officials in order to assess the plans in place.
- Given the significant well-being ramification of the Covid-19 pandemic, we undertook in-depth scrutiny of social isolation and loneliness faced by the adult population of Cardiff. Assessing the measures put in place by the Council to address this significant issue. Our work included input from a range of external witnesses and led to a recommendation for the Council to review its communication on key public health messages and support opportunities to ensure Cardiff residents, and key partners, are better aware of available services and initiatives.

- We have continued to monitor the Council's target to deliver 1,000 new Council homes by 2022 and have been involved in influencing the update of the Council's Design Standards document. Helping to ensure that each property developed by the Council, is of a high quality and adds a real, and lasting positive impact for future residents and communities.
- We submitted 30 recommendations to the Council's Cabinet designed to improve transition arrangements for adults with a learning disability who live in out of county provision and may undergo a transition back into county. Our recommendations included measures to help ensure clear, transparent communication at every stage of the process, procedures to help identify gaps in local service provision and processes to monitor the quality and skills of an individual post transition.



“

“Thank you for one of the best scrutiny sessions I have come across because of the targeted nature of your questions”

Police & Crime Commissioner, Alun Michael & Cllr Lynda Thorne, Co-Chairs of the Community Safety Leadership Board

“We welcome Cardiff Council's decision to investigate the issue of social isolation and are grateful for the opportunity to present our findings”

British Red Cross

“Thank you for the opportunity to present to Committee and for the useful feedback that you have provided.”

Cllr Susan Elsmore, Cabinet Member for Social Care, Health & Well-being.

“Thank you for your positive response to the ambitious plans for the Council House Build Programme. I am very grateful to the Committee for considering this programme and for providing feedback”

Cllr Lynda Thorne, Cabinet Member for Housing & Communities.

Economy & Culture Scrutiny Committee

Our Membership



Councillor Nigel Howells (Chair)



Councillors Jane Henshaw; Iona Gordon; Gavin Hill-John;
Chris Lay; Thomas Parkhill; Adrian Robson;
Abdul Sattar; Ed Stubbs.



Youth Council
Representative –
Eshaan Rajesh

Our Purpose

- We drive improvement across economic development, regeneration, parks, leisure, sports, libraries, hubs, culture, events and tourism.
- We hold to account those in charge, to make sure decisions are transparent and right for Cardiff.
- We listen to people who live and work in Cardiff, using their views and experiences to inform our scrutiny to help ensure the Council and partners deliver the right services for citizens.
- We make recommendations to enhance performance and service delivery.

Our Achievements

- Leisure & Youth Sports – the Committee explored how partners are responding to the impact of the pandemic on leisure and youth sports in Cardiff, hearing from Cardiff Metropolitan University, Sport Cardiff, Sport Wales and GLL, as well as considering research by scrutiny officers. Following a recommendation by committee, officers raised the issue of consistent access to schools, to support delivery during the pandemic, with Welsh Government and other key forums.
- Music Sector – the Committee gave Cardiff Music Board Members a platform to discuss what needs to happen to help their sector recover from the pandemic. Following recommendations by the Committee, the Council's Leader wrote to the Welsh Government requesting a recovery strategy be established with the sector and raising the need to lobby UK Government for music industry-specific help. The Leader also confirmed the Council would work with the Cardiff Music Board to address additional points raised by Members.

- Corporate Plan & Budgetary Proposals – following recommendations by the Committee, the Corporate Plan was strengthened by including a section on Brexit and amending a key performance indicator. Members were pleased to note budgetary proposals included 2 new Park Ranger posts, something they have been lobbying for since 2017.
- Major Projects and Regeneration – the Committee scrutinised several reports to Cabinet on major projects in Cardiff, including Indoor Arena, Atlantic Wharf, Llanrumney Regeneration, Canal Quarter Regeneration and Merchant Place. Many of these reports contained confidential information and Members explored the potential implications for the Council as well as for citizens of Cardiff. Overall, Members were supportive of proposals, with the exception of the Merchant Place scheme, where Members did not support the recommendations to Cabinet.



“

“Thank you for the opportunity to attend scrutiny committee to discuss the impact that Covid is having on the Sport, Leisure and Physical Activity sector in Cardiff. I appreciated the interest shown by the members of the committee”

CLlr Peter Bradbury, Cabinet Member for Culture & Leisure

“Please extend my thanks to the Chair and the panel for the opportunity to discuss these important issues.”

Rhys Jones, GLL, Head of Service - Cardiff

“It was really welcome to be able to discuss a controversial subject in a diligent and pragmatic manner.” - Castle Street Scrutiny

CLlr Caro Wild, Cabinet Member for Strategic Planning & Transport

“The opportunity to present to the Committee the wider challenges facing the live music sector in Cardiff and Wales throughout this pandemic was very much welcomed, as I know that this sector in particular has been hit hard.’ ‘Thank you again for inviting me and colleagues to attend the Scrutiny Committee meeting.”

CLlr Huw Thomas, Council Leader

“Thank you for your letter dated 23 February 2021 and the useful comments raised..(and) for your support in the budget process”

CLlr Chris Weaver, Cabinet Member Finance, Modernisation and Performance

“I continue to be grateful for the time that your Committee dedicates to the important projects that my portfolio is bringing forward. I remain grateful for the support that the Committee continues to provide.” - Indoor Arena Scrutiny

CLlr Russell Goodway, Cabinet Member for Investment & Development

Environmental Scrutiny Committee

Our Membership



Councillor Ramesh Patel (Chair)



Councillors Bob Derbyshire; Owen Jones; John Lancaster;
Jacqueline Parry; Thomas Parkhill; Oliver Owen;
Emma Sandrey; Peter Wong.

Our Purpose

- We work to improve the Council's services and policies in the area of environmental sustainability, which includes Waste Management, Planning, Environmental Health and Transportation;
- We monitor the effectiveness of who the Council works with in this area, including how resources are spent;
- We ensure that key Council Policies in this area such as One Planet Cardiff, Clean Air Strategy, Recycling Services Strategy, Green Infrastructure Plan and Local Development Plan are developed and put in place; and
- We make recommendations to the Council's decision-makers to enhance performance and service delivery.

Our Achievements

- One Planet Cardiff – the Committee considered the “One Planet Cardiff” Strategy, which is the Council’s strategic response to the declared Climate Emergency. This in-depth scrutiny investigation included input from a wide range of stakeholder groups and resulted in a number of recommendations including those in relation to Partnership and Governance; Behaviour Change; Covid Resilience; Local Development Plan; Food; Water; Education; Resources; Transport; Future Energy Solutions; Procurement; and Regulation & Policy .
- Waste Management Service – during 2020/21, the Committee undertook a range of scrutiny investigations in this area, including waste collection changes; Household Waste Recycling Centre in North Cardiff; and monitoring the Covid-response in relation to this Service.
- Transportation – during 2020/21, the Committee looked at a number of transportation issues including 20mph Zones; and Waungron Road Transport Hub

“

“The response from Scrutiny regarding 20mph zones in Cardiff is very welcome in that more speed enforcement is required for completeness...we propose to continue our dialogue with the Police/GoSafe and Welsh Government to identify a solution acceptable to all for 20mph speed limits”

Cllr Caro Wild, Cabinet Member Strategic Planning & Transport

“The Environmental Scrutiny Committee’s examination of the (One Planet Cardiff) work, which included very informative input from third party commentators, formed a significant part of our overall public consultation exercise for the strategy.”

Cllr Michael Michael, Cabinet Member Clean Streets, Recycling & Environment

“I know that Cabinet see great merit in the early involvement of Scrutiny in shaping policy and budget commitments. However, there are some practical challenges to consider such as the timing of any budget settlements from the Welsh Government. Steps were taken this year to broaden the Performance Panel to include policy / performance and budgetary issues. Looking forward, this may inform individual scrutiny committees to consider which budgetary issues warrant further early consideration in order to contribute to the revenue and capital budget proposals which will deliver a balanced budget for 2022/23 and beyond.”

Cllr Chris Weaver, Cabinet Member Finance, Modernisation & Performance



Policy Review & Performance Scrutiny Committee

Our Membership



Councillor David Walker (Chair)



Councillors Ali Ahmed, Rodney Berman;
Bernie Bowen-Thompson, Jayne Cowan, Elizabeth Henshaw,
Ashley Lister and Norma Mackie.

Our Purpose

- We assist the Council in creating solid foundations to deliver its services successfully. With the customer in mind we act as a critical friend on the inside, challenging the back office support services on which frontline services depend, seeking assurance that the Council is using its money, property and staff resources to deliver the best services.
- Our aim is to maximise customer experience by scrutinising policies, plans and programmes. We are looking for good performance against the aims and objectives set out in the Council's Corporate Plan.
- We report our findings to the Cabinet by making recommendations we consider would enhance Council performance and the effectiveness of its policies.

Our Achievements

- Following substantial primary research, this year we submitted the findings of our inquiry on Scrutiny Impact to the Cabinet, making recommendations for capturing the value of scrutiny through monitoring its impact. We have developed a practical model that will collect data and evidence of scrutiny activity throughout the year and link with the Council's performance framework. Our model supports the Council in its response to the self-assessment requirements of the new Local Government & Elections (Wales) Act 2021 by introducing service area self-assessment of the implementation of accepted scrutiny recommendations. We hope it will reveal the value of a Scrutiny function that brings critical friend challenge with the customer at its core to the heart of the Council's decision-making.

- We have reviewed the organisation's performance and response to the demands of the pandemic in maintaining frontline services. We are looking for evidence that more agile decision making is maintained and that the Council becomes more innovative as it looks to establish flexibility between home and office working. In support we have commenced a task and finish inquiry into Homeworking and the implications for staff and managers on well-being and productivity.
- The Committee has engaged with the Council's Race Equality Taskforce, affording members a consultative voice on membership, workforce representativeness, and in translating the educational success of BAME communities into employment. It is vital that the Council leads on such topical issues.
- In a year that called for Cabinet and Scrutiny to work together, much has been achieved. The quotes from the Leader and Cabinet are testament to the breadth and value that scrutiny can add.



“

I particularly welcome the Committee's support for the programme of work to establish Cardiff as a Dementia Friendly City..... in response to the Committee's specific request, I have agreed with Democratic Services that Dementia Friendly Training will be added to the Member's Development Programme for the year ahead.”

Cllr Huw Thomas, Council Leader

“I welcome the Committee's positive feedback regarding the Equality & Inclusion Strategy 2020-2024. I can confirm that the recommendation in relation to the production of an Executive Summary of the Strategy is accepted...”

Cllr Weaver, Cabinet Member, Finance, Modernisation & Performance

“I would like to put on record my appreciation for your continued involvement in, and contribution to, the work of the Performance Panel. Similarly, the introduction of the half-year assessment – an evaluative strategic assessment of performance to compliment the statutory year-end review – is a further example of how we have strengthened and improved our collaborative approach to performance management”

Cllr Huw Thomas, Council Leader

“I would like to take the opportunity to thank the Committee for their work in supporting the development of the Corporate Plan and the members who participated in the Performance Panel. I believe that this has strengthened policy development and performance monitoring in the Council and further enhanced the role of scrutiny. I am pleased to note that a number of the proposals made by the Performance Panel, and this Committee, have been included in the Corporate Plan.”

Cllr Huw Thomas, Council Leader

Our ongoing role in Cardiff's recovery and renewal

Scrutiny Committees are responsible for setting their own work programmes each year. We use a variety of recognised approaches to examine the topics we agree for our work programme. Approaches such as task and finish inquiries, monitoring performance, policy development and scrutiny of statutory partnerships, progress briefings and updates populate a typical scrutiny agenda each month. We adopt an approach that's right for the topic in question and within a timescale that will make a difference. We often join with other scrutiny committees where a broader scrutiny perspective would produce a better outcome.

Now is the time we start developing our work programmes and already ideas are forming. See the next page for priorities on our radar so far. This is a good time to get in touch if you have an issue you would like scrutiny to explore.

Simply e-mail us at ScrutinyViewpoints@cardiff.gov.uk



Scrutiny Priorities 2021/22

Community & Adult Services Scrutiny Committee

In keeping with the priority identified by Cardiff residents in Cardiff Council's 2021 Budget Consultation, continue to assess how the Council is keeping **communities safe** and **tackling anti-social behaviour**.

- Ensure that the **long term well-being impacts of Covid-19** are adequately recognised and resourced.

- Monitor the Council's **new vision for homelessness services** to ensure it continues to progress.

- Continue to evaluate the quality and delivery of the **Council House Build Programme**

Environment Scrutiny Committee

Supporting the Council on its **One Planet Cardiff** journey.

- Holding to account the **Waste Management Service** to ensure recent changes to collection services have improved service provision.

- Focussing on Council initiatives to achieve the Welsh Government's statutory **recycling** target of 70% by 2025.

- Evaluating how the **Shared Regulatory Service** is performing post pandemic

- Engaging with the Council's review of the **Local Development Plan**

Children & Young People Scrutiny Committee

Continuing to monitor the **Youth Justice Service** and **Children Looked After** including ensuring the recommendations in the Out of County Inquiry are implemented;

- Monitoring **Children's Services service redesign**; resources; sickness absence; performance and demand for services

- Scrutinising Schools/**Education response** to the Pandemic Recovery

- Focussing on **School Catchment Areas** and Band B developments

- Prioritising **Mental Health and Well-being** across both Services and beyond

- Ensuring Cardiff is a **Child Friendly City**, and obtains this status in 2021/22

Economy & Culture Scrutiny Committee

Checking **Employment Services** are accessible and helping people get back into work, given the increase in unemployment caused by the pandemic

- Cardiff's Economy** – examining recovery plans for areas such as events, tourism, culture and sports as well as major projects and regeneration

- Community Services** – monitoring parks, leisure, libraries and hubs, which the pandemic highlighted are critically important to people living, working and visiting Cardiff.

Policy Review & Performance Scrutiny Committee

Scrutinising organisational improvements evolving out of delivering Council services in the pandemic – particularly **digital progress, partnership working, financial strategy**

- Focussing on post pandemic working arrangements and support for employees – **homeworking, office accommodation, sickness absence, post-Covid safety & well-being** of employees.

- Asking how well the Council is engaging with its citizens. **Citizen Engagement Strategy, Budget Consultation** & generic approach to **Communications**.

This report is available in other languages.

Mae'r adroddiad hwn ar gael mewn ieithoedd eraill.

Scrutiny ... engaging today ... shaping tomorrow



CARDIFF
CAERDYDD

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City & County of Cardiff Democratic Services Committee Annual Report 2020



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

WORKING FOR CARDIFF,
WORKING TOGETHER



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Chair's Foreword

2020! The foreword to the 2019 report included the comment, "Hopefully, the next twelve months will see only the expected PCC election, for which there has been plenty of practice!" Not only was the PCC election postponed, so was almost everything else, or where it wasn't cancelled or postponed it took place remotely and we all quickly had to accept massive change.

The year's massive upheaval and change was due to Covid 19 arriving in the UK in January 2020 and causing the first UK death the same month. By the end of the year, the UK had recorded almost 2.5 million cases and, sadly, 74,000 deaths. It was a year when most of us will have known someone who either suffered from Covid or died from it, a year that will stay in our memories.

This report covers the work of Democratic, Member, Electoral and Scrutiny Services in the calendar year 2020 when the unexpected became the expected and I'd like to give credit to the tremendous effort and success achieved by the Democratic Services team in continuing to undertake all that was required of them and learning very quickly how to deal with the new normal.

A new normal where face to face meetings were banned from March, from which point, the team rapidly developed the use of remote meetings, successfully delivering excellent capability, even though this came with considerable additional administrative and preparatory work. Just a few months earlier, we'd been discussing whether remote meetings were possible. Now we know! And, whilst I'm sure most of us look forward to meeting in person again at council, most will probably also wish to retain the ability for remote or hybrid capability for many other meetings.

In addition to organising remote council meetings the whole schools appeals process also had to be quickly moved to a remote format. As with other meetings, this took more time to arrange and administer but was successful.

Webcasting has enabled meetings to be open to the public and the intended 100 hours of webcasts increased to over 170 hours, with Council, Cabinet, Planning, Scrutiny and others being available to watch in both real time and catch up.

In amidst all of this, the annual canvass was successfully undertaken, incorporating the newest group of young voters. This was at the same time as a new Electoral Services Officer was being sought and appointed, putting more workload onto the Head of Democratic Services and his team.

Scrutiny continued through the year, albeit in a different format between March and July when a Covid 19 Scrutiny panel, made up of the chairs of each of the five committees, met to scrutinise cabinet decisions.

Unfortunately the hoped for member development programme didn't take place although some e-learning sessions were arranged and all members are asked to ensure that they complete the Safeguarding session as soon as possible, whilst we await the resumption of other options in 2021.

2020 showed the ability of the team to deal with unexpected emergencies while still aiming to achieve a standard of excellence. This report, prepared by the Head of Democratic

Services and agreed by the committee shows, again, just how much work has been undertaken and how important that work is to the delivery of the Democratic Services of this council, especially in these challenging times, and I commend it to you.

A handwritten signature in black ink that reads "Mike Jones Pritchard". The signature is written in a cursive style and is positioned above a long, thin horizontal line that extends across the width of the signature.

Councillor Mike Jones Pritchard
Chair, Democratic Services Committee

Membership of the Democratic Services Committee.

The Democratic Services Committee work together to develop the support and services provided to all Elected Members, Independent Members, Registered Representatives, Lay Members and Co-optees.



**Councillor
Jones-Pritchard**



Councillor Burke-Davies



Councillor Bowden



Councillor Goddard



Councillor Goodway



Councillor Kelloway



Councillor Lay



Councillor Naughton



Councillor Parry



Councillor M Rees



Councillor Sandrey



Councillor Wong

Committee Attendance.

Councillor	Possible	Actual
Councillor Mike Jones-Pritchard (Chair)	2	2
Councillor Jennifer Burke-Davies	2	1
Councillor Fenella Bowden	2	1
Councillor Susan Goddard	2	1
Councillor Russell Goodway	2	1
Councillor Kathryn Kelloway	2	1
Councillor Chris Lay	2	1
Councillor Dan Naughton	2	2
Councillor Keith Parry	2	2
Councillor Mia Rees ¹	1	1
Councillor Emma Sandrey	2	2
Councillor Peter Wong	2	1
Councillor Rod McKerlich ²	1	1

Terms of Reference.

The remit of the Democratic Services Committee is:

- (a) To carry out the local authority's function of designating the Head of Democratic Services;
- (b) To keep under review, the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority;
- (c) To make reports, at least annually, to the full Council in relation to these matters.

¹ Councillor Mia Rees replaced Councillor Rod McKerlich

² Councillor Rod McKerlich left the committee to undertake role of the Lord Mayor of Cardiff

The Democratic Services Team – Support, Services and Structures

Head of Democratic Services

The Head of Democratic Services has management responsibility for Committee, Electoral, Member and Scrutiny Services. An organisational structure diagram of the Democratic Services Team can be seen at.

The following is an overview of the Democratic Services Team. A full list of the functions undertaken by the team can be found at **Appendix B**.

General

At the start of 2020 the Democratic Services Team had already planned the procurement of new ICT equipment to facilitate agile working for the team. Committee and Member Services were fully agile in March with their older but still suitable equipment being re-purposed within the wider team to support the homeworking arrangements which became necessary with the implementation of the coronavirus lockdown.

The team undertook homeworking, Display Screen Equipment (DSE) and Health and Safety (H&S) assessments to ensure that appropriate working procedures could be established. Some essential work was identified in County Hall which was essential in order for remote services to be provided to Elected Members and to ensure safe working environments for the team to develop the new processes and procedures to maintain the governance arrangements of the Authority.

Committee Services

At present, the team consists of five members of staff made up of the Committee and Member Services Manager, two Senior Committee Member Services Officer's, one Committee and Member Services Officer and a temporary Committee Services post. The post for the Note Taker for Educational Appeals has been re-allocated to the team but initial attempts to recruit to this role have been unsuccessful. Options to rebalance the team to fulfil its roles are being considered.

Committee Services supports the Full Council and its Committees, the formal decision-making and good governance of the Council. This includes preparation of agendas, minutes & reports packs using the Modern.Gov committee administration system; publishing; booking rooms for meetings and pre-meetings; support to Lord Mayor as Chair of Council and the Chairs of Committees. Support is provided to the following meetings.

- Full Council;
- Regulatory: Council Appeals, Planning, Planning (Policy), Public Protection and Licensing and Licensing Sub Committees;
- Governance: Appointments, Audit, Constitution, Corporate Parenting, Democratic Services, Employment Conditions, Pension, Standards and Ethics Committees – including Standards & Ethics Hearing Panels; Bilingual Cardiff & Local Authority Governor Panels;
- Scrutiny: Economy and Culture, Environmental, Children and Young People, Community and Adult Services and Policy Review and Performance Scrutiny Committees;
- Joint Committees: Glamorgan Archives; Prosiect Gwyrdd & Joint Pension Board;
- Officer Meetings: Investment Review Board, Joint Partnership Board (Trade Unions), Election Project Team.

The Committees Team arrange suitable dates, prepare agendas, co-ordinate report approval, circulate documents, draft minutes, record decisions and attendances and publish appropriate information on the various websites. This team also co-ordinates the delivery of the audio visual and webcasting facilities for Council, Planning, Audit and Scrutiny Committees. This equated to 43 meetings held from January to the Coronavirus lockdown on 23 March 2020.

Since March 2020 the team has developed the use of remote meetings and has successfully delivered a remote meeting capability which brings additional administrative and preparatory work.

Member Services

At present, the Member Services Team consists of three Member Support Officers who are managed by the Committee and Member Services Manager. The team supports all 75 Elected Members and provides them with a first point of contact to address any queries they may have.

Electoral Services

At present, the team consists of six members of staff made up of two Electoral Services Officers, two Electoral Administrators, and one Electoral Assistant. The Electoral Services Manager resigned in July 2020 and the recruitment of an Operational Manager for Electoral Services was recruited and due to start with the Authority in January 2021.

The Council's Electoral Services Team provides services to approximately 260,862 electors and 41,000 postal voters spanning 4 parliamentary constituencies, 6 community councils, and a unitary authority comprising 75 members in 29 wards.

The team has worked to deliver the following tasks during the year:

- Completion of the Annual Canvass Process and the publication of the Electoral Register on 01 December 2020.
- Preparation for the Police & Crime Commissioner's Election
- Preparation for the Senedd Elections
- Management of Community Council Casual Vacancies
- Completion of the Local Democracy and Boundary Commission for Wales Review

A full description of the activities of the Elections team during this year is described in the key activities section of this report.

Scrutiny Services

At present, the team consists of six members of staff made up of five Principal Scrutiny Officers and a Principal Research Officer. The team is managed by the Head of Democratic Services.

Scrutiny Services support the following Scrutiny Committees.

- Children and Young People (CYP) Scrutiny Committee
- Community & Adult Services Scrutiny Committee (CASSC)
- Economy & Culture Scrutiny Committee (ECSC)
- Environmental Scrutiny Committee (ESC)
- Policy Review and Performance Scrutiny Committee (PRAP)

In 2020, the Scrutiny committees were paused during the first lockdown, from April–July 2020. Council agreed to establish a Covid-19 Scrutiny Panel, consisting of the Scrutiny

Chairs, which met three times in June and July 2020. This enabled measured and proportionate scrutiny of the business critical decisions due to be made by the Cabinet. Feedback from the Leader, Cabinet Members and Scrutiny Committee Members acknowledged that the Panel delivered scrutiny that was effective in the circumstances and provided a level of assurance that scrutiny examined Cabinet decisions in a time of crisis.

Since the restart of standing scrutiny committees in late July 2020, Scrutiny Committees have played a key role by ensuring effective scrutiny of Cabinet decisions, reputational issues and other items identified by Cabinet Members and Directors as requiring scrutiny.

Corporate Apprentices – Democratic Services

Two Democratic Services Corporate Apprentices successfully completed their Business Administration Level 2 Foundation Apprenticeship with Cardiff & Vale College in June 2020. Unfortunately at the end of their apprenticeship there were no vacancies within the Democratic Services Team but they were supported to find other roles, with one of them being employed in an administrative role within the Council.

The latest round of corporate apprentice recruitments is currently in progress but the Team was not in a position support any apprentices. The recruitment of apprentices will be kept under review for the future.

Resources

The budget allocation for 2020/21 for the Democratic Services Team was £3.133m which was allocated as follows to the relevant service areas.

Service	Net Budget £000
Democratic Services	843
Electoral Services	470
Member Services	1,820
Total	3,133

The latest financial projection indicated that:

- Democratic Services Team will achieve an underspend of £20k in this financial year due to the staffing changes that have occurred during the year.
- Electoral Services was estimating an under spend and £225k would be added to the Electoral Reserve.
- Member Services was estimated to achieve an under spend of £4k.

Key Activities

Member Development

A Member Development Programme to support all Councillors and provide opportunities for collective and individual learning was planned and implemented prior to the coronavirus lockdown. Following the lockdown some learning opportunities were provided to Elected Members however these opportunities were significantly reduced. The sessions provided were attended as follows: -

- Main Sessions

Date(s)	Event	Attendance	
		Actual	%
3 Feb 20	PREVENT Briefing	24	32.0%
4 Feb 20 10 Feb 20	Review of Member Safeguarding Protocol	14 17	41.3%
11 Feb 20 12 Feb 20	Planning For Members	16 7	30.6%
10 Feb 20 12 Feb 20	Budget Training for New Members	1 1	100%
Various	Microsoft Teams and meeting procedures	75	100%
23 Sep 20	BAME	25	33.3%

- Welsh Language

Cardiff Academy is providing the following free Welsh Language courses:

- Beginner to advanced
- One morning a week for the duration of the course
- Option to gain a WJEC qualification
- Clear pathway to becoming bilingual (Level 3+)

Elected Members have been informed of these courses and how they can book onto them. A number of Elected Members have signed up to these courses although many of these were suspended until they could be provided remotely. It is hoped that these courses will continue to be made available to all Elected Members.

- E-Learning

The dedicated Elected Member E-Learning portal supported by the Cardiff Academy has been provided for Elected Members. This portal enables Elected Members with access to the key topics identified by the Democratic Services Committee for completion.

The new portal also provides monthly reports to the Head of Democratic Services detailing the completion status of E-Learning modules. This information will be shared with Group Whips and Elected Members will be encouraged to maximise the use of this facility.

Staffing

The Committees team began the year with a vacancy in the role of Senior Committee and Member Services Officer. A recruitment was undertaken and Mandy Farnham was appointed to the role, leaving a vacancy for a Committee and Member Services Officer. To address this vacancy and the inability to recruit to the role of Note Taker for Education Appeals, other options are being considered to provide career progression opportunities within the team and enhance its capacity to support and develop services for Elected Members.

The Electoral Services Manager (ESM) resigned in July 2020 and the recruitment of an Operational Manager for Electoral Services was completed and with the new post holder expected to start with the Authority in January 2021. In the interim, team members were able to undertake acting-up arrangements to mitigate the vacancy of the ESM, with the managerial responsibilities being undertaken by the Head of Democratic Services. The need for an additional temporary post was identified, to support the team in the lead up to the Elections in 2021 and this role is planned to be filled early in 2021.

A recruitment process for a permanent Principal Scrutiny Officer (PSO) to replace an existing temporary post commenced in January 2020. A further vacancy arose with the retirement of the PSO supporting the Children & Young People Scrutiny Committee. These posts were successfully appointed following remote interviews held on 31 March 2020.

Committee & Member Services

The following outlines the key activities of the Committee and Member Services Team:

- **Remote Meetings**

Under statutory powers granted in the Coronavirus Act 2020, the Welsh Ministers issued The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 ('the Regulations'), which temporarily relaxed the rules governing local authority meetings during the coronavirus response period. The Regulations came into force on 22nd April 2020 and are to remain in effect until 30th April 2021.

The Regulations allowed meetings of a local authority to be held remotely using any equipment or facility which allows Members to speak to, and be heard by, each other (whether or not Members can also see each other). The new rules on remote attendance apply to any meetings of the Council, Cabinet, Committees or Joint Committees (or Community Councils) held before 1st May 2021.

Officers produced an Elected Member Protocol for Remote Meetings, covering pre-meeting preparation and effective Elected Member participation in a remote Microsoft Teams meeting. Webcasting of remote meetings could not be provided with the existing equipment and an alternative solution was procured which enabled "screen capture" of the remote meetings which could then be published remotely to the webcasting provider. As a result the authority has successfully held 87 remote meetings which have been either recorded and uploaded or streamed live to the Council's webcasting website.

- **Webcasting**

The Council has procured a webcasting contract which was awarded to Public-I. The 3 year contract has enabled the Council to reduce its webcasting costs and to maintain the volume of webcasting hours. It should be noted that it was initially planned to have only 100 hours of webcasting in 2020-21 with each of the remaining 2 years of the contract having 200 hours of webcasting hours to support the requirements of the Local Government and Elections (Wales) Act. However those meetings which contained predominantly exempt items were not recorded or webcast. Table 1 below provides a summary of the webcasting information for 2020.

