



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS

THURSDAY, 21 OCTOBER 2021

GWYS Y CYNGOR

DYDD IAU, 21 HYDREF 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, 21 October 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, 15 October 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 - 44) <i>To approve as a correct record the minutes of the 30 September 2021.</i>		
4	Public Questions <i>To receive previously notified questions from Members of the Public.</i>		
5	Petitions <i>To receive petitions from Elected Members to Council.</i>	4.35 pm	5 mins
6	Lord Mayor's Announcements <i>To receive the Lord Mayor's announcements including Recognitions and Awards.</i>	4.40 pm	5 mins
7	Fifth Cardiff Local Development Plan Annual Monitoring Report (Pages 45 - 340) <i>Report of the Director of Planning, Transport & Environment.</i>	4.45 pm	20 mins
8	Compliance Reports 2020/21 Statement of Accounts, Annual Governance Statement and Annual Treasury Management Report (Pages 341 - 602) <i>Report of the Corporate Director Resources.</i> Annexes B & C of Appendix 7 of the report are exempt from publication as it contains exempt information of the description contained in paragraph 14 of Part 4 and paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972. The public may be excluded from the meeting by resolution of the Committee pursuant to Section 100A(4) of the Local	5.05 pm	30 mins

	Government Act 1972 during discussion of this item		
9	Standards & Ethics Annual Report 2021 (Pages 603 - 622) <i>Report of the Director of Governance and Legal Services and Monitoring Officer.</i>	5.35 pm	15 mins
10	Social Media Codes (Pages 623 - 648) <i>Report of the Director of Governance and Legal Services and Monitoring Officer.</i>	5.50 pm	15 mins
11	Cabinet Member Statements (Pages 649 - 678) <i>To receive statements from the Leader and Cabinet Members</i>	6.05 pm	45 mins
12	Notice of Motion 1 Proposed by Cllr Carter Seconded by Cllr Wood <i>The Council notes that:</i> <ul style="list-style-type: none"> · <i>Since 2017, Cardiff has seen increasing rates of anti-social behaviour, public order, knife and drug related crimes.</i> · <i>A recent poll of residents across 15 major UK cities, Cardiff was rated the least safe place to live</i> · <i>38% of people said that didn't feel safe at all on the streets at night, while another 31% worry about their safety during the daytime.</i> · <i>26% of adults in the poll had witnessed a crime</i> · <i>In 2020, the most common crimes were anti-social behaviour, followed by violence and sexual assault.</i> · <i>Interventions to reduce crime, or the fear of crime, are linked to improved health and well-being within communities.</i> <i>The Council calls on the cabinet to:</i> <ul style="list-style-type: none"> · <i>Expand the number of anti-social behaviour officers working for the council and improve links with the</i> 	6.45 pm	30 mins

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	<p><i>police</i></p> <ul style="list-style-type: none"> · <i>Commission a review of youth provision to engage children and young people in what they need. Youth clubs are recognised as important ways to prevent vulnerable young people from joining gangs and engaging in crime</i> · <i>Increase the support available to community organisations and sports clubs to expand services in areas of high anti-social behaviour</i> · <i>To better use planning and design to build out crime through lighting and minimising dangerous locations. All public space projects should include a statement on how the design is expected to impact on criminal activity</i> · <i>Expand the ARC CCTV network into outer Cardiff wards to tackle crime and anti-social behaviour.</i> · <i>Work with bus companies to re-establish night buses to reduce the risk of people becoming victims of crime on their way home.</i> · <i>Expand the neighbourhood watch network, supporting the development of new groups and recruiting volunteers.</i> · <i>Develop a trusted tradesperson register of qualified trade people working in the city to avoid rogue traders profiting from vulnerable residents.</i> · <i>Safeguard funding for specialist services for victims of violence to adequately meet anticipated demand during and after the pandemic.</i> · <i>Work with South Wales Police to commission a review of crime and community safety and learn from other cities.</i> · <i>Work with the South Wales Police and Crime Commissioner to drive forward harm reduction policy, including the creation of legal drug consumption rooms to take dangerous drugs off our streets.</i> 		
BREAK			
13	<p>Notice of Motion 2</p> <p>Proposed: Cllr Robson</p> <p>Seconded: Cllr Hudson</p> <p><i>This Council notes that:</i></p> <ol style="list-style-type: none"> 1. <i>Cardiff's parks and open spaces are a major feature of the city which are a valuable resource and safe</i> 	7.30 pm	30 mins

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	<p><i>space for residents and visitors.</i></p> <ol style="list-style-type: none"> <i>2. Parks are places where individuals and families should feel safe and during the Coronavirus pandemic, many residents enjoyed and appreciated their local park to be able to get outside.</i> <i>3. There are a number of volunteer groups, including “Friends” groups, who make a valuable contribution and help to enhance our parks. This Council expresses its thanks to them for their hard work.</i> <i>4. The work of parks rangers is crucial in both enabling work carried out by Friends groups and ensuring that Cardiff parks are safe and well-managed.</i> <p><i>This Council also notes that there has sadly been a spate of incidents in parks over the past few months, ranging from serious crimes to low-level anti-social behaviour.</i></p> <p><i>This Council calls on the Cabinet to bring forward a report which includes:</i></p> <ul style="list-style-type: none"> <i>• Increases the funding available for park rangers. More rangers will both assist with making our parks safer and encouraging friends groups to develop.</i> <i>• A policy on where and when it is appropriate to introduce lighting in parks, and what consultation would be undertaken to identify any paths that need lighting.</i> <i>• Consideration of whether when serious vandalism occurs in parks the Council should, after seeking advice from the Police, offer a reward for information which leads to arrests.</i> <p><i>Such a report should be brought to Cabinet within four months.</i></p>		
14	<p>Oral Questions</p> <p><i>To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.</i></p>	8.00 pm	80 mins

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15	Urgent Business	9.20 pm	
Unopposed Council Business			
16	Committee Membership <i>(Pages 679 - 680)</i> <i>Report of the Director of Governance and Legal Services and Monitoring Officer</i>	9.20 pm	5 mins
17	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>		

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City Council of the City & County of Cardiff
30 September 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 30 September 2021 to transact the business set out in the Council summons dated Friday, 24 September 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, Ford, 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, Dianne Rees, Mia Rees, Robson, Sandrey, Sattar, Simmons, Singh, Stubbs, Taylor, Graham Thomas, Huw Thomas, Lynda Thorne, Walker, Weaver, Wild, Williams, Wong and Wood

55 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mike Phillips

56 : DECLARATIONS OF INTEREST

The following declarations of interest were received in accordance with the Members Code of Conduct:

Councillor	Item	Nature of Interest
Cllr Rhys Taylor	10	Personal – Family Absence Applicant
Cllr Emma Sandrey	10	Personal – Substitute for Family Absence applicant
Cllr Peter Bradbury	11	Personal – On the Management Committee Caerau Heritage Project.

57 : MINUTES

The minutes of the 22 July 2021 were approved and signed as a correct record.

58 : PETITIONS

The following petitions were submitted.

Councillor	No. of Relevant Signatures	Nature of Petition
Cllr Carter	191	Calling on the Council to tackle the problems with weeds in the Pentwyn and Llanedeyrn.
Cllr Derbyshire	264	Calling on the Council to make the road(s) around Rumney Primary School safer.
Cllr Dilwar Ali	223	Calling on the Council to name Mynachdy Road Coalyard as a candidate for sheltered council/social housing.
Cllr Hudson	60	Calling on the Council to tarmac the pavements in Crystal Wood and St Cenydd Road to prevent any more accidents.
Cllr Mia Rees, on behalf of Cllr Phillips	597	Calling on the Council to install live AQ monitors at Coryton Primary School.

59 : PUBLIC QUESTIONS

Question - Miss Danielle Lowe

I would like to understand why some notifications of changes in my local area are sent directly to my address and some are not communicated at all. For example, recently we had a bike lane put in outside our block of flats, to which I received a letter from the council letting me know what was happening and allowing me to share my thoughts and concerns. The same happened for an extension to a probation hostel on our street. I was not informed however, about a multi-disciplinary assessment centre that includes emergency accommodation, a building which I overlook.

My question extends beyond my example, having seen notices stuck to lampposts. Do you not have a responsibility to ensure information is accessible to as many individuals as possible? If a notice is stuck too far up a lamppost, someone in a wheelchair has no hope of accessing the information. In such a multicultural city as Cardiff, where can people who struggle with the English language find more information? What about those with vision impairments? In short my question is, why are some notifications deemed important enough to address to individual homes, whereas others are not made accessible at all?

Reply – Cllr Weaver

Thank you very much for your important question.

Overall, we seek, within the statutory process, to engage as widely as possible, to make these consultations meaningful and actively target those individuals and groups who may not otherwise be engaged in Council business.

The Council has a number of statutory roles in terms of site notifications where we will always seek to utilise as many means as possible to notify residents. In this regard, we often go beyond the minimum legal requirements.

We are increasingly utilising digital media to consult on projects, both through our website and via social media. Furthermore, we are always examining opportunities for innovation in the engagement process.

Where physical site notices are placed in the public domain, we place them in the most accessible locations and on public land where officers are mindful of the need to make these as visible as possible.

I am aware of the legal requirements for our various regulatory functions where officers often seek to go beyond legal minimum requirements by notifying by letter, press and site notices, as well as publicising through our website.

Many other areas of Council business may adopt a more bespoke approach by holding public meetings (restrictions permitting) or officers directly contacting residents in person.

Supplementary Question – Miss Lowe

I'm not entirely sure that does answer my question. My question was why are some notices deemed more important than others, I think you have explained the reasons why they go in different places for example but why are some deemed more important than others?

Reply Cllr Weaver

It will potentially depend on the type of consultation it is, so there are different statutory regulations for Planning and Transport/Highways consultations that must be followed. When it comes to adjoining properties, there comes a point when you do have to make that cut off. I'm very happy, and I'm sure Cllr Wild would be as well, to receive any correspondence about any specific examples you have mentioned, just to discuss where you felt the boundary could have been drawn and would have been more useful or any other innovative ways you feel we could consult residents in a local area. There are a number of Statutory Regulations I could write to you about if you want to contact me afterwards as well, but if you have some suggestions about how we could widen that bearing in mind there does have to be a cut off point with adjoining properties. I believe one of those properties you mentioned may have happened during the Covid crisis as well, if that was the case there certainly were times where some opportunities to have done face to face consultation that we would normally have been doing, were not able to be done at the time. I'm very happy for you to

follow up via email if you wish and we can discuss some of the suggestions you may have, in detail.

Question - Khuram Chowdhry

When will the community of Pentwyn have access to the site that is lying dormant at the moment and why can't the community use some of the community rooms in Pentwyn Leisure Centre?

Reply – Cllr Bradbury

Cardiff & Vale University Health Board is currently reinstating the facility back to the original sports hall specification following its use as an immunisation centre. This requires removing the air handling units and associated plant infrastructure. The Covid secure barriers and screening are also being removed, with health staff welfare facilities being returned to their original use as community space.

Staff have been redeployed into vacancies elsewhere within the GLL portfolio of leisure facilities and, therefore staffing levels are insufficient to operate the full facility safely.

We are planning to move from Health Board occupancy straight into construction of the new facilities to avoid bringing customers back for only a short-term period.

It is likely to be a 12-month construction period from March 2022 to March 2023, with re-opening thereafter, subject to finalisation of the specification, costs, and tendering process.

It's important to note that the community does have access to the outdoor floodlit 3G facility, which remains operational and bookable by local groups, and has been booked and used by local groups.

Supplementary Question – Mr Chowdhry

You said 'We are planning to move from Health Board occupancy straight into construction of the new facilities to avoid bringing customers back for only a short-term period' Why? We need services now, other parts of Cardiff have had venues as they opened up straight after lockdown, it may be short term to yourself but another 6-8 months before construction starts makes all the difference to our neglected community, perhaps not to yourself or other parts of Cardiff, but we have had is lots of warm words over the last several years from GLL and now here. We want action now, today, I am speaking on behalf of the community I was raised in for 40 years. We have been discriminated against because we don't have these services still, it has been slap dash in its delivery by GLL, which is probably why they have failed. In short what will you do to ensure we have access to this site immediately to the community groups? I have hundreds of children in the area ready to utilise the sports hall for Basketball, Football, Gymnastics and I know that there are other people there as well. We need access to it even if it's the sports hall. We can't wait 6-8 months we need access to it today, so in short, what will you do to ensure we have access to this site immediately.

Reply Cllr Bradbury

The whole point of closing it until we reconstruct it is not just because we don't want to disrupt customers, it's so we can get the construction done as quickly as possible. I do not agree with your assertion that we have neglected Pentwyn. Let me just read some of the things that this Labour Administration has done since being elected in 2012 in Pentwyn. £20m for the new Maelfa Shopping Centre, £14m for the Powerhouse Hub and Welfare Centre, £5m proposed on this leisure rebuild. Just to let you know, at Western Leisure Centre when we needed to repair the pool, that pool was out of action for 3 to 4 months and that is in my own ward, we don't preference any other ward over another, we do the works when we are able to do them, in a safe and efficient manner. Once we are able to get this construction underway, we will be in a position in March 2023, a year from the start of construction to have a fantastic community facility which will benefit one of the poorest wards in the City. I hope that reassures you but before this administration the Maelfa and the Powerhouse were in a bad state and Llanedeyrn school was closed so we do not neglect Pentwyn in fact we have invested in it quite substantially.

60 : LORD MAYOR'S ANNOUNCEMENTS

Representatives from the Merchant Navy Association (Wales) joined the Lord Mayor for a flag raising on 3rd September at the Mansion House to show support for the UK's merchant seafarers. The flag of the Merchant Navy, The Red Ensign, was raised to mark Merchant Navy Day and to honour the seafarers past and present who have served their country with such distinction over the years.

The Lord Mayor attended an event to commemorate the Anniversary of the Battle of Britain at City Hall on 16th September. The event included the opening of a major historical exhibition on 'Wales and the Battle of Britain', a parade and flypast by the RAF.

The Lord Mayor attended an Ethnic Minority Welsh Women Achievement Association Event at City Hall on 17th September. The EMWWAA event was established to recognise, publicise and applaud deserving ethnic minority women throughout Wales who have made significant contributions to Welsh life and highlight their achievements and successes.

Lord Mayor's Charity

The Lord Mayor attended a fundraising Cricket Match at St Fagan's Cricket Club in aid of the Lord Mayor's Charity on 20th August. £2,360 was raised at the event for Alzheimer's Society Cymru which will be presented by Cllr Michael at Council on 30th September. The Lord Mayor also visited Madina Mosque in Cathays on Friday 24th September where a collection took place in aid of the Lord Mayor's Charity.

COUNCILLOR FENELLA BOWDEN – resigned from the Council on the 29 September 2021. The Lord Mayor thanked Councillor Bowden for her contribution as a Councillor, both to the Council and residents of Heath Ward.

It was with great sadness that we heard that Ian Ephraim, manager of the Council's Hostel and Outreach service, passed away earlier this month after extended treatment for cancer.

Ian worked for the Council for almost 30 years. He was a deeply caring man, completely dedicated to supporting some of the most vulnerable and excluded people in the city, and was instrumental in the great improvements made recently in homeless services.

Ian was a passionate Welshman, who loved his country and the Welsh language. He was a big sports fan and followed the Welsh football team around the globe.

He was a much-valued colleague and will be a huge loss to the service. I'm sure you will join me in sending our deepest sympathies to Ian's family and his colleagues in homeless services at this very sad time.

David Joseph Seligman OBE, age 93 passed away on 20 August 2021. He was a past Chairman of the Planning Committee and had been a Cardiff Councillor for many different wards the last being Caerau.

I would also like to pass on my condolences to the family of former Councillor Martin Holland, who passed away on the 5 August 2021. Martin had been a Councillor for the Splott Ward since 1999 – 2004, then 2008 – 2012.

61 : CARDIFF REPLACEMENT LOCAL DEVELOPMENT PLAN: VISION,
ISSUES AND OBJECTIVES & INTEGRATED APPRAISAL SCOPING
REPORT

The purpose of the report was to report back to Council the findings of the consultation undertaken on the Replacement Local Development Plan (LDP) draft Vision, Issues and Objectives and draft Integrated Sustainability Appraisal Scoping Report and to seek Council's approval of the final versions, tabled in Appendix 1 and 2 to this report.

RESOLVED: The recommendation in the report was CARRIED.

Council AGREED to recommend to approve the Replacement Local Development Vision and Objectives and Integrated Sustainability Appraisal Scoping Report.

62 : ALLOCATION OF SEATS AND APPOINTMENTS TO COMMITTEES

The Council was requested to review and determine the allocation of seats, on Committee's to political groups in accordance with Political Balance Rules; and to receive nominations and make appointments of Members in respect of any changes to be made, in accordance with Party Group Wishes.

RESOLVED: Council AGREED to:

- a. approve the revised allocation of seats on Committees as set out in **Appendix A**;

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- b. in accordance with nominations from the groups, make any changes to the appointments of Members to the seats allocated to each group;
- c. appoint Councillor Gibson (Independent Member) to the Community & Adult Services Scrutiny Committee.
- d. request 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.

63 : GOVERNANCE & AUDIT INDEPENDENT MEMBER REPORT

The Council received the recommendation of the Governance and Audit Committee for the Appointment of an Independent Member to the Committee and to appoint the recommended candidate as an Independent Member of the Governance and Audit Committee.

RESOLVED: Council AGREED the following, including the recommendation from the Governance and Audit Committee, outlined on the Amendment Sheet.

1. To receive the recommendation of the Governance and Audit Committee for the appointment of an Independent Member to the committee; and
2. Subject to the receipt of satisfactory references, to appoint the recommended candidate as an Independent Member of the Governance and Audit Committee for an initial 5 year term of office, with the possibility of reappointment for one further 5 year term.
3. At its meeting on 28th September 2021, the Governance and Audit Committee determined to recommend to Council that **Dr JANET WADEMAN BA, PhD, FCMI, FRSA** be appointed as an Independent Member of the Governance and Audit Committee, subject to receipt of satisfactory references, for an initial 5-year term of office, with the possibility of reappointment for one further 5-year term.

64 : SUBSTITUTION TO COVER FAMILY ABSENCE

The Council were asked to agree a substitution for a senior salary holder to cover the family absence of an Elected Member.

RESOLVED: The Council AGREED to:

Approve the substitution of Councillor Emma Sandrey to cover the family absence of Councillor Rhys Taylor, as Leader of the Liberal Democrat Group and senior salary holder, for a period of 3 months commencing 11 October 2021.

65 : CABINET MEMBER STATEMENTS

[Leaders Statement](#) – Councillor Huw Thomas

The Leader responded to questions in relation to:

- Betty Campbell Monument
- COVID – 19 Update

[Cabinet Member for Social Care, Health & Well-being](#) – Councillor Elsmore

The Cabinet Member responded to questions in relation to:

- Increased pressures on Services
- New Cardiff and Vale College & Learning Disabilities Day Service Pilot

[Deputy Leader & Cabinet Member for Education, Employment & Skills](#) – Councillor Merry

The Cabinet Member responded to questions in relation to:

- COVID-19 guidance for Schools (September 2021)
- School Holiday Enrichment Programme (SHEP) – Food and Fun 2021

[Cabinet Member for Strategic Planning & Transport](#) – Councillor Wild

The Cabinet Member responded to questions in relation to:

- City Travel Trends
- Active Travel Network Map Consultation

[Cabinet Member for Investment & Development](#) – Councillor Goodway

The Cabinet Member responded to questions in relation to:

- International Arena
- City Centre and Economic Recovery

[Cabinet Member for Culture & Leisure](#) – Councillor Bradbury

The Cabinet Member responded to questions in relation to:

- City Hall
- Public Space Protection Order for Dog Controls
- Parks

[Cabinet Member for Housing & Communities](#) – Councillor Thorne

The Cabinet Member responded to questions in relation to:

- Meeting with the Deputy Minister for Mental Health and Wellbeing
- Homelessness
- Community Hubs

[Cabinet Member for Clean Streets, Recycling & Environment](#) – Councillor Michael

The Cabinet Member responded to questions in relation to:

- Opening of Reuse Shop at Lamby Way
- Garden Waste Collections

[Cabinet Member for Children & Families](#) – Councillor Hinchey

The Cabinet Member responded to questions in relation to:

- Falconwood Assessment Centre
- Cardiff Family Advice and Support (CFAS)

66 : NOTICE OF MOTION

The Lord Mayor noted that a Notice of Motion proposed by Councillor Bridgeman and seconded by Councillor Elsmore had been received for consideration. Two Amendments had been received from Liberal Democrat and Conservative Groups

The Lord Mayor invited Councillor Bridgeman to propose the motion as follows:

This Council wishes to pay tribute to the extraordinary work and dedication during the Covid-19 pandemic of all care workers and unpaid carers delivering Social Care, which serves as such a lifeline to children and adults at risk.

The Council notes with concern the severe staffing pressures now emerging within Social Care exacerbating long-standing demographic pressures, and compounded by long-delayed reform of the social care sector.

The Council welcomes the Welsh Government's recent commitment of immediate additional funding of £40M to support Local Authorities' delivery of Social Care, and further welcomes the Welsh Government's commitment to paying the Real Living Wage to all Social Care workers during this Senedd term.

However, this Council notes with alarm the recent announcement from the UK Government on Social Care which –

- Introduces an unfair increase in National Insurance contributions which will disproportionately impact the poorest in society;
- Provides no immediate new funding for the Social Care sector which has been decimated by over a decade of austerity; and
- Proposes no plans to reform Social Care to address the immediate looming crisis, nor the long term structural issues faced.

The Council further notes that the increase in NI contributions – the biggest tax increase for families in 50 years – will come shortly after a cut to Universal Credit that will impact 31,000 households in Cardiff.

In response, this Council resolves –

- that Cardiff should seek to be a pilot area for introducing the Real Living Wage, and requests that Cabinet bring forward a report detailing the practical implications of how this could be implemented in conjunction with the support and funding of Welsh Government;
- that there can be no further delay in reforming and properly funding social care, and therefore requests that the Cabinet Member for Social Care, Health and Wellbeing writes to the Deputy Minister for Social Care, urging the Welsh Government – in the absence of any plan by the UK Government – to bring forward its own plans for reform, giving parity of esteem between social care

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workers and those in health, and putting in place sustainable long-term funding;

- that the UK Government's iniquitous proposals to increase NI contributions and cut Universal Credit will hit the poorest members of society hardest, and devastate thousands of hard-working families in Cardiff, and request that the Leader writes to the Prime Minister urging his Government to rethink their proposals.

The Motion was seconded by Councillor Elsmore.

Amendment 1 – Liberal Democrat

The Lord Mayor called Councillor Taylor to move the first amendment as follows:

Amend the word order of the first paragraph so it reads as follows:

This Council wishes to pay tribute to the ongoing extraordinary work and dedication of all care workers and unpaid carers delivering Social Care, which serves as such a lifeline to children and adults at risk during the COVID-19 pandemic.

In the first bullet point after In response, this Council resolves add

and Living Hours after Real Living Wage

After the first bullet point referred to above add the following bullet point and paragraph:

- *that a Universal Basic Income would ensure that every individual and family are able to cover their basic living costs and weather economic insecurity, and requests that the Leader write to the First Minister expressing support for a Care Leavers Plus pilot of a UBI and that Cardiff be considered as part of the pilot;*

In the final bullet point, add after the word proposals '*and consider raising revenues through the taxation of wealth rather than income, which penalises those who work for a living*'.

The Amended Motion will read as follows:

This Council wishes to pay tribute to the ongoing extraordinary work and dedication of all care workers and unpaid carers delivering Social Care, which serves as such a lifeline to children and adults at risk during the COVID-19 pandemic.

The Council notes with concern the severe staffing pressures now emerging within Social Care exacerbating long-standing demographic pressures, and compounded by long-delayed reform of the social care sector.

The Council welcomes the Welsh Government's recent commitment of immediate additional funding of £40M to support Local Authorities' delivery of Social Care, and further welcomes the Welsh Government's commitment to paying the Real Living Wage to all Social Care workers during this Senedd term.

However, this Council notes with alarm the recent announcement from the UK Government on Social Care which –

- Introduces an unfair increase in National Insurance contributions which will disproportionately impact the poorest in society;
- Provides no immediate new funding for the Social Care sector which has been decimated by over a decade of austerity; and
- Proposes no plans to reform Social Care to address the immediate looming crisis, nor the long term structural issues faced.

The Council further notes that the increase in NI contributions – the biggest tax increase for families in 50 years – will come shortly after a cut to Universal Credit that will impact 31,000 households in Cardiff.

In response, this Council resolves –

- that Cardiff should seek to be a pilot area for introducing the Real Living Wage and Living Hours, and requests that Cabinet bring forward a report detailing the practical implications of how this could be implemented in conjunction with the support and funding of Welsh Government;
- that a Universal Basic Income would ensure that every individual and family are able to cover their basic living costs and weather economic insecurity, and requests that the Leader write to the First Minister expressing support for a Care Leavers Plus pilot of a UBI and that Cardiff be considered as part of the pilot;
- that there can be no further delay in reforming and properly funding social care, and therefore requests that the Cabinet Member for Social Care, Health and Wellbeing writes to the Deputy Minister for Social Care, urging the Welsh Government – in the absence of any plan by the UK Government – to bring forward its own plans for reform, giving parity of esteem between social care workers and those in health, and putting in place sustainable long-term funding;
- that the UK Government's iniquitous proposals to increase NI contributions and cut Universal Credit will hit the poorest members of society hardest, and devastate thousands of hard-working families in Cardiff, and request that the Leader writes to the Prime Minister urging his Government to rethink their proposals and consider raising revenues through the taxation of wealth, rather than income, which penalises those who work for a living.

The first amendment was formally seconded by Councillor Sandrey.

Amendment 2 – Conservative

The Lord Mayor called on Councillor Robson to move the Second Amendment as follows:

The first paragraph to remain the same.

The reminder to be deleted and replaced with:

This Council notes:

- That despite near universal acknowledgement that reform is needed, Welsh Government has not significantly changed social care in recently years, leading to severe staffing pressures now emerging within Social Care exacerbating long-standing demographic pressures in Wales.
- The UK Government has supported all workers, including carers, during the pandemic via measures such as furlough, a range of business grant funding and a temporary increase in Universal Credit to help those who needed it most during the worse of the pandemic.
- Wales will receive an additional £700M for social care from Westminster.

This Council resolves:

- That Cardiff should seek to be a pilot area for introducing the Real Living Wage, and requests that Cabinet bring forward a report detailing the practical implications of how this could be implemented in conjunction with the support and funding of Welsh Government.
- That there can be no further delay in reforming and properly funding social care, and therefore requests that the Cabinet Member for Social Care, Health and Wellbeing writes to the Deputy Minister for Social Care, urging the Welsh Government to bring forward its own plans for reform, giving parity of esteem between social care workers and those in health, and putting in place sustainable long-term funding;
- That the Leader writes to seek assurances from Welsh Government that the additional block grant will be allocated in full to the NHS and social care needs, as it is intended.

The second amendment was formally seconded by Councillor Hudson.

The Lord Mayor invited debate on the motion and amendments.

The Lord Mayor invited Councillor Bridgeman to respond to the issues raised during the debate.

Councillor Bridgeman responded to the issues raised and confirmed that both Amendment One and Amendment Two would not be accepted.

The Lord Mayor called a Vote on Amendment One.

The vote on Amendment One was LOST

The Lord Mayor called a Vote on Amendment Two.

The vote on Amendment Two was LOST.

The Lord Mayor called for a vote on the Notice of Motion.

The Vote on the Notice of Motion was CARRIED.

67 : ORAL QUESTIONS

Question – Cllr Hudson

Have you considered using the lower Wedal Road site currently occupied by council Parks Dept for a new recycling centre; if not, why not?

Reply – Cllr Michael

It is not possible to develop a new recycling centre at this site.

Supplementary Question – Cllr Hudson

Could Councillor Michael confirm that the site I'm talking about on lower level Road is large enough, can provide separate entrance and exit and is not as near to housing as the previous site on Wedal Road.

Reply – Cllr Michael

Councillor Hudson as a member of the Planning Committee I thought you would have the experience to know that when providing sites like these you have to go through a process. I do not believe that this site would get planning permission simply because of the problems we would get with transport. If you remember in the past on a regular basis the police with there stopping the traffic on the road that were holding up ambulances. Not only that, I do not believe that this site would get planning permission, simply because it wouldn't get permission from NRW to do this site so it is completely inappropriate.

Question – Cllr Hopkins

What plans are there to increase bus usage over the medium term especially in those parts of the city such as Cyncoed and Lakeside which remain poorly served?

Reply – Cllr Wild

I refer you to the response to my written question particularly as we have been asked not to repeat answers and questions in this meeting to save time.

Supplementary Question – Cllr Hopkins

Thank you for that reply, unfortunately I didn't see your written reply before putting in the oral question this week as you'll probably understand so can I just follow that up with the supplementary. As you'll know the bus service along Lake Road West and Celyn Avenue were withdrawn in 2019 and to add to this the main 52 service to

Cyncoed has now been reduced from a half hourly service to an hourly service between 9.30 and later in the afternoon and there's no service from the city centre to Cyncoed between 2.45 and 4.15. Residents regularly report that buses are late or do not turn up at all. Do you agree that this creates a vicious circle where the service is developing a reputation for being unreliable and infrequent something that works against increasing bus patronage at a time when we should be doing all we can to encourage it.

Reply – Cllr Wild

Councillor you do keep asking me about commercial decisions of Cardiff Bus which I just can't comment on you know it's a Cardiff Bus service but what I would say is as you will know and will have seen the new bus strategy we have for the City and we've recently approved a technical report that sets out possible future actions to improve the bus service, some big ideas as we've called him to really increase bus usage across the city. A related public consultation will commence shortly, which will set out these actions and ask respondents which they think are the most important to improve bus services in Cardiff.

The responses will be used to prepare a new Bus Strategy for Cardiff, which will set out how the Council, together with bus operators, will seek to improve services and increase bus use in the city because I agree I think we all do it's absolutely vitally important thank you.

Question – Cllr Keith Parry

What representations has the Council made to the Welsh Government to rescue leaseholders and other occupiers of blocks flats with cladding and other safety problems that threaten their lives and financial wellbeing?

Reply – Cllr Thorne

The Leader and I have met regularly with the Minister for Climate Change on this issue, with the most recent meeting between the Leader and the Minister taking place on Tuesday of this week.

Representations to Welsh Government have been made on a range of issues, including the establishment of a Joint Inspection Team, which would bring together representatives from a Local Authority and Fire & Rescue Service to jointly undertake inspections. This could help accelerate inspection and enforcement action.

However, in order to provide the scale of funding that is urgently needed to tackle this issue, the UK Government must make available details of the money that Wales will receive as a result of the £3.5 billion that it allocated for England in February of this year. This funding is urgently needed to help meet the cost of replacing unsafe cladding for all leaseholders in high-rise residential buildings in Wales.

The Council has fully supported the representations that Welsh Government has made – and continues to make – to UK Government on this issue and I would call on every member of this Council to support our efforts to secure an urgent response

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from the newly appointed Secretary of State for Levelling Up, Housing and Communities, Michael Gove MP.

Supplementary Question – Cllr Parry

I'd like to thank Cllr Thorne for her reply, it is 4 years since Grenfell and its time this matter was brought to a close but I thank her for her efforts.

Reply – Cllr Thorne

I totally agree with you and the stress and strain that residents are under is just indescribable.

Question – Cllr Mackie

As we emerged from the pandemic the Council has been investing in marketing and promoting the city as a destination again. How effective has that been compared to other Core Cities and other parts of Wales?

Reply – Cllr Goodway

I am grateful to the Councillor for acknowledging the work undertaken by the Council, in partnership with others, to promote the city as a destination as it recovers from the impact of the Covid-19 pandemic. This has included the 'Same Diff' campaign, but also our active approach in supporting and delivering events such as the Live and Unlocked series in the Castle to attract people back to the city in a safe way.

The Council has also invested in its website and digital platforms, with the new Visit Cardiff platform launched earlier this year to provide more online resources for visitors.

Subsequently, the city has seen footfall return quicker to Cardiff city centre than other UK cities. For the month of August, the city saw that footfall was just 5% lower than the same period in 2019, far outperforming the UK regional city average of 27% lower, the Welsh average of 18% lower and UK figure of 23% lower. Throughout August, the city also saw footfall on Queen Street and High Street exceed that of pre-pandemic levels. Last week saw an encouraging week on week increase of footfall of 5.3%, slightly better than the UK wide increase of 5.1%, this was the first time overall that footfall exceeded that of 2019 during the week with a 0.9% increase on the same week 2 years ago. This is even more positive when looking at the UK which has a 15.1% decrease, Wales an 11.2% decrease and UK regional cities seeing a 20.4% decrease compared with 2019. 4 out of 7 days saw increases compared with 2019, Monday, Friday, Saturday and Sunday, the latter two are witnessing double digit increases of 10.8% and 19.4% respectively. With the return of major events later this year, including a number of sold-out events at Principality Stadium, the Council expects to see continued growth in visitor numbers.

Supplementary Question – Cllr Mackie

That's really good to hear, I heard what you said earlier about supporting businesses through the pandemic can you give an assurance that the Council continues to

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support the city centre businesses as the impact of the pandemic is still adversely affecting their businesses.

Reply – Cllr Goodway

The Council has supported businesses across the city and it is felt now that the focus needs to turn to the protection of city centre jobs given the number of jobs that it provides for Cardiff and the wider City region, so the Council will continue to work with those businesses to mitigate the impact of the pandemic as well as support their future growth. We have worked closely with Welsh Government to make sure that available funding to help those most in need and in particular thousands of businesses who have not received any support which include some businesses based in the city centre, the business rates holiday has been extended for retail, leisure and hospitality businesses in Wales to the end of the financial year and this is vital for protecting our city centre businesses. The Council will continue to work with colleagues in Welsh Government to extend support for businesses in the city centre but also across the city and will be investing in the continued marketing and promotion of the city centre and we will work with Welsh Government to provide additional support, so they emerge from the pandemic stronger and more productive. The Council will work with businesses to help them get their workers to the door when it is safe to do so, and we will continue to support the major events that draw so many people into Cardiff and into the city centre in particular.

Question – Cllr Driscoll

With the proposed plans for the introduction of a new sewerage pumping station to accommodate development at Plasdŵr. In the event of any flooding, or hydraulic overload of the system, will this mean there's a potential for the pumping station to fail, resulting in untreated sewerage to overflow into the river system?

Reply – Cllr Michael

The assessment and audit of drainage strategies for foul sewerage is undertaken by the Local Planning Authority, as well as Dŵr Cymru/Welsh Water and Natural Resources Wales as statutory consultees.

Should there be an exacerbation of flood risk due to potential failure or hydraulic overload, the Council's Flood and Coastal Risk Management Team would assess the proposed strategy as per its statutory duties under The Flood and Water Management Act (2010) and Flood Risk Regulations (2009).

The management, maintenance and inspection of any proposed sewerage pumping station would lie with the asset owner, which may be the developers, residents, a private management company or Dŵr Cymru/Welsh Water if the asset is adopted by them.

Supplementary Question – Cllr Driscoll

Hopefully residents will be reassured, I'm grateful for the access you and your officers have given meeting with the residents and as you know the reason for my question is the work is related to works by Welsh Water further up the hill in Danescourt where flood mitigation is taken place where you kindly came and visited with me. Are you confident the new attenuation ponds and the drainage system and the work being done will cope with this excess flows and not impact on a proposed new pumping stations further down the line?

Reply – Cllr Michael

The standards we are using are standards of 100years plus 30% that's a really high standard for flood defence. The site has an excellent facility there which as you know are attenuation ponds which will be empty most of the year. I am happy to again revisit the area with yourself and speak to residents to reassure them as we did last time.

Question – Cllr Carter

After a recent poll listed Cardiff as the UK's least safe city, what is the council doing to make city safer?

Reply – Cllr Thorne

I would caution against believing everything you read in the Express. Instead, let me draw members' attention to the facts:

Cardiff has the second lowest crime rate of any UK Core City, second only to Sheffield, and Cardiff has the lowest rate of violent crime of any Core City.

The survey you refer to doesn't reflect the findings of the annual Ask Cardiff survey: a much more representative sample of Cardiff residents, which receives thousands of responses each year from local people.

Cardiff's Community Safety Partnership is delivering outstanding work for our city, including working with FOR Cardiff on the renewal of the Purple Flag accreditation for the city's night time economy.

It has also attracted £432,000 in additional funding from the Safer Streets Fund, which funds crime reduction investments in parts of Cardiff with the highest incidence of recorded crime.

Members should feel reassured that we benefit from a robust, responsive and committed Community Safety Partnership which continues to deliver significant work to make our city safe and ensure that the public feel safe.

Supplementary Question – Cllr Carter

Yes, while it is difficult to relay survey versus survey and obviously they have different sample sizes, the reality is that people in Cardiff are feeling unsafe. In my own ward we have seen a rise in violent crime, knife crime, we have seen more police incidents, people feel unsafe, drug issues are on the rise. Thank you for your assurance about the work going on in the city centre but can I ask what you are doing in the outer wards to make our residents feel safer?

Reply – Cllr Thorne

There are a number but if I could go back to the survey because the survey was actually based on 2000 adults from across 15 UK cities which demonstrates that it is largely misrepresentative of Cardiff's population but in addition the community safety partnership remains focused on the following priorities to make the city safer, the street based lifestyles and complex needs group focuses on complex needs that surround long term substance misuse, the problem solving group considers anti-social behaviour and I must say if you feel there are major issues in your ward you can email me and the community safety partnership and we can send it to the problem solving group, the serious violence group focuses on the night time economy, serious violence, organised crime and violence against women and girls and we've had a number of area based themes where we've had meetings with local members in response from those ward members has been really great feedback so please do contact me.

Question – Cllr K Parry

Will the Council make 'As Built' plans available to leaseholders of blocks of flats caught up in the cladding scandal?

Reply – Cllr Thorne

Information held under a Town & Country Planning Act application is generally deemed to be publicly accessible and, where such information is held, it will be made available on request. Requests for the provision of information are considered on an individual basis.

Information held under a Building Regulation application differs as it is not deemed to be public information. It is subject to the Copyright, Designs & Patents Act 1988 and cannot be shared with a third party without the consent of the owner or copyright holder.

The Council will always endeavour to facilitate each relevant request where it is physically possible to do so.

It should also be noted that contractors and developers are required by law to furnish the owners of a building with all relevant design information at the time of completion.

Supplementary Question – Cllr Parry

Councillors were offered sight of these plans earlier on but it wasn't of much help to the leaseholders, but hopefully this matter can be resolved again.

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Reply – Cllr Thorne

Yes there is another major issue too, there are lots of 'As built' plans held by the building control company who manage sites and some of them are private companies, so they are not all in the Council's possession so there is a big issue and I think it's important that residents groups have access to that information.

Question – Cllr Owen Jones

Can the Cabinet Member give an update on the effect supply issues caused by Brexit are having to Capital Improvements to Playgrounds and Parks Infrastructure?

Reply – Cllr Bradbury

We have experienced – and continue to experience – supply chain issues with the impact of rising costs and availability of materials.

The problem that exists is UK-wide, with all local authorities experiencing delays in project delivery and increased costs.

Contractors are having to delay schemes across the UK and we may well see further delays as they work to catch up with backlogs of delayed schemes and are unable to commit to new work.

We are managing the risks that exist by developing more robust long-term framework agreements for use and, in terms of supply, we are placing orders for equipment well in advance of scheme delivery.

Notwithstanding the issues that exist, we are on schedule to deliver a substantial programme in the current financial year and officers are in liaison with local ward members in respect of the status of schemes within the programme.

Supplementary Question – Cllr Owen Jones

Many of the parks in Adamsdown's limited green spaces are due to have significant improvements but meetings as you said have shown the transport and import issues and spiralling costs of working against the projects. I'm genuinely so angry the decisions taken by the zealots that make up the UK cabinet are having such a negative impact on this Council as you say probably most councils ability to improve public space. Does the Cabinet Member share my frustration that when experts talked about Boris Johnson's deal would mean rising cost and harder to distribute goods they were dismissed and labelled as project fear and does he find it strange that those in charge of Vote leave weren't honest with the British public and didn't put your local park will cost more on the side of a big red bus.

Reply – Cllr Bradbury

I understand your anger because I share your anger. Supply issues weren't on the side of the bus as you stated, rising costs in terms of equipment was wasn't promised in 2016 and as I stated earlier on there are Councillors in this Chamber who have consistently backed the prime Minister and backed his stance on these issues and

are on Facebook and on social media complaining that their local park is delayed because of capital cut rising costs, the irony has not been lost on me Councillor it frustrates me, angers me but we will do everything we can to ensure that we mitigate current supply issues and deliver upon our capital programme in the best way we can. As I stated in my original answer this is a UK wide problem but I think we're getting ahead of the game and I want to thank you and your ward colleague for engaging with my officers and myself in order to deal with the issues that you face in Adamsdown.

Question – Cllr Dianne Rees

Pontprennau and Old St Mellons was included in a pilot trial this year to treat weeds in verges pavements and gutters without using dangerous chemicals. Unfortunately at the time the weed treatment took place, wet weather required a return visit and the results have not been judged a success by residents who complain of the unkempt appearance of roads and streets. Will this experimental system be rolled out across the City or will the Council be using another method of weed control?

Reply – Cllr Michael

The product that the Council has used on streets and pavements within the ward can be applied in periods of wet weather and does not impact on its effectiveness.

The scheduled treatments of weeds within the ward have been applied in accordance with the planned schedule in April, July, and September.

I note the concerns expressed by residents about the quality of weed control, which is considered along with cost and environmental factors. The same analysis will be completed for the second trail area within the Riverside ward where another alternative product is being used.

No decisions have been made on weed control products and methods moving forward.

You may recall that the trial was created following a recommendation contained in a report of the Environmental Scrutiny Committee, titled 'Managing Biodiversity and Natural Environment in Cardiff', and the outcomes from the trial are due to be considered by the Scrutiny Committee at its meeting in December.

Supplementary Question – Cllr Dianne Rees

I would just like to have a comparison if I may of the costs of the two systems and I wonder whether Councillor Michael can tell me whether the special carts if you like which were used in the pilot trial were purchased or were hired and the relative costs to the conventional treatment I understand the principle behind it but I do not want to see our streets and roads looking very unkempt.

Reply – Cllr Michael

The trial is still ongoing it's taking place in Riverside when that trial finishes there will be a full comparison on the effectiveness of the weed killers used and then the decision will be taken on where we will use it. I haven't got the costs of the other stuff you want I could certainly ask the Parks department to find them and make them available to you if possible.

Question – Cllr Sandrey

WHO guidelines on safe levels of No2 air pollution have been revised down dramatically, meaning that the current plans for Castle Street could now breach safe limits. Will the plans for the reopening of the street to general traffic be revisited as a result of this?

Reply – Cllr Wild

We are aware of the revised global air quality guidelines from the World Health Organisation, but these are guideline values only and not legally binding standards as the WHO themselves recognise.

In reality, the new guidelines would place almost every road in Cardiff outside of the guidelines from what is known as 'background' pollution (for example, emissions from industry or residential chimneys) meaning even some of the more rural roads in Cardiff have levels of above 10 µg/m³.

The current projections for Castle Street will ensure that we reduce nitrogen dioxide concentrations below the current legal limit values, and I should remind members that our recent decision on Castle Street was made after seeing modelling results which showed future relative increases in nearby residential areas if general traffic was not returned to Castle Street. It's our job to ensure clean air across the whole city and not just focus on one street.

It is very encouraging that the levels modelled for nitrogen dioxide on Castle Street are actually forecast to fall within the interim target values that have been set by WHO in areas where elevated pollution is already evident.

Supplementary Question – Cllr Sandrey

That's worrying to know that actually most of the roads would fall outside of those guidelines and I know that previously it's been said that actually we should aim to be better than the guidelines that are actually legally binding so I guess my question would be that do you know at what point would we decide that action would need to be taken acknowledging that there is no safe level of air pollution?

Reply – Cllr Wild

Thanks that is really the question I think that's what our clean air plan did set out, we've always said that there's no safe limit and we want to get air quality as clean as possible I don't think any of us are happy saying that you know limits are numbers around the 30s or even 20 of anything that we want them to be, it's terrible

and we've been very honest with the public about the damage it does to people's health and particularly vulnerable people and particularly children. I would say since our clean air plan we bought in all sorts of changes we've tried to make the electric car charging points and lots of different types of those around, we're monitoring over 100 stations across Cardiff so we got a really good idea of what's going on, we are retrofitting buses and there are electric buses on their way over as we speak to Cardiff Bus, we are putting green walls around schools and then if you look around the city centre as part of our clean air plan the whole place has been changed to make better use for buses, better use for bike lanes, not to mention all the investment were putting into active travel and walking around schools so we just try to do absolutely everything we can as you would appreciate but I agree with you, we all need to have our eye on the air quality, continue to listen to health professionals and if we need to make further changes down the line we've always said that we would be prepared to do that so I hope that answers your question and yes happy to continue to discuss this with members it's really important.

Question – Cllr K Parry

Rather than providing mobile recycling centres, would it not be more to the point to re-open the Waungron Road Recycling Centre that has lain empty for many years? A daily reminder to the residents of West Cardiff of the waste and incompetence of the current administration.

Reply – Cllr Michael

We have exciting plans for the Waungron Road site, which include much-needed social housing and a new transport hub.

The service area is currently reviewing how mobile recycling centres and recycling facilities within Hubs could help improve access to recycling across the city.

Supplementary Question – Cllr Parry

Recycling centres are not the answer, this recycling centre is already there and has lain empty for 6 or 7 years and its quite wrong that it has lain empty.

Reply – Cllr Michael

It can't be a recycling centre if it isn't there, you can't have both. It is not a recycling centre, it is not fit for purpose, and we will not be revisiting it as I have told you on many occasions. We have got a really good and exciting plan to provide some much needed social housing which I believe you are against, I don't understand your stance you are both for and against everything, its bizarre.

Question – Cllr Stubbs

The HGV-driver shortage has deepened over the summer due to the failure of the UK Government to take effective action, with virtually every sector of the economy being impacted and hauliers stating that the easing on Visa restrictions will have little impact. In light of this, could the Cabinet Member update us on the resilience of waste collections, and on progress in recruiting new drivers?

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Reply – Cllr Michael

Recycling & Neighbourhood Services have undertaken recruitment of external HGV drivers and successfully recruited 18 drivers in the past three months. Unfortunately, 3 drivers have subsequently left for higher paid work as a result of the current high demand for HGV drivers in the UK.

The service has developed its own training team to support the training & development of officers, which has been successful in achieving the Driver Certificate of Professional Competence Trainer qualification. This will allow the team to deliver registered Certificate of Professional Competence training to HGV drivers in-house, saving both time and money.

In addition, the team is fast-tracking the internal development of up to 27 operatives towards obtaining their HGV licences. To facilitate this as promptly as possible, they are organising eye tests, driver medicals, provisional licence applications, driver theory tests and organising individuals to undertake external practical training and testing to achieve their HGV licence. I would like to pay tribute to the trade unions who are supporting this and to the Welsh Union learning fund which is paying for the tests for our drivers.

Supplementary Question – Cllr Stubbs

I certainly echo your comments about the trade unions we are all grateful for the commitment that them and their members have shown. I have read a fair bit in the news about HGV drivers shortages elsewhere maybe not as acute so what assessment has the Council made as to why there is so much more chaos in the UK than anywhere else and also you have to factor in risk and you've got to make predictions about where things are going so with that in mind what assessment has the Council made and you made of the UK Government's attempts to try to solve this crisis and do you think they will work?

Reply – Cllr Michael

Driver shortages are across Europe and its interesting that the country with the most shortages is Poland it seems most of the Polish drivers drive across the borders of Poland and are choosing to do parcel deliveries which is on the up as we know. Most of Europe has got driver shortages it is particularly acute in this country because it just didn't seem there was any plan, the Prime Minister just wanted to Get it Done wherever it means. Unlike Europe we have gas and electricity shortages, food shortages and not even McDonald's can deliver a milkshake. I'm certainly not responsible for Nando's shutting its restaurants, we seem to have chaos because we don't seem to have a plan, we seem to have government by slogan but the Prime Minister said he's going to solve the issue he will have it all sorted by Christmas and personally why would you believe a man who goes to the United Nations and talks about Miss Piggy and Kermit the Frog why would you believe a word he says.

Question – Cllr Taylor

What progress has the council made on resolutions included in the council motion in June in relation to cladding and fire safety concerns?

Reply – Cllr Thorne

This Council is committed to supporting residents of privately owned high-rise properties who face desperate challenges through no fault of their own.

As Members recognised in the debate in June, this is a difficult issue that requires a joined-up response involving the various tiers of government, local authorities, housebuilders, and financial institutions working in partnership with leaseholders to deliver a clear strategy that addresses head-on a range of safety and financial issues.

But to a critical degree, it turns on decisions that need to be taken by UK Government, which announced in February £3.5 billion to replace unsafe cladding for all leaseholders in England.

It is very disappointing that we still have no further details about the Barnett Consequential that should be provided to Wales. And without clarity on this point, it will not be possible to alleviate the anxiety currently facing leaseholders.

And this has been underlined in the discussions that the Leader and I have had with Welsh Government Ministers on this issue in recent months.

Supplementary Question – Cllr Taylor

I recognise the significant challenges facing the 3 Council Blocks that were discussed at cabinet last week and you will have seen that no doubt the correspondence from some leaseholders around facing 39k worth of additional fees as a result of the work and I was quite surprised to find out that less than 4% of profits on these large developers are being invested in addressing this problem. I'm wondering whether you can give an update on where discussions are in relation to council tax relief for some of those leaseholders who may be eligible for that support.

Reply – Cllr Thorne

Just to advise as well that we've also offered the expertise of council officers to assist to the development of a national response, we've also agreed with Swansea City Council that we would seek to work together so our shared capacity could be brought to bear to help support the work of the Welsh Government. Discussions with Ministers have included options for immediate financial support including funding's for remedial work, reducing service charges and other costs. In this context I am pleased that the Minister despite the lack of UK government support launched the Welsh Building Safety Plan yesterday and this is now open for expressions of interest. In terms of Council Tax we don't know the numbers but it really would run into millions, to me the issue is we do need to relieve the financial pressure but we also need to relieve the stress that people feel that if there is a fire in the building they would

be unsafe. So I think our efforts really need to be concentrated on remedial issues and to give an example in the high-rise blocks in Butetown we are fitting sprinklers and I think that if we get Welsh government fund grants for sprinklers in buildings that are suitable then that in turn would relieve that stress on residents who feel unsafe and would also relieve the need for higher insurance costs to cover fire safety. We are doing a number of things and as I said we're also working with Swansea because we believe actually the 2 biggest local authorities in Wales have the biggest problems and by working together we can actually pool our resources to work with Welsh government try and find some speedy solutions and that we can actually relieve that pressures and relieve the financial pressures as well for residents.

Question – Cllr Lay

Earlier this month, the Food and Drinks Federation warned that the UK was in for permanent food shortages. Given the UK Government's continued failure to address the country's supply chain issues, what mitigations are you looking at to ensure we will continue to be able to deliver meals to our children in schools?

Reply – Cllr Merry

I think we are all aware of the impact of Brexit and Covid on our supply chains after the events of the last few weeks. The Food and Drink Federation did say that the UK was in for permanent food shortages and estimated that the food and drink industry is short of around half a million workers – or one in eight of the total workforce.

The School Catering Team continues to work closely with their major food suppliers to manage the current situation.

During the pandemic, partly due to the school catering contracts, the main suppliers have continued to put in place their own mitigations to protect and guarantee supplies. Such mitigations include increasing their own storage arrangements and strengthening the resilience of their own supply chains.

The team will continue to monitor and manage the risk to keep meals in our schools.

Question – Cllr Cowan

Will the Leader advise when a road in Cardiff will be named 'Cheers Drive' after the successful suggestion by 'I Loves The Diff' and my petition which was supported by hundreds of people across the City and beyond?

Reply – Cllr Huw Thomas

This was a suggestion that I also expressed my personal support for via social media. I would like to take this opportunity to thank 'I Loves the Diff' for this idea and for all the work they do in promoting Cardiff on social media and more widely.

In terms of naming the road, Cllr Wild, Officers and myself visited the area earlier this month and identified a potential suitable road. You will understand that there is a

process required to go through with street naming process, which includes consultation with Royal Mail.

I will ask relevant officers to ensure that members are updated on the progress of this at an appropriate time.

Question – Cllr Carter

Following the delayed spraying of weeds across Cardiff, when will the council return to communities and remove the dead vegetation from our paths?

Reply – Cllr Michael

The Parks Service made changes to the city-wide weed control contract over 10 years ago to ensure that only a clean label product was specified and hard surfaces are treated using WeediT technology, which reduces herbicide use by 80%.

WeediT uses sensor units to detect the presence of weeds and triggers the appropriate spray nozzles to accurately apply the correct amount of herbicide just to those weeds and their immediate surroundings.

We spray all wards three times and the final treatment of the season is currently being applied, which will help eradicate the weeds.

Small and large mechanical sweepers cleansing footpaths and the edge of roads will remove a significant amount of dead weeds as part of the proactive cleansing operations.

If any members or residents have concerns about weeds in a specific area, then the 'Love Where You Live' Team within Cleansing Services will endeavour to attend and remove the dead weeds within two weeks.

Supplementary Question – Cllr Carter

I appreciate we have had a very wet summer but this year the weed system seems to have been a complete disaster certainly in my ward we've had weeds growing out of control in all parks, we are consistently being told by officers that they will be dealt with and it was pushed back and pushed back due to staffing issues and I find it concerning that actually we've had to report each of these patches where dead weeds are protruding out of our pavements on a street by street basis going forward. Could you commit to at least look at these things on a ward basis and actually proactively go out identifying these areas where normal street cleaning is done.

Reply – Cllr Michael

I'm not sure why you are puzzled I mean there is something like 3000 miles of roads and streets in Cardiff it is impossible to clean every pavement and every gutter so we will rely on councillors reporting weeds and we will then go out and clean them as part of our cleansing regime, that is the simplest way of doing it, it's impossible for the

Council to commit to do 3000 miles on a regular basis because someone doesn't like a weed and frankly you just described the perfect conditions for weeds, very wet warm weather, it's part of climate change.

Question – Cllr Cunnah

In the last weeks, ordinary Cardiffians have sat in massive queues at petrol stations, experienced the cost of heating their homes sky-rocket, seen empty shelves in their supermarkets thanks to supply chain failures, and heard food distributors warn of shortages at Christmas. Whilst it's clear that the UK Government has totally lost control of the situation, could you update us on steps the Council is taking to protect Council services, and in particular those vulnerable residents who depend on our work?

Reply – Cllr Huw Thomas

You describe a litany of issues facing the UK public and once again omni-shambles springs to mind for the UK Government. Whilst the impact of the pandemic on immediate health outcomes looks to be improving, the pressure on services is greater than ever. For example, colleagues will be aware of the national issues facing health and social care and the anticipated end of Covid support, including the furlough scheme.

We are fortunate enough to have very good support services for citizens experiencing financial hardship, including our Adviceline and our Money Advice and Into Work Services. Additional grant funding means that these services are ready to deal with the expected increase in demand when the furlough scheme ends.

The Council constantly monitors its resilience against risk and threat and adapts accordingly as demonstrated clearly throughout the Covid pandemic. Support for the city's most vulnerable residents remains at the core of service delivery and this is recognised as we meet the challenges of winter.

In light of the fuel shortages, with careful planning, I can confirm the Council has fuel supplies for waste services to continue for up to 2 weeks and we have secured supplies, however given the risk of continued chaos, if the UK Government doesn't sort out the HGV driver shortage, I have asked the CEX to explore enhancing this strategic fuel reserve to provide resilience over a longer timescale and to potentially supply petrol as well as diesel vehicles.

We will continue to keep colleagues updated on the issues and our preparations to meet these challenges.

Supplementary Question – Cllr Cunnah

That is good to hear and it's not surprising to me that our Labour Council has a strategic approach to ensuring services continue and are resilient and it's noticeable to me how that contrasts sharply with the Tory omnishambles and the lack of planning in in Westminster.

I am a little concerned in what is an ongoing national crisis how some of our most vulnerable residents will cope with rising prices and big food bills for example, is there anything further you can add about what our Council can do to support those residents affected.

Reply – Cllr Huw Thomas

I can advise as I said there is significant support available to residents in financial hardship and just as an example of this really over the period April to August this year, the Money advice team has been assisting nearly 4000 residents of Cardiff and have obtained a one off payment over £130,000 as well as identifying and supporting residents claiming in total over £1.7 million in in-kind benefits. The team has also issued close to 1000 food bank vouchers and we are partnering with ACE who are running a fuel poverty project issuing emergency fuel vouchers to those in fuel poverty and so far the team's referred 61 cases to that scheme and all of those were issued with fuel vouchers.

Question – Cllr Hudson

My written question to Council in June 2021 was “what money used whether grants, direct help or loans have been given to CATs since transfers in the Heath Ward from 2015 to date?” Your reply was that a total of £25,000 has been allocated to CATs in the Heath Ward since 2015. Can you itemise what the £25k has been used for and in future can all ward councillors be consulted in the first instance?

Reply – Cllr Goodway

The Councillor will recall that my answer to her written question in June 2021 confirmed that the Council ceased to operate a scheme established to support Community Asset Transfers in 2017 when the Council decided that Community Asset Transfers were not a suitable disposal option.

The £25,000 referred to in my written answer related to a grant application submitted under that scheme by the Friends of Llwynfedw Gardens Group. I am advised that the grant was used to support the refurbishment of the pavilion building on transfer from the Council, including window replacement and electrical work.

The allocation of funding involved an application process and a professional assessment undertaken by council officers within the Strategic Estates Team. Consultation with local members was not part of the process.

Supplementary Question – Cllr Hudson

Firstly some of the money as you said was used for the community centre but I believe some of the money was used for fencing around the bowling green which it didn't have before and it didn't need. Can you let me know how much of the section 1.6 monies is left for my ward, can I be involved in the discussion and allocation at the very beginning please because I feel that we haven't had any consultations or anything like that. Can I also ask the Cabinet Member to refrain from

blaming the UK government for this issue that sorely effects Cardiff and especially my ward of Heath.

Reply – Cllr Goodway

Your question relates to an allocation from the fund that was established prior to 2017 and which no longer exist so you will appreciate this is difficult for me to commit to consulting local members about the allocation of a funding mechanism that no longer operates. I would have expected local members to work together on issues of this of kind and I'm not aware of the detail of precisely what the allocation was applied to but I know that Councillor Hinchey as one of your Ward colleagues has been closely involved in this process as Chair of the friends group and my recommendation to you would be to contact him go along and see how the money has been spent and whether you think that it has delivered good value for money.

Question – Cllr McGarry

UK consumer inflation jumped a record amount in August, putting real pressure on the household budgets of many. At the same time the UK Government plans to proceed with its cut in Universal Credit by £20 a week. Could you outline what, if anything, the Council can do to help families now facing real anxiety about how to heat their homes and feed their children this winter?

Reply – Cllr Thorne

During these challenging times it is more important than ever that we can support people to access the assistance they need. In relation to the cuts in universal credit the cuts will result in the loss of £32 million to families across Cardiff affecting over 31,000 families and around 18,500 children. More than 13,000 claimants are in work.

Our Money Advice Team carries out a full assessment to ensure that people can claim all the help on offer and they have food and fuel vouchers available to assist those in most urgent need. The team can also help people to find better value energy tariffs to help keep their homes warm, this may prove difficult at the moment.

We have introduced a Rent Arrears Pathway, which provides a joined-up approach for those struggling to pay their rent, with the aim of preventing evictions and homelessness by ensuring that tenants can find the right help for them whatever their circumstances.

The Into Work Advice Team provides help to anyone needing to get back to work, as well as one-to-one mentoring for those who need extra help.

For families struggling with a wider range of issues, the Family Gateway, which forms part of our Early Help Service can also provide support.

Supplementary Question – Cllr McGarry

How many people have we helped in the last few months?

Reply – Cllr Thorne

In terms of money advice between April 2021 and August 2021 the Money advice team have assisted 3880 clients one off payments £130 and over £1.7 million has been identified in previous unclaimed benefits. The team have also issued 902 food bank vouchers and 61 fuel poverty vouchers. The advice line between April and August 21 have answered 25,642 calls and early help since April 2021 the family Gateway has answered 3805 calls with a 133 enquires in relation to support with benefits and grants specifically. The Into Work service from April 2021 until August 2021 the team has supported 28649 clients looking for work or looking to upskill in their current roles, the team have supported at least 596 of these into work.

3163 clients have been supposed with one to one mentoring some with lots of barriers to employment, of these 408 and now in employment. In addition 1207 individuals have been supported to make or maintain their claim of UC. I think you'll agree with me that the team are under huge pressure but still doing an amazing job.

Question – Cllr Jones-Pritchard

The Race Equality Task Force was proposed in August last year and soon after agreeing its membership, the Leader proposed an All Party Group, for the visibility of members of the work of the Task Force and also a conduit of ideas, questions and observations of members to be fed into its work. The All Party Group has still not met and, after reading in Cllr Thomas' statement of the impressive work and list of achievements of the Task Force, it would appear that the ideas, questions and observations of other members are not required! Would the leader please explain why the All Party Group has never met and why the input of other members has not been sought?

Reply – Cllr Huw Thomas

Councillor Jones-Pritchard, you are right to praise the work of Cardiff's Race Equality Taskforce. As Chair, Councillor Ebrahim has provided outstanding leadership for the Taskforce and our publicly appointed membership have already delivered a meaningful and comprehensive programme of work.

I am sorry that the All Party Group has not met and that is in no small due to the volume of work that the Task Group is undertaking with officers supporting 5 separate work streams. There has been significant democratic oversight and indeed offers for all members to participate and input. Last year Cllr Ebrahim and myself both attended a very productive meeting of an expanded PRAP Scrutiny Committee which included the chairs of the other committees and I understand that that committee will reconvene later this year.

Members will recall that Councillor Ebrahim personally invited all elected members to meet right at the inception of this work and emphasised the role of members in delivering the Taskforce.

As far as I'm aware, only 1 member responded to this invitation and that individual has subsequently been contributing through one of the work streams, however, the invitation from the Chair to members to share ideas and contribute to the work of the Taskforce remains open.

Supplementary Question – Cllr Jones-Pritchard

Will the Leader commit to arranging a meeting of the All Party Group that was promised.

Reply – Cllr Huw Thomas

What I would prefer to do in the first instance is meet with you in your capacity as the Chair of the Democratic Services Committee and explore the issue of all party groups in more detail. I remember from the time that we were establishing the cross-party group on the Welsh language how over the lifetime of that group the responsibility for the secretariat has had to transfer to the service area rather than being initially being clerked by Democratic Services and as I mentioned it was workload until now that has prevented the all-party group meeting on the Race Equality task force so I think there is a conversation to be had about how we better resource parts of the Council to support this work so I suggest that as an initial way forward with the aim of the getting members fully engaged on this work.

Question – Cllr Henshaw

Can I thank you Cllr Merry for introducing the Edible Playgrounds project to Cardiff schools and ask you to share with us some of the benefits of an Edible Playground?

Reply – Cllr Merry

I am so excited about our partnership with the environmental charity, Trees for Cities, to deliver 10 new Edible Playgrounds across Cardiff's primary schools. The programme transforms school grounds into vibrant outdoor fruit and vegetable gardens. This gets children excited about growing and eating healthy food, whilst also providing a valuable resource for outdoor learning.

Trees for Cities will work closely with each of the schools to create a bespoke playground design, which typically includes everything needed to grow your own food successfully, such as raised beds, a greenhouse, compost, wormery, a tool shed and outdoor teaching space for an entire class. Materials will also be supplied which will fit within the new Welsh curriculum to which it is perfectly aligned.

Ultimately, this is an initiative that will allow pupils to benefit from greener spaces in their playgrounds, access more outdoor lessons and understand in greater depth about where their food comes from, with the entire school being able to access and experience food grown in their playground. Other schools have reported wider community benefits in terms of inter-generational relationships where parents and grandparents have become involved.

Question – Cllr Robson

What actions is the Leader proposing to counter the recent survey marking the launch of Murdertown, which listed Cardiff as the least safe city on a list of 15 cities?

Reply – Cllr Huw Thomas

I would refer you the answer that was provided earlier by the Cabinet Member for Housing & Communities in reply to a similar question from Councillor Carter. Cardiff is a safe city when you compare us to rates of violent crime in other core cities we perform extremely well, that is not to underplay in any way, the real concern that members of the community feel, in particular women and people with disabilities. I would really caution using what is in effect a PR poll to promote a TV series and which hasn't shared their methodology clearly, from a rough calculation of a sample size of less than 100 people in Cardiff and I really wouldn't want to cloud a very serious issue with what is a PR exercise at best.

Supplementary Question – Cllr Robson

I don't disagree with what you say generally but my question is how you counter it, that survey for all its flaws and methodology, has gone far and wide and people have seen that flash up in their notifications on their phones and elsewhere. What can the Council do to get out the actual picture that Cardiff is reasonably safe although there is always more that can be done and to make sure we don't lose tourists coming to the city, put off by a marketing survey.

Reply – Cllr Huw Thomas

Please don't take this the wrong way but perhaps the first thing I would do is not draw attention to it in a Council question. I do want to recognise and know that we will all be aware of the tragic story in London today and the court case and we will want to recognise that there are people in Cardiff who don't feel safe and working with our partners in public health we want to play a full role in addressing those concerns and Councillor Thorne spoke in her answer as to the work of the community safety partnership is undertaking and I would refer you to the answer given by Councillor Goodway on promoting footfall as to how the Cardiff markets itself as a visitor destination but I want to reiterate the point here that statistically going by all the available crime data and also been corroborated by the Ask Cardiff survey by and large Cardiff is a safe City.

Question – Cllr Dilwar Ali

Can you provide an update on the delayed cladding work for Lydstep Flats?

Reply – Cllr Thorne

As members will be very well aware, following the tragic events at Grenfell Tower, the cladding was removed from the Council's high-rise blocks as it did not meet current fire safety standards.

A commitment was made by the Cabinet to replace the cladding on the 5 high rise blocks, including those at Lydstep Flats in your ward.

There have been considerable difficulties in taking this project forward as the guidance on cladding high-rise buildings has been subject to change due to the Grenfell Inquiry. However, a contractor is on board and stage 1 of the project has been completed.

A fully designed cladding system is now ready to be taken forward, but, unfortunately, the costs of this project have increased significantly due to the combined effects of Covid and Brexit.

However, I am pleased to say that the Cabinet has recently agreed to proceed with the re-cladding of Lydstep Flats, recognising the importance of this project to our tenants. Officers will therefore be seeking to take this forward as soon as possible.

Supplementary Question – Cllr Ali

Thank you for your detailed response and I am really pleased and my colleague and local residents will be pleased but can the Council continue and increase the fuel costs payment over the winter period for my residents of Lydstep flats?

Reply – Cllr Thorne

We will continue the compensation in terms of energy costs, I will ask officers to see if there is an opportunity to uplift in terms of price increases.

Question – Cllr Owen Jones

Could the Cabinet Member give an update on the installation of the “Happy to Chat” benches?

Reply – Cllr Bradbury

I can confirm that a total of five ‘Happy to Chat’ benches are scheduled for installation next month.

In our parks, the proposed installations are in Bute Park, Roath Pleasure Gardens and Hailey Park.

Two will also be located at Western Cemetery – one within the newly opened Dear Mum Garden and the other in the adjacent memorial plaque area.

The benches will have bilingual plaques with the text, ‘*The Happy to Chat Bench - Sit here if you don’t mind someone stopping to say hello*’, which is in keeping with the nationally recognised text used on similar benches throughout the UK.

Supplementary Question – Cllr Owen Jones

That is a lovely idea and it gives a green light for strangers to come up and sit and to talk to someone if they feel lonely. Members who have persevered to the end tonight may remember that I asked about this before the pandemic as my mum had started to put out informal signs on benches across our parks. Really glad to hear that we're finally putting these in Cardiff as amazingly my mum recently attended the revealing of one in Krakow in Poland, she put hers up in the Jewish quarter last week. Following this I was definitely feeling the pressure that her own city where her son was a sitting Councillor still hadn't got theirs out. When they are in place can they please be widely advertised as loneliness is a very serious issue and this is a small thing that could be extremely meaningful.

Reply – Cllr Bradbury

Loneliness is a very serious issue and has become even more apparent throughout this pandemic and the and the various lock downs that everyone of us has had to endure. Lots of us were lucky enough to endure this with our family but unfortunately there are people who are not in that position, and I think this is a great idea to help such people. On a lighter note, it always makes me happy, being a good son myself, to help someone else please their mother.

68 : URGENT BUSINESS

There was no urgent business.

69 : LOCAL AUTHORITY SCHOOL GOVERNORS

The Council received a report to appoint Local Authority School Governors to fill vacancies.

RESOLVED:

That, in accordance with the recommendations of the Local Authority Governor Panel, the Council approves the new appointments and re-appointments of Local Authority governors to the school governing bodies as set out in Appendix 1, each for a term of 4 years from the date of the appointment.

70 : COMMITTEE MEMBERSHIP REPORT

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.

RESOLVED:

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

71 : WRITTEN QUESTIONS

In accordance with the Council Procedure Rule 17 (f) [Written Questions](#) received are included as a record of the meeting.

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL

21 OCTOBER 2021

CABINET PROPOSAL

FIFTH CARDIFF LOCAL DEVELOPMENT PLAN ANNUAL MONITORING REPORT

Reason for this Report

1. To outline the purpose of the Local Development Plan (LDP) Annual Monitoring Report (AMR) process and to seek the endorsement of the fifth Cardiff LDP AMR for submission to the Welsh Government by 31st October 2021.

Background

2. The Cardiff Local Development Plan (2006 to 2026) was formally adopted by the Council on 28th January 2016. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR) and submit to Welsh Government by the 31st October each year after Plan adoption.
3. This is the fifth AMR to be prepared since the adoption of the plan and is based on the period 1st April 2020 to 31st March 2021. The AMR consists of the following sections:
 - Executive Summary
 - Introduction
 - Contextual Information – changes to policy framework at a national or local level.
 - LDP Monitoring Process – explains the monitoring process undertaken.
 - LDP Monitoring Indicators – reporting on the 107 LDP monitoring indicators which were agreed during the LDP examination process and set out in the Inspectors Report.
 - Sustainability Appraisal Monitoring – reporting on the 28 sustainability monitoring indicators.
 - Conclusions and recommendations – setting out an overall overview of all indicators and Plan performance in the first two years following adoption.
4. This is the fifth year the LDP has been operative and this AMR provides a 5 year position statement and provides a comparison with the baseline

data provided by the previous AMR's. Importantly, the findings of this monitoring work over 5 consecutive years will help to inform the LDP review process which commenced in March 2021.

The AMR Report

5. Overall the findings of the fifth AMR are positive with the majority of the indicators shown as green indicating that most LDP policies are being implemented effectively. A summary of performance against the main Plan topics are set out below with Appendix 1 setting out the data and conclusions in more detail.
6. **Employment** – Monitoring data shows continuing strong performance. Of particular importance is data regarding net job creation - There is a requirement for 40,000 new jobs over the plan period 2006-2026. 20,900 jobs were created between 2006 and 2015 and therefore the target for the remaining plan period is 19,100 jobs or 1,750 jobs annually. Since the first AMR (16/17) the number of jobs has been steadily increasing and the latest AMR shows an increase of 9,000 jobs since the first AMR (16/17).
7. **Housing** – Monitoring data shows new homes have now started to be completed on many of the LDP strategic housing sites. Specifically, there are new completions on 4 of the strategic housing sites:
 - 841 completions have been achieved at St Ederyns Village (which is over the 800 completed dwelling target included in the AMR);
 - 526 completions have been achieved on the North West Cardiff strategic site, which has three separate outlets underway with more planned in the near future;
 - 128 completions have been recorded on the North East Cardiff strategic site; and
 - 128 completions have been achieved at the North of J33 strategic site.
8. Although most of the strategic housing site completion rates are below targets set out in the AMR it is now evident from the above data that the Plan-led approach is now starting to successfully drive the delivery of new homes at a level not seen for the last 10 years. For example completions for the last 3 years (2018 to 2021) have averaged 1,217 in contrast with the previous 9 years (2008 to 2017) where completions averaged 725 units per annum, with no year above 1,000 units for this period.
9. The data on housing delivery demonstrates the 'lag' between Plan adoption and homes being completed on new sites allocated in the Plan. Due to a combination of site assembly, legal and logistical factors experienced by landowners/developers along with the time required to secure the necessary planning and adoption consents, trajectories of delivery are slower than originally anticipated. This includes time spent securing the accompanying Section 106 Agreements which fully deliver

the Council's aspirations as set out in the LDP. Overall, over the 15 years between 2006 and 2021 a total of 18,723 new dwellings were built in Cardiff which represents 45% of the overall dwelling requirement.

10. However, construction has now started on most of the strategic housing sites following the master planning and infrastructure plans approach as set out in the plan and it is therefore expected that housing completions over the remaining 5 years of the Plan period will increase significantly.
11. In terms of the impact of the pandemic on construction and completion rates there was evidence of a slight slow-down in construction activity in 2020 but this has been short term as evidenced by the fact the combined number of homes under construction on the strategic housing sites in April 2021 was 1,332 dwellings.
12. **Affordable Housing** – The plan sets a target for the delivery of 6,646 affordable units to be provided for the 12 years between 2014 and 2026 and monitoring data shows that affordable housing completions are increasing as a range and choice of new housing sites begin to come forward. The latest figures show that 809 new build affordable dwellings were completed in the last three years, which represents 22% of total new build housing completions over this period. This trend is expected to continue as construction of the greenfield strategic housing sites gathers pace for the remaining 5 years of the Plan period. In addition, it is important to note that the Council and Registered Social Landlords (RSLs) have delivered a total of 1,267 affordable homes over the last three years from a combination of new build and other delivery methods. These figures show that good progress is being made in delivering affordable housing to meet the identified need within the city.
13. **Transportation** – Restrictions in travel as a result of the pandemic and national lockdown have had a significant impact on travel volumes and patterns over the monitoring period. Data shows a 22% reduction in traffic volumes from 2019, along with reduced congestion and improved air quality. Related to this commuting for 2020 was down 58% due to Covid restrictions and consequent working from home, furlough and self-isolation. With reduced congestion bus journey times and reliability have improved. There was also a 6% increase in cycling over the monitoring period and an 8% drop in bus and rail use. Overall this had an impact on the 50:50 sustainable modal split target which dropped from 50% to 49%. However in the past 3 months the modal split figure has been higher than 50% as a result of increased use of bus and rail services as restrictions ease and frequencies increase.
14. **Gypsy and Traveller Sites** - work is progressing the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites. This has included discussions with the Welsh Government and work continues to secure appropriate outcomes. In terms of transit sites, it is considered that these would best be considered on a regional basis, requiring collaboration with neighbouring local authorities through the forthcoming Strategic Development Plan preparation process.

15. **Supplementary Planning Guidance** – Significant progress has been made in producing a programme of new Supplementary Planning Guidance (SPG) and since adoption of the LDP 18 SPGs have been approved by Council to support the policies in the adopted Plan and the Cardiff Infrastructure Plan is currently being updated.
16. **Contextual Changes** – the contextual review highlights significant changes in the national planning policy framework which has evolved significantly over the five monitoring periods. In particular, Planning Policy Wales (PPW, Edition 10, December 2018 & PPW, Edition 11, February 2021) and the publication of Future Wales: The National Plan 2040 (February 2021) have made significant changes to the high-level policy framework.

Conclusions

17. Section 7 of the AMR provides the conclusions and recommendations of this fifth AMR which provides a comparison with the baseline data provided by the first, second and third AMRs published in 2017, 2018 and 2019. The key conclusions in the fifth year of reporting, are that good progress is generally being made in delivering the identified targets and monitoring outcomes with the identified lag in housing delivery now showing strong signs of enhanced completions.
18. It is recommended that this AMR be submitted to the Welsh Government in accord with statutory requirements. Continued monitoring in future AMRs will help to identify any definitive trends in the performance of the Plan's strategy and policy framework.

Next Steps

19. It is a requirement that AMRs must be submitted every year to Welsh Government until any Replacement/Revised LDPs are adopted. Therefore the sixth AMR in respect of the Cardiff LDP will be presented to Cabinet at the same time next year, with the broad structure of the AMR remaining the same from year to year in order to provide ease of analysis between successive reports. This AMR, along with the previous AMRs, will help inform the ongoing review of the LDP.
20. The AMR will be placed on the Council's website for information.

Reason for the Recommendation

21. To comply with provisions in the Planning Compulsory Purchase Act (2004) and Welsh Government guidance which require the Council to produce an AMR for submission to the Welsh Government at the end of October each year following adoption.

Legal Implications

22. The annual monitoring of the LDP is part of the wider statutory LDP process. Section 76 of the Planning and Compulsory Purchase Act 2004 requires authorities to prepare an Annual Monitoring Report covering the preceding financial year from 1 April to 31 March. It must be submitted to the Welsh Government by 31 October each year and published on the authorities' website, in accordance with Regulation 37 of the Town and Country Planning (Local Development Plan)(Wales) Regulations 2005 (as amended). Those regulations and the Development Plans Manual Edition 3 March 2020 specify what the AMR is required to include. The AMR and associated documents have been prepared in accordance with the body of the report.
23. The decision about these recommendations has to be made in the context of the Council's public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties) – the Public Sector Equality Duties (PSED). These duties require the Council to have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of 'protected characteristics'. The 'Protected characteristics' are: • Age • Gender reassignment • Sex • Race – including ethnic or national origin, colour or nationality • Disability • Pregnancy and maternity • Marriage and civil partnership • Sexual orientation • Religion or belief – including lack of belief.
24. 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.
25. 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.
26. In discharging its duties under the Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2019-22 <http://cmsprd.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Corporate-Plan/Documents/Corporate%20Plan%202018-21.pdf> When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well-being objectives and must be

satisfied that all reasonable steps have been taken to meet those objectives.

27. The well-being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
- Look to the long term
 - Focus on prevention by understanding the root causes of problems
 - Deliver an integrated approach to achieving the 7 national well-being goals
 - Work in collaboration with others to find shared sustainable solutions
 - Involve people from all sections of the community in the decisions which affect them.
 - The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>
28. The Council has to be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards when making any policy decisions and consider the impact upon the Welsh Language, the report and Equality Impact Assessment deals with all these obligations. The Council has to consider the Well Being of Future Generations (Wales) Act 2015 and how this strategy may improve the social, economic, environmental and cultural well-being of Wales.

Financial Implications

29. There are no direct financial implications arising from this report with the preparation of the LDP AMR being completed using existing resources.

Human Resources Implications

30. There are no HR implications for this report.

Property Implications

31. There are no property implications for this report

CABINET PROPOSAL

Council is recommended to endorse the fifth AMR for submission to the Welsh Government by 31st October 2021.

THE CABINET
14 October 2021

The following Appendices are attached:

Appendix 1 - Cardiff LDP 5th Annual Monitoring Report, October 2021

Appendix 2 – Letter from Chair of Environment Scrutiny Committee

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Cardiff LDP 5th Annual Monitoring Report

October 2021



Cardiff Local Development Plan 5th Annual Monitoring Report 2021

**Based on data collected for period
1st April 2020 to 31st March 2021**

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1. Executive Summary

The Cardiff Local Development Plan (LDP) was adopted on 28 January 2016. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR).

The AMR provides the basis for monitoring the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that may influence plan implementation or review.

This is the fifth AMR to be prepared since the adoption of the Cardiff LDP and is based on data collected for the period 1st April 2020 to 31st March 2021. The first, second and third AMRs was published on 31st October 2017, 31st October 2018 and 31st October 2019. Due to the Covid pandemic Welsh Government did not require Local Planning Authorities to submit and publish an AMR by the 31st October 2020 and no fourth AMR was therefore published. However data was still collected where possible and is included in the time series presented in this report. This data provides a baseline for future comparative analysis from which successive AMRs will be able to evidence the emergence of trends.

Key Findings of the Fourth Monitoring Process 2020-2021 Contextual Information

A summary of the relevant contextual material that has been published since the adoption of the Plan at a national, regional and local level, along with general economic trends is included in Section 3. The implications of some of the contextual changes will take place over the longer term and subsequent AMRs will continue to provide updates on relevant contextual material and give further consideration to any changes which could affect the Plan's future implementation.

Local Development Plan Monitoring – Policy Analysis

Section 5 assesses how the Plan's strategic policies and associated supporting policies are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's progress in delivering the targets/monitoring outcomes and policies during this monitoring period. The table below provides a visual overview of the effectiveness of policies during the monitoring period based on the traffic light rating used in the assessment:

Continue Monitoring (Green)	
Where indicators are suggesting the LDP Policies are being implemented effectively and there is no cause for review.	
Training Required (Blue)	
Where indicators are suggesting that LDP policies are not being implemented as intended and further officer or Member training is required.	
Supplementary Planning Guidance Required (Purple)	
Indicators may suggest the need for further guidance to be provided in addition to those already in the Plan.	
Further Research (Yellow)	
Where indicators are suggesting the LDP policies are not being as effective as they should, further research and investigation is required.	
Policy Review (Orange)	
Where indicators are suggesting the LDP policies are failing to implement the strategy a formal review of the Policy is required. Further investigation and research may be required before a decision to formally review is confirmed.	
Plan Review (Red)	
Where indicators are suggesting the LDP strategy is failing and a formal review of the Plan is required. This option to fully review the Plan will need to be fully investigated and undertaken following serious consideration.	

Key Findings

This is the fifth AMR to be prepared and provides a comparison with the baseline data provided by the first, second and third AMRs published in 2017, 2018 and 2019. As outlined above it also includes data for the fourth year of monitoring in 2020 where this was available.

Due to the Covid pandemic and related restrictions on site visits it was not possible to collect data for the indicators relating to data on housing completions and vacancy rates in District and Local retail centres for the fourth year of monitoring in 2020.

However, due to restrictions easing it has been possible to collect this data to incorporate in the 5th AMR and these indicators present data for the two year period 2019 to 2021. Cardiff was not unique in this respect and the issue has been acknowledged by Welsh Government who did not require Local Planning Authorities to formally submit the AMR last year.

Overall the findings of the fifth AMR are positive with the majority of the indicators shown as green indicating that most LDP policies are being implemented effectively. A summary of performance against the main Plan topics are set out below with Appendix 1 setting out the data and conclusions in more detail.

Employment – Monitoring data shows continuing strong performance. Of particular importance is data regarding net job creation - There is a requirement for 40,000 new jobs over the plan period 2006-2026. 20,900 jobs were created between 2006 and 2015 and therefore the target for the remaining plan period is 19,100 jobs or 1,750 jobs annually. Since the first AMR (16/17) the number of jobs has been steadily increasing and the latest AMR shows an increase of 9,000 jobs since the first AMR (16/17).

Housing – Monitoring data shows new homes have now started to be completed on many of the LDP strategic housing sites. Specifically, there are new completions on 4 of the strategic housing sites:

- 841 completions have been achieved at St Ederyns Village (which is over the 800 completed dwelling target included in the AMR);
- 526 completions have been achieved on the North West Cardiff strategic site, which has three separate outlets underway with more planned in the near future;
- 128 completions have been recorded on the North East Cardiff strategic site; and
- 128 completions have been achieved at the North of J33 strategic site.

Although most of the strategic housing site completion rates are below targets set out in the AMR it is now evident from the above data that the Plan-led approach is now starting to successfully drive the delivery of new homes at a level not seen for the last 10 years. For example completions for the last 3 years (2018 to 2021) have averaged 1,217 in contrast with the previous 9 years (2008 to 2017) where completions averaged 725 units per annum, with no year above 1,000 units for this period.

The data on housing delivery demonstrates the ‘lag’ between Plan adoption and homes being completed on new sites allocated in the Plan. Due to a combination of site assembly, legal and logistical factors experienced by landowners/developers along with the time required to secure the necessary planning and adoption consents, trajectories of delivery are slower than originally anticipated. This includes time spent securing the accompanying Section 106 Agreements which fully deliver the Council’s aspirations as set out in the LDP. Overall, over the 15 years between 2006 and 2021 a total of 18,723 new dwellings were built in Cardiff which represents 45% of the overall dwelling requirement.

However, construction has now started on most of the strategic housing sites following the master planning and infrastructure plans approach as set out in the plan and it is therefore expected that housing completions over the remaining 5 years of the Plan period will increase significantly.

In terms of the impact of the pandemic on construction and completion rates there was evidence of a slight slow-down in construction activity in 2020 but this has been short term as evidenced by the fact the combined number of homes under construction on the strategic housing sites in April 2021 was 1,332 dwellings.

Affordable Housing – The plan sets a target for the delivery of 6,646 affordable units to be provided for the 12 years between 2014 and 2026 and monitoring data shows that affordable housing completions are increasing as a range and choice of new housing sites begin to come forward. The latest figures show that 809 new build affordable dwellings were completed in the last three years, which represents 22% of total new build housing completions over this period. This trend is expected to continue as construction of the greenfield strategic housing sites gathers pace for the remaining 5 years of the Plan period. In addition, it is important to note that the Council and Registered Social Landlords (RSLs) have delivered a total of 1,267 affordable homes over the last three years from a combination of new build and other delivery methods. These figures show that good progress is being made in delivering affordable housing to meet the identified need within the city.

Transportation – Restrictions in travel as a result of the pandemic and national lockdown have had a significant impact on travel volumes and patterns over the monitoring period. Data shows a 22% reduction in traffic volumes from 2019, along with reduced congestion and improved air quality. Related to this commuting for 2020 was down 58% due to Covid restrictions and consequent working from home, furlough and self-isolation. With reduced congestion bus journey times and reliability have improved. There was also a 6% increase in cycling over the monitoring period and an 8% drop in bus and rail use. Overall this had an impact on the 50:50 sustainable modal split target which dropped from 50% to 49%. However in the past 3 months the modal split figure has been higher than 50% as a result of increased use of bus and rail services as restrictions ease and frequencies increase.

Gypsy and Traveller Sites - work is progressing the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites. This has included discussions with the Welsh Government and work continues to secure appropriate outcomes. In terms of transit sites, it is considered that these would best be considered on a regional basis, requiring collaboration with neighbouring local authorities through the forthcoming Strategic Development Plan preparation process.

Supplementary Planning Guidance – Significant progress has been made in producing a programme of new Supplementary Planning Guidance (SPG) and since adoption of the LDP 18 SPGs have been approved by Council to support the policies in the adopted Plan and the Cardiff Infrastructure Plan is currently being updated.

Contextual Changes – the contextual review highlights significant changes in the national planning policy framework which has evolved significantly over the five monitoring periods. In particular, Planning Policy Wales (PPW, Edition 10, December 2018 & PPW, Edition 11, February 2021) and the publication of Future Wales: The National Plan 2040 (February 2021) have made significant changes to the high-level policy framework.

Sustainability Appraisal (SA) Monitoring

Section 6 expands the assessment of the performance of the LDP against the SA monitoring objectives. This provides a comparison with the baseline data provided by the first, second and third AMRs published in 2017, 2018 and 2019.

Conclusions

The 5th AMR provides a comparison with the baseline data provided by the first, second and third AMRs published in 2017, 2018 and 2019 together with data collected for the fourth year where this was available. The key conclusions in the fifth year of reporting, are that good progress is generally being made in delivering the identified targets and monitoring outcomes and these findings can be used to inform the ongoing preparation of the replacement Local Development Plan.

2. Introduction

The Annual Monitoring Report (AMR) process provides the basis for monitoring the effectiveness of the Local Development Plan (LDP) and helps inform whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that might influence the Plan's implementation or review.

Monitoring is a continuous part of the plan making process. It provides the connection between evidence gathering, plan strategy and policy formulation, policy implementation, evaluation and plan review.

Adoption of the Cardiff Local Development Plan

Under the Planning and Compulsory Purchase Act (2004) and associated Regulations, local planning authorities (LPAs) are required to produce a LDP. The Cardiff Local Development Plan was formally adopted by the Council on 28th January 2016. The LDP provides the land use framework which forms the basis on which decisions about future development in the city, including planning applications, are based.

This is the fifth AMR to be prepared since the adoption of the Cardiff LDP and is based on data collected for the period 1st April 2020 – 31st March 2021.

Replacement Cardiff Local Development Plan

Welsh Government guidance requires the LDP to be reviewed every 4 years and a timetable for review of the plan was agreed with Welsh Government in March 2021. Formal preparation of the Replacement LDP was launched in May 2021 with consultation on a draft Vision, issues and objectives and a draft Integrated Sustainability Appraisal Scoping Report together with a Call for Candidate Sites.

The Requirement for Monitoring Planning and Compulsory Purchase Act 2004

The Council has a statutory obligation, under section 61 of the 2004 Act, to keep all matters under review that are expected to affect the development of its area. In addition, under section 76 of the Act, the Council has a duty to produce information on these matters in the form of an Annual Monitoring Report for submission to the Welsh Government at the end of October each year following plan adoption. The preparation of an AMR is therefore an integral part of the statutory development plan process.

In order to monitor LDP performance consistently, plans should be considered against a standard set of monitoring indicators and targets. The Welsh Government has issued regulations and guidance on the required content of AMRs.

Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015

The Town and Country Planning (Local Development Plan) (Wales) Regulations have been amended to simplify certain aspects of the local development plan procedures, however, these do not affect the LDP monitoring process. Under Regulation 37 the

AMR is required to:

- Identify policies that are not being implemented;

And for each policy:

- Identify the reasons why the policy is not being implemented;
- Identify the steps (if any) that are intended to be taken to enable the policy to be implemented;
- Explore whether a revision to the plan to replace or amend the policy is required.

In addition, the AMR is required to monitor identified core indicators by specifying:

- The housing land supply from the current Housing Land Availability Study, and;
- The number (if any) of net additional affordable and general market dwellings built in the LPA area.

These are both for the year of the AMR and for the full period since the LDP was first adopted.

Other Core Output Indicators for LDPs include:

- Total housing units permitted on allocated sites as a % of overall housing provision
- Employment land permitted (ha) on allocated sites as a % of all employment allocations
- Amount of major retail, office and leisure development (sq m) permitted within and outside established town and district centre boundaries
- The extent of primary land-won aggregates permitted in accordance with the Regional Technical Statement for Aggregates expressed as a percentage of the total capacity required as identified in the Regional Technical Statement (MTAN).

Local Development Plan Manual (Edition 3, March 2020)

The Manual States that the AMR should assess the extent to which the plan's strategy and key policies, sites and infrastructure requirements are being delivered. Each AMR will be based on the results and commentary of the preceding year. This will enable trends to become clear, with more refined commentary and analysis. It will then be clear how policies and proposals are delivering year on year.

The Manual states that it is not realistic or necessary for all policies to be monitored. This would lead to an unnecessarily large and complicated document. Some key areas will need to be included consistently each year, this will be for the LPA to determine based on those elements crucial to delivering the plan's strategy.

The LDP Manual states that aspects that are usefully included in an AMR are:

- Identify key findings and conclusions in relation to the delivery of the strategy, setting out clear conclusions on whether a plan review is required in the form of an Executive Summary.
- Analysis of significant contextual change / indicators i.e. a summary and review of wider contextual issues within which the LDP operates, i.e. external strategies/policies.
- Analysis of core/key indicators i.e. a clear assessment on whether the plan is achieving the strategy, including its main objectives and implementing required growth levels (e.g. housing development targets, site delivery, affordable housing, and infrastructure). In this respect the AMR must include a housing trajectory update and related commentary and analysis.
- Analysis of local indicators i.e. an assessment of policies that are not proving effective and how these issues will be addressed.
- Results of SA indicators Relating to the SA Report and integrated assessment.
- Conclusion and recommendations which identify changes to the plan required at the statutory review period or triggered earlier, if appropriate.

The Manual states that the broad structure of the AMR should remain the same each year to provide ease of analysis between successive reports and build upon preceding results. The use of illustrative materials such as charts and graphs can make the AMR more accessible for stakeholders, business groups and the community.

The Manual states that the monitoring results should clearly identify if (and how) the strategy is working and if key allocations are being delivered as anticipated over the plan period. The results will also identify any challenges, opportunities and possible ways forward for revising policies and proposals at plan review. It is considered good practice to involve stakeholders and the community through engagement events following publication of the AMR. This will enable the LPA to provide an explanation of the issues and trends, and to allow feedback on key issues.

Cardiff LDP Monitoring Framework

A Monitoring Framework is provided in Chapter Six and Appendix 9 of the LDP comprising a series of 5 contextual indicators and 102 core and local indicators, with corresponding targets and triggers for further action, in relation to the Plan's strategic policies. It also indicates the linkages between the Plan objectives, strategic policies and other Plan policies. The indicators were developed in accordance with the above Welsh Government Regulations and guidance on monitoring. The Monitoring Framework forms the basis of the AMR.

Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended 2011)

In addition the LDP and AMR must comply with European Directives and Regulations. The Final Sustainability Appraisal Report, January 2016 identifies a further set of indicators (26) that will be used to monitor progress on sustainability issues. Whilst interlinked, these are set out separately from the LDP Policy Monitoring Framework and have been used in the AMR to measure the environmental, economic and social impacts of the LDP.

The completion of the AMR accords with the requirements for monitoring the sustainability performance of the Plan through the Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended 2011).

AMR Format and Content

The AMR has been designed to be a succinct and easily accessible document that can be used as a convenient point of reference for all strategic policy areas.

The structure of the AMR is as follows:

Section 1 Executive Summary - Provides a succinct written summary of the key monitoring findings.

Section 2 Introduction - Outlines the requirement for, the purpose and structure of the AMR.

Section 3 Contextual Information - Provides a brief overview of the relevant contextual information which, although outside the remit of the Plan, could affect the performance of the LDP policy framework. Policy specific contextual information is provided in the relevant policy analysis section, including changes to policy framework at a national or local level.

Section 4 LDP Monitoring Process - Explains the monitoring process undertaken.

Section 5 LDP Monitoring - Policy Analysis - Reports on the 107 LDP monitoring indicators which were agreed during the LDP examination process and set out in the Inspectors Report.

Section 6 Sustainability Appraisal Monitoring - Provides an assessment of the LDP's performance against the 28 SA monitoring indicators.

Section 7 Conclusions and Recommendations – Sets out an overall overview of all indicators and Plan performance in the first year following adoption.

Publication – The AMR will be published on the Council's website.

Future Monitoring

The broad structure of the AMR should remain the same from year to year in order to provide ease of analysis between successive reports. However, given that the monitoring process is dependent upon a wide range of statistical information that is sourced from both the Council and external sources, any changes to these sources could make certain indicators ineffective or out-dated. Accordingly, the monitoring framework may evolve over the Plan period and AMRs will be used as a means of identifying any such inevitable changes to the framework.

3. Contextual Changes

This section provides a brief summary of the relevant contextual material that has been published during the current monitoring period. This includes national legislation and relevant plans, policies and strategies at the national, regional and local level. Any potential overall implications for the LDP as a whole are outlined where appropriate. General economic trends which have occurred since the LDP's adoption are also set out, together with progress on key supplementary planning guidance.

Contextual information which is specific to a particular LDP policy area is provided in the relevant policy analysis section for ease of reference and is therefore not repeated here.

Legislative Changes

Planning (Wales) Act 2015

The Planning (Wales) Act received Royal Assent in July 2015 and came into force in stages between October 2015 and January 2016. It sets out a series of legislative changes to deliver reform of the planning system in Wales, to ensure that it is fair, resilient and enables development. The Act addresses 5 key objectives which includes strengthening the plan-led approach to planning. It introduces a legal basis for the preparation of a National Development Framework (NDF) and Strategic Development Plans (SDP). The NDF is a national land use plan which will set out Welsh Government's policies in relation to the development and use of land in Wales. It is anticipated that this will be produced in 2018/9 when it will replace the Wales Spatial Plan. SDPs will address cross-boundary issues at a regional level such as housing, employment and waste and must be in general conformity with the NDF. The Regulations make reference to three strategic planning areas including South East Wales. It is anticipated that Cardiff will be part of this strategic planning area, in alignment with the emerging Cardiff Capital Region City Deal proposals. LDPs will continue to have a fundamental role in the plan-led system. The Act requires LDPs to be in general conformity with the NDF and any SDP which includes all or part of the area of the authority.

The Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015

Amendments to The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 were carried out in response to the outcome of the LDP Refinement Exercise and aim to simplify certain aspects of the local development plan process.

The amended Regulations:

- Remove the statutory requirement to advertise consultation stages in the local press;
- Allow local planning authorities to make revisions to the local development plan where the issues involved are not of sufficient significance to warrant the full procedure, without going through the full revision process;
- Eliminate the need to call for and consult on alternative sites following the deposit consultation; and

- Make minor and consequential amendments.

The amended LDP Regulations came into force on 28 August 2015 and together with the related policy and guidance in Planning Policy Wales (PPW) and the revised LDP Manual aim to make the LDP process more efficient and effective (i.e. enabling swifter plan preparation and revision without imposing unnecessary prescription). The amended Regulations do not have any implications for the current LDP but will need to be considered in relation to any Plan review and will be given further consideration as necessary.

Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations (Wales) Act gained Royal Assent in April 2015 and came into force on 1st April 2016. The Act strengthens existing governance arrangements for improving the well-being of Wales by ensuring that sustainable development is at the heart of government and public bodies. It aims to make a difference to the lives of people in Wales in relation to a number of well-being goals including improving health, culture, heritage and sustainable resource use. The Act provides the legislative framework for the preparation of Local Well-being Plans which will replace Single Integrated Plans. Given that sustainable development is the core underlying principle of the LDP (and SEA) there are clear associations between the aspirations of both the LDP and Act/Local Well-being Plans. Indeed, it is considered that the LDP evidence base, SEA/SA and AMR will inform the Council's Local Well-being Plan. Moving forward, sustainable development principles will continue to inform any review of the Plan.

Environment (Wales) Act 2016

This Act received Royal Assent in March 2016 and came into force on 21st May 2016 and sits alongside the Planning (Wales) Act 2015 and the Well-being of Future Generations (Wales) Act 2015 in promoting sustainable use, management and development of Welsh resources. The Environment (Wales) Act introduces new legislation for the environment and provides an iterative framework which ensures that managing Wales' natural resources sustainably will be a core consideration in decision-making. It requires Natural Resources Wales (NRW) to prepare a State of Natural Resources Report that provides an assessment of natural resources and considers the extent to which they are being sustainably managed. The Act also requires Welsh Government to produce a National Natural Resources Policy that sets out the priorities, risks and opportunities for managing Wales' natural resources sustainably. NRW will also produce a local evidence base (Area Statements) to help implement the priorities, risks and opportunities identified in the National Policy and set out how these will be addressed. Any subsequent implications for the LDP will be given further consideration as necessary.

Historic Environment (Wales) Act 2016

The Historic Environment (Wales) Act 2016 received Royal Assent in March 2016. The Act makes important changes to the two main UK laws that provide the legislative framework for the protection and management of the historic environment: the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings

and Conservation Areas) Act 1990. The Act will give more effective protection to listed buildings and scheduled ancient monuments; improve the sustainable management of the historic environment; and introduce greater transparency and accountability into decisions taken on the historic environment. While some of the Act's measures came into force in May 2016, the majority will require further secondary legislation or other preparations before they are brought into effect later in 2017 or in 2018. Any implications for the LDP will be given further consideration as necessary.

Public Health (Wales) Act 2017

The Public Health (Wales) Act 2017 received Royal Assent in July 2017. The Act makes changes to the law in Wales to improve health and prevent avoidable health harms. Some of the relevant changes in the Act include the production of a national strategy on preventing and reducing obesity and a requirement to undertake Health Impact Assessment (HIA) on key decisions.

National Planning Policy Amendments

Planning Policy Wales (Edition 10, December 2018)

Since the LDP was adopted in January 2016 Welsh Government have issued a completely revised version of Planning Policy Wales (Edition 10) in December 2018. This has been re-drafted so that the seven well-being goals and five ways of working of the Well Being of Future Generations Act 2015 is fully integrated into policy. It also puts the concept of placemaking into the heart of national planning policy in order to ensure that planning decisions consider all aspects of well-being and deliver new development which is sustainable and provides for the needs of all people.

Planning Policy Wales (Edition 11, February 2021)

In February 2021 Planning Policy Wales (Edition 11) was issued. This is a factual update to Planning Policy Wales (Edition 10) and proposed a number of changes to take account of new legislation and guidance that had been issued since its publication in December 2018, notably the Socio-economic duty, policy changes regarding housing land supply, Building Better Places and Future Wales.

Technical Advice Notes (TANs)

TAN 12 Design and Guidance on Site Context Analysis was updated in March 2016, TAN4 Retail and Commercial Development in November 2016 and TAN 20 Planning and the Welsh Language in October 2017. In addition a new TAN 24 The Historic Environment was published in October 2017 which replaced previous Welsh Office Circulars covering this issue. The potential implications of the changes to these TAN's for the LDP are provided in the relevant policy analysis section.

Future Wales: A National Plan for 2040

The Welsh Government published the final version of Future Wales on 24th February 2021. This document replaces the Wales Spatial Plan and sets out a 20 year spatial

framework for land use in Wales. Future Wales is a key part of the development plan system in Wales and sits at the top of the development plan hierarchy. It provides a framework for the provision of new infrastructure/growth and seeks to address key national priorities through the planning system, including sustaining and developing a vibrant economy, achieving decarbonisation and climate-resilience, developing strong ecosystems and improving the health and wellbeing of our communities.

Building Better Places

This guidance sets out the Welsh Government's planning policy priorities to assist in taking action in the recovery period after the Covid-19 pandemic crisis. The guidance places the planning system at centre stage when considering built and natural environment issues that have arisen from the pandemic. The guidance should be read in parallel with PPW and seeks to signpost the key planning policies and tools in PPW which should be used to aid the recovery from the pandemic in Wales.

Regional Context

Cardiff Capital Region and City Deal

South-East Wales is identified as a new city-region in Wales, covering Cardiff and South-East Wales Local Authorities. As set out in the report 'Powering the Welsh Economy'¹, the Cardiff Capital Region is intended to encourage the ten local authorities and other key partners in its boundaries to work together and collaborate on projects and plans for the area. A transition board has been established although Progress remains at an early stage and at present the potential consequences for the LDP are not clear. Similarly the Authorities forming the Capital Region are continuing to work on a City Deal bid to fund projects aimed at boosting the competitiveness of the region over the next 20 years. Of note, the City Deal document was signed by the 10 local authority leaders, Secretary of State for Wales, Chief Secretary to the Treasury and First Minister in March 2016. The progress of the Cardiff Capital Region agenda, City Deal Bid and any subsequent implications for the LDP will be given further consideration in subsequent AMRs where appropriate.

Local Context

Capital Ambition – Our continuing commitments to Cardiff

This sets out the Administration's five-year policy agenda for the city. The plan focuses on four main areas: Working for Cardiff - making sure everyone who lives and works here can contribute to, and benefit from, the city's success. Working for Wales - A successful Wales needs a successful capital city. Working for the future - Managing the city's growth in a sustainable way. Working for public services - Making sure public services are delivered efficiently, effectively and sustainably in the face of rising demands and reduced budgets. The Corporate Plan (2020-2023) and the Well-Being Plan 2018-2023 are the key documents in delivering Capital Ambition.

Cardiff Well-Being Plan 2018-2023

Under the provisions of the Well-Being of Future Generations Act, every Public Service Board in Wales must publish a Local Well-Being Plan by May 2018.

Having undertaken a local well-being assessment to understand the city's strengths and challenges, Cardiff's Public Services Board (PSB) has produced a Local Well-being Plan – a 5 year plan to respond to the issues raised.

The Well-being Plan sets out the Cardiff PSB's priorities for action focusing on the areas of public service delivery which fundamentally require partnership working between the city's public and community services, and with the citizens of Cardiff.

The Plan contains Well-being Objectives, high-level priorities that the Cardiff PSB has identified as being most important. It also contains 'Commitments,' or practical steps that the city's public services, together, will deliver over the next 5 years.

Bilingual Cardiff 5 Year Welsh Language Strategy

The strategy was published in March 2017 following Cabinet and full Council consideration. It sets out our priorities for facilitating and promoting the Welsh language in Cardiff with our partners, starting our journey to becoming a truly bilingual capital for Wales.

Strategic Equality Plan

In March 2016 the Council adopted a new plan to set out the Council's equality priorities for the next four years. Seven new Equality Objectives were agreed in conjunction with local citizens and third sector organisations. These new Equality Objectives are shaping the Council's policy, service delivery, and support to employees – eliminating discrimination, advancing equality of opportunity, and fostering good relations between different groups.

Transport White Paper

The Council's transport White Paper, lays out an ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality in the Welsh capital. The White Paper lists a series of projects which could revolutionise public transport options in Cardiff and the region, including:

- Expanding current Metro plans to deliver more new tram/train routes and stations in Cardiff and the region
- Introducing new Bus Rapid Transit services and Park & Ride sites;
- Lowering the cost of bus travel significantly
- Delivering safer walking and cycling routes
- Offering real travel options designed to get people out of their cars and onto public transport.

Clean Air Plan

The Council is very aware of the concerns for air quality impacts and recognise that there is no defined "safe level" when describing levels of air quality. Recent public

health concerns have focussed on elevated nitrogen dioxide (NO₂) levels. The Council is committed to achieving levels as low as reasonably practicable by demonstrating levels beyond the annual objective set for NO₂ set as 40µg/m³.

In order to improve the air quality in Cardiff, action needs to be taken across the city as a whole. As a result The Council has developed and published a Clean Air Plan which was undertaken in order to comply with a legal direction which was issued by Welsh Government in 2018. This direction required the Council to develop a Plan to address air quality concerns as a number of road links in Cardiff were forecasted to exceed the legal limits for NO₂ beyond 2021 if no additional action was taken.

The Council's plan and funding for approximately £20M was fully approved by Welsh Ministers at the end of December 2019, and this Plan will implement a number of measures to reduce NO₂ levels across Cardiff and these include:

- Implementation of Electric Buses – 36 Electric Buses to be implemented on a number of routes across Cardiff;
- Bus Retro Fitting Programme to clean up older polluting buses;
- Taxi Licensing Policy to only grant new licenses to vehicles which comply with the latest emission standards;
- City Centre Transportation Improvements ; and
- Further Active Travel Measures

These measures have been assessed to not only ensure compliance with the legal levels for NO₂ are achieved by the end of 2021, but also ensure that levels across the City are further reduced in order to protect and improve the health of residents.

Cardiff Older Persons' Housing Strategy 2019 - 2023

This strategy sets out how the Council and its partners will deliver the best housing outcomes for all older people in Cardiff. The Strategy has a number of key aims, including planning new homes and communities to address future housing and care needs across all tenures and building strong inclusive communities and tackling social isolation.

The Council's Economic Strategy Building More Homes and Better Jobs

The Economic Strategy contains 3 parts – a spatial strategy, an industrial strategy and underpinning themes to support the strategy and sets out a number of priorities and projects aimed at delivering the Council's aims for the economy over the next 10 years including: generating 20,000 additional jobs for the city –region; creating Wales first significant commercial business cluster in Central Square, Central Quay and Callaghan Square; establishing Cardiff Bay as a leading UK urban visitor destination in its own right; putting Cardiff at the heart of the UK's Creative and Digital sector; positioning Cardiff as a national centre for Reg-Tech as part of its fin-tech and cyber security cluster; strengthening Cardiff city-region's place as the focal point for advanced manufacturing in Wales, focusing on compound semi-conductors and life sciences; supporting the city's communities and districts to take advantage of the city's growth and; establishing stronger city-region governance that delivers for Wales.

Cardiff 2030 A Ten Year Vision for a Capital City of Learning and Opportunity

This strategy was launched in October 2019 and includes aims to continue to enhance and develop the education estate in order to meet the changing demographic and societal requirements of the city. The strategy includes commitments to deliver the 21st Century Schools Programme including new/rebuilt schools and deliver new schools to take account of population growth and economic development in the city through the LDP.

Cardiff Recovery Strategy

In response to the issues raised by the pandemic the Council have prepared a strategy which outlines what is required during the Covid-19 recovery period to ensure that the city centre, and wider local and district centres, fully support local businesses, retailing, and the wider range of positive social and leisure activity associated with Cardiff city centre.

The strategy identifies essential interventions for creating a safe city centre and sets out key actions at a city-wide level which will enable an integrated strategic approach across the city, based on social distancing and ensuring people's safety while social distancing is required. The roll out of these interventions will be accompanied by targeted information and publicity.

The strategy comprises the following elements:

A Safe City Centre – In order to support three key strands of activity – employment retail and hospitality the strategy includes an operational management plan for the city centre which identifies measures to facilitate social distancing requirements, including queuing, routes for circulation/movement, spill-out space and information, including signage and street ambassadors. It outlines an approach to facilitating events and activities, which will attract users back to the city centre.

A Safe Connected City - Measures include a package of safety and greening in local and district centres such as pavement widening, cycle routes, speed restrictions and more significant measures where appropriate, with a pilot scheme in Wellfield Road. Other key locations such as parks and universities will be identified and schemes developed to ensure social distancing and effective access.

In addition urgently required measures to mitigate the loss of public transport capacity will include walking and cycling schemes, safety measures (for example, pavement widening), bus priority schemes and ongoing engagement with operators, such as Transport for Wales and Cardiff Bus. Additional car parking capacity and 'park and pedal/stride' schemes will also be explored.

A systematic 'pop up' cycle network will encourage additional use of the mode and provide connectivity into the city centre, local centres and transport/demand hubs. Additional cycle parking will be delivered.

One Planet Cardiff

The One Planet Cardiff Strategy provides a response to the climate emergency declared by the Council in 2019. The strategy contains a vision that:

- Sets out the Council's 10 year ambition to be Carbon Neutral in its own activities;
- Calls on the whole city, all citizens, young and old, schools, key partners, employers and stakeholders to positively work with us to develop a City-Wide road map and action plan for a carbon neutral City by 2030;
- Identifies opportunities that could reframe the Cardiff economy in a way that is resilient, robust and long-term, ensuring that Cardiff is one of the leading UK green cities; and
- Defines the immediate programmes and opportunities that we urgently need to address.

The strategy analyses the scope and scale of the challenge facing the Council and the City, and also highlights the opportunities that could arise from positive action to address this challenge. It outlines the significant progress that we've made to date to address our carbon footprint and then proposes a wide range of immediate and potential actions that will form the basis of our longer term response to the climate emergency. The Council have consulted widely on the draft strategy and this will inform a detailed committed action plan.

General Economic Trends

Economic Activity

Key economic activity data for Cardiff and Wales from the LDP base date of 2006 to the current monitoring period is shown in the tables below. The data demonstrates that Cardiff has experienced improved economic performance in relation to these indicators with employment, unemployment and earnings indicators all higher than the LDP base date of 2006. These economic indicators will be considered in subsequent AMRs and any potential implications recorded.

Economically Active – In Employment

	Cardiff	Wales
April 2006 to March 2007	66.7%	69.1%
April 2007 to March 2008	68.9%	69.3%
April 2008 – March 2009	69.5%	68.4%
April 2009 – March 2010	68.15	66.6%
April 2010 – March 2011	64.7%	66.4%
April 2011 – March 2012	65.5%	66.7%
April 2012 – March 2013	65.5%	67.6%
April 2013 – March 2014	69.4%	69.5%
April 2014 – March 2015	65.6%	69.3%
April 2015 – March 2016	69.1%	71.1%
April 2016 to March 2017	69.1%	71.4%

April 2017 to March 2018	72.0%	72.7%
April 2018 to March 2019	79.0%	76.7%
April 2019 to March 2020	74.8%	73.7%
April 2020 to March 2021	74.5%	72.8%

Source: Nomis

Economically Active – Unemployed

	Cardiff	Wales
April 2006 to March 2007	6.2%	5.3%
April 2007 to March 2008	6.1%	5.6%
April 2008 – March 2009	6.9%	6.8%
April 2009 – March 2010	8.7%	8.3%
April 2010 – March 2011	8.9%	8.4%
April 2011 – March 2012	9.1%	8.4%
April 2012 – March 2013	10%	8.3%
April 2013 – March 2014	8.1%	7.4%
April 2014 – March 2015	8.4%	6.8%
April 2015 – March 2016	6.7%	5.4%
April 2016 – March 2017	4.8%	4.4%
April 2017 – March 2018	6.0%	4.9%
April 2018 – March 2019	4.6%	4.5%
April 2019 – March 2020	3.8%	3.7%
April 2020 to March 2021	3.8%	3.7%

Source: Nomis

Gross Weekly Pay Full-Time Workers (Earnings by Residence)

	Cardiff	Wales
April 2006 to March 2007	£442.2	£414.8
April 2007 to March 2009	£453.2	£424.8
April 2008 – March 2009	£483.0	£444.6
April 2009 – March 2010	£499.3	£456.2
April 2010 – March 2011	£498.5	£455.1
April 2011 – March 2012	£495.4	£454.9
April 2012 – March 2013	£503.6	£475.3
April 2013 – March 2014	£496.4	£480.0
April 2014 – March 2015	£519.0	£487.6
April 2015 – March 2016	£534.4	£499.2
April 2016 – March 2017	£538.5	£505.9
April 2016 – March 2017	£534.4	£499.2
April 2017 – March 2018	£538.5	£505.9
April 2018 – March 2019	£536.7	£518.6
April 2019 – March 2020	£582.6	£540.7
April 2020 to March 2021	£543.6	£541.7

Source: Nomis

House Prices

As demonstrated in the table below, Land Registry data indicates that in general average house prices in Cardiff have increased over the current monitoring period. Average prices in 2020 at £235,054 were higher than the 2006 baseline price (£154,183). The data below shows that house prices have risen by 52% during the monitoring period.

