DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS	THURSDAY, 17 MARCH 2022
GWYS Y CYNGOR	DYDD IAU, 17 MAWRTH 2022,

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, 17 March 2022 at 4.30 pm to transact the business set out in the agenda attached.

[signature: Davina Fiore]

Davina Fiore
Director of Governance & Legal Services

County Hall
Cardiff
CF10 4UW

Friday, 11 March 2022

_____

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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Item		Approx Time	Max Time Allotted
1	**Apologies for Absence** *To receive apologies for absence.*	4.30 pm	
2	**Declarations of Interest** *To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct)*		
3	**Minutes** *(Pages 7 - 22)* *To approve as a correct record the minutes of the meeting held on 3 March 2022.*		
4	**Public Questions** *To receive previously notified questions from Members of the Public.*	4.30 pm	5 mins
5	**Petitions** *To receive petitions from Elected Members to Council.*	4.35 pm	5 mins
6	**Lord Mayor's Announcements** *To receive the Lord Mayor's announcements including Recognitions and Awards.*	4.40 pm	5 mins
7	**Race Equality Task Force** *(Pages 23 - 172)*	4.45 pm	10 mins
8	**Bilingual Cardiff Strategy 2022-27** *(Pages 173 - 356)* *Report of the Chief Executive*	4.55 pm	15 mins
9	**Cardiff & the Vale of Glamorgan Population Needs Assessment Report 2022** *(Pages 357 - 670)* *Report of the Corporate Director*	5.10 pm	10 mins
10	**Pay Policy Report 2022/2023** *(Pages 671 - 698)* *Report of the Corporate Director Resources*	5.20 pm	10 mins

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11	**Constitution Update** *(Pages 699 - 932)* *Report of the Director of Governance and Legal Services and Monitoring Officer*	5.30 pm	15 mins
12	**Democratic Services Annual Report 2021** *(Pages 933 - 976)*	5.45 pm	10 mins
13	**Composite Notice of Motion** *(Pages 977 - 978)*	5.55 pm	5 mins
14	**Cabinet Member Statements** *(Pages 979 - 1022)* *To receive statements from the Leader and Cabinet Members*	6.00 pm	45 mins
15	**Notice of Motion - 1** Proposed by Councillor McEvoy Seconded by Councillor Keith Parry *The Council asks Cabinet to consider:* *Bringing a report to a future Council outlining the economic and cultural benefits St David's Day bank holiday, including assigning financial and in kind support for all future St David's civilian parades.* *Furthermore, the Council calls on the Westminster Government to devolve to Welsh Government the power to create bank holidays for Wales (via the Banking and Financial Dealings Act 1971) – in the same manner as already happens in Scotland and Northern Ireland*	6.45 pm	45 mins
Break 15 mins			
16	**Notice of Motion - 2** *Proposed by Councillor Rhys Taylor* Seconded by Councillor Ashley Wood ***Action on Building Fire Safety*** *This council is deeply concerned that years later, there are still thousands of people living in buildings with potentially dangerous fire safety defects.* *This council notes that the Welsh Government's Building Safety Fund and Building Safety Passport Scheme is designed to identify which buildings have fire safety failures and the cost of remediating those.* *This council notes with regret that leaseholders are no closer to a solution to the problem and are facing large bills in order to fund remediation work and Waking Watch schemes.*	7.45 pm	45 mins

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	This council believes that no leaseholder should bear the burden of putting right the failures of developers and the building safety system – whether they are landlords or otherwise. *This council calls on the Cabinet to:* • *Bring forward a report on establishing a Building Safety Support Hub to provide in-person and online advice and guidance on such issues as: completing funding applications for the different Government funding pots; advice on the EWS1 process and advising leaseholders of their rights.* • *Once the outcome of the Building Safety Fund is published, bring forward a report on the cost of providing a council tax exemption for all residents directly impacted by the fire safety crisis.*		
17	**Oral Questions** *To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.*	8.30 pm	80 mins
18	**Urgent Business**	9.50 pm	
Unopposed Council Business			
19	**Programme of Meetings** *(Pages 1023 - 1028)* *Report of the Director of Governance and Legal Services and Monitoring Officer*	9.50 pm	10 mins
20	**Committee Membership** *(Pages 1029 - 1030)* *Report of the Director of Governance and Legal Services and Monitoring Officer*		
21	**Appointment of Local Authority Governors** *(Pages 1031 - 1034)* *Report of the Director of Governance and Legal Services and Monitoring Officer*		
22	**Appointment of the Recorder of Cardiff** *(Pages 1035 - 1038)* *Report of the Director of Governance and Legal Services and Monitoring Officer*		

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23	**National Adoption Service Foster Wales: Joint Committee Agreement and Hosting Arrangements by Cardiff Council** *(Pages 1039 - 1152)*		
	Report of the Corporate Director		
24	**Cabinet Decision - 56** *(Pages 1153 - 1156)*		
25	**Officer Decision - 37** *(Pages 1157 - 1158)*		
26	**Written Questions**		
	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.		

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City Council of the City & County of Cardiff
3 March 2022

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 3 March 2022 to transact the business set out in the Council summons dated Friday, 25 February 2022.

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, Phillips, Dianne Rees, Mia Rees, Robson, Sattar, Simmons, Singh, Stubbs, Taylor, Graham Thomas, Huw Thomas, Lynda Thorne, Walker, Weaver, Wild, Williams, Wong and Wood

134 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dianne Rees and Sandrey

135 : DECLARATIONS OF INTEREST

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

The following PERSONAL declarations of interest were received in respect of Item 8 – Budget Proposals 2022 – 2023

COUNCILLOR	NATURE OF INTEREST
Ahmed	Member of the Cardiff & Vale Pension Scheme
Berman	Member of the Cardiff & Vale Pension Scheme
Boyle	Member of the Cardiff & Vale Pension Scheme
Cowan	Member of the Cardiff & Vale Pension Scheme
De'Ath	Member of the Cardiff & Vale Pension Scheme
Driscoll	Member of the Cardiff & Vale Pension Scheme
Ford	Member of the Cardiff & Vale Pension Scheme
Gibson	Member of the Cardiff & Vale Pension Scheme
Goodway	Member of the Cardiff & Vale Pension Scheme
Gavin Hill-John	Member of the Cardiff & Vale Pension Scheme
Philippa Hill-John	Member of the Cardiff & Vale Pension Scheme
Howells	Member of the Cardiff & Vale Pension Scheme

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Hudson	Member of the Cardiff & Vale Pension Scheme
Jones-Pritchard	Member of the Cardiff & Vale Pension Scheme
McEvoy	Member of the Cardiff & Vale Pension Scheme
Melbourne	Member of the Cardiff & Vale Pension Scheme
Merry	Member of the Cardiff & Vale Pension Scheme
Michael	Member of the Cardiff & Vale Pension Scheme
Naughton	Member of the Cardiff & Vale Pension Scheme
Owen	Member of the Cardiff & Vale Pension Scheme
Parkhill	Member of the Cardiff & Vale Pension Scheme
Phillips	Member of the Cardiff & Vale Pension Scheme
Dianne Rees	Member of the Cardiff & Vale Pension Scheme
Mia Rees	Member of the Cardiff & Vale Pension Scheme
Robson	Member of the Cardiff & Vale Pension Scheme
Sandrey	Member of the Cardiff & Vale Pension Scheme
Singh	Member of the Cardiff & Vale Pension Scheme
Taylor	Member of the Cardiff & Vale Pension Scheme
Graham Thomas	Member of the Cardiff & Vale Pension Scheme
Huw Thomas	Member of the Cardiff & Vale Pension Scheme
Wild	Member of the Cardiff & Vale Pension Scheme
Williams	Member of the Cardiff & Vale Pension Scheme
Ahmed	Local Authority School Governor, St Monica's C.W Primary School
Dilwar Ali	Local Authority School Governor, Gabalfa and Hawthorn Primary Schools
Berman	Local Authority School Governor, Marlborough Primary School and Ysgol y Berllan Deg
Boyle	Local Authority School Governor, Howardian Primary School
Bradbury	Local Authority School Governor, Millbank Primary School and The Western Learning Campus
Bridgeman	Local Authority School Governor, Eastern High School & The Rainbow Federation
Burke-Davies	Local Authority School Governor, Ysgol Glan Ceubal
Carter	Local Authority School Governor, Llanedeyrn and St Philip Evans RC Primary Schools
Cowan	Local Authority School Governor, Greenhill School
Cunnah	Local Authority School Governor, Ysgol Gymraeg Pwll Coch
De'Ath	Local Authority School Governor, Albany Primary School
Derbyshire	Local Authority School Governor, Rumney Primary School
Driscoll	Local Authority School Governor, Danescourt Primary School
Ebrahim	Local Authority School Governor, Mount Stuart Primary School
Elsmore	Local Authority School Governor, Radnor Primary School and Ysgol Gymraeg Treganna
Gibson	Local Authority School Governor, Hywel Dda Primary School
Goddard	Local Authority School Governor St Francis RC Primary School
Goodway	Local Authority School Governor, Cardiff West Community High School

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Gordon	Local Authority School Governor, Severn Primary School
Henshaw	Local Authority School Governor, Baden Powell Primary School
Gavin Hill-John	Local Authority School Governor, Pentyrch Primary School
Hinchey	Local Authority School Governor, Birchgrove and Ton-yr-Ywen Primary Schools
Hopkins	Local Authority School Governor, Lakeside Primary School
Howells	Local Authority School Governor, Adamsdown and Stacey Primary Schools
Hudson	Local Authority School Governor, Ton-yr-Ywen Primary School
Owen Jones	Local Authority School Governor, Adamsdown and Stacey Primary Schools
Jones-Pritchard	Local Authority School Governor, The Pear Tree Foundation
Lancaster	Local Authority School Governor, Llanishen High School
Lent	Local Authority School Governor, Howardian and Roath Park Primary Schools
Lister	Local Authority School Governor, Grangetown Primary School
Mackie	Local Authority School Governor, Cathays High School and Gladstone Primary School
McGarry	Local Authority School Governor, Albany Primary School and St Peters RC Primary School
Molik	Local Authority School Governor, Rhydypenau Primary School
Jackie Parry	Local Authority School Governor, St Cadoc's Catholic Primary School
Patel	Local Authority School Governor, Fitzalan High School and Lansdowne Primary School
Dianne Rees	Local Authority School Governor, St Mellons CW Primary School
Mia Rees	Local Authority School Governor, Whitchurch Primary School
Sandrey	Local Authority School Governor, Springwood Primary School & The Hollies School
Sangani	Local Authority School Governor, Ton Yr Ywen Primary School
Singh	Local Authority School Governor, Kitchener Primary School
Stubbs	Local Authority School Governor, Willows High School and Moorland Primary School
Taylor	Local Authority School Governor, Ysgol Mynydd Bychan
Thomas	Local Authority School Governor, Ysgol Glan Morfa
Thorne	Local Authority School Governor, Grangetown Nursery School and Ninian Park Primary School.
Walker	Local Authority School Governor, Lysfaen Primary School
Weaver	Local Authority School Governor, Cathays High School and Gladstone Primary School
Williams	Local Authority School Governor, Oakfield Primary School and The Hollies School
Wong	Local Authority School Governor, Cathays High School and Roath Park Primary School.

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McKerlich	Member of Radyr & Morganstown Community Council
Dianne Rees	Member of Old St Mellons Community Council
Williams	Member of Old St Mellons Community Council
Gavin Hill-John	Member of Pentrych Community Council
Graham Thomas	Member of St Fagans Community Council
Jones-Pritchard	Member of Tongwynlais Community Council
Morgan	Member of Tongwynlais Community Council
Cowan	Chair of Glamorgan Archives Joint Committee
Cunnah	Member appointed to the Glamorgan Archives Joint Committee
Henshaw	Member appointed to the Glamorgan Archives Joint Committee
Keith Jones	Member appointed to the Glamorgan Archives Joint Committee
Robson	Member appointed to the Glamorgan Archives Joint Committee
Michael	Member appointed to the Cardiff Bay Advisory Committee
Wild	Member appointed to the Cardiff Bay Advisory Committee
Huw Thomas	Member appointed to the Cardiff Capital Regional Cabinet
Merry	Member appointed to the Central South Joint Education Services Joint Committee
Huw Thomas	Member appointed to the Public Services Board
Michael	Member appointed to the Prosiect Gwyrdd Joint Committee
Weaver	Member appointed to the Prosiect Gwyrdd Joint Committee
Michael	Member appointed to the Shared Regulatory Service - Chair
Mackie	Member appointed to the Shared Regulatory Service
Hinchey	Member appointed to the Vale, Valleys and Cardiff Adoption Collaborative Joint Committee
Gavin Hill-John	Member appointed as Non-Executive Director of Cardiff Bus
Lay	Member appointed as Non-Executive Director of Cardiff Bus
Sandrey	Member appointed as Non-Executive Director of Cardiff Bus
Singh	Member appointed as Non-Executive Director of Cardiff Bus
Owen Jones	Member appointed as Non-Executive Director of Cardiff Bus
Merry	Member appointed to Cardiff & Vale College (CAVC) Group
Merry	Member appointed to the Local Government Association General Assembly
Boyle	Member appointed to the Local Government Association General Assembly
Robson	Member appointed to the Local Government Association General Assembly
Huw Thomas	Member appointed to the Local Government Association General Assembly
Dilwar Ali	Member appointed to the South Wales Fire & Rescue Service
De'Ath	Member appointed to the South Wales Fire & Rescue Service
Lister	Member appointed to the South Wales Fire & Rescue Service
Naughton	Member appointed to the South Wales Fire & Rescue Service
Williams	Member appointed to the South Wales Fire & Rescue Service
Bradbury	Member appointed to the Welsh Local Government Association

	Council
Elsmore	Member appointed to the Welsh Local Government Association Council
Goodway	Member appointed to the Welsh Local Government Association Council
Merry	Member appointed to the Welsh Local Government Association Council
Michael	Member appointed to the Welsh Local Government Association Council
Huw Thomas	Member appointed to the Welsh Local Government Association Council
Weaver	Member appointed to the Welsh Local Government Association Council
Henshaw	Family Members employed by Cardiff Council
Mackie	Family Member is Head of Integrated Care
Mackie	Trustee, Grassroots (Cardiff)
Mackie	Trustee, Cathays Community Centre
Bradbury	Trustee, Caerau and Ely Sports Trust
Bradbury	Management Committee Member, Caer Heritage Project
Bradbury	Member of ACE (Action in Caerau & Ely)
Bradbury	Cardiff City Season Ticket holder
Williams	Chair, Director and Trustee, Cartref Care Homes Limited
Williams	Vice Chair, Director, Diverse Cymru
Williams	Regional Leader of Governance, Central South Consortium
Williams	Owns property on Westgate Street, Cardiff
Williams	Family Members employed by Cardiff Council
Williams	Family Member in receipt of a Council pension
Huw Thomas	Trustee, Seren in the Community
Ebrahim	Family Member works for Cardiff Council
Stubbs	Trustee, Splott Community Volunteers
Driscoll	Leaseholder of council owned property
Gordon	Trustee, Grassroots (Cardiff)
Bridgeman	Trustee, Llanrumney Phoenix Boxing club
Cowan	Personal Assistant, DEWIS
Naughton	Family Member in receipt of a pension from Cardiff Bus
Naughton	Family Member employed by Cardiff Council
Molik	CEO, Sight Cymru
Bowen-Thomson	CEO, Safer Wales
Bowen-Thomson	Director DACW

136 : MINUTES

The minutes of the meeting on the 27 January 2022 were approved as a correct record and signed by the Chair.

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137 : PUBLIC QUESTIONS

No public questions were received for this meeting.

138 : PETITIONS

The following petition was submitted:

- Councillor Patel submitted a petition containing 21 signatures calling on the Council to use some/all of the mitigation monies allocated at Planning Committee to block off Earle Place at the Leckwith Road junction.

139 : LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor attended the St David's Day Civic Service on 1 March 2022 which was officiated by the Rev. Canon Steward Lisk. It was a well-attended event. During that service sympathy was expressed for the residents in the beleaguered city of Kyiv.

It was hoped that the conflict and loss of life could speedily be brought to an end and asked the Council to join him in urging all elected representatives to put pressure on Russia to persuade them to withdrawn and end the bloodshed.

140 : CARDIFF COUNCIL'S CORPORATE PLAN 2022 - 2025

The Leader of the Council proposed the new Corporate Plan for 2022/25, which had been developed in tandem with the process for developing and setting the Council's budget for 2022/23.

The Corporate Plan formed part of the strategic policy framework set out in the Council's Constitution and was considered annually by the Council. The document outlined the organisation's strategic policy and performance priorities and also discharged the Councils responsibilities under the Well-being of future generations (Wales) Act 2015.

The Corporate Plan was seconded by the Deputy Leader and Cabinet Member for Education and Skills Councillor Merry.

The Lord Mayor advised that two amendments to the report had been received.

The Lord Mayor called upon Councillor Taylor to move the first amendment.

> *"The Council is recommended to refer back the Corporate Plan 2022-25 to Cabinet to give further consideration to matters relating to citizen engagement, progress and activity relating to inequality and the Southern Arc, and presentation of current position against targets"*

The first amendment was seconded by Councillor Berman.

The Lord Mayor called upon Councillor Cowan to move the second amendment.

> *"Delete the current wording for the recommendations in the Cabinet Proposal and replace with:*
>
> *This Council is recommended to defer consideration of the Corporate Plan until a future council meeting to enable the Cabinet to bring forward a revised plan in the interim which   contains sufficient proposals aimed at helping to address the lack of interaction with Cardiff taxpayers outside of the working day. During the pandemic, the Council should have made a bid for funding from their colleagues in the* Welsh Parliament to make the Council more fit for purpose in a fast moving electronic age"

The second amendment was seconded by Councillor Robson.

The Lord Mayor invited debate on the Corporate Plan and the amendments.

The Lord Mayor invited the Leader to respond to the points raised in the debate. The Leader confirmed the amendments were not accepted.

The Lord Mayor called for a vote on the first amendment proposed by Councillor Taylor

The vote on the first amendment was **LOST**.

FOR
Asghar Ali, Berman, Boyle, Carter, Cowan, Driscoll, Ford, Gibson, Gavin Hill-John, Phillipa Hill-John, Hopkins, Howells, Hudson, Jenkins, Jones-Pritchard, Kelloway, Lancaster, McEvoy, Melbourne, Molik, Morgan, Naughton, Owen, Parkhill, Keith Parry, Phillips, Mia Rees, Robson, Taylor, Graham Thomas, Walker, Williams, Wood.

AGAINST
Ahmed, Dilwar Ali, Bowen-Thompson, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Jackie Parry, Patel, Sangani, Sattar, Simmons, Singh, Stubbs, Huw Thomas, Thorne, Weaver, Wild, Wong

The Lord Mayor called for a vote on the second amendment proposed by Councillor Cowan.

The vote on the second amendment was **LOST.**

FOR
Cowan, Driscoll, Ford, Gibson, Gavin-Hill-John, Phillipa Hill-John, Hudson, Jenkins, Jones-Pritchard, Kelloway, Lancaster, McEvoy, Melbourne, Morgan, Owen, Parkhill, Keith Parry, Phillips, Mia Rees, Robson, Graham Thomas, Walker, Williams

AGAINST

Ahmed, Asghar Ali, Dilwar Ali, Berman, Bowen-Thompson, Boyle, Bradbury, Bridgeman, Burke-Davies, Carter, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Hopkins, Howells, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Molik, Naughton, Jackie Parry, Patel, Sangani, Sattar, Simmons, Singh, Stubbs, Taylor, Huw Thomas, Thorne, Weaver, Wild, Wong, Wood

The Lord Mayor called for a vote on the recommendations in the report as proposed by the Leader, Councillor Huw Thomas.