Table 1

Overall Summary						
	Meetings	Meeting Duration HH:MM:SS	Total length of viewing HH:MM:SS	All views	Live views	Archive views
Council	11	28:26:23	1323:55:22	4503	1673	2830
Cabinet	9	08:45:47	329:15:39	2866	273	2593
Planning	10	35:21:18	1318:22:16	3389	1370	2019
Scrutiny	35	70:17:10	461:13:24	2140	329	1811
Others	23	27:19:37	426:58:55	1179	168	1011
Totals	88	170:10:15	3860:21:06	14077	3813	10264

The webcasting target for 2020-21 was 5,500 views, but with the impact of the coronavirus and the requirement to make meetings available to the public, the number of webcast views has increased. At the end of Quarter 3 of the 2020-21 period a total of 11,653 views had been received. A full breakdown of the webcasting data is contained within the performance information section of this report.

- Member Enquiry System (MES)

This is one of the key services support provided by the Member Services team and which is used by 70/75 (93.3%) Elected Members. The MES is an important tool to effectively deal with the issues raised by residents with their Councillor. Logging enquiries provides Senior Managers with data on the key service issues, logging frequency and trends.

The agreed performance target requires that responses to enquiries raised by Elected Members will be provided within 10 working days and the Member Services team is continually monitoring MES for responses to and from councillors, chasing and escalating matters as necessary. During the early part of the pandemic the focus of the Authority was to support of the communities of Cardiff and manage the impact of the coronavirus in the area. This led to the suspension of the MES performance target in March but the Member Services team continued to record and process Live enquiries the decreased the number of enquiries that were received between March and June. Subsequently, the levels of enquiries returned to near normal levels and the team

undertook light touch monitoring of MES progress. The target was restored in November with the caveat that those services which continued to be adversely impacted by their provision of coronavirus support, may not be able to consistently achieve this target.

The team liaise closely with agents in Directorates and regularly meet with teams to deal with specific issues in particular in relation to Requests for Service. The complexity and multi-service nature of some enquiries means that response times can exceed the 10 working days. Table 2 provides an update on the number and method of reporting Member Enquiries:

Table 2

Enquiry Type	Q4 2019/20	Q1 2020/21	Q2 2020/21	Q3 2020/21	Totals
Total Enquiries	1565	1300	1764	1054	5683
Member Self-serve	739	603	844	510	2696
Logged by Officer	826	697	920	544	2987
Time taken to close in days.	12.52	13.20	11.7	7.8	11.3

- Implementation of HALO Software for the MES.

The Nethelpdesk software used to support the MES was updated at the end of October to the HALO software. The Member Services Team received initial training and minor implementation issues were quickly addressed. Additional training is planned with the intention of utilising the additional functionality available within HALO to further develop the capability of the service.

- Supporting Community Councils

Cabinet formally adopted the Community Council Charter on 13 December 2018 and it was agreed that the MES service will be provided to Community Councils on a permanent basis with the use of the service being monitored and reviewed as and when necessary. This service has continue throughout 2020 and has included the circulation of information to Community Council Clerks to ensure that they were kept up to date with the covid-19 updates for Cardiff.

- Education Appeals

The Team currently supports the education appeals process by providing a note-taker which is part-funded by the Education Directorate. A total of 24 education appeals were held in City Hall between January 2020 and the start of the lockdown period in March.

Following lockdown, Welsh Government Guidance was issued, requiring the processes and procedures for the provision of remote education appeals to be developed. Equipment and training was provided for officials at these meetings which enabled the restoration of appeals from 1 June 2020. The revised procedure has meant that each individual remote appeal involves its own part one appeal which was previously undertaken collectively increasing the time required for each appeal.

There have been 370 individual appeals with up to five admissions appeals being held on a single day. Each appeal takes over one hour to complete although some appeals take considerably longer. This equated to approximately 43 days where a member of the team was supporting an appeal hearing. The note taker is required to complete the notes of the hearing to the necessary standard within 3 working days. Agreements have been made which enables the note-taker to complete their notes more quickly than previously achieved but this does require an additional time commitment from team members.

- Office 365

Office 365 is the latest version of Microsoft Office which includes Word, Excel, PowerPoint and Outlook. It utilises the benefits of “the cloud” to make savings in infrastructure costs which includes a reduction in server space, the removal of license costs for “Blackberry Works” which would no longer be required and provides more collaborative features which should enable users to work more effectively.

The roll-out of Office 365 has now been completed, although 5 additional smartphones were purchased to replace those older telephones issued to Elected Members which were unable to support the Office 365 functionality.

- Implementation of Microsoft SharePoint

Microsoft SharePoint is a browser-based software system which supports collaborative document management. The implementation of this software was not seen as a priority for Democratic Services in 2020 and although the implementation of this software was completed by the Electoral Team, the roll-out to other teams was put “on-hold” to enable them to focus on other ICT priorities. The implementation of SharePoint will be resumed in 2021.

- Printing

Printing is one of the costs which Democratic Services is able to influence. The team has access to a centralised printing service which is providing a fast and effective service for the larger and more complex printing needs of the team including committee reports and member’s letters. This service minimises costs compared to Printsmart facility and the teams have been directed to maximise the use of this facility.

The centralised printing service has also been accessible with the team working remotely. The Print Room is considered as an essential service for the Authority and appropriate Health and Safety measures were put in place to enable the service to continue.

The team has confirmed the needs of Elected Members to have printed committee documents whilst working remotely.

Electoral Services

The following activities were undertaken by the Elections Team in 2020:

- Police & Crime Commissioner’s Election

Preparation was under way early in 2020 for the Police & Crime Commissioners Election in 2020 but due to the Covid Pandemic the election was postponed until 2021

- Completion of the IER Annual Canvass Process

The performance target for the 2021 Register of Electors was set at obtaining a 93.4% response rate from all residential households within the local authority area. Achieving this target relied significantly on residents engaging with the Electoral Registration Officer and providing the necessary information required during the canvass period. The final household response rate attained for the canvass was 90.20%, and, following the addition of approximately 635 new residential properties to the electoral roll.

- Management of Community Council Casual Vacancies

A Community Council casual vacancy for the community of Pentyrch arose at the beginning of the 2020. This was addressed in a Community Council by-election in March 2020. Assistance continues to be provided to the Community Councils as necessary.

- Local Democracy and Boundary Commission for Wales Review

In 2016 the Cabinet Secretary for Finance and Local Government published a written statement requiring the Boundary Commission to restart its review programme with a prioritised timetable. There was an expectation that all 22 electoral reviews be completed in time for new arrangements to be in place for the 2022 local government elections. The Local Democracy and Boundary Commission for Wales advised that the electoral review for Cardiff would commence in 2019. As part of their pre-review procedure the Commission conducted a series of meetings with Officers and Group Leaders, culminating in a briefing to all Members on 28 March 2019. The briefing provided Members with an overview of the statutory basis of the exercise and the anticipated timetable.

The Local Democracy and Boundary Commission for Wales provided information showing the existing variance from the Council's average representation. Relevant data was collected from the Office of National Statistics and a methodology was agreed with Cardiff Research to project population increase for the five year period until 2024. This methodology was also informed by strategic development sites identified in the Local Development Plan and in consultation with planning officers.

A series of proposals were developed which would result in a net increase of two Members overall with the Council membership increasing from 75 to 77. This would be subject to the Commission considering whether due to Cardiff's unique circumstances and high levels of population growth the commission consider the increase as justification to extend the current maximum size constraint rule. These proposals were approved by Council on 20th June 2019 and submitted to the Local Democracy and Boundary Commission for their consideration.

The Local Democracy and Boundary Commission for Wales have published their recommendations following their review of the electoral arrangements for the City and County of Cardiff. The recommendations included increasing the existing 75 councillors to 79 with a reduction in the number of wards from 29 to 28. Responses to the recommendations were able to be submitted to the Minister by 16th December 2020. A letter was sent to the Minister from the Authority requesting that the decision be determined as determined as soon as possible to allow time for the relevant changes to be made in preparation for the Local Government Elections in 2022.

Scrutiny Services

The following outlines the key activities of the Scrutiny Services Team:

- **The Covid-19 Scrutiny Panel.**

The Covid-19 Scrutiny Panel consisting of the five Scrutiny Chairs, was established following agreement at the May 2020 Council meeting. It met three times in June and July 2020 to carry out measured and proportionate scrutiny of the business critical decisions due to be made by the Cabinet. All Scrutiny Committee Members were afforded the opportunity to contribute lines of enquiry to ensure the Panel benefitted from the knowledge and experience of Scrutiny Members.

The Panel considered reports to Cabinet setting out proposals on how to deal with the impact of the Covid-19 pandemic on various Council services, including the Housing Delivery Programme, Homelessness provision, Cardiff City Transport Services and the Council's overall Financial Management response to the pandemic. The Panel considered the Council's proposed approach post-covid as set out in the draft 'Cardiff Recovery Strategy' and 'Restart, Recover, Renew' Strategy. The Panel also

considered time-critical reports on the proposed Plasdŵr school, the Mutual Investment Model for schools, re-procurement of collaborative construction and civils consultancy framework and the Outturn 2019-20 report. Finally, Members scrutinised proposals to establish a Race Equality Task Force resulting from the Black Lives Matter movement.

The Panel made a number of recommendations to Cabinet that will be recorded and monitored as part of the introduction of a model to evaluate the impact of Scrutiny in the future, whilst also addressing the self-assessment of performance requirements of the Local Government and Elections (Wales) Bill.

Feedback from the Leader, Cabinet Members and Scrutiny Committee Members is that the Panel delivered scrutiny that was effective in the circumstances and provided a level of assurance that scrutiny examined Cabinet decisions in a time of crisis. The Panel was paused in July 2020, when Council agreed to restart standing scrutiny committees.

- Children & Young People Scrutiny Committee

The Children and Young People Scrutiny Committee has a key governance role in assessing service performance, informing service and policy development across a range of Council services, including Education, Social Care for Children, Children's Play and the Youth Service. The Committee also monitors the relevant work streams of the Public Services Board.

The Committee prioritised two key areas of work in 2020 – Youth Justice Service and Schools/Education Pandemic Response and Recovery.

Youth Justice Service – the Committee monitored progress in relation to the Youth Justice Service, following the inspection of the service in 2020. This included the implementation of the “All Our Futures” Strategy and Action Plan. The Committee received bi-monthly reports on progress relating to governance; performance of the Youth Justice Board; Performance measures; Service Improvements; Consultation and Engagement; and improved joined up working within and outside the Service. Improvements to the Youth Justice Service is a long-term issue, and the Committee is an integral part of monitoring and reviewing improvements to the Service, and more

importantly, improving outcomes for young people within the Service. The Committee's work to date has been acknowledged by HMIP.

Education & Schools Pandemic Response and Recovery – since July 2020, the Committee has been monitoring how the Education Service and Schools have responded to the Covid-19 Pandemic, and its plans for Recovery. This has included school safety; ensuring learning and attainment for all; learning from experience and good practice; planning and preparing; funding and budget implications; examinations and assessments; consultation; Post 16 education; and mental health and well-being. During 2021/22, the Committee will continue to monitor pandemic recovery, particularly in ensuring that there is sustainable capacity in mental health, wellbeing and counselling services for young people

In addition to the above, the Committee has also undertaken the pre-decision scrutiny of a number of Cabinet reports relating to school organisational proposals, Child Friendly City Accreditation and the Schools Admission Policy. It has considered the Local Authority Social Services Annual Report, the Valley, Vale and Cardiff Adoption Consortium Annual Report and the Corporate Parenting Strategy.

Finally, on a quarterly basis, the Committee monitors the performance of Children's Services for children who are looked after, children in need, the youth justice service and staffing. The Committee regularly seeks clarification on areas of concern and expectations for improvement, which are always responded to.

Task and Finish

The Committee did not undertake any Task & Finish Inquiries during 2020. However, progress and implementation of recommendations set out in the "Out of County Placements" Inquiry and "Child Mental Health" Inquiry will be a priority for the Committee in the coming year.

- **Community and Adult Services Scrutiny Committee**

The Community and Adult Services Scrutiny Committee plays an important role in assessing service performance and informing service and policy development across

a range of Council services including all aspects of housing, neighbourhood renewal and adult social care. It also provides Members with the opportunity to challenge, hold to account and question proposals put forward, along with monitoring of council performance. As required by the Police and Justice Act, 2006, the Community and Adult Services Scrutiny Committee is also the Council's Crime and Disorder scrutiny committee thereby holding the responsibility to review decisions made or action taken in connection with the discharge of crime and disorder functions.

During 2020, Committee Members considered a range of topics including the fear of crime and its effect on Cardiff communities, delivery of the Council's Alley Gating Scheme, recommissioning of new arrangements of care services for Cardiff's most vulnerable and detailed monitoring of the Council's Council House Build Programme. During consideration on these topics, Members were pleased to welcome various witnesses including key representatives from the Community Safety Partnership Board and key representatives from not for profit organisations in order to receive their knowledge, views and perspective to best inform the Committee's scrutiny.

Task and Finish

- **Temporary and Supported Accommodation – The Single Persons Gateway**

During 2020 Committee Members received the Cabinet Report from their inquiry which looked at temporary and supported accommodation available via the Single Persons Gateway. Of the 9 recommendations made to Cabinet, all were either partially or fully accepted. During 2020, Members have been monitoring the directorate's progress and received an action plan detailing how the directorate plans to implement the recommendations.

- **Closer to Home Project: Out of County Placements for Adults with a Learning Disability**

This year, the Committee has finalised an inquiry into out of county placements for adults with a learning disability. The Task Group, which includes current and former Members of the Committee met over a series of meetings and visits, meeting a range of service providers, key professionals, parents and young adults with learning disabilities. Inquiry Members also commissioned independent research into this area, tasking Scrutiny's Research Officer to address, through consultation with parents and advocates, the current pathway in place for transitioning identified individuals in order to identify possible areas for improvement. Due to the

comprehensive nature of the inquiry, which has been supported by extensive desk based and primary research, Task Group Members have formulated 30 recommendations for Cabinet consideration. The inquiry's findings were initially scheduled to be submitted to Cabinet in spring 2020, however, the subsequent onset of the Covid-19 pandemic and related UK-wide lockdown meant that submission of this report was delayed. The draft report is due to be presented to the Committee's next formal meeting, seeking full committee approval for it to be submitted to Cabinet.

- Economy & Culture Scrutiny Committee

During 2020, Committee Members focused on economic development and regeneration, culture, tourism, libraries & hubs, employment services, playgrounds, leisure, youth sport and Cardiff Harbour Authority. Committee Members scrutinised high-profile proposals including the Indoor Arena, Dumballs Road Regeneration, Coal Exchange, Llanrumney redevelopment and the proposed Atlantic Wharf Masterplan. Following their scrutiny of the Castle Street traffic proposals, Councillor Caro Wild, Cabinet Member – Strategic Planning and Transport, thanked the Committee for their scrutiny and said '*It was really welcome to be able to discuss a controversial subject in a diligent and pragmatic manner*'.

A constant theme throughout the year has been the Committee's concern to ensure that proposals for economic development are compatible with the Council's commitment to sustainable development and tackling inequality. Members have consistently questioned proposals through the lens of the Well Being & Future Generations Act as well as the Climate Emergency motion, passed by Council in March 2019.

Task and Finish

- **Tourism in Cardiff**

In September 2019, Members commenced an Inquiry into Tourism in Cardiff, at the request of Councillor Goodway. Following a meeting in February 2020, the task group paused because of the Covid-19 pandemic. It has remained on hold throughout 2020, given the impact of the pandemic on the tourism sector. Members hope to reframe and restart the task group in 2021, at an appropriate juncture.

- **Culture in Cardiff**

In October 2019, Members started a short scrutiny on Culture in Cardiff, with evidence received in January 2020 from the Arts Council of Wales. The report was finalised and presented to Cabinet in March 2020 and, due to the impact of the covid-19 pandemic, a response is due in spring 2021.

- Environmental Scrutiny Committee

Following the lockdown period the Environmental Scrutiny Committee resumed its work programme on the 15th September 2020. The Committee had 8 public committee meetings; scrutinise 20 individual items; received a total of 58 witnesses to the Committee and welcomed 19 external witnesses to take part in various scrutiny events.

Whilst working in the midst of the pandemic the Committee was able to grow its public engagement. For example, the December One Planet Cardiff meeting drew in seventeen external witnesses, while the number of members of public watching the meeting reached just over 500.

During the year the Committee wrote letters to raise a number of important issues, these included:

- **Waste Collection Changes** - Committee Members raised concerns about how the new four day working pattern would reduce the problem of missed collections, particularly in parts of North Cardiff which have collections on a Friday and might have to wait until the following Tuesday for a crew to pick up any missed waste. It was explained that waste collection crews would have greater ownership of the new rounds, and that compliance monitoring would help address the problem. In addition to this they were told that the Council was looking at other options such as making transit vehicles available to pick up any missed collections. The Committee welcomed the response, but ask that you confirm in writing that measures would be put in place to ensure that missed collections are not left on the street over the weekend, and that all Cardiff streets received parity of service.

One Planet Cardiff - The most significant piece of work undertaken during the year was the December meeting that was dedicated to scrutinising One Planet Cardiff.

The meeting received contributions from twelve important stakeholder groups, nine of which presented at the actual meeting. The stakeholder groups include Natural Resources Wales, Cardiff University, Wales & West Utilities, Sustrans and Dwr Cymru. In total 17 external witnesses took part in the meeting, from which a letter to the Leader and witness submission pack was produced. The information was attached to the wider consultation exercise which is being undertaken to identify how best the Council and Cardiff can become carbon neutral by 2030.

- Policy Review & Performance Scrutiny Committee

The Policy Review and Performance Scrutiny Committee covered many topics in 2020 that are the foundation to delivering effective council services in challenging times.

Some notable achievements are as follows:

The Committee's Performance Panel has further developed cross committee interaction with the Corporate Plan at a policy development stage, with the support of the Leader, assisting all five scrutiny committees to secure an impact within the Corporate Planning process. Such progressive interaction demonstrates the valuable impact that effective scrutiny can have on the Corporate Plan, the Council's highest level strategic document.

Following substantial research the Committee published its inquiry report on Scrutiny Impact, making recommendations for capturing the value of scrutiny through monitoring its impact both quantitatively and qualitatively.

This year the Committee has been encouraged by progress of the Digital Strategy. These strategies are considered by the Committee are the potential foundations in improving the quality of services the Council is delivering to its customers and are crucial elements of its emergency response.

Since standing Scrutiny Committees re-started in September 2020 the Committee has focussed heavily on the financial resilience of the Council, monitoring the budget and the strategy for dealing with the financial challenges ahead. Members have been engaged in decision making on Cardiff Bus, the Council's Strategic Equalities Plan and senior management arrangements.

- Young People's Participation in Scrutiny

The inclusion of Youth Council Representatives initiated by the Children & Young People Scrutiny Committee has been extended to include regular invitations for youth representation on the Economy and Culture Scrutiny Committee. Economy & Culture Scrutiny Committee Members unanimously agreed to the Chair's suggestion to invite a representative of the Youth Council to observe and contribute to the work of the Committee.

The Chairperson of the Environment Scrutiny Committee has also agreed that a young person's representative will be invited to provide for topic specific representation at future meetings.

- Regional Scrutiny Activity

- **Cardiff Capital Region City Deal (CCRCD) – Joint Scrutiny Committee**

Scrutiny Services and the other Authorities within the region have supported the CCRCD – Joint Scrutiny Committee and collaborated with Rhondda Cynon Taf County Borough Council who were the appointed facilitators of the Joint Scrutiny Committee early in 2020.

The Environment Scrutiny Committee and the Economy & Culture Scrutiny Committees (ECSC) receive regular updates on the work of the City Deal Cabinet and Joint Overview & Scrutiny Committee. Councillor Ramesh Patel was appointed as the Council's representative on the Joint Scrutiny Committee.

- **Central South Consortium**

The Chairman and Principal Scrutiny Officer of the CYP Scrutiny Committee are members of the Central South Education Consortium's Scrutiny Panel which cover five local authorities, Cardiff City Council, Merthyr Tydfil County Borough Council, Vale of Glamorgan Council, Rhondda Cynon Taf County Borough and Bridgend County Borough Council. The Panel meets once a term to hold the Consortium to account for its work across all the Councils and its policies, processes and performance of the Consortium. The Committee also undertakes a Governance role for the Regional Adoption Service.

- Internal and External Audits

The Action Plan developed to meet the recommendation of the Wales Audit Office report entitled Overview and Scrutiny – Fit for the Future has been reviewed and is being progressed with an extended timeline. This should enable the successful completion of all of the WAO recommendations during 2021-22. An internal Audit of the Scrutiny Function was also completed in March. The objective of the audit was to ensure that “*Scrutiny Committees demonstrate effective outcomes from Scrutiny activities that represent good value*”. The recommendations of the internal Audit dovetail neatly with the outcomes of WAO Audit and all actions will be completed within the same timescale.

Democratic Engagement 2020

- Engagement with Cardiff Metropolitan University

The team attended Cardiff Metropolitan University’s Fresher’s Fayre (18 September 2018) to encourage eligible students living with the Cardiff Council area to register to vote and to provide additional information about the process of voting. In addition, staff also took the opportunity to speak to students highlighting the forthcoming voting franchise reform allowing 16 year olds to vote in future Welsh Assembly and Local Government Elections.

- Franchise change Campaign

Working alongside the Communications Team a number of social media campaigns were developed including digital ads to promote votes at 16 and qualifying foreign nationals. The digital campaign was shared on Instagram, Twitter, You Tube, Snap Chat and Spotify. Further campaigns targeting qualifying foreign nationals were also shared on Audience Network and Google Video Network.

In addition the Electoral Services Team engaged with local members to encourage voter registration within their wards.

Collaborative Working and Networks

- **Member Support and Development Lead Member and Officers network**

This network is facilitated by the Welsh Local Government Association (WLGA) with the intention to improve the services and member development opportunities provided to Councillors. The Member Support element of network are the Heads of Democratic Services or Member Support Officers, with Councillors forming the Development Lead (Elected) Member element of the network. The two networks have joint meetings on a regular basis to share views and ideas.

- **Independent Remuneration Panel for Wales (IRPW)**

The annual meeting of the IRPW with the Chairs of Democratic Services Committee and the Heads of Democratic Services was held remotely on 27 October 2020 to discuss the Draft Annual Report for 2021/22 and proposed determinations in relation to Elected Members.

The Head of Democratic Services and the Committee and Member Services Manager participated in discussions on the report including: the schedule of remuneration; reimbursement of the Cost of Care and personal safety of Elected Members. The IRPW urged Democratic Services Committees to take steps to encourage and facilitate greater use of the remuneration framework so that Members are not financially disadvantaged in undertaking their roles.

The final IRPW report for 2021/22 is scheduled to be published in February 2021 and a report will be submitted to Council in May 2021 setting out the key determinations for approval.

- **Officer Networks**

The Democratic Services Team actively participate in other officer networks which assist in developing good practice, sharing information and facilitating the effective provision of support to the Elected Members of Cardiff. These include: the National Scrutiny Network, South East Wales Regional Scrutiny Network, Association of Democratic Services Officers and the Association of Electoral Administrators. Details of these networks can be seen at Appendix C.

Performance Information:

Webcasting

The following table describes the duration of webcasts and the number of views both live and archived that these meetings have achieved:

Council								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Council	20-Jan-20	01:01:22	00:14:04	85:08:46	519	79	440
2	Council	30-Jan-20	03:41:11	00:26:53	101:45:49	431	121	310
3	Council	27-Feb-20	03:53:09	00:31:56	129:22:30	508	137	371
4	Council	21-May-20	01:27:02	00:29:34	48:18:14	194	20	174
5	Council	21-May-20	01:14:23	00:21:31	10:45:39	37	18	19
6	Council	25-Jun-20	01:37:04	00:24:26	95:17:55	402	105	297
7	Council	23-Jul-20	03:52:03	01:08:10	491:59:54	760	362	398
8	Council	24-Sep-20	03:23:21	00:16:36	136:29:04	792	424	368
9	Council	22-Oct-20	03:36:19	00:25:47	89:24:13	379	162	217
10	Council	26-Nov-20	01:02:09	00:32:54	28:30:57	112	37	75
11	Council	26-Nov-20	03:38:20	00:36:38	106:52:21	369	208	161
Totals			28:26:23	5:28:29	1323:55:22	4503	1673	2830

Cabinet								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Cabinet	19-Mar-20	00:40:42	00:10:23	29:27:25	409	50	359
2	Cabinet	11-Jun-20	01:03:14	00:08:20	48:15:01	664	37	627
3	Cabinet	24-Jun-20	00:20:12	00:03:18	07:43:03	244	11	233
4	Cabinet	16-Jul-20	00:52:26	00:13:37	43:09:19	402	21	381
5	Cabinet	17-Sep-20	01:43:40	00:11:16	25:57:02	350	23	327
6	Cabinet	15-Oct-20	00:36:58	00:22:11	48:05:56	274	20	254
7	Cabinet	19-Nov-20	01:25:41	00:36:35	68:54:43	267	59	208
8	Cabinet	26-Nov-20	00:12:09	00:19:22	39:04:36	206	28	178
9	Cabinet	17-Dec-20	01:50:45	00:30:13	18:38:34	50	24	26
Totals			8:45:47	2:35:15	329:15:39	2866	273	2593

Planning								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Planning Committee	22-Jan-20	02:03:20	00:23:52	60:53:47	250	40	210
2	Planning Committee	26-Feb-20	04:26:33	00:32:00	91:13:23	288	76	212
3	Planning Committee	18-Mar-20	01:10:55	00:14:39	41:47:28	269	51	218
4	Planning Committee	17-Jun-20	02:35:50	00:30:07	96:23:15	349	96	253
5	Planning Committee	22-Jul-20	04:38:56	00:41:15	133:24:36	348	117	231
6	Planning Committee	19-Aug-20	02:28:59	00:23:16	61:40:16	275	62	213
7	Planning Committee	16-Sep-20	03:21:21	00:31:49	159:37:36	469	225	244
8	Planning Committee	14-Oct-20	04:03:28	00:51:38	162:41:20	343	148	195
9	Planning Committee	18-Nov-20	05:36:21	01:11:39	274:40:58	479	309	170

Planning								
10	Planning Committee	16-Dec-20	04:55:35	01:06:19	236:35:05	319	246	73
Totals			35:21:18	6:26:34	1318:57:44	3389	1370	2019

Scrutiny								
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Children and Young People								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Children and Young People	30-Jul-20	4:04:01	00:23:44	15:02:25	70	10	60
2	Children and Young People	15-Sep-20	1:48:46	00:15:36	05:27:38	42	8	34
3	Children and Young People	12-Oct-20	2:24:05	00:16:45	08:39:40	50	4	46
4	Children and Young People	15-Dec-20	2:04:09	00:13:43	02:03:32	11	3	8
Totals			10:21:01	1:09:48	31:13:15	173	25	148

Community & Adult Services								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Community & Adult Services	08-Jan-20	03:00:53	00:28:55	17:50:08	95	6	89
2	Community & Adult Services	17-Feb-20	03:18:52	00:33:47	11:49:37	47	10	37
3	Community & Adult Services	04-Mar-20	02:25:16	00:43:22	39:46:02	108	16	92
4	Community & Adult Services	14-Sep-20	01:48:59	00:12:17	05:31:57	45	13	32
5	Community & Adult Services	07-Oct-20	02:20:51	00:23:09	13:53:27	50	7	43
6	Community & Adult Services	04-Nov-20	01:45:07	00:23:02	07:40:49	47	5	42
7	Community & Adult Services	02-Dec-20	01:36:44	00:31:38	11:04:37	45	4	41
Totals			16:16:42	3:16:10	107:36:37	437	61	376

COVID-19 Scrutiny Panel								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	COVID-19 Scrutiny Panel	09-Jun-20	02:15:51	00:45:01	46:31:09	149	34	115
2	COVID-19 Scrutiny Panel	23-Jun-20	00:41:06	00:11:57	05:58:33	54	8	46
3	COVID-19 Scrutiny Panel	14-Jul-20	02:15:09	00:25:17	26:07:57	119	27	92
Totals			5:12:06	1:22:15	78:37:39	322	69	253

Economy & Culture								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Economy & Culture	18-Feb-20	02:46:13	00:18:33	16:42:07	81	9	72
2	Economy & Culture	12-Mar-20	00:16:09	00:02:00	01:08:03	51	4	47
3	Economy & Culture	14-Sep-20	00:53:12	00:06:13	03:44:00	50	4	46
4	Economy & Culture	13-Oct-20	00:20:34	00:14:58	07:29:15	44	0	44
5	Economy & Culture	05-Nov-20	01:32:02	00:20:37	11:00:01	63	21	42
6	Economy & Culture	16-Nov-20	00:15:47	00:07:16	02:47:15	29	5	24
7	Economy & Culture	04-Dec-20	01:49:43	00:17:24	04:03:42	16	4	12
Totals			7:53:40	1:27:01	46:54:23	334	47	287