Cardiff Average House Prices 2006 to 2021

Time Period	Average House Price
2006	£154,183
2007	£163,694
2008	£163,811
2009	£139,651
2010	£152,568
2011	£147,842
2012	£154,122
2013	£156,101
2014	£165,942
2015	£176,134
2016	£188,739
2017	£192,273
2018	£200,659
2019	£208,016
2020	£211,331
2021	£235,054

Source: Land Registry

Supplementary Planning Guidance

A number of supplementary planning guidance (SPG) documents to support key LDP policy areas have been approved during the current monitoring period. These are:

- Houses in Multiple Occupation
- Waste Collection and Storage Facilities
- Locating Waste Management Facilities
- Planning Obligations
- Tall Buildings
- Residential Design Guide
- Childcare SPG
- Planning for Health and Well-being
- Infill Design Guidance
- Residential Extensions and Alterations Guidance
- Green Infrastructure (including Technical Guidance Notes relating to Open Space, Ecology and Biodiversity, Trees, Soils, Public Rights of Way and River Corridors)
- Safeguarding Business and Industrial Land and Premises
- Food, Drink and Leisure Uses

- Archaeologically Sensitive Areas
- Managing Transportation Impacts (including Parking Standards)
- Flat Conversions
- Student Accommodation
- Shop Fronts and Signs Guidance

Work on other SPG is ongoing and progress on these will be reported in the next AMR.

Summary

As detailed above, new legislation and national, regional and local plans, policies and strategies have emerged during the current monitoring period, some of which may have implications for the future implementation of the LDP. Subsequent AMRs will continue to provide updates on relevant contextual material which could affect the Plan's future implementation.

4. LDP Monitoring Process

How is the LDP Monitored?

Section 5 considers the extent to which the LDP's strategy is being realised with reference to the performance of particular policies against the indicators, targets and triggers contained within the LDP monitoring framework. The structure of the section is as follows:

Strategic objective

This is the starting point for the monitoring process. The AMR replicates each of the 4 overarching LDP objectives set out below from which the LDP policies flow.

- **Objective 1** – To respond to evidenced economic needs and provide the necessary infrastructure to deliver development
- **Objective 2** – To respond to evidenced social needs
- **Objective 3** – To deliver economic and social needs in a co-ordinated way that respects Cardiff's environment and responds to the challenges of climate change
- **Objective 4** – To create sustainable neighbourhoods that form part of a sustainable city

Contextual information

Significant contextual information that has been published since the Plan's adoption is outlined where relevant to a particular strategic policy. This will enable the AMR to determine whether the performance of a policy has been affected by contextual changes. These can include new or amended legislation, national, regional and local plans, policies or strategies as well as external social and economic trends which could affect the delivery of the LDP such as economic conditions. Any such changes lie outside the remit of the LDP.

Indicators

The LDP monitoring framework contains a variety of core and local indicators which will inform policy progress and achievement. The selection of these indicators has been guided by the need to identify output indicators which are able to measure quantifiable physical activities that are directly related to the implementation of LDP policies.

Several of the core indicators are either prescribed by LDP Regulation 37 or recommended by the LDP Manual for their ability to enable an assessment of the implementation of national policy. Further core indicators were identified on the basis of their ability to provide useful information on whether the delivery of the LDP strategy is progressing as anticipated.

The local indicators supplement the core indicators and have been selected based on the availability and quality of data and their relevance to the local area. Some local contextual indicators have also been included which cover key local characteristics against which LDP policies operate.

Targets

The policy indicators are associated with corresponding targets which provide a benchmark for measuring policy implementation. Given the length of the plan period, it is necessary to incorporate 'milestone' targets to determine whether the Plan is progressing towards meeting the overall strategy. The timeframe attributed to such targets primarily relates to the anticipated delivery of development. The Council will investigate any policy that fails to meet its target. The level of consideration given to such policies within the AMR will depend on the reasons identified for the failure and the significance of the policy for the delivery of the overall plan strategy.

Triggers

Trigger levels have also been included for certain targets to more accurately help measure plan performance. They will provide an indication of when policy targets are not being met, or insufficient progress is being made towards meeting them.

Analysis

Having regard to the indicators, relevant targets, triggers and monitoring outcomes, the AMR assesses whether the Plan's policies are being implemented as intended and whether the LDP objectives and strategy are being achieved. This includes the identification and further investigation of any policy that fails to meet its target and/or has reached its trigger point. However, the fact that a policy reaches its trigger level does not automatically imply that the policy is failing. The analysis will consider whether such performance may be due to extraneous circumstances or could be justified in the context of the overall policy framework. In certain instances it has been difficult to identify meaningful trends due to the limited amount of data available and consequently some of the conclusions drawn are preliminary and will need to be verified by a longer period of monitoring. In instances where the Council has been unable to monitor an indicator or where an indicator has been superseded, an explanation will be provided in the relevant policy analysis section.

Recommendations

Taking account of the policy analysis, appropriate recommendations are provided including a statement of any necessary actions required. If policies are found to be failing the AMR will set out clear recommendations on what, if anything, needs to be done to address this.

Overall findings for each strategic objective

Finally, for each strategic objective, an overall statement of performance is provided and a conclusion made on whether that particular objective is being achieved through the combination of policies identified.

Policy Performance Traffic Light Rating

As a visual aid in monitoring the effectiveness of the Plan’s strategic policies and to provide a quick reference overview of policy performance a ‘traffic light’ rating is included for relevant indicators as follows:

Continue Monitoring (Green)	
Where indicators are suggesting the LDP Policies are being implemented effectively and there is no cause for review.	
Training Required (Blue)	
Where indicators are suggesting that LDP policies are not being implemented as intended and further officer or Member training is required.	
Supplementary Planning Guidance Required (Purple)	
Indicators may suggest the need for further guidance to be provided in addition to those already in the Plan.	
Further Research (Yellow)	
Where indicators are suggesting the LDP policies are not being as effective as they should, further research and investigation is required.	
Policy Review (Orange)	
Where indicators are suggesting the LDP policies are failing to implement the strategy a formal review of the Policy is required. Further investigation and research may be required before a decision to formally review is confirmed.	
Plan Review (Red)	
Where indicators are suggesting the LDP strategy is failing and a formal review of the Plan is required. This option to fully review the Plan will need to be fully investigated and undertaken following serious consideration.	

Sustainability Appraisal Monitoring Framework

The Sustainability Appraisal Monitoring expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) monitoring objectives. The SA identifies 26 indicators developed to measure the environmental, economic and social impacts of the LDP. This is set out in Section 6 of the AMR.

This section provides a detailed assessment of whether the Plan's strategic policies, and associated supporting policies, are being implemented as intended and whether the LDP objectives and strategy are being achieved. Appropriate recommendations are subsequently provided, together with necessary actions to address any policy implementation issues identified through the monitoring process. Aligned with the LDP, the analysis is set out in strategic policy order.

5. LDP Monitoring Policy Analysis

Contextual Indicators

Contextual Indicators	Target	Trigger	Result 2016/17	Result 2017/18	Result 2018/19	Result 2019/20	Result 2020/21
Annual unemployment rate	The annual unemployment rate decreases	The annual unemployment rate increase for two or more consecutive years	5.3%	6.0%	4.6%	3.8%	3.8%
Percentage of population in the 100 most deprived wards in Wales	The percentage of population in the 100 most deprived wards in Wales decreases	The percentage of population in the 100 most deprived wards in Wales increases for 2 or more consecutive years	The latest Welsh Index of Multiple Deprivation data from 2015 shows that 12% of the population of Cardiff is in the 100 most deprived wards in Wales	Next update to Welsh Index of Multiple Deprivation planned for 2019	Next update to Welsh Index of Multiple Deprivation planned for 2019	The latest Welsh Index of Multiple Deprivation data from 2019 shows that 10% of the population of Cardiff is in the 100 most deprived wards in Wales	Date to be agreed for next update to Welsh Index of Multiple Deprivation
Level of Police recorded crime in Cardiff	Police Recorded Crime rates decrease	Police Recorded Crime rates increase for two or more consecutive years.	In the quarter ending December 2016, crime rates were up in Cardiff (and in the South Wales force area)	In the quarter ending December 2017, crime rates were up in Cardiff (and in the South Wales force area)	In the quarter Ending December 2018, crime rates were down in Cardiff compared with the corresponding	In the quarter Ending December 2019, crime rates were down in Cardiff compared with the corresponding	In the quarter Ending December 2020, crime rates were down in Cardiff compared with the corresponding

Contextual Indicators	Target	Trigger	Result 2016/17	Result 2017/18	Result 2018/19	Result 2019/20	Result 2020/21
			compared with the corresponding quarter in 2015. Crime rates in Cardiff increased from 23.08 crimes per thousand residents to 25.32 crimes per thousand residents.	compared with the corresponding quarter in 2016. Crime rates in Cardiff increased from 25.32 crimes per thousand residents to 28.33 crimes per thousand residents.	quarter in 2017. Crime rates in Cardiff decreased from 28.23 crimes per thousand residents to 27.72 crimes per thousand residents.	quarter in 2018. Crime rates in Cardiff decreased from 27.72 crimes per thousand residents to 27.0 crimes per thousand residents.	quarter in 2019. Crime rates in Cardiff decreased from 27.0 crimes per thousand residents to 23.51 crimes per thousand residents.
Percentage of adults meeting recommended guidelines for physical activity	The percentage of adults meeting recommended guidelines for physical activity increases annually over the Plan period	The percentage of adults meeting recommended guidelines for physical activity decreases for two of more consecutive years	62% of adults reported being physically active for more than 150 mins in the previous week 23% of adults reported being physically active for less than 30 mins in the previous week	58% of adults reported being physically active for more than 150 mins in the previous week 27% of adults reported being physically active for less than 30 mins in the previous week	56% of adults reported being physically active for more than 150 mins in the previous week 31% of adults reported being physically active for less than 30 mins in the previous week	57% of adults reported being physically active for more than 150 mins in the previous week 29% of adults reported being physically active for less than 30 mins in the previous week	57% of adults reported being physically active for more than 150 mins in the previous week 29% of adults reported being physically active for less than 30 mins in the previous week
Waste Reduction Rate	Waste reduction rate of 1.2%	The waste reduction rate falls below	The amount of household waste collected	The amount of household waste collected	The amount of household waste	The amount of household waste collected	The amount of household waste collected

Contextual Indicators	Target	Trigger	Result 2016/17	Result 2017/18	Result 2018/19	Result 2019/20	Result 2020/21
	annually to 2050	1.2% for two or more consecutive years	and generated between 2014/15 and 2015/16 increased by 3% from 170,715 to 177,457 tonnes	and generated between 2015/16 and 2016/17 decreased by 0.3% from 177,457 to 176,952 tonnes	collected and generated between 2016/17 and 2017/18 decreased by 2.3% from 176,952 to 172,852 tonnes	and generated between 2017/18 and 2018/19 decreased by 1.4% from 172,852 to 170,523 tonnes.	and generated between 2018/19 and 2019/20 increased by 0.6% from 170,523 to 171,528 tonnes.

Objective 1 – To respond to evidenced economic needs and provide the necessary infrastructure to deliver development

Topic Area: Employment Land Permitted on Allocated Sites

Relevant LDP Policies: KP2, KP9, EC1 – EC7

Indicator reference: OB1 EC1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
Core Employment land permitted (ha) on allocated sites as a percentage of all employment allocations.		None			None
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
Total land area of Allocations=132ha Employment development permitted on allocated sites (April 2016 - 31 st March 2017) = 11.6ha. This equates to 9%	Total land area of Allocations =132ha Employment development permitted on allocated sites (April 2017 - 31 st March 2018) = 2.12 ha. This equates to 1.7%	Total land area of Allocations =132ha Employment development permitted on allocated sites (April 2018 – 31 st March 2019) = 3.16 ha. This equates to 2.4%.	Total land area of Allocations =132ha Employment development permitted on allocated sites (April 2019 – 31 st March 2020) = 2.07 ha. This equates to 1.7 %	Total land area of Allocations =132ha Employment development permitted on allocated sites (April 2020 – 31 st March 2021) = 0.78 ha. This equates to 0.6 %	

Analysis

The monitoring table below provides a breakdown of employment land permitted during the monitoring period on allocated sites.

Application No.	Proposal	Address	Site Area (ha)	Status
20/00102/MJR	Refurbishment and extensions to former brewhouse for a mixed-use development and retention of associated chimney	The Brewery, Crawshay Street, Butetown	0.78	Not started (Granted 13.05.20)

The employment land permitted (ha) on allocated sites during the period 1st April 2020 to 31st March 2021 as a percentage of all employment allocations is 0.6 %, which is lower than the previous 12 months. Please note a significant area of the Cardiff Central Enterprise Zone allocation has an existing development footprint, or has already been developed during the LDP plan period.

It is also worth noting that although the take up in terms of hectares would appear low, the scheme permitted is high density, high rise office development, which has a smaller land requirement. In relation to Strategic Site KP2 (H): South of St Mellons Business Park (employment only) an application for outline permission was received on the 13th of January 2021 (21/00076/MJR) and is awaiting determination in due course.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Employment Land Take Up

Indicator reference: OB1 EC2

Relevant LDP Policies: KP2, KP9, EC1-EC7

Indicator reference: OB1 EC2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
Core Annual Employment land take up (based on completions) in Cardiff (including on Strategic Sites – Policy KP2)		Offices (B1) = 27,000-33,400 sqm annually. Industrial (B1 b/c, B2, B8) = 4 to 7 ha annually			Offices (B1) = Take up is more than 10% above or below the target for 2 or more consecutive years (B1b/c, B2, B8) = Take up is more than 10% above or below the target for two or more consecutive years.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
Office Take Up (April 2016 to April 2017) = 9760 sqm Industrial Take up (April 2016 to April 2017) = 12.3 ha	Office Take Up (April 2017 to April 2018) = 14,969 sqm Industrial Take up (April 2017 to April 2018) = 0.5 ha	Office Take Up (April 2018 to April 2019) = 39,726 sqm Industrial Take up (April 2018 to April 2019) = 1.6 ha	Office Take Up (April 2019 to April 2020) = 36,710 sqm Industrial Take up (April 2019 to April 2020) = 0.46 ha	Office Take Up (April 2020 to April 2021) = 728 sqm (please see analysis) Industrial Take up (April 2020 to April 2021) = 1.04 ha	

Analysis

Office Take up is based on completions during the period April 2020 to 31st March 2021. In this period only 728 sqm of office floorspace was completed. This floorspace related to a change of use on the upper floor of 9-11 The Hayes. This is considerably below the target set, however there are a number of significant city centre offices nearing completion. Notably land at the north of John Street (13,275 sqm) and the office development which forms part of the Transport Interchange development, at Central Square (14,111 sqm).

If these figures were to be considered this would provide a further 27,386 sqm of office floorspace, which would fall within the target range. It is likely that these developments would have been completed during this monitoring period if it was not for the impacts of Covid 19 and its impacts on the construction industry at the early stages of lock down. It is also worth noting that the previous two years office take-up figures exceeded targets.

Taking these figures and factors into consideration, Cardiff's Office market is still deemed to be strong, and no concerns are raised in relation to this indicator.

Industrial Take-up is based on completions during the period April 2020 to 31st March 2021. Take up has been low during this period with only 1.04 hectares developed. Completions, included 0.9 ha light industrial development at Penarth Road (Former Cardiff Sabb), and 0.14 ha for B2 development at Rover way (Sims Metal Recovery Plant).

Although falling well short of the annual target there are also a number of current planning permissions for industrial use. The most significant developments in the pipeline being 15.4 ha of commercial development (B2 and B8 uses), on land adjacent to Longships Road and Compass Road, Cardiff Bay, and a proposed development to take up 16.5 ha of land for a Biomass Power plant, with industrial accommodation (B8 use class). There are also a number applications for small start-up units, which will likely be completed in next year's monitoring period. Taking these factors into consideration no concerns are raised in relation to this indicator.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Loss of Employment Land

Relevant LDP Policies: KP2, EC1 – EC7

Indicator reference: OB1 EC3

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger	
LOCAL Amount of employment land lost to non-employment uses in primary and local employment sites (Policy EC1)		No loss of employment land (Policy EC1) unless in accordance with Policy EC3.			No loss of employment land on EC1 protected sites, except for developments which have been considered a complimentary use under Policy EC2, or which have been considered to satisfy Policy EC3.	
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021		
No loss of employment land occurred on EC1 protected sites except where the proposal was considered a complimentary use under Policy EC2, or which satisfied policy EC3.	No loss of employment land occurred on EC1 protected sites except where the proposal was considered a complimentary use under Policy EC2, or which satisfied policy EC3.	No loss of employment land occurred on EC1 protected sites except where the proposal was considered a complimentary use under Policy EC2, or which satisfied policy EC3.	No loss of employment land occurred on EC1 protected sites except where the proposal was considered a complimentary use under Policy EC2, or which satisfied policy EC3.	No loss of employment land occurred on EC1 protected sites except where the proposal was considered a complimentary use under Policy EC2, or which satisfied policy EC3.		

Analysis

In relation to uses permitted on employment land, 3 D1 uses (2 clinics and 1 place of worship) and 3 leisure uses (gyms and training swimming pool) were approved. In all cases the units were vacant despite marketing and the D1 uses approved also had a B1 office element.

It is therefore considered that Policy EC1 and Policy EC3 are functioning effectively. The council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issues.

Recommendations

No action is required as present. Continue to monitor.

Topic Area: Employment Provision Cardiff Central Enterprise Zone

Relevant LDP Policies: KP2(A), KP9, EC1 – EC7

Indicator reference: OB1 EC4

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
Local Employment provision of Allocated Sites (KP2 (A) – Cardiff Central Enterprise Zone)		Employment densities for B1 use at least 14.5 per sqm (gross external value)			No trigger is set at present but will be revised once further details are known
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
Office completions – 9760sq m Offices under construction- 23,380sq m Offices in pipeline (since April 2016) with planning permission – 157,897sq m	Office completions – 14,969sq m Offices under construction – 42,652sq m Offices in pipeline (since April 2017) with planning permission – 13,275sq m	Office completions – 39,726 sq m Offices under construction – 42,652sq m Offices in pipeline (since April 2018) with planning permission – 49,328sq m.	Office completions – 37,331 sq m Offices under construction – 23,593sq m Offices in pipeline (since April 2019) with planning permission – 18,761 sq m (<i>amended</i>)	Office completions – 0 sq m Offices under construction – 27,386 sq m Offices in pipeline (since April 2020) with planning permission – 25,384 sq m.	
Analysis					
<p>Within the Allocated Site (KP2A) there have been no completions within the monitoring period. However, there are a number of significant city centre offices nearing completion. Notably land at the north of John Street (13,275 sqm) and the office development which forms part of the Transport Interchange development, at Central Square (14,111 sqm). It is likely that these developments would have been completed during this monitoring period if it was not for the impact of Covid 19 and its impact on the construction industry at the early stages of lock down.</p>					

Since April 2020 a further 25,384 sqm of office floorspace is in the pipeline with planning permission.
Please see monitoring table below for a breakdown of employment land permitted during the monitoring period on allocated sites.

Under Construction				
17/02615/MJR	HYBRID APPLICATION COMPRISING OF FULL APPLICATION FOR THE PROPOSED MIXED USE COMMERCIAL BUILDING ON THE SOUTH SITE NO.1 JOHN STREET OUTLINE APPLICATION PROPOSED MIXED USE COMMERCIAL & LEISURE HOTEL FOR THE NORTH SITE NO.2 JOHN STREET. INCLUDING ASSOCIATED PARKING, PUBLIC REALM AND LANDSCAPE WORKS.	LAND ON THE NORTH AND SOUTH SIDE OF JOHN STREET, CALLAGHAN SQUARE, BUTETOWN	13,275 sqm	Under Construction
18/01705/MJR	TRANSPORT INTERCHANGE, ANCILLARY RETAIL/COMMERCIAL UNITS, RESIDENTIAL, 10,318SQ M OFFICE FLOORSPACE	SITE OF FORMER MARLAND HOUSE AND NCP CAR PARK	10,318 sq m	Under Construction Superseded by 19/03052 to extend the office development by 3,792sq m

			In total 14,111sq m	
Not Started				
18/00735/MJR	11 STOREY BUILDING WITH 25,725 SQ M PRIMARILY FOR OFFICE USE WITH GYM (D2), MARKET PLACE/RETAIL AT GROUND FLOOR	LAND AT BRAINS BREWERY AND ADJACENT TO SOUTH OF CARDIFF CENTRAL STATION	25,735 sq m	Not started Superseded by 19/03171/MJR
19/03171/MJR	VARIATION OF CONDITION 2 TO REDUCE THE SCALE OF OFFICE BUILDING	LAND AT BRAINS BREWERY AND ADJACENT TO SOUTH OF CARDIFF CENTRAL STATION	18,761 sq m	Not started
20/00102/MJR	REFURBISHMENT AND EXTENSIONS TO FORMER BREWHOUSE FOR A MIXED-USE DEVELOPMENT AND RETENTION OF ASSOCIATED CHIMNEY	THE BREWERY, CRAWSHAY STREET, BUTETOWN, CARDIFF, CF10 5DS	6623 sqm	Not started
Recommendations				
No action is required at present. Continue to monitor.				

Topic Area: Employment Provision North West Cardiff

Relevant LDP Policies: KP2(C), KP9, EC1 – EC7

Indicator reference: OB1 EC5

Contextual Changes: There have been no significant contextual change relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Employment provision on Allocated Sites – (KP2 C – North West Cardiff)		15,000sq m (B1 & B1(b&c))			No trigger is set at present but will be revised once further details are known.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
15,500sq m B1(a), B1(b) & B1(c) included in planning application (ref 14/02733/MJR) approved 20/03/2017	The office development granted planning permission as part of this strategic residential led mixed use development has not yet started.	The office development granted planning permission as part of this strategic residential led mixed use development has not yet started.	The office development granted planning permission as part of this strategic residential led mixed use development has not yet started.	The office development granted planning permission as part of this strategic residential led mixed use development has not yet started.	
Analysis					
<p>Planning permission 14/02733/MJR granted 20/03/2017 for residential led mixed use development of this strategic sites which includes the target level of B1 floorspace.</p> <p>Although not yet started, the residential development has begun. It is therefore considered that policy KP2 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Employment Provision North of Junction 33

Relevant LDP Policies: KP2 (D&E), KP9, EC1 – EC7

Indicator reference: OB1 EC6

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Employment provision on Allocated Sites – (KP2 D&E – North of J33 & South of Creigiau)		3ha by J33 plus 2.5ha flexible local employment space.			No trigger set at present but will be revised one further details are known.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
6.7ha employment space including interchange included in planning application (ref 14/00852/MJR) granted 28/02/2017.	Not yet started	Not yet started	Not yet started	Not yet started	
Analysis					
Planning permission 14/00825/MJR granted 28/02/2017 for the residential led mixed use development of this strategic site which includes the target level of employment floorspace. Development has not yet started.					
As the site has been granted permission it is considered that policy KP2 D&E is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of this policy framework relating to this issue.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Employment Provision North East Cardiff

Relevant LDP Policies: KP2(F), KP9, EC1-EC7

Indicator reference: OB1 EC7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Employment provision on Allocated Sites – (KP2 F – North East Cardiff)		6.5ha B1 & B1 (b&c) employment space Employment provision on Allocated Sites – (KP2 F – North East Cardiff)			No trigger is set at present but will be revised once further details are known.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No application submitted to date	No application submitted to date	No application submitted to date	No application submitted to date	Whilst various phases of the Churchlands residential development are being developed, the employment element is not yet started	
Analysis					
Not started. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Employment Provision South of St Mellons Business Park

Relevant LDP Policies: KP2(H), KP9, EC1 - EC7

Indicator reference: OB1 EC8

Contextual Changes: There have been no significant contextual change relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Employment provision on Allocated Sites – (KP2H- South of St. Mellons Business Park)		80,000 to 90,000sq m (B1(b))/(c)			No trigger is set at present but will be revised once further details are known.
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
No application submitted to date	No application submitted to date	No application submitted to date	No application submitted to date	Current application (21/00076/MJR) for up to 90,000sq m B1, B2, B8. To be determined.	
Analysis					
Current application (21/00076/MJR) for up to 90,000sq m B1, B2, B8. To be determined.					
The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issues.					
Recommendations					
Continue to monitor.					

Topic Area: Net Job Creation

Relevant LDP Policies: KP1, KP9, EC1 – EC7

Indicator reference: OB1 EC9

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Net job creation over the remaining Plan period (Total = 40,000 over whole Plan period, 20,900 jobs created between 2006 and 2015).		19,100 by 2026 or 1,736 annually. Target is set at 1,750 jobs annually over the remaining plan period.			If annual creation of new jobs falls more than 10% below the anticipated rate of 1,750 jobs for 2 or more consecutive year.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
Total jobs in Cardiff – 204,000 in 2015 (latest Nomisweb.co.uk figures 2015)	Total jobs in Cardiff – 208,000 in 2016 (latest Nomisweb.co. uk figures (2016).	Total jobs in Cardiff – 214,000 in 2017 (latest Nomisweb.co uk figures, 2017).	Total jobs in Cardiff – 212,000 in 2018 (latest Nomisweb.co uk figures, 2018).	Total jobs in Cardiff – 213,000 in 2019 (latest Nomisweb.co uk figures, 2019).	
Analysis					
The total number of jobs in Cardiff is 213,000 jobs, an increase of 1,000 jobs since the last AMR. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.					
Recommendations					
No action required at present. Continue to monitor.					

Topic Area: Active A1 Retail Units within District and Local Centres

Relevant LDP Policies: R1 – R8

Indicator reference: OB1 EC10

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target		Trigger	
Active A1 (retail) units within District and Local Centres remaining the predominant use.		A1 units comprising 40% of all units within District & Local Centres (Base Level in 2013).		A1 units comprising less than 40% of all units within a centre.	
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
District Centres – Average of 46% active retail units within centres. Local Centres – Average of 47% active A1 retail units within centres.	District Centres – Average of 45% active A1 retail units within centres. Local Centres – Average of 46% active A1 retail units within centres.	District Centres – Average of 44% active A1 retail units within centres. Local Centres – Average of 44% active A1 retail units within centres. For an individual breakdown see analysis section.	Due to Covid no equivalent data available for 2020.	District Centres – Average of 44% active A1 retail units within centres. Local Centres – Average of 48% active A1 retail units within centres. For an individual breakdown see analysis section.	

Analysis

District Centres

<i>District Centre</i>	<i>Total No of Units</i>	<i>No active A1 (retail) units</i>	<i>Percentage Active A1 (retail) units</i>
Albany Road/Wellfield Road	198	91	46%
City Road	170	65	38%
Clifton Street	101	52	51%
Cowbridge Road East	188	79	42%
Crwys Road/Woodville Road	132	53	40%
Bute Street/James Street	63	17	27%
Merthyr Road, Whitchurch	94	48	51%
Penarth Road/Clare Road	72	33	48%
St Mellons	20	9	45%
Thornhill	7	4	57%
Whitchurch Road	121	43	36%
		Average	44%

The average percentage of active A1 retail units within District Centres is 44%. The majority of District Centres exceed the 40% target with the exception of Bute Street/James Street, Whitchurch Road and City Road. It is acknowledged that Bute Street/James Street has historically had a large element of restaurants/cafes given its location within Mermaid Quay, Cardiff Bay.

Whitchurch Road and City Road fall just below the 40% threshold. City Road has a number of student accommodation schemes currently taking place which when complete will provide ground floor retail units.

Local Centres

Local Centre	Total No of Units	No active A1 (retail) units	Percentage of Active A1 (retail) units
Birchgrove	48	18	38%
Bute Street (Loudoun Square)	12	9	75%
Cathedral Road	27	13	48%
Countisbury Avenue	35	19	54%
Caerau Lane	9	6	67%
Fairwater Green	16	8	50%
Gabalfa Avenue	15	5	33%
Grand Avenue	20	6	30%
High Street, Llandaff	34	12	35%
Maelfa, Llanedeyrn*	12	8	67%
Newport Road, Rumney	48	24	50%
Rhiwbina Village	47	25	53%
Salisbury Road	45	14	31%
Splott Road	38	14	37%
Station Road, Llanishen	29	14	48%
Station Road, Llandaff North	32	16	50%
Station Road, Radyr	14	7	50%
Tudor Street	35	12	34%
Willowbrook Drive	4	2	50%
Wilson Road	15	8	53%
		Average	48%

The average percentage of active A1 retail units within Local Centres is 48%. This is the highest average % of active A1 units across all centres recorded since the first AMR (April 2016/March 2017). The majority of Local Centres exceed the 40% target with the exception of Birchgrove, Gabalfa Avenue, Grand Avenue, High Street Llandaff, Salisbury Road, Splott Road and Tudor Street.

Tudor Street is currently undergoing a regeneration programme which should encourage future A1 occupation and lift the percentage score for this centre in the near future.

It is also significant to note, a number of centres have experienced an increase in the number of active A1 units, including Countisbury Avenue, Caerau Lane, Maelfa (following redevelopment), Newport Road, Rhiwbina and Station Road in Llanishen and Llandaff North.

Recommendations

No action is required at present. The majority of centres are providing a strong retail function and those centres which fall below the 40% threshold have all experienced % increases in active A1 retail units since the last AMR, demonstrating a positive upward trend in A1 occupancy rates. Continue to monitor.

Topic Area: Protected City Centre Shopping Frontages

Relevant LDP Policies: R2, R3

Indicator reference: OB1 EC11

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Proportion of protected City Centre shopping frontages with over 50% Class A1 (Shop) units.		100%			90%
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
54 of the city centres 64 Protected Shopping Frontages had over 50% Class A1 units in 2016/17.	In 2017/18, 53 of the city centres 64 Protected Shopping Frontages had 50% or more Class A1 units.	In 2018/19, 53 of the city centres 64 Protected Shopping Frontages have 50% or more Class A1 units.	In 2019/20, 53 of the city centres 64 Protected Shopping Frontages have 50% or more Class A1 units.	In 2020/21, 53 of the city centres 64 Protected Shopping Frontages have 50% or more Class A1 units.	
Analysis					
<ul style="list-style-type: none"> The Council's City Centre Land Use and Floor Space survey (LUFS) is undertaken each autumn. The first Performance AMR survey undertaken in October 2016 identified that 54 out of city centres 64 Protected Shopping Frontages comprised of 50% or more Class A1 units. It was noted at the time that the 10 Protected Shopping Frontages which were identified as falling below the 50% threshold were weaker frontages that have not historically achieved 50%, but were included as protected frontages in the LDP for their group value within the Central Shopping Area (CSA). 					

- It was therefore recommended that 54 Protected Shopping Frontages represents the 100% target for the future monitoring of this benchmark.
- The 2020/21 survey identifies that 53 out of city centres 64 Protected Shopping Frontages comprised of 50% or above Class A1 units. This represents a total of 98.1% when measured against the first AMR target of 54 frontages (100%).
- Due to Covid-19 restrictions, the 5th AMR survey work has been undertaken through the monitoring of Change of Use planning applications relating to Protected Shopping Frontage units received during the monitoring period.

Recommendations

No actions are triggered.

Topic Area: Vacancy Rates in Central Shopping Area, District and Local Centres

Relevant LDP Policies: KP10, R1 – R8

Indicator reference: OB1 EC12

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger					
Percentage of ground floor vacant retail units in the Central Shopping Area, District and Local Centres	Vacancy level are no higher than the national UK average (12.3%, March 2020).	Vacancy levels rise above national UK average for more than two consecutive years.					
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021			
District Centres – Average of 6% vacancy rate within centres.	District Centres – Average of 7% vacancy rate within centres.	District Centres – Average of 10% vacancy rate within centres.	District Centres – Unable to collect survey data due to Covid-19 lockdown.	District Centres – Average of 10% vacancy rate within centres			
Local Centres – Average of 7% vacancy rate within centres.	Local Centres – Average of 9% vacancy rate within centres.	Local Centres – Average of 8% vacancy rate within centres	Local Centres – Unable to collect survey data due to Covid-19 lockdown.	Local Centres – Average of 7% vacancy rate within centres			
Central Shopping Area – vacancy rate of 13.9%.	Central Shopping Area – vacancy rate of 12.2%.	Central Shopping Area – vacancy rate of 10.7%.	Central Shopping Area – vacancy rate of 10.9%.	Central Shopping Area – Unable to collect survey data due to Covid-19 lockdown.			

For an individual breakdown see analysis section.

Analysis			
<p>Prior to Covid-19 Lockdown, the GB vacancy rate across all shopping locations was 12.2% in March 2020, an increase from 12.1% in December 2019. The vacancy rate was 12.3% for High Streets (12.1% in Dec19); 14.1% for Shopping Centres (14.4% in Dec19); and 8.2% for Retail Parks (8.1% in Dec19). <i>Source: British Retail Consortium BRC-LDC Vacancy Monitor 11 May 2020 (Q1 results / prior to lockdown).</i></p>			
District Centres			
<i>District Centre</i>	<i>Total No of Units</i>	<i>No vacant retail units</i>	<i>Percentage vacant retail units</i>
Albany Road/Wellfield Road	198	13	7%
City Road	170	17	10%
Clifton Street	101	14	14%
Cowbridge Road East	188	16	9%
Crwys Road/Woodville Road	132	9	7%
Bute Street/James Street	63	18	29%
Merthyr Road, Whitchurch	94	6	6%
Penarth Road/Clare Road	72	5	7%
St Mellons	20	3	15%
Thornhill	7	0	0%
Whitchurch Road	121	10	8%
		Average	10%
<p>The average vacancy rates for District Centres is 10% and below the nation UK average of 12.3%.</p> <p>3 of the District Centres are above the 12.3% vacancy trigger; Clifton Street (14% vacancy), Bute Street/James Street (29% vacancy) and St Mellons (15% vacancy). Clifton Street, whilst over the trigger target remains a resilient centre, given the impact of Covid 19.</p>			

Bute/Street James Street District Centre has a large element of restaurants/cafes given its location within Mermaid Quay, Cardiff Bay and Mermaid Quay is undergoing a programme of modernisation.

With regard to St. Mellons, there have been recent applications relating to vacant units and the vacancy rate has improved since the last monitoring period.

Continue to monitor these centres for improvement next year.

Local Centres 2021

<i>Local Centre</i>	<i>Total No of Units</i>	<i>No vacant retail units</i>	<i>Percentage vacant retail units</i>
Birchgrove	48	6	12%
Bute Street (Loudoun Square)	12	0	0%
Cathedral Road	27	2	7%
Countisbury Avenue	35	1	3%
Caerau Lane	9	1	11%
Fairwater Green	8	0	0%
Gabalfa Avenue	15	5	33%
Grand Avenue	20	2	10%
High Street, Llandaff	34	3	9%
Maelfa, Llanedeyrn*	12	0	0
Newport Road, Rumney	48	4	8%
Rhiwbina Village	47	1	2%
Salisbury Road	45	4	9%
Splott Road	38	4	10%
Station Road, Llanishen	29	1	3%
Station Road, Llandaff North	32	1	3%

Station Road, Radyr	29	1	3%
Tudor Street	35	10	28%
Willowbrook Drive	4	0	0%
Wilson Road	15	0	0%
		Average	7%

The average vacancy rates for Local Centres is 7% and below the national UK average of 12.3%.

2 of the Local Centres are above the 12.3% vacancy trigger; Gabalfa Avenue (33%) with 5 vacant units and Tudor Street (28%) having 10 vacant units.

Tudor Street is undergoing a programme of regeneration at present and once complete occupancy rates are expected to rise.

Central Shopping Area (CSA)

Retail units have been closed during the 5th AMR monitor period of 1st April 2020 to 31st March 2021 due to the restrictions of the Covid-19 pandemic, as such it has not been possible to collect accurate survey data during this time. The next survey is due to be undertaken once shops have reopened in (anticipated) autumn 2021 and the results will be reported in the 6th AMR.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Retail Development Outside Designated Centres

Relevant LDP Policies: KP10, R1, R2, R3, R4, R5, R6, R7 & R8

Indicator reference: OB1 EC13

Contextual Changes: There have been no significant contextual changes relating to this policy during the monitoring period.

Indicator		Target			Trigger
LOCAL Number of retail developments permitted outside the Central Shopping Area and District and Local Centres not in accordance with Policy R6 and an assessment of need and strict application of the sequential test.		No retail developments permitted outside these areas (unless in accordance with Policy R6 and an assessment of need and strict application of the sequential test).			1 or more retail development permitted outside the Central Shopping Area and District and Local Centres not in accordance with Policy R6 and an assessment of need and strict application of the sequential test.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
27 applications approved for retail development outside designated centres. 7 applications were accompanied by an assessment of need and sequential test. The remaining 20 were not accompanied by an assessment as specific	17 applications approved for retail development outside designated centres. 3 applications were accompanied by an assessment of need and the sequential test. The remaining 14 were not accompanied by an assessment as specific	25 applications approved for retail development outside designated centres. None of the applications were accompanied by an assessment of need and the sequential test as specific circumstance did not require them.	9 applications approved for retail development outside designated centres. 3 applications were accompanied by an assessment of need and the sequential test. The remaining 6 were not accompanied by an assessment as specific circumstance did not require them.	7 applications approved for retail development outside designated centres. 3 were accompanied by proportionate retail planning statements. The remaining 4 were not as specific circumstances did not require them.	

circumstance did not require them.	circumstances did not require them.			
Analysis				
<p>7 applications for development within Use Class A were permitted outside designated centres. 3 of the proposals submitted an assessment of need and demonstrated that they satisfied the sequential test.</p> <p>4 applications did not require an assessment of need and the sequential test as;</p> <ul style="list-style-type: none"> - In all cases the floorspace was below the TAN 4 threshold or; - The retail floorspace formed part of a mixed use scheme e.g. ground floor use in high rise residential development; or; - The retail floorspace was considered complementary/ancillary in business/industrial areas or; - The retail floorspace consisted of POD units on out of centre retail parks which were considered complementary/ancillary to the retail park and not considered retail destinations in their own right such that they would negatively impact designated centres or; - The retail floorspace related to the change of use or the variation of condition of premises already in commercial use and/or in smaller shopping parades. <p>It is therefore considered that Policy R6 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>				
Recommendations				
No action required at present. Continue to monitor.				

Topic Area: Achievement of 50:50 Modal Split

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Indicator reference: OB1 EC14

Contextual Changes: There remains a global COVID-19 (SARS-COV-2) pandemic, the UK having first entered a period of social distancing from the 16/03/2020, followed by nationwide lockdown from the 24/03/2020. This in turn has fundamentally altered people's travel patterns and behaviour, although travel has recently begun to return to a degree of normality in response to Covid recovery. The proportion of the workforce commuting versus working from home, is currently estimated to be around 60% vs. 30% respectively (the remaining 10% being on furlough/other), which is in-line with Welsh Government's long-term aspiration for the equivalent of 30% of the workforce to be continuing to work from home at any one time. Crucially, Cardiff released its Transport White Paper in January 2020, which in-line with One Planet Cardiff, sets out its ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality. Due to the pandemic, it was not feasible to conduct the usual Cardiff Annual Transport Survey in 2020, on which the monitoring for this objective is based, as the situation was continually evolving and travel patterns changing accordingly. Nevertheless, transport trends have been closely monitored throughout the pandemic using various local data sources in combination with published mobility data for Cardiff. Therefore, comparing the performance of 2020/2021 against 2019/2020 (pre-pandemic) will instead be based on this data, albeit that individual journey purposes cannot be monitored, only the total of all journeys.

Indicator	Target	Trigger
<p>Local Achievement of 50:50 modal split for all journeys by 2026</p>	<p>Increase the sustainable travel proportion of the modal split by 1% per annum for each journey purpose:</p> <ul style="list-style-type: none"> 1) Work = 45.2% (2014) 2) Education = 57.8% (2014) 3) Shopping (City Centre) = 67.1% (2014) 4) Shopping (Other) = 43.2% (2014) 5) Leisure = 58% (2014) 	<p>Failure to achieve an annual increase of 1% for each journey purpose for two or more consecutive years</p>

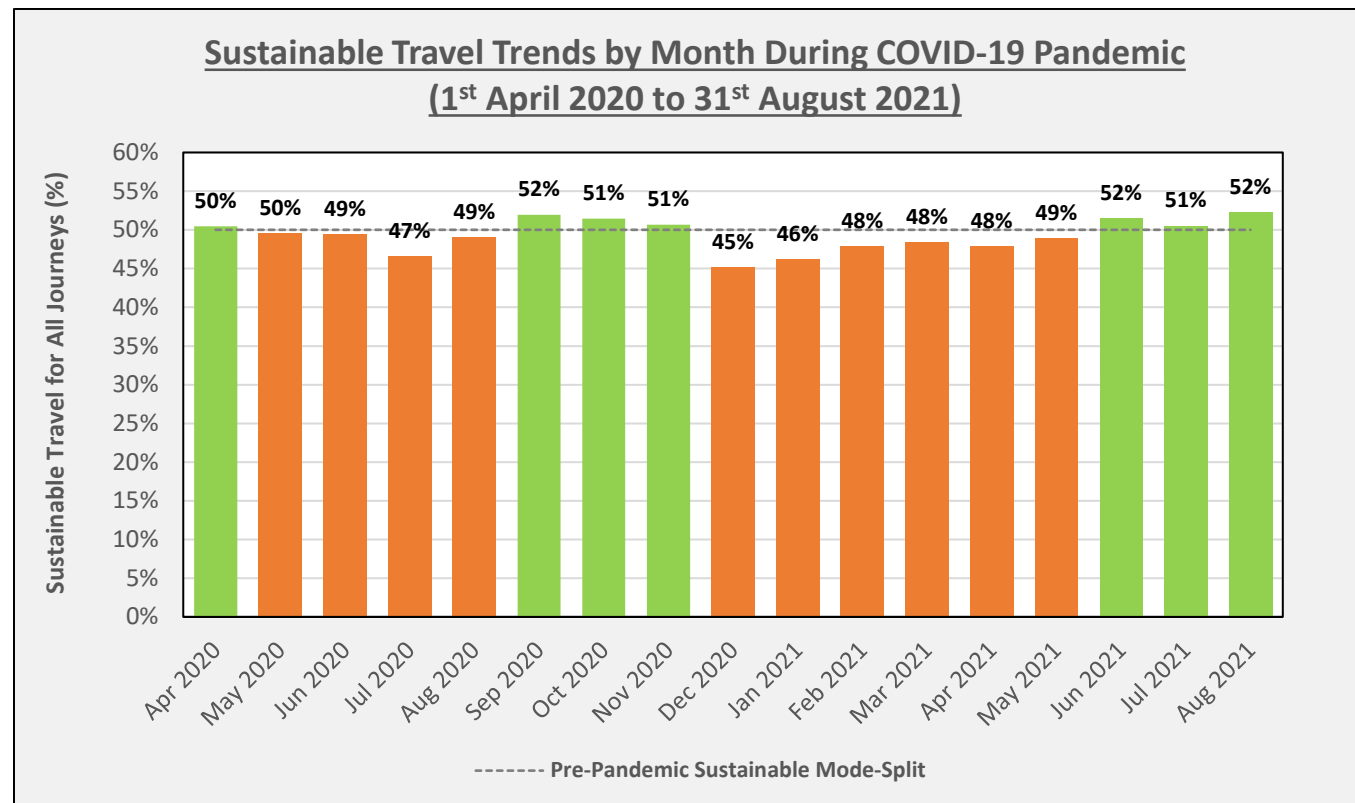
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021
<p>1) Work: 2014 = 45.2% 2015 = 45.0% (↓) -0.2% 2016 = 48.1% (↑) +3.1%</p> <p>2) Education: 2014 = 57.8% 2015 = 50.4% (↓) -7.4% 2016 = 59.6% (↑) +9.2%</p> <p>3) Shopping (City Centre): 2014 = 67.1% 2015 = 66.0% (↓) -1.1% 2016 = 67.9% (↑) +1.9%</p> <p>4) Shopping (Other): 2014 = 43.2% 2015 = 41.3% (↓) -1.9% 2016 = 45.6% (↑) +4.3%</p> <p>5) Leisure: 2014 = 58.0% 2015 = 54.8% (↓) -3.2%</p>	<p>1) Work: 2016 = 48.1% 2017 = 48.4% (↑) +0.3%</p> <p>2) Education: 2016 = 59.6% 2017 = 55.9% (↓) -3.7% -3.7%</p> <p>3) Shopping (City Centre): 2016 = 67.9% 2017 = 64.7% (↓) -3.2% -3.2%</p> <p>4) Shopping (Other): 2016 = 45.6% 2017 = 38.8% (↓) -6.8% -6.8%</p> <p>5) Leisure: 2016 = 60.2% 2017 = 56.4% (↓) -3.8% -3.8%</p>	<p>1) Work: 2017 = 48.4% 2018 = 53.6% (↑) +5.3%</p> <p>2) Education: 2017 = 55.9% 2018 = 59.1% (↑) +3.1%</p> <p>3) Shopping (City Centre): 2017 = 64.7% 2018 = 67.3% (↑) +2.6%</p> <p>4) Shopping (Other): 2017 = 38.8% 2018 = 42.9% (↑) +4.2%</p> <p>5) Leisure: 2017 = 56.4%</p>	<p>1) Work: 2018 = 53.6% 2019 = 60.8% (↑) +7.2%</p> <p>2) Education: 2018 = 59.1% 2019 = 61.7% (↑) +2.6%</p> <p>3) Shopping (City Centre): 2018 = 67.3% 2019 = 70.7% (↑) +3.4%</p> <p>4) Shopping (Other): 2018 = 42.9% 2019 = 49.0% (↑) +6.1%</p> <p>5) Leisure: 2018 = 58.8%</p>	<p>All Journeys:</p> <p>1st April 2019 to 16th March 2020 (pre-pandemic average) = 50%</p> <p>1st April 2020 to 31st March 2021 (average during pandemic) = 49% (↓) -1%</p>

2016 = 60.2% (↑) +5.4%		2018 = 58.8% (↑) +2.5%	2019 = 63.7% (↑) +4.9%	
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Analysis

While the proportion of sustainable travel over the past year as a whole (1st April 2020 to 31st March 2021) has reduced slightly, in particular as a result of a decrease in travel by public transport, nevertheless, in recent months the proportion of sustainable travel has mostly been higher than in 2019, as is demonstrated in figure 1.14.1.

Figure: 1.14.1



Cardiff therefore remains on-track for achieving the LDP target of 50:50 modal split for all journeys by 2026. However, it should be noted, that Cardiff's Transport White Paper sets out even more ambitious aspirations to achieve 37:63 by 2025, and 24:76 by 2030, the challenge will be in attaining this in the face of increased growth from development.

Apart from the significant impact of COVID-19 itself, it is worth being mindful that the choice to travel sustainably is nevertheless subject to a number of variables, many of which are externalities outside of the Council's direct influence.

Examples of factors which may impact on mode-choice include but are not limited to – fuel prices, bus/rail fares, inflation, level of bus service provision, population trends, congestion effects in terms of bus journey times/reliability, parking availability/charges, changes in travel patterns (e.g. the rise in internet shopping or increased working from home), weather conditions, public health trends, infrastructure improvements etc.

Recommendations

No action is required at present. Continue to monitor as per during the pandemic, and look to reinstate the Annual Transport Survey from 2022 onwards.

Topic Area: Percentage of People Walking

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Indicator reference: OB1 EC15

Contextual Changes: There remains a global COVID-19 (SARS-COV-2) pandemic, the UK having first entered a period of social distancing from the 16/03/2020, followed by nationwide lockdown from the 24/03/2020. This in turn has fundamentally altered people's travel patterns and behaviour, although travel has recently begun to return to a degree of normality in response to Covid recovery. The proportion of the workforce commuting versus working from home, is currently estimated to be around 60% vs. 30% respectively (the remaining 10% being on furlough/other), which is in-line with Welsh Government's long-term aspiration for the equivalent of 30% of the workforce to be continuing to work from home at any one time. Various active travel measures have been adopted across the city over the past year in order to support active travel as part of the COVID-19 recovery, including the Wellfield Road Scheme from June 2020. Crucially, Cardiff released its Transport White Paper in January 2020, which in-line with One Planet Cardiff, sets out its ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality. Due to the pandemic, it was not feasible to conduct the usual Cardiff Annual Transport Survey in 2020, on which the monitoring for this objective is based, as the situation was continually evolving and travel patterns changing accordingly. Nevertheless, transport trends have been closely monitored throughout the pandemic using various local data sources in combination with published mobility data for Cardiff. Therefore, comparing the performance of 2020/2021 against 2019/2020 (pre-pandemic) will instead be based on this data, albeit that individual journey purposes cannot be monitored, only the total of all journeys.

Indicator	Target	Trigger
Local Percentage of people walking (all journeys)	An annual increase of journeys made on foot for each journey purpose: 1) Work = 15.9% (2014) 2) Education = 24.1% (2014) 3) Shopping (City Centre) = 16.7% (2014) 4) Shopping (Other) = 22.3% (2014) 5) Leisure = 19% (2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years

Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021
<p>1) Work: 2014 = 15.9% 2015 = 16.6% (↑) +0.7% 2016 = 17.9% (↑) +1.3%</p> <p>2) Education: 2014 = 24.1% 2015 = 22.6% (↓) -1.5% 2016 = 27.6% (↑) +5.0%</p> <p>3) Shopping (City Centre): 2014 = 16.7% 2015 = 16.5% (↓) -0.2% 2016 = 18.4% (↑) +1.9%</p> <p>4) Shopping (Other): 2014 = 22.3% 2015 = 22.2% (↓) -0.1% 2016 = 23.5% (↑) +1.3%</p>	<p>1) Work: 2016 = 17.9% 2017 = 14.0% (↓) -3.9%</p> <p>2) Education: 2016 = 27.6% 2017 = 23.3% (↓) -4.3%</p> <p>3) Shopping (City Centre): 2016 = 18.4% 2017 = 16.1% (↓) -2.3%</p> <p>4) Shopping (Other): 2016 = 23.5% 2017 = 19.9% (↓) -3.6%</p>	<p>1) Work: 2017 = 14.0% 2018 = 15.0% (↑) +1.0%</p> <p>2) Education: 2017 = 23.3% 2018 = 26.6% (↑) +3.3%</p> <p>3) Shopping (City Centre): 2017 = 16.1% 2018 = 16.9% (↑) +0.8%</p> <p>4) Shopping (Other): 2017 = 19.9% 2018 = 21.1% (↑) +1.2%</p>	<p>1) Work: 2018 = 15.0% 2019 = 18.3% (↑) +3.3%</p> <p>2) Education: 2018 = 26.6% 2019 = 21.9% (↓) -4.7%</p> <p>3) Shopping (City Centre): 2018 = 16.9% 2019 = 17.5% (↑) +0.6%</p> <p>4) Shopping (Other): 2018 = 21.1% 2019 = 23.4% (↑) +2.3%</p>	<p>All Journeys:</p> <p>1st April 2019 to 16th March 2020 (pre-pandemic average) = 19%</p> <p>1st April 2020 to 31st March 2021 (average during pandemic) = 18% (↓) -1%</p>

5) Leisure: 2014 = 19.0% 2015 = 18.9% (↓) -0.1% 2016 = 21.8% (↑) +2.9%	5) Leisure: 2016 = 21.8% 2017 = 17.8% (↓) -4.0%	5) Leisure: 2017 = 17.8% 2018 = 18.0% (↑) +0.2%	5) Leisure: 2018 = 18.0% 2019 = 17.4% (↓) -0.6%	
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Analysis

While the proportion of travel by walking over the past year as a whole (1st April 2020 to 31st March 2021) has reduced slightly due to repeated restrictions on travel, nevertheless, between August and November of 2020 the proportion walking was increased, and since May 2021 the proportion walking has mostly been significantly higher than in 2019, as is demonstrated in figure 1.15.2.

Comparing various data sources on walking for 2019/2020 versus 2020/2021, it is clear that walking has experienced mixed fortunes over the past year, with City Centre footfall in particular being low. Nevertheless, as of August 2021, walking has either been close to pre-pandemic levels or else has increased relative to 2019/2020 levels. These are summarised in figure 1.15.1 below.

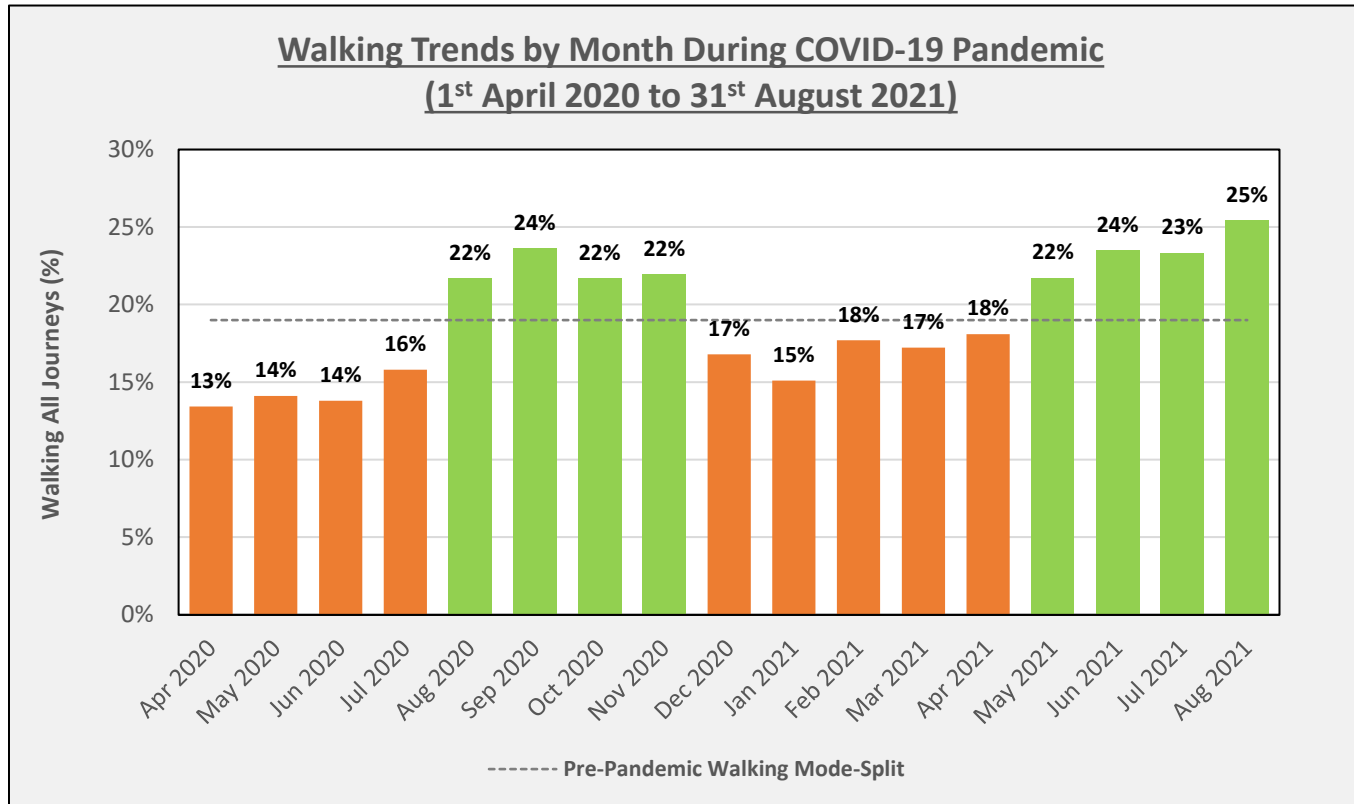
Figure: 1.15.1

	2021/2020 vs. 2019/2020	August 2020 vs. 2019/2020
Footfall on Eastern Bay Link	95% (↓) -5%	88% (↓) -12%
City Centre Footfall	37% (↓) -63%	95% (↓) -5%
Footfall on Cardiff Barrage	139% (↑) +39%	113% (↑) +13%
Footfall on Pont y Werin	110% (↑) +10%	105% (↑) +5%
Walking - Apple Mobility	60% (↓) -40%	130% (↑) +30%

The Ask Cardiff Survey 2020 was conducted in October to November of 2020 and published in January 2021, this showed that overall Cardiff residents indicated that they had walked 48% more than they had over the past year.

Some of the key factors influencing the choice to walk as with sustainable travel in general, have been discussed in OB1 EC14 (Achievement of 50:50 Modal Split). Nevertheless, amongst the most significant factors for walking are generally weather conditions and the distance being travelled.

Figure: 1.15.2



Recommendations
No action is required at present. Continue to monitor as per during the pandemic, and look to reinstate the Annual Transport Survey from 2022 onwards.

Topic Area: Percentage of People Cycling

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Indicator reference: OB1 EC16

Contextual Changes: There remains a global COVID-19 (SARS-COV-2) pandemic, the UK having first entered a period of social distancing from the 16/03/2020, followed by nationwide lockdown from the 24/03/2020. This in turn has fundamentally altered people's travel patterns and behaviour, although travel has recently begun to return to a degree of normality in response to Covid recovery. The proportion of the workforce commuting versus working from home, is currently estimated to be around 60% vs. 30% respectively (the remaining 10% being on furlough/other), which is in-line with Welsh Government's long-term aspiration for the equivalent of 30% of the workforce to be continuing to work from home at any one time. Various active travel measures have been adopted across the city over the past year in order to support active travel as part of the COVID-19 recovery, including notably the implementation of the Cross-City Cycleway in March 2021. Also of note, the Nextbike cycle hire scheme underwent a rebranding exercise between 21/07/2021 and 03/08/2021 before becoming 'OVO Bikes'. Crucially, Cardiff released its Transport White Paper in January 2020, which in-line with One Planet Cardiff, sets out its ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality. Due to the pandemic, it was not feasible to conduct the usual Cardiff Annual Transport Survey in 2020, on which the monitoring for this objective is based, as the situation was continually evolving and travel patterns changing accordingly. Nevertheless, transport trends have been closely monitored throughout the pandemic using various local data sources in combination with published mobility data for Cardiff. Therefore, comparing the performance of 2020/2021 against 2019/2020 (pre-pandemic) will instead be based on this data, albeit that individual journey purposes cannot be monitored, only the total of all journeys.

Indicator	Target	Trigger
Local Percentage of people cycling (all journeys)	An annual increase of journeys made by bike for each journey purpose: 1) Work = 10.6% (2014) 2) Education = 9.5% (2014) 3) Shopping (City Centre) = 5.9% (2014) 4) Shopping (Other) = 5.7% (2014) 5) Leisure = 10.1% (2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years

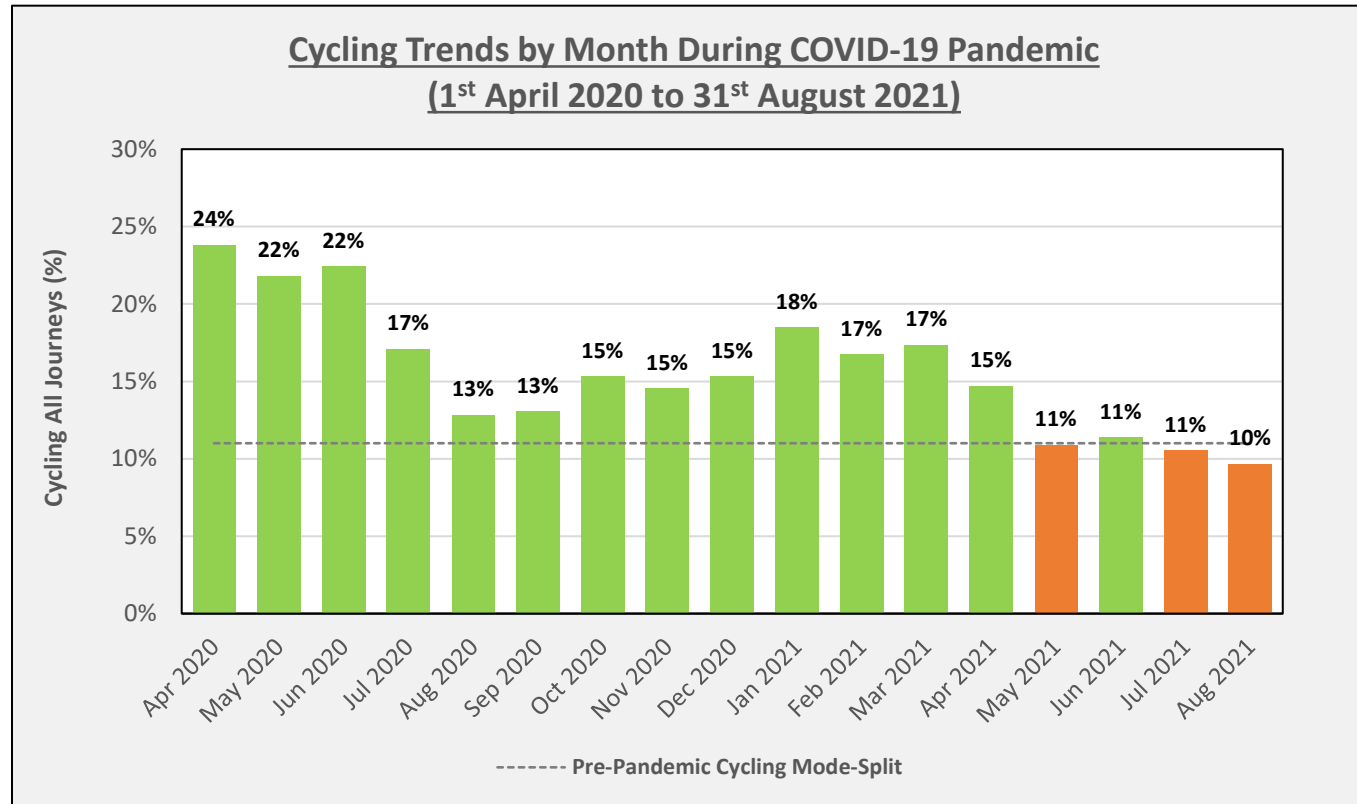
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021
<p>1) Work: 2014 = 10.6% 2015 = 10.0% (↓) -0.6% 2016 = 11.3% (↑) +1.3%</p> <p>2) Education: 2014 = 9.5% 2015 = 8.9% (↓) -0.6% 2016 = 9.6% (↑) +0.7%</p> <p>3) Shopping (City Centre): 2014 = 5.9% 2015 = 5.9% () +0% 2016 = 6.6% (↑) +0.7%</p> <p>4) Shopping (Other): 2014 = 5.7% 2015 = 5.3% (↓) -0.4% 2016 = 6.0% (↑) +0.7%</p> <p>5) Leisure: 2014 = 10.1% 2015 = 9.6% (↓) -0.5%</p>	<p>1) Work: 2016 = 11.3% 2017 = 16.5% (↑) +5.2%</p> <p>2) Education: 2016 = 9.6% 2017 = 12.8% (↑) +3.2%</p> <p>3) Shopping (City Centre): 2016 = 6.6% 2017 = 7.8% (↑) +1.2%</p> <p>4) Shopping (Other): 2016 = 6.0% 2017 = 6.6% (↑) +0.6%</p> <p>5) Leisure: 2016 = 10.0%</p>	<p>1) Work: 2017 = 16.5% 2018 = 20.3% (↑) +3.7%</p> <p>2) Education: 2017 = 12.8% 2018 = 14.0% (↑) +1.2%</p> <p>3) Shopping (City Centre): 2017 = 7.8% 2018 = 12.2% (↑) +4.4%</p> <p>4) Shopping (Other): 2017 = 6.6% 2018 = 9.7% (↑) +3.1%</p> <p>5) Leisure: 2017 = 10.8%</p>	<p>1) Work: 2018 = 20.3% 2019 = 18.9% (↓) -1.4%</p> <p>2) Education: 2018 = 14.0% 2019 = 15.7% (↑) +1.7%</p> <p>3) Shopping (City Centre): 2018 = 12.2% 2019 = 10.9% (↓) -1.3%</p> <p>4) Shopping (Other): 2018 = 9.7% 2019 = 9.0% (↓) -0.7%</p> <p>5) Leisure: 2018 = 13.9% 2019 = 13.2% (↓) -0.7%</p>	<p>All Journeys: 1st April 2019 to 16th March 2020 (pre-pandemic average) = 11%</p> <p>1st April 2020 to 31st March 2021 (average during pandemic) = 17% (↑) +6%</p>

2016 = 10.0% (↑) +0.4%	2017 = 10.8% (↑) +0.8%	2018 = 13.9% (↑) +3.1%		
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Analysis

The proportion of trips made by cycling has been consistently higher than pre-pandemic levels over the course of the past year. However, in recent months as total travel demand has recovered, and trips that previously shifted to cycling (especially public transport trips) have begun to shift back, the proportion cycling has again returned to around pre-pandemic levels, as is illustrated in figure 1.16.1.

Figure: 1.16.1



Overall, cycling has fared well over the past year and continues to do as of August 2021 as presented in figure 1.16.1, and there is no reason to believe that the target to double cycling by 2030 cannot still be achieved.

Figure: 1.16.1

	2021/2020 vs. 2019/2020	August 2020 vs. 2019/2020
Cycling at North Road	78% (↓) -22%	118% (↑) +18%
Cycling on Eastern Bay Link	116% (↑) +16%	131% (↑) +31%
OVO Bikes (Nextbike) Rentals	95% (↓) -5%	113% (↑) +13%
Cycling on Pont y Werin	122% (↑) +22%	132% (↑) +32%
Cycling Overall	110% (↑) +10%	100% () +0%

As previously discussed in OB1 EC14-15, the choice of whether to cycle is influenced by a number of key factors, some of which are externalities outside of the Council's direct influence.

Recommendations

No action is required at present. Continue to monitor as per during the pandemic, and look to reinstate the Annual Transport Survey from 2022 onwards.

Topic Area: Percentage of People Travelling by Bus

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Indicator reference: OB1 EC17

Contextual Changes: There remains a global COVID-19 (SARS-COV-2) pandemic, the UK having first entered a period of social distancing from the 16/03/2020, followed by nationwide lockdown from the 24/03/2020. This in turn has fundamentally altered people's travel patterns and behaviour, although travel has recently begun to return to a degree of normality in response to Covid recovery. The proportion of the workforce commuting versus working from home, is currently estimated to be around 60% vs. 30% respectively (the remaining 10% being on furlough/other), which is in-line with Welsh Government's long-term aspiration for the equivalent of 30% of the workforce to be continuing to work from home at any one time. Cardiff's previous bus station closed in August of 2015, and is to be replaced by the new Transport Interchange, currently under construction and anticipated to be operational in 2023. Crucially, Cardiff released its Transport White Paper in January 2020, which in-line with One Planet Cardiff, sets out its ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality. Also of note, the Council announced its intention to develop a Bus Strategy at the 15th of July 2021 Cabinet, which would involve amongst other things to 'create new Priority SMART Bus Corridors'. Due to the pandemic, it was not feasible to conduct the usual Cardiff Annual Transport Survey in 2020, on which the monitoring for this objective is based, as the situation was continually evolving and travel patterns changing accordingly. Nevertheless, transport trends have been closely monitored throughout the pandemic using various local data sources in combination with published mobility data for Cardiff. Therefore, comparing the performance of 2020/2021 against 2019/2020 (pre-pandemic) will instead be based on this data, albeit that individual journey purposes cannot be monitored, only the total of all journeys.

Indicator	Target	Trigger
Local Percentage of people travelling by bus (all journeys)	An annual increase of journeys made by bus for each journey purpose: 1) Work = 11.1% (2014) 2) Education = 13% (2014) 3) Shopping (City Centre) = 29.4% (2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years

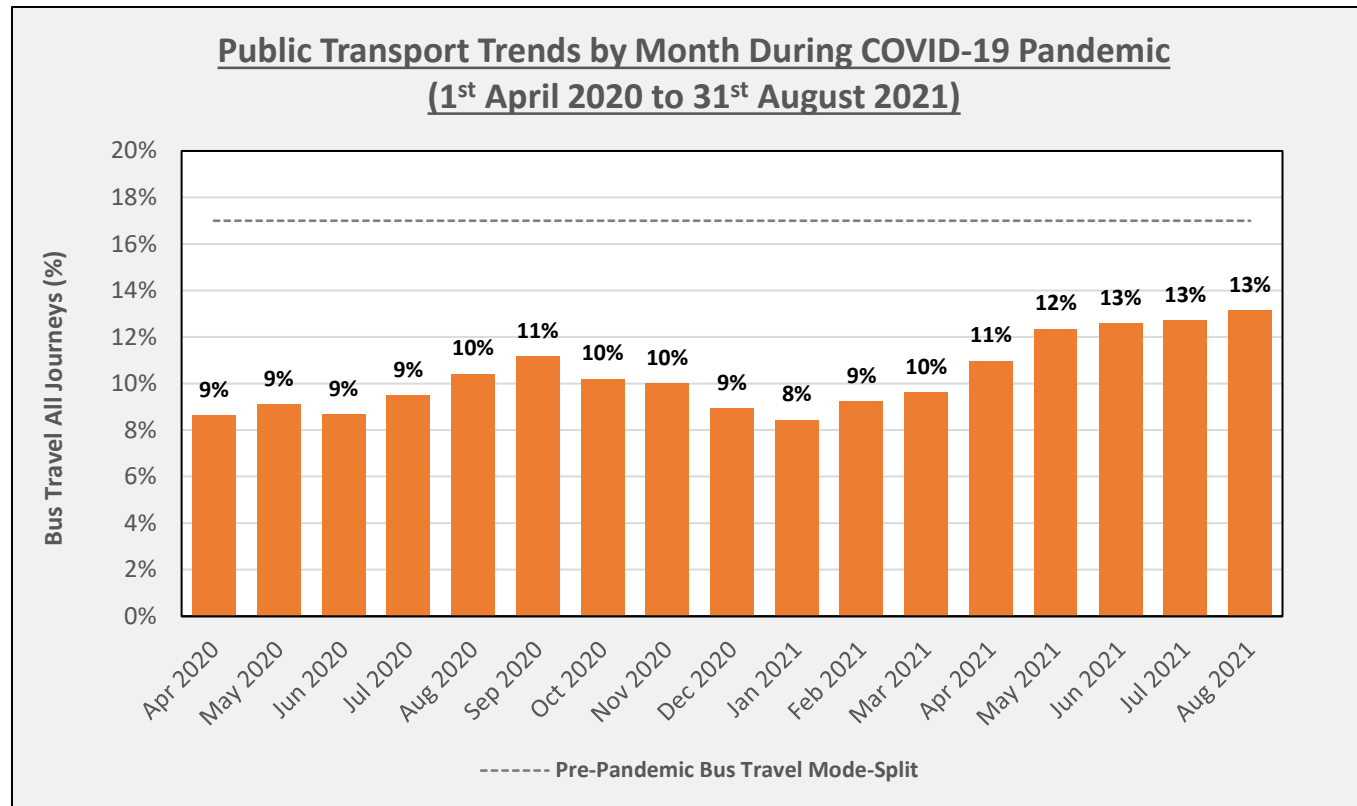
		4) Shopping (Other) = 8.6% (2014) 5) Leisure = 11.2 (2014)			
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
1) Work: 2014 = 11.1% 2015 = 10.7% (↓) -0.4% 2016 = 10.0% (↓) -0.7% 2) Education: 2014 = 13.0% 2015 = 11.6% (↓) -1.4% 2016 = 12.8% (↑) +1.2% 3) Shopping (City Centre): 2014 = 29.4% 2015 = 29.4% () +0% 2016 = 26.7% (↓) -2.7% 4) Shopping (Other): 2014 = 8.6% 2015 = 8.4% (↓) -0.2% 2016 = 8.9% (↑) +0.5% 5) Leisure: 2014 = 11.2% 2015 = 10.8% (↓) -0.4%	1) Work: 2016 = 10.0% 2017 = 9.7% (↓) -0.3% 2) Education: 2016 = 12.8% 2017 = 10.7% (↓) -2.1% 3) Shopping (City Centre): 2016 = 26.7% 2017 = 25.3% (↓) -1.4% 4) Shopping (Other): 2016 = 8.9% 2017 = 7.2% (↓) -1.7% 5) Leisure: 2016 = 10.5%	1) Work: 2017 = 9.7% 2018 = 10.6% (↑) +0.9% 2) Education: 2017 = 10.7% 2018 = 10.5% (↓) -0.2% 3) Shopping (City Centre): 2017 = 25.3% 2018 = 23.5% (↓) -1.8% 4) Shopping (Other): 2017 = 7.2% 2018 = 7.1% (↓) -0.1% 5) Leisure: 2017 = 10.3%	1) Work: 2018 = 10.6% 2019 = 15.9% (↑) +5.3% 2) Education: 2018 = 10.5% 2019 = 13.4% (↑) +2.9% 3) Shopping (City Centre): 2018 = 23.5% 2019 = 28.8% (↑) +5.3% 4) Shopping (Other): 2018 = 7.1% 2019 = 10.2% (↑) +3.1% 5) Leisure: 2018 = 10.1%	All Journeys by Public Transport (Bus and Rail Combined): 1 st April 2019 to 16 th March 2020 (pre- pandemic average) = 17% 1 st April 2020 to 31 st March 2021 (average during pandemic) = 9% (↓) -8%	

2016 = 10.5% (↓) -0.3%	2017 = 10.3% (↓) -0.2%	2018 = 10.1% (↓) -0.2%	2019 = 12.9% (↑) +2.8%	
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Analysis

Overall, it is unsurprising that public transport use has been low over the past year as illustrated in figure 1.17.1, due to travel restrictions (non-essential travel on public transport not having been permitted prior to August of 2020); limited service frequency; mandatory wearing of face masks from 27/07/2020; and limited on-board capacity such as to maintain social distancing.

Figure: 1.17.1



The reduction in use of public transport over the past year has resulted in a mode-shift accordingly to other sustainable modes, in particular cycling. At its lowest during 2020, bus use dropped to only 10% of pre-pandemic levels.

Nevertheless, the indications are that public transport use is beginning to recover, not least with the change in social distancing requirements as of May 2021, whereby all forward-facing seats were once again allowed to be used.

As of August 2021, public transport use (bus and rail combined) has returned to around 80% of pre-pandemic levels, and bus service frequency specifically is over 90% of pre-pandemic levels. Nevertheless, use of Cardiff East Park & Ride remains low at around a third of levels typically seen in 2019/2020.

Based on current use, there is some uncertainty moving forwards in terms of the achievability of the Cardiff Transport White Paper aspiration to double bus use from 2019 levels by 2030. However, it is hoped that by establishing a Cardiff Bus Strategy this will go some way to help to address this.

Recommendations

No action is required at present. Continue to monitor as per during the pandemic, and look to reinstate the Annual Transport Survey from 2022 onwards.

Topic Area: Percentage of People Travelling by Train

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Indicator reference: OB1 EC18

Contextual Changes: There remains a global COVID-19 (SARS-COV-2) pandemic, the UK having first entered a period of social distancing from the 16/03/2020, followed by nationwide lockdown from the 24/03/2020. This in turn has fundamentally altered people's travel patterns and behaviour, although travel has recently begun to return to a degree of normality in response to Covid recovery. The proportion of the workforce commuting versus working from home, is currently estimated to be around 60% vs. 30% respectively (the remaining 10% being on furlough/other), which is in-line with Welsh Government's long-term aspiration for the equivalent of 30% of the workforce to be continuing to work from home at any one time. The £5bn 15-year contract to operate the Wales and Borders franchise and to progress the South Wales Metro between 2018 and 2033, was awarded by Transport for Wales to partnership KeolisAmey in May of 2017; the responsibilities for which were transferred over from Arriva Trains Wales to the new operator 'TfW Rail' on the 14th of October 2018. In response to declining passenger numbers due to COVID-19, Transport for Wales (TfW) took over operation of the Wales and Borders rail services under a subsidiary 'Transport for Wales Rail LTD'. Crucially, Cardiff released its Transport White Paper in January 2020, which in-line with One Planet Cardiff, sets out its ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality. Due to the pandemic, it was not feasible to conduct the usual Cardiff Annual Transport Survey in 2020, on which the monitoring for this objective is based, as the situation was continually evolving and travel patterns changing accordingly. Nevertheless, transport trends have been closely monitored throughout the pandemic using various local data sources in combination with published mobility data for Cardiff. Therefore, comparing the performance of 2020/2021 against 2019/2020 (pre-pandemic) will instead be based on this data, albeit that individual journey purposes cannot be monitored, only the total of all journeys.

Indicator	Target	Trigger
Local Percentage of people travelling by train (all journeys)	An annual increase of journeys made by train for each journey purpose: 1) Work = 5.8% (2014) 2) Education = 5.2% (2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years

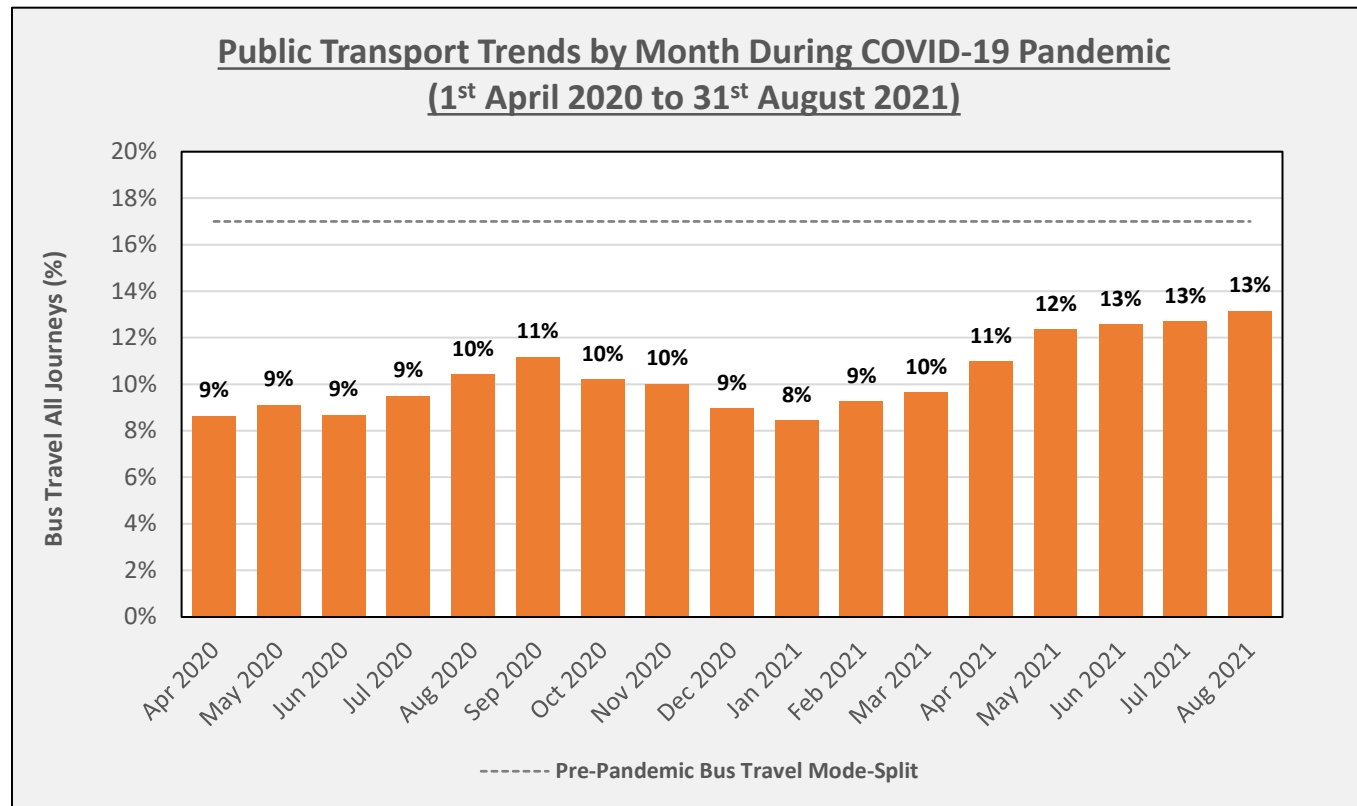
		3) Shopping (City Centre) = 10.6% (2014) 4) Shopping (Other) = 3.8% (2014) 5) Leisure = 8.7% (2014)		
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021
<p>1) Work: 2014 = 5.8% 2015 = 6.0% (↑) +0.2% 2016 = 7.6% (↑) +1.6%</p> <p>2) Education: 2014 = 5.2% 2015 = 4.8% (↓) -0.4% 2016 = 5.6% (↑) +0.8%</p> <p>3) Shopping (City Centre): 2014 = 10.6% 2015 = 10.1% (↓) -0.5% 2016 = 11.3% (↑) +1.2%</p> <p>4) Shopping (Other): 2014 = 3.8% 2015 = 3.0% (↓) -0.8% 2016 = 4.4% (↑) +1.4%</p> <p>5) Leisure:</p>	<p>1) Work: 2016 = 7.6% 2017 = 6.8% (↓) -0.8%</p> <p>2) Education: 2016 = 5.6% 2017 = 5.2% (↓) -0.4%</p> <p>3) Shopping (City Centre): 2016 = 11.3% 2017 = 11.0% (↓) -0.3%</p> <p>4) Shopping (Other): 2016 = 4.4% 2017 = 2.7% (↓) -1.7%</p>	<p>1) Work: 2017 = 6.8% 2018 = 6.4% (↓) -0.4%</p> <p>2) Education: 2017 = 5.2% 2018 = 4.7% (↓) -0.5%</p> <p>3) Shopping (City Centre): 2017 = 11.0% 2018 = 11.3% (↑) +0.2%</p> <p>4) Shopping (Other): 2017 = 2.7% 2018 = 3.2% (↑) +0.5%</p>	<p>1) Work: 2018 = 6.4% 2019 = 6.6% (↑) +0.2%</p> <p>2) Education: 2018 = 4.7% 2019 = 6.1% (↑) +1.4%</p> <p>3) Shopping (City Centre): 2018 = 11.3% 2019 = 10.5% (↓) -0.8%</p> <p>4) Shopping (Other): 2018 = 3.2% 2019 = 3.9% (↑) +0.7%</p> <p>5) Leisure:</p>	<p>All Journeys by Public Transport (Bus and Rail Combined):</p> <p>1st April 2019 to 16th March 2020 (pre-pandemic average) = 17%</p> <p>1st April 2020 to 31st March 2021 (average during pandemic) = 9% (↓) -8%</p>

2014 = 8.7% 2015 = 7.5% (↓) -0.8% 2016 = 8.8% (↑) +1.3%	5) Leisure: 2016 = 8.8% 2017 = 8.3% (↓) -0.5%	5) Leisure: 2017 = 8.3% 2018 = 8.5% (↑) +0.3%	2018 = 8.5% 2019 = 9.7% (↑) +1.2%	
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Analysis

Overall, it is unsurprising that public transport use has been low over the past year as illustrated in figure 1.18.1, due to travel restrictions (non-essential travel on public transport not having been permitted prior to August of 2020); limited service frequency; mandatory wearing of face masks from 27/07/2020; and limited on-board capacity such as to maintain social distancing.

Figure: 1.18.1



The reduction in use of public transport over the past year has resulted in a mode-shift accordingly to other sustainable modes, in particular cycling. At its lowest during 2020, rail use dropped to only 5% of pre-pandemic levels.

Nevertheless, the indications are that public transport use is beginning to recover, with current indications being that rail use has now returned to around 60% of pre-pandemic levels across the week, and far higher typically during the weekends.

Further Investigations (*see 'Recommendations')

In response to the trigger having been activated for this objective over two or more successive years, the following additional analysis has been undertaken –

Accessibility:

The following key events over the course of the pandemic will have affected accessibility for rail users –

- 16/03/2020 – Advised social distancing
- 23/03/2020 – UK-wide Lockdown introduced, rail travel restrictions implemented
- 06/07/2020 – TfW Rail launch Capacity Checker
- 27/07/2020 – Face masks when travelling on public transport are made compulsory
- 17/08/2020 – Non-essential travel re-permitted on public transport
- 27/09/2020 – Cardiff placed in Local Lockdown
- 23/10/2020 – Wales placed in Fire-break Lockdown
- 09/11/2020 – End of Fire-break
- 20/12/2020 – Tier 4 Restrictions introduced in Wales
- 01/03/2021 – Rail fares increase by 2.6%
- 26/04/2021 – Wales moved to Tier 3 Restrictions
- 17/05/2021 – Wales moved to Tier 2 Restrictions
- 21/06/2021 – Social Distancing onboard public transport ends
- 17/07/2021 – Wales moved to Tier 1 Restrictions
- 07/08/2021 – Wales moved to Tier 0 Restrictions

13/09/2021 – Rail Service Frequency increased

Typically service frequency has been at around 50-60% over much of the course of the pandemic. However by the 13th of September 2021, frequency now stands at around 80% relative to prior to the pandemic. Similarly, initially there were onboard capacity restrictions (around 50%) such as to maintain social distancing. However, as of 21st of June 2021, there are no longer any requirements to socially distance on public transport, although face masks continue to be required to be worn.

Key limiting factors on rail passenger numbers over the past year, have been – reduced service frequency; capacity limitations to maintain social distancing; limited opportunities for interchange; restrictions on travel; rail staffing issues; journey time reliability; fare increases; reduced commuter demand; and loss of public confidence, with concerns in particular over potential for infection due to crowded conditions on certain services and due to mixed compliance with the requirement around mask wearing.

Corridors:

Over the course of the pandemic, Main Line services have been disproportionately impacted due to greater restrictions around longer distance/national travel than for travel locally (Valley Lines). The service frequency for Main Line services relative to pre-pandemic levels, remains below that for Valley Line services. Nevertheless, relative rail patronage at Cardiff Central station compared with 2019, has generally been higher than at Cardiff Queen Street over recent months.

Journey Costs:

TfW Rail increased its fares by 2.6% from the 1st of March 2021. However, rail patronage has continued to recover since then in spite of the fare increases.

Rail Patronage:

As stated previously, at its lowest rail patronage was at around 5% of pre-pandemic levels in April/May. However, since March 2021 in particular, rail has shown promising signs of recovery, and has since returned to around 60% of pre-pandemic levels. The rail patronage trends are represented in figure 1.18.2.

Rail Journey Time/Reliability:

According to the National Rail Passenger Survey (Spring 2020), there has been a marked decrease since 2019 in customer satisfaction with regards journey time reliability and how the rail operators manage delay accordingly, as is illustrated in figure 1.18.3.

Figure: 1.18.2

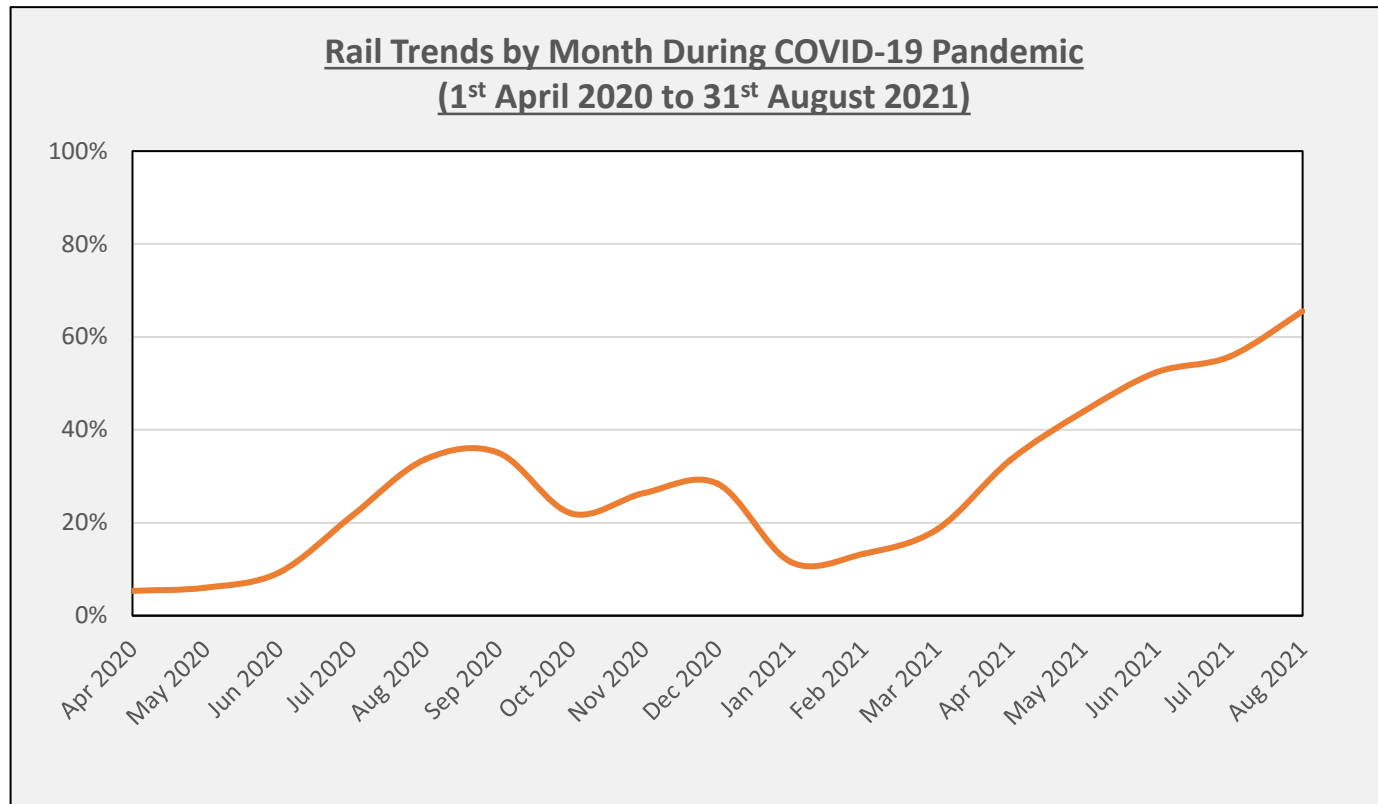


Figure 1.18.3 – Change in Customer Satisfaction 2020 vs. 2019

	TfW Rail	Great Western Railway	CrossCountry (East-West)	Overall
Overall satisfaction with the journey	-1%	-1%	-1%	-1%
Punctuality/reliability	-7%	0%	-6%	-4%
How well train company deals with delays	-15%	+4%	0%	-4%
Usefulness of information about the delay	-14%	-2%	+3%	-4%
Length of time the journey was scheduled to take	+1%	0%	-3%	-1%

Recommendations

In response to the trigger having been activated, the following investigations should therefore be undertaken in conjunction with the methodology as specified within the Transport Monitoring Framework; and in accordance with commitments made as part of the LDP Examination process –

- Accessibility Mapping
- Corridor Investigation
- Assessment of Journey Costs

Whereby the following surveys should also be undertaken –

- Rail Patronage Surveys
- Rail Journey Time / Reliability Surveys

Nevertheless, it may not be appropriate to undertake a more extensive investigation than has been undertaken above at this stage, given the current evolving situation around COVID-19 recovery.

Topic Area: Improvement in Journey Times by Bus

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Indicator reference: OB1 EC19

Contextual Changes: There remains a global COVID-19 (SARS-COV-2) pandemic, the UK having first entered a period of social distancing from the 16/03/2020, followed by nationwide lockdown from the 24/03/2020. This in turn has fundamentally altered people's travel patterns and behaviour, although travel has recently begun to return to a degree of normality in response to Covid recovery. The proportion of the workforce commuting versus working from home, is currently estimated to be around 60% vs. 30% respectively (the remaining 10% being on furlough/other), which is in-line with Welsh Government's long-term aspiration for the equivalent of 30% of the workforce to be continuing to work from home at any one time. Further contextual changes relating to bus use are defined in OB1 EC17, EC20 and EC21. Crucially, Cardiff released its Transport White Paper in January 2020, which in-line with One Planet Cardiff, sets out its ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality. Also of note, the Council announced its intention to develop a Bus Strategy at the 15th of July 2021 Cabinet, which would involve amongst other things to 'create new Priority SMART Bus Corridors'. Due to the pandemic, it was not feasible to conduct the usual Cardiff Annual Transport Survey in 2020, on which the monitoring for this objective is based, as the situation was continually evolving and travel patterns changing accordingly. Nevertheless, relative peak reported congestion levels provide a proxy for delay to buses as well as to general traffic, and consequently a reasonable measure of bus journey times and reliability; in that the more congested conditions are, then the longer bus journeys will take, and the less reliable these will be.

Indicator	Target	Trigger
Local Improvement in journey times by bus	An annual 1 percent improvement in journey times for key corridors (North West Corridor, North East Corridor, Eastern Corridor and Southern Corridor) from adoption of the Local Development Plan	Failure to achieve an annual improvement in bus journey times of 1% for two or more consecutive years

Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021
Public Satisfaction Regarding Bus Journey Times (Transportation Survey): 2015 = 59.8% 2016 = 62.6% (↑) +2.7%	Public Satisfaction Regarding Bus Journey Times (Transportation Survey): 2016 = 62.6% 2017 = 52.1% (↓) -10.5%	Public Satisfaction Regarding Bus Journey Times (Transportation Survey): 2017 = 52.1% 2018 = 54.7% (↑) +2.6%	Public Satisfaction Regarding Bus Journey Times (Transportation Survey): 2018 = 54.7% 2019 = 41.3% (↓) -13.4%	Peak Congestion Levels in 2020/2021 relative to those in 2019/2020 (as a proxy for Bus Journey Times) = 44%
Analysis				
<p>Overall, congestion has been down significantly over the course of the pandemic, as illustrated in figure 1.19.1, and therefore almost certainly bus journey times have been significantly reduced accordingly.</p> <p>Nevertheless, as traffic levels begin to return across the city to similar to pre-pandemic levels, likewise congestion and ultimately bus journey times and reliability are also (although to a lesser extent) beginning to return to pre-pandemic levels. This having said, the traditional congestion and delay experienced during an AM peak is currently largely absent, while the PM peak remains notably reduced, as is illustrated in figure 1.19.2. This is thought to be largely as a result of changing working patterns, e.g. significant numbers still working from home, as well as staggered start/finish times etc.</p> <p>As of August 2020, the Council has acquired the facility to monitor journey times as part of its SMART Corridors initiative, and it is hoped that these will help to provide more accurate measures of journey times and reliability across the city for future monitoring.</p>				

Figure: 1.19.1

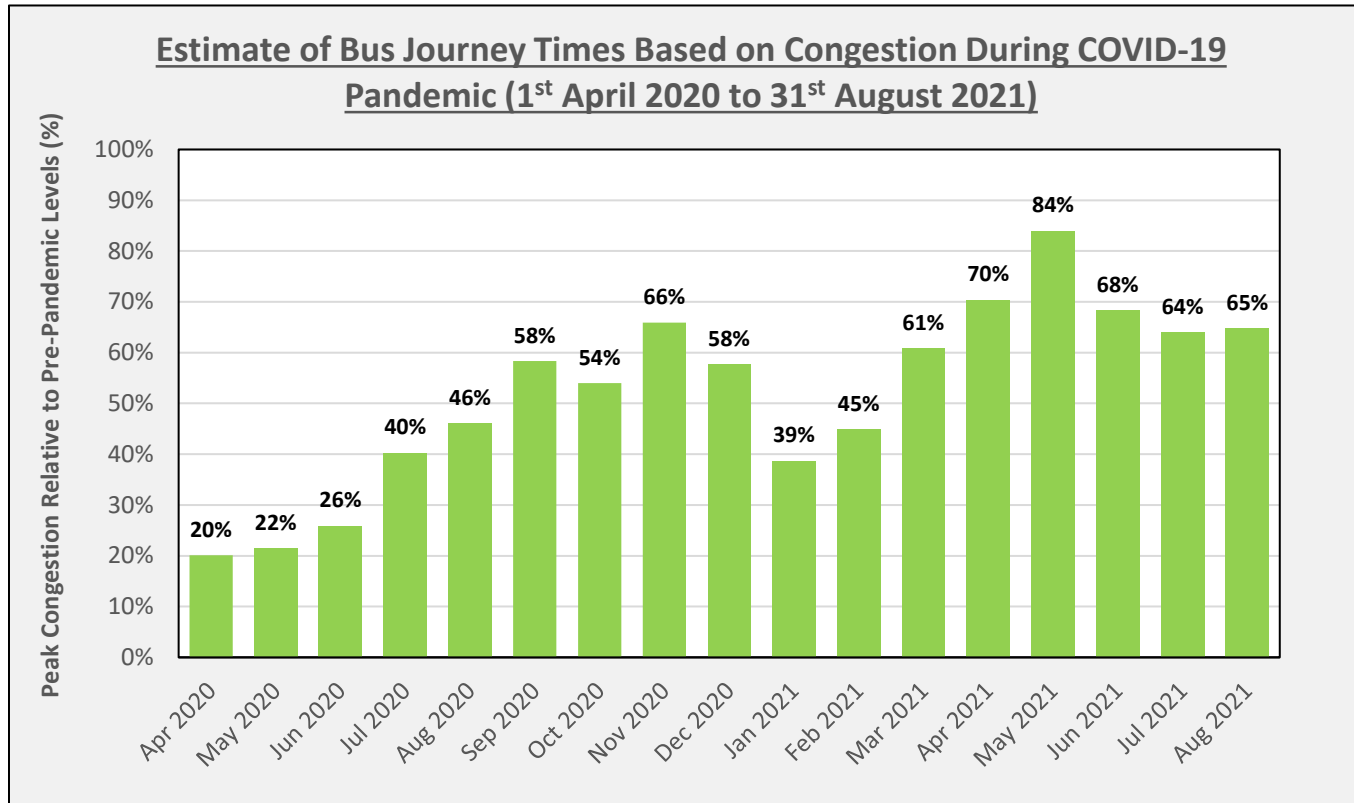
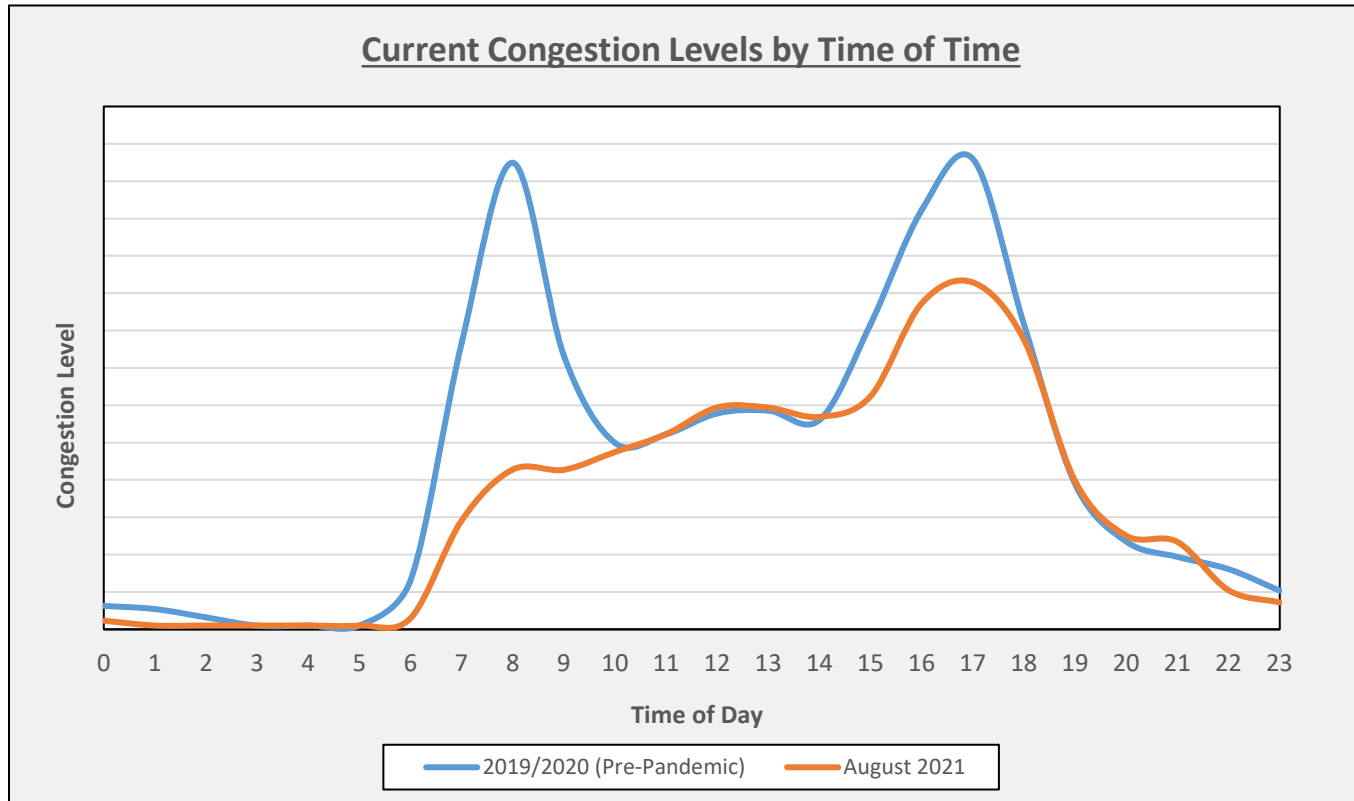


Figure 1.19.2



Recommendations

No action is required at present. Continue to monitor.

Topic Area: Improvement in Bus Journey Time Reliability

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Indicator reference: OB1 EC20

Contextual Changes: There remains a global COVID-19 (SARS-COV-2) pandemic, the UK having first entered a period of social distancing from the 16/03/2020, followed by nationwide lockdown from the 24/03/2020. This in turn has fundamentally altered people's travel patterns and behaviour, although travel has recently begun to return to a degree of normality in response to Covid recovery. The proportion of the workforce commuting versus working from home, is currently estimated to be around 60% vs. 30% respectively (the remaining 10% being on furlough/other), which is in-line with Welsh Government's long-term aspiration for the equivalent of 30% of the workforce to be continuing to work from home at any one time. Further contextual changes relating to bus use are defined in OB1 EC17, EC20 and EC21. Crucially, Cardiff released its Transport White Paper in January 2020, which in-line with One Planet Cardiff, sets out its ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality. Also of note, the Council announced its intention to develop a Bus Strategy at the 15th of July 2021 Cabinet, which would involve amongst other things to 'create new Priority SMART Bus Corridors'. Due to the pandemic, it was not feasible to conduct the usual Cardiff Annual Transport Survey in 2020, on which the monitoring for this objective is based, as the situation was continually evolving and travel patterns changing accordingly. Nevertheless, relative peak reported congestion levels provide a proxy for delay to buses as well as to general traffic, and consequently a reasonable measure of bus journey times and reliability; in that the more congested conditions are, then the longer bus journeys will take, and the less reliable these will be.

Indicator	Target	Trigger
Local Improvement in bus journey time reliability	An annual 1 percent improvement in journey time reliability for key corridors (North West Corridor, North East Corridor, Eastern Corridor and Southern Corridor) from adoption of the Local Development Plan	Failure to achieve an annual improvement in bus journey time reliability of 1% for two or more consecutive years

Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021
Public Satisfaction Regarding Bus Journey Time Reliability (Transportation Survey): 2015 = 50.4% 2016 = 55.2% (↑) +4.8%	Public Satisfaction Regarding Bus Journey Time Reliability (Transportation Survey): 2016 = 55.2% 2017 = 43.9% (↓) -11.3%	Public Satisfaction Regarding Bus Journey Time Reliability (Transportation Survey): 2017 = 43.9% 2018 = 46.7% (↑) +2.8%	Public Satisfaction Regarding Bus Journey Time Reliability (Transportation Survey): 2018 = 46.7% 2019 = 30.8% (↓) -15.9%	Peak Congestion Levels in 2020/2021 relative to those in 2019/2020 (as a proxy for Bus Journey Times) = 44%
Analysis				
<p>Overall, congestion has been down significantly over the course of the pandemic, as illustrated in figure 1.20.1, and therefore almost certainly bus journey time reliability has been significantly reduced accordingly.</p> <p>Nevertheless, as traffic levels begin to return across the city to similar to pre-pandemic levels, likewise congestion and ultimately bus journey times and reliability are also (although to a lesser extent) beginning to return to pre-pandemic levels. This having said, the traditional congestion and delay experienced during an AM peak is currently largely absent, while the PM peak remains notably reduced, as is illustrated in figure 1.20.2. This is thought to be largely as a result of changing working patterns, e.g. significant numbers still working from home, as well as staggered start/finish times etc.</p> <p>As of August 2020, the Council has acquired the facility to monitor journey times as part of its SMART Corridors initiative, and it is hoped that these will help to provide more accurate measures of journey times and reliability across the city for future monitoring.</p>				

Figure: 1.20.1

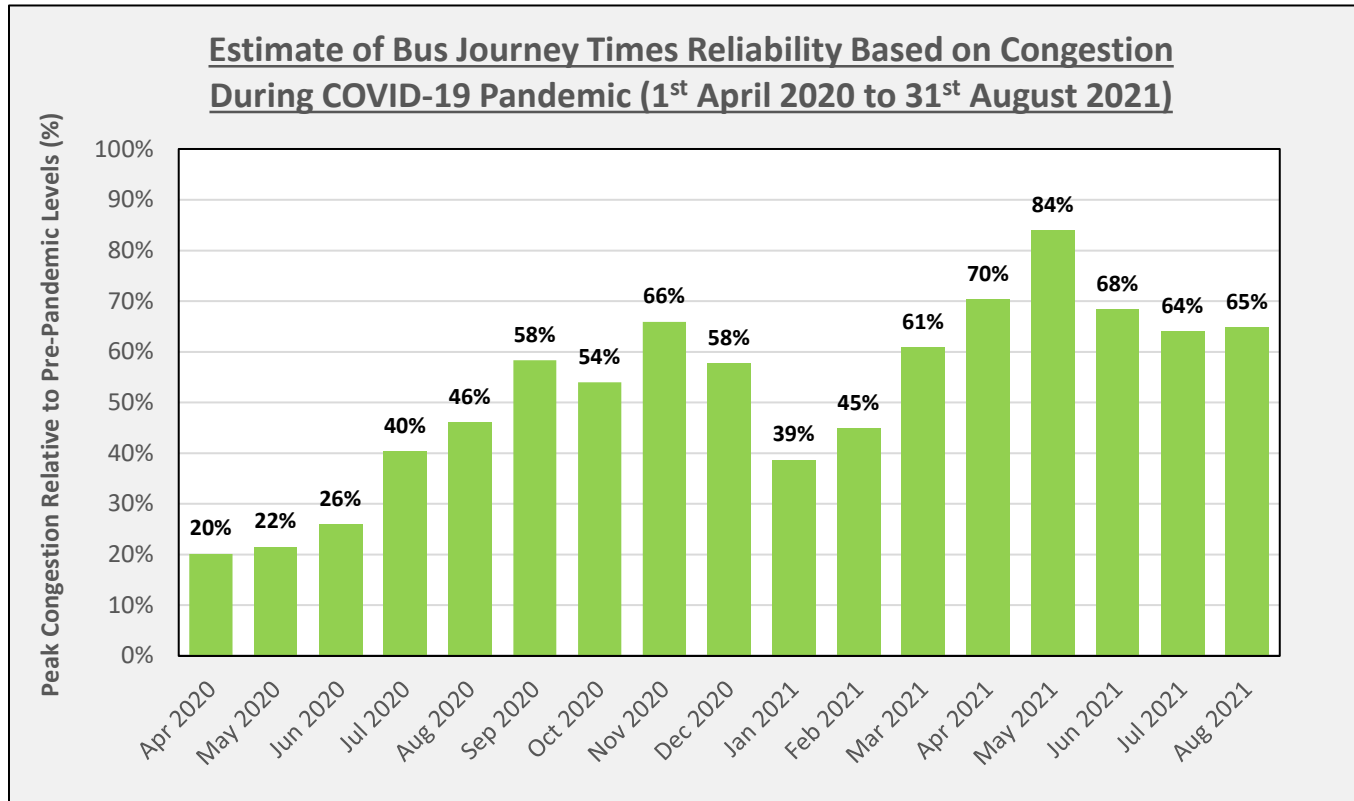
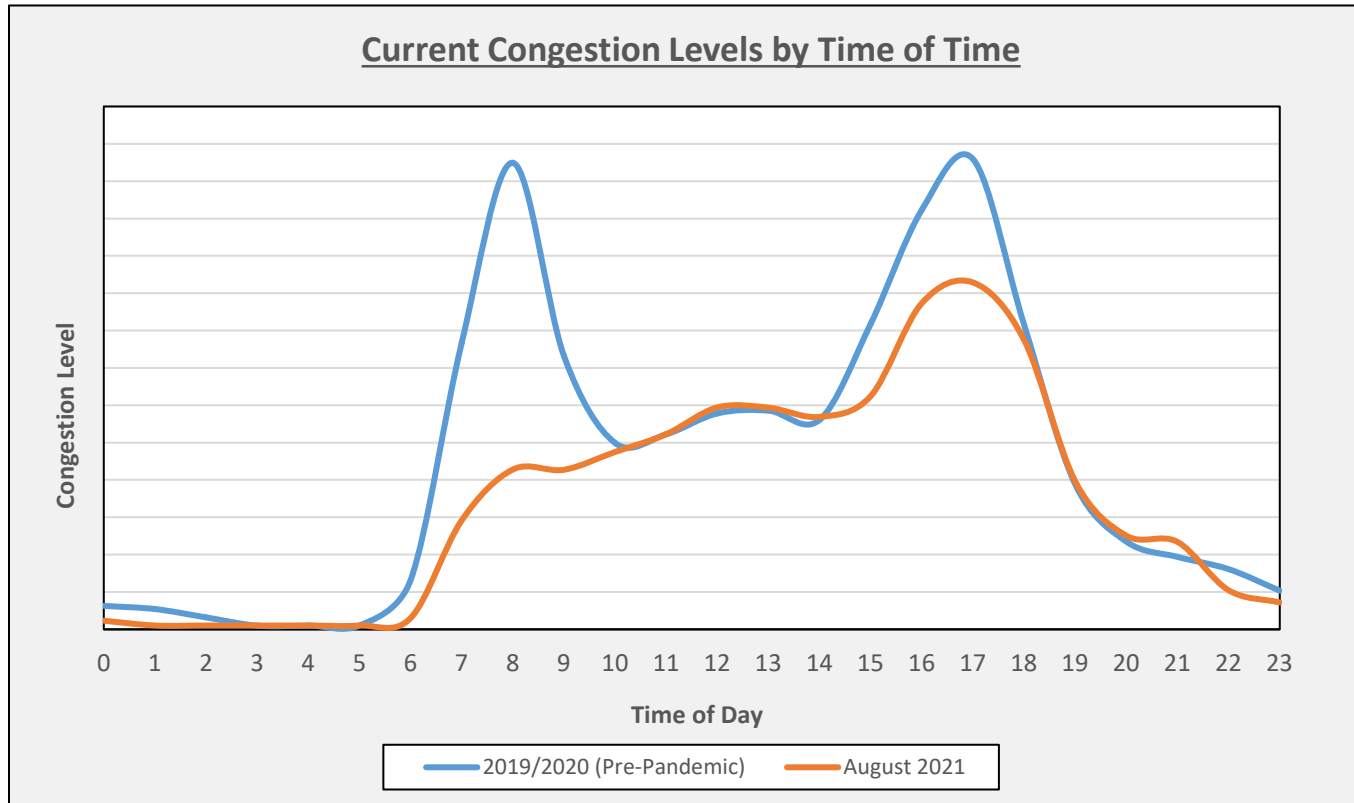


Figure 1.20.2



Recommendations

No action is required at present. Continue to monitor.

Topic Area: Delivery of Regional Transport Hub

Relevant LDP Policies: KP2, KP6, KP8, T4

Indicator reference: OB1 EC21

Contextual Changes: There remains a global COVID-19 (SARS-COV-2) pandemic, the UK having first entered a period of social distancing from the 16/03/2020, followed by nationwide lockdown from the 24/03/2020. This in turn has fundamentally altered people's travel patterns and behaviour, although travel has recently begun to return to a degree of normality in response to Covid recovery. The proportion of the workforce commuting versus working from home, is currently estimated to be around 60% vs. 30% respectively (the remaining 10% being on furlough/other), which is in-line with Welsh Government's long-term aspiration for the equivalent of 30% of the workforce to be continuing to work from home at any one time. Demolition of Cardiff's previous bus station began on the 1st of August 2015, followed by redevelopment of Central Square by developer Rightacres. Planning approval for the new Integrated Transport Hub (now known simply as the 'Transport Interchange') was granted in March of 2017, to be built on vacant land formerly occupied by Marland House and Wood Street car park, with completion initially anticipated in December 2017. However, since this time the nature of the development has evolved significantly, with responsibility for delivery now a joint venture between Welsh Government in partnership with developer Rightacres and Legal & General, while the ultimate responsibility for operation of the new interchange having been transferred to Transport for Wales (TfW), a not-for-profit/arms-length transport company set up by Welsh Government. Construction of the interchange began in December of 2020. Further contextual changes relating to bus use are defined in OB1 EC17, EC19 and EC20. Crucially, Cardiff released its Transport White Paper in January 2020, which in-line with One Planet Cardiff, sets out its ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality. Also of note, the Council announced its intention to develop a Bus Strategy at the 15th of July 2021 Cabinet, which would involve amongst other things to 'create new Priority SMART Bus Corridors'.

Indicator	Target	Trigger
Local Delivery of a regional transport hub	A regional transport hub will be delivered by 2018	Failure to deliver a regional transport hub by 2018

Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021
Redevelopment of Central Square ongoing. Planning approval for the new hub granted March 2017.	The council is committed to the delivery of the new hub, working in partnership with Welsh Government/TfW, Network Rail and developer Right Acres, as part of the Metro Delivery Partnership (MDP).	The Council is committed to facilitate delivery of the Transport Interchange, together with its ancillary uses and associated infrastructure. Completion of the interchange is currently anticipated to be 2023, although the bus station itself may become operational prior to this in 2021/2022.	The Council is committed to facilitate delivery of the Transport Interchange. Completion of this is currently anticipated in Quarter 4 of 2022, and is projected to be operation by around spring of 2023.	Construction began in December of 2019, and the Transport Interchange is currently anticipated to be fully operational in 2023.
Analysis				
<p>The new Transport Hub/Interchange forms part of the wider Central Square redevelopment, which includes the new BBC Cymru Wales HQ catering for 1,200 staff.</p> <p>Responsibility over delivery and operational duties for the interchange now lies with Welsh Government and Transport for Wales (TFW), working in partnership with developers Rightacres and Legal & General.</p> <p>Construction of the interchange began in December of 2019, and although construction was temporarily suspended during lockdown, works recommenced in June of 2020, and have continued to make good progress since, remaining on target to achieve completion in 2023.</p>				

The main application for the development (ref: 18/01705/MJR) was submitted in July 2018. However, a subsequent application for variation of conditions (ref: 19/02140/ MJR) was later received, and granted in July of 2019, and most recently in March of 2021 (21/00369/MJR).