The vote on the recommendations in the report was CARRIED.

FOR

Ahmed, Dilwar Ali, Bowen-Thompson, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Jackie Parry, Patel, Sangani, Sattar, Simmons, Singh, Stubbs, Huw Thomas, Thorne, Weaver, Wild, Wong

AGAINST

Boyle, Carter, Ford, Hopkins, McEvoy, Naughton, Keith Parry, Taylor, Wood

ABSTAIN

Asghar Ali, Berman, Cowan, Driscoll, Gibson, Gavin Hill-John, Phillipa Hill-John, Howells, Hudson, Jenkins, Jones-Pritchard, Kelloway, Lancaster, Melbourne, Molik, Morgan, Owen, Parkhill, Phillips, Mia Rees, Robson, Graham Thomas, Walker, Williams

RESOLVED: The Council AGREED to:

- Approve the Corporate Plan 2022-25
- Delegate authority to the Chief Executive, in consultation with the Leader of the Council, to make any consequential amendments to the Corporate Plan 2022-25 (Appendix A) following consideration by the Council on 3 March 2022 and prior to publication by 1 April 2022.

141 : BUDGET PROPOSALS 2022 - 2023

Members declarations of interest made in accordance with the Members' Code of Conduct were noted.

The Council was requested to consider and approve the Cabinet Budget Proposals for 2022 – 2023.

Three alternative budget proposals had been received in accordance with the Council Procedure Rules, including Statutory Officer advice, and had been circulated as part of the Amendment Sheet.

The Lord Mayor informed Council that Appendix 3(c) to this report is exempt information under Schedule 12A of Part 4 and Part 5 paragraph 21 of the Local Government Act 1972 and that should any Member wish to discuss any of the information contained in those documents those speakers would be taken last and the Public would have to be excluded for that discussion and the recording stopped.

The Lord Mayor invited the Cabinet Member, Finance, Modernisation and Performance, Councillor Weaver to propose the Cabinet Budget.

The report set out Cabinet's recommendations to Council:

- the proposal for the estimates of expenditure and income in order to set the Council Tax in accordance with the Local Government Finance Act 1992, having considered and reflected on the responses to all aspects of the budget consultation;
- the strategy and plan for the control of the Authority's borrowing and investments for the year 2022/23 (the Annual Treasury Management Strategy);
- the Capital Strategy for 2022/23 including the Council's Minimum Revenue Provision Policy for 2022/23;
- the Prudential Code, capital expenditure and treasury indicators for 2022/23 – 2026/2;
- recognise the financial challenges facing the Council, as set out in the Medium Term Financial Plan and note the opportunities for savings;
- recognise the work undertaken to raise awareness of, and to ensure the financial resilience of the Council;
- set the rent levels for Housing Revenue Account properties, service charges and management fees for leaseholders for 2022/23; and
- agree the rates of fees and charges for Council services for 2022/23

The Leader of the Council, Councillor Huw Thomas seconded the proposed Budget 2022-2023.

The Lord Mayor invited the proposer and seconder of each of the amendments to formally move their proposal and speak.

Councillor Gavin Hill-John proposed the Conservative alternative budget proposal and spoke on the amendment. Councillor Robson seconded the amendment and spoke.

Councillor Berman proposed the Liberal Democrat alternative budget proposal and spoke on the amendment. Councillor Taylor seconded the amendment and spoke.

Councillor McEvoy proposed the Propel alternative budget proposal and spoke on the amendment. Councillor Keith Parry seconded the amendment and spoke.

The Lord Mayor invited debate on the Budget Proposals.

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The Lord Mayor thanked Members for their contribution to the debate and invited Councillor Weaver, Cabinet Member for Finance, Modernisation and Performance to respond to matters raised in the debate.

Councillor Weaver confirmed that none of the amendments would be accepted.

The Lord Mayor took the votes as follows:

The vote on the Conservative amendment proposed by Councillor Gavin Hill-John was **LOST**.

FOR
Cowan, Driscoll, Gavin Hill-John, Phillipa Hill-John, Hudson, Jenkins, Jones-Pritchard, Kelloway, Lancaster, Melbourne, Owen, Parkhill, Mia Rees, Robson, Graham Thomas, Walker, Williams

AGAINST
Ahmed, Dilwar Ali, Bowen-Thompson, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Jackie Parry, Patel, Sangani, Sattar, Simmons, Singh, Stubbs, Huw Thomas, Thorne, Weaver, Wild, Wong

ABSTAIN
Asghar Ali, Berman, Boyle, Carter, Ford, Gibson, Hopkins, Howells, McEvoy, Molik, Naughton, Keith Parry, Taylor, Wood

The vote on the Liberal Democrat amendment proposed by Councillor Berman was **LOST**.

FOR
Asghar Ali, Berman, Boyle, Carter, Gibson, Hopkins, Howells, Molik, Naughton, Taylor, Wood

AGAINST
Ahmed, Dilwar Ali, Bowen-Thompson, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Jackie Parry, Patel, Sangani, Sattar, Simmons, Singh, Stubbs, Huw Thomas, Thorne, Weaver, Wild, Wong

ABSTAIN
Ford, McEvoy, Keith Parry

The vote on the Propel amendment proposed by Councillor McEvoy was **LOST**.

FOR
Ford, McEvoy, Keith Parry

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

ABSTAIN
Asghar Ali, Gibson

The vote on the recommendations proposed in the report was **CARRIED**.

FOR
Ahmed, Dilwar Ali, Bowen-Thompson, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Jackie Parry, Patel, Sangani, Sattar, Simmons, Singh, Stubbs, Huw Thomas, Thorne, Weaver, Wild, Wong

AGAINST
Cowan, Driscoll, Gavin Hill-John, Phillipa Hill-John, Ford, Hudson, Jenkins, Jones-Pritchard, Kelloway, Lancaster, McEvoy, Melbourne, Owen, Keith Parry, Parkhill, Mia Rees, Robson, Graham Thomas, Walker, Williams

ABSTAIN
Asghar Ali, Berman, Boyle, Carter, Gibson, Hopkins, Howells, Molik, Naughton, Taylor, Wood

RESOLVED – That Council AGREED to:

1.   Approve the Revenue, Capital and Housing Revenue Account budgets including all proposals and increasing the Council Tax by 1.9% as set out in this report and that the Council resolve the following terms.

2.   Note that at its meeting on 16 December 2021 Cabinet calculated the following number of dwelling equivalents for the year 2022/23 in accordance with the regulations made under Section 33(5) of the Local Government Finance Act 1992:-

        (a)   149,107 being the number calculated in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995, as amended, as its Council Tax base for the year.

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(b)	Lisvane	2,697
	Pentyrch	3,517
	Radyr	3,983
	St Fagans	1,854
	Old St Mellons	2,321
	Tongwynlais	822

being the numbers calculated in accordance with Regulation 6 of the Regulations as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which special items relate.

2.1   Agree that the following amounts be now calculated by the County Council of the City and County of Cardiff for the year 2022/23 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:-

(a)   Aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (d) (including Community Council precepts totalling £495,086).

£1,169,190,086

(b)   Aggregate of the amounts which the Council estimates for items set out in Section 32(3)(a) and (c).

£425,360,000

(c)   Amount by which the aggregate at 2.1(a) above exceeds the aggregate at 2.1(b) above calculated in accordance with Section 32(4) as the budget requirement for the year.

£743,830,086

(d)   Aggregate of the sums which the Council estimates will be payable for the year into its Council Fund in respect of Revenue Support Grant, its council tax reduction scheme, redistributed Non-Domestic Rates.

£544,715,091

(e)   The amount at 2.1(c) above less the amount at 2.1(d) (net of the amount for discretionary relief of £400,000), all divided by the amount at 2.0(a) above, calculated in accordance with Section 33(1) as the basic amount of Council Tax for the year.

£1,338,07

(f)   Aggregate amount of all special items referred to in Section 34(1).

£495,086

(g)   Amount at 2.1(e) above less the result given by dividing the amount at 2.1(f) above by the amount at 2.0(a) above, in accordance with Section 34(2) of the Act, as the basic amount of Council Tax for the year for dwellings in those parts of the area to which no special items relate

£1,334,75

(h)   The amounts given by adding to the amount at 2.1(g) above the amounts of special items relating to dwellings in those parts of the Council's area mentioned below, divided in each case by the

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amount at 2.0(b) above, calculated in accordance with Section 34(3) as the basic amounts of Council Tax for the year for dwellings in those parts of the area to which special items relate.

	£
Lisvane	1,357.37
Pentyrch	1,387.35
Radyr	1,367.62
St Fagans	1,357.40
Old St Mellons	1,357.01
Tongwynlais	1,364.56

(i)   The amounts given by multiplying the amounts at 2.1(g) and 2.1(h) above by the number which in the proportion set out in the Council Tax (Valuation Bands) (Wales) Order 2003 is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D calculated in accordance with Section 36(1) of the Act as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

Area	A £	B £	C £	D £	E £	F £	G £	H £	I £
Lisvane	904.91	1,055.73	1,206.55	1,357.37	1,659.01	1,960.64	2,262.28	2,714.74	3,167.20
Pentyrch	924.90	1,079.05	1,233.20	1,387.35	1,695.65	2,003.95	2,312.25	2,774.70	3,237.15
Radyr	911.74	1,063.71	1,215.66	1,367.62	1,671.53	1,975.45	2,279.36	2,735.24	3,191.12
St. Fagans	904.93	1,055.76	1,206.57	1,357.40	1,659.04	1,960.69	2,262.33	2,714.80	3,167.27
Old St. Mellons	904.67	1,055.45	1,206.23	1,357.01	1,658.57	1,960.12	2,261.68	2,714.02	3,166.36
Tongwynlais	909.70	1,061.33	1,212.94	1,364.56	1,667.79	1,971.03	2,274.26	2,729.12	3,183.98
All other parts of the Council's Area	889.83	1,038.14	1,186.44	1,334.75	1,631.36	1,927.97	2,224.58	2,669.50	3,114.42

2.2   Note that for the year 2022/23, the Police and Crime Commissioner for South Wales has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwelling shown below:-

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Valuation Bands

A	B	C	D	E	F	G	H	I
£	£	£	£	£	£	£	£	£
201.41	234.97	268.54	302.11	369.25	436.38	503.52	604.22	704.92

2.3 Having calculated the aggregate in each case of the amounts at 2.1(i) and 2.2 above, the County Council of the City and County of Cardiff in accordance with Section 30(2) of the Local Government Finance Act 1992 hereby sets the following amounts as the amounts of Council Tax for the year 2019/20 for each of the categories of dwellings shown below:-

Part of Council's Area
Valuation Bands

Area	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
Lisvane	1,106.32	1,290.70	1,475.10	1,659.48	2,028.26	2,397.02	2,765.80	3,318.96	3,872.12
Pentyrch	1,126.31	1,314.02	1,501.75	1,689.46	2,064.90	2,440.33	2,815.77	3,378.92	3,942.07
Radyr	1,113.15	1,298.68	1,484.21	1,669.73	2,040.78	2,411.83	2,782.88	3,339.46	3,896.04
St. Fagans	1,106.34	1,290.73	1,475.12	1,659.51	2,028.29	2,397.07	2,765.85	3,319.02	3,872.19
Old St. Mellons	1,106.08	1,290.42	1,474.78	1,659.12	2,027.82	2,396.50	2,765.20	3,318.24	3,871.28
Tongwynlais	1,111.11	1,296.30	1,481.49	1,666.67	2,037.04	2,407.41	2,777.78	3,333.34	3,888.90
All other parts of the Council's Area	1,091.24	1,273.11	1,454.99	1,636.86	2,000.61	2,364.35	2,728.10	3,273.72	3,819.34

2.4 Authorise the Corporate Director Resources to make payments under Section 38 of the Local Government (Wales) Act 1994 from the Council Fund by equal instalments on the last working day of each month from April 2019 to March 2020 in respect of the precept levied by the Police and Crime Commissioner for South Wales in the sum of £45,046,716.

2.5 Agree that the Common Seal be affixed to the said Council Tax.

2.6 Agree that the Common Seal be affixed to precepts for Port Health Expenses for the period 1 April 2022 to 31 March 2023 namely

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	£
County Council of the City and County of Cardiff	117,749
Vale of Glamorgan County Borough Council	13,125

2.7　Agree that notices of the making of the said Council Taxes signed by the Chief Executive be given by advertisement in the local press under Section 38(2) of the Local Government Finance Act 1992.

3.　In accordance with the Local Government Act 2003, the Local Authority (Capital Finance and Accounting) (Wales) Regulations 2003 and subsequent amendments and the CIPFA Prudential Code and Treasury Management Codes of Practice:

(a)　Approve the Capital Strategy 2022/23.

(b)　Approve the Treasury Management Strategy 2022/23 and authorise the Section 151 Officer to raise such funds as may be required to finance capital expenditure by temporary or long-term borrowing.

(c)　Approve the Prudential Indictors for 2022/23 to 2026/27 including the affordable borrowing limit

(d)　Delegate to the Section 151 Officer the authority to effect movement between the limits for borrowing and long-term liabilities within the limit for any year and to bring forward or delay schemes within the Capital Programme.

(e)　Approve the Minimum Revenue Provision Policy for 2022/23.

4.　Approve the Budgetary Framework outlined in the report.

5.　Maintain the current Council Tax Reduction Scheme as set out in this report.

142　:　URGENT BUSINESS

No urgent business was received

143　:　COMMITTEE MEMBERSHIP

The Council noted that no nominations to current Committee vacancies were received.

144　:　OFFICER DECISION - 35

The Council noted the Urgent Officer Decision - 35

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145 : DATE OF NEXT MEETING

The date of the next meeting in Thursday 17 March 2022 at 4.30 pm

REPORT OF

CARDIFF
RACE EQUALITY
TASKFORCE

MARCH 2022

FOREWORD

A Statement from Cardiff's Race Equality Taskforce Chair

Chairing Cardiff's Race Equality Taskforce offered me an incredible opportunity to serve my city, community and all Cardiff residents. As a lifelong resident of Cardiff and a serving Councillor for Butetown, home to one of the United Kingdom's longest standing Black communities, this journey has been one of great personal significance.

Over the course of the Taskforce programme, I have been inspired by the aspirations and vision of Cardiff residents, from all walks of life, in delivering action on race inequality in our city.

Creating the Taskforce was Cardiff Council's pledge to use our convening power as a local authority to shape change in our capital city, contributing to a fairer and more equal society for our Black and ethnic minority communities, both longstanding and new.

The brutal killing of George Floyd in the USA rightfully surfaced feelings of enormous anger and sadness about the ongoing scale of global racial injustice that confronts our society today. This was a call to action for us all to do more and our city was unafraid to be at the forefront of change and the collective fight for racial justice. The disproportionate impact of COVID 19 on Black, Asian and other ethnic minority communities, visible both locally and nationally, further underscored the longstanding challenge that we must address - making Cardiff, Wales and the UK more equal places for all of their citizens.

The proposals outlined in this report have been developed collaboratively. I am grateful for the efforts of many local people and organisations across Cardiff in co-producing the recommendations outlined throughout this report and helping the Taskforce to find meaningful opportunities for change in our city.

Throughout the Taskforce programme, we have reached out to engage local people and community institutions to ensure that the proposals we developed accurately reflected the experiences and priorities of Cardiff's ethnic minority communities and have worked hard to incorporate what communities, and the academic evidence on ethnic inequality, have told us.

I would like to thank all staff, partners and residents for taking part in this programme and in particular recognise the leadership of our Taskforce members for acting as critical friends during this process, by providing vision, challenge and insight throughout. Collectively, we have approached this important mission with intent and optimism for a better future. This has led to a strategic approach that is built on collaboration, understanding and mutual trust. This report is a body of work our city can take pride in.

We intend this to be a practical plan, outlining specific actions to be taken across all the key policy areas which emerged as our priorities, selected for their potential for change and their significance in shaping the experiences of and opportunities for Black and ethnic minority Cardiffians.

Our work on race equality acts as a blueprint for Cardiff's future work on equality, diversity and inclusion more broadly, which aims to create a workforce that not only invites diverse talent, but also actively builds a workforce that truly represents the community it serves through the people that we recruit and nurture.

I hope and expect that many of our recommendations will benefit White working class communities in our city too, as many require actions which also contribute to reducing socioeconomic inequality in a general sense.

It is important to recognise that there are limits what local efforts to transform ethnic minority representation and opportunities can achieve. We hope that the visionary local approach outlined in this report will be reinforced nationally, for example through national targets, robust equalities legislation including the current protections of the Equality Act 2010 and Human Rights Act 1998, and that the UK and Welsh Governments will join us in efforts to set a positive example through promoting greater diversity in Whitehall and the Welsh Civil Service. To support local action, we

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also emphasise the need for appropriate funding arrangements for local government which support the delivery of local action on race equality. For this reason, the Taskforce welcomed the publication of the Welsh Government's Race Equality Action Plan for consultation, and the strong collaboration with ethnic minority residents of Wales that has informed its production so far.

Our ambitious approach in developing our Taskforce and this report has put us at the forefront of race equality in local government in not only Wales, but the whole of the UK. I am deeply proud to have been part of this journey of change as Chair of the Cardiff Race Equality Taskforce, but I am intensely aware that achieving real change requires race equality to be 'everyone's business' and for anti-racist action to be incorporated into the design and everyday life of our city.

For this reason, we should all take heart in the shared ownership and commitment to deliver on the areas of action identified in this report, and the breadth of partnership activity already underway which demonstrates a clear vision and commitment to creating a more equal capital city across our public services, voluntary sector and within our communities.

This may be the conclusion of our city Taskforce's work, but I am confident that this is only the beginning of our city's efforts to end long-standing racial injustices for good.

Cllr Saeed Ebrahim
Ward Member for Butetown
Chair of Cardiff's Race Equality Taskforce
2020-2022

CONTENTS

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INTRODUCTION

The tragic death of George Floyd in the USA saw protests take place across the world, including in Cardiff, as part of the Black Lives Matter movement. This led to a reflection, both on how the history of Black communities in the UK is treated, and on the ongoing challenges that ethnic minority people continue to face in today's society.

Over the past eighteen months, Cardiff's Race Equality Taskforce has been tasked with identifying practical opportunities for change to improve race equality in our city, finding new ways that we could deploy local levers to improve outcomes for Ethnic Minority residents.

This report outlines the work completed by Cardiff's Race Equality Taskforce between July 2020-March 2022.

This work has been facilitated with the support of staff from Cardiff Council, and with the collective support and contributions of city public and voluntary sector partners, including Cardiff & Vale University Health Board, South Wales Police and many others.

Why was Cardiff's Race Equality Taskforce created?

The context for the establishment of the city's Race Equality Taskforce had been well documented in several recent studies, reviews and inquiries, which revealed the extent of racial inequality in the UK, including:

• The Race Disparity Audit, published in 2017, showed inequalities between ethnicities in educational attainment, health, employment and within the criminal justice system.