Environmental								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Environmental	21-Jan-20	02:48:31	00:22:32	13:54:13	63	9	54
2	Environmental	17-Feb-20	02:48:34	00:09:06	04:06:07	51	7	44
3	Environmental	03-Mar-20	02:06:50	00:07:02	03:38:25	58	3	55
4	Environmental	15-Sep-20	00:00:05	00:10:59	05:07:51	45	0	38
5	Environmental	06-Oct-20	02:44:41	00:13:49	08:31:45	66	14	59
6	Environmental	03-Nov-20	01:49:01	00:20:41	07:55:51	35	5	30
7	Environmental	01-Dec-20	03:43:00	01:07:58	38:31:10	56	19	37
8	Environmental	08-Dec-20	01:50:22	00:12:03	01:48:28	11	0	11
Totals			17:51:04	2:44:10	83:33:50	385	57	328

Policy Review & Performance								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Policy Review & Performance	15-Jan-20	02:32:49	00:56:21	42:16:02	137	11	126
2	Policy Review & Performance	19-Feb-20	03:04:13	00:25:43	14:08:46	88	14	74
3	Policy Review & Performance	11-Mar-20	02:23:56	00:35:13	19:57:44	80	14	66
4	Policy Review & Performance	15-Sep-20	02:30:06	00:41:54	23:03:11	83	20	63
5	Policy Review & Performance	13-Oct-20	01:10:44	00:25:13	08:24:38	53	5	48
6	Policy Review & Performance	10-Nov-20	01:00:49	00:11:17	05:27:19	48	6	42
Totals			12:42:37	3:15:41	113:17:40	489	70	419
Scrutiny Total		35	70:17:10	13:15:05	461:13:24	2140	329	1811

Other Committees								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Audit	28-Jul-20	01:58:47	00:30:38	21:26:48	150	17	133
2	Audit	08-Sep-20	02:10:27	00:19:09	12:46:04	103	11	92
3	Audit	20-Oct-20	00:45:55	00:03:42	01:21:40	32	0	32
4	Audit	17-Nov-20	02:00:05	00:23:10	10:49:07	71	16	55
5	Democratic Services	30-Nov-20	02:05:19	00:28:09	07:30:27	33	13	20
6	Glamorgan Archives	22-May-20	00:43:00	00:09:00	02:15:02	22	0	22
7	Glamorgan Archives	11-Sep-20	01:04:19	00:10:09	02:52:38	19	6	13
8	Licensing	01-Sep-20	00:18:40	00:06:59	02:26:45	43	4	39
9	Licensing	10-Sep-20	00:55:23	00:21:49	07:16:23	39	6	33
10	Licensing Sub	26-Jun-20	01:36:33	00:09:38	03:03:16	31	4	27
11	Licensing Sub	12-Aug-20	00:59:27	00:17:34	07:54:38	37	8	29
12	Licensing Sub	18-Sep-20	00:26:46	05:23:48	188:53:28	59	7	52
13	Licensing Sub	02-Oct-20	01:21:23	00:09:59	02:49:47	19	4	15
14	Licensing Sub	16-Oct-20	00:59:40	00:15:38	05:12:40	36	7	29
15	Licensing Sub	23-Dec-20	00:45:00	01:07:44	07:54:08	17	5	12
16	Local Authority Governor Panel	07-Jul-20	00:03:06	00:02:52	00:43:05	22	1	21
17	Pensions	23-Nov-20	00:20:13	00:43:12	12:14:38	30	4	26
18	Prosiect Gwyrdd	19-May-20	00:19:17	00:07:10	01:40:25	30	1	29
19	Public Protection	15-Jul-20	04:04:18	00:53:03	83:07:10	197	33	164
20	Public Protection	06-Oct-20	00:27:18	00:25:29	07:13:21	34	4	30
21	Public Protection	03-Nov-20	01:09:40	00:36:34	18:17:10	54	2	52
22	Standards & Ethics	30-Sep-20	01:48:11	00:28:07	12:11:22	70	11	59
23	Standards & Ethics	09-Dec-20	00:56:50	00:24:38	06:58:55	31	4	27
Totals			27:19:37	13:38:11	426:58:57	1179	168	1011

Summary								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
	Council	11	28:26:23	5:28:29	1323:55:22	4503	1673	2830
	Cabinet	9	8:45:47	2:35:15	329:15:39	2866	273	2593
	Planning	10	35:21:18	6:26:34	1318:57:44	3389	1370	2019
	Scrutiny	35	70:17:10	13:15:05	461:13:24	2140	329	1811
	Others	23	27:19:37	13:38:11	426:58:57	1179	168	1011
	Totals	88	170:10:15	41:23:34	3860:21:06	14077	3813	10264

Forward Plan for 2021

The Democratic Services Team has a range activities that it will need to undertake in 2021.

a. Local Government and Elections (Wales) Act

This Act is now being implemented and includes a number of topics which have a direct impact on the Democratic Services Team. These include:

- Extension of right to vote to qualifying foreign citizens
- The voting age for elections in Wales is reduced to 16.
- Duty to promote awareness and provide assistance amongst young people
- Development the Scrutiny Website to enhance the engagement and participation of the public in scrutiny activities.
- Supporting the establishment of a Participation Strategy
- Procure and implement a Hybrid meeting solution.
- Procure and implement a dual language remote facility.
- Support for the development of the “Meetings held in multiple locations” policy.
- Support for the development and implementation of a petition scheme and the councils own petition facility on Modern.gov.

b. The Implementation of SharePoint

The Democratic Services Team are to complete the implementation of the SharePoint software and identify opportunities to make efficiencies in the handling and sharing of data.

c. Recruitment

The outstanding recruitments for the Democratic Services Team will be progressed as a matter of urgency to minimise any impact from the implementation of the Local Government and Elections (Wales) Act on the services provided by the Team.

d. Preparations for the Local Government Elections in 2022

The Democratic Services Team will be required to administrate the preparations for the Local Government Elections in 2022.

Committee & Member Services

e. Elected Member Learning and Development Strategy

Draft the Elected Member Learning and Development Strategy for 2022-2027 to replace the previous version which was approved by Council in 2019.

f. Review of the Member Enquiries System(MES)

To review the MES in 3 phases:

- Improve reporting using the existing facilities.
- Identify improvements to the MES processes and procedures which will further enhance the effectiveness of the system.
- Implement new processes and reporting facilities.

g. Procure an effective Conference system

The team will identify the requirement for a new conferencing system which will replace the existing system and enhance the capability when holding “meetings in multiple locations”.

h. Undertake Surveys

The team will plan and deliver a demographic profile and exit surveys in June and December respectively.

Electoral Services

i. UK Government (Electoral Registration Reform Programme)

The UK Government has announced its intention to introduce legislation which would change the procedures to be carried out by Electoral Registration Officers (EROs) at the canvass. They would be given more flexibility and discretion regarding the registration process and to make better use of data matching and mining technology. If introduced this would have a significant impact on the service with changes likely to be needed to software systems and work practices relating to the Electoral Register and the administration of electoral events.

j. Annual Canvass Electoral Registration and Postal Vote Refresh Exercises

The annual canvass electoral registration review process will commence in July 2020 with the revised registered scheduled for publication on 1 December 2020. The

performance response target for the 2020 Register of Electors is currently scheduled to be 90%.

Scrutiny Services

k. Progress and complete the Internal and External Audit Recommendations.

The completion of these audit will assist Scrutiny services to meet its future requirements of the service. The outcomes include:

a. Fit for the Future:

- The timely production of minutes
- Appropriate skills and training including the Wellbeing of Future Generations Act.

b. Environmental Health

Identify opportunities to:

- Introduce greater challenge of the quality and level of services provided by the SRS
- Improve the quality of elected member oversight of 3rd parties including the SRS.
- Provide structured and targeted member development relating to the roles and responsibilities of the SRS

- Establish regular review schedule of the scrutiny of SRS

c. Internal Audit

- Scrutiny Management should pursue further benchmarking data with SEWSON and other bodies as appropriate to include the types, amounts and associated timescales of Scrutiny activity undertaken.
- Review the format of the Scrutiny Committee Annual Reports so that performance measures and scrutiny impact are included in a clear and concise manner.
- Establish a central record of all recommendations raised and agreed, for monitoring and review purposes.
- Scrutiny must establish a mechanism for following up the implementation of recommendations agreed.
- Engage with the Performance Lead for the Governance and Legal Services Directorate to establish new Key Performance Indicators that will measure

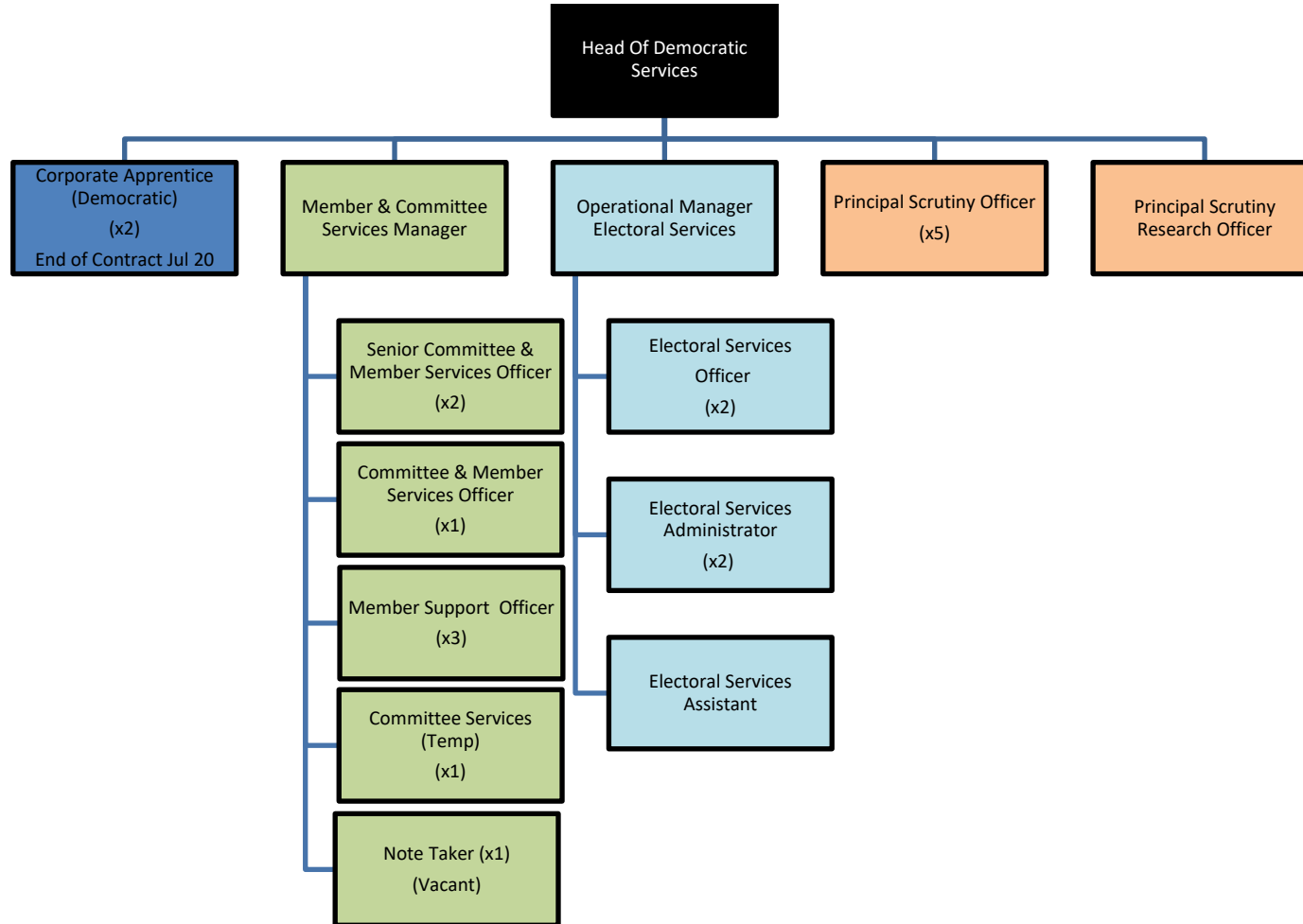
the impact, effectiveness and efficiency of Scrutiny activities for appropriate monitoring and reporting.

Summary

The Democratic Services Team has had an incredibly successful year where the priorities and workloads of the Team have been adversely impacted by the coronavirus pandemic. The Team has adapted and continues to develop its services to meet the requirements of new legislation and service needs. Throughout the year the resilience and creativity of the team have exceeded expectations to deliver outcomes that have supported all Elected Members and the governance arrangements of the Authority.

APPENDIX A

Structure – Democratic Services 2020



APPENDIX B

Roles and Functions

The roles and functions undertaken by each element of the Democratic Services Team is as follows:

- **Committees Services**

In addition to administration the team support the following functions:

- a. Council Governance: custodians of the:
 - Constitution;
 - Declaration of Acceptance of Office;
 - Cardiff Undertaking;
 - Register of Political Groups.
- b. Member Governance: maintain up to date records of:
 - Register of Individual Member Interests;
 - Conference and Events Register;
 - Hospitality Register;
- c. Outside Bodies Membership administration of Register and notification;
 - Attendance & Apologies Register
 - Arrange welsh translation in accordance with the statutory requirements of the Welsh Language Standards;
 - Provide guidance and support in the preparation, publication & translation of Members Annual Reports and Member Information.
- d. Public Engagement: support given to:
 - Public questioners at Council;
 - Hosting attendees and visitors;
 - Petitioners & public at meetings.
- e. Liaison with Members and External Bodies:
 - Produce & issue the Members Diary;
 - Issuing of Member Electronic Briefs;
 - Members of Parliament and Assembly Members;
 - Welsh Local Government Association Networks & projects;
 - Report to & liaise with Independent Remuneration Panel;
 - Wales Audit Office with inspections; providing information & reports; & at meetings;
 - Liaise with a range of Outside Bodies.

- f. Corporate Support:
 - Emergency Management on call on a rota basis;
 - Representing Member Services at corporate meetings such as Welsh Language Co-ordinators.
- g. Management and development of systems:
 - Modern.Gov;
 - Conference System;
 - Webcasting;
- h. Member Development:
 - Elected Member Learning and Development Strategy;
 - Member Development Programme;
 - Arranging /Liaising with Trainers/ Speakers;
 - Co-ordinating venues & technology;
 - Evaluation of activities and providers
 - Member Development material;
 - Issue notification of Member briefings, information & signposting.

- **Electoral Services**

- a. Electoral Registration

In order to be able to vote in elections in the United Kingdom, a person's name must be included in a register of electors. Responsibility for compiling the register of electors lies with the Electoral Registration Officer (ERO). In Wales, the appointment of the ERO is made by the county or county borough council. The current appointed ERO for Cardiff Council is the Chief Executive..

The ERO has a duty to maintain a register of parliamentary and local government electors, as well as the edited register, absent vote records and list of overseas electors. . The edited / open register contains only the names and addresses of those on the full register who have not taken the decision to opt out of their details appearing on the edited register. As part of their legal responsibilities EROs are required to take all necessary steps to publish and maintain registers that are as accurate and complete as possible.

This responsibility is supported by the Electoral Services Team conducting an annual canvass where the staff of the ERO are obliged to canvass approximately 151,000 residential properties within the County Council area to identify potential new electors, amendments to the register or deletions to the register. The revised register of electors is then published on 1 December annually. In addition, the Electoral Services Team maintain the register monthly to produce monthly alterations of the register.

b. Electoral Administration

Every County and County Borough in Wales is required to appoint an officer of the council to undertake the role of Returning Officer (or Counting Officer for Referendums) for the various types of electoral events held within the county borough area. The current appointed Returning Officer for Cardiff Council is the Chief Executive.

This includes:

- UK Parliamentary General Elections
- Senedd Elections
- Local Government Elections
- By-Elections
- Community Polls
- Business Improvement District (BID) ballots
- Police and Crime Commissioner Elections
- Referendums ³

The core role of the Electoral Services team is to fully support the Returning Officer in conducting their statutory responsibilities in administering well-run electoral events, carrying out all necessary procedures and process as prescribed by legislation.

This includes:-

- Electoral Event Project Planning (incl. verification and count processes)
- Candidate and Agent Liaison including nominations
- Communications and Media Liaison
- Management and Booking of all venues including Polling Stations
- Appointing all Presiding Officers, Poll Clerks (incl. staff training), Count Assistants and Postal Vote Clerks

³ Subject to appropriate electoral legislation

- Publishing all relevant Statutory Notices
- Print production of all Electoral Stationery (incl. Poll Cards, postal voting statements and Ballot Papers)

- **Member Services**

The Member Services Team assists all 75 Elected Member by:

- providing face to face contact with Elected Members;
- allocating a dedicated Member Services Officer to support with enquiries concerning Council Services;
- tracking and monitoring Member's Enquiries and chasing responses with agents;
- providing general administrative and secretarial service including handling correspondence and emails; typing, scanning, mail merges etc.;
- providing advice on data protection and GDPR;
- maintaining an up to date contact list of all 75 Elected Members;
- maintaining an electronic record of Members Surgeries; preparing data for publication on website; and preparing surgery notices;
- arranging room bookings for meetings relating to ward matters; with constituents or outside body representatives
- arranging welsh translation in accordance with the statutory requirements of the Welsh Language Standards;
- providing stationery and office supplies; and
- overseeing Members' business offices including offices for Chairs and communal Members areas;
- the first point of access for Members ICT/Telephone; allocation of IT equipment; and early stage troubleshooting support;
- provide signposting to other information and services relating to the role of Councillor.

- **Scrutiny Services**

a) **General**

Within their terms of reference, Scrutinies will:

- review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Authority's functions;

- make reports and/or recommendations to the Council and/or the Cabinet;
- consider any matter affecting the area or its inhabitants; and
- exercise the right to 'call-in', for reconsideration, decisions made but not yet implemented by the Cabinet, Cabinet Members and designated senior officers.
- Receive and consider reports from statutory external inspectors or auditors referred to them.
- Act in accordance with the Scrutiny Procedure Rules.

Specific functions - Policy Review and Performance

The Policy Review and Performance Scrutiny will:

- (i) assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues;
- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) question relevant people and organisations about their views on issues and proposals affecting the area;
- (v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
- (vi) adjudicate on any areas of overlap between the functions of the Scrutinies and allocate any additional areas of responsibility which are not already included within the terms of reference of any particular Scrutiny.

The Community & Adult Services Scrutiny is the Council's Crime and Disorder as required by the Police and Justice Act 2006 and any re-enactment or modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under that Act.

b) Scrutiny

Scrutinies will:

- (i) review and scrutinise the decisions made by and performance of the Cabinet and/or employees both in relation to individual decisions and over time;

- (ii) review and scrutinise the performance of the Authority in relation to its policy objectives, performance targets and/or service areas;
- (iii) question Members of the Cabinet and/or employees about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) make recommendations to the Cabinet and/or appropriate and/or Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the scrutiny and local people about their activities and performance; and
- (vi) question and gather evidence from any person (with their consent).

c) Resources

Scrutinies may exercise overall responsibility for the resources made available to them.

d) Annual Report

Scrutinies must report annually to the Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

APPENDIX C

Officer Networks

- Association of Electoral Administrators

There are eleven regional branches of the Association covering the United Kingdom with the Wales branch being supported by the Electoral Services Manager from Cardiff as Regional Chair for South Wales Central. The Welsh branch meets three or four times a year and provides electoral officers with an opportunity to discuss matters relating to the conduct of elections and electoral registration. This network also support the engagement with the various Welsh Electoral Stakeholder Forums to embed consistency of messaging and allow for early and regular consultation on future legislative change. This network has been instrumental in supporting the legislative changes to the annual canvass and the franchise change for 16-17 year olds and qualifying foreign nationals.

- Association of Democratic Services Officers (ADSO)

ADSO was established as a professional association to represent, promote and develop excellent democratic services, for the benefit of all those working within the sector. It is a nationally recognised body with over 900 members across the United Kingdom including the five representatives in Wales who are currently working for Cardiff Council. Members of the Team regularly participate in Regional Workshops in the South West of England to engage with colleagues. ADSO also provides opportunities for training and development for Democratic Services Officers including a Certificate in Democratic Services Knowledge and a Diploma in Local Democracy.

- South East Wales Scrutiny Officer Network (SEWSON)

The ten authorities on the Cardiff Capital Region City Deal footprint (Blaenau Gwent; Bridgend; Caerphilly; Cardiff, Merthyr Tydfil, Monmouthshire, Newport, Rhondda Cynon Taff; Torfaen; and Vale of Glamorgan) agreed to the establishment of SEWSON. Due to the impact of the corona virus the network has not formally met in 2020 but continues to have email dialogue to address any issues or concerns. Plans are in place to resume meetings in 2021.

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**CARDIFF COUNCIL
CYNGOR CAERDYDD**



COUNCIL: JUNE 2021

CABINET PROPOSAL

WELSH LANGUAGE STANDARDS: ANNUAL REPORT 2020-21

Reason for this Report

1. To agree and approve the content of the Welsh Language Standards Annual Report 2020-21, prior to formal publication in accordance with the Welsh Language Standards, under the Welsh Language (Wales) Measure 2011.

Background – Welsh language standards Annual Report 2020-21

2. Local authorities in Wales have a statutory duty to comply with Welsh Language Standards Regulations that explain how they as organisations must use the Welsh language in different situations. The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language Regulation (No.1) Standards 2015).
3. The standards issued to Cardiff Council are listed in 'The Cardiff Council *Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011*. A copy of the standards, which is referred to in this report, is available from:

www.cardiff.gov.uk/bilingualcardiff

4.

The principal aim of the legislation (standards) is to ensure that the Welsh language is treated no less favourably than the English language with the emphasis on actively offering and recording language choice rather than the onus being on the individual service user or employee to request information or services in Welsh.

5. The Welsh Language Standards have been drafted with the aim of:
 - improving the services Welsh-speakers can expect to receive from organisations in Welsh;

- increasing the use people make of Welsh-language services;
 - making it clear to organisations what they need to do in terms of the Welsh language; and
 - ensuring that there is an appropriate degree of consistency in terms of the duties placed on organisations in the same sectors.
6. Each local authority was issued with a compliance notice from the Welsh Language Commissioner in September 2015, which lists the standards and compliance date which the organisation is expected to comply with. Cardiff Council was issued with **171 standards**.
7. The Council has a statutory duty to comply with the Welsh Language Standards, which includes the requirement to produce an annual report on compliance with these standards.
8. Each local authority is required to publish each year an annual report detailing the following information.

Complaints
The number of complaints received during that financial year relating to compliance with the Welsh language standards.
Employees Welsh language skills
The number of employees who have Welsh language skills at the end of the financial year in question.
Welsh Medium Training
<ul style="list-style-type: none"> ➤ The number of members of staff who attended training courses offered in Welsh during the year. ➤ If a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version.
Posts Advertised
<p>The number of new and vacant posts that were advertised during the year which were categorised as posts where:</p> <ul style="list-style-type: none"> • Welsh language skills were essential; • Welsh language skills needed to be learnt when appointed to the post; • Welsh language skills were desirable, or • Welsh language skills were not necessary.

9. The Welsh Language Commissioner can investigate a failure to comply with the Welsh Language Standards, and can take enforcement action, including imposing a civil penalty, requiring an action plan to remedy the breach or publicising the breach.
10. Approval needs to be given by Council prior to the report being published on the Council's website by the required deadline of **30th June 2021**.

Background – Bilingual Cardiff Strategy 2017-22

11. Standard 145 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to produce and publish a five year strategy by the 30th of September 2016 which sets out how we will promote and facilitate the use of Welsh. This strategy includes a target to increase the number of Welsh speakers within Cardiff as well as specific actions to facilitate the use of the language in line with the Welsh Government's Welsh Language Strategy ***Cymraeg2050***

Welsh Language Standard 145 states:

You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).

12. Over the last 25 years, the number of Welsh speakers in Cardiff has more than doubled with the latest 2011 census figures indicating that over 16% of the city's population have one or more skills in the language. As the city grows our aim is to increase the number and percentage of Welsh speakers and learners in Cardiff, as well as increase the use of the Welsh language in the city.
13. The Council has a statutory duty under standard 145 to include in the strategy a target for increasing or maintaining the number of Welsh speakers by the end of the 5 year period concerned. To support the Welsh Government's vision for a million Welsh speakers by 2050, and in order for Cardiff to play its part in achieving this vision, we would need to increase the number of Welsh speakers (aged 3+) in Cardiff by 15.9% from 36,735 (2011 Census) to 42,583 (2021 Census). This target has been included in the Bilingual Cardiff Strategy.
14. The methodology used for this target was to apply the percentage increase required each year in the number of Welsh speakers to reach a million by 2050 (from 562,016 in 2011 Census). This 1.5% per annum growth rate if

applied to Cardiff would increase the number of Welsh speakers to 42,584 by the 2021 Census; an increase of 15.9% on the 2011 Census figure.

15. The Bilingual Cardiff Strategy sets out our priorities under 3 strategic areas:
 - 1) The Family, Children and Young People
 - 2) Community and Infrastructure
 - 3) Welsh Language Services and the Workplace

and identifies the change that we will need to make to realise the vision set out in the strategy.

16. Supporting young people, families and communities to learn and speak Welsh is also at the heart of delivering our ambitions. Recent years have seen a significant increase in the growth of Welsh medium education in the city with an ever increasing number of our children and young people now receiving their education in Welsh. The education system and the Council's Welsh in Education Strategic Plan will play a key role in ensuring the future growth of the language as we aim to increase the number of children – and parents – who have the opportunity to learn and speak Welsh, and have opportunities to use the language outside the school gates.
17. This is a strategy for the city as a whole, not for any one organisation. Delivering the strategy relies on partnership working: between public sector partners; between the public, private and education sectors; as well as the citizens of Cardiff.
18. The Bilingual Cardiff Strategy Action Plan (2020-21) is attached as **Appendix 1** and outlines progress made against all relevant actions within the reporting year as part of the overall Welsh Language Standards Annual Report.

Financial Implications

19. The Annual Report sets out the Council's performance in accordance with the Welsh Language Standards. All activities covered in the 2020/21 Annual report and accompanying Action Plan were carried out within the financial resources allocated. In continuing any of those actions into 2021/22, consideration is needed to ensure that costs continue to be contained within the overall budgetary allocation. The covering report highlights the potential for financial sanctions to be incurred as a result of non-compliance with the Welsh Language Standards. Any financial penalties incurred will need to be found within the overall budgetary allocation of the appropriate directorate.

Legal Implications

20. 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.

21. **Equality Duty.**

In considering this matter, the Council must have regard to its public sector equality duties under the Equality Act 2010 (including specific Welsh public sector duties). This means the Council must give 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.

When taking strategic decisions, the Council also has a statutory duty to have due regard to the need to reduce inequalities of outcome resulting from socio-economic disadvantage ('the Socio-Economic Duty' imposed under section 1 of the Equality Act 2010).

In considering this, the Council must take into account the statutory guidance issued by the Welsh Ministers ([WG42004 A More Equal Wales The Socio-economic Duty Equality Act 2010 \(gov.wales\)](#)) and must be able to demonstrate how it has discharged its duty.

HR Implications

22. The Welsh Language Standards Annual Report includes compliance with those standards that relate to the Council's role as an employer. The HR implications arising from the approval of the report are mainly within the area of development through formal training courses or informal events . The specifics include:

- continuing with weekly informal sessions to give Welsh speakers opportunities to meet and practice;
- ensuring continued training provision to increase the numbers of Welsh language speakers across the Council in line with the Council's Workforce Strategy and Welsh Language Skills Strategy;
- the provision of Welsh language training at all levels for all employees;

- the provision of other training such as First Aid and Health and Safety courses in Welsh;
- promoting job opportunities to groups proficient in the Welsh language; and
- ensuring that the number of posts which have Welsh language as an essential or desirable criteria are increased.

Property Implications

27. There are no specific property implications arising from this report. All Strategic Estates staff may access training and are supported to use their Welsh language skills when communicating with the public as appropriate.
28. The Strategic Estates impact operationally is mainly around the communication of surplus and disposal of assets, where certain documents and use of any form of external communication require translation and this will also apply to appointed advisers acting on behalf of the Council. The translation of internal documentation and publications will continue as per the existing regulations

CABINET PROPOSAL

Council is recommended to approve the Welsh Language Standards Annual Report 2020-21 (attached as **Appendix A**) prior to formal publication in accordance with the Welsh Language Standards (Welsh Language (Wales) Measure 2011).

THE CABINET

17 June 2021

The following appendices are attached:

- | | |
|-------------------|---|
| Appendix A | Welsh Language Standards Annual Report 2020-21 |
| Appendix 1 | Bilingual Cardiff Strategy Action Plan 2020-21 |
| Appendix 2 | Cardiff Council Academy Pathways for Learning Welsh |



Caerdydd
Ddwyieithog



Page 95

Welsh Language Standards Annual Report 2020-21

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

Local authorities in Wales have a statutory duty to comply with regulation Welsh language standards that explain how they as organisations should use the Welsh language in different situations. The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language Regulation (No.1) Standards 2015). The standards issued to Cardiff Council are listed in ‘The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011’.