The current proposals for the new interchange are as follows –

- 14 bus stands based on a drive-in-reverse-out (DIRO) arrangement;
- Significant secure cycle parking provision;
- Circa 250-space private car park with provision for CV charging (located immediately above the interchange);
- Ground floor concourse comprising ancillary retail units (A1, A2 and A3 use classes);
- 318 private rented residential apartments (PRS) (use class C3);
- 14,000sqm office block (use class B1);
- Various public realm and highway improvement works.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Delivery of Sustainable Transportation Infrastructure

Relevant LDP Policies: KP2, KP6, KP8, T4

Indicator reference: OB1 EC22

Contextual Changes: Lack of available funding and suitable developer contributions, continue to be significant constraints to the delivery of LTP schemes, and in securing the sustainable infrastructure necessary to support modal shift and the delivery of the Master-planning principles set out in the LDP. Since being originally defined within the LTP, previously named strategic cycle route and walkable network programme (WNP) schemes, have since been superseded and as a result reclassified below according to the existing Cardiff Integrated Network Map (INM), or as part of one of Cardiff's five proposed Cycleways. It should be noted that many cycle schemes are likely to subsequently be superseded by schemes in the new Active Travel Network Map to be submitted to Welsh Government by end of 2021. There remains a global COVID-19 (SARS-COV-2) pandemic, and in some instances efforts have been refocused from existing or programmed schemes to around aiding the recovery of this, with schemes such as at Wellfield Road, Castle Street, the Cross-City Cycleway, initiatives in Grangetown etc.

Indicator		Target			Trigger
Local Delivery of new sustainable transportation infrastructure including: Rapid Bus Corridors, Cycle Network, Transport Hubs and LTP schemes to mitigate development impacts and support modal shift.		To prepare & implement a range of sustainable transport schemes including schemes identified in the Cardiff LTP which support modal shift and the delivery of the Master-planning principles set out in the LDP			Failure to deliver projects identified in LTP timeframes and/or failure to deliver sustainable key principles as referenced in OB4 SN12
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
ALL Schemes:	ALL Schemes:	ALL Schemes:	ALL Schemes:	ALL Schemes:	

<p>Completed = 3 (9%) On-going = 15 (47%) On-hold = 14 (44%) TOTAL = 32</p> <p>Completed/On-going = 18 (56%)</p>	<p>Completed = 9 (17%) On-going = 27 (52%) On-hold = 16 (31%) TOTAL = 52</p> <p>Completed/On-going = 36 (69%)</p>	<p>Completed = 12 (20%) On-going = 32 (53%) On-hold = 16 (27%) TOTAL = 60</p> <p>Completed/On-going = 42 (70%)</p>	<p>Completed = 15 (23%) On-going = 35 (55%) On-hold = 14 (22%) TOTAL = 64</p> <p>Completed/On-going = 50 (78%)</p> <p>Multi-Modal Schemes: Completed = 1 On-going = 3 On-hold = 0</p> <p>Transport Interchange Schemes: Completed = 0 On-going = 5 On-hold = 0</p> <p>Walkable Neighbourhoods & Safe Routes in Communities: Completed = 3 On-going = 2 On-hold = 1</p> <p>Cycle Network Schemes: Completed = 4 On-going = 11 On-hold = 7</p>	<p>Completed = 16 (22%) On-going = 44 (60%) On-hold = 13 (18%) TOTAL = 73</p> <p>Completed/On-going = 60 (82%)</p> <p>Multi-Modal Schemes: Completed = 1 On-going = 4 On-hold = 0</p> <p>Transport Interchange Schemes: Completed = 0 On-going = 4 On-hold = 1</p> <p>Walkable Neighbourhoods & Safe Routes in Communities: Completed = 3 On-going = 4 On-hold = 4</p> <p>Cycle Network Schemes: Completed = 5 On-going = 15 On-hold = 3</p>
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			Rapid Bus Corridor Schemes: Completed = 2 On-going = 6 On-hold = 6 Rail Improvement Schemes: Completed = 5 On-going = 8 On-hold = 0	Rapid Bus Corridor Schemes: Completed = 2 On-going = 8 On-hold = 5 Rail Improvement Schemes: Completed = 5 On-going = 9 On-hold = 0								
Analysis												
<p>Not all schemes have been able to be delivered within the timeframes originally set out, not least due to pandemic and the need to support recovery, but also due to a lack of funding and resources, together with shifting priorities.</p> <p>Nevertheless, good progress has continued to be made, with an additional scheme having been delivered and a further 9 additional schemes on-going since reporting the 4th AMR, together with a higher proportion of schemes whose status is on-going/completed.</p> <p>Progress against LTP and LDP identified sustainable transport infrastructure schemes for the period 2015–2020/2021, are summarised below –</p> <p>Multi-Modal Schemes:</p> <table border="1"> <thead> <tr> <th>Timeframe:</th> <th>Scheme:</th> <th>Status:</th> <th>Commentary:</th> </tr> </thead> <tbody> <tr> <td>2015-2017</td> <td>Strategic Junction Improvements - Newport Road / West Grove [LDP]</td> <td>COMPLETED</td> <td>Phase 1: East Grove/Howard Place = completed 05/05/16; Phase 2a: West Grove/The Parade = completed 25/08/16; Phase 2b: Newport Road/West Grove = completed 14/03/17; Phase 3:</td> </tr> </tbody> </table>					Timeframe:	Scheme:	Status:	Commentary:	2015-2017	Strategic Junction Improvements - Newport Road / West Grove [LDP]	COMPLETED	Phase 1: East Grove/Howard Place = completed 05/05/16; Phase 2a: West Grove/The Parade = completed 25/08/16; Phase 2b: Newport Road/West Grove = completed 14/03/17; Phase 3:
Timeframe:	Scheme:	Status:	Commentary:									
2015-2017	Strategic Junction Improvements - Newport Road / West Grove [LDP]	COMPLETED	Phase 1: East Grove/Howard Place = completed 05/05/16; Phase 2a: West Grove/The Parade = completed 25/08/16; Phase 2b: Newport Road/West Grove = completed 14/03/17; Phase 3:									

			Newport Road/Fitzalan Road = completed 22/11/1717
2015-2020	Strategic Cycle & Bus Improvements - Route 6 - Cowbridge Rd East/West & Ely Bridge Roundabout	On-going	Cowbridge Road East Toucan completed in 2016; Ely River Bridge completed in 2017; Traffic gate on A48 Western Avenue southbound approach to Ely Roundabout installed in 2017; now being progressed as part of Cycleway 5 feasibility
2015-2021	Eastern Corridor Improvements [LDP]	On-going	WelTAG Stage 1 completed
2016-2021	City Centre Improvements - Bus Lanes, Bus Gates, Bus Priority & Junction Improvements [LDP]	On-going	Central Square: on site, progressing and due for completion in April 2022 Westgate Street: Bus Gate to be delivered as part of the Central Square scheme and following monitoring of the Castle St reopening scheme City Centre East: Phase 1 of the scheme will be on site in late 2021 and will include the redevelopment of the canal, a bus gate and a cycleway City Centre South: currently undergoing WelTAG and feasibility work. Will include further enhancements for active travel and public transport

			Tudor Street: on site and due to complete in the summer of 2022
2020-2030	Eastern Bay Link Phase 2 [Wales Transport Strategy/LDP]	On-going	Being investigated as part of Eastern Corridor Improvements

Transport Interchange Schemes:

Timeframe:	Scheme:	Status:	Commentary:
2015-2026	Strategic Park & Ride N of J33 [LDP]	On-going	1,000-space P&R to be delivered as part of SSD; timeline to be agreed
2016-2023	Cardiff Transport Interchange [LDP]	On-going	Delivery and operational duties now passed over to Welsh Government and TFW, construction commenced late 2019, estimated opening date 2023
2017-2022	Cardiff West Hub (Waun-Gron Interchange) & related strategic bus improvements	On-going	Housing taking forward Interchange scheme as part of integrated development of site. Planning Applications submitted for interchange and retaining wall
2017-2022	UHW Hub	On-hold	Planning approval received. UHW revisiting design, no funding agreed. Currently site of Covid unit
2018-2026	Cardiff Parkway [LDP]	On-going	c650-space rail P&R being progressed as part of SSH

Walkable Neighbourhoods & Safe Routes in Communities:			
Timeframe:	Scheme:	Status:	Commentary:
2015-2016	INM Pedestrian Improvements - Llanrumney, St Mellos and Ely & Caerau (Phase 1)	COMPLETED	Phase 1 completed in 2015/2016; Phase 2 completed in 2016/2017; Phase 3 completed in 2017/2018
2016-2017	INM Pedestrian Improvements - Splott (Phase 1), Grangetown & Llandaff North	COMPLETED	Phase 1 schemes completed
2017-2020	INM Pedestrian Improvements - Llanishen & Pentwyn (Phase 1)	On-hold	Will be superceded by schemes in new Active Travel Network Map to be submitted to WG by end of 2021
2017-2021	INM Pedestrian Improvements - Llanrumney (Phase 2)	On-hold	Will be superceded by schemes in new Active Travel Network Map to be submitted to WG by end of 2021
2018-2019	INM Pedestrian Improvements - St Mellons, Ely, Caerau & Splott (Phase 2)	COMPLETED	WNP/SRIC schemes completed
2019-2020	WNP Grangetown, Llanishen and Llandaff North (Phase 2) (Improvements in pedestrian facilities and environment surrounding Hubs and Neighbourhood Centres.)	On-hold	Will be superceded by schemes in new Active Travel Network Map to be submitted to WG by end of 2021
2020-2030	Walkable Neighbourhoods Programme Schemes 2020 -	On-hold	Will be superceded by schemes in new Active Travel

	2030 including Phase 2 Pentwyn and Phase 3 Ely & Caerau, Splott, Grangetown, Llandaff North, Llanishen and Pentwyn		Network Map to be submitted to WG by end of 2021
2020-2030	Road Safety Schemes 2020 - 2030 - Annual Pre-delivery and scheme implementation programme [Road Safety Programme]	On-going	On-going programme
2020-2030	Road Safety Education - Provide road safety education and support revenue spending of the Road Safety Grant Revenue [Road Safety Programme]	On-going	On-going programme
2020-2030	Road Safety Grant Revenue - Deliver Road Safety programme in accordance with the Road Safety Grant [Road Safety Programme]	On-going	On-going programme
2020-2030	School Crossing Patrol Service - Improve pedestrian safety when crossing the road on school trips [Road Safety Programme]	On-going	On-going programme

Cycle Network Schemes:

Timeframe:	Scheme:	Status:	Commentary:
2015-2016	INM Strategic Cycle Improvements - Route 5 -	COMPLETED	Scheme completed in 2015

	Penarth Road Corridor - Phase 2		
2015-2016	INM Strategic Cycle Improvements - Route 50 - Wood St-Leckwith Rd	COMPLETED	Scheme completed in 2015
2015-2016	INM Strategic Cycle Improvements [146] - North Cardiff Community Route (NCCR) - Phase 4	On-going	Being progressed as part of Cycleway 1
2015-2020	Strategic Cycle Improvements - Route 6 - Cowbridge Rd East/West & Ely Bridge Roundabout; between Victoria Park Road West and the bridge carrying the City Line railway (Westbound improvements for on-road or off-road cycling)	On-going	Cowbridge Road East Toucan completed in 2016; now being progressed as part of Cycleway 5, for which WeITAG stage 1 & 2 has been completed
2015-2021	Eastern Corridor Improvements incl. EBL and Cardiff<>Newport etc.	On-going	East-West Sustainable Transport Corridor - Project has been set up and is currently undergoing a WeITAG Stage 1 Study
2016-2017	INM Strategic Cycle Improvements [119] - Route 34 - Bute Dock Footway Shared Use	On-going	Being progressed as part of Cycleway 3
2016-2017	INM Strategic Cycle Improvements [120] - Route 34 - Bute East Dock-Hemingway Rd	On-going	Being progressed as part of Cycleway 3

2016-2020	INM Strategic Cycle Improvements [121] - Route 34 - Sanquahar/Windsor Rd	On-going	New crossing implemented 2018/19. Upgrades to cycle track being progressed as part of Cycleway 3
2017-2018	INM Strategic Cycle Improvements [45A] - Route 9 - North Road between Gabalfa & St Georges Rd	COMPLETED	Scheme completed in 2018
2017-2018	INM Strategic Cycle Improvements [135] - Route 9 - Pantbach Road	On-hold	Will be superceded by schemes in new Active Travel Network Map to be submitted to WG by end of 2021
2017-2018	INM Strategic Cycle Improvements [26] - Route 6 - Cowbridge Rd West/Vincent Rd	On-going	Being progressed as part of Cycleway 5
2017-2018	INM Strategic Cycle Improvements [27] - Route 6 - Grand Avenue	On-going	Being progressed as part of Cycleway 5
2017-2018	INM Strategic Cycle Improvements [96B] - Route 9 - Footbridge over Western Av with Gabalfa Int.	On-hold	Will be superceded by schemes in new Active Travel Network Map to be submitted to WG by end of 2021
2017-2020	Strategic Cycle Network Route 42 River Ely (New bridge over River Ely and associated path improvements either side) (Enfys)	COMPLETED	Ely River Bridge completed in 2017
2017-2020	INM Strategic Cycle Improvements - Route 80 - Excelsior Road, Taff Trail	COMPLETED	Scheme completed August 2020

2018-2021	Various City Centre Cycle Improvements, incl. Routes 5, 6, 35 & 50 (Enfys/INM)	On-going	Have been superseded by City Centre Schemes, Pop-up Cycleways, Permanent Cycleways and the Cycle Parking Study and Strategy
2018-2021	Cardiff Cycleways C1 - Phase 1 - City Centre to UHW Heath (inc. Route 1)	On-going	Phase 2 going on site September 2021, open for Summer 2022
2018-2021	Cardiff Cycleways C2 - City Centre to St Mellons Business Park (inc. Route 3)	On-going	Phase 1 has gone in as a pop up, the remainder of the route is currently part of the East-West Cross City Sustainable Transport Corridor and is in design and testing
2018-2021	Cardiff Cycleways C3 - City Centre to Cardiff Bay (inc. Route 34)	On-going	Tyndal Street section has been installed as a pop up. The permanent scheme is on hold and under review pending outcome of future developments in the area
2018-2021	Cardiff Cycleways C4 - City Centre to Llandaff, Danescourt & NW Cardiff	On-going	Phase 1 construction completed. Phase 2 consultation complete (Stage 1), currently in design
2018-2021	Cardiff Cycleways C5 - City Centre to Riverside, Ely & Caerau (inc. Route 6/50)	On-going	Phase 1 has gone in as a pop up, phase 2 is in design and Phase 3 likely to be on site early 2022
2019-2020	Strategic Cycle Network Route 7 Llantrisant Road between Bridge Street and Danescourt Way (Provide	On-going	To be progressed as part of Cycleway 4

	cycle lanes and reduce build-out widths. Provide off road cycle track on one side (Enfys)		
2020-2030	Strategic Cycle Network - City Centre Hub: Queen Street (Enfys)	On-hold	On hold

Rapid Bus Corridor Schemes:

Timeframe:	Scheme:	Status:	Commentary:
2015-2016	North East Bus Corridor - A470 – Keysham Road to Birchgrove Road	COMPLETED	Delivered Q4 2016-2017
2015-2020	North East Bus Corridor - A469 Phase 1 - St Georges Road to Birchgrove Road [LDP]	On-hold	On-hold subject to funding
2015-2021	North East Bus Corridor - A470 – Caedelyn Road to Ty'n-y-Parc Road	On-going	Construction anticipated on-site in 2022; junctions being considered as part of SMART Corridors' A470 'Living Lab'
2016-2017	North East Bus Corridor - A469 Phase 2 - Birchgrove Road to Maes-y-Coed Road	COMPLETED	Delivered in 2016/2017
2016-2022	North East Bus Corridor - A469 Phase 3 - North of Maes-y-Coed Road [LDP]	On-going	Concept designs under consideration
2016-2022	North East Bus Corridor - A470 - Gabalfa/Heath Hospital to City Centre [LDP]	On-hold	Not currently actively under consideration

2016-2026	Part-time Bus Lanes on Strategic Routes [LDP]	On-hold	Has not yet been required but may be needed where there is conflict with parking requirements
2017-2020	North West Bus Corridor - A4119 Llantrisant Road - Phase 2 [LDP]	On-going	Phase 2A completed in 2017; Phase 2B & 2C completed in June 2018; Phase 2D (Pen-Hill) anticipated on-site in Q4 2020/2021
2017-2021	Eastern Bus Corridor - A48 Eastern Avenue Bus Lane Improvements Between Pentwyn Int. & Pontprennau Int. [LDP]	On-going	Being considered as part of multi-modal Eastern Corridor Study
2017-2021	Southern Bus Corridor - Cardiff Bay Barrage Link (Vale of Glamorgan) [LDP]	On-going	Structural surveys completed; consultation completed; Penarth Hedlands Link on hold, Barrage Link on hold
2017-2026	North East Bus Corridor - Bus Lane & Priority Improvements around NE Cardiff [LDP]	On-going	Options identified, awaiting planning application. On-going discussions with developer regarding mitigations
2018-2023	North West Bus Corridor - A4119 Capel Llanilltern	On-hold	On hold
2019-2020	Priority Narrowings & Bus Borders	On-hold	On hold
2019-2020	Real-Time Passenger Information	On-going	On-going
2020-2030	Bus Programme – Strategic Bus Network: Annual Pre-delivery and scheme	On-going	On-going

	implementation programme [LDP/Metro]		
Rail Improvement Schemes:			
Timeframe:	Scheme:	Status:	Commentary:
2015-2017	New Platform & Building Entrance at Cardiff Central Station (Network Rail) [LDP]	COMPLETED	Opened in January 2017
2015-2017	New Platform & Building Entrance at Cardiff Queen Street Station (Network Rail) [LDP]	COMPLETED	Works completed in 2015
2015-2021	Rail Station Access, Signage & Information Improvements (TfW) [LDP]	On-going	Responsibility for delivery with TfW as part of the Metro. CC working with TfW to identify improvements.
2016-2017	Metro Station Improvements Plan (MSIP) - Llandaf Station (TfW) [LDP]	COMPLETED	Works completed in 2017
2016-2017	Metro Station Improvements Plan (MSIP) - Radyr Station (TfW) [LDP]	COMPLETED	Works completed in 2017
2016-2020	Electrification of South Wales Great Western Mainline (TfW) [LDP]	COMPLETED	Completed December 2019. Fully electrified services now operating following electrification of Severn Tunnel
2016-2024	Electrification of Core Valleys Lines (TfW) [LDP]	On-going	Responsibility for delivery transferred to TfW as part of the Metro

2018-2033	Metro Rail Strategy Delivery Programme [LDP]	On-going	Discussions on programme currently taking place with TfW
2019-2021	City Centre to Cardiff Bay - New Rail Station in the vicinity of proposed Cardiff Arena	On-going	Responsibility for delivery transferred to TfW as part of the Metro
2019-2021	City Centre to Cardiff Bay (Phase 1 – conversion of existing single track to tram) (TfW) [LDP]	On-going	Responsibility for delivery transferred to TfW as part of the Metro
2019-2021	City Centre to Cardiff Bay (Phase 2 – twin track and link via Callaghan Square to Central Station) (TfW) [LDP]	On-going	Responsibility for delivery transferred to TfW as part of the Metro
2019-2021	City Centre to Cardiff Bay (Phase 3 – Remove Herbert Street bridge and realign tracks to be at grade) (TfW) [LDP]	On-going	Responsibility for delivery transferred to TfW as part of the Metro
2019-2021	Pontyclun to Cardiff (New rapid transit link to connect Pontyclun with Cardiff via strategic sites serving major new development) (TfW) [LDP]	On-going	Responsibility for delivery transferred to TfW as part of the Metro
2020-2030	Cardiff Capital Region Metro programme: Delivery in line with WG Strategic Metro programme	On-going	Responsibility for delivery transferred to TfW as part of the Metro

Recommendations
No action is required at present. Continue to monitor.

Topic Area: Central Shopping Area Protect Frontages SPG

Relevant LDP Policies: R3

Indicator reference: OB1 EC23

Contextual Changes: There have been no significant changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Central Shopping Area Protected Frontages SPG					Failure to adopt SPG within 12 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Central Shopping Area Protected Frontages SPG is due to be issued for public consultation in March 2018.	It is proposed not to progress a Central Shopping Area Protected Shopping Frontages SPG at this time. Refer to Analysis (below).	It is proposed not to progress a Central Shopping Area Protected Shopping Frontages SPG at this time. Refer to Analysis (below).	It is proposed not to progress a Central Shopping Area Protected Shopping Frontages SPG at this time. Refer to Analysis (below).	It is proposed not to progress a Central Shopping Area Protected Shopping Frontages SPG at this time. Refer to Analysis (below).	
Analysis					
<p>The number of Class A1 (Shop) uses within Protected Shopping Frontages is monitored as part of the Performance AMR (Indicator OB1 EC11). The latest survey results shows that the number of frontages with 50% or more Class A1 uses remains strong at 98.1%, when measured against this indicator.</p> <p>Taking into consideration the level of detail and assessment criteria identified through LDP Policies R2 (Development in the Central Shopping Area) and R3 (Protected Shopping Frontages), in addition to further guidance that has been provided through the adopted Food, Drink and Leisure Uses SPG, it is not considered necessary to produce supplementary planning guidance relating specifically to Protected Shopping Frontages at this time.</p>					

This position will be reviewed annually to monitor if any significant contextual changes occur in the future.

Recommendations

- To not to progress a Central Shopping Area Protected Shopping Frontages SPG at this time.
- To monitor Performance AMR 'OB1 EC11', to identify any significant contextual changes to Central Shopping Area Protected Shopping Frontages during the monitoring period.

Topic Area: Shop Fronts and Signs Guidance SPG

Relevant LDP Policies: KP5

Indicator reference: OB1 EC24

Contextual Changes: There have been no significant changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Shop Fronts and Signs Guidance SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1st AMR 1 st April 2016 to 31 st March 2017	Performance 2nd AMR 1 st April 2017 to 31 st March 2018	Performance 3rd AMR 1 st April 2018 to 31 st March 2019	Performance 4th AMR 1 st April 2019 to 31 st March 2020	Performance 5th AMR 1 st April 2020 to 31 st March 2021	
The Shop Fronts and Signs Guidance SPG is due to be issued for public consultation in November 2017	A draft of the Shop Fronts and Signs SPG has been prepared and is currently being reviewed / finalised internally prior to being issued for public consultation.	The Shopfront Design and Signage SPG was approved by Council on 20 th June 2019.	The Shopfront Design and Signage SPG was approved by Council on 20 th June 2019.	The Shopfront Design and Signage SPG was approved by Council on 20 th June 2019	
Analysis					
The Shopfront Design and Signage SPG was approved by Council on 20 th June 2019.					
Recommendations					
No action is required.					

Topic Area: Protection of Employment Land and Premises SPG

Relevant LDP Policies: EC1, EC3

Indicator reference: OB1 EC25

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Protection of Employment Land and Premises for Business and Industry and Warehousing SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Protection of Employment Land and Premises for Business and Industry and Warehousing SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017	The Protection of Employment Land for Business and Industry SPG was approved in November 2017	The Protection of Employment Land for Business and Industry SPG was approved in November 2017	The Protection of Employment Land for Business and Industry SPG was approved in November 2017	The Protection of Employment Land for Business and Industry SPG was approved in November 2017	
Analysis					
The SPG was approved by Council on 30 th November 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					

Recommendations
No action is required.

Objective 2 – To respond to evidenced social needs

Topic Area: Trajectory of Housing Delivery

Relevant LDP Policies: KP1

Indicator reference: OB2 SO1 (New)

Contextual Change: This is a new indicator, which is required by updated Welsh Government Development Plans Manual Edition 3: Table 21A and Diagram 16B in relation to trajectory of housing delivery and replaces the previous housing land supply indicator.

Indicators
Table 21A & Diagram 16B (see following pages)
Analysis
<p>These indicators compare the Annual Average Requirement set out in the LDP with the number of actual completions that have taken place.</p> <p>The latest monitoring figures show that there is an annual shortfall of -46.7% against the Annual Average Requirement in the LDP in 2020/21. In this year completions are 968 below what was anticipated i.e. 2,071 AAR (black line) vs 1,103 actual completions (maroon line). The cumulative required build rate from the start of the plan period to 1st April 2021, was 31,061 units. Actual completions for this same period have been 18,727 units, representing a 12,334 unit shortfall in housing delivery of the plan period to date (-39.7%).</p> <p>As progress is now being made with construction of the strategic housing sites it is anticipated that completion rates will increase over the remaining five years of the plan period as set out in the table and diagram below.</p> <p>It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the actual completions figure presented for 1st April 2020 to 31st March 2021 is based on an average of the two year total.</p>

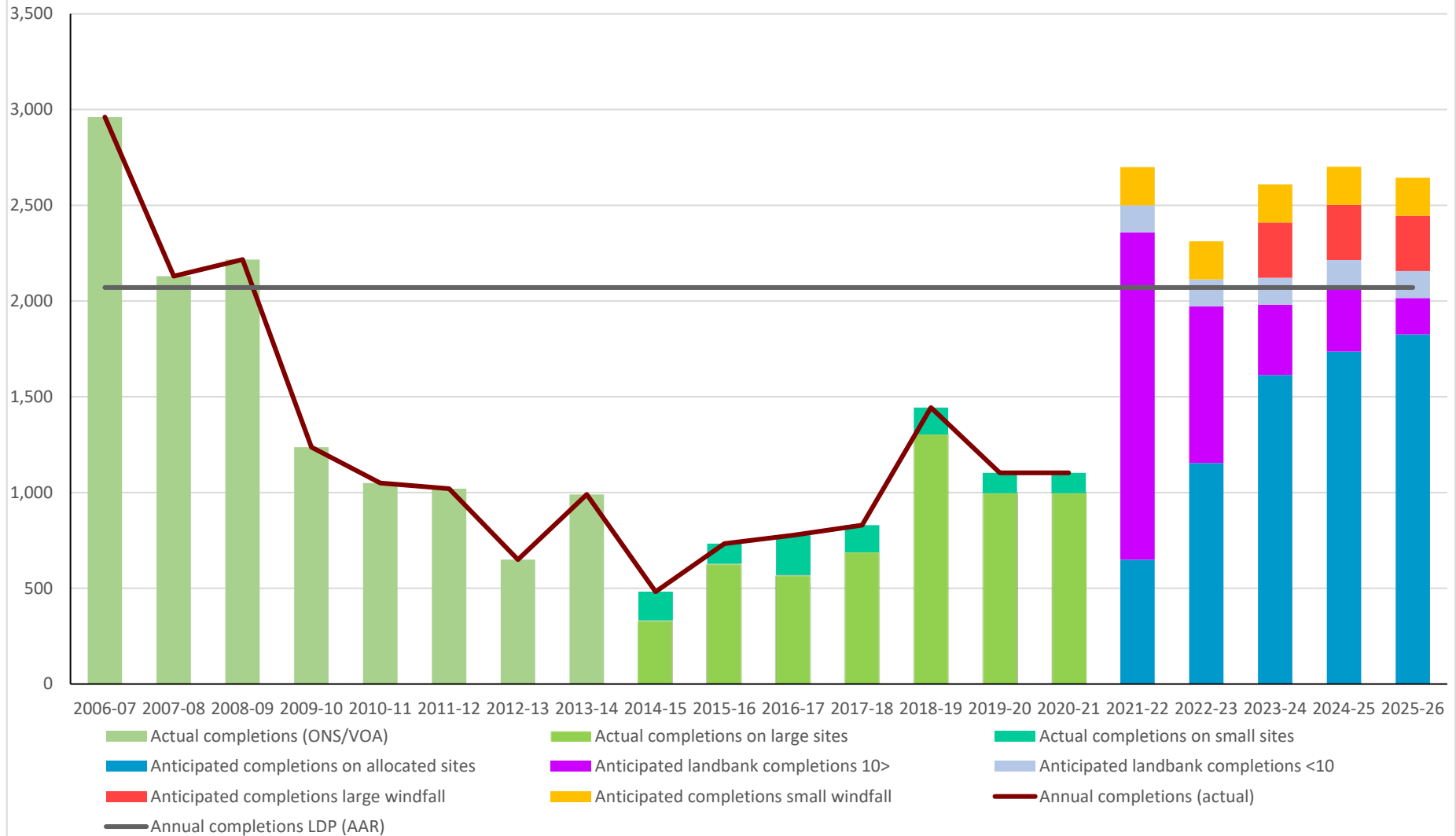
“Table 21A” - Comparison of Housing Completions against LDP Average Annual Requirement (LDP)

LDP Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Actual completions (ONS/VOA)	2,961	2,130	2,217	1,237	1,050	1,020	650	990												
Actual completions on large sites									332	628	569	688	1,303	997	997					
Actual completions on small sites									150	105	208	142	141	107	107					
Anticipated completions on allocated sites																649	1,154	1,614	1,736	1,826
Anticipated landbank completions <10																141	141	141	141	141
Anticipated landbank completions 10>																1,710	818	367	337	190
Anticipated completions large windfall																*	*	288	288	288
Anticipated completions small windfall																199	199	199	199	199
Annual completions (actual)	2,961	2,130	2,217	1,237	1,050	1,020	650	990	482	733	777	830	1,444	1,103	1,103					
Annual completions LDP (AAR)	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071	2,071
Annual difference (homes)	890	59	146	-834	-1,021	-1,051	-1,421	-1,081	-1,589	-1,338	-1,294	-1,241	-627	-968	-968					
Annual difference (%)	43%	3%	7%	-40%	-49%	-51%	-69%	-52%	-77%	-65%	-62%	-60%	-30%	-47%	-47%					
Cumulative completions (actual)	2,961	5,091	7,308	8,545	9,595	10,615	11,265	12,255	12,737	13,470	14,247	15,077	16,521	17,624	18,727					
Cumulative completions (anticipated)																21,426	20,777	21,257	21,741	23,148
Cumulative completions (AAR)	2,071	4,142	6,212	8,283	10,354	12,425	14,495	16,566	18,637	20,708	22,778	24,849	26,920	28,991	31,061	33,132	35,203	37,274	39,344	41,415
Cumulative difference (homes)	890	950	1,096	262	-759	-1,810	-3,230	-4,311	-5,900	-7,238	-8,531	-9,772	-10,399	-11,367	-12,334	-11,706	-14,426	-16,017	-17,603	-18,267
Cumulative difference (%)	43%	23%	18%	3%	-7%	-15%	-22%	-26%	-32%	-35%	-37%	-39%	-39%	-39%	-40%	-35%	-41%	-43%	-45%	-44%

*No double counting of large windfalls within the first two years of supply.

Note: Official ONS/Valuation Office Agency data is used for completions during the period 2006-2014. This is consistent with the conclusions on this matter set out in the Inspectors’ Report into the Cardiff Local Development Plan 2006-2026 (Paragraphs 4.8 and 4.9). Completions data from 2014-15 onwards taken from JHLAS/Council monitoring records.

Housing Development Trajectory 2021-2026



Topic Area: Topic Area: Number of General market Dwellings Built

Relevant LDP Policies: KP1

Indicator reference: OB2 SO2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
CORE The number of net general market dwellings built		Provide 22,555 net general market dwellings over the remaining Plan period in accordance with the cumulative 2 year targets set out below: 2016: 2,495 2018: 4,096 2020: 4,153 2022: 4,042 2024: 4,010 2026: 3,759			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The total number of general market dwellings built during 2014/15 was 377. The total number of general market dwellings built during 2015/16 was 489.	The total number of general market dwellings built during 2016/7 was 547. The total number of general market dwellings built during 2017/18 was 636.	The total number of general market dwellings built between 1 st April 2018 and 31 st March 2019 was 1,135. The cumulative total number of general market dwellings built to date is therefore 3,184.	The total number of general market dwellings built between 1 st April 2019 and 31 st March 2020 was 853. The cumulative total number of general market dwellings built	The total number of general market dwellings built between 1 st April 2020 and 31 st March 2021 was 853. The cumulative total number of general market dwellings built to date is therefore 4,900.	

The combined total of general market dwellings built by 1st April 2016 was 866.	The combined total of general market dwellings built by 1st April 2018 was 1,183.		to date is therefore 4,042.	
Analysis				
<p>It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.</p> <p>It is considered that a yearly completion figure for general market dwellings of 858 between 1st April 2020 and 31st March 2021 is respectable, especially considering that the construction industry had to stop during the height of the Covid-19 pandemic due to the national lockdown.</p> <p>Good progress has been made since the adoption of the LDP in January 2016 with the majority of Strategic Sites having planning permission and a number are well under construction. However, there are also a range of factors which impact upon the rate at which dwellings are built – in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council’s aspirations as set out in the LDP.</p>				
Recommendations				
No action is required at present. Continue to monitor.				

Topic Area: Topic Area: Number of Affordable Dwellings Built

Relevant LDP Policies: KP1, KP2, KP4, KP13, H3

Indicator reference: OB2 SO3

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
CORE The number of net additional affordable dwellings built (TAN2)		Provide 6,646 net affordable units over the remaining Plan period (representing an average of 22.8% of total housing provision). Expected delivery rate to meet the target set out below: 2016: 735 2018: 1,207 2020: 1,224 2022: 1,191 2024: 1,181 2026: 1,108			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
The total number of affordable dwellings provided during 2014/15 was 105.	The total number of affordable dwellings provided during 2016/17 was 230.	The total number of affordable dwellings provided during 2018/19 was 309.	The total number of affordable dwellings provided during 2019/20 was 250.	The total number of affordable dwellings provided during 2020/21 was 250.	
The total number of affordable dwellings	The total number of affordable dwellings	The total number of affordable dwellings	The total number of affordable dwellings	The total number of affordable dwellings	

provided during 2015/16 was 244. The combined total of affordable dwellings provided by 1st April 2016 was 349.	provided during 2017/18 was 194. The combined total of affordable dwellings provided by 1 st April 2018 was 424.	built to date was therefore 1,082.	built to date was therefore 1,582.	built to date was therefore 1,832.
Analysis				
<p>It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.</p> <p>The monitoring data shows that affordable housing completions are increasing as a range and choice of new housing sites begin to come forward. The latest figures show that 809 new build affordable dwellings were completed in the last three years, which represents 22% of total new build housing completions over this period. This trend is expected to continue as construction of the greenfield strategic housing sites gathers pace for the remaining 5 years of the Plan period. In addition, it is important to note that the Council and Registered Social Landlords (RSLs) have delivered a total of 1,267 affordable homes over the last three years from a combination of new build and other delivery methods. These figures show that good progress is being made in delivering affordable housing to meet the identified need within the city.</p>				
Recommendations				
No action is required at present. Continue to monitor.				

Topic Area: Topic Area: Annual Dwellings Completions

Relevant LDP Policies: KP1

Indicator reference: OB2 SO4

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
CORE Annual dwelling completions (all dwellings)		Provide 29,201 dwellings over the remaining Plan period in accordance with the cumulative 2 year targets set out below: 2016: 3,230 2018: 5,303 2020: 5,377 2022: 5,233 2024: 5,191 2026: 4,866			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The total number of all dwellings provided during 2014/15 was 482. The total number of all dwellings provided during 2015/16 was 733.	The total number of all dwellings provided during 2016/17 was 777 The total number of all dwellings provided during 2017/18 was 830 The combined total by 1 st April 2018 was 1,607.	The total number of all dwellings built by 1 st April 2019 was 1,444. The total number of all dwellings built to date is 4,266.	The total number of all dwellings built by 1 st April 2020 was 1,103. The total number of all dwellings built to date is 5,369.	The total number of all dwellings built by 1 st April 2021 was 1,103. The total number of all dwellings built to date is 6,472.	

The combined total by 1st April 2016 was 1,215.				
Analysis				
<p>It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.</p>				
<p>It is considered that a yearly completion figure for all dwellings of 1,103 between 1st April 2020 and 31st March 2021 is respectable, especially considering that the construction industry had to stop during the height of the Covid-19 pandemic due to the national lockdown. It is in fact the highest yearly total delivery of affordable dwellings since the LDP was adopted in 2016.</p>				
<p>Good progress has been made since the adoption of the LDP in January 2016 with the majority of Strategic Sites having planning permission and a number are well under construction. However, there are also a range of factors which impact upon the rate at which dwellings are built – in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council’s aspirations as set out in the LDP.</p>				
Recommendations				
<p>No action is required at present. Continue to monitor.</p>				

Topic Area: Topic Area: Number of Windfall Units Completed

Relevant LDP Policies: KP1

Indicator reference: OB2 SO5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
CORE Number of windfall units completed per annum on all sites		Annual target of overall anticipated windfall contributions for the remainder of the Plan period – 488 dwellings per annum.			Delivery varies by more than 10% above or below 488 dwellings per annum for any consecutive 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The total number of windfall contributions during 2016/17 was 449 dwellings.	The total number of windfall contributions during 2017/18 was 401 dwellings.	The total number of windfall contributions during 2018/19 was 737 dwellings.	The total number of windfall contributions during 2019/20 was 505 dwellings.	The total number of windfall contributions during 2019/20 was 505 dwellings.	
Analysis					
<p>It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.</p> <p>During the monitoring period for 1st April 2020 to 31st March 2021, there were 505 dwellings completed which were considered 'windfall' sites as they were over 10 dwellings, were not the result of a change of use and did not form part of an LDP allocated site. The 505 completed windfall units falls within the 10% buffer set out in the trigger.</p>					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Settlement Boundaries

Relevant LDP Policies: KP3(B), EN1

Indicator reference: OB2 SO6

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
Core Number of dwellings permitted annually outside the defined settlement boundaries that does not satisfy LDP policies.		Number of dwellings permitted that are not in accordance with KP3(B)			1 or more permission that does not satisfy LDP policies
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications permitted outside the settlement boundary that do not satisfy policy.	No applications permitted outside the settlement boundary that do not satisfy policy.	No applications permitted outside the settlement boundary that do not satisfy policy.	No applications permitted outside the settlement boundary that do not satisfy policy.	No applications permitted outside the settlement boundary that do not satisfy policy.	
Analysis					
During the 5th monitoring period no applications for dwellings were permitted outside the settlement boundary that did not satisfy policy. During the monitoring period of the relevant applications approved one application was approved for residential development outside the settlement boundary. The application was considered policy compliant and related to development within a residential curtilage. Given this it is considered that Policy KP3(B) is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.					
Recommendations					
No action is required at present. Continue to monitor					

Topic Area: Gypsy and Traveller Accommodation Provision

Relevant LDP Policies: H7

Indicator reference: OB2 SO7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Keep the Seawall Road site under review for potential permanent residential Gypsy and Traveller accommodation					Site is no longer categorised within Flood Risk Zone C2
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
Site is still categorised within Flood Risk Zone C2 in latest Development Advice Maps	Site is still categorised within Flood Risk Zone C2 in latest Development Advice Maps	Site is still categorised within Flood Risk Zone C2 in latest Development Advice Maps	Site is still categorised within Flood Risk Zone C2 in latest Development Advice Maps	Site is still categorised within Flood Risk Zone C2 in latest Development Advice Maps	
Analysis					
This site was included as an allocation for a Gypsy and Traveller site in the Deposit LDP in September 2013. However the site was deleted from the Plan at the LDP Examination in 2015 as it was located in a C2 Flood Risk Zone where highly vulnerable development such as Gypsy and Traveller sites are precluded by Welsh Government Planning Guidance. It was agreed at the LDP Examination that an indicator would be included in the Monitoring Framework to keep the site under review should the position regarding flood risk change over the lifetime of the Plan. This will ensure that the site can continue to be considered along with other sites to accommodate the need for new Gypsy and Traveller pitches.					

The status of the site in terms of flood risk remains unchanged and the site is still lies within Flood Risk Zone C2 in the latest Development Advice Maps produced by Welsh Government and Natural Resources Wales.

A feasibility Study has been undertaken by the Council to investigate options to improve flood defences along the Rover Way Foreshore and River Rhymney. This Study recommends design options for improving the flood defences along this stretch of the coastline. Grant funding has now been secured from Welsh Government for the works and construction is due to commence in spring 2022 and be completed by autumn 2023.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Gypsy and Traveller Provision – Permanent Sites

Relevant LDP Policies: H7

Indicator reference: OB2 SO8

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger
LOCAL Provision is made for meeting identified needs for permanent Gypsy and Traveller accommodation	<ol style="list-style-type: none"> 1. Agree project management arrangements including reporting structure and representatives – July 2015 2. Agree methodology for undertaking site search and assessment – December 2015 3. Undertake Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014 – February 2016 4. Undertake a site search and assessment and secure approval of findings – July 2016 5. Secure planning permission and funding (including any grant funding from Welsh Government) for identified site(s) required to meet short term need for 43 pitches by May 2017 6. Secure planning permission and funding (including any grant funding from Welsh Government) for identified 	Failure to achieve these targets

		site(s) required to meet long term need for 65 pitches by May 2021			
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
<p>Project management arrangements, including reporting structure and representatives have been established and a methodology for undertaking site search and assessment was approved at Cabinet in January 2016. In addition an updated Gypsy and Traveller Accommodation Assessment (GTAA) was approved by Welsh Government in November 2016.</p> <p>Cabinet in September 2016 noted that good progress has been made in undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites but</p>	<p>The detailed technical assessments have now been completed and the Council is currently considering the implications of the findings of these assessments and options in terms of taking this work forward. This has included ongoing discussions with Welsh Government.</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best</p>	<p>The detailed technical assessments have now been completed and the Council is currently considering the implications of the findings of these assessments and options in terms of taking this work forward. This has included ongoing discussions with Welsh Government.</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best</p>	<p>The detailed technical assessments have now been completed and the Council is currently considering the implications of the findings of these assessments and options in terms of taking this work forward. This has included ongoing discussions with Welsh Government.</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best</p>	<p>The detailed technical assessments have now been completed and the Council is currently considering the implications of the findings of these assessments and options in terms of taking this work forward. This has included ongoing discussions with Welsh Government.</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best</p>	

<p>agreed that the assessment is not yet fully complete and there was a clear need to undertake more detailed technical investigations. At Cabinet it was agreed that it would be premature to conclude the site assessment process until these have been completed.</p> <p>Work on undertaking these more detailed technical assessments has been ongoing throughout the year. When these assessments are complete the Council will consider the findings and determine a way forward</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress</p>	<p>possible site for the community</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>	<p>possible site for the community</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>	<p>possible site for the community</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>	<p>possible site for the community</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>
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<p>the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community.</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>				
<p>Analysis</p>				
<p>The Gypsy and Traveller Study is being project managed jointly by Officers from Housing and the Planning Service. Work undertaken by the Group is overseen by a Steering Group comprising senior Officers from the Housing and Planning Service and relevant Cabinet Members. The aim of the study is to identify the need for permanent and transit Gypsy and Traveller accommodation within the city and identify sites to meet this need.</p> <p>Progress to date includes the completion of an updated Gypsy and Traveller Accommodation Assessment (GTAA), which was approved by the Welsh Government in November 2016. This identifies a reduced need for 72 permanent pitches in the city by 2026 (compared to a need for 108 pitches in the previous 2013 GTAA) and a regional need for a transit site of 10 pitches. Of the 72 permanent pitches 48 are required short term in the next five years compared to 43 in the previous 2013 GTAA.</p> <p>In order to meet this need a comprehensive city wide search for suitable sites for Gypsy and Travellers has been undertaken using site selection criteria approved by the Council's Cabinet in January 2016. The approved site selection criteria sets out assessment criteria around three main headings relating to availability, site suitability and achievability. Availability considerations include whether the site is genuinely available long term and there are no legal issues. Site suitability considerations include a comprehensive list of policy and physical constraints, and deliverability considerations relate to the consideration of total cost (including any abnormal costs) to ensure it does not prejudice the ability to develop the site.</p>				

To date good progress has been made with undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites and Cabinet in September 2016 noted that the study had reached the point where there is a clear need to further investigate technical aspects identified in the agreed methodology. Given this Cabinet considered that it would be premature to conclude the site assessment process until these detailed technical investigations have been carried out and detailed technical investigations, particularly flood risk assessments, were commissioned to fully establish the extent of risk at this stage, along with the potential scope of mitigation measures and any other relevant site-specific technical matters. This work was carried out in liaison with Natural Resources Wales and took account of the most up to date information with regard to flood risk data.

These detailed technical assessments have now been completed and the Council is currently considering the implications of the findings of these assessments and options in terms of taking this work forward. This has included ongoing discussions with Welsh Government.

The Council recognises it has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community. I can confirm there remains a firm and absolute commitment to comply with the requirements of the Housing (Wales) Act 2014.

Progress with this will continue to be monitored and reported on in future AMR's.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Gypsy and Traveller Provision – Transit Sites

Relevant LDP Policies: H7

Indicator reference: OB2 SO9

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger
<p>LOCAL Provision is made for meeting identified needs for transit Gypsy and Traveller accommodation</p>	<ol style="list-style-type: none"> 1. Agree project management arrangements including reporting structure and representatives – July 2015 2. Agree methodology for undertaking site search and assessment – December 2015 3. Undertake Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014 – February 2016 4. Undertake a site search and assessment and secure approval of findings – July 2016 5. Secure planning permission and funding (including any grant funding from Welsh Government) for identified site(s) required to meet short term need for 43 pitches by May 2017 6. Secure planning permission and funding (including any grant funding from Welsh Government) for identified 	<p>Failure to achieve these targets</p>

		site(s) required to meet long term need for 65 pitches by May 2021			
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
<p>Project management arrangements, including reporting structure and representatives have been established and a methodology for undertaking site search and assessment was approved at Cabinet in January 2016. In addition an updated Gypsy and Traveller Accommodation Assessment (GTAA) was approved by Welsh Government in November 2016.</p> <p>Cabinet in September 2016 noted that good progress has been made in undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites but</p>	<p>The detailed technical assessments have now been completed and the Council is currently considering the implications of the findings of these assessments and options in terms of taking this work forward. This has included ongoing discussions with Welsh Government.</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best</p>	<p>The detailed technical assessments have now been completed and the Council is currently considering the implications of the findings of these assessments and options in terms of taking this work forward. This has included ongoing discussions with Welsh Government.</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best</p>	<p>The detailed technical assessments have now been completed and the Council is currently considering the implications of the findings of these assessments and options in terms of taking this work forward. This has included ongoing discussions with Welsh Government.</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best</p>	<p>The detailed technical assessments have now been completed and the Council is currently considering the implications of the findings of these assessments and options in terms of taking this work forward. This has included ongoing discussions with Welsh Government.</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best</p>	

<p>agreed that the assessment is not yet fully complete and there was a clear need to undertake more detailed technical investigations. At Cabinet it was agreed that it would be premature to conclude the site assessment process until these have been completed.</p> <p>Work on undertaking these more detailed technical assessments has been ongoing throughout the year. When these assessments are complete the Council will consider the findings and determine a way forward</p> <p>Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress</p>	<p>possible site for the community</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>	<p>possible site for the community</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>	<p>possible site for the community</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>	<p>possible site for the community</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>
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<p>the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community.</p> <p>The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.</p>				
<p>Analysis</p>				
<p>The Gypsy and Traveller Study is being project managed jointly by Officers from Housing and the Planning Service. Work undertaken by the Group is overseen by a Steering Group comprising senior Officers from the Housing and Planning Service and relevant Cabinet Members. The aim of the study is to identify the need for permanent and transit Gypsy and Traveller accommodation within the city and identify sites to meet this need.</p> <p>Progress to date includes the completion of an updated Gypsy and Traveller Accommodation Assessment (GTAA), which was approved by the Welsh Government in November 2016. This identifies a reduced need for 72 permanent pitches in the city by 2026 (compared to a need for 108 pitches in the previous 2013 GTAA) and a regional need for a transit site of 10 pitches. Of the 72 permanent pitches 48 are required short term in the next five years compared to 43 in the previous 2013 GTAA.</p> <p>In order to meet this need a comprehensive city wide search for suitable sites for Gypsy and Travellers has been undertaken using site selection criteria approved by the Council's Cabinet in January 2016. The approved site selection criteria sets out assessment criteria around three main headings relating to availability, site suitability and achievability. Availability considerations include whether the site is genuinely available long term and there are no legal issues. Site suitability considerations include a comprehensive list of policy and physical constraints, and deliverability considerations relate to the consideration of total cost (including any abnormal costs) to ensure it does not prejudice the ability to develop the site.</p>				

To date good progress has been made with undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites and Cabinet in September 2016 noted that the study had reached the point where there is a clear need to further investigate technical aspects identified in the agreed methodology. Given this Cabinet considered that it would be premature to conclude the site assessment process until these detailed technical investigations have been carried out and detailed technical investigations, particularly flood risk assessments, were commissioned to fully establish the extent of risk at this stage, along with the potential scope of mitigation measures and any other relevant site-specific technical matters. This work was carried out in liaison with Natural Resources Wales and took account of the most up to date information with regard to flood risk data.

These detailed technical assessments have now been completed and the Council is currently considering the implications of the findings of these assessments and options in terms of taking this work forward. This has included ongoing discussions with Welsh Government.

The Council recognises it has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community. I can confirm there remains a firm and absolute commitment to comply with the requirements of the Housing (Wales) Act 2014.

Progress with this will continue to be monitored and reported on in future AMR's.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Gypsy and Traveller Provision

Relevant LDP Policies: H7

Indicator reference: OB2 SO10

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Total number of Gypsy and Traveller pitches for residential accommodation		Ensure the existing supply of pitches is maintained (Should existing pitches be no longer available alternative pitches will be sought)			Any net loss of existing Gypsy and Traveller pitch provision
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
There has been no net loss of existing Gypsy and Traveller pitch provision during the monitoring period	There has been no net loss of existing Gypsy and Traveller pitch provision during the monitoring period	There has been no net loss of existing Gypsy and Traveller pitch provision during the monitoring period	There has been no net loss of existing Gypsy and Traveller pitch provision during the monitoring period	There has been no net loss of existing Gypsy and Traveller pitch provision during the monitoring period	
Analysis					
The latest Gypsy and Traveller Accommodation Assessment (GTAA) approved by the Welsh Government in November 2016 states that there are 80 pitches on two local authority owned sites at Shirenewton (59 pitches) and Rover Way (21 pitches). In addition there are four authorised private sites with a total of 22 pitches giving a total of 92 pitches for the County as a whole. There has been no net loss of existing Gypsy and Traveller pitch provision during the monitoring period.					
Recommendations					
No action is required at present. Continue to monitor					

Topic Area: Dwelling Completions on Strategic Site A Cardiff Central Enterprise Zone

Relevant LDP Policies: KP2

Indicator reference: OB2 S011

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Total annual dwelling completions of Strategic Housing Site A – Cardiff Central Enterprise Zone		2,150 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates based on the JHLAS 2014 and developer intentions: 2016: 231 2018: 254 2020: 405 2022: 400 2024: 400 2026: 460			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
As at 1 st April 2017 there had been no	As at 1 st April 2018 there had been no	As at 1 st April 2019 there were 102	As at 1 st April 2020 there were no completions on	As at 1 st April 2021 there were no completions on	

completions on Strategic Housing Site A.	completions on Strategic Housing Site A.	completions on Strategic Housing Site A.	Strategic Housing Site A	Strategic Housing Site A
Analysis				
<p>As at 1st April 2021, there were 102 completions on Strategic Site A so the target of 890 dwellings by 2020 has not been met. There are however a number of existing residential planning permissions on this site which are under construction totalling 958 dwellings and these are summarised below:</p> <ul style="list-style-type: none"> • 16/00504 – Old Imperial Buildings, Trade Street (102 apartments completed) • 17/00159 – Land at Dumballs Road (109 apartments with permission but not started) • 17/01672 – Crawshay Court, Curran Road (140 apartments with permission and under construction) • 17/02404 – Former Browning Jones & Morris, Dumballs Road (206 apartments with permission and under construction) • 18/02634 – Plot J, Capital Quarter (307 apartments with permission and under construction) • 18/01705 – Former Marland House, Central Square (305 apartments with permission and under construction) <p>Whilst it is accepted that there has been some slippage on this site, it is clear due to the number and range of consented schemes currently under construction and with 102 completions by 1st April 2021, it is not envisaged that the delivery of Strategic Site A will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.</p>				
Recommendations				
No action is required at present. Continue to monitor				

Topic Area: Dwelling Completions on Strategic Site B Gas Works, Ferry Road

Relevant LDP Policies: KP2

Indicator reference: OB2 S012

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Total annual dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road.		500 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 0 2018: 80 2020: 140 2022: 170 2024: 110 2026: 0			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
In line with the target for this indicator, as at 1 st April 2017, there had been no completions on Strategic Site B.	As at 1 st April 2018 there had been no completions on Strategic Housing Site B.	As at 1 st April 2019 there had been no completions on Strategic Housing Site B.	As at 1 st April 2020 there had been no completions on Strategic Housing Site B.	As at 1 st April 2021 there had been no completions on Strategic Housing Site B.	

Analysis				
<p>The site has now been brought by the Council and has been included in the Council's housing partnership programme. On this basis it is expected that development will commence shortly.</p> <p>Whilst some slippage to the delivery targets set out above is now inevitable it is not envisaged that the delivery of Strategic Site B will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.</p>				
Recommendations				
No action is required at present. Continue to monitor				

Topic Area: Dwelling Completions on Strategic Site C North West Cardiff

Relevant LDP Policies: KP2

Indicator reference: OB2 S013

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Total annual dwelling completions of Strategic Housing Site C – North West Cardiff		5,000 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 135 2018: 624 2020: 1,060 2022: 1,060 2024: 1,060 2026: 1,060			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
As at 1 st April 2017 there had been no completions on Strategic Housing Site C.	As at 1 st April 2018 there had been 39 completions on Strategic Housing Site C.	As at 1 st April 2019 there had been 128 completions on Strategic Housing Site C.	As at 1 st April 2020 there were 179 completions on Strategic Housing Site C.	As at 1 st April 2021 there were 180 completions on Strategic Housing Site C.	

Analysis

It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2019 to 31st March 2020 is based on an average of the two year total.

To date there have been 527 completed dwellings on Strategic Site C, this is lower than the required cumulative total by 2020 of 1,819 dwellings as set out in the target indicator above. Whilst the required target number of dwellings has not been reached, there has been very significant progress on the site in terms of the initial phases being built with a large number of planning applications either having been granted planning permission, or currently under consideration by the Council.

Recommendations

No action is required at present. Continue to monitor

Topic Area: Dwelling Completions on Strategic Site D North of Junction 33

Relevant LDP Policies: KP2

Indicator reference: OB2 S014

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger
<p>LOCAL Total annual dwelling completions of Strategic Housing Site D – North of Junction 33</p>	<p>2,000 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 110 2018: 240 2020: 300 2022: 400 2024: 450 2026: 500</p>	<p>Failure to deliver the required number of dwellings for each 2 year period.</p>

Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021
As at 1 st April 2017 there had been no completions on Strategic Housing Site D.	As at 1 st April 2018 there had been no completions on Strategic Housing Site D.	As at 1 st April 2019 there had been no completions on Strategic Housing Site D.	As at 1 st April 2020 there were 64 completions on Strategic Housing Site D.	As at 1 st April 2021 there were 64 completions on Strategic Housing Site D.
Analysis				
<p>It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.</p> <p>Whilst the target number of completions by 2020 has not been met, it is significant that this site has begun delivering completed dwellings. To date there have been 128 completions, detailed planning permission has been granted and the site is progressing well.</p>				
Recommendations				
No action is required at present. Continue to monitor				

Topic Area: Dwelling Completions on Strategic Site E South of Creigiau

Relevant LDP Policies: KP2

Indicator reference: OB2 S015

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Total annual dwelling completions of Strategic Housing Site E – South of Creigiau		650 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intensions: 2016: 150 2018: 300 2020: 200			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
As at 1 st April 2017 there had been no completions on Strategic Housing Site E.	As at 1 st April 2018 there had been no completions on Strategic Housing Site E.	As at 1 st April 2019 there had been no completions on Strategic Housing Site E.	As at 1 st April 2020 there had been no completions on Strategic Housing Site E.	As at 1 st April 2021 there had been no completions on Strategic Housing Site E.	
Analysis					
As at 1 st April 2021 there have been no completions at Strategic Site E and so the delivery target of 650 units by 2020, as originally anticipated has not been met. However, a planning application has now been submitted for the site and is currently being determined. The Council will continue to monitor progress at Land South of Creigiau and will endeavour to process the application efficiently, preventing any further unnecessary delay to the delivery of the site.					

Recommendations
No action is required at present. Continue to monitor

Topic Area: Dwelling Completions on Strategic Site F North East Cardiff

Relevant LDP Policies: KP2

Indicator reference: OB2 S016

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger
<p>LOCAL Total annual dwelling completions of Strategic Housing Site F – North East Cardiff</p>	<p>4,500 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 180 2018: 1,197 2020: 808 2022: 808 2024: 808 2026: 699</p>	<p>Failure to deliver the required number of dwellings for each 2 year period.</p>

Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021
As at 1 st April 2017 there had been no completions on Strategic Housing Site F.	As at 1 st April 2018 there had been no completions on Strategic Housing Site F.	As at 1 st April 2019 there had been no completions on Strategic Housing Site F.	As at 1 st April 2020 there were 38 completions on Strategic Housing Site F.	As at 1 st April 2021 there were 39 completions on Strategic Housing Site F.
Analysis				
<p>It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.</p> <p>While the delivery target of 2,185 units by 2020, as originally anticipated, has not been met, to date, construction is underway and 128 dwellings have been completed and there are a number of consented and live applications on the site which are summarised below:</p> <ul style="list-style-type: none"> • 14/02891 (Outline Application) for up to 1,000 dwellings • 19/01113 (Reserved Matters) Phase 3 Parish Reach permission for 271 dwellings not started • 19/2053 (Reserved Matters) Phase 1B & 1C, Churchlands permission for 92 dwellings under construction • 19/02677 (Reserved Matters) Phase 2B, Churchlands permission for 62 dwellings under construction 				

It is clear that progress is gradually being made with reserved matters being approved and a number of phases under construction. It is considered that delivery rates will significantly increase over the next year due to land ownership issues being resolved and further Reserved Matters application due to be submitted.

As with several strategic sites, the initial lag is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. The Council will continue to monitor progress at North East Cardiff and will endeavour to process any forthcoming applications efficiently to avoid any further delay.

Recommendations

No action is required at present. Continue to monitor

Topic Area: Dwelling Completions on Strategic Site G East of Pontprennau Link Road

Relevant LDP Policies: KP2

Indicator reference: OB2 S017

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target	Trigger		
LOCAL Total annual dwelling completions of Strategic Housing Site G – East of Pontprennau Link Road		1,300 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 140 2018: 375 2020: 285 2022: 270 2024: 200 2026: 30	Failure to deliver the required number of dwellings for each 2 year period.		
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
As at 1 st April 2017 there had been 62 completions on Strategic Housing Site G.	As at 1 st April 2018 there had been 174 completions on Strategic Housing Site G.	As at 1 st April 2019 there were 337 completions on Strategic Housing Site G.	As at 1 st April 2020 there were 134 completions on Strategic Housing Site G.	As at 1 st April 2021 there were 134 completions on Strategic Housing Site G.	

Analysis

*Previous years completions figures on this site have been adjusted to avoid double counting errors picked up in the recent housing monitoring surveys.

It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.

As set out above, the cumulative total of completions on Strategic Site G is 841 dwellings, which is over the required cumulative target of 800 completed dwellings by 2020. There is considerable progress on this site and is the most advanced site out of all the key allocated Strategic Housing Sites in the Cardiff LDP.

Recommendations

No action is required at present. Continue to monitor

Topic Area: Affordable Dwelling Completions on Strategic Site A Cardiff Central Enterprise Zone

Relevant LDP Policies: KP2, KP13

Indicator reference: OB2 S018

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target	Trigger		
LOCAL Annual affordable dwelling completions of Strategic Housing Site A – Cardiff Central Enterprise Zone		430 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on the JHLAS 2014 and developer intentions: 2016: 47 2018: 50 2020: 81 2022: 80 2024: 80 2026: 92	Failure to deliver the required number of dwellings for each 2 year period.		
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
As at 1 st April 2017 there had been no affordable completions on Strategic Housing Site A	As at 1 st April 2018 there had been no affordable completions on Strategic Housing Site A.	As at 1 st April 2019 there were no affordable completions on Strategic Housing Site A.	As at 1 st April 2020 there were no affordable completions on Strategic Housing Site A.	As at 1 st April 2021 there were no affordable completions on Strategic Housing Site A.	

Analysis

As at 1st April 2021, there were no affordable housing completions on Strategic Site A so the target of 178 affordable dwellings by 2020 has not been met. There are a number of existing residential planning permissions on this site and these are summarised below:

- 16/00504 – Old Imperial Buildings, Trade Street (102 apartments completed)
- 17/00159 – Land at Dumballs Road (109 apartments with permission but not started)
- 17/01672 – Crawshay Court, Curran Road (140 apartments with permission and under construction)
- 17/02404 – Former Browning Jones & Morris, Dumballs Road (206 apartments with permission and under construction)
- 18/02634 – Plot J, Capital Quarter (307 apartments with permission and under construction)
- 18/01705 – Former Marland House, Central Square (305 apartments with permission and under construction)

Whilst it is accepted that there has been some slippage on this site, it is clear due to the number and range of consented schemes, it is not envisaged that the delivery of Strategic Site A will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.

Recommendations

No action required continue to monitor.

Topic Area: Affordable Dwelling Completions on Strategic Site B Gas Works, Ferry Road

Relevant LDP Policies: KP2, KP13

Indicator reference: OB2 S019

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Annual affordable dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road		100 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 0 2018: 16 2020: 28 2022: 34 2024: 22 2026: 0			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
In line with the target for this indicator, as at 1 st April 2017, there had been no completions on Strategic Site B.	As at 1 st April 2018 there had been no affordable completions on Strategic Housing Site B.	As at 1 st April 2019 there were no affordable completions on Strategic Housing Site B.	As at 1 st April 2020 there were no affordable completions on Strategic Housing Site B.	As at 1 st April 2021 there were no affordable completions on Strategic Housing Site B.	
Analysis					
The site has now been brought by the Council and has been included in the Council's housing partnership programme. On this basis it is expected that development will commence shortly.					

Whilst some slippage to the delivery targets set out above is now inevitable it is not envisaged that the delivery of Strategic Site B will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.

Recommendations

No action required continue to monitor.

Topic Area: Affordable Dwelling Completions on Strategic Site C North West Cardiff

Relevant LDP Policies: KP2, KP13

Indicator reference: OB2 S020

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Annual affordable dwelling completions of Strategic Housing Site C – North West Cardiff		1,500 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 41 2018: 187 2020: 318 2022: 318 2024: 318 2026: 318			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
As at 1 st April 2017 there had been no	As at 1 st April 2018 there had been no affordable completions on	As at 1 st April 2019 there were no affordable completions	As at 1 st April 2020 there were 44 affordable completions	As at 1 st April 2021 there were 45 affordable completions	

Affordable completions on Strategic Housing Site C.	Strategic Housing Site C.	on Strategic Housing Site C.	on Strategic Housing Site C.	on Strategic Housing Site C.
Analysis				
<p>It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.</p> <p>To date there have been 89 completed dwellings on Strategic Site C, this is lower than the required cumulative total of 546 dwellings by 2020 as set out in the target indicator above. Whilst the required target number of dwellings has not be reached, there has been very significant progress on the site in terms of the initial phases being built with a large number of planning applications either having been granted planning permission, or currently under consideration by the Council.</p>				
Recommendations				
No action required continue to monitor,				

Topic Area: Affordable Dwelling Completions on Strategic Site D North of Junction 33

Relevant LDP Policies: KP2, KP13

Indicator reference: OB2 S021

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Total annual dwelling completions of Strategic Housing Site D – North of Junction 33		603 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 100 2018: 100 2020: 100 2022: 100 2024: 100 2026: 103			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
As at 1 st April 2017 there had been no Affordable completions on Strategic Housing Site D.	As at 1 st April 2018 there had been no affordable completions on Strategic Housing Site D.	As at 1 st April 2019 there were no affordable completions on Strategic Housing Site D.	As at 1 st April 2020 there were 13 affordable completions on Strategic Housing Site D.	As at 1 st April 2021 there were 14 affordable completions on Strategic Housing Site D.	
Analysis					
It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was					

carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.

Whilst the required target number of completions by 2020 has not been met, it is significant that the site has begun delivering completed dwellings. To date there have been 27 affordable completions, detailed planning permission has been granted and the site is progressing well.

Recommendations

No action required continue to monitor,

Topic Area: Affordable Dwelling Completions on Strategic Site E South of Creigiau

Relevant LDP Policies: KP2, KP13

Indicator reference: OB2 S022

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Total annual affordable dwelling completions of Strategic Housing Site E – South of Creigiau		195 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 150 2018: 300 2020: 200			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
As at 1 st April 2017 there had been no completions on Strategic Housing Site E.	As at 1 st April 2018 there had been no completions on Strategic Housing Site E.	As at 1 st April 2019 there were no affordable completions on Strategic Housing Site E.	As at 1 st April 2020 there were no affordable completions on Strategic Housing Site E.	As at 1 st April 2021 there were no affordable completions on Strategic Housing Site E.	
Analysis					
As at 1 st April 2021 there have been no completions at Strategic Site E and so the delivery target of 650 units by 2020, as originally anticipated has not been met. However, a planning application has now been submitted for the site and is currently being determined. The Council will continue to monitor progress at Land South of Creigiau and will endeavour to process the application efficiently, preventing any further unnecessary delay to the delivery of the site.					

Recommendations
No action required continue to monitor,

Topic Area: Affordable Dwelling Completions on Strategic Site F North East Cardiff

Relevant LDP Policies: KP2, KP13

Indicator reference: OB2 S023

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Total annual affordable dwelling completions of Strategic Housing Site F – North East Cardiff (West of Pontprennau)		1,350 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016 : 54 2018: 359 2020: 242 2022: 242 2024: 243			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
As at 1 st April 2017 there had been no	As at 1 st April 2018 there had been no	As at 1 st April 2019 there were no	As at 1 st April 2020 there were 3 affordable	As at 1 st April 2021 there were 3 affordable	

completions on Strategic Housing Site F.	completions on Strategic Housing Site F.	affordable completions on Strategic Housing Site F.	completions on Strategic Housing Site F.	completions on Strategic Housing Site F.
Analysis				
<p>It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.</p> <p>While the delivery target of 655 affordable dwellings by 2020, as originally anticipated, has not been met there are a number of consented and live applications on the site which are summarised below:</p> <ul style="list-style-type: none"> • 14/02891 (Outline Application) for up to 1,000 dwellings • 19/01113 (Reserved Matters) Phase 3 Parish Reach permission for 271 dwellings not started • 19/2053 (Reserved Matters) Phase 1B & 1C, Churchlands permission for 92 dwellings under construction • 19/02677 (Reserved Matters) Phase 2B, Churchlands permission for 62 dwellings under construction <p>It is clear that progress is gradually being made with reserved matters being approved and a number of phases under construction. It is considered that delivery rates will significantly increase over the next year due to land ownership issues being resolved and further Reserved Matters application due to be submitted.</p> <p>As with several strategic sites, the initial lag is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. The Council will continue to monitor progress at North East Cardiff and will endeavour to process any forthcoming applications efficiently to avoid any further delay.</p>				
Recommendations				
No action required continue to monitor.				

Topic Area: Affordable Dwelling Completions on Strategic Site G East of Pontprennau Link Road

Relevant LDP Policies: KP2, KP13

Indicator reference: OB2 S024

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Total annual affordable dwelling completions of Strategic Housing Site G – East of Pontprennau Link Road		390 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 42 2018: 113 2020: 86 2022: 81 2024: 60			Failure to deliver the required number of dwellings for each 2 year period.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
As at 1 st April 2017 there had been no affordable completions	As at 1 st April 2018 there had been 39 affordable housing completions on	As at 1 st April 2019 there were 53 affordable completions	As at 1 st April 2020 there were 14 affordable completions	As at 1 st April 2021 there were 15 affordable completions	

on Strategic Housing Site G.	Strategic Housing Site G.	on Strategic Housing Site G.	on Strategic Housing Site G.	on Strategic Housing Site G.
Analysis				
<p>*Previous years completions figures on this site have been adjusted to avoid double counting errors picked up in the recent housing monitoring surveys.</p> <p>It should be noted that due to the Covid-19 Pandemic which began in early 2020, no housing monitoring survey was undertaken at the end of March 2020. However, due to Covid restrictions being lifted, a housing monitoring survey was carried out between April and May 2021. Therefore the figure presented above for 1st April 2020 to 31st March 2021 is based on an average of the two year total.</p> <p>As set out above, the cumulative total of completions on Strategic Site G is 121 affordable dwellings, which is under the required cumulative target of 241 completed dwellings by 2020. Although the target has been missed, there is considerable progress on this site and is the most advanced site out of all the key allocated Strategic Housing Sites in the Cardiff LDP.</p>				
Recommendations				
No action required continue to monitor,				

Topic Area: Changes in Market Value of Property

Relevant LDP Policies: KP13, H3

Indicator reference: OB2 SO25

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Changes in market value of property in Cardiff on Greenfield and Brownfield areas		Provide 6,646 affordable units over the remaining Plan period based on achieving 30% on Greenfield sites and 20% on Brownfield sites. Expected delivery rate to meet the target set out below: 2016: 735 2018: 1,207 2020: 1,224 2022: 1,191 2024: 1,181 2026: 1,108			An increase or decrease of 10% of market values of properties in Cardiff on Greenfield and Brownfield areas
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
Data not available for 2016/17.	Data not available for 2017/18.	Data not available for 2018/19.	Data not available for 2019/20.	Data not available for 2020/21.	
Analysis					
It is not considered that this indicator provides a useful assessment of the performance of the LDP and is not something that the Plan could seek to have any significant influence.					
Recommendations					
As the data is not readily available it is suggested that the indicator is deleted and not monitored in future Annual Monitoring Reports.					

Topic Area: Flexibility Allowance

Relevant LDP Policies: KP1

Indicator reference: OB2 SO26

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Need for release of additional housing land identified in the flexibility allowance		To ensure sufficient land is brought forward for development in accordance with the Plan strategy and to maintain a minimum 5 year supply of land as set out in the JHLAS.			Build rates exceed the anticipated number of completions as set out in indicator OB2 SO4 by the 1st Plan review i.e. more than 13,910 dwellings completed between 2014 - 2020
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
Build rates have not exceeded the anticipated number of completions as set out in Indicator OB2 S04 for the first 2 year period to 1 st April 2016.	Build rates have not exceeded the anticipated number of completions as set out in Indicator OB2 S04.	Build rates have not exceeded the anticipated number of completions as set out in Indicator OB2 S04.	Build rates have not exceeded the anticipated number of completions as set out in Indicator OB2 S04.	Build rates have not exceeded the anticipated number of completions as set out in Indicator OB2 S04.	
Analysis					
As set out in paragraph 4.25 of the Cardiff Local Development Plan, the LDP tests of soundness required that LDPs are sufficiently flexible to positively respond to a change in circumstances. However, as expected the need to release additional land is not necessary as build rates have not exceed the anticipated number of completions as set out in Indicator OB2 S04.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Affordable Housing SPG

Relevant LDP Policies: KP13, H3

Indicator reference: OB2 SO27

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Affordable Housing SPG					Failure to adopt SPG within 6 months of Plan adoption
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
Detailed supplementary guidance relating to affordable housing incorporated in the Planning Obligations SPG which was approved by the Council in January 2017	Detailed supplementary guidance relating to affordable housing incorporated in the Planning Obligations SPG which was approved by the Council in January 2017	Detailed supplementary guidance relating to affordable housing incorporated in the Planning Obligations SPG which was approved by the Council in January 2017	Detailed supplementary guidance relating to affordable housing incorporated in the Planning Obligations SPG which was approved by the Council in January 2017	Detailed supplementary guidance relating to affordable housing incorporated in the Planning Obligations SPG which was approved by the Council in January 2017	
Analysis					
Detailed supplementary guidance relating to affordable housing provision has been incorporated in the Planning Obligations SPG which was approved by the Council on 26 th January 2017. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action required.					

Topic Area: Houses in Multiple Occupation SPG

Relevant LDP Policies: H5

Indicator reference: OB2 SO28

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Houses in Multiple Occupation SPG					Failure to adopt SPG within 6 months of Plan adoption
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Houses in Multiple Occupation SPG was approved in January 2017	The Houses in Multiple Occupation SPG was approved in January 2017	The Houses in Multiple Occupation SPG was approved in January 2017	The Houses in Multiple Occupation SPG was approved in January 2017	The Houses in Multiple Occupation SPG was approved in January 2017	
Analysis					
The SPG was approved by Council on 26 th January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action required.					

Topic Area: Planning Obligations SPG

Relevant LDP Policies: KP7

Indicator reference: OB2 SO29

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Planning Obligations SPG					Failure to adopt SPG within 12 months of Plan adoption
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Planning Obligations SPG was approved in January 2017	The Planning Obligations SPG was approved in January 2017	The Planning Obligations SPG was approved in January 2017	The Planning Obligations SPG was approved in January 2017	The Planning Obligations SPG was approved in January 2017	
Analysis					
The SPG was approved by Council on 26 th January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action required.					

Topic Area: Community Facilities and Residential Development SPG

Relevant LDP Policies: C1

Indicator reference: OB2 SO30

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Community Facilities and Residential Development SPG					Failure to adopt SPG within 18 months of Plan adoption
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
Detailed supplementary guidance relating to community facilities and residential development has been incorporated in the Planning Obligations SPG which was approved by the Council in January 2017	Detailed supplementary guidance relating to community facilities and residential development has been incorporated in the Planning Obligations SPG which was approved by the Council in January 2017	Detailed supplementary guidance relating to community facilities and residential development has been incorporated in the Planning Obligations SPG which was approved by the Council in January 2017	Detailed supplementary guidance relating to community facilities and residential development has been incorporated in the Planning Obligations SPG which was approved by the Council in January 2017	Detailed supplementary guidance relating to community facilities and residential development has been incorporated in the Planning Obligations SPG which was approved by the Council in January 2017	
Analysis					
Detailed supplementary guidance relating to community facilities and residential development has been incorporated in the Planning Obligations SPG which was approved by the Council on 26th January 2017. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action required.					

Topic Area: Childcare Facilities SPG

Relevant LDP Policies: C1

Indicator reference: OB2 SO31

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Childcare Facilities SPG					Failure to adopt SPG within 18 months of Plan adoption
Performance 1st AMR 1 st April 2016 to 31 st March 2017	Performance 2nd AMR 1 st April 2017 to 31 st March 2018	Performance 3rd AMR 1 st April 2018 to 31 st March 2019	Performance 4th AMR 1 st April 2019 to 31 st March 2020	Performance 5th AMR 1 st April 2020 to 31 st March 2021	
The Childcare Facilities SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017	The Childcare Facilities SPG was approved in November 2017	The Childcare Facilities SPG was approved in November 2017	The Childcare Facilities SPG was approved in November 2017	The Childcare Facilities SPG was approved in November 2017	
Analysis					
The SPG was approved by Council on 30 th November 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action required.					

Topic Area: Planning for Health and Wellbeing SPG

Relevant LDP Policies: C6

Indicator reference: OB2 SO32

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Health SPG					Failure to adopt SPG within 18 months of Plan adoption
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
The Planning for Health and Wellbeing SPG issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017	The Planning for Health and Wellbeing SPG was approved in November 2017	The Planning for Health and Wellbeing SPG was approved in November 2017	The Planning for Health and Wellbeing SPG was approved in November 2017	The Planning for Health and Wellbeing SPG was approved in November 2017	
Analysis					
The SPG was approved by Council on 30 th November 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action required.					

Topic Area: Gypsy and Traveller Sites SPG

Relevant LDP Policies: H8

Indicator reference: OB2 SO33

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Gypsy and Traveller Sites SPG					Failure to adopt SPG within 18 months of Plan adoption
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
The Gypsy and Traveller Sites SPG is due to be issued for public consultation in March 2018	Further work will be undertaken to assess the deliverability or otherwise of SPG preparation, and if so, the appropriate timescale.	Further work will be undertaken to assess the deliverability or otherwise of SPG preparation, and if so, the appropriate timescale.	Further work will be undertaken to assess the deliverability or otherwise of SPG preparation, and if so, the appropriate timescale.	Further work will be undertaken to assess the deliverability or otherwise of SPG preparation, and if so, the appropriate timescale.	
Analysis					
At the current juncture, the need to prepare this guidance will be more fully assessed as the existing policy framework is considered sufficient and appropriate. Further work will be undertaken to assess the deliverability or otherwise of SPG preparation, and if so, the appropriate timescale.					
Recommendations					
No action required. Continue to monitor.					

Objective 3 – To deliver economic and social needs in a co-ordinated way that respects Cardiff’s environment and responds to the challenges of climate change

Topic Area: Flood Risk

Relevant LDP Policies: KP3(A), KP3(B), KP5, KP15, KP16, KP18, EN14

Indicator reference: OB3 EN1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
Core Amount of development (by TAN15 paragraph 5.1 development category) permitted in C1 floodplain area not meeting all TAN 15 tests		No permissions granted for highly vulnerable development within C1 floodplain area that does not meet TAN 15 tests			1 application permitted for development in any 1 year that does not meet TAN 15 tests
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications were permitted in C1 Floodplain areas that did not meet all TAN 15 tests	2 applications was permitted in C1 Floodplain areas that did not meet all TAN 15 tests	2 applications was permitted in C1 Floodplain areas that did not meet all TAN 15 tests	2 applications was permitted in C1 Floodplain areas that did not meet all TAN 15 tests	2 applications was permitted in C1 Floodplain areas that did not meet all TAN 15 tests	
Analysis					
During the 5 th monitoring period 2 applications for highly vulnerable development were permitted in Zone C1. Both applications related to change of use of the first and second floors only to residential flats and were therefore not considered at risk from flooding.					

Given this it is considered that Policy EN14 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Flood Risk

Relevant LDP Policies: KP3(A), KP3(B), KP5, KP15, KP16, KP18, EN14

Indicator reference: OB3 EN2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
Core Amount of development (by TAN15 paragraph 5.1 development category) permitted in C2 floodplain areas		No permissions granted for highly vulnerable development within C2 floodplain area			1 application permitted for development in any 1 year
Performance 1st AMR 1 st April 2016 to 31 st March 2017	Performance 2nd AMR 1 st April 2017 to 31 st March 2018	Performance 3rd AMR 1 st April 2018 to 31 st March 2019	Performance 4th AMR 1 st April 2019 to 31 st March 2020	Performance 5th AMR 1 st April 2020 to 31 st March 2021	
No applications permitted in C2 floodplain Areas.	No applications permitted in C2 floodplain Areas.	No applications permitted in C2 floodplain Areas.	1 application was permitted in C2 floodplain Areas.	No applications permitted in C2 floodplain Areas.	
Analysis					
During the 4 th monitoring period 1 application for highly vulnerable development was permitted in Zone C2 without flood mitigation measures which was confirmed as appropriate through advice provided by NRW.					
Given this it is considered that with these measures Policy EN14 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Water Quality

Relevant LDP Policies: KP15, KP16, KP18, EN4, EN10, EN11 & EN14

Indicator reference: OB3 EN3

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Percentage of water bodies of good status		No planning consents granted planning permission contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)			1 application permitted for development in any 1 year
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	
Analysis					
No applications have been approved contrary to the advice of Dwr Cymru / Welsh Water or Natural Resources Wales concerning status of water bodies.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Water Quality

Relevant LDP Policies: KP15, KP16, KP18, EN4, EN10, EN11 & EN14

Indicator reference: OB3 EN4

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Number of permissions granted where there is a known risk of deterioration in status		No planning consents granted planning permission contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)			1 application permitted for development in any 1 year
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	
Analysis					
No applications have been approved contrary to the advice of Dwr Cymru / Welsh Water or Natural Resources Wales concerning status of water bodies.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Water Quality

Relevant LDP Policies: KP15, KP16, KP18, EN4, EN10, EN11 & EN14

Indicator reference: OB3 EN5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Number of permissions incorporating measures designed to improve water quality where appropriate		No planning consents granted planning permission contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)			1 application permitted for development in any 1 year
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	
Analysis					
No applications have been approved contrary to the advice of Dwr Cymru / Welsh Water or Natural Resources Wales concerning measures to improve water quality.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Water Quality and Quantity

Relevant LDP Policies: KP18, EN11 & EN14

Indicator reference: OB3 EN6

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Number of planning permissions granted contrary to the advice of the water supplier concerning adequate levels of water quality and quantity and waste water provision		No planning consents issued where there is an objection concerning provision of water quality and quantity and waste water from water supplier			1 application permitted for development in any 1 year
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No planning consents issued where there is an outstanding objection from the water supplier	No planning consents issued where there is an outstanding objection from the water supplier	No planning consents issued where there is an outstanding objection from the water supplier	No planning consents issued where there is an outstanding objection from the water supplier	No planning consents issued where there is an outstanding objection from the water supplier	
Analysis					
No applications have been approved where there is an outstanding objection from Dwr Cymru / Welsh Water concerning provision of water quality and quantity and waste water from water supplier.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Green Wedge

Relevant LDP Policies: Policies: KP3(A): Green Wedge, EN1: Countryside Protection

Indicator reference: OB3 EN7

Contextual Changes: There have been no significant contextual changes relating to the policy area during the monitoring period.

Indicator		Target			Trigger
The number of inappropriate developments permitted within the Green Wedge that do not satisfy LDP policies.		No inappropriate developments granted planning permission contrary to policies KP3 (A) and EN1.			No inappropriate developments granted planning permission contrary to policies KP3 (A) and EN1.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications permitted in the Green Wedge that do not satisfy policy.	No applications permitted in the Green Wedge that do not satisfy policy.	No applications permitted in the Green Wedge that do not satisfy policy.	No applications permitted in the Green Wedge that do not satisfy policy.	No applications permitted in the Green Wedge that do not satisfy policy.	
Analysis					
During the 5th monitoring period no applications for inappropriate development were permitted within the Green Wedge designation. It is considered that all the relevant applications approved during the monitoring period were considered on balance to be policy compliant and did not impact on the openness of the Green Wedge. Given this it is considered that Policy KP3(A) is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Special Landscape Areas

Indicator reference: EN3: Landscape

Indicator reference: OB3 EN8

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
Core The number of planning permissions granted contrary to Policy EN3 which would cause unacceptable harm to Special Landscape Areas		No development granted planning permission contrary to Policy EN3 which would cause unacceptable harm to Special Landscape Areas			1 application permitted for development in any 1 year
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications permitted within a Special Landscape Area that does not satisfy policy	No applications permitted within a Special Landscape Area that does not satisfy policy	No applications permitted within a Special Landscape Area that does not satisfy policy	No applications permitted within a Special Landscape Area that does not satisfy policy	No applications permitted within a Special Landscape Area that does not satisfy policy	
Analysis					
During the 5th monitoring, no applications were approved on land within a Special Landscape Area, which would cause unacceptable harm to Special Landscape Areas and were considered policy compliant. It is considered that the policy framework relating to this issue is functioning effectively and the Council will continue to monitor this indicator to determine the effectiveness of this policy framework.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Ancient Semi-Natural Woodland

Relevant LDP Policies: EN8: Trees, Woodlands and Hedgerows

Indicator reference: OB3 EN9

Contextual Changes: There have been no significant contextual changes relating to the policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Ancient Semi-Natural Woodland		No inappropriate developments granted planning permission contrary to Policy EN8.			1 application permitted for development in any 1 year
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications permitted within areas of Ancient Semi Natural Woodland that do not satisfy policy.	No applications permitted within areas of Ancient Semi Natural Woodland that do not satisfy policy.	No applications permitted within areas of Ancient Semi Natural Woodland that do not satisfy policy.	No applications permitted within areas of Ancient Semi Natural Woodland that do not satisfy policy.	No applications permitted within areas of Ancient Semi Natural Woodland that do not satisfy policy.	
Analysis					
During the 5th monitoring period of the relevant applications two applications were permitted within areas of ancient semi natural woodland. Both applications were for reserved matters and were considered policy compliant/ compliant subject to conditions recommendations placed on the approval. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: SSSI's and SNCI's

Relevant LDP Policies: EN1-8

Indicator reference: OB3 EN10

Contextual Changes: There have been no significant contextual changes relating to the policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL The number of planning permissions granted on SSSI or SINC designated areas.		No planning permissions granted permission that would result in an unacceptable impact which could not be mitigated against on an SSSI or SINC that does not satisfy LDP policies			1 application permitted for development in any 1 year
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications were permitted on SSSIs and SINC's that do not satisfy policy	No applications were permitted on SSSIs and SINC's that do not satisfy policy	No applications were permitted on SSSIs and SINC's that do not satisfy policy	No applications were permitted on SSSIs and SINC's that do not satisfy policy	No applications were permitted on SSSIs and SINC's that do not satisfy policy	
Analysis					
During the 5th monitoring period no applications were permitted on SSSI or SINC designated areas that were not policy compliant/compliant subject to conditions /recommendations placed on the permission or the principle of development had been established. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Environment

Relevant LDP Policies: EN1 – EN8

Indicator reference: OB3 EN11

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
Core Number of planning applications granted which have an adverse effect on the integrity of a Natura 2000 site		Ensure protection of European designated sites as required by paragraph 5.3.9 in Planning Policy Wales, Annex 3 in TAN 5 and policies.			No applications were permitted on Natura 2000 sites that do not comply with policy.
Performance 1st AMR 1 st April 2016 to 31 st March 2017	Performance 2nd AMR 1 st April 2017 to 31 st March 2018	Performance 3rd AMR 1 st April 2018 to 31 st March 2019	Performance 4th AMR 1 st April 2019 to 31 st March 2020	Performance 5th AMR 1 st April 2020 to 31 st March 2021	
No applications were permitted on Natura 2000 sites that do not comply with policy.	No applications were permitted on Natura 2000 sites that do not comply with policy.	No applications were permitted on Natura 2000 sites that do not comply with policy.	No applications were permitted on Natura 2000 sites that do not comply with policy.	No applications were permitted on Natura 2000 sites that do not comply with policy.	
Analysis					
During the 5th monitoring period of the relevant applications approved none were permitted on Natura 2000 sites that were not policy compliant or compliant subject to conditions/recommendations placed on the permission.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Natural Environment

Relevant LDP Policies: EN1– EN8

Indicator reference: OB3 EN12

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Number of planning applications granted which would result in detriment to the favourable conservation status of EU protected species in their natural range or significant harm to species protected by other statute		No application granted permission that would result in detriment to the maintenance of the favourable conservation status of EU protected species in their natural range or significant harm to species protected by other statute			1 application permitted contrary to the advice of NRW or the authority's ecologist
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No developments have been permitted contrary to the advice of NRW or the authority's ecologist	No developments have been permitted contrary to the advice of NRW or the authority's ecologist.	No developments have been permitted contrary to the advice of NRW or the authority's ecologist.	No developments have been permitted contrary to the advice of NRW or the authority's ecologist.	No developments have been permitted contrary to the advice of NRW or the authority's ecologist.	
Analysis					
During the 5 th monitoring period, of the relevant applications approved it is considered that no applications were approved contrary to the advice of NRW or the authority's Ecologist. Approved applications were policy compliant/policy compliant subject to conditions/recommendations placed on the permission.					
The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Open Space Provision

Relevant LDP Policies: KP16, KP18, C5

Indicator reference: OB3 EN13

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Achievement of functional open space requirement across Cardiff as set out in Policy C5		2.43 Ha functional open space per 1,000 population			Less than 2.43 Ha functional open space per 1,000 population
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
Latest figures show 1.18 ha of functional open space per 1,000 population in Cardiff. For all types of open space the equivalent figure is 7.44 ha of open space per 1,000 population.	Latest figures show 1.16 ha of functional open space per 1,000 population in Cardiff. For all types of open space the equivalent figure is 8.07 of open space per 1,000 population.	Latest figures show 1.15 ha of functional open space per 1,000 population in Cardiff. For all types of open space the equivalent figure is 8.10 of open space per 1,000 population.	Latest figures show 1.17 ha of functional open space per 1,000 population in Cardiff. For all types of open space the equivalent figure is 8.03 of open space per 1,000 population.	Latest figures show 1.17 ha of functional open space per 1,000 population in Cardiff. For all types of open space the equivalent figure is 8.03 of open space per 1,000 population.	
Analysis					
The latest survey of open space (2020) shows that the baseline figure for the 5 th Annual Monitoring Report is 1.17 ha of functional open space per 1,000 population in Cardiff compared to an equivalent figure of 1.15 ha in the 3 rd Annual Monitoring Report. This figure increases if you include educational playing fields to 1.88 functional open space per 1,000 population in Cardiff and if you					

include all types of open space (functional amenity open space) the equivalent figure is 8.03 ha of open space per 1,000 population, well in excess of the indicator target and a rise of 8% when compared to 2016/17.

Although there has been a very marginal decrease in the figure since the first Annual Monitoring Report significant additional functional open space will be provided in conjunction with the large strategic housing sites which are at the very early stages of development or are yet to commence. Once significant progress has been made on these sites it is anticipated that the amount of functional open space per 1,000 population will increase over and above the baseline figure identified above.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Air Quality

Relevant LDP Policies: EN13

Indicator reference: OB3 EN14

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Number of Air Quality Management Areas		No more than 4 current AQMA in action			One or more additional AQMA
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
There are currently 4 AQMA's within Cardiff meaning there has been no change in the number of AQMA's during the monitoring period	There are currently 4 AQMA's within Cardiff meaning there has been no change in the number of AQMA's during the monitoring period	There are currently 4 AQMA's within Cardiff meaning there has been no change in the number of AQMA's during the monitoring period	There are currently 4 AQMA's within Cardiff meaning there has been no change in the number of AQMA's during the monitoring period	There are currently 4 AQMA's within Cardiff meaning there has been no change in the number of AQMA's during the monitoring period	
Analysis					
There are currently four established AQMAs within Cardiff:					
1. Cardiff City Centre- declared 1st April 2013					
2. Llandaff- declared 1st April 2013					

3. Stephenson Court- declared 1st December 2010

4. Ely Bridge- declared 1st Feb 2007

Each of these AQMAs was declared as a result of road-traffic derived Nitrogen Dioxide. There is one action plan in place for Ely Bridge AQMA and interim Action Plans have prepared for Cardiff City Centre, Llandaff and Stephenson Court AQMAs.

These recommend that further monitoring is undertaken and set out measures to improve air quality in these areas. Such measures include Environmental Health Officers working closely with Planning Officers to advise on any development with the potential for detrimental impacts on air quality, requesting Air Quality Assessments and applying conditions where necessary and working to reduce traffic and emissions through implementation of the Transport and Clean Air Green Paper.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Open Space SPG

Relevant LDP Policies: C4, C5

Indicator reference: OB3 EN15

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Open Space SPG					Failure to adopt SPG within 6 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Green Infrastructure SPG, incorporating guidance on open space was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017	The Green Infrastructure SPG, incorporating guidance on open space was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on open space was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on open space was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on open space was approved in November 2017	
Analysis					
The Open Space SPG has been incorporated in the Green Infrastructure SPG which was approved by Council on 30 th November 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					

Recommendations
No action is required.

Topic Area: Public Rights of Way and Development SPG

Relevant LDP Policies: T1

Indicator reference: OB3 EN16

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Public Rights of Way and Development SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Green Infrastructure SPG, incorporating guidance on public rights of way was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017	The Green Infrastructure SPG, incorporating guidance on public rights of way was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on public rights of way was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on public rights of way was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on public rights of way was approved in November 2017	
Analysis					
The Public Rights of Way and Development SPG has been incorporated in the Green Infrastructure SPG which was approved by Council on 30 th November 2017 and has been taken into consideration in all planning applications determined since that date.					

Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.

Recommendations

No action is required.

Topic Area: Trees and Development SPG

Relevant LDP Policies: EN8

Indicator reference: OB3 EN17

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Trees and Development SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Green Infrastructure SPG, incorporating guidance on trees and development was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017	The Green Infrastructure SPG, incorporating guidance on trees and development was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on trees and development was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on trees and development was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on trees and development was approved in November 2017	

Analysis
The Trees and Development SPG has been incorporated in the Green Infrastructure SPG which was approved by Council on 30 th November 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.
Recommendations
No action is required.

Topic Area: Biodiversity SPG

Relevant LDP Policies: EN5, EN6, EN7

Indicator reference: OB3 EN18

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Biodiversity SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Green Infrastructure SPG, incorporating guidance on biodiversity was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017	The Green Infrastructure SPG, incorporating guidance on biodiversity was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on biodiversity was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on biodiversity was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on biodiversity was approved in November 2017	
Analysis					
The Biodiversity SPG has been incorporated in the Green Infrastructure SPG which was approved by Council on 30 th November 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					

Recommendations
No action is required.

Topic Area: Flooding SPG

Relevant LDP Policies: EN14

Indicator reference: OB3 EN19

Contextual Changes: The requirements of the SPG have changed significantly from those originally foreseen, giving rise to the need for extensive additional technical work resulting from the forthcoming implementation of schedule 3 of the Flood Water and Management Act 2010 which will make sustainable drainage mandatory for certain types of development.

Indicator		Target			Trigger
LOCAL Flooding SPG					Failure to adopt SPG within 12 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Flooding SPG is due to be issued for public consultation in March 2018.	The draft Flooding SPG is being prepared prior to being reviewed and finalised internally and issued for public consultation	The draft Flooding SPG is being prepared prior to being reviewed and finalised internally and issued for public consultation	The draft Flooding SPG is being prepared prior to being reviewed and finalised internally and issued for public consultation	The draft Flooding SPG is being prepared prior to being reviewed and finalised internally and issued for public consultation	
Analysis					
The Council adopted the LDP on the 28th of January 2016. The intention was that the SPG should have been adopted by the end of January 2017.					

However, progress on the document has been delayed due to the extensive additional technical work which has been required in preparing the guidance due to the implementation of schedule 3 of the Flood Water and Management Act 2010 (commenced on the 7th January 2019) which made sustainable drainage mandatory for certain types of development, in combination with limitations of workloads and staffing capacity.

Preparatory work on the SPG is ongoing prior to it being reviewed and finalised internally and issued for public consultation. An update on this will be provided in 6th AMR in 2022.

Recommendations

No action is required. Continue to monitor.

Topic Area: Natural Heritage Network SPG

Relevant LDP Policies: KP16, EN3 - EN8

Indicator reference: OB3 EN20

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Natural Heritage Network SPG					Failure to adopt SPG within 12 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Green Infrastructure SPG, incorporating guidance on the natural heritage network was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017	The Green Infrastructure SPG, incorporating guidance on the natural heritage network was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on the natural heritage network was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on the natural heritage network was approved in November 2017	The Green Infrastructure SPG, incorporating guidance on the natural heritage network was approved in November 2017	
Analysis					
The Natural Heritage Network SPG has been incorporated in the Green Infrastructure SPG which was approved by Council on 30 th November 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					

Recommendations
No action is required.

Topic Area: Archaeologically Sensitive Areas SPG

Relevant LDP Policies: EN14

Indicator reference: OB3 EN21

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Archaeologically Sensitive Areas SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Archaeologically Sensitive Areas SPG is due to be issued for public consultation in March 2018.	Consultation on the Archaeologically Sensitive Areas SPG was undertaken in November/December 2018 and was approved in July 2018.	Consultation on the Archaeologically Sensitive Areas SPG was undertaken in November/December 2018 and was approved in July 2018.	Consultation on the Archaeologically Sensitive Areas SPG was undertaken in November/December 2018 and was approved in July 2018.	Consultation on the Archaeologically Sensitive Areas SPG was undertaken in November/December 2018 and was approved in July 2018.	
Analysis					
The SPG was approved by Council on 19 th July 2018 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					

Recommendations
No action is required.

Objective 4 – To create sustainable neighbourhoods that form part of a sustainable city

Topic Area: Renewable Energy

Relevant LDP Policies: EN12

Indicator reference: OB4 SN1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL The number and capacity of renewable energy developments permitted		An increase in the number of renewable energy schemes permitted			No increase in the number of renewable energy schemes permitted for two or more consecutive years
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No notable renewable energy schemes were permitted during the monitoring period.	5 planning applications were granted during the year which incorporated solar energy amounting to 0.05MW in total	1 planning application was granted for a 9.5 MW biomass plant at Rover Way and 9 planning applications were granted during the year which incorporated solar energy amounting to 0.52 MW in total	1 planning application was granted for an 8.7 MW Solar Farm on the former Lamby Way tip site and 1 application was granted during the year which incorporated solar energy amounting to 0.003 MW.	1 planning application was granted for a 9.5 MW Biomass Plant on Rover Way and 1 application was granted during the year which incorporated solar energy amounting to 0.01 MW	
Analysis					
In many respects, it is considered that there is relatively limited scope for renewable energy in Cardiff. Unlike some other local authorities in Wales, Cardiff has no Strategic Search Areas (TAN8) thereby restricting the potential for harnessing large-scale onshore wind power. With regards to other technologies, Cardiff is a relatively small area with much of its land already developed. Outside the urban areas, topography, environmental constraints plus relatively high land values constrain opportunities for medium-					

large renewable energy generation. There are however exceptions, within the former docklands two notable schemes are already in operation including an Energy Recovery Facility in Splott (30MW) and more recently a biomass plant in Tremorfa (2MW). Planning permission was also granted in June 2018 and renewed in January 2021 for a biomass plant at Rover Way (9.5MW) and in May 2019 for a Solar Farm on the former Lamby Way tip (8.7MW). Also during the year 1 application was granted planning permission which incorporated Solar energy amounting to 0.01 MW.

It should also be noted that under the provisions of The Town and Country Planning (General Permitted Development) (Amendment) (Wales) Order 2012, householders and businesses benefit from 'permitted development' rights relating to microgeneration/small-scale renewable energy technologies. Given the extent of these rights, it is inevitable that many small-scale renewable energy schemes will take place in Cardiff without the need for obtaining planning permission. Subsequently, holistic monitoring of renewable energy developments is not possible and certain developments will not be captured by this monitoring indicator.

Recommendations

No action required at present. Continue to monitor.

Topic Area: Waste Management Capacity

Relevant LDP Policies: KP12, W1

Indicator reference: OB4 SN2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period

Indicator		Target			Trigger
LOCAL Maintain a sufficient amount of land and facilities to cater for Cardiff's waste capacity		Maintain a sufficient capacity to cater for Cardiff's waste (to be confirmed at a regional level in accordance with TAN21)			No trigger
Performance 1st AMR 1 st April 2016 to 31 st March 2017	Performance 2nd AMR 1 st April 2017 to 31 st March 2018	Performance 3rd AMR 1 st April 2018 to 31 st March 2019	Performance 4th AMR 1 st April 2019 to 31 st March 2020	Performance 5th AMR 1 st April 2020 to 31 st March 2021	
A sufficient amount of land and facilities are available to cater for Cardiff's waste capacity	A sufficient amount of land and facilities are available to cater for Cardiff's waste capacity	A sufficient amount of land and facilities are available to cater for Cardiff's waste capacity	A sufficient amount of land and facilities are available to cater for Cardiff's waste capacity	A sufficient amount of land and facilities are available to cater for Cardiff's waste capacity	
Analysis					
<p>TAN21 and its associated regional monitoring reports are used to monitor whether each region has enough capacity to manage its waste arisings and anticipate when additional regional capacity will be needed. Cardiff is part of the South East Wales Region. The latest regional monitoring report available is the 'Waste Planning Monitoring Report: South East Wales' published in April 2016. This concluded that there is no further need for landfill capacity within the South East Wales region and that any proposals for further residual waste treatment should be carefully assessed to ensure that the facility would not result in over-provision.</p> <p>No significant waste developments were granted permission within the monitoring period.</p>					

Therefore, it is considered that policies KP12 and W1 are functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.

Recommendations

No action required at present. Continue to monitor.

Topic Area: Household Waste Recycling

Relevant LDP Policies: KP12, W1, W2

Indicator reference: OB4 SN3

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Amount of household waste recycled		Minimum Overall Recycling - 58% by 2016, 64% by 2020 and 70% by 2025. Maximum Landfill = n/a by 2016, 10% by 2020 and 5% by 2025			Minimum Overall Recycling - 58% by 2016, 64% by 2020 and 70% by 2025. Maximum Landfill = n/a by 2016, 10% by 2020 and 5% by 2025
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The amount of household waste recycled in 2015/16 was 58.2% and amount sent to landfill was 7.5%	The amount of household waste recycled in 2016/17 was 58.1% and amount sent to landfill was 1.6%	The amount of household waste recycled in 2017/18 was 58.3% and amount sent to landfill was 1%	The amount of household waste recycled in 2018/19 was 59.2% and amount sent to landfill was 3%	The amount of household waste recycled in 2019/20 was 58.1% and amount sent to landfill was 3%	
Analysis					
<p>Latest figures produced by Welsh Government show that the household recycling rate in 2019/20 was 58.1% which was below the target for recycling in 2020 of 64% set out above. This rate shows a slight drop on 2018/19 but overall there has been a general upward trend over the last few years as rates in 2013/14 were 49.7%. Only 3% of household waste was sent to landfill in 2019/20 which is below the 10% target for 2020 set out above. This percentage represents a significant reduction from 2012/13 when 39% was sent to landfill.</p> <p>Therefore, it is considered that policies KP12, W1 and W2 are functioning effectively in this regard. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Waste Management Applications

Relevant LDP Policies: KP12, W1, W2

Indicator reference: OB4 SN4

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Applications received for waste management uses on B2 sites		Maintain a sufficient range and choice of waste management facilities			1 or more applications refused in any 1 year
Performance 1st AMR 1 st April 2016 to 31 st March 2017	Performance 2nd AMR 1 st April 2017 to 31 st March 2018	Performance 3rd AMR 1 st April 2018 to 31 st March 2019	Performance 4th AMR 1 st April 2019 to 31 st March 2020	Performance 5th AMR 1 st April 2020 to 31 st March 2021	
No applications for waste management uses on B2 land refused	No applications for waste management uses on B2 land refused	No applications for waste management uses on B2 land refused	No applications for waste management uses on B2 land refused	No applications for waste management uses on B2 land refused	
Analysis					
<p>During the monitoring period, no applications for waste management uses on B2 land were refused.</p> <p>Therefore, it is considered that policies KP12 and W2 are functioning effectively in this regard. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>					
Recommendations					
No action required at present. Continue to monitor.					

Topic Area: Landbank of Crushed Rock Reserves

Relevant LDP Policies: KP11

Indicator reference: OB4 SN5

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period

Indicator		Target			Trigger
LOCAL Maintain a minimum 10 year landbank of crushed rock reserves		10 year supply			Less than 10 year supply
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
More than 10 year supply maintained throughout the plan period	More than 10 year supply maintained throughout the plan period	More than 10 year supply maintained throughout the plan period	More than 10 year supply maintained throughout the plan period	More than 10 year supply maintained throughout the plan period	
Analysis					
<p>The most recent published data on the landbank is the SWRAWP Annual Report 2019, published in May 2021. This states that Cardiff has a landbank of 28 years based on a three year average of sales (2017-2019) and 30 years based on a ten year average of sales (2010-2019). The Council cannot publish information on rates of sales in relation to reserves in an uncollated format, due to the need to protect the commercial confidentiality of operators.</p> <p>Given that there would be a landbank in excess of 10 years at the end of the plan period in 2026, it is considered that mineral policies are functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>					

Recommendations
No action is required at present. Continue to monitor.

Topic Area: Sand Wharf Protection Areas

Relevant LDP Policies: KP11, M6

Indicator reference: OB4 SN6

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Amount of development within Sand Wharf Protection Area		No permanent development which would prejudice the ability to land marine dredged sand and gravel will be permitted within the safeguarded sand wharfs which is contrary to Policy M6			1 application permitted for development in any 1 year
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
No applications permitted within the Sand Wharf Protection Area	No applications permitted within the Sand Wharf Protection Area	No applications permitted within the Sand Wharf Protection Area	No applications permitted within the Sand Wharf Protection Area	No applications permitted within the Sand Wharf Protection Area	
Analysis					
During the monitoring period no applications were permitted within the Sand Wharf Protection Area. It is, therefore, considered that policy M6 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Mineral Safeguarding Areas

Relevant LDP Policies: KP11, M7

Indicator reference: OB4 SN7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period

Indicator		Target			Trigger
LOCAL Amount of development permitted within a mineral safeguarding area		No permanent sterilising development as defined in MPPW/MTAN1 will be permitted within a Mineral Safeguarding Area which is contrary to Policy M7 of the Plan			1 application permitted for development in any year
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No permanently sterilising developments permitted contrary to policy M7	No permanently sterilising developments permitted contrary to policy M7	No permanently sterilising developments permitted contrary to policy M7	No permanently sterilising developments permitted contrary to policy M7	No permanently sterilising developments permitted contrary to policy M7	
Analysis					
<p>During the monitoring period, four applications within mineral safeguarding areas were approved:</p> <ul style="list-style-type: none"> An application for the demolition of an existing house and construction of three detached dwellings within the limestone safeguarding area was approved. The site is partially within the limestone safeguarding area, is already within residential use and is surrounded on three sides by recent residential development. It is not, therefore, considered that the development would cause any additional sterilisation of the limestone resource; 					

- An application for engineering works within the sand and gravel safeguarding area was approved. Only part of the overall site is within the safeguarding area and mainly accommodates a section of existing adopted highway. It is not considered that the proposal would constitute permanently sterilising development;
- The retention of a concrete access track was approved within the sand and gravel safeguarding area, but is not considered to be permanently sterilising development;
- The diversion of an access track was approved within the sand and gravel safeguarding area, but is not considered to be permanently sterilising development.

It is, therefore, considered that policy M7 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.

Recommendations

No action is required at present. Continue to monitor.

Topic Area: Mineral Permissions

Relevant LDP Policies: M2

Indicator reference: OB4 SN8

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period

Indicator		Target			Trigger
LOCAL Number of planning permissions permitted for extraction of aggregate mineral not in line with Policy M2		0 Planning permissions permitted			1 application permitted for development in any 1 year
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications permitted for extraction in line with policy M2	No applications permitted for extraction in line with policy M2	No applications permitted for extraction in line with policy M2	No applications permitted for extraction in line with policy M2	No applications permitted for extraction in line with policy M2	
Analysis					
No applications were permitted for the extraction of aggregate which were not considered to accord with Policy M2.					
The discharge of the remaining conditions relating to planning permission 15/01953/MJR for a lateral extension to Creigiau Quarry has continued during the monitoring period, in line with policy M2.					
Recommendations					
No action required at present. Continue to monitor.					

Topic Area: Mineral Buffer Zones

Relevant LDP Policies: M4

Indicator reference: OB4 SN9

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period

Indicator		Target			Trigger
LOCAL Number of planning permissions for inappropriate development e.g. dwellings/ mineral working, permitted in Minerals Buffer Zones contrary to policy M4		1 planning permission permitted			1 application permitted for development in any one year
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No applications for inappropriate development permitted within the Minerals Buffer Zones	No applications for inappropriate development permitted within the Minerals Buffer Zones	No applications for inappropriate development permitted within the Minerals Buffer Zones	No applications for inappropriate development permitted within the Minerals Buffer Zones	No applications for inappropriate development permitted within the Minerals Buffer Zones	
Analysis					
During the monitoring period, no applications were approved for development within any of the buffer zones, so no applications for inappropriate development were permitted. It is, therefore, considered that policy M4 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Prohibition Orders on dormant Mineral Sites

Relevant LDP Policies: M3

Indicator reference: OB4 SN10

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period

Indicator		Target			Trigger
LOCAL Number of prohibition orders issued on dormant sites		Ensure that those dormant sites deemed not likely to be re-worked in the future (as part of the annual review) are served with prohibition orders			LPA fails to serve prohibition orders on sites that are deemed not likely to be re-worked in the future
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
No prohibition orders served in the monitoring period. Work has progressed in securing the closure of southern and western parts of Creigiau Quarry in line with M3	No prohibition orders served in the monitoring period. Work has progressed in securing the closure of southern and western parts of Creigiau Quarry in line with M3	No prohibition orders served in the monitoring period	No prohibition orders served in the monitoring period	No prohibition orders served in the monitoring period	
Analysis					
The Council has not served any prohibition orders within the monitoring period.					
The discharge of the remaining conditions relating to planning permission 15/01953/MJR at Creigiau Quarry has continued during the monitoring period. The permission allows an extension to the south east area of Creigiau Quarry and includes the relinquishment of southern and western parts of the quarry, in line with Policy M3 'Quarry Closures and Extension Limits'.					

Further research and investigation into the appropriateness of serving prohibition orders should be carried out. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.

Recommendations

Further research on prohibition orders is required. Continue to monitor.

Topic Area: Historic Environment

Relevant LDP Policies: KP 17: Built Heritage, EN9: Conservation of the Historic Environment

Indicator reference: OB4 SN11

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Number of applications permitted contrary to Policy EN9 that would adversely affect Scheduled Ancient Monuments, registered historic parks and gardens, Listed Buildings or Conservation Areas		No developments permitted over the course of the Plan where there is an outstanding objection from statutory heritage advisors or that would adversely affect Scheduled Ancient Monuments, registered historic parks and gardens, Listed Buildings or Conservation Areas			1 application permitted for development in any 1 year where there is an outstanding objection from statutory heritage advisors
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
No developments have been permitted with an outstanding objection from statutory heritage advisors.	No developments have been permitted with an outstanding objection from statutory heritage advisors.	No developments have been permitted with an outstanding objection from statutory heritage advisors.	No developments have been permitted with an outstanding objection from statutory heritage advisors.	No developments have been permitted with an outstanding objection from statutory heritage advisors.	
Analysis					
During the 5 th monitoring period all the relevant applications received on historic environment assets were considered to be policy compliant/policy compliant subject to conditions/recommendations placed on the permission. No applications were permitted with an outstanding objection from statutory heritage advisors					
Recommendations					
No action is required at present. Continue to monitor.					

Topic Area: Delivery of Strategic Site Infrastructure

Relevant LDP Policies: KP2(A-H), KP4 and KP6

Indicator reference: OB4 SN12

Contextual Changes: There have been no significant changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger
<p>LOCAL Delivery of each key principle from the Strategic Sites Masterplanning Framework as embedded in the LDP to ensure delivery of key infrastructure including sustainable transportation interventions, social and community facilities, together with any other key Masterplanning requirements.</p>	<p>Failure of any key principles being effectively delivered in accordance with details which are approved through the Development Management process (e.g. S106 obligations & planning conditions).</p>	<p>1 (or more) key principles not delivered.</p>

Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021
<p>2017: Outline planning permission(s) have been granted at Strategic Sites:</p> <p>C: (North West Cardiff), F: (North East Cardiff – West of Pontprennau) and G: (East of Pontprennau Link Road).</p> <p>Associated S106 agreements are linked to infrastructure provision identified through policies KP2(A-H).</p> <p>To date, construction work has only commenced at Site G and the delivery of infrastructure provision identified through the associated S106 agreements will be monitored as schemes</p>	<p>2018: Outline planning permission has been granted at Strategic Sites:</p> <p>C: North West Cardiff (x4) D: Land North of Junction 33 F: North East Cardiff G: East of Pontprennau Link Road (x2)</p> <p>Full and/or Reserved Matters have been approved at sites:</p> <p>A: Central Enterprise Zone C: North West Cardiff (x3) G: East of Pontprennau Link Road (x4)</p> <p>Construction work has commenced at sites:</p> <p>A: Central Enterprise Zone</p>	<p>2019: Outline planning permission has been granted at Strategic Sites:</p> <p>C: North West Cardiff (x4) D: Land North of Junction 33 F: North East Cardiff G: East of Pontprennau Link Road (x2)</p> <p>Full and/or Reserved Matters have been approved at sites:</p> <p>A: Central Enterprise Zone C: North West Cardiff (x3) F: North East Cardiff G: East of Pontprennau Link Road (x4)</p> <p>Construction work has commenced at sites:</p>	<p>2020: Outline planning permissions have been granted at Strategic Sites:</p> <p>C: NW Cardiff D: Land North of Junction 33 F: NE Cardiff G: East of Pontprennau Link Road</p> <p>Live Outline Applications at Sites E and F</p> <p>Full and/or Reserved Matters have been granted/approved at sites:</p> <p>A: Central Enterprise Zone C: NW Cardiff D: North of M4 J33 F: NE Cardiff G: East of Pontprennau Link Road</p>	<p>2021: Outline planning permissions have been granted at Strategic Sites:</p> <p>C: NW Cardiff D: Land North of Junction 33 F: NE Cardiff G: East of Pontprennau Link Road</p> <p>Live Outline Applications at Sites A, E, F and H</p> <p>Full and/or Reserved Matters have been granted/approved at sites:</p> <p>A: Central Enterprise Zone C: NW Cardiff D: North of M4 J33 F: NE Cardiff G: East of Pontprennau Link Road</p>

<p>progress over the coming years.</p>	<p>C: North West Cardiff G:East of Pontprennau Link Road.</p> <p>The S106 Agreements for each of the Strategic Sites are linked to the infrastructure provision identified through LDP Policies KP2(A-H).</p> <p>The delivery of infrastructure provision is monitored as schemes progress and is summarised in Appendix 2 of the Cardiff Infrastructure Plan (Edition 2, Spring 2018).</p>	<p>A: Central Enterprise Zone C: North West Cardiff (x3) F: North East Cardiff G:East of Pontprennau Link Road (x2)</p> <p>The S106 Agreements for each of the Strategic Sites are linked to the infrastructure provision identified through LDP Policies KP2(A-H).</p> <p>The delivery of strategic site infrastructure is now being monitored through a series of bespoke monitoring documents that form part of the wider Cardiff Infrastructure Plan (see below).</p>	<p>Construction work has commenced at sites:</p> <p>A: Central Enterprise Zone C: NW Cardiff D: North of M4 J33 F: NE Cardiff G:East of Pontprennau Link Road</p> <p>The S106 Agreements for each of the Strategic Sites are linked to the infrastructure provision identified through LDP Policies KP2(A-H).</p> <p>The delivery of strategic site infrastructure is monitored through a series of bespoke monitoring documents that form part of the wider Cardiff Infrastructure Plan (see below).</p>	<p>Construction work has commenced at sites:</p> <p>A: Central Enterprise Zone B: Ferry Road (meanwhile use) C: NW Cardiff D: North of M4 J33 F: NE Cardiff G:East of Pontprennau Link Road</p> <p>The S106 Agreements for each of the Strategic Sites are linked to the infrastructure provision identified through LDP Policies KP2(A-H).</p> <p>The delivery of strategic site infrastructure is monitored through a series of bespoke monitoring documents that form part of the wider Cardiff Infrastructure Plan (see below).</p>
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Analysis

Construction is being undertaken at sites A (Central Enterprise Zone), C (North West Cardiff), D (Land North of Junction 33 on the M4), F (North East Cardiff) and G (East of Pontprennau Link Road). There are currently live outline planning applications at Strategic Sites A (Central Enterprise Zone), E (South of Creigiau), F (North East Cardiff) and H (South of St Mellons Business Park). A meanwhile use is being constructed at Site B (Ferry Road).