• The McGregor-Smith Review of race in the workplace, published in 2017, found people from Black and Minority Ethnic backgrounds were still disadvantaged at work and faced lower employment rates than their White counterparts.

• The Lammy Review, also published in 2017, found evidence of bias and discrimination against people from Ethnic Minority backgrounds in the justice system in England and Wales.

• The Windrush Lessons Learned Review, published in March 2020, found the Home Office showed, "institutional ignorance and thoughtlessness towards the issue of race."

Whilst the issue of racial injustice is therefore a UK-wide one, the creation of our Taskforce recognised the important influencing role of local leadership in demonstrating the possibility for change.

We committed to testing new approaches to improve outcomes for ethnic minority citizens using local transformation levers and identifying solutions with local ethnic minority residents, as experts through their personal lived experience.

In the data section of this report, we describe some of the most insightful data on race inequality in our city in more depth. Cardiff's data story on ethnic inequality is by no means unique or unusual in the UK context but demonstrates both complex and alarming realities.

Achieving change requires openness and transparency in describing the reality of racial inequality through institutional and system data and throughout the Taskforce's programme, we have sought to utilise the available data to bolster our understanding of both the issues and the solutions.

The Taskforce's mandate and objectives

Through a report to Cardiff Council's Cabinet, it was agreed that a Race Equality Taskforce for Cardiff would be established to work to the following objectives:

- Work with Cardiff's communities and organisations to improve and prioritise race equality to achieve an inclusive, cohesive, thriving and representative city;
- Guide Cardiff's policy and strategy developers to make sure race equality is included in all of their work;

- Use the Council's convening power to advance race equality in the public, private and voluntary sector, working closely, where required, with the Cardiff Public Services Board;
- Coordinate actions and recommendations to advance race equality, focusing on priority work-streams, identified in consultation with the city's ethnic minority residents;
- Report our progress on race equality and the general impact of inequality and discrimination on the ethnic minority communities of Cardiff.

Our starting point

As our starting point, Cardiff Council had already taken several positive steps to support race equality as a major employer and public institution in the city, including:

- Appointing an Executive Sponsor for race – this is the Chief Executive
- Signing the Business in the Community Race at Work Charter as a clear commitment towards race equality
- Examining and publishing workforce and ethnicity pay gap data to strengthen understanding of the existing workforce and inform the approach to recruitment and progression for ethnic minority staff

- Implementing a new approach to recruitment which seeks to minimise unconscious bias in the shortlisting process by removing personal details such as name and address
- Refreshing and relaunching the equality training offer, available to all staff, and the organisational training programme for Equality Impact Assessments
- Published a new Strategic Equality Plan for 2020-2024 which clearly articulates the role of key council services in addressing all forms of inequality in the city, with specific consideration given to areas such as ethnic inequality in the local labour and housing markets.

ABOUT CARDIFF'S RACE EQUALITY TASKFORCE

To ensure that our work was informed and shaped by local ethnic minority residents, the development of the Race Equality Taskforce's programme of proposals had been a highly participative process.

We invited local residents to join our city's Race Equality Taskforce through an open and accessible public appointment process. This attracted 60 applications and through this process, 14 members were appointed from diverse professional backgrounds, varied minority ethnicities, ages, genders and walks of life. Achieving a broad representation of experiences and expertise was clearly important to achieving a quality and comprehensive range of local proposals in the Taskforce programme.

Applications for membership of the Taskforce were assessed against the following person specification:

Knowledge
- Knowledge of and commitment to race equality
- Knowledge of key social and economic policy issues affecting Black and Asian Minority Ethnic communities in Cardiff and Wales

Experience
- Proven experience of working in partnership to deliver on shared goals

Skills
- An ability to foster strong relationships, engage others and communicate effectively.

Members were also selected to achieve an optimum balance of representation across the following sectors:

- Children and Young People
- Voluntary Sector and Community Organisations
- Public Services
- Major Employers and Small-to-Medium Sized Enterprises (SMEs)
- Culture and the arts
- Education including Further and Higher Education
- Sport
- Trade Unions

APPENDIX B TO THIS REPORT PROVIDES A BIOGRAPHY FOR ALL TASKFORCE MEMBERS, EXPLAINING THEIR PROFESSIONAL AND PERSONAL EXPERIENCE RELEVANT TO THE TASKFORCE'S PROGRAMME, INCLUDING THE CHAIR, CLLR SAEED EBRAHIM.

Against these criteria, the following membership was appointed.

- Asmut Price- Chair of Cardiff Council's Black and Asian Minority Ethnic Network
- Emma Wools –Deputy Police and Crime Commissioner, Office of the Police and Crime Commissioner for South Wales
- Keithley Wilkinson- Equality Manager, Cardiff & Vale University Health Board (December 2020-December 2021 due to moving to a new role)
- Catherine Floyd/ Locum Consultant in Public Health, Public Health Wales (December 2020-September 2021) / Sian Griffiths – Consultant in Public Health Medicine (December 2021- March 2022)
- Marcus Walters- Director, Burges Salmon
- Anita Naoko Pilgrim- University Lecturer in Race, Gender and History, Open University
- Najma Hashi- Change Maker Support, Office of the Future Generations Commissioner
- Salah Mohamed- Former Chief Executive of the Welsh Refugee Council
- Yaina Samuels- Founder of NuHi Training Social Enterprise
- Daniel Mapatac- Final year student at Cardiff University
- Eshaan Rajesh- Sixth Form Student at Fitzalan High School and Representative of Cardiff Youth Council
- Yusef Jama- Cardiff-based Taxi Driver and Unite Cardiff Branch Secretary for the Taxi Trade
- Cllr Daniel De'Ath- Current Councillor for Plasnewydd and former Lord Mayor of Cardiff (2018-2020)
- Hilary Brown- Chair of Butetown Community Centre

Identifying our Taskforce Priorities

A rapid and focused consultation was undertaken in August 2020 to seek ethnic minority residents' views on the priorities for the Taskforce. This was to inform the establishment of the Taskforce's work-streams, each of which would coordinate strategic evidence, practice and policy reviews and produce proposals for action.

Here we provide a summary of the consultation findings.

A total of 869 responses were included in analysis, of which 40% were from Ethnic Minority backgrounds.

The following areas were proposed as the following initial areas of focus for the Taskforce's consideration. We sought views on these five proposed areas as they were identified as areas in which a programme of action could have a positive impact on the outcomes of Ethnic Minority residents and communities in Cardiff in both the short and longer term.

APPENDIX C OF THIS REPORT PROVIDES THE FULL FINDINGS OF THIS CONSULTATION IN DEPTH.

They are also areas where both local and national evidence tells us that there is a long way to go to achieve race equality at a UK level.

Proposed areas of focus	Summary of responses
What more can be done to ensure that the Council's membership and workforce represents the full diversity of the city it serves;	74.9% of respondents supported this priority, 91% of respondents from ethnic minority backgrounds supported this priority.
The experiences of ethnic minority children and young people in education, in alignment with the Welsh Government's recently announced working group focusing on this area;	79.1% of respondents supported this priority, 88.4% of respondents from ethnic minority backgrounds supported this priority
Supporting ethnic minority communities to access employment opportunities;	75.1% of respondents supported this priority, 93% of respondents from ethnic minority backgrounds supported this priority.
Diversity in the public realm, working closely with the Taskforce recently established by the Welsh Government to audit statues, street and building names to address Wales' connections with the slave trade;	59.4% of respondents supported this priority, 78.7% of respondents from ethnic minority backgrounds supported this priority
Supporting the civic and democratic involvement of ethnic minority communities through voter registration and participation in the Census 2021	84% of respondents supported this priority, 91.5% of respondents from ethnic minority backgrounds supported this priority

We also asked respondents to prioritise these areas of focus, and the results are summarised below:

MOST IMPORTANT

LEAST IMPORTANT

1. **Learning and Growing Up in Cardiff**
2. **A Fairer Economy**
3. **Diversity in the Public Sector**
4. **Citizen's Voice**
5. **Diversity in the Public Realm**
6. **'Something Else'**

Establishing the Taskforce

The inaugural convening of the Race Equality Taskforce took place on 1st December 2020 and the appointed Chair and membership confirmed their priority areas of work. The selection of these priorities was informed by comprehensive analysis of the available ethnic inequality data and the views of city residents, as captured by the Taskforce's consultation.

The Taskforce confirmed the following three priority themes to be led and developed by Cardiff Council. Whilst Cardiff Council hold an important convening role across these themes of work, the Taskforce recognised that they also required broad partnership focus that reached beyond the Council itself and into other parts of the public, private and voluntary sector. As such, the sub-groups developing the work programme were multi-agency and benefited from broader expertise from the city and beyond.

A) Employment and Representative Workforce:
B) Education and Young People
C) Citizen's Voice

Responding to residents' views within the consultation that further areas of Taskforce focus should include Health and Criminal Justice, the Taskforce sought further collaboration with the Cardiff & Vale University Health Board, South Wales Police and Cardiff Community Safety Partnership to create and progress a programme of work against these two additional themes.

These public sector bodies and partnerships offered their support to the objectives of the Taskforce Programme and two further thematic sub-groups were created:

D) Health
E) Criminal Justice

The role of the sub-groups

Each sub-group was tasked with coordinating strategic evidence, practice and policy reviews in order to produce a proposal of short, medium and long-term recommendations for consideration by the Taskforce and, where approved by the Taskforce membership, these proposals would be progressed to the appropriate decision-making board as recommended city-led activity.

The membership of all work streams included representation from Taskforce members with expertise in the relevant field, Council officers and other stakeholders from across the public, private and voluntary sector as appropriate for each theme. This approach enabled the Taskforce to benefit from the expertise of credible practitioners who offered advice and supported the identification of substantive and evidence-based recommendations to improve race equality in Cardiff within each stream, and the authentic voice of ethnic minority residents through representation in all sub-groups.
During the 18-month Taskforce programme, each sub-group produced comprehensive proposals for change.

Their proposals were presented at quarterly meetings of the Race Equality Taskforce and following discussion, where adopted, they were progressed to the relevant decision-making board as recommendations.

City-led ideas for change: Our process

Sub-group development

Taskforce members engage with local experts and community members to:

Review existing data and service information

Develop new ideas with the support of local public sector staff

New ideas: Race Equality Taskforce

Every quarter, the Race Equality Taskforce met to discuss the proposals of the five sub-groups.

Those which it endorsed were communicated to Cardiff Council's Cabinet and other decision-making boards in the city.

Implementation

Where possible, the recommendations of the Taskforce have been actioned and progressed during the course of the Taskforce Programme.

This has provided the Taskforce with the opportunity to monitor and advise on local delivery.

Future commitments

Many of the recommendations made in this report require longer-term action.

Some recommendations will require significant programmes of work which will take time to mobilise and then implement.

These areas are noted throughout the report and will require future commitments from local partners.

Progression of Taskforce proposals into decision-making boards for the city

The governance for the Race Equality Taskforce's recommendations is explained in the graphic below
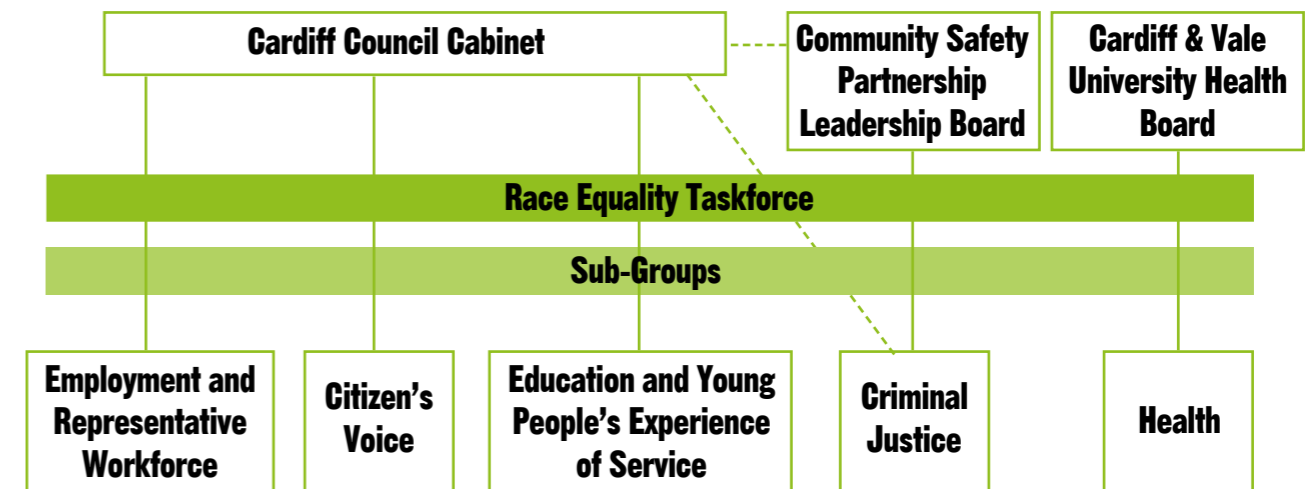
A comprehensive Terms of Reference was developed to support the Taskforce membership in delivering their role and confirm the destination of its recommendations to Cabinet, the Community Safety Partnership and Cardiff & Vale University Health Board's Welsh Language and Equality Board. Terms of Reference were also produced to support each sub-group. These are available as Appendix D to this report.

What about the Diversity in the Public Realm theme & Sir Thomas Picton Statue at City Hall?

A feature of the Black Lives Matter movement is its call to reassess how individuals in British history with involvement in slavery and the British Empire were commemorated.

In Cardiff, this focused on the statue of Sir Thomas Picton in the Marble Hall at Cardiff's City Hall, whose military career and death at the Battle of Waterloo drove his original inclusion in the 'Heroes of Wales' collection. Amongst growing awareness and understanding of the brutal nature of his Governorship of Trinidad and his involvement in slavery, many city residents added their names to a call to move the statue to a more appropriate location.

A democratic mandate was sought for the proposed removal of this historic monument through a debate and decision by Full Council, which enabled the Council to consider the practicalities of safely removing the statue and managing any associated implications to the listed status of the Marble Hall. In both the Taskforce's public consultation and across the Taskforce's membership, there was a clear view that the Taskforce's programme of work should focus on areas of policy change which have the greatest potential to reshape disadvantaged outcomes for ethnic minority groups in the immediate and longer term.

Recognising that a decision had been taken by elected members to coordinate the removal of the Sir Thomas Picton Statue from City Hall, that the Council had committed to a process to achieve this and that a national audit was underway; 'The Slave Trade and the British Empire: an audit of commemoration in Wales' led by Gaynor Legall, the Taskforce chose to focus their local work on other policy areas and did not adopt the Diversity in the Public Realm Theme for their programme.

This does not affect the status or progression of the commitment to remove the Sir Thomas Picton statue, which has been sustained through the relevant planning procedures. Information regarding this continues to be published on the Council's planning portal and where appropriate, further communications will be shared regarding this issue, where significant milestones have been reached.

DATA ON EQUALITY AND ETHNIC DIVERSITY IN CARDIFF

In this chapter, we provide an overview of some relevant evidence on ethnic diversity and race equality in Cardiff. The evidence presented below draws upon and layers a range of sources, from the Census and School Census, Annual Population Survey, data from the UK Government's Ethnicity Facts and Figures portal and the Welsh Index of Multiple Deprivation.

FURTHER DATA ON EACH OF THE TASKFORCE'S THEMATIC PRIORITIES IS ALSO PROVIDED BY CHAPTER LATER IN THIS REPORT E.G. COUNCIL WORKFORCE DATA CAN BE FOUND IN THE EMPLOYMENT AND REPRESENTATIVE WORKFORCE CHAPTER.

Cardiff's race equality data story: Insights and limitations

It is widely accepted that the quality of ethnicity data held by public services needs to improve, this is true not just for public services who have engaged in Cardiff's Race Equality Taskforce, but across a wide range of public services at a UK level. As such, future data collection and use in service design has emerged as a priority area for each of the Taskforce's sub-groups, as a recommendation for public bodies in the city and beyond.

There are currently limitations in the available data at both a UK, Wales and local level from which to fully understand the issues and connectors, and from which the Taskforce would have hoped to measure the future impact of their recommended policy changes and new approaches. For this reason, in future service delivery the Taskforce encourages robust data collection on ethnicity and for future service evaluations to be cognisant of ethnicity data to support an improved body of evidence on 'what works' in addressing racial inequality and enabling the sharing of this learning more broadly.

It is important to recognise that the data presented here can never be fully comprehensive and our Taskforce were cautious to avoid making too broad generalisations from the available data. At the individual level, experiences will not always conform to the trends outlined in the high-level data presented here and some ethnic minority groups are, for example, well-represented in some professional occupations and outperform their White peers in terms of academic attainment.

Whilst there are some clear trends in the data presented, ethnic minority groups are not homogenous, and the Taskforce and its sub-groups were mindful to adopt a nuanced approach when considering their recommended local interventions on ethnic inequality, underrepresentation and factors of disproportionality.

Despite the current data limitations, like any other policy area, adopting an evidence-led approach enabled the Race Equality Taskforce to consider how their recommendations could be measured for impact and evaluated to inform future policy approaches. Notwithstanding the current limitations in the availability of relevant data, the Taskforce sought to use the data which is available to shape their proposals.

Together, the data sources referenced in this report still provide a rich picture of race equality in the city and detail some clear disproportionality in terms of deprivation and lack of opportunity experienced by some ethnic minority communities in Cardiff.

The data paints a complex picture across the city, and it is accepted that the drivers of these inequalities are multifaceted and not all levers are within the control of the Council or local public services, but the data provides a starting point for analysis and policy development and its use must be a central component of future action on racial injustice at a city, national and UK level.

cyfrifiad census 2021

Spotlight on: Census 2021

The Census is a survey conducted by Office for National Statistics. It takes place once every 10 years, with the first official census taking place in 1801.

The Census is useful as it provides very comprehensive and detailed population data, and that is why we often refer to Census 2011 data throughout this report- as it is the most recently available data which provides insight into the experiences and lives of ethnic minority residents in our city.

The Census is important because the detailed information it collects regarding the population will be used by the UK and Welsh Governments, Councils and all public services for the next decade in their service planning and resource allocations. These are decisions which affect everyone's lives, from determining housebuilding targets, agreeing school organisation and broader city planning issues.

During the Taskforce programme, we supported efforts to increase visibility and awareness around the Census 2021 and completion of this important survey by ethnic minority residents. This work was supported by a local team of ONS staff who conducted outreach to engage the city's Indian, Black African, Chinese and EU Roma communities to ensure they were accurately represented in the city's Census data.

When the 2021 Census data is published, we encourage local public services to reflect on what this data illustrates for our city's ethnic minority communities and that relevant analysis and key findings are made visible to all relevant staff and partner agencies.
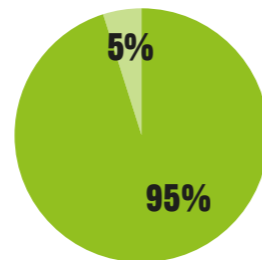
DATA ON ETHNIC DIVERSITY AND INEQUALITY

Overall population: ethnicity data

Cardiff Population by Ethnicity
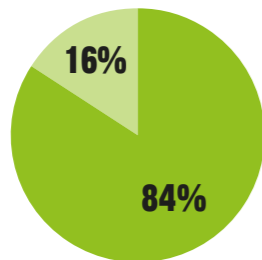
16%
84%

- White
- Black, Asian, Minority Ethnic

Wales Population by Ethnicity

5%
95%
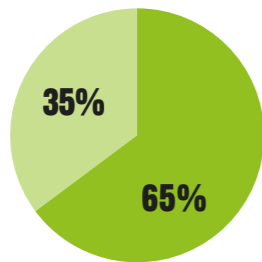
- White
- Black, Asian, Minority Ethnic

Using statistics from the Annual Population Survey, it is estimated that, for the year ending 31 June 2021, 76,700 of Cardiff's residents were from ethnic minority groups: 15.6% of the total population.