A copy of the standards, which is referred to in this report, is available from www.cardiff.gov.uk/bilingualcardiff

1. Introduction

The principal aim of the legislation (standards) is to ensure that the Welsh language is treated no less favourably than the English language, with the emphasis on actively offering and recording language choice rather than the onus being on the individual service user or employee to request information or services in Welsh. Each local authority is required to publish each year an annual report detailing the following information:

Complaints
The number of complaints received during that financial year which relating to compliance with the Welsh language standards.
Employees Welsh language skills
The number of employees who have Welsh language skills at the end of the financial year in question.
Welsh Medium Training
<ul style="list-style-type: none"> • The number of members of staff who attended training courses offered in Welsh during the year. • If a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version
Posts Advertised
<p>The number of new and vacant posts that were advertised during the year which were categorised as posts where—</p> <ul style="list-style-type: none"> • Welsh language skills were essential, • Welsh language skills needed to be learnt when appointed to the post,

- Welsh language skills were desirable, or
- Welsh language skills were not necessary.

Each local authority was issued with a compliance notice from the Welsh Language Commissioner, which lists the standards, and the compliance date for each of the standards.

The Welsh Language Standards Annual Report 2020-21 will be agreed and approved by full Council prior to being published on the Council's website in accordance with the statutory requirements of the standards.

The report will be considered in Cabinet on 17th of June 2021 and full Council on 24th of June 2021 after which it will be posted on the Council's website www.cardiff.gov.uk/bilingualcardiff

2. Achievements

- Cardiff Council's new Welsh Language Skills Strategy was approved by Cabinet on the 25th of February 2021 and launched as part of the Leader's St David's Day message. Please see **Section 4.** for further details.
- Cardiff Council's new Welsh Language Awareness module was launched in 2020/21 and has been completed by **3470** staff members.
- During 2020-21, a total of **167** staff participated in Welsh language training courses.
- The number of staff with Welsh language skills has increased by another **7.86%** since 2019-20 when there was a record **48.4%** increase in the number of Welsh speaking staff.
- **764** pupils were allocated Reception places at Welsh-medium primary schools for September 2020, which made up **18.5%** of the total intake across the city. This represents Cardiff's highest intake to Welsh-medium primary schools for Cardiff.
- Bilingual Cardiff translated **11,624,764 words** during 2020-21 (**99.6%** of all requests returned to the client by the agreed deadline date). This represents a slight reduction compared to 2019/20.
- Over 25,000 people engaged with the Tafwyl Festival, which was held digitally as a result of the restrictions in place due to the Covid-19 emergency. Tafwyl festival is supported by the Council, and in 2020-21 was live streamed from Cardiff Castle.

- Welsh cultural events such as Dydd Miwsig Cymru, St David's Day, Diwrnod Shwmae and Diwrnod Hawliau were successfully promoted across the Council.
- C4, Cardiff Council's Welsh language speakers and learners group, held a virtual St. David's day event with a guest speaker on the 1st of March 2021 which was attended by over **40** staff members.
- The Council advertised **26** posts where Welsh language skills were an essential requirement and a further **227** posts where Welsh was desirable. The number of advertised Welsh desirable posts represents a **114%** increase on 2019/20.

3. The Covid-19 Emergency

2020/21 has been a challenging year unlike any other for Cardiff Council. The restrictions imposed as a result of the Covid-19 emergency have necessitated a fundamental change in the way the Council works and how the public access its services. Measures were put into place to facilitate home-working and the delivery of services through digital platforms. This has tested all aspects of service delivery but the provision of the Welsh language service has brought some particular challenges.

Digital communications – the nature of the Covid-19 emergency has necessitated high volume and time-bound communication from the Council to the citizens of Cardiff. The Bilingual Cardiff Team worked and continue to work very closely with the Communications team in order to ensure that all communications to the public and to staff is bilingual during this unprecedented time. As demonstrated in **Section 5** of the report, the percentage of translation requests returned within agreed timescales is **99.6%**, which is testament to the team's hard work and dedication.

Telephone services – Cardiff Council has endeavoured to ensure that its telephone and call centre services continue to provide an uninterrupted service to the citizens of Cardiff. Due to the suspension of the vast majority of face-to-face services, the telephone service has been the only way for many to discuss issues and receive advice. Services such as C2C have remained operational and have provided a bilingual service throughout the course of the pandemic. The Bilingual Cardiff Teams have also provided assistance to individual Council officers by recording bilingual messages for their mobile phones to ensure that all citizens are offered the opportunity to deal with their enquiry through the medium of Welsh.

Virtual meetings – Cardiff Council uses the Microsoft Teams platform for the conduct of virtual meetings. This decision was made as there were concerns about the robustness of the Zoom platform's security measures. The Teams platform does not support a dedicated simultaneous translation channel. This necessitated the development of a workaround using the conference call facility on a mobile phone as an additional source for the translation service. Web-cast meetings such as Cabinet and Council meetings have also been provided on both the Welsh and English versions of the Council's website and supported by bilingual tweets on the Council's social media accounts. Cardiff Council are currently revisiting the Zoom platform for bilingual meetings as this does feature a dedicated additional audio channel and we hope to roll this out once security and other concerns have been addressed.

Translation work – the total number of words translated by Bilingual Cardiff has reduced slightly in 2020/21. This is mainly as a result of disruptions to the Council’s normal business during the first lockdown and a decrease in translation work received from our external clients. There was however a significant increase in urgent Covid related translation work, with extremely tight turnaround times, which needed to be prioritised in order to ensure that Cardiff citizens received their information in English and Welsh simultaneously and in accordance with their language choice.

4. Cardiff Council’s Welsh Language Skills Strategy

Following recommendations made by the members of the Bilingual Cardiff Working Group, Cardiff Council’s Welsh Language Skills Strategy was subject to a wide-ranging revision in 2020/21. The revised Strategy was launched on the 1st of March 2021 as part of the Council Leader’s St. David’s Day message.

The Strategy includes two actions for immediate implementation:

- All Council staff to have the opportunity to engage with Welsh language training to reach a fluency level which equates with Level 1 on the ALTE framework.
- All customer facing roles to include Welsh language skills and/or Community language skills as a desirable requirement.

In addition the revised Strategy provides guidance to managers and staff on the conduct of workplace assessments, recording staff Welsh language skills, and identifying roles as Welsh essential.

In order to support these actions a number of guideline documents have also been produced:

- Assessing Welsh Language Skills and Identifying Welsh Essential Roles.
- Recruitment, Interview, and Selection Procedures and the Welsh Language.
- Comprehensive menu of Welsh language training options.

Further guidelines documents, and revisions to current guidelines, are to be developed during 2021/22 to support the implementation of the Welsh Language Skills Strategy and the Welsh Language Standards.

5. Welsh in Education Strategic Plan 2017-2021

WESP Mission Statement

Every child in our city feels confident in Welsh by 2050 to contribute towards creating a truly bilingual Cardiff where the Welsh language is protected and nurtured for future generations to use and enjoy.

WESP Vision

Cardiff's education system will act as a key driver to ensure that children are able to develop their Welsh skills, and create new speakers, to support Welsh Government's vision of having a million Welsh speakers by 2050.

The number of pupils enrolled at entry to Reception in Welsh-medium grew consistently between 2005/06 and 2012/13, although the percentage of total intake fluctuated. Numbers and percentages since then have both fluctuated, but with the general trend towards an increase in both. Pupils enrolled in 2020/21 represented Cardiff's highest number and percentage of pupils enrolled in Welsh-medium Reception classes. As the number of pupils enrolled in Welsh-medium classes directly relates to the pupil population, which may rise or fall, an increase in the percentage is a more appropriate measure of the success in promoting Welsh-medium education.

See table 1 below:

School Year	Actual Intake (WM)	Actual Intake (WM, EM and Faith)	% Actual Intake (WM)	School Year	Actual Intake (WM)	Actual Intake (WM, EM and Faith)	% Actual Intake (WM)
2005/06	455	3,402	13.4%	2013/14	678	4,256	15.9%
2006/07	465	3,257	14.3%	2014/15	706	4,246	16.6%
2007/08	519	3,463	15.0%	2015/16	690	4,335	15.9%
2008/09	555	3,474	16.0%	2016/17	744	4,340	17.1%
2009/10	572	3,683	15.5%	2017/18	707	4,098	17.3%
2010/11	594	3,859	15.4%	2018/19	702	4,125	16.9%
2011/12	651	4,019	16.2%	2019/20	683	4,119	16.6%
2012/13	686	4,221	16.3%	2020/21	764	4,122	18.5%

Table 1: Numbers and Percentage of pupils admitted to Welsh-medium education from 2005/06 to 2020/21

764 pupils were allocated Reception places at Welsh-medium primary schools for September 2020, which made up **18.5%** of the total intake across the city. This was the highest intake to Welsh-medium primary schools for Cardiff.

Early preference data on the number of pupils entering Reception in September 2021 suggests a reduction in the total number of pupils as a consequence of a fall in the birth rate.

A further fall in total Reception intakes is projected in September 2022 and 2023. The Council is aware that this is likely to lead to a further fall in actual numbers of pupils entering Welsh-medium education. However, greater surplus places allows for a greater proportion of the population to enrol in Welsh-medium schools in Reception. The total number of Welsh-medium places available at entry to primary education city-wide could accommodate approximately 22% of the projected pupil population in 2022 and 2023. Therefore there is sufficient capacity within the Welsh-medium primary sector to allow for a significant increase in take up.

There is a focus on ensuring effective and efficient use of public funds, with the recognition that financial resources are limited. Developing strong partnerships to enable the delivery of improving outcomes from a reducing resource base is important. Cardiff's Welsh Education Forum (WEF) have been key partners in helping to guide and steer the development of Welsh-medium education across the city and playing a key role in delivering the ambitions within the WESP 2017-2020. The WEF will continue to play an important role in the development of Welsh-medium education in the future.

The Council are currently developing the WESP 2022-31. Consultation on the new WESP is expected to take place between September and November 2021. It will then be sent to the Cabinet for approval in January 2022. The focus of the WESP will be on how to achieve the Welsh Government target for Cardiff of between 25% and 29% of pupils in Welsh-medium education by 2030-31.

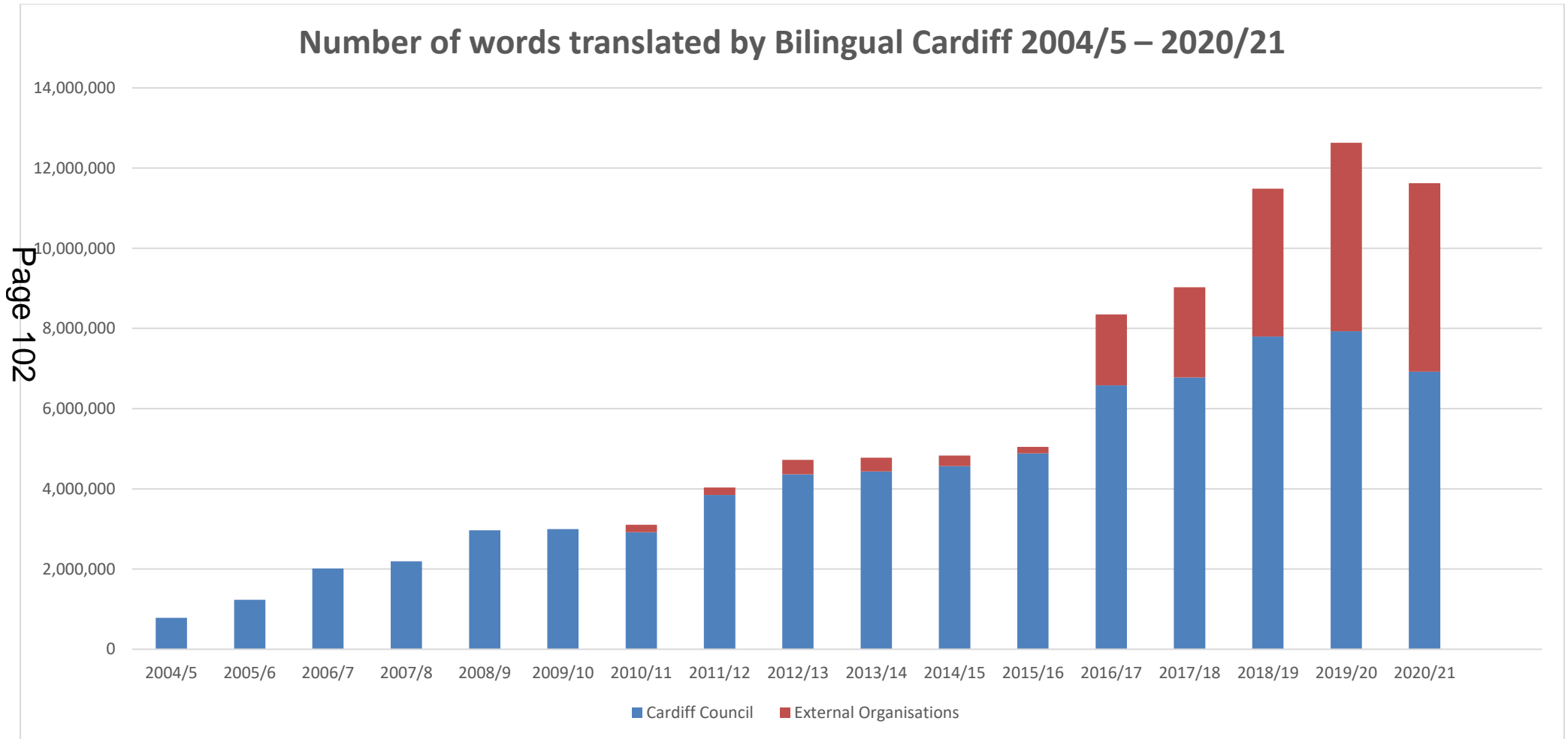
The [Welsh in Education Plan](#) can be found on the Council's website.

Objectives 2020/21

- Progress the establishment a new Welsh medium Primary School to serve the area of the Plas Dŵr Development in Morganstown/Radyr following approval of the proposal by Cabinet in June 2020.
- Progress proposals to improve meithrin provision across Cardiff.
- Continue to develop proposals to improve primary provision in central Cardiff following consultation on places at Ysgol Mynydd Bychan in March 2021.

6. Welsh Translation

Bilingual Cardiff returned **99.6%** of translation requests by agreed deadlines (**11,578,265 words**). The total number of words translated (**11,624,764 words**) is slightly lower than the total for 2019/20 which reflects the challenges faced by Cardiff Council and Bilingual Cardiff's external translation customers as a result of the Covid-19 emergency.



7. Complaints against the Welsh Language Standards 2020/21

During 2020-21, a total of **6** complaints were received from the public in relation to the Welsh Language Standards. Whether the complaints were received in English or Welsh, they were dealt with in accordance with the [Corporate Complaints Procedure](#).

The Council was also subject to **6** new investigations into the possible failure to comply with standards under section 71 of the Welsh Language Measure (Wales) 2011 by Welsh Language Commissioner.

In 2020/21, the Council received:

- **5** investigations awaiting provisional decision. They remain ongoing.
- **1** investigation where the Council has informed the Welsh Language Commissioner that the subject of the investigation did not fall within its areas of responsibility. This has been closed.

A register of enforcement action is available to view on the Welsh Language Commissioner's website.

The number of new investigations received by the Welsh language commissioner (**6**) is lower than in 2019/20(**11**), a reduction of **45.5%**.

8. Posts advertised in 2020-21

During 2020-21 **1246** posts were advertised, a 1.6% increase on the previous year.

- **26** posts were advertised where Welsh language skills were essential, a 26% decrease on the 2019-20 figure.
- **227** posts were advertised where Welsh language skills were desirable, a 144% increase on the 2019-20 figure.
- **84** posts were advertised where a second language was desirable and that second language could be Welsh.
- **909** posts were advertised where Welsh language skills were not deemed necessary at present, a 17% decrease on the 2019-20 figure.

Please note that these figures **relate to non-school posts only**.

Between end of March 2020 and July 2020 the only roles which were advertised were in the following categories due to the need to prioritise areas of recruitment:

- Essential to the business continuity of the Council; or
- Essential to the response to the pandemic; or
- Roles which were normally hard to fill e.g. Children's Social Workers.

This may have affected the number of roles advertised as Welsh Essential.

The Council does not hold information regarding Welsh language skills that need to be learnt when appointed to posts, as under the Council's Welsh Language Skills Strategy posts are either designated Welsh essential, desirable or not required.

9. Welsh Language Training & Welsh Medium training courses

In 2020-21, **167** staff participated in Welsh language training courses, of which:

4 members of staff attended Welsh courses provided by Cardiff University.

1 member of staff attended a training course provided by Cardiff and Vale College.

- **126** members of staff attended Welsh language training courses developed internally by Cardiff Council's Academy and this includes taster and short courses (**68** attendees), intensive 120 hour courses (**57** attendees) and a mentoring session (**1** attendee).
- **36** members of staff completed the 60 hour online course for beginners through the 'Working Welsh' scheme.

Furthermore:

- **3470** members of staff completed Cardiff Council's new Welsh Language awareness e-module in **2020/21**.

The number and percentage of staff who received Welsh language and Welsh language awareness training is monitored closely and individual records kept on the Council's internal HR System (DigiGOV).

Cardiff Council has been issued with standard 128, which states that we are required to provide training in Welsh for staff in the following areas, if they are provided in English:

- Recruitment and interviewing;
- Performance management;
- Complaints and disciplinary procedures;
- Induction;
- Dealing with the public; and
- Health and safety.

Arrangements are in place to ensure that staff can request to receive their training through the medium of Welsh in accordance with standard 128. In 2020-21 there were no requests for training in Welsh. The following courses are delivered in Welsh:

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- Violence against Women and Domestic Violence (online module)
- Cyber Security 1, 2 and 3 (online module)
- Children's Rights (online module)
- Welsh Language Awareness (online module)
- Customer Service (online module)
- Bob's Business: GDPR (online module)
- Fraud Awareness (online module)
- Disciplinary Policy and Procedure (online module)

Cardiff Academy intends to add a specific question on medium of delivery to the registration process in future to ensure that training in Welsh is actively promoted and that staff are aware of their right to receive training within the above areas, in Welsh. Where demand is sufficient, we will ensure that in-house training is delivered in Welsh.

10. Employees Welsh Language Skills

The development of the HR System (DigiGOV) and the opportunity for staff to validate their own personal data, has enabled the Council to record the Welsh language ability (and other languages) of staff. As of 31st March 2021, **6527** (non-school based) staff are employed by Cardiff Council, and of these a total of **4,594** staff have validated their entries on the HR system. From these, **837** staff have stated they have a level of Welsh language skills. This is an increase on the number reported in 2019/20 (**776**) and represents **18%** of those registered on the system.

Count of Welsh Language Proficiency	Welsh Language Proficiency						Percentage of service area staff
	Entry Level	Foundation	Intermediate	Advanced	Proficient	Grand Total	
Service Area							
ECONOMIC DEVELOPMENT	45	15	18	9	13	100	6.08%
EDUCATION & LIFELONG LEARNING (Ex Schools)	42	8	12	8	22	92	11.26%
ADULTS HOUSING & COMMUNITIES	183	67	45	34	34	363	13.6%
CHILDRENS SERVICES	27	11	6	5	13	62	12.32%
PERFORMANCE & PARTNERSHIPS	6	6	1	1	17	31	43.66%
PLANNING TRANSPORT & ENVIRONMENT	26	5	4	2	6	43	6.53%
RESOURCES DIRECTORATE	64	24	16	12	30	146	15.77%
Grand Total (Ex Schools)	393	136	102	71	135	837	11.96%

The number of staff with Welsh language skills has increased by **7.86%** since 2019-20 (**837 in 20/21** compared to **776 in 19/20**). This increase is attributed to improved recording arrangements and awareness raising, the Bilingual Cardiff Strategy (which includes a target to increase the number of staff with Welsh language skills) and Welsh courses provided internally through our in-house Welsh language tutor as well as the 'Working Welsh' Scheme). The small increase during 20/21 is welcomed during what has been a difficult year for staff due to the COVID 19 pandemic which has left many staff with both work and home pressures. Staff are reminded regularly to update their personal detail records on DIGIGOV and these include language choice and Welsh language proficiency.

11. Mwy na Geiriau / More than just Words

Strategic Framework for Welsh Language in Health, Social Services and Social Care

Cardiff Council – in partnership with Vale of Glamorgan Council, Cardiff and Vale University Health Board, and Felindre University NHS Trust - operates a Welsh Language Forum to take forward the objectives of More than Just Words.

The Forum meetings have been interrupted as a result of the Covid-19 emergency. However monthly meetings between the More Than Just Words Forum partners recommenced in January 2021 with the intention of re-engaging with the Forum in 2021/22. A number of themes and actions have been discussed in the bi-monthly meetings including sharing resources (such as Cardiff Council's revised Welsh language awareness e-module and Welsh Language Skills Strategy), increasing the Forum membership to include social care training providers and higher education partners, and recruitment initiatives to encourage Welsh speakers to enter the field of social care.

12. Monitoring & Overseeing Compliance with the Standards

WELSH LANGUAGE COORDINATORS & CHAMPIONS

The Council has a network of Welsh language coordinators and champions across our various Directorates and Service Areas, who support the work of the Bilingual Cardiff team in implementing the Welsh Language Standards and promoting the use of the Welsh language internally. The role of the coordinators network includes:

- Assisting their service area or directorates to comply with the Council's Welsh language policies and legal obligations.
- Providing feedback on issues relating to the Welsh language from the service area to the group, and vice versa if necessary.
- Providing feedback on any complaints or issues regarding the Welsh language from services users to the group.
- Distributing relevant documentation and information within service areas.
- Coordinating their service area's response for the Annual Report on the implementation of the Welsh Language Standards.

Coordinators and Champions do not need to speak Welsh, and each directorate is responsible for nominating at least one Coordinator, and one Champion, at Operational Manager level or above, to represent their directorate.

The Champion acts as a point of contact at a senior management level concerning directorate specific Welsh language issues. They also monitor senior management group agendas for items with Welsh Language Standards implications and support their service area's Welsh Language

Coordinator with their work on facilitating the implementation of the Welsh language standards within their directorates. Welsh Language Coordinators meetings are held monthly and chaired by Bilingual Cardiff.

BILINGUAL CARDIFF MEMBER GROUP

The Bilingual Cardiff Member Group is a cross-party group established to take a lead role in developing a truly bilingual Cardiff where citizens and Cardiff Council staff can access services and support in either language equally through improved partnership working. During 2020-21 the group met 4 times to discuss Welsh language matters, including the implementation of the Welsh Language Standards, service provision during the Covid-19 emergency, the revision of the Bilingual Cardiff Strategy, and the revision of the Council's Welsh Language Skills Strategy.

DIRECTORATE DELIVERY PLANS

To monitor compliance with the Welsh language standards, each directorate is required to include an objective/objectives relating to delivering the Welsh language standards within their Directorate Delivery Plans annually to ensure corporate ownership of the requirements of the standards. All action points derived from Welsh Language Commissioner Investigations are now included in the delivery plans for the relevant Directorate.

SENIOR MANAGEMENT TEAM

Matters relating to the Welsh language standards including information on Welsh Language Commissioner investigations are regularly taken to SMT meetings for information and steer.

CABINET & FULL COUNCIL

Cardiff Council's Welsh Language Standards Annual Report is considered by the Cabinet and full Council to ensure scrutiny at the highest level.

13. Promoting & Facilitating the Standards

WELSH LANGUAGE TRAINING

The new comprehensive menu of Welsh language training options for staff produced by Cardiff' Council's Academy to support the implementation of the Welsh Language Skills Strategy is included as **Appendix 2**.

STAFF GUIDELINES

In order to promote and facilitate the implementation of the standards, the Council has created and updated guidelines for staff. These include:

- A summary of the 'Service Delivery Standards'
- Communicating Bilingually

- Bilingual Reception Services
- Holding Meetings Bilingually
- Welsh Language Calls
- Guidance Note: Bilingual Signage & Official Notices
- Translation Guidelines
- Welsh Language Standards: Quick Wins Guide
- Welsh Language Standards: Guide to Third Parties
- Assessing Welsh Language Skills and Identifying Welsh Essential Roles

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 Recruitment, Interview, and Selection Procedures and the Welsh Language.

These guidelines are available for staff on the Bilingual Cardiff Intranet page and have been regularly promoted to staff through established communication channels including the monthly Core Brief and 'Welsh Matters' newsletters which are distributed to all staff. Regular articles have also appeared on the Council's intranet homepage.

Reception signs (standard 67) and email signature logos (standard 134) are also available to staff on the Bilingual Cardiff intranet page as well as a copy of the full standards, annual reports, and online translation request form.

The web content and translation request form have both been updated to remind staff to include the corporate statements to comply with standards 2, 3 & 7 (Correspondence), 49 (forms) and 50A (documents).

'WELSH MATTERS' BRIEF

The Welsh Matters brief is distributed to staff via the Welsh language coordinators network. The brief contains policy advice on complying with the Welsh language standards, information on Welsh training and other articles relating to the Welsh language agenda.

C4 SOCIAL CLUB

A resource to promote and facilitate virtual Welsh language events has been developed and launched by the Council's in-house Welsh language trainer. The resource is presented on the Microsoft Teams platform and allows users to set up meetings, discussion groups, and social events so Welsh speakers and learners may meet to converse in Welsh and improve language skills. The social club was launched on St. David's Day with a talk given by Yvonne Evans, a presenter on S4C's Prynawn and Heno programmes, and was very well attended.

BILINGUAL CARDIFF: TRANSLATION & POLICY ADVICE

Bilingual Cardiff provides a full Welsh language translation and simultaneous translation service for all Council Directorates.

The team offer guidance and advice to all Council staff, along with organisations, companies and individuals who provide services on behalf of the Council, on issues regarding the Welsh language, translation and the Council's commitment under the statutory Welsh Language Standards.

WELSH LANGUAGE TRAINING

Staff are supported to use their Welsh language skills when communicating with the public. A menu of Welsh language training options has been developed by Cardiff Council's Academy Learning Platform to support the commitment to provide all staff with the opportunity to learn Welsh. Training options range from short taster sessions to intense 120 hour Welsh improvement courses and all participation works to support staff to reach a Welsh language fluency level equal to Level 1 on the ALTE fluency framework.

Welsh language training is provided by Cardiff Academy's Welsh language tutor and staff may choose in-house training, courses provided by partners such as the National Centre for Learning Welsh, or learn in the community. Due to the restrictions imposed as a result of the Covid-19 emergency training has been provided virtually on digital platforms.

There is a corporate budget for Welsh language training, therefore there is no individual cost to Council staff or their directorates and staff have their hours credited for time attending courses.

WELSH LANGUAGE AWARENESS TRAINING

The Welsh language awareness module was revised in 2020/21 and presented as an e-module by Cardiff Council's Academy learning platform. It is currently being rolled out to all staff (including schools staff). At the end of 2020/21 it had been completed by **3470** staff members.

The e-module provides information on the following:

- The historical context of the Welsh language.
- The importance of the Welsh language in the delivery of Council services to the citizens of Cardiff.
- Staff roles and responsibilities in delivering Welsh language and bilingual services.
- Assess the delivery of Welsh language services and identify areas for improvement.

'IAITH GWAITH' LANYARDS & BADGES

Iaith Gwaith lanyards are produced by the Welsh Language Commissioner's office for Welsh speaking staff so they demonstrate to service users and colleagues that they speak Welsh. These lanyards - along with Welsh learner lanyards - are offered to staff when they receive or renew their staff ID cards, or may be requested at any time from Bilingual Cardiff. Each monthly 'Welsh Matters' brief which is distributed to all staff via their directorate or service area Welsh language coordinator includes a reminder for staff to request the lanyards from Bilingual Cardiff.