In order to monitor ongoing progress at each of the strategic sites in terms of planning consents, development activity and infrastructure provision, a series of bespoke monitoring documents have been produced. These documents form part of the wider Cardiff Infrastructure Plan and are regularly updated to track progress on each of the sites. They are available to view on the Planning pages of the Council's website at www.cardiff.gov.uk/planning > [Major Development Activity Monitoring](#).

Recommendations

- Continue to monitor the delivery of Strategic Site infrastructure provision through regular updates of the 'Strategic Site Monitoring Documents'.
- No actions are triggered under the fifth year of performance monitoring.

Topic Area: Cardiff Infrastructure Plan

Relevant LDP Policies: KP6

Indicator reference: OB4 SN13

Contextual Changes: There have been no significant changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Preparing an annual Infrastructure Plan and Infrastructure Plan Delivery Report update.		Update the Infrastructure Plan and Infrastructure Plan Delivery Report annually to reflect the latest available information with regard to key infrastructure, costs/funding and estimated timescales.			Failure to update the Infrastructure Plan and Infrastructure Plan Delivery Report annually.
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The 2016 version of the Cardiff Infrastructure Plan was published in September. The 2017 version is being prepared in advance of completion later in the year.	The 2018 update of the Cardiff Infrastructure Plan has recently been completed and is due to be published in the autumn.	The 2019 update of the Infrastructure Plan is being undertaken. As part of this update, a series of new Strategic Site Monitoring Documents have been produced, which have been published on the Council's website.	The 2020 update of the Infrastructure Plan is being undertaken. As part of this, the Strategic Site Monitoring Documents for Spring 2020 have been published on the Council's website.	The 2021 update of the Infrastructure Plan is being undertaken. As part of this, the Strategic Site Monitoring Documents for Spring 2021 have been published on the Council's website.	

Analysis
<ul style="list-style-type: none">• A review / update of the Cardiff Infrastructure Plan is undertaken on an annual basis.• As part of the annual review/update, a series of 'Strategic Site Monitoring Documents' have been produced to monitor ongoing progress in terms of planning consents, development activity and infrastructure provision at each of the Strategic Sites. The Spring 2021 monitoring documents have been published on the Council's website.
Recommendations
<ul style="list-style-type: none">• No actions are triggered under the fifth year of performance monitoring.

Topic Area: Managing Transportation Impacts SPG

Relevant LDP Policies: T5

Indicator reference: OB4 SN14

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
Local Design and Parking Guidance SPG (incorporating Access, Circulation and Parking Requirements SPG and sustainable design guidance)		To deliver the SPG			Failure to adopt SPG within 6 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
In 2016-2017, the Draft SPG was in the process of being finalised in preparation for consultation. Progress on the document having been delayed due to extensive additional technical work required in preparing the guidance, in combination with limitations of workloads and staffing capacity.	Consultation on the SPG was undertaken between November and December 2017. The SPG was subsequently adopted, having been approved by Council on the 19 th of July 2018.	The SPG was approved by Council on the 19 th of July 2018.	The SPG was approved by Council on the 19 th of July 2018.	The SPG was approved by Council on the 19 th of July 2018.	

Analysis

The Council recommended to approve the 'Managing Transport Impacts SPG' (which incorporates the Design and Parking Guidance) on July 19th 2018. This document will now be considered in the determination of all subsequent planning applications.

A commitment has been made to Council, to review the newly adopted SPG on at least a biennial basis, with the SPG serving as a 'live' working document, to be amended in response to changing approaches within Transport Policy.

Recommendations

No action is required

Topic Area: Waste Management Facilities SPG

Relevant LDP Policies: W1, W2

Indicator reference: OB4 SN15

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Locating Waste Management Facilities SPG					Failure to adopt SPG within 12 months of adoption of the Plan
Performance 1st AMR 1 st April 2016 to 31 st March 2017	Performance 2nd AMR 1 st April 2017 to 31 st March 2018	Performance 3rd AMR 1 st April 2018 to 31 st March 2019	Performance 4th AMR 1 st April 2019 to 31 st March 2020	Performance 5th AMR 1 st April 2020 to 31 st March 2021	
The Locating Waste Management Facilities SPG was approved in January 2017	The Locating Waste Management Facilities SPG was approved in January 2017	The Locating Waste Management Facilities SPG was approved in January 2017	The Locating Waste Management Facilities SPG was approved in January 2017	The Locating Waste Management Facilities SPG was approved in January 2017	
Analysis					
The SPG was approved by Council on 26 th January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action is required					

Topic Area: Infill Sites Design Guidance SPG

Relevant LDP Policies: KP5

Indicator reference: OB4 SN16

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Infill Sites Design Guidance SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
The Infill Sites Design Guidance SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017	The Infill Sites Design Guidance SPG was approved in November 2017	The Infill Sites Design Guidance SPG was approved in November 2017	The Infill Sites Design Guidance SPG was approved in November 2017	The Infill Sites Design Guidance SPG was approved in November 2017	
Analysis					
The Infill Sites Design Guidance SPG was approved by Council on 30 th November 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action is required					

Topic Area: Tall Buildings SPG

Relevant LDP Policies: KP5

Indicator reference: OB4 SN17

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Tall Buildings SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1st AMR 1st April 2016 to 31st March 2017	Performance 2nd AMR 1st April 2017 to 31st March 2018	Performance 3rd AMR 1st April 2018 to 31st March 2019	Performance 4th AMR 1st April 2019 to 31st March 2020	Performance 5th AMR 1st April 2020 to 31st March 2021	
The Tall Buildings SPG was approved in January 2017	The Tall Buildings SPG was approved in January 2017	The Tall Buildings SPG was approved in January 2017	The Tall Buildings SPG was approved in January 2017	The Tall Buildings SPG was approved in January 2017	
Analysis					
The SPG was approved by Council on 26 th January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action is required					

Topic Area: Householder Design Guidance SPG

Relevant LDP Policies: KP5

Indicator reference: OB4 SN18

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Householder Design Guidance SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1st AMR 1 st April 2016 to 31 st March 2017	Performance 2nd AMR 1 st April 2017 to 31 st March 2018	Performance 3rd AMR 1 st April 2018 to 31 st March 2019	Performance 4th AMR 1 st April 2019 to 31 st March 2020	Performance 5th AMR 1 st April 2020 to 31 st March 2021	
The Residential Design Guidance SPG was approved in January 2017	The Residential Design Guidance SPG was approved in January 2017	The Residential Design Guidance SPG was approved in January 2017	The Residential Design Guidance SPG was approved in January 2017	The Residential Design Guidance SPG was approved in January 2017	
Analysis					
The SPG has been renamed Residential Design Guidance SPG and was approved by Council on 26 th January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action is required.					

Topic Area: Public Art SPG

Relevant LDP Policies: KP5

Indicator reference: OB4 SN19

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Public Art SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Public Art SPG is due to be issued for public consultation in March 2018.	The draft Public Art SPG is currently in preparation prior to being reviewed and finalised internally before being issued for public consultation.	It is proposed not to progress a Public Art SPG at this time. Refer to Analysis (below).	It is proposed not to progress a Public Art SPG at this time. Refer to Analysis (below).	It is proposed not to progress a Public Art SPG at this time. Refer to Analysis (below).	
Analysis					
Having reviewed the previous public art SPG, it is considered that through the related policies in the Local Development Plan and other existing (Cardiff Public Art Strategy) and recently produced (Public Art Protocol) public art guidance, there is not a need to produce an updated public art SPG at this time.					
This position will be reviewed annually to monitor if any significant contextual changes occur in the future.					
Recommendations					
<ul style="list-style-type: none"> • Not to progress a Public Art SPG at this time. • To continue to monitor public art to identify any significant contextual changes during the monitoring period. 					

Topic Area: Food, Drink and Leisure Uses SPG

Relevant LDP Policies: R8

Indicator reference: OB4 SN20

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Food Drink and Leisure Uses and Premises for Eating, Drinking and Entertainment in Cardiff City Centre SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.	The SPG was approved in November 2017	The SPG was approved in November 2017	The SPG was approved in November 2017	The SPG was approved in November 2017	
Analysis					
The SPG was approved by Council on 30 th November 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action is required.					

Topic Area: Waste Collection and Storage Facilities SPG

Relevant LDP Policies: W1, W2

Indicator reference: OB4 SN21

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Waste Collection and Storage Facilities SPG					Failure to adopt SPG within 18 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Waste Collection and Storage Facilities SPG was approved in October 2016	The Waste Collection and Storage Facilities SPG was approved in October 2016	The Waste Collection and Storage Facilities SPG was approved in October 2016	The Waste Collection and Storage Facilities SPG was approved in October 2016	The Waste Collection and Storage Facilities SPG was approved in October 2016	
Analysis					
The SPG was approved by Council on 20 th October 2016 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					
Recommendations					
No action is required.					

Topic Area: Flat Conversions SPG

Relevant LDP Policies: H5

Indicator reference: OB4 SN22

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Design Guidance and Standards for Flat Conversions SPG					Failure to adopt SPG within 12 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Design Guidance and Standards for Flat Conversions SPG is due to be issued for public consultation in March 2018	A draft of the Design Guidance and Standards for Flat Conversions SPG has been prepared and is currently being reviewed / finalised internally prior to being issued for public consultation	The Flat Conversions SPG was approved in March 2019	The Flat Conversions SPG was approved in March 2019	The Flat Conversions SPG was approved in March 2019	
Analysis					
The SPG was approved by Council on 28 th March 2019 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.					

Recommendations
No action is required.

Topic Area: Renewable Energy Assessments SPG

Relevant LDP Policies: EN12

Indicator reference: OB4 SN23

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator		Target			Trigger
LOCAL Renewable Energy Assessments SPG					Failure to adopt SPG within 12 months of adoption of the Plan
Performance 1 st AMR 1 st April 2016 to 31 st March 2017	Performance 2 nd AMR 1 st April 2017 to 31 st March 2018	Performance 3 rd AMR 1 st April 2018 to 31 st March 2019	Performance 4 th AMR 1 st April 2019 to 31 st March 2020	Performance 5 th AMR 1 st April 2020 to 31 st March 2021	
The Renewable Energy Assessments SPG is due to be issued for public consultation in March 2018	The draft Renewable Energy Assessment SPG is being prepared prior to being reviewed and finalised internally and issued for public consultation	The draft Renewable Energy Assessment SPG is being prepared prior to being reviewed and finalised internally and issued for public consultation	The draft Renewable Energy Assessment SPG is being prepared prior to being reviewed and finalised internally and issued for public consultation	The draft Renewable Energy Assessment SPG is being prepared prior to being reviewed and finalised internally and issued for public consultation	
Analysis					
The Council adopted the LDP on the 28th of January 2016. The intention was that the SPG should have been adopted by the end of January 2017. However, progress on the document has been delayed due to the technical nature of the document and the need to assess the implications of new renewable technologies and evolving national guidance on renewables, in combination with limitations of workloads and staffing capacity.					
Recommendations					
Prioritise resources to the delivery of the SPG as per the above timescales, to ensure adoption in 2022.					

6. Sustainability Appraisal Monitoring

Methodology

The Sustainability Appraisal monitoring expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) Monitoring Objectives. The data collated includes a mix of qualitative and quantitative data with a commentary in the latter column to describe the progress and provide a recommendation.

Indicators may have been amended where there is a data gap to allow for similar information to be collated, the text is italicised to identify indicators where a change has been made. There is also overlap with some LDP indicators, these indicators are marked in bold and coloured green for clarity. This is intended to provide an indication of how the LDP monitoring and SA monitoring are interlinked. A brief commentary is provided although reference should be made to Section 5 LDP Policy Analysis for additional information.

There are a number of SA indicators where information is not published annually, for example those based on the census. The purpose of the monitoring framework is to review changes on an annual basis, as a consequence these are not necessarily going to be useful moving forward in terms of future monitoring. They have however been retained in order to provide a baseline, further work will be undertaken in time for the next AMR to determine whether alternative sources of information are available.

The traffic light rating system used for the LDP Monitoring Indicators has not been taken forward for use with the SA Monitoring. Many of the SA objectives are aspirational. In addition, the LDP alone would not be the only factor that would need to be considered in achieving their aims. The SA Monitoring does not include targets as such, unlike the LDP monitoring, it would therefore prove difficult to interpret the commentary into a traffic light rating. This is the fourth SA monitoring to be undertaken since the adoption of the LDP and it provides a comparison with the baseline data outlined in the 2017 and 2018 AMRs. Where applicable the direction of change compared to the first and second SA monitoring is included adjacent the data for this monitoring period. This will be utilised to assess the LDPs progression towards meeting the identified sustainable development indicators.

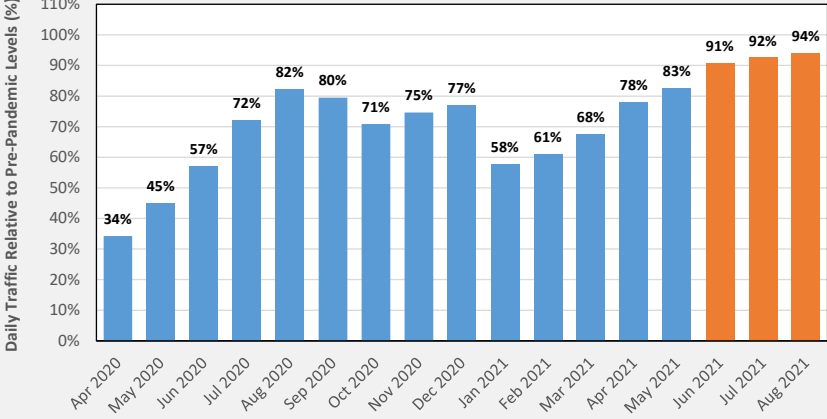
Information contained in the SA monitoring framework in the main relates to a wide range of data produced internally, by various departments of the Council and externally from other organisations. Where data has been sourced externally, a footnote is provided to ensure the data source is easily identifiable.

SA objective	Indicator	Target	Data	Commentary
1. Help deliver equality of opportunity and access for all	The percentage of population in the 100 most deprived wards in Wales	Reduction	12% is the 2015 baseline 2019 10% (↓)	The latest Welsh Index of Multiple Deprivation data from 2019 shows that 10% of the population of Cardiff is in the 100 most deprived wards in Wales
	The number of net additional affordable dwellings built	6,646 net affordable units over the remaining Plan period (representing an average of 22.8% of total housing provision)	1,582 (↑)	From 2014/15 to 2020/21 a total of 1,582 affordable dwellings were completed.
	Total number of Gypsy and Traveller pitches for residential accommodation	Net increase	No increase	Work ongoing to identify new site for Gypsy and Traveller pitches.

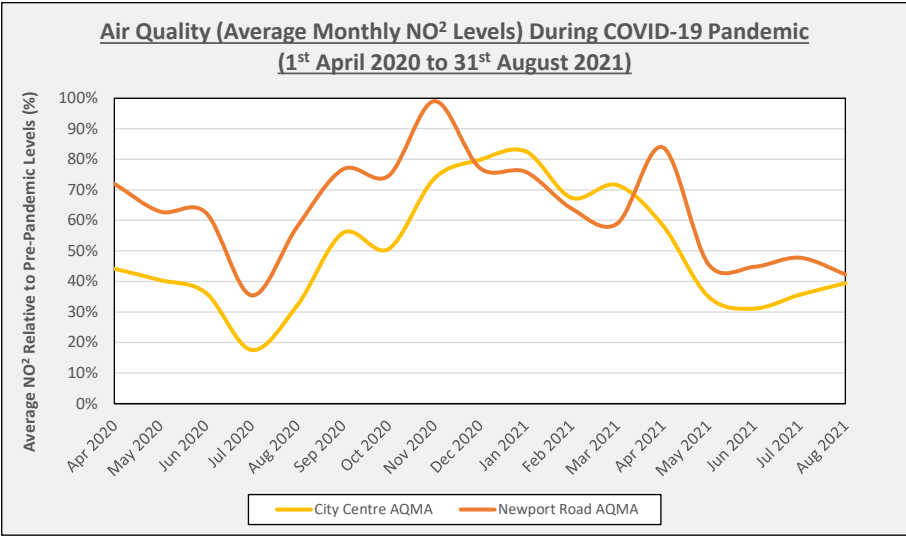
SA objective	Indicator	Target	Data	Commentary																																																						
2. Maintain and improve air quality	NO2 levels	40µgm3	Exceedance's of the 40µgm3 within the declared AQMAs	<p>Due to the reduction in traffic volumes as a result of the pandemic and national lockdown traffic volumes have decreased significantly in the last year and this reduction has translated to improvements in air quality. The average NO² levels for the City Centre AQMA and for Newport Road AQMA are presented in the graph below.</p> <table border="1"> <caption>Air Quality (Average Monthly NO² Levels) During COVID-19 Pandemic (1st April 2020 to 31st August 2021)</caption> <thead> <tr> <th>Month</th> <th>City Centre AQMA (%)</th> <th>Newport Road AQMA (%)</th> </tr> </thead> <tbody> <tr><td>Apr 2020</td><td>45</td><td>70</td></tr> <tr><td>May 2020</td><td>40</td><td>65</td></tr> <tr><td>Jun 2020</td><td>35</td><td>65</td></tr> <tr><td>Jul 2020</td><td>18</td><td>35</td></tr> <tr><td>Aug 2020</td><td>35</td><td>55</td></tr> <tr><td>Sep 2020</td><td>55</td><td>75</td></tr> <tr><td>Oct 2020</td><td>50</td><td>75</td></tr> <tr><td>Nov 2020</td><td>75</td><td>98</td></tr> <tr><td>Dec 2020</td><td>75</td><td>75</td></tr> <tr><td>Jan 2021</td><td>85</td><td>75</td></tr> <tr><td>Feb 2021</td><td>70</td><td>65</td></tr> <tr><td>Mar 2021</td><td>70</td><td>60</td></tr> <tr><td>Apr 2021</td><td>65</td><td>85</td></tr> <tr><td>May 2021</td><td>30</td><td>45</td></tr> <tr><td>Jun 2021</td><td>35</td><td>45</td></tr> <tr><td>Jul 2021</td><td>35</td><td>45</td></tr> <tr><td>Aug 2021</td><td>40</td><td>40</td></tr> </tbody> </table>	Month	City Centre AQMA (%)	Newport Road AQMA (%)	Apr 2020	45	70	May 2020	40	65	Jun 2020	35	65	Jul 2020	18	35	Aug 2020	35	55	Sep 2020	55	75	Oct 2020	50	75	Nov 2020	75	98	Dec 2020	75	75	Jan 2021	85	75	Feb 2021	70	65	Mar 2021	70	60	Apr 2021	65	85	May 2021	30	45	Jun 2021	35	45	Jul 2021	35	45	Aug 2021	40	40
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Aug 2021	40	40																																																								
3. Protect and enhance biodiversity, flora and fauna	Number and extent of designated sites of importance (SACs, SPAs, SSSIs, Ramsars, LNRs)	No loss of area	No loss of area	<p>It is considered that there has been no loss of area as a result of applications permitted within the monitoring period. It is considered that all relevant applications permitted during the monitoring period were policy compliant/compliant subject to conditions/recommendations placed on the permission</p>																																																						

SA objective	Indicator	Target	Data	Commentary
	and SINCs, ancient woodland)			
	Condition of SSSIs	No reduction in condition	No reduction in condition	It is considered that there has been no reduction in the condition of SSSIs as a result of applications permitted within the monitoring period. It is considered that all relevant applications permitted during the monitoring period were policy compliant/ compliant subject to conditions/recommendations placed on the permission.
	Extent of Local Biodiversity Action Plan priority habitats	No reduction in extent		Local Biodiversity Action Plans are not currently being progressed. To be updated once a replacement has been established.
4. Reduce emissions of greenhouse gases that cause climate change and adapt to its effects	Traffic volumes (vehicle-km)	n/a	2015 = 2,927 2016 = 2,978 (↑) +2.8% 2017 = 2,920 (↓) -0.7% 2018 = 2,999 (↑) +4.0% 2019 = 3,392 (↑) +1.8% 2020 = 2,646 (↓)	According to DfT published road traffic statistics data, there has been a 22% decrease in the volume of road traffic between 2019 and 2020, from 3,392 to 2,646 million vehicle-km, this being due to the on-going COVID-19 pandemic. The annual trends in traffic volumes are presented in figure SA4.1.1 below – Figure: SA4.1.1

SA objective	Indicator	Target	Data	Commentary
			-22%	<p data-bbox="1227 272 2128 805"> </p> <p data-bbox="1227 847 2128 991">Nevertheless, traffic levels have changed over the course of the pandemic in response to changes in travel restrictions, as evident in figure SA4.1.2, whereby as can be seen since June of 2021 traffic has returned to near pre-pandemic levels.</p> <p data-bbox="1227 1066 1464 1102">Figure: SA4.1.2</p>

SA objective	Indicator	Target	Data	Commentary																								
				<p data-bbox="1339 288 2018 344">Daily Traffic Flows in by Month Cardiff During COVID-19 Pandemic (1st April 2020 to 31st August 2021)</p>  <p data-bbox="1227 847 2123 1026">In setting the above in context with the other UK Core Cities and the Regional Authorities, as presented in figure SA4.1.3 and SA4.1.4 respectively; it is clear that these have also experienced a similar decrease in traffic volumes over the past year due to COVID-19, at typically around 20%.</p> <p data-bbox="1227 1066 1462 1098">Figure: SA4.1.3</p> <table border="1" data-bbox="1227 1137 2123 1366"> <thead> <tr> <th>Core City:</th> <th>2019</th> <th>2020</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td>Belfast</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Birmingham</td> <td>6,772</td> <td>5,416</td> <td>-20.0%</td> </tr> <tr> <td>Bristol</td> <td>2,438</td> <td>1,907</td> <td>-21.8%</td> </tr> <tr> <td>Cardiff</td> <td>3,392</td> <td>2,646</td> <td>-22.0%</td> </tr> <tr> <td>Glasgow</td> <td>3,538</td> <td>2,729</td> <td>-22.9%</td> </tr> </tbody> </table>	Core City:	2019	2020	Change	Belfast	n/a	n/a	n/a	Birmingham	6,772	5,416	-20.0%	Bristol	2,438	1,907	-21.8%	Cardiff	3,392	2,646	-22.0%	Glasgow	3,538	2,729	-22.9%
Core City:	2019	2020	Change																									
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SA objective	Indicator	Target	Data	Commentary
				<p>How traffic volumes translate in terms of air quality, average NO² levels for the City Centre AQMA and for Newport Road AQMA are presented in figure SA4.1.5 below.</p> <p>Figure: SA4.1.5</p>  <p>Unsurprising, the above shows that as with traffic volumes, NO² levels have also generally been much lower over the past year.</p>
	% of people walking, cycling, travelling by bus and train for	n/a	<p>All Journey Purposes</p> <p>Walking: 2019 = 19%</p>	<p>Due to the on-going COVID-19 pandemic, it was not feasible to conduct the usual Cardiff Annual Transport Survey in 2020, on which the monitoring for this objective is based, as the situation</p>

SA objective	Indicator	Target	Data	Commentary
	each journey purpose		<p>2020 = 18% (↓) -1%</p> <p>Cycling: 2019 = 11% 2020 = 17% (↑) +6%</p> <p>Public Transport: 2019 = 17% 2020 = 9% (↓) -8%</p> <p>Work</p> <p>Walking: 2016 = 17.9% 2017 = 14.0% (↓) 2018 = 15.0% (↑) 2019 = 18.3% (↑)</p> <p>Cycling: 2016 = 11.3% 2017 = 16.5% (↑)</p>	<p>was continually evolving and travel patterns changing accordingly.</p> <p>Nevertheless, transport trends have been closely monitored throughout the pandemic using various local data sources in combination with published mobility data for Cardiff. Therefore, comparing the performance of 2020/2021 against 2019/2020 (pre-pandemic) is instead based on this data, albeit that individual journey purposes cannot be monitored, only the total for all journey purposes.</p> <p>Overall in 2020, there has been a marked decline in public transport use (8% shift from the proportion using bus or rail combined) due to travel restrictions (non-essential travel on public transport not having been permitted prior to August of 2020); limited service frequency; and limited on-board capacity such as to maintain social distancing. However, in recent months public transport use has shown signs of slowly but surely recovering, in particular as more people venture back to working in the office as opposed to working remotely or following having previously been on furlough.</p> <p>Walking has also experienced a slight 1% decrease overall across the year, although in past months has increased to significantly above pre-pandemic levels, as explored in OB1 EC15.</p> <p>Figure: SA4.2.1</p>

SA objective	Indicator	Target	Data	Commentary												
			<p>2018 = 20.3% (↑) 2019 = 18.9% (↓)</p> <p>Bus: 2016 = 10.0% 2017 = 9.7% (↓) 2018 = 10.6% (↑) 2019 = 15.9% (↑)</p> <p>Train: 2016 = 7.6% 2017 = 6.8% (↓) 2018 = 6.4% (↓) 2019 = 6.6% (↑)</p> <p>Education</p> <p>Walking: 2016 = 27.6% 2017 = 23.3% (↓) 2018 = 26.6% (↑) 2019 = 21.9% (↓)</p>	<div data-bbox="1294 312 2051 1318"> <p>Mode-Split for All Journey Purposes: Prior to COVID-19 (2019)</p> <table border="1"> <caption>Mode-Split for All Journey Purposes: Prior to COVID-19 (2019)</caption> <thead> <tr> <th>Mode</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Car</td> <td>50%</td> </tr> <tr> <td>Walking</td> <td>19%</td> </tr> <tr> <td>Public Transport</td> <td>17%</td> </tr> <tr> <td>Cycling</td> <td>10%</td> </tr> <tr> <td>Other</td> <td>3%</td> </tr> </tbody> </table> </div>	Mode	Percentage	Car	50%	Walking	19%	Public Transport	17%	Cycling	10%	Other	3%
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			<p>Cycling: 2016 = 9.6% 2017 = 12.8% (↑) 2018 = 14.0% (↑) 2019 = 15.7% (↑)</p> <p>Bus: 2016 = 12.8% 2017 = 10.7% (↓) 2018 = 10.5% (↓) 2019 = 13.4% (↑)</p> <p>Train: 2016 = 5.6% 2017 = 5.2% (↓) 2018 = 4.7% (↓) 2019 = 6.1% (↑)</p> <p>Shopping (City Centre)</p> <p>Walking: 2016 = 18.4%</p>	<p>Figure: SA4.2.2</p> <p>Mode-Split for All Journey Purposes: During COVID-19 (late August 2021)</p> <table border="1"> <thead> <tr> <th>Mode</th> <th>Percentage</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td>Car</td> <td>48%</td> <td>(-2%)</td> </tr> <tr> <td>Walking</td> <td>25%</td> <td>(+6%)</td> </tr> <tr> <td>Public Transport</td> <td>13%</td> <td>(-4%)</td> </tr> <tr> <td>Cycling</td> <td>11%</td> <td>(+1%)</td> </tr> <tr> <td>Other</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Mode	Percentage	Change	Car	48%	(-2%)	Walking	25%	(+6%)	Public Transport	13%	(-4%)	Cycling	11%	(+1%)	Other	-	-
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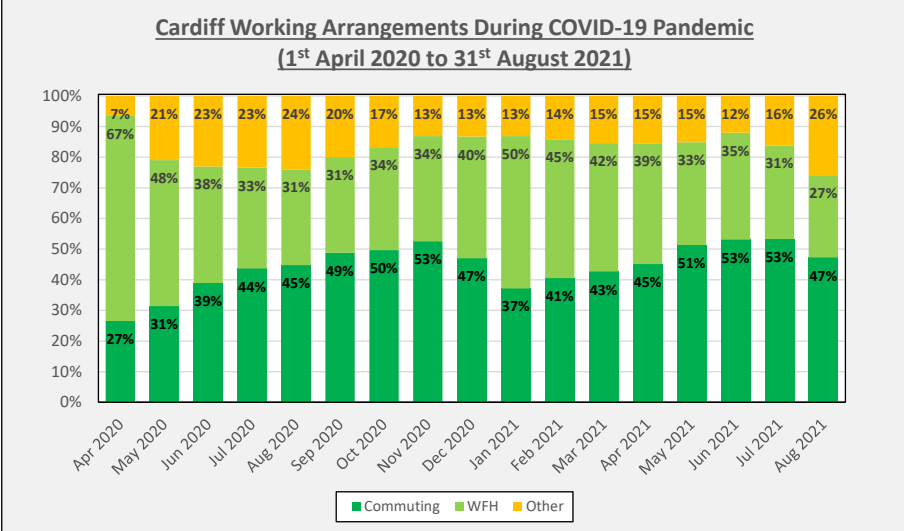
SA objective	Indicator	Target	Data	Commentary
			2017 = 16.1% (↓) 2018 = 16.9% (↑) 2019 = 17.5% (↑) Cycling: 2016 = 6.6% 2017 = 7.8% (↑) 2018 = 12.2% (↑) 2019 = 10.9% (↓) Bus: 2016 = 26.7% 2017 = 25.3% (↓) 2018 = 23.5% (↓) 2019 = 28.8% (↑) Train: 2016 = 11.3% 2017 = 11.0% (↓)	<p>However, the proportion cycling in 2020 has increased significantly from that in 2019, previously being at 11% then becoming 17% as of 2020 (a mode-shift of +6% to cycling). While in recent months the proportion cycling has since levelled off to around pre-pandemic levels in response to the recovery of the other modes and public transport in particular, nevertheless the actual numbers cycling have remained strong, with OVO Bikes (Nextbike) rentals alone as of August 2021 13% higher than for the equivalent period in 2019.</p> <p>In translating the above into mode-split for all journeys, the pre-pandemic and current proportions travelling by mode as of end of August 2021 are presented in figures SA4.2.1 and SA4.2.2, respectively.</p>

SA objective	Indicator	Target	Data	Commentary
			2018 = 11.3% (↑) 2019 = 10.5% (↓) Shopping (Other) Walking: 2016 = 23.5% 2017 = 19.9% (↓) 2018 = 21.1% (↑) 2019 = 23.4% (↑) Cycling: 2016 = 6.0% 2017 = 6.6% (↑) 2018 = 9.7% (↑) 2019 = 9.0% (↓) Bus: 2016 = 8.9% 2017 = 7.2% (↓) 2018 = 7.1% (↓)	

SA objective	Indicator	Target	Data	Commentary
			2019 = 10.2% (↑) Train: 2016 = 4.4% 2017 = 2.7% (↓) 2018 = 3.2% (↑) 2019 = 3.9% (↑) Leisure Walking: 2016 = 21.8% 2017 = 17.8% (↓) 2018 = 18.0% (↑) 2019 = 17.4% (↓) Cycling: 2016 = 10.0% 2017 = 10.8% (↑) 2018 = 13.9% (↑) 2019 = 13.2% (↓) Bus:	

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			2016 = 10.5% 2017 = 10.3% (↓) 2018 = 10.1% (↓) 2019 = 12.9% (↑) Train: 2016 = 8.8% 2017 = 8.3% (↓) 2018 = 8.5% (↑) 2019 = 9.7% (↑)													
	No. residents working in Cardiff, no. people commuting out of Cardiff, no. people commuting into Cardiff	n/a	Commuting in Cardiff Overall: 2019 = 100% 2020 = 42% (↓) -58% Residents Working in Cardiff: 2015 = 131,400 2016 = 139,500 (↑) 2017 = 139,600 () 2018 = 157,400 (↑)	Although the Annual Population Survey on which the Welsh Government statistics for commuting are derived, wasn't conducted this year due to the on-going COVID-19 pandemic; nevertheless, the Welsh Government released <u>hypothetical estimates of what commuter movements could have been in 2020 were there not the effect of a pandemic</u> . The results of these compared with the figures for 2019 are given in figure SA4.3.1. Figure: SA4.3.1 <table border="1"> <thead> <tr> <th>Origin:</th> <th>2019</th> <th>2020 (no pandemic)</th> </tr> </thead> <tbody> <tr> <td>Blaenau Gwent</td> <td>1,800</td> <td>1,300</td> </tr> <tr> <td>Bridgend</td> <td>9,000</td> <td>6,800</td> </tr> <tr> <td>Caerphilly</td> <td>15,400</td> <td>16,800</td> </tr> </tbody> </table>	Origin:	2019	2020 (no pandemic)	Blaenau Gwent	1,800	1,300	Bridgend	9,000	6,800	Caerphilly	15,400	16,800
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			2019 = 161,700 (↑)	<table border="1"> <tr> <td>Cardiff</td> <td>161,700</td> <td>150,700</td> </tr> <tr> <td>Merthyr Tydfil</td> <td>2,800</td> <td>2,700</td> </tr> <tr> <td>Monmouthshire</td> <td>2,100</td> <td>1,700</td> </tr> <tr> <td>Newport</td> <td>8,700</td> <td>8,700</td> </tr> <tr> <td>Rhondda Cynon Taf</td> <td>22,900</td> <td>23,200</td> </tr> <tr> <td>Vale of Glamorgan</td> <td>22,800</td> <td>22,500</td> </tr> <tr> <td>Torfaen</td> <td>3,600</td> <td>3,400</td> </tr> <tr> <td>TOTAL Region (excl. Cardiff)</td> <td>89,100</td> <td>87,100</td> </tr> <tr> <td>TOTAL Outside Region</td> <td>9,400</td> <td>9,800</td> </tr> <tr> <td>TOTAL Commuting In</td> <td>98,500</td> <td>96,900</td> </tr> <tr> <td>TOTAL Working in Cardiff</td> <td>260,200</td> <td>247,500</td> </tr> </table>	Cardiff	161,700	150,700	Merthyr Tydfil	2,800	2,700	Monmouthshire	2,100	1,700	Newport	8,700	8,700	Rhondda Cynon Taf	22,900	23,200	Vale of Glamorgan	22,800	22,500	Torfaen	3,600	3,400	TOTAL Region (excl. Cardiff)	89,100	87,100	TOTAL Outside Region	9,400	9,800	TOTAL Commuting In	98,500	96,900	TOTAL Working in Cardiff	260,200	247,500
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			Residents Commuting Out of Cardiff: 2015 = 34,000 2016 = 27,700 (↓) 2017 = 32,600 (↑) 2018 = 30,500 (↓) 2019 = 31,700 (↑)	Nevertheless, based on published mobility data, overall commuting in Cardiff for 2020 was around 42% of 2019 pre-pandemic levels (down 58%).																																	
			Commuting into Cardiff from Outside: 2015 = 84,400 2016 = 89,700 (↑) 2017 = 88,800 (↓) 2018 = 98,300 (↑) 2019 = 98,500 ()	The proportion of the workforce over the course of the pandemic whom have commuted, worked from home/remotely (WFH) or 'other' (on-leave, furlough, self-isolating, made redundant etc.), is presented in figure SA 4.3.2. As can be seen, currently nearly a third of the workforce is continuing to work from home, which is in-line with Welsh Government's long-term aspiration for equivalent to 30% of the workforce to be working remotely at any one time																																	
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			Cardiff: 2015 = 215,400 2016 = 229,200 (↑) 2017 = 228,400 () 2018 = 255,700 (↑) 2019 = 260,200 (↑)	<p>Figure: SA4.3.2</p>  <table border="1"> <caption>Cardiff Working Arrangements During COVID-19 Pandemic (1st April 2020 to 31st August 2021)</caption> <thead> <tr> <th>Month</th> <th>Commuting (%)</th> <th>WFH (%)</th> <th>Other (%)</th> </tr> </thead> <tbody> <tr><td>Apr 2020</td><td>27%</td><td>67%</td><td>7%</td></tr> <tr><td>May 2020</td><td>31%</td><td>48%</td><td>21%</td></tr> <tr><td>Jun 2020</td><td>39%</td><td>38%</td><td>23%</td></tr> <tr><td>Jul 2020</td><td>44%</td><td>33%</td><td>23%</td></tr> <tr><td>Aug 2020</td><td>45%</td><td>31%</td><td>24%</td></tr> <tr><td>Sep 2020</td><td>49%</td><td>31%</td><td>20%</td></tr> <tr><td>Oct 2020</td><td>50%</td><td>34%</td><td>17%</td></tr> <tr><td>Nov 2020</td><td>53%</td><td>34%</td><td>13%</td></tr> <tr><td>Dec 2020</td><td>47%</td><td>40%</td><td>13%</td></tr> <tr><td>Jan 2021</td><td>37%</td><td>50%</td><td>13%</td></tr> <tr><td>Feb 2021</td><td>41%</td><td>45%</td><td>14%</td></tr> <tr><td>Mar 2021</td><td>43%</td><td>42%</td><td>15%</td></tr> <tr><td>Apr 2021</td><td>45%</td><td>39%</td><td>15%</td></tr> <tr><td>May 2021</td><td>51%</td><td>33%</td><td>15%</td></tr> <tr><td>Jun 2021</td><td>53%</td><td>35%</td><td>12%</td></tr> <tr><td>Jul 2021</td><td>53%</td><td>31%</td><td>16%</td></tr> <tr><td>Aug 2021</td><td>47%</td><td>27%</td><td>26%</td></tr> </tbody> </table>	Month	Commuting (%)	WFH (%)	Other (%)	Apr 2020	27%	67%	7%	May 2020	31%	48%	21%	Jun 2020	39%	38%	23%	Jul 2020	44%	33%	23%	Aug 2020	45%	31%	24%	Sep 2020	49%	31%	20%	Oct 2020	50%	34%	17%	Nov 2020	53%	34%	13%	Dec 2020	47%	40%	13%	Jan 2021	37%	50%	13%	Feb 2021	41%	45%	14%	Mar 2021	43%	42%	15%	Apr 2021	45%	39%	15%	May 2021	51%	33%	15%	Jun 2021	53%	35%	12%	Jul 2021	53%	31%	16%	Aug 2021	47%	27%	26%
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	Modal split	'At least 50% of all trips on Cardiff's transport network made by sustainable modes by the end of the Plan period in 2026'	Absolute Values: 2015 = 46.0% 2016 = 50.3% (↑) +4.3% 2017 = 48.1% (↓) -2.2% 2018 = 50.4% (↑) +2.3% 2019 = 54.6% (↑) +4.2%	<p>Due to the COVID-19 pandemic and restrictions around travel accordingly, there was a 5.6% reduction in the proportion of all journeys made by sustainable modes in 2020 (49.0%) compared with 2019 (54.6%).</p> <p>However, the above is based on comparing absolute values, if instead we compare the 2020 value with that for the 5yr rolling average for 2019 (50%), then the difference is far less significant at only a 1% decrease.</p> <p>The historic trends for journeys made by sustainable modes, is provided in figure SA4.4.1. The proportion travelling sustainably</p>																																																																								

SA objective	Indicator	Target	Data	Commentary
			<p>2020 = 49.0% (↓) -5.6%</p> <p>5yr Rolling Averages: 2015 = 47.6% 2016 = 48.0% (↑) + 0.4% 2017 = 48.0% () +0% 2018 = 48.7% (↑) +0.7% 2019 = 49.9% (↑) +1.2% 2020 = 49% (↓) -0.9%</p>	<p>has varied across the year in response to the evolving situation around COVID-19, as presented in figure SA4.4.2.</p> <p>Figure: SA4.4.1</p> <div data-bbox="1227 408 2130 898"> </div> <p>Figure: SA4.4.2</p>

SA objective	Indicator	Target	Data	Commentary
	<p>Delivery of transport infrastructure as part of key strategic sites</p>	<p>As per the LDP and site masterplans</p>	<p>S106 Transport Funding Contributions (subject to schedule) for the key strategic sites are given as follows –</p> <p>SSA. Cardiff Central Enterprise Zone:</p>	<p>Construction in relation to the strategic sites has progressed through much of the past year even during periods of lockdown, although it is likely that this will have impacted on timeframes for delivery of sustainable infrastructure.</p> <p>Construction works are on-going and initial occupation underway at SSF. Churchlands in NE Cardiff ('Plas Ty Draw' in Lisvane), SSC. Plasdŵr in NW Cardiff ('Goitre Fach', 'Parc Plymouth' north of Llantrisant Road, and 'Cae St Fagans' south of Pentrebane Road).</p> <p><u>2020/2021</u></p> <p>The following infrastructure have been delivered over the past year specifically –</p>

SA objective	Indicator	Target	Data	Commentary
			18/01705/MJR – Cardiff Transport Interchange (by TfW) £1.76 million SSC. NW Cardiff: 14/02157/MJR – Land North & South of Llantrisant Road £0.61 million 14/02733/MJR – Plasdŵr £26.03 million 16/00106/MJR - Goitre Fach Farm £1.29 million 14/02188/MJR -	SSC. NW Cardiff: <ul style="list-style-type: none"> Llantrisant Road / Heol Isaf new signalised junction with dedicated bus lanes, completed and operational as of November 2020 Llantrisant Road / Clos Parc Radyr junction construction on-going. Works commenced in June 2021 and will feature 2 signalised junctions. Completion scheduled for October 2022 Llantrisant Road / Goitre Fach signalised junction near Rhydlafer, remedials are on-going. Anticipated adoption October 2021 SSF. NE Cardiff (Churchlands): <ul style="list-style-type: none"> Llwyn-y-Pia Road completed October 2020 Rudry Road S278 scheme on-going. Completion scheduled for January 2022 <u>2019/2020</u> The following infrastructure were previously delivered in connection with the strategic sites – SSC. NW Cardiff: <ul style="list-style-type: none"> Junctions 1 and 2 on Llantrisant Road completed, in maintenance period and awaiting adoption,

SA objective	Indicator	Target	Data	Commentary
			South of Pentrebane £1.33 million SSD. North of J33: 14/00852/DCO – North of J33 £2.25 million SSF. NE Cardiff: 14/02891/MJR – Churchlands £1.65 million SSG. St Edeyrns: 13/00578/DCO – St Edeyrns £2.79 million	with associated segregated walking and cycling provision <ul style="list-style-type: none"> • Llantrisant Road / Goitre Fach signalised junction completed SSF. NE Cardiff (Churchlands): <ul style="list-style-type: none"> • Churchlands South (Pentwyn Road / Ty-Draw Road) signalised junction completed and adopted, includes short section of bus lane • Churchlands Northern Access junction (unsignalized) via Llwynypia Road under construction SSG. St Edeyrns: <ul style="list-style-type: none"> • New toucan crossing facilities on the north and south arms of the A4232 Pentwyn Link/Heol Pontpennau Roundabout • The provision of a shared cycle footway on the western side of the A4232 Pentwyn Link between the A48 and Heol Pontpennau Roundabout • Access road built to 'spine road' standard, including short section of outbound bus lane leading to the Heol Pontpennau Roundabout, due for adoption shortly • 40mph speed limit imposed on the A4232 Pentwyn Link

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> • Bus turning circle and new bus stops operational, in use by service X59 (CGBP) <p>S106 Commitments:</p> <p>In total, the following sustainable infrastructure and initiatives have been agreed to be delivered as part of the S106 agreements for the key strategic sites. These will help to reduce greenhouse gas emissions through encouraging modal shift from private car to sustainable travel modes –</p> <p>SSA. Cardiff Central Enterprise Zone</p> <p>18/01705/MJR - Transport Interchange:</p> <ul style="list-style-type: none"> • Integrated Transport Hub, based on 14 bus stands with DIDO arrangement • Cycling provision for a significant number of secure operational cycle parking spaces • Various public realm improvements <p>SSC. NW Cardiff</p> <p>14/02157/MJR - Land North & South of Llantrisant Road:</p> <ul style="list-style-type: none"> • Cycle parking, including at Radyr Station

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> • 3x new priority access junctions on Newport Road, with footways, cycleways & crossing facilities • New 3m wide eastbound bus lane on Llantrisant Road with associated bus stops • New traffic signal control junction at Llantrisant Road/Heol Isaf, with Toucan facilities on all arms, bus lane on southern arm, and associated footways & cycleways • New raised roundabout with zebra crossing on Llantrisant Road • 2x new Toucan crossing facilities • Subsidy to provide extension to existing bus services for 2 years between Danescourt and Clos Parc Radyr • Provision of 1-year free bus pass & £50 cycle voucher to first residential occupiers <p>14/02733/MJR - Plasdŵr:</p> <ul style="list-style-type: none"> • New traffic control junction at Llantrisant Road/Crofft-y-Genau, with Toucan facilities on all arms (J1) • New tabled zebra crossing on Rhydlafer Drive, with footway widening & shared use • Safeguarding of corridor for the provision of northbound bus lane on Crofft-y-Genau Road • Spine-road treatment on Crofft-y-Genau Road

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> • New traffic control access junction on Llantrisant Road, with cycle feeder lanes & dropped kerbs (J2) • Safeguarding of land for the provision of a northbound bus lane at the southern arm to J2 • New traffic control junction at Llantrisant Road/Clos Park Radyr, with formal crossings to link cycle tracks & cycle feeder lanes (J3) • New northbound bus lane at the southern arm to J3 • 3x new priority access junctions on Llantrisant Road, with crossing facilities, footways, cycleways, shared use & raised tables (J4-6) • New traffic control junction at Pentrebane Road/Waterhall Road, with associated bidirectional 3m wide cycle lanes & Toucan crossings on all arms (J11) • New segregated cycling facility between Amethyst Road and J11 • 2x new priority access junctions on Pentrebane Road, with associated bidirectional 3m wide cycle lanes, crossing facilities & dropped kerbs (J12-13) • Safeguarding of land for the provision of a southbound bus lane at the northern arm to J12 • Realignment of Crofft-y-Genau Road into Pentrebane Road, providing cyclist & pedestrian access to St Brides Road (J14)

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> • Stopping up of Pentrebane Road, with provision of shared use link • ANPR traffic gate to limit tidal flow access to Crofft-y-Genau Road • 2x new priority access junctions on Crofft-y-Genau Road, with associated ANPR traffic gate & access flared for bus movements (J15-16) • Bridge Road 270m southbound bus lane, shared cycle footway & signalised junction with Llantrisant Road • Cardiff Road/Fairwater Road upgrade of traffic signals • Cardiff Road cycling & bus stop improvements between Ely Road and Fairwater Road • Provision of segregated off-road cycleway on disused rail line • 90m Southbound bus lane on Fairwater Road approach to St Fagans Road • Heol Isaf pedestrian & cycle improvements • Llantrisant Road segregated cycleway on southern side between Danescourt Station and Cardiff Road • 300m eastbound bus lane & shared cycle footway on southern side of St Fagans Road • St Fagans Road safety improvements • 100m westbound bus lane on Waun-Gron Road • A48 Western Avenue/Waun-Gron Road junction improvements

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> • Amethyst Road cycle street between Plasmawr Road and Keyston Road • Cardiff Road northbound bus lane improvements at Western Avenue junction • East-West cycle primary route, Llandaff • New traffic control junction at Llantrisant Road/Danescourt Road East • New traffic control junction at Llantrisant Road/Danescourt Road West • Llantrisant Road shared cycleway footway between Danescourt Road East/West • Llantrisant Road shared cycleway footway between Waterhall Road and Heol Aradur • Pwllmelin Road and Fairwater Road traffic calming & cycling improvements • Radyr Court Road traffic calming of cycle route • Radyr Court Road pedestrian & cycling safety and access improvements, with zebra crossing on Bridge Road • Radyr Court Road upgrade of cycle link to Llantrisant Road • Western Avenue to Ely Roundabout southbound traffic pre-signals • Western Avenue/Ely Road (East) junction Toucan crossing • Western Avenue to Waun-Gron Road shared cycle footway on west side • Cardiff Road/Palace Road junction, pedestrian & traffic calming improvements

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> • Provision of £12 million bus subsidies, to provide services linking the development, Pentrebane, Radyr, Cardiff City Centre (via Llantrisant Road & Pentrebane Road), Pontyclun/Talbot Green, Heath Hospital, J33 Park & Ride, Cardiff West Interchange, Cardiff Bay (via Ely Mill), and Whitchurch (via Llandaff) <p>16/00106/MJR - Goitre Fach Farm:</p> <ul style="list-style-type: none"> • Cycle parking • New traffic signal access junction at Llantrisant Road with Toucan & Puffin crossing facilities • Realignment of segregated cycleway on Llantrisant Road • New public transport, pedestrian & cycle facilities along Llantrisant Road • New raised crossing facility on Llantrisant Road • New spine-road with 2x 2m wide footway, 3m wide segregated cycleway, and 6.3m wide carriageway • Bus contribution to Llantrisant Road (subject to occupation) • Cycling measures on A4119 between Waterhall Road roundabout and Penhill Road • Provision of 1-year free bus pass & £50 cycle voucher to first residential occupiers <p>14/02188/MJR - South of Pentrebane:</p>

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> • New Pentrebane Road priority access junction to accommodate safe & convenient 2-way bus movement, with associated footway & cycle provision • Provision of bus stop & bus turning circle, with 3m wide segregated cycleways, 2m wide footways & 6.1m carriageways to promote sustainable travel • Secure cycle parking, including covered cycle parking at Fairwater Station & at key bus stops • Improvements to Llantrisant Road & Pentrebane Road as part of the North West Corridor programme • Bus contribution (in accordance with trigger points & instalments) • Provision of 1-year free bus pass & £50 cycle voucher to first residential occupiers <p>SSD. North of J33</p> <p>14/00852/DCO - North of J33:</p> <ul style="list-style-type: none"> • 1,000 space Park & Ride facility, with 3/4 (750 spaces) accessed from J33 & 1/4 (250 spaces) accessed from A4119; Initial Phase 1 to be 500 spaces • Bus gate between the M4 and Llantrisant Road • The provision of bus services serving the car park for a period of 3 years, providing a minimum service frequency of four buses per hour between

SA objective	Indicator	Target	Data	Commentary
				<p>07:00-19:00, utilising £2.25 million bus service contribution</p> <ul style="list-style-type: none"> • New junctions on Llantrisant Road, including crossing facilities, associated cycle & footway provision, and bus lanes • On-site public transport infrastructure, bus & cycle lanes <p>SSF. NE Cardiff</p> <p>14/02891/MJR – Churchlands:</p> <ul style="list-style-type: none"> • Widening of Pentwyn Road to provide an eastbound bus lane between Peppermint Drive and Pentwyn Drive • New signalized junction on Pentwyn Drive • New cycle route (1) to be provided linking site A48 Eastern Avenue via Meadow Close • New cycle route (2) to be provided along Cyncoed Road • Bus improvements on A48 Eastern Avenue (between Pentwyn & Pontprennau) & A4232 Pentwyn Link (northbound to J33) • Provision of bus services linking to Heath Hospital • Provision of bus service linking to City Centre via Cardiff East Park & Ride • Phase 2 bus priority infrastructure • Phase 3 bus priority infrastructure

SA objective	Indicator	Target	Data	Commentary
				<p>SSG. St Edeyrns</p> <p>13/00578/DCO - St Edeyrns:</p> <ul style="list-style-type: none"> • Provision of missing link to Rhymney Trail, south of A48 between Pentwyn Link Interchange and development, including upgrade of A48 subway • Cycle parking spaces • Investigation & provision of a northbound bus lane on A4232 • Bus service extension from the development to City Centre serving Church Road and St Mellons Road • Investigation & provision of bus service extension on A48 from A4232 • A scheme to demonstrate effective operation of Heol Pontprennau Roundabout, including bus priority measures, Toucan crossing facilities, and associated pedestrian & cyclist provision • Spine-road treatment on access road, including the provision of bus lane • Widening of existing footways linking the Toucan crossing and Heol Pontprennau signalised crossing • Scheme to provide shared path south of Heol Pontprennau Roundabout, providing direct traffic-free link to A48 Interchange with Church Road • Scheme to reduce the speed limit on Pentwyn Link towards J30 from 50mph to 40mph

SA objective	Indicator	Target	Data	Commentary
				<ul style="list-style-type: none"> • Scheme to prevent vehicular through access via St Mellons Road and Bridge Road, with the provision of bus gates at both ends • Provision of a new bridge across the River Rumney for pedestrians & cyclists to St Mellons
	Permissions granted for highly vulnerable development in C1 and C2 flood risk areas	0	3	<p>One application for highly vulnerable development was permitted in Zone C2 without flood mitigation measures. This application was confirmed as appropriate through advice provided by NRW.</p> <p>Two applications for highly vulnerable development were permitted in Zone C1. Both applications related to change of use of the first and second floors only to residential flats and were therefore not considered at risk from flooding.</p> <p>Given this it is considered that Policy EN14 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.</p>
5. Protect and enhance historic and cultural heritage	Number of listed buildings, conservation areas, etc.	No reduction	No reduction	There has been no reduction in the number of local, national or international designations as a result of applications approved during the monitoring period. It is considered that all relevant applications permitted during the monitoring period were policy compliant/compliant subject to conditions/recommendations placed on the permission.
6. Help deliver the growth of a	Net job creation over the	40,000 net additional	23,000 since 2009 (↑)	Total jobs in Cardiff - 213,000 in 2019 (latest Nomisweb.co.uk figures). This compares to an equivalent figure from 2009 of

SA objective	Indicator	Target	Data	Commentary															
sustainable and diversified economy	remaining Plan period	jobs over plan period, 20,900 between 2006 and 2015		190,000 jobs in Cardiff which represents a 23,000 increase in jobs over that period.															
7. Improve health and well-being	Delivery of community infrastructure as part of key development sites			As of August 2021, planning permission(s) have been granted at Strategic Sites C (North West Cardiff), D (North of Junction 33), F (North East Cardiff – West of Pontprennau) and G (East of Pontprennau Link Road). Associated S106 agreements link to infrastructure provision identified through policies KP2 (A-H). To date, construction work has commenced at Sites C, D, F, and G and the delivery of infrastructure provision identified through the associated S106 agreements will be monitored as schemes progress over the coming years.															
	% of journeys made by walking/cycling	Increase	All Journeys: 2015 = 24.8% 2016 = 28.0% (↑) +3.2% 2017 = 27.1% (↓) -0.9% 2018 = 30.3% (↑) +3.2% 2019 = 29.7% (↓) -0.6%	<p>The proportion of all journeys made by active travel modes (i.e. walking and cycling) is presented in the table in figure SA7.1.1 below –</p> <p>Figure: SA7.1.1</p> <table border="1"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td>Walking</td> <td>19%</td> <td>18%</td> <td>-1%</td> </tr> <tr> <td>Cycling</td> <td>11%</td> <td>17%</td> <td>6%</td> </tr> <tr> <td>Walking & Cycling</td> <td>30%</td> <td>35%</td> <td>5%</td> </tr> </tbody> </table> <p>As can be seen above, while the proportion walking overall has seen a slight reduction over the past year, nevertheless cycling</p>		2019	2020	Change	Walking	19%	18%	-1%	Cycling	11%	17%	6%	Walking & Cycling	30%	35%
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			2020 = 35.0% (↑) +5.3% Work: 2015 = 26.6% 2016 = 29.2% (↑) 2017 = 30.6% (↑) 2018 = 35.3% (↑) 2019 = 37.2% (↑) Education: 2015 = 31.5% 2016 = 37.2% (↑) 2017 = 36.1% (↓) 2018 = 40.6% (↑) 2019 = 37.6% (↓) Shopping (City Centre): 2015 = 22.4%	has seen a significant rise, resulting in a net 5% gain in the proportion walking and cycling combined. The proportions walking and cycling over the past year are represented in figure SA7.1.2 below – Figure: SA7.1.2																																																																								
				<div data-bbox="1227 564 2130 1098" data-label="Figure"> <table border="1"> <caption>Walking & Cycling by Month During COVID-19 Pandemic (1st April 2020 to 31st August 2021)</caption> <thead> <tr> <th>Month</th> <th>Walking (%)</th> <th>Cycling (%)</th> <th>Total (%)</th> </tr> </thead> <tbody> <tr><td>Apr 2020</td><td>13%</td><td>24%</td><td>37%</td></tr> <tr><td>May 2020</td><td>14%</td><td>22%</td><td>36%</td></tr> <tr><td>Jun 2020</td><td>14%</td><td>22%</td><td>36%</td></tr> <tr><td>Jul 2020</td><td>16%</td><td>17%</td><td>33%</td></tr> <tr><td>Aug 2020</td><td>22%</td><td>13%</td><td>35%</td></tr> <tr><td>Sep 2020</td><td>24%</td><td>13%</td><td>37%</td></tr> <tr><td>Oct 2020</td><td>22%</td><td>15%</td><td>37%</td></tr> <tr><td>Nov 2020</td><td>22%</td><td>15%</td><td>37%</td></tr> <tr><td>Dec 2020</td><td>17%</td><td>15%</td><td>32%</td></tr> <tr><td>Jan 2021</td><td>15%</td><td>18%</td><td>33%</td></tr> <tr><td>Feb 2021</td><td>18%</td><td>17%</td><td>35%</td></tr> <tr><td>Mar 2021</td><td>17%</td><td>17%</td><td>34%</td></tr> <tr><td>Apr 2021</td><td>18%</td><td>15%</td><td>33%</td></tr> <tr><td>May 2021</td><td>22%</td><td>11%</td><td>33%</td></tr> <tr><td>Jun 2021</td><td>24%</td><td>11%</td><td>35%</td></tr> <tr><td>Jul 2021</td><td>23%</td><td>11%</td><td>34%</td></tr> <tr><td>Aug 2021</td><td>25%</td><td>10%</td><td>35%</td></tr> </tbody> </table> </div>	Month	Walking (%)	Cycling (%)	Total (%)	Apr 2020	13%	24%	37%	May 2020	14%	22%	36%	Jun 2020	14%	22%	36%	Jul 2020	16%	17%	33%	Aug 2020	22%	13%	35%	Sep 2020	24%	13%	37%	Oct 2020	22%	15%	37%	Nov 2020	22%	15%	37%	Dec 2020	17%	15%	32%	Jan 2021	15%	18%	33%	Feb 2021	18%	17%	35%	Mar 2021	17%	17%	34%	Apr 2021	18%	15%	33%	May 2021	22%	11%	33%	Jun 2021	24%	11%	35%	Jul 2021	23%	11%	34%	Aug 2021	25%	10%	35%
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				As can be seen in the above, at various points walking has been lower than pre-covid levels, while the proportion cycling has typically been far higher. Meanwhile the proportion walking and cycling combined has consistently been higher for the entire period from April 2020 to the end of August 2021.																																																																								

SA objective	Indicator	Target	Data	Commentary
			2016 = 25.0% (↑) 2017 = 23.9% (↓) 2018 = 29.2% (↑) 2019 = 28.4% (↓) Shopping (Other): 2015 = 27.5% 2016 = 29.5% (↑) 2017 = 26.5% (↓) 2018 = 30.8% (↑) 2019 = 32.4% (↑) Leisure: 2015 = 28.5% 2016 = 31.8% (↑) 2017 = 28.6% (↓) 2018 = 31.9% (↑)	

SA objective	Indicator	Target	Data	Commentary
			2019 = 30.5% (↓)	
	Percentage of population in the 100 most deprived wards in Wales in the 10% most deprived wards in Wales for physical environment	Reduction	28% (No change since 2015)	The latest Welsh Index of Multiple Deprivation data from 2019 shows that 28% of the population of Cardiff is in the 100 most deprived wards in Wales for physical environment.
8. Protect and enhance the landscape	Achievement of functional open space requirements	2.43ha per 1,000 population	1.17 ha per 1,000 population (↑)	Latest figures show 1.17 ha of functional open space per 1,000 population in Cardiff. For all types of open space the equivalent figure is 8.03 ha of open space per 1,000 population.
	Special Landscape Areas	Five SLAs designated by plan adoption	Five SLAs designated	Five SLAs have been designated at: <ul style="list-style-type: none"> • St Fagans Lowlands and the Ely Valley • Garth Hill and Pentyrch Ridges • Fforest Fawr and Caerphilly Ridge • Wentloog Levels • Flat Holm
9. Use natural resources efficiently and safeguard their	Percent of housing on previously developed land	60%	52.89% (↓)	For the two year period 19/21 52.89% of housing completed was on previously developed land.

SA objective	Indicator	Target	Data	Commentary
quality	Average density of new development		138.17 dwellings per hectare (↓)	For the two year period 2019/21 the average density of new housing development in Cardiff was 138.17 dwellings per hectare.
	Area of contaminated land cleared up	>0	N/A	Presently no data is available to monitor this indicator. Will re-assess position in next monitoring report.
10. Respond to demographic changes in a sustainable way	Total population	n/a	369,202 (↑)	The latest Mid Year estimate for Cardiff produced by Office of National Statistics shows that Cardiff has a population of 369,202 in 2020
	No. homes in Cardiff	45,400 net additional homes by 2026	18,727 completed 2006 to 2021 (↑)	Over the period 2006 to 2021 18,727 dwellings have been completed leaving 22,773 to be completed (excluding the 4,000 homes flexibility allowance).
11. Minimise waste, increase re-use & recycling	Waste reduction rate	Reduction per household	+0.06% (↓)	The amount of household waste collected and generated between 2018/19 and 2019/20 increased by 0.6% from 170,523 to 171,528 tonnes.

7. Conclusions

This is the fourth AMR to be prepared since the adoption of the Cardiff LDP and provides a comparison of the baseline data for 2017, 2018 and 2019 AMRs. Although due to the ongoing Covid pandemic there are gaps in this year's data the key conclusion is that good progress is being made in delivering the identified targets/monitoring outcomes and policies.

Welsh Government procedural guidance 'Local Development Plans Wales (Edition 2 2015), (para 4.3) sets out seven questions that the AMR should address. The issues included in these questions have been considered throughout the AMR as part of the analysis of the monitoring data.

- What new issues have occurred in the area or in local/national policy (key recent contextual and national policy changes, future prospects)?
- How relevant, appropriate and up-to-date is the LDP strategy and its key policies and targets?
- What sites have been developed or delayed in relation to the plan's expectations on location and timing?
- What has been the effectiveness of delivering policies and in discouraging inappropriate development?

This section concludes the findings of the monitoring process and directly responds to the LDPW questions, ensuring that the procedural guidance is fully addressed.

What new issues have occurred in the area or in local/national policy (key recent contextual and national policy changes, future prospects)?

Section 3 contains contextual information outlining the changes to national planning policy guidance and technical advice which have taken place over the monitoring period. This section outlines the changes which have occurred over the last twelve to the national planning policy framework set out in the Planning Policy Wales (PPW, Edition 10, December 2018), which in turn responds to Well-being of Future Generations Act 2015. This signals a fresh way of addressing the key strategic issues in preparing an LDP.

How relevant, appropriate and up-to-date is the LDP strategy and its key policies and targets?

The evidence collected through the AMR process indicates that progress is being made with the implementation of the spatial strategy and it remains sound at this time.

Section 5 provides a detailed assessment of how the Plan's strategic policies, and associated supporting policies, are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's progress in delivering the targets/monitoring outcomes and policies during this monitoring period. The table below provides a visual overview of the effectiveness of the Plan's policies during the monitoring period based on the traffic light rating used in the assessment:

Continue Monitoring (Green)	82
Where indicators are suggesting the LDP Policies are being implemented effectively and there is no cause for review.	
Training Required (Blue)	0
Where indicators are suggesting that LDP policies are not being implemented as intended and further officer or Member training is required.	
Supplementary Planning Guidance Required (Purple)	0
Indicators may suggest the need for further guidance to be provided in addition to those already in the Plan.	
Further Research (Yellow)	25
Where indicators are suggesting the LDP policies are not being as effective as they should, further research and investigation is required.	
Policy Review (Orange)	0
Where indicators are suggesting the LDP policies are failing to implement the strategy a formal review of the Policy is required. Further investigation and research may be required before a decision to formally review is confirmed.	
Plan Review (Red)	0
Where indicators are suggesting the LDP strategy is failing and a formal review of the Plan is required. This option to fully review the Plan will need to be fully investigated and undertaken following serious consideration.	

What sites have been developed or delayed in relation to the plan’s expectations on location and timing?

The analysis demonstrates that there are no policy indicator targets / monitoring outcomes which are causing concerns over policy implementation (red traffic light rating). There are, however, a number which are not currently being achieved but with no corresponding concerns over policy implementation (yellow traffic light rating). Further investigation has determined that there are justified reasons for the performance recorded and this is not representative of any fundamental issues with

the implementation of the policy framework or strategy at this time. The most significant findings in relation to these are set out in the key findings below.

Key Findings

This is the fifth AMR to be prepared and provides a comparison with the baseline data provided by the first, second and third AMRs published in 2017, 2018 and 2019.

Overall the findings of the fifth AMR are positive with the majority of the indicators shown as green indicating that most LDP policies are being implemented effectively. A summary of performance against the main Plan topics are set out below with Appendix 1 setting out the data and conclusions in more detail.

Employment – Monitoring data shows continuing strong performance. Of particular importance is data regarding net job creation - There is a requirement for 40,000 new jobs over the plan period 2006-2026. 20,900 jobs were created between 2006 and 2015 and therefore the target for the remaining plan period is 19,100 jobs or 1,750 jobs annually. Since the first AMR (16/17) the number of jobs has been steadily increasing and the latest AMR shows an increase of 9,000 jobs since the first AMR (16/17).

Housing – Monitoring data shows new homes have now started to be completed on many of the LDP strategic housing sites. Specifically, there are new completions on 4 of the strategic housing sites:

- 841 completions have been achieved at St Ederyns Village (which is over the 800 completed dwelling target included in the AMR);
- 526 completions have been achieved on the North West Cardiff strategic site, which has three separate outlets underway with more planned in the near future;
- 128 completions have been recorded on the North East Cardiff strategic site; and
- 128 completions have been achieved at the North of J33 strategic site.

Although most of the strategic housing site completion rates are below targets set out in the AMR it is now evident from the above data that the Plan-led approach is now starting to successfully drive the delivery of new homes at a level not seen for the last 10 years. For example completions for the last 3 years (2018 to 2021) have averaged 1,217 in contrast with the previous 9 years (2008 to 2017) where completions averaged 725 units per annum, with no year above 1,000 units for this period.

The data on housing delivery demonstrates the ‘lag’ between Plan adoption and homes being completed on new sites allocated in the Plan. Due to a combination of site assembly, legal and logistical factors experienced by landowners/developers along with the time required to secure the necessary planning and adoption consents, trajectories of delivery are slower than originally anticipated. This includes time spent securing the accompanying Section 106 Agreements which fully deliver the Council’s aspirations as set out in the LDP. Overall, over the 15 years between 2006 and 2021

a total of 18,723 new dwellings were built in Cardiff which represents 45% of the overall dwelling requirement.

However, construction has now started on most of the strategic housing sites following the master planning and infrastructure plans approach as set out in the plan and it is therefore expected that housing completions over the remaining 5 years of the Plan period will increase significantly.

In terms of the impact of the pandemic on construction and completion rates there was evidence of a slight slow-down in construction activity in 2020 but this has been short term as evidenced by the fact the combined number of homes under construction on the strategic housing sites in April 2021 was 1,332 dwellings.

Affordable Housing – The plan sets a target for the delivery of 6,646 affordable units to be provided for the 12 years between 2014 and 2026 and monitoring data shows that affordable housing completions are increasing as a range and choice of new housing sites begin to come forward. The latest figures show that 809 new build affordable dwellings were completed in the last three years, which represents 22% of total new build housing completions over this period. This trend is expected to continue as construction of the greenfield strategic housing sites gathers pace for the remaining 5 years of the Plan period. In addition, it is important to note that the Council and Registered Social Landlords (RSLs) have delivered a total of 1,267 affordable homes over the last three years from a combination of new build and other delivery methods. These figures show that good progress is being made in delivering affordable housing to meet the identified need within the city.

Transportation – Restrictions in travel as a result of the pandemic and national lockdown have had a significant impact on travel volumes and patterns over the monitoring period. Data shows a 22% reduction in traffic volumes from 2019, along with reduced congestion and improved air quality. Related to this commuting for 2020 was down 58% due to Covid restrictions and consequent working from home, furlough and self-isolation. With reduced congestion bus journey times and reliability have improved. There was also a 6% increase in cycling over the monitoring period and a 8% drop in bus and rail use. Overall this had an impact on the 50:50 sustainable modal split target which dropped from 50% to 49%. However in the past 3 months the modal split figure has been higher than 50% as a result of increased use of bus and rail services as restrictions ease and frequencies increase.

Gypsy and Traveller Sites - work is progressing the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites. This has included discussions with the Welsh Government and work continues to secure appropriate outcomes. In terms of transit sites, it is considered that these would best be considered on a regional basis, requiring collaboration with neighbouring local authorities through the forthcoming Strategic Development Plan preparation process.

Supplementary Planning Guidance – Significant progress has been made in producing a programme of new Supplementary Planning Guidance (SPG) and since adoption of the LDP 18 SPGs have been approved by Council to support the policies in the adopted Plan and the Cardiff Infrastructure Plan is currently being updated.

Contextual Changes – the contextual review highlights significant changes in the national planning policy framework which has evolved significantly over the five monitoring periods. In particular, Planning Policy Wales (PPW, Edition 10, December 2018 & PPW, Edition 11, February 2021) and the publication of Future Wales: The National Plan 2040 (February 2021) have made significant changes to the high-level policy framework.

Sustainability Appraisal (SA) Monitoring

Section 6 expands the assessment of the performance of the LDP against the SA monitoring objectives. This provides a comparison with the baseline data provided by the first, second and third AMRs published in 2017, 2017 and 2019.

Conclusions:

1. Submit the 2021 fifth AMR to the Welsh Government by 31 October 2021 in accord with statutory requirements. Publish the AMR on the Council's website.
2. Continue to monitor the Plan through the preparation of successive AMRs. Close monitoring will be necessary to determine the effectiveness of the Plan's spatial strategy and policy framework particularly in relation to housing delivery including strategic housing site allocations, the delivery of affordable housing and the progress on strategic employment sites.
3. Use the findings of the monitoring to inform the ongoing preparation of the Replacement Local Development Plan.
4. Prepare the 2022 sixth AMR, report to Council and submit to the Welsh Government by the required deadline, 31 October 2022.

Appendix 1: Table setting out summary of findings

Objective 1 –To respond to evidenced economic needs and provide the necessary infrastructure to deliver development

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OB1 EC13	Number of retail developments permitted outside of the Central shopping area and District Centres not in accordance with Policy R6	54
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Objective 2 - To respond to evidenced social needs

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OB2 SO12	Total annual dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road	137
OB2 SO13	Total annual dwelling completions of Strategic Housing Site C – North West Cardiff	139
OB2 SO14	Total annual dwelling completions of Strategic Housing Site D – North of Junction 33	141
OB2 SO15	Total annual dwelling completions of Strategic Housing Site E – South of Creigiau	143
OB2 SO16	Total annual dwelling completions of Strategic Housing Site F – North East Cardiff (West of Pontprennau)	145
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Ref: RK/RP/CW/05.10.2021

5th October 2021

Councillor Caro Wild,
County Hall,
Atlantic Wharf,
Cardiff CF10 4UW.



Dear Councillor Wild,

**Environmental Scrutiny Committee – 5 October 2021 – Fifth Cardiff
Local Development Plan Annual Monitoring Report**

On behalf of the Environmental Scrutiny Committee, I would like to thank you, the Director for Planning, Transport and Environment and Officers in attendance at the Committee on Tuesday 5th October for facilitating the Committee's consideration of the Fifth Cardiff Local Development Plan Annual Monitoring Report. Following our consideration of the item, the Committee requested that I feed back the following comments and observations along with some requests.

Review of Local Development Plan (LDP)

During the meeting discussion was held around retail units within district and local centres and the 40% target within the current LDP. In response to Members queries over how the Council will look to now achieve higher, given that this target had already been reached, Officers pointed out that this would be fed into the new Replacement LDP. When queried further over why the current LDP could not be adjusted in order to benefit the City now, rather than having to wait until the Replacement LDP is adopted in 2024, Officers explained that the Annual Monitoring Report (AMR) focused on the adopted LDP and there was no mechanism to change this before the Review process for the Replacement LDP. Members expressed dissatisfaction over the response provided and the fact that the Council was unable to make any adjustments on the current LDP given that the AMR itself states that its purpose is to '*provide the basis for monitoring the effectiveness of the LDP and ultimately determine whether any revisions to the Plan are necessary.*' In

view of this, and the fact that the current LDP is based on out-of-date data, covers a long period of time where policies, priorities, and society would obviously encounter some change, the Committee cannot see why the Welsh Government would prohibit adjustments that would only provide benefits to the city and the public. The Committee therefore agreed to write directly to the Minister for Climate Change to seek clarification on this with the intention of pursuing greater flexibility and responsiveness in the LDP process.

Furthermore, the Committee queried why the AMR did not report on aspects such as the success and effectiveness of the Supplementary Planning Guidance (SPG). Members **requested** clarification on how the SPG is being monitored in terms of success, effectiveness, concerns and issues in order to inform the Review process and future SPG.

Affordable Housing and Population Growth

Following their discussion around affordable housing and population growth, Members expressed concern that these projections were based on 2018 data which pre-dated the pandemic. These projections did not therefore take account of the impact the pandemic has had both on the housing market and on population growth and migration in and out of the city. Members highlighted that current data could vary significantly from 2018 due to changes such as working practices with home working as well as the rise in house prices with the associated impact this could have had on what is now deemed 'affordable' housing in the current and future climate. The Committee agreed that further examination was required to assess this impact, both on the current LDP and in particular the affect it would have on projections for the Replacement LDP. Members **requested** that they receive this information as soon as it is available.

Open Space Provision

Members were pleased to hear of the increase in functional open space provision projected for the near future in order to meet the target set in the LDP of 2.43 Hectares. Officers reassured the Committee that large strategic housing greenfield sites were now being progressed which would provide a lot

more green infrastructure as part of them and a lot more functional open space. Members **requested** clarification as to whether Flat Holm Island was defined as functional open space or other.

Requests following this scrutiny

For ease of reference the requests contained in the letter are as follows:

- Clarification on how the SPG is being monitored in terms of success, concerns and issues in order to inform the Review process and the future SPG.
- Post 2018 data and resulting projections surrounding population growth, migration in and out of the city and housing requirements for Cardiff, to take account of the impact resulting from the pandemic, as soon as this is available.
- Clarification over what type of open space Flat Holm Island is defined as.

Regards,



Councillor Ramesh Patel

Chairperson Environmental Scrutiny Committee

Cc:

- Andrew Gregory – Director for Planning, Transport & Environment
- Simon Gilbert – Head of Planning
- Stuart Williams - Group Leader (Strategic Policy), Planning
- Heather Warren, Cabinet Support Office
- Cabinet Support Office
- Joanne Watkins, Cabinet Business Manager
- Tim Gordon - Head of Communications & External Relations
- Members of Cardiff's Environmental Scrutiny Committee

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COUNCIL:**21 OCTOBER 2021**

**COMPLIANCE REPORTS 2020/21 - STATEMENT OF ACCOUNTS,
ANNUAL GOVERNANCE STATEMENT AND ANNUAL TREASURY
MANAGEMENT REPORT**

Appendix 7, Annexes B & C are not for publication as they contain exempt information of the description in paragraph 14 and 21 of schedule 12A of the Local Government Act 1972.

Reason for this Report

1. The Statement of Accounts for 2020/21 are presented in order to meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended). This provides that the Statement of Accounts be approved by a relevant committee or by the Council meeting as a corporate body. Due to Covid-19, national timescales in respect to the signing of accounts continue to be extended from 31 May to 31 August and those for publication, extended from 31 July to 30 November. The report also includes the Annual Governance Statement (AGS) which is required to be approved by Council.
2. The International Standard on Auditing (ISA) 260 requires the Appointed Auditor to report to those charged with governance, on the key matters arising from the audit examination of the Statement of Accounts for the year ending 31 March 2021. It should be noted that the audit of the accounts of Cardiff and Vale of Glamorgan Pension Fund for the financial year 2020/21 has commenced and will be considered by Council at its meeting in November 2021.
3. In accordance with the Council's Treasury Management Policy Statement, the Annual Treasury Management Report for 2020/21 is presented based on the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice.

Background

4. The audited Statement of Accounts for the County Council of the City and County of Cardiff (the Council) and the Cardiff Harbour Authority are shown in Appendix 1. The Annual Governance Statement is attached at Appendix 2.
5. The draft accounts were presented electronically to the Governance and Audit Committee on 20 July 2021 in parallel with the public inspection period. Prior to this, they were presented to Audit Wales on 15 June 2021.
6. The draft accounts were available for public inspection between 8 July 2021 and 4 August 2021 as required by the Public Audit (Wales) Act 2004 and Accounts and Audit (Wales) Regulations, 2014 (as amended).

7. A Governance and Audit Committee was convened on 19 October 2021 where the “Draft Audit of Accounts Reports (ISA 260)” for the Council and Cardiff Harbour Authority were presented by Audit Wales.
8. The Council has continued its proactive approach to improvement of the financial statements in relation to readability, content and information provided. The statements include the following:
 - narrative report
 - accounting policies
 - core financial statements
 - disclosure notes to the accounts
 - supplementary statements including Housing Revenue Account, Trust Funds, Cardiff Harbour Authority and also group accounts which consolidates the position to include Cardiff City Transport Services Limited (Cardiff Bus).
9. Notes included in the Council’s Statement of Accounts, either as a result of legislative or accounting requirements also include:
 - disclosures on financial instruments (financial assets and financial liabilities)
 - capital expenditure and financing
 - remuneration including schools employees and
 - reserves and provisions.

Review of approach to amending misstatements identified during the audit

10. The Council’s historic practice has been that all misstatements identified during the audit have been amended. Most, if not all changes post audit are accounting amendments only, that have no impact on the level of Council Tax or rent payable and very often would be self-adjusting in future years.
11. There is a significant cost in terms of time and resource compared to the benefit of amending some misstatements, which would not change the user of the accounts understanding of the financial position and performance of the Council. This is particularly the case in respect to complex asset accounting transactions.
12. Whilst all misstatements would continue to be reported as part of the auditor’s report, consideration has been given to not all misstatements being amended, an approach consistent in other local authorities and in accordance with Audit Wales Guidance. This guidance for consideration when evaluating the impact of misstatements is included as Appendix 3. The Council will need to continue to consider the acceptability of the final statements containing non-material misstatements.
13. The appendices to this report include Audit of Accounts Reports (ISA 260’s) which contain the main issues and corrections, deemed to be required to be brought to your attention.

The County Council of the City and County of Cardiff Accounts

14. The auditor’s “Audit of Accounts Report (ISA 260)” for the Council is attached as Appendix 4, along with corrected and uncorrected misstatements.

15. Audit Wales intend to issue an unqualified audit report on the financial statements once they have been provided with the Letter of Representation, which is included in Appendix 4.
16. Although Audit Wales have issued an unqualified opinion, they have included what is termed Emphasis of Matter paragraphs, which are not deemed to impact on the audit opinion.

Cardiff Harbour Authority Accounts

17. The auditor's "Audit of Accounts Report (ISA 260)" for the Cardiff Harbour Authority is attached as Appendix 5.
18. Audit Wales intend to issue an unqualified audit report on the financial statements once they have been provided with the Letter of Representation, which is included in Appendix 5.

Cardiff Port Health Authority

19. The external auditor is also required to audit the annual return of the Cardiff Port Health Authority (CPHA). The Annual Return including the audit opinion is attached at Appendix 6.

Overview of the External Auditor's Audit Opinion

20. Local authority financial statements are complex and can be difficult to understand: they must comply with CIPFA's Local Authority Code of Practice, which is based on International Financial Reporting Standards (IFRS), and also the requirements of accounting and financing regulations of central government.

As a result of Covid-19, this has been another difficult year for both Council and audit teams. Officers of the Council have worked extremely closely with Audit Wales in support of their audit role.

Future year's changes in the Statement of Accounts include continued updates to meet new accounting requirements as well as uncertainty over the period over which the accounts are prepared, audited and published as a result of changes in legislation.

Annual Governance Statement (AGS)

26. The AGS was submitted to the Governance and Audit Committee on 20 July 2021 for review. No significant amendments were made following feedback from this review or by Audit Wales, with minor narrative changes included in a revised statement included in Appendix 2.

Treasury Management Annual Report 2020/21

27. The Treasury Management Annual Report is attached at Appendix 7. It sets out the economic background within which treasury activities were conducted, the position on investments and borrowing at 31 March 2021, compliance with indicators set in the budget report for the year and sets out key issues that are being monitored closely in 2021/22 that could impact on treasury activities.
28. The Annual Report has been reviewed by Governance and Audit Committee at its meeting in 28 September 2021 in accordance with their terms of reference.
29. The overall position on investments and external borrowing are
 - At 31 March 2021, investments stood at £141.4 million and were deemed to be fully recoverable. The overall level of interest receivable from treasury investments totalled £0.364 million.
 - The organisations with whom the Council invests, continue to be monitored closely by the Council together with its Treasury Advisors. This is in accordance with the criteria set out in the Council's Investment Strategy for 2020/21, with diversification sought where possible.
 - At 31 March 2021, the Council had £810.7 million of external borrowing in order to pay for historical capital expenditure. This is predominantly made up of fixed interest rate borrowing from the Public Works Loan Board payable on maturity. The average rate on the Council's external borrowing is 4.17% at the 31 March 2021 and total interest paid on the external debt, which includes the Housing Revenue Account, was £34.0 million.
30. An update on the 2021/22 Mid-Year Treasury Management position will be provided to Council in November 2021.

Legal Implications

31. The report is presented to Council to meet statutory, regulatory and codified requirements to do so.

Financial Implications

32. This report is presented to Council in discharge of its duty to approve the audited accounts and AGS on or before 30 November of the year relating to the end of the accounting period and also to receive the annual Treasury Management Report for 2020/21 in accordance with Council's Treasury Management Policy.

RECOMMENDATIONS

Council is requested to:

1. Approve the audited Statement of Accounts 2020/21 – The County Council of the City and County of Cardiff and Cardiff Harbour Authority (Appendix 1).
2. Approve the Annual Governance Statement 2020/21 (Appendix 2)
3. Note the Audit of Accounts Reports (ISA 260) from Audit Wales on the Statement of Accounts of County Council of the City and County of Cardiff and Cardiff Harbour Authority for the year ending 31 March 2021 (Appendices 4 and 5).
4. Approve the Cardiff Port Health Authority Annual Return 2020/21 (Appendix 6)
5. Note the final Letters of Representation for the County Council of the City and County of Cardiff and Cardiff Harbour Authority included within Appendices 4 and 5.
6. Note that the following documents will be signed following the conclusion of the meeting:
 - Statement of Accounts for County Council of the City and County of Cardiff – Lord Mayor and Corporate Director Resources
 - Statement of Accounts for Cardiff Harbour Authority – Corporate Director Resources
 - Annual Return of Cardiff Port Health Authority – Lord Mayor and Corporate Director Resources
 - Annual Governance Statement – Leader of the Council and Chief Executive
 - Audit Certificate for the County Council of the City and County of Cardiff and Cardiff Harbour Authority – Appointed Auditor, Audit Wales.
 - Letter of Representation for the County Council of the City and County of Cardiff - Lord Mayor and Chief Executive.
 - Letter of Representation for Cardiff Harbour Authority – Lord Mayor and Chief Executive.
7. Note the Treasury Management Annual Report for 2020/21 (Appendix 7).

CHRISTOPHER LEE **Corporate Director Resources**

The following appendices are attached:

Appendix 1 – Statement of Accounts 2020/21 – The County Council of the City and County of Cardiff as well as Cardiff Harbour Authority

Appendix 2 – Annual Governance Statement 2020/21

Appendix 3 – Audit Wales - Guidance when evaluating the impact of misstatements

Appendix 4 – Audit Wales - Audit of Accounts Report 2020/21 (ISA 260) and Letter of Representation – The County Council of the City County of Cardiff

Appendix 5 – Audit Wales - Audit of Accounts Report 2020/21 (ISA 260) and Letter of Representation – Cardiff Harbour Authority

Appendix 6 – Cardiff Port Health Authority Annual Return 2020/21

Appendix 7 – Treasury Management Annual Report 2020/21



Statement of Accounts 2020/21

The County Council of the City and County of Cardiff

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



Narrative Report by Council's Statutory Finance Officer



Introduction

This report presents the 2020/21 Statement of Accounts for the County Council of the City and County of Cardiff (the Council). It sets out our financial performance for the past year and is prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.

Our City

Cardiff is the Capital City of Wales, covering an area of 140 square kilometres. It is the 11th largest city in the United Kingdom with a population of 367,000 living in approximately 151,000 homes. It is an economic, cultural and political capital city. A city of strong and safe communities, great schools and universities, creative, talented, and welcoming people.

Like all cities, Cardiff has its challenges and health, social and economic inequalities exist within the city. In fact, if the 'Southern Arc' of Cardiff was considered a single Local Authority, it would be identified as the most deprived in Wales. Economic success has brought pressures such as congestion, air pollution and a demand for affordable housing. The Council has declared a Climate Emergency, recognising the conclusions of the Intergovernmental Panel on Climate Change. A One Planet Cardiff strategy will set out an ambition for the Council's operations to be Carbon Neutral by 2030, and to work with city wide partners to develop a road map and action plan for a Carbon Neutral City by 2030.

Cabinet agreed a programme of short term action that would support the city economy's transition from lockdown and the short to medium term impact of the economic crisis created by the Covid-19 pandemic and also approved strategic reports addressing long-term city renewal, aligned to the strategic direction of Welsh and UK Governments. The pandemic will lead to changes in the economy, in the way in which people live, work and travel in and the way in which services are received and delivered. As part of the recovery and renewal programme that will support the future growth of Cardiff's economy, a focus will be on how the city should respond to the economic crisis and the long-term shifts caused by the pandemic in order to build a stronger, more inclusive and sustainable post-pandemic economy.

The City's public services have been enduring a long period of financial austerity. During the past ten years, the Council has delivered almost a quarter of a billion pounds in cumulative savings and reduced the number of its non-school staff by 22%. Looking ahead, the Council must close a budget gap of £85m over the next four years. In the medium term, the amount of funding available for 'non-statutory' services like parks, libraries or elements of waste collection will make their continued delivery very challenging. This will form the backdrop to public service delivery as the City responds to the realities of the post-Brexit and post pandemic world and the Council continues to deliver its agenda for the city

Our Democracy

The Council currently has 75 elected Councillors who represent the people of Cardiff and set the overall policy and budget framework.

Cardiff Councillors - Political Party Representation



The constitution sets out how the Council operates, how decisions are made and the procedures to be followed to ensure decisions are efficient, transparent and accountable to local people. The Council annually selects a Lord Mayor to perform a civic role, promote the city and chair Council meetings. The Council appoints a Leader of the Council who appoints Cabinet Members, each with responsibility for a specific portfolio of services.

The role of Cabinet is to:

- provide leadership
- be responsible for most major decisions
- propose the budget framework and subsequent budget.

Scrutiny Committees support the work of the Cabinet and the Council by:

- monitoring decisions of the Cabinet
- allowing all Councillors, citizens and stakeholders to have a say in matters concerning the Council
- producing reports and recommendations to support the development of policies and decisions
- having the ability to review a decision, which has been made but not yet implemented.

Regulatory and other committees support delivery of Council services. Council has given the Governance and Audit Committee the responsibility for the review of the Financial Statements for the Council. The Council's Management Team is led by Chief Executive Paul Orders and includes Corporate Directors, Directors and Assistant Directors, including the statutory officers (Monitoring Officer and Section 151 Officer). They are responsible for:

- providing impartial advice on policy and implementing decisions of the Cabinet and Council; and
- delivery of services and performance.

Our Services and the way we work

The Council provides over 700 services, supporting local communities and improving the lives of local people, some of which are shown below.

Planning, Transport and Environment	Economic Development
<ul style="list-style-type: none"> • Bereavement and Registration • Highways infrastructure and street cleaning • Transport and Civil Parking Enforcement • Planning 	<ul style="list-style-type: none"> • Business and Investment • Regeneration and major projects • Corporate Landlord • Culture, Venues and tourism • Leisure, Parks and Sport • Waste Collection, Recycling, Treatment, Disposal and Education
People and Communities - Housing and Customer Services	People and Communities - Social Services
<ul style="list-style-type: none"> • Community Hubs and Libraries • Customer facing services e.g. preventive and 'into work' services • Independent living and community alarm • Adult and community learning • Performance, Partnerships and Housing Revenue Account – council dwellings management 	<ul style="list-style-type: none"> • Adult learning disabilities and mental health • Youth offending • Children's safeguarding, early help, fostering and residential services • Support for older people and those with physical disabilities
Education and Lifelong Learning	Resources
<ul style="list-style-type: none"> • Nursery, Primary, Secondary and Special schools • Youth and community education and community learning • Achievement and Inclusion • Schools Catering • Schools Transport 	<ul style="list-style-type: none"> • Finance • Human Resources • Commissioning and Procurement • ICT, Customer and Digital services • Central Transport Services
Corporate Management	Resources - Governance and Legal Services
<ul style="list-style-type: none"> • Precepts, levies and contributions • Corporate initiatives 	<ul style="list-style-type: none"> • Democratic, electoral and legal services • Scrutiny, member and bilingual services

Our Capital Ambition

The Council, through its Capital Ambition, explains how it aims to address the above challenges by embarking on a programme of action, with commitments and targets to move forward in the face of significant budgetary constraints.

Its four priorities are driven by the ambition to maintain momentum in city regeneration and economic development, tackle inequality and inclusive growth, and respond to the climate emergency and public service reform.

Working for Cardiff

All our citizens can contribute to and benefit from the city's success

- Cardiff is a great place to grow up
- Cardiff is a great place to grow older
- Supporting people out of poverty
- Safe, confident and empowered communities

Working for Public Services

Making sure our public services are delivered efficiently, effectively and sustainably in the face of rising demand and reducing budgets

- Continued Digital First approach to customer services
- Development of skills and confidence across the workforce



Working for Wales

A successful Wales needs a successful capital city

- A connected capital
- A business capital
- An inclusive capital
- A smarter capital
- A sporting and cultural capital

Working for the Future

Managing the city's growth in a sustainable way

- Housing and transport
- Waste, recycling and clean streets



The Council's Corporate Plan and the Wellbeing Plan translate the above priorities into deliverable organisational objectives, setting out the steps to be taken and how performance will be measured.

The plans set out how we will continue to invest in and improve our schools, build more affordable housing, tackle homelessness, and protect the city's most vulnerable people. The Council has bold plans for tackling congestion and air pollution, improving recycling rates and keeping our streets clean, together with a series of commitments, which will help change the lives of people in the city for the better. Further detail is available on the [Council's website](#).

Impact of Covid-19

The 23 March 2021 saw the one year anniversary of the first UK-wide lockdown, but also provided an important opportunity to remember loved ones, family members, friends and work colleagues who have lost their lives due to the virus. The Covid-19 pandemic had a major impact on all local authorities across Wales throughout 2020/21. A focus on essential services was necessary, adapted to current circumstances, but consistent with the principles to:

- Prevent the spread of infection;
- Ensure the health and safety of staff, service users and citizens;
- Prioritise key frontline services and support for vulnerable people; and
- Support the NHS.

The successful rollout of the mass vaccination programme in the city has been crucial and this has been implemented at scale and pace since January 2021 with the Council playing a key role in supporting the programme and the provision of Mass Vaccination Centres. The Council continues to work in close partnership with health colleagues to ensure that council services support the vaccination of vulnerable groups and that the Council's strong links to community leaders, networks and groups is utilised to increase levels of vaccination in all communities across the city.

Facing this uncertain financial environment, the Council took immediate action to ensure it had sufficient financial resources and liquidity to meet commitments. From a financial perspective, the response to the pandemic required the Council to incur additional expenditure, including, for example, spend relating to infection control measures, measures to safeguard the public and employees, support for vulnerable citizens and supplier relief. In addition, income losses have also been substantial, during the period where services have either been closed or have experienced significant reductions in demand or footfall. The Council also played a leading role in coordinating, on behalf of Welsh Government, financial support for local business and regional responses to the pandemic, such as the Track, Trace and Protect (TTP) programme and measures to respond to excess deaths in the region. As well as supporting local businesses, the Council has also had to consider its response to challenges experienced by its own traded services, including access to the UK Government's Job Retention Scheme. As part of its Group Structure, the Council is also the 100% shareholder of Cardiff City Transport Services Ltd. Similar to all public transport providers, the company, which relies significantly on fare paying passengers has seen income significantly reduced and has furloughed employees who were not required to deliver essential services.

In recognition of the pressures being experienced by local authorities, Welsh Government made various funding streams available, either through a Covid-19 general Hardship Fund or grants for specific purposes. £3.374 million of costs were reimbursed through the Job Retention Scheme and £47.704 million of additional expenditure and £38.155 million of lost income from the Hardship Fund. This left £2.114 million of Covid-19 related expenditure which was absorbed by the Council.

Further information of the financial impact and responses to Covid-19 on the Council's financial outturn position compared to the budget for 2020/21 can be found [here](#).

Our Performance

Cardiff is a great place to grow up

- 97.5% of primary school children and 92.3% of secondary school children secured their first three choices of school placement (96.6% and 85% in 2019-20)
- 97.6% of year 11 leavers made a successful transition from compulsory schooling to education, employment or training (all pupils)



Cardiff is a great place to grow old

- 93% of clients felt they were able to live independently in their homes following support from the Independent Living Service

Supporting people out of poverty

- The Council has supported 126 employers across Cardiff to become accredited Living Wage Employers, this has increased from 108 organisations in 2019-20
- 119 apprenticeships and traineeships were created by the Council during 2019-20
- 49,756 people accessed 'Into Work' advice to help citizens to develop skills and find employment opportunities



Safe, Confident and Empowered Communities

- In 2020/21 2,490,498 citizens used our libraries and hubs 98% of customers who agreed with the statement "Overall the Hub met my requirements/I got what I needed"
- 1,113 Council Employees have participated in Welsh language courses and awareness training
- In 2020/21 993 children and adults in need of care and support using the Direct Payments Scheme, this has increased from 966 in 2018-19



A Capital City that Works for Wales

- In 2020/21 1,845 new and safeguarded jobs were supported across the City

Cardiff Grows in a Resilient Way

- 15.4% of people in Cardiff used cycling as a mode of transport to travel to work (13.7% in 2018 -19)
- 2.6% of principal A roads were in overall poor condition, this has improved from 3.3% in 2019-20
- 99.4% of reported fly tipping incidents were cleared in 5 working days
- £46 million was invested on improving or building new schools



Modernising and integrating Our Public Services

- Since its launch the Cardiff App has been downloaded 42,756 times, across both android and iOS devices
- This has seen an increase to 1,896,787 customers choosing to use digital channels to contact the Council on areas such as Council Tax, housing, planning and waste collection. (1,240,299 in 2019-20)
- The Council continues to see an increase in the number of customers choosing to interact via social media channels, with approx. 142,257 followers



Our Governance, Risks and Financial Outlook

We prepare an Annual Governance Statement (AGS) each year, to disclose the findings of our annual review of the Council's governance. The AGS includes an Action Plan for any significant governance issues identified as part of the review, to be progressed by Senior Management. It is approved by Council in parallel with the Financial Statements and is used for governance reporting and improvement. This is available on the Council's website at the following address.

[Link to be inserted following Council approval in October 2021](#)

In preparing the AGS, the Council has adopted the 'Delivering Good Governance in Local Government' framework, developed by CIPFA and the Society of Local Authority Chief Executives. It comprises the systems, processes, culture and values through which the Council is directed and controlled and its engagement and work with the community. The AGS is built through core disclosures from Senior Management, and the independent opinions of the Internal Audit Manager and the Governance and Audit Committee.



The Council has had to adapt its governance arrangements during 2020/21 as a result of the impact of Covid-19, with changes including:

- Adaptations to reflect new ways of working and emergency arrangements
- Changes to 'business as usual' activities, including cessation or reduced frequency or scale of activities
- Longer-term changes to priorities, programmes, strategies and plans as a result of the impact of the pandemic on the stakeholders of the Council and users of services

The AGS will set out how Covid-19 has impacted on governance and systems of internal control using a risk based and proportionate approach, particularly where some of the usual sources of assurance may be more limited than in previous years.

In addition 2020/21 is also a 'shadow' year for the implementation of CIPFA's Financial Management (FM) Code. A key goal of the FM Code is to improve the financial resilience of organisations by embedding enhanced standards of financial management. Inevitably, the impact of Covid-19 has tested that financial resilience in 2020/21 and will continue to do so in coming years. As such, the annual review will include the outcome of the assessment undertaken during the year of the extent to which the Council's financial management arrangements comply with the FM Code.

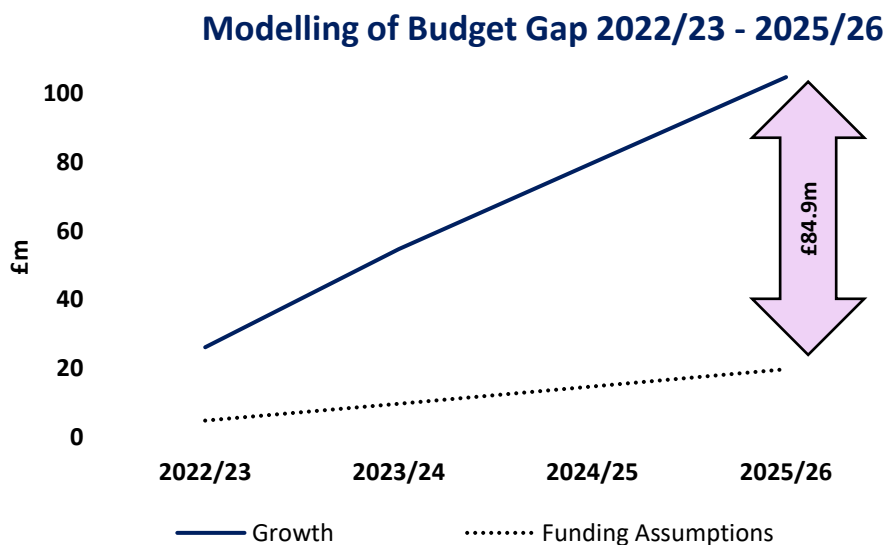
The Council's risk management regime supports the identification, assessment, reporting and management of risks in directorate, corporate, programme and project activities. It involves quarterly risk assessments to support the timely identification and escalation of the Council's most critical risks to Senior Management Team for ownership, review and reporting.

Over the course of the year, many risks have been progressed and appropriately mitigated through the above mechanisms. At 31 March 2021, there are ten corporate risks at a 'red' residual risk status i.e. major or significant consequence is likely without further mitigation. Covid-19 resulted in a change to the environment within which these risks as shown below need to be actively managed.

Climate Change and Energy Security
Failure to manage the effects of climate change and energy security due to lack of future proofing for key (social and civil) infrastructure and business development.
City Security
Major security-related incident in the city as a result of international or domestic terrorism.
Coastal Erosion
The risk of a breach of current coastal defence measures resulting in widespread flooding.
Air Quality & Clean Air
The risk that air quality in Cardiff does not meet statutory requirements set by legislation and continues to have a detrimental impact on health for residents and visitors to the city.
Welfare Reform
The risk that the Council cannot meet its statutory obligations placed upon it by the Welfare Reform including Universal Credit, Benefit Cap reductions, and size restrictions for social tenants.
Financial Resilience
Failure to deliver a balanced annual budget and a fully informed Medium Term Financial Plan which would significantly weaken the financial resilience of the Council.
Impact of Brexit
The risk that Brexit (and any subsequent decisions) will create severe disruption to the city and hinder its ability to continue to deliver effective services and maintain community cohesion.
Waste Management
Failure to deliver cost effective compliance with waste legislation including statutory recycling targets.
Increase in Demand (Children's Services)
Failure to effectively manage demand (and respond to increasing demand due to Covid-19) resulting in an increase in the number of children requiring services and the financial pressures this presents
Cyber Security
Monitoring - risk of an inability to assess how and when systems are being used, leading to an ineffective response to deliberate attacks or accidental user activity. Secure Configuration – the increased risk from malware and ransomware. Corporate Cloud Security - risk of weaknesses in externally hosted services.

Funding Gap is the term used to describe the difference between the funding the Council expects to receive, and the estimated cost of continuing to deliver services at the current level. Put simply, the gap is a result of funding failing to keep pace with demand, inflation and other financial pressures. Despite a

better than anticipated Local Government Settlement in 2021/22, future assumptions recognise the risk that public finances could be tightened as a means of addressing the unprecedented levels of UK debt brought about by the pandemic. Even with a more positive outlook for funding received from Welsh Government, a budget gap of £85 million between 2022/23 and 2025/26 is forecast as part of the medium term financial plan approved in March 2021.



This is due to factors such as employee costs, price inflation, paying for capital projects and demographic pressures for adults and children.

A range of options have been considered in order to address budget gaps in 2021/22 and future years including continuing to review and challenge all directorate budgets for productivity savings; maximising opportunities for digital transformation and to work across directorates and in partnership with other organisations; maximising income streams and exploring the potential for new income streams, particularly where services are not universal; and considering the level at which it is affordable to continue to subsidise services of a more discretionary nature.

With increased levels of risk to the delivery of savings targets and demand likely to remain unpredictable as a result of the pandemic, financial resilience risk will need to be managed and monitored closely to ensure financial sustainability. Significant capital expenditure investment is proposed in areas such as new schools; to address the condition of existing assets used in service delivery; to develop new council housing; to address air quality; economic regeneration and for sustainable travel schemes. The five year investment plan will require a significant increase in borrowing and confirmation of the approach to generating a significantly enhanced level of asset disposals in order to help pay for investment.

Further details of the Council's budget for 2021/22 and Medium Term are available on the Council's website [Budget Proposals 2021/2022](#) and include the key documents below:

- Medium Term Financial Plan (MTFP)
- Housing Revenue Account 2021/22 Budget and MTFP
- Capital Strategy 2021/22
- Treasury Management Strategy

- A financial resilience snapshot which sets out a number of financial indicators and ratios.

Financial Performance 2020/21

The Council's budget for 2020/21 was approved in February 2020 prior to the onset of the Covid-19 pandemic. The budget was set against a backdrop of financial uncertainty, significant challenges in funding services and increasing demand for our services. An overall funding gap of £32.597 million in 2020/21 was identified and addressed by a combination of savings measures, use of earmarked reserves, schools' contribution to meeting pressures and a 4.5% Council Tax increase. A net revenue budget of £656.186 million was approved for 2020/21 as well as a Medium Term Financial Plan based on a rolling four-year period from 2021/22 to 2024/25, ensuring that resources are aligned to outcomes in the Corporate Plan.

Revenue Expenditure and Funding

Revenue expenditure covers the cost of the Council's day-to-day operations and contributions to and from reserves. The final revenue outturn shows expenditure within the overall 2020/21 net revenue budget of £656.186 million. Favourable variances within the Summary Revenue Account enabled contributions to be made to a number of strategic earmarked reserves that will support financial resilience of the Council in the medium term.

Directorate	Net Expenditure Budget £000	Net Expenditure Outturn £000	Variance (Under)/Over £000
Corporate Management	26,270	26,340	70
Economic Development	8,090	7,582	(508)
Economic Development - Recycling and Neighbourhood Services	30,467	30,467	0
Education and Lifelong Learning	287,258	287,533	275
People and Communities - Housing and Communities	46,526	46,241	(285)
People and Communities - Performance and Partnerships	3,047	2,868	(179)
People and Communities - Social Services	182,338	182,967	629
Planning, Transport and Environment	7,104	7,104	0
Resources - Governance and Legal Services	5,700	6,286	586
Resources	15,636	15,239	(397)
Directorate Outturn Subtotal	612,436	612,627	191
Capital Financing	30,936	31,354	418
General Contingency	3,000	0	(3,000)
Summary Revenue Account Inc. Council Tax collection and NDR refunds and Discretionary Relief	9,814	12,205	2,391
Total Council Outturn	656,186	656,186	0

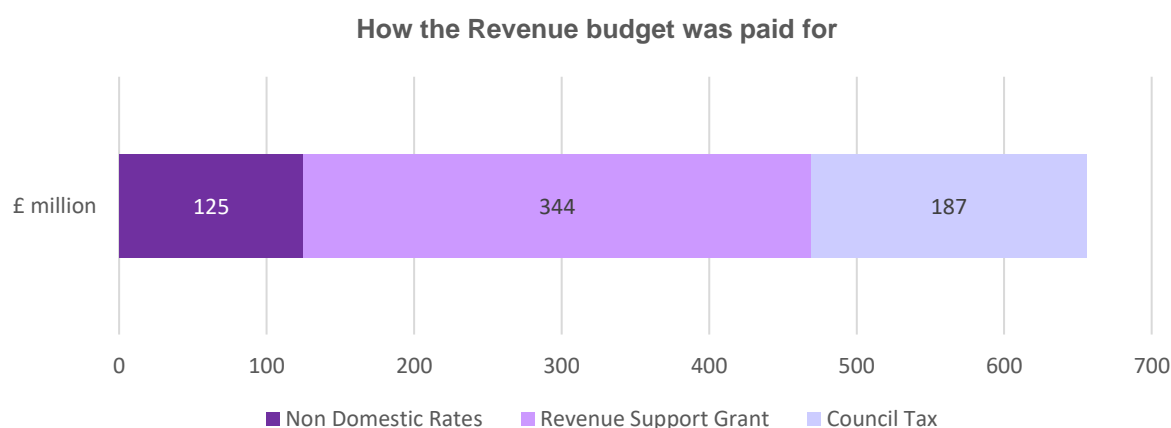
The final revenue position reflects an overall balanced position, that is, the Council has contained its spending within the £656.186 million budget approved for the year, after transfers to and from earmarked reserves. This position comprised a net directorate overspend of £191,000, a Capital Financing overspend

of £418,000, a Council Tax surplus of £1.016 million and a net overspend of £3.407 million against the Summary Revenue Account, offset by the £3 million general contingency budget which was not required to be utilised. It should be noted that the overall position improved throughout the year, as greater clarity was gained in relation to the ongoing impact of the pandemic, but also as WG funding announcements were made.

Non-Domestic Rates (NDR) are collected by the Council for Welsh Government based on the value of buildings used in business or for non-domestic purposes and a rate is set annually. The net NDR collectable by Cardiff for 2020/21 totalled £189.469 million of which Cardiff received £124.579 million after redistribution by Welsh Government. The in-year collection rate was 85.58% (96.12% in 2019/20).

Revenue Support Grant of £344.468 million was received from Welsh Government.

Council Tax collected by the Council includes precepts for the police and community councils and where applicable was passed onto the relevant bodies. Council Tax income retained by the Council of £187.406 million funds just over a quarter of the Council's net expenditure. The in-year collection rate was 96.06% (96.8% in 2019/20).



Housing Revenue Account (HRA)

The Housing Revenue Account is a ring-fenced account shown within the Housing and Communities directorate. It includes income from rents and expenditure on managing the housing stock and related services:

- The council has 13,737 dwellings as at 31 March 2021.
- The average weekly net rent for 2020/21 was £106.97.
- Income including rent and charges for services totalled £85.883 million.
- Revenue expenditure included £20.798 million on repairs and maintenance, £29.165 million on supervision and management and £28.490 million on capital financing costs, including interest, provision for the repayment of debt and towards capital expenditure.

The Housing Revenue Account reported a surplus position of £6.519 million for 2020/21 after a transfer to earmarked reserves of £2.822 million. Factors resulting in the surplus included a reduced spend on repairs and maintenance, underspend on void property repairs, lower capital financing costs reflecting the timing of capital investment and unbudgeted receipt of grant. This will be used to meet future liabilities and commitments, including any additional repairs and works which may be required to properties particularly as a result of access restrictions in 2020/21 due to the pandemic.

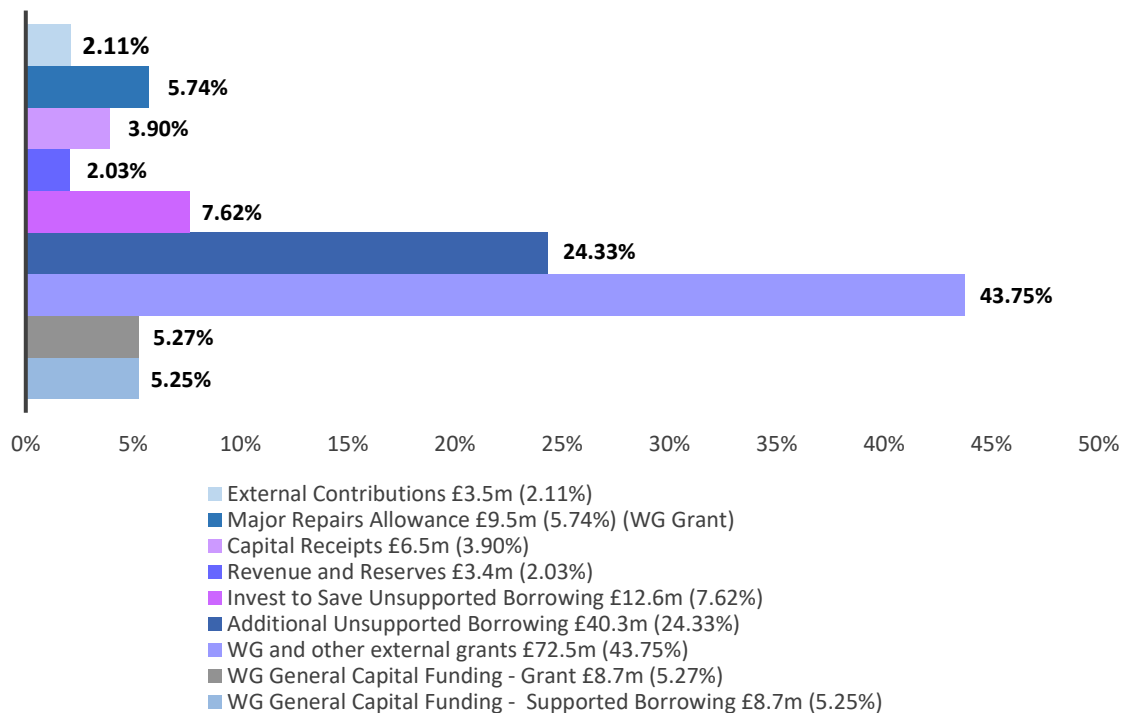
Capital Expenditure and Funding by the Council

Capital investment forms a large part of our spending. The Council has an ambitious capital programme to deliver projects that are fundamental to the Council achieving its aspirations to re-shape how we deliver our services as well as helping to unlock revenue savings and efficiencies to secure our non-financial stability. Capital spending during the year totalled £165.7 million.

Schemes	Detail	£m
Business and City Development	Town Centre Loan and acquisition of regeneration sites in Butetown as well as to support the Atlantic Wharf Masterplan.	8.4
Parks, Leisure and Venues	Parks play areas and infrastructure, Leisure buildings maintenance; Play Opportunities and Green Recovery, castle lighting and museum of Cardiff equipment.	3.1
Recycling and Waste Management	Recycling glass waste containers, site and depot infrastructure including new control room and fleet car park and a range of grant funded circular economy schemes.	2.7
Education & Lifelong Learning	21 st Century schools band B including new Fitzalan High School and acquisition of site for replacement of Willows High; investment in the condition and suitability of school buildings; schemes for Welsh medium expansion; reducing infant class sizes and Schools ICT.	46.2
Neighbourhood Regeneration, Hubs and Private Housing	Disabled adaptation grants, allowing people to live independently in their homes; environmental improvements; Tudor street commercial improvements; Completion of Whitchurch and Rhydypennau Hubs, transfer of grant.	9.9
Highways & Transportation	Road and footpath reconstruction and resurfacing; public transport and road safety improvements; cycling strategy implementation and expansion of cycle hire and moving traffic offences schemes; investment in active travel and safe routes in communities; design works for city centre air quality measures.	24.5
Corporate	Contribution to City Deal projects, works to relinquish leased buildings and acquisition of equity in Cardiff Bus as part of a financial support package.	8.6
Public Housing	Disabled adaptations; estate regeneration; investment in existing stock condition; acquisition of land and existing dwellings from the private market; construction of new dwellings.	53.6
Other	Modernising ICT to improve business process; harbour asset renewal; new burial site at Thornhill; completion of Lamby Way solar farm, property asset renewal works and vehicle replacement.	8.7
Total		165.7

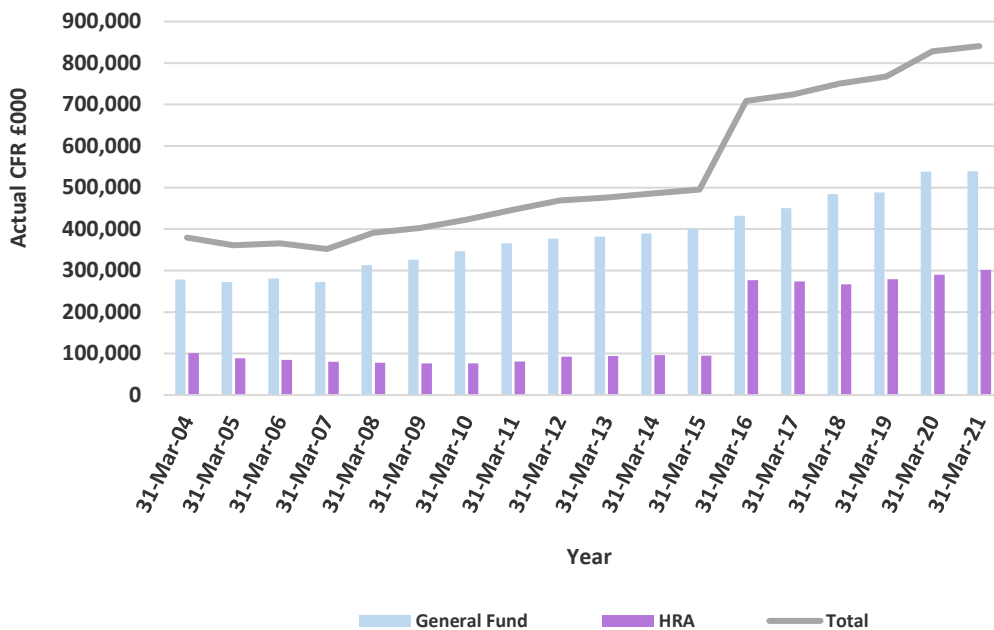
The Council pays for its capital expenditure from a number of sources. This includes borrowing money. Borrowing and any associated interest costs must ultimately be repaid in a prudent way from existing and future income. The Capital Programme was financed from a combination of borrowing (£61.6 million) and from grants, contributions, revenue budgets and sale of assets (£104.1 million). An analysis of the sources of capital funding is shown in the chart below:

Funding of Capital Expenditure



Capital expenditure incurred historically by borrowing, but yet to be paid for from future revenue or capital income from the General Fund and HRA, is termed the Capital Financing Requirement (CFR). The historic trend is shown in the next chart.