In comparison, 153,500 individuals are from ethnic minority groups in Wales as a whole: 4.9% of the total population. This suggests that half of Wales' ethnic minority citizens, live in the capital.

School population: ethnicity data

Cardiff School Population by Ethnicity

35%
65%

- White
- Black, Asian, Minority Ethnic

Wales School Population by Ethnicity

12%
88%
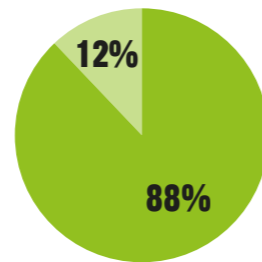
- White
- Black, Asian, Minority Ethnic

Data from the Pupil Level Annual School Census for 2020/21 indicates that 15,520 pupils in Cardiff aged 5 or over are from ethnic minority groups: 35.2% of the total school population, compared with 12.1% for Wales as a whole.

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Cardiff's Population: Data on ethnic groups

The most reliable data on the population size of each ethnic group at the time of this report's publication comes from the 2011 Census, which is currently out of date. This data does however provide some insight into the city's ethnicity profile and is included here to provide insight into the comparative sizes of different ethnic groups in the city and the diversity encapsulated by the term 'ethnic minority' which we have used throughout this report.

85% 15%

2% 1%
2%
8% 1%
1%
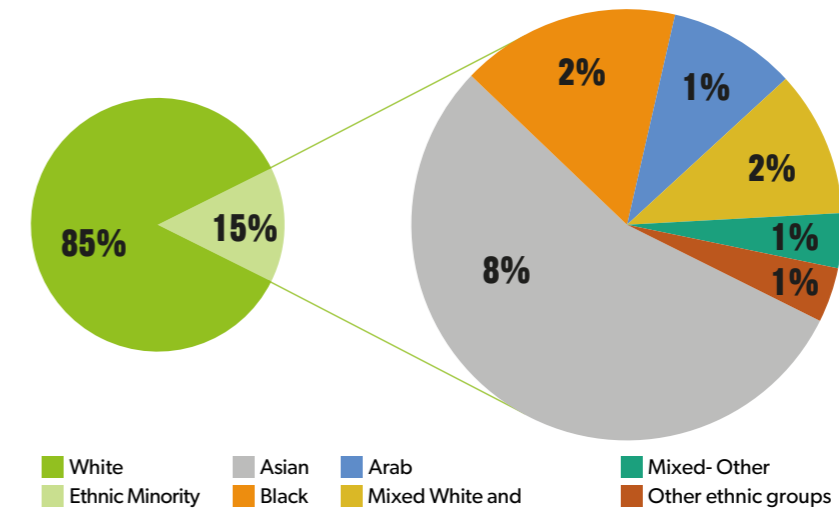
- White
- Ethnic Minority
- Asian
- Black
- Arab
- Mixed White and Black African/Caribbean
- Mixed- Other
- Other ethnic groups

Population by Country of Birth & Nationality: A comparison of Cardiff, Wales & the UK

Population by Country of Birth:

	Population Estimate	UK Born		Non-UK	
		Estimate	%	Estimate	%
UK	66,329,000	56,689,000	85.5	9,614,000	14.5
Wales	3,120,000	2,932,000	94.0	188,000	6.0
Cardiff	373,000	322,000	86.3	51,000	13.7

Population by Nationality:

	Population Estimate	British		Non-BritishBorn	
		Estimate	%	Estimate	%
UK	66,329,000	60,287,000	90.9	6,013,000	9.1
Wales	3,120,000	2,994,000	96.0	126,000	4.0
Cardiff	373,000	336,000	90.1	37,000	9.9

Ethnicity & Gender: A summary of key UK statistics on socioeconomic status

- In every ethnic group, a higher percentage of men than women were in 'higher managerial and professional occupations' (the highest socio-economic group); the biggest difference was in the Indian group, where 27% of men and 13% of women were in such occupations

- In nearly every ethnic group, a higher percentage of women than men were in the 'never worked or long-term unemployed' socio-economic group; the biggest difference was in the Pakistani and Bangladeshi ethnic groups, where women were nearly twice as likely as men to be in that socio-economic group

- 60% of women and 40% of men from the Arab ethnic group, and 51% from the Bangladeshi group, were classed as 'never worked or long term unemployed', the highest percentages for women out of all ethnic groups

- Men from the Pakistani ethnic group were most likely to be 'small employers and own account workers' (at 19%), and Mixed White and Black Caribbean men were least likely to be (at 5%)

SOURCE: UK Government, Ethnicity Facts and Figures Portal, Work, Pay & Benefits, https://www.ethnicity-facts-figures.service.gov.uk/work-pay-and-benefits

Overall inequality: Welsh Index of Multiple Deprivation data

The Welsh Index of Multiple Deprivation (WIMD) is the Welsh Government's official measure of relative deprivation for small areas in Wales. It identifies areas with the highest concentrations of several different types of deprivation. WIMD ranks all small areas in Wales from 1 (most deprived) to 1,909 (least deprived).

The Welsh Index of Multiple Deprivation paints a complex picture for the city. However, in terms of overall deprivation, 34.8% of Cardiff's Black/African/Caribbean/Black British population reside in the top 10% most deprived areas of the city, this is twice the rate of the White ethnic group.

2019 Welsh Index of Multiple Deprivation: Cardiff - Overall Ranks

Welsh Lower Super Output Area Rank
(Cardiff Count in Brackets)

■	1 to 191 [Most Deprived 10%]	(39)
■	192 to 382 [10-20% Most Deprived]	(20)
■	383 to 573 [20-30% Most Deprived]	(15)
	574 to 955 [30-50% Most Deprived]	(31)
	956 to 1,909 [50% Least Deprived]	(109)
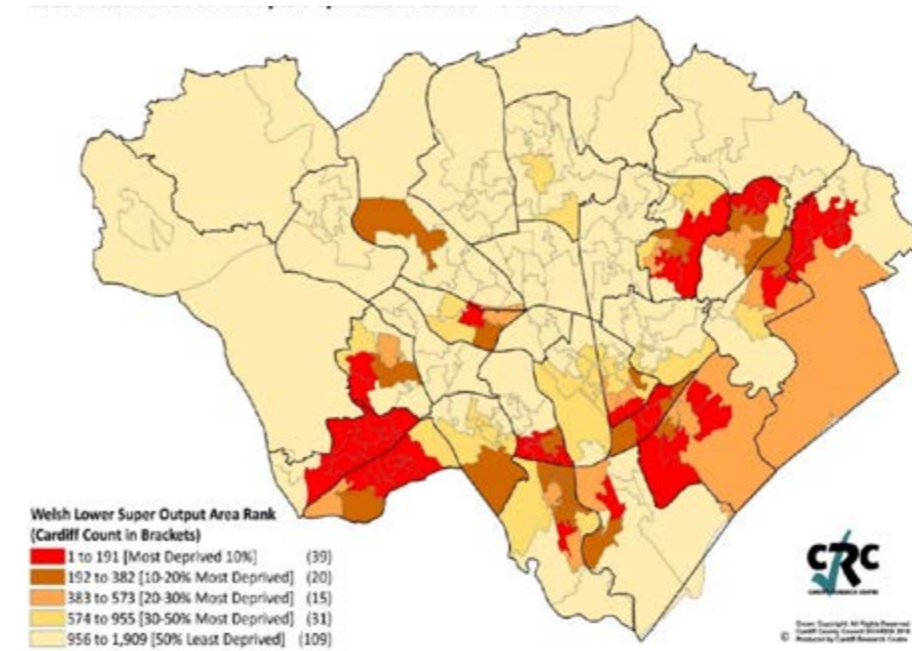
Percentage of Total Population that Belongs to a BAME Ethnic Group by LSOA, 2011 Census

% of Population that belongs to a BAME Ethnic Group

■	52.3 to 65.1	(4)
■	39.5 to 52.2	(8)
■	26.7 to 39.4	(11)
	13.9 to 26.6	(60)
	1.1 to 13.8	(131)

NB. Ward boundaries show 2011 Wards. Current boundaries may differ.

Race Equality Taskforce: Priorities for change

Employment and Representative Workforce

Criminal Justice

Education and Young People

Health
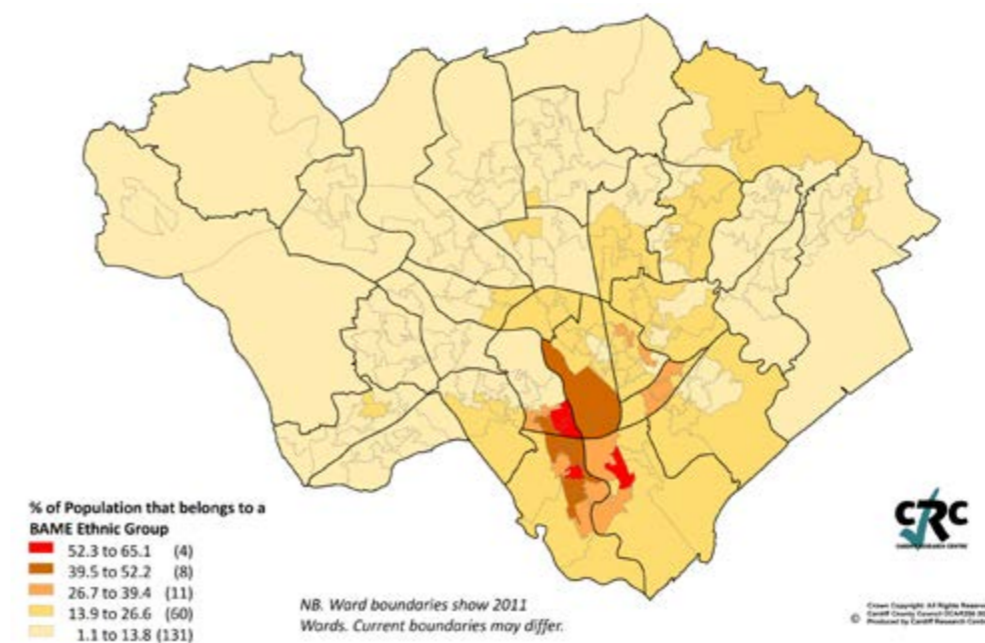
Citizens' Voice

In the following chapters of this report, we provide a summary of evidence regarding ethnicity within each theme, an outline of Cardiff's Race Equality Taskforce's general reflections for future local work within the thematic area and specific itemised recommendations developed by the Taskforce to support future action-planning and delivery.

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THEME 1: EMPLOYMENT AND REPRESENTATIVE WORKFORCE

Employment and Representative Workforce

NOTE: Here we have primarily used the most recent UK-wide data due to limitations within local data sets, such as small sample sizes, and as the local Census 2011 data is now over 10 years old.

The Annual Population Survey 2019 data suggests that the unemployment rate for White and Ethnic Minority Groups is the same in Wales, at 4%, but this figure should be treated with caution in light of other UK statistics with larger sample sizes.

Unemployment

In the twelve months to June 2021, the UK unemployment rate was highest for people from a Black (12%) ethnic background, and lowest for people from a White (4%) or Indian (5%) ethnic background.

Unemployment rate by ethnic background: UK, 2008-21
People aged 16+, not seasonally adjusted
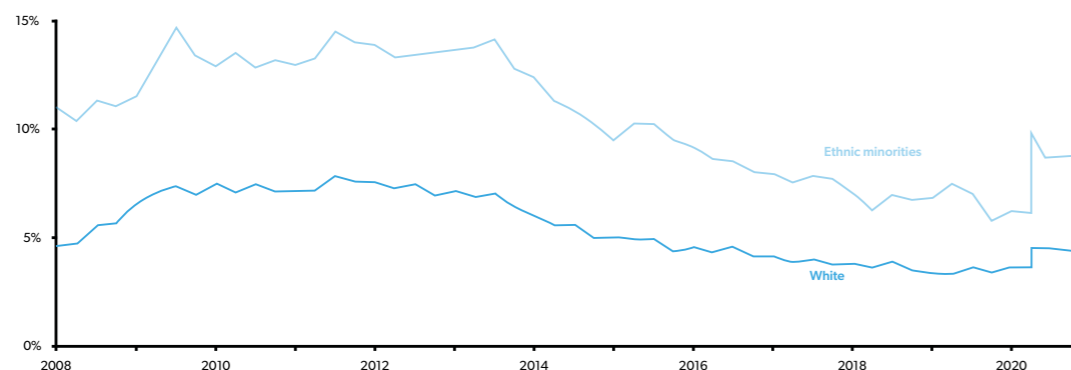
This trend is even more pronounced amongst young people, with Black young people experiencing unemployment rates 3 times higher than their White peers.

Unemployment by age and ethnic background
July 2020 -June 2021, *Thousands*

	16-24		25-49		50+		Total (16+)	
	Level	Rate(%)	Level	Rate(%)	Level	Rate(%)	Level	Rate(%)
White	440	13%	500	3%	330	3%	1,270	4%
Black	40	36%	60	9%	30	8%	130	12%
Bangladeshi/ Pakistani	20	22%	30	7%	<10	10%	60	10%
Indian	<10	18%	30	5%	<10	4%	50	5%
Other ethnic backgrouns	60	26%	70	6%	20	7%	150	9%
Minority ethnic background	*130*	*26.4%*	*200*	*6.6%*	*70*	*7.1%*	*400*	*9.0%*
Total	**580**	**14.6%**	**700**	**3.7%**	**400**	**3.7%**	**1,670**	**5.7%**

Source:ONS Annual Population Survey microdata

Notes: All numbers rounded to nearest 10,000 and may not sum due to rounding. Estimates based on survey responses so subject to sampling error.

"Other ethnic backgrounds" includes people from Chinese , other Asian, mixed/multiple or other ethnic backgrounds.

The unemployment rate is lower for men from a minority ethnic background (8.3%) than for women (9.8%), but this varies across different ethnic minority groups.

Unemployment by ethnic background and sex: UK
July 2020 -June 2021, *Thousands*

	Male		Female		Total	
	Level	Rate(%)	Level	Rate(%)	Level	Rate(%)
White	740	4.8%	530	3.9%	1,270	4%
Black	50	10.4%	80	13.1%	130	12%
Bangladeshi/ Pakistani	30	8.1%	30	12.4%	60	10%
Indian	20	4.4%	30	6.6%	50	5%
Other ethnic backgrouns	90	9.7%	70	8.2%	150	9%
Minority ethnic background	*190*	*8.3%*	*210*	*9.8%*	*400*	*9%*
Total	**930**	**5.3%**	**740**	**4.6%**	**1,670**	**5%**

Source:ONS Annual Population Survey microdata

Notes: All numbers rounded to nearest 10,000 and may not sum due to rounding. Estimates based on survey responses so subject to sampling error.

"Other ethnic backgrounds" includes people from Chinese , other Asian, mixed/multiple or other ethnic backgrounds.

The impact of Covid-19 on the labour market

Analysis produced to date suggests that workers who are from an ethnic minority background have been one of the groups most negatively impacted economically by the coronavirus pandemic.

Research has suggested that individuals from ethnic minority backgrounds were more likely to work in occupations with a higher risk of COVID-19 exposure, and 15% of workers in the sectors most affected by the pandemic were from an ethnic minority group, compared to 12% of all workers.[1]

[1]PHE, Beyond the data: Understanding the impact of COVID-19 on BAME groups, 16 June 2020, p5
Library analysis of the Labour Force Survey, 2019 Q4, using IFS definition of vulnerable sectors.

The most recently available Annual Population Survey Data indicates the following trends at a UK level:

Employment by Occupation

The combined Pakistani and Bangladeshi ethnic group had the lowest percentage of workers in 'professional' jobs (18.8%)

10.3% of all workers were in 'elementary' jobs, occupations associated with lower socio-economic circumstances and the percentage of workers in 'elementary' jobs was highest in the Black (15.6%) and White Other (14.8%) ethnic groups

38.1% of workers from the combined Pakistani and Bangladeshi ethnic group were in the 3 occupation groups with the lowest associated socio-economic circumstances, but this is down from 44.5% in 2009

17.1% of Black workers were in 'caring, leisure and other services' jobs, the highest percentage out of all ethnic groups

The percentage of workers in 'manager, director or senior official' jobs – the type of occupations associated with higher socio-economic circumstances – was highest in the Indian (12.2%) and White British (11.7%) ethnic groups, and lowest in the Black ethnic group (5.4%)[2]

The UK Ethnicity Pay Gap

In 2019, employees from the Indian ethnic group had the highest average hourly pay out of all ethnic groups (£14.43) & employees from the combined Pakistani and Bangladeshi ethnic group had the lowest (£10.55)

- Employees from the Indian ethnic group had the highest hourly pay every year from 2013 to 2019
- Employees from the combined Pakistani and Bangladeshi ethnic group had the lowest hourly pay every year
- The average hourly pay for White employees was £12.21

Council workforce ethnicity by grade

The table below shows that ethnic minority staff currently constitute 10.26% of the workforce at Cardiff Council as of March 2021. This is an increase from 9.87% in 2020.

For staff who have disclosed their ethnicity there was a 4.79% increase of employees from the Black, Asian and Minority Ethnic in Cardiff Council's workforce in 2021 compared to 2020, however there remains a data gap with nearly 1,000 staff not having disclosed their ethnicity, reporting of which remains optional for staff.

Ethnic Group	Employees		2011 Census %	
	%	No.	Cardiff	Wales
Asian	2.86%	356	8.00%	2.20%
Black	1.98%	247	2.40%	0.60%
Chinese / Far East	0.36%	45	1.20%	0.40%
Mixed Ethnicity	2.01%	250	2.90%	1.00%
Other	0.35%	43	2.00%	0.50%
White Gypsy/Traveller	0.01%	1	0.20%	0.10%
White Irish	0.53%	66	0.70%	0.50%
White Other	0.71%	88	3.50%	1.80%
White European	1.46%	182		
White British *	89.74%	11175	80.00%	93.20%

Council workforce ethnicity data by grade

The table below displays by ethnic group the grading of the Council's employees permanent/temporary workforce (almost all employees excluding teachers and those in school settings who are not part of the Council's collective agreement) who have been graded in accordance with the Council's Job Evaluation scheme. Grade 1 is the lowest paid grade, and OM+ group (includes Operational Managers, Assistant Directors, and Directors).