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APPENDIX 1 – BILINGUAL CARDIFF ACTION PLAN 2020/21

Families, Children and Young People

REF	PRIORITY	OBJECTIVES	TARGET	TIMETABLE	UPDATE
1.1	Promote the benefits of Welsh Medium education to all Cardiff communities and implement the Welsh in Education Strategic Plan	Offer a comprehensive programme of Welsh for the Family courses and courses for families in regeneration areas	6 courses	September 2019 – August 2020	National Centre for Learning Welsh provided and on-line Welsh in the Home course from November 2020-May 2021. Welsh in the Home has replaced the previous Welsh for the Family course. National Centre for Learning Welsh
		Work with schools and the Welsh medium nursery units in order to offer lessons to parents and prospective parents	6 courses	September 2019 – August 2020	National Centre for Learning Welsh provided two on-line taster courses for parents of children at Bro Edern Comprehensive School in December 2020. National Centre for Learning Welsh
		Offer Welsh for Adults taster sessions for courses for those who wish to improve or achieve fluency.	1000 Welsh learners	September 2019 – August 2020	A variety of main-stream courses, workplace courses, and the Summer course, have been delivered by National Centre for Learning Welsh since April 2020. National Centre for Learning Welsh
1.2	Improve provision and standards in Welsh in both Welsh medium schools and English medium	Administer and coordinate a full programme of holiday care, play and leisure activities for children aged 4-11 including day care, open play	10 weeks of holiday care attracting 400 children a week.	From April 2019 and annually thereafter	Our daytime holiday care schemes have not been operational so far this year but the Menter has been working with Cardiff Council to staff two Hub schemes for vulnerable children for the first four weeks of Summer. These schemes would not have

	schools through the Welsh in Education Strategic Plan.	<p>sessions, and Leisure activities in addition to various holiday activities for young People aged 11-16.</p>	<p>7 weeks of open play in 6 areas attracting 500 children a week.</p> <p>Minimum of 8 leisure activities each term during school holidays attracting 200 children/young people to register each year.</p>		<p>been available in Welsh without the support of the Menter.</p> <p>Chwarae Agored Bwrlwm Services (offered for free) have been provided by the Menter in the last weekend of Summer in 3 different locations.</p> <p>Our provision of activities and clubs have been moved on-line and he have held 15 family activities, 48 for children and young people, 15 for the community/adults in quarters 1 and 2.</p> <p>On-line activities for Cardiff and Valle College staff/students to run for Menter children were run in February and over Easter.</p> <p>Menter Caerdydd</p>
		<p>Implement the Welsh in Education Strategic Plan 2017 – 2020.</p>	<p>Increase the number of pupils attending Welsh medium schools by 12.3% by 2022.</p>	<p>2022</p>	<p>764 pupils enrolled at entry to Reception in Welsh-medium in 2020/21. This represents 18.5% of the total pupils enrolled and an increase of 8.06% since 2017/18 (707).</p> <p>687 seven year olds (NCY2) attending a WM primary schools or the WM stream of a dual stream primary in Cardiff which represents 16.3% of the total of NCY2 pupils enrolled.</p> <p>546 thirteen year olds (NCY9) pupils attending a WM secondary in Cardiff which</p>

					represents 14% of the total of NCY9 pupils enrolled. Cardiff Council
			Increase the percentage of learners who achieve A*- C in Welsh first language GCSE by the end of Key Stage 4 to 85% by 2020.	2020	Threshold of key stage 4 measurement (A*- C, L1, L2, L2+) no longer reported following the introduction of regulations in 2017 which stipulates that results below national level should not be published. Cardiff Council
			Increase the number of learners who study the full time Welsh second language GCSE course to at least 80% by 2020.	2020	Data to be received from Welsh Government in July 2021. Cardiff Council
			Increase the percentage of the year 11 cohort who achieve grades A*-C in Welsh second language GCSE to 40% by 2020.	2020.	Threshold of key stage 4 measurement (A*- C, L1, L2, L2+) no longer reported following the introduction of regulations in 2017 which stipulates that results below national level should not be published. Cardiff Council

1.3	Promote the benefits of transferring the Welsh language within the family, and give children and young people the opportunity to become confident bilingual adults.	Develop a programme of workshops and activities for children and young people.	4 sessions per year.	From April 2019 and annually thereafter	<p>The opportunities for face to face activity were rare in Quarters 1 &2 but we have provided a wide variety of appealing clubs for children and young people and over 1,100 have participated.</p> <p>We held a number of on-line workshops and social activities for children in Welsh medium Education e.g. weekly drama clubs, yoga, disco/quiz, dance, discussion groups in addition to individual activities e.g. art sessions, crafting, blogging, gaming, theatre performance skills, make-up and drawing workshops. A number of interactive sessions were part of our virtual Bwrlwm provision at the Tafwyl Digital festival and there was also a Schools Stage – an opportunity for the city’s children to display their performance talents to the festival’s wide audience.</p> <p>Menter Caerdydd</p>
		Employ a Youth Officer to work with young people in Cardiff’s secondary schools to develop new opportunities for young	New Officer to be in post by September 2019.	September 2019 – September 2020	5 Welsh language ambassadors to represent the post 16 sector across the academic year have been appointed. This is a new initiative for the College. Cardiff and Vale College (CAVC).

		people to use their Welsh.			
		Working with primary and secondary schools and higher education locations to ensure clear progression for Welsh Language Education.	Attending choices evenings and events in the three Welsh Language secondary schools over the course of the year in addition to practical skills events with primary and secondary schools.	By May 2020	This provision has continued on-line this year. CAVC
1.4	Provide opportunities for families to use Welsh together.	Promote our commitment to Welsh Language Education and bilingualism to improve progression rates in the Welsh language sector.	Strategic groups to maintain and develop resources, staff, and provision.	By 9 September 2020	The Council has established a number of education sub-groups to support the work of the Welsh Education Forum and the development of its revised Welsh Education Plan. The Promotion and Marketing sub-group focuses on progression rates in the Welsh language sector. Cardiff Council Appointment of 8 of our curriculum staff (for 2 hours a week) to promote and develop the Welsh language curriculum in every

					<p>teaching field across the College. It is an opportunity to improve Bilingual provision and encourage more students to complete more of their work in Welsh. This is another new initiative for CAVC.</p> <p>CAVC</p>
		<p>Increase employers' awareness of the Welsh language skills of learners when they leave college and the additional value these skills offer to employers.</p>	<p>Bilingual Cardiff partners to organise / attend job fairs and report back annually on the number of fairs organised or attended.</p>	<p>From September 2019</p>	<p>On-line sessions for pupils or parents to drop in to find out more about the Welsh language and bilingualism in the post 16 sector and what Welsh language skills mean in the workplace.</p> <p>CAVC</p> <p>The Covid 19 emergency has had a significant impact on both the number of job fairs organised by partners and the opportunity to provide feedback. It is anticipated that partners will re-engage with these commitments once the current restrictions allow.</p> <p>Cardiff Council</p>
1.5	<p>Increase the provision of Welsh-medium extra-curricular activities and opportunities for children and young people to use Welsh outside the school gates.</p>	<p>Continue to work with and promote the National Centre's Working Welsh strategy and offer Welsh Language Awareness courses to staff in various institutions in Cardiff.</p>	<p>6 intensive Working Welsh courses – dependent on winning tenders.</p>	<p>September 2019 – August 2020</p>	<p>As a result of the Covid-19 emergency the National Centre for Learning Welsh has not released tenders for intensive Work Welsh courses during the 2020/21 financial year.</p> <p>National Centre for Learning Welsh</p>

Community and Infrastructure

REF	PRIORITY	OBJECTIVES	TARGET	TIMETABLE	UPDATE
2.2	Increase the use of the Welsh language in all high profile and major events hosted in Cardiff, support existing Welsh-language community events and share good practice.	Administer and maintain an electronic network promoting Welsh language and Bilingual events across the city.	Reach a minimum of 7000 people across the city to promote our services.	From September 2019 and continuously thereafter.	Our digital newsletter service (e@chlysur) has continued and our number of social media followers has increased. The number of messages, newsletters, pictures or videos shared over the course of the year is over 2000. Menter Caerdydd
		Sponsor and have a strong presence at Tafwyl (annual Welsh community festival).	Every partner to report back to the Bilingual Cardiff Forum.	June 2019 and annually thereafter.	Over 25,000 people engaged with the Tafwyl Digital Festival in 2020 and plans are already underway for another digital festival in 2021. Menter Caerdydd
		License applications (events) to include condition to ensure bilingual signage and publications.	Random annual checks.	From September 2019	Checks continue to ensure that bilingual requirements are implemented. A large volume of the work in relation to events licensing has been paused as a result of the Covid 19 emergency. Cardiff Council
2.3	Increase the visibility of the Welsh language within the city to reflect a 'Bilingual Cardiff' through	Create an online resource to spread Information in relation to the historical or linguistic context of new street names.	Create a section on the Council's website.	From April 2020	This resource has been presented through the Council's ishare platform to support the Street Names Policy. The Street Naming panel's work has continued and expanded over the last year

	existing planning mechanisms.				to include parks and green spaces within the city. Cardiff Council
		Confirm a list of Standard place names in Cardiff for the Welsh Language Commissioner.	Publish a list of all place names in Cardiff.	From April 2020	This work continues but a number of standard names have received the Welsh Language Commissioner's approval. The Panel's work continues in support of the Street Names policy. Cardiff Council
2.4	Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education	Menter Caerdydd to lead on planning, coordinating, and promoting a calendar of events to introduce the Welsh language to new audiences.	Prepare an event calendar and distribute it at the start of every quarter starting in September 2019.	From September 2019	The Menter's e@chlysur service which promotes its activities and events in addition to informing our citizens of the various opportunities offered by our national and local partners. Menter Caerdydd
2.5	Support Yr Hen Lyfrgell – Cardiff's Welsh Culture Centre to increase outreach activities and develop opportunities to showcase Cardiff's extensive Welsh	Hold Tafwyl annually by working with the private, public and voluntary sectors to create a 9 day national event to promote and raise awareness of the Welsh language and attract Welsh language	40,000 visitors to the event.	June 2019 and annually thereafter	Tafwyl Digital was held on the 20th of June 2020 and streamed live from Cardiff Castle with over 25,000 participants over the weekend. The Festival was also an opportunity to offer employment to a number of artists and freelance art workers during an exceptionally challenging time for the sector. Menter Caerdydd

	language history and heritage.	and non-Welsh language Communities to socialise and connect with Welsh, the Welsh language music scene, literature, sports and culture.			
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Welsh Services and the Workplace

REF	PRIORITY	OBJECTIVES	TARGET	TIMETABLE	UPDATE
3.1	<p>Increase the number/percentage of Welsh speakers within the City of Cardiff Council and enable and support fluent staff, as well as staff who are learning, to use the Welsh language in the workplace, and encourage Bilingual Cardiff partner organisations to adopt the same approach.</p>	<p>Hold weekly informal coffi a chlonc sessions for all Bilingual Cardiff partners to give Welsh speakers of every level an opportunity to meet and practice.</p>		<p>Weekly from June 2019</p>	<p>Digital coffee morning sessions have continued once weekly since the end of March 2020. Quarterly sessions with a guest speaker are also held and a monthly session for Welsh language learners has been held since October.</p> <p>Menter Caerdydd</p> <p>A monthly virtual coffee morning suitable to Welsh learners is held in partnership with Menter Caerdydd with a different guest speaker each month. They have been held since November 2020.</p> <p>National Centre for Learning Welsh</p> <p>Cardiff Council holds a weekly Coffi a Chlonc session to provide Welsh language speakers and learners with the opportunity to use and practice their Welsh.</p> <p>A digital resource for the Council's Welsh language speakers and learners has also been developed over the Teams platform and the first event was held on St David's Day.</p> <p>Cardiff Council</p>

		<p>Increase the number of Bilingual staff in Cardiff Council to reflect the percentage of Welsh speakers in the community and encourage other Bilingual Cardiff public bodies to adopt the same methodology.</p>	<p>Increase the number of Council staff with Welsh language skills by 20%.</p> <p>Share best practice with other public bodies.</p>	<p>From 2018/19 to 2022</p> <p>By April 2022</p>	<p>The number of bilingual staff working for Cardiff Council has increased from 523 in 2018/19 to 837 in 2020/21.</p> <p>This represents a percentage increase of 60%.</p> <p>Cardiff Council</p>
		<p>Promote our Welsh language courses for adults (main-stream and intensive Summer courses) in addition to the Sabbatical Programme to increase the numbers using the Welsh language within their organisations. .</p>	<p>At least 1000 learners on main-stream courses in addition to approximately 200 on workplace courses.</p>	<p>Summer 2019-20</p>	<p>A number of main-stream courses, workplace courses, and the Summer course have been provided by the National Centre for Learning Welsh since April 2020.</p> <p>National Centre for Learning Welsh</p>
3.2	<p>Encourage Bilingual Cardiff partner organisations to provide Welsh language training and Welsh language awareness training to all Senior Managers and staff.</p>	<p>Provide various training courses in Welsh e.g. First Aid, Health and Safety, Level 2 and 3 Play Qualifications to the people of Cardiff.</p>	<p>To deliver a minimum of 6 training course per year</p>	<p>From September 2019 and annually thereafter</p>	<p>Despite normal provision being available this year the provision for adults has increased – ranging from ukulele and poetry clubs, Pilates, lectures, gardening sessions, bike Maintenance, cooking, history and art. The training will restart in 2021/22.</p> <p>Menter Caerdydd</p> <p>Cardiff Council's Academy provide a number of training courses through the medium of Welsh including Cyber Security,</p>

					Children's Rights, Business courses, Welsh language awareness, and customer service. Cardiff Council
		Ensure that Cardiff Council staff and managers attend language awareness courses and encourage other Bilingual Cardiff public organisations to adopt the same method.	Report annually on the number and percentage of staff who have received training	Annually	3470 members of staff completed Cardiff Council's new Welsh Language awareness e-module in 2020/21. Cardiff Council
		Cardiff Council to ensure that Welsh learner and improver courses are available to all members of staff who deal with the public and encourage other Bilingual Cardiff public organisations to adopt the same method.	Report annually on the number and the percentage of staff who have received training	Annually	Cardiff Council launched its Welsh Language Skills Strategy on the 1st of March 2021. The Strategy provides every Council employee with the opportunity to engage with Welsh language training and established fluency in Welsh and/or a community language as a desirable requirement for all customer facing posts. 167 Council staff members engaged with Welsh language training courses in 2020/21. Cardiff Council
3.5	Increase opportunities for people to receive Health & Social Care in Welsh.	Ensure that we can deliver as many Services as possible in Welsh. Where gaps in the workforce's ability to provide Welsh	Increase the number of Social Services staff with Welsh language skills by 20%.	April 2019 – March 2022	3 sessions of digital Welsh language courses have been provided for Health and Social Care students. The courses focus on the use of Welsh in the social care field to prepare for the use of Welsh language Services in this field of work.

		language Services are noted they should be reflected in the organisation's Welsh Language Skills Strategy.	Report on the numbers annually in the Annual Report on the Welsh Language Standards.		<p>CAVC</p> <p>Cardiff Council's Welsh Language Skills Strategy and its supporting guidelines documents provide a step by step guide for assessing teams' Welsh language skills and the need for Welsh language Services. These assessments will be used to identify Welsh essential posts and inform recruitment and training decisions.</p> <p>Cardiff Council</p>
		<p>Within the Council's Social Work Recruitment campaign, and our involvement with the social work degree course at Cardiff University and Cardiff Metropolitan University, we will emphasise:</p> <p>a) The importance of using Welsh language skills in the social work field;</p> <p>b) Promotion of the Support available within the Council for staff who speak Welsh and those who wish to learn Welsh or improve</p>	Increase the number of social Service staff with Welsh language skills by 20%.	April 2019 – March 2022	<p>10 tutors/assessors in our Health and Social Care Department are learning Welsh as part of the Work Welsh scheme for access levels 1 & 2.</p> <p>CAVC</p>

		their Welsh language skills.			
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Pathways for Learning Welsh

Staff at Cardiff Council can learn Welsh via a range of learning options. Courses are divided into four learning pathways according to desired outcomes and types of course.

Working towards Level 1

A gateway for all staff to acquire basic Welsh skills

Beginner to Bilingual

Progression to bilingualism for beginners and non-fluent staff

Proficient / Professional Welsh

Preparing to use Welsh confidently in the context of work

Work Welsh

Additional flexible learning opportunities provided by the organisation Work Welsh

Introduction to Welsh Module
(under development)

Mynediad (Welsh Level 1)

Uwch (Welsh Level 4)

[Welcome 10 hour online course](#)

Half Day Taster Welsh Course

Sylfaen (Welsh Level 2)

Hyfedredd (Welsh Level 5)

[Welcome back 10 hour online course](#)

Two Day Welsh for Customer Facing Staff Course

Canolradd (Welsh Level 3)

[Improving your Welsh 10 hour online course](#)

Introduction

This pathway is for beginners/learners below level 1.

Learners may complete just one course or up to all three. No set completion order; courses complement each other.

Module available from August 2021

Courses advertised at regular intervals throughout the year via Staff Information and available to view and book via DigiGOV Training Calendar.

Introduction

This pathway is for beginners, learners below Level 3, and very rusty Welsh speakers.

Learners can complete just one level or up to all three. Courses must be completed in order. Non-beginners may join from level 2 or 3.

Courses begin in September each year and are advertised well in advance via Staff Information channels. Staff can see and book via DigiGOV Training Calendar.

Introduction

This pathway is for intermediate/advanced level learners and Welsh speakers who are not confident to use Welsh, particularly at work/written Welsh.

Learners can complete either or both courses depending on needs.

Courses begin in September each year and are advertised well in advance via Staff Information channels. Staff can view and book via DigiGOV Training Calendar.

Introduction

This pathway offers extra flexible options to further supplement learning. The welcome courses are for beginners .

Varied levels. The Welcome courses complement the Working Towards Level 1 courses for extra beginner learning.

From time to time Work Welsh offers Council staff additional training options, for example a part one of Mynediad 60 hour online course.

			<p><i>Courses listed above are hyperlinked and immediately accessible to staff. Other Work Welsh courses may arise from time to time and where available will be advertised via Staff Information.</i></p>
<p>Outcomes</p> <p>An understanding of pronunciation and basic useful phrases. Very short and basic conversations on completion of the pathway.</p>	<p>Outcomes</p> <p>Mynediad - sharing and taking very basic information, and engaging in a series of initial conversations.</p> <p>Sylfaen - engaging in most every day conversations, and handling the most common conversations specific to the role.</p> <p>Canolradd - a limited fluency where the vocabulary needed is generic and the language does not need to be precise, as well as good grounding in role-specific work vocabulary.</p>	<p>Outcomes</p> <p>Uwch – increased confidence to work through the medium of Welsh, particularly spoken and to a limited extent written.</p> <p>Hydefredd – increased confidence to handle even more difficult elements of the role in Welsh, including using written Welsh to a high standard.</p>	<p>Outcomes</p> <p>Welcome courses – an understanding of pronunciation and basic phrases.</p> <p>Improving your Welsh – introduction to useful grammar points</p>
<p>Flexibility: medium</p> <p>The online module can be completed at any time, other courses include virtual sessions.</p>	<p>Flexibility: medium</p> <p>Two-hour weekly sessions over 30 weeks. A further two hours per week independent study.</p> <p>Learners should attempt to attend all virtual sessions however materials are available for catch up and independent learning can be completed at any time.</p>	<p>Flexibility: medium/high</p> <p>12 two-hour sessions. Sessions occur on a weekly basis, with one month independent study periods after the fourth, eighth, and twelfth session to complete assignment-based tasks. Learners should aim to allocate 2-hours independent study each week for the duration of the course.</p>	<p>Flexibility: high</p> <p>Many Work Welsh courses are either all or mostly online and can be completed at the learner's own time and pace.</p>

Learners should attend all sessions if possible however a significant part of these courses involves independent learning tasks.

Commitment: low/medium

Courses are between four hours and two days.

Commitment: high

Courses extend over a 30-week period so learners will need set time aside in their diary for the duration of the course for sessions and independent learning tasks.

Commitment: medium/high

Courses involve 12 sessions and independent learning tasks and assignments.

Commitment: low/medium

Courses listed here involve 10-hours of online study that can be completed at the learner's own pace. Other Work Welsh courses that may be offered from time to time are more substantial.

Questions?

Cardiff Council Academy is fully committed to ensuring all staff can access Welsh learning. For any queries get in touch by e-mailing

CardiffAcademy@cardiff.gov.uk.

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**CARDIFF COUNCIL
CYNGOR CAERDYDD**



COUNCIL: 24 JUNE 2021

CABINET PROPOSAL

AGENDA ITEM

ACCEPTANCE OF THE DELEGATION OF THE MONMOUTHSHIRE COUNTY COUNCIL PROCUREMENT FUNCTION

Reason for this Report

1. To authorise acceptance of an Executive Delegation from Monmouthshire County Council to deliver their Procurement Function as part of the Council's agreed 2021/22 Budget Strategy.

Background

2. In August 2020, the Council were approached by Monmouthshire County Council (MCC) to ascertain whether the Council would be interested in submitting a proposal to take on the management and delivery of their Procurement Functions. This request followed the submission of a review of their procurement function delivered by Atebion Solutions Ltd, the Council owned Local Authority Trading Company.
3. The Council submitted a proposal to MCC under which the Procurement Functions would be delegated to the Council. This proposal was accepted in principle by MCC subject to proceeding through their decision making arrangements. The proposal was formally approved by MCC Council as part of their 2021/22 budget setting process.

Issues

4. Over recent years the Council has been able to continue to invest in its Commissioning and Procurement Team through the generation of external revenue via Atebion Solutions Ltd and the delivery of major collaborative procurement arrangements for the Welsh public sector. As a result, it has developed an award winning team which is highly respected across the public sector, particularly in Wales. In addition, the Operational Manager responsible for the Commissioning and Procurement Team is the Chair of the WLGA National Procurement Network and Chair of the National Social Value Taskforce for Wales.
5. Through the delivery of these externally funded activities, the team have become adept at delivering services to other public sector organisations, whilst balancing the needs and priorities of the Council.

6. The proposal submitted to MCC proposed the delivery of the delegated function through a combination of existing Council officers, the creation of three new procurement officer posts and the secondment of one procurement officer from MCC. The proposal is for a minimum of three years with an annual review and will be governed by a Delegation Agreement which is being developed jointly by the Council's and MCC legal teams.
7. It should be appreciated that with the acceptance of the delegation comes certain benefits and responsibilities. However, the Delegation Agreement will ensure that accountability, risks and liabilities sit appropriately with MCC.
8. Through the proposal, MCC will fund the costs the Council incurs in delivering the delegated function, including:
 - A proportion of existing Council officer time, which will support the delivery of a savings contained within the 2021/22 Budget Report approved by Council on the 4th March 2021
 - The three new procurement officer posts, and
 - The one seconded Procurement Officer from MCC
9. Through the proposal the Council will carry out on behalf of MCC the following:
 - Leadership and Management of their Procurement Function
 - Technical capability, expertise and category specific knowledge to support delivery of their contract pipeline
 - Support on the development and delivery of procurement strategy and policy
10. This delegation arrangement will provide the Council with:
 - An agreed annual net revenue stream to reimburse costs incurred (see para 8)
 - Allow the retention of the existing team and continued investment in recruitment of new team members
 - An opportunity to learn and share good practice

Reason for Recommendations

11. In accordance with the Council's constitution, full Council approval is required to allow the Council to accept the Executive Delegation of the Procurement Functions from Monmouthshire County Council.

Financial Implications

12. This report sets out delegation requirements to enable this Council to deliver Procurement function for Monmouthshire County Council. This is required in order that the Council can deliver an income stream planned for as part of the 2021/22 Revenue Budget Strategy.

13. Authorisation by Council will allow the service to plan service delivery and budgets over the period of the agreement and will support the expansion of the current service.
14. If the agreement is not progressed, alternative proposals from the Service will be required to close any residual funding that arises.

Legal Implications

15. The recommendation can be achieved within legal constraints. Legislation enabling one local authority to delegate the discharge of a function to another authority. A delegation agreement will be prepared, which will set out the detail of how the arrangements will operate, including, amongst other things, provision for; secondment of staff, reimbursement of costs incurred by Cardiff Council in carrying out the delegation and termination of the arrangement. The delegation does not prevent Monmouthshire County Council from exercising the delegated functions itself.

General legal advice

Equalities & Welsh Language

16. In considering this matter the decision maker must have regard to the Council's 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. 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.
17. The decision maker should be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

The Well-being of Future Generations (Wales) Act 2015

18. 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. 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 2021 -24.
19. 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. 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
20. 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 using the link below: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

Policy and Budget Framework

21. The decision maker must be satisfied that the proposal is within the Policy and Budget Framework, if it is not then the matter must be referred to Council.

HR Implications

22. The proposal requires the recruitment of three new posts which will take place under corporately agreed processes. There will also be the secondment of one employee from Monmouthshire County Council for which a formal agreement will be put in place to ensure that the employment relationship and liabilities remain between the employees and Monmouthshire County Council.

Property Implications

23. There are no property implications in respect of this report.

CABINET PROPOSAL

Council is recommended to

1. Accept an Executive Delegation from Monmouthshire County Council to carry out their Procurement Functions, subject to the satisfactory conclusion of the Delegation Agreement referred to in 2 below.

2. Delegate authority to the Corporate Director Resources in consultation with the Cabinet Member for Finance, Performance and Modernisation to conclude a Delegation Agreement in a form to the satisfaction of the Council and complete all arrangements to carry out the delegated procurement functions.
3. Subject to the conclusion of the proposed Delegation agreement in 2 above, agree that the day to day responsibility for carrying out the delegated procurement functions sit with the Operational Manager, Commissioning and Procurement.

THE CABINET

17 JUNE 2021

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CYNGOR CAERDYDD CARDIFF COUNCIL



COUNCIL:

24 JUNE 2021

REPORT OF THE DIRECTOR GOVERNANCE & LEGAL SERVICES AND MONITORING OFFICER

CONSTITUTION AMENDMENTS

Reason for this Report

1. To enable Council to consider proposed drafting changes to the Constitution recommended by the Monitoring Officer and the Constitution Committee to provide additional clarity in respect of the:
 - (i) Local Pension Board;
 - (ii) Cardiff and Vale of Glamorgan Channel Panel;
 - (iii) Section 151 Officer's delegation for banking matters;
 - (iv) Officer delegations for appropriation of land;
 - (v) Determination of regrading applications of Operational Managers; and
 - (vi) Determination of Members' and Senior Officers' planning application.

Background

2. The Council is required to keep its Constitution up to date and fit for purpose.
3. The Constitution Committee's approved Terms of Reference are:

To review the Council's Constitution, and to recommend to Council and/or Executive any changes, except that the Committee will have authority (subject to the Monitoring Officer's advice) to make the following changes on behalf of the Council:-

- (a) Drafting improvements to enhance clarity and remove minor anomalies.
 - (b) Updating to reflect legislative changes and matters of record.
 - (c) Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).
4. The Constitution Committee is due to consider a Constitution Update report at its meeting on 21st June 2021, setting out various proposed constitution amendments. Whilst some of the changes could be dealt with under existing delegations, it is considered to be good practise to report the proposed constitutional changes and obtain the approval of full Council.

Issues

5. Subject to the decision of Constitution Committee on 21st June 2021, the following constitution provisions are recommended for amendment:

Pensions Board Terms of Reference

6. The Local Pensions Board has been established by the Council, in accordance with the requirements of The Public Service Pensions Act 2013, to assist the Council to discharge its functions as Administering Authority and Scheme Manager of the Cardiff and Vale of Glamorgan Pension Fund.
7. The terms of reference of the Local Pensions Board, as approved by full Council in June 2018, are:
'To assist Cardiff Council as Scheme Manager and Administering Authority to:
(i) secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the scheme;
(ii) secure compliance with any requirements imposed by the Pensions Regulator in relation to the LGPS; and
(iii) ensure the effective and efficient governance and administration of the scheme (pursuant to sections 5(1) and (2) of the Public Service Pensions Act 2013 and regulation 106(1) of the LGPS Regulations).'
8. The Local Pensions Board does not exercise formal decision making powers on behalf of the Council, but it does perform an important statutory role in assisting the Council to discharge its Pensions Fund functions. In recognition of this and in the interests of clarity and transparency, it is recommended that the terms of reference of the Local Pensions Board should be set out within the Constitution, in Part 3, Appendix 2.

Channel Panel

9. The Counter-Terrorism and Security Act 2015 ('CT&S Act'), section 36, places a duty on local authorities to ensure that a 'Channel Panel' is in place for their area to provide support for people vulnerable to being drawn into terrorism. A Channel Panel is a multi-agency partnership lead by the local authority in partnership with the police and other relevant agencies (specifically, the NHS, probation service, Welsh Extremism and Counter Terrorism Unit WECTU, schools/colleges, Youth Offending Services, Home Office Immigration (if required), Border Force and the Prison Service) which aims to: identify individuals at risk; assess the nature and extent of that risk; and develop the most appropriate support plan for the individuals concerned.
10. Cardiff's Channel Panel was initially set up in 2008, as a Home Office pilot. After the CT&S Act placed Channel Panels on a statutory footing in 2015, and made provision (in Section 41(3) of the Act) for two or more local authorities to set up a combined panel for their combined area, allowing for proportionate

and efficient use of resources, the Cardiff and Vale of Glamorgan Channel Panel was set up. The Panel is overseen by, and reports to, the Community Safety Partnership.

11. Statutory Guidance issued by the Home Office in 2020, the Channel Duty Guidance, states that the Channel Panel should be reflected in the local authority's constitution. It is therefore recommended to insert reference to the Channel Panel into the Constitution, Part 3, Appendix 2, as follows:

'Cardiff and Vale of Glamorgan Channel Panel - Established pursuant to section 41(3) of the Counter-Terrorism and Security Act 2015 ('the CT&S Act') to discharge the Channel Panel duties of Cardiff Council and the Vale of Glamorgan Council under the CT&S Act in relation to providing support for people vulnerable to being drawn into terrorism.'