Capital Financing Requirement Trend



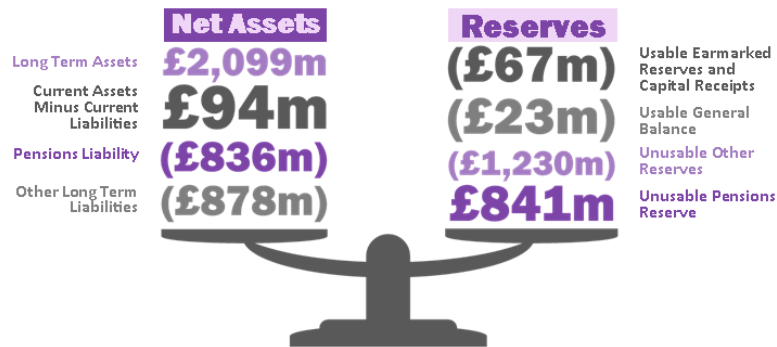
In 2015/16 additional borrowing was taken by the Council and paid to HM Treasury to exit the HRA subsidy system. The CFR and associated financing costs, interest and repayment, of capital investment continues to rise as a percentage of controllable budget. The Council's Capital and Treasury Management Strategies set out a range of indicators for affordability, prudence and sustainability of the Council's capital investment plans.

Each year, a prudent amount is charged to our revenue budgets to reduce this. In the 2020/21 budget proposals report, Council approved a revised Minimum Revenue Provision Policy (MRP), with a specific change in methodology in respect to borrowing supported by Welsh Government through the Revenue Support Grant. The resulting savings have been used to strengthen the Local Authority's financial resilience in respect of capital and treasury, through the development of an Earmarked Treasury Management Reserve.

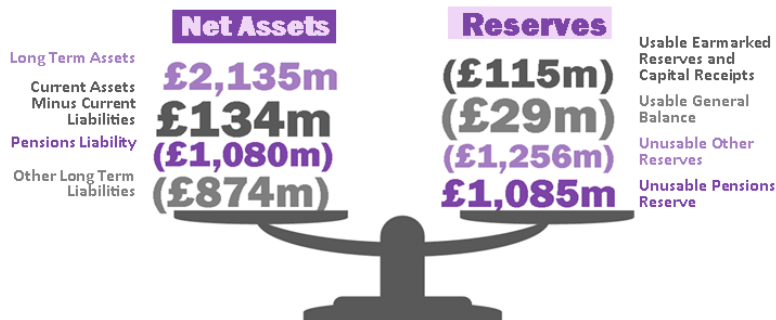
Financial Position

The balance sheet of the Council is summarised below and shows its assets and liabilities.

Balance Sheet - 2019/2020



Balance Sheet - 2020/2021



Property, Plant, Equipment and Other Non-Current Assets

The valuation of assets involves a number of assumptions; however, movements in asset valuations as well as any accounting charges such as depreciation have no impact on the council tax or rent payable, as they are required to be reversed from unusable reserves.

Note 14 details movements in assets, capital expenditure and its financing:

- capital receipts from the disposal of property assets and similar income was £15.422 million
- as part of the Council's rolling programme, revaluations took place during the year for council dwellings, investment properties and surplus assets.

Financial Assets and Liabilities

Treasury Investment and borrowing activities were undertaken in accordance with regulatory requirements and the Council's Treasury Management Strategy for 2020/21. Investments for treasury management purposes and cash is £133.332 million at 31 March 2021 and is primarily represented by temporary cash balances deposited with financial institutions. The average rate of interest earned for the year was 0.22%.

The Council borrows money to manage its daily cash flows and to pay for capital expenditure. In accordance with the Treasury Management Strategy, borrowing is undertaken to manage the capital financing requirement when deemed necessary to mitigate against the risk of future interest rates rising unexpectedly. The net change in external borrowing during the year was a decrease of £18.1 million. Note 15 of the accounts provides further information on the Council's financial assets and liabilities and the nature and extent of risks involved.

Provisions

The Council sets aside money for liabilities or losses which are likely to be incurred, but where the exact amount and timing of payment may be uncertain. This includes insurance claims received as well as for landfill aftercare. During 2020/21, total provisions decreased by £134,000 to £30.083 million. Details of the movement of individual provisions are shown in note 21 of the accounts.

Pensions Liabilities

The Council's participation in all pension schemes is shown in note 13 of the accounts:

- The cost to the Council during the year for pension liabilities is £46.250 million.
- The Council's future liability in respect of pension benefits payable, compared to assets held, is £1.080 billion at 31 March 2021. This is based on the latest actuarial assumptions. This has increased by £244.758 million from 2019/20.
- The fund is revalued every three years, with the fund's assets at 31 March 2019 deemed to cover 96% of future liabilities. A 17 year recovery plan is in place in order to meet the shortfall.

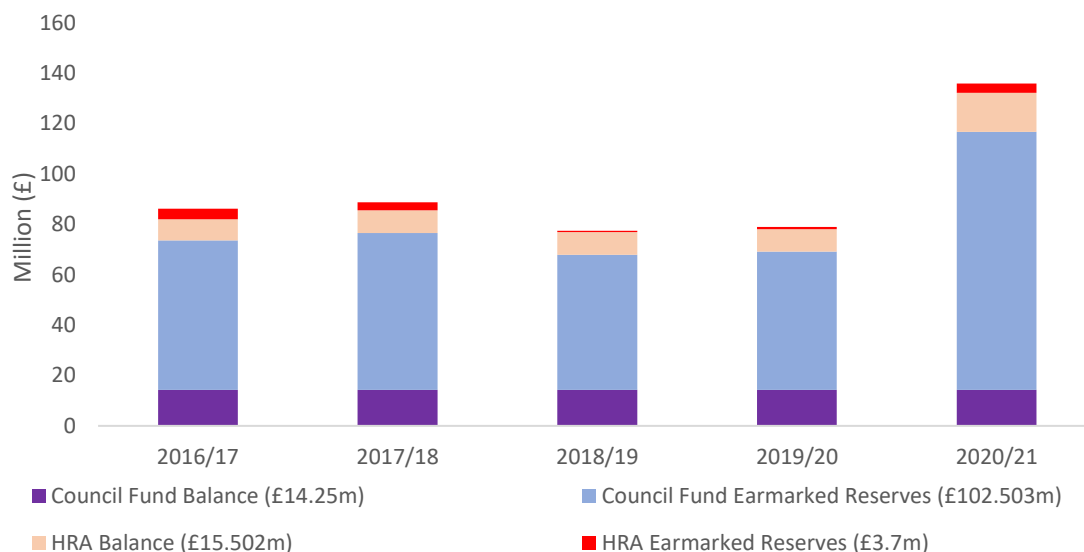
In October 2020, Council considered a report, as 100% shareholder, to invest in the future of Cardiff City Transport Services Limited (trading as Cardiff Bus) and to secure the continuity of bus service provision in the city. It highlighted a range of measures to address the difficulties faced by Cardiff Bus and the Trustees of its pension scheme to agree, in accordance with Pension Legislation, the Triennial valuation of the pension scheme at 31 March 2018.

On 3 March 2021, the Council entered into an agreement with the Trustees of the Cardiff City Transport Services Limited Pension Scheme to become the statutory employer of the Cardiff Bus defined benefit pension fund. This means all future liabilities in respect to pension obligations of Cardiff Bus will fall to Cardiff Council in the event the company is unable to meet them. Details of the fund assets and liabilities as at 31 March 2021 are shown in note 13.

Balances and Reserves

Balances and Reserves are sums of money put aside for specific policy purposes or for general contingencies and cash flow management. Their use, creation and assessment of sufficiency also considers risks to financial resilience. A favourable improvement in the net directorate position, plus the receipt of Welsh Government additional grant funding at the end of the financial year, provided an opportunity to increase the level of earmarked reserve balances and improve the Council's overall level of financial resilience. The historic level of usable reserves as a percentage of revenue expenditure has been one of the lowest in Wales. Earmarked revenue and other usable reserves are detailed in note 24 of the accounts whilst unusable reserves are shown in note 25.

Usable Revenue Reserves



Financial Statements

The Statement of Accounts are set out in this document, accompanied by a Statement of Responsibilities for the financial Statements and the Audit Report. The single entity statements are also defined as including the income, expenditure, assets, liabilities, reserves and cash flows of the local authority maintained schools in England and Wales within the control of the local authority.

The core statements are:

- The Comprehensive Income and Expenditure Statement records all of the Council's income and expenditure for the year. The top half of the statement provides an analysis by directorate. The bottom half of the statement deals with corporate transactions and funding.
- The Movement in Reserves Statement is a summary of the changes to our reserves over the course of the year. Reserves are divided into 'usable', which can be invested in capital projects or service improvements and 'unusable', which must be set aside for specific purposes.
- The Balance Sheet is a 'snap shot' of the Council's assets, liabilities, cash balances and reserves at the year-end date.
- The Cash Flow Statement shows the reasons for changes in the council's cash balances during the year and whether that change is due to operating activities, new investment or financing activities.

The supplementary statements are:

- The Housing Revenue Account separately identifies the Council's statutory landlord function as a provider of social housing under the Local Government and Housing Act 1989.
- Group Accounts combine the Council's own financial statements with its material interests in subsidiaries, associates and/or joint ventures, in this Council's case, Cardiff City Transport Services Ltd.
- Other statements for regulatory purposes include Trust Funds and Cardiff Harbour Authority.

Conclusions

The pandemic will have affected us all in different ways and will continue to do so. This year was set against the backdrop of an unprecedented period of uncertainty and risk and I would like to pay tribute to all those in public services working for the City and residents for the hard work and efforts to continue to deliver council services during what has been a very challenging period. Despite in year pressures, the Council was able to remain within its net revenue budget set for 2020/21 with support from the Welsh Government through various grants and Central Government through the Furlough Scheme. Demand for all Council services continues to increase and a continued negative future funding outlook for all local authorities remains a significant risk given the financial challenges the Council faces over the medium term. The Council has set an ambitious agenda to invest and improve what we do for residents which will require difficult choices to be made and a focus on key priorities.

Looking beyond the immediate restart of services, the Council's focus is now firmly on working towards recovery and renewal. A series of 'Capital Ambition: Recovery and Renewal' Cabinet decisions have been taken, which deal specifically with the following four key policy themes:

- Organisational Recovery and Renewal – how the Council and local public services need to respond to the challenges and opportunities of the post-Covid-19 world.
- 'Greener, Fairer, Stronger' – a draft strategy for the recovery and renewal of the city's economy, including a series of 'missions', priorities and projects to consider.
- Delivering a Child Friendly Recovery – programmes of work across Council services to support children and young people, particularly those who are most vulnerable.
- One Planet Recovery – development of the One Planet Cardiff strategy and immediate actions the Council will take to tackle the climate emergency.

I am grateful for the work of my finance team in supporting directorates and for all officers who facilitate the transparency of our financial transactions and ensure processes are in place to support Covid-19 grant claims and initiatives. They have made possible the preparation of these financial statements and reporting of financial performance and position during these uncertain times. This is a requirement that will itself be more challenging in future years due to the ambitious change agenda, additional accounting and reporting as well as earlier preparation of the accounts and consequential audit requirements.

Christopher Lee
Corporate Director Resources and Section 151 Officer



Statement of Responsibilities for the Financial Statements



The Council's responsibilities

The Council is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In 2020/21 that officer was Christopher Lee, Corporate Director Resources who holds the statutory post of Section 151 Officer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the statement of accounts.

Councillor Rod McKerlich
Lord Mayor

Date: 21 October 2021

The Corporate Director Resources responsibilities

The Corporate Director Resources is responsible for the preparation of the Council's financial statements in accordance with proper practices as set out in the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Code).

In preparing these financial statements, the Corporate Director Resources has:

- selected suitable accounting policies and then applied them consistently, except where policy changes have been noted in these accounts;
- made judgements and estimates that were reasonable and prudent; and complied with the Code.

The Corporate Director Resources has also:

- kept proper accounting records which were up to date
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Corporate Director Resources Certificate

The financial statements for the Council give a true and fair view of its income and expenditure for the financial year 2020/21 and financial position of the Council at 31 March 2021.

Christopher Lee
Corporate Director Resources

Date: 21 October 2021

The Independent Auditor's Report of the Auditor General for Wales to the Members of the County Council of the City and County of Cardiff

Opinion on financial statements

I have audited the financial statements of:

- the County Council of the City and County of Cardiff; and
- the County Council of the City and County of Cardiff Group

for the year ended 31 March 2021 under the Public Audit (Wales) Act 2004.

The County Council of the City and County of Cardiff's financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Movement on the Housing Revenue Account Statement and the Housing Revenue Account Income and Expenditure Statement and the related notes, including a summary of significant accounting policies.

The County Council of the City and County of Cardiff's Group financial statements comprise the Group Movement in Reserves Statement, the Group Comprehensive Income and Expenditure Statement, the Group Balance Sheet and the Group Cash Flow Statement and the related notes, including a summary of significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and international accounting standards as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2020-21.

In my opinion the financial statements:

give a true and fair view of the financial position of the County Council of the City and County of Cardiff and the County Council of the City and County of Cardiff's Group as at 31 March 2021 and of its income and expenditure for the year then ended; and

have been properly prepared in accordance with legislative requirements and international accounting standards as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2020-21.

Basis of opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the Council and its group in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter - effects of the COVID-19 pandemic on the valuation of Council Dwellings

I draw attention to the assumptions made about the future and other sources of estimation uncertainty on page 39 of the financial statements, which describes the impact of the COVID-19 pandemic and the material uncertainty of the valuation of the Council's dwellings provided by the Council's external professional valuers.

My opinion is not modified in respect of this matter.

Emphasis of matter - valuation of Council High-Rise Dwellings in the aftermath of the Grenfell fire

I draw attention to the assumptions made about the future and other sources of estimation uncertainty on page 39 of the financial statements, which describes the material uncertainty in the valuation of the Council's high-rise dwellings provided by the Council's external professional valuers in the aftermath of the Grenfell fire.

My opinion is not modified in respect of this matter.

Conclusions relating to going concern

In auditing the financial statements, I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Council's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the responsible financial officer with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. The Responsible Financial Officer is responsible for the other information contained within the annual report. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon. My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

Report on other requirements

Opinion on other matters

In my opinion, based on the work undertaken in the course of my audit:

the information contained in the Narrative Report for the financial year for which the financial statements are prepared is consistent with the financial statements and the Narrative Report has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2020-21;

The information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and the Annual Governance Statement has been prepared in accordance with guidance.

Matters on which I report by exception

In the light of the knowledge and understanding of the Council and the group and its environment obtained in the course of the audit, I have not identified material misstatements in the Narrative Report or the Annual Governance Statement.

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion

- : adequate accounting records have not been kept, or returns adequate for my audit have not been received from branches not visited by my team;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all the information and explanations I require for my audit.

Responsibilities

Responsibilities of the responsible financial officer for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts, the responsible financial officer is responsible for the preparation of the statement of accounts, including the County Council of the City and County of Cardiff Group financial statements, which give a true and fair view, and for such internal control as the responsible financial officer determines is necessary to enable the preparation of statements of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the statement of accounts, the responsible financial officer is responsible for assessing the Council's and group's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

My procedures included the following:

- enquiring of management and those charged with governance, including obtaining and reviewing supporting documentation relating to the County Council of the City and County of Cardiff's policies and procedures concerned with:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
 - the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- considering as an audit team how and where fraud might occur in the financial statements and any potential indicators of fraud. As part of this discussion, I identified potential for fraud in the following areas: revenue recognition and posting of unusual journals.

- obtaining an understanding of the County Council of the City and County of Cardiff's framework of authority as well as other legal and regulatory frameworks that Cardiff Council operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of Cardiff Council.

In addition to the above, my procedures to respond to identified risks included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management and the Governance and Audit Committee about actual and potential litigation and claims;
- reading minutes of meetings of those charged with governance, the Cabinet and Council;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

I also communicated relevant identified laws and regulations and potential fraud risks to all audit team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the County Council of the City and County of Cardiff's 'controls, and the nature, timing and extent of the audit procedures performed.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Certificate of completion of audit

I certify that I have completed the audit of the accounts of Cardiff Council in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

Adrian Crompton
Auditor General for Wales
28 October 2021

24 Cathedral Road
Cardiff
CF11 9LJ



Accounting Policies, Critical Judgements and Assumptions



Accounting policies used when formulating the accounts

The Statement of Accounts summarises the Council's income and expenditure for the year ended 31 March 2021 and its financial position at that date. The accounts are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Code).

The accounts have been prepared on a going concern basis. The accounting convention adopted is principally historic cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

1. Accounting Standards issued but not yet adopted

The main change to the Code will be the requirements of International Financial Reporting Standard 16 – Leases adopted in the 2021/22 Code. The required date of application and the date that the Council will adopt IFRS 16 is 1 April 2022. IFRS 16 introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for most leases with a term of more than 12 months, unless the underlying asset is of low value. A lessee is required to recognise a right-of-use asset representing its right to use the underlying leased asset and a lease liability representing its obligation to make lease payments

Whilst this is expected to have no impact on the Council Tax or Rent payer, work will need to be undertaken during 2021/22 to ensure significant lease type arrangements across the Council are identified and accurately recorded. This will include a review of existing and creation of new processes for managing and recording lease arrangements.

2. Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not when the cash payments are made or received. In particular:

- Revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- supplies are recorded as expenditure when they are consumed
- services received are recorded as expenditure when the services are received, rather than when the payments are made
- there is a de minimis threshold of £500, under which income and expenditure may not be accrued
- interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument, rather than the cash flows fixed or determined by the contract
- where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debtors are not considered to be collectable the balance is reduced by a provision for doubtful debt.

3. Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered, principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale if it meets the following criteria:

- be available for immediate sale in its present condition
- sale must be highly probable
- be actively marketed or have identified prospective purchasers
- the sale expected to be completed within one year.

The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where this results in a loss, this is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale. Regular reviews are undertaken as to whether assets still meet the criteria for Assets Held for Sale and where this is not the case they are reclassified and revalued in accordance with the appropriate class.

4. *Cash and Cash Equivalents*

Cash is represented by cash in hand, the net balance on all of the Council's bank accounts including balances of cheque book schools. It includes deposits with financial institutions that are repayable on notice of not more than 24 hours without significant penalty. It also includes investments maturing and interest received on the first working day of April.

5. *Contingent Assets and Liabilities*

These are potential benefits or obligations that arise from past events and whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control. Contingent assets and liabilities are not recognised in the accounting statements but are disclosed in the notes to the accounts where deemed material.

6. *Deferred Liabilities*

Where the Council receives income in advance from developers and other organisations in respect of revenue expenditure, such as the future maintenance of assets, the amounts are held in the Balance Sheet as deferred liabilities until such time that the expenditure takes place.

7. *Disposals and Capital Receipts*

When assets are disposed of or decommissioned, the value of those assets included in the Balance Sheet along with any proceeds from disposal are used to calculate a gain or loss on disposal.

Disposals greater than £10,000 are treated as capital receipts and are credited to the Capital Receipts Reserve.

8. *Employee Benefits*

Benefits Payable during Employment

Short-term employee benefits such as wages and salaries, paid annual leave, sick leave and expenses are paid on a monthly basis and reflected as expenditure on an accruals basis in the relevant service line in the Comprehensive Income and Expenditure Statement.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy, and are charged on an accruals basis to the Comprehensive Income and Expenditure Statement.

Post-Employment Benefits

Employees of the Council are members of two separate pension schemes:

- the Teachers' Pension Scheme, administered by the Teachers Pensions Agency
- the Local Government Pension Scheme, via membership of the Cardiff and Vale of Glamorgan Pension Fund administered by the Council.

The Council accounts for pension costs in the main accounting statements in accordance with International Accounting Standard 19 (IAS19). This requires recognition of the fact that although retirement benefits are not actually payable until an employee retires, the Council's commitment to make those payments arises at the time that employees earn their future entitlements. Accounting treatment depends on whether they are in respect of a defined benefit scheme or a defined contribution scheme.

Defined Contribution Schemes

Centralised arrangements for the Teachers' Pension Scheme mean that liabilities for these benefits cannot ordinarily be identified specifically to the Council and is therefore accounted for as if it were a defined contribution scheme and no liability for future payments of benefits is recognised in the Balance Sheet.

Defined Benefit Schemes

The Cardiff and Vale of Glamorgan Pension Fund is a defined benefit scheme. The net pension liability, which represents the Council's attributable share of the Pension Fund's assets and liabilities, is shown in the Balance Sheet where:

- liabilities for the scheme attributable to the Council are included on an actuarial basis using the projected unit method (an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates and projections earnings for current employees)
- assets of the scheme attributable to the Council are included at their fair value:
 - quoted and unitised securities – current bid price
 - unquoted securities – professional estimate
 - property – market value.

The change in the net pension liability is analysed into the following components:

- current service costs: increase in the liability as a result of pension earned by employees in the year is charged to net cost of services.
- past service costs: increase in the liability arising from current year decisions which affect pension earned by employees in earlier years is charged to Corporate Management.
- gains/losses on settlements and curtailments: result of actions to relieve the Council of liabilities or events that reduce expected future service or accrual of benefits are charged to Corporate Management.
- net interest on the net defined benefit liability: net interest expense for the period that arises from the passage of time and is shown within the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement.
- re-measurements: return on plan assets (excluding amounts included in net interest) and actuarial gains/losses as a result of updated actuarial assumptions. These are both charged to the Pensions Reserve as Other Income and Expenditure.

In relation to retirement benefits, statutory provisions require the Council Fund balance to be charged with the amount payable by the Council to the Pension Fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the Pension Fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the Council Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

9. *Financial Assets*

Financial assets are classified based on a classification and measurement approach that reflects the Council's business model for holding financial assets and their cash flow characteristics.

There are three main classes of financial assets measured at:

- amortised cost - Achieve objectives by collecting contractual cash flows e.g. principal and interest
- fair value through profit or loss (FVPL) - Achieve objectives by both collecting contractual cash flows and selling assets
- fair value through other comprehensive income (FVOCI) - Achieve objectives by any other means than collecting contractual cash flows and where the Council has designated that this is the case.

In terms of value of financial assets recognised in the accounts, the authority's primary business model is to hold investments to collect contractual cash flows, however loans and equity instruments may be provided as capital expenditure in the approved Capital Programme to achieve service objectives. Depending on the rationale for holding such financial assets, primarily equity, the Council may designate such items to be measured at fair value through other comprehensive income.

Fair value measurement techniques are defined within the final section of this policy.

Financial Assets Measured at Amortised Cost

Financial assets measured at amortised cost are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument in accordance with any investment or loan agreement. The amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest).

Any gains or losses that arise on derecognition of an asset are credited/debited to the CIES.

Expected Credit Loss Model

Impairment losses are calculated to reflect the expectation that future cash flows might not take place because the borrower could default on their obligations. Such a review would take place on an individual financial asset or collective basis, based on materiality and cost benefit of individual assessment.

The Council undertakes a review of expected credit losses on all financial assets held at amortised cost either on a 12-month or lifetime basis. Where provision for such losses is not already undertaken e.g. as part of a provision for bad debts, adjustments to the value of financial assets disclosed in the accounts would be made. Credit risk plays a crucial part in assessing expected credit loss. Where risk has increased significantly since a financial asset was initially recognised, provision for losses are assessed on a lifetime basis. Where

risk has not increased significantly or remains low, provision for losses are assessed on the basis of 12-month expected loss.

Financial Assets Measured at Fair Value through Profit or Loss (FVPL)

Financial assets that are measured at FVPL are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised in the Surplus or Deficit on the Provision of Services.

Any gains or losses that arise on the derecognition of the asset are credited/debited to the Comprehensive Income and Expenditure Statement.

Financial Assets Measured at Fair Value through other comprehensive income (FVOCI)

Financial assets that are measured as FVOCI are initially measured and carried at fair value on the Balance Sheet. Treating such assets under this category will require a 'Designation' by the Council. These are likely to be equity holdings held as part of a service objective.

Fair value gains and losses are recognised in Other Comprehensive Income and the change in the amount of the investment in the balance sheet is matched with an entry in the Financial Instruments Revaluation Reserve.

Upon derecognition, any balance on the Financial Instruments Revaluation Reserve is recycled through the Surplus or Deficit on the Provision of Services.

Fair Value Measurement of Financial Assets

Fair value measurements for the above financial asset classes measured at fair value are based on the following techniques:

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis

The inputs to the measurement techniques are categorised in accordance with the following levels:

- Level 1 – quoted prices (unadjusted) in active markets for identical assets that the authority can access at the measurement date.
- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly.
- Level 3 – unobservable inputs for the asset.

10. Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument. They are initially measured at fair value and carried at their amortised cost. Annual charges to the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. Interest that is due but is unpaid at the end of the year is recognised in the Balance Sheet as a current liability.

Where a fair value price which is paid to transfer a liability, is estimated and disclosed, inputs to the valuation techniques used to determine fair value are attributed to the same levels as stated under the Financial Assets accounting policy.

Transaction costs, such as brokers' fees and commission in relation to managing the Council's Financial Instruments, which are not considered material, are charged immediately to the Comprehensive Income and Expenditure Statement.

11. Grants and Contributions

Grants and other contributions are accounted for on an accruals basis and recognised when:

- there is reasonable assurance that the Council will comply with the conditions for their receipt and
- there is reasonable assurance that the grant or contribution will be received.

Revenue

Grants, for which conditions have not yet been satisfied, are carried in the Balance Sheet as Revenue Grants Receipts in Advance. When conditions have been satisfied, the grant or contribution is credited to the relevant service line (specific revenue grants and contributions) or Taxation and Non-Specific Grant Income (non-specific revenue grants) in the Comprehensive Income and Expenditure Statement. Where there is no longer any reasonable assurance that the conditions will be met, sums received will not be recognised as a receipt of grant but as a repayment due to the awarding body and held on the Balance Sheet as a liability if it remains unpaid.

Where the conditions of a revenue grant or contribution have been complied with but it is yet to be used to fund expenditure for the purpose stipulated in the grant agreement, it is set aside in an Earmarked Reserve.

Capital

Grants and contributions that are applied in the year to fund capital schemes that are Revenue Expenditure Funded by Capital under Statute (REFCUS) are treated as revenue income and credited to the Comprehensive Income and Expenditure Statement to the relevant service line.

Capital Grants and Contributions applied in paying for other capital works are credited to the Taxation and Non-Specific Grant Income line in the Comprehensive Income and Expenditure Statement. Where a specific capital grant or contribution has been received but remains unapplied, this is deemed to represent a condition and is shown as a creditor, as the unused element could be returned to the funder. Where a non-specific grant such as the General Capital Grant or Major Repair Allowance were to remain unapplied, it would be held as Capital Grants Unapplied Reserve.

Capital grants and contributions are identified separately on the Balance Sheet.

12. Heritage Assets

The Council recognises heritage assets where it may have incurred separately identifiable expenditure on their acquisition or preservation or where it has information on the value of the asset.

Heritage assets are included at historic cost if included in the accounts and only measured at fair value where the benefits of doing so outweigh the costs. No depreciation charge is made on heritage assets.

The unique nature of heritage assets makes reliable valuation complex. These difficulties are recognised by the Code and therefore many individual assets are not recorded in the accounts, but additional narrative disclosures are made about the nature and scale of such assets within the notes to the accounts. A valuation is undertaken every 3 years by an external expert for insurance purposes. A valuation of paintings, artefacts and civic regalia took place as at 31 March 2020.

13. *Intangible Non-Current Assets*

Expenditure on assets that do not have physical substance but are identifiable and controlled by the Council is capitalised. In the case of computer software and licences, this will be capitalised where it relates to the enhancement or development of systems, expenditure on which is deemed to generate long-term economic benefits to the Council in the form of savings and improvements in service delivery. Intangible assets are included in the Balance Sheet at historic cost net of amortisation and are reviewed for impairment and re-valued only where they have a readily ascertainable market value.

The assets are amortised to the relevant service line over the economic life of the investment initially set between 3-5 years, and reversed in the Movement in Reserves Statement via transfer to the Capital Adjustment Account. Once intangible assets are fully amortised, they are reviewed in terms of materiality and if necessary, disposed of with the carrying value removed from the asset register.

Gains or losses arising from disposal are recognised in the surplus or deficit on the provision of services.

14. *Interests in Companies and Other Entities*

The Council has interests in companies and other entities. Subject to the level of materiality and exposure to risk, these are consolidated to produce Group Accounts.

15. *Inventories*

Inventories are measured and held at the lower of cost or net realisable value. When such inventories are sold, exchanged or distributed, the carrying amount is recognised as expenditure.

The balance of inventories that have been donated rather than purchased are held in the Donated Inventory Account.

16. *Investment Property*

Investment properties are those held solely to earn rentals and/or for capital appreciation such as; ground leases, land held for future development as strategic sites and other land and buildings that meet investment property criteria.

Investment properties are measured at fair value, based on the market value that would be received to sell an asset in an orderly transaction between market participants at the measurement date, reflecting the asset's highest and best use. A full valuation is undertaken every two years, the most recent of which took place in 2020/21 and Jones Lang LaSalle were appointed for the task.

Investment properties are not depreciated. Gains and losses on revaluation and disposal are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. Rentals received in relation to investment properties are credited to the relevant service line and result in a gain for the Council Fund Balance. However, revaluation and disposal gains and losses are not permitted to have an impact on the Council Fund Balance. The gains and losses are therefore reversed out of the Council Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

17. *Joint Committees*

Subject to materiality and exposure to risk, the relevant proportion of Joint Committees are included within the Council's accounts reflecting the transactions and balances for those Joint Committees.

18. *Leases*

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards, incidental to ownership, of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases. Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

The Council as Lessee

Finance Leases

For plant and equipment, the Council has set a de-minimis level of £75,000 for leases to be recognised as finance leases. The Council does not recognise any leases of this type.

Operating Leases

Payments for operating leases are charged to the relevant service line on an accruals basis.

The Council as Lessor

Finance Leases

The Council does not recognise any leases of this type.

Operating Leases

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Comprehensive Income and Expenditure Statement.

19. *Local Authority Maintained Schools*

The Code confirms that the balance of control for local authority maintained schools (i.e. those categories of school identified in the School Standards and Framework Act 1998, as amended) lies with the local authority. The Code also stipulates that those schools' assets, liabilities, reserves and cash flows are recognised in the local authority financial statements. Therefore schools' transactions, cash flows and balances are recognised in each of the financial statements of the authority as if they were the transactions, cash flows and balances of the authority.

20. *Property, Plant, Equipment*

These assets are those that have physical substance used in the production or supply of goods or services, those intended to be held indefinitely, those used for the promotion of culture and knowledge and those expected to be used during more than one financial year.

Recognition

Expenditure on the acquisition, creation or enhancement of such assets is capitalised on an accruals basis. All expenditure incurred on existing assets is assumed to result in enhancement of the asset and will be shown in the accounts as an addition to the asset.

Expenditure that maintains but does not add to an asset's potential to deliver benefits or service potential (i.e. repairs and maintenance) is charged to revenue as it is incurred.

The Council has a de-minimis policy of £1,000 with regards to capitalisation of expenditure in connection with Council dwellings.

Once assets have fully depreciated, they are reviewed in terms of materiality and if necessary, disposed of with the carrying value removed from the asset register.

Measurement

Assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the specific asset into working condition for its intended use, excluding borrowing costs which are not capitalised. A full year's depreciation is charged on capital expenditure incurred in the year. No depreciation is charged in the year of disposal. Assets are subsequently carried on the balance sheet as per the following:

Asset Type	Measurement	Valuation Frequency	Last Valuation	Surveyor for Last Valuation	Next Valuation	Depreciation*
Assets under Construction	Depreciated Historical Cost	n/a	n/a	n/a	n/a	n/a
Community Assets	Depreciated Historical Cost	n/a	n/a	n/a	n/a	n/a
Council Dwellings	Existing Use Value for Social Housing	Every 2 years	2020/21	Savills	2022/23	Land: n/a Buildings: 50 years
Infrastructure	Depreciated Historical Cost	n/a	n/a	n/a	n/a	7-120 years**
Other Operational Land & Buildings	Existing Use Value or Depreciated Replacement Cost if specialist nature without market-based evidence	Every 3 years	2018/19	Cooke & Arkwright	2021/22	Land: n/a Buildings: 3-65 years
School Assets	Detailed Depreciated Replacement Cost (Modern Equivalent Asset)	Every 3 years	2019/20	Cooke & Arkwright	2022/23	Land: n/a Buildings: 3-54 years
Surplus Assets	Fair Value	Annual Fair Value Check	2020/21	Jones Lang LaSalle	2021/22	n/a
Vehicles, Plant, Furniture & Equipment	Depreciated Historical Cost	n/a	n/a	n/a	n/a	5-15 years

* Calculated on a straight-line basis over the below estimated useful lives, unless there is not a determinable finite useful life.

** Included within Infrastructure is the Cardiff Bay Barrage, which is being depreciated over the design life of 120 years.

Revaluations

Council dwellings, other land and buildings including schools, are required to be valued periodically. Asset valuations take place with an effective date of 1 April of the financial year and are undertaken by professional valuers.

The Council must balance the requirement to ensure carrying amounts are not materially different from their fair or current value at the year-end, with the time, costs and resources involved in providing valuation services for accountancy purposes. It does this by:

- undertaking an annual impairment review of property with the Council's in-house valuation team to identify significant changes,
- using the experience and local knowledge of the in-house valuation team to provide or source any external valuation services. This ensures finance are made aware of all property issues affecting the Council,
- having an agreed rolling revaluation programme which is shorter than the minimum 5 year cycle required by the Code in order to ensure there is sufficient, regular and consistent coverage of all classes of assets.

Revaluations of the Council's property assets are undertaken on a minimum three yearly rolling programme basis, or where there is a major refurbishment of an asset, a new valuation will be sought in the year of completion and a revision is made to the useful life.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only; the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

Impairment and Downward Revaluation

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired in value, either due to a significant reduction in service potential or significant permanent market value reduction. Where a material change in value is identified, the accounting treatment is as follows:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance, up to the amount of the accumulated gains
- thereafter, or if there is no balance in the Revaluation Reserve, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Component Accounting

Where a single asset may have a number of different components, each having a different useful life, three factors are taken into account to determine whether a separate valuation of components is to be recognised in the accounts in order to provide an accurate figure for depreciation.

These factors are:

- materiality with regards to the Council's financial statements. Componentisation will only be considered for individual non-land assets that have a net book value of more than £1.5 million at the end of the financial year

- significance of component. For individual assets meeting the above threshold, where services within a building (boilers / heating / lighting / ventilation etc.), or items of fixed equipment (kitchens / cupboards) is a material component of the cost of that asset (> 30%), then those services/equipment will be valued separately on a component basis
- difference in rate or method of depreciation compared to the overall asset. Only those elements that normally depreciate at a significantly different rate from the non-land element as a whole, or that require a different method of depreciation will be identified for componentisation.

Assets that do not meet the tests above can be disregarded for componentisation on the basis that any adjustment to depreciation charges would not result in a material misstatement in the accounts.

21. Provisions

Provisions are charged as expenditure to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties. When payments are eventually made, they are charged to the provision, which is held on the Balance Sheet. Provisions are reviewed at the end of each financial year and where no longer required are credited back to the relevant service line.

22. Revenue Expenditure Funded from Capital under Statute (REFCUS)

Expenditure incurred during the year that may be capitalised under statutory provisions, but that does not result in the creation of a non-current asset, has been charged as expenditure to the relevant service line in the Comprehensive Income and Expenditure Statement. Where the Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the Council Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of Council Tax.

23. Reserves

The Council sets aside useable earmarked reserves for future policy purposes or to cover contingencies. Certain reserves are maintained to manage the accounting processes for non-current assets, financial instruments, and retirement and employee benefits. These do not represent usable resources for the Council and there are no net impacts on council tax or rent.

24. Value Added Tax (VAT)

VAT payable is excluded from expenditure except where it is not recoverable from HMRC. VAT receivable is excluded from income.

Critical judgements in applying accounting policies

Accounting policies are only applied to material Council transactions. In applying policies, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- there is a high degree of uncertainty about future levels of income and expenditure for the Council and its subsidiaries particularly as a result of the Covid-19 crisis. However the Council has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision.
- in 2014/15, CIPFA clarified the requirements for recognising schools property on Council Balance sheets. This highlighted the need for there to be 'control' of assets, with a key criteria for recognition being legal ownership. The Council includes Voluntary Aided, Voluntary Controlled and Foundation schools in its balance sheet only if it owns the land and/or can accordingly direct the use of the assets. In most cases these are owned by religious bodies, the trustees or governing body of the school.

Assumptions made about the future and other sources of estimation uncertainty

The Statement of Accounts contains figures that are based on assumptions or estimates about the future or that are otherwise uncertain. Whilst these take into account historical experience, current trends, professional guidance and other relevant factors, actual results could be different. The main items in the Council's Balance Sheet at 31 March 2021 for which there is a risk of adjustment in future financial years are:

Item	Uncertainty	Effect if Actual Results Differ from Assumptions
Valuation, where required of Property, Plant and Equipment assets, Heritage assets and Investment properties	Valuation of property interests involves assessment of a number of variables such as market conditions, useful life, cost of reconstruction, assessment of condition, use of a discount factors for social housing etc. Valuations are undertaken by qualified Chartered Surveyors, or experts in the relevant field, in accordance with the Practice Statements and Guidance notes set out in the Royal Institution of Chartered Surveyors (RICS) Valuation Standards (The Red Book) and any other relevant guidance. As a result of the impact of Covid-19, 2020/21 valuations on Council Dwellings are reported on the basis of 'material valuation uncertainty' as per the RICS Red Book. Consequently, less certainty and a higher degree of caution should be attached to the valuations. At the current time, it is not possible to accurately predict the longevity and severity of the impact of Covid-19 on the economy. Therefore, values have been based on the situation prior to Covid-19, on the assumption that values will be restored when the real estate market becomes more fluid. The Council's approach to undertaking valuations on a more frequent basis than the minimum 5 year period will ensure that any changes are captured as soon as possible in the next formal valuation. In addition, included within the valuation of Council Dwellings is a Material Uncertainty Clause in relation to high rise residential buildings, the inclusion of which is based on valuer judgement. This does not suggest that the valuation cannot be relied upon; rather, it is used in order to be clear and transparent that, in extraordinary circumstances, less certainty can be attached to the valuation than would otherwise be the case. The balance	Any changes to valuations and any associated depreciation charges to services for non-current assets are required to be reversed out in the accounts, so this will not have an impact on Council Tax or rents.

Item	Uncertainty	Effect if Actual Results Differ from Assumptions
	sheet carrying value and the maximum value affected by this disclosure is £15.750 million pending the implementation of solutions, where required, in respect of remedial works to high rise buildings following fire safety measures.	
Financial Instrument assets	<p>These are reviewed annually for significant impairment using data such as historic risk of default and other reviews of recoverability.</p> <p>For financial assets not quoted on a recognised exchange or where it is difficult to provide accounting valuations e.g. valuations of the Council's shareholding in Cardiff City Transport Services Ltd. The fair value is deemed to be Net Worth.</p>	Any change in the fair value of Cardiff City Transport Services Ltd has no impact on the level of Council Tax as changes are reflected by a corresponding amendment in the Financial Instrument Adjustment Reserve.
Provisions	The Council makes a number of provisions for liabilities that it may face where a reasonable estimate of value can be made at the balance sheet date. In most cases these are subject to legal claims, such as those for insurance. Provisions relating to landfill sites are subject to a high level of estimation primarily given the length of period over which they are to be considered. Professional internal and external advice is used to determine the need and value of provisions.	The outcomes of assumptions will have an impact on the Outturn in future years, however due to the uncertain nature of these events, are difficult to quantify
Arrears	<p>The Authority is owed for items such as sundry debtors, Council Tax, Non Domestic Rates (NDR) and rents. After taking into account trends in past collection experience and other relevant changes which may impact on collectability a level of impairment or provision for expected credit losses is assumed. It is not certain however that this impairment allowance would be sufficient as the Council cannot assess with certainty which debts will be collected or not.</p> <p>The economic impact of the Covid-19 pandemic has made the estimation of debt impairment more difficult as there is more uncertainty about the economic viability of debtors and hence their ability to settle their debts which may, or may not be sufficient.</p>	Improvements in collection will improve future reported Outturn position, however where customers are finding it difficult to pay this will require increases in the level of provisions currently set aside.
Pensions Liability	<p>Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, inflation, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. This also includes market volatility for example as a result of Britain's departure from the European Union and Covid-19.</p> <p>Professional actuaries are engaged to provide the Council with expert advice about the assumptions to be applied.</p>	It is difficult to measure the effects on the net pension liability of changes in individual assumptions, as they can result in multiple variations to the figure.



Core Financial Statements and Notes to the Financial Statements

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This statement records all of the Council's income and expenditure throughout the year and consequently shows the accounting cost of providing services during the year in line with generally accepted accounting practices. The Expenditure and Funding Analysis (Note 2) demonstrates how the funding available to the Council has been used to provide services in comparison with those resources consumed or earned under Generally Accepted Accounting Practices (GAAP).

2019/20					2020/21		
Gross Expenditure	Gross Income	Net Expenditure		Note	Gross Expenditure	Gross Income	Net Expenditure
£000	£000	£000			£000	£000	£000
19,663	(5,971)	13,692	Corporate Management		18,836	(14,507)	4,329
103,222	(53,376)	49,846	Economic Development		95,671	(49,083)	46,588
314,306	(77,419)	236,887	Education & Lifelong Learning		379,590	(92,688)	286,902
8,700	(2,223)	6,477	Governance & Legal Services		7,916	(1,244)	6,672
8,567	(5,724)	2,843	Harbour Authority		8,882	(5,916)	2,966
65,056	(81,412)	(16,356)	Housing Revenue Account		111,940	(85,884)	26,056
233,365	(184,224)	49,141	Housing and Communities		239,172	(186,546)	52,626
8,446	(5,499)	2,947	Performance and Partnerships		10,494	(7,281)	3,213
66,715	(39,245)	27,470	Planning , Transport and Environment		68,093	(44,160)	23,933
33,036	(11,365)	21,671	Resources		38,019	(18,415)	19,604
211,533	(30,628)	180,905	Social Services		246,142	(59,916)	186,226
2,870	(12,653)	(9,783)	Summary Revenue Account		4,967	(9,239)	(4,272)
1,075,479	(509,739)	565,740	Net Cost of Services		1,229,722	(574,879)	654,843
37,469	0	37,469	Police and Crime Commissioner for South Wales		40,165	0	40,165
397	0	397	Community Council Precepts	3	446	0	446
17,696	0	17,696	Levies & Contributions		18,244	0	18,244
4,642	(8,681)	(4,039)	(Gain)/loss on sale of non-current assets		15,760	(15,081)	679
60,204	(8,681)	51,523	Other Operating Expenditure		74,615	(15,081)	59,534
32,960	0	32,960	Interest Payable on debt	15	34,020	0	34,020
14,810	0	14,810	Interest on net defined benefit liability/(asset)	13	18,832	0	18,832
0	(1,129)	(1,129)	Interest & Investment Income	15	0	(394)	(394)
6,566	(2,475)	4,091	Change in fair value of Investment Properties	14	13,490	(3,286)	10,204
0	0	0	Movement in Financial Instruments		0	(148)	(148)
54,336	(3,604)	50,732	Financing and Investment Income & Expenditure		66,342	(3,828)	62,514
0	(41,333)	(41,333)	Recognised Capital Grants & Contributions		0	(87,562)	(87,562)
0	(328,126)	(328,126)	Revenue Support Grant	26	0	(344,468)	(344,468)
0	(116,504)	(116,504)	Non-Domestic Rates	6	0	(124,579)	(124,579)
(766)	(217,119)	(217,885)	Council Tax Income	5	2,135	(230,151)	(228,016)
0	0	0	Donated Inventories		0	(3,211)	(3,211)
129	0	129	Corporation Tax (CCRCDD)		0	(218)	(218)
(637)	(703,082)	(703,719)	Taxation & Non-Specific Grant Income		2,135	(790,189)	(788,054)
		(35,724)	(Surplus)/Deficit on Provision of Services				(11,163)

2019/20				2020/21			
Gross Expenditure	Gross Income	Net Expenditure		Note	Gross Expenditure	Gross Income	Net Expenditure
£000	£000	£000			£000	£000	£000
		(35,427)	Revaluation Gains	25			(25,878)
		11,958	Revaluation Losses				1,109
		2,357	Impairment losses on non-current assets charged to the Revaluation Reserve				233
		1,101	(Surplus)/Deficit on Financial Instrument Revaluation Reserve				2,283
		127,222	Actuarial (gains)/losses on pension assets/liabilities	13			198,203
		107,211	Other Comprehensive Income & Expenditure				175,950
		71,487	Total Comprehensive Income & Expenditure				164,787

The 2019/20 breakdown of the Net Cost of Services has been amended to take account of the changes in directorate structure in 2020/21.

Movement in Reserves

The statement is split into both Usable and Unusable Reserves. Usable Reserves are those that the Council can use to provide services such as the General Fund and Capital Receipts Reserve whereas Unusable Reserves such as the Pension Fund and Capital Adjustment Account cannot be used, as they are for accounting purposes only.

	Council Fund Balance	Council Fund Earmarked Reserves	HRA Balance	HRA Earmarked Reserves	Capital Receipts Reserve	Total Usable Reserves	Unusable Reserves	Total Council Reserves
	£000	£000	£000	£000	£000	£000	£000	£000
Balance at 31 March 2019 carried forward	14,255	53,714	8,983	495	8,488	85,935	465,224	551,159
Movement in Reserves during 2019/20								
Surplus or (deficit) on the provision of Services	19,559	0	16,165	0	0	35,724	0	35,724
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	(107,211)	(107,211)
Total Comprehensive Income and Expenditure	19,559	0	16,165	0	0	35,724	(107,211)	(71,487)
Adjustments between accounting basis & funding basis under regulations (note 1)	(18,379)	0	(15,782)	0	2,418	(31,743)	31,743	0
Net Increase/(Decrease) before Transfers to/(from) Earmarked Reserves	1,180	0	383	0	2,418	3,981	(75,468)	(71,487)
Transfers to/(from) Earmarked Reserves	(1,180)	1,180	(383)	383	0	0	0	0
Increase/(Decrease) in 2019/20	0	1,180	0	383	2,418	3,981	(75,468)	(71,487)
Balance at 31 March 2020 carried forward	14,255	54,894	8,983	878	10,906	89,916	389,756	479,672
Movement in Reserves during 2020/21								
Surplus or (deficit) on the provision of Services	24,927	0	(13,764)	0	0	11,163	0	11,163
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	(175,950)	(175,950)
Total Comprehensive Income and Expenditure	24,927	0	(13,764)	0	0	11,163	(175,950)	(164,787)
Adjustments between accounting basis & funding basis under regulations (note 1)	22,683	0	23,105	0	(2,233)	43,555	(43,555)	0
Net Increase/(Decrease) before Transfers to/(from) Earmarked Reserves	47,610	0	9,341	0	(2,233)	54,718	(219,505)	(164,787)
Transfers to/(from) Earmarked Reserves (note 26)	(47,610)	47,610	(2,822)	2,822	0	0	0	0
Increase/(Decrease) in 2020/21	0	47,610	6,519	2,822	(2,233)	54,718	(219,505)	(164,787)
Balance at 31 March 2021 carried forward	14,255	102,504	15,502	3,700	8,673	144,634	170,251	314,885

Balance Sheet

This statement is comprised of two balancing sections - the net assets of the Council and the total reserves held.

31 March 2020		Note	31 March 2021
£000			£000
1,841,584	Property, Plant & Equipment	14	1,898,189
58,616	Heritage Assets		58,682
178,521	Investment Properties		156,238
2,292	Intangible assets including AUC		1,711
9,723	Long-term Investments	15	14,792
8,701	Long-term Debtors		5,951
2,099,437	Total Long-Term Assets		2,135,563
76,106	Short-term Investments	15	98,882
1,860	Held for Sale assets	16	918
2,073	Inventories		5,764
132,643	Short-term Debtors	17	168,405
35,951	Cash and Cash Equivalents	18	34,450
248,633	Total Current Assets		308,419
(29,625)	Short-term Borrowing	15	(35,393)
(114,939)	Short-term Creditors	19	(128,988)
(1,496)	Pension Strain	22	(1,471)
(5,405)	Provisions	21	(4,999)
(3,214)	Deferred Liabilities	23	(3,453)
(154,679)	Total Current Liabilities		(174,304)
(807,540)	Long-term Borrowing	15	(783,666)
(24,812)	Provisions	21	(25,084)
(9,261)	Deferred Liabilities	23	(8,181)
(17,430)	Capital Contributions Receipts in Advance	26	(22,155)
(13,854)	Revenue Grants Receipts in Advance		(18,008)
(1,424)	Capital Grants Receipts in Advance		(13,797)
(3,688)	Pension Strain	22	(3,434)
(835,710)	Net Pensions Liability	13	(1,080,468)
(1,713,719)	Total Long-Term Liabilities		(1,954,793)
479,672	NET ASSETS		314,885
	Financed by:		
14,255	Council Fund Balance		14,255
54,894	Council Fund Earmarked Reserves	24	102,504
8,983	Housing Revenue Account Balance		15,502
878	Housing Revenue Account Earmarked Reserves	24	3,700
10,906	Capital Receipts Reserve	24	8,673
89,916	Usable Reserves		144,634
288,041	Revaluation Reserve	25	310,754
939,914	Capital Adjustment Account		947,365
5,008	Deferred Capital Receipts		5,003
9,267	Financial Instruments Revaluation Reserve		6,984
(840,894)	Pensions Reserve		(1,085,373)
(11,580)	Accumulated Absences Adjustment Account		(17,693)
0	Donated Inventories Account		3,211
389,756	Unusable Reserves		170,251
479,672	TOTAL RESERVES		314,885

This statement shows how the Council generates and uses cash and cash equivalents by classifying the cash flows as arising from operating, investing and financing activities.

2019/20		Note	2020/21
£000			£000
(35,724)	Net (surplus) /deficit on the provision of services		(11,163)
(30,153)	Adjustments to net surplus or deficit on the provision of services for non-cash movements	28	(180,826)
51,307	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		102,979
(14,570)	Net cash flows from operating activities		(89,010)
151,540	Purchase of property, plant and equipment, investment property and intangible assets		146,179
7,000	Purchase of short-term and long-term Investments		30,337
(3,624)	Other payments for investing activities		(17,098)
(9,974)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets		(15,422)
(36,798)	Capital Grants and Contributions		(98,976)
108,144	Net cash flows from investing activities		45,020
(111,060)	Cash receipts from short-term and long-term borrowing		(3,111)
(4,239)	Other receipts from financing activities		26,315
6,647	Repayments of short-term and long-term borrowing		22,287
(108,652)	Net cash flows from financing activities		45,491
(15,078)	Net (increase)/ decrease in cash and cash equivalents		1,501
20,873	Cash and cash equivalents at the beginning of the reporting period		35,951
35,951	Cash and cash equivalents at the end of the reporting period	18	34,450

Notes to the Financial Statements

1. Adjustments between Accounting Basis and Funding Basis under Regulation

This note details the adjustments that are made to the total comprehensive income and expenditure, recognised by the Council in the year, in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure.

Usable Reserves 2019/20				Movement in Unusable Reserves	Usable Reserves 2020/21			
Council Fund Balance	Housing Revenue Account	Capital Receipts Reserves			Council Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Movement in Unusable Reserves
£000	£000	£000	£000		£000	£000	£000	£000
					Adjustments between Accounting and Funding Basis			
					Adjustments primarily involving the Capital Adjustment Account:			
					<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>			
-	-	-	-		-	-	-	-
49,618	13,090	0	(62,708)		50,823	11,933	0	(62,755)
49,954	110	0	(50,064)		347	48,354	0	(48,700)
(106,823)	(27)	0	106,849		(519)	(79)	0	598
1,172	0	0	(1,172)		797	86	0	(884)
4,090	1	0	(4,091)		8,405	7	0	(8,413)
0	0	0	0		(17)	457	0	(440)
(29,852)	(11,481)	0	41,333		(64,124)	(23,438)	0	87,562
1,558	145	0	(1,703)		4,294	104	0	(4,398)
2,417	1,848	0	(4,265)		14,423	766	30	(15,219)
0	0	0	0		1	0	320	(321)
					<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>			
(24,055)	(12,807)	0	36,862		(24,714)	(13,396)	0	38,110

Usable Reserves 2019/20				Adjustments between Accounting and Funding Basis	Usable Reserves 2020/21			
Council Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Movement in Unusable Reserves		Council Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Movement in Unusable Reserves
£000	£000	£000	£000		£000	£000	£000	£000
(735)	(6,400)	0	7,135	Capital expenditure charged against the Council Fund and HRA balances	(973)	(2,400)	0	3,373
0	0	(5,538)	5,538	Use of the Capital Receipts Reserves to finance new capital expenditure	0	0	(6,455)	6,455
0	3	(3)	0	Credit for disposal costs that qualify to be met from the resulting capital receipts	0	0		0
24	0	(761)	737	Capital receipts set aside for the repayment of debt	0	0	(11,202)	11,202
				Adjustments involving the Revaluation Reserve	-	-	-	
(5,892)	(2,451)	8,720	(377)	Amount of Non-Current Assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income & Expenditure Statement/Recoupment of Grant/Other	(12,242)	(2,285)	15,068	(541)
				Adjustments involving the Pensions Reserve:	-	-	-	
82,847	6,191	0	(89,038)	Net retirement benefits as per IAS19	86,648	6,461	0	(93,109)
(46,102)	(4,138)	0	50,240	Employer's contributions to the Pension Scheme	(42,540)	(4,013)	0	46,553
751	104	0	(854)	Pension Strain Future Years	(142)	(138)	0	280
				Adjustments involving the Accumulated Absences Adjustment Account	-	-	-	
2,650	30	0	(2,679)	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements.	5,426	687	0	(6,113)
				Adjustments involving the Deferred Capital Receipts Reserve	-	-	-	
0	0	0	0	Transfers to the Capital Receipts Reserve upon receipt of cash	0	0	6	(6)
0	0	0	0	Transfers to the Deferred Capital Receipts Reserve in relation to gain/loss on disposal	0	0	0	0
				Transfer to Donated Inventories Account				
0	0	0	0	Transfer to Donated Inventories Account	(3,211)	0	0	3,211
(18,379)	(15,782)	2,418	31,743	Total Adjustments	22,683	23,105	(2,233)	(43,555)

2. Expenditure and Funding Analysis

The Expenditure and Funding Analysis demonstrates how the funding available to the Council has been used to provide services in comparison with those resources consumed or earned under Generally Accepted Accounting Practices (GAAP).

2019/20			Directorate	2020/21		
Net Expenditure Charged to CF and HRA	Adjustments between accounting & funding basis	Net expenditure CIES		Net Expenditure Charged to CF and HRA	Adjustments between accounting & funding basis	Net expenditure CIES
£000	£000	£000		£000	£000	£000
26,290	(12,598)	13,692	Corporate Management	26,340	(22,011)	4,329
37,374	12,472	49,846	Economic Development	38,049	8,539	46,588
272,812	(35,925)	236,887	Education & Lifelong Learning	287,533	(631)	286,902
6,136	341	6,477	Governance & Legal Services	6,285	387	6,672
0	2,843	2,843	Harbour Authority	0	2,966	2,966
0	(16,356)	(16,356)	Housing Revenue Account	0	26,056	26,056
44,528	4,613	49,141	Housing & Communities	46,241	6,385	52,626
2,616	331	2,947	Performance & Partnerships	2,868	345	3,213
8,126	19,344	27,470	Planning Transport and Environment	7,104	16,829	23,933
16,496	5,175	21,671	Resources	15,239	4,365	19,604
177,241	3,664	180,905	Social Services	182,967	3,259	186,226
31,970	(41,753)	(9,783)	Summary Revenue Account	43,560	(47,832)	(4,272)
623,589	(57,849)	565,740	Net Cost of Services	656,186	(1,343)	654,843
(575,055)	(26,409)	(601,464)	Other Income and Expenditure	(604,582)	(61,424)	(666,006)
48,534	(84,258)	(35,724)	(Surplus) or Deficit on Provision of Services	51,604	(62,767)	(11,163)
	Council Fund	HRA Balance			Council Fund	HRA Balance
	14,255	8,983	Opening Balance as at 1 April		14,255	8,983
	0	0	Surplus/(Deficit)		0	6,519
	14,255	8,983	Closing Balance as at 31 March		14,255	15,502

The 2019/20 breakdown of the Net Cost of Services has been amended to take account of the changes in directorate structure in 2020/21.

2.1 Note to the Expenditure and Funding Analysis

The adjustments between Accounting and Funding basis are analysed further in the following table.

2019/20				Directorate	2020/21			
Adjustments for capital purposes	Net change for Pensions Adjustments	Other Adjustments	Total Adjustments		Adjustments for capital purposes	Net change for Pensions Adjustments	Other Adjustments	Total Adjustments
£000	£000	£000	£000		£000	£000	£000	£000
64	9,815	(22,477)	(12,598)	Corporate Management	537	708	(23,256)	(22,011)
8,077	3,747	648	12,472	Economic Development	6,871	4,082	(2,414)	8,539
(38,090)	5,027	(2,862)	(35,925)	Education & Lifelong Learning	18,604	6,704	(25,939)	(631)
5	350	(14)	341	Governance & Legal Services	3	450	(66)	387
2,751	110	(18)	2,843	Harbour Authority	2,673	266	27	2,966
13,322	2,157	(31,835)	(16,356)	Housing Revenue Account	60,855	2,310	(37,109)	26,056
1,059	2,421	1,133	4,613	Housing and Communities	4,858	2,778	(1,251)	6,385
0	291	40	331	Performance & Partnerships	0	322	23	345
18,912	1,511	(1,079)	19,344	Planning Transport and Environment	19,265	1,824	(4,260)	16,829
1,976	2,633	566	5,175	Resources	1,850	3,080	(565)	4,365
(69)	3,748	(15)	3,664	Social Services	377	3,936	(1,054)	3,259
0	6	(41,759)	(41,753)	Summary Revenue Account	0	0	(47,832)	(47,832)
8,007	31,816	(97,672)	(57,849)	Net Cost of Services	115,893	26,460	(143,696)	(1,343)
(41,282)	14,810	63	(26,409)	Other Income and Expenditure from the Expenditure & Funding Analysis	(76,827)	18,832	(3,429)	(61,424)
(33,275)	46,626	(97,609)	(84,258)	(Surplus) or Deficit on Provision of Services	39,066	45,292	(147,125)	(62,767)

The 2019/20 breakdown of the Net Cost of Services has been amended to take account of the changes in directorate structure in 2020/21.

i. Adjustments for capital purposes

Depreciation, impairment charges and revaluation gains and losses are included within the net cost of services. In addition:

- other operating expenditure – adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets
- financing and investment income – the statutory charges for capital financing i.e. prudent revenue provision and other revenue contributions are deducted from other income and expenditure, as these are not chargeable under generally accepted accounting practices (GAAP)
- taxation and non-specific income and expenditure - capital grants are adjusted for income not chargeable under GAAP. Revenue grants are adjusted from those receivable during the year to those receivable without conditions or for which conditions were satisfied throughout the year. The taxation and non-specific income and expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied within the year.

ii. Net Change for Pension Adjustments

The removal of pension contributions and the addition of the IAS19 Employee Benefits pension related expenditure and income are reflected as follows:

- for the net cost of services – the removal of the employer pension contributions made by the Council as determined by statute and their replacement with current service costs and past service costs
- for financing and investment income and expenditure – the net interest on the defined benefit liability is charged to the CIES.

iii. Other Adjustments

The amounts debited/credited to the CIES and amounts payable/receivable to be recognised under statute are as follows:

- for financing and investment income and expenditure – the other differences column recognises adjustments to the Council Fund for the timing differences of premiums and discounts
- the charge for taxation and non-specific grant income represents the difference between what is chargeable under statute for council tax and NDR that was forecast to be received at the start of the year, and the income recognised under GAAP. This is a timing difference as any difference is brought forward in the surpluses or deficits on the collection fund.

2.2. Expenditure and Income Analysed by Nature

As well as by Directorate, the Council's expenditure and income analysed by type is shown below.

2019/20		2020/21
£000		£000
521,284	Employee Benefits Expenses	532,713
504,618	Other Service Expenses	654,187
63,750	Depreciation, Amortisation & Impairment	63,789
6,566	Change in Fair Value of Investment Properties	13,490
32,960	Interest Payments	34,020
55,562	Precepts & Levies	58,855
4,642	Loss on Sale of Non-Current Assets	15,760
1,189,382	Total Expenditure	1,372,814
(218,636)	Fees, Charges & Other Service Income	(176,310)
(2,475)	Change in Fair Value of Investment Properties	(3,286)
(1,129)	Interest and Investment Income	(394)
(333,623)	Income from Council Tax and Non-Domestic Rates	(354,730)
(660,562)	Grants and Contributions	(834,176)
(8,681)	Gain on Sale of Non-Current Assets	(15,081)
(1,225,106)	Total Income	(1,383,977)
(35,724)	Surplus & Deficit on the Provision of Services	(11,163)

3. Precepts and Levies

2019/20		2020/21
£000		£000
	Precepts	
37,469	Police and Crime Commissioner for South Wales	40,165
	Community Councils:	
39	- Lisvane	45
155	- Pentyrch	175
124	- Radyr	126
21	- St Fagans	31
37	- Old St Mellons	46
21	- Tongwynlais	23
37,866	Total Precepts	40,611
	Levies & Contributions	
17,438	South Wales Fire and Rescue Service	17,986
139	Natural Resources Wales	139
114	Cardiff Port Health Authority	114
5	Newport Port Health Authority	5
17,696	Total Levies and Contributions	18,244

4. Participation in Joint Committees

During 2020/21 the Council was lead Authority for three Joint Committees and a member authority of three others. The table below shows the revenue contributions made to these Committees. The Statement of Accounts for each Joint Committee will be available on the lead authority's website.

2019/20	Committee	Purpose	Lead Authority	2020/21
£000				£000
258	Cardiff Capital Region City Deal (CCRCDC)	To co-ordinate and discharge Councils' obligations in relation to the City Deal	Cardiff Council	262
1,453	Central South Consortium Joint Education Service	To provide a regional approach to improvement in schools	Rhondda Cynon Taf Council	1,412
209	Glamorgan Archives	Management and administration of the Glamorgan Records Office	Cardiff Council	209
27	Prosiect Gwyrdd	To manage residual waste treatment	Cardiff Council	27
631	Regional Adoption Service	To share best practice, develop and improve adoption services	Vale of Glamorgan Council	673
4,911	Shared Regulatory Service	To provide environmental health services	Vale of Glamorgan Council	4,927
7,489		Total		7,510

The Council has accounted for its share of the transactions and balances with CCRCDC but for the other Joint Committees it accounts just for their contributions.

Capital contributions to CCRCDC in respect to the Wider Investment Fund are included in the core financial statements but not shown in the table above. A capital contribution of £474,000 was made in 2020/21 (£0 for 2019/20).

5. Council Tax

Council Tax income derives from charges raised according to the value of residential properties, which have been classified into nine valuation bands, estimating 1 April 2003 values for this specific purpose. Charges are calculated by taking the amount of income required for the Council and the Police and Crime Commissioner for the forthcoming year and dividing this amount by the Council Tax base. The Council Tax base is the number of properties in each band adjusted to a proportion to convert the number to a band D equivalent, totaled across all bands and adjusted for discounts. Cardiff's Council Tax base for 2020/21 was 147,277 (145,499 for 2019/20).

The amounts for a band D property in Cardiff during 2020/21 were as follows:

2019/20	Band D Council Tax:	2020/21
£		£
1,211	Cardiff Council	1,266
258	Police and Crime Commissioner for South Wales	272
1,469	Total	1,538

The above amount (£1,538) is multiplied by the proportion specified for the particular band (see following table) to give the individual amount due. Community Council precepts are then added in each of the six Community Council areas.

Analysis of property bandings

Band	A*	A	B	C	D	E	F	G	H	I	Totals
Multiplier	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
No of Band D equivalent dwellings	4	2,053	12,738	25,142	30,639	29,202	26,477	15,082	5,071	3,062	149,470
Apply Collection rate										98.50%	147,228
Plus Class O (Ministry of Defence) dwellings											49
Council Tax Base											147,277

Analysis of the net proceeds from Council Tax:

2019/20		2020/21
£000		£000
(217,119)	Council Tax collectable	(230,151)
(766)	Impairment for non-payment of Council Tax	2,135
(217,885)	Net proceeds	(228,016)
	Represented by:	
37,866	Precepts	40,611
180,019	Council Tax attributable to the Council	187,405

The cumulative impairment for non-payment of Council Tax held at the 31 March 2021 is £8.189 million (£6.920 million at 31 March 2020).

Council Tax that is past due but not impaired:

31 March 2020		31 March 2021
£000		£000
3,184	Debts less than one year	5,143
1,258	Debts between two and 5 years	1,618
113	Debts over five years	116
4,555	Total Council Tax due but not impaired	6,877

6. Non-Domestic Rates (NDR)

The Welsh Government specifies an amount for the rate (53.5p in 2020/21 and 52.6p in 2019/20) and, subject to the effects of transitory arrangements, local businesses pay rates calculated by multiplying their rateable value by that amount. The Council is responsible for collecting rates due from ratepayers in its areas but pays the proceeds into the NDR pool administered by the Welsh Government. The sums collected are redistributed back to Councils on the basis of a fixed amount per head of population. The rateable value was £457.012 million for 2020/21 (£460.510 million 2019/20). An analysis of the net proceeds from non-domestic rates is shown below:

2019/20		2020/21
£000		£000
200,116	Non-Domestic Rates collectable	189,469
(919)	Cost of collection allowance	(928)
(3,869)	Impairment for non-payment	(11,763)
195,328	Payment into national pool	176,778
(116,504)	Redistribution from national pool	(124,579)

7. Agency Income and Expenditure

The Council acted as an agent on behalf of the following in the provision of goods and services:

Welsh Government

- Non Domestic Rates collection - a net debtor of £31.503 million at 31 March 2021 (£5.095 million at 31 March 2020) is included in the balance sheet which represents the amount by which the cash paid over to Welsh Government exceeds the amount collected from ratepayers.
- Houses into Homes Loans - provide loans to bring back unused properties into homes. At 31 March 2021 the Welsh Government had provided £2.736 million of funding, of which £634,000 is outstanding as loans provided. The balance available for new loans was £2.102 million (£1.977 million at 31 March 2020).
- Home Improvement loans – provide loans for home improvements. At 31 March 2021 the Welsh Government had provided £1.062 million of funding, of which £631,000 is outstanding as loans provided leaving a balance available for new loans of £431,000.
- Covid-19 Business Grants - the Council distributed grants to eligible business on behalf of the Welsh Government totaling £101.221 million in 2020/21 (£23.265 million in 2019/20)
- Other Welsh Government Covid-19 grants and financial support – there have also been a number of grants or areas of financial support that local authorities have been asked to administer on the Welsh Government’s behalf because they have the local knowledge and ability to put in place systems quickly to make payments. At 31 March 2021 Welsh Government had provided approx. £8.291million for this support.

South Wales Trunk Road Agency

The total reimbursement received by the Council was £341,000 in 2020/21 (£294,000 in 2019/20).

FOR Cardiff

This is a partnership between the local business community and the Council to form a Business Improvement District in a defined area within the city centre. A levy is charged on all business rate payers of all relevant businesses in addition to their business rates bill. This is used to develop projects benefitting the local area. Further information is available on their website <https://www.forcardiff.com>. The Council collects the income and pays this over to FOR Cardiff. This totaled £968,000 in 2020/21 (£1.460 million in 2019/20).

Prosiect Gwyrdd

The Council is responsible for the payments to Viridor to provide waste treatment in relation to residual waste. The Council made payments of £10.094 million in 2020/21 (£9.207 million in 2019/20) on behalf of all the partners.

8. Remuneration

8.1 The Accounts and Audit (Wales) Regulations 2014 require the ratio of the remuneration of the Chief Executive to the median remuneration of all the body's employees. The multiple between the median full time equivalent earnings and the Chief Executive in 2020/21 was 1:7 (1:7 in 2019/20). The median full time equivalent earnings for 2020/21 was £27,264 (£25,901 in 2019/20). These figures include staff directly employed by the governing bodies of schools including a Voluntary-Controlled and a Foundation school and several Voluntary-Aided schools, as well as those employed by the Council.

8.2 The Accounts and Audit (Wales) Regulations 2014 also require that the number of employees, whose remuneration is over £60,000 per annum be disclosed within bands of £5,000. The following table includes all staff that fall within this category including teaching staff and senior officers whose remuneration is disclosed in more detail in note 8.3. The table excludes any staff paid via agency.

The remuneration bands include all taxable remuneration received in the year, including in some cases, severance payments and Returning Officer fees but exclude employers pension contributions and any expenses that are not chargeable to UK income tax.

The table separately identifies individuals directly employed by the governing bodies of schools including several Voluntary-Aided, Voluntary-Controlled and Foundation schools, as well as those employed by the Council. The employee costs relating to these individuals are included with the Council's Net Cost of Services and, therefore, these individuals are included in the following table:

Number of Employees		Remuneration band £	Number of Employees	
2019/20			2020/21	
Non Schools	Schools		Non Schools	Schools
13	57	60,000-64,999	20	59
19	44	65,000-69,999	2	55
3	13	70,000-74,999	19	34
1	8	75,000-79,999	1	8
1	8	80,000-84,999	2	6
7	6	85,000-89,999	8	5
0	5	90,000-94,999	0	4
1	3	95,000-99,999	1	4
1	1	100,000-104,999	0	4
0	2	105,000-109,999	1	0
0	0	110,000-114,999	0	1
0	0	115,000-119,999	0	0
0	1	120,000-124,999	0	1
4	3	125,000-129,999	0	0
0	0	130,000-134,999	3	2
2	0	135,000-139,999	0	1
0	0	140,000-144,999	2	1
0	0	145,000-149,999	0	0
0	0	150,000-154,999	0	0
0	1	155,000-159,999	0	1
0	0	160,000-164,999	0	0
0	1	165,000-169,999	0	1

Number of Employees		Remuneration band £	Number of Employees	
2019/20			2020/21	
Non Schools	Schools		Non Schools	Schools
0	0	170,000-174,999	0	0
0	0	175,000-179,999	0	0
1	0	180,000-184,999	0	0
0	0	185,000-189,999	1	0
53	153	Total	60	187

8.3 Shown in the tables below are remuneration details as required by regulation:

- senior employees who form part of the Council's Senior Management Team (Directors, Assistant Directors and Heads of Service) whose salary is £60,000 or more per annum but less than £150,000. These are identified by job title
- senior employees whose salary is £150,000 or more on an annualised basis are identified by name
- the table does not include senior employees in schools.

Remuneration also includes the cost of any additional contributions that the Council is required to make to the Pension Fund in respect of the individuals who are leaving the Council i.e. Enhancement of Retirement Benefits (Pension Strain costs). No bonuses have been paid during 2020/21 (£0 in 2019/20)

2019/20	2020/21		Salary, fees and allowances received	Taxable benefits	Compensation for loss of employment			Employers pension contribution (23.3% of salary)	Total remuneration including pension contributions	Explanatory notes
	Total remuneration including pension contributions	Post title			Note	Received via payroll (taxable)	Received via payroll (non-taxable)			
£	£	£	£	£	£	£	£	£		
222,822	Chief Executive - Paul Orders	(a)	185,385	0	0	0	0	38,375	223,760	
170,393	Corporate Director Resources & Section 151 Officer		141,764	0	0	0	0	29,345	171,109	
767	Corporate Director Resources & Section 151 Officer		0	0	0	0	0	0	0	Left the Council 02/04/2019.
170,393	Corporate Director People and Communities		141,764	0	0	0	0	29,345	171,109	
157,286	Director Planning, Transport & Environment		130,859	0	0	0	0	27,088	157,947	
157,286	Director Economic Development		130,859	0	0	0	0	27,088	157,947	
110,110	Director Education & Lifelong Learning		47,530	0	0	0	0	0	47,530	Reduced hours from 01/09/2019. Left the Council 31/10/2020. Annualised Salary £130,859.

2019/20	2020/21		Salary, fees and allowances received	Taxable benefits	Compensation for loss of employment			Employers pension contribution (23.3% of salary)	Total remuneration including pension contributions	Explanatory notes
Total remuneration including pension contributions	Post title	Note			Received via payroll (taxable)	Received via payroll (non-taxable)	Enhancement of Retirement Benefits			
£			£	£	£	£	£	£		
0	Director Education & Lifelong Learning		49,072	0	0	0	0	10,158	59,230	Commenced 16/11/2020. Annualised salary £130,859.
156,138	Director Governance & Legal Services & Monitoring Officer		130,859	0	0	0	0	26,049	156,908	
157,286	Director Social Services	(c)	64,917	0	0	0	0	13,242	78,159	Left the Council 30/09/2020. Annualised Salary £130,859.
0	Director Children's Services		3,518	0	0	0	0	728	4,246	Commenced 22/03/2021. Annualised salary £130,859.
0	Director Adults, Housing & Communities Services		24,272	0	0	0	0	5,139	29,411	Commenced 25/01/2021. Annualised salary £130,859.
126,266	Chief Digital Officer		105,052	0	0	0	0	21,746	126,798	
106,955	Assistant Director Adult Services		88,985	0	0	0	0	18,420	107,405	
0	Assistant Director County Estates		46,470	0	0	0	0	9,862	56,332	Commenced 23/09/2020. Annualised salary £88,985.
199,849	Assistant Director Children's Services - Deborah Driffield	(b)	221,186	0	0	0	0	0	221,186	Left role 21/03/2021. Annualised salary £88,985.
62,390	Assistant Director Education & Lifelong Learning		88,985	0	0	0	0	18,420	107,405	Commenced 01/09/2019. Annualised salary £88,985.
106,955	Assistant Director Housing & Communities		72,480	0	0	0	0	14,889	87,369	Left role 24/01/2021. Annualised salary £88,985.
106,955	Assistant Director Street Scene		88,985	0	0	0	0	18,420	107,405	
88,324	Programme Director - Schools Organisation Programme		88,985	0	0	0	0	18,420	107,405	Commenced 03/06/2019. Annualised salary £88,985.

2019/20	2020/21		Salary, fees and allowances received	Taxable benefits	Compensation for loss of employment			Employers pension contribution (23.3% of salary)	Total remuneration including pension contributions	Explanatory notes
Total remuneration including pension contributions	Post title	Note			Received via payroll (taxable)	Received via payroll (non-taxable)	Enhancement of Retirement Benefits			
£			£	£	£	£	£	£		
106,955	Chief Human Resources Officer		31,107	0	22,246	0	0	9,409	62,762	Left the Council 09/10/2020.
0	Chief Human Resources Officer		9,269	0	0	0	0	1,973	11,242	Commenced 22/02/2021. Annualised salary £88,985.
106,955	Head of Finance		88,985	0	0	0	0	18,420	107,405	
101,582	Head of Performance & Partnerships		87,152	0	0	0	0	18,440	105,592	Commenced 22/04/2019. Annualised salary £88,985.

- a) In addition to the remuneration fees detailed in the table above, the Chief Executive is the Council's nominated Returning Officer. Any subsequent fees owed in relation to this role have been waived.
- b) During 2020/21 agency invoices of £221,186 (£199,849 in 2019/20) were received for the service as Assistant Director Children's Services.
- c) In addition to the remuneration fees detailed in the table above, in 2021/22 the Social Services Director received £1,761 (salary & pension contribution) relating to a backdated pay award for 2020/21.

8.4 Exit Packages

The numbers of exit packages with total cost per band and the total cost of the compulsory and other redundancies are set out in the following tables. The total costs of the exit packages identified are made up of two elements. The first element is the one off payment made to an individual as compensation for loss of employment through either voluntary or compulsory redundancy. The second element is the pension strain cost which is paid by the Council to the Pension Fund over a five year period.

2019/20				Exit package cost band (including special payments)	2020/21			
Number of compulsory redundancies*	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band £		Number of compulsory redundancies*	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band £
64	85	149	1,052,522	0 - 20,000	31	41	72	470,590
11	46	57	1,469,225	20,001 – 40,000	2	15	17	450,315
3	7	10	478,119	40,001 – 60,000	2	13	15	733,154
1	5	6	426,406	60,001 – 80,000	0	2	2	137,929
0	4	4	354,718	80,001 – 100,000	0	0	0	0
0	3	3	355,610	100,001 – 150,000	0	3	3	402,130
0	3	3	491,430	150,001 – 200,000	0	1	1	185,359
79	153	232	4,628,030	Total	35	75	110	2,379,477

*Compulsory Redundancies include temporary and fixed term contracts ending after 2 years.

8.5 Members Allowances

The total amount of Members' Allowances (including basic and special responsibility) paid in 2020/21 was £1.371 million (£1.340 million in 2019/20). As required by the Code, this figure includes all remuneration paid to members including basic and special allowances, care allowances and directly reimbursed expenses.

9. Health Act 1999 Pooled Funds and Similar Arrangements

The Cardiff and Vale Joint Equipment Store (JES) is a Section 33 partnership agreement between Cardiff and Vale of Glamorgan local authorities and the Cardiff and Vale University Health Board for the provision of an integrated community equipment service serving the combined Cardiff and Vale region. The original agreement came into effect on 1 January 2012 and following a review, a new model of contributions was agreed by the partnership and implemented during 2020/21. The transactions are included in the Housing and Communities line of the Comprehensive Income and Expenditure Statement.

Under regulation 19(1) of the Partnership Arrangements (Wales) Regulations 2015, a pooled budget arrangement has been agreed between Cardiff and Vale local authorities and the Cardiff and Vale University Health Board in relation to the provision of care home accommodation for older people. The arrangement came into effect on 1st April 2018, initially for one year, however, the agreement has been extended to also cover the 2020/21 financial year. Cardiff Council has acted as host authority during the three years of the agreement. The Cardiff Council transactions are included in the Social Services line of the Comprehensive Income and Expenditure statement.

Income and expenditure for these pooled budget arrangements for the year ending 31 March 2021 are as follows:

2019/20 £000			2020/21 £000	
Joint Equipment	Care Homes for older people		Joint Equipment	Care Homes for older people
		Expenditure		
1,735	0	Equipment	1,611	0
102	0	Contribution to Overheads	487	0
0	64,412	Care Home costs	0	65,661
1,837	64,412	Total Expenditure	2,098	65,661
		Funding		
(1,292)	(29,064)	Cardiff and Vale University Health Board	(1,258)	(25,118)
(337)	(24,771)	Cardiff Council	(550)	(24,655)
(208)	(10,577)	Vale of Glamorgan Council	(290)	(15,888)
(1,837)	(64,412)	Total Funding	(2,098)	(65,661)
0	0	(Surplus)/Deficit transferred to Reserve	0	0

10. Related Parties

The Council is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council. Disclosure of these transactions allows readers to assess the extent to which the Council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Council.

Central Government has effective control over the general operations of the Council. It is responsible for providing the statutory framework, within which the Council operates, providing the majority of its funding in the form of grants and prescribing the terms of many of the transactions that the Council has with other parties. For 2020/21 financial transactions with the Welsh Government totalled £764,000 of expenditure and approximately £403.475 million of income. At the year-end, in addition to financial instruments (Note 15) and expenditure incurred as an agent for Welsh Government (Note 7), no money was owed to Welsh Government and £1.011 million was owed from Welsh Government.

Members of the Council have direct control over the Council's financial and operating policies. The total members' allowances paid in 2020/21 is shown in note 8. Members' interests in other organisations have been identified by an inspection of the Members' and Officers' Declaration of Interest Register. This is available on the Councils Website <https:cardiff.moderngov.co.uk/mgMemberIndex>.

The following transactions relating to elected members took place during the year, with associated balances due to or from the Authority at the year end. These do not include any Covid-19 Business Grants issued.

The relevant members did not take part in any discussion or decision relating to the Grants.

Related Party	Related Party Relationship	Transaction details	Amounts paid by the Authority £000	Amounts received by the Authority £000	Amounts owed to the Authority £000
31 March 2021					
Huggard	Management Committee	Primarily Supporting people	818	(66)	(15)
Cartref Care Homes	Trustee	Primarily Residential Care	745	(19)	(5)
Principality Stadium	Board Member	Primarily Waste Management	0	(65)	(12)
St John Cymru Wales	President	Primarily training	17	(2)	0
Old St Mellons Community Council	Elected Councillor	Primarily a Grant of £23,000	26	0	0
Wales and the West Housing	Family Member is Chief Executive	Payment relates to supporting individuals in relation to alarm subsidy. Income is primarily Statutory S106	66	(168)	0
Safer Wales Ltd	Charity Senior Manager	Grant for Domestic Abuse support	20	0	0
Cardiff Cycle Workshop	Family Member is Chair of Trustees	Primarily Ground Rent	2	(15)	0
Seren in the Community	Trustee	Grant	2	0	0
Total transactions			1,696	(335)	(32)

Related party payment transactions in 2019/20 totalled £919,000. There was no money owed to these organisations at the end of 2019/20. Related party income transactions in 2019/20 totalled £154,000 and £33,000 was owed from these organisations.

Officer's emoluments are shown in note 8. In 2020/21, for organisations in which Senior Officers had an interest there were no goods or services commissioned (£0 in 2019/20). For goods and services provided, income of £160,000 was received in 2020/21 (£99,000 in 2019/20). Of this income, £65,000 is also included in the income for members as there are officers and members represented on the board.

Subsidiary Companies include Cardiff City Transport Services (Cardiff Bus), Cardiff Business Technology Centre (CBTC), Atebion Solutions Ltd and Cardiff Heat Network Ltd. Details of transactions with these companies are shown in note 20 to the Core Financial Statements.

The Council also participates in 6 Joint Committees. Details of these can be found in Note 4

Pension Fund contributions paid to the Fund are shown in note 13.

Precepts and Levies collected on behalf of other organisations and an analysis of amounts levied on the Council by other bodies can be found in note 3 to the Core Financial Statements. Separate to the precept, the Council made payments of £139,000 to Police and Crime Commissioner for South Wales during 2020/21 (£78,000 in 2019/20).

11. External Audit Costs

2019/20		2020/21
£000		£000
382	Fees payable to Audit Wales for external audit services	382
50	Fees payable to Audit Wales for the certification of grant claims	50
20	Fees payable to Audit Wales for other financial audit work	20
452	Total	452

12. Leasing

Council as Lessee

Operating leases

Operating leases exist in respect of properties, vehicles and other items of equipment. The following sums were charged to revenue in 2020/21:

2019/20		2020/21
£000		£000
1,340	Property Leases	1,473
2,022	Other Leases	2,414
3,362		3,887

The Council was committed at 31 March 2021 to making payments of £13.805 million under operating leases (£13.989 million at 31 March 2020) comprising the following elements:

31 March 2020			31 March 2021	
Property Leases £000	Other Leases £000		Property Leases £000	Other Leases £000
		Minimum lease payments		
1,173	2,143	Not later than one year	375	2,076
1,019	2,833	Later than one year but not later than five years	1,084	3,084
6,791	30	Later than five years	7,136	50
8,983	5,006		8,595	5,210

Finance Leases

There were no finance leases recognised at 31 March 2021 (none in 2019/20) and there are currently no future obligations under finance leases.

Council as Lessor

Operating Leases

Operating leases exist in respect of land and buildings and the Council received revenue of £8.343 million in 2020/21 (£7.235 million in 2019/20).

The Council was committed as at 31 March 2021 to receiving income of £477.722 million (£486.632 million as at 31 March 2020) under operating leases for Land & Buildings comprising the following elements:

31 March 2020 £000	Minimum Income	31 March 2021 £000
8,647	Not later than one year	8,615
29,385	Later than one year and not later than five years	27,612
448,600	Later than five years	441,495
486,632		477,722

Finance Leases

There were no finance leases recognised at 31 March 2021 (none in 2019/20).

Subject to the terms and conditions of individual lease arrangements, the Council may have contractual obligations to repair, maintain or enhance certain properties.

13. Pensions

Participation in Pension Schemes

As part of the terms and conditions of employment of its employees, the Council offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments and this commitment needs to be disclosed at the time that employees earn their future entitlement.

The Council participates in the following pension schemes both which provide members with benefits related to pay and service:

- Teachers' Pension Scheme
- Local Government Pension Scheme
- Cardiff City Transport Services Pension Schemes

Teachers' Pension Scheme

Unless they opt out, teachers employed by the Council are members of the Teachers' Pension Scheme, administered by the Teacher's Pension Agency on behalf of the Department for Education. It is a defined benefit scheme and although it is unfunded, it is a notional fund as a basis for calculating the employer's contribution rate. However, it is not possible for the Council to identify its share of the underlying liabilities of the scheme attributable to its own employees and so for the purposes of the Statement of Accounts it is accounted for on the same basis as a defined contribution scheme, i.e. the cost charged to Net Cost of Services in the year is the cost of the Council's contributions to the scheme.

In 2020/21 the Council paid £30.592 million in respect of teachers' pension costs, which represents 23.7% of teachers' pensionable pay for 2020/21 (£25.973 million representing 16.5% of teachers' pensionable pay for April to August 2019/20 and 23.7% for September to March 2019/20). In addition, the Council is responsible for the costs of any additional benefits awarded on early retirement outside of the Teachers' scheme. These benefits are fully accrued in the pension's liability for unfunded liabilities.

Local Government Pension Scheme

The Council's non-teaching employees are automatically enrolled unless they choose to opt out of joining the Cardiff and Vale of Glamorgan Pension Fund (The Fund), for which the Council acts as Administering Authority. This is a defined benefit scheme based on career-average pensionable salary. Both the Council and the employees pay contributions into the Fund, calculated at a level intended to balance its liabilities and assets.

The Local Government Pension Scheme is a funded scheme i.e. it has assets as well as liabilities. In addition, the Council has unfunded pension liabilities in respect of its commitment to make payments directly to certain pensioners arising from arrangements made in earlier years to award enhanced benefits.

The disclosures below relate to the Fund and, where applicable, certain unfunded benefits provided by the Employer as referred to above.

During 2020/21 the Council entered into a Deed of Agreement which confirms the subsumption of the Cardiff City Transport Services Ltd Local Government Pension Scheme (LGPS) liabilities as originally intended on the creation of the Company in 1986.

Transactions relating to retirement benefits

The core financial statements have been compiled in accordance with International Accounting Standards 19 – Employee Benefits (IAS 19) and for the Local Government Pension Scheme, include the cost to the Council of pension entitlements earned in the year rather than the cost of contributions paid into the Fund. The cost of entitlements earned, which is known as the Current Service Cost has been recognised in the Net Cost of Services in the Comprehensive Income and Expenditure Statement. However, the charge that is required to be made against Council Tax in respect of pensions is to be based on the amount payable to the pension fund during the year. To achieve this, IAS 19 costs are reversed out in the Movement in Reserves Statement and replaced with the employers' contribution payable during the year.

The following table sets out the requisite transactions that have been made by Cardiff Council in the Comprehensive Income and Expenditure Statement and Movement in Reserves Statement during the year.

2019/20				2020/21		
Funded scheme £000	Unfunded liabilities £000	Total £000		Funded scheme £000	Unfunded liabilities £000	Total £000
			Comprehensive Income and Expenditure Statement (CIES)			
			Net Cost of Services			
70,650	0	70,650	Current Service Cost	71,580	0	71,580
10,550	0	10,550	Past Service Costs	1,410	0	1,410
			Financing & Investment Income and Expenditure			
13,680	1,130	14,810	Interest on net defined benefit liability/(asset)	17,850	980	18,830
94,880	1,130	96,010	Net charge to CIES	90,840	980	91,820
			Remeasurement of the net Defined Liability comprising			
168,680	0	168,680	Returns on Plan Assets excluding amounts included in net interest	(229,490)	0	(229,490)
(57,738)	(500)	(58,238)	Actuarial losses arising from changes in Financial assumptions	442,720	3,260	445,980
(28,360)	(1,890)	(30,250)	Actuarial gains arising from changes in demographic assumptions	0	0	0
47,260	(230)	47,030	Other experience and Actuarial adjustments	(17,280)	(620)	(17,900)
129,842	(2,620)	127,222	Total Remeasurements recognised in Other Comprehensive Income	195,950	2,640	198,590
224,722	(1,490)	223,232	Total charged to Comprehensive Income and Expenditure Statement	286,790	3,620	290,410

2019/20				2020/21		
Funded scheme £000	Unfunded liabilities £000	Total £000		Funded scheme £000	Unfunded liabilities £000	Total £000
			Movement in Reserves Statement			
(94,880)	(1,130)	(96,010)	Reversal of net charges made for retirement benefits in accordance with IAS19	(90,840)	(980)	(91,820)
			Actual amount charged against Council Tax in respect of pensions for the year			
47,130	0	47,130	Employers contributions payable to the scheme	43,230	0	43,230
0	3,110	3,110	Payments in respect of unfunded pensions liabilities *	0	3,020	3,020
47,130	3,110	50,240	Total	43,230	3,020	46,250

* Included in this figure are enhanced benefits awarded to teachers for which the Council is responsible and some unfunded liabilities which are administered by Rhondda Cynon Taf (RCT) Council on behalf of the Council.

The net pension liability reported in the accounts includes a potential liability related to the McCloud judgement. The pension fund actuary, Aon Hewitt, has based the estimate on the major provisions of the estimate, however, there remains some uncertainty over the final outcome which will not be clarified for some time.

Reconciliation of Funded Status to Balance Sheet

31 March 2020				31 March 2021		
Funded scheme £000	Unfunded liabilities £000	Total £000		Funded scheme £000	Unfunded liabilities £000	Total £000
(1,931,978)	(48,720)	(1,980,698)	Opening present value of liabilities	(1,974,720)	(44,120)	(2,018,840)
(70,650)	0	(70,650)	Current service cost	(71,580)	0	(71,580)
(45,280)	(1,130)	(46,410)	Interest cost	(45,660)	(980)	(46,640)
(11,990)	0	(11,990)	Contributions by participants	(12,580)	0	(12,580)
38,838	2,620	41,458	Remeasurements in Other Comprehensive Income (OCI)	(425,440)	(2,640)	(428,080)
56,890	3,110	60,000	Net benefits paid out *	55,390	3,020	58,410
(10,550)	0	(10,550)	Past service cost	(1,410)	0	(1,410)
(1,974,720)	(44,120)	(2,018,840)	Closing present value of liabilities	(2,476,000)	(44,720)	(2,520,720)
1,317,980	0	1,317,980	Opening fair value of assets	1,183,130	0	1,183,130
31,600	0	31,600	Interest income on assets	27,810	0	27,810
(168,680)	0	(168,680)	Remeasurement gains/(losses) on assets	229,490	0	229,490
47,130	3,110	50,240	Contributions by employer	43,230	3,020	46,250
11,990	0	11,990	Contributions by participants	12,580	0	12,580
(56,890)	(3,110)	(60,000)	Net benefits paid out *	(55,390)	(3,020)	(58,410)
1,183,130	0	1,183,130	Closing fair value of assets	1,440,850	0	1,440,850
(791,590)	(44,120)	(835,710)	Net pension asset /(liability)*	(1,035,150)	(44,720)	(1,079,870)

*The figures for net benefits paid out consists of net cash-flow out of the Fund in respect of the employer, excluding contributions and any death in service lump sums paid, and including an approximate allowance for the expected cost of death in service lump sums.

It is important to note that this is a snapshot of the position as at 31 March 2021. The Pension Fund is a defined benefit scheme, which means that members' benefits are not linked to stock market performance. The Pension Fund is a long-term investor and members can be assured that contributions are reviewed as part of the triennial valuation.

There has been a significant increase in the pension liability at 31 March 2021 as compared to the previous year. This is primarily due to a change in the actuarial assumptions as shown in the table below which sets out the basis for estimating assets and liabilities.

Contributions for year ending 31 March 2022

Local Government Scheme - employer's regular contributions to the Fund for the accounting period ending 31 March 2022 are estimated to be £43.062 million. Additional contributions may also become due in respect of any employer discretions to enhance members' benefits in the Fund over the next accounting period.

Unfunded liabilities - in the accounting period ending 31 March 2022 the Council expects to pay £3.028 million directly to beneficiaries.

Basis for estimating assets and liabilities

The principal assumptions used by the independent qualified actuaries in updating the full March 2019 valuation figures as at 31 March 2020, for IAS19 purposes, are shown in the following table:

31 March 2020	Assumptions	31 March 2021
	Longevity at 45 for Current Pensioners (years)	
23.2	Men	23.3
26.0	Women	26.1
	Longevity at 65 for Current Pensioners (years)	
22.2	Men	22.3
24.6	Women	24.7
	Rates	
2.0%	Rate of Inflation - Consumer Price Index (CPI)	2.7%
3.0%	Rate of general increase in salaries	3.7%
2.0%	Rate of increase to pensions in payment	2.7%
2.0%	Rate of increase to deferred pensions	2.7%
2.3%	Discount rate for scheme liabilities	2.1%

Asset Allocation

The approximate split of assets for the Fund as a whole is shown in the following table. The asset allocation in the fund is notional and the assets are assumed to be invested in line with the investments of the Fund set out below for the purposes of calculating the return to be applied to those notional assets.

The Council does not invest in property or assets related to itself. However, it is possible that assets may be invested in shares relating to some of the private sector employers participating in the Fund if it forms part of the balanced investment strategy.

31 March 2020			Assets	31 March 2021		
Quoted %	Unquoted %	Total %		Quoted %	Unquoted %	Total %
62.7	3.6	66.3	Equities	62.1	3.5	65.6
6.9	0.0	6.9	Property	6.6	0.0	6.6
9.5	0.0	9.5	Government Bonds	10.7	0.0	10.7
15.8	0.0	15.8	Corporate Bonds	15.7	0.0	15.7
1.4	0.0	1.4	Cash	1.4	0.0	1.4
0.1	0.0	0.1	Other*	0.0	0.0	0.0
96.4	3.6	100.0	Total	96.5	3.5	100.0

*Other holdings may include hedge funds, currency holdings, asset allocation futures and other financial instruments.

History of Asset Values, Present Value of Liabilities and Surplus/ (Deficit)

	31 March 2017	31 March 2018	31 March 2019	31 March 2020	31 March 2021
	£000	£000	£000	£000	£000
Fair value of assets	1,198,860	1,230,630	1,317,980	1,183,130	1,440,850
Present value of funded liabilities	(1,730,930)	(1,820,380)	(1,931,978)	(1,974,720)	(2,476,000)
Present value of unfunded liabilities	(47,490)	(46,520)	(48,720)	(44,120)	(44,720)
Surplus/(deficit)	(579,560)	(636,270)	(662,718)	(835,710)	(1,079,870)

Sensitivity Analysis of Present Value of Funded Liabilities

Results of sensitivity are shown below, in each case, only the assumption mentioned is altered and all other assumptions remain the same. The sensitivity of unfunded benefits is not included on materiality grounds.

Funded Defined Benefit Obligation £2,476,000	+0.1% p.a		-0.1% p.a	
Change in Assumptions on Present value of the funded defined benefit obligations	£000	% Increase /Decrease to Employee Liability		£000
Adjustment to Discount rate	2,426,480	-2.0%	2.1%	2,528,000
Adjustment to Salary Increase rate	2,480,950	0.2%	-0.2%	2,471,050
Adjustment to Pension Increase rate	2,520,570	1.8%	-1.8%	2,431,430
Adjustment to Mortality rate	2,567,610	3.7%	-3.6%	2,386,860

Cardiff Bus Pension Schemes

In March 2021 the Council entered into a Flexible Apportionment Arrangement (FAA) in respect of the Cardiff City Transport Services Limited (Cardiff Bus) Pension Scheme. Under this arrangement, the company ceased to be the employer of the scheme and the Council became the Scheme's principal employer and the sole statutory employer of the scheme. This provided the Pension Scheme Trustees with further assurances around the strength of its covenant. The transfer relates to two defined benefit funded pension schemes administered by Trustees under a Deed and closed to any new entrants and future accrual. Assets held are invested in third party professionally managed funds. The level of contributions made to the schemes and the cost of contributions included in the financial statements are based on the recommendations of independent actuaries and will be updated as part of the next triennial valuation as at 31 March 2021. The transfer also includes a defined contribution scheme which carries a guaranteed minimum return for its members, which is also closed to new members.

Reconciliation of Funded Status to Balance Sheet

31 March 2020 £000	Cardiff Bus Defined Contribution Pension Scheme	31 March 2021 £000
0	Opening present value of liabilities	(13,220)
0	Interest cost	(18)
0	Remeasurement (gains)/losses	100
0	Net benefits paid out	0
0	Closing present value of liabilities	(13,138)
0	Opening fair value of assets	11,933
0	Interest income on assets	16
0	Remeasurement gains/(losses) on assets	(58)
0	Net benefits paid out	0
0	Closing fair value of assets	11,891
0	Net pension asset /(liability)	(1,247)

31 March 2020 £000	Cardiff Bus Defined Benefit Pension Scheme	31 March 2021 £000
0	Opening present value of liabilities	(40,435)
0	Interest cost	(56)
0	Remeasurement (gains)/losses	309
0	Net benefits paid out	137
0	Closing present value of liabilities	(40,045)
0	Opening fair value of assets	40,739
0	Interest income on assets	56
0	Remeasurement gains/(losses) on assets	36
0	Net benefits paid out	(137)
0	Closing fair value of assets	40,694
0	Net pension asset /(liability)	649

31 March 2020	Cardiff Bus Defined Benefit Pension Scheme	31 March 2021
%	Assets	%
0.0	Diversified Growth Funds	23.1
0.0	Cash & Liability Driven Investments	23.7
0.0	Bonds	53.2
0.0	Total	100.0

14. Non-Current Assets

Property, Plant and Equipment	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	P, P & E under construction	Total Property, Plant & Equipment
Movements in Cost or Values	£000	£000	£000	£000	£000	£000	£000	£000
1 April 2019	604,789	779,870	41,212	649,358	19,806	38,199	27,944	2,161,178
Additions	29,643	12,993	4,000	13,913	82	1,823	28,922	91,376
Revaluations Increases/(Decreases) recognised in the RR*	0	645	0	0	0	6,709	0	7,354
Revaluations Increases/(Decreases) recognised in the SDPS**	0	45,939	0	0	0	(1,717)	0	44,222
Impairment Losses/Reversals to RR	0	(1,940)	0	0	0	(417)	0	(2,357)
Impairment Losses/Reversals to SDPS	(168)	(2,884)	0	0	0	(1,292)	(152)	(4,496)
Derecognition - Disposals	(295)	0	(4,319)	0	0	(1,645)	0	(6,259)
Write Out of Joint Committees	0	0	(153)	0	0	0	0	(153)
Reclassified (to)/from Held for Sale	0	0	0	0	0	420	0	420
Other Reclassifications - Transfers	16,717	(1,970)	20	1,139	9	2,460	(18,375)	0
31 March 2020	650,686	832,653	40,760	664,410	19,897	44,540	38,339	2,291,285
Additions	17,222	17,204	10,146	15,585	0	34,010	50,278	144,445
Revaluations Increases/(Decreases) recognised in the RR	25,562	172	0	0	0	(1,100)	0	24,634
Revaluations Increases/(Decreases) recognised in the SDPS	(68,495)	(697)	0	0	0	(192)	0	(69,384)
Impairment Losses/Reversals to RR	0	(233)	0	0	0	0	0	(233)
Impairment Losses/Reversals to SDPS	(166)	(23)	0	0	0	(2,874)	(1,483)	(4,546)
Derecognition - Disposals	(55)	(120)	(10,550)	(192,717)	0	(898)	0	(204,340)
Reclassified (to)/from Held for Sale	0	(23)	0	0	0	1,000	0	977
Other Reclassifications - Transfers	6,028	2,324	9,074	1,235	0	200	(20,280)	(1,419)
31 March 2021	630,782	851,257	49,430	488,513	19,897	74,686	66,854	2,181,419
Movements in Depreciation/Impairment								
1 April 2019	9,908	32,190	24,178	354,256	0	0	0	420,532
Depreciation Charge	10,908	20,895	5,336	20,877	0	0	0	58,016
Depreciation written out on Impairment	0	(450)	0	0	0	0	0	(450)
Depreciation written out to the RR	0	(11,446)	0	0	0	0	0	(11,446)
Depreciation written out to the SDPS	0	(12,564)	0	0	0	0	0	(12,564)
Derecognition - Disposals	(4)	0	(4,295)	0	0	0	0	(4,299)
Write Out of Joint Committees	0	0	(32)	0	0	0	0	(32)
Reclassifications - Transfers	0	(56)	0	0	0	0	0	(56)
31 March 2020	20,812	28,569	25,187	375,133	0	0	0	449,701
Depreciation Charge	9,324	22,123	6,325	20,415	0	0	0	58,187
Depreciation written out on Impairment	0	(25)	0	0	0	0	0	(25)
Depreciation written out to the RR	0	(9)	0	0	0	0	0	(9)
Depreciation written out to the SDPS	(20,811)	(409)	0	0	0	0	0	(21,220)
Derecognition - Disposals	0	(120)	(10,550)	(192,717)	0	0	0	(203,387)
Reclassifications - Transfers	0	(17)	0	0	0	0	0	(17)
31 March 2021	9,325	50,112	20,962	202,831	0	0	0	283,230
Net Book Value								

Property, Plant and Equipment	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	P, P & E under construction	Total Property, Plant & Equipment
Movements in Cost or Values	£000	£000	£000	£000	£000	£000	£000	£000
At 31 March 2020	629,874	804,084	15,573	289,277	19,897	44,540	38,339	1,841,584
At 31 March 2021	621,457	801,145	28,468	285,682	19,897	74,686	66,854	1,898,189

RR Revaluation Reserve

SDPS Surplus or Deficit on Provision of Services

Heritage Assets

2019/20 £000		2020/21 £000
54,152	Balance at 1 April	58,616
231	Additions	66
4,233	Revaluation increases /(decreases) to RR	0
58,616	Balance at 31 March	58,682

The Council has tangible heritage assets which consist mainly of the following three categories:-

- public art
- scheduled ancient monuments for which it is responsible
- paintings, artefacts and civic regalia.

The notes below indicate the treatment of each of the above three categories in these accounts.

Public art - there are over 100 pieces of public art owned by the Council across the city, including freestanding artworks and significant pieces integrated into the design of buildings. These assets are not identified or valued separately in the Council's Balance Sheet as conventional valuation approaches lack sufficient reliability. In addition, the costs of obtaining valuations for these items would be disproportionate to the benefits. Details of these assets are held within the Cardiff Public Art Register, which is available on the Council's internet site <https://www.cardiff.gov.uk> under the Resident, Planning, City Design and Public Art section.

Scheduled ancient monuments - the Council is responsible or part responsible for 17 of the 28 scheduled ancient monuments in the city. These are required to be protected for their contribution to knowledge and culture and include prehistoric burial sites and mounds, castles and forts, religious sites, defence structures as well as other sites of industrial significance. Unless expenditure has been incurred on these assets previously, these sites are not included in the Council's accounts at historic cost or value. Given the unique and often diverse nature of these assets, conventional valuation approaches lack sufficient reliability and the costs of obtaining valuations for these items would be disproportionate to the benefits. Details of these monuments are held within the scheduled ancient monuments in Cardiff information leaflet which is available on www.cardiff.gov.uk under Resident, Planning and Conservation of the Built Environment section.

Paintings, artefacts and civic regalia - the Council has a collection of paintings, artefacts and civic regalia, much of which is related to local interest. The main items in terms of number and value are collections at the castle reflecting its historic significance and interpretation for visitors. Other items held at public buildings have been accumulated over a number of years. These items are included in the balance sheet at

a valuation of £42.594 million undertaken externally as at 1 April 2019, by Mr. A.N. Schoon, Antiques and Fine Art Valuer.

Council policy on acquisitions, disposals, care and conservation - where resources allow, the Council will seek to create, acquire and preserve heritage resources for the benefits of its citizens in partnership with other public and private sector bodies using grant and other funding opportunities. Acquisitions are rare, although public art is often commissioned as part of regeneration schemes.

For assets held at the castle, acquisition, disposal and care is undertaken in accordance with the museum accreditation scheme.

The statutory requirements placed upon the owners of scheduled ancient monuments are likely to make the disposal of assets within Council ownership unviable. Before any work, alteration or controlled archaeological excavations are undertaken, consent is obtained from the Welsh Government.

Investment Properties

The following table summarises the movement in the fair value of investment properties over the year:

2019/20 £000		2020/21 £000
126,360	Balance at 1 April	178,521
58,624	Additions	1,015
(6,413)	Impairment	(26)
(2,393)	Disposals	(14,807)
0	Reclassified (to) / from Held for Sale	0
0	Other Reclassifications	1,418
0	Revaluation increases / (decreases) to RR*	0
2,343	Revaluation increases / (decreases) to SDPS**	(9,883)
178,521	Balance at 31 March	156,238

* Revaluation Reserve

** Surplus/Deficit on Provision of Services

The following items have been accounted for in the Economic Development line in the Comprehensive Income and Expenditure Statement:

2019/20 £000		2020/21 £000
(6,231)	Rental income from investment property	(11,059)
2,011	Direct operating expenses arising from investment property	4,439
(4,220)	Net (Gain) / Loss	(6,620)

Intangible Assets

Movements in intangible assets during 2020/21 are summarised as follows:

2019/20 Total £000		2020/21		
		Other Intangible Assets £000	Intangible AUC £000	Total £000
	Cost or Valuation			
9,317	Balance at 1 April	10,559	0	10,559
1,309	Additions	302	0	302
(67)	Write out of Joint Committees	0	0	0
0	Derecognition - Disposals	(6,443)	0	(6,443)
10,559	Balance at 31 March	4,418	0	4,418
	Amortisation			
7,095	Balance at 1 April	8,267	0	8,267
1,172	Amortisation	884	0	884
0	Derecognition - Disposals	(6,444)	0	(6,444)
8,267	Balance at 31 March	2,707	0	2,707
	Net Book Value:			
2,292	Balance at 31 March	1,711	0	1,711

Capital Expenditure and Capital Financing

Capital expenditure incurred in the year is shown in the following table, together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by borrowing, it results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be paid for. Prudent provision for the repayment of external borrowing reduces the CFR.

2019/20 £000		2020/21 £000
788,558	Opening Capital Financing Requirement*	848,897
	Capital Expenditure:	
91,376	Property, Plant and Equipment	144,445
231	Heritage Assets	66
0	Assets Held for Sale	351
58,624	Investment Properties	1,015
1,309	Intangible Assets	302
132	Loans / Equity	7,985
12,744	Expenditure on REFCUS	12,132
	Sources of Finance:	
(5,497)	Capital Receipts	(6,455)
(52,574)	Government grants and other contributions	(95,296)
(7,135)	Direct revenue contributions and reserves	(3,373)
(38,871)	Prudent revenue and capital provision for loan repayment	(49,312)
0	Amendment for Reduction in Landfill Provision	(2,000)
848,897	Closing Capital Financing Requirement*	858,757
	Explanation of movements in year:	

2019/20		2020/21
£000		£000
2,659	Increase / (Decrease) in underlying need to borrow (supported by government financial assistance)	2,607
57,680	Increase / (Decrease) in underlying need to borrow (unsupported by government financial assistance)	7,253
60,339	Increase in Capital Financing Requirement	9,860

‡This includes a notional amount in respect of Landfill provision of 2019/20 £18.368 million and 2020/21 £17.348 million for landfill restoration and after care. Where future cost estimates are reviewed, this results in either an increase or decrease in the provision.

Prudent Revenue Provision

The Council is required to set aside annually from its revenue budget, a prudent amount for the repayment of borrowing historically undertaken to pay for capital expenditure. The amount is set having regard to Welsh Government Guidance and a policy agreed by Council as part of its budget proposals each year. This amount reduces the Council's underlying need to borrow, the Capital Financing Requirement (CFR).

Depreciation, impairment charges and finance lease charges included in the Comprehensive Income and Expenditure Statement are accounting charges. These are reversed and replaced by the prudent revenue provision via an appropriation to/from the Capital Adjustment Account in the Movement in Reserves Statement.

2019/20		2020/21
£000		£000
24,055	Council Fund revenue provision	24,714
12,807	Housing Revenue Account provision	13,396
36,862	Prudent revenue provision	38,110

Revenue Expenditure funded from Capital under Statute (REFCUS)

The following revenue amounts were treated as capital expenditure to be paid for from capital resources. The table includes expenditure on items that do not result in the creation or enhancement of an asset for the Council or where specific approval has been received from Welsh Government to treat such expenditure as capital expenditure and meet from capital resources.

2019/20		2020/21
£000		£000
	Expenditure:	
4,843	Housing Improvement Grants	4,181
2,901	Buildings not owned by Cardiff Council	4,403
5,000	Grants awarded (not Housing Grants)	1,244
0	Repayment of Grant	2,304
12,744	Charged to Income and Expenditure Statement	12,132
	Funded by:	
(11,041)	Grants and Contributions	(7,734)
(1,703)	Borrowing, Receipts and other Capital Resources	(4,398)
(12,744)		(12,132)

Significant Capital Expenditure contractual commitments

At 31 March 2021, the significant capital expenditure commitments scheduled for completion in 2021/22 and future years is shown below (£11.779 million 2019/20):

Capital Scheme	£000
Fitzalan - New High School	43,620
Cardiff Living - Highfields	6,950
Street Lighting LED - Residential	5,080
Pre-Contract Service Agreement - Cardiff Arena	4,700
Grangetown Gasworks Temporary Modular	4,410
Adams Court Refurbishment	3,860
Cardiff Living - Croft Street	3,140
Central Square Public Realm Air Quality	3,040
Ty Gwyn School - Phase 2	2,610
Tudor Street - Green Infrastructure	2,600
Electric Waste Collection Vehicles	2,230
Millennium Walkway Replacement	1,910
Cardiff Living - Llandudno Road	1,620
Roundwood Estate Regeneration Scheme	1,400
Cardiff Living - Howardian	1,190
Pop Up Cycleways - Phase 2	1,000
Tudor Street - Commercial Improvement Scheme	930
Caldicot Road	850
Lower Llanrumney Estate Regeneration	730
Michaelston School Demolition	560
Crwys Road - Road Safety Improvements	510
Total	92,940

15. Financial Instruments**Financial Instrument Balances**

The following categories of Financial Instruments (Assets and Liabilities) are included in the Balance Sheet. They arise as a result of the Council's Treasury Management activities as well as Financial Instruments issued to further service objectives. Further detail and where applicable a fair value, are shown in the sections below, including the method of determining fair value in accordance with accounting policies for Financial Assets and Liabilities, and consideration of the business model for holding investments. Creditors are shown separately in the respective notes rather than as financial instruments:

31 March 2020				31 March 2021		
Long Term £000	Short Term £000	Total £000		Long Term £000	Short Term £000	Total £000
			Amortised Cost :			
0	76,000	76,000	Investments - Principal	0	98,862	98,862
0	106	106	Investments - Accrued Interest	0	20	20
0	35,922	35,922	Cash and Cash Equivalents	0	34,450	34,450
0	29	29	Cash and Cash Equivalents Accrued Interest	0	0	0

0	112,057	112,057	Total Investments at Amortised Cost Included in Investments	0	133,332	133,332
9,723	0	9,723	Total Investments at Fair Value through Other Comprehensive Income	14,792	0	14,792
577	784	1,361	Loans	1,285	786	2,071
8,124	131,859	139,983	Other Debtors	4,666	167,619	172,285
8,701	132,643	141,344	Total Debtors	5,951	168,405	174,356
18,424	244,700	263,124	Total Financial Assets	20,743	301,737	322,480
			Financial liabilities at Amortised Cost			
(807,540)	(21,233)	(828,773)	Loans (Principal)	(783,666)	(27,013)	(810,679)
0	(8,392)	(8,392)	Loans Accrued Interest	0	(8,380)	(8,380)
(807,540)	(29,625)	(837,165)	Total Borrowings	(783,666)	(35,393)	(819,059)

Investments at amortised cost include:

- temporary investments deposited for various maturities with financial institutions. The fair value is deemed to be the carrying value (Level 2).