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| | GRADE | | | | | | | | | | | | | | | | | |
Ethnic Group	GRADE 01	GRADE 02	GRADE 03	GRADE 04	GRADE 05	GRADE 06	GRADE 07	GRADE 08	GRADE 09	GRADE 10	OM+	JNC Y&C	SOULBURY	OTHER	SCHOOL LEADERSHIP SCALE	TEACHER UPPER PAY SCALE	TEACHER MAIN PAY SCALE	UNQUALIFIED TEACHER
Asian	29	81	73	49	32	27	13	7	2	3	4	4	1	0	0	17	13	1
Black	34	22	45	36	28	20	19	10	3	3	0	10	1	0	0	10	4	2
Chinese / Far East	2	10	7	9	6	2	4	3	1	0	0	0	0	0	0	0	0	1
Mixed Ethnicity	19	11	40	44	43	31	25	8	2	2	1	5	2	0	0	11	6	0
Other	4	4	12	5	5	1	2	1	0	0	0	1	0	0	0	6	2	0
White British	338	559	1395	1604	1660	996	669	426	168	163	98	100	36	34	336	1822	750	21
White European	20	12	41	28	25	16	5	4	2	0	0	2	1	1	1	11	13	0
White Gypsy/Traveller	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
White Irish	0	1	8	7	6	4	4	4	3	0	1	2	1	1	5	12	7	0
White Other	5	8	11	7	15	10	7	5	1	1	2	1	1	0	0	9	4	1
Total	**451**	**708**	**1633**	**1789**	**1820**	**1107**	**748**	**468**	**182**	**172**	**106**	**125**	**43**	**36**	**342**	**1898**	**799**	**26**

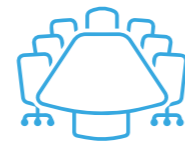| | GRADE | | | | | | | | | | | | | | | | | |
Ethnic Group	GRADE 01	GRADE 02	GRADE 03	GRADE 04	GRADE 05	GRADE 06	GRADE 07	GRADE 08	GRADE 09	GRADE 10	OM+	JNC Y&C	SOULBURY	OTHER	SCHOOL LEADERSHIP SCALE	TEACHER UPPER PAY SCALE	TEACHER MAIN PAY SCALE	UNQUALIFIED TEACHER
Asian	6.43%	11.44%	4.47%	2.74%	1.76%	2.44%	1.74%	1.50%	1.10%	1.74%	3.77%	3.20%	2.33%	0.00%	0.00%	0.90%	1.63%	3.85%
Black	7.54%	3.11%	2.76%	2.01%	1.54%	1.81%	2.54%	2.14%	1.65%	1.74%	0.00%	8.00%	2.33%	0.00%	0.00%	0.53%	0.50%	7.69%
Chinese / Far East	0.44%	1.41%	0.43%	0.50%	0.33%	0.18%	0.53%	0.64%	0.55%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.85%
Mixed Ethnicity	4.21%	1.55%	2.45%	2.46%	2.36%	2.80%	3.34%	1.71%	1.10%	1.16%	0.94%	4.00%	4.65%	0.00%	0.00%	0.58%	0.75%	0.00%
Other	0.89%	0.56%	0.73%	0.28%	0.27%	0.09%	0.27%	0.21%	0.00%	0.00%	0.00%	0.80%	0.00%	0.00%	0.00%	0.32%	0.25%	0.00%
White British	74.94%	78.95%	85.43%	89.66%	91.21%	89.97%	89.44%	91.03%	92.31%	94.77%	92.45%	80.00%	83.72%	94.44%	98.25%	96.00%	93.87%	80.77%
White European	4.43%	1.69%	2.51%	1.57%	1.37%	1.45%	0.67%	0.85%	1.10%	0.00%	0.00%	1.60%	2.33%	2.78%	0.29%	0.58%	1.63%	0.00%
White Gypsy/Traveller	0.00%	0.00%	0.06%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
White Irish	0.00%	0.14%	0.49%	0.39%	0.33%	0.36%	0.53%	0.85%	1.65%	0.00%	0.94%	1.60%	2.33%	2.78%	1.46%	0.63%	0.88%	0.00%
White Other	1.11%	1.13%	0.67%	0.39%	0.82%	0.90%	0.94%	1.07%	0.55%	0.58%	1.89%	0.80%	2.33%	0.00%	0.00%	0.47%	0.50%	3.85%

A vision for the future city workforce

Despite considerable improvements in educational attainment among ethnic minority groups at a UK-wide level, particularly for Black African and Bangladeshi students, the data illustrates that this has not been matched by sustained progress in the labour market. The fact that improving educational attainment has not translated into better labour market outcomes suggests that the heart of the challenge is the transition from education into work. Yet, while much of the policy focus for labour market inequalities has been on the options for the UK and Welsh Governments, there is also a strong case for doing more at the local level.

Local efforts for supporting ethnic minority education-to-work transitions and addressing labour market underrepresentation have three key advantages over national efforts: they are more accountable, are better informed by local demographics, and they are more sensitive to local employers.

Local authorities in particular can play an important role, because they can act as coordinators, joining up the work being done by key institutions in the local economy and community, including Into-Work Services, Economic Development, Job Centre Plus, local businesses, community groups, and schools and universities.

Cardiff Council is therefore in a strong position to take a bolder approach to tackling local ethnic disadvantage in the city labour market and the Taskforce encourages the setting of ambitious goals to ensure that levels of employment reflect the ethnic composition of the local area. With the twin challenges of unemployment and over-qualification, activity to support both entry to the labour market and labour market progression are required.

The Taskforce's Employment and Representative Workforce recommendations comprise three overarching approaches:

- **Encouraging employers in the city to recruit a more diverse workforce, including leading activity to diversify the Council workforce itself (demand side)**

- **Working with employers and ethnic minority residents to broker employment opportunities (co-ordination)**

- **Providing tailored support to ethnic minority staff, residents, and young people (supply side)**

Across all three areas, the local authority performs a dual role, as both a convener of local labour market activity and job creation, and as a major employer in the city who can set high standards for itself as a central institution and lead by example through intentional action.

The Taskforce supports the incorporation of ethnic minority specific targets into mainstream efforts to tackle youth unemployment and promote economic regeneration in the city, recognising the work delivered to date at a city level which focuses on addressing socioeconomic disadvantage

and building a fairer city economy, including the Cardiff Commitment Programme and delivery of apprenticeship schemes such as Kickstart.

Whilst such schemes have delivered demonstrable outcomes to widen opportunity to socioeconomically disadvantaged groups in the city, renewed focus on beneficiary ethnicity data will help to ensure these major programmes are reaching ethnic minority groups who are currently underrepresented in the labour market and inform further targeted activity.
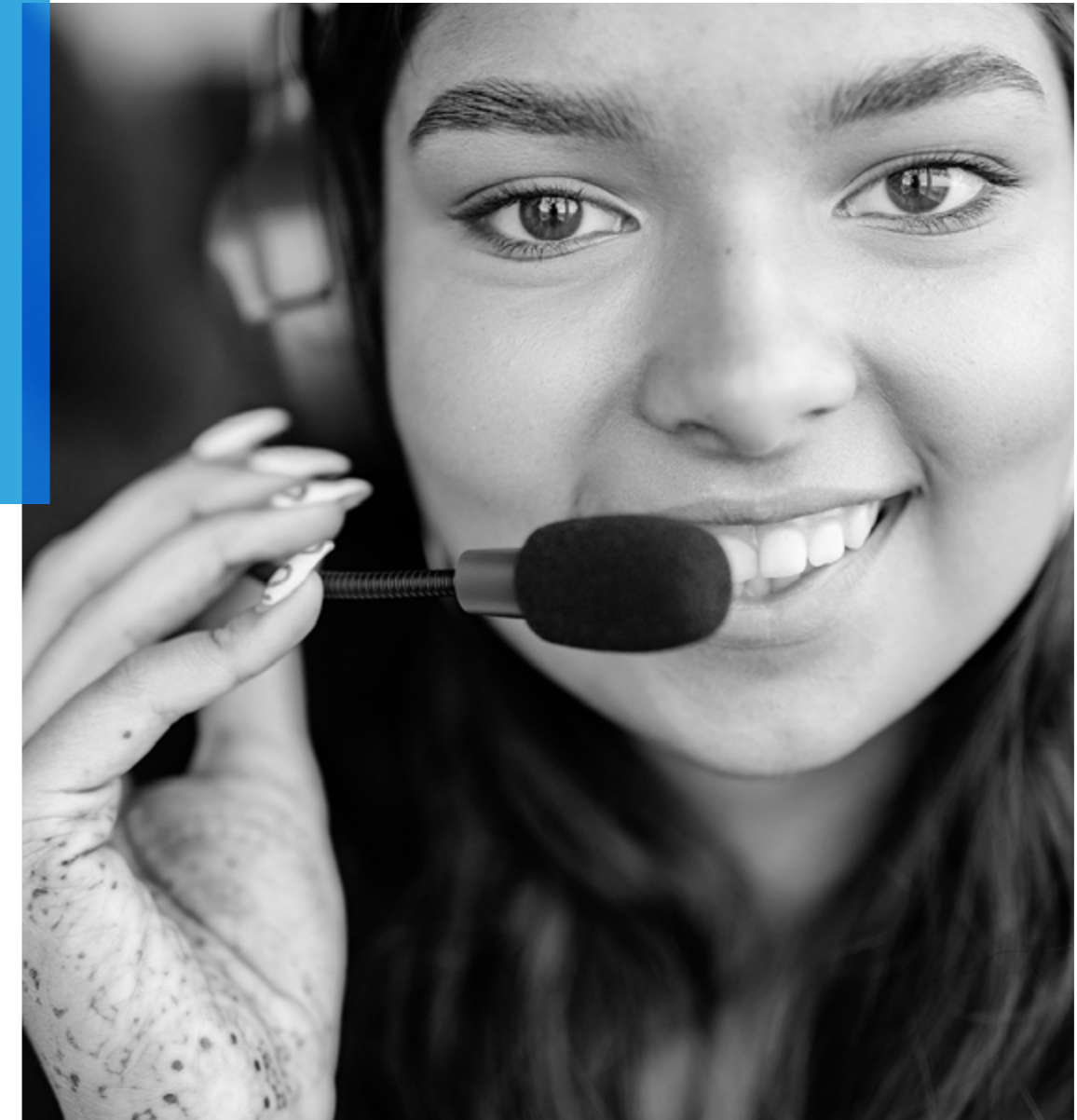
Action in this area will contribute to the local delivery and achievement of the Socioeconomic Duty, commenced in Wales in 2021. This requires that public authorities demonstrate that their policies are best designed to achieve equality and a higher level of enjoyment of economic and social rights for everyone, especially for the most disadvantaged groups. This is not only a matter of equality and human rights, but it is also about transparency, promoting an open society and public services and evidence-based policymaking.

The Taskforce's recommendations across this theme together constitute a locally attuned blueprint to prioritise action which addresses ethnic inequalities in the labour market and aligns this with the Council's local economic

development plans and established programmes of work to reduce unemployment and socioeconomic inequality in the city.

Our recommendations include utilising existing connector programmes such as the IntoWork service and Cardiff Works agency to support labour market entry, focusing the brokerage role of the Council in local economic development to deliver increased labour market opportunities for underrepresented ethnic groups, and using procurement and city development and investment measures as a mechanism to embed ambitious labour market targets in all future major work programmes.

EMPLOYMENT AND REPRESENTATIVE WORKFORCE: OUR RECOMMENDATIONS

Encouraging employers in the city to recruit a more diverse workforce, including leading activity to diversify the Council workforce itself

Our recommendations in this area encompass both internally focused and partnership recommendations to support the delivery of increased labour market opportunities for ethnic minority Cardiffians. The moral case to do so is clear, but there also a clear economic case for the Council and its partners to adopt these approaches as part of a wider strategy to support growth, boost productivity and increase graduate retention in the city.

The Council has already adopted some organisational best practice approaches to improve ethnic diversity in its workforce. In publishing data about its own workforce and ethnicity pay gap, the Council has provided transparency and accountability for future delivery and this practice has been supported by a

comprehensive reform in recruitment practices to minimise the impact of unconscious bias during candidate shortlisting. There are also visible pockets of targeted recruitment activity from some services.

Looking forwards, the Council should look to develop a more comprehensive organisational and partnership framework to support employer action on underrepresentation at a city level. This will step-up collective efforts and transition the current piecemeal approach of individual agencies into a more impactful era of change delivery on ethnic inequalities. These efforts, where designed in partnership with education and training providers, may also provide much-needed solutions to public-sector workforce challenges in areas such as social care, teaching and nursing.

1.1

RECOMMENDATION:
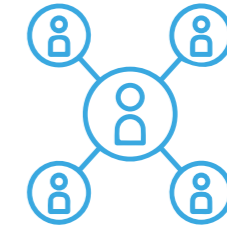
Develop a city-wide network for employers to encourage good practice and collaboration on employment action to improve ethnic minority representation and progression in the local labour market

IN DEPTH:

Across Cardiff, the Taskforce heard of many employers seeking to improve workforce diversity and of both emergent and established practice to attract and retain ethnic minority staff into organisations.

Whilst the willingness to achieve an ethnically representative workforce was widespread across major employers, there is a clear opportunity to strengthen local coordination and collaboration on labour market entry and progression for ethnic minority residents and workers in the city.

Creating an appropriate city forum or mechanism for cooperation, local ownership and delivery on equality will support increased action on labour market inequalities, promote accountability and the extend the reach of existing and effective city-wide employment schemes, including apprenticeships and graduate programmes.

This network of local actors could be framed as a city charter or pledge, to raise visibility and awareness of collective action to improve equality at a city level. This would follow a good practice model the Taskforce observed from Bristol City Council, through the Bristol Equality Charter and Network.

This approach has the potential to be particularly effective where employers are equipped with relevant data and insights on labour market representation to target their recruitment and retention approaches through a collaborative and supportive local network.

Local organisations throughout the public, private and voluntary sectors are anchored in Cardiff's labour market realities and their knowledge is a valuable resource in addressing labour market inequalities.

A forum for collaboration would support the coordination of a shared approach to address ethnic inequalities in employment within the city, delivering greater cumulative impact than where each institution acts alone.

A city-wide network could also support the coordination and delivery of relevant employer-focused training, best practice exchange and collaboration between educational institutions and city employers to support education to work transitions.

1.2

RECOMMENDATION:

Become a signatory to the Cardiff Community Jobs Compact

IN DEPTH:

The Cardiff Community Jobs Compact is an award-winning initiative to encourage businesses in Cardiff to provide more employment opportunities to local people.

The Community Jobs Compact was established in 2017 by a community action group in Butetown supported by Citizen's Cymru. The Compact was introduced in response to findings that many residents, especially those well skilled and with a degree, struggled to secure local employment and particularly employment commensurate with their educational attainment.

The Taskforce supports this initiative because it responds to two categories of challenge faced by ethnic minority residents, and particularly young ethnic minority people in the city: unemployment and underemployment. The former is a particular challenge for ethnic minority school leavers with lower levels of education; the latter is a particular challenge for ethnic minority employees with higher levels of education

Employers who sign up to the scheme are supported by Citizen's Cymru Wales who, as part of the Compact, promote job opportunities in the local community and provide application support and interview coaching to local people.

The Jobs Compact includes the following employer requirements, each of which Cardiff Council had already adopted as organisational policy but not all have not been widely publicised.

The signing of the Jobs Compact as a major employer and place-making institution for the city sends a clear message regarding the Council's commitment to action and encourages further adoption of these standards across employers in the city, delivering aggregate impact:

- Be accredited as a 'Living Wage for Wales' employer;
- Paying all staff and contractors at least £9.90 an hour from 1st April 2022;
- Recruit using name-blind and address-blind CVs and/or guarantee an interview to local residents who meet the criteria;
- Introduce unconscious bias training for interviewers;
- Ensure all staff have the option of a minimum hour's contract and;
- Demonstrate opportunities for growth and development.

1.3

RECOMMENDATION:

Use planning and commissioning powers to require employers to recruit apprenticeships from disadvantaged groups and to increase transparency about the diversity of their workforces

IN DEPTH:

Public authorities often choose to work in contractual partnerships with the private and voluntary sector for the provision of a wide range of services, infrastructure and goods. In these cases, effective procurement can help to improve service quality, including better meeting the diverse needs of different ethnic groups.

In addition to improving quality-of-service, public sector purchasing power can be used by public authorities as a way to advance equality and, where appropriate, achieve wider social benefits, such as creating training or employment opportunities for local people.

Major economic development, housebuilding and regeneration deals can offer a robust framework to incentivise and require contractors to create local jobs, prioritising communities with the highest levels of unemployment and socioeconomic disadvantage. This can be an effective mechanism for the delivery of race equality goals, particularly where this is underpinned by a broader partnership with local employment and training agencies.

Achieving race equality through procurement requires skill from public authorities and their partners. It also requires both partners to share a public service ethos and see the importance of socially inclusive wealth creation. Whilst this should be adopted as a broad approach to maximising the social value of public spend, in particular, the Taskforce recommends the implementation

of a robust measurement and accountability framework for the major Arena development and broader investment in Atlantic Wharf. This development is significant in the context of location in Butetown and its proximity to Grangetown and Riverside, the most ethnically diverse wards in the city, and the location of some of Cardiff's most socioeconomically-deprived neighbourhoods.

Spotlight on: Atlantic Wharf Redevelopment

A 15,000 capacity Cardiff Arena will be built in Cardiff Bay as part of Cardiff Council's redevelopment of Atlantic Wharf.

The development will include retail and leisure facilities, hotels, a multi-storey car-park and new homes. The arena will be positioned at the heart of a new cultural area incorporating the Wales Millennium Centre production space, potentially a National Art Gallery, and a 'This is Wales' fly-through visitor attraction. A consortium led by US entertainment company Live Nation has been selected as the preferred bidder to deliver a new 15,000-capacity indoor arena in Cardiff Bay that aims to become the "premier arena" in the southwest region of England and Wales.

The planned new venue will cost around £150m to build and is projected to attract more than one million visitors and inject an estimated £100m into the local economy every year.

1.4

RECOMMENDATION:

Support an inclusive and engaged workforce where all staff understand and contribute to race equality action through awareness-raising internal programming

IN DEPTH:

The Taskforce learned of ongoing collaboration between the Council's HR department and the Black, Asian and Minority Ethnic Employee Network, which has included an internally focused action plan created by staff within the Network and the support of a senior management sponsor, the Council's Chief Executive.

The Council's commitment to capture staff ethnicity data and make this data available for scrutiny, alongside the organisation's ethnicity pay gap, also demonstrates a practical and meaningful approach to understanding and addressing the barriers ethnic minority residents may face in recruitment and progression within the organisation and ensuring that the organisation takes continuous steps to become more representative of the diverse city it serves.

The Black Asian and Ethnic Minority Staff Network reflected that there were opportunities to raise the profile of the internal staff Network's presence and priorities, and to invite a wider range of staff from across the organisation to engage in race equality conversations and initiatives.

The Taskforce recognised that, while it can be difficult and uncomfortable to discuss issues of race, it's important that the conversations continue to take place and that staff of all ethnic backgrounds understand the role that they can play in supporting race equality at work and in service delivery.

Being guided by the existing Chair and membership of the Council's Black, Asian and Ethnic Minority Staff Network, the Taskforce supports the Network's proposal to develop a range of resources and implement additional awareness-raising programming for Council staff, including additional training relevant to contemporary race equality issues. This work should be supported by the Council's HR and Equality Teams, to ensure all staff feel supported and confident to engage in shared conversations about the organisation's equality approach, with relevant issues including recruitment, workforce development and fostering an inclusive culture which demonstrates understanding of equality issues and intent on advancing equality in all aspects of business.

It is positive that this work has been supported to date by the Council's Chief Executive, and the Taskforce encourage the continuation of senior management sponsorship for the Network as they progress their new direction and seek to raise the profile of race equality issues within the workplace.