Section 151 Officer Delegation, Reference FS10

12. The Corporate Director Resources is the Council's Section 151 Officer, with statutory responsibility, under section 151 of the Local Government Act 1972, for the proper administration of the financial affairs of the authority.
13. The Scheme of Delegations set out within Part 3 of the Constitution includes a list of delegations exercisable by the Section 151 Officer (in Section 4E of the Scheme) in order to fulfill the statutory responsibilities of the post. Within those delegations, delegation FS10 provides for the operation of the Council's bank accounts, as follows:

FS10	To operate the Authority's main bank account and arrange for all cheques to bear the signature of the Corporate Director, Resources.
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14. Delegation FS10 is routinely used by the Section 151 Officer to manage the Council's bank accounts, including agreeing appropriate overdraft and other banking facilities, which are confirmed annually. However, in the interests of clarity and probity, the Council's day to day banking provider has recommended confirmation of specific authorisation in this regard.
15. Having considered the current delegation in consultation with Finance colleagues and the Council's bankers, it is recommended that delegation FS10 should be amended to read as follows:

FS10	To operate the Authority's bank accounts for the prudent management of financial affairs and arrange for all cheques to bear the signature of the Corporate Director, Resources; to include, without limitation, the authority to establish appropriate overdraft limits on individual accounts to allow the effective processing of transactions and operation of the accounts, and to enter into legal agreements to set-off debit and credit balances on any such accounts.
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16. For the avoidance of doubt, Members should note that the recommended constitution amendments do not involve any change to the Council's current banking or overdraft facilities; they simply confirm the delegated powers currently exercised by the Section 151 Officer.

Delegations for Appropriation of Land

17. Appropriation is the legal process by which land held by a local authority is transferred from one legal function or purpose to another. Under the Local Government Act 1972, section 122, the local authority has a general power to appropriate land: belonging to that Council; that is no longer required for the purpose for which it is held; for any other purpose for which it is authorised by statute to acquire land.
18. Under the Scheme of Delegations (Section 4F), the Director of Economic Development has delegated authority to authorise disposals and acquisitions of land where the value is not more than £1 million (subject to compliance with the Procedure Rules for the Acquisition or Disposal of Land, and best value, Member consultation, and professional advice). However, the only express reference to appropriation in the Scheme of Delegations is in the Cabinet's reserved power (Scheme of Delegations, Section 2) number 16:
'To approve the purchase, sale or appropriation of land and buildings in any case where arrangements have not been made for discharge of the function by an officer of the Authority.' The absence of an officer delegation for appropriation appears to be an omission.
19. In practice, the Director of Economic Development has therefore relied on his general delegation ('To make any decisions relating to any matter within his area of responsibility', delegation reference 4B, 1.1) to approve any decision to appropriate land, for example, for planning purposes prior to a sale. For the avoidance of any doubt, it is recommended that the Director's delegated authority should be confirmed by an express delegation within Section 4F of the Scheme of Delegations, as follows:

'DE2A To authorise the appropriation of land held by the Council for any purpose or function for which the Council is authorised to acquire land by statute, subject to Member consultation and advice from the Section 151 Officer and the Director of Governance and Legal Services.
20. It is also common to appropriate land from a General Fund function to the Housing Revenue Account (HRA) for housing purposes; and from the HRA to the General Fund in relation to property which is no longer required for housing purposes. These appropriations have financial accounting implications, due to the fact that the Housing Revenue Account is a ring-fenced fund, so the value of the appropriated land must be transferred from the General Fund to the HRA or vice versa, as appropriate.
21. In February 2012, the Cabinet delegated authority for appropriations from the General Fund to the HRA to the Chief Corporate Services and Section 151 Officer, in consultation with the Corporate Chief Officer for Communities and

Executive member for Finance and Service Delivery. It is recommended that, for clarity and certainty, the delegation should be incorporated within the Constitution and widened to cover appropriations from the HRA to the General Fund for property which is no longer required for housing purposes. Responsibility for the Council's Estates Department now falls under the remit of the Director of Economic Development. Therefore, it is recommended that a new delegation should be inserted in Section 4F of the Scheme of Delegations, subject to the same financial limits applicable to acquisitions and disposals of land, authorising the Director of Economic Development, as follows:

'DE2AA To authorise the appropriation of land from the General Fund to the Housing Revenue Account and from the Housing Revenue Account to the General Fund as may be appropriate, where the value of the land is no more than £1,000,000, subject to consultation with the relevant Cabinet member and the Corporate Director, People and Communities, and advice from the Section 151 Officer and the Director of Governance and Legal Services.'

Regrading Applications of Operational Managers

22. The Head of Paid Service has statutory responsibility for appointments, dismissals and taking disciplinary action against Council staff, except for chief officers, deputy chief officers, the Monitoring Officer and the Head of Democratic Services (under the Local Authorities (Standing Orders)(Wales) Regulations 2006, Regulation 5 and Schedule 3, Part 2, paragraph 2). The Regulations define 'chief officer' for these purposes as including the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer; and 'deputy chief officer' as meaning any officer who reports directly, or is directly accountable, to a chief officer, except for secretarial, clerical and support staff.
23. As there are specific statutory provisions relating to 'chief officers' as defined in the 2006 Regulations (and the Local Government and Housing Act 1989), the Council's Constitution (specifically, the Employment Procedure Rules and Committee terms of reference) also references 'chief officers' and 'deputy chief officers' as statutorily defined.
24. The appointment and dismissal of chief officers and deputy chief officers is delegated under the Council's Constitution to the Appointments Committee; and responsibility for determining regrading applications of chief officers and deputy chief officers falls within the terms of reference of the Employment Conditions Committee.
25. The Scheme of Delegations, Section 4E, includes the following officer delegations:

- (i) Delegation CE2 – Delegates authority to the Chief Executive ‘To be Head of Paid Service and discharge the functions of appointment and dismissal of, and taking disciplinary action against, any member of staff, in accordance with the Council’s HR and financial procedures and subject to appropriate consultation as outlined therein, except where such functions have been reserved to the Appointments Committee.’
 - (ii) Delegation CE5 – Authorises the Chief Executive ‘To determine any matter which is not a matter specifically reserved for full Council, a committee of the Council, the Cabinet or another Statutory Officer.’
 - (iii) Delegation CE11 – Delegates authority to the Chief Executive ‘To determine applications for re-grading from the Chief HR Officer.’
 - (iv) Delegation HR1 – Delegates authority to the Chief HR Officer ‘To approve the proposals of Chief Officers to • Determine any applications for re-grading at Operational Manager Level and below..’
26. Regrading applications in respect of an Operational Manager would ordinarily fall within the Chief HR Officer’s delegation HR1, also exercisable by the Chief Executive under his delegation CE5. However, for any Operational Manager who reports to a chief officer and therefore falls within the statutory definition of a deputy chief officer, responsibility would also fall within the terms of reference of the Employment Conditions Committee. As all officer delegations expressly exclude any matter specifically reserved to a Committee (or Full Council, Cabinet, or a Statutory Officer), responsibility for determining a regrading application of an Operational Manager who is also classed as a ‘deputy chief officer’ would fall to the Employment Conditions Committee. Where Operational Manager regrading applications may be dealt with within the current remuneration framework for Operational Managers, it is suggested that it would be more appropriate for such decisions to be made under officer delegations, as it is not appropriate for the Employment Conditions Committee to consider matters relating to individual members of staff at that level.
27. The Committee is requested to consider amending the terms of reference of the Employment Conditions Committee (in the Scheme of Delegations, Appendix 2) to reflect this, as follows:
- ‘(a) to consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers;
 - (b) to decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), except for Operational Managers deemed to be classed as Deputy Chief Officers, whose applications may be determined under Chief Executive officer delegation within the remuneration framework for Operational Managers, together with any other category of employee

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

(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.'

28. This proposed change to the Employment Conditions Committee's terms of reference requires consultation with the Trade Unions, which has been carried out. No concerns have been raised by the Trade Unions in relation to this proposal.

Members' / Senior Officers' Planning Applications

29. Under the Scheme of Delegations (Section 4F), the Head of Planning has delegated authority to determine all planning applications, with the exception of certain specified matters which are reserved for decision by the Planning Committee. The list of matters reserved for decision by the Planning Committee includes:
- (i) Planning applications submitted by current Elected Members of the Council, Directors and Assistant Directors.
30. The purpose of this exception is to guard against any allegations or appearance of undue influence in the decision making process.
31. Planning applications may be submitted directly or through an agent. For the avoidance of any doubt, it is recommended that the exception to the Head of Planning's delegated authority should be amended to clarify that this includes any applications submitted *on behalf of* a Member or Director / Assistant Director. It is also recommended, for the same reasons (set out in paragraph 30 above), that this exception should extend to the Head of Planning and Planning Operational Managers. The recommended amendments are as follows:
- (i) Planning applications submitted by or on behalf of any current Elected Members of the Council, Directors and Assistant Directors or the Head of Planning or Planning Operational Managers.
32. This would clarify that any planning application submitted by or on behalf of an elected Member, any Director / Assistant Director, the Head of Planning or Planning Operational Managers, must be determined by the Planning Committee.

Legal Implications

33. Relevant legal implications are set out in the body of the report.

Financial Implications

34. There are no direct financial implications arising from the recommendations of this report. When delegations are exercised, they are accompanied by detailed financial and legal advice and are to be contained within the budget framework.

Recommendations

Subject to the recommendations of the Constitution Committee on 21st June 2021, the Council is recommended to approve the Constitution amendments in relation to:

- (i) Local Pension Board;
- (ii) Cardiff and Vale of Glamorgan Channel Panel;
- (iii) Section 151 Officer's delegation for banking matters;
- (iv) Officer delegations for appropriation of land;
- (v) Determination of regrading applications of Operational Managers; and
- (vi) Determination of Members' and Senior Officers' planning application,

as set out in the report.

Davina Fiore

Director Governance and Legal Services and Monitoring Officer

18 June 2021

Background papers

Constitution Committee report, 'Constitution Update', 21 June 2021

**COUNCIL:****24 JUNE 2021**

LEADER & CABINET STATEMENTS

1. Leader Statement – Councillor Huw Thomas
2. Cabinet Member, Strategic Planning & Transport –
Councillor Wild
3. Cabinet Member, Investment & Development – Councillor
Goodway
4. Cabinet Member, Culture & Leisure – Councillor Bradbury
5. Cabinet Member, Finance Modernisation & Performance -
Councillor Weaver
6. Cabinet Member, Housing & Communities - Councillor
Thorne
7. Cabinet Member, Clean Streets, Recycling & Environment
– Councillor Michael
8. Cabinet Member, Children & Families – Councillor
Hinchey
9. Cabinet Member, Social Care, Health & Well-being –
Councillor Elsmore
10. Deputy Leader, Education, Employment & Skills –
Statement – Councillor Merry

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STATEMENT OF THE LEADER

AGENDA ITEM:

Covid-19 Update

As a result of the successful mass vaccination programme and the low Covid-19 infection rates seen last month, Wales moved to Alert Level 2, effective from 17 May 2021. This phase of lockdown easing allowed for pubs, cafes, restaurants, visitor attractions and entertainment venues to re-open indoors, as well as a greater level of indoor activity. Since taking this major step towards normality, the Council has continued to work alongside public service partners to make sure that the city, and public services, are restarted safely and successfully.

While the number of Covid-19 cases had fallen significantly from the winter peak, we have begun to see an increase over the past two weeks, driven largely by the Delta variant, which is now the dominant strain in Wales. The rate of new cases in Cardiff currently stands at 18.5 per 100,000 population over the seven-day period to 12 June 2021, which, while still relatively low, is likely to increase further in the coming weeks. Incredible progress has been made in managing the pandemic over the last few months; however, as the recent uptick in cases has reminded everyone, this progress is fragile and it is essential to continue following all public health measures. Furthermore, due to ongoing uncertainty around the potential impact of the Delta variant, the Welsh Government has opted for a phased transition into Alert Level 1, prolonging the state of social distancing-restricted trading for businesses in the hospitality, culture, leisure and events sectors.

Mass Vaccination Programme Update

The rollout of the Mass Vaccination Programme has continued to progress at pace, supported by the opening of the Bayside Mass Vaccination Centre in the former Toys R Us building, which has been holding first dose walk-in clinics for adults every weekend in June. Up to 17 June 2021, Cardiff & Vale University Health Board has administered 551,211 vaccination doses (348,240 first doses and 202,913 second doses), and all residents above the age of 18 have been offered a first dose. The local vaccination effort has been nothing short of phenomenal, and it will continue to be the best way of combatting the Delta variant and recovering from the public health crisis.

Recovery and Renewal Programme

Given the significantly improved public health situation relative to the winter peak, my Administration is now looking beyond the immediate restart of services towards the recovery and renewal of our city. On 20 May 2021, the Cabinet considered a series of four reports addressing the future of local public service delivery, the future of Cardiff's economy, a Child Friendly Recovery and our One Planet Cardiff response to the Climate Emergency. These reports comprise our Capital Ambition Recovery and Renewal Programme, which will guide our work to build back Cardiff as a fairer, greener and stronger city in the post-Covid era.

While we have one dedicated report for a Child Friendly Recovery, consideration of our children and young people's rights and needs will inform our work in all areas and very much act as the golden thread running through our Recovery and Renewal Programme. Over the summer months, we will run a programme of engagement with the public and city stakeholders on the proposals in these reports to ensure that they align with their needs and aspirations, with the outcome of this process to be presented to Cabinet in the autumn.

Cardiff Public Services Board (PSB)

On 9 June 2021, I attended a meeting of the Cardiff Public Services Board (PSB), where PSB members considered the Council's *Child Friendly Recovery* report, the second of four 'Recovery' reports to be considered by the PSB. At the April 2021 meeting, the PSB reviewed the city centre recovery strategy, and looking ahead, the *Greener, Fairer, Stronger* strategy will be considered next month, followed by the *One Planet Cardiff* strategy in September 2021. The PSB's support of the Council's ambitious plans for the city offers a strong example of the enhanced partnership working put in place during the pandemic, which we intend to build on moving forward.

Accordingly, the PSB also considered work to explore how the levels of volunteering and community action in response to the Covid-19 pandemic can be transferred to a sustainable, long-term footing. An active third sector is a real asset for the city, as it has the agility needed to respond quickly in times of crisis, therefore partners across Cardiff's public sector will continue to work with Cardiff Third Sector Council to build upon the work done over the last 18 months.

Beyond issues related to pandemic recovery, the PSB received an annual update on the work undertaken through the Youth Justice Strategy, 'All Our Futures,' developed in response to the HM Inspectorate of Probation-led inspection in January 2020. In reviewing the first year of the strategy, there has been significant and acknowledged improvements in practice, partnership working, and staff involvement and development; however, the PSB recognises that much remains to be done over the coming year to fully realise our ambitions for our young people in contact with the youth justice system.

Cardiff Music Board

The Cardiff Music Board has continued to meet throughout the pandemic, with our primary focus on supporting the Cardiff music sector throughout the pandemic. The Council's Economic Development team has led on the work with the Cardiff Music Board to deliver the Cardiff Music Strategy and has also processed over 1,500 Creative Freelancer grants, totalling £3,842,500, with a significant amount having been music sector related.

The Board also wants to deliver activity that can support the city's grassroots music venues in recovering from the unprecedented challenges of the pandemic, so we are keenly positioned to programme activity when the Welsh Government guidelines permit the go-ahead for outdoor live music events in the city.

The Cardiff Music Board is also engaging in the current consultation on the replacement Local Development Plan in order to contribute ideas about how the review can best support the music ecology in Cardiff. I am pleased to say that the Music Board is also now monitoring planning applications that might have an impact on live music venues in the city and is playing a significant role in sharing expertise to best integrate music as part of the city's recovery and regeneration plans.

Levelling Up and Community Renewal Funds

In March 2021, the UK Government announced details of new UK-wide investment programmes in parallel with the Budget, namely the Levelling Up Fund, worth £4.8bn; and the Community Renewal Fund, worth £220m. These new regional funds will be crucial for raising economic productivity and delivering inclusive growth in Cardiff as the city transitions into the uncertain post-Brexit landscape, considering that funding from the EU has been a significant financial contributor to regional and local economic development in Wales.

Through the Community Renewal Fund – the one-year precursor to the new UK Shared Prosperity Fund replacing European structural funds from 2022 – the Council will create opportunity across Cardiff's most deprived communities by investing in skills, local businesses and employment. A shortlist of projects will be submitted to the UK Government by 18 June 2021.

Through the Levelling Up Fund, the Council will work with the UK Government to boost investment in local infrastructure, town centre and high street regeneration, local transport projects, and cultural and heritage assets. Cardiff has been placed into category 1 of the Levelling Up Fund, meaning that it is one of the places with the highest levels of identified need. Submissions for the initial funding round will focus on those projects that are able to deliver substantial spend in the current financial year, however, further funding rounds will be open for longer-term projects.

The UK Government will announce successful projects for the Community Renewal Fund from late July 2021 onwards, while investment decisions for the first funding round of the Levelling Up Fund will be made by autumn 2021.

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STRATEGIC PLANNING & TRANSPORT STATEMENT

AGENDA ITEM:

Replacement LDP Consultation

The consultation on the first stage of the preparation of the replacement Local Development Plan (LDP) was launched on 28 May 2021. This includes a new website (www.cardiffldp.co.uk) to encourage members of the public to have their say on the draft documents. The consultation seeks views on the draft Vision, Issues and Objectives for the LDP and the draft Integrated Sustainability Appraisal (ISA) Scoping Report (closing date 23 July 2021), together with a call for candidate sites (closing date 20 August 2021).

The consultation aims to engage with a wide range of groups, including young people and older people. To ensure this, a consultation and engagement strategy has been drawn up, which includes a new bespoke website, virtual consultation room, online survey, short film, use of social media, targeted engagement and use of Council and external engagement networks. As Covid-19 restrictions ease, it is hoped that more face-to-face events will be possible.

To date, approximately 100 surveys have been completed and 1,326 visits have been made to the new website and virtual consultation room. There have also been numerous requests to be kept informed of the process going forward.

The draft Vision, Issues and Objectives and ISA Scoping Report, together with comments received during the consultation, will be reported back to Cabinet and Council in the autumn.

Current Transport Trends

As of the last week of May 2021, traffic across Cardiff was at around 80% of the levels experienced prior to the pandemic, with traffic within the city centre reaching around 70%. Both walking and cycling levels are similar to those pre-Covid, and footfall within the city centre has now returned to over 80% of its prior levels. Typical NO² air quality is around 40% of pre-pandemic levels within the city centre and 50% at Newport Road.

Public transport use continues to recover, with bus and rail use combined currently at around 65%, while footfall levels at Cardiff's rail stations are around 55%, and with bus services now operating at 90% of their prior frequency.

Overall travel demand continues to increase in response to the easing of Covid-19 restrictions (with Wales currently in the transitional period between Alert Levels 2 and 1), with levels currently around 85%. Around 55% of the workforce are typically travelling to work, while around 30% continue to work from home.

Future of Castle Street

The report of the consultation on the future of Castle Street, alongside air quality and traffic modelling, was considered by the Cabinet on 17 June 2021. Due to concerns over air quality in residential areas and Covid-19 uncertainty, the decision has been taken to open the road to traffic with a non-permanent scheme. This scheme will be delivered over the summer and will be ready to open in the autumn. The scheme will have a pop-up segregated cycleway, a westbound bus lane and two general traffic lanes. Further modelling and testing will be carried out on the impacts and recovery period to inform future decisions on the street and the wider network.

Cycleways – Progress Update

- **Cycleway 1.2**

The tender process for this phase (1.2) of the route between the city centre and the University Hospital Wales site in Heath has been undertaken and tenders are being assessed.

- **Cycleways 2 and 5**

A 'pop-up' segregated cycleway is now in place between Leckwith Road and Dumfries Place via Wellington Street, Castle Street and Boulevard de Nantes. This new route uses separate traffic signals for cyclists at each of the junctions, with a different 'stage' at each junction for traffic and pedestrians. Construction of the next phase east of Dumfries Place along Newport Road to Broadway is in progress and scheduled for completion in September 2021. Work is progressing on permanent options for Newport Road from the city centre out to Rumney. Early stakeholder engagement will begin this summer.

- **Cycleway 3**

Work on the cross-city south route connecting Lloyd George Avenue with Herbert Street and Tyndall Street is nearing completion. Works on junctions and pedestrian crossings is taking place in June and July 2021 to complete the scheme.

- **Cycleway 4**

Public consultation on options for the next phase between Western Avenue and Llandaff took place in April/May 2021. Online engagement sessions were held with a number of stakeholder groups. The report of the consultation will be published in the next few weeks and will help to inform the decision on the best route option for the section of route north of Western Avenue.

Wellfield Road

The construction of the scheme on Wellfield Road has been completed, this includes a one-way system on Wellfield Road and 'lower' Pen-y-Lan Road, together with a two-way segregated cycle lane and footway widening on Wellfield Road. Scheme now being monitored

Albany Road Area – Zonal Parking

It is anticipated that the proposals to install a new parking scheme covering streets above and below Albany Road will be consulted on, alongside the cycle facilities that are currently being considered for Albany Road. A decision on phasing will be taken when more clarity on detail and the programme for this cycleway is reached.

20mph Pilot

Cardiff Council is working with Welsh Government as one of eight areas across Wales to trial 20mph limits. This is part of the initial phase of a national rollout of 20mph as the default speed limit in built-up areas, and a further expansion of the progress which has already been made in Cardiff to implement 20mph limits in many local communities. The Cardiff pilot area covers the wards of Heath, Llandaff North, Rhiwbina and Whitchurch & Tongwynlais. Traffic Regulation Orders (TROs) are currently being prepared and, subject to public consultation on these TROs, works to implement the 20mph limits (by way of signage and road markings) are expected to commence in September 2021.

Schools Bike Fleets – Phase 3

Applications have now closed for the Schools Bike Fleet project and the tender process is underway. 24 new applications were received, which will be supported. These include nine bespoke school fleets, seven of which will include adapted trikes or bikes. Pedal Power, Cardiff's inclusive cycling charity, is providing paid consultancy advice on the specification of the adapted bikes and trikes. By the end of phase 3, over 100 Schools Bike Fleets will be located in Cardiff schools and educational provisions.

Four educational providers are currently in the process of, or planning to, setting up bike maintenance projects with their pupils, in addition to the project that the Council's EOTAS (Education Other Than At School) service is running.

School Streets

There is increasing demand for School Street access restrictions on streets outside schools. Requests for School Streets have been received from schools (including direct requests from pupils), local residents and ward members, often as a result of safety concerns due to the volume of vehicles accessing schools and driver behaviour, such as footway parking and attempting turning manoeuvres, which have a direct impact on vulnerable road users.

Funding has been secured from Welsh Government to deliver additional school streets projects in the 2021/22 financial year. Consultation will take place over the summer on a further phase of schemes that will be implemented in autumn 2021. Further details of these schemes will be published in the near future and engagement with schools, ward members, residents and other stakeholders will take place prior to implementation of the schemes.

Cycle Parking for Schools

The Council has secured further Welsh Government grant funding for this financial year for schools' cycle parking. This will enable over 30 schools to benefit from new bike shelters, bike compounds, bike racks & scooter racks, along with access paths and plinths, etc. Officers are liaising with schools who have requested cycle parking and are carrying out site surveys in order to establish what facilities can be provided. The tender process will take place over the summer months with installation commencing during the autumn period. The provision of cycle parking at schools is closely linked with activities being delivered by the Active Travel Schools and Road Safety Teams to develop active travel plans and deliver national standards cycle training.

Bus Strategy and Bus Emergency Scheme Update

The Council is due to publish a draft Bus Strategy within the next few months that builds on the actions contained in the Transport White Paper. It will set out a programme of interventions to help make public transport more convenient and easier to use in support of the recovery from Covid-19 and the growth of Cardiff.

Working groups have been established in partnership with the Welsh Government, Transport for Wales, local authorities and bus operators on the Bus Emergency Scheme being funded by the Welsh Government. The BES2 Agreement has been formulated to be in place until 31 July 2022 and will continue to address the loss of farebox revenue and the additional costs associated with responding to the pandemic. It will also seek to provide a platform for improving the bus network and encouraging people back into using public transport during the recovery period.

Highway and Footway Asset Improvement Programme

So far in the current financial year, the ongoing annual highway improvement programme has delivered 33 carriageway schemes covering approx. 62,000sq.m of existing carriageway. The treatments include deep inlay, resurfacing and micro asphalt. In addition, 55 streets have received localised patching repairs covering 6,114sq.m. Footway reconstruction is ongoing with 1,850sq.m completed. Survey and preparation work for additional 2021/22 capital schemes is ongoing.

Following the additional resources allocated to pavement resurfacing, the Council is setting out plans for new programmes of improvements and would welcome the reporting of footway defects by members and the wider public.

Residential LED Street Lighting

The contract for the renewal of all residential street lighting has been awarded. The replacement of circa 24,000 units is scheduled to start next month and will take approximately 18 months to be delivered. The existing lighting units will be replaced with more energy efficient LED lighting. Due to the reduction in electricity usage and the related carbon emissions, the LED units provide considerable environmental benefits, as well as cost savings. In addition, they will be aligned to the existing central management system so that lighting levels can be controlled to appropriate levels for their environments.

Principality Stadium Boardwalk

The works to replace the ageing timber structural members and deck of the boardwalk with a new and sustainable recycled composite material are progressing. The majority of the north end of the walkway has now been completed and works to the southern end will follow immediately after. In addition, due to the condition of the existing systems, the lighting and related components are to be renewed and will be aligned to the street lighting central management lighting system so that the lighting along the boardwalk will be improved, but will also be more efficient from an energy usage perspective.

Councillor Caro Wild

Cabinet Member for Strategic Planning & Transport

17 June 2021

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INVESTMENT & DEVELOPMENT STATEMENT

AGENDA ITEM:

Levelling Up

Councillors will be aware that, in March, the UK Government announced a number of new funding streams, including the £4.8bn Levelling Up Fund and the £220m Community Renewal Fund. Since then, the Administration has considered its response to these new funding programmes and has subsequently submitted a first round bid for Levelling Up funding for investment in the restoration of Cardiff Market. This project will see much needed investment in one of the city's heritage assets as well as creating a vibrant tourist destination in its own right.

Cabinet has also outlined its intention to take forward a number of additional projects, including a substantial investment to link the city centre and Bay through the creation of a new 'urban park', new youth facilities in Ely, proposals to create a network of pedestrian bridges around a riverfront park linking communities either side of the Taff and investment in Forest Farm in the north of the city.

In addition, the Administration held an open call for organisations to bid for Community Renewal Fund support, and has since submitted applications totalling over £850,000 to provide employment support, business support and investment in active travel for our communities.

Business Improvement District (BID) Ballot

Members may be aware that the city's Business Improvement District, FOR Cardiff, is currently undertaking a ballot for its second term. FOR Cardiff have proved an invaluable voice for business during the pandemic, which has meant that the Council has been able to quickly understand the needs of city centre businesses as we recover from the COVID-19 pandemic.

The new FOR Cardiff proposals will plan for over £7m of investment in the city centre over the next five years should the ballot be approved. As a Council we have a number of votes relating to our premises in the city centre, and Cabinet recently approved a positive vote in respect to the ballot.

Atlantic Wharf Consultation

Councillors will be pleased to learn that a public consultation was launched at the end of May to seek views from the local community regarding the investment and regeneration plans for Atlantic Wharf. The consultation will see residents and businesses share their views on the proposals ahead of the submission of a planning application.

The Administration believes that it is important that the local community has their say on what is a significant development that will benefit the whole city and the wider region. Throughout the development stages of this project I have made it clear that this project must benefit communities in Butetown. The project team have committed to working with the Council's 'Into Work' services to make sure we have the means of connecting the job opportunities that arise directly with local residents. Whilst this is about creating good, sustainable jobs, it is also important to recognise it is also about creating a place that the community can use on their doorstep.

The Administration believes that it is important that the views of young people are taken into account when shaping the development, which is why we will also have dedicated sessions with schools and young people in the summer to make sure their needs are taken into account. A dedicated programme will be established with our education and Youth Services team to make sure this is done in a way that encourages participation from young people in the local community.

The open consultation can be accessed at www.atlanticwharfcardiff.co.uk and this month officers will also be hosting several online interactive sessions.

Business Support

Our Economic Development team continues to work hard to support our businesses, many of whom are still impacted by operating restrictions. Applications for further support for such businesses was opened earlier this month, details of which can be found on the Council website. The current round is due to close at 5pm on 30th June.

To date, over £120m of business support has been directly administered by the Council.

Councillor Russell Goodway
Cabinet Member for Investment & Development
17 June 2021

CULTURE & LEISURE STATEMENT

AGENDA ITEM:

COVID-19 Impact on Culture & Leisure

Covid-19 continues to impact on large parts of my portfolio, with many functions remaining suspended or closed despite the positive progress through the alert levels. Whilst we have moved some way forward, the legal requirements in respect of two-metre social distancing makes the reopening of many of the city's venues and activities financially unviable. As a consequence, the Council continues to use its facilities and staffing teams to support the critical city recovery.