Investments at Fair Value through Other Comprehensive Income include:

- the Council's 100% shareholding in Cardiff City Transport Services Limited. The Council's shareholding is not listed on any quoted market, however accounting rules require a fair value to be estimated. The valuation estimate is based on the net worth of the company as per its draft set of financial accounts (Level 3). The valuation can fluctuate dependent on the company's performance, technical accounting adjustments and economic climate and so any accounting valuation should be used with caution. Any change in value is offset by a corresponding movement to the 'Financial Instruments Revaluation Reserve'; hence there is no impact on Council Tax payable. During 2020/21, the Board of Cardiff Bus authorised the issue of additional shares and the Council agreed the acquisition of these shares at a value of £7 million as part of the implementation of a financial support package. The fair value of the investment at 31 March 2021 is estimated to be £14.059 million (£9.356 million in 2019/20)
- various minority equity holdings in companies are included either at cost or at quoted prices where available.

The above are held or acquired for Council policy purposes and have been elected to be accounted for as Fair Value through Other Comprehensive Income.

Debtors include:

- loans to small to medium enterprises including those for town centre regeneration and car loans to eligible Council staff
- grants, income due from service users, partners, deferred capital receipts to be received and offset by an impairment for credit losses where applicable.

Liabilities at Amortised Cost include:

- external borrowing undertaken to fund capital expenditure and short term cash flow requirements. It includes Lender Option Borrower Option Loans (LOBO) which allow the lender to change the rate of interest at specified periods, allowing the Council to either accept the new rate or repay the loan before the contractual maturity date. The date of maturity for such instruments is assumed to be the

contractual period to maturity rather than the next date that the lender could request a change in the rate. Where possible and viable, opportunities for early repayment are considered. The carrying amounts below also include accrued interest payable at 31 March 2021. Interest payable for 2020/21 is £8.380 million (£8.392 million in 2019/20).

31 March 2020			Valuation Method - Level	31 March 2021	
Carrying amount £000	Fair value £000			Carrying amount £000	Fair value £000
(706,425)	(951,353)	Public Works Loan Board Loans (PWLB)	Level 2	(706,478)	(1,011,937)
(51,641)	(71,457)	Lender Option Borrower Option Loans	Level 2	(51,629)	(77,718)
(20,659)	(16,375)	Welsh Government	Level 2	(22,550)	(18,483)
(58,440)	(58,263)	Local Authorities and Other Loans	Level 2	(38,402)	(38,808)
(837,165)	(1,097,448)	Financial Liabilities		(819,059)	(1,146,946)

The fair value of borrowing and financial liabilities is more than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is higher than the rates available for similar loans at the Balance Sheet date.

Fair value calculations use the following assumptions:

- for PWLB debt, the transfer or fair value shown in the table is based on new borrowing rates from the PWLB for equivalent loans at 31 March 2021. An exit price fair value of £1.191 billion is also calculated using early repayment discount rates which are lower than equivalent loan rates. The Council has no contractual obligation to pay these penalty costs and would not incur any additional cost if the loans run to their planned maturity date
- for other market debt and investments the discount rate used is the rate available for an instrument with the same terms from a comparable lender
- no early repayment or impairment is recognised.

Financial Instrument Gains/Losses

The following table shows the gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to Financial Instruments:

Financial Liabilities	Financial Assets				Financial Liabilities	Financial Assets		
	Measured at Amortised Cost	Amortised Cost	Investments at Fair Value through Other Comprehensive Income			Total	Measured at Amortised Cost	Amortised Cost
2019-20					2020-21			
£000					£000			
32,960	0	0	32,960	Interest Payable & Similar Charges	34,020	0	0	34,020
0	(966)	0	(966)	Interest and Investment Income	0	(376)	0	(376)
0	0	0	0	(Gain)/loss arising on Disposal / Derecognition of Financial Assets	0	0	(148)	(148)
0	0	1,101	1,101	(Gain)/loss arising on Revaluation or Disposal of Financial Assets	0	0	2,283	2,283
32,960	(966)	1,101	33,095	Net (gain) / loss for the year	34,020	(376)	2,135	35,779

Gains and losses include interest payable on borrowing, amounts receivable on investments, gains on disposal of investments and also movements from estimating changes in value of investments at fair value.

Nature and Extent of Risks arising from Financial Instruments

The Council's activities in relation to financial instruments whether for treasury management purposes or service objectives expose it to a variety of risks. In undertaking its treasury management activities, the overriding objective is to minimise the risk of adverse consequences or loss, whilst at the same time not unduly constraining investment returns or unnecessarily incurring interest costs. Given the nature of investments, a trade-off between security, liquidity and yield cannot be avoided i.e. there is risk of default. This risk is enhanced when loans to external organisations are provided for service delivery objectives and indicators of significant impairment are considered at the balance sheet date.

Treasury management risks include credit and counterparty, liquidity and refinancing, interest rate, market value, exchange rate, fraud and regulatory risk. The Council has Treasury Management Practices to address and mitigate these risks. It has adopted the CIPFA Treasury Management Code of Practice and sets indicators to control key financial instrument risks. Further details in relation to key risks are disclosed in the following sections where relevant.

Credit Risk

Risk that other parties may fail to pay amounts due to the Council. It arises from lending of temporary cash balances as part of the Council's Treasury Management activities, from exposure to the Council's customers and from organisations to whom a loan has been provided.

An impairment for bad debt is made where there is deemed to be a risk of expected credit losses. The following table summarises the Council's main exposures to credit risk.

31 March 2020 £000	Likelihood of Default	31 March 2021 £000
	Deposits are placed only with banks and building societies that have Fitch minimum criteria of F1 (i.e. highest credit quality). Lending is restricted to a maximum amount and duration for each financial institution, also taking into account extent of public ownership and sovereign rating. A risk of non-recoverability applies to all of the Council's deposits, requiring rigorous monitoring of credit risk and credit criteria. The Council uses treasury management advisors who assist in this process. Using historic data adjusted for current financial market conditions and based on the level of counterparty exposure at 31 March 2021, the expected credit loss calculated on a historic risk of default basis is 0.01% or £11,170. This is minimal, so no provision for expected credit loss is recognised.	
112,057	Deposits - Banks and Building societies	133,332
	Repayments are recovered directly from employees pay and indemnity insurance is a condition of the loan. Default experience is minimal.	
431	Car Loans	360
	Includes loans to SMEs and Town Centre schemes. Where there is deemed to be a risk of non-repayment a provision for impairment is considered.	
930	Loans to External bodies	1,711
	The Council does not generally allow credit for customers and provision is made for non-payment based on the age profile of outstanding debt, adjusted for large invoices known to have been settled after balance sheet date and any other material factors that could affect the ultimate sum collectable. Other debt such as grant income due from government bodies and year-end accruals of income is considered to be 100% collectable and impairment for non-payment is not usually considered necessary. The impairment for bad debt in 2020/21 was based on the adjusted age profile disclosed as following:	
25,769	Less than one year	13,031
1,518	1-2 years	1,445
352	2-3 years	442
223	3-4 years	301
181	4-5 years	115
299	Over 5 years	444
28,342	Customers	15,778
141,760	Total	151,181

Liquidity and Refinancing Risk

This is the possibility that the Council may not have funds available to make payments or have to refinance a financial liability at disadvantageous interest rate or terms. The Council has ready access to funds from the financial markets and Public Works Loan Board in order to raise finance. Within its Treasury Management Strategy, limits are set on the proportion of its fixed rate loans maturing during specified periods. The amounts of fixed rate debt maturing in any period are disclosed in the following table:

31 March 2020	Loans Outstanding	31 March 2021
£000		£000
698,866	Public Works Loans Board	698,866
51,000	Market Lender Option Borrower Option (LOBO)	51,000
20,644	Welsh Government	22,550
58,263	Local Authorities and Other Loans	38,263
828,773	Total	810,679
21,234	Under 12 months	27,013
26,988	12 months and within 24 months	22,698
30,431	24 months and within 5 years	13,370
53,798	5 years and within 10 years	66,310
174,310	10 years and within 20 years	175,275
169,000	20 years and within 30 years	170,000
212,689	30 years and within 40 years	212,689
135,323	40 years and within 50 years	118,324
5,000	50 years and within 60 years	5,000
828,773	Total	810,679

Currently, £24 million of the LOBO loans are subject to the lender having the right to change the rate of interest payable during the next financial year. The Council has the right to refuse the change, triggering early repayment and the need to re-finance. Details are shown in the following table:

£m	Potential Repayment Date	Option Frequency	Full Term Maturity
6	21/05/2021	6 months	21/11/2041
6	21/05/2021	6 months	21/11/2041
6	21/05/2021	6 months	23/05/2067
6	02/09/2021	6 months	23/05/2067
5	15/01/2023	5 years	17/01/2078
22	21/11/2025	5 years	23/11/2065

Interest Rate Risk

The possibility that financial loss might arise for the Council as a result of changes in interest rates. The main impacts of interest rate movements are set out below:

Variable affected by interest rate fluctuations	Impact of Variation	Actions to mitigate interest rate risk
Interest earned on variable rate investments	Interest rate rises will increase income credited to the Comprehensive Income and Expenditure Statement, while reductions may result in less income than budgeted.	Production and Council approval of a Treasury Management Strategy at the start of each financial year, setting limits for fixed and variable rate exposure.
Interest paid on variable rate borrowings	If interest rates rise, lenders may exercise options to increase rates in a Lender Option Borrower Option loan potentially increasing the interest expense charged to the Comprehensive Income and Expenditure Statement, should the Council accept the higher rate.	Interest rate forecasts based on advice from treasury management advisors are built into the budget and monitored regularly throughout the year.
Fair value of fixed rate financial assets	Interest rate rises will have no material effect on fair value, hence fair value is not disclosed.	By borrowing and investing fixed rate, the Council aims to minimise the revenue impact of interest fluctuations to provide stability for planning purposes. Council borrowing is primarily at fixed rather than variable rates.
Fair value of fixed rate financial liabilities	Fair value will fall if interest rates rise. This will not impact on the Comprehensive Income and Expenditure Statement or Balance Sheet values for the majority of assets held at amortised cost, but will impact on the disclosure note for fair value.	

To give an indication of the Council's sensitivity to interest rate change, the table below indicates the estimated impact on the Comprehensive Income and Expenditure Statement had interest rates during 2020/21 been on average 1% higher with all other variables held constant.

Interest Rate Risk Income and Expenditure Account	£000
Increase in interest payable on borrowings	134
Increase in interest receivable on investments	(828)
Impact on Income and Expenditure Account	(694)
Increase in interest transferred to other balances and accounts	204
Net (Income) / Expenditure	(490)

The impact of a 1% fall in interest rates may not have exactly the opposite effect, since financial instruments with calls may not be exercised by the lender or borrower.

Changes in Fair Value	£000
Change in Fair Value of Fixed Rate Investments	0
Decrease in Fair Value of Fixed Rate Borrowings	(286,438)

Foreign exchange risk

The Council's exposure to loss arising from movements in exchange rates is minimal. Borrowing and investments are carried out only in sterling.

Price Risk

This is the possibility of the Council having financial gains or losses from movements in prices of financial instruments. Whilst the Council's approved Treasury Management policy allows investments in financial instruments such as bank certificates of deposit and Government bonds. The Council invests primarily in those instruments where the sum returned on maturity is the same as the initial amount invested. For service investment purposes, the Council has equity holdings of £45,000 (£31,000 in 2019/20) which are quoted on a recognised stock exchange at 31 March 2021.

The Council's 100% shareholding in Cardiff City Transport Services Ltd is not quoted on a recognised exchange and thus not subject to gains or losses from market price movements. A general shift of 5% in the fair value (positive or negative) would result in a £703,000 gain or loss being recognised in the Movement in Reserves Statement.

16. Held for Sale Assets

31 March 2020		31 March 2021
£000		£000
2,570	Balance at 1 April	1,860
0	Additions	351
(290)	De-recognition	0
0	Impairment	(36)
(420)	Reclassified to/(from) Held for Sale	(977)
0	Revaluation increases /(decreases) to RR*	125
0	Revaluation increases /(decreases) to SDPS**	(405)
1,860	Balance at 31 March	918

*Revaluation Reserve

** Surplus/Deficit on Provision of Services

17. Short Term Debtors

31 March 2020		31 March 2021
£000		£000
80,148	Central Government Bodies	101,413
22,690	Other Local Authorities & NHS Bodies	23,319
29,805	Other Entities and Individuals including Public Corporations	43,673
132,643	Total Short Term Debtors	168,405

18. Cash and Cash Equivalents

31 March 2020		31 March 2021
£000		£000
223	Cash	151
(15,900)	Bank (including cheque book schools)	(8,909)
51,628	Short-term deposit with banks and building societies	43,208
35,951	Total Cash and Cash Equivalents	34,450

In addition to the above, at 31 March 2021 the Council held £637,000 (£789,000 at 31 March 2020) on behalf of third parties, mainly Adult Services social care clients. This amount is not included on the balance sheet as this money does not belong to the Council.

19. Short Term Creditors

31 March 2020		31 March 2021
£000		£000
(11,773)	Central Government Bodies	(17,786)
(13,000)	Other Local Authorities & NHS Bodies	(14,801)
(90,166)	Other Entities and Individuals including Public Corporations	(96,401)
(114,939)	Total Short Term Creditors	(128,988)

20. Interests in Other Companies and Other Organisations

The Council has four wholly owned subsidiary companies. The interest in Cardiff City Transport Services Ltd is consolidated to form the Council's group accounts which are shown later in these Statements. The interests in the other three organisations are considered immaterial in terms of both the turnover and the net assets of the group and have therefore been excluded from consolidation in 2020/21. The Council does not depend upon these three organisations for statutory service provision and it is not considered that they expose the Council to a material level of commercial risk.

Cardiff City Transport Services Ltd. (Cardiff Bus) (company number 02001229)

Cardiff City Transport Services Ltd. is wholly owned by the Council and was set up in accordance with the provisions of the Transport Act 1985 to run the Council's municipal bus operation.

During the year, the company continued to address a number of challenges in common with the entire public transport industry as a result of the Covid-19 pandemic. This has resulted in reductions in income and patronage, which will take time to recover, however actions taken during the year to support a transformation programme include:

- A focus on safety and essential services
- Use of the national Bus Emergency Scheme support and use of furlough
- A resizing exercise to support financial viability coupled with the strengthening of management team to focus on people and culture
- Beginning a process to invest in modern fleet to strengthen the balance sheet.

During 2020/21 there was also a significant risk to financial viability and going concern as a result of the need for the company and Trustees of the company pension scheme to agree the triennial valuation of the scheme at 31 March 2018 in line with statutory requirements and to avoid a risk of winding up of the scheme. In line with its responsibilities as shareholder, in order to protect the benefits of the members of the pension scheme and to ensure that the vital services people rely on can continue, the Council agreed in October 2020 to implement a range measures and agreements to address risks to financial viability, allowing the company to implement a turnaround plan to build a more sustainable financial and operational future. The Council became the statutory employer of the scheme on 3 March 2021.

The audited 2019/20 Statement of Accounts for Cardiff Bus were approved by the auditors and Company in March 2021 and submitted to Companies House thereafter. This included a technical adjustment in respect to valuation of assets as a result of the impact of the Covid-19 pandemic and further information is provided in the introduction to the Group Accounts section of this document.

The company's draft operating results, which include any subsidiaries, are summarised below:

31 March 2020		31 March 2021
£000		£000
(32,935)	Turnover and other income	(41,471)
32,557	Operating and other expenditure	28,800
(378)	Net (Profit) / Loss before Taxation	(12,671)
0	Taxation	342
(378)	(Profit) / Loss after Taxation	(12,329)

A summary of the company's draft financial position is as follows:

31 March 2020		31 March 2021
£000		£000
17,958	Bus and other operating assets	9,739
3,711	Current Assets	17,822
(4,901)	Less Current Liabilities	(3,962)
	Creditors: Amounts falling due after more than one year	
(3,839)	Provisions & Long term liabilities	(9,540)
(833)	Deferred Taxation	0
(2,740)	Pension Liability	0
9,356	Total Assets less Liabilities	14,059
	Represented by:	
4,618	Share Capital	11,618
1,589	Retained Earnings	(1,452)
3,149	Revaluation Reserve	3,893
9,356	Net Worth	14,059

The 2019/20 figures included in the table above have not been updated for Cardiff City Transport Services final accounts which were signed off after those of the Council, and remain as they were in the Council's Statement of Accounts 2019/20.

During 2020/21 the Council made payments totaling £18.207 million to Cardiff City Transport Services Ltd (£9.474 million in 2019/20), of which £9.229 million related to concessionary fares payments (£8.905 million

in 2019/20), £1 million for emergency financial support in June 2020 and £7 million in respect to acquisition of additional equity. The Council also received income of £89,000 (£169,000 in 2019/20).

At year-end, there is a balance due to Cardiff City Transport Services Ltd of £474,000 (£164,000 at March 2020) and £1 million due from Cardiff City Transport Services Ltd (£5,000 at March 2020).

During 2019/20 and 2020/21, no dividend was paid to the Council.

The accounts for year ended 31 March 2021 are in draft status and are pending audit, prior to submission to Companies House at the end of December 2021. The company's auditors for 2020/21 accounts are Kilsby Williams.

Cardiff Business Technology Centre Ltd. (CBTC) (company number 02074331)

The company's principal activity is to promote and assist in the development of new and existing high technology companies through the provision of business/incubator premises with a high level of support services. The Council's guarantee to CBTC is to pay costs not exceeding £10 in the event of the company being wound up. The draft operating results are shown as follows:

31 March 2020		31 March 2021
£000		£000
(19)	Net (Profit) / Loss before Taxation	(24)
4	Less: Taxation	9
(15)	(Profit) / Loss after Taxation	(15)

31 March 2020		31 March 2021
£000		£000
765	Total assets less current liabilities	776
(39)	Provision for taxation	(36)
(11)	Pension Liability	(29)
715	Total Assets less Liabilities	711
	Represented by:	
337	Retained Profit	386
(11)	Pension Reserve	(29)
389	Revaluation Reserve	354
715	Net Worth	711

During 2020/21 the Council made payments of £326,000 to CBTC (£272,000 in 2019/20) and received nil income (£36,000 in 2019/20 from CBTC. At year end, there is a balance due to CBTC of £36,000 (£32,000 at 31 March 2020) and no balance due from CBTC (£0 at 31 March 2019).

The company's auditors are Gerald Thomas.

Atebion Solutions Ltd. (company number 10411758)

Atebion Solutions Ltd. is wholly owned by the Council to deliver procurement and commercial services to the public sector. The draft operating results are shown below:

31 March 2020		31 March 2021
£000		£000
3	Net (Profit) / Loss before Taxation	(25)
0	Less: Taxation	4
3	(Profit) / Loss after Taxation	(21)

31 March 2020		31 March 2021
£000		£000
17	Total assets less current liabilities	34
(12)	Creditors: falling due after more than one year	(8)
5	Total Assets less Liabilities	26
	Represented by:	
5	Retained Profit	26
5	Net Worth	26

During 2020/21, the Council made no payments (£0 in 2019/20) to Atebion Solutions Ltd and received income of £94,732 (£50,215 in 2019/20) from Atebion Solutions Ltd. At year end, there is no balance due to Atebion Solutions Ltd (£0 at 31 March 2020) and a balance due of £85,256 from Atebion Solutions Ltd (£50,215 at March 2020).

The company's auditors are Azets.

Cardiff Heat Network Ltd (company number 13199235)

Cardiff Heat Network Limited is wholly owned by Cardiff Council and was incorporated on 12 February 2021. The company's principal activities are to develop and then run a sustainable heat network across the city which will supply heat to existing buildings owned/operated by the council and other public and private sector organisations in the area. Due to its recent incorporation, there were no transactions between Cardiff Council and Cardiff Heat Network Limited for the financial year 2020/21.

21. Provisions

	Balance 31 March 2020	Utilised/ Released in year	Transfers to Provisions	Balance 31 March 2021	Not later than one year	Later than one year
	£000	£000	£000	£000	£000	£000
Insurance & MMI Scheme	(10,704)	3,203	(3,664)	(11,165)	(4,240)	(6,925)
Ferry Road Landfill	(8,152)	82	0	(8,070)	(322)	(7,748)
Lamby Way Landfill	(10,528)	412	0	(10,116)	(284)	(9,832)
City Deal	(343)	0	(150)	(493)	0	(493)
Other	(490)	399	(148)	(239)	(153)	(86)
Total	(30,217)	4,096	(3,962)	(30,083)	(4,999)	(25,084)

Insurance represents sums set aside to meet the cost of claims received, but not yet settled. The Council operates a system of self-insurance which provides cover either in part or in total for a considerable number

of the Council's insured risks. Major risks including property, liability and motor vehicle are partially self-funded whereas full cover is provided for secondary risks such as 'all-risks'.

Municipal Mutual Insurance (MMI) Scheme of arrangement levy - represents a scheme that was triggered on 13 November 2012 and this will involve the claw back of a percentage of previously paid claims as well as a percentage of future claims. Further details are provided in note 27.

Landfill aftercare - reflects the financial obligations to address restoration and aftercare for Lamby Way and Ferry Road sites in accordance with initial permits for the disposal of waste. These obligations can stretch for over 60 years with potentially significant but uncertain capital and revenue expenditure.

Cardiff Capital Region City Deal (CCRCD) – primarily represents timing differences in relation to corporation tax.

22. Pension Strain

In addition to the costs of redundancy payments made to leavers, in some cases the Council also incurs costs relating to pension strain which it is required to pay over to the Pension Fund when individuals leave via the Severance Scheme.

This applies only to leavers who are members of the Local Government Pension Scheme and aged 55-59 at the date they leave employment with the Council. The pension strain cost to the Council is the amount it has to pay over to the Pension Fund to compensate for the lost pension contributions for these staff.

The Council has an arrangement in place with the Cardiff and Vale of Glamorgan Pension Fund whereby it pays the amounts due in respect of pension strain over a 5 year period in order to spread the impact of these costs. The following table shows the level of pension strain in the balance sheet.

31 March 2020		31 March 2021
£000	Pension Strain	£000
(1,496)	Pension Strain due within 1 year	(1,471)
(3,688)	Pension Strain due later than 1 year	(3,434)
(5,184)	Total Pension Strain	(4,905)

23. Deferred Liabilities

These are amounts paid in advance by external bodies towards expenditure in future years.

	Balance 31 March 2020 £000	Utilised/ Released in year £000	Transfers to Deferred Liabilities £000	Balance 31 March 2021 £000	Not later than one year £000	Later than one year £000
Commuted Maintenance Sums	(8,261)	583	(763)	(8,441)	(653)	(7,789)
Rent Smart Wales Income in Advance	(4,214)	2,526	(1,504)	(3,192)	(2,800)	(392)
Total Deferred Liabilities	(12,475)	3,109	(2,267)	(11,633)	(3,453)	(8,181)

24. Usable Reserves

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement. Usable Reserves include Council Fund and HRA Balances, Earmarked Reserves and the Capital Receipts Reserve.

24.1 Council Fund and HRA Balances

	Balance	Contributions		Balance
	31 March 2020 £000	From Revenue £000	To Revenue £000	31 March 2021 £000
COUNCIL FUND AND HRA BALANCES				
Council Fund Balance	14,255	0	0	14,255
Housing Revenue Account Balance	8,983	6,519	0	15,502
Total Council Fund and HRA Balances	23,238	6,519	0	29,757

24.2 Earmarked Reserves

This note sets out the contributions to and from earmarked reserves during the year.

	Balance	Contributions		Balance	Purpose of the Reserve
	31 March 2020 £000	From Revenue £000	To Revenue £000	31 March 2021 £000	
SCHOOLS BALANCES					
Schools Reserves	5,317	16,919	(522)	21,714	The net position on individual school balances, comprising surpluses, deficits and the overall deficit on the Mutual Supply Fund.
Cathays HS – Maintenance of Playing Field	3	0	0	3	To maintain path alongside Cathays High School
Primary/Special Schools Repairs	707	218	0	925	The overall balance held on the mutual scheme for repairs to school buildings.
	6,027	17,137	(522)	22,642	
SCHOOLS RESERVES					
Out of School Childcare	99	29	(10)	118	Surplus balances from each school operating an out of school childcare scheme. These can be drawn upon by each school to balance their in-year financial position.
Schools Catering	0	256	0	256	To be used to support the Schools Catering Service, including kitchen improvements, the implementation of a cashless transaction system.
Schools Formula Funding	226	1,900	(35)	2,091	A contingency set aside to meet unplanned and unforeseen expenditure incurred by or on behalf of the delegated schools budgets.

	Balance	Contributions		Balance	Purpose of the Reserve
	31 March 2020 £000	From Revenue £000	To Revenue £000	31 March 2021 £000	
Schools Organisational Plan	501	8,749	(8,090)	1,160	To be used to manage the cash flow implications of the Schools Organisational Plan financial model.
	826	10,934	(8,135)	3,625	
OTHER COUNCIL RESERVES					
Adults Social Care	0	1,182	0	1,182	To provide interim funding for service specific pressures during 2021/22 and to enhance Adult Service's resilience in the short term in light of the demographic and market uncertainty created by the pandemic.
Apprenticeships and Trainees	590	0	(77)	513	To support the Council's commitment to young people through funding for apprenticeships and trainees.
Bereavement Services	137	614	(404)	347	To fund a planned programme of refurbishment and improvement.
Building Control Regulations	85	0	(36)	49	Represents historic surpluses relating to the ring fenced building control account which will be used to smooth the effects of any future deficits.
Bute Park Match Funding	73	0	0	73	To provide match funding for grant funded initiatives in relation to Bute Park, as per Heritage Lottery Fund agreement.
Capital Ambition Delivery	250	0	(250)	0	To fund additional advice and support for the delivery of Capital Ambition projects.
Cardiff Academy Training	78	0	0	78	To support initiatives undertaken by the Academy.
Cardiff Capital Region City Deal	216	0	0	216	To provide funding towards the Council's contribution to the Joint Cabinet for the Cardiff Capital Region City Deal.
Cardiff Dogs Home Legacy	312	88	(148)	252	Donations left to Cardiff Dogs Home to be used for improvements to the home.
Cardiff Enterprise Zone	2,377	970	(983)	2,364	To fund expenditure on the Cardiff Enterprise Zone in future years.
Central Market Works	269	0	(22)	247	To fund works at Cardiff Central Market and as potential match funding for external grants.
Children's Services	0	950	0	950	To be used to enhance Children's Services resilience in the short term, including provision of funding temporary staffing for Reviewing/Screening Service, Intervention Hub and additional in house fostering support.
Central Transport Service	0	177	0	177	To fund costs relating to the CTS vehicle service in future years.
City Events and Recovery	0	1,000	0	1,000	To support the post pandemic recovery.
City Wide Management and Initiatives	878	254	(386)	746	To fund city wide management and initiatives including supporting marketing and infrastructure.
Community Based Services Transition	169	0	(48)	121	To enable the better integration of community facilities across the public sector.

	Balance	Contributions		Balance	Purpose of the Reserve
	31 March 2020 £000	From Revenue £000	To Revenue £000	31 March 2021 £000	
Community Initiatives	675	562	0	1,237	To fund initiatives arising from the legacy of the Community First Programme.
Connect to Cardiff Refurbishment	10	0	0	10	To fund expansion due to new and changing regulations.
Corporate Events and Cultural Services	829	339	(338)	830	To support feasibility studies and costs of major events and to offset future pressures arising from fluctuations in income within Venues and Cultural Services.
Corporate Landlord Function	136	500	0	636	To support the corporate landlord functions across the Council in order to provide a cohesive and commercial operating model.
Corporate Recovery Risk	0	2,250	0	2,250	To mitigate risk of transition post pandemic.
Council Tax Reduction Scheme	0	2,000	0	2,000	To manage pressure and volatility in CTRS expenditure over the medium term.
Digital Transformation	0	3,203	0	3,203	To support new ways of working.
Discretionary Rate Relief	100	0	0	100	To fund changes to the NDR discretionary rate relief scheme.
Emergency Management, Safeguarding & Prevent	139	0	0	139	To fund preventative measures in relation to safeguarding, the Prevent agenda and emergency management.
Employee Changes	8,690	603	(567)	8,726	To meet the costs associated with voluntary redundancy and other employee costs in future years.
Energy Conservation (One Planet Cardiff)	47	150	(47)	150	To fund initiatives in connection with energy conservation.
Energy Market Volatility	336	0	0	336	To provide funding for unexpected fluctuations in the cost of energy.
Family Guarantor	0	339	0	339	To enable the authority to adopt the role of guarantor for landlords and aid the transfer of families from temporary accommodation into permanent homes
Flatholm	0	7	0	7	To fund initiatives and repairs and renewals at Flatholm.
Fraud Detection	44	0	0	44	To supplement staffing and other costs associated with fraud detection.
Governance and Legal Services	185	0	0	185	To fund future Governance & Legal Services initiatives, including projects in connection with ICT upgrades.
Harbour Authority Project and Contingency Fund	63	63	0	126	To fund expenditure for the improvement and enhancement of infrastructure, assets, activities or services in or around Cardiff Bay.
Highways Section 278	410	0	(68)	342	To support highway investment.
Homelessness	1,468	344	0	1,812	To be used to meet increases in homelessness pressures.
Housing Support	758	0	0	758	To improve sustainability by maintaining the independence of people in their own homes.

	Balance	Contributions		Balance	Purpose of the Reserve
	31 March 2020 £000	From Revenue £000	To Revenue £000	31 March 2021 £000	
ICT Holding Account	716	0	0	716	To fund future business process improvement initiatives and other future ICT initiatives.
Inspectorate Support	208	800	0	1,008	To procure necessary consultancy for inspections and regulatory environment.
Insurance	6,175	1,274	0	7,449	To protect the Council from future potential insurance claims.
Invest to Save	261	0	0	261	To be used in connection with revenue invest to save schemes.
Joint Equipment Store	221	84	0	305	To be utilised to offset deficits or one off expenditure items in the pooled budget, in future years.
Local Development Plan	38	300	0	338	To support the cost of the Local Development Plan and any potential appeals or judicial reviews.
Major Projects	480	0	0	480	To contribute towards the cost of Major Projects.
Members Development	61	0	0	61	To support any additional Members' ICT software.
Municipal Election	572	225	0	797	To support the cost of local elections.
Municipal Mutual Insurance	786	149	0	935	To reflect the fact that the Council are liable to pay a percentage of claims previously settle by Municipal Mutual Insurance (MMI) and contribute to the cost of future settled claims.
Non-Domestic Rates Due Diligence	60	0	0	60	To fund the costs of NDR due diligence.
Parking and Enforcement	2,115	8,569	(6,148)	4,536	This represents surpluses to parking and enforcement schemes which, under the Road Traffic Act 1984, have to be reinvested in Road Traffic Schemes. Additional details provided in note below.
Projects, Design and Development	14	0	(14)	0	To cover unattributable anomalies in building design and construction and offset any annual trading deficits.
Property Asset Management	67	21	(72)	16	To be used by Strategic Estates, as a tool for managing timing and fluctuations of income from fees relating to the disposal of properties.
Red Dragon Centre	1,532	270	0	1,802	To support ongoing premises funding requirements.
Rentsmart	660	0	(202)	458	To reinvest in training and service delivery in respect of Rentsmart Wales.
Resources	843	1,468	(56)	2,255	To provide funding to a number of areas within the Resources Directorate, particularly where transition to new methods of operation are required.
Roads Maintenance	0	1,033	0	1,033	To fund future road maintenance improvements.
Scrutiny Development and Training	118	0	0	118	To fund scrutiny member development and training.

	Balance	Contributions		Balance	Purpose of the Reserve
	31 March 2020 £000	From Revenue £000	To Revenue £000	31 March 2021 £000	
Social Care Technology	655	0	0	655	To provide funding towards social care ICT developments.
South East Wales Construction Framework	535	440	0	975	Ring fenced revenue to fund future costs of the project. Remaining funding to be distributed amongst the participating authorities.
Strategic Budget	3,979	3,918	(750)	7,147	To support financial resilience and the future budget requirements of the Council over the three year budget period within the Medium Term Financial Plan.
Treasury Management	4,725	4,300	0	9,025	To assist with the management of risk in relation to major projects and to offer some protection and flexibility to the wider capital programme.
Wales Interpretation and Translation Service	351	0	(31)	320	To manage in-year fluctuations in funding and financial performance of the service.
Waste Management	0	311	0	311	To support additional waste management initiatives to achieve recycling targets and offset the impact of additional tonnage and associated waste management costs.
Welfare Reform	1,853	291	0	2,144	To mitigate pressures and reduced funding within the Housing Benefit Service following the transfer of services to DWP, as part of the rollout of the Universal Credit Scheme.
Youth and Community Education	178	609	0	787	To fund costs connected with the refurbishment of youth centres.
	46,527	39,657	(10,647)	75,537	
SHARE OF JOINT COMMITTEE RESERVES					
Cardiff Capital Region City Deal (CCRCD)	1,514	248	(1,062)	700	The Council's percentage share of the accumulated balances and earmarked usable reserves of Cardiff Capital Region City Deal.
	1,514	248	(1,062)	700	
Total Council Fund Reserves	54,894	67,976	(20,366)	102,504	
HRA RESERVES					
Housing Development Resilience	0	250	0	250	To mitigate against risk and improve resilience within the Housing Development Capital Programme
Housing Repairs and Building Maintenance	599	2,422	0	3,021	To fund costs of the housing repairs and to mitigate against risk within the construction industry.
Welfare Reform	279	150	0	429	To fund project costs and scheme development to address issues for council tenants due to benefit cap and universal credit.
Total HRA Reserves	878	2,822	0	3,700	
TOTAL EARMARKED RESERVES	55,772	70,798	(20,366)	106,204	

Parking & Enforcement

This reserve is generated from surpluses achieved from Civil Parking Enforcement (CPE). The use of any surplus is governed by Section 55 of the Road Traffic Regulations Act 1984 which specifies that the surplus may be used to fund operational costs including subsidising the enforcement service, supporting public passenger transport services, transport planning and road safety, maintaining off-street car parks and highway and environmental maintenance and improvements.

2019/20		2020/21
£000		£000
(5,024)	On-street pay car parking fees	(1,364)
(1,186)	Off-Street car parking fees	(272)
(386)	Residents parking permits	(366)
(2,229)	Penalty charge notices	(1,003)
(5,082)	Moving Traffic Offences	(2,417)
(366)	Camera Car	(115)
(200)	Traffic Enforcement Centre	(22)
(14)	Other income	(23)
(14,487)	Total Income	(5,582)
659	Operational costs / Parking and Permits	599
6,064	Enforcement service	5,481
6,723	Total Expenditure	6,080
(7,764)	Civil Parking Enforcement Net (Surplus)/Deficit	498
0	Covid-19 LG Hardship Fund/Job Retention Scheme	(9,067)
(7,764)	Revised Civil Parking Enforcement Net ((Surplus)/Deficit	(8,569)
	Appropriations to Parking Reserve:	
1,491	Balance 1 April	2,115
7,764	Contributions from CPE	8,569
(7,140)	Contributions to revenue*	(6,148)
2,115	Balance 31 March	4,536

* The reduction in income is as a result of Covid-19 and the trading surplus includes £9.067 million from Welsh Government Hardship Fund and the Coronavirus Job Retention Scheme. Eligible expenditure totalling £6.148 million was drawn down from the reserve leaving a balance of £4.536 million at 31 March 2021. The drawdown included a budgeted sum of £5.935 million to support a range of Council services, including ongoing support and improvements to transport, parking, highways and environmental services. It also included specific drawdowns for various improvement schemes and initiatives approved by the Director of Planning, Transport & Environment in consultation with the Cabinet Member for Strategic Planning & Transport.

24.3 Usable Capital Receipts Reserve

The Usable Capital Receipts Reserve represents the capital receipts available to finance future capital expenditure or to repay historical capital expenditure incurred.

2019/20		2020/21
£000		£000
8,488	Balance as at 1 April	10,906
	Movements during Year:	
9,249	Sale of Land, Buildings and other assets	15,161
626	Sale of Council Dwellings	236
99	Recoupments of grant/other	25

2019/20		2020/21
£000		£000
9,974		15,422
(5,497)	Finance Capital Expenditure	(6,455)
(2,009)	Provide for Repayment of External Loans	(11,200)
(50)	Other	0
(7,556)		(17,655)
10,906	Balance as at 31 March	8,673

25. Unusable Reserves

25.1 Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its non-current assets. The balance is reduced when assets with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of and the gains are realised.

The Reserves contain only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

2019/20		2020/21
£000		£000
268,598	Balance as at 1 April	288,041
35,426	Upward revaluation of assets	25,878
(14,316)	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(1,342)
21,110	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	24,536
(1,290)	Difference between fair value depreciation and historical cost depreciation (charged to Capital Adjustment Account)	(1,281)
(377)	Accumulated gains on assets sold or scrapped	(542)
(1,667)	Amount written off to the Capital Adjustment Account	(1,823)
288,041	Balance as at 31 March	310,754

25.2 Capital Adjustment Account

The Capital Adjustment Account reflects differences between normal accounting practice and statutory requirements. The Account is credited with the amounts used as finance for capital expenditure. It contains accumulated gains and losses on Investment Properties, amounts set aside to repay external loans and also revaluation gains accumulated on non-current assets before 1 April 2007, the date the Revaluation Reserve was created to hold such gains.

Note 1 provides details of the source of all of the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2019/20		2020/21
£000		£000
864,171	Balance as at 1 April	939,914
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
(62,708)	Charges for depreciation and impairment of non-current assets	(62,755)
106,849	Reverse previous impairment on revaluation	597
(50,064)	Revaluation losses on Property, Plant and Equipment	(48,700)
(1,172)	Amortisation of intangible assets	(884)
0	Movement in Assets Held for Sale	(440)
(1,703)	Expenditure on REFCUS	(4,398)
(4,265)	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(15,218)
(13,063)		(131,798)
1,290	Adjusting amounts written out of the Revaluation Reserve (historic cost adjustment)	1,281
(11,773)	Net written out amount of the cost of non-current assets consumed in the year	(130,517)
	Capital financing applied in the year:	
5,497	Capital Receipts	6,455
7,135	Direct Revenue Financing	3,373
41,333	Grants and contributions	87,562
36,862	Prudent Revenue Provision	38,110
2,009	Capital receipts to provide for repayment of external loans	11,202
(1,230)	Reduction in loan debtors	(321)
91,606		146,381
(4,090)	Movements in the value of Investment Properties	(8,413)
939,914	Balance as at 31 March	947,365

25.3 Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. The Council does not treat these gains as usable for financing new capital expenditure until they are realised.

2019/20		2020/21
£000		£000
5,008	Balance as at 1 April	5,008
0	Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	0
0	Transfers to the Capital Receipts Reserve upon receipt of cash	(5)
5,008	Balance as at 31 March	5,003

The balance in 2020/21 relates primarily to the deferred payment from disposal of land at Central Square, due in the financial year 2021/22.

25.4 Financial Instruments Revaluation Reserve

The Financial Instruments Revaluation Reserve contains the gains made by the Council arising from increases in the value of its investments held as Financial Instruments that are elected to be classified as Fair Value through other Comprehensive Income i.e. those held for service objectives or policy purposes. The balance is reduced when investments with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- disposed of and the gains are realised.

2019/20		2020/21
£000		£000
10,368	Balance as at 1 April	9,267
(1,101)	(Downwards) / Upwards revaluation of investments not charged to the Surplus/Deficit on the Provision of Services	(2,283)
9,267	Balance as at 31 March	6,984

The majority of the balance relates to the Council's shareholding in Cardiff Bus which is not listed on any quoted market, and for which a valuation is based on the company's reported net worth as per its Annual Accounts to comply with accounting for Financial Instruments. Any change in value within the Council's accounts does not have an impact on the Council Taxpayer, revenue budget or cash flow in any one year as any movement in value of the asset is offset in this reserve. Any valuation should be treated with care as it is for accounting purposes only.

25.5 Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require a benefit earned to be financed as the Council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2019/20		2020/21
£000		£000
(674,020)	Balance as at 1 April	(840,894)
(127,222)	Actuarial gains or losses on pensions assets and liabilities	(198,203)
(89,038)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(93,109)
(854)	Reversal of amounts accrual in respect of pension strain for future years	280
50,240	Employer's pensions contributions and direct payments to pensioners payable in the year	46,553
(840,894)	Balance as at 31 March	(1,085,373)

25.6 Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the Council Fund Balance from accruing for compensated absences earned but not taken in the year e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the Council Fund Balance is neutralised by transfers to and from the Account.

2019/20 £000		2020/21 £000
(8,901)	Balance as at 1 April	(11,580)
(2,679)	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with accounting requirements	(6,113)
(11,580)	Balance as at 31 March	(17,693)

25.7 Donated Inventories Account

The Donated Inventories Account represents the value of donated inventories held as at 31 March 2021.

The Council received donated personal protective equipment (PPE) received from NHS Shared Services (NHSS), at nil cost, in order to fulfil its Social Care PPE responsibilities.

2019/20 £000		2020/21 £000
0	Balance as at 1 April	0
0	Movement in Donated Inventories Account	3,211
0	Balance as at 31 March	3,211

26. Grant Income

The Council credited the following grants and contributions to the Comprehensive Income and Expenditure Statement in 2020/21

2019/20 £000		2020/21 £000
	Credited to Taxation and Non-Specific Grant Income	
(328,126)	Revenue Support Grant	(344,468)
(116,504)	Non-Domestic Rates	(124,579)
(39,599)	Capital Grants	(84,215)
(1,734)	Developers' Contributions	(3,347)
(485,963)	Total	(556,609)
	Credited to Services (Revenue Grants & Contributions)	
(263,502)	Central Government Bodies	(381,231)
(22,609)	Other Local Authorities & NHS Bodies	(22,822)
(4,553)	Other Entities and Individuals including Public Corporations	(3,247)
(290,664)	Total	(407,300)

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver. The balances at the year-end are as follows:

31 March 2020	Revenue Grants and Contributions Receipts in Advance	31 March 2021
£000		£000
(13,067)	Central Government Bodies	(17,548)
0	Other Local Authorities & NHS Bodies	(15)
(787)	Other Entities and Individuals including Public Corporations	(446)
(13,854)	Total	(18,008)

31 March 2020	Capital Grants Receipts in Advance	31 March 2021
£000		£000
(1,424)	Central Government Bodies	(13,797)
0	Other Local Authorities & NHS Bodies	0
0	Other Entities and Individuals including Public Corporations	0
(1,424)	Total	(13,797)

The below table represents amounts received predominantly from developers and other external sources, which are yet to be used to fund specific future expenditure.

31 March 2020	Capital Contributions Receipts in Advance	31 March 2021
£000		£000
(14,485)	Balance as at 1 April	(17,430)
(4,889)	Contributions received during the year	(8,558)
1,792	Contributions applied to expenditure during the year	3,495
152	Reclassification	338
(17,430)	Balance as at 31 March	(22,155)

27. Contingent Assets and Liabilities

Assets

The Council holds a proportion of equity in a number of properties arising primarily from the affordable housing contribution that developers provide on new build developments. The equity proportions range from 20% to 40%, with the buyer nominated by the Council providing the balance of the resources to purchase the property. These properties were aimed at first time buyers who could not afford to buy a home on the open market. When the owner of the property wishes to sell their home, the Council has the first opportunity to nominate a purchaser from the assisted home ownership waiting list. If there is no nomination, the owner is free to sell on the open market and the Council is entitled to its relevant proportion of the market value of disposal in accordance with the charge on the property. This is treated as a capital receipt in the year that it is received. The estimated total value of equity at 31 March 2021 is £6.610 million (£4.722 million at 31 March 2020).

In March 2015, the Council approved a request from Glamorgan County Cricket Club to write off 70% of a £6.534 million loan balance due to the Council and restructure remaining sums in line with other major creditors. This was actioned on 21 December 2015 resulting in an outstanding amount of £1.960 million. Repayments commenced in 2019/20, with repayments totalling £196,000 to 31 March 2021. The club are

committed to repay the loans in accordance with the contractual terms, however due to the current Covid-19 position, the Council's view is that risks of recovery still remain and the balance due of £1.764 million remains 100% impaired at 31 March 2021. Any balances due are not shown in the financial statements but are identified as a contingent asset to reflect the amounts potentially receivable in accordance with the proposed restructured loan.

In respect to an assessment received from HMRC for purportedly under-declared landfill tax assessment, associated penalties and interest, the Council made a payment on account of £2.452 million to HMRC during 2018/19. This is not an admission of liability and if the assessment is changed or cleared, then this will be refunded by HMRC.

Liabilities

As at 31 March 2021 four claims existed in excess of £10,000 against the Council for which there is no insurance cover. The claims include unfair dismissal, disability and race discrimination, and breach of contract. The potential liability in respect of the claims is estimated to be £311,000 (£120,000 at 31 March 2020) and the Council is resisting liability.

The former Authorities of South Glamorgan County Council, Cardiff City Council, Mid Glamorgan County Council and Taff Ely Borough Council are creditors of Municipal Mutual Insurance (MMI) Ltd and are legally bound by the Scheme of Arrangement. MMI ceased taking new business on 30 September 1992. The scheme allows new claims to be made against MMI and outstanding claims with MMI to be settled. The Council are liable to pay a percentage of claims previously settled by MMI and contribute to the cost of future settled claims. The Council's share of residual exposure is £2.536 million. The accounts reflect a provision of £254,000 and £935,000 held in an earmarked reserve towards any liability. This is considered prudent based on most recent actuarial advice, however, this is subject to the outcome of settled claims.

The Council has entered into a number of contracts for services involving the transfer of Council employees to the new service provider under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). Admission agreements with the new employers allow transferred employees to remain in membership of the Cardiff and Vale of Glamorgan Pension Fund. In the event that a contractor fails to meet its obligations to the Pension Fund as set out in the admission agreement, the Council acts as guarantor for the accrued pension liabilities.

The Council and HMRC are continuing discussions with a view to resolving a purportedly under-declared landfill tax assessment received by the Council from 1 April 2015, for waste tipped at Lamby Way Landfill site. HMRC assess that some materials disposed of should have had the standard rate of tax applied rather than a lower rate, the difference in tax rates being £80 per tonne. Given this is a specialist and technical area, the Council has engaged PricewaterhouseCoopers environmental tax specialists to support the Council's approach to demonstrating that materials tipped were eligible for lower rate tax. Subject to this, and relevant HMRC rules, there is the risk that the Council may be required to pay tax, as well as a penalty and interest on under declared tax. In the event of assessments being upheld, the Council would consider the merits of an appeals or mitigation process. Given the technical nature of the assessment, it remains difficult to evidence the probability that this liability will crystallise.

The Council completed the acquisition of the Red Dragon Centre site in January 2020 following Cabinet approval in December 2019. This acquisition secured control of an important site adjacent to existing Council land with the potential to stimulate the next phase of regeneration of Cardiff Bay, in particular the delivery of a new Indoor Arena. Subject to the outcome of Procurement in respect to a developer/operator, as well as any resulting submission of a planning application for an Indoor Arena on the Atlantic Wharf site, a further

deferred sum of £5.720 million is payable for the acquisition of the site. This includes £5.4 million in respect to the land transaction, with the balance being relevant land taxes.

During 2020/21, the Council as the sole shareholder, agreed a range of measures to address the difficulties faced by Cardiff City Transport Services Limited (Cardiff Bus) and the Trustees of its pension scheme to agree, in accordance with Pension Legislation, the Triennial valuation of the pension scheme at 31 March 2018. On 3 March 2021, the Council entered into an agreement with the Trustees of the Cardiff City Transport Services Limited Pension Scheme meaning that all future liabilities in respect to pension obligations of Cardiff Bus will fall to Cardiff Council. This means that the Council became statutory employer of the Cardiff Bus pension funds and is responsible for paying contributions into the scheme towards addressing any identified deficit when assets and liabilities are projected as part of three yearly actuarial reviews. The schedule of contributions is currently £250,000 per annum until the finalisation of the next triennial valuation as at 31 March 2021. The Council is also responsible for scheme operating expenses, Pension Protection Fund levy and any other costs and expenses in respect to its obligations as Statutory and Principal employer. These costs are to be recovered from Cardiff Bus, however the Council is ultimately responsible for such costs in the event the company is unable to meet them. Details of the fund assets and liabilities as at 31 March 2021 are shown in note 13.

28. Notes to Cash Flow Statement

2019/20		2020/21
£000	Adjust net surplus or deficit on the provision of services for non - cash movements	£000
(8,325)	Depreciation, impairment & amortisation	(112,504)
(39,652)	Charges made for retirement benefits (IAS19) less employers contributions	(46,276)
(4,265)	Carrying amount of non-current assets sold or derecognised	(15,661)
(193)	Increase/(decrease) in stock	3,691
30,999	Increase/(decrease) in debtors	876
(5,157)	Increase/(decrease) in creditors	(1,068)
(3,560)	Other non-cash items affecting net surplus or deficit on provision of services	(9,884)
(30,153)		(180,826)

2019/20		2020/21
£000	Items in net surplus/ deficit on provision of services that are investing and financing activities	£000
9,974	Proceeds from sale of non-current assets	15,417
41,333	Capital grants/contributions recognised in CIES	87,562
51,307		102,979

2019/20		2020/21
£000	Interest and Dividends	£000
(1,031)	Interest Received	(773)
32,653	Interest Paid	34,032
0	Dividends Received	0
31,622		33,259

29. Prior Period Adjustment

There are no prior period adjustments.

30. Exceptional Items

There are no exceptional items to disclose.

31. Events after the Reporting Period

There are no events after the reporting period to report.

32. Date of Authorisation of the Accounts for Issue

This Statement of Accounts was authorised for issue on 21 October 2021 by the Corporate Director Resources. Post Balance Sheet events have been considered up to this date.

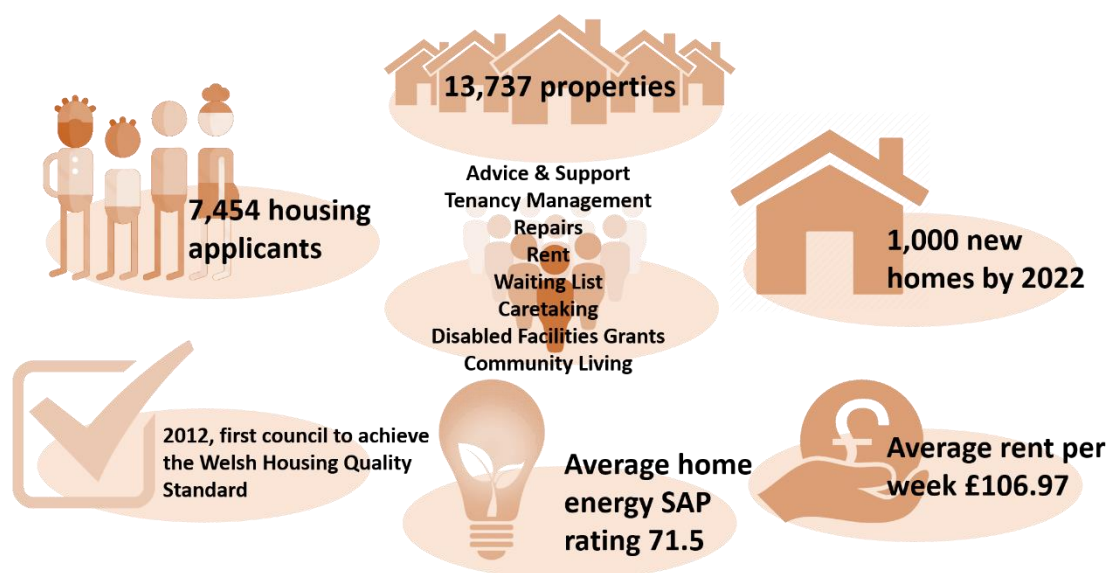


Housing Revenue Account



Introduction

The Local Government and Housing Act 1989 places a statutory duty on local authorities to maintain a separate account for the costs associated with the management and maintenance of Council dwellings. This is termed the Housing Revenue Account (HRA).



A 30 year business plan and financial model, completed on an annual basis for submission to Welsh Government, provides financial forecasts, performance and service information for the HRA. The plan aims to demonstrate the long term sustainability of the HRA and includes the approach to maintaining the Welsh Housing Quality Standards, energy efficiency, remodelling homes, estate regeneration, fire safety works and securing new affordable housing to meet need.

Tenant participation in shaping and delivering services is welcome and encouraged in numerous ways including a dedicated Tenant Participation team, conferences, tenants voice meetings, community action days, information provision at the Citizen Hubs, the Tenants' Times publication and other social media.

The most recent tenant satisfaction survey showed:

- 83.0% of tenants were satisfied with the way we deal with repairs
- 83.2% of tenants were satisfied with their neighbourhood as a place to live.

Risks and Financial Outlook

The HRA records income and expenditure in relation to Council Housing stock, including rent, service charges, housing allocations, repairs, capital financing charges and supervision and management.

Where the HRA spends capital monies, particularly where this is paid for by borrowing, this results in long term financial commitments for the rent payer and it is essential that expenditure decisions are prudent, sustainable and affordable, now as well as in the future.

Whilst in the short term, the Welsh Government 5 year rent policy approved from 2020/21 onwards has provided additional confidence around future planning, risk and uncertainty still exists over the medium to longer term. The management of the HRA and any risk to viability and sustainability is assessed through the

analysis of a detailed risk matrix to ensure key variables are monitored and that essential mitigation/offsetting actions are in place to manage the achievement of key plans and desired outcomes.

Financial Performance 2020/21

The Housing Revenue Account reported a surplus position of £6.519 million for 2020/21 after a transfer to earmarked reserves of £2.822 million to meet future liabilities and commitments, including any additional repairs and works which may be required to properties particularly as a result of access restrictions in 2020/21 due to the pandemic. The overall position included a reduced spend on repairs and maintenance, lower capital financing costs reflecting the timing of capital investment and some delays to the programme. This included lower than planned expenditure on new build development schemes and delays to land appropriations.

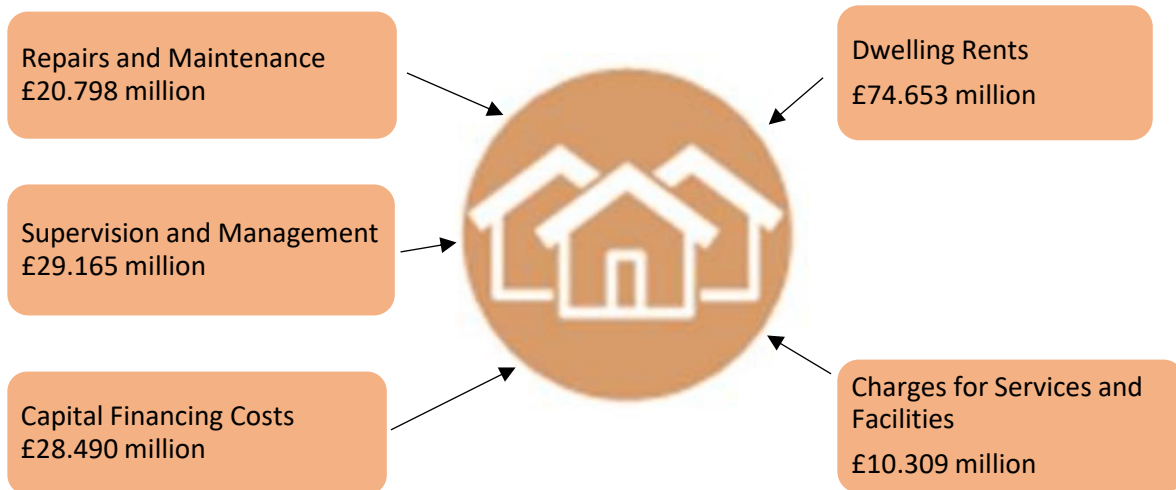
A reduction in rent and service charge income was offset by additional grant funding and by employee vacancy savings and other efficiencies. The percentage of void housing units (stock) as a proportion of the overall stock level during 2020/21 was 1.29% (1.89% in 2019/20)

Earmarked reserves and the Housing Revenue Account General Balance are £3.7 million and £15.502 million respectively at 31 March 2021.

Revenue Expenditure and Funding

Expenditure

Income

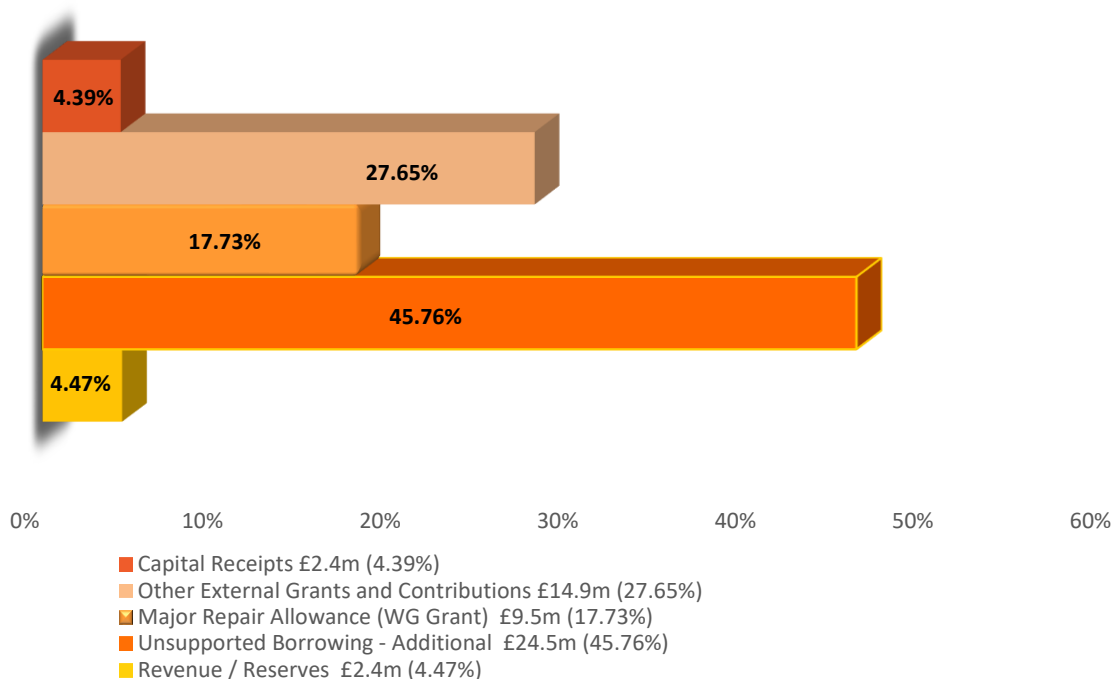


Our housing stock is valued in the accounts at £621.457 million. Dwellings were revalued in 2020/21 with the vacant possession value deemed to be £1.598 billion. In accordance with the valuation requirements, this was adjusted downwards, in our case by an adjustment factor of 38% in order to show the economic cost of providing social housing at less than market rent. The next valuation will take place in 2022/23.

Capital Expenditure and Funding

Capital expenditure represents money spent on improving, acquiring and enhancing assets. During the year we spent £53.631 million on estate regeneration, housing stock remodeling, and the fabric of dwellings, disabled adaptations and in the development of new Council Housing.

Funding of Capital Expenditure



The Capital Financing Requirement is a measure of debt in relation to the HRA. At 31 March 2021, this stands at £301.370 million; an increase of £11.138 million compared to the previous year. This is forecast to increase significantly over the next few years as set out in the 2021/22 HRA Revenue budget and MTFP approved by Council in March 2021. All borrowing must be affordable both now and in the future as it will be required to be repaid with interest.

Income and Expenditure Account

The HRA Income and Expenditure Account shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices rather than the amount to be funded from rents and government grants. Councils charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost.

2019/20		Note	2020/21
£000			£000
	Management and maintenance comprising :		
23,069	Repairs and maintenance		20,798
27,303	Supervision and management		29,165
91	Rents, rates, taxes and other charges		245
1,232	Provision for bad and doubtful debts		(60)
13,173	Depreciation, impairment and revaluation losses of non-current assets	8	60,293
0	Movement in Held for Sale Assets		457
145	Sums directed by the Welsh Government that are expenditure in accordance with the Code	9	1,006
43	Debt management costs		36
65,056	Total Expenditure		111,940
(72,426)	Dwelling rents		(74,653)
(11)	Non-dwelling rents		(19)
(8,975)	Charges for services and facilities		(10,309)
0	Sums directed by the Welsh Government that are income in accordance with the Code		(902)
(81,412)	Total Income		(85,883)
(16,356)	Net Cost of HRA Services as included in the Income and Expenditure Statement		26,057
	HRA share of the operating income and expenditure included in the Comprehensive Income & Expenditure Statement:		
(603)	(Gain)/loss on sale of HRA non-current assets		(1,521)
12,275	Interest payable and similar charges		12,658
1	Changes in fair value of investment properties		7
(1)	Interest and Investment income		0
(11,481)	Capital grants and contributions applied		(23,438)
(16,165)	(Surplus)/Deficit for year on HRA Services		13,763

Movement on HRA Balance

2019/20		Note	2020/21
£000			£000
(8,983)	Balance on the HRA at the end of the previous year		(8,983)
(16,165)	(Surplus) or deficit for the year on the HRA Income and Expenditure Statement		13,763
15,782	Adjustments between accounting basis and funding basis under regulations	1	(23,104)
(383)	Net (increase)/decrease before transfers to or from reserves		(9,341)
383	Transfers to/(from) earmarked reserves		2,822
0	Increase or decrease in the year on the HRA		(6,519)
(8,983)	Balance on the HRA at the end of the current year		(15,502)

Notes to the Financial Statements

1. Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments that are made to the total comprehensive income and expenditure, recognised by the Council in the year, in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure.

2019/20		Note	2020/21
£000			£000
	Adjustments primarily involving the Capital Adjustment Account:		
	<u>Reversal of items debited or credited to the HRA Income and Expenditure Statement:</u>		
13,090	Charges for depreciation and impairment of non-current assets	8	11,933
110	Revaluation losses of non-current assets		48,353
(27)	Reverse previous impairment on revaluation		(79)
0	Amortisation of intangible assets		86
1	Movement in the market value of investment properties		7
	Movement in Held for Sale Assets		457
(11,481)	Capital grants and contributions applied		(23,438)
145	Sums directed by Welsh Government		104
1,848	Non-current assets written off as part of the gain/loss on disposal to the HRA Income and Expenditure Statement		(2,285)
(12,807)	Prudent Provision for the financing of capital investment		(13,396)
(6,400)	Capital expenditure charged against the HRA		(2,400)
3	Credit for disposal costs that qualify to be met from the resulting capital receipts		0
	Adjustments involving the Revaluation Reserve:		
(2,451)	Non-current assets written off as part of the gain/loss on disposal to the HRA Income & Expenditure Account		766
	Adjustments involving the Pensions Reserve:		
6,191	Net Retirement Benefits per IAS19	4	6,461
(4,138)	Employers Contributions to pension schemes		(4,013)
104	Pension Strain Accrual – future years		(138)
	Adjustments involving the Accumulated Absences Account:		
30	Amount by which officer remuneration charged to the HRA Income & Expenditure Account on an accruals basis is different from remuneration chargeable in accordance with statutory requirements		687
(15,782)	Total Adjustments		23,105

2. Rental Income

This is the total rent income due for the year after allowance is made for voids etc. Void rent losses accounted for 1.93% of the total potential rental income (1.93% in 2019/20). Average rents were £106.97 per week (£104.53 in 2019/20) based on a 52 week year.

3. Rent Arrears, Service Charge Arrears and Bad Debt Provision

The following sums were due from tenants:

31 March 2020			31 March 2021	
Arrears £000	Bad debt provision £000		Arrears £000	Bad debt provision £000
		Rent Arrears		
5,433	4,048	Dwellings	5,137	3,792
627	627	Hostels /Other accommodation	259	259
6,060	4,675	Total Rent Arrears	5,396	4,051
		Other		
95	57	Service charges	101	61
424	424	Tenant's recoverables	255	255
519	481	Total Other Arrears	356	316
6,579	5,156	Total	5,752	4,367

During 2020/21 debts totaling £584,000 were written off as irrecoverable (£386,000 in 2019/20).

4. Pension Costs

In accordance with International Accounting Standards 19 – Employee Benefits (IAS 19) the amount included within Supervision and Management in respect of employee costs includes the current service cost for pensions. In order that the pension cost borne by the HRA equals the total employer's contributions paid to the Pension Fund in the year plus any discretionary benefits payable to ex-housing staff, a transfer has been made to the Pensions Reserve as follows:

2019/20		2020/21
£000		£000
6,191	Current service cost	6,461
(4,138)	Cost of employer's contributions plus discretionary benefits	(4,013)
104	Pension Strain Accrual - Future Years	(138)
2,157	Net transfer to Pensions Reserve	2,310

No attempt has been made to apportion a share of the pensions interest cost and expected return on pensions assets to the HRA as there is no valid basis of apportionment.

5. Housing Stock

The Council's housing stock is shown below:

31 March 2020		31 March 2021
7,301	Houses	7,341
630	Bungalows	633
5,185	Flats/Bedsits	5,240
169	Maisonettes	171
352	Retirement complexes	352
13,637	Total	13,737

The Council also owns two hostels, providing the following accommodation:

31 March 2020		31 March 2021
23	Bed spaces in hostels	23
57	Flats in hostels	69
80	Total	92

6. Capital Expenditure and Capital Financing

2019/20		2020/21
£000		£000
279,245	Opening Capital Financing Requirement	290,232
	Capital Expenditure:	
41,375	Property, Plant and Equipment	52,625
0	Intangible assets including intangible AUC	0
0	Investment Properties	0
145	Expenditure on REFCUS	1,006
2,626	Appropriation of land	0
	Sources of Finance:	
(2,335)	Capital Receipts	(2,357)
(11,617)	Government grants and other contributions *	(24,340)
(6,400)	Direct revenue contributions and reserves	(2,400)
(12,807)	Prudent revenue and capital provision for loan repayment	(13,396)
290,232	Closing Capital Financing Requirement	301,370
	Explanation of movements in year:	
10,987	Increase / (Decrease) in underlying need to borrow (unsupported by government financial assistance)	11,138
10,987	Increase in Capital Financing Requirement	11,138

* £9.511 million (£9.500 million in 2019/20) of Major Repairs Allowance grant was received from Welsh Government and applied in the year.

7. Capital Receipts

Proceeds from the disposal of HRA Assets during 2020/21 were as follows:

- Council Dwellings and Home Purchase Contributions £236,000 (£626,000 in 2019/20)
- Land £2.142 million (£1.958 million in 2019/20)

8. Depreciation, Impairment and Revaluation Charged

Depreciation and impairment were charged on HRA assets as shown in the table below. Such charges to the HRA and changes in valuation do not have any impact on the amount required to be collected from rents as all such adjustments to non-current assets are required to be neutralised from capital reserves.

2019/20		2020/21
£000		£000
11,075	Council dwellings	9,490
1,537	Land and buildings	1,789
478	Vehicles, plant & equipment, intangibles and AUC	740
13,090	Total Depreciation, Amortisation and Impairment	12,019
0	Council dwellings	47,684
83	Land and buildings	590
0	Vehicles, plant & equipment, intangibles and AUC	0
83	Total Revaluation	48,274
13,173	Total	60,293

9. Revenue Expenditure Funded from Capital under Statute (REFCUS)

2019/20		2020/21
£000		£000
	Expenditure:	
145	Buildings not owned by Cardiff Council	1,006
145	Charged to Income and Expenditure Account	1,006
	Funded by:	
135	Grants and Contributions	902
10	Borrowing, Receipts and other Capital Resources	104
145		1,006



Group Accounts



Introduction

The group accounts that follow comply with the requirement of the 2020/21 Code, which states that a local authority with material interests in subsidiaries, associates and joint ventures should prepare group accounts in addition to its single entity accounts. These accounts consolidate the operating results and balances of the County Council of the City and County of Cardiff and its subsidiary Cardiff City Transport Services Ltd (Cardiff Bus) which is a wholly owned subsidiary with limited liability. At the point of drafting these accounts, the 2020/21 accounts for Cardiff Bus are in draft status.

The Council's 2019/20 audited accounts were based on the draft unaudited management accounts of Cardiff City Transport Services (Cardiff Bus). The final audited statements for Cardiff Bus can be found on the Companies House website and the link [here](#).

The audited financial statements for Cardiff Bus were signed and published in March 2021. These included a large technical adjustment not recognised in the draft figures previously disclosed in the Council's accounts in respect of vehicle impairment. This adjustment has not been actioned as a prior year change to the Council's accounts as this is deemed to be as a result of new information that wasn't previously available. The audited statements also included an audit view of material uncertainty related to going concern and an emphasis of matter in respect to material uncertainty related to the pension scheme.

In common with many businesses, post year end the company has been significantly impacted by the Covid-19 pandemic and the necessary measures put in place by government, which have affected travel patterns since March 2020. The company received £1 million of emergency financial support from the Council in June 2020 and is in receipt of Welsh Government Bus Emergency support grant along with all other bus operators. The company has continued to prioritise the safety and well-being of staff and our customers during this unprecedented period, and have taken decisive action to protect the long-term sustainability of the business including taking advantage of the UK Government Job Retention Scheme throughout 2020/21.

The large technical adjustment in 2019/20 related to the valuation of assets as at 31 March 2020, at the start of the Covid-19 pandemic. To comply with financial reporting requirements the company reviewed the carrying value of the assets for impairment under the value in use and fair value less cost to sell basis. Given there was no firm commitment from Welsh Government in respect to measures to support the bus industry until after 31 March 2020, there was deemed to be a significant impairment in the value of vehicle assets. The overall impairment was £11.860 million. There will be a reversal of some of the bus fleet impairment as the industry recovers from the pandemic and the value in use model demonstrates a higher valuation.

With the continued uncertainty in respect of the pandemic, it remains difficult to predict the likely return of passenger numbers over the foreseeable future. It is expected that there will be a lasting effect of the Covid-19 pandemic on travel patterns with an acceleration of increased working and shopping from home. To assess the ability of Cardiff City Transport Services Limited to continue as a going concern, the directors have prepared a business plan for the period to 31 March 2027 and a detailed cash flow forecast for the period to 31 March 2022 which, together, represent the directors' best estimates during these unprecedented times. The business plan has also formed the basis of the assessment of the investment required for the business going forward over the short to medium term to continue to provide the service required for the city of Cardiff.

In response to the challenges faced by the Group and Company as a result of the Covid-19 pandemic a detailed review was performed on the company's cost base. In October 2020 the Company, with oversight from its turnaround committee, performed a resizing exercise with 112 employees leaving the business as a result of a reduction in demand for the service provided and the Shareholder approved a package of

measures to support the viability of the company and address the Cardiff Bus Pension Fund concerns in partnership with the Trustees. In March 2021, the Company issued 7 million ordinary shares in return for £7 million in cash from the shareholder, who also took on responsibility as being the statutory and principal employer for the pension fund. The latter followed the entering of a Flexible Apportionment Agreement with company, trustees and Council on 3 March 2021.

The Turnaround Committee, established in 2018 continued to support the business during the year. The remit of the Turnaround Committee is to oversee the changes and actions necessary to sustain the company's healthy financial position and create an organisation that is able to meet future challenges.

The Council also has interests in the following subsidiaries: Cardiff Business Technology Centre (CBTC), Atebion Solutions Ltd and Cardiff Heat Network Ltd. The interests in these organisations are considered immaterial in terms of both the turnover and the net assets of the group. The Council does not depend upon these organisations for statutory service provision and it is not considered that they expose the Council to a material level of commercial risk. Therefore they have been excluded from the consolidation in 2020/21. Details of the Council's interests in these organisations are included in note 20 to the Core Financial Statements.

Basis of Consolidation

The group accounts have been prepared on the basis of a full consolidation of the financial transactions and balances of the Council and Cardiff City Transport Services Ltd. Inter-group transactions and balances between the Council and its subsidiary have been eliminated in full.

Accounting policies

The financial statements in the group accounts are prepared in accordance with the policies set out in the Statement of Accounting Policies with the following additions and exceptions:

Retirement Benefits

Cardiff City Transport Services Ltd. operated two defined benefit funded pension schemes which it accounts for in accordance with FRS102. From March 2021 the liabilities for the pension schemes are included with the Council's Statement of Accounts. The level of contributions made to the schemes and the cost of contributions included in the financial statements are based on the recommendations of independent actuaries. Accounting policies consistent with those of the Council have been adopted although the financial assumptions used may differ. Both these schemes are now closed to new members. The company also has a money purchase pension scheme for new employees. Pension costs charged to the profit and loss account represent the contributions payable by the group to the pension scheme during the year.

Value Added Tax

VAT paid by other group entities is accounted for in the Group Comprehensive Income and Expenditure Statement to the extent that it is irrecoverable from HM Revenue and Customs.

Goodwill

The Council's interest in its subsidiary dates back to its inception and therefore there is no goodwill to be accounted for.

Charges to Income and Expenditure for Non-Current Assets

A charge is made from the revaluation reserve of the subsidiary company to the group income and expenditure reserve for the difference between depreciation charged on the current value of non-current assets held by the subsidiary and what would have been the historical cost depreciation for the year.

Group Comprehensive Income and Expenditure

2019/20				2020/21		
Gross Expenditure £000	Gross Income £000	Net Expenditure £000		Gross Expenditure £000	Gross Income £000	Net Expenditure £000
19,663	(5,971)	13,692	Corporate Management	18,836	(14,507)	4,329
103,222	(53,376)	49,846	Economic Development	95,671	(49,083)	46,588
314,268	(77,419)	236,849	Education & Lifelong Learning	379,551	(92,688)	286,863
8,699	(2,223)	6,476	Governance & Legal Services	7,915	(1,244)	6,671
8,567	(5,724)	2,843	Harbour Authority	8,882	(5,916)	2,966
65,056	(81,412)	(16,356)	Housing Revenue Account	111,940	(85,884)	26,056
233,364	(184,223)	49,141	Housing and Communities	239,172	(186,546)	52,626
8,446	(5,499)	2,947	Performance and Partnerships	10,494	(7,281)	3,213
89,709	(62,326)	27,383	Planning , Transport and Environment	87,045	(52,760)	34,285
33,036	(11,365)	21,671	Resources	38,019	(18,415)	19,604
211,023	(30,629)	180,394	Social Services	245,614	(59,916)	185,698
2,870	(12,653)	(9,783)	Summary Revenue Account	4,967	(9,239)	(4,272)
0	0	0	Other Income	0	(22,664)	(22,664)
1,097,923	(532,820)	565,103	Net Cost of Services	1,248,106	(606,143)	641,963
37,469	0	37,469	Police and Crime Commissioner for South Wales	40,165	0	40,165
397	0	397	Community Council Precepts	446	0	446
17,696	0	17,696	Levies & Contributions	18,244	0	18,244
4,642	(8,685)	(4,043)	(Gain)/loss on sale of non-current assets	15,760	(15,081)	679
60,204	(8,685)	51,519	Other Operating Expenditure	74,615	(15,081)	59,534
33,124	0	33,124	Interest Payable on debt	34,092	0	34,092
36	0	36	Interest element of finance leases	56	0	56
14,872	0	14,872	Interest on net defined liability/(asset)	18,913	0	18,913
	(1,129)	(1,129)	Interest & Investment Income	0	(394)	(394)
6,566	(2,475)	4,091	Change in fair value of Investment Properties	13,490	(3,286)	10,204
0	0	0	Movement in Financial Instruments	0	(148)	(148)
54,598	(3,604)	50,994	Financing and Investment Income & Expenditure	66,551	(3,828)	62,723
0	(41,333)	(41,333)	Recognised Capital Grants & Contributions	0	(87,562)	(87,562)
0	(328,126)	(328,126)	Revenue Support Grant	0	(344,468)	(344,468)
0	(116,504)	(116,504)	Non-Domestic Rates	0	(124,579)	(124,579)
(766)	(217,118)	(217,884)	Council Tax Income	2,135	(230,151)	(228,016)
0	0	0	Donated Inventories	0	(3,211)	(3,211)
129	0	129	Tax expenses - Corporation Tax payable/(owing)	342	(218)	124
(766)	(703,081)	(703,847)	Taxation & Non-Specific Grant Income	2,477	(790,189)	(787,712)

2019/20				2020/21		
Gross Expenditure £000	Gross Income £000	Net Expenditure £000		Gross Expenditure £000	Gross Income £000	Net Expenditure £000
1,212,088	(1,248,190)	(36,102)	(Surplus)/Deficit on Provision of Services	1,391,749	(1,415,241)	(23,492)
		(35,427)	Revaluation Gains			(25,878)
		11,958	Revaluation Losses			1,109
		2,357	Impairment losses on non-current assets charged to the Revaluation Reserve			233
		(14)	(Surplus)/Deficit on Financial Instrument Revaluation Reserve			14
		127,276	Actuarial gains/losses on pension assets/liabilities			198,203
		0	Other gains/losses to be included in the Comprehensive Income and Expenditure			3,439
		1,439	Group entity adjustment			11,159
		107,589	Other Comprehensive Income & Expenditure			188,279
		71,487	Total Comprehensive Income & Expenditure			164,787

Group Movement in Reserves

	Council Fund Balance	Council Fund Earmarked Reserves	HRA Balance	HRA Earmarked Reserves	Capital Receipts Reserve	Total Usable Reserves	Unusable Reserves Council	Unusable Reserves - Group Entities	Total Authority Reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance at 31 March 2019 carried forward	14,255	53,714	8,983	495	8,488	85,935	459,722	5,502	551,159
Movement in Reserves during 2019/20									
Surplus or (deficit) on the provision of Services	19,559	0	16,165	0	0	35,724	0	378	36,102
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	(106,096)	0	(106,096)
Group entity adjustment	0	0	0	0	0	0	0	(1,493)	(1,493)
Total Comprehensive Income and Expenditure	19,559	0	16,165	0	0	35,724	(106,096)	(1,115)	(71,487)
Adjustments between accounting basis & funding basis under regulations	(18,379)	0	(15,782)	0	2,418	(31,743)	31,743	0	0
Net Increase / (Decrease) before Transfers to/(from) Earmarked Reserves	1,180	0	383	0	2,418	3,981	(74,353)	(1,115)	(71,487)
Transfers to/(from) Earmarked Reserves	(1,180)	1,180	(383)	383	0	0	0	0	0
Increase / (Decrease) in 2019/20	0	1,180	0	383	2,418	3,981	(74,353)	(1,115)	(71,487)
Balance at 31 March 2020 carried forward	14,255	54,894	8,983	878	10,906	89,916	385,369	4,387	479,672
Movement in Reserves during 2020/21									
Surplus or (deficit) on the provision of Services	24,927	0	(13,764)	0	0	11,163	0	12,329	23,492
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	(177,120)	0	(177,120)
Group entity adjustment	0	0	0	0	0	0	0	(11,159)	(11,159)
Total Comprehensive Income and Expenditure	24,927	0	(13,764)	0	0	11,163	(177,120)	1,170	(164,787)
Adjustments between accounting basis & funding basis under regulations	22,683	0	23,105	0	(2,233)	43,555	(43,555)	0	0
Net Increase / (Decrease) before Transfers to/(from) Earmarked Reserves	47,610	0	9,341	0	(2,233)	54,718	(220,675)	1,170	(164,787)
Transfers to/(from) Earmarked Reserves	(47,610)	47,610	(2,822)	2,822	0	0	0	0	0
Increase / (Decrease) in 2020/21	0	47,610	6,519	2,822	(2,233)	54,718	(220,675)	1,170	(164,787)
Balance at 31 March 2021 carried forward	14,255	102,504	15,502	3,700	8,673	144,634	164,694	5,557	314,885

Group Balance Sheet

31 March 2020		31 March 2021
£000		£000
1,858,888	Property, Plant & Equipment:	1,907,928
58,616	Heritage Assets	58,682
178,521	Investment Properties	156,238
2,292	Intangible Non-Current Assets including AUC	1,711
367	Long-term Investments	733
8,701	Long-term Debtors	5,951
654	Deferred tax asset	0
2,108,039	Total Long-Term Assets	2,131,243
76,106	Short-term Investments	98,882
1,860	Assets held for Sale	918
2,515	Inventories	6,240
133,400	Short-term Debtors	172,790
38,294	Cash and Cash Equivalents	47,040
252,175	Total Current Assets	325,870
(29,625)	Short-term Borrowing	(35,393)
(117,772)	Short-term Creditors	(132,579)
(1,496)	Pension Strain	(1,471)
(5,957)	Provisions	(4,999)
(4,561)	Deferred Liabilities	(3,453)
(159,411)	Total Current Liabilities	(177,895)
(808,440)	Long Term Borrowing	(783,666)
(25,487)	Provisions	(25,997)
(11,525)	Deferred Liabilities	(11,111)
(17,430)	Capital Contributions Receipts in Advance	(22,155)
(13,854)	Revenue Grants Receipts in Advance	(18,008)
(1,424)	Capital Grants Receipts in Advance	(19,494)
(3,688)	Pension Strain	(3,434)
(838,450)	Net Pensions Liability	(1,080,468)
(833)	Deferred tax liability	0
(1,721,131)	Total Long-Term Liabilities	(1,964,333)
479,672	NET ASSETS	314,885
	Financed by:	
14,255	Council Fund Balance	14,255
54,894	Council Fund Earmarked Reserves	102,504
8,983	Housing Revenue Account Balance	15,502
878	Housing Revenue Account Earmarked Reserves	3,700
10,906	Capital Receipts Reserve	8,673
89,916	Usable Reserves	144,634
291,190	Revaluation Reserve	314,647
939,914	Capital Adjustment Account	947,365
5,008	Deferred Capital Receipts	5,003
4,529	Financial Instruments Revaluation Reserve	4,543
(848,114)	Pensions Reserve	(1,085,373)
(11,580)	Accumulated Absences Adjustment Account	(17,693)

31 March 2020		31 March 2021
£000		£000
0	Donated Inventories	3,211
8,809	Reserves (Group Entities)	(1,452)
389,756	Unusable Reserves	170,251
479,672	TOTAL RESERVES	314,885

Group Cash Flow

2019/20		2020/21
£000		£000
(36,102)	Net (Surplus) /Deficit on the provision of services	(23,492)
(32,067)	Adjustments to net surplus or deficit on the provision of services for non-cash movements	(169,498)
51,307	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	102,979
(16,862)	Net cash flows from operating activities	(90,011)
151,540	Purchase of property, plant and equipment, investment property and intangible assets	146,391
7,000	Purchase of short-term and long-term Investments	23,337
(3,575)	Other payments for investing activities	(17,098)
(9,974)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(15,436)
(36,798)	Capital Grants and Contributions	(98,976)
108,193	Net cash flows from investing activities	38,218
(111,060)	Cash receipts from short-term and long-term borrowing	(3,111)
(3,861)	Other receipts from financing activities	20,618
448	Cash payments for the reduction of outstanding liabilities relating to finance leases	3,253
6,647	Repayments of short-term and long-term borrowing	22,287
0	Other payments for financing activities	0
(107,826)	Net cash flows from financing activities	43,047
(16,495)	Net (increase)/ decrease in cash and cash equivalents	(8,746)
21,799	Cash and cash equivalents at the beginning of the reporting period	38,294
38,294	Cash and cash equivalents at the end of the reporting period	47,040

Notes to Group Accounts

The following notes to the Group Accounts provide additional information in relation to Cardiff Bus. Further information can be found in the accounts of Cardiff City Transport Services Ltd (Cardiff Bus) company number 02001229.

1. Remuneration

The number of Cardiff Bus employees whose remuneration is over £60,000 per annum is disclosed below.

Number of Employees	Remuneration band £	Number of Employees
2019/20		2020/21
0	60,000-69,999	0
0	70,000-74,999	1
1	75,000-79,999	1
2	80,000-84,999	0
0	85,000-139,999	0
0	140,000-144,999	1
0	145,000-149,999	0
3	Total	3

The year-to-year change in the above remuneration banding is a result of a change to the management structure and the associated part year effects.

2. Related Parties Disclosures

Related party transactions and balances of the group are as contained in note 10 to the single entity financial statements. Cardiff Bus have separately recognised related party transactions between itself and the Council, and also between itself and its own subsidiary, but not between itself and any other organisations.

3. Exceptional Items

There are no exceptional items included in the Group Accounts. However, the 2020/21 Cardiff Bus draft accounts may refer to exceptional items in respect of redundancy payments and an impairment adjustment to their non-current assets. These are not considered to be exceptional within the Group Accounts.

4. Financial Instruments

In addition to the financial instrument disclosures in the single entity accounts it should be noted that the Council's shareholding in Cardiff Bus ceases to be a financial instrument, as the group balance sheet includes the net assets of the subsidiary and their corresponding net worth.

5. Prior Period Adjustment

There are no prior period adjustments.



Trust Funds



Trust Funds

During 2020/21, the Corporate Director Resources had financial responsibility for a number of charities. Although their financial administration is integrated with that of the Council, the charities are legally separate from it. Separate financial statements are produced for each, which are in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities, published by the Charity Commissioners.

The charities are managed and expenditure is approved in accordance with criteria set out in the governing document of each one.

The Council is the sole trustee of the following charities, the purposes of which are outlined below. Numbers in brackets are the charity registration numbers.

Llandaff War Memorial Fund (219060) – Upkeep of the war memorial at Llandaff.

Maindy Park Foundation (524137) – Recreation or other leisure-time occupation for the benefit of the inhabitants of the City of Cardiff with the object of improving the conditions of life for those inhabitants.

Norwegian Church Preservation Trust (519831) – The Norwegian Church Preservation Trust was transferred to the County Council, under the management of the Cardiff Harbour Authority in May 2006. It is intended to continue to retain and enhance the cultural, arts programmes and the links between Wales and Norway of this important visitor attraction on the Cardiff Bay Waterfront for future generations.

Cardiff Further Education Trust Fund/Craddock Wells Trust (525512) – Provision of premises for educational purposes and grants to eligible students. The property provided by the trust is used by the Council as the site for Cardiff High School.

Heath Public Recreation or Pleasure Ground (524135) – Land is held as a public recreation and pleasure ground. There are no balances or income and expenditure for this trust.

King George's Field the Heath (1140393) – Land to be used to provide a public playing field. There are no balances or income and expenditure for this trust.

Playing Field (524139) – Land is held for educational use. There are no balances or income and expenditure for this trust.

The accounts for the Cardiff Further Education Trust and the Norwegian Church Preservation Trust are required by the Charity Commission to be independently examined. The accounts for the year ended 31 March 2021 have yet to be examined. This is to be undertaken during 2021 within the statutory deadlines.

The Council administers the following charities, the purposes of which are outlined below:-

R Fice Memorial Trust (702695) – Provide financial assistance to those playing brass instruments.

The Howardian Trust (1019801) – Provide financial support to young people in the former catchment area of Howardian High School.

A financial summary, where relevant, for each fund follows. Detailed financial statements may be obtained from:

Christopher Lee
Corporate Director Resources
County Hall
Cardiff
CF10 4UW

	Balance as at 31 March 2020 £	Income £	Expenditure £	Asset Revaluation £	Balance as at 31 March 2021 £
Funds for which the Council is sole Trustee					
Llandaff War Memorial Fund	1,429	0	(11)	0	1,418
Maindy Park Foundation	79,405	0	(11)	0	79,394
Norwegian Church Preservation Trust	(119,832)	49,291	(52,268)	0	(122,809)
Cardiff Further Education Trust/Craddock Wells	24,194,642	118,867	(100,358)	391,362	24,604,513
Total funds for which the Council is Sole Trustee	24,155,644	168,158	(152,648)	391,362	24,562,516
Funds administered by the Council					
R Fice Memorial Trust	51,805	1,917	(2,173)	11,134	62,683
The Howardian Trust	35,540	883	0	1,991	38,414
Total funds which are administered by the Council	87,345	2,800	(2,173)	13,125	101,097
Total	24,242,989	170,958	(154,821)	404,487	24,663,613

There will be differences in the income and expenditure figures quoted above compared to those included in the return to the Charity Commission. The figures above are calculated on an accruals basis whereas the returns are calculated on a cash basis.



Cardiff Harbour Authority



Narrative Report

Introduction

This document presents the Statement of Accounts for Cardiff Harbour Authority. Section 42(1) of the Harbours Act 1964 sets out that statutory undertakings, such as local authorities that have functions of maintaining, improving or managing a harbour are required to prepare an annual statement of accounts relating to the harbour activities. The financial statements that follow are an extract from the accounts of the County Council of the City and County of Cardiff and have been prepared in line with International Financial Reporting Standards (IFRS) as well as the requirements of the Companies Act 2006.

This narrative report replaces the Director's report required by the Companies Act 2006.

Annual Governance Statement

The Harbour Authority is not a separate entity to the Council and the financial transactions and systems, governance and controls of the Harbour Authority are integrated into those of the Council.

Agreement

By an Agreement dated 27 March 2000 made pursuant to and for the purposes of section 165 of the Local Government Planning and Land Act 1980 (as amended) the Council agreed to take responsibility for and to discharge the Harbour Authority undertaking and obligations in regard to the bay and the outer harbour under the terms of the Cardiff Bay Barrage Act 1993.

The Agreement has since been varied by the Deeds of Variation between the Welsh Ministers and the Council, with the latest dated 13 March 2020.

Review of the Financial Year

For the financial year 2020/21, the Council worked with Welsh Government to identify achievable efficiencies, service reductions and savings against the approved Fixed Costs budget and to agree on an appropriate budget arrangement for Asset Renewal. The Welsh Government agreed Fixed Costs funding of £4.961 million and Asset Renewal of £262,000, giving a total budget of £5.223 million, which is the same overall total as the 2019/20 financial year. In addition, in March 2021, an additional claim for £356,000 was approved in respect of agreed works for de-shoaling of the River Taff near the city centre and a 50% contribution to Associated British Ports dock feeder maintenance. This resulted in a total approved budget of £5.579 million.

The introduction of government restrictions as a result of the Covid-19 pandemic had a significant impact on income generation for the Harbour Authority in respect to car parking, the Water Activity Centre with the shortfall mitigated by managed underspends across other areas of expenditure.

The financial deficit after accounting adjustments for the year ended 31 March 2021 was £2.734 million (£2.278 million in 2019/20).

Total eligible Capital expenditure incurred during the year was £351,000 and of this, £232,000 was funded by Grant. This was a single year programme in 2020/21 for works at the harbour, barrage and surrounding environmental infrastructure. This included refurbishment works on Penarth marina railings and the acquisition of a barrage crawler crane.

Key Achievements

During 2020/21 Cardiff Harbour Authority continued to meet its statutory obligations. Despite the challenges faced through the Covid-19 restrictions. Achievements against the Harbour Authority action plan and performance indicators which form part of the Business Plan reported quarterly to the Welsh Government are:

- Retained Green Flag Status for the Barrage, Cardiff Bay Wetlands and Flat Holm
- Continued accreditation of the ISO14001 standard
- Effectively liaised with potential event organisers to plan for events on Alexandra Head for end of 2021/2022.
- High level compliance in maintaining statutory water quality standards
- 466 tonnes of litter removed from the rivers and bay
- Effectively dealt with anti-social behavior through adopting a multi-agency approach and attending weekly liaison meetings
- Delivered an online water safety project to school with Theatre Na Nog and Arts & Business
- 1,360,000 Barrage users which is the highest ever footfall recorded
- Bay Trail Wayfinding improvement project was completed
- 41,087 social media followers
- Crawler crane replacement on the Barrage
- Statutory buoyage maintenance
- 99% compliance on Dissolved Oxygen performance indicator for the bay
- Covid-19 land patrols during first lockdown
- Replaced castle water bus stop
- Skatepark improvements
- Effectively responded to all lockdown and easing of measures to ensure safe use of facilities for the public and staff

Guide to the Financial Statements

The main statements provided are shown in the pages that follow along with supporting notes. Cash flows of the Harbour Authority are integrated with those of the Council. A Cash Flow Statement has not been provided, in accordance with Section 394 of the Companies Act 2006.

Comprehensive Income and Expenditure Statement

Provides information on how the Harbour Authority has performed throughout the year and as a result, whether or not their operations have resulted in a surplus or a deficit. The Harbour Authority has operated within budget but statutory adjustments including capital charges are the reason the Comprehensive Income and Expenditure Statement is showing a deficit.

Balance Sheet

Provides a 'snapshot' of the Harbour Authority's assets, liabilities, cash balances and reserves at the year-end date.

Statement of Responsibilities for the Financial Statements and Corporate Director Resources Certificate

The Corporate Director Resources Responsibilities

The Corporate Director Resources is responsible for the preparation of the Statement of Accounts in accordance with the requirements of the Harbours Act 1964.

In preparing these financial statements, the Corporate Director Resources has:

- selected suitable accounting policies and then applied them consistently except where policy changes have been noted in these accounts;
- made judgements and estimates that were reasonable and prudent.

The Corporate Director Resources has also:

- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Corporate Director Resources Certificate

The financial statements for the Cardiff Harbour Authority give a true and fair view of its income and expenditure for the financial year 2020/21 and financial position of the Harbour Authority at 31 March 2021.

Christopher Lee
Corporate Director Resources

Date:21 October 2021

The Independent Auditor's Report of the Auditor General for Wales to those charged with governance of Cardiff Harbour Authority

Opinion on financial statements

I have audited the financial statements of Cardiff Harbour Authority for the year ended 31 March 2021 under the Public Audit (Wales) Act 2004.

Cardiff Harbour Authority's financial statements comprise the Comprehensive Income and Expenditure Statement, Balance Sheet and the related notes.

The financial reporting framework that has been applied in their preparation is applicable law and the International Financial Reporting Standards (IFRSs).

In my opinion the financial statements:

- give a true and fair view of the financial position of Cardiff Harbour Authority as at 31 March 2021 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with legislative requirements and international accounting standards.

Basis of opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of Cardiff Harbour Authority in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

In auditing the financial statements, I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on Cardiff Harbour Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the responsible financial officer with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the Narrative Report other than the financial statements and my auditor's report thereon. The Responsible Financial Officer is responsible for the other information contained within the Narrative Report. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon. My responsibility is to read the other information and, in doing so,

consider whether the other information is materially inconsistent with the financial statements or knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

Report on other requirements

Opinion on other matters

In my opinion, based on the work undertaken in the course of my audit:

- the information contained in the Narrative Report for the financial year for which the financial statements are prepared is consistent with the financial statements and related notes.

Matters on which I report by exception

In the light of the knowledge and understanding of Cardiff Harbour Authority and its environment obtained in the course of the audit, I have not identified material misstatements in the Narrative Report.

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion:

- adequate accounting records have not been kept, or returns adequate for my audit have not been received from branches not visited by my team;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all the information and explanations I require for my audit.

Responsibilities

Responsibilities of the responsible financial officer for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts, the responsible financial officer is responsible for the preparation of the statement of accounts which give a true and fair view, and for such internal control as the responsible financial officer determines is necessary to enable the preparation of statements of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the statement of accounts, the responsible financial officer is responsible for assessing Cardiff Harbour Authority's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate,

they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

My procedures included the following:

- enquiring of management and those charged with governance, including obtaining and reviewing supporting documentation relating to Cardiff Harbour Authority's policies and procedures concerned with:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
 - the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- considering as an audit team how and where fraud might occur in the financial statements and any potential indicators of fraud. As part of this discussion, I identified potential for fraud in the following areas: revenue recognition and posting of unusual journals.
- obtaining an understanding of Cardiff Harbour Authority's framework of authority as well as other legal and regulatory frameworks that Cardiff Harbour Authority operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of Cardiff Harbour Authority.

In addition to the above, my procedures to respond to identified risks included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management and the Governance and Audit Committee about actual and potential litigation and claims;
- reading minutes of meetings of those charged with governance and the Body;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

I also communicated relevant identified laws and regulations and potential fraud risks to all audit team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of Cardiff Harbour Authority's controls, and the nature, timing and extent of the audit procedures performed.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Certificate of completion of audit

I certify that I have completed the audit of the accounts of Cardiff Harbour Authority in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

Adrian Crompton

24 Cathedral Road

Auditor General for Wales

Cardiff

28 October 2021

CF11 9LJ

Accounting policies used when formulating the accounts

In accordance with the Accounts and Audit (Wales) Regulations 2014, this Statement of Accounts summarises the Harbour Authority's transactions for the 2020/21 financial year and its financial position at 31 March 2021. The accounts are prepared in accordance with International Financial Reporting Standards (IFRS). A number of the accounting policies used in preparing these accounts, along with any critical assumptions and sources of estimation used are the same as those for the accounts of the Council. Whilst these are not replicated in full, the key policies applied are below:

1. Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not when the cash payments are made or received. Where income and expenditure have been recognised, but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. There is a de minimis threshold of £500 under which income and expenditure may not be accrued.

2. Employee Benefits Payable during Employment

Short-term employee benefits such as wages and salaries, paid annual leave, sick leave and expenses are paid on a monthly basis and reflected as expenditure on an accruals basis within the Employees expenditure line in the Comprehensive Income and Expenditure Statement.

3. Grants and Contributions

Grants and other contributions are accounted for on an accruals basis and recognised when:

- there is reasonable assurance that the Authority will comply with the conditions for their receipt and
- there is reasonable assurance that the grant or contribution will be received.

Revenue

Grants, for which conditions have not yet been satisfied, are carried in the Balance Sheet as Revenue Grants Receipts in Advance. When conditions have been satisfied, the grant or contribution is credited to Income in the Comprehensive Income and Expenditure Statement. Where there is no longer any reasonable assurance that the conditions will be met, sums received will not be recognised as a receipt of grant but as a repayment due to the awarding body and held on the Balance Sheet as a liability if it remains unpaid.

Capital

Grants and contributions that are applied in the year to fund capital schemes are treated as revenue income and credited to the Comprehensive Income and Expenditure Statement. Where a specific Capital grant or contribution has been received but remains unapplied, this is deemed to represent a condition and is shown as a Creditor.

4. Inventories

Inventories are measured and held at the lower of cost or net realisable value. When such inventories are sold, exchanged or distributed, the carrying amount is recognised as expenditure.

5 Overheads and Support Services Costs

Cardiff Council makes recharges in respect of the cost of support services to the Harbour Authority. The total absorption costing principle is used so that the full cost of overheads and support services are shared between users in proportion to the benefits received.

6 Property, Plant, Equipment, Community and Heritage Assets

These assets are those that have physical substance used in the production or supply of goods or services, those intended to be held indefinitely, those used for the promotion of culture and knowledge and those expected to be used during more than one financial year.

Recognition:

Expenditure on the acquisition, creation or enhancement of such assets is capitalised on an accruals basis. All expenditure incurred on existing assets is assumed to result in enhancement of the asset and will be shown in the accounts as an addition to the asset.

The Harbour Authority recognises heritage assets where it may have incurred separately identifiable expenditure on their acquisition or preservation at historic cost or where it has information on the value of the asset.

Once assets have fully depreciated, they are disposed of and the carrying value is removed from the asset register.

Measurement:

Assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the specific asset into working condition for its intended use, excluding borrowing costs which are not capitalised. These assets are then carried in the Balance Sheet using the following measurement bases:

Asset Type	Measurement	Range of Remaining Useful Lives
Assets under Construction	Depreciated Historical Cost	n/a
Buildings	Existing Use or Depreciated Replacement Cost	14-57
Community Assets	Depreciated Historical Cost	n/a
Heritage Assets	Historic Cost and only measured at fair value where the benefits of doing so outweigh the costs	n/a
Infrastructure *	Depreciated Historical Cost	7-120
Investment Properties	Fair Value	n/a
Surplus Assets	Fair Value	n/a
Vehicles, Plant, Furniture & Equipment	Depreciated Historical Cost	7-12

* Included within Infrastructure is the Cardiff Bay Barrage which is being depreciated over the design life of 120 years.

Revaluations:

Land and buildings are revalued as part of a three year rolling programme.

Investment Properties and Surplus Assets are reviewed annually for any material changes as a result of the overall Market with a formal revaluation of Investment properties at least every two years.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to expenditure.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only; the date of its formal implementation.

Charges to Revenue for Non-Current Assets:

The Capital charges line on the Harbour Authority Comprehensive Income and Expenditure Statement is debited with the following amounts to record the cost of holding assets during the year:

- depreciation attributable to the assets
- impairment losses on assets where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off.

The Harbour Authority does not receive grants for depreciation or any other accounting adjustments for non-current assets.

Impairment and Downward Revaluation:

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired in value, either due to a significant reduction in service potential or significant permanent market value reduction. Where a material change in value is identified, the accounting treatment is as follows:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance, up to the amount of the accumulated gains
- thereafter, or if there is no balance in the Revaluation Reserve, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the Capital charges line in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Depreciation:

Depreciation is provided for on all Property, Plant and Equipment assets by an allocation of their depreciable amounts over their estimated useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land, heritage and community assets) as well as assets that are not yet available for use (i.e. assets under construction).

7. Reserves

The Harbour Authority holds a general reserve for accumulated operational surpluses and deficits and a revaluation reserve to manage the accounting processes for non-current assets.

8. Value Added Tax

The Harbour Authority does not have a separate VAT registration to the Council and apart from certain cases where the Harbour Authority funds supplies of goods or services to other persons or organisations, the Harbour Authority is reimbursed for VAT. These accounts have been prepared exclusive of VAT, except where deemed irrecoverable.

Comprehensive Income and Expenditure Statement

2019/20		2020/21
£000		£000
	Expenditure	
2,801	Employees	2,927
1,121	Premises	1,223
68	Transport	40
1,343	Supplies and Services	1,461
450	Support Services	436
4	Third Party Payments	2
2,780	Capital Charges	2,793
8,567	Total Expenditure	8,882
	Income	
(4,818)	Government Grants	(5,533)
(565)	Capital Grants Applied	(232)
(906)	Fees and Charges	(383)
(6,289)	Total Income	(6,148)
2,278	Net Expenditure for the Year	2,734

Balance Sheet

31 March 2020		Note	31 March 2021
£000			£000
160,626	Property, Plant and Equipment	2	158,122
56	Heritage Assets	2	56
0	Intangible Assets	2	63
160,682	Total Long Term Assets		158,241
352	Inventory	3	434
41	Debtors	4	69
276	Cash		209
669	Total Current Assets		712
(590)	Creditors	5	(926)
(590)	Total Current Liabilities		(926)
160,761	Net Assets		158,027
	Funded by:		
156,272	General Reserve	1	153,538
4,489	Revaluation Reserve	1	4,489
160,761	Total Reserves		158,027

Notes to the Financial Statements

1. Reserves

Held within the General Reserve is an earmarked amount reserved for project activities and contingencies. This amount is £126,000 as at 31 March 2021 (£63,000 as at 31 March 2020).

2019/20			2020/21	
General Reserve £000	Revaluation Reserve £000		General Reserve £000	Revaluation Reserve £000
158,550	4,489	Balance as at 1 April	156,272	4,489
(2,278)	0	Movements in Reserves	(2,734)	0
156,272	4,489	Balance as at 31 March	153,538	4,489

2. Movements in Property, Plant, Equipment & Other Long-Term Assets

Long term assets are primarily Property, Plant and Equipment, with movements analysed in the table that follows.

Property, Plant and Equipment	Other Land and Buildings	Vehicles, Plant and Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Investment Assets	Total Property, Plant and Equipment	Heritage Assets	Intangible Assets
Movements in Cost or Value	£000	£000	£000	£000	£000	£000	£000	£000	£000
1 April 2019	6,577	1,273	219,378	1,103	43	333	228,707	56	0
Additions	0	86	509	0	0	0	595	0	0
Derecognition - Disposals	0	0	0	0	0	0	0	0	0
At 31 March 2020	6,577	1,359	219,887	1,103	43	333	229,302	56	0
Additions	0	237	35	0	0	0	272	0	79
Derecognition - Disposals	0	(193)	(24,137)	0	0	0	(24,330)	0	0
At 31 March 2021	6,577	1,403	195,785	1,103	43	333	205,244	56	79
Movements in Depreciation/Impairment									
1 April 2019	73	623	65,200	0	0	0	65,896	0	0
Depreciation Charge	72	194	2,514	0	0	0	2,780	0	0
Derecognition - Disposals	0	0	0	0	0	0	0	0	0
At 31 March 2020	145	817	67,714	0	0	0	68,676	0	0
Depreciation Charge	71	188	2,517	0	0	0	2,776	0	16
Derecognition - Disposals	0	(193)	(24,137)	0	0	0	(24,330)	0	0
At 31 March 2021	216	812	46,094	0	0	0	47,122	0	16
Net Book Value:									
At 31 March 2020	6,432	542	152,173	1,103	43	333	160,626	56	0
At 31 March 2021	6,361	591	149,691	1,103	43	333	158,122	56	63

3. Inventory

31 March 2020		31 March 2021
£000		£000
352	Balance as at 1 April	352
0	Stock Adjustment	82
352	Balance as at 31 March	434

4. Debtors

31 March 2020		31 March 2021
£000		£000
0	Central Government Bodies	0
41	Trade Receivables	69
41	Total Debtors	69

5. Creditors

31 March 2020		31 March 2021
£000		£000
(29)	Central Government Bodies	(29)
(561)	Trade Payables	(897)
(590)	Total Creditors	(926)



Glossary of Accounting Terms



Knowledge of basic accountancy terminology is assumed. However, there are certain specialist terms related to local government finance, which are described below:

Accruals Basis

The accruals principle is that income is recorded when the goods or services are provided rather than when the payment is received, and expenses are recorded when goods or services are received rather than when the payment is made.

Actuarial Gains and Losses

For a defined benefit pension's scheme, the changes in actuarial deficits or surpluses that arise because events have not coincided with the actuarial assumptions made for the last valuation, or the actuarial assumptions have changed.

Agency Services

The provision of services or functions, which are the responsibility of one Authority or public body, by another. The policy and financial resources are set by the principal Authority and implemented by the agent Authority.

Assets Held for Sale

Assets meeting all the criteria of: - immediately available for sale, where the sale is highly probable, actively marketed and expected to be sold within 12 months.

Asset under Construction

An asset that is not yet complete.

Borrowing

Loans taken out taken out by the Council to pay for capital expenditure or for the prudent management of the Council's financial affairs.

Capital Adjustment Account

The Account accumulates (on the debit side) the write-down of the historical cost of non-current assets as they are consumed by depreciation and impairments or written off on disposal. It accumulates (on the credit side) the resources that have been set aside to finance capital expenditure. The same process applies to capital expenditure that is only capital by statutory definition (revenue expenditure funded by capital under statute). The balance on the account thus represents timing differences between the amount of the historical cost of non-current assets that has been consumed and the amount that has been financed in accordance with statutory requirements.

Capital Expenditure

Capital expenditure pays for improvements to existing and new assets used in the delivery of Council services as well as other items determined by Regulation. Capital resources are scarce, costly and also have long term revenue implications over many years and even generations where capital expenditure is funded by borrowing. Hence the requirement of the Prudential Code to ensure what is charged as Capital Expenditure is Prudent, Sustainable and Affordable.

The statutory definition of capital expenditure is given in the Local Government Act 2003, the Local Authorities (Capital Finance) Regulations 2003 and 2004 amended. Statute relies on the accounting measurement of cost in IAS 16 to determine whether expenditure is eligible to be capitalised or whether it should be treated as revenue expenditure. Key to what is eligible as capital spend are the following words in IAS 16 - 'Costs directly attributable to bringing the specific asset into working condition for its intended use'.

Capital Financing Requirement

A Council's underlying need to borrow for a capital purpose. It measures capital expenditure incurred but not yet financed by the receipt of grants, contributions and charges to the revenue account via a prudent minimum revenue provision.

Capital Receipts

Income from the sale of capital assets that can be used to fund new capital expenditure schemes, or reduce the underlying need to borrow. Capital receipts cannot be used to fund revenue expenditure, unless they relate to the costs of securing disposal or where a ministerial permission allows.

Carrying Amount

The Balance Sheet value recorded of either an asset or a liability.

Cash and Cash Equivalents

Sums of money available for immediate use and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

Chartered Institute of Public Finance & Accountancy (CIPFA)

CIPFA is the leading professional accountancy body which determines accounting standards and reporting standards to be followed by Local Government.

Civil Parking Enforcement

A responsibility granted by Welsh Government designating Cardiff as a "Civil Enforcement Area". This gives the Council direct control over the deployment of enforcement staff across the highway network, allowing enforcement to be targeted more effectively to local needs and transportation strategies.

Community Assets

These are non-current assets that the Council intends to hold in perpetuity which have no determinable finite useful life and, in addition, may have restrictions on their disposal. Examples include parks and historical buildings not used for operational purposes.

Contingent Liabilities or Assets

These are amounts potentially due to or from individuals or organisations which may arise in the future but which at this time cannot be determined accurately, and for which provision has not been made in the Council's accounts.

Council Dwellings

Flats and Houses owned by the Council as part of its Housing Revenue Account and provided at an affordable level of rent which is lower than market rent.

Council Fund Balance

The Council Fund Balance represents the cumulative retained surpluses on the Council's revenue budget. It provides a working balance which can be used to cushion the Council against unexpected events or emergencies. It is reviewed annually to ensure it remains at an appropriate level.

Credit Criteria

The parameters used as a starting point in considering with whom the Council may place investments, aimed at ensuring the security of the sums invested.

Credit Rating

A credit rating assesses the credit worthiness of an individual, corporation or country. Credit ratings are calculated from financial history and current assets and liabilities. Typically, a credit rating tells a lender or investor the probability of the subject being able to pay back a loan.

Creditors

Amounts owed by the Council for work done, goods received or services rendered, for which payment has not been made at the date of the balance sheet.

Current Service Cost (Pensions)

Current Service Cost is the increase in the present value of a defined benefit pension scheme's liabilities expected to arise from employee service in the current period, i.e. the ultimate pension benefits "earned" by employees in the current year's employment.

Current Value

The current value of an asset reflects the economic environment prevailing for the service or function the asset is supporting at the reporting date.

Curtailment (Pensions)

For a defined benefit pension scheme an event that reduces the expected years of future service of present employees or reduces for a number of employees the accrual of defined benefits for some or all of their future service.

Debtors

These are sums of money due to the Council that have not been received at the date of the Balance Sheet.

Deferred Capital Receipts

These represent capital income still to be received after disposals have taken place.

Defined Benefit Scheme (Pensions)

This is a pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).

Defined Contribution Scheme (Pensions)

A Defined Contribution Scheme is a pension or other retirement benefit scheme into which an employer pays regular contributions as an amount or as a percentage of pay and will have no legal or constructive obligation to pay further contributions if the scheme does not have sufficient assets to pay all employee benefits relating to employee service in the current and prior periods.

Depreciation/Impairment/Amortisation

A charge made to the Comprehensive Income and Expenditure Statement to reflect an estimate of the use or consumption of non-current assets in the year in the provision of Council services.

De-recognition

Financial assets and liabilities will need to be removed from the Balance Sheet once performance under the contract is complete or the contract is terminated.

Direct Revenue Financing

The amount of revenue funding in the year used to pay for capital expenditure incurred.

Earmarked Reserves

Amounts set aside to be used to meet specific, known or predicted future expenditure.

External Audit

The independent examination of the activities and accounts of Local Authorities to ensure the accounts have been prepared in accordance with legislative requirements and proper practices and to ensure the Council has made proper arrangements to secure value for money in its use of resources.

Fair Value

Fair Value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Finance Lease

A finance lease is a lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee.

Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. The term 'financial instrument' covers both financial assets and financial liabilities and includes both the most straightforward financial assets and liabilities such as trade receivables and trade payables and the most complex ones such as derivatives and embedded derivatives.

Heritage Asset

A tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

Housing Revenue Account (HRA)

Local Authorities are required to maintain a separate account - the Housing Revenue Account - which sets out the expenditure and income arising from the provision of Council housing. Other services are charged to the Council Fund.

Impairment

A reduction in the value of assets below its value brought forward in the Balance Sheet. Examples of factors which may cause such a reduction in value include general price decreases, a significant decline in an asset's market value or recoverability and evidence of obsolescence or physical damage to the asset.

Infrastructure Assets

Fixed Assets which generally cannot be sold and from which benefit can be obtained only by continued use of the asset created. Examples of such assets are highways, footpaths, bridges and water and drainage facilities.

Intangible Assets

These are assets that do not have physical substance but are identifiable and controlled by the Council. Examples include software, licenses and patents.

Interest Cost (Pensions)

For a defined benefit scheme, the expected increase during the period in the present value of the scheme liabilities because the benefits are one period closer to settlement.

Investment Properties

Property, which can be land or a building or part of a building or both, that is held solely to earn rentals or for capital appreciation or both, rather than for operational purposes.

Investments

The purchase of financial assets in order to hold temporary cash balances, receive income and/or make capital gain at a future time.

Joint Venture

A joint venture is a joint arrangement whereby the parties who have joint control of the arrangement have rights to the net assets of the arrangement.

Lender Option Borrower Option Loans (LOBOs)

Loans to the Council where the lender can request a change in the rate of interest payable by the Council at pre-defined dates and intervals. The council at this point has the option to repay the loan.

Levy

An amount of money which a Local Authority is required to collect on behalf of another organisation.

Liabilities

These are amounts due to individuals or organisations which will have to be paid at some time in the future. Current liabilities are usually payable within one year of the Balance Sheet date.

Materiality

Information is material if omitting it or misstating it could influence the decisions that users make on the basis of financial information about a specific reporting authority.

Market Loans

Borrowing that is sourced from the market i.e. organisations other than the Public Works Loan Board or a Public Body.

Net Book Value (NBV)

The amount at which non-current assets are included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

Non-domestic rates (NDR)

A levy on businesses collected by billing Authorities, on behalf of the Welsh Government, and paid into an All Wales Pool. The Pool is then redistributed amongst all Welsh Authorities on the basis of population.

Operating Lease

This is a type of lease, usually of computer equipment, office equipment, furniture, etc. where the balance of risks and rewards of holding the asset remains with the lessor. The asset remains the property of the lessor and the lease costs are revenue expenditure to the Authority.

Pension Fund

A fund built up from deductions from employees' pay, contributions from employers and investment income from which pension benefits are paid.

Precept

A demand levied by one public Authority, which is collected on its behalf by another Authority.

Prior Period Adjustments

These are material adjustments which are applicable to an earlier period arising from changes in accounting policies or for the correction of fundamental errors.

Projected Unit Method (Pensions)

An actuarial method of calculating the liabilities of a pension scheme which allows for projected future increases in pensionable pay up to retirement or date of leaving service

Property, Plant and Equipment (PPE)

Tangible assets (i.e. assets that have physical substance) that are held for use in the production or supply of goods and services, for rental to others, or for administrative purposes, and are expected to be used during more than one year.