Working with employers and ethnic minority residents to broker employment opportunities

These recommendations recognise the importance of partnership work between the local authority and education providers, local employers, and employment service providers in improving ethnic minority representation in the local labour market.

Local strategies to broker employment opportunities for ethnic minority residents can form part of a broader approach and action can be effectively mainstreamed into existing services. The approach should however demonstrate understanding and sensitivity to issues of underrepresentation and specific barriers which ethnic minority residents may face in the labour market. This area of work should focus both on major employers and local small and medium-sized enterprises (SMEs) who often do not have

the capacity to manage the administration of work placements but can contribute to city-wide efforts to increase labour market opportunities for ethnic minority residents.

In addition to the recommendations outlined below, the Taskforce also supports future exploration of graduate employment routes and encourages further collaboration between the Council and Universities in the city to deliver new pathways for ethnic minority graduates as they make the transition from university to work. There was a strong appetite to progress this across city institutions and this could be progressed in the context of the city network described in Recommendation 1.1.

1.5
RECOMMENDATION:

Increase participation of ethnic minority groups in the Into Work Advice Service

IN DEPTH:

Cardiff Council's IntoWork Advice Service is a coordination and brokerage service which matches job seekers with relevant training, upskilling opportunities, career advice and matches residents with local labour market opportunities.

The service is well established, reaching approximately 50,000 residents each year, and successfully placing between 800-1000 job seekers into new roles each year.

The IntoWork service operates across Hubs and Libraries in the city, making it an accessible neighbourhood service for residents across the city. Several Hubs are already established in parts of the city with the greatest ethnic diversity, such as Butetown, Grangetown, Central Library (covering Cathays, Riverside and Plasnewydd) and the STAR Hub (covering Adamsdown and Splott).

Research from TUC found that the unemployment rate for ethnic minority groups has risen at more than twice the speed of the unemployment rate for White people during the pandemic. With Black, Asian and Ethnic Minority workers feeling the economic impact of the pandemic more acutely, widening participation of ethnic minority residents in the IntoWork service is a timely and worthwhile approach in Cardiff's pandemic recovery response and will contribute to the city's broader race equality goals.

This work could include both awareness raising programming and increasing staff capacity within parts of the service which serve the city's ethnically diverse wards and should be transparent in documenting future work to extend the service's reach, impact and outcomes in supporting ethnic minority job seekers in the city.

1.6
RECOMMENDATION:
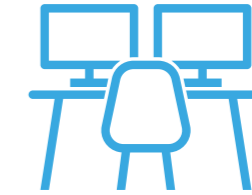
Improve access to and visibility of Cardiff Works for ethnic minority groups

IN DEPTH:

Cardiff Works is Cardiff Council's internal temporary staffing service and provides an important platform for job seekers to access Council roles, acting as an entry route for public sector careers.

The Taskforce supports renewed efforts and activity to raise awareness of the service amongst ethnic minority groups, who are currently underrepresented in the Council workforce, recognising that this service could present an accessible gateway to the wide variety of career pathways available within local government and the wider public sector.

Delivery against this recommendation will not only contribute to the Council's representative workforce ambitions but will also ensure a supply of new talent into service areas which have experienced recruitment shortages, including social care.

In delivering this recommendation, the Council should consider how to raise awareness of the Cardiff Works service, as we heard that this is not currently particularly visible to residents and job seekers from ethnic minority backgrounds and consider how promotional activity could effectively reach ethnic minority residents through collaboration with community institutions and schools.

Providing tailored support to ethnic minority staff, residents, and young people

Unemployment differences and the pay gap between ethnic groups have been declining, though remain significantly higher for ethnic minority young people.[3]

Whilst the overall trend is positive, there is an opportunity for the Council and its partners to refocus thinking on particular 'challenge areas' where underrepresentation, underemployment and unemployment persist for particular ethnic minority groups. This recognises that we cannot treat ethnic minorities as one single group with the same obstacles and a more nuanced approach can also

demonstrate consideration of the additional barriers which present for ethnic minority women and young people.

The publication of the latest Census data for 2021, expected later this year, will provide great insight into local city employment trends by ethnicity and other demographic factors, giving critical insight into future priorities for targeted work. To inform future strategy, the Council should ensure this data is visible and understood internally and across its partnerships so it can be used effectively in future policy development at a city level.

[3] Ethnicity Facts and Figures, (2021) Unemployment by ethnicity. Covers England, Scotland and Wales in the year 2019. Source: Annual population survey. Available at: www.ethnicity-facts-figures.service.gov.uk/work-pay-and-benefits/unemployment-and-economic-inactivity/unemployment/latest

1.7

RECOMMENDATION:

Support career progression routes for ethnic minority employees at Cardiff Council

IN DEPTH:

Many talented ethnic minority staff are motivated to join the Council workforce out of a desire to serve their community, bringing incredible experience and skills to the Council and delivering huge benefits to city residents. Ethnic minority groups are however currently underrepresented in the Council workforce as a whole, and particularly in the two upper quartiles of Council roles.

It is recognised that, as with other parts of the public sector, a decade of austerity has impacted the Council's ability to attract new talent into the organisation due to prolonged freezes on external recruitment. This has stalled progress on achieving the Council's ambition to achieve a representative management team and within this context, a new intentional approach is required to develop a pipeline of management talent for the future.

The Taskforce recommends that the Council refocus its efforts to boost representation at senior grades (OM+) and feeder grades (8-10) in particular, through a carefully designed package of development and mentorship support for ethnic minority staff. Such schemes have begun to bear fruit and create positive change in other parts of the UK's public sector and can provide a design template for 'what works' within the reality of a large and complex organisation.

Such a programme could incorporate elements such as leadership and management training, mentorship and reverse mentorship and provide opportunities to meet and engage with the existing senior management team and ethnic minority role

models from senior levels both within and external to the Council. This work can be supplemented by other recommendations in this report which will help to increase ethnic minority entrants to the Council workforce at all grades and further strengthened through alignment with broader workforce planning measures and organisational development programmes.

The Council is at its best when it reflects the diversity of the city as a whole and is able to understand what the public needs. Whilst many positive steps have already been made to increase transparency in workforce and pay data, support the work of the Black, Asian and Ethnic Minority Staff Network and refresh recruitment practices to minimise bias in shortlisting and selection, the Council can and should be ambitious in taking further positive action towards its diversity objectives.

Correcting the underrepresentation of ethnic minority groups within mid and senior Council roles will require a proactive and determined approach with buy-in from the existing management team and adequate resources to support ongoing diversity and inclusion initiatives. It is accepted that this change will not be an immediate one, the journey to achieve a representative staff body will almost certainly be a multi-year journey, but this should not diminish long-term focus on progress and the visibility of the organisation's diversity aspirations.

1.8

RECOMMENDATION:

Cardiff Council should explore employer led ESOL (English for Speakers of other languages) for Council staff where their language skills are a barrier to progression

IN DEPTH:

Whilst Cardiff's migration data indicates wide variety in the qualifications, employment status, earnings and language skills of the city's migrant communities, the Taskforce were keen to reflect on what more could be done to support those with lower levels of English and deliver improvements in their employment outcomes.

This recommendation therefore focuses on non-UK born residents of Cardiff who aspire to achieve higher and conversational levels of English which would enable them to access higher-paying and more secure work, focusing initially on Council staff. This is a cohort of residents who are working to earn an income and support their families, but desire to learn English if their personal circumstances allow.

Multiple strategies are needed to address barriers to participation in ESOL learning, and the Council could support additional workplace delivery to enable ethnic minority staff access ESOL where they wish to do so. This would contribute to their wellbeing, participation and future career progression both within the organisation and the broader city labour market.

A pilot programme which tests an integrated approach to ESOL provision within the Council workforce context could improve employment and progression outcomes for migrant workers within the Council, with particular benefits for staff with refugee backgrounds who use English as a second or additional language. This approach would enable the Council to develop new support and development routes for staff where language skills are currently a

barrier to the achievement of their career aspirations.

Whilst there are complex barriers to the delivery of a comprehensive integrated ESOL model in an employment context due to existing UK-level frameworks, the Council is encouraged to test new approaches and examine the 'art of the possible' in supporting the aspirations of this section of its workforce. This will deliver benefits to both individual staff and the organisation in improving representation throughout all levels of its workforce.

As a starting point, Cardiff benefits from a comprehensive ESOL (English for Speakers of Other Languages) Hub coordinated by Cardiff and Vale College and their industry-leading Reach programme, who could offer new solutions and opportunities to address current barriers.

Spotlight on REACH ESOL Hub

Cardiff's REACH+ centre provides one central point of contact for anyone wishing to access ESOL in the city, based at Cardiff and Vale College. The model is recognised as industry leading as ESOL provision is centrally coordinated and ensures high quality assessment and progression onto the appropriate course and support quickly and easily. This service is a unique asset to support ESOL learners in Wales and also provides wider support services to refugees through the ReStart programme and offers employment-focused ESOL to fast-track ESOL learners to the labour market.

Find out more at https://reach.wales/en/about

THEME 2: EDUCATION & YOUNG PEOPLE

Education & Young People Data Insights

Educational Attainment

Historically, ethnic minority pupils experienced disadvantage in terms of education and there was an attainment gap at a UK-wide level between ethnic minority groups and White British children.

Data from the 2011 Census demonstrated that this trend no longer applies, and the attainment of ethnic minority pupils has converged, and for some ethnic groups, exceeded national averages.

The picture of educational achievement across ethnic groups is complex, and different social, economic and cultural factors contribute to this: parental income levels, parental career and educational achievement, geography and family structure, amongst others.

What is clear, however, is that strong early-years support, good schools and evidence-based interventions can also improve educational outcomes across all groups and partly overcome other factors. The near closure of the ethnic attainment gap in the city is therefore testament to quality public services and school leadership and deserves recognition in our report.

Due to the Covid-19 Pandemic and curriculum changes in Wales, the mostly available recent pupil attainment data covers the 2018-2019 period. We include this here as an illustration of local attainment trends, which reflect those of broader UK data, but is limited in that it does not reflect the Covid-19 landscape or new school performance measures in Wales:

Education: Foundation Phase to Key Stage 3 (2018/19)

	Any Other Ethnic Background	Asian	Black	Chinese	Mixed	White	Cardiff Average
Foundation Phase 2018/19	76.8%	82.9%	81.1%	90.2%	84.3%	84.3%	83.5%
Key Stage 2 2018/19	84.2%	88%	88.5%	100%	90.1%	88.5%	88.4%
Key Stage 3 2018/19	85.9%	90.3%	86.7%	100%	86.5%	84.8%	85.6%

Explainer: KS3 data is for year 2 (FP), year 6 (KS2) and year 9 (KS3) teacher assessment. The % is the proportion of learners achieving the expected outcomes in the FP areas of learing and core subjects at KS2 and KS3.

Education: Key Stage 4 (2018/19)

	Any Other Ethnic Background	Asian	Black	Chinese	Mixed	White	Cardiff Average
KS4 Capped Points 2018/19	404.0	404.6	376.5	426.1	378.5	378.3	369.33
KS4 Literacy 2018/19	42.0	43.3	41.1	45.0	41.5	41.4	40.5
KS4 Numeracy 2018/19	41.8	42.2	37.0	48.0	38.1	39.0	38.2
KS4 Science 2018/19	41.5	42.6	36.3	44.0	37.7	38.6	37.4
KS4 Skills Challenge Certificate 2018/19	41.4	42.6	39.7	49.0	37.5	37.3	36.7

Explainer: Capped Points are the overall/combined results at KS4 (GCSE Yr 10/11), with the rest being a breakdown of seperate subject areas within KS4.

Despite significant progress on levelling educational attainment, it is clear from earlier data in this report that ethnic minorities continue to face barriers to upward social mobility. We have outlined several city-level recommendations in the Employment and Representative Workforce chapter of this report which will help to address this.

Experiences within the education system

A recent report from Show Racism the Red Card documented concerning evidence from pupils, parents and teaching staff in Wales on the prevalence of race-related bullying and prejudice at school.

44% OF RESPONDENTS IN WALES WERE AWARE OF A CHILD BEING BULLIED DUE TO THEIR ETHNICITY, RELIGION OR NATIONALITY.

25% OF TEACHERS HAD OBSERVED OR RESPONDED TO AN INCIDENT OF RACIAL DISCRIMINATION IN THE LAST 12 MONTHS.

Diversity and representation in the city's education workforce

1.5% OF TEACHERS IN CARDIFF ARE FROM AN ETHNIC MINORITY BACKGROUND

35.2% OF YOUNG PEOPLE ARE FROM AN ETHNIC MINORITY BACKGROUND IN CARDIFF

91.6% OF REGISTERED TEACHERS NATIONALLY IDENTIFIED AS WHITE.

1.3% OF TEACHERS REGISTERED WITH THE EDUCATION WORKFORCE COUNCIL IN WALES IDENTIFIED AS BLACK, ASIAN OR FROM A MINORITY ETHNIC BACKGROUND, COMPARED WITH 5.2% OF THE ECONOMICALLY ACTIVE POPULATION.

3.7% OF STUDENTS WHO BEGAN TRAINING TO BECOME TEACHERS IN WALES IN 2018-19 SAID THEY WERE FROM A MINORITY ETHNIC GROUP.

Black History and the new curriculum for Wales

The new Curriculum framework for Wales is due to be introduced from September 2022.

Wales is the first nation of the UK to introduce mandatory learning about the diversity of communities, in particular the stories of Black, Asian and Minority Ethnic people, in the national curriculum.

Young Cardiffians have led campaign efforts for Black history to be included in the curriculum and spoke directly to Members of the Senedd about the significance of this change for future generations in Wales.

As a Taskforce, we welcomed this momentous decision and ambitious vision for inclusive education in Wales. We celebrate and acknowledge the efforts of our city's young people in driving this change.

"

IF WE WANT A SOCIETY WHICH IS BETTER FOR ALL, WHERE THERE'S EQUALITY, AND THERE'S FAIR REPRESENTATION THEN WE NEED THIS. IT'S MASSIVE IN TERMS OF SHAPING WHO YOUNG PEOPLE ARE GOING TO BE IN THE FUTURE WHETHER THAT'S A POLICE OFFICER, A TEACHER, A POLITICIAN.

"

Angel Ezeadum, a member of the uk youth parliament for cardiff, speaking to the senedd about black history in the curriculum.

EDUCATION & YOUNG PEOPLE: OUR RECOMMENDATIONS

This theme of work focuses on the development of solutions to support an inclusive education culture and promote accessible learning about ethnic diversity and Black History within Cardiff schools.

Our recommendations also include actions relating to the school workforce, improving representation in governing bodies and curating a whole-school approach to race equality.

The Taskforce have benefitted from the expertise and support of many talented practitioners and school leaders in developing these proposals. Together, they are a comprehensive and realistic set of measures which Cardiff schools and education partners can adopt and progress, ensuring that racial equality is a 'golden thread' running through all school policies. Whilst our proposals in this area can be progressed through the efforts of local stakeholders and partnerships, there are currently some limitations on the extent to which they can be achieved without further support and collaboration at a national level. Specifically, the Taskforce recognises that the correction of underrepresentation of ethnic minority groups in the teaching workforce is a complex Wales-wide issue and supports further efforts to attract ethnic minority graduates into teaching at a national level.

2.1

RECOMMENDATION:

Strengthen the local approach to bullying and prejudice-related incidents at school

IN DEPTH:

As Wales' capital city and with over a third of Cardiff pupils being from an ethnic minority background, Show Racism the Red Card's research findings that many Welsh pupils continue to experience and observe race-related bullying are a call for further action on prejudice-related bullying and a more comprehensive system response in our city.

This research indicates that more guidance and training would support teachers and the broader education workforce to ensure a consistent and high-quality response to incidents of racism and race-related bullying in school settings.

As a Taskforce, we encourage the Council to ensure appropriate resources and skill development opportunities are offered to teaching staff to address the findings of this report and other relevant evidence regarding prejudice-related bullying and the impact on children's wellbeing.

A framework for responding to prejudice-relating bullying should be made available to schools, parents and wider stakeholders. This should clarify and raise awareness of pupil's rights and responsibilities and how schools answer to such behaviours with an age-appropriate and child-centred response. This should include specific advice on supporting young people experiencing prejudice-related bullying and holding supportive conversations with young people which supports their learning and personal development.

Schools should also be encouraged and supported to record such incidents with consistency and seek advice and support from both the Council's education team and expertise from the voluntary sector as needed.

Cardiff has an opportunity to develop a clear response to this national issue and doing so will make significant contributions to ethnic minority pupil's wellbeing and ensure positive education experiences. As an ethnically diverse city this must form part of holistic pupil support and the pastoral care offer for young Cardiffians, both now and for the future.

2.2

RECOMMENDATION:

Extend the work of Schools of Sanctuary to a broader network of schools and support the participation of refugee and asylum-seeking communities

IN DEPTH:

Schools of Sanctuary is a growing network of more than 300 primary and secondary schools across the UK. Driven by teachers, school staff, parents, governors and community groups, this network supports the thousands of young people seeking sanctuary in the UK, raises awareness of the issues facing people in the asylum system, challenges misconceptions and builds social cohesion.

Schools of Sanctuary forms part of The City of Sanctuary Network, an active welcome movement that throughout the UK and Republic of Ireland, coordinating activity and providing support to displaced people at a local level. Cardiff has held City of Sanctuary status since 2010 and it's first School of Sanctuary was Llanishen High School, achieving this status in 2018.

An accredited School of Sanctuary is one that has received recognition from City of Sanctuary UK or a partner organisation in the form of a Sanctuary Award for its good practice in fostering a culture of welcome and inclusion. To be eligible for the award, schools must demonstrate that they have implemented three key principles:

- **Learn:** Schools help their students, staff and wider community learn about what it means to be seeking sanctuary and the issues surrounding forced migration.
- **Embed:** Schools are committed to creating a safe and inclusive culture of welcome that benefits everybody, including anyone in their community seeking sanctuary.
- **Share:** Schools share their values and activities with their local communities.

Whilst several Cardiff schools have already benefited from membership of the Schools of Sanctuary programme, particularly those which serve and educate many young people whose families have experienced forced displacement, the Taskforce encourages the extension of the programme to a wider school audience.

With Cardiff, as a city, making significant contributions towards refugee resettlement and the support of asylum seekers within both a Welsh and UK-wide context, it is important that our city's young people are provided with opportunities to learn about forced migration. Cardiff schools can make an important contribute to improved understanding and support for displaced people in our city.

Engaging Cardiff residents with personal experiences of the UK asylum system in this work would provide further opportunities for empowerment, meaningful connection and learning.

2.3

RECOMMENDATION:

To improve the experiences of Black, Asian and Ethnic Minority learners and teachers in schools by taking an inclusive and anti-racist approach to teaching and school experience

IN DEPTH:

Our schools can change lives, which is why it is vital for all schools to be inclusive to get the best from our pupils. They also offer a place for us to challenge the 'normalisation' of racial inequality.

Supporting a proactive and intentional approach within the school community empowers pupils intellectually, socially and emotionally, preparing them for a contemporary multicultural and multiracial world.

The Taskforce recommends that Cardiff schools are supported to engage pupils in meaningful conversations, learning and actions which counter racial prejudice and that they are proactively supported to be part of the city's journey to deliver change on persistent inequalities.