This has included the successful delivery of four of the recent Welsh Government test events; two of which, Tafwyl and Eid Prayers, were hosted at Cardiff Castle with a further two spectator-attended fixtures hosted at Cardiff City Stadium and Sophia Gardens Cricket Ground. I would like to thank all officers, host venues and partner agencies for their support in this joint endeavour.

It is now possible to host events in the city, subject to strict social distancing criteria and the Council will be working with event organisers to facilitate the safe delivery of these events as the sector transitions to a new normal.

Although the Council is sadly not in a position to reopen St David's Hall to the public, I am delighted that it has been able to host the prestigious Cardiff Singer of the World Competition in the National Concert Hall of Wales once again this year. I would like to thank both the team working at St David's Hall and the Council's Health & Safety team for all of their hard work and commitment in making this possible. It is encouraging to see that even in these difficult times we can still promote Cardiff to the world through music.

Whilst the Council's cultural venues remain closed due to social distancing considerations, we continue to liaise with Welsh Government to assist in mitigating the associated financial pressures. In the interim, staff continue to support the response to the pandemic, including supporting services such as the Test, Trace, Protect (TTP) service. Colleagues are also continuing to prepare and support plans for the city's recovery which currently includes supporting the installation of the Churchill Way temporary improvements and the Summer of Smiles programme, planned for City Hall Lawn. We also continue to work closely with the grass roots music sector to support them out of lockdown as restrictions are hopefully eased over coming weeks.

Apprentice, Trainee and Graduate Opportunities

I am pleased to report that the Parks Service, Play Service and Cardiff Harbour Authority have embarked on a recruitment drive for a new cohort of apprentice, trainee and graduate opportunities. Four opportunities within the Parks Service have arisen as a result of apprentices progressing successfully from schemes into full-time permanent posts and two new opportunities for a Trainee Urban Park Ranger and Trainee Community Park Ranger have also been advertised. In the Play service, a new Play Traineeship post has been advertised and, within Cardiff Harbour Authority, a new graduate engineering opportunity over a five-year term has been created.

These opportunities underline the Council's commitment to providing high-quality training and development, which includes a comprehensive and tailored programme of practical experience, along with day and block release study, leading to recognised qualifications in related disciplines. It is also pleasing that the Council is able to continue to offer these opportunities at what is a critical time for youth employment and officers within my portfolio area have been working closely with officers within Cllr Merry's portfolio area to ensure that these opportunities are widely communicated across stakeholder networks.

In addition to these opportunities, officers within my portfolio area are working closely with officers within Cllr Hinchey's portfolio area to provide further opportunities for Children Looked After under the Bright Start Traineeship Scheme. The scheme provides opportunities for young people aged 16-24 and four placements are being created within the Parks & Leisure Service for the first cohort commencing next month.

Flat Holm Project

I have provided updates on progress with the development of the Flat Holm Island project, A Walk Through Time, in previous Council Statements and I am delighted to report that, last week, National Heritage Lottery confirmed a grant award of circa £600k, enabling the unlocking of further investment from partner organisations, which will see the implementation of a £1.1 million project over a three-year term.

The project, in partnership with the Flat Holm Society and the Royal Society for the Protection of Birds (RSPB), will see improved habitats for the island's colony of lesser black-backed gulls and maritime flora, extensive renovation of the Grade II-listed fog horn station, the stabilisation of the cholera hospital and laundry buildings and repairs to the island's Victorian water catchment system. Renovation of the World War II searchlight station to provide a 'seascape hide' for visitors to watch the sea, ships, and birds will also take place, as will on-site interpretation improvements enabling visitors to embark on a journey through the history of the island.

I am confident that the investment will appeal to a wide-ranging audience, stimulating interest, increasing footfall and securing the long-term future of the island.

'Craft Your City' Initiative

The 'Craft Your City' initiative invited children and young people to help shape the future of an area of land located behind the National Museum of Wales in Cardiff. This was a unique competition that provided school pupils with the opportunity to redesign the area using Minecraft Education, which is a multi-platform video game that enhances creativity, problem-solving, self-direction, collaboration, and other life skills by using building blocks, resources discovered in the game and users' own creativity. Entrants were provided with a geographically accurate representation of the site in which young people could create their own worlds and experiences, with a focus on preserving and promoting green spaces.

Winners were chosen by a judging panel of representatives from Cardiff University, Child Friendly Cardiff and a young person from the Child Friendly Cardiff Advisory Board. Individual winners came from Llandaff City CIW Primary, Radnor Primary, Rhiwbeina Primary and Rhydypenau Primary Schools, with one of the winning team entries also coming from Ysgol Plasmawr. The winners were awarded for their creativity, innovation and technical ability, and their ideas and themes will now be taken forward and influence the repurposing of the land adjacent to the National Museum of Wales.

This was the first of several projects that will enable children and young people to engage and express their ideas on major developments through the familiar medium of Minecraft Education. Such projects also form a key part of the Council's Child Friendly City agenda and provide a great way for young people to share their ideas of how they would like Cardiff to look in the future.

Councillor Peter Bradbury
Cabinet Member for Culture & Leisure
17 June 2021

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COUNCIL: 24 JUNE 2021

FINANCE, MODERNISATION & PERFORMANCE STATEMENT

AGENDA ITEM:

Into Work Services

The Into Work team has continued to expand to ensure that the anticipated increased demand on the service can be met. Mentoring projects have seen a sharp increase in numbers, with young people and those who have been recently made redundant making up the highest caseloads. Face-to-face Job Club sessions are also seeing an increase in people requiring light touch support to apply for employment and Universal Credit.

Over the past six months, the team has helped 25,340 people and at least 473 have been supported into employment. The number of Employer Liaison and Self Employment Advisors have also increased. This will continue to ensure that businesses are plugged into the team and that help can be offered to those who want to set up a business of their own.

The new pathway team supports clients through volunteering, work experience, adult learning, Cardiff Works and into employment, providing a complete wraparound service. The service has adapted to specifically support those whose employment has been affected by Covid-19 by reskilling clients in demand employment sectors.

The Onsite Construction Academy was officially launched last month and has so far seen over 80 referrals from across the city-region. Officers have been busy presenting to partners to help raise awareness of the training opportunities and work experience placements that are available.

Cardiff Works has expanded the roles on offer through the agency beyond administration roles to include home carers, cleaners, support workers, forklift drivers and warehouse operatives, with many of the successful candidates coming from Into Work employment projects. 'Get Into...' courses are also provided, which support clients to upskill in areas of high recruitment within the Local Authority.

The Cardiff Works team has provided online information sessions to local community groups to help raise awareness of the temporary employment opportunities that are available within the Council and has a face-to-face presence at Central Library Hub. The assessment process for Cardiff Works is currently being reviewed and will link with the Adult Learning team in order to provide training and support for those facing barriers to signing up to the agency. The team has continued to bid for more external funding to further enhance the services provided to the citizens of Cardiff, ensuring that the Into Work team can support everyone through these ongoing difficult times.

Mobile App and Website

April and May 2021 saw continued progress in the development of our digital services. The Cardiff.gov.uk website had 187,866 visitors in May 2021 viewing 660,202 pages of information. 65.4% of our visitors chose to access the website using a mobile device. The CardiffGov app was downloaded a further 801 times in May 2021, with the total number of downloads since launch having now reached 44,746 as the platform continues to grow its customer base. Over the past few months, the team has been working on improving accessibility for residents using the app. This is in conjunction with the App Accessibility Standards, which come into force from 23 June 2021. We are also working with DAC (Digital Accessibility Centre) to review and make improvements. A new app release with improvements and an Accessibility Statement will be published in advance of 23 June.

Chatbot (BOBi)

As of 31 May 2021, BOBi has had over 65,000 conversations with citizens – averaging 1,015 each week. This is an increase of almost 100 per week since the start of the year. Quality scores remain high, with around 90% of feedback being Very Good, Good or OK. Continuous learning improves BOBi's response accuracy and conversational standard from month to month. BOBi also supported the Senedd and PCC elections in early May 2021 by providing useful information about the election process, where to vote and signposting citizens so that they could register to vote, and request postal and proxy votes. Work continues to broaden and deepen BOBi's capabilities for handling waste & recycling enquiries, and to expand into other services.

C2C (Connect to Cardiff)

In May 2021, C2C received 41,013 calls, 2,796 emails and 1,515 webchats from residents. Interaction on social media continued to be popular, with over 7,929 messages. C2C also extended its opening times on 6 May 2021 between 7am and 10pm to help support enquiries relating to the Senedd and PCC elections on that date.

Responsive Repairs for council tenants has seen a significant number of calls presented, which has been a continuing trend since Covid-19 lockdown restrictions have been lifted. Additional staff are undergoing training to help meet demand, which is at its highest level for several years.

C2C are currently finalising our Customer Strategy, Customer Standards and Customer and Children's Charter, which outline our commitment to delivering first class customer service. Associated training for staff has also been developed, starting with 'Delivering Great Customer Service', which follows on from the 'Introduction to Customer Service' module, which was delivered virtually throughout the pandemic.

Microsoft Enterprise Agreement Renewal

Cardiff Council has, for some time, been an extensive user of Microsoft software and services. The existing three-year contract expires at the end of June 2021 and the Council currently putting in place a new three-year agreement starting on 1 July 2021.

The new agreement provides a volume licensing program that gives the flexibility to buy Microsoft cloud services and software licenses under one agreement, rather than having a myriad of different agreements and terms & conditions, thereby making administration and management of the agreement far easier and giving us access to volume discounts. As part of the agreement, the Council will get access to a national volume discount pricing structure negotiated by Crown Commercial Services on behalf of all local and central government, with additional benefits such as the ability to deploy a common toolset across the whole organisation, 24/7 technical support, planning services, and end-user and technical training resources.

Typical products or licences used within the agreement are the Microsoft Office 365 suite of applications (which includes Outlook, Teams, SharePoint, Excel, Word etc.), Microsoft Project, SQL server (which underpins most of the Council's business applications such as SAP and DigiGov) and the Azure cloud development platform and development tools, which were used to create the Cardiff App and BOBi chatbot for example.

Councillor Chris Weaver
Cabinet Member for Finance, Modernisation & Performance
17 June 2021

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HOUSING & COMMUNITIES STATEMENT

AGENDA ITEM:

Reopening of Hubs and Libraries

I am pleased to say that all Hubs and libraries in the city are now open for appointment based Advice and Into Work services, library browsing and PC appointments. Visitors to our Hubs and libraries are increasing week-on-week, with customer feedback highlighting how much they have missed face-to-face interaction and how much they are looking forward to our increasing event programme. While the Hub and Library Service adapted well during the pandemic, with more than two million virtual visits made to the services in the past year, there is no substitute for the face-to-face interaction that the Hubs offer.

Click & Collect was introduced as a brand new service during the pandemic, including a home delivery option, and has proved to be very popular. Following feedback from customers, this service will continue to remain available to broaden choice for Cardiff's citizens moving forward. In addition, almost one million loans of e-resources were downloaded over the 12 months and the Council invested in more e-books and e-magazines during the pandemic to ensure the choice available was wider than ever. While the Click & Collect Library Services and e-books have proved popular, for some people there is no substitute to browsing the shelves at their local library or Hub and choosing the titles they want to borrow that way. From April, Hubs and libraries were able to offer library members the opportunity to browse their bookshelves for the first time in over a year.

Access to public PCs is essential for some customers to ensure that they are digitally included and offering the use of PCs marked another step forward in the Hubs & Library recovery plan. PC use and library browsing slots can be booked via the Library Line.

Restart of Community Groups in Hubs

Opportunities for social interaction using technology have been made available and currently there are a wide range of digital activities that are available to Cardiff's residents – these include Social Hour, low-impact training sessions, Community Cooking, Gardening Hour, and Knit and Natter. The sessions have proved very popular with seven thousand people participating in sessions since the beginning of the year. Moving forward, the digital programme will continue to be offered alongside face-to-face activities as the service recognises that a dual programme will offer a blended approach to event delivery.

The development of a programme of face-to-face activities has, however, been prioritised over the last month in response to a clear need to help communities re-engage and help vulnerable groups who may have experienced greater levels of social isolation. This has included the return of activities to help people get active again including dance sessions, yoga, gymnastics, judo, walking for health and litter picking. There are Age Friendly activities as well – including a return to coffee mornings to bring people together, meet up Mondays, over 50's dance, sporting memories, and Elderfit. Storytimes and Rhymetimes in person have also returned – utilising both outside and inside spaces at our Hubs. The recent fantastic weather has enabled both parents and children to enjoy stories in the sun. Book groups have also made a return alongside Lego for Adults, Friends and Neighbourhood Groups and Ancestry groups for our customers to learn more about the family history resources that they can access.

Specialist Disability Benefit Service

Now in its third year of delivery, the specialist disability benefit service is having better outcomes than ever before. The service, which is part of the Money Advice Team, helps families with children or young people, who have disabilities, claim the benefits they are entitled to. Support is not only given to help apply for disability benefits, but also to help appeal against negative benefit decisions. Assistance is also provided at court tribunals.

Referrals have doubled in the past year with the service supporting nearly 100 families with a 93% success rate with new awards being successful or negative decision being overturned. The often discretionary nature of disability benefit awards can make claiming and appealing negative decisions very confusing. The officer helps families to navigate through the complex system with fantastic results, with one family receiving a backdated award of nearly £6,000 and ongoing entitlement of over £200 a week.

Healthy Cooking Challenge

In partnership with and funded by Public Health Wales, the Advice team delivered a Healthy Cooking Challenge competition that aimed to promote healthy eating and to encourage and support the community to learn to cook healthy, nutritious meals on a budget. The project also served to share tips on shopping and eating healthily on a budget. This also promoted the various council services available to provide tailored support and advice during these challenging times.

The Adviceline received over 100 calls from people wanting to take part. Fifty households from across the city were selected and each received a free box that included easy-to-follow recipe cards, the necessary ingredients and basic cooking utensils. Engaging video tutorials were also created to further support them get creative in the kitchen and cook up inexpensive and nutritious meals. Participants emailed photos of themselves and their families cooking (and eating) the meals created. Every participant who submitted photos was also entered into a competition to win a £150 supermarket voucher. The project was hugely successful in terms of positive community engagement and promoting healthy eating on a budget.

Financial Assistance with Buying School Uniforms

The Pupil Deprivation Grant (help to buy school uniforms) was expanded this academic year to include eligible pupils from most school years. To support this, from 17 May 2021, the grant can now be claimed online via the Council's website. This new online service was promoted via the Council's social media channels and through schools, resulting in a considerable increase in applications. The number of applications has been high with 1,383 received in one week. Applications for the current academic year will close on 30 June 2021, with the new scheme reopening from 15 July 2021. The Council will continue to promote the availability of this help to ensure that everyone eligible for the grant makes a claim.

Homelessness

Rough sleeper numbers in the city remain historically low with a weekly average of just 10 recorded in May 2021. This is a considerable achievement when, at its peak, rough sleeping reached 120 individuals, with the average regularly topping 80.

The new Single Person Assessment Centre at Hayes Place has started to open on a phased basis. The centre provides good-quality emergency accommodation for short-term use, but also allows clients to stay longer if needed for them to stabilise and for their needs to be fully assessed. Nine people are currently accommodated, all of whom are undergoing wellbeing assessments and are open to the Homeless Multi-Disciplinary Team.

The Diversionary Activities initiative is dedicated to tackling the rise of negative street cultures, moving people away from the lucrative nature of street begging activity and building people's skills and ability to move into independent living. This is achieved through engagement via education, training and employment, and creative and therapeutic outlets.

Activities organised by the team in recent months include an accredited food hygiene and cookery course "Get Cooking" in partnership with Cardiff and Vale University Health Board, a gender-specific wellbeing group helping to tackle issues such as domestic abuse and low mental health in partnership with Safer Wales, mindfulness classes and volunteer bee keeping and conservation opportunities at Bute Park.

High-quality Temporary Accommodation for Homeless Families

The new family homeless centre at Briardene on North Road in Gabalfa is now open. 11 families have already moved into this brand new accommodation and the full site is expected to be in use by the end of June 2021. Support will be available on site to ensure the families can address any issues and quickly move on to permanent accommodation and once fully operational, the scheme will offer a broad range of support including Flying Start sessions.

Overcrowding Project Update

Addressing overcrowding in the city has been identified as a key priority during the pandemic and research has been undertaken into best practice in addressing both overcrowding and the encouragement of downsizing. This has informed a new targeted approach to overcrowding. A pilot focused on council tenants commenced in December 2020. 57 tenants living in Cardiff Council properties with an urgent or high

need for rehousing were identified and work is now proactively taking place on a range of options to assist them. To date, 19 have successfully been rehoused and four are currently under offer.

Other solutions to address overcrowding are also being explored such as undertaking structural alterations to a tenant's property such as extensions and attic conversions, and enlarging incoming void properties to make them suitable for larger families. Officers will shortly be consulting with tenants individually to find bespoke solutions to their overcrowding circumstances by issuing a questionnaire to all those affected seeking their views on other solutions such as moving non-dependants to alternative accommodation.

Innovative Housing Development

The Council purchased the former Gasworks site in Grangetown last year to ensure that a suitable housing development of around 500 affordable homes is delivered for the local community. Whilst the long-term development of the site is taken forward, the Council is delivering a 'meanwhile use' on a small area of the site consisting of 48 flats for families who find themselves homeless and in need of support.

In partnership with Beattie Passive, 48 two and three bed flats achieving a Passivhaus and zero carbon standard will be built. These modular homes are being built in a factory and delivered to site. This means that the project will be completed much quicker than traditional build with completed homes, including kitchens and bathrooms fitted in the factory and reducing the amount of work required on site. This is a fully demountable system that can be removed and rebuilt elsewhere when the long-term redevelopment of the Gasworks site occurs. The modular homes are above the Welsh Government standards and are extremely efficient to run for the tenants, helping to reduce fuel poverty.

So far, over 20 completed flats have been delivered to site and the first block will be ready for handover at the end of July 2021. The scheme has received over £4.5 million in homelessness grant funding from Welsh Government. This is another example of the development programme delivering at pace and scale and moving towards achieving the Zero Carbon standard.

Maelfa Regeneration

The final phase of the Maelfa Regeneration Scheme has recently been completed. It has revitalised the local area and delivered a modern, new shopping centre, affordable new homes, better road infrastructure and parking and public realm improvements. The comprehensive transformation of the area has been delivered by the Council and its development partners, Cardiff Community Housing Association, with the original 1970s shopping centre having been replaced with nine new shops, 40 flats and 16 townhouses. All nine shops are now occupied and businesses are very pleased with the scheme.

Regeneration work in Llanedeyrn is still taking place with a new partnership Health and Well-being Hub being built, connected to the Council's Powerhouse Community Hub. The first phase of this is complete, with the opening of a new Multi-Use Games Area (MUGA) for young people taking place this week. Future schemes, including a new older persons' living block on the site behind the Maelfa flats, are also in the pipeline.

Tudor Street Regeneration

A large scale regeneration project for Tudor Street in Riverside has taken another step forward as the contractor for the public realm and transport improvements has started on site. Large scale excavations and roadworks will form the first element of the project, which will enable sustainable drainage features to be created. Wider pavements, safer routes for pedestrians and cyclists are also key features of the scheme, which will complement a commercial business improvement scheme that is now entering its third phase. Both schemes have secured over £4m in regeneration investment for this area.

Safer Streets

A joint bid to secure funding for measures that will help make Cardiff streets safer places has been successful. The Cardiff Community Safety Partnership, which comprises of organisations including Cardiff Council, South Wales Police, South Wales Police & Crime Commissioner and other key statutory partners, has been awarded £432,000 from the Home Office's Safer Streets fund for schemes that seek to crack down on neighbourhood crimes like burglary, vehicle theft and robbery. The money will be spent in Cardiff to deliver a number of new measures including additional CCTV, better lighting and physical safety improvements in the Grangetown and Butetown areas, mobile CCTV to respond to incidents and issues across the city when needed and an enhanced crime prevention service for repeat victims, such as provision of doorbell monitoring, security improvements, property marking and educational workshops, new approaches to identifying anti-social behaviour hotspots and a new Crimestoppers initiative.

Councillor Lynda Thorne
Cabinet Member for Housing & Communities
17 June 2021

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CLEAN STREETS, RECYCLING & ENVIRONMENT STATEMENT

AGENDA ITEM:

One Planet Cardiff Capital Budget

Cabinet Members have recently approved funding for a series of smaller scale capital projects to help in the delivery of our One Planet Cardiff ambitions. A rolling annual fund was allocated in the 2021/22 Budget that was approved by Council in February 2021 and the £700,000 available in the current financial year has now been allocated to fund eight pathfinder and pilot projects. These include:

- a project to deliver detailed power use data and benchmarking for Council buildings so that energy efficiency and behaviour change schemes can be identified and closely monitored;
- schemes to install innovative heat exchange equipment in two of our buildings (Rhiwbina Hub and Thornhill Crematorium) reducing reliance on fossil fuels;
- two schemes to expand electric vehicle (EV) charging infrastructure, one of which will support the rollout of electric waste vehicles from Lamby Way;
- innovative on-site food composters for use in eight schools that will reduce the need for waste transportation;
- additional air quality sensors to enhance our real-time monitoring capabilities;
- a trial scheme to test the use of reusable recycling sacks that will help to reduce the Council's consumption of single use plastics.

These schemes will all be implemented during this financial year and will supplement the more significant projects and action plan that will be announced as part of the final One Planet Cardiff Strategy that is expected to be approved by Cabinet in the autumn.

Clean Air and Electric Vehicle Charging Points

Work is currently underway as part of the Council's Clean Air Plan to retrofit 49 buses with the latest emission technology to improve standards which will see emissions from nitrogen oxides improved by up to 95%. The Council is working with Cardiff Bus and Stagecoach who successfully bid for funding as part of the Clean Air Plan. It is hoped that this project will be fully completed by the end of August 2021.

A further five fast electric vehicle (EV) charge points are now operational following completion of installation. These charge points are located in Llandaff, Riverside and Grangetown. We are also looking at the installation of a further 20 on-street charge points under a pilot project whereby units will be retrofitted into street lighting columns. Using funding from the One Planet Capital Programme, this project will be used to assess if the technology should be considered more widely to assist in the wider and rapid rollout of EV charging in areas where off-street parking is not available. It is hoped these units will be installed in late summer/early autumn 2021.

Flood Risk Management

Extensive progress has been made on the detailed design of the proposed coastal defence and protection scheme along the River Rhymney and Cardiff Foreshore, with the preferred options having been chosen and engagement meetings held with local members from the Rumney, Splott, Trowbridge, Adamsdown and Penylan electoral wards, as well as other relevant organisations and stakeholders. The Cabinet considered a report on 17 June 2021, which provided an update on progress and approved the procurement of an experienced and fully competent contractor to undertake the complex construction works proposed as part of this scheme. The procurement process is due to commence next month and applications for planning permission and the required licensing are due to be submitted in the coming months.

More widely across the city, several investigations into flood alleviation schemes are taking place, including the ongoing Rumney South project and the Whitchurch Brook investigation for which the outline business case has been recently submitted and accepted by Welsh Government. These investigations have shown that the introduction of green infrastructure such as rain gardens and attenuation basins, which have already been utilised across other areas of the city, are vital in mitigating against the ever-increasing flood risk that the city faces as a result of climate change.

Central Transport Services (CTS)

The phased renewal and replacement of frontline refuse collection vehicles (RCVs) is progressing well. To date, 16 have been delivered and five more are due over the next three weeks. One of these vehicles is a fully electric RCV. All of the other vehicles will meet the latest Euro 6 emissions standards so will make a significant improvement to reducing emissions compared to current older vehicles. A further five fully electric RCVs are on order, along with another 12 Euro 6 RCVs, which are due to arrive around December 2021 and will allow the Council to remove most of the remaining Euro 5 RCVs from the collection fleet.

CTS are currently working with the Waste Management team to introduce further replacement vehicles that will support the waste stream strategy. In late 2021, CTS also hope to participate in a trial of a hydrogen-powered RCVs, which, if successful, will potentially allow greater choice and flexibility in the future.

Love Where You Live

Despite the Covid-19 pandemic in 2020, the volunteer activities and great work of Love Where You Live and Keep Wales Tidy continued, culminating in the following achievements:

- Number of activities = 3,964
- Bags of rubbish removed = 8,803
- Bags of recycling processed = 263
- Volunteer hours worked = 6,704

I would like to thank the volunteers, officers and Keep Wales Tidy for the continued work to remove litter from public spaces, including the recent successful partnership work with Keep Wales Tidy for Spring Clean Cymru (28 May-13 June 2021) and the launch of the [‘Treasure Your River’ campaign](#).

Improvements to Hygiene Collection Services

To promote the hygiene collection service, all existing users, as well as any new users, will be provided with a new yellow hygiene waste storage caddy following feedback from users that they would like a container in which to store this material. The service will commence roll-out of the yellow hygiene waste caddies from 21 June 2021.

Users will still need to present bags (not caddies) at the kerbside, or at their agreed collection point, for collection. This has been clearly explained in letters sent to users of the service.

The service will also be updating the colour of the hygiene waste bags, which is currently collected in yellow 'tiger bags'. Following feedback, discussions with colleagues and as part of our commitment towards being a Dementia Friendly City, we will be changing the colour of the waste bags to purple in order to remove the stigma associated with placing yellow bags outside a property. We hope that the purple colour will be more discreet and will encourage vulnerable residents to participate in services that are available to support them.

The service currently collects 20-22 tonnes of hygiene waste material each week for recycling, which equates to over 1,000 tonnes per year. After treatment and processing of the nappies and absorbent hygiene products, the cellulose fibre is separated and used to produce fibreboards and acoustic panelling.

Management of Off-Road Bikes

The Council continues to work in partnership with South Wales Police to manage the use of off-road bikes on public land and joint exercises will continue through the summer months. In 2021, previous joint exercises have resulted in the removal of the following numbers of off-road bikes:

- Two off-road bikes confiscated on 28 February 2021 in Ely;
- Three off-road bikes confiscated on 25 April 2021 in Ely; and
- One off-road bike confiscated on 22 May 2021 in Rumney.

It should be noted that as well as the confiscation of the off-road bikes, additional actions were also undertaken such as referrals to Anti-Social Behaviour, Housing and Social Services.

Bereavement Services – 'Dear Mum' Memorial Garden

Cardiff Bereavement Services will be opening its 'Dear Mum' Memorial Garden on 14 July 2021. The 'Dear Mum' garden is a unique community asset that has been constructed in the heart of one of Cardiff's busiest and most diverse cemeteries at Western Cemetery in Ely. The memorial garden is designed to provide a therapeutic support service for bereaved families, which will be the first and only of its kind in the UK and has been completed in partnership with the SANDS charity.

The memorial garden will have sculptured characters located around it taken from a story book called 'Dear Mum', which is designed to help anyone who has lost a loved one, but is aimed particularly at helping children deal with grief and loss. As children and families make their way around the garden, they will encounter these characters, which will retell the whole story through inscriptions and scenes at each statue.

It is envisioned that the garden will provide a supportive and mindful space allowing visitors the chance to grieve, to talk and to learn about bereavement. Children and their parents will also be encouraged to spot a number of bees that will be located in the garden and also to take rubbings from a sculptured printing press.

The garden will not only support parents and children who have experienced loss, but also siblings and the wider community. It is also planned to invite schools to use the garden to teach children in both primary and secondary schools about bereavement and loss as part of their wider curricular work.

The opening ceremony will take place on 14 July 2021 at 11:00am led by the Lord Mayor and invites will shortly be sent to Ward Members in the area. Unfortunately, due to the need to limit attendance to ensure social distancing requirements are met, I cannot extend an open invitation to all elected Members; however, should any Councillor wish to attend, please contact me or the Operational Manager for Bereavement who will ensure that invitations are then sent.

Councillor Michael Michael
Cabinet Member for Clean Streets, Recycling & Environment
17 June 2021

COUNCIL: 24 JUNE 2021

CHILDREN & FAMILIES STATEMENT

AGENDA ITEM:

Cardiff Family Advice and Support (CFAS)

The Family Gateway reached a key milestone on 11 May 2021 when it took its 20,000th call. During the two years since the service became operational, the Family Gateway has made more than 9,000 referrals to a range of services and supported more than 15,000 people.

Whilst there has been an increase in the number of contacts and referrals from Primary Health in the last two months, self-referrals from families remain consistently high with a total of 323 in March and April 2021. Schools are also primary referrers to the service, with a notable increase in referrals in the last two months with 176 received.

During March and April 2021, 53% of people supported were referred to a range of agencies for ongoing support. 25% gave new and additional information which was shared with services who were already providing support for the family and 22% were provided with signposting information and advice.