Provisions

Amounts set aside in respect of liabilities or losses which are likely or certain to be incurred, but in relation to which the exact amount and date of settlement may be uncertain.

Prudential Code for Capital Finance

The system introduced on 1 April 2004 by Part 1 of the Local Government Act 2003 which allows local Authorities to borrow without Government consent, provided that they can afford to service the debt from their own resources and that any such borrowing is prudent and sustainable. This requires the preparation and approval of various indicators.

Prudent Revenue Provision (PRP)

An amount set aside as a provision each year to repay loans taken out to pay for capital expenditure. This has the effect of reducing the Capital Financing Requirement (CFR).

Public Works Loan Board (PWLB)

The Public Works Loan Board is a statutory body operating within the United Kingdom Debt Management Office, an Executive Agency of HM Treasury. PWLB's function is to lend money from the National Loans Fund to local Authorities and other prescribed bodies, and to collect the repayments.

Recharge

An internal charge for services rendered by one Council directorate or section to another.

Related Parties

Related parties are Central Government, other Local Authorities, precepting and levying bodies, subsidiary and associated companies, Elected Members, all senior officers from Director and above. For individuals identified as related parties, the following are also presumed to be related parties:

- members of the close family, or the same household; and
- partnerships, companies, trusts or other entities in which the individual, or member of their close family or the same household, has a controlling interest.

Reserves

Reserves are amounts set aside for future use (usable) or required for accounting purposes only (unusable). Reserves may be for a specific purpose in which case they are referred to as 'earmarked reserves' or they may be general reserves (or balances) maintained as a matter of prudence.

Revaluation Reserve

The Reserve records the accumulated gains on the non-current assets held by the Council arising from increases in value as a result of inflation or other factors (to the extent that these gains have not been consumed by subsequent downward movements in value).

Revenue Expenditure funded from Capital under Statute (REFCUS)

Represents expenditure that may properly be capitalised under statutory provisions but which creates no tangible asset for the Council e.g. house renovation grants to private individuals or revenue expenditure which would normally be charged to the revenue account, but which can be charged to capital following approval by the Welsh Government.

Revenue Support Grant

General government grant in support of local Authority services. It seeks to even out the effects on the council taxpayer of differences in needs between Authorities.

Settlement (Pensions)

An irrevocable action that relieves the employer of the primary responsibility for a pension obligation and eliminates significant risks relating to the obligation and the assets used to effect the settlement.

Surplus Assets

Assets that are not being used to deliver services, but which do not meet the criteria to be classified as either Investment Properties or Assets Held for Sale.

Term Deposits

A term deposit is a money deposit at a banking institution that cannot be withdrawn for a certain "term" or period of time.

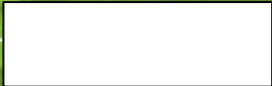
Treasury Management

The process by which the Council controls its cash flow and its borrowing and lending activities.

Trust Funds

Funds held in trust which are administered by the Council.

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Cardiff Council Annual Governance Statement 2020/21



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

Scope of Responsibility

1. Cardiff Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, having regard to a combination of economy, efficiency and effectiveness. In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, and facilitating the effective exercise of its functions, including arrangements for the management of risk.
2. The Council is responsible for the Cardiff Harbour Authority. The Council is also the Administering Authority for the Cardiff and Vale of Glamorgan Pension Fund (the Pension Fund) and Cardiff Port Health Authority (CPHA), and is the Accountable Body for the Cardiff Capital Region (CCR) City Deal. The governance arrangements detailed in this Annual Governance Statement (AGS) are documented in consideration of the Council's areas of responsibility, and the extent to which the Council is charged with governance.
3. The Council has adopted the 'Delivering Good Governance in Local Government' framework, developed by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives and Senior Managers (SOLACE). This statement explains how the Council has complied with the Governance Framework and meets the requirements of the Accounts and Audit (Wales) Regulations 2014, as amended by the Accounts and Audit (Wales) (Amendment) Regulations 2018.
4. Cardiff Council has three wholly owned subsidiary companies which traded in 2020/21, one of which Cardiff City Transport Services Ltd. (Cardiff Bus) underwent changes in governance arrangements which are set out in paragraph 85. The Council also has an interest in a special purpose vehicle (CSC Foundry Limited) which is governed by a Joint Committee for the CCR City Deal. In addition, a new subsidiary Cardiff Heat Network was incorporated on 12 February 2021.

The Purpose of the Governance Framework

5. The Governance Framework comprises the systems, processes, culture and values by which the Council is directed, controlled, and the means through which it accounts to, engages with, and leads the community. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services. The Council's Constitution sets out how decisions are made and the procedures which are followed through rules, codes of practice and protocols.
6. The system of internal control is a significant part of the framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives but is based on an ongoing process to identify, prioritise and appropriately manage risk.

7. The Code of Corporate Governance documents how we apply the principles of good governance (as summarised in Section 4 of the AGS – Assessment Process and Summary). This Code was approved at the Constitution Committee on 11th February 2019 and is included in the Council’s Constitution.

The Governance Framework

8. The Framework comprises two core principles and five supporting principles. Principles A and B run through principles C to G but good governance is dynamic, and the Council as a whole is committed to improving governance on a continuing basis through a process of evaluation and review.

Core principles:

- a. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law
- b. Ensuring openness and comprehensive stakeholder engagement

Supporting Principles:

Supporting principles

- c. Defining outcomes in terms of sustainable economic, social, and environmental benefits
- d. Determining the interventions necessary to optimise the achievement of the intended outcomes
- e. Developing the entity’s capacity, including the capability of its leadership and the individuals within it
- f. Managing risks and performance through robust internal control and strong public financial management
- g. Implementing good practices in transparency, reporting, and audit to deliver effective accountability

Assessment Process and Summary

9. The AGS summarises the assessment of governance against the governance framework and comprises three elements:
 - 1) Statements from Senior Management, the Audit Manager and the Governance and Audit Committee (the ‘Audit Committee’ was renamed ‘Governance and Audit Committee’ following the financial year-end in accordance with the provisions of the Local Government and Elections (Wales) Act 2021. Its opinion was provided following the financial year-end)
 - 2) Supporting analysis mapped to the core and supporting good governance principles that provides a judgement that is based on supporting information and evidence
 - 3) A Senior Management judgement of the Council’s significant governance issues
10. These three elements when taken together represent the assessment of governance, through the perspectives of the Senior Management Team (SMT)

and the independent opinions of the Internal Audit Manager and the Governance and Audit Committee based on their respective programmes of work and an assessment of the system of internal control.

11. For further information and detail, supporting information is mapped to the governance framework principles (a-g) within the AGS, and followed by an open disclosure from the SMT of the significant governance issues affecting the organisation as summary actions to take forward and address.
12. The diagram in fig. 1 sets out the components of this assessment.

Fig.1



Assurance Statements

13. The following statements are made at the year-end, upon consideration of the performance information, governance disclosures and audit and regulatory report findings from assessors both internal and external to the Council.

Senior Management Statement

14. As a Senior Management Team we have continued to apply a self-assessment exercise as a primary means of measuring our delivery of good governance, and identifying issues for improvement. The assessment exercise has considered the impact of the pandemic on the areas of governance which has seen as a response more frequent meetings of Senior Management Team. The early onset of the year followed an incident management regime with Senior management team meeting on a daily basis. By July, the SMT meetings were reduced to three times a week with a focus on business activities as well as incident management of the latter part of the year saw the meetings reduce to two times a week but with the flexibility to meet as and when required. The

focus of these meetings throughout the year has been to consider the Council's response to the crisis, ensure resources are used appropriately, outcomes delivered and controls remain in place or amended to reflect the environment of the time.

15. Since March 2020, the attention of Senior Officers has been firmly focussed on the Council's response to the crisis and upholding effective communication, decision making and control. The pandemic has impacted on services with some having to seek different means to deliver services whilst some services have had to shut down for most of the year. Health and Safety has been the main priority for both those who deliver and receive services from the Council.
16. The Senior Management Team has engaged with the self-assessment assurance process for 2020/21. The Senior Management Team took the opportunity to review the 2020/21 half yearly and end of year returns, and considered the body of work delivered over the last six months, including a reflection on the continued response of the Council to the pandemic.
17. The Senior Management Team considers that the 2020/21 end of year Senior Management Assurance Statement offers a true and fair reflection of the governance maturity of the Council for the year overall. This end of year assessment was based on the governance maturity which we could evidence within each Directorate against a series of assurance statements. Accordingly, the Senior Management Team considers that the Council is approaching strong application of good governance across the assurance areas, with some examples of embedded and limited in some assurance areas in some directorates. This assessment was based on a self-assessment using a 5-point rating system ranging from 'not in place', 'limited application', 'mixed application', 'strong application' to 'embedded'. The maturity assessment highlighted opportunities to further enhance the disciplines of performance and compliance whilst recognising the improved guidance on partnerships the detail of which is presented in the Annual Governance Statement Action Plan. It is recognised that where there are weaknesses identified then robust recovery procedures need to be put in place. The Senior Management Team recognises that whilst it is faced with very uncertain times there continues to be a need to prioritise actions for enhancement to enable strong evidence of application across all areas going forward.
18. In relation to the work of the Senior Management Team in 2020/21 we continued to collectively own the Corporate Risk Register, we reviewed all corporate risks quarterly, and monitored progress against the action plan of significant governance issues.
19. The Chief Executive continues to emphasise that areas of weakness need to be addressed. The last year has been one of great challenges and uncertainty and this will continue for the forthcoming months and there remains the importance of achieving consistent standards of governance and control across all directorates, and has reinforced these expectations to be monitored and managed through the senior management assurance statement process as we enter 2021/22.

Audit Manager Statement and Annual Opinion 2020/21

20. The Public Sector Internal Audit Standards (PSIAS) state that the 'Chief Audit Executive must deliver an annual internal audit opinion and report that can be used by the organisation to inform its governance statement.' This must be based upon an objective assessment of the framework of governance, risk management and control. It must also include an evaluation of the adequacy and effectiveness of controls in responding to risks within the governance, operations and information systems.
21. This opinion has been prepared by the Audit Manager (Chief Audit Executive for the purpose of the PSIAS), based on the provisions of the PSIAS. In preparing and forming this opinion, a number of sources of information, assurance and insight have been taken into account, including:
- **Assurance Audit Engagements** – The risk-based annual audit plan has been delivered through an approach to maximise assurance and added value. The audit plan is responsive to risk and informed by audit information and existing assurances, information from Senior Management, monitoring of Council activity, strategy, risks, and wider assurance sources. The assurance audit plan included audits of new systems established as a result of the pandemic, and for all audits current risks, pressures and priorities informed the audit scope and the testing completed.
 - **Consultancy Audit Engagements** - In the context of the ongoing pandemic, consultation and engagement was provided in cases where there was a need for fundamental process change, a risk to resilience, the need to respond to a significant obligation or challenge as a result of the crisis, or a particular fraud or control risk. The majority of audit consultancy related to the design and application of sound controls in administration of Welsh Government grant and relief payments.
 - **Discussion with Senior Managers** – There has been quarterly relationship manager meetings with Directors or their representatives, regular Audit Manager attendance at Senior Management Team meetings where assurance items are considered, and regular meetings with the Chief Executive and Corporate Director Resources (Section 151 Officer).
 - **Risk & Governance Reviews** – Risk Registers and Senior Management Assurance Statements which underpin the Council's Annual Governance Statement are subject to regular audit review, and assurance audit engagements. Changes were reviewed, such as the governance regime applied as incident management arrangements were invoked in response to the pandemic.

22. Based on the programme of audit work undertaken to assess the framework and application of governance, risk management and control, the annual opinion for 2020/21 is **effective with opportunity for improvement**. This opinion is based on the delivery of a sufficient Audit Plan, and with an acknowledgment of the significant pressure on resources in the context of an ongoing pandemic in both demand and budgets, which has been managed through a resilient performance culture.
23. The audit opinion comprises assessments of governance, risk management and control, and includes an evaluation of the adequacy and effectiveness of controls in responding to risks within the governance, operations and information systems. In what has been an extraordinary year:
24. The normal governance regime changed during the pandemic as incident management arrangements were invoked. The new process was audited and allocated an 'effective' audit opinion, whereby an extended Senior Management Team operated as a Strategic Coordination Group, a command and control approach for cascading communications and decisions was applied, and processes for coherent and strategic reporting, decision-making, recording, and engagement were established.
25. The standard systems for corporate and directorate risk management were maintained during the year, but with COVID-19 specific risks additionally recorded, monitored and reported.
26. A number of new systems, processes and therefore controls needed to be established for the first time during 2020/21 in response to the crisis. Audit assurance and consultancy services targeted these areas during the year to provide a combination of advice, guidance, assurance and insight.
27. The Council was required to administer emergency relief and grant payments on behalf of the Welsh Government at pace. Over the year, the Council distributed a significant amount of grant and relief funding, and the Internal Audit and Investigation Teams advised management on the design of systems and counter-fraud checks in accordance with scheme requirements as part of a multidisciplinary team. Post assurance manual and data matching checks and analysis have not identified material cases of fraud or error to date in the context of the value of payments, although a number of case reviews are ongoing and, through participation in the National Fraud Initiative further data matching output is expected to generate cases for investigation in 2021/22.
28. The control environment for core financial systems, and for the majority of audits overall (73%), was considered as adequate, and allocated an opinion of 'effective' or 'effective with opportunity for improvement'. Twenty four audits have been given an audit opinion of 'insufficient with major improvement needed' recognising the need for attention to achieve sound controls, and one audit was given an 'unsatisfactory' opinion in respect of the control arrangements in administering British Council Grants.

29. Waste Management has been an area where a greater proportion of adverse audit opinions have been allocated in recent years. Through follow up audits this year the position is recognised to be gradually improving. Audit assurance and support continues to target and follow up on high risk areas.

Governance and Audit Committee Statement

30. Based on the evidence presented to the Audit Committee during 2020/21, it is the considered view of the Audit Committee (subsequently renamed Governance and Audit Committee) that the Council does have, for the most part, sound internal controls and governance arrangements in place. Strategic risks representing the true challenges facing the Council are captured and reviewed on a regular basis. Examples of where the Committee continues to have concerns, which will be incorporated into the Committee's Work Programme for 2021/22, include:

Budget Management

31. The Committee recognises the sustained financial pressure that the Council is under and notes that whilst the overall financial position was balanced, some particular directorates had significant overspends for which control improvements are needed, and management attention and actions are required in directorates to achieve budget savings proposals put forward. Budget management is particularly pertinent at this time given the pressures facing local authorities as they respond to the ongoing pandemic. This unprecedented environment follows a number of years in which the financial parameters within which the Council operates have been constrained.
32. Welsh Government support has been received this year to mitigate the impact of the pandemic on budgets, and there has been considerable officer attention and effort to record, verify and submit claims to recover eligible expenditure that has increased, and eligible income that has been lost during the crisis. The Committee is keen to observe effective arrangements for budget management and control once this funding ends. The Committee will carefully scrutinise budget management arrangements over the year to come, through observing the use of appropriate management controls and interventions, and continuing to reinforce expectations for delivery.

Internal Control

33. Assurance on compliance and control is essential. For a number of years there have been continued constraints on resources, together with a growing population and greater demand for public services. As the Council faces significant challenges in how it delivers services, it remains essential that internal controls are not neglected or impaired, and that strong controls operate throughout reformed processes and systems. Additionally, the pandemic has necessitated the adaptation of systems, and in some cases the design of new systems, in order to respond to new priorities. We have been advised of the substantial level of consultation, advice and guidance

provided by the Internal Audit and Investigation Teams to support management to design and uphold robust controls as they navigated new priorities and responsibilities. The Committee has noted the inherent risks associated with the Council's requirement to administer and distribute a significant amount of Welsh Government emergency funding at pace this year. It has been important for the Committee to receive relevant assurances during the year, and we have received briefings on the arrangements for up-front controls, post award assurance checks and the progression and outcomes of cases identified for investigation.

34. The Committee has invited senior officers to attend its meetings this year, to account for their delivery of good governance, risk management and control. In addition, the Committee has continued to receive the details of all Internal Audits completed, and the respective assurance ratings. This year we have observed isolated internal control gaps, and unsatisfactory audit opinions, but whilst the number of unsatisfactory Internal Audit opinions remain low, management must maintain sound systems of internal control and promptly address identified weaknesses.
35. There have been ongoing concerns about the robustness of controls in relation to the Waste Management function. In recent years, a wide-scale investigation into allegations of fraud was completed and disciplinary proceedings have concluded, whilst Police liaison is ongoing. We have received a confidential briefing following the financial year-end (as at 31 May 2021) referring to the disciplinary cases and outcomes, which links to the targeted work completed by Internal Audit to verify the operation of key controls, the management of risk and the overall control environment.
36. There has been a gradual and generally sustained improvement in the assurance opinions of Internal Audit in Waste Management over the financial year, although continued management attention and assurance are required. To support the importance of addressing audit reports we wrote to the Director of Economic Development who provided an account for the delivery of audit recommendations. We will consider the terms of reference for a post investigation review in the year ahead, to ensure lessons are learned.
37. The Committee receives a list of all Internal Audit recommendations raised and agreed, and visibility of updated management comments until the point of implementation. Whilst the Committee has an overall assurance of internal control, we continue to require officers to account for services or functions where internal control weaknesses have been identified. We continue to challenge any impairment in stewardship and control of public funds and assets, seeking prompt and proportionate management actions. The Committee has considered the Internal Audit Plan for 2021/22, and will closely monitor its progress and findings over the year ahead.

Financial Resilience (including Treasury Management)

38. In a position of constrained finances, the Committee will continue its consideration of the framework for financial decisions. The Committee has received updates on financial resilience as part of the finance updates and, in recent years has welcomed the independent assurance of the Council Treasury Management activities, by the Council's Treasury Management advisors.
39. The Governance and Audit Committee will continue to look to gain assurance of sound treasury management practices and strategy. This is vital work, which will both safeguard and deliver best value from the Council's borrowing and investments. The Committee has and will continue to seek assurance that the levels and profiles of investments and borrowing are appropriate and in line with the Treasury Management Practices, Strategy and Reports presented.

Schools Governance & Compliance

40. The Committee has raised concerns about governance and compliance matters in schools and school-traded services for some time, which are regularly responsible for a greater proportion of audit reports giving concern. Through overseeing the work of internal audit, we have observed that certain schools have not achieved a satisfactory level of stewardship and internal control.
41. In view of an ongoing need for regular school governance assurance, we arranged early engagement with the incoming Director of Education and Lifelong Learning after their appointment this year, and we discussed the arrangements for monitoring controls and progress of governance improvements in schools. We were advised that actions had been taken with new staff resources and responsibilities assigned to support coordination and improvements. We will monitor the position through the information and assurance we receive from Internal Audit, and we look forward to ongoing engagement with the new Director. This is with the understanding that the Governance and Audit Committee can request the attendance of those directly responsible for governance at an individual school level, to a Committee meeting, in the event that assurances are not considered as sufficient.
42. The Internal Audit Team adapted its approach to school audits this year. Fewer individual school audits were completed than usual, but all schools were engaged with through a Control Risk Self-Assessment (CRSA) exercise. Through this exercise, schools responded to a detailed set of questions on governance, risk, compliance and control and submitted a portfolio of evidence to support their assertions. We are advised that the Internal Audit team sampled 25% of Cardiff schools, through a desktop review, to provide a broad level of baseline assurance. Given the operational adjustments that schools needed to make throughout 2020/21, the approach to auditing schools has been pragmatic, and we welcome the outcomes of a range of individual school audits arranged for 2021/22.

43. The Committee acknowledges that the Council is not able to set rules for schools to adhere to regarding contracting matters, albeit advice can be offered on good practice. This area of interest remains a priority of the Committee and we continue to support the production and use of best practice guidance in schools to strengthen financial stewardship and control.
44. **ii) Governance Framework - Supporting Information**
- A. **Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.**
45. All Members and Officers in the Council are required to comply fully with Codes of Conduct as set out in the Constitution, which sets out the particular roles and responsibilities of Officers and Members and provides clarity on the interfaces between these roles. These include:
- Functions and subsections delegated to Officers
 - Members' Code of Conduct
 - Employees' Code of Conduct
 - Protocol on Member / Officer Relations
 - Cardiff Undertaking – signed by all Members upon election and underlines their duties to the City and its citizens
46. The Director of Governance and Legal Services is the Monitoring Officer, and has the specific duty to ensure that the Council, its Officers, and its Elected Councillors, maintain the highest standards of conduct in all they do based on Section 5 of the Local Government and Housing Act 1989, as amended by Schedule 5 paragraph 24 of the Local Government Act 2000.
47. The Standards and Ethics Committee has a responsibility to monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern. The Committee is chaired by an independent person and its role includes determining the outcome of complaints against Councillors and Co-opted Members and monitoring the Council's whistleblowing procedures.
48. In 2020/21, the Monitoring Officer was notified of a total of thirteen complaints relating to Member conduct. The Public Services Ombudsman has considered eleven of the complaints and determined that there was no evidence of a breach of the Code, so there would be no further investigation. The Council is awaiting the determination of the remaining complaint. One complaint was dealt with under the Local Resolution Protocol, and was resolved informally by the Monitoring Officer.
49. The Chair of the Standards and Ethics Committee presented the Committee's Annual Report 2019/20 to full Council in 28 January 2021 and outlined the work

of the Committee. The Chair made specific reference to the Members Survey findings and reminded Members of the guidance on social media. The Committee has agreed that presentation of its Annual Report to Council serves to promote Members' understanding of the important role of the Committee and its work; and that further Member briefings would be issued as and when required.

50. Members and Co-opted Members are required to register their personal interests in any business of the authority, and to comply with the rules on personal interests set out in the Members Code of Conduct. All personal interests disclosed by Members are published on the Council's website within the Member's profile information. The Council's Policy on Officers' Personal Interests & Secondary Employment requires all staff to disclose any personal interest which actually or potentially conflicts with their duties to the Council and all secondary employment. The policy sets out how all Council employees are obliged, under the Employees' Code of Conduct, to ensure that their private interests do not conflict with their public duties, and to comply with the Council's rules on the registration and declaration of financial and non-financial interests.
51. The Council's Corporate Values focus on fairness, openness and working together. The Council supports a culture of behaviour based on these values which guide how the long term vision of the Council is put into effect, as well as how Members and Officers deliver their day to day roles. Corporate and directorate planning and personal performance and development arrangements are aligned to delivering corporate values and priorities.
52. The Workforce Strategy and Employee Charter continues to ensure that there is alignment between the Council's vision and values and the Corporate Plan:
 - The Employee Charter sets out the expectations of all staff (employees, managers and senior managers) and has formed part of the objective setting process for personal reviews
 - The Workforce Strategy seeks to deliver outcomes for and with employees, within a culture that supports a flexible, skilled, engaged and diverse workforce
53. The Council takes fraud, corruption and maladministration very seriously supported by the following strategy and policies to prevent, and manage such occurrences
 - Counter-Fraud and Corruption Strategy
 - Financial Procedure Rules
 - Contract Standing Order and Procurement Rules
 - Whistleblowing Policy
 - Fraud, Bribery and Corruption Policy
 - Anti-Money Laundering Policy
 - ICT Security Policy
 - Data Protection Policy & Procedure
 - HR policies regarding investigation and discipline of staff

54. The Counter-Fraud and Corruption Strategy was introduced in July 2019 through a range of delivery methods such as e learning and location based workshops. In the region of 5000 staff and school governors have undertaken the course or attended face-to-face training / workshops. The Council is also supported by a range of policies, procedures and regulations, including those relating to Financial Control, Data Protection, Health & Safety, Equalities and IT Security.
55. During 2020/21, the Council has administered a significant amount of grant assistance associated with the pandemic on behalf of Welsh Government. A multidisciplinary team of colleagues from Business Rates, Audit, Accounts Payable, IT and Information Governance worked closely together in order to ensure that up-front controls were robust, anomalies were investigated and payments were reviewed. Post payment verification and assurance has included:
- Manual checks of entitlement / eligibility, using information submitted on the payment file, and open source information to confirm businesses were trading;
 - Participation in two data matching exercises for wider verification.
56. The Council has a Whistleblowing Policy in place through which staff and contractors are encouraged to speak out on misconduct or illegal behaviour within the organisation, which affects the public or other people (making a disclosure in the public interest). In 2020/21 a total of two whistleblowing cases have been reported to the Monitoring Officer.
57. The Corporate Director Resources has both overall responsibility for the financial administration (S151 Officer) and the information governance arrangements of the Council (SIRO). The Council's financial management arrangements conform to the governance requirements of the Role of the Chief Financial Officer in Local Government) which is set out in the CIPFA Financial Management Code (2020).

B. Ensuring openness and comprehensive stakeholder engagement.

58. Through its Corporate Values, the Council outlines a commitment to being “open and honest about the difficult choices we face, and allowing people to have their say on what’s important to them and their communities.” Consultation, engagement and joint working with citizens are central to delivering this value and are outlined as follows.
59. The pandemic has led to all meetings being held remotely (virtually). Meetings have remained open to the public to attend except where confidential or exempt information is being discussed, as defined by the law. Full Council meetings continued to include a facility for public questions, and the Council’s Scrutiny Committees have virtually invited stakeholder contributions to their scrutiny programme, both through research and consultation exercises and through direct access to Committees. During 2020/21, the number and types of Council and Committee meetings increased compared to 2019/20.

Webcasting Data			
Year	2018-19	2019-20	2020-21
Number of Meetings webcast	37	54	105
Number of Committees (Types) webcast	8	10	21
Total Hours Webcast	95:15:44	126:50:24	202:36:54
Live views	1674	1960	4594
Archive Views	3376	6909	10963
Total Views	5050	8869	15557

60. To support openness, the Council is focusing on proactively publishing data through the Open Data Strategy as part of the Council's Publication Scheme. It has adopted the UK government's approach to publishing data to a minimum of 3 stars out of a 5 star scale. This means data should be easily accessible and available to re-use as required (subject to terms outlined in the Open Government Licence). Data sets continue to be identified for publication.
61. There has been open debate and challenge on performance and risk management with quarterly reporting and review in Senior Management Team (SMT) and further challenge and oversight in Cabinet, Scrutiny and Audit Committee meetings. A Risk Management Steering Group is in place to develop and review risk management policy and accountability frameworks and to support SMT in identifying new and emerging corporate risks. An Assurance role has been developed within the SMT environment where the Chief Executive, and Directors discuss aspects of the assurance, for example risk management, performance management, outcomes and progress on audit recommendations made by internal and external auditors, bodies and regulators. This has increased the visibility and the connections between these assurance pieces. The meetings between the Chief Executive, Directors and Cabinet Members to agree actions arising from an open debate of performance and service delivery challenges have continued for the majority of 2020/21.
62. The public and other stakeholders are given the opportunity to tell the Council what they think about the services provided through the Council's Comments, Complaints and Compliments Policy. It reflects guidance given in the Welsh Government Model Policy and Guidance Paper for Handling Complaints, as well as guidance received from the Public Service Ombudsman for Wales and places a greater emphasis on a prompt resolution of complaints. Cabinet is informed annually of the number of complaints received.
63. Citizens, communities and partners continue to be engaged through a programme of citizen engagement, budget consultation, Ask Cardiff surveys that seek opinions of a range of Quality of Life and Quality of Services statements. The output of these are used to inform proposals and decisions of priorities and planning for the provision of services. The participation levels for

these engagement sessions do leave room for improvement and the Council will continue to build on participation numbers.

64. Regular meetings are held with institutional stakeholders to whom the Council is accountable, which include the Welsh Government and the Council's External Auditors (Audit Wales). Efforts have also been made to foster open and effective relationships between the County Council and the six Community Councils in Cardiff through a Community Councils Charter ("the Charter"). It reflects the model Charter issued by the Welsh Government in the Local Government (Wales) Measure 2011 and is based on equality of partnership between the two tiers of local government.
65. The Cardiff Public Services Board (PSB) represents a statutory partnership of public and voluntary sector organisations, chaired by the Leader of the Council to deliver the city's Wellbeing Plan. The Wellbeing Plan, which responds to the evidence from the Wellbeing Assessment, focusses on the areas of public service delivery which fundamentally require partnership working between public and community services, and the citizens of Cardiff. The Cardiff PSB is supported by partnership governance and delivery arrangements, reporting by exception into the PSB on a quarterly basis. Over the course of the pandemic, the Cardiff PSB has met on a more regular basis in order to lead a co-ordinated strategic response to critical issues across the city's public services. The annual report on the Wellbeing Plan was considered by the Cardiff PSB in September 2020.

C. Defining outcomes in terms of sustainable economic, social, and environmental benefits.

66. To outline its ambitions for the city, the Council's Administration set out a policy programme for the five years from 2017 to 2022, entitled 'Capital Ambition'. These policy commitments were updated in January 2020. At the heart of Capital Ambition is the goal to create a greener, fairer and stronger capital city, tackling poverty and inequality in all its forms.
67. Capital Ambition identifies four priorities:
 - **Working for Cardiff:** Making sure that all our citizens can contribute to, and benefit from, the city's success.
 - **Working for Wales:** A successful Wales needs a successful capital city.
 - **Working for the Future:** Managing the city's growth in a sustainable way.
 - **Working for Public Services:** Making sure our public services are delivered efficiently, effectively and sustainably in the face of the rising demand and reducing budgets.
68. The Corporate Plan sets out how the Administration's priorities for Cardiff will be achieved, providing clarity on what will be delivered, and by when. In accordance with the requirements of the Well-being of Future Generations (Wales) Act 2015, the Corporate Plan sets out Cardiff's Well-being Objectives, the steps we will take to achieve them and how we will measure progress. The seven Well-being Objectives are:

- Cardiff is a great place to grow up
 - Cardiff is a great place to grow older
 - Supporting people out of poverty
 - Safe, confident and empowered communities
 - A capital city that works for Wales
 - Cardiff grows in a resilient way
 - Modernising and integrating our public services
69. The Council and Cardiff Public Services Board agreed the same Well-being Objectives, creating a clear link between the Corporate Plan and the Public Services Board's 'Well-being Plan 2018-23'. The 'Area Plan for Care and Support Needs 2018-23' produced by Cardiff & Vale Integrated Health & Social Care Partnership in accordance with the Social Services and Well-being (Wales) Act 2014 also provides a more consistent approach to planning across a range of partners.
70. The Corporate Plan is a rolling three-year plan which is refreshed annually. The latest refresh was approved by Council in February 2021, informed by the consultation on budget proposals for 2021/22.
71. The delivery of the Corporate Plan is monitored through the Council's Performance Management Framework, which also allows for the Council's policy agenda to be refreshed and updated as necessary. This includes:
- Quarterly performance monitoring by Cabinet and Senior Management Team as part of its Assurance Board role. Progress is reported to Members alongside the Budget Monitoring.
 - Half-year and end-of-year strategic assessments of performance which include the Annual Well-Being Report to meet statutory performance reporting requirements. This includes all relevant performance data, as is informed by the Council's risk register and finance monitoring. The half-year assessment is considered by the Policy Review and Performance (PRAP) Scrutiny Committee before being received by Cabinet. The end-of-year assessment is considered by PRAP and Cabinet before being approved at a meeting of full Council.
72. An early draft of the Corporate Plan is considered by the PRAP Scrutiny Committee to help shape corporate policy.
73. Targets for the Key Performance Indicators are considered by the Performance Panel, which includes members of the Policy Review and Performance Scrutiny Committee as well as the Chairs of all scrutiny committees.
74. Challenge sessions convened by the Leader, Chief Executive, relevant Cabinet Member(s) and Director(s) to sign-off Steps, Key Performance Indicators and Targets by Well-being Objective.
75. Consultation on the Council's 2020/21 budget proposals "Changes for Cardiff" ran from 19th December 2020 to 31st January 2021. The impact of the pandemic

led to delays in Budget settlement from Welsh Government and the budget consultation for 2021/22 budget proposals was for the period 13 January 2021 to 10 February 2021. It is anticipated that the consultation timescale will be back to the pre-pandemic timeline in future budget settlements. As outlined under principle B of this AGS, ensuring openness and comprehensive engagement, a number of mechanisms were used to ensure the consultation was as accessible as possible. The consultation enabled members of the public to communicate their views on the budget proposals. It informed the final decisions on service changes, which focused on delivering valued public services in the face of ongoing austerity.

76. Building on the approach to the Council's Budget Strategy over the last few years is key to planning for future years. The Council identified a budget gap of £84.9 million gap for the period 2022/23 to 2025/26. The outlook over the short term looks very challenging as services look to recover from the impact of the pandemic both in managing the increase in demand for some services and recovering lost income levels in other areas such as cultural venues and school catering. Looking further forward, the medium term is also a matter of concern and the Budget Report 2021/22 detailed the challenges in respect of the pandemic and other continued financial pressures with the difficulty of setting and realising year on year budget savings. In a normal year, a deliverable Budget Strategy will continue to be a key document to review but with the impact of the pandemic this will require even closer monitoring and a potential reshaping of the strategy as services evolve into their future shape and size.

D. Determining the interventions necessary to optimise the achievement of the intended outcomes.

77. All Cabinet and Council decisions taken by Members are supported by written reports from Officers on the legal, HR, property and financial implications arising from the decision. These reports are also required to outline the economic, social and environmental outcomes, the key risks and alternative courses of action which are available.
78. To meet requirements of the Well-being of Future Generations (Wales) Act 2015, the Council has published well-being objectives and a well-being statement as part of the development of the Corporate Plan. To ensure ongoing consideration of the sustainable development principle a focus has been placed on considering the 5 ways of working at the earliest stage of policy development. Policy development, across the organisation, is encouraged to consider:
- **Long term:** Defined as the trends that affect Cardiff both today and in the future.
 - **Prevention:** Intervening earlier to prevent problems affecting citizens from occurring or worsening.
 - **Involvement:** Engaging with citizens, particularly the most vulnerable in society.

- **Integration:** Working across boundaries to deliver Capital Ambition, the administration's policy agenda for the city.
 - **Collaboration:** Working with others to have a greater impact.
79. The Council uses a number of sources of information to self-assess progress against Well-Being Objectives, including:
- **Progress against the Council's Key Performance Measures** – A number of performance measures are identified within the Council's Corporate Plan which help show the progress made in delivering the Well-Being Objectives. Where applicable, targets are set against these performance measures to demonstrate the desired level of achievement. Performance measures are assigned a RAG status: GREEN where the measure is on or above target, AMBER where the result is within 10% of the target and RED where the result is greater than 10% from the target.
 - **Progress against the Steps in each Well-being Objective** – The Council included a number of Steps in the Corporate Plan to help achieve the Well-Being Objectives. Monitoring the progress of these Steps provides an understanding of what has been achieved and where further work is required.
 - **Inspection Reports** – The Council is subject to a number of inspections from regulatory bodies including the Wales Audit Office, Estyn (Education) and the Care and Social Services Inspectorate Wales (CSSIW). Their findings help the Council to assess areas of strong performance, as well as identifying areas that require improvement.
 - **Surveys and Citizen Feedback** – The annual Ask Cardiff survey, as well as more specific consultation and engagement work, provide residents an opportunity to share their views on a wide range of the Council's services. From this, areas of strong performance can be identified, along with those areas where Cardiff's citizens feel the Council needs to improve. Similarly, complaints and compliments provide a valuable source of information on performance, and the Annual Wellbeing Report is considered by Cabinet alongside the Annual Complaints Report.
 - **Finance Monitoring** – The Council's Outturn Report and Budget Monitoring
 - **Feedback from Scrutiny Committee and the Governance and Audit Committee** – The Council responds to the issues raised and recommendations made by Committees, which help inform performance improvement.
 - **Risk** – The Council's Corporate and Directorate Risks are considered as part of a rounded view of performance, and the Annual Well-being Report is prepared and considered by Cabinet alongside the Council's Annual Corporate Risk Report. Reviewing this information assists the Council to develop a balanced picture of the Council's improvement journey over the year.
80. By utilising this information, the Council can monitor progress but also identify areas of improvement. The Council also has in place a robust performance and accountability regime which involves the wider political governance of the

Council. In developing the self-assessment of performance, the following steps have been undertaken to ensure a full and balanced assessment:

- Directorate Analysis of Performance
 - Assurance Sessions convened by the Chief Executive with each Director
 - Assurance Sessions, convened by Cabinet, with the Chief Executive and the Council's Senior Management Team
 - Performance Panel Review, convened by the Chair of the Policy Review and Performance Committee, and involving the Chair of each of the Council's Scrutiny Committees.
 - Consideration by the Policy Review and Performance Scrutiny Committee
81. By utilising this information, the Council can identify areas of improvement and celebrate success, and also identify areas where performance may not have been as good, and therefore the areas that may require further attention.
82. There was an increase in the communication to staff from the Chief Executive during 2020/21 to ensure that staff were aware of the latest developments as the impact of the pandemic ebbed and flowed throughout the year. To ensure staff were consulted, and involved in decision making, various channels of communication were used including the Chief Executive's Update, Core Brief, Staff Information messages, the Staff App, and DigiGov (the Council's HR system).
83. Consultation on draft decisions resulting from budget proposals is robust and the impact on citizens and service users is an important consideration. The engagement of citizens has continued to be an important means of identifying and designing services to meet the needs and expectations of service users and citizens in Cardiff in the context of budgetary constraints. To support robust project based decision making, the Council has developed a Business Case template using the Office of Government Commerce (OGC) "Five Case Model", as recommended by HM Treasury for use by Public Sector bodies.
84. The Council's Budget Strategy is based on an incremental budgeting approach where budgets are informed to a greater extent by corporate priorities and the required future shape of the organisation. The themes for savings in the Budget Strategy for 2021/22 were categorised as Efficiencies, Income Generation and Service Change. This change was a response in order to generate a greater level of confidence in the delivery of savings with a focus on efficiency savings being primarily in place in advance of the beginning of the Financial Year 2020/21. The onset of the pandemic has impacted on the success of any income generation proposals and work will be undertaken to implement alternative strategies.
85. Cardiff City Transport Services Ltd. (Cardiff Bus), one of the Council's wholly owned subsidiary companies determined to co-opt two independent non-

executive directors with proven skills in governance and transport services. At its meeting of 28 January 2021, the council agreed that the two Independent Non-Executive Director appointments should be further extended for a 20-month period until October 2022 following the next council elections in May 2022 to enable both individuals to continue to contribute their respective skills and expertise to the work of the Board and Company during the continuing Covid-19 pandemic.

86. The Council has worked with the Company, Welsh Government and Trustees of the Pension scheme in order to provide resolutions to the challenges facing the company (i.e. Pension Scheme, long term business sustainability, Covid 19). At its meeting in October 2020 a package of financial viability support was agreed including injection of equity and becoming statutory employer for the Company pension scheme. It is recognised that the company board and new management team are making significant progress in light of significant impacts on the bus industry across Wales. As part of a review of governance of subsidiaries, an internal audit report has also been commissioned during 2021/22.

E. Developing the entity's capacity, including the capability of its leadership and the individuals within it.

87. Decision making responsibilities and authority are clearly set out in the Council's Constitution. It documents the roles and relationships for decision making, between the Full Council, the Cabinet, Scrutiny and other Non-Executive Committees. It also details decisions delegated to senior officers through the different management tiers.
88. The Cabinet is the part of the Council which is responsible for most major decisions. The Cabinet is made up of the Leader elected by the Council, and up to nine other councillors whom he/she nominates for approval by the Council. The Cabinet has to make decisions which are in line with the Council's overall policies and budget. If it wishes to make a decision which is outside the budget or policy framework, this must be referred to the Council as a whole to decide.
89. The senior management structure of the Council was amended during 2020/21. This resulted in the creation of Two Director posts for Housing, Adults and Communities and Children's Services with the deletion of the Director of Social Services post and the deletion of two Assistant director posts for Adults and Children's Services respectively. The statutory responsibility for Social Services was delegated to the Corporate Director of People and Communities.
90. The Council aims to ensure that Members and Officers have the skills, knowledge and capacity to discharge their responsibilities effectively and recognises the importance of well trained, competent people. New Members attend an induction programme to introduce them to the Council and its values, objectives, policies and procedures. All new officers undertake the appropriate

level of induction which includes a suite of mandatory e-learning training modules. Each mandatory training module has its own target date for full compliance. An in-house Cardiff Manager Programme represents a commitment to increasing the learning and development of staff with line management responsibilities. The programme continues to be offered more widely across the officer body without the requirement to sit a formal ILM level 3 qualification.

91. Performance is primarily evaluated through the Council's Personal Review process, which provides a framework for employees and managers to discuss work performance and behaviour as well as to identify learning and development needs. It enables employees to be clear about their roles, responsibilities and the behaviours expected of them whilst giving a clear understanding of how their job and efforts contribute to the Council's objectives. Member Personal Reviews are also in place to help them update their knowledge and learn new skills, where required, to be more effective in supporting their communities. The Cardiff Council Academy has developed a number of learning and development programmes and courses which can be accessed and delivered remotely.
92. The Council's Workforce Strategy has employee health and wellbeing as a priority. The Council continues to support the 'Time to Change' Pledge, has been recognised as a Disability Confident Employer, signed the Dying to Work Charter and achieved the Corporate Health Standard Silver Award.
93. The Council will publish the next Annual Wellbeing Report in July 2021, if approved by Council, in accordance with the requirements of the Wellbeing of Future Generations (Wales) Act. This provides a retrospective summary evaluation of performance for 2020/21 and identifies areas of focus moving forward.

F. Managing risks and performance through robust internal control and strong public financial management.

94. Risk management is an integral part of strategic decision making, forming a key element of business planning, budget proposals, budget strategy, and programme and project considerations. A Corporate Risk Register (CRR) is maintained and reviewed by SMT each quarter to ensure it includes key risks to the corporate vision, objectives and priorities. A Corporate Risk Map has also been used throughout 2020/21 to provide a transparent representation of the status of corporate risks and to support a proportionate management response.
95. The Risk Management Strategy and Policy continued to be supported by a nominated Member Risk Champion, Senior Officer Risk Champion and a network of Directorate Risk Champions. This process is designed to ensure clear ownership of risks which are identified, reviewed and escalated systematically each financial quarter.
96. The Council's five standing Scrutiny Committees are designed to support the Cabinet in providing accessible, efficient and effective services for citizens. For

the year 2020/21, the Scrutiny Committees were unable to meet for the period between April 2020 and June 2020. In order to maintain a level of scrutiny, a Covid 19 Scrutiny Panel was established comprising of the five Scrutiny Chairpersons. The Panel was responsible for scrutinising Council's functions as well as the work undertaken by the Cardiff Public Services Board and its impact on the local community. The Panel was put in place until 30 September 2020. This panel met three times between June 2020 and July 2020 and considered 10 items ranging from the response to the pandemic in respect to services such as homelessness and operational matters such as Schools Programme and Procurement frameworks.

97. All five Scrutiny Committees met in September 2020 with one committee trialling the remote meeting format at the end of July 2020. All meetings for the rest of the year were held remotely and there were 34 remote Scrutiny meetings held between September 2020 and March 2021.
98. Scrutiny Committees undertake pre-decision scrutiny, policy monitoring and review and launch in-depth inquiries to help the Cabinet develop and review policies and services. The majority of recommendations raised to Cabinet following Scrutiny Inquiries are fully accepted. A number of the Council's collaborative activities are governed by Joint Committees which can be identified on the Council's website.
99. The Council has robust arrangements for internal control which are set out within the three statements contained within this report from the Audit manager, Governance and Audit Committee and Senior Management respectively.
100. The pandemic led to a more frequent engagement on Health and Safety between appointed Elected Members, Union Representatives and relevant Council Officers. The focus of the Health and Safety forum was ensuring the most up to date guidance was available and implemented appropriately for each of the different services the Council delivers.

G. Implementing good practices in transparency, reporting, and audit to deliver effective accountability.

101. The Council aims for all reports for the public and other stakeholders to be written in a fair, balanced and understandable way. This is to achieve a balance between providing full and complete information to demonstrate clear transparency without being onerous or overly complex.
102. The Council also aims for information to be easy for the Council and the public to find and use. It has adopted the Information Commissioner's model publication scheme, which sets out the classes of information that should be routinely available.
103. The Council's Annual Wellbeing Report evaluates performance, summarising the findings of a number of reports on performance, including corporate measures and evaluations of delivery against the Capital Ambition, Wellbeing

Plan and the objectives and activities that the Council is delivering as part of the Partnership arrangements (PSB).

104. The AGS is an assessment of the governance of the Council applied to the 'Delivering Good Governance in Local Government' CIPFA / SOLACE framework, as outlined in the Assessment Process and Summary.
105. The pandemic crisis has had an impact on service delivery and this has been taken into account in the determination of the Senior Management Assurance Statements (SMAS). SMT hold an action plan of significant governance issues, representing an open disclosure of the most prominent issues of governance which require attention following the SMAS review. The AGS Action Plan for 2020/21 and 2021/22 are both included in the following section.
106. The Council continued to be able to meet (albeit remotely) in May 2020 in order to establish Committees: their size, terms of reference and allocation of seats. The Council's Constitution sets out the terms of reference for each of its Committees and the decisions that can be taken by each of those Committees, and is reviewed regularly by the Constitution Committee. A number of Committees have been appointed by Council to discharge regulatory and scrutiny services and they deliver annual reports on their performance and findings.
107. Prior to services being delivered through third parties or via joint working arrangements, the Legal Services Team assist directorates to ensure responsibilities and accountabilities for governance and risk management are adequately documented. The risk management strategy and policy requires clear risk management arrangements in whichever model of service delivery is used.
108. Peer challenges, reviews, and inspections from regulatory bodies are welcomed by Cardiff Council as a means to provide assurance over service delivery, or identify opportunities for improvement.

2020/21 AGS Action Plan – Significant Governance Issues

109. An Action Plan of Significant Governance Issues is owned by the SMT, and formally reviewed and updated on a bi-annual basis. SMT considered the two broad governance issues for the prior year that the two issues (comprising of six actions) brought forward could be closed but three new actions will be added.
110. The 2020/21 Plan actions related to 1) evidenced based decision making' including aspects of Future Generations and further assurance work in relation to partnership and collaborative governance, 2) Compliance, specifically around understanding the gaps in the compliance (conformance) with the corporate process to provide a more focussed assessment.
111. The two issues and the corresponding proposed actions are set out below;

a) Significant Issue

Informed, evidenced based decision making' including aspects of Future Generations and further assurance work in relation to partnership and collaborative governance

Actions

Review the decision making processes to ensure that all aspects connected with legal and regulatory compliance are embedded into the processes to support the management of risk.

Further strengthen and develop compliance information provided through the Assurance SMT as part of the decision making process and identify where improvements are needed as appropriate.

Implement the Partnership and Collaborative Governance Framework to improve the assurance around the governance of these models of service delivery.

Embed a consistent understanding and application of the Future Generations principle and five ways of working in its endeavours to improve outcomes for its citizens.

Progress

Technical Advice Meetings held to consider financial and legal implications prior to finalising reports.

Oversight groups set up on Major Projects, Schools Organisation Programme, Information Governance and VAT in order to provide early insight into development of reports.

Regular updates of a range of compliance information is reported to Directorates and SMT

The Partnership and Collaborative Governance Framework has been used by Directorates in undertaking their duties and considering their level of assurance.

Further guidance was issued for end of year with a view to implementing a targeted set of questions that address the Future Generations principle and five ways of working.

b) Significant Issue

Compliance, specifically around understanding the gaps in the compliance (conformance) with the corporate process to provide a more focussed assessment.

Actions

Review the compliance framework to ensure that all aspects are reflected in the 'Compliance Category' of the Senior Management Assurance Statement

Implement the process of triangulation of Assurance Statements in line with the Council's Code of Corporate Governance and provide feedback through the Relationship Management Process to ensure that all aspects of compliance are representative

Having taken the three opinions into account then we can provide reasonable assurance that Cardiff Council's governance arrangements remain fit for purpose. The steps identified under significant issues will further enhance our governance arrangements.

Progress

The areas of priority for compliance have been built into Senior Management Team Work Programme

Half Yearly meetings held with each member of Senior Management Team where the Chief Executive and Corporate Director (Resources) discuss Performance and Assurance and test self –assessments

2021/22 AGS Action Plan – Significant Governance Issues

Actions

Extend and deepen the areas of SMT investigation in respect to compliance, risk and outcomes.

Extend the assurance on the quality of performance reviews through evidence gathering at Directorate level.

Embed into the self- assessment on Assurance the Five ways of Working in respect to the Future Generations Act.

112. Significant Issues – The Cardiff and Vale of Glamorgan Pension Fund (The Pension Fund).

During 2020/21 the Pension Fund continued with the transfer of assets into the Wales Pension Partnership (WPP) sub-funds with an investment of £620m in three of the WPP Fixed Income sub-funds in August 2020. As was the case with the UK Equity Opportunities Fund these Fixed Income sub-funds are included in the Authorised Contractual Scheme (ACS) which enables the eight LGPS administering authorities in Wales to pool their investments in compliance with the requirements of the UK Government. The governance arrangement for the ACS remain unchanged, it is operated by Link Fund Solutions with oversight by the eight authorities provided through the WPP Joint Governance Committee (JGC) comprising one elected member from each

authority. The JGC is supported by an Officer Working Group (OWG) made up of the eight Funds Treasurers and Investment Officers.

The November 2020 meeting of the Pension Committee approved the recommendation that the Pension Fund should transfer its existing Regional Equity holdings of c£700m into the WPP Global Equity sub-funds. In addition the February 2021 meeting of the Pension Committee approved the transfer of a further £250m into the BlackRock Global Equity Low Carbon Tracker fund with a corresponding reduction in UK and US Equity holdings. Both of these transfer are expected to be completed in July 2021. Moving forward the impact of Environmental, Social and Governance (ESG) issues will be an increasingly significant influence on the Pension Fund investment decisions.

It is considered the following may have potential implications on future financial periods and are worthy of note in this statement.

Significant Issue	Year End Position 2020/21	Responsible Officer
<p>Wales Pension Partnership – Wales Investment Pool.</p> <p><i>Completion of the transfers to the WPP Global Equity sub-funds and Low Carbon Equity Fund referred to in previous paragraph.</i></p> <p><i>Creation of the WPP pooled funds for Emerging Market (EM) Equity during 2021/22.</i></p>	<p><i>The Cardiff and Vale of Glamorgan Pension Fund to continue to participate in the development of investment pooling arrangements through the WPP Joint Governance Committee and the Officer Working Group.</i></p> <p><i>Developments are reported regularly to the Cardiff and Vale of Glamorgan’s Pensions Committee, the Investment Advisory Panel and the Local Pension Board</i></p>	<p><i>Corporate Director Resources</i></p>

Certification by the Leader of the Council and the Chief Executive

Councillor Huw Thomas, Leader of Cardiff Council

Date:

Paul Orders, Chief Executive

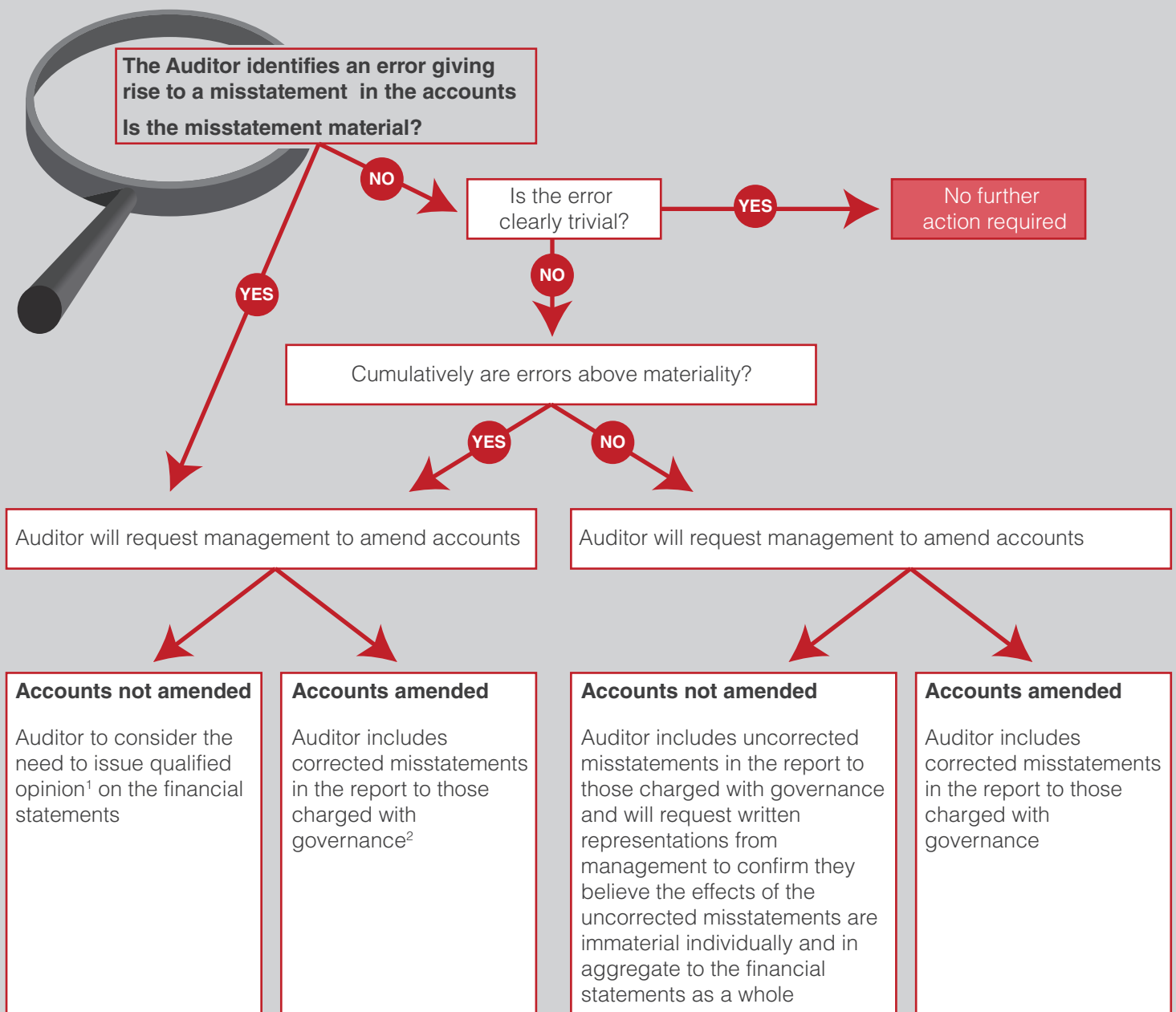
Date:

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Guidance for those charged with governance when evaluating misstatements identified during the audit

Prior to approving the financial statements you will receive a report from the Wales Audit Office on the financial statements that may talk about misstatements.

The flow chart sets out the implications of misstatements identified during the audit to help you understand their impact.



We will also report any significant deficiencies in control to those charged with governance relating to those errors for consideration.

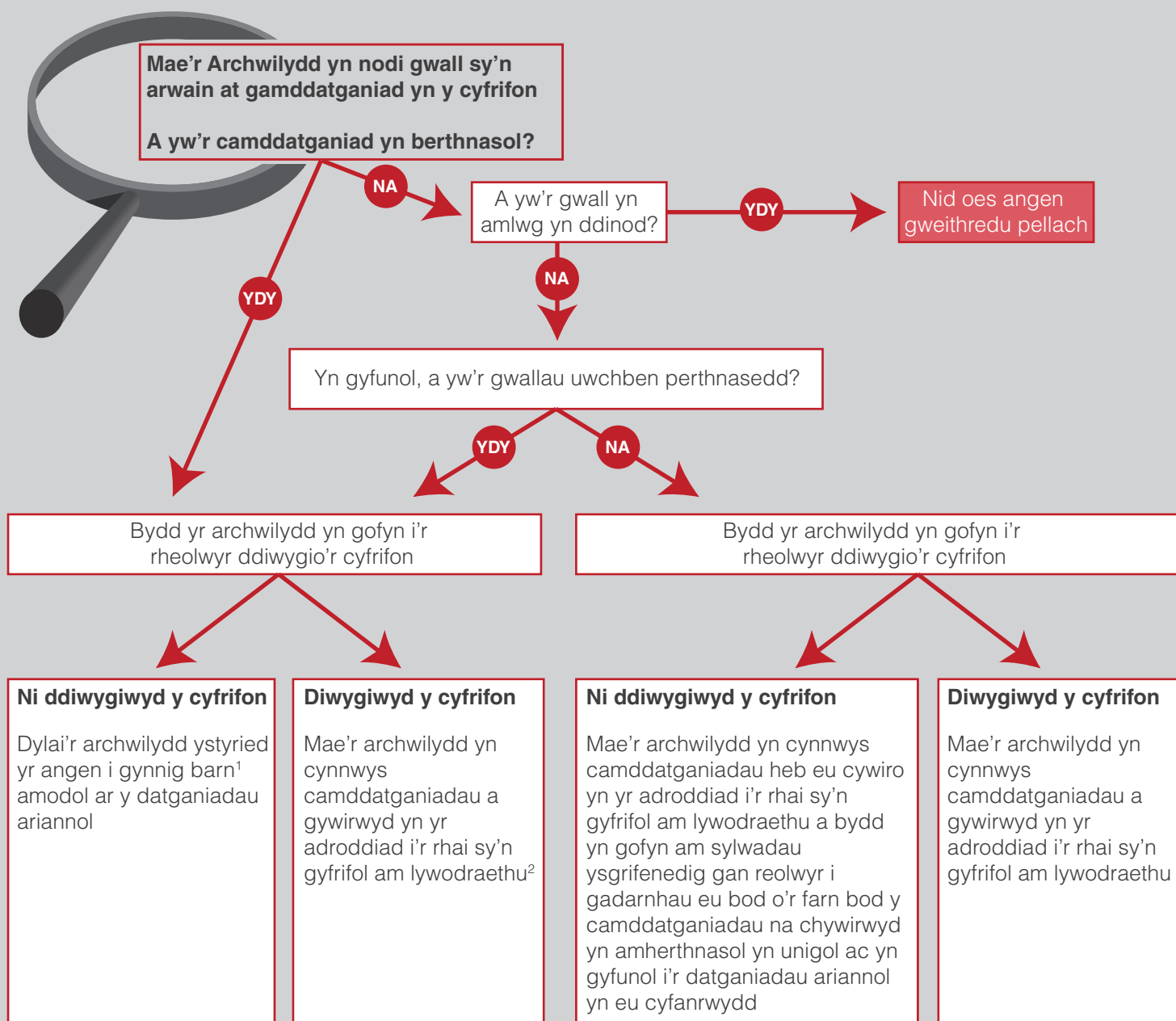
¹ The auditor is required to consider materiality by value and nature.

² Those charged with governance are defined as persons, such as an Audit Committee, with responsibility for the accountability of the entity including overseeing the financial reporting process.

Canllawiau i'r rhai sy'n gyfrifol am lywodraethu wrth werthuso camddatganiadau a nodwyd yn ystod yr archwiliad

Cyn cymeradwyo'r datganiadau ariannol, byddwch yn derbyn adroddiad gan Swyddfa Archwilio Cymru ar y datganiadau ariannol a allai drafod camddatganiadau.

Mae'r siart llif yn nodi goblygiadau camddatganiadau a nodir yn ystod yr archwiliad i'ch helpu i ddeall eu heffaith.



Byddwn hefyd yn adrodd i'r rhai sy'n gyfrifol am lywodraethu ar ddiffygion sylweddol mewn rheolaeth a ddaeth i'r amlwg drwy'r gwallau hynny, er mwyn eu hystyried.

¹ Mae'n ofynnol i'r archwilydd ystyried perthnasedd yn ôl Pwyllgor Archwilio

² Unigolion diffiniedig, fel Pwyllgor Archwilio, yw'r rhai sy'n gyfrifol am lywodraethu, sy'n gyfrifol am atebolrwydd y colff gan gynnwys goruchwyllo'r broses adrodd ariannol.

Audit of Accounts Report – The County Council of the City and County of Cardiff

Audit year: 2020-21

Date issued: October 2021

Document reference: 2625A2021-22

This document has been prepared as part of work performed in accordance with statutory functions.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales and the Wales Audit Office are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at infoofficer@audit.wales.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Contents

We intend to issue an unqualified audit report on your Accounts. There are some issues to report to you prior to their approval.

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Audit of Accounts Report

Introduction

- 1 We summarise the main findings from our audit of your 2020-21 statement of accounts in this report.
- 2 We have already discussed these issues with the Corporate Director of Resources and Head of Finance.
- 3 Auditors can never give complete assurance that accounts are correctly stated. Instead, we work to a level of 'materiality'. This level of materiality is set to try to identify and correct misstatements that might otherwise cause a user of the accounts into being misled.
- 4 We set this level at £13.2 million for this year's audit.
- 5 There are some areas of the accounts that may be of more importance to the reader and we have set a lower materiality level for these, as follows:
 - Senior Officer Remuneration - £1,000
 - Related Party Transactions - £10,000
- 6 We have now substantially completed this year's audit work.
- 7 In our professional view, we have complied with the ethical standards that apply to our work; remain independent of yourselves; and our objectivity has not been compromised in any way.
- 8 However, in our Audit Plan dated March 2021, we brought to your attention one potential conflict of interest. This relates to the Financial Audit Manager who is a former colleague and friend of the Council's Operational Manager for Information Governance, Transactional Finance and Programme Management within the Resources Directorate. I can confirm that planned safeguards set out in the Audit Plan have operated as intended in respect of this matter. I can also confirm that, all other members of my team are independent of the Council and its senior officers.

Impact of COVID-19 on this year's audit

- 9 The COVID-19 pandemic has had a significant impact on all aspects of our society and continues to do so. You are required by law to prepare accounts and it is of considerable testament to the commitment of your accounts team that you have succeeded in doing so this year in the face of the challenges posed by this pandemic. We are extremely grateful to the professionalism of the team in supporting us to complete our audit in such difficult circumstances.
- 10 The pandemic has unsurprisingly affected our audit and we summarise in **Exhibit 1** the main impacts. Other than where we specifically make recommendations, the detail in **Exhibit 1** is provided for information purposes only to help you understand the impact of the COVID-19 pandemic on this year's audit process.

Exhibit 1 – impact of COVID-19 on this year’s audit

<p>Timetable</p>	<ul style="list-style-type: none"> • The statutory deadline for the completion of the draft accounts was 31 May 2021. However, given the continuing impact of the COVID-19 pandemic, the Welsh Government extended the timeline for the completion of the draft accounts to 31 August 2021. • In addition, the timeline for the publication of final audited accounts was extended from 31 July to 30 November for all local government bodies in Wales. • We received the draft accounts on 15 June 2021 ahead of the revised deadline. • We expect your audit report to be signed by the end of October 2021
<p>Electronic signatures</p>	<p>The Corporate Director Resources provided an electronic signature, along with a supporting e-mail to confirm that he had certified the statement of accounts. We will continue to accept the use of electronic signatures and electronic transfer of files during the approval and signing process.</p>
<p>Audit evidence</p>	<p>As in previous years, we received all of the audit evidence in electronic format and we have used various techniques to ensure its validity. Where we have been unable to obtain access to paper documents because of COVID-19 restrictions, we have devised alternative audit methodologies to obtain sufficient audit evidence. Specifically:</p> <ul style="list-style-type: none"> • officers provided electronic working papers in accordance with our agreed Audit Deliverables Report; • officers provided audit evidence to the audit team via secure e-mail or via the secure ‘Sharepoint’ folder which was accessible to Audit Wales staff remotely; and • officers were available through Microsoft Teams for video conference meetings, and to share on-screen information/evidence.
<p>Other</p>	<ul style="list-style-type: none"> • Video conferencing has enabled the audit team to correspond effectively with officers throughout the audit. • Video-conference-based Governance and Audit Committee meetings have enabled us to proficiently discharge our responsibility for reporting to those charged with governance.

- 11 We will be reviewing what we have learned for our audit process from the COVID-19 pandemic and whether there are innovative practices that we might adopt in the future to enhance that process.

Proposed audit opinion

- 12 We intend to issue an unqualified audit opinion on this year's accounts once you have provided us with a Letter of Representation based on that set out in **Appendix 1**.
- 13 We issue a 'qualified' audit opinion where we have material concerns about some aspects of your accounts; otherwise we issue an unqualified opinion.
- 14 The Letter of Representation contains certain confirmations we are required to obtain from you under auditing standards along with confirmation of other specific information you have provided to us during our audit.
- 15 Our proposed audit report is set out in **Appendix 2**. Whilst our audit opinion is unqualified, it includes two emphasis of matter paragraphs, drawing the readers attention to certain disclosures in the financial statements:

Material uncertainty in relation to the valuation of Council Dwellings

The assumptions made about the future and other sources of estimation uncertainty on page 39 of the financial statements describe the impact of material valuation uncertainties arising from the COVID-19 pandemic on the valuation of the Council's dwellings provided by its professional valuers. I have drawn the reader's attention to this disclosure in an emphasis of matter paragraph in my audit report.

Material uncertainty in relation to the valuation of the Council's High Rise Dwellings

The assumptions made about the future and other sources of estimation uncertainty on page 39 of the financial statements describes the material uncertainty in the valuation of the Council's high-rise dwellings provided by the Council's external professional valuers in the aftermath of the Grenfell fire. I have drawn the reader's attention to this disclosure in an emphasis of matter paragraph in my audit report.

- 16 The Council has disclosed the nature and impact of the material uncertainties and my opinion is not modified in respect of these matters.

Significant issues arising from the audit

Uncorrected misstatements

- 17 We set out below the one misstatement we identified in the accounts, which has been discussed with management but remains uncorrected. We do not consider this to be material to our audit opinion.
- 18 The misstatement relates to a downward revaluation of an investment property that had not been transferred through the Capital Adjustment Account on the Council's consolidation of the Cardiff Capital Regional City Deal Joint Committee accounts. The impact of this unadjusted misstatement is that the General Fund balance is understated by £1.8 million and the unusable Capital Adjustment Account balance correspondingly overstated.
- 19 Whilst Auditing Standards require us to request that this is corrected, we accept management's view that given the number of entries required to amend the statements for relatively low values and the tight timescales for closure of the audit, there is little benefit in amending the statement of accounts. We request that the Governance and Audit Committee considers approving management's rationale for this and include this in the Letter of Representation.

Corrected misstatements

- 20 There were initially misstatements in the accounts that have now been corrected by management. However, we believe that these should be drawn to your attention and they are set out with explanations in **Appendix 3**.

Other significant issues arising from the audit

- 21 In the course of the audit, we consider a number of matters relating to the accounts and report any significant issues arising to you. There were no issues arising in these areas this year.

Appendix 1

Final Letter of Representation

[Audited body's letterhead]

Auditor General for Wales
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

21 October 2021

Representations regarding the 2020-21 financial statements

This letter is provided in connection with your audit of the financial statements of the County Council of the City and County of Cardiff and its group for the year ended 31 March 2021 for the purpose of expressing an opinion on their truth and fairness and their proper preparation.

We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

Management representations

Responsibilities

We have fulfilled our responsibilities for:

- the preparation of the financial statements in accordance with legislative requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2020-21; in particular the financial statements give a true and fair view in accordance therewith; and
- the design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

Information provided

We have provided you with:

- Full access to:
 - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;

- additional information that you have requested from us for the purpose of the audit; and
- unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
- The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- Our knowledge of fraud or suspected fraud that we are aware of and that affects the Council and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others.
- Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- The identity of all related parties and all the related party relationships and transactions of which we are aware.

Financial statement representations

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

The financial statements are free of material misstatements, including omissions. The effects of uncorrected misstatements identified during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. There is one misstatement within the accounts, which remains uncorrected. This relates to a

downward revaluation of an investment property that has not been transferred through the Capital Adjustment Account on the Council's consolidation of the Cardiff Capital Regional City Deal Joint Committee accounts. The impact of this unadjusted misstatement is that the General Fund balance is understated by £1.8 million and the unusable Capital Adjustment Account balance correspondingly overstated. Management have confirmed that this will be corrected in the 2021-22 financial year and as the amount is not material, we have not amended the financial statements.

Representations by the County Council of the City and County of Cardiff

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by Members of the County Council of the City and County of Cardiff on 21 October 2021.

We confirm that we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

Signed by:

Corporate Director Resources

Date: 21 October 2021

Signed by:

Chair of the Council – signed on behalf
of those charged with governance

Date: 21 October 2021

Appendix 2

Proposed Audit Report

The independent auditor's report of the Auditor General for Wales to the members of the County Council of the City and County of Cardiff

Opinion on financial statements

I have audited the financial statements of:

- the County Council of the City and County of Cardiff; and
- the County Council of the City and County of Cardiff Group

for the year ended 31 March 2021 under the Public Audit (Wales) Act 2004.

The County Council of the City and County of Cardiff's financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Movement on the Housing Revenue Account Statement and the Housing Revenue Account Income and Expenditure Statement and the related notes, including a summary of significant accounting policies.

The County Council of the City and County of Cardiff's Group financial statements comprise the Group Movement in Reserves Statement, the Group Comprehensive Income and Expenditure Statement, the Group Balance Sheet and the Group Cash Flow Statement and the related notes, including a summary of significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and international accounting standards as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2020-21.

In my opinion the financial statements:

- give a true and fair view of the financial position of the County Council of the City and County of Cardiff and the County Council of the City and County of Cardiff's Group as at 31 March 2021 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with legislative requirements and international accounting standards as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2020-21.

Basis of opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the Council and its group in

accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter - effects of the COVID-19 pandemic on the valuation of Council Dwellings

I draw attention to the assumptions made about the future and other sources of estimation uncertainty on page 39 of the financial statements, which describes the impact of the COVID-19 pandemic and the material uncertainty of the valuation of the Council's dwellings provided by the Council's external professional valuers.

My opinion is not modified in respect of this matter.

Emphasis of matter - valuation of Council High-Rise Dwellings in the aftermath of the Grenfell fire

I draw attention to the assumptions made about the future and other sources of estimation uncertainty on page 39 of the financial statements, which describes the material uncertainty in the valuation of the Council's high-rise dwellings provided by the Council's external professional valuers in the aftermath of the Grenfell fire.

My opinion is not modified in respect of this matter.

Conclusions relating to going concern

In auditing the financial statements, I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Council's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the responsible financial officer with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. The Responsible Financial Officer is responsible for the other information contained within the annual report. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon. My responsibility is to read the other information and, in doing so,

consider whether the other information is materially inconsistent with the financial statements or knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

Report on other requirements

Opinion on other matters

In my opinion, based on the work undertaken in the course of my audit:

- the information contained in the Narrative Report for the financial year for which the financial statements are prepared is consistent with the financial statements and the Narrative Report has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2020-21;
- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and the Annual Governance Statement has been prepared in accordance with guidance.

Matters on which I report by exception

In the light of the knowledge and understanding of the Council and the group and its environment obtained in the course of the audit, I have not identified material misstatements in the Narrative Report or the Annual Governance Statement.

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion:

- adequate accounting records have not been kept, or returns adequate for my audit have not been received from branches not visited by my team;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all the information and explanations I require for my audit.

Responsibilities

Responsibilities of the responsible financial officer for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts, the responsible financial officer is responsible for the preparation of the statement of accounts, including the County Council of the City and County of Cardiff Group financial statements, which give a true and fair view, and for such internal control as the responsible financial officer determines is necessary to enable the preparation of statements of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the statement of accounts, the responsible financial officer is responsible for assessing the Council's and group's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

My procedures included the following:

- enquiring of management and those charged with governance, including obtaining and reviewing supporting documentation relating to the County Council of the City and County of Cardiff's policies and procedures concerned with:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
 - the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.

- considering as an audit team how and where fraud might occur in the financial statements and any potential indicators of fraud. As part of this discussion, I identified potential for fraud in the following areas: revenue recognition and posting of unusual journals.
- obtaining an understanding of the County Council of the City and County of Cardiff's framework of authority as well as other legal and regulatory frameworks that Cardiff Council operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of Cardiff Council.

In addition to the above, my procedures to respond to identified risks included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management and the Governance and Audit Committee about actual and potential litigation and claims;
- reading minutes of meetings of those charged with governance, the Cabinet and Council;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

I also communicated relevant identified laws and regulations and potential fraud risks to all audit team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the County Council of the City and County of Cardiff's 'controls, and the nature, timing and extent of the audit procedures performed.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Certificate of completion of audit

I certify that I have completed the audit of the accounts of Cardiff Council in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

Adrian Crompton
Auditor General for Wales
28 October 2021

24 Cathedral Road
Cardiff
CF11 9LJ

Appendix 3

Summary of Corrections Made

During our audit we identified the following misstatements that have been corrected by management, but which we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process.

Exhibit 2: summary of corrections made

Value of correction	Nature of correction	Reason for correction
£25.117m	<p>Note 17 – Short Term Debtors and Note 19 – Short Term Creditors</p> <p>Decrease in both short-term debtors and short-term creditors.</p>	<p>This amendment corrects an overstatement of the debtor and creditor balances.</p> <p>There is no overall impact on the Balance Sheet</p>
£8.357m	<p>Note 14 – Non-Current Assets</p> <p>Increase in 'Movements in Cost or Values' value at 31 March 2020 for 'Other Land & Buildings' with a corresponding decrease of the value at 31 March 2020 for 'P,P&E Under Construction'</p>	<p>This amendment corrects a presentational error in the comparative figure</p>
£5.139m	<p>Comprehensive Income and Expenditure</p> <p>Decrease in both income and expenditure for the following directorates:</p> <ul style="list-style-type: none"> • Housing & Communities - £0.754m • Planning, Transport & Environment £0.001m • Social Services - £4.384m 	<p>These amendments correct errors in working papers supporting the figures in the financial statements</p> <p>There is nil impact on the overall CIES out-turn</p>

Value of correction	Nature of correction	Reason for correction
£4.357m	<p>Note 14 – Non-Current Assets Reduction in both the ‘Impairment Losses/Reversals to SDPS and ‘Impairment Losses/Reversals to RR’ lines across two asset categories as follows:</p> <p>Surplus Assets - £2.874m P,P& £ Under Construction - £1.483m</p>	This amendment corrects a mis-classification error within the Note.
£3.126m	<p>Note 14 – Non-Current Assets Reduction in ‘Additions’ for ‘Vehicles, Plant & Equipment’ with a corresponding increase in ‘Other Reclassifications – Transfers’</p> <p>Also an increase in ‘Additions’ for ‘P,P&E under construction’ with a corresponding decrease in ‘Other Reclassifications – Transfers’</p>	This amendment is to correct misclassifications between line items within this Note.
£2.500m	<p>Note 14 – Non-Current Assets – Investment properties Increase in the ‘Disposals’ figure for investment properties</p>	This amendment is to reflect the disposal of an investment property no longer owned by the Council.

Value of correction	Nature of correction	Reason for correction
£2.285m	<p>HRA Accounts – Note 1 Adjustments between Accounting Basis and Funding Basis under Regulations</p> <p>Within the 'Adjustments primarily involving the Capital Adjustment Account', an increase in 'Non-current assets written off as part of the gain/loss on disposal to the HRA Income and Expenditure Account' of £2.285m and a corresponding decrease in the same line within the 'Adjustments involving the Revaluation Reserve'</p>	<p>This amendment corrects a presentational error between line items within the Note,</p>
£1.053m	<p>Note 17 – Debtors</p> <p>Decrease in 'other entities and individuals' of £1.053m, an increase in 'Central government bodies' of £1.041m and an increase in 'other local authorities and NHS' of £0.012m</p>	<p>This amendment is to correct misclassifications between line items within this Note.</p>
Various	<p>Note 10 – Related Parties</p> <p>Two related party disclosures were omitted in relation to interests in the following organisations:</p> <ul style="list-style-type: none"> • Wales & West Housing – expenditure of £66K and income of £168K • Trustees of Cardiff Cycle Workshop – expenditure of £2K and income of £15K <p>Other minor narrative adjustments were also identified.</p>	<p>The amendments have been made to comply with the CIPFA Code and to provide clarification to the reader of the financial statements</p>

Value of correction	Nature of correction	Reason for correction
Various	<p>Note 8.3 Senior Officer Remuneration</p> <p>The comparative figures for the current and previous s151 Officer were disclosed on the wrong lines</p> <p>An additional footnote has been included to explain the salary uplift of £1,469 agreed and paid to the Director of Social Services after the draft accounts were prepared.</p>	<p>The amendments correct a presentational error with the comparative figure and provide further clarification to the reader of the financial statements.</p>
Various narrative and minor numerical presentation adjustments throughout the account	<p>Various numerical and narrative which include for example:</p> <ul style="list-style-type: none"> • Assumptions made about the future and other sources or estimation uncertainty Inclusion of a material uncertainty valuation note in relation to high-rise dwellings in the aftermath of the Grenfell fire. • Annual Governance Statement Correction of some dates and other narrative changes for clarification. • Cashflow Statement Various presentational and amendments • Group Accounts Various presentational amendments 	<p>A number of minor numerical, presentational and narrative changes have been made to various notes in the financial statements to provide more clarification to the reader, to correct casting errors and any internal inconsistencies.</p>



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We welcome correspondence and telephone calls in Welsh and English.
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.

Audit of Accounts Report – Cardiff Harbour Authority

Audit year: 2020-21

Date issued: October 2021

Document reference: 2624A2021-22

This document has been prepared as part of work performed in accordance with statutory functions.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales and the Wales Audit Office are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at infoofficer@audit.wales.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Contents

We intend to issue an unqualified audit report on your Accounts. There are no issues to report to you prior to their approval.

Audit of Accounts Report

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Audit of Accounts Report

Introduction

- 1 We summarise the main findings from our audit of your 2020-21 statement of accounts in this report.
- 2 We have already discussed these issues with the Corporate Director of Resources and Head of Finance.
- 3 Auditors can never give complete assurance that accounts are correctly stated. Instead, we work to a level of 'materiality'. This level of materiality is set to try to identify and correct misstatements that might otherwise cause a user of the accounts into being misled.
- 4 We set this level at £3.18 million for this year's audit.
- 5 There are some areas of the accounts that may be of more importance to the reader and we have set a lower materiality level for these, as follows:
 - Related Party transactions - £10,000
- 6 We have now substantially completed this year's audit.
- 7 In our professional view, we have complied with the ethical standards that apply to our work; remain independent of yourselves; and, our objectivity has not been compromised in any way. There are no relationships between ourselves and yourselves that we believe could undermine our objectivity and independence.

Impact of COVID-19 on this year's audit

- 8 The COVID-19 pandemic has had a significant impact on all aspects of our society and continues to do so. You are required by law to prepare accounts and it is of considerable testament to the commitment of your accounts team that you have succeeded in doing so this year in the face of the challenges posed by this pandemic. We are extremely grateful to the professionalism of the team in supporting us to complete our audit in such difficult circumstances.
- 9 The pandemic has unsurprisingly affected our audit and we summarise in **Exhibit 1** the main impacts. Other than where we specifically make recommendations, the detail in **Exhibit 1** is provided for information purposes only to help you understand the impact of the COVID-19 pandemic on this year's audit process.

Exhibit 1 – impact of COVID-19 on this year’s audit

Timetable	<ul style="list-style-type: none">• The statutory deadline for the completion of the draft accounts was 31 May 2021. However, given the continuing impact the COVID-19 pandemic, the Welsh Government extended the timeline for the completion of the draft annual accounts to 31 August 2021.• In addition, the timeline for the publication of final audited accounts was extended from 31 July to 30 November for all local government bodies in Wales.• We received the draft accounts on 15 June 2021 ahead of the revised deadline.• We expect your audit report to be signed by the end of October 2021.
Electronic signatures	<p>The Corporate Director Resources provided an electronic signature, along with a supporting e-mail to confirm that he had certified the statement of accounts. We will continue to accept the use of electronic signatures and electronic transfer of files during the approval and signing process.</p>
Audit evidence	<p>We received all of the audit evidence in electronic format. We have used various techniques to ensure its validity. Where we have been unable to obtain access to paper documents because of COVID-19 restrictions, we have devised alternative audit methodologies to obtain sufficient audit evidence. Specifically:</p> <ul style="list-style-type: none">• officers provided electronic working papers in accordance with our agreed Audit Deliverables Report;• officers provided audit evidence to the audit team via secure e-mail or via the secure ‘Sharepoint’ folder which was accessible to Audit Wales staff remotely; and• officers were available through Microsoft Teams or via e-mail.

- 10 We will be reviewing what we have learned for our audit process from the COVID-19 pandemic and whether there are innovative practices that we might adopt in the future to enhance that process.

Proposed audit opinion

- 11 We intend to issue an unqualified audit opinion on this year’s accounts once you have provided us with a Letter of Representation based on that set out in **Appendix 1**.

- 12 We issue a 'qualified' audit opinion where we have material concerns about some aspects of your accounts; otherwise we issue an unqualified opinion.
- 13 The Letter of Representation contains certain confirmations we are required to obtain from you under auditing standards along with confirmation of other specific information you have provided to us during our audit.
- 14 Our proposed audit report is set out in **Appendix 2**.

Significant issues arising from the audit

Uncorrected misstatements

- 15 There are no misstatements identified in the accounts, which remain uncorrected.

Corrected misstatements

- 16 There was no need to correct any misstatements as a result of our audit work.

Other significant issues arising from the audit

- 17 In the course of the audit, we consider a number of matters relating to the accounts and report any significant issues arising to you. There were no issues arising in these areas this year.

Appendix 1

Final Letter of Representation

[Audited body's letterhead]

Auditor General for Wales
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

21 October 2021

Representations regarding the 2020-21 financial statements

This letter is provided in connection with your audit of the financial statements of Cardiff Harbour Authority for the year ended 31 March 2021 or the purpose of expressing an opinion on their truth and fairness and their proper preparation.

We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

Management representations

Responsibilities

We have fulfilled our responsibilities for:

- The preparation of the financial statements in accordance with legislative requirements and the International Financial Reporting Standards (IFRSs); in particular the financial statements give a true and fair view in accordance therewith.
- The design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

Information provided

We have provided you with:

- Full access to:
 - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;

- additional information that you have requested from us for the purpose of the audit; and
- unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
- The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- Our knowledge of fraud or suspected fraud that we are aware of and that affects Cardiff Harbour Authority and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others.
- Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- The identity of all related parties and all the related party relationships and transactions of which we are aware.

Financial statement representations

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

The financial statements are free of material misstatements, including omissions and there are no uncorrected misstatements.

Representations by those charged with governance

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by the Council on 21 October 2021.

We confirm that we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

Signed by:

Signed by:

Corporate Director Resources

Chair of the Council – signed on behalf
of those charged with governance

Date: 21 October 2021

Date: 21 October 2021

Appendix 2

Proposed Audit Report

The independent auditor's report of the Auditor General for Wales to the those charged with governance of Cardiff Harbour Authority

Opinion on financial statements

I have audited the financial statements of Cardiff Harbour Authority for the year ended 31 March 2021 under the Public Audit (Wales) Act 2004.

Cardiff Harbour Authority's financial statements comprise the Comprehensive Income and Expenditure Statement, Balance Sheet and the related notes.

The financial reporting framework that has been applied in their preparation is applicable law and the International Financial Reporting Standards (IFRSs).

In my opinion the financial statements:

- give a true and fair view of the financial position of Cardiff Harbour Authority as at 31 March 2021 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with legislative requirements and international accounting standards.

Basis of opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of Cardiff Harbour Authority in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

In auditing the financial statements, I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on Cardiff Harbour Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the responsible financial officer with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the Narrative Report other than the financial statements and my auditor's report thereon. The Responsible Financial Officer is responsible for the other information contained within the Narrative Report. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon. My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

Report on other requirements

Opinion on other matters

In my opinion, based on the work undertaken in the course of my audit:

- the information contained in the Narrative Report for the financial year for which the financial statements are prepared is consistent with the financial statements and related notes.

Matters on which I report by exception

In the light of the knowledge and understanding of Cardiff Harbour Authority and its environment obtained in the course of the audit, I have not identified material misstatements in the Narrative Report.

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion:

- adequate accounting records have not been kept, or returns adequate for my audit have not been received from branches not visited by my team;

- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all the information and explanations I require for my audit.

Responsibilities

Responsibilities of the responsible financial officer for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts, the responsible financial officer is responsible for the preparation of the statement of accounts which give a true and fair view, and for such internal control as the responsible financial officer determines is necessary to enable the preparation of statements of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the statement of accounts, the responsible financial officer is responsible for assessing Cardiff Harbour Authority's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

My procedures included the following:

- enquiring of management and those charged with governance, including obtaining and reviewing supporting documentation relating to Cardiff Harbour Authority's policies and procedures concerned with:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and

- the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- considering as an audit team how and where fraud might occur in the financial statements and any potential indicators of fraud. As part of this discussion, I identified potential for fraud in the following areas: revenue recognition and posting of unusual journals.
- obtaining an understanding of Cardiff Harbour Authority's framework of authority as well as other legal and regulatory frameworks that Cardiff Harbour Authority operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of Cardiff Harbour Authority.

In addition to the above, my procedures to respond to identified risks included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management and the Governance and Audit Committee about actual and potential litigation and claims;
- reading minutes of meetings of those charged with governance and the Body;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

I also communicated relevant identified laws and regulations and potential fraud risks to all audit team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of Cardiff Harbour Authority's controls, and the nature, timing and extent of the audit procedures performed.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Certificate of completion of audit

I certify that I have completed the audit of the accounts of Cardiff Harbour Authority in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

Adrian Crompton
Auditor General for Wales
28 October 2021

24 Cathedral Road
Cardiff
CF11 9LJ



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Minor Joint Committees in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

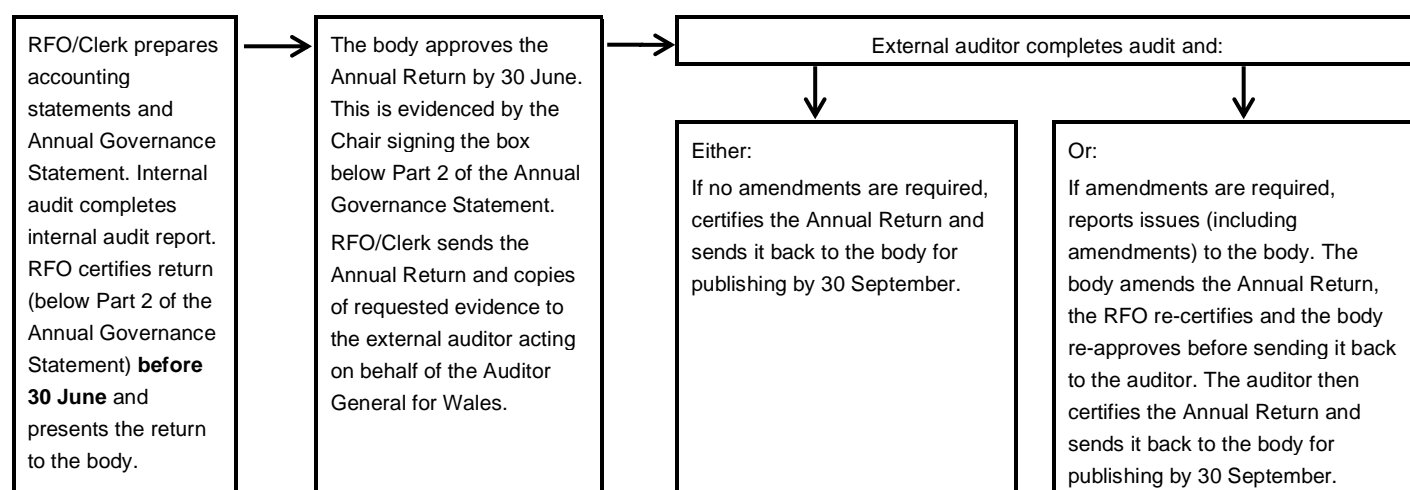
	Yes	No		Yes	No		Yes	No
ENGLISH	<input checked="" type="radio"/>	<input type="radio"/>	WELSH	<input type="radio"/>	<input type="radio"/>	BILINGUALLY	<input type="radio"/>	<input type="radio"/>

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales (including joint committees) to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For minor joint committees with income and expenditure below £2.5 million, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication, **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners’ Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and **complete all sections highlighted pink** .

APPROVING THE ANNUAL RETURN

The Committee must approve the Annual Return **BEFORE** the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

If it is unable to complete the approval process by 30 June 2021 or publish the audited return by 30 September, the Committee must publish notices as required by the Regulations.

The Auditor General for Wales’ Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales’ certificate and report.

Accounting statements 2020-21 for:

Name of body: PORT HEALTH 2020-2021

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	98,268	75,422	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	126,600	126,600	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	3,120	285	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	134,575	126,452	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	17,991	18,590	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	75,422	57,265	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	12,817	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	217,008	177,830	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	141,586	133,382	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	75,422	57,265	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	0	0	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
<p>3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Committee to conduct its business or on its finances.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
<p>4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
<p>5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
<p>6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
<p>7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1.


2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Committee approval and certification

The Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.</p>	<p>Approval by the Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
<p>RFO signature: </p>	<p>Minute ref:</p>
<p>Name: Christopher Lee</p>	<p>Chair of meeting signature:</p>
<p>Date: 26 July 2021</p>	<p>Name:</p> <p>Date:</p>

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2021 of:

Cardiff Port Health Authority

External auditor's report

Except for the matter reported below, on the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters and recommendations

On the basis of our review, we draw attention to the following matter which does not affect our audit opinion

- Regulation 15 of the Accounts and Audit (Wales) Regs 2014 requires the Annual Return to be both properly certified by RFO and approved by the Chair of the Committee or Council meeting receiving the Return, on or before 31st August 2021.
- As no approval had been given before the deadline, Cardiff County Council as administering authority had not provided proper opportunity for the exercise of electors' rights of inspection of an approved set of 'the accounts to be audited' under Section 30 of the Public Audit (Wales) Act 2004.
- Regulation 15 requires publication of a statement setting out the reasons for non-compliance and the arrangements being put in place for securing certification.
- An addendum to the Audit Notice has been published on the Cardiff County Council website to notify electors of their inspection rights over an unapproved Annual Return as audited and of the arrangements in place for a full meeting of the Council to approve the Annual Return.
- We raised this matter to your attention on the previous auditor's report and note that appropriate action has been taken to notify electors.

External auditor's name:

**Adrian Crompton
(Auditor General for Wales)**

External auditor's signature:

Date:

28 October 2021

For and on behalf of the Auditor General for Wales

*

Annual internal audit report to:

Name of body: PORT HEALTH 2020-2021

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cardiff is constituted as a port health authority and not a joint board/committee. Appropriate books of accounts has been kept throughout the year through Cardiff and Vale of Glamorgan Council's main accounting ledgers and are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom and the Service Reporting Code of Practice.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The Body's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for under the accountable bodies VAT registration with the necessary disclosures and permissions being sought from HMRC.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Port Health Service Plan for 2020-2021 includes consideration for the mitigation of risks for service delivery and contain an action plan with key objectives and milestones for achieving these. It is noted that the Shared Regulatory Services Business Plan 2020-2021 includes a Risk Register for the service as a whole and a basic summary of the role of Port Health.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Annual precept resource demand resulted from an adequate budgetary process and

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
progress against the budget was regularly monitored, and reserves were appropriate.					are calculated and the budget, income and expenditure is regularly monitored by the Accountant. Port Health's overall accounts summary have been reported to the Shared Regulatory Services Joint Committee during 2020-2021.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Income was fully received, based on correct prices, properly recorded and promptly banked, and VAT has been appropriately accounted for.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Analysis of the overall cost / profit centre position did not identify any Imprest account reimbursements.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Salaries to employees and allowances to members were paid in accordance with approvals, and PAYE and NI requirements were properly applied. Port Health's staffing costs were supplied by the Shared Regulatory Services inclusive of Absence Accrual for 2020-2021.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No tangible fixed assets. Current assets include cash (held by Cardiff Council) and Debtors.
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Monthly account reconciliations for inter companies are undertaken as part of the council wide year-end bank reconciliations.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Accounting statements were from figures in SAP and supported by an adequate audit trail from underlying records. They were prepared on the correct accounting basis with receipts and payments, income and expenditure, agreeing with the cashbook.

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
11. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	PERNILLE LARSEN
Signature of person who carried out the internal audit:	Pernille Larsen
Date:	05.05.2021

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **You must send to the external auditor, information to support the assertions made in the Annual Governance Statement.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2021 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?		
	Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Committee's approval of the amendments before re-submission to the auditor?		

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Annexes B & C to this Appendix are not for publication as they contain exempt information of the description in Paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972.

Appendix 7

Treasury Management Annual Report 2020/21

Cardiff Council



Introduction

1. Treasury management activities are the management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
2. The Council carries out its treasury management activities in accordance with a code developed for public services and updated in 2017 by the Chartered Institute of Public Finance and Accountancy (CIPFA). The code is currently the subject of a consultation, with an update expected in late 2021.
3. The Council has delegated responsibility for treasury management to the Corporate Director of Resources (S151 Officer). The Council's Treasury Management Practices which are updated annually, identifies specific responsibilities of officers as well as setting out schedules highlighting the way in which treasury activities are managed.
4. On 25th February 2010, Council approved policies and adopted the four clauses of the treasury management code which are replicated in **Annexe A** for information. Council received a report in February 2020 on the Council's Treasury Management Strategy for 2020/21 and a mid-year review in November 2020.
5. The Treasury Management is an integral part of the Council's Strategic and Financial planning framework, with borrowing activities primarily as a consequence of historic and future capital expenditure approved by Council as part of the Council's Capital Investment programme.



6. This report provides members with an annual report for the Council's Treasury Management activities for 2020/21. It covers:-
 - the economic background to treasury activities
 - treasury investment strategy and outturn for 2020/21
 - borrowing strategy and outturn for 2020/21 including debt rescheduling
 - compliance with treasury limits and prudential indicators
 - resilience of the Treasury Management function

- treasury management issues for 2021/22.
7. Council requires scrutiny of the accounting, audit and commercial issues of its Treasury Management Strategy and practices to be undertaken by the Council's Governance and Audit Committee. A number of reports were submitted to the Committee to note and review during the year, with committee receiving regular updates on the position and performance of treasury investments and borrowing. A glossary of key treasury management terms is included at Annexe E.

Economic Background

8. The first national lockdown, instigated in response to the COVID-19 pandemic in late March 2020 impacted significantly on economies globally. The impact felt, exceeded the economic downturn experienced post the financial crisis of 2008/09. Further lockdowns in November 2020 and January 2021 were actioned, but businesses and individuals had become more resilient in adapting to working in new ways during the latter part of 2020/21. The advent of vaccines starting in November 2020, were a 'game changer' aiding economic recovery and the eventual reopening of the economy.
9. During 2020/21, financial markets were concerned that the UK Bank Rate would be negative however this was firmly discounted at the February 2021 Monetary Policy Committee (MPC) meeting when it was established that commercial banks would be unable to implement negative rates for at least six months – by which time the economy was expected to be making a strong recovery and negative rates would no longer be needed. The key addition to the Bank's forward guidance in August was a new phrase in the policy statement, namely that "it does not intend to tighten monetary policy until there is clear evidence that significant progress is being made in eliminating spare capacity and achieving the 2% inflation target sustainably". That seemed designed to say, in effect, that even if inflation rises to 2% in a couple of years' time, do not expect any action from the MPC to raise Bank Rate – until they can clearly see that level of inflation is going to be persistently above target if it takes no action to raise Bank Rate.
10. The Chancellor implemented repeated rounds of support to businesses by way of cheap loans and other measures to protect jobs. This support came at a huge cost in terms of the Government's budget deficit ballooning in 2020/21 and 2021/22 so that the Debt to GDP ratio reached around 100%. The UK Budget on 3 March 2021 increased fiscal support to be followed by substantial tax rises in the following three years to help to pay the cost for the pandemic.
11. In respect to Brexit, the final agreement on 24 December 2020 eliminated a significant downside risk for the UK economy. However, the initial agreement only covered trade so there is further work to be done on the services sector where temporary equivalence has been granted in both directions between the UK and EU.
12. Brexit and the pandemic exposed how frail extended supply lines were around the world. In terms of direct impacts on the Council, this will have an impact on costs of construction and availability of materials, increasing risk.

Investments and Outturn

13. The Council's treasury investments include those arising from its own temporary cash balances as well as balances held from activities of Joint Committees such as the Cardiff Capital Region City Deal, for which it is the accountable body.
14. The management of the day-to-day cash requirements of the Council is undertaken in-house with credit advice from Link Asset Services, the Council's Treasury Management advisors. This may involve temporary borrowing pending receipt of income or the temporary lending of surplus funds. Investment balances fluctuate daily and arise from a number of sources including differences in timing of revenue and capital cash flows, reserves, provisions and other balances held for future use.
15. The Council invests with institutions approved by Council as part of its Treasury Management Strategy and in accordance with investment guidelines established by the Welsh Government. As part of the Markets and Financial Instruments Directive II, the Council elected for 'professional' status. The categories, names, periods and size limits on the Council's approved investment list can be extended, varied or restricted at any time by the Corporate Director Resources under delegated powers and monitored closely in conjunction with the Council's treasury advisors.
16. At 31 March 2021, investments stood at £141.4 million, with a short term investment strategy employed particularly at the start of the year to mitigate against liquidity risk. The Council's choice of investments maintained an approach of security, where the amount invested is that repayable. **Annexe B** shows with whom these investments were held.
17. A selection of performance indicators and benchmarking charts in relation to investments is included in **Annexe C**. The main areas to highlight at 31 March 2021 are as follows:-
 - Counterparty exposure against the maximum allowed directly with an organisation. This shows that at 31 March 2021 no exposure limits set were breached. This was also the case during the course of the year.
 - Investments held with different institutions as a percentage of the total shows that investments are diversified over a number of organisations and this was a strategy applied where possible during the course of the year.
 - The geographic spread of investments as determined by the country of origin of relevant organisations. All investments are in sterling and countries are rated AA and above as per our approved criteria.
18. Using historic data adjusted for current financial market conditions, the probability of any default is low at circa 0.01% of the investments outstanding, i.e. £11,170.
19. All investments held at 31 March 2021 are deemed recoverable. Accordingly, no impairment losses are reflected in the Council's 2020/21 Statement of Accounts arising from the Council's treasury management activities.

20. The overall level of interest receivable from treasury investments totalled £0.364 million in 2020/21. The average returns achieved compared to current industry benchmarks are shown in the table below.

	Return on Investment 2019/20		Return on Investment 2020/2021	
	Benchmark 7day / 3month (%)	Achieved (%)	Benchmark 7day / 3month (%)	Achieved (%)
In-house	0.53 / 0.63	0.85	(0.02) / 0.00	0.22

21. The benchmarks are the average of the 7-day London Interbank Bid Rate (LIBID) and 3-month LIBID respectively. These represent the average rate during the course of the year for investments for those periods. Performance exceeded benchmarks, due to availability of notice accounts offering higher deposit rates and undertaking longer term deposits where appropriate. As can be seen from the benchmarks, investment rates plunged during 2020/21 to near zero or into negative territory. Following a review led by the Bank of England, LIBOR will be phased out during 2021 and this means that the current LIBID investment benchmark will also be removed. The intention is to replace LIBID with the Sterling Overnight Index Average rate (SONIA) when the changes to LIBOR and LIBID have been completed.
22. The Bank of England and the Government also introduced new programmes of supplying the banking system and the economy with massive amounts of credit so that banks could help cash-starved businesses to survive the lockdown. This meant that for most of the year there was much more liquidity in financial markets than there was demand to borrow, with the consequent effect that investment earnings rates plummeted. These reductions will be reflected in interest receivable assumptions for 2021/22 and future years.
23. The Council continued to take a cautious approach to investing and is also fully appreciative of changes to regulatory requirements for financial institutions in terms of additional capital and liquidity that came about in the aftermath of the financial crisis. These requirements have provided a far stronger basis for financial institutions, with annual stress tests by regulators evidencing how institutions are now far more able to cope with extreme stressed market and economic conditions.

Borrowing and Outturn

24. Borrowing is undertaken to finance the Council's capital programme and manage any short-term cash flow requirements. The main sources of borrowing are identified in the table below.
25. At 31 March 2021, the Council had £810.7 million of external borrowing. This was predominantly fixed interest rate borrowing from the Public Works Loan Board (PWLB) payable on maturity.

31 March 2020			31 March 2021	
£m	Rate (%)		£m	Rate (%)
698.9		Public Works Loan Board	698.9	
51.0		Market (Lender Option Borrower Option)	51.0	
20.6		Welsh Government	22.5	
58.3		Local Authorities and other	38.3	
828.8	4.11	Total External Debt	810.7	4.17

26. All borrowing is in the name of the Council and a single pool of debt is maintained rather than having separate loans for the HRA. Total interest payable on external debt during 2020/21 was £34.0 million of which £12.7 million was payable by the Housing Revenue Account (HRA). In total £38.1 million was set aside from General Fund and HRA revenue budgets in line with the Councils approved policy on prudent provision for debt repayment.
27. Extracts from the borrowing strategy approved by Council in February 2020 are shown below.

The Council's Borrowing Strategy for 2020/21 and the capital financing revenue budgets included in the MTFP will consider all options to meet the long-term aims of:

- *promoting revenue cost stability to aid financial planning and avoid a stop-start approach to service delivery, although it is recognised that this may have a financial impact*
- *pooling borrowing and investments to ensure the whole Council shares the risks and rewards of treasury activities*
- *Ensuring borrowing plans are aligned to known capital expenditure spending plans and financial reserve levels*
- *achieving a balanced maturity profile*
- *having regard to the effects on current and future Council Tax and Rent Payers.*

External verses internal borrowing

Whilst interest rates for borrowing are greater than interest rates the Council receives for investments (the cost of carry), it makes financial sense to use any internal cash balances held in the short-term to pay for capital expenditure and minimise costs (internal borrowing), rather than undertake external borrowing. However, there is a risk that the Council may have to borrow at higher rates when it does actually need to borrow in future and so this position is kept under continuous review.

28. During 2020/21, the Council repaid £21.2 million of maturing loans. Interest free loans totalling £3.1 million were received from the Welsh Government in respect of Town Centre loan scheme and energy efficiency schemes. The overall effect of these transactions during the year was to increase the average rate on the Council's borrowing

to 4.17% at 31 March 2021 primarily due to the maturity of lower rate short term borrowing.

29. As part of its loan portfolio, the Council has six Lender Option Borrower Option (LOBO) loans totalling £51 million. These are where the lender can request a change in the rate of interest payable by the Council on pre-determined dates. The Council at this point has the option to repay the loan, but this option is conditional and would require the lender to ask for an increase in the current rates to trigger such an event. Apart from the option to increase rates these loans are comparable to PWLB and have no other complications such as variation in interest rates or complex terms.
30. Interest rates on the LOBO's held range between 3.81% and 4.35% which are not unreasonable given the council's average rate. Details of the loans are shown in the table below.
31. None of the LOBO's had to be repaid during 2020/21. £24 million of the LOBO loans are subject to the lender having the right to change the rate of interest payable during the next financial year. The Council has the right to refuse the change, triggering early repayment and the need to re-finance. This is a manageable refinancing risk as LOBO's form a relatively low proportion of the Council's overall borrowing at 6.29%.

£m	Rate	Potential Repayment Date	Option Frequency	Full Term Maturity
6	4.28%	21/05/2021	6 months	21/11/2041
6	4.35%	21/05/2021	6 months	21/11/2041
6	4.06%	21/05/2021	6 months	23/05/2067
6	4.08%	01/09/2021	6 months	23/05/2067
5	4.10%	16/01/2023	5 years	17/01/2078
22	3.81%	21/11/2020	5 years	23/11/2065

32. In accordance with the strategy, the Council has been in a position of undertaking internal borrowing which is when it uses temporary cash balances it holds in the short term instead of undertaking external borrowing. The level of internal borrowing is £30 million as at 31 March 2021, and this is confirmed by a comparison of the Council's external level of debt and its Capital Financing Requirement at 31 March 2021 as shown later in this report.
33. In October 2019, the Government introduced an unexpected policy increase of 100 (1%) basis points in PWLB rates on top of the then current margin over gilt yields of 80 basis points and in March 2020, started a consultation process for reviewing PWLB borrowing for different types of local authority capital expenditure.
34. On 25 November 2020, the Chancellor announced the conclusion to the review and the standard and certainty margins were reduced by 1%. However, a prohibition was introduced to deny access to borrowing from the PWLB for any local authority which had purchases of 'assets for yield'.

35. In summary, an approach of avoiding new borrowing by running down cash balances currently results in short term savings and this was the approach taken in 2020/21, where new borrowing was limited (except for £3.1 of specific loans from Welsh Government referred to in Para 28). PWLB borrowing policy changes were also a key factor in decision making in terms of timing of borrowing. The borrowing strategy will continue to look at options to manage the Council's future borrowing requirement, taking a cautious approach and taking advantage of rates to secure long term certainty where possible.

Debt Rescheduling

36. No debt rescheduling or early repayment of debt was undertaken during 2020/21. The main obstacle remains the level of premium (penalty) that would be chargeable on early repayment by the PWLB. The premium payable on the balance of PWLB loans at 31 March 2021, which are eligible for early repayment (£693 million), is £474 million. This premium is payable primarily because:-

- Interest rates on loans of equivalent maturities compared to those held are currently lower
- A penalty rate or lower early repayment rate was introduced by HM Treasury in November 2007, which increased the cost of premiums and reduced flexibility of Local Authorities to make savings. This has been a significant thorn in the ability of local authorities to manage debt more effectively.

37. The Council has previously considered the opportunity for early repayment of LOBO loans but any required premiums payable are unviable. Whilst the cost of premiums can be spread over future years, options for restructuring that have been considered result in an adverse Net Present Value (NPV). Whilst there may have been short terms savings, these were outweighed by potentially longer-term costs and not deemed cost effective.

Compliance with treasury limits and prudential indicators

38. During the financial year the Council operated within the treasury limits and prudential indicators set out in the annual Treasury Management Strategy. The actual outturn is shown in the following paragraphs and compared to the original estimates contained in the 2020/21 Budget Report. Future year's figures are taken from the Budget Report for 2021/22 and will be updated in the Budget Report for 2022/23.

Capital Expenditure

39. The "Prudential Code" requires the Council to estimate the capital expenditure that it plans to incur over the Medium Term. The actual capital expenditure incurred in 2020/21 and estimates of capital expenditure for the current and future years as set out in the Budget Report of March 2021 are as follows:-

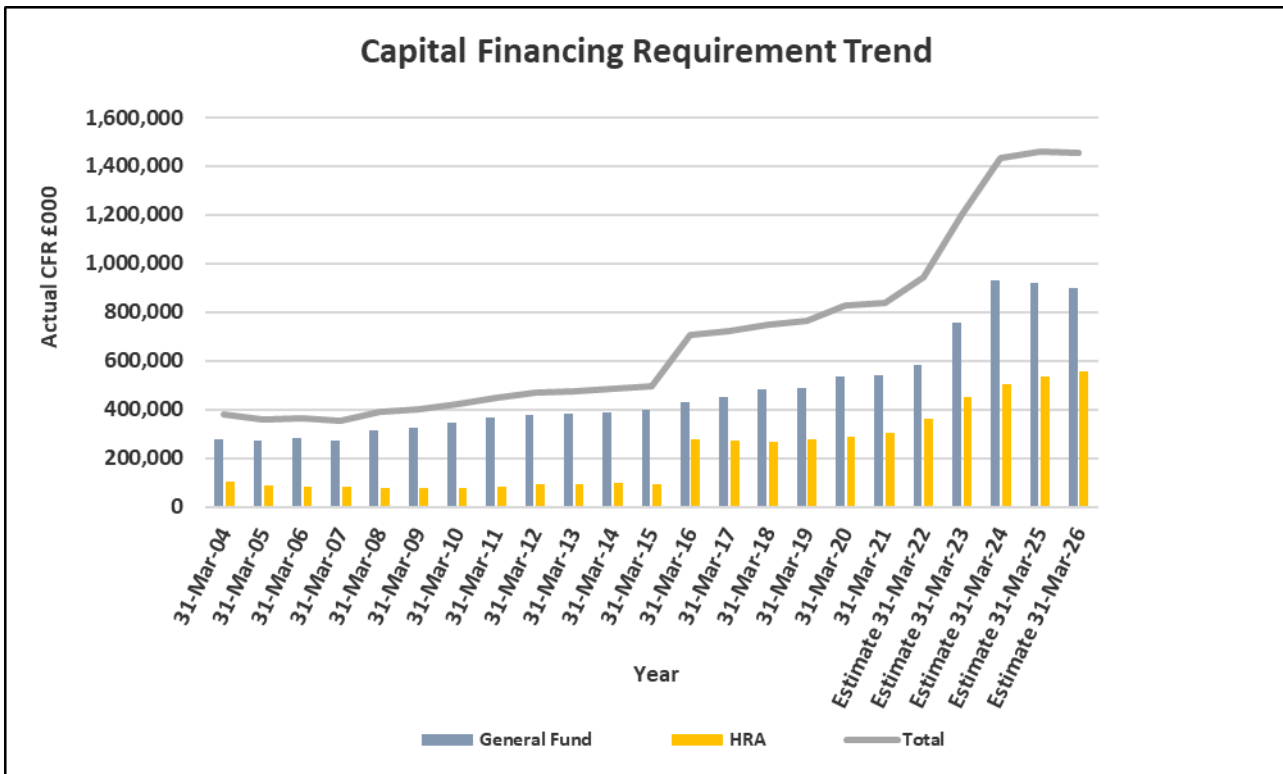
Capital Expenditure							
	2020/21 Actual	2020/21 Original Estimate	2021/22 Estimate Month 4	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
	£m	£m	£m	£m	£m	£m	£m
General Fund	112	137	168	251	271	121	69
Housing Revenue Account	54	57	66	118	91	70	51
Total	166	194	234	369	362	191	120

Capital Financing Requirement (CFR) – The Borrowing Requirement (Excluding Landfill Provision)

40. Where capital expenditure has been incurred without a resource to pay for it i.e. when proposed to be paid for by supported or unsupported borrowing, this will increase what is termed the Council's Capital Financing Requirement (CFR) which is the Council's underlying need to borrow. The Council is required to make a prudent provision for the repayment of historic capital expenditure from its revenue budget in line with its agreed policy which reduces the CFR. Calculation of the CFR is summarised in the table below and results in the need to borrow money.

Movement	Opening Capital Financing Requirement (CFR)
+	Capital expenditure incurred in year
-	Grants, contributions, reserves and receipts used for capital expenditure
-	Prudent Minimum Revenue Provision and Voluntary Repayment
=	Closing Capital Financing Requirement (CFR)

41. The chart below shows the trend in the CFR including the Housing Revenue Account. The latter includes the £187 million payment made from the HRA to HM Treasury to exit the subsidy system in 2015/16 and also future expenditure to create new Council owned affordable housing in accordance with the Housing 30 Year Business Plan. The increase for the general fund relates to previous commitments and new expenditure commitments primarily those assumed to pay for themselves from future income or savings such as the indoor arena, City Deal and the 21st century school's financial model. Future projections of the CFR are based on the timing of the Capital investment programme and resources deemed available to fund it.



42. The CFR as at 01 April 2020 was £829 million. The actual CFR as at 31 March 2021, estimates for current and future years (estimated in the March 2021 budget) are shown in the table below and exclude non cash backed provisions in relation to Landfill after care provision:-

Capital Financing Requirement (Excludes landfill provision)							
	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Original	Estimate	Estimate	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m	£m	£m
General Fund	540	544	584	755	930	920	900
Housing Revenue Account	301	326	362	449	505	538	555
Total CFR	841	870	946	1,204	1,435	1,458	1,455
External Debt	811						
Over / (Under) Borrowing	30						

43. By comparing the CFR at 31 March 2021 (£841 million) and the level of external debt at the same point in time (£811 million), it can be seen that the Council is internally borrowed.i.e. it is using internal cash balances to finance its capital expenditure as at 31 March 2021 (£0 million at 31 March 2020).

44. As set out in the March 2021 Budget Report, the CFR is forecast to increase over the next five years due to capital programme investment in existing assets, major projects

including the arena, development of new affordable housing, and the 21st century school's programme. Forecasts will be updated in the 2022/23 Budget Report.

Actual External Debt

45. The Code requires the Council to indicate its actual external debt at 31 March 2021 for information purposes. This was £811 million as shown in the earlier paragraphs.

Affordable Borrowing Limit

46. The Council has a statutory duty under section 3 of the Local Government Act 2003 and supporting regulations to determine and keep under review how much it can afford to borrow and to enter into credit arrangements (the "Affordable Borrowing Limit"). This cannot be breached without Council approval. Council must have regard to the Prudential Code when setting this limit which is intended to ensure that total capital investment remains within sustainable limits and that the impact upon future council tax/rent levels is affordable.

47. During 2020/21 the Council remained within the authorised limit of £1,126 million set for that year.

Operational Boundary

48. The operational boundary is the estimated level of external borrowing set at the start of the year and is subject to the level and timing of borrowing decisions during the year. The actual level of borrowing can therefore be below or above this initial estimate, but what cannot be breached is the affordable borrowing limit mentioned above. The boundary was estimated to be £870 million at 31 March 2021, to match the forecast for the CFR when setting the 2020/21 budget in March 2020.

Maturity Structure of Fixed Rate Borrowing

49. The maturity structure remains within the limits below approved as part of the 2020/21 strategy below. These limits are set to avoid having large amounts of debt maturing in a short space of time, thus being exposed to significant liquidity risk and interest rate risk.

	31-Mar-20		Upper limit	31-Mar-21			
	Loans to Maturity			Loans to Maturity		Loans if LOBO's Paid Early	
	%	£m		%	£m	%	£m
Under 12 months	2.6	21.2	10	3.33	27.0	6.29	51.0
12 months and within 24 months	3.3	27.0	10	2.80	22.7	3.42	27.7
24 months and within 5 years	3.7	30.5	15	1.65	13.4	4.36	35.4
5 years and within 10 years	6.5	53.8	20	8.18	66.3	8.18	66.3
10 years and within 20 years	21.0	174.3	30	21.62	175.3	21.62	175.3
20 years and within 30 years	20.4	169.0	35	20.97	170.0	19.49	158.0

30 years and within 40 years	25.6	212.7	35	26.24	212.7	26.24	212.7
40 years and within 50 years	16.3	135.3	35	14.59	118.3	10.40	84.3
50 years and within 60 years	0.6	5.0	15	0.62	5.0	0.00	0.0

50. The maturity profile of the Council's borrowing as at 31 March 2021 is also shown in a chart in **Annexe D**. In the medium to long term, efforts will be made to restructure loans maturing in 2056/57 and to review LOBO maturities in order to reduce refinancing risk. Benchmarking previously undertaken has demonstrated that the Council's maturity profile is not inconsistent with other local authorities where information is available.