To support Cardiff schools in developing and sharing anti-racist approaches, the Council should look to identify practical actions that school leaders and teachers can take, both in the classroom and school wide, to challenge racism and racial inequalities. Several Cardiff schools have already developed meaningful and comprehensive approaches for learning about our city's communities and migration history. The Taskforce encourages further collaboration and mentorship between schools to extend and strengthen this approach.

Some key questions the Taskforce encourage school leadership and staff to reflect on with their school community include:

- Do we really know who our pupils are?
- Are we aware of the wider social, community and cultural issues that many of our pupils are living through?
- How do we get to know our pupils and ensure that their views, interests, lived experiences and aspirations inform and guide our teaching practices?

2.4

RECOMMENDATION:

Support the diversification of the teaching workforce through a teaching assistant 'Step into Teaching' programme

IN DEPTH:

The benefits of a diverse education workforce are well-documented; however, ethnic minority groups remain underrepresented in the teaching profession in Wales relative to the overall population (Education Workforce Council, 2020). Cardiff is no exception to this trend but as Wales' ethnically diverse capital city, has an opportunity to develop and test new approaches to improve representation in the teaching workforce.

It is estimated that 8% of Cardiff's Teaching Assistants (TA's) are from an ethnic minority background, compared to approximately 1.5% of teachers.

Whilst these figures are still not representative of the city's ethnic diversity, and particularly so with respect of the diverse school population, the existing ethnic minority Teaching Assistant workforce are a cohort of experienced local education practitioners whose progression into Qualified Teacher Status (QTS), where appropriate and where the member of staff wishes to do so, would support workforce diversity amongst QTS.

Alongside graduate routes, local stakeholders should explore growing local talent within the existing workforce and supporting TA progression where staff aspire to progress to teaching roles and have, or could develop, the skills to do so.

There is an opportunity to connect staff to existing fast-track qualification routes to Qualified Teacher Status for Teaching Assistants offered by some UK universities. This could be supplemented with additional bespoke approaches which respond to the specific skill development needs of Cardiff's ethnic minority teaching assistants, for example, further ESOL provision integrated into the qualification programme.

Further collaboration with the Welsh Government and Educators Wales would support progress on this recommendation and align with the commitments made in the Welsh Government's Race Equality Action Plan.

2.5

RECOMMENDATION:

Increase representation of ethnic minority residents in school leadership through a School Governors entry programme

IN DEPTH:

School leadership teams have a critical role to play in shaping an inclusive school culture and implementing effective anti-racism policies. A diverse governing board is a stronger board, reflecting school communities and the wider city.

Limited ethnicity data is available regarding current School Governors in Cardiff, but informal feedback suggested that further efforts to support ethnic minority participation in Governing Bodies were needed.

We recognise the importance of diverse boards so that decisions are made robustly with input from people with a variety of lived experiences – as well as varied skills. It's also vital that children see people of all backgrounds in board-level positions.

As such, the Taskforce encourages Cardiff's education sector to firstly establish baseline data on school governor diversity and consider new methods of recruitment to attract residents from ethnic minority backgrounds into these important roles.

2.6

RECOMMENDATION:

Increase visibility of Black and Ethnic Minority role models and public education on Black History through events programming

IN DEPTH:

On Wednesday 29th September 2021, the historic unveiling of a monument to honour Betty Campbell, Wales' first Black head teacher and prominent Black history campaigner, shone a spotlight one of Cardiff's significant Black changemakers. This was rightfully an immensely proud moment for our city and encouraged reflection on progress made and the distance we still have to travel on equality.

This installation of the monument was particularly significant for our city's Black and Ethnic Minority residents and young people, with Betty's legacy

enshrined in the prominent Central Square for future generations to share in and celebrate.

To support continued reflection and learning on the values of equality and education which Betty stood for, the Taskforce encourages the introduction of an Annual Betty Campbell Lecture at a prominent Cardiff venue to ensure the continuance of Betty's significant legacy of inclusive education in Wales' Capital City and her role in advocating for the introduction of Black History into the school curriculum.

THEME 3: CITIZEN'S VOICE

Data Insights: Citizen's Voice

Parliaments and Councils are representative institutions, with those elected representing the voice of their constituents within the UK's system of formal representative democracy.

While there have been improvements in the representation of ethnic minority groups in Westminster and the Senedd, ethnic minority people remain under-represented in the roles of MP, MS and as local councillors, in relation to the general population of Wales.

Here we have summarised available data and research on political representation and citizen's engagement for ethnic minority groups. This data indicates the current state of play with regards representation in politics and decision-making and the provision of fair access to influence and power in the city.

Note: There is limited data available around the demographics of groups who engage in democratic processes at a UK or Wales level, and even less so available when looking at democratic engagement at a city level, so here we primarily rely on UK-wide research for general insights into the experiences of ethnic minority residents.

UK Parliament

The number of ethnic minority MPs has grown at every election since 1987, reaching a record high of 65 in the 2019 General Election, of which 37 are women. This now means that one in ten MPs are from an ethnic minority background, when 10 years ago the figure was just one in forty.

In Wales, Scotland and Northern Ireland there are currently no ethnic minority MPs.

Welsh Parliament

Three (5%) of the 60 Members serving members of the Senedd are from an ethnic minority background. The longest serving is Vaughan Gething, representing the constituency of Cardiff South and Penarth, who has been a Labour MS since 2011 and is currently Minister for the Economy, having previously served as Minister for Health and Social Services from 2016-2021.

The first ethnic minority member of the Senedd was Mohammad (Oscar) Asghar, elected as a Plaid Cymru AM in 2007 and then as a Conservative in 2011 and 2016. His daughter Natasha Asghar was elected in his seat in 2021 making her the first female ethnic minority member of the Senedd.

Local Government in Wales

The most recent survey of councillors and candidates in Wales (2017) reported that 1.8% of county and borough councillors who provided their ethnicity data were from ethnic minority groups, up from 0.6% in 2012. The corresponding ethnic minority population of Wales was 4.4%.

Councillor ethnicity data for Cardiff Council

In actioning one of the Taskforce's early recommendations, Cardiff's Democratic Services Team supported our request to examine the ethnicity data of current elected representatives of the city and completed a baseline data capture for current Cardiff Councillors in autumn 2021.

The survey findings indicate that 12% of serving Councillors during the 2017-2022 municipal term are from an ethnic minority background.

This finding is based on an 85% completion rate (64 out of 75 Councillors responding to the survey). Ethnicity data has not previously been captured for Cardiff Councillors so it is not possible to describe any local trends but the Council has outlined its intention to collect this data in future municipal terms, actioning our recommendation within this theme.

Voter registration & turnout

Research by the Electoral Commission indicates that people from ethnic minorities are under-registered to vote. The Commission's data indicates that 25 per cent of Black voters in Great Britain are not registered. It also says that 24 per cent of Asian voters and almost a third (31 per cent) of eligible people with mixed ethnicity are not yet registered, compared to a 17 per cent average across the population.[4]

There is limited data available to differentiate the effects of educational attainment, income, socioeconomic context, home ownership and other relevant factors in voter registration trends. It is also not currently possible to understand any potential correlation between the fact ethnic minority groups have a younger population than the White ethnic group and young people are less likely to be registered to vote.

There is not a great deal of data to understand the reasons for under-registration. Theories include that those who have migrated to the UK and are eligible to vote are under-registered but there is no quantitative evidence on the extent of this gap. Other barriers may include a lack of English language skills or lack of knowledge of the process and elections but the available research is limited. A 2010 study, The Ethnic Minority British Election Study, completed in partnership with the Runnymede Trust, found that nearly 3 in 10 of non-registrants did not think that they were entitled to vote, while a quarter had recently moved home. With the extension of voting rights to all non-UK born nationals legally resident in Wales for both Senedd and local government elections, this finding requires additional reflection to support the communication of these additional rights to the Welsh residents to which it applies.

Why not on the register?

4 in 5 of those not entitled to vote said this was because they were not a British Citizen (58%) or had not been in the UK long enough (23%)*

| | 28% | 8% | 9% | 3% | 10% | 8% | 24% | 7% | 7% | 5% |

I'm not entitled to vote — I got left off by mistake — I didn't know how to register — I didn't want other people knowing about me — I'm not interested in elections — I never received the application form — I have recently moved — I just couldn't be bothered — Some other reason — Don't know / refused

Base: All EMBES respondents not on the register (255)
Source: BMRB
Q. What are the main reasons you are not on the electoral register? MULTICODE
*There may be those in this group that were unaware that Commonweath nationality is sufficient to claim the franchise [6]

4 Electoral Commission, Voter engagement among Black and Ethnic Minority Communities, https://www.electoralcommission.org.uk/sites/default/files/electoral_commission_pdf_file/Ethnicfinalreport_11586-6190__E__N__S__W__.pdf

5 The Electoral Commission, 1 in 4 black and Asian voters are not registered to vote, warns the Electoral Commission, https://www.electoralcommission.org.uk/media-centre/1-4-black-and-asian-voters-are-not-registered-vote-warns-electoral-commission

6 Ethnic Minority British Election Study: Electoral registration and turnout data https://www.runnymedetrust.org/uploads/EMBES%20Turnout%20and%20Registration.pdf

Election turnout rates are logically linked to registration rates: one cannot vote without being registered. However, someone may be registered and not turnout to vote — it is therefore important to consider whether there are specific challenges to turnout faced by certain groups.

Turnout is calculated by local authorities from the votes cast versus the total eligible registered voters. No demographic data about those turning out is captured at the point of voting, so any breakdown by age or ethnicity relies on survey data. This data is however unreliable because people tend to overstate their turnout history.

The most robust evidence on turnout comes from the British Election Study, which shows a significant gap in turnout by age with older people much more likely to vote than young people.

Information about elections and political engagement

Unfortunately, there is insufficient data on how people learn about elections, let alone on whether this differs demographically or between other characteristics.

The best available data on this subject comes from Hansard Society's Audit of Political Engagement,[9] which shows that TV and radio news still has the biggest role to play in getting people election information, though younger people are more likely seek information online and through social media.

There's an around an 80% chance that a 70-year-old voted at the last general election, compared with a 45% chance that a 20-year-old did. [7]

This finding is significant in the context of recent reforms to lower the voting age to 16 in Wales for Senedd and Council elections. Other survey data suggests that turnout amongst ethnic minorities groups is five percentage points lower than average, though this may simply reflect their lower registration rate. There is also some evidence that people from ethnic minorities are more likely to vote if someone of the same ethnicity is standing.[8]

CITIZEN'S VOICE OUR RECOMMENDATIONS

Our recommendations in this area focus on locally led solutions to increase ethnic diversity in politics, decision-making and broader forms of participation.

The trend of increasing ethnic diversity in our city, like other cities across the UK, raises important questions about how ethnic minority communities can be better served and represented by existing democratic systems and other, less formal but important, mechanisms of participation.

Supporting increased representation requires support and action from political parties in candidate selection processes and measures to broaden party membership, and from government institutions in delivering non-partisan information about elections and other relevant topics, such as general information about the role of councillors.

Delivering representative parliaments and Councils will therefore be best achieved through broad collaborative action. This may include Cross-Party commitments on supporting diversity in democracy, and this is one of our Taskforce's recommendations.

It is important to recognise that there are natural limits to what the Council can achieve acting alone as an institution in the delivery of our recommendations against this theme. We however encourage the Council to support and facilitate general objective approaches which contribute to improved public awareness of the democratic calendar, voter registration and turnout and other important aspects of our recommendations concerning wider civic participation and voice in city life.

[7] www.britishelectionstudy.com

[8] Electoral Commission, Voter engagement among Black and Ethnic Minority Communities

[9] www.hansardsociety.org.uk/projects/audit-of-political-engagement

3.1

RECOMMENDATION:
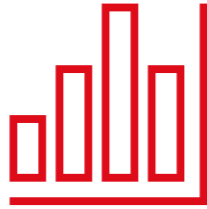
Improve data collection and analysis on civic participation

IN DEPTH:

Our first recommendation against this theme concerns data collection and analysis on civic participation, in particular with respect of Councillor demographic data. At the commencement of the Taskforce, no local level data was available to provide insight into current levels of ethnic minority representation across Cardiff Council's elected members.

We requested that the Council's Democratic Services team deliver a survey during the course of the Taskforce's proposal development stage to provide insight into the current democratic landscape of the city. This has been completed and the results have been provided in the data section at the beginning of this chapter.

Moving forwards, we recommend that the Council captures equality data at the commencement of a new municipal term following an election and completes analysis of this data by the protected characteristics listed in the Equality Act. This analysis should also be available in the public domain.

This could be supplemented by additional relevant participation data regarding the Council's broader community engagement work, including demographic data for key consultations such as the Budget and annual city residents' survey, Ask Cardiff. This information is routinely provided in public reports but could be brought together into a single place to provide a set of city indicators on participation and representation.

3.2

RECOMMENDATION:

Support the Race Alliance Wales manifesto and complete benchmarking against their recommendations to advance race equality in Wales

IN DEPTH:

Race Alliance Wales (RAW) is an ethnic minority led initiative, which aims to provide a self-directed space where Black, Asian and Ethnic Minority organisations and individuals can collaborate on solutions to address issues of racial injustice in Wales.

The Race Alliance Wales manifesto has been developed through a broad membership of ethnic minority Welsh citizens through a series of meetings and discussions, drawing upon relevant data, as the Cardiff Taskforce has, to shape their policy recommendations.

The completed manifesto reflects the policy priorities of Wales' ethnic minority citizens, having been produced through extensive and collaborative discussions throughout the pandemic and in the wake of the international Black Lives Matter movement.

In light of, what appears to be, at least a partial democratic deficit for ethnic minority groups, outlined in the data at the beginning of this chapter, the Taskforce recommend the Council reflects on its progress and relevant activity to deliver the recommendations of the Race Alliance Wales Manifesto and recommendations.

These recommendations are far-reaching and not all areas are the policy responsibility of the Council, but in the setting of new policy priorities following the 2022 local government elections in Wales, this work provides important insight into the experiences and needs of ethnic minority residents.

As Wales' capital city, the delivery of this recommendation will contribute to Cardiff's positioning as a leader in the advancement of race equality and encourage other Welsh Council's and public institutions to reflection on their own response to ongoing and well-evidenced inequalities for ethnic minority people in modern Welsh society.

3.3

RECOMMENDATION:

Scope opportunities to increase youth participation and engagement with civic processes and develop mechanisms to support ethnic minority youth representation in politics and decision-making

Spotlight on: Youth political participation, a summary of evidence

- In the 2017 UK General Election, young people turned out to vote in greater numbers than at any other point for 25 years.

- Polling research from Ipsos MORI suggests that turnout in 2019 ranged from 47% among 18 to 24-year-olds up to 74% among over-65s. This was a wider gap than in 2017, when the same pollsters measured turnout at 54% and 71% respectively in these age groups.1

- In the 2021 Welsh Parliamentary elections, poll data suggests that just 46% of 16–17-year-olds used their new voting rights and that young voter registration for 16–17-year-olds in Cardiff was the lowest of any local authority area, at 34.72%.2

- The Ethnic Minority British Election Study (EMBES), found that whilst age is a significant factor determining turnout across all ethnic groups, the effect of age is actually weaker for ethnic minorities groups than for White British young people.3

16 and 17-year-old voter registration in Wales

☐ No data   ☐ 30 to 40%   ☐ 40 to 50%   ☐ 50 to 60%
☐ 60 to 70%

Swansea
31.7%

Vale of Glamorgan
68.6%
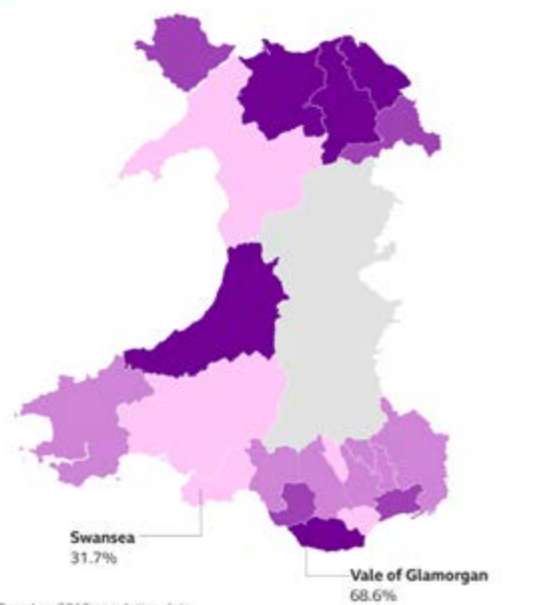
*Based on 2019 population data
Source: Welsh local authorities, Statswales

BBC

© BBC Wales

Sources:
1. Ipsos Mori, How Britain voted in the 2019 election, How Britain voted in the 2019 election | Ipsos
2. Local Authority Data, Stats Wales, visualisation from BBC Wales, Welsh elections: At least 35,000 young people not registered to vote, https://www.bbc.co.uk/news/uk-wales-politics-56919775
3. Heath, Anthony F., et al. "British Election Study Ethnic Minority Survey." UK Data Service. SN 6970 (2010).

IN DEPTH:

Recent years have seen anxious debate about youth political apathy in the UK, connected to low levels of electoral participation amongst 18–24-year-olds.

A lack of youth engagement in mainstream politics certainly matters in democratic terms but should not lead to the conclusion that young people are apathetic about political issues.

The last two years in particular have demonstrated preferred grammars of action for Cardiff's young people on issues which matter to them, with a clear preference for hands-on, direct forms of activism and a tendency to mobilise horizonal, loosely formed groups and networks rather than vertical integration with formal democratic institutions and systems to create change.

The possibility to connect young people with mainstream political institutions rests in the capacity of institutions to adjust participatory opportunities to young people's preferred flatter, more networked, personalised, 'DIY' forms of activism.

In many respects, the approach taken in the establishment and delivery of Cardiff's Race Equality Taskforce, with city residents co-producing city solutions through a supportive process of dialogue and collaboration, could provide a blueprint for future engagement of residents in policymaking. These methods could help to connect young people to actual decision-making in a meaningful way.

In setting the priorities for our Taskforce, our public consultation evidenced a clear desire to shift power from the centre into communities. 21st century Britain has seen the marginalisation of those on low-incomes and widening income-inequality. This has understandably led to political disillusion and non-participation, and whilst these phenomena are by no means limited to our city, they complex issues which should concern us all, irrespective of our personal political beliefs.

In our consultation and other evidence that we have considered, there was clear correlation between social class, using postcode data and the deprivation index, and the extent to which local people feel underrepresented and unable to influence the decisions being made about their lives and their city.

Race and class have a complicated and important intersection and it is critical to recognise that the additional factors of racial discrimination and bias present added barriers for working class ethnic minority young people in achieving their aspirations and full potential.

Modern class identities are complex to define but for ethnic minority young people growing up in low-income families, it is clear that both factors of race and class shape their opportunities and limitations placed upon them through stereotypes, prejudice and societal expectations about their outcomes and achievements. This is demonstrated in a wealth of official government data and peer-reviewed research.

This complex interplay leads the Taskforce to specifically recommend that new efforts are made to put power in the hands of the Cardiff's ethnic minority young people.

New opportunities must be made available to marginalised young people to enable them to have their voices heard and influence change in the city.

The mechanisms for doing so should be designed by the young people they are intended to reach so we are not prescribing a specific model in our recommendation however, the Taskforce heard of promising programmes from across the UK, offering the development of political skills, democratic education and building change-making capacity in working-class communities with young people of diverse ethnic backgrounds.