There has also been an increase in the number of Multi-Agency Referral Forms (MARFs) and Public Protection Notices (PPNs), which are being received on open cases. These are assessed at the Multi-Agency Safeguarding Hub (MASH) to ascertain whether Family Help continues to be the right team to support the families given the additional concerns raised. During March and April 2021, 56 MARFs were received, which resulted in 13 cases stepping up to Intake and Assessment and 41 PPNs were received, which resulted in four cases stepping up to Intake and Assessment.

Childcare and Play Grant

By the end of the 2020/21 financial year, £325,380 of the additional £606,183 grant made available by the Welsh Government had been paid out to childcare providers. Of this, £61,860 has supported 15 settings who were required to close due to a positive Covid case; £15,649 has been shared across 45 settings who have claimed funding for additional Covid related costs, and 36 settings have accessed the sustainability grant, with £247,870 paid out by year end. This funding was in addition to 51 direct grants to providers funded from the Childcare and Play funding, which benefitted 15 out of school providers, 11 full day-care settings, three sessional care settings and 22 childminders. These providers received a total of £78,102 to improve the quality of their settings or provide additional staffing to support the attendance of children who would not be able to attend safely without this assistance.

Childcare Offer Capital Grant

Childcare Offer providers also accessed a total of £189,865 of capital funding in the 2020/21 financial year. This consisted of £122,000.00 of additional 'in year' funding provided to support settings to ensure they were 'Covid safe', and £67,865 of the existing Capital Small Grants Scheme funding.

The Childcare Offer

By the end of May 2021, 1,869 children were benefitting for funding via the Childcare Offer, with a total of 389 childcare settings signed up to provide Offer places. This represents an occupancy rate of 94% of the previous maximum of 1,994 children funded in April 2020.

Children's Services – Covid-19 Operating Model

Children's Services continue to review the Covid-19 operating model on a regular basis. Face-to-face visits have been reinstated for all children – initial risk assessments are completed and updated to reflect any change of circumstance. Face-to-face contact for children looked after has also resumed on the basis of risk assessment. Going forward, contact will be a mixture of face-to-face and virtual in line with Covid-19 guidance and the child/young person's needs. Planning has started for staff to return to County Hall on a hybrid working basis, prioritising duty services and staff with emotional health and well-being needs.

Young People's Mental Health & Emotional Well-being

Children's Services continue to work closely with colleagues in Education and Health to address the emerging issue of some young people experiencing significant mental health and well-being issues, the most serious of which have required hospitalisation. A pathway is being developed and work is ongoing to identify suitable accommodation for young people who are ready to be discharged, but cannot be discharged home.

Corporate Parenting Strategy

I am very pleased to inform you that the Council has published its Corporate Parenting Strategy for 2021-24. This strategy outlines our commitment to work with our partners and the wider community to support children looked after and care leavers across our city – we all have a responsibility to support them to be happy, safe and thrive. The strategy was co-produced with children and young people – a total of 22 young persons aged 5-27 from a range of care settings, including children with disabilities, were engaged in the review. Kinship carers and foster carers were also engaged.

Foster Care Fortnight

Foster Care Fortnight was celebrated last month with local authorities across Wales uniting to encourage more foster carers to join us. Inspiring stories from the Council's own foster carers were shared, with the aim of reinforcing the message that all sorts of people can foster. Whether you are married, living with a partner, single, LGBT+ or have a disability, Cardiff Council needs foster carers that are as vibrant and diverse as the city we live in.

Mind of My Own

Staff training for the Mind of My Own app that will support children to communicate with staff and enable them to capture the views of children and young people in care planning is planned for early next month. Each member of staff will go live immediately following their training and it is hoped that most staff will be trained and using the app by 19 July 2021. The team are very excited about this development and look forward to seeing how it supports children to have a voice and be heard.

Assessment Centre / Oakway

The assessment centre (known as Falconwood) and emergency accommodation for young people (known as Oakway) are currently going through the registration process with Care Inspectorate Wales. It is anticipated that the registration process will be completed shortly and that both units will then be available to take referrals for placements.

Young Carers ID Card Launch

I am very pleased to inform you that the young carers identity card was launched on 10 June 2021. The Council, in collaboration with Vale of Glamorgan Council and Cardiff YMCA, have jointly developed this identity card with the intention of helping professionals including doctors, teachers and pharmacists to recognise young carers and support them appropriately. I was privileged to be able to attend the launch and it was a wonderful event – there were poems, songs and family stories about how young carers and their families feel, and how much they value the support provided by the young carers social worker and YMCA.

Ty Coryton

Members will be aware of the recent media coverage regarding allegations of the abuse of children with disabilities at Ty Coryton in Cardiff.

Ty Coryton is a privately-run residential unit for children with a variety of additional needs and is owned and managed by an independent provider. As the unit is located in Cardiff, the Council has launched a thorough investigation into the serious allegations that have been made and developed a robust plan to oversee the safeguarding processes in relation to all of the individual children. Families have been informed and are being kept fully up-to-date on the investigation, together with all local authorities that have children placed at Ty Coryton. The provider has agreed not to take any new referrals at present and all children placed there will be reviewed to ensure that their needs can continue to be met safely.

The well-being of the children placed in Ty Coryton is of the utmost importance and every effort will be made during the investigation process to support the provider to ensure that the investigation process itself does not impact on the well-being of the children placed there.

Councillor Graham Hinchey
Cabinet Member for Children & Families
17 June 2021

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SOCIAL CARE, HEALTH & WELL-BEING STATEMENT

AGENDA ITEM:

Independent Living Services – First Point of Contact (Hospitals)

After seeing the benefits of the extended service provided by the Council's Pink Army in supporting winter pressures, this service has been extended for Quarter 1 of 2021/22 to assist colleagues in Health maintain patient flows within the hospital and ensuring patients are fully prepared and supported for community living upon discharge. So far in this financial year, the Pink Army have supported 462 patients to be discharged from hospital safely.

Independent Living Services – First Point of Contact (Community)

The First Point of Contact team continues to work effectively from home and demand on the service continues to remain high. This is due to increased confidence in Cardiff's citizens to re-engage with community services as restrictions ease. So far this year, the team has dealt with 6,934 calls. 84% of assessments were able to be dealt with at first point of contact without onward referral to social care, providing information, advice, and assistance on 1,702 outcomes.

Day Opportunities Service

In April 2021, the Day Opportunities Service within Independent Living Services (ILS) held their virtual Spring Festival over a period of three days. Activities included an online security workshop, a cook-along and low impact exercise as well as various sessions providing information and advice about community and other online activities, plus a surprise goody bag for all participants. Based on positive feedback from activities at the festival, last month, two new online groups were set up with the support of ILS' Community Co-ordinator and the Council's Community Hubs. These are an online gardening group and a virtual walking group, helping to keep Cardiff's older population healthy and engaged.

The Day Opportunities Service has been given the all-clear to recommence face-to-face community engagement and home visits. After a year of being unable to support citizens of Cardiff in physically accessing their communities due to Covid restrictions, the service is targeting a restart on 5 July 2021. The support for community groups to develop online platforms to keep Cardiff's older citizens engaged and connected online will still continue. The team will now take a blended approach through working digitally and providing safe face-to-face services. This will mean older citizens of Cardiff will have a greater range of ways to keep connected with their communities and peers, allowing access to local groups in ways that suit them.

Work to restart the Minehead Road Day Centre is now well underway. Health and Safety is of course paramount and clear protocols and guidelines are being developed to ensure our very vulnerable clients are kept safe. The centre is expected to open early next month with small groups of six to ensure social distancing. The service will be taking a cautious approach with regular reviews to ensure safety procedures are working well. Service users who are a priority to receive the service are currently being identified to ensure we reach those in greatest need. Staff at the centre are very keen to welcome their clients back to Minehead Road after such a difficult time.

Joint Equipment Store

The Joint Equipment Store continues to deliver its critical same/next working day service to be able to support hospital discharges, avoid hospital admissions and breakdowns of care. To date, 94 same/next working day deliveries have been made in 2021/22. The Joint Equipment Store is also beginning to see standard deliveries returning to pre-Covid levels. This is due to more citizens engaging with community services and patients returning to hospitals for planned appointments.

Occupational Therapy

With the easing of lockdown the Occupational Therapy team has seen a significant increase in the number of referrals they receive. So far this year, the team has received 903 new referrals. This is an average 29% increase compared to the monthly referrals in 2020/21. Again, this reflects the increase in citizens' confidence to re-engage with community services now that lockdown restrictions are easing. The Occupational Therapy team has also started to do more Covid-safe home visits but continue to provide virtual assessments at the citizen's request or where this is more appropriate.

Community Resource Team

In April and May 2021, the Community Resource Team (CRT) received 287 new referrals for home care support, either supporting discharge from hospital or to allow citizens to remain living in the community. 49% of clients supported by CRT to live independently no longer require ongoing care after receiving the service. A full modernisation programme is underway to support this important service and to ensure that it can best meet the well-being needs of the citizen. To support this, a new scheduling system is currently being sourced, which will include automated reporting on the reablement service delivery and provide a more friendly user interface for schedulers and carers.

Digital Inclusion

Independent Living Services (ILS) adapted their community engagement service during the Covid-19 pandemic to provide a digital inclusion service for those who were socially isolated. The service received a letter from an individual who has been supported throughout the last year and was identified as being at risk of loneliness as a result of the pandemic. Mrs E and her husband have been supported to attend multiple online groups, including sporting memories, quizzes and 'Spot the Ball'. Mrs E was also supported by our community connector to facilitate her own online Tai Chi group, which she is now providing face-to-face. Mrs E said, "The team have been there for people like me who have been lonely and ILS have given us the opportunity to meet people who have now become our online family, we all share our hopes and looking forward to the future, when we can all meet in person... I am sure I would have

been in a different state of mind without this unbelievable service long may it continue. There are no words that I can say but a big thank you to all the members of the team.”

Denim for Dementia

Dementia Action Week took place last month, which presented an opportunity to raise awareness of the challenges that people living with dementia experience. The Lord Mayor, who is supporting Alzheimer’s Society during his tenure, encouraged everyone to support the Denim for Dementia Campaign. For council staff working from home, they were able to still get involved by using a specially created denim backdrop for the digital meetings that took place during the week.

Pen Pals

A pen pal scheme was trialled during Dementia Action Week to connect older people living in residential care homes with children from local schools. The children from Millbank Primary School wrote letters to the residents of Ely Court care home telling them about their lives both in and outside of school. The residents were delighted with the letters. One of the residents said it had been the highlight of her birthday! The residents have been preparing letters to send back to the children and it is hoped these relationships will continue.

Online Dementia Friends Talk

Members of online social groups, supported by ILS to stay connected with friends and their community throughout the pandemic, learned about dementia during Dementia Action Week, and the services available in the city to help people with dementia to live well. ILS organised a special online Dementia Friends talk for people across the city who have received digital support from the service and attended some of the many virtual social and wellbeing sessions which have been organised over the past year to help boost wellbeing and combat social isolation. The session was used to raise awareness of dementia and how people can be supported and information was also provided on the Reading Well for Dementia Books on Prescription scheme that is available in all Hubs and Libraries in the city. The guests all enjoyed the session and commented how it enabled them to better understand the condition. Everyone who attended the session will now be supported by ILS to become a Dementia Friend and continue to raise awareness with friends and family.

Get There Together

Cardiff’s Hubs and Libraries have been collaborating with Cardiff & Vale University Health Board to get involved in the ‘Get There Together’ project. The project aims to produce videos to reduce concerns and reassure anyone who is anxious about revisiting public buildings particularly in relation to the stresses of Covid-19. Even a visit to a library to borrow books can create a lot of anxiety and stress due to the changes that have been made to familiar processes – including the wearing of PPE, layouts and processes to achieve the end goal of taking out a library book. A digital story is therefore in the process of being developed to reassure any apprehensive customers that they should feel safe to step back into the community and visit their local Hub or library. The video will be made available via Dewis Cymru, but links will also be shared on the Hubs and Libraries website pages and the Dementia Friendly Cardiff digital platform.

Age Friendly City Update

Work is ongoing on the development of a draft action plan – Cardiff Working towards an Age Friendly City – as preparation for the application to the World Health Organisation to join a global network for age-friendly cities and communities, which is being supported by the Older People’s Commissioner for Wales. Membership presents an opportunity to inspire change, contribute to the connecting of cities to exchange information and knowledge and learn about innovative approaches to the development of cities as age-friendly environments. All Cardiff Public Services Board partners are working together to develop the action plan which will pull together age-friendly initiatives and Cardiff’s commitments to older people.

Hoarders Steering Group

Following a number of highly complex cases of hoarding causing issues across council departments a Hoarders Steering Group has been developed by the Adults Safeguarding Team. This is a cross-directorate response to hoarding, where best practice and effective approaches are discussed and developed to promote a more cohesive and multi-disciplinary approach to supporting people who hoard. Whilst this group is still in its infancy, there has been a very positive response by all involved so far and great enthusiasm to continue to develop the relationships, best practise solutions and a joint working approach.

Social Care Training

The Social Care Training team has been thanked by the Practise Learning Co-ordinator for their contribution to the BSc Hons degree course at Cardiff Metropolitan University, not least for the very robust learning experience provided to third-year social work students, which has supported them in developing their skills and knowledge of practise. All students have reported that they have been offered a comprehensive learning experience within their teams and Practise Learning Opportunities learning environments. The feedback received from the University has also confirmed that the quality of the feedback in portfolios has been very high, which has enabled students to reach the required practise development. This continues to evidence the support that Cardiff Council provides to social work students through the University and the quality of the support that is on offer, despite the difficult and unusual circumstances of the last year.

Manual Handling Training

Despite the advice back in March 2020 being to ‘work from home’, and a move to delivering social care training virtually, there was an increased demand for face-to-face manual handling training as direct services teams and external care agencies took on a number of new staff who were drawn to become care workers as a result of the pandemic and the impact it had on the care sector. Throughout the pandemic, over 400 care workers have attended manual handling training provided by the Social Care Training Unit. Lesson plans were amended to ensure carers were provided with core manual handling skills in order to reduce the risk of injury to both the care givers and those receiving care without health and safety being compromised nor the quality of care being offered to the individual. A rota was arranged for staff within the training unit to attend on days when there was manual handling training. Delegates needed to be collected and temperatures checked, hard equipment (hoists etc.) and refreshment areas needed sanitising, soft equipment (e.g. sheets and slings) needed laundering.

Many internal and external social care workers attending the training were concerned as the national statistics for Covid-19 began to rise and they wanted to share their experiences of caring for somebody with Covid-19, or hearing about colleagues or loved ones who had Covid-19 some of whom had tragically passed away. The emotional support that care workers were able to provide to one another in the context of this training was just as important as the course material.

This was certainly a team approach which ensured that throughout the pandemic, care workers received appropriate training to ensure that they continued to be able to safely deliver personal care to individuals with dignity and respect.

Meals on Wheels

The Meals on Wheels service caters for people of all ages; however, the service isn't just about delivering food, it also provides social interaction and a caring welfare check. In 2020/21 there was a 24.10% increase in the total number of customers receiving Meals on Wheels compared to 2019/20. 57% of customers now receive meals seven days a week and a total of 72,045 meals were delivered for the whole year. 509 new referrals for the service were also received. Meals on Wheels are continually looking at improvements and we are looking to integrate the service with ILS later in the year in order to offer better solutions as part of a one-stop approach.

Telecare

Telecare gives customers the support, security and reassurance they need to enable them to live independently in their own homes. The Telecare team has numerous sensors to enable someone to live independently at home and help with a variety of conditions, including dementia, Parkinson's and epilepsy.

In 2020/21, 230,763 Telecare calls were received. 99.5% of calls were answered within 3 minutes and 98% of Mobile Warden call outs were responded to within 45 minutes. There were 3,614 falls reported, which equates to 31% of all service users. There was also a £703,154 cost avoidance for the Welsh Ambulance Service in 2020/21. One service user thanked the team for 'saving his life' following a fall that resulted in him requesting assistance to a severe wound.

Telecare are continuing to build strong relationships with health and social care professionals and will also be merging with ILS. They are liaising with more technology providers in order to be able to offer more multi-function equipment.

Councillor Susan Elsmore
Cabinet Member for Social Care, Health & Well-being
17 June 2021

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COUNCIL: 24 JUNE 2021

EDUCATION, EMPLOYMENT & SKILLS STATEMENT

AGENDA ITEM:

Schools Update

Since the return to full-time, face-to-face education following Easter, schools have continued to put appropriate mitigations in place to ensure Covid safe environments for pupils and staff. They have continued to be supported by Health and Safety teams and officers from the Education directorate. To build greater confidence in the system, all schools have had Lateral Flow Device tests available to staff and pupils in Year 7 and above to use regularly. Cardiff schools have had some of the highest usage of testing across Wales, with very low levels of positive results leading to a PCR test. From positive cases pre-lockdown being over 50 cases per day, Cardiff schools have had around 73 cases in total since Easter.

Through a weekly head teacher newsletter, updated guidance and advice is shared with schools so that they can develop daily operations appropriately. The Council is continuing to work with Welsh Government and are looking at what guidance will be in place for school operations for the new term in September 2021.

Qualifications Assessment Arrangements 2021

Last month, Qualification Wales published information for centres on the Centre Review & Appeals process in summer 2021 for the majority of Level 2 and 3 qualifications. The document provides further information about how appeals will work this year. WJEC has also sent its appeals guidance to schools via their secure website.

This year, learners can request that their school or college review their provisional centre determined grade if they believe an error has been made in the determination of their grade (Stage 1). Learners must briefly explain why they believe there has been an error when asking for a centre review.

Stage 2 of the process will be undertaken by WJEC after results day in August 2021. They will check whether the judgement that the centre has made is unreasonable and/or if a procedural error has been made.

Stage 3 is an Exam Procedures Review Service (EPRS) from Qualifications Wales. The EPRS checks whether WJEC has followed the required procedures in how it considered the appeal.

The approach to appeals has also been considered carefully by the Design, Delivery and Advisory Group, who, as school heads and college leaders, are aware of the implications for workload and have balanced this against the need for an effective process for learners.

The following key information is included within the Centre Reviews & Appeals guidance document:

- The centre review is an opportunity for learners to request a review where they consider an error has been made in the determination of their grade – the focus is on the overall grade, not on the marking of individual assessments. There is no expectation that centres re-mark assessments.
- The centre review is an opportunity for the school or college to check they have not made an error in the determination of the grade.
- Learners should briefly explain the nature of the error when requesting a centre review. WJEC will provide templates for centres and learners to use.
- The centre review is not an opportunity for learners to try and improve grades that have been determined fairly in accordance with the centre's assessment and quality assurance processes and are supported by the evidence and the decision-making record.
- A stage 2 appeal to WJEC can be made after completion of the centre review if the learner still believes there has been a procedural error or that the grade is unreasonable.
- WJEC will only uphold an appeal on the grounds of unreasonable academic judgement at Stage 2 if it is well outside the bounds of reasonable academic judgement and that the evidence cannot reasonably support the grade.

Grades can go up, down or stay the same following the centre review and appeal.

The WJEC has also published a guide for students regarding the assessment process for 2021, including information to support learners' understanding of the appeals process that complements the [Information for learners](#) provided on the Qualification Wales website.

Last month, the Central South Consortium and the Secondary Head Teachers Group facilitated centre-to-centre discussions with a member of the Design Delivery and Advisory Group to highlight the implications of the appeals guidance.

Summer of Smiles

As part of the recovery plans for the city, children and young people from across Cardiff will be able to take part in a summer festival called 'Summer of Smiles'. This city-wide programme is being developed by the Child Friendly City team and starts with the takeover of Churchill Way, which will be turned into a Playscape from June until August 2021.

The main focus of the Summer of Smiles will be to help children and young people emerge from Covid-19 lockdown and socialise and reconnect with the wider world. We want to say thank you for all their sacrifices made over the last 15 months.

Over 40 delivery partners will provide a wide range of activities and experiences across the school holiday period. This includes a three-week festival on City Hall Lawn and community programme across the city focusing on arts, culture, sports, tech and family fun. A full programme of activities will be published on 5 July 2021.

Cardiff Youth Service Provision – Summer 2021

As part of the Summer Programme, each neighbourhood team will be providing exciting and engaging programmes of activities for young people across the city aged 11-25. These will consist of:

- Centre-based youth clubs for juniors and seniors;
- Activities including arts, cooking, pool, music, performance, garden projects, sports, challenges and digital;
- Outdoor activities/trips such as mountain biking, Duke of Edinburgh Award Scheme walks/expeditions and visits to Cardiff International White Water and Storey Arms;
- Summer Transition programme – ongoing youth mentoring support for Year 11 leavers, as well as weekly drop-in sessions; and
- Courses/skills building (e.g. construction, bike maintenance, independent living skills).

A Summer Roadshow will also be taking place, consisting of a number of events in communities across the city that aim to increase the reach of youth support services. Each event will bring partners together, including Youth Innovation Grant providers and Youth Action Group partners, within a locality to engage young people in exciting and fun activities. Activities and partners will be identified by the needs of young people within the local communities, but will include arts, sports, bike maintenance, health & well-being, issue-based creative and digital sessions. Each event will celebrate and promote the impact and benefits of youth work in a community.

In addition, 'pop-up' youth provision will increase the youth support work on offer within identified areas across the city, including:

- Weekly 'girls only' youth provision in Grangetown, aiming to build self-esteem, confidence, improve opportunities and experiences;
- Weekly Gaming Club in Riverside, starting in summer 2021;
- Weekly twilight provision from 3pm-6pm in identified areas of Ely & Caerau;
- Junior provision for young people aged 11-13 years in Llanrumney; and
- Additional offer to Youth Action Groups throughout the year for engagement events – expressions of interest are welcomed.

Open Your Eyes Week 2021

Year 5 and 6 pupils in schools across the city have had their eyes opened to exciting opportunities in the world of work this week as Open Your Eyes is delivered to 175 classes (approximately 4,800 pupils) across the city. Transport for Wales, Microsoft, South Wales Fire & Rescue, Screen Alliance Wales and Virgin Money are taking part in the initiative, which is co-ordinated by Cardiff Commitment and seeks to inspire children and ignite their interest in career opportunities for the future in various different industries.

Open Your Eyes Week has been held in schools for a number of years, but this is the second time the initiative has moved into the virtual arena, following a successful pilot with St Teilo's High School in February 2021. The virtual shift has enabled even more children than before to be involved. Sessions are taking place every morning and afternoon throughout the week and are being delivered through the medium of English and Welsh.

School Holiday Enrichment Programme (SHEP)

The multi-award winning school holiday enrichment programme (SHEP), known as 'Food and Fun', continues to expand with 29 schools in Cardiff (see details below) delivering the programme this summer. This year, SHEP has been extended to include communities beyond the traditionally Welsh Government funded targeted areas.

This will be the sixth year of the SHEP Food and Fun programme in Cardiff. Since it was developed by the Cardiff SHEP team in 2015, adopted by Welsh Government in 2016 and rolled out across Wales in 2017, it has been used as an example of best practice across the UK. Wales is now recognised as having the most advanced holiday provision in the UK.

I was pleased to open a recent virtual Food and Fun stakeholder meeting to plan this year's programme, which was attended by over 100 school staff and partner organisations. Partner organisations will be providing a range of enrichment activities, as well as each child enjoying at least one hour of physical activity, a healthy breakfast & lunch, and nutrition and food sessions each day, all delivered in a fun, safe and friendly environment.

SHEP schools include:

Primary Schools	
1	Baden Powell Primary School
2	Birchgrove Primary School (SHEP+)
3	Bryn Celyn Primary School
4	Coed Glas Primary School
5	Fairwater Primary School
6	Herbert Thompson Primary School
7	Meadowlane Primary School
8	Millbank Primary School
9	Ninian Park Primary School
10	Pencaerau Primary School
11	Pentrebanne Primary School
12	Pen-Y-Bryn Primary School
13	Severn Primary School
14	Springwood Primary School
15	St Alban's R.C Primary School
16	St John Lloyd R.C Primary School
17	St Mary The Virgin C.W Primary School
18	St Paul's C.W Primary School
19	Tongwynlais Primary School
20	Trelai Primary School

21	Windsor Clive Primary School
22	Ysgol Glan Morfa
23	Ysgol Gymraeg Nant Caerau
Secondary Schools	
1	Cardiff West Community High School
2	Eastern High School
3	St Teilo's C.W High School
4	Ysgol Glantaf (SHEP+)
Special Schools	
1	Bryn y Deryn PRU
2	Greenhill School

Councillor Sarah Merry
Cabinet Member for Education, Employment & Skills
17 June 2021

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CYNGOR CAERDYDD CARDIFF COUNCIL

COUNCIL:

24 JUNE 2021

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

COMMITTEE MEMBERSHIP

Reason for Report

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

Background

2. The Annual Council meeting 27 May 2021 established the Committees and Panels of the Council and their composition. The seats allocated to political groups on each committee were calculated in accordance with political balance, and nominations were received for each committee from the political groups.
3. In accordance with the Welsh Audit Office Statement of Action P3b (report March 2016), Membership of Committees is a standing item on monthly Group Whips meetings and Full Council, as appropriate.

Issues

4. The Annual Council 27 May 2021 received nominations to committee seats. Not all seats were filled and the vacancies that remain are as follows:

Committee	Vacancy	Group	Nomination Received
Corporate Parenting Advisory Committee	1 vacancy	1 x Propel	
Environmental Scrutiny Committee	1 vacancy	1 x Labour	Councillor Peter Wong
Planning Committee	1 vacancy	1 x Conservative	
Public Protection	1 vacancy	1 x Propel	
Policy Review & Performance Scrutiny	1 vacancy	1 x Propel	

5. Further nominations to fill existing vacancies received from political groups prior to Full Council on 24 June 2021 will be reported on the amendment sheet.

Legal Implications

6. The Council is under a duty to make appointments to Committees, in accordance with the approved allocation of seats to political groups, so as to give effect to the wishes of the political groups (pursuant to Section 16 of the 1989 Act).
7. The size and composition of the Local Planning Authority Committees (Wales) Regulations 2017 (made under section 39 of the Planning (Wales) Act 2015), provide that in relation to the size and composition of planning committees where wards have more than one elected Member, only one Member may sit on the planning committee, in order to allow other ward Members to perform the representative role for local community interests.
8. The Council's Planning Committee Procedure Rules currently provide for the establishment of the Planning Committee, and Rule 1.1A(ii) reflects the requirements of the above Regulations.

Financial Implications

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

RECOMMENDATION

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

DAVINA FIORE

Director Governance and Legal Services

18 June 2021

Background Papers

Annual Council Reports and Minutes 27 May 2021



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

APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES

Reasons for the Report

1. To receive nominations and make appointments of Members to statutory and non-statutory outside bodies which are required annually.

Background

2. The Constitution provides that the Council will, from time to time, receive nominations and make Member appointments as necessary to serve as representatives of the Council on outside bodies.

Issues

3. The Council is asked to receive nominations and agree appointments of Members to serve on bodies which are required on an annual basis as listed on the Amendment Sheet.
4. Nominations for appointments to Outside Bodies are submitted by the Party Group Whips and a schedule detailing nominations will be circulated as part of the Amendment Sheet at the Annual Council meeting.

Legal Implications

5. The appointment of individuals to serve on outside bodies is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007. In the approved Scheme of Delegations the Council has determined that responsibility for the proposed appointments shall rest with Full Council.
6. Guidance for Members appointed to outside bodies has been published by the WLGA explaining the roles and duties of Members in relation to both the outside body and the Council, including advice on managing potential conflicts of interest. The WLGA Guidance is accessible here: ([Appointments to Outside Bodies: The Councillor's Role - WLGA](#)) Further advice is available from Legal Services.

Financial Implications

7. There are no financial implications directly arising from this report

RECOMMENDATION

8. The Council is requested to receive nominations and approve appointments to outside bodies as listed on the Amendment Sheet.

DAVINA FIORE

Director of Governance & Legal Services and Monitoring Officer

18 June 2021

Appendix A: Annual Nominations and Appointments to vacancies on Outside Bodies
2020/22

Background Papers

WLGA Guidance: [Appointments to Outside Bodies: The Councillor's Role](#)

**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL:

24 June 2021

REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES

Reason for this Report

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

Background

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

Issues

4. The Local Authority Governor Panel will meet on 21 June 2021 to consider new applications to fill current vacancies. The recommendations of the panel, in respect of new appointments will be outlined on the Amendment Sheet.

Reasons for Recommendations

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

Legal Implications

6. As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to appoint local authority governors to the governing bodies of maintained schools, in accordance with those statutory provisions. Appointments are for a fixed term

of 4 years from the date of the appointment and governors may be re-appointed for a further 4 year term.

7. Appointments to outside bodies are a local choice function, which is reserved under the Council's Constitution to full Council. Accordingly, the appointment of Local Authority governors to governing bodies requires the approval of full Council.

Financial Implications

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

Recommendation

9. That, in accordance with the recommendations of the Local Authority Governor Panel, the Council approves the new appointments of Local Authority governors to the school governing bodies as set out in the Council Amendment Sheet, each for a term of 4 years from the date of the appointment.

Davina Fiore
Director Governance & Legal Services
18 June 2021

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