Ratio of financing costs to net revenue stream

51. This indicator identifies the trend in the cost of capital financing, showing the percentage of the Council's revenue budget that is committed for this purpose. Financing costs include:

- interest payable on borrowing and receivable on treasury investments
- penalties or any benefits receivable on early repayment of debt
- prudent revenue budget provision for repayment of capital expenditure paid for by borrowing and
- re-imburement of borrowing costs from directorates in respect of Invest to Save/Earn schemes.

52. For the General Fund, net revenue stream is the amount to be met from non-specific WG grants and Council Tax, whilst for the HRA it is the amount to be met from rent payers.

Ratio of financing costs to Net Revenue Stream							
	2020/21 Original Estimate %	2020/21 Actual %	2021/22 Estimate %	2022/23 Estimate %	2023/24 Estimate %	2024/25 Estimate %	2025/26 Estimate %
General Fund – Net Capital Financing Budget	4.61	4.73	4.68	4.81	5.19	5.40	5.34
General Fund – Gross Capital Financing Budget	6.94	6.99	7.27	7.42	8.82	9.76	9.56
HRA	34.66	32.72	33.93	34.09	36.70	38.00	38.53

53. Although there may be short term implications, invest to save/earn schemes are intended to be net neutral on the capital financing budget. However, there are risks that the level of income, savings or capital receipts anticipated from such schemes will be delayed or will not materialise. This would have a detrimental long-term consequence on the Revenue budget and requires careful monitoring when considering future levels of additional borrowing.

54. Accordingly, an additional local indicator is calculated for the general fund to support decision making and is shown in the table below for the period up to 2025/26. These

indicators, which will be updated in the budget proposals report for 2022/23, show capital financing costs of the Council as a percentage of its controllable budget, excluding treasury investment income:

Capital Financing Costs as percentage of Controllable Budget									
	2011/12	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	Difference
	Actual	Original Estimate	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	11/12-25/26
	%	%	%	%	%	%	%	%	%
Net	13.47	11.21	11.34	11.00	11.40	12.52	13.11	12.98	(3.64)
Gross	15.17	16.02	16.37	17.02	17.51	21.19	23.59	23.13	52.47

55. An increasing percentage indicates that a greater proportion of the controllable budget is required for capital financing costs which are committed in the long term. The requirement to meet these additional costs can only come from future savings or from increases in Council Tax. An increasing ratio limits the scope for additional borrowing in future years and reduces the Council's overall flexibility when making decisions on the allocation of its revenue resources. The percentages take into account the impact on the controllable base budget of the level of savings having to be found in 2021/22 and over the medium term. They are based on future assumptions in respect to Aggregate External Financing, council tax income and housing rents at a point in time. Any adverse change in these variables may have a significant impact on the outlook for this indicator.

Principal Invested for over 364 days

56. An upper limit for principal invested over 364 days was set at £90 million and this was not breached during the year, primarily due to the strategy adopted of minimising the period for which investments were made during 2020/21

Resilience of the Treasury Management Function

57. The Treasury function performs a key role including ensuring that sufficient funds are available to meet the Council's financial commitments and is often the payment mechanism of last resort. The requirements to meet high standards, accuracy and governance requirements are significant for a small specialist team. Very early in 2020/21, financial resilience was enhanced by securing additional liquidity at a time when financial markets and funding was uncertain as a result of the Covid 19 pandemic. Contingency plans in terms of access to bank and systems were trialled and implemented early (pre the national lockdown in March 2020), allowing continuity of service provision remotely. This was in parallel with other key factors such as the change in banking services provider, uncertainty in respect to cash flows, a low interest rate environment, meeting accounts completion deadlines and wider responsibilities of the finance function in response to the pandemic.
58. Treasury Management activities continue to be the subject of regulatory change with a further consultation of changes in the CIPFA Code taking place. This and some of the other issues and challenges outlined below continue to test skills and resilience, something that will continue to be monitored closely by the S151 Officer.

Treasury Management issues for 2021/22 and future years

59. Whilst this report is primarily backward looking in relation to Treasury Activities for 2020/21, some key issues for 2021/22 are:

- The timing of external borrowing to pay for the Council's longer term need to borrow and securing some certainty whilst interest rates remain low.
- Highlighting need for the Council to ensure compliance with HM Treasury revised lending policies and processes aimed to prevent borrowing undertaken to fund investment purely for financial gain. It should be noted that any such expenditure would preclude any borrowing from the PWLB.
- Maximising value from temporary cash balances and avoiding negative interest rates in a low interest rate environment.
- Assessing the impact of and implementing changes expected in respect of treasury skills, processes and reporting requirements likely to be introduced as part of the CIPFA Treasury Management Code update.
- Understanding and developing processes and impact on Capital and Treasury Management indicators in respect to Lease accounting and reporting changes introduced as part of International Financial Reporting Standard 16 in 2022/23.
- Updating the Treasury Management Strategy for the 2022/23 budget in line with any updates to the Capital Investment Programme forecasts and scheme delivery including the impact of major regeneration projects.
- Ongoing financial market uncertainty.

60. In accordance with the Council's Treasury Management Policy, Council will receive a further update on Treasury Management issues as part of the 2021/22 Mid-Year Treasury Management report in November 2021.

Christopher Lee

Corporate Director Resources
21 October 2021

The following Annexes are attached:-

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

Annexe B – Investments at 31 March 2021

Annexe C – Investment charts at 31 March 2021

Annexe D – Maturity analysis of debt as at 31 March 2021

Annexe E – Glossary of Treasury Management terms

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

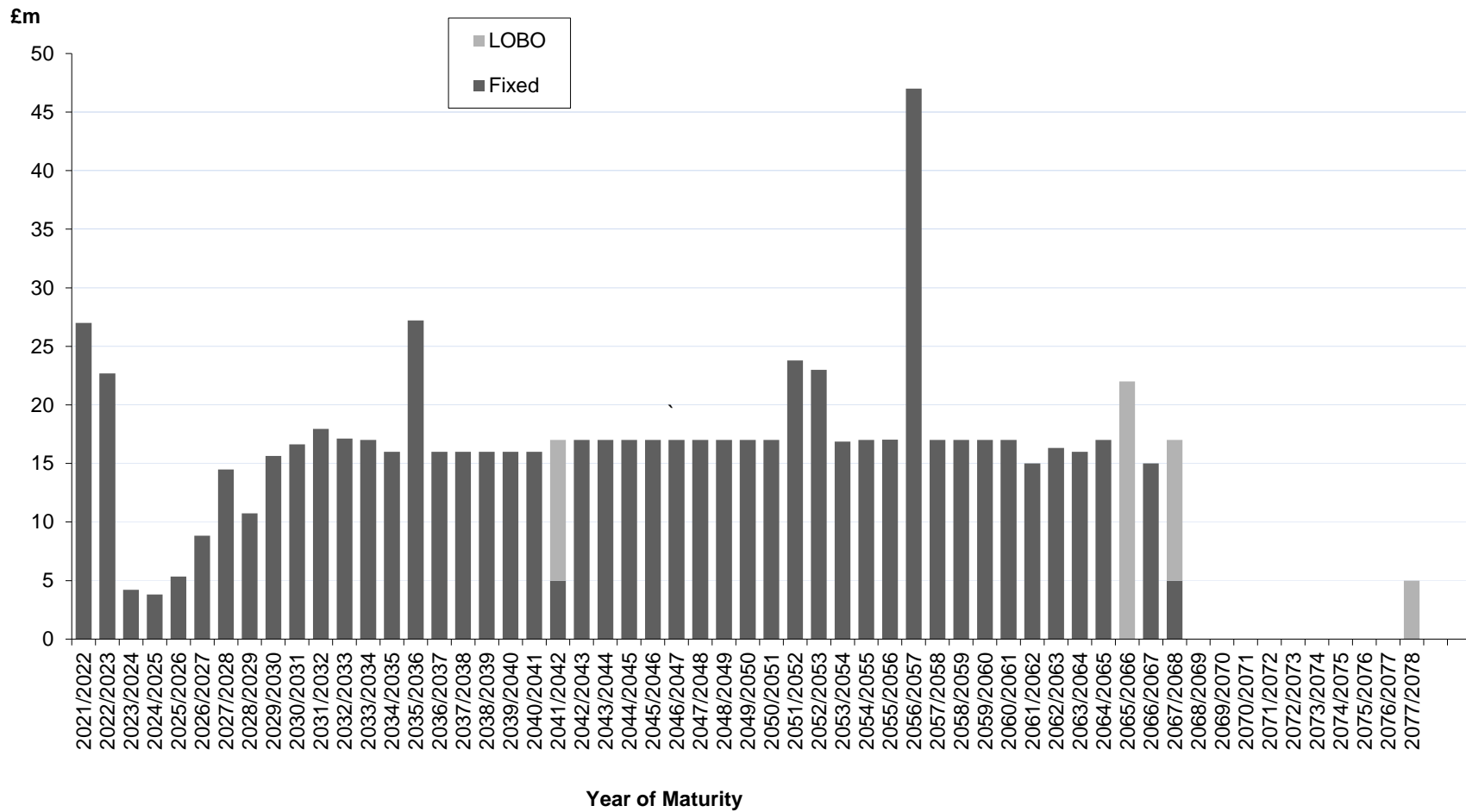
Council's treasury management Policy / Activities

1. This Council defines its treasury management activities as: the management of its investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
2. This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications.
3. This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

Four Clauses of Treasury Management

4. In compliance with the First Clause, this Council will create and maintain, as the cornerstones for effective treasury management:-
 - A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
 - Suitable Treasury Management Practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities
5. In compliance with the Second Clause, this Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy in advance of the year, a mid-year review and an annual report after the year's close, in the form prescribed in its TMPs.
6. In compliance with the Third Clause, this Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Executive, and for the execution and administration of treasury management decisions to the Corporate Director Resources in accordance with existing delegations, who will act in accordance with the Policy Statement, TMPs and CIPFA's Standard of Professional Practice on Treasury Management.
7. In compliance with the Fourth Clause, this Council requires the scrutiny of the accounting, audit and commercial issues of its Treasury Management Strategy and Practices to be undertaken by the Council's Audit Panel due to the technical nature of the documents.

Annexe D – Maturity Profile of Debt at 31 March 2021



Annexe E – Glossary of Treasury Management Terms

Bank Rate

1. The rate of interest set by the Bank of England as a benchmark rate for British banks.

Bonds

2. A long-term debt security issued by a company, a financial institution, a local authority, national government or its affiliated agencies. It represents an undertaking to repay the holder the fixed amount of the principal on the maturity date plus a specified rate of interest payable either on a regular basis during the bond's life (coupon) or at maturity.

Borrowing

3. Loans taken out by the authority to pay for capital expenditure or for the prudent management of the Council's financial affairs, which are repayable with interest.

Capital Expenditure

4. Capital expenditure pays for improvements to existing and new assets used in the delivery of Council services as well as other items determined by Regulation. Capital resources are scarce, costly and also have long term revenue implications over many years and even generations where capital expenditure is funded by borrowing. Hence the requirement of the Prudential Code to ensure what is charged as Capital Expenditure is Prudent, Sustainable and Affordable.
5. The statutory definition of capital expenditure is given in the Local Government Act 2003, the Local Authorities (Capital Finance) Regulations 2003 and 2004 as amended. Statute relies on the accounting measurement of cost in International Accounting Standard (IAS) 16 to determine whether expenditure is eligible to be capitalised or whether it should be treated as revenue expenditure. Key to what is eligible as capital spend are the following words in IAS 16 - 'Costs directly attributable to bringing the specific asset into working condition for its intended use'.

Capital Financing Requirement (CFR)

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

Capital Market

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

Capital Programme

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

Certificates of Deposits (CDs)

9. A certificate issued for deposits made at a deposit-taking institution (generally a bank). The bank agrees to pay a fixed interest rate for the specified period of time and repays the principal at maturity. CDs can be purchased directly from the banking institution or through a securities broker. An active interbank secondary market exists to buy and sell CDs.

Chartered Institute of Public Finance & Accountancy (CIPFA)

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

Collective Investment Scheme Structures

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

Corporate Bonds

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

Counterparty

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

Counterparty / Credit Risk

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

Credit Criteria

15. The parameters used as a starting point in considering with whom the Council may place investments, aimed at ensuring the security of the sums invested.

Credit Default Swaps

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

Credit Rating

17. A credit rating assesses the credit worthiness of an individual, corporation, or even a country. Credit ratings are calculated from financial history and current assets and liabilities. Typically, a credit rating tells a lender or investor the probability of the subject being able to pay back a loan. Ratings usually consist of a long-term, short term, viability and support indicators. The Fitch credit rating of F1 used by the Council is designated as "Highest Credit Quality" and indicates the strongest capacity for timely payment of financial commitments.

Debt Management Account Deposit Facility (DMADF)

18. The Debt Management Office provides this service as part of its cash management operations and of a wider series of measures designed to improve local and central government's investment framework and cash management. The key objective of the DMADF is to provide users with a flexible and secure facility to supplement their existing range of investment options while saving interest costs for central government.

Debt Restructuring

19. Debt restructuring is a process that allows an organisation to reduce, renegotiate and undertake replacement debt.

Diversification of Investments

20. The process of creating a portfolio of different types of financial instruments with regard to type, price, risk issuer, location, maturity, etc. in order to reduce the overall risk of the portfolio as a whole.

Duration (Maturity)

21. The length of time between the issue of a security and the date on which it becomes payable.

External Borrowing

22. Money borrowed from outside of the Council.

Financial Instrument

23. Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. Typical financial liabilities are borrowing and financial guarantees. Typical financial assets include bank deposits, amounts owed by customers, loans receivable and investments.

Fitch Credit Ratings

24. A commercial organisation providing an opinion on the relative ability of an entity to meet financial commitments, such as interest, preferred dividends, repayment of principal, insurance claims or counterparty obligations. The opinion is usually provided in the form of a credit rating.

Fixed Rate

25. An interest rate that does not change over the life of a loan or other form of credit.

Floating Rate Notes

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

Fraud / Error Risk

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

Housing Revenue Account (HRA)

28. The HRA is an account of expenditure and income that every local authority housing department must keep in accordance with the Local Government & Housing Act 1989. The account is kept separate or ring fenced from other Council activities. Income is primarily generated by the rents and service charges paid by tenants, while expenditure is on the management and maintenance of the housing stock, and capital financing charges on the HRA's outstanding loan debt.

Interest Rate Risk

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

Internal Borrowing

30. Money borrowed from within the Council, sourced from temporary internal cash balances.

Investments

31. The purchase of financial assets in order to receive income and/or make capital gain at a future time, however with the prime concern being security of the initial sum invested.

Lender Option Borrower Option Loans (LOBOs)

32. Loans to the Council where the lender can request a change in the rate of interest payable by the Council at pre-defined dates and intervals. The council at this point has the option to repay the loan.

Liquidity

33. The ability of the Council to meet its financial obligations as they fall due.

Market Loans

34. Borrowing that is sourced from the market i.e. organisations other than the Public Works Loan Board or a Public Body.

Medium Term Financial Plan

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

Markets in Financial Instruments Directive (MiFID)

36. EU legislation that regulates firms who provide financial instrument services. MiFID was applied in the UK from November 2007 but was revised with changes taking effect from 3 January 2018 (MiFID II).
37. The aim is to ensure financial institutions undertake more extensive checks on their client's suitability for investment products. Organisations undertaking investments will be either classified as 'retail' or 'professional'.

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

Minimum Revenue Provision (MRP)

39. This is the amount which must be charged to the authority’s revenue account each year and set aside as provision for repaying external loans and meeting other credit liabilities. The prudent amount is determined having regard to guidance issued by WG. This has the effect of reducing the Capital Financing Requirement (CFR).

Money Market

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

Money Market Funds

41. An investment fund which pools the investments of numerous depositors, spreading those investments over a number of different financial instruments and counterparties. Funds with a Constant Net Asset Value (CNAV) are those where the sum invested is the same on maturity, Low Volatility Net Asset Value (LVNAV) are those where any sum invested is likely to be the same on maturity. Funds with a Variable Net Asset Value (VNAV) are those where the sum on maturity could be higher or lower due to movements in the value of the underlying investments.

Net Asset Value (NAV)

42. The market value of an investment fund’s portfolio of securities as measured by the price at which an investor will sell a fund’s shares or units.

Pooling

43. The process whereby investments or loans are held corporately rather than for specific projects or parts of the Council, with recharges to those areas for their share of the relevant income and expenditure using an agreed methodology, where such a recharge is required to be made.

Prudential Code for Capital Finance

44. The system introduced on 1 April 2004 by Part 1 of the Local Government Act 2003 which allows local authorities to borrow without Government consent, provided that they can afford to service the debt from their own resources and that any such borrowing is prudent and sustainable. This requires the preparation and approval of various indicators.

Public Works Loans Board (PWLB)

45. The Public Works Loans Board is a statutory body operating within the United Kingdom Debt Management Office, an Executive Agency of HM Treasury. PWLB’s function is to lend money from the National Loans Fund to local authorities and other prescribed bodies, and to collect the repayments.

Refinancing Risk

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

Regulatory Risk

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

Ring Fencing

48. The largest UK banks, (those with more than £25bn of retail / Small and Medium-sized Enterprise (SME) deposits), are required, by UK law, to separate core retail banking services from their investment and international banking activities. Whilst smaller banks with less than £25bn in deposits are exempt, they can choose to opt up. Several banks are very close to the threshold already and so may come into scope in the future regardless.
49. Ring-fencing is a regulatory initiative created in response to the global financial crisis. It mandates the separation of retail and SME deposits from investment banking, in order to improve the resilience and resolvability of banks by changing their structure. In general, simpler, activities offered from within a ring-fenced bank, (RFB), will be focused on lower risk, day-to-day core transactions, whilst more complex and “riskier” activities are required to be housed in a separate entity, a non-ring-fenced bank, (NRFB). This is intended to ensure that an entity’s core activities are not adversely affected by the acts or omissions of other members of its group.

Security

50. Protecting investments from the risk of significant loss, either from a fall in value or from default of a counterparty.

Sovereign Credit Ratings

51. The credit rating of a country. It indicates the risk level of the investing environment of a country, taking into account political risk and other factors.

Sterling

52. The monetary unit of the United Kingdom (the British pound).

Term Deposits

53. A term deposit is a money deposit at a banking institution that cannot be withdrawn for a certain "term" or period of time.

Treasury Management

54. The management of the organisation’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

Treasury Bills

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

UK Government Gilts

56. Fixed-interest debt securities issued or secured by the British Government. Gilts are always denominated in sterling though the Government occasionally also issues instruments in other currencies in the Eurobond market or elsewhere.

Variable Rate

57. An interest rate that changes in line with market rates.

Yield

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

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Standards and Ethics Committee Annual Report 2020/21

Cardiff Council



The Ten General Principles of Public Life

<p>Selflessness – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.</p>	<p>Personal judgement – members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.</p>
<p>Honesty and integrity – members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.</p>	<p>Respect for others – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.</p>
<p>Objectivity – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefit.</p>	<p>Duty to uphold the law – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.</p>
<p>Accountability – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.</p>	<p>Stewardship – members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.</p>
<p>Openness – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.</p>	<p>Leadership – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.</p>
<p style="text-align: center;"><i>“Nolan Committee on Standards in Public Life”</i></p>	

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Chair's Foreword

This report covers my last full year of office as Chair of the Standards and Ethics Committee. Over the whole of my time in this role, and despite the unprecedented challenges of the last eighteen months, the Committee has continued to work proactively to promote and maintain high standards of conduct, as well as dealing judiciously with the small number of instances of actual or alleged misconduct referred to us. We have maintained awareness of the Committee's role through Member Briefings and by attending meetings of Council and the Community Councils. The feedback on our observations have been consistently well received.

During 2020/21, standards of conduct have generally remained high. Thirteen complaints were recorded, but eight of these related to the same incident, which the Ombudsman decided not to investigate because there was insufficient evidence of any breach of the Code. None of the complaints related to Community Councillors, for which the Community Councils may be commended. We are, however, mindful that the last Members' Survey results indicated that Councillors may sometimes be reluctant to report their concerns; and we wish to urge anyone with concerns about the conduct of an elected Member to raise their concerns with their group leader, Community Council clerk, or the Monitoring Officer, so that their concerns may be properly addressed.

Social media has continued to be a common feature of many complaints, so the Committee was pleased to be asked to develop Social Media Codes, following on from the resolution passed by full Council in March 2021. It is hoped that the Social Media Codes, once adopted by Council, will support Members to use social media constructively, whilst upholding the high standards of conduct expected of them; and clarify the Council's expectations in relation to its partner organisations.

The legislative landscape within which the Committee operates is changing. The Local Government and Elections (Wales) Act 2021 is introducing new duties on political group leaders in relation to standards of conduct and the Committee is tasked with monitoring compliance with these new duties. The Committee's annual report is also to be placed onto a statutory footing from 2022/23. It is encouraging to note that the new legislative requirements largely reflect what is now established practice in Cardiff. The Welsh Government has also reviewed the ethical standards framework more widely and both myself and the Monitoring Officer were pleased to be interviewed as part of that review.

I would like to thank my fellow Committee members, who have all contributed fully and worked diligently to improve the ethical culture of the Council. I have been ably supported in my role by Hollie Edwards-Davies as Vice-Chair, who has been deservedly elected as my successor as Chair, and the Monitoring Officer and her staff who have worked with great professionalism.

Finally, I would like to reiterate the shared responsibility that we all have to promote and maintain high standards of conduct, and ask that Members keep this in mind over the months ahead, and in particular, in the lead up to the local government elections, as political debate and pressure intensifies.

Prof. James Downe
Chair of Standards and Ethics Committee

The Role of the Standards and Ethics Committee

The Committee operates within a statutory framework and the following terms of reference:

- (a) To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern.
- (b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.
- (c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application.
- (d) To consider and determine the outcome of complaints that Councillors and Co-opted Members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.
- (e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.
- (f) To grant or refuse requests for dispensations in respect of Members' interests under the Members Code of Conduct in accordance with the relevant statutory provisions.
- (g) To undertake those functions in relation to community councils situated in the area of the Council and members of those community councils which are required by law.
- (h) To recommend to Council and the Cabinet any additional guidance on issues of probity.
- (i) To hear and determine any complaints of misconduct by Members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.
- (j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.
- (k) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.

The Committee has identified its major role as being to:

- Promote and maintain high standards of conduct by County Councillors, Community Councillors and Co-opted Members.
- Provide support, advice and training for County Councillors and Community Councillors on conduct and personal interests.
- Monitor the operation of the Code of Conduct and the governance of the Council.
- Hear and determine any complaints referred by the Public Services Ombudsman for Wales.
- Provide advice and guidance on the whistleblowing procedure, constitutional, protocols and ethical issues.

The Committee operates on the clear understanding that Elected Members that sit on the Committee are independent of political allegiance and that all discussions and decisions are taken with ethical principles at the forefront. The Committee is mindful that not all political groups are represented on the Committee, but welcomes attendance by all Members at its meetings and is happy to receive contributions from those groups not so represented. The Committee wishes to do all it can to support Elected Members in their role.

The Committee's Work in 2020/21

MEMBER PROTOCOL ON SAFEGUARDING VULNERABLE CHILDREN AND ADULTS

The Committee noted that the Members' Safeguarding Protocol (adopted by the Council in January 2016 on the recommendations of the Committee) had been independently reviewed, in light of extensive discussion with Members. The Committee was pleased to note that the independent review had agreed that the Protocol provided Members with helpful guidance on their roles and responsibilities in relation to safeguarding vulnerable children and adults; and were happy to approve the introduction of flowcharts to clarify processes, as well as various updates and drafting improvements.

In order to reinforce the importance and effectiveness of the Protocol, the Committee also agreed to recommend to Council that the revised Protocol should be incorporated within the Constitution and the Cardiff Undertaking.

The revised Protocol was subsequently adopted by full Council in November 2020, incorporated into Part 5 of the Constitution and added to the Cardiff Undertaking (please see below).

CARDIFF UNDERTAKING

The Committee considered and agreed to recommend a number of amendments to the Cardiff Undertaking. The amendments included recommendations made by the Council's Internal Audit team in relation to the statutory principles of stewardship of Council resources and leadership. The Committee also agreed to recommend that the Undertaking should include a commitment to complying with the Members' Safeguarding Protocol (see above), and a number of other minor drafting improvements.

The revised Undertaking was recommended to full Council and approved in November 2020. All elected Members affirmed their commitment to the revised Cardiff Undertaking at the Annual Council meeting in November 2020 (and May 2021).

MEMBERS' SURVEY 2019-20

The Committee considered the results of the Members Survey 2019-20 and proposed actions to be taken in response. It was agreed that the Democratic Services Committee should be asked to consider additional training on issues such as unconscious bias and bullying; and for the next Members' Survey to consider including questions about whether Members felt safe and confident to report unacceptable

behaviours, and questions about Members' general well-being, particularly in light of Covid related pressures. In response to the request for training on unconscious bias, two sessions were provided, with a total of 24 (32%) Members attending the sessions. The feedback from attendees was generally positive. The Committee agreed that regular surveys were helpful to highlight issues of concern and improvements.

MEMBERS BRIEFING

The Committee issued a Member Briefing in May 2021 to all Members and Community Council Clerks, for forwarding to their Community Councillors. The Briefing introduced the three new independent members of the Committee and gave an overview of the Committee's work and the number of Member conduct complaints reported to the Monitoring Officer. Members were encouraged to report any concerns about unacceptable behaviour to the Monitoring Officer or their group leader or whip, so that these could be addressed. In response to a request from a Member, the Briefing included general advice on bias and predetermination and how to avoid creating an appearance of either. Community Councillors were reminded that they were welcome to attend any of the Committee's meetings.

All Members were invited to contact the Chair if they wished to provide any feedback on the Briefing or required any further information about the work of the Committee.

HEARING OUTCOME AND AMENDMENTS TO HEARINGS PROCEDURE

The Committee received a report on the outcome of a complaint which had been heard by the Hearings Panel, following a referral from the Ombudsman, over the course of a five day hearing in January 2020, which attracted considerable publicity. The Panel had found the Member to be in breach of the Members' Code of Conduct and imposed a four month suspension. The Panel's decision was fully upheld on appeal by the Adjudication Panel for Wales in June 2020; and the Ombudsman personally attended the Committee's meeting in September 2020 to commend the Panel for its professionalism throughout the process, in very challenging circumstances, and to thank them for their support in maintaining high standards of conduct.

The Committee reviewed its Hearings Procedure in respect of complaints referred to the Committee by the Ombudsman, in light of experience gained from this hearing and agreed to make a number of minor changes. Changes agreed included making provision for audio recording of the hearing by the Council and clarifying timescales for late evidence to be submitted and the Panel's written decision to be issued. The Committee also noted that a checklist had been prepared to facilitate the administrative arrangements for hearings.

MEMBERS' GIFTS AND HOSPITALITY REGISTER

The Committee has carried out its annual review of the Members' Hospitality Registers covering the period from 1st November 2019 to 31st October 2020. The Committee was content that there were no concerns regarding register entries. The £25 registration threshold was discussed and it was agreed that although the threshold had not changed in recent years, the level was considered to be fair, so no changes would be made.

OFFICERS' GIFTS AND HOSPITALITY GUIDANCE

The Committee reviewed the guidance issued for officers on gifts and hospitality and the recommendations made by Internal Audit to consider extending the requirements to cover (i) any hospitality offered by Council officers to third parties outside the Council; and (ii) registration of any refused offers of gifts or hospitality over the threshold value of £25. After careful consideration and debate, the Committee agreed to accept these recommended changes in the interests of promoting transparency and public confidence. A number of other amendments were also agreed, including clarifying the requirement for registration to be completed within 28 days, reference to the Council's anti-bribery and corruption framework and other minor updates and drafting improvements.

The Committee approved the revised guidance and authorised the Monitoring Officer to issue it and bring it to the attention of all staff.

COMMUNITY COUNCILS

The Committee has continued to engage with Community Councils to promote and maintain high standards of conduct within those Councils and build good working relationships with them. Members of the Committee have attended a number of Community Council meetings to familiarise themselves with the work of Community Councils and raise the profile of the Standards and Ethics Committee.

The Monitoring Officer has continued to hold quarterly meetings with the Community Council Clerks to discuss and provide support and advice to Clerks in relation to Member conduct issues and good governance.

SENIOR OFFICERS' PERSONAL INTERESTS

The Committee completed its review of the Council's rules on Senior Officers' personal interests disclosures, and agreed to make no changes to the current rules. The Committee agreed to receive an annual report on Senior Officers' Declarations of Interests, excluding trade union membership and home addresses, for review on a confidential basis.

WHISTLEBLOWING REPORTS

The Committee received a report setting out the number of whistleblowing reports made during 2018-19, the nature of the concerns raised and outcomes in relation to each case. The Committee was content that the Council's whistleblowing arrangements were operating satisfactorily and that there were no ethical concerns arising.

NEW LEGISLATION ON THE STATUTORY ETHICAL FRAMEWORK

The Committee received a report outlining changes to the statutory ethical framework being introduced by the Local Government and Elections (Wales) Act 2021. This introduces new duties on political group leaders from May 2022, in relation to standards of conduct, and the Committee's responsibility to monitor compliance and arrange any necessary training in this regard. The Committee agreed that the new duties should be discussed at the annual meeting with group leaders and whips, to seek views and discuss training requirements.

The Committee also noted the new statutory requirements being introduced after 2022/23 in relation to the Committee's annual report, and was pleased to note that this essentially placed the Committee's current annual report onto a statutory footing.

OMBUDSMAN'S GUIDANCE ON THE CODE OF CONDUCT (REVISED DRAFT FOR CONSULTATION)

The Committee received a report on new draft guidance issued by the Public Services Ombudsman for Wales for consultation purposes. It was noted that there was two sets of guidance, one for County Councillors and the other specifically for Community Councillors. The Committee noted that the revised draft guidance included up to date examples drawn from cases considered by the Ombudsman, local standards committees and the Adjudication Panel for Wales, and reflected on issues of concern and recent trends. One member commented on the reference in the guidance to hearings being held in public unless there are valid reasons for not doing so, and suggested that it would be helpful for the Ombudsman to provide some examples of what may be regarded as 'valid reasons'. The Monitoring Officer explained that the statutory rules on public access to Council meetings would apply, with exemptions available, for example, if personal information may be discussed about vulnerable children or adults.

The Monitoring Officer duly submitted a consultation response on behalf of the Committee. The Ombudsman's revised Guidance was finalised and issued in May 2021 and is available here - <https://www.ombudsman.wales/guidance-policies/>

ADJUDICATION PANEL FOR WALES (APW) – UPDATED GUIDANCE

The Committee considered the updated guidance issued by the Adjudication Panel for Wales (APW) in relation to (i) the disclosure of evidence; (ii) anonymity; and (iii) the role of the Monitoring Officer, within APW proceedings. It was noted that the Guidance is not legally binding, but aims to assist all parties to understand their role within any proceedings which may be referred to the APW. The Committee also noted that although the APW Guidance does not apply to proceedings before the Committee's Hearings Panel, it was helpful for the Committee to consider the general principles it sets out.

OBSERVATION OF COUNCIL AND COMMITTEE MEETINGS

Independent members of the Committee and the Community Council representative have continued to observe meetings of Full Council and its Committees, as well as Community Council meetings and record their observations using the Committee's standard template form. Observations have been discussed at Standards and Ethics Committee meetings to inform the Committee's work and understand the work of the Council and Community Councils.

The Committee has been pleased to observe that standards of Member conduct during Council and Community Council meetings are generally good. Observations have highlighted areas for potential improvements to assist public understanding of the business being conducted and these have been shared with the Head of Democratic Services and the Lord Mayor in relation to full Council meetings; and with Community Council Clerks. The Committee has recommended that Community Councils should, as a matter of best practice, consider publishing draft minutes and reports relating to business items on their website. The Committee's observations and recommendations have been well received and responded to positively.

Committee members are encouraged to continue attending different Council and Committee meetings for observation and feedback to the Committee.

TRAINING

The Committee was pleased to note that refresher training on the Members' Code of Conduct was delivered by the Monitoring Officer in a number of sessions between June and September 2021. With the agreement of the Democratic Services Committee, this training was made compulsory for all Members. One of the issues discussed during these sessions was Members' use of social media and the principles for inclusion in the draft social media codes which are to be adopted in line with a Council resolution passed in March 2021. Feedback from Members indicated that they found these sessions helpful. Eleven Members are yet to attend this training and the Committee urges those Members to contact the Head of Democratic Services, who will be happy to make arrangements for further group or individual sessions.

COMMITTEE MEMBERSHIP

As two of the Independent Members on the Committee, the Chair and Vice-Chair, are approaching the end of their second term of office (in November 2021 and June 2022 respectively), the Committee has approved a public appointments process and set up an Appointments Panel, to recruit and select two new Independent Members to fill the forthcoming vacancies.

The Committee is required to elect its Chair and Vice-Chair from amongst the independent members of the Committee. The current Vice-Chair, Hollie Edwards-Davies, has been elected as Chair with effect from 1st November 2021, when the current Chair's term of office comes to an end; and Chrissie Nicholls has been elected as Vice-Chair with effect from the same date.

The public appointments process for the two independent member positions is being carried out in line with the statutory rules governing the process. It is anticipated that the Appointments Panel's recommendations on appointment will be reported to Council for approval in November 2021.

Community Councillor Stuart Thomas, Chair of Pentyrch Community Council has continued as the Community Council representative on the Committee. Councillor Stephen Cunnah, Councillor Joel Williams and Councillor Emma Sandrey have continued to hold the elected Member positions on the Committee.

ANNUAL MEETING WITH POLITICAL GROUP LEADERS AND WHIPS

The Committee meets informally with Group Leaders and Whips each year to discuss issues relating to Members' conduct and ethics. The 2020 annual meeting was held in September 2020 and discussed the results of the Members Survey 2019-20 in relation to conduct and behaviour issues. Key points from this discussion were reported in the Committee's last annual report (2019/20).

The Committee met again with Group Leaders and Whips on 6th October 2021 and discussed the new draft Social Media Codes which had been developed in response to the Council's resolution in March 2021. It was suggested and agreed that candidates in the forthcoming local government elections should also be made aware of these codes, once approved and adopted by Council.

The new duties being introduced for group leaders in relation to Members' conduct were also discussed and it was noted that this formalised the role which many group leaders were already carrying out. It was agreed that training in mediation skills and conflict resolution would be helpful and that this training should be extended to deputy leaders and group whips.

Taking Action on Complaints

The Standards and Ethics Committee receives quarterly reports from the Monitoring Officer in respect of complaints made about Members' conduct. The Committee monitors the number of complaints and any themes or patterns emerging (but only considers specific details of individual cases if a complaint is formally referred to the Committee by the Monitoring Officer or the Ombudsman.)

During the period from 1st April 2020 to 31st March 2021, the Monitoring Officer was notified of a total of thirteen complaints made against Members alleging breach of the Code of Conduct. The table below shows an analysis of the complaints on a quarterly basis.

	Q1 Apr, May, Jun 2020	Q2 Jul, Aug, Sept 2020	Q3 Oct, Nov, Dec 2020	Q4 Jan, Feb, Mar 2021	TOTAL
Total	2	0	9	2	13
Member on Member	1	0	0	1	2
Public on Member	1	0	9	1	11
Officer on Member	0	0	0	0	0
Community Councillors	0	0	0	0	0

The number of complaints received during 2020/21 (thirteen in total) remained similar to the two previous years (nine complaints in 2019/20; and twelve complaints in 2018/19).

An outline of the complaints submitted during each quarter of the year 2020/21 is set out below.

Quarter 1

During Quarter 1 of 2020/21, two complaints were made. One complaint was made by a Member about material posted on Facebook by another Member, which was alleged to be offensive. This complaint was resolved informally by the Monitoring Officer, who spoke with the Member concerned who agreed to remove the offending material.

The second complaint was made by a member of the public and alleged that comments made by a Member on Twitter were offensive towards Welsh language speakers and breached statutory duties under the Welsh Language Act. The Ombudsman decided that it would not be in the public interest to investigate this complaint, because *'it is not the purpose of the Code to inhibit freedom of speech or*

the robust expression of different opinions even where the substance of those comments may be controversial. It is my view that Councillor X's comments fall within this category and for that reason, it would not be proportionate for the Ombudsman to investigate.'

Quarter 2

The Committee noted that no complaints were reported to the Monitoring Officer during Quarter 2 and was mindful of the national lockdown which was in effect for most of the reporting period and the impact this may have had.

Quarter 3

During Quarter 3 of 2020/21, a total of nine complaints alleging a breach of the Members' Code of Conduct were reported to the Monitoring Officer. However, eight out of the nine complaints all concerned one Member's activities in relation to one incident.

The eight complaints made about one individual Member were made by members of the public alleging the Member had wrongly participated in a planning committee decision whilst having a personal prejudicial interest in the matter arising from involvement with a campaign group. The Ombudsman considered all eight complaints and found there was insufficient evidence that the Member had a prejudicial personal interest; that the alleged involvement with the campaign group may suggest a predisposition (which was permissible by law), but did not indicate a predetermination (closed mind) on the decision. The Ombudsman decided not to investigate any of these complaints, because there was insufficient evidence of a breach of the Code and the public interest test was not met.

The other complaint made during Quarter 3 was submitted by a member of the public, who alleged that a Member had improperly used their position as Councillor to bully and harass him. The Ombudsman found there was insufficient evidence of a breach of the Code and decided not to investigate the complaint.

Quarter 4

One of the two complaints made during Quarter 4 of 2020/21 was submitted by a member of the public, alleging that a Member had wrongly participated in a planning committee decision whilst having a personal prejudicial interest in the matter arising from involvement with a campaign group. This complaint related to the same Member and the same incident about which eight earlier complaints had been made during Quarter 3 of 2020/21 (referred to above). In line with the Ombudsman's decisions on the eight earlier complaints, the Ombudsman found there was insufficient evidence that the Member had a prejudicial personal interest in the matter or had predetermined

the decision. The Ombudsman decided not to investigate, because there was insufficient evidence of a breach of the Code and the public interest test was not met.

The other complaint made during Quarter 4 of 2020/21 was submitted by a Member on behalf of all members of their political group, alleging that another Member had delivered election leaflets in breach of Covid restrictions in effect at that time. The complainants were referred to the Ombudsman. The Ombudsman's decision is awaited. The Committee noted that legal proceedings had also been instigated against the Member in relation to this matter, which was listed for a hearing in the Magistrates Court. The outcome of the legal proceedings is awaited.

OUTCOMES

Of the thirteen complaints received during 2020/21, one was resolved informally by the Monitoring Officer, in accordance with the Local Resolution Protocol; by the Member removing the offending material which had been published on social media.

The remaining twelve complaints were considered by the Ombudsman, who found no evidence of a breach of the Code in eleven of those cases. The Ombudsman's decision is still awaited in relation to the other complaint.

LOCAL RESOLUTION

The Committee notes that the Local Resolution Protocol adopted by Cardiff Council (and updated in November 2017) continues to provide a helpful process for resolving relatively 'low-level' behavioural complaints made by Members about other Members, in a timely and proportionate way.

The Committee encourages Community Councils to adopt their own local resolution protocols, using the model developed by One Voice Wales in consultation with the Ombudsman.

One complaint was referred to the Hearings Panel in 2020/21 (relating to incidents reported during 2019/20). A hearing was held to determine the complaint and the Panel upheld one part of the complaint, finding the Councillor in breach of the duty to not bring the Council or the office of Councillor into disrepute, but finding no breach in respect of three other parts of the complaint. The Panel issued a private warning to the Councillor in respect of its finding of a breach of the Code.

Future Priorities

The Committee regularly reviews its work programme and has identified the following priority areas for consideration in 2021/22:

- **Observation of Council and Committee Meetings** – the Committee will continue to observe proceedings at Council and Committee meetings to give feedback on observations and inform its work priorities.
- **Member Briefings** To continue to publish Member Briefings on the work of the Committee, underlining the importance of the Cardiff Undertaking and Member conduct and behaviour.
- **Code of Conduct Complaints** - To receive quarterly reports on complaints made against Members of the Council alleging breaches of the Code of Conduct.
- **Gifts and Hospitality** - To continue to monitor the registers of gifts and hospitality received by Members.
- **Senior Officers' Personal Interests** – to continue to monitor senior officers' personal interests declarations.
- **Whistleblowing Policy** - To review the Council's Whistleblowing Policy and its implementation; and to receive information on reports made under the Policy and consider any ethical issues arising.
- **Training** - to ensure the delivery of training on the Members' Code of Conduct following the local government elections in May 2022; and any training requirements of group leaders in connection with their new statutory duties in relation to Member conduct.
- **Annual Meeting with Group Leaders and Whips** - To facilitate ongoing engagement with representatives from all political groups.

Committee Membership 2020/21

INDEPENDENT MEMBERS



**Prof. James Downe
(Chair)**

James is a Professor in Public Management and Director of Research at the Wales Centre for Public Policy at Cardiff University. He has more than fifteen years' experience of managing large-scale evaluations of public policy. His current research interests are in evidence-informed policy-making, local government performance regimes, political accountability, and the ethical behaviour of local politicians. He was a member of the UK Government's Expert Panel on local governance and sat on the Welsh Government's Public Service Scrutiny Reference Group. He became an Independent Member of the Standards and Ethics Committee in November 2013 and was appointed Vice-Chair on 21 October 2014; and Chair from September 2019.



**Hollie Edwards-Davies
(Vice-Chair)**

Hollie Edwards-Davies was brought up in Rhyl, North Wales and has lived in Riverside, Cardiff for 12 years. She studied for a LLB honours degree in Law with Legal Studies in Europe at the University of Reading, including a year in Germany at *Universität Trier*. She subsequently completed a degree in Applied Accounting by distance learning with Oxford Brookes University and continued her studies to become a member of the Association of Chartered Certified Accountants (ACCA) in 2010. Hollie served as Chair of the ACCA South Wales Members Network Panel between 2013 and 2015, and is still an active member of the network. Following a variety of roles in the private sector and some voluntary work, Hollie worked at the Welsh Government for ten years and departed in 2015 to pursue a career change. She joined the Standards and Ethics Committee in July 2014; stepped down in November 2017 and resumed her position in June 2018 following maternity absence. Hollie was elected as Vice-Chair in September 2019 and will become Chair from 1st November 2021.



Jason Bartlett

Jason Bartlett worked within the private sector running a number of businesses over a twenty five year period. He studied at the University of Glamorgan completing a post graduate course in Leadership and Management from the ILM (Institute of Leadership and Management). He has been a Magistrate in Cardiff since 2003, serves as a Chair for Social Care Wales on Fitness to Practice and was also appointed as an independent person to the Devon and Somerset Fire and Rescue Authority. He also served on the CHC (Community Health Council) for Cardiff and Vale. Other voluntary work included many years as a lay member for the Royal College of Anaesthetists as well as Chair for his local PACT meetings. Jason was appointed as an Independent Member of the Standards and Ethics Committee in November 2019.



Arthur Hallett

Arthur Hallett was born and brought up in Essex and came to South Wales in 1983. Arthur is a retired NHS Senior Manager having spent virtually all his working life in the public sector including over 30 years in the NHS specialising in Payroll, Pensions and Human Resources Management. He has a Masters Degree in Business Administration from Cardiff Business School. Previously he was a magistrate on the Cardiff and Vale of Glamorgan Bench as Chair in Adult, Youth and Family Courts; a member of the Independent Social Services Appeals Panels under the aegis of the Welsh Government; a member (including six years as Chair) of the Vale of Glamorgan Council's Standards Committee; and a member of the Institute of Personnel and Development and the Institute of Health Services Management. He is currently a member of the Wales Government sub-committee for NHS Consultants Clinical Excellence Awards; and sits as a Chair for the Valuation Tribunal for Wales. Arthur became an Independent Member of the Standards and Ethics Committee in November 2019.



Chrissie Nicholls

Chrissie Nicholls has worked in the public and third sector for almost 20 years as an experienced senior and project manager for Local Government and a number of National and International charities. Since 2016 she has been working as an independent consultant, providing business development, governance and capacity building support to the third sector, and research and evaluation programmes for local authorities across Wales. She particularly specialises in violence against women, domestic abuse and sexual violence. Originally born in Cardiff, Chrissie studied in Nottingham before moving to London. She returned to Cardiff in 2012 and now lives in the Vale of Glamorgan. In addition to her work, Chrissie is a Trustee for Cancer Research Wales, and chair of the Income Generation, Marketing and Communications Committee. Chrissie will become vice-chair of the Committee from 1st November 2021.

COMMUNITY COUNCILLOR MEMBER






Community Councillor Stuart Thomas

Community Councillor Stuart Thomas was appointed to the Standards & Ethics Committee at Full Council on 26 October 2018. Stuart has been a Member of the Pentyrch Community Council since May 1991 and has been Chair of the Community Council on numerous occasions. Stuart has a background in financial management and Banking

For a time, he served as County Secretary for the Cardiff and the Vale Association of Local Councils, the local Association of NALC which has now been superseded as One Voice Wales the umbrella organisation that supports Community Council in Wales. He continues to represent his community Council on the One Voice Wales Cardiff and the Vale area meetings. He has provided particular support in the Induction and ongoing training of Community Councillors on Pentyrch Community Council.

COUNTY COUNCILLOR REPRESENTATIVES

 <p>Councillor Stephen Cunnah</p>	<p>Serving the Canton Ward</p> <p>Term of Office: 04/05/2017 –</p> <p>Serving on the following committees:</p> <ul style="list-style-type: none"> • Children and Young People Scrutiny Committee • Council • Glamorgan Archives Joint Committee • Governance & Audit Committee • Standards & Ethics Committee <p>Outside Bodies:</p> <ul style="list-style-type: none"> • Chapter (Cardiff) Limited
 <p>Councillor Joel Williams</p>	<p>Serving the Pontprennau and Old St Mellons Ward</p> <p>Term of Office: 04/05/2017 –</p> <p>Serving on the following committees:</p> <ul style="list-style-type: none"> • Appointments Committee - Chief Human Resources Officer • Appointments Committee - Director Education & Lifelong Learning • Council • Council Appeals Committee • Governance and Audit Committee • Policy Review and Performance Scrutiny Committee • Standards & Ethics Committee <p>Outside Bodies:</p> <ul style="list-style-type: none"> • Cardiff University Court • South Wales Fire & Rescue Authority
 <p>Councillor Emma Sandrey</p>	<p>Serving the Pentwyn and Llanedeyrn Ward</p> <p>Term of Office: 04/05/2017 –</p> <p>Serving on the following committees:</p> <ul style="list-style-type: none"> • Council • Democratic Services Committee • Environmental Scrutiny Committee • Standards & Ethics Committee <p>Outside Bodies:</p> <ul style="list-style-type: none"> • Cardiff Bus

Attendance Record

The Committee meets quarterly, with additional ad hoc meetings held as required. During 2020/21, the Standards and Ethics Committee met on the following dates:

- 30 September 2020
- 9 December 2020
- 3 March 2021

COMMITTEE MEMBER	ATTENDANCE MAIN COMMITTEE	
	Possible	Actual
Prof. James Downe (Chair)	3	3
Hollie Edwards-Davies (Vice-Chair)	3	1
Jason Bartlett	3	3
Chrissie Nicholls	3	3
Arthur Hallett	3	3
Community Councillor Stuart Thomas	3	3
Councillor Stephen Cunnah	3	3
Councillor Emma Sandrey	3	3
Councillor Joel Williams	3	3

Helpful Contacts

Chair of Standards & Ethics Committee – Prof. James Downe

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Director of Governance & Legal Services and Monitoring Officer – Davina Fiore

Email: Davina.Fiore@cardiff.gov.uk

Contact: Committee & Members Services

Tel: (029) 2087 2020

Email: democraticservices@cardiff.gov.uk

Public Services Ombudsman for Wales – Mr Nick Bennett

Tel: 0300 790 0203

Email: ask@ombudsman.wales

Webpage: www.ombudsman.wales

COUNCIL

21st OCTOBER 2021

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

SOCIAL MEDIA CODES

Reason for this Report

1. To enable the Council to consider draft social media codes for (i) Elected Members and (ii) Partner organisations, developed in accordance with the Motion carried at the Council meeting in March 2021 ('the Social Media Codes').

Background

2. At the full Council meeting in March 2021, the following Motion was carried:

'This Council recognises:

- That Councillors have a duty to promote kind and honest discourse both on and off line.
- That discussion, debate and scrutiny are vital to a democracy but must be carried out without abuse.
- That robust debate is a crucial part of the scrutiny process and should not be discouraged.
- That social media is an increasingly aggressive space where abuse is common place.
- That misinformation is often the trigger for such abusive behaviour.
- That anonymous accounts with no trail of accountability are often the worst culprits.
- That public figures are often the target for abusive behaviour and that it inevitably has a significant detrimental impact on their wellbeing.

Proposes to:

- Introduce a code of principles for social media use, that has an emphasis on promoting accurate discourse and encourages councillors to not write or share posts that contain obvious inaccuracies or aggression against colleagues.
- Develop a Code of Practice for groups and organisations which the Council works with, which sets similar high expectations of respectful and honest engagements, and which asks them to conduct themselves in a transparent manner rather than operating anonymous account.'

3. The Standards and Ethics Committee has noted that social media comments continue to feature frequently in Member conduct complaints and at its meetings in July and October 2021, the Committee considered the proposed introduction of Social Media Codes.

Issues

4. The proposed introduction of Social Media Codes (a Members' Code of Principles on Social Media Use; and a Partner Organisations' Code of Practice on Social Media), in line with the Council's resolution in March 2021, has been discussed with all Members during the Members' Code of Conduct refresher sessions run by the Monitoring Officer earlier in the summer. Members' comments from these sessions were then reflected in the draft Social Media Codes.
5. The draft Social Media Codes have been circulated to all Members and discussed with group leaders and whips. Various amendments have been made to reflect points raised by Members, specifically:
 - (i) 'Accountability' (point 7 of the draft Code) - – in recognition of the fact that it may not always be possible for Members to fully read long threads / feeds of comments made via their platforms, the principle that Members are responsible for monitoring and editing third party comments made via their platforms has been amended to clarify that Members are expected to make all *reasonable* efforts to do so, which means that context should be taken into account in considering what is reasonable in this regard;
 - (ii) 'Informed' (point 8 of the draft Code) – similarly to point (i) above, in recognition of the fact that it may not always be possible for Members to fully read long threads / feeds of comments, the principle that Members should not 'like' or share anything they have not fully read and understood has been amended to clarify that Members are expected to make all *reasonable* efforts to do so, which means that context should be taken into account in considering what is reasonable in this regard; and
 - (iii) 'Transparency' (point 9 of the draft Code) – the principle that Members should openly identify themselves and refrain from anonymous comments or the use of 'sock puppet accounts' (false online identities created for the purposes of deception) has been strengthened to state that Members should not use false accounts (not just 'sock puppet accounts'). It has also been clarified that this principle does not prevent Members from posting comments on community pages, as long as the Member is openly identifiable.
6. The draft Partner Organisations' Code of Practice on Social Media has also been shared with partner organisations (including Cardiff's Public Service Board, comprised of the city's public service leaders, and also the Cardiff Civic Society), and amended to reflect feedback received, specifically, to insert a point about partnership working, to say that partner organisations should, where reasonably practicable, seek to agree the content of statements or announcements about partnership projects before making them.

7. The Standards and Ethics Committee considered the revised draft Social Media Codes at its meeting on 6th October 2021 and agreed a number of further amendments, which the Monitoring Officer was asked to make, in consultation with the Standards and Ethics Committee Chairperson, specifically:
 - (i) In relation to the Members' Social Media Code of Principles:
 - (a) To state that Members are responsible for ensuring that any personal assistant they may engage also understands the duty to comply with the Code of Principles (under the Accountability principle, point 7); and
 - (b) To clarify that Members are expected to comply with the Code of Principles for the duration of their term of office as a Cardiff Councillor (under Status of the Code and Consequences of Breach); and
 - (ii) In relation to the Partner Organisations' Social Media Code of Practice, to make clear that the Council is fully committed to adhering to the principles itself.
8. The Committee resolved to recommend the revised draft Social Media Codes (subject to the amendments referred to in the paragraph above) to full Council for approval and adoption. The recommended Members' Code of Principles on Social Media Use (draft) is attached as **Appendix A**; and the recommended Partner Organisations' Code of Practice on Social Media (draft) is attached as **Appendix B**.
9. Council will note that the Members' Social Media Code of Principles (**Appendix A**) reflects the standards of conduct required of elected Members by law (the principles of conduct and the model Code of Conduct set under Part 3 of the Local Government Act 2000), as applied to Members' use of social media. As such, any breach of its principles may be found to be a breach of the Members' Code of Conduct, which is enforceable under the statutory standards regime.
10. In Cardiff, the Members' Code of Conduct consists of the mandatory provisions of the statutory model code of conduct. However, under section 51(4) of the Local Government Act 2000, the Council may decide to include other provisions which are consistent with the model code.
11. In order to clarify the standards of conduct expected of Members using social media, the Standards and Ethics Committee has recommended that the Members' Social Media Code of Principles should be incorporated within the Members' Code of Conduct. A marked up copy of the Members' Code of Conduct is attached as **Appendix C**, showing the recommended amendments (insertion of a new paragraph 4.1).
12. The Partner Organisations' Code of Practice will not be legally enforceable, although organisations which deal with the Council frequently may be asked to sign up to it. The purpose of the Partner Organisations' Code of Practice is to clarify the Council's expectations. It is recommended that the Partner Organisations' Code of Practice should be published on the Council's website to make partners aware of it. However, Members should note that if a partner organisation does not comply with this Code, this will not, in itself, give the Council the right to refuse to engage with them. Legal remedies are unlikely to be available, so legal advice should be sought in any particular case.

Legal Implications

13. The adoption of the Social Media Codes, and any amendment to the Members' Code of Conduct, require the approval of Council. The Standards and Ethics Committee is responsible for making any recommendations to Council in this regard.
14. If any amendments are made to the Members' Code of Conduct, the Council is required, as soon as reasonably practicable, to publish a newspaper notice informing the public that the Code of Conduct has been revised and is available for inspection, make copies of the revised Code of Conduct available for public inspection and send a copy to the Public Services Ombudsman for Wales (section 51(6) of the Local Government Act 2000).
15. Other relevant legal provisions are referred to in the body of the report.

Financial Implications

16. There are no financial implications arising from the recommendations of the report.

RECOMMENDATION

Council is recommended to:

1. Approve and adopt: (i) the draft Members' Code of Principles on Social Media Use (**Appendix A**); and (ii) the draft Partner Organisations' Code of Practice on Social Media (**Appendix B**);
2. Agree that the Members' Code of Conduct should be amended as shown in **Appendix C**, to incorporate the approved Members' Code of Principles on Social Media Use (**Appendix A**); the Monitoring Officer be authorised to issue the required public notice and send notification to the Public Services Ombudsman for Wales; and the Constitution updated accordingly; and
3. Agree that the Partner Organisations Code of Practice on Social Media (**Appendix B**) should be published on the Council's website.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

14 October 2021

APPENDICES

Appendix A draft Members' Code of Principles on Social Media Use

Appendix B draft Partner Organisations' Code of Practice on Social Media
Appendix C Members' Code of Conduct, draft amendments

Background papers

Standards and Ethics Committee reports 'Social Media Codes', 7th July 2021 and 6th October 2021
Council, March 2021, Notice of Motion 2

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Cardiff Council
Members' Social Media Code of Principles

At the full Council meeting in March 2021, Cardiff Council passed a Motion which recognised that:

- a) Councillors have a duty to promote kind and honest discourse both online and off line;
- b) Discussion, robust debate and scrutiny are vital to a democracy and should not be discouraged, but must be carried out without abuse;
- c) Social media is an increasingly aggressive space where abuse is common place and public figures are often the target for abusive behaviour, which inevitably has a significant detrimental impact on their wellbeing;
- d) Misinformation is often the trigger for such abusive behaviour; and
- e) Anonymous accounts with no trail of accountability are often the worst culprits,

And agreed to introduce a Code of Principles for social media use.

After consideration of this issue by the Standards and Ethics Committee and consultation with Members, the Council has adopted the following principles in relation to its Members' use of social media:

1. Standards of conduct

All Members are required to comply with the duties set out in the statutory [Members Code of Conduct.pdf \(modern.gov.co.uk\)](#), and these duties continue to apply to Members' use of social media. Amongst other things the Code requires that:

You must—

- (a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;
- (b) show respect and consideration for others;
- (c) not use bullying behaviour or harass any person; and
- (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

(paragraph 4 of the Code of Conduct)

You must not—

- (a) disclose confidential information or information which should reasonably

be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;

(b) prevent any person from gaining access to information to which that person is entitled by law.

(paragraph 5 of the Code of Conduct)

You must—

(a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;

(paragraph 6.1(a) of the Code of Conduct)

2. Respect and consideration

Members should treat everyone with respect and consideration. Whilst legitimate criticism is part of democratic accountability, criticism should be fair, constructive and courteous, and Members should not post comments which may be regarded as malicious, aggressive, disrespectful or bullying.

3. Equality

Members' comments should treat everyone equally, without discrimination, in particular, against groups with 'protected characteristics' under equality laws (ie. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation) or Welsh language speakers.

4. Professionalism

Members are expected to participate in robust political debate, but should refrain from making, or acting in any way which encourages, unfair or inaccurate public criticisms of the authority or its councillors or officers doing their jobs. Policies may be criticised, without making unnecessary personal comments.

5. Honesty

Members' comments should reflect views which they honestly hold. They should refrain from making misleading comments.

6. Accuracy

Information given should be factually correct and not misleading. Members should make all reasonable efforts to verify the factual accuracy of the information they post.

7. Accountability

Members should be accountable for their comments, including 'liking' or sharing comments made by others, and are also responsible for making all reasonable efforts to monitor and edit any third-party comments made via their platforms.

If a Member engages a personal assistant (or any other third party) to manage a social media account and or post social media comments or responses on their behalf, the Member must make them aware of the contents of this Code of Principles, and make all reasonable efforts to ensure they fully understand, and are committed to adhering to it.

8. Informed

Members should try to make sure they have sufficient information about a subject before commenting on it and make all reasonable efforts to fully read and understand the substance of information before they 'like' or share it.

9. Transparency

Members should openly identify themselves as a Councillor and should not post anonymous comments or use false accounts. For the avoidance of doubt, this does not prevent Members from posting comments on community pages, as long as the Member is openly identifiable.

10. Confidentiality

Members must take care to avoid disclosing any confidential, exempt or personal information, without clear authorisation or consent from any individuals concerned.

Status of this Code and Consequences of Breach

By resolution of the Council, this Code has been incorporated into the Members' Code of Conduct for elected Members of Cardiff Council. This means that a failure to comply with any of the above principles may constitute a breach of the Members' Code of Conduct, which may result in misconduct proceedings and associated sanctions being imposed on any Member found to be in breach.

Members are expected to comply with this Code of Principles for the duration of their term of office as a Cardiff Councillor.

Informal Resolution

Members are encouraged to raise concerns they may have about the content of social media with the member concerned and/or with the relevant Group Whip and Group Leader, saying how they would like the matter to be resolved in a reasonable and proportionate way. For example, this could include asking for a comment to be

amended or removed. All members are expected to act in a reasonable manner to seek to resolve any concerns. If this does not achieve resolution, or if it is a recurring problem or a pattern of behaviour, members are encouraged to report their concerns to the Monitoring Officer.

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Partner Organisations' Social Media Code of Practice

At the full Council meeting in March 2021, Cardiff Council passed a Motion which recognised that:

- a) Discussion, robust debate and scrutiny are vital to a democracy and should not be discouraged, but must be carried out without abuse;
- b) Social media is an increasingly aggressive space where abuse is common place and public figures are often the target for abusive behaviour, which inevitably has a significant detrimental impact on their wellbeing;
- c) Misinformation is often the trigger for such abusive behaviour; and
- d) Anonymous accounts with no trail of accountability are often the worst culprits,

And agreed to develop a Code of Practice for groups and organisations who work with the Council ('Partner Organisations'), to set out the Council's expectations in relation to their use of social media when engaging with the Council or Council business.

Code of Practice

Cardiff Council's expectations from Partner Organisations when using social media to communicate with the Council, its Members or officers, or on matters relating to the Council, Council business, its Members or officers, are as follows:

1. **Respectful and professional engagement** - Criticism may be legitimate, but should be respectful, professional and honest.
2. **Accuracy** - information published about the Council should be factually correct, and organisations should make all reasonable efforts to verify the factual accuracy of information they post.
3. **Openness and transparency** – any comments about the Council should be published openly, without concealing the identity of the person or organisation responsible for them. 'Sock puppet accounts' (false online identities created for the purposes of deception) should not be used.
4. **Accountability** - organisations are responsible for monitoring and editing any comments made by others on their own webpages and should ensure they have suitable processes in place for this.
5. **Unacceptable comments** – organisations should have complaints processes in place for requests to be made for libellous, offensive, incorrect or otherwise unacceptable comments to be deleted or removed. It should be noted that

abusive, discriminatory, offensive or defamatory comments are unacceptable and may lead to the Council taking action against those responsible.

6. **Partnership working** – all partner organisations should try, where reasonably practicable, to share with relevant partners the content of any statements or announcements in press releases about partnership projects before they are made. Any social media content about partnership projects should then be based on statements and or announcements which have been shared where practicable.

It is acknowledged that many organisations will have their own guidance and policies on social media, which will apply to those organisations more generally. This Code of Practice is not intended to detract from any organisation's own guidance or policies in any way.

The Council is fully committed to adhering to the above principles in its own social media communications about, and with, its partner organisations.

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PART 5 – CODES AND PROTOCOLS

CODE OF CONDUCT FOR MEMBERS AND CO-OPTED MEMBERS OF THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF

Adoption

This Code was adopted by the Authority on 15 May 2008 and amended on ~~26 May 2016~~ 21 October 2021.

PART I

Interpretation

1.1 In this code—

"co-opted member" ("*aelod cyfetholedig*"), in relation to a relevant authority, means a person who is not a member of the authority but who—

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question which falls to be decided at any meeting of that committee or sub-committee;

"meeting" ("*cyfarfod*") means any meeting—

- (a) of the relevant authority,
- (b) of any executive or board of the relevant authority,
- (c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990,

and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

"member" ("*aelod*") includes, unless the context requires otherwise, a co-opted member;

“register of members’ interests” (“cofrestr o fuddiannau’r aelodau”) means the register established and maintained under Section 81 of the Local Government Act;

“registered society” means a society, other than a society registered as a credit union, which is—

- (a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or
- (b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;

“relevant authority” (“awdurdod perthnasol”) means—

- (a) a county council,
- (b) a county borough council,
- (c) a community council,
- (d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- (e) a National Park authority established under section 63 of the Environment Act 1995;

“you” (“chi”) means you as a member or co-opted member of a relevant authority; and

“your authority” (“eich awdurdod”) means the relevant authority of which you are a member or co-opted member.

1.2 In relation to a community council—

- (a) “proper officer” (“swyddog priodol”) means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and
- (b) “standards committee” (“pwyllgor safonau”) means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.

PART II

General Provisions

- 2.1 Save where paragraph 3(a) applies, you must observe this code of conduct—
- (a) whenever you conduct the business, or are present at a meeting, of your authority;
 - (b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;
 - (c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or
 - (d) at all times and in any capacity, in respect of conduct identified in paragraphs 6.1(a) and 7.
- 2.2 You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.
- 3 Where you are elected, appointed or nominated by your authority to serve—
- (a) on another relevant authority, or any other body, which includes a Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or
 - (b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
- 4 You must—
- (a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;
 - (b) show respect and consideration for others;
 - (c) not use bullying behaviour or harass any person; and
 - (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

[4.1 When using social media, you must comply with the Members' Code of Principles on Social Media Use, adopted by Cardiff Council \(Annex 1 to this Code\).](#)

5 You must not—

- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
- (b) prevent any person from gaining access to information to which that person is entitled by law.

6.1 You must—

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

6.2 You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7 You must not—

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority—
 - (i) imprudently;
 - (ii) in breach of your authority's requirements;
 - (iii) unlawfully;
 - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;

- (v) improperly for political purposes; or
- (vi) improperly for private purposes.

8 You must—

- (a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by—
 - (i) the authority's Head of Paid Service;
 - (ii) the authority's Chief Finance Officer;
 - (iii) the authority's Monitoring Officer;
 - (iv) the authority's Chief Legal Officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);
- (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9 You must—

- (a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
- (b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART III

INTERESTS

Personal Interests

- 10.1 You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

10.2 You must regard yourself as having a personal interest in any business of your authority if—

- (a) it relates to, or is likely to affect –
 - (i) any employment or business carried on by you;
 - (ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;
 - (iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;
 - (iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
 - (v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
 - (vi) any land in which you have a beneficial interest and which is in the area of your authority;
 - (vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
 - (viii) any body to which you have been elected, appointed or nominated by your authority;
 - (ix) Any -
 - (aa) public authority or body exercising functions of a public nature;
 - (bb) company, registered society, charity, or body directed to charitable purposes;
 - (cc) body whose principal purposes include the influence of public opinion or policy;
 - (dd) trade union or professional association; or

- (ee) private club, society or association operating within your authority's area,

in which you have membership or hold a position of general control or management;
- (x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;
- (b) *[Deleted]*
- (c) a decision upon it might reasonably be regarded as affecting –
 - (i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;
 - (ii) any employment or business carried on by persons as described in 10.2(c)(i);
 - (iii) any person who employs or has appointed such persons described in 10.2(c)(i), any firm in which they are a partner, or any company of which they are directors;
 - (iv) any corporate body in which persons as described in 10.2(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (v) any body listed in paragraphs 10.2(a)(ix)(aa) to (ee) in which persons described in 10.2(c)(i) hold a position of general control or management,

to a greater extent than the majority of –
 - (aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

- 11.1 Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.

- 11.2 Where you have a personal interest in any business of your authority and you make -
- (a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or
 - (b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.
- 11.3 Subject to paragraph 14.1(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.
- 11.4 You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11.1, give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer, or in relation to a community council, your authority's proper officer from time to time but, as a minimum containing—
- (a) details of the personal interest;
 - (b) details of the business to which the personal interest relates; and
 - (c) your signature.
- 11.5 Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16.1, your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.
- 11.6 For the purposes of sub-paragraph 11.4, a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

- 11.8 For the purposes of sub-paragraph 11.3, where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

- 12.1 Subject to sub-paragraph 12.2 below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

- 12.2 Subject to sub-paragraph 12.3, you will not be regarded as having a prejudicial interest in any business where that business—

(a) relates to—

- (i) another relevant authority of which you are also a member;
- (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
- (iii) a body to which you have been elected, appointed or nominated by your authority;
- (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
- (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to—

- (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
- (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
- (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits

Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;

- (iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of Local Government (Wales) Measure 2011 (1), or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989 (2);
- (c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

12.3 The exemptions in subparagraph 12.2(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

13.1 You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14.1 Subject to sub-paragraphs 14.2, 14.2(a) 14.3 and 14.4, where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee—

- (a) withdraw from the room, chamber or place where a meeting considering the business is being held—
 - (i) where sub-paragraph 14.2 applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or

- (ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;
 - (b) not exercise executive or board functions in relation to that business;
 - (c) not seek to influence a decision about that business;
 - (d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and
 - (e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.
- 14.2 Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- (a) Where you have a prejudicial interest in any business of your authority and submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under a statutory right or otherwise.
 - (b) When submitting written representations under sub paragraph 14.2(a) you must comply with any procedure that your authority may adopt for the submission of such representations.
- 14.3 Sub-paragraph 14.1 does not prevent you attending and participating in a meeting if—
- (a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or
 - (b) you have the benefit of a dispensation provided that you—
 - (i) state at the meeting that you are relying on the dispensation; and
 - (ii) before or immediately after the close of the meeting give written notification to your authority containing—
 - (aa) details of the prejudicial interest;
 - (bb) details of the business to which the prejudicial interest relates;

- (cc) details of, and the date on which, the dispensation was granted; and
- (dd) your signature.

14.4 Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

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PART IV

THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

- 15.1 Subject to sub-paragraph 15.4, you must, within 28 days of—
- (a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or
 - (b) your election or appointment to office (if that is later),
- register your personal interests, where they fall within a category mentioned in paragraph 10.2(a) in your authority's register of members' interests by providing written notification to your authority's monitoring officer.
- 15.2 Subject to sub-paragraph 15.4, you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10.2(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.
- 15.3 Subject to sub-paragraphs 15.4, you must, within 28 days of becoming aware of any change to a personal interest falling within a category mentioned in paragraph 10.2(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of community council to your authority's proper officer.
- 15.4 Sub-paragraphs 15.1, 15.2 and 15.3 do not apply to sensitive information determined in accordance with paragraph 16.1.
- 15.5 Sub-paragraphs 15.1 and 15.2 do not apply if you are a member of a relevant authority which is community council when you act in your capacity as a member of such an authority.
- 15.6 You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

Sensitive Information

- 16.1 Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

- 16.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph 16.1 is no longer sensitive information, notify your authority's monitoring officer, or in relation to a community council, your authority's proper officer asking that the information be included in your authority's register of members' interests.
- 16.3 In this code, "sensitive information" (*"gwybodaeth sensitif"*) means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

- 17 You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer, or in relation to a community council, your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

**COUNCIL:****21 OCTOBER 2021**

LEADER & CABINET STATEMENTS

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

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COUNCIL: 21 OCTOBER 2021

STATEMENT OF THE LEADER

Covid-19 Update

Covid-19 cases in Cardiff have continued to rise in recent weeks; however, these infections have still not led to the significant levels of hospitalisations seen in previous waves due to the widespread protection provided by the mass vaccination programme. As of 13 October 2021, the rate of new cases in Cardiff currently stands at 698.3 per 100,000 population over the 7-day period to 9 October 2021, which is well above the Welsh average of 531.9 per 100,000, after having been below the Welsh below the national average last month.

Cardiff & Vale University Health Board (UHB) has seen a small increase in average daily Covid-19 hospital admissions; however, in absolute terms, the rate remains low and the UHB will continue to monitor this rate carefully as we await further conclusive data. Consequently, we are not yet out of this crisis and, as councillors and community leaders, we must continue to emphasise the need for citizens to behave responsibly and abide by social distancing rules over the coming weeks.

Monday 11 October 2021 marked the entry into force of the Welsh Government's new requirement to present an NHS Covid Pass – proving either fully vaccinated status or a recent negative Lateral Flow Device test – to attend nightclubs, indoor non-seated events where over 500 people are mixing closely for prolonged periods, outdoor non-seated events where over 4,000 people are mixing closely for prolonged periods and any event of more than 10,000 people. Despite the high levels of the virus in Wales, the First Minister confirmed on 8 October 2021, following the latest Welsh Government review, that Wales will stay at Alert Level 0 for the next three weeks. The First Minister has further stated that, in the most probable scenario, Wales should be able to get through the autumn and winter with a similar level of restrictions as is currently in place.

Mass Vaccination Programme

The rollout of the mass vaccination programme has continued to progress at pace. As of 13 October 2021, Cardiff & Vale University Health Board has administered 746,241 vaccinations – 374,080 first doses and 372,161 second doses. Good progress continues to be made in vaccinating young people, with nearly 70% of people aged 18-29 now fully vaccinated and 73% of 16 to 17 year olds having received their first dose.

Looking ahead, a booster vaccination programme for over 50s and those in 'priority groups', aligned to the flu vaccination, will be rolled out later in the year to provide the critical protection needed to get our city through what could be a particularly difficult winter. In an updated Welsh Government Covid-19 vaccination strategy that was published on 12 October 2021, Health Minister Eluned Morgan MS confirmed that the majority of eligible people will be offered their booster vaccination by 31 December 2021. Furthermore, by 1 November 2021, care home residents and health & care staff will be offered a booster vaccination and all 12 to 15 year olds will be offered one dose. Those individuals eligible for a booster vaccine will receive an invitation and I would strongly encourage them to attend their allocated appointment. As has happened throughout the pandemic, we are working in close partnership with our UHB colleagues to ensure that all those who require vaccination will receive their dose in a safe and timely manner.

Western Gateway

The Western Gateway partnership has recently appointed its first Director, Jo Dally, in August 2021, who will support the Chair and the Partnership Board, which includes representatives from local government, city-regions and business across the partnership area. This vehicle will provide a platform for tackling the common issues that we have with our neighbours across the Severn Estuary, notably connectivity between our cities and to London. It also provides an opportunity to take a collective look at the potential for tidal energy, a resource that by itself could potentially harness enough energy to support all of Wales. Given the scale and complexity of any tidal energy project, as well as the potential impact on either side of the Severn Estuary, this is a critical project for Cardiff and Wales, with the ability to provide clean, sustainable and secure energy. Such projects will need to be given real consideration given the climate crisis and the fuel poverty crisis that we are facing. To that end, it is proposed that the Western Gateway establishes a commission that will see partners on either side of the Severn Estuary explore options for tidal energy.

Good Food Cardiff Summit

On 22 October 2021, I look forward to welcoming attendees to the Good Food Cardiff summit, which will celebrate Cardiff achieving Silver Sustainable Food Places status and the launch of Cardiff's city-wide, partnership-based Good Food Strategy. The strategy has been developed with the support of over 2,500 people and organisations in the city, identifying five Good Food Goals to prioritise over the coming years and helping to improve the way individuals and businesses grow, buy, cook and eat across Cardiff. The Council's own Food Strategy feeds into this wider partnership strategy and our organisation is both a founding member and steering group member of Food Cardiff, the local food partnership that has coordinated this work. The summit forms part of the [Good Food Cardiff Autumn Festival](#), which runs from World Food Day on 16 October until 24 October 2021. Local artist, Nathan Wyburn, will be creating a large-scale image using locally grown fruit and veg, which will then be cooked by groups throughout the festival. There will also be a range of other activities provided by partner organisations across the city, including food quizzes, a virtual grow along and pumpkin carving sessions.

COUNCIL: 21 OCTOBER 2021

CHILDREN & FAMILIES STATEMENT

Family Drug and Alcohol Court Pilot

I am pleased to provide an update on progress towards the implementation of the Family Drug and Alcohol Court (FDAC). Cardiff and the Vale of Glamorgan have been selected as the pilot site for the first FDAC in Wales. This is an alternative family court for care proceedings that is designed to provide a more sensitive approach to working with parents who struggle with drug and alcohol misuse. Preparation for the pilot is going well and it is on target to implement the approach by December 2021. This is a very exciting pilot, as the evidence suggests that this model delivers significant benefits for parents and children, as well as cost benefits for public services.

National Launch of Foster Wales

The new all-Wales branding for Local Authority fostering, 'Foster Wales', has recently been launched. The purpose of Foster Wales is to support the recruitment and retention of more foster carers across all 22 Local Authorities in Wales with the ethos of working as a team with foster carers to build better futures for local children. The Council wants to help children to stay in their local area when it is right for them, keeping them connected to their community and building stability and confidence. By working together, Local Authorities can create a significant national impact across Wales to raise awareness that fostering is an option, and that fostering with your Local Authority is the best option, whilst maintaining the advantages of our specific local expertise and community roles. Consequently, the Fostering Service in Cardiff has been re-branded as Foster Wales Cardiff.

Respite Funding for Unpaid Carers

The Welsh Government has awarded grant funding of £195,726 to the Council in 2021/22 for the provision of flexible support to unpaid carers of all ages. The funding will assist our response to the anticipated spike in demand for respite services in the city caused by the impact of the Covid-19 pandemic on the mental and physical health of unpaid carers. The funding will make an important contribution to our support for young carers in particular by enabling them to access more respite opportunities, including a host of activities, as well as ensuring that they can take a well-earned short break from their caring responsibilities.

**Councillor Graham Hinchey
Cabinet Member for Children & Families
14 October 2021**

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SOCIAL CARE, HEALTH & WELL-BEING STATEMENT

Afghan Citizens Resettlement Scheme

I am pleased to report that the first of the 40 Afghan families being resettled in Wales has been matched with their long-term home, with many more families due to be matched with property offers from across Wales this month. To facilitate a smooth transition into their new lives and communities, the Council is providing a range of support to these families, including access to healthcare, setting up bank accounts, education for primary and secondary age pupils, play services, weekly women's meetings, English and Welsh classes, wellbeing activities and employment support. With regard to employment, some of the arrivals are keen to fill vacancies in the HGV driving sector and are already taking the initial steps to obtaining their licences, bringing timely and much-needed skills to Wales. I am very proud of the quality of support we have been providing to the Afghan families. The Cardiff offer is recognised as the gold standard of welcome and reception support, providing a platform of essential support to help families thrive, and I have no doubt that they will achieve their full potential in their new life here in Wales.

Partnership Working

Given the pressures on our public services continue apace, it is pleasing to witness the partnership working underway to address the issues facing the health and social care system. Officers from Cardiff & Vale University Health Board, and Cardiff and Vale of Glamorgan Councils have come together to develop a joint plan aimed at increasing care capacity in the region. Joined-up advertising and recruitment is being considered with an ambition for shared apprenticeships, working across local government and health.

Our newly established Cardiff Cares Academy got off to a good start with the employment of a dedicated care mentor to support new staff into the sector, and an employee liaison officer to help care providers with the recruitment and vetting of staff. Accredited courses will run fortnightly, and regular meetings with the care providers are arranged to ensure the service meets their needs.

Older Persons Day Centres and Community Hubs

A successful working partnership has been developed between the Older Persons Day Service and the Community Hubs. Since July 2021, the Hubs Team has been working closely with the Day Service and together successfully re-opened Minehead Road Day Centre in Llanrumney, providing a safe, welcoming environment for service users and essential respite for their clients. Using the Hub approach, activities within the day centre have been enhanced with greater variety, including painting, chair yoga,

gardening and reminiscence sessions, including a “RemPod” (reminiscence pod) sweet shop filled with old-time sweet favourites. Feedback has been really positive with clients looking forward to visiting. Important services such as nail cutting are also now available every fortnight. Future activities include pet therapy, disco days, and read-aloud sessions including poetry.

Work is now ongoing to prepare for the re-opening of Fairwater and Grand Avenue Day Centres. The centre at Grand Avenue provides services for people with dementia and operates in partnership with health services. This new working partnership between Hubs, social care and health will help with the further development of Hubs ensuring that the needs of our most vulnerable citizens are at the heart of all local services.

Age Friendly Cardiff

I am delighted to announce that Cabinet recently approved an application to the World Health Organisation (WHO) for Age Friendly City status for Cardiff. Services from across the Council and wider public service partnerships collaborated to develop an action plan covering a range of subjects important to older people, such as transport and planning, as well as independent living advice, health and care provision.

I was privileged to attend both the digital and in-person consultation events on the Age Friendly Plan and was able to see first-hand how well the approach is being received. The action plan will now be submitted for WHO approval and, I will, of course, keep members informed of progress.

Councillor Susan Elsmore
Cabinet Member for Social Care, Health & Well-being
14 October 2021

COUNCIL: 21 OCTOBER 2021

EDUCATION, EMPLOYMENT & SKILLS STATEMENT

Covid-19 Update for Schools

Since returning to school for the new academic year, Covid-19 case numbers have continued to rise in both pupils and staff. To reflect this position of increasing cases, the risk level was raised at the start of this month to a high level for all Cardiff schools, alongside the reinforcement of mitigations including the consistent use of face coverings for staff, parents and visitors and the twice-weekly use of Lateral Flow Device (LFD) testing. There has been a high take-up of LFD testing, with over 7,000 tests undertaken in the first week of October 2021.

In addition to these mitigations, being at a high risk level allows schools to put in place a wider range of additional mitigations. Advice on these wider mitigations is provided in the Local Authority guidance document on Addition: Mitigations to respond to local contexts. Daily and weekly case numbers are recorded and, where there are 10 or more cases in an educational setting, this is discussed at regional Incident Management Team (IMT) meetings and additional health and safety support is allocated to the school.

Due to staffing issues related to Covid and the lack of availability of supply staff, there have been cases where schools have had to close classes. Local councillors are being notified of these class closures when they occur. Since the start of the autumn term, the Schools Meals Team has also been experiencing the same challenges as those currently facing the hospitality industry, which include:

- Increasing staff absences due to Covid or Covid-related issues;
- Food supply and food delivery challenges, and;
- Kitchen equipment suppliers being impacted by global supply chain delays, together with driver and fuel supply issues.

These challenges are beginning to have an increasing impact on the provision of school meals in some schools in Cardiff. This includes a reduction in menu options or, in some cases, the provision of a grab bag. In a small number of schools, staff absence rates among kitchen staff have resulted in the temporary cessation of meal provision and pupils eligible for Free School Meals receiving a supermarket voucher.

Estyn Inspection

I can confirm that Cardiff Council will be subject to a full inspection by Estyn during the week commencing 29 November 2021, in accordance with the framework and guidance for the inspection of Local Government Education Services in Wales. A pre-inspection online survey by Estyn is currently live and is seeking the views of Cardiff residents, including parents, carers, learners or those work in or in partnership with education services. The findings will help Estyn inspectors to judge the effectiveness of education services in Cardiff. The survey will be live until 25 October 2021 and can be found at: <https://www.smartsurvey.co.uk/s/Caerdydd2021Cardiff/> The final inspection report is due to be published by Estyn on 9 February 2022.

School Admissions

Secondary school applications for Year 7 places in September 2022 opened on 27 September 2021 and will close on 22 November 2021. Families are being encouraged to apply on time in the first round and to use all five secondary school preferences. Offers will be issued on 1 March 2022.

Primary school applications for Reception places in September 2022 will open on 15 November 2021. Nursery applications will open in the New Year.

UNICEF Child Friendly City Accreditation

Cardiff Council entered into a partnership with UNICEF UK as part of the Child Friendly City programme in 2017. The Council then published its Child Friendly Cardiff Strategy on World Children's Day in 2018, which set out five clear goals to embed children's rights, with a particular focus on Family Services, Education and Health. After three years of delivering against these goals, UNICEF UK has indicated that Cardiff will be moving into the final assessment phase of the process in early 2022. Officers will now start to compile a suite of evidence across the programme to demonstrate the distance travelled, alongside work to ensure the meaningful involvement of children and young people in the assessment process. Cardiff is aiming to become the UK's first UNICEF Child Friendly City next year.

The Queen's Green Canopy

The Queen's Green Canopy is a unique initiative, which invites people and communities across the UK to 'Plant a Tree for the Jubilee' to mark Her Majesty The Queen's Platinum Jubilee in 2022 and 70 years of service. All schools are being encouraged to get involved with planting trees for the Platinum Jubilee and over 3 million saplings in tree packs are available on a first come, first served basis through the Woodland Trust's Free Trees for Schools and Communities scheme.

As part of this initiative, 70 Celebration Trees are also being gifted to selected primary schools in 69 cities across the UK, as well as to Crathie Primary School near Balmoral in Scotland, with the aim of highlighting the educational aspects of trees and the significance of giving young people access to nature. I was therefore pleased to attend a special ceremony recently for the planting of one of these trees at Greenway Primary School in Rumney. The school will celebrate its 70th birthday on 5 June 2022 and will be planting a further six trees alongside The Queen's Green Canopy Celebration Tree to mark each decade that the school has been open.

Edible Playgrounds

The Council is working in partnership with environmental charity, Trees for Cities, to deliver ten new Edible Playgrounds across Cardiff's primary schools in 2021/22. This is an innovative programme, which transforms school grounds into vibrant outdoor fruit and vegetable gardens that get children excited about growing and eating healthy food, as well as providing a valuable resource for outdoor learning. Each project is delivered so that it meets the requirements of the new Curriculum for Wales. Design work has already begun in seven of the ten projects, with the first build already completed. Further details of the work with Trees for Cities can be found at: <https://s3-eu-west-1.amazonaws.com/treesforcities/images/Greening-Cardiffs-Schools-EP-PDF.pdf>

Councillor Sarah Merry
Cabinet Member for Education, Employment & Skills
14 October 2021

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STRATEGIC PLANNING & TRANSPORT STATEMENT

Active Travel Schools Programme

Working closely with my Cabinet colleague, the Cabinet Member for Education, Employment & Skills, our Active Travel Schools programme aims to encourage and support children to travel actively to school, by walking, scooting or cycling. The programme combines an integrated range of projects that focus on supporting pupils, families, residents and staff, and is being delivered by a multi-disciplinary team dedicated to delivering active travel and road safety for schools. Each school will have their own issues and variances, and this is why the Active Travel Schools programme takes a bespoke approach to delivery, whereby an individual school is supported with a tailored package of projects or activities combined in a way that best supports the implementation of their Active Travel Plan. Key projects and activities include:

Active Travel Plans

Working with every school in Cardiff to develop an Active Travel Plan – a bespoke action plan to address each school’s particular issues and barriers to active travel and support walking, scooting and cycling through training activities, provision of better on-site facilities and measures to make streets around schools safer for active journeys. The team support schools to access support and existing programmes or funding streams, this includes Foundation Level and Key Stage 2 schemes of learning for active travel, both of which are compatible with the new curriculum. Two of the latest initiatives developed by the team are training sessions to engage school governors as advocates of active travel and support active travel plan delivery. The team is also trialling the introduction of showers and changing facilities in primary and secondary school settings to enable school staff to travel to school actively. To date, 113 schools have either developed Active Travel Plans or have them in production, and around 130 schools are set to have Active Travel Plans in place by spring 2022.

Road Safety Education & Training

The Council delivers a full programme of road safety education and training activities, which are fully integrated with the work on Active Travel Plan development and implementation for schools. They include:

- National Standards Cycle Training: including on-playground (Level 1) and on-road (Level 2) training.
- Scooter Training
- Kerbcraft: child pedestrian training for Year 1 & Year 2 pupils delivered to primary schools.

- Junior Road Safety Officers: pupil participation in school road safety awareness promotion through site work, classwork and school assemblies.
- Streetwise: engagement with Year 6 pupils to equip them with the transition to high school with route planning and education in personal safety.

Cardiff School Bike Fleets

The Cardiff School Bike Fleet project, developed by the Council in partnership with Welsh Cycling and Pedal Power, is providing schools with a fleet of bikes for pupils to use in school for the delivery of cycle training and to embed cycling across the curriculum. The Council has already provided bike fleets to over 80 schools and other educational providers in the first two phases of the project. By the end of Phase 3 of the project, over 100 schools will have their own bike fleets.

Schools have been supported to embed cycling into their curriculums, ensuring that the bike fleets are utilised on an ongoing basis and that the opportunity continues to be offered to cohorts of pupils as they move up through the school. For example, schools have been provided with lesson plans by our Road Safety Team. Schools have documented how cycling will be incorporated into lessons in their curriculum plans. Schools are also working in partnership with each other to give the pupils more cycling opportunities and challenges.

In addition, school staff have also received National Standard Cycle Training and in primaries they have received balance bike training. This provides an 'in-house' skill set which offers greater flexibility for use of the bikes as well as supporting school staff in role modelling behaviour for pupils. Schools have been provided with basic bike maintenance tools and supplies as part of the project, so that some maintenance can be carried out by school staff.

As part of the scheme, bike fleets have been provided to the Education Other Than at School (EOTAS) unit and the Cardiff Youth Justice Service (YJS). The bike fleets are being used to give pupils extra training opportunities, to support continuing education and curriculum delivery and for travel to other provisions and social rides. This is helping to build relationships between youth workers and fellow pupils and develop confidence and independent mobility.

The EOTAS team and YJS have partnered with Cycle Training Wales to provide bike maintenance courses to their pupils. They are also providing free maintenance for their community and other schools locally, giving the pupils opportunities to give back to their community.

Bespoke fleets with adapted bikes and trikes are also being placed in specialist resource bases and special schools to allow everyone access to cycling. When mainstream schools apply to take part in the project, their Additional Learning Needs (ALN) register is reviewed to ensure the fleet enables all pupils to take part in cycling. The Council is working in partnership with Cardiff-based inclusive cycling charity, Pedal Power, to procure bespoke adapted bicycles to meet the needs of all pupils. Initial feedback indicates that pupils are benefitting in terms of building up strength, improving balance and co-ordination.

New Bike and Scooter Shelters Programme

Every school that needs new bike or scooter shelters can now get them. In 2020/21, 17 schools benefitted from new fully covered and secure bike or scooter shelters funded by the Welsh Government's Active Travel Fund grant. Around 30 schools are set to receive new shelters in 2021/22 and the Council is preparing a third phase of new shelter installation for 2022/23.

WOW Tracker

45 Cardiff schools are taking part in the challenge (launched in September 2021) where children record their daily journeys to school on an interactive WOW Travel Tracker, making Cardiff the top local authority in Wales to deliver the scheme and one of the UK's top participating cities. This project is being delivered by the Council's Active Travel Schools team in partnership with the walking charity Living Streets who are the developers of the WOW Tracker. Five schools started the programme in April and on average levels of active travel to school have increased from 54% of pupils to 84%. Pupils who travel actively each week – by walking, cycling or scooting to school – are rewarded with a badge which they collect over the year in a bid to reduce congestion and pollution and to increase children's road awareness and physical and mental health.

This year, the WOW badges follow the theme 'Walk for the World' and are all designed by pupils in an annual badge design competition. The badges are sustainably made from old yoghurt pots. Each school will be awarded a trophy to celebrate the class with the highest active travel each month. Children who live further away from school can still earn badges if families use Park and Stride or hop off the bus 10 minutes away from school and walk the rest of their journey. Parents can also park their car a few streets away from the school and the children can walk or scoot their way to and from the school gates.

Improving School Active Travel Routes and Facilities

Many schools lack good active travel routes and need improvements to make nearby roads safer for active travel journeys. The Council is working to deliver these improvements through a programme of infrastructure schemes. The schemes being delivered range from small-scale improvements such as footway widening and new or improved access gates and pathways to larger schemes that include new zebra crossings and changes to junctions to make them easier and safer for pedestrians to use.

School Streets

Roads around school gates are often dominated by cars – many causing a danger to children and contributing to harmful pollution levels in the area. School Streets are areas around school entrances that are pedestrianised during peak drop-off and pick-up times to help children access the school safely, promote active travel and reduce air pollution. Only vehicles with valid School Street permits are permitted to enter the School Street area during restricted times. The initial pilot School Streets scheme has seen a 23% increase in air quality across the five pilot scheme sites, as well as 81% less traffic in the vicinity of the school sites.

There 14 School Street schemes currently in place – further details can be found at: [School streets \(cardiff.gov.uk\)](http://Schoolstreets.cardiff.gov.uk). A further 10 schemes are set to be implemented during the current financial year.

Action on Parking Outside or Near Schools

Parked cars outside or near school entrances can pose a risk to child pedestrians or children cycling to school. To address this issue, the Council has installed parking CCTV cameras outside a large number of schools to enforce against and deter illegal parking on 'School Keep Clear' and zig zag markings. Many schools and local residents experience similar issues with cars parking on the highway or pavements within the immediate vicinity of schools during the morning drop-off and afternoon pick-up periods. Officers are working to address these issues through introducing stricter parking controls in these areas. This will help to reduce the number people parking near to schools and by improving safety will help encourage more pupils to travel actively to school.

Bus Strategy Consultation

The Council will shortly be consulting on a new Bus Strategy for Cardiff; the consultation will last eight weeks.

Public transport is essential to Cardiff and the wider city region. Concerns around the climate emergency, air quality and traffic congestion mean that we need to move to more sustainable modes of transport and reduce reliance on cars. The Council has developed a ten-year bus vision; an ambitious approach which puts the bus at the heart of Cardiff's transport, economic and environmental policies. Public transport and active travel need to become people's preferred modes of transport and the aim is to double the number of people travelling by bus by 2030.

Bus services in Cardiff offer a network of services with little or no integration of tickets across different operators and modes of transport, making it difficult to understand, and off-putting to potential users. Congested roads mean that services can be unreliable, frustrating for passengers, and expensive for operators.

The Council has some ideas about how the city can get from where we are today to achieving the 10-year vision, and I would encourage people to participate in the consultation so that the Council fully understands the issues and opportunities in the formulation of the Bus Strategy.

New Car Club

I am pleased that Cabinet has agreed to look for an official partner to run a new large-scale car club in the city. This is an exciting opportunity which I believe can help residents save money while freeing up space on our streets and improving air quality. Evidence is starting to appear which shows that people could be ready to start moving away from private car ownership to using a car only when they actually need it. Whilst that won't work for everyone, trends suggest younger people are now driving less, while shared mobility options like OVO Bikes are proving popular.

Under the plans, cars and vans would be available across the city which subscribers could book via an app or a website for immediate use. The vehicles will be new, meaning they produce vastly reduced emissions, and electric vehicles will be considered as part of any deal.

A Car Club has been trialled in the city before and cars are available now. Details can be found on the [Keeping Cardiff Moving website](#).

The Council will now undertake a tender process to look for a partner who can launch an expanded scheme by spring/summer of next year. Any successful proposal will need to interlink with the wider public transport network, bus and rail operators, and active travel routes.

Winter Preparedness

The Highway Maintenance Operations Team is preparing for the winter service. Over the summer, the Council has restocked its salt pile and currently holds approximately 2,500 tonnes of rock salt at the Brindley Road depot. Winter service vehicles and equipment have also been serviced ready for the start of the winter season at the beginning of November 2021.

On a local community level, a programme of grit bin filling has been carried out and will continue throughout the season. Reports of empty bins can be made directly to the Highways Team through the Council's website or CardiffGov app, where arrangements will then be made for them to be replenished.

LED Street Lighting

The delivery of the LED residential lighting replacement programme is underway where around 24,000 standard lighting units will be upgraded to LED lighting throughout the city. The lighting units will be centrally monitored and controlled so that the Street Lighting Team will be automatically aware of outages and will also be able to control lighting levels as required. As of the end of September 2021, approximately 1,000 units had been installed.

Councillor Caro Wild
Cabinet Member for Strategic Planning & Transport
14 October 2021

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INVESTMENT & DEVELOPMENT STATEMENT

Cardiff Bay Regeneration

Councillors will acknowledge the Administration's on-going commitment to the regeneration of the Cardiff Bay area and its commitment to do what it can to protect and preserve the remaining heritage buildings located in Butetown and elsewhere across the city.

Councillors will welcome the progress that has been made to bring the properties known as Cory's Buildings and Merchant Place, located at the junction of Bute Street and James Street back into beneficial use after remaining empty for over twenty years. I am pleased to report that Cabinet, having previously agreed to acquire those buildings in order to undertake a marketing exercise designed to attract private sector investment in the buildings, has agreed to dispose of its interest in the buildings to Dukes Education, which operates the Cardiff Sixth Form College on Newport Road. The decision will allow the Council to fully recover its investment and will lead to the buildings being fully restored, as well as creating an international network of alumni.

Councillors will also welcome the Cabinet decision to appropriate its interest in derelict land on James Street to the Housing Revenue Account making a further contribution to delivering the Administration's ambition to build some 2000 council owned homes across the city. Members will be aware that this piece of land at the junction of James Street and Adelaide Street has been vacant for over 30 years and has been a significant eyesore that impacts on local residents. The proposed scheme will include business activity at ground floor level providing space for retail and other community uses to help animate the site.

Property Strategy and Annual Property Plan

I want to give notice that, in November, I will bring forward the Council's Annual Property Plan together with a new 5-year Property Strategy. This will set the Council's property objectives for the next five years and establish new benchmark targets for our operational and non-operational estates. This will be of particular importance in the post Covid-19 world as the Council considers how we approach a world of hybrid working, the climate emergency and the future of its office accommodation.

City Centre Recovery

Councillors will welcome the fact that footfall continues to return to the city centre. The latest data for the week commencing 4 October 2021 shows that footfall was down just 0.3% compared with the same week in 2019. This compares very favourably with falls of 12.1% for Wales, 13.7% for the UK and 18.4% for regional UK cities. It is essential that we do not take this recovery for granted and the Council will continue to work through Visit Cardiff to promote the city as a visitor destination, including working with transport providers to promote different ways to get into the city centre. The Council continues to work with city businesses through our Into Work Team to help them through the national recruitment crisis. In addition, the Economic Development Team continues to liaise regularly with businesses across the city to update them on the new Welsh Government regulations, including the new Covid Pass for nightclubs and venues.

Councillor Russell Goodway
Cabinet Member for Investment & Development
14 October 2021

COUNCIL: 21 OCTOBER 2021

CULTURE & LEISURE STATEMENT

Green Flag Awards

Members may have already seen the social media activity relating to the Green Flag Awards for 2021 and I am very pleased to report that the Council has been successful in retaining the quality standard for its current group of 14 parks with the addition of a new Green Flag Award for Waterloo Gardens in Penylan. This is a great achievement at a time when services have been recovering from the pandemic and is testament to the efforts of our parks' workforce and the Friends of and local community groups who play a significant role in ensuring that the scheme's benchmark standards are met.

New BMX Facility

I am delighted to report that planning permission has been granted for the construction of a new BMX facility in Llanrumney, which will be a great asset for the east of the city and a much-needed facility to attract young people into positive activities. Works are scheduled to commence prior to Christmas with completion anticipated before the end of March 2022. The facility will not only provide grassroots opportunities, but will also have the ability to accommodate elite riding and host major competitions and events. This facility combined with the new 3G football pitch scheme in Llanrumney, in partnership with Cardiff University and Cardiff City Football Club, will create a fantastic sporting hub destination.

Skateboard Park Consultation

The Council is currently consulting on a Skateboard Strategy by engaging with children and young people in Cardiff through a variety of social media platforms and youth forums. The online survey can be found at: <https://wh1.snapsurveys.com/s.asp?k=163187811098> The results will inform the allocation of resources and permanent provision, rather than the pop-up temporary provision currently on offer, and will ensure maximum benefit for investment in destination sites.

Children's Play Service

The Children's Play Service has been successful in recruiting to its first ever trainee post. The successful candidate will follow a course of study leading to the Play Wales NVQ Level 2 award, supplemented by a programme of vocational training with our experienced Play Officers supporting the delivery of play schemes for some of our most hard-to-reach communities in the city. This appointment underlines my portfolio area's continuing commitment in providing training and career opportunities, aiding succession planning.

It gave me great pleasure last month to share with Members a long-awaited update on the reopening of culture and leisure venues. Whilst we continue to remain vigilant against the threat of Covid-19, the response from our workforce, partners and our visitors and patrons has been encouraging. I have every confidence that through this continued conscientious and collaborative effort, we can continue to keep our venues safe and open as we navigate the challenging winter months.

I promised that I would provide further details about our Christmas plans for 2021. Our Christmas web page <https://www.visitcardiff.com/christmas> launched our 100-day countdown on 16 September 2021. I am grateful to the Visit Cardiff Team and the wider Visit Cardiff network for their contribution and support in delivering a comprehensive offer of Christmas attractions for our residents and visitors to enjoy. Through their collaboration, I have every confidence that we will be able to encourage longer stays to the city as there will be much to see and do safely.

This year we are also working in partnership with Great Western Railway (GWR) to promote Cardiff as a destination at Christmas to a cross-border audience, focussing on the locations on the GWR route. This joint promotion will raise awareness of the festive activities on offer and Welsh Government Covid safety protocols, whilst also promoting the benefits of travelling by train.

The Christmas Market will open on 11 November 2021 and the city centre's Christmas lights will be lit from 12 November 2021. Winter Wonderland will open on 16 November 2021 across its two new sites of Cardiff Castle and City Hall lawn followed by the launch of the 'Christmas at Bute Park' illumination trail, which will open on 25 November 2021.

Last but certainly not least, Santa will be returning to Cardiff Castle for a limited run of exclusive private tours. The tours will include a personal costumed guide, treasure hunt and lantern tour. Tickets went on sale on 11 October 2021 and I would certainly encourage people to book promptly as numbers and slots will be limited due to ongoing safety considerations.

Councillor Peter Bradbury
Cabinet Member for Culture & Leisure
14 October 2021

COUNCIL: 21 OCTOBER 2021

FINANCE, MODERNISATION & PERFORMANCE STATEMENT

Ask Cardiff 2021

The annual Ask Cardiff survey is currently live and is open until 28 November 2021. It can be accessed online at: <https://wh1.snapsurveys.com/s.asp?k=163129136022>

A copy of the survey can also be downloaded for printing via the following link, which can then be completed and returned free of charge by post by addressing it to "Freepost CRC": <https://www.cardiff.gov.uk/ENG/Your-Council/Have-your-say/ask-cardiff/Documents/Ask%20Cardiff%202021.pdf>

Ask Cardiff provides an opportunity for people who live in, work in, and visit the city to share their views and experiences of public services in Cardiff. Last year, almost 5,000 people responded to the survey. The results not only enable the Council to understand what is important to people and their local community, but they also inform our annual budget and corporate planning processes, enabling us to make changes and improvements to public services.

Credit Unions of Wales Awards 2021

I was pleased to collect a national award from Credit Unions of Wales earlier this month, on behalf of Cardiff Council, for our payroll savings and loans scheme for council employees in partnership with Cardiff & Vale Credit Union. The payroll scheme is an easy way for our staff to access the ethical and affordable savings and loans schemes provided by the Credit Union. The Council has developed a strong partnership with Cardiff & Vale Credit Union over the last 20 years or more, which now has a branch at 4 Working Street in the city centre. The award was in the category of Payroll Partner (Public) and is great recognition of just one of the ways that we support our staff and promote use of the Credit Union.

Living Wage Week 2021

Cardiff Council will, once again, be playing a full part in the annual Living Wage Week from 15 to 21 November 2021. We are proud that Cardiff has been recognised as a Living Wage City and 50 Living Wage flags will be flown again from Cardiff Castle throughout Living Wage Week to celebrate the city's achievement and to further raise awareness of the real Living Wage in Wales. The new real Living Wage rate will also be launched virtually by the First Minister on 15 November 2021.

Cardiff University has estimated that an additional £38m has been paid to over 7,500 workers in Cardiff as a result of Living Wage accreditations by Cardiff based employers. Almost 60,000 people now work for an accredited Living Wage employer

in Cardiff and this is impacting positively on the local economy as those people have more money in their pockets to spend in local shops.

A Cardiff Living Wage City social media campaign on 16 November 2021 will highlight that there are now 146 accredited Living Wage Employers in Cardiff. It will also signpost Cardiff SMEs to the Council's Living Wage Accreditation Support scheme and the new Living Wage Wales website (www.livingwage.wales). The aim of the campaign will be to set out the positive difference that paying the real Living Wage is making to both Cardiff employers and employees. It will also highlight that becoming an accredited Living Wage employer is a straightforward process and support is available from Cynnal Cymru. In addition, the Council will be promoting the real Living Wage at the National Social Value Conference Wales on 16-17 November 2021 and, as the only accredited Living Wage Council in Wales, council officers will also be supporting a WLGA event on 18 November 2021 that is aimed at supporting other Welsh Local Authorities to become accredited.

CardiffGov Mobile App

Downloads of the CardiffGov mobile app are expected to pass the 50,000 milestone this month. The team has been working to develop a completely new transactional service to enable parking permit signposting, which advises the customer to apply for either paper or digital permits based on their address. This will also be reused by the Chatbot Team in the next few weeks so that the service will be even more widely accessible. Alongside this new service development, many smaller improvements and revisions are being made, including the development of a service for reporting drug littering. Work to develop and implement a number of other transactional services is also planned as part of the future work programme, including the reporting of graffiti, abandoned vehicles and problem parking.

BOBi (Chatbot)

Last month, BOBi was presented with 4,947 chats, which was a quite significant drop from the previous month (6,504). Analysis of the topics being handled indicates that this variance was due to the unusually large number of enquiries about garden waste collections that were received in August 2021. Feedback from customers improved in September 2021, with 88.13% of marked chats being scores as Very Good, Good or OK. The Chatbot Team has also continued to work on broadening BOBi's capabilities, with development work focusing on parking permit signposting, hygiene bin collection changes and school admissions.

Website

The Council's website (www.cardiff.gov.uk) had 208,604 visitors in September 2021 viewing 739,692 pages of information, with two-thirds (66%) of visitors choosing to visit the site through use of a mobile device. £2.5million was received in online payments, which included £327k from penalty charge notices, up from £299.8k received in the previous month. This is the highest amount received from penalty charge notices since the start of the Covid-19 pandemic in March 2020.

Over the summer months, the Council's Web Team recruited an intern as part of the Change 100 programme delivered by the Leonard Cheshire charity, which matches

talented university students and recent graduates with any disability or long-term condition with progressive employers. The placement, the first of its kind for Cardiff Council, was a huge success with excellent feedback being received from the intern, the team and Leonard Cheshire.

Into Work Services

Into Work Services have been supporting council services with recruitment and, most recently, the Employer Liaison Team organised a two-day jobs fair event on 6 & 7 October 2021 at Central Library Hub that promoted live job vacancies within the city. A range of sectors showcased the vacancies available to jobseekers, including representatives from the Council's HR, Cardiff Works, Community Resources, Internal Supported Living, Hostels, Waste Management, and Housing Teams who gave presentations at the event. Employment Mentors were also in attendance at the event to support people with completing applications. The event was a real success and the team is looking to organise more face-to-face job fairs again over coming months.

Councillor Chris Weaver
Cabinet Member for Finance, Modernisation & Performance
14 October 2021

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HOUSING & COMMUNITIES STATEMENT

Welsh Housing Awards 2021

I am delighted that the Council's Housing First Team has been named Housing Team of the Year in the Chartered Institute of Housing's Welsh Housing Awards 2021. The team provides accommodation and intensive support services to help individuals who have been sleeping rough to rebuild their lives away from the streets. Housing First is a housing and support approach, which gives people, who have experienced homelessness and have complex needs, a stable home from which to rebuild their lives. The Council is currently supporting 30 people in its Housing First provision, with 19 individuals accessing the Rough Sleepers Project and 11 in the Prison Leavers Project.

Struggles to Smiles

Struggles to Smiles is a local charity that delivers food inclusivity projects and works in partnership with the Youth Justice Service to offer employment and training to individuals with a history of offending behaviour. They have recently started working with the Supported Accommodation Team to provide food to complex needs clients at Ty Ephraim (formerly known as the YHA hotel) and, so far, this has been very well received. The team also works closely with the new dietician from our Homeless Multi-Disciplinary Team to ensure that the meals provided are balanced, nutritious and meet the needs of residents. The Council is keen to use this partnership to offer volunteering and, potentially, paid employment opportunities to people with lived experience of homelessness services who are interested in a career in catering.

Local Action Team Update

The Local Action Team was created to help Cardiff residents maintain their gardens and outdoor spaces, including street patrols to help keep neighbourhoods clean and tidy. The team also works with local residents to arrange garden clearances and waste removals. Recent examples of this work in Splott include helping an elderly resident who found maintaining her garden unmanageable and was concerned about slipping due to overgrown grass. The Local Action Team arranged for the clearance of any waste items and cut back the vegetation within the garden to improve accessibility. Another resident was struggling to maintain her garden due to ill health and the team helped to make the outdoor space much more manageable by clearing the sheds, removing overgrown vegetation and cutting back hedges in her front and rear gardens, whilst also retaining some privacy and promoting biodiversity.

Hubs and Libraries

The success of our Hub strategy in Cardiff is a collaborative approach to the delivery of not only Council services, but also services and activities run by cross-sector partners and groups, working together to support and improve the well-being of communities across the city. During the higher alert levels of the Covid-19 pandemic, face-to-face partner activities within the Hubs ceased as it was necessary to limit access due to the lockdown restrictions. I am therefore very pleased that we have started the process of working with our partners again to support them in re-launching a diverse in-person programme within the Hubs for the benefit of our customers.

For example, Grassroots Cardiff have launched Grassroots Baby sessions at St Mellons Hub this month, which support young parents by building on their parenting skills and allowing parents and toddlers to make new friends within the local community.

Another programme that has recently resumed face-to-face sessions is Tots Football at Llandaff North & Gabalfa Hub. The sessions give children aged 3-5 years an opportunity to learn how to kick a soft ball, learn the importance of teamwork and build on their motor skills.

The Learning Club at Grangetown Hub has recently been brought back successfully by ACE (Action in Caerau & Ely). The club is such a good initiative, which involves volunteers working with young people to give them opportunities to experience music, arts and reading, with the overall aim of improving the quality of their lives. I know that they have continued to work with young people while the restrictions on face-to-face activities have been in place and I am sure the children are as pleased as I am that they are able to get back into the Hub and enjoy themselves.

Adult Community Learning classes have also been re-introduced to the Hubs, including at Whitchurch and Rhydypennau Hubs for the first time following the successful refurbishment projects. Members of the community have been able to enrol onto language classes on their doorstep.

Councillor Lynda Thorne
Cabinet Member for Housing & Communities
14 October 2021

CLEAN STREETS, RECYCLING & ENVIRONMENT STATEMENT

Cardiff Northern Cemetery

The new Cardiff Northern Cemetery is due to be formally opened on 20 October 2021, which will provide much needed future burial space in the north of the city for the next 15+ years. The cemetery includes lawn graves, traditional graves, cremated remains graves, as well as a natural burial area that will be managed to increase biodiversity within the site. The overall design of the site has been considerate to the environment and minimised the visual impact of the area. The only building is a toilet block for visitors, which has been installed with a living wildflower and grass roof. The site has been designed and landscaped with additional tree planting to provide a therapeutic and holistic experience for those who have lost friends and relatives.

Remembrance Services

The annual Remembrance Service in the War Graves section at Cathays Cemetery will be held on 9 November 2021 and will involve the Friends Group and local school children. In addition, a similar remembrance service has been arranged in the War Graves section at Western Cemetery in Ely on 12 November 2021, which will also include local school children. Both events will be led by the Lord Mayor and Members are invited to attend either event, both of which will start at 10:55am.

Thornhill Crematorium

The audio-visual equipment within the chapels at Thornhill Crematorium has recently been replaced and upgraded, with a new supplier having been awarded a contract to manage visual tributes and the webcasting of services. The camera technology has been improved and a faster, more reliable fibre internet connection is also being used to broadcast services. Larger video screens have been fitted and at a better angle for the congregation to view them, together with new, higher-quality speakers. During the pandemic, the use of webcasting increased exponentially, which was due largely to the restrictions on traveling, numbers allowed to attend funerals and the need for many family members and friends to self-isolate. The webcast service provided an essential additional service to families and, at the height of the pandemic, was provided to everyone free of charge. However, the increased usage of the equipment that was in place previously during this period highlighted several issues which have now been addressed with the installation of the new equipment.

RSPCA PawPrints Awards 2021

Cardiff Dogs Home has achieved both a Gold Award for its Stray Dogs Service and a Silver Award for Kennelling in the RSPCA PawPrints Awards 2021. As we know, the last 18 months have been extremely challenging for all council services, but for those dealing with frontline animal welfare it has been particularly difficult due to the lack of assistance from volunteers because of the Covid restrictions that have been in place. The staff at Cardiff Dogs Home were remarkable in organising foster homes for the dogs and ensuring that they were all looked after and exercised at least twice per day. Winning the PawPrints Award this year, more than ever, is a great achievement for the team. In addition, a Special Recognition Award was given to our charity partners at The Rescue Hotel. They were the only winner of this award in Wales and one of only four across the whole of the UK. This is a remarkable achievement for a group that is still less than two years old.

Electric Refuse Collection Vehicles

Cardiff has been awarded £1.2m in capital funding in 2021/22 for Ultra Low Emission Vehicles (ULEVs), which will allow us to procure a further six Electric Refuse Collection Vehicles (E-RCVs). This will increase the total number of E-RCVs to 12 within a fleet of 78 Refuse Collection Vehicles (RCVs). This will be the largest E-RCV fleet in Wales and supports the Council's One Planet Cardiff objectives. The Council recognises that these vehicles, owing to their size, hours worked and mileage accrued per annum will deliver significant improvements, both in terms of carbon reduction and wider air quality benefits. Lifecycle analysis of an E-RCV compared to a standard Euro VI diesel equivalent RCV demonstrates that in terms of kilograms of carbon dioxide equivalent (kg CO₂eq), a reduction of 85% can be achieved. In terms of air quality benefits, nitrogen oxides (NO_x) emissions from an E-RCV are some 71% better than an equivalent Euro VI diesel RCV.

Garden Waste Collections

As I confirmed last month, garden waste collections are now on a four-week collection cycle and will continue until 28 November 2021. This is an additional month to last year following concerns raised in relation to leaf fall. Further information on collections is available online on the Council's website at [Check my collection dates \(cardiff.gov.uk\)](https://www.cardiff.gov.uk/collections) or via the CardiffGov app. There will also be a collection of used real Christmas trees only from 4 January to 14 January 2022, including the provision of some drop-off points. Further details will be released prior to Christmas. The garden waste collection service will then recommence on 15 March 2022.

Reuse Shop at Lamby Way Recycling Centre

I was pleased to officially open the reuse shop, known as 'The Cabin/Y Caban', at Lamby Way Recycling Centre on 13 October 2021. The Council is working in partnership with social enterprise and charity, Wastesavers, to operate the reuse shop, which is open 7 days a week to receive donated items and for people to purchase items to reuse. In the first month of opening, more than 4,200 unwanted household items have already been saved from the skips for reuse.



CYNGOR CAERDYDD CARDIFF COUNCIL

COUNCIL:

21 OCTOBER 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	2 vacancies	1 x Conservative 1 x Propel	
Public Protection	1 vacancy	1 x Propel	
Democratic Services	1 vacancy	1 x Independent	
Council Appeals	1 vacancy	1 x Independent	

5. Further nominations to fill existing vacancies received from political groups prior to Full Council on 21 October 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

15 October 2021

Background Papers

Annual Council Reports and Minutes 27 May 2021

Council Minutes 24 June 2021

Council Minutes 22 July 2021

Council Minutes 30 September 2021