As a Taskforce, we encourage the development of new approaches to youth leadership development which respond to the issues we have outlined and specifically support ethnic minority young people from traditionally marginalised backgrounds to develop the skills, insights, networks, and self-belief needed to aspire to positions of power and influence, both formal and informal.

[10] Office for National Statistics, Household Income Inequality, UK: financial year ending 2020, www.ons.gov.uk/peoplepopulationandcommunity/personalandhouseholdfinances/incomeandwealth/bulletins/householdincomeinequalityfinancial/financialyearending2020

3.4
RECOMMENDATION:
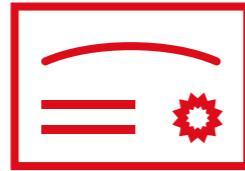
Cardiff Council's elected members should support the Welsh Local Government Association's Diverse Council Declaration, to support diversity in democracy and representation of ethnic minority groups in the capital city

IN DEPTH:

While Cardiff performs better than many Councils in terms of councillor diversity, people from Black, Asian and ethnic minority backgrounds, women, younger people and those with a disability are not yet proportionately represented in the Welsh capital's Council chambers.

One of our early recommendations within this theme was for Cardiff Council to adopt the recommendations of the Welsh Local Government Association's (WLGA) Diversity in Democracy report. This report is the culmination of a cross-party working group to support increased representation of minority groups across Welsh Councils and ensure a supportive environment for Councillors who step forward to represent their community. The implementation of the recommendations contained

within the WLGA report will require action from both the Councill's Democratic Services Team, Democratic Services Committee and cross-party approaches. It is the view of the Race Equality Taskforce that there must be a sustained commitment from all parties to support efforts to increase ethnic diversity if Council chambers are to keep pace with modern Cardiff and look like the city that it represents.

In adopting the recommendations of the Diversity in Democracy report, the Council should support the Diverse Council Declaration as a public commitment and ensure the report's recommendations are implemented through a clear action plan following the 2022 Local Government elections in Wales to engage new elected members in this important initiative for the city.

3.5
RECOMMENDATION:

Improve representation from Cardiff's ethnic minority communities in key decision-making panels

IN DEPTH:

This recommendation points towards the Taskforce's view that decision-making panels, advisory boards and committees in the city should reflect the views and experiences of Cardiff's ever-increasing proportion of ethnic minority residents. This is not about a political agenda or quota approach but ensuring diversity of thought and informed decision-making which reflects our city's needs, priorities and ambitions.

In particular, institutions in Wales' capital city should reflect on the prevalence of all-White & all-male panels, and steps to ensure greater representation of the city's true diversity across relevant panels and boards.

In developing our proposals, the Taskforce consistently heard that a lack of visibility in positions of power sends a subliminal message to underrepresented groups that their views are unimportant. Correcting this will not be immediate but is an action which all elected representatives and public officials in the city, from all spheres of government and public services, need to take personal and collective accountability for.

A natural starting point will be the consideration of local statutory committees following the 2022 Local Government Election, but as with our previous recommendation, can only be achieved with buy-in and commitment on a cross-party basis as political parties make their nominations to these committees at the commencement of the municipal term.

Beyond committees and boards where elected members serve and represent the city, these principles should also apply in a broader sense. This includes ensuring that event and conference organisers consider an appropriate mix of speakers, that hiring managers reflect on the diversity of their recruitment panels including inviting external panel members where appropriate, and that public services consistently reflect on who they are reaching with their consultation and engagement activities and seek to attain quality representation.

While we have primarily focused on ethnicity, it is also equally important to ensure that these actions include focus on women, the LGBTQ+ community and those with disabilities.

3.6

RECOMMENDATION:

Broaden participation and accessibility in city planning and ensure there are appropriate platforms for engagement and community voice in the design of the city

Spotlight on: Cardiff's Local Development Plan

Cardiff Council is currently preparing its new Local Development Plan (LDP) for the city. The LDP will help shape Cardiff for the next 15 years to 2036 ensuring the right development happens in the right place at the right time, benefitting communities and the economy and setting out which areas need to be protected.

There are many stages in preparing a Local Development Plan as set out in our Local Development Plan Delivery Agreement.

The LDP Regulations require the Council to work in partnership with a wide range of stakeholders in preparing the LDP, including specific and general consultation bodies and the general public.

Find out more about the Local Development Plan process and how you can get involved at: www.cardiffldp.co.uk

Cynllun Datblygu Lleol

Local Development Plan

2021 > 2036

Want to help shape future Cardiff?

https://cardiffldp.consultation.ai

IN DEPTH:

Urban planning is the art of giving shape, design, and structure to cities and towns. It involves various processes like the arrangement and design of buildings, transport systems, public spaces as well as good public amenities. In the context of climate emergency, it has become increasingly important to use available land and infrastructure in the best possible way, particularly within cities with fast-growing populations and limited space.

To effectively serve residents, urban planning processes must engage with the demographic reality of Wales' capital city. This includes understanding the needs of our fast growing and increasingly diverse population, recognising the significance of neighbourhoods in the traditional docks area to our longest-standing Black and ethnic minority communities and the rapid growth of Cardiff's international student community.

The historic relationship between city planning and the ethnic minority communities of our city has been complex. Our Taskforce understand the community view that the development of Tiger Bay did not deliver the necessary benefits to Cardiff's long-standing ethnic minority communities whose ancestors have lived in the streets of Butetown for over a century. Over time, these changes have come to be seen as the gentrification of a diverse communities' traditional neighbourhood and this requires careful consideration in future city design and policy making.

This starting point makes future planning decisions regarding the development of Atlantic Wharf a critical moment to reset and deliver community assets including housing and job opportunities for local ethnic minority people and we have made a recommendation in relation to this earlier in our report within the Employment and Representative Workforce chapter.

Beyond this, mechanisms to support citizen's engagement and voice in significant decisions regarding the future design of our city should be strengthened. Planning law is incredibly complex and opaque to the general public. Positioning planners so that they are more effective, creative and visible in their engagement with ethnic and racialized difference in the contemporary city should be a priority.

The Taskforce considers there to be three critical interfaces for future engagement:

• Meeting the city's housing needs, particularly with regards affordable housing, for which there is significant demand generally across all ethnic groups and specific housing needs for ethnic minority groups in the city
• Economic development plans and ensuring these connect with labour market realities for ethnic minority communities and deliver meaningful and measurable opportunities
• Planning for broader public services and public spaces and consideration of their accessibility and design to best meet the needs of ethnic minority groups

The Planning department should review their current accessibility measures for Planning Services to help users better understand processes and procedures and support public engagement on important planning issues. This could include straightforward public-facing information covering, for example: what planning do, why they do it, what users can do, what procedures are in place in Cardiff and what information can be provided for users to help them understand planning in Cardiff.

Beyond the provision of information, Community engagement works best where it is an ongoing cumulative process enabling relationships and trust to build and strengthen over time.

As the Council prepares its next Local Development Plan, individual engagement events should be planned and designed with this in mind and aim to contribute to the overall aims of the engagement process.

Community or voluntary groups may want to participate at a range of levels – from providing advice to co-designing the process and from undertaking some aspects of the engagement to delivering projects to meet some of the outcomes.

THEME 4: HEALTH

Data Insights: Health

There are health inequalities between ethnic minority and white groups, and between different ethnic minority groups. The picture is complex, both between different ethnic groups and across different conditions, and understanding is limited by a lack of good quality data.

Health and Race: A complex picture

• Health-related quality of life scores at older ages, are lower than average among most ethnic minority groups, especially the White Gypsy and Irish Traveller, Bangladeshi and Pakistani groups, but not among some others (Black Caribbean, Black African and Mixed groups).

• Ethnic minority groups also have an increased prevalence of some long-term conditions, but not for others

• Analyses show most ethnic minority groups have lower overall mortality than white counterparts but also that this mortality advantage is reduced in their UK-born descendants

• Certain Black and Ethnic Minority groups have higher rates of some health conditions. For example, South Asian and Caribbean-descended populations have a substantially higher risk of diabetes; Bangladeshi-descended populations are more likely to avoid alcohol but to smoke and sickle cell anaemia is an inherited blood disorder, which mainly affects people of African or Caribbean origin.

Unpicking the causes of ethnic inequalities in health is difficult. Available evidence suggests a complex interplay of deprivation, environmental, physiological, health-related behaviours and the 'healthy migrant effect'.

Ethnic minority groups are disproportionately affected by socio-economic deprivation, a key determinant of health status in all communities, but it is not clear if the relationship applies equally across all ethnic groups.

> **EXPLAINER:**
> The 'healthy migrant effect' is the mortality advantage in migrants relative to the majority population in host countries that is reported in many countries. It could be due to the selective migration of healthy individuals and/or healthier lifestyles such as lower smoking and alcohol consumption.

Health Domain: Welsh Index of Multiple Deprivation

The health domain within the Welsh Index of Multiple Deprivation includes four indicators: cancer incidence; limiting long-term illness; all-cause death rate; and low birth weight. A high proportion of Cardiff's Black/African/Caribbean/Black British ethnic group (31.7%) reside in the most deprived areas of Cardiff within the WIMD health domain.
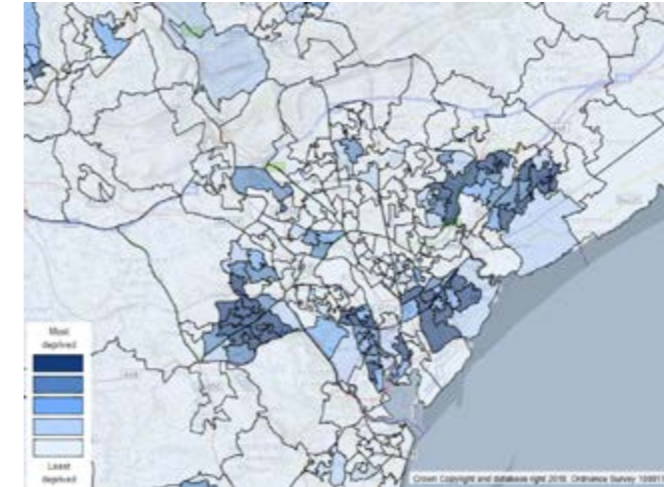
COVID-19

Although the coronavirus pandemic created widespread fears and risks to lives and livelihoods across communities in Wales and around the world, the impacts on Black and ethnic minority groups have been especially profound.

The Covid-19 pandemic has had a disproportionate impact on ethnic minority communities, who have experienced higher infection and mortality rates than the white population. Geography, deprivation, occupation, living arrangements and health conditions such as CVD and diabetes accounted for a large proportion, but not all, of the excess mortality risk of Covid-19 in ethnic minority groups. Research from the Kings Fund, exploring health data from England concluded that Covid-19 has reversed the previous picture for some ethnic minority groups which now have higher overall mortality than the white population.

Following the Covid-19 pandemic, NHS Wales is taking steps to improve ethnicity recording in health records and future data collection should facilitate a better understanding of ethnic differences in health. Between April and May 2020, research by the Office of National Statistics found that individuals from Asian/Asian British background were 4.8 times more likely to test positive to COVID-19 than people of White ethnicity. [11]

In addition, COVID-19 death rates per 100,000 population were 2.7 and 2.0 times higher for males and females of Black-African ethnic background compared to those of White ethnicity.[11]

In another recent report, ONS examined the relationship between ethnicity and COVID-19 mortality by building a multivariable model to take a number of factors into account. These included age, health, geography, socioeconomic variables and occupation. Once adjusting for all these factors, the report found statistically significant raised rates of death for males and females of Black African, Black Caribbean, Indian, Pakistani and other ethnic group. After adjustment, compared to White males; the rate of deaths among Black African males was 2.3 times greater, for Bangladeshi males it was 1.9 times greater, for Black Caribbean males 1.7 times greater and for Pakistani males 1.6 times greater. [12]

[11] ONS, Coronavirus and the social impacts on different ethnic groups in the UK:2020, Coronavirus and the social impacts on different ethnic groups in the UK: 2020 - Office for National Statistics (ons.gov.uk)

[12] Updating ethnic contrasts in deaths involving the coronavirus (COVID-19), England and Wales: deaths occurring 2 March to 28 July 2020, Updating ethnic contrasts in deaths involving the coronavirus (COVID-19), England and Wales - Office for National Statistics (ons.gov.uk)

Spotlight on: NHS Race and Health Observatory

A new NHS Race and Health Observatory has been established by the NHS Confederation to examine ethnic health inequalities in England (both outcomes and experiences).

The Observatory will work towards tackling ethnic and racial inequalities in healthcare amongst patients, communities and the NHS workforce. It will be a proactive investigator, making evidence-based recommendations for change and helping to facilitate practical implementation of those recommendations across health and care.

The Observatory has five workstreams:

1. Improving health and care: Focusing on areas in health and care that have long shown ethnic inequalities in access, experience or outcomes, working to reshape policy and practice so that they support fair health and care for all, from neonatal health to end of life care.
2. Empowering Vulnerable Communities: The most vulnerable in society are often those who experience the cumulative impact of health inequalities. The Observatory's work in this area will build understanding around complex social determinants of health as well as the resulting effect that can have on individual personal choices.
3. Innovating for all: Digital technology has great potential to improve how the health and care sectors deliver their services in a modern way; providing faster, safer and more convenient care. It is essential that new and innovative approaches, technologies and data collection structures are designed to help reduce ethnic health inequalities.
4. Creating equitable environments: rebuilding and supporting health and care systems, change levers and management leadership behaviours – to tackle ethnic health inequalities and promote quality of care, safety, compassion and a fairer experience for patients, NHS staff and diverse communities alike.
5. Collaborating globally: working both nationally and internationally, connecting with organisations and key stakeholders from across the country and around the world and sharing innovative research, practice, and learning between communities and across borders.

Find out more: https://www.nhsrho.org/

HEALTH: OUR RECOMMENDATIONS

In partnership with Cardiff & Vale Health University Health Board, three priorities were agreed with our Taskforce for future development. The context of the ongoing pandemic and emerging evidence on the disproportionate impact of COVID-19 on ethnic minority groups meant that each of the recommendations outlined in this section have been progressed with urgency during the course of the Taskforce programme.

The recommendations in this chapter respond to early findings and reflections regarding ethnic minority health inequalities at the onset of the Covid-19 pandemic and the fact that the limited availability of data compromises current opportunities to focus on broader service improvements and reforms both in the immediate and longer term.

These three priority areas will contribute to an improved understanding of ethnic minority resident's health outcomes and support improved engagement between the health board and ethnic minority Cardiff residents at a local level.

4.1

RECOMMENDATION:

Improve ethnicity recording within the healthcare system, for both patients and staff

IN DEPTH:

Ethnicity data is essential for improving the health and wellbeing of people from Black, Asian and Minority Ethnic communities.

A lack of ethnicity data profiling of patients accessing healthcare services in Wales and the wider UK has long impeded the informed development of quality of care and research efforts for ethnically diverse populations. Extensive research has explained the crucial role of health data in:

• Supporting needs assessments and service planning
• Enabling monitoring of equity of access and outcomes
• Informing clinical practice
• Improving the evidence on inequalities in population-based risks and outcomes
• Supporting high quality research

The need for accurate patient ethnicity data has been explicitly demonstrated by the Covid-19 pandemic, with clear disproportionality for ethnic minority groups as indicated in the statistics listed in the earlier data section of this chapter. Good quality data is an essential cornerstone of an effective health care system. Without it, the ability to deliver equitable, high-quality care to all is significantly compromised. This applies also to the collection and availability of ethnicity data within healthcare systems, however, analyses to date demonstrates significant limitations in both the completeness (coverage) and the quality of ethnicity recording in health records. The call for more comprehensive ethnicity recording as part of the response to Covid-19 could result in data that is more complete but the quality of which remains

poor. Both aspects need consideration and address in the Health Board's response.

It is important that NHS organisations and staff, along with GPs as first points of contact for citizens accessing most health services, are aware of how this information should be collected from patients and recorded. For example, ethnicity should be self-reported, using official classifications of ethnicity, and staff should understand that "not stated" is a legitimate response i.e., patients should have the option of declining to state their ethnicity (which is different to the "unknown" category, where it wasn't possible to ask the patient their ethnicity). There should also be an agreed set of rules to account for situations in which the patient has a temporary or permanent lack of capacity. In terms of staff, the NHS through its Electronic Staff Records has comprehensive ethnicity data in relation to its employees and this data is published and available in the public domain. This practice is not replicated in the case of patients and the Health Board is not yet in the position to provide quality ethnicity data regarding those accessing healthcare.

The Taskforce encourages the Cardiff & Vale University Health Board to work collaboratively with Welsh Health Equity Solutions Platform in the first instance, but also with other similar or related Welsh and UK organisations such as engage with the work of the NHS Race and Health Observatory, to advance progress on ethnicity recording within the healthcare system and ensure that this translates into meaningful changes in practice to address dual issues of data coverage and quality.

4.2

RECOMMENDATION:
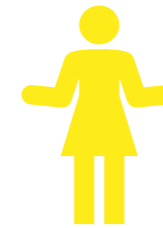
Complete further investigation into the experiences of ethnic minority staff and patients and review the complaints and resolution procedure
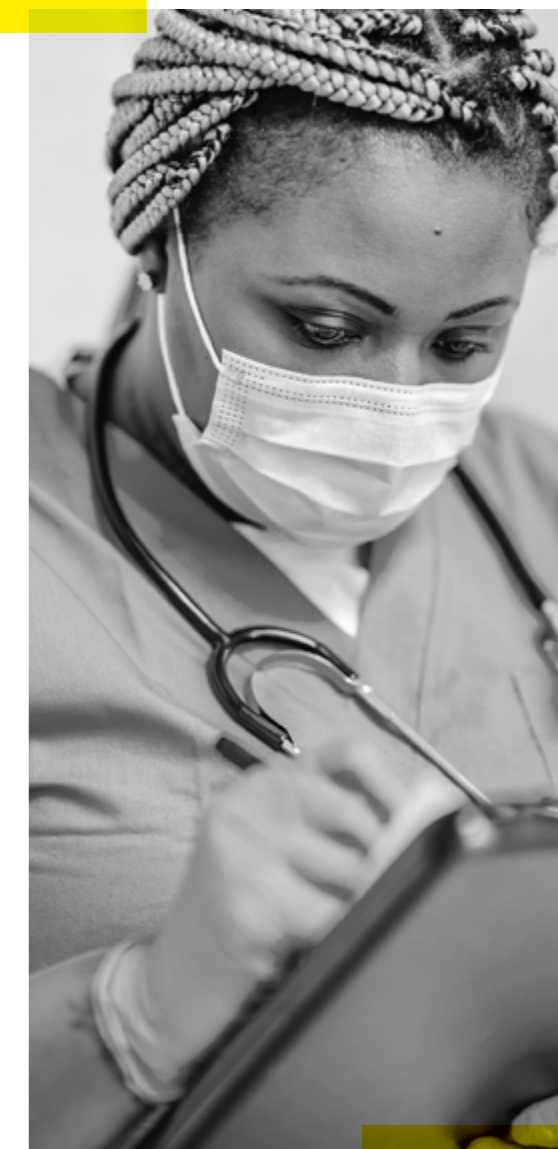
IN DEPTH:

The NHS is often portrayed as a success story of ethnic minority workforce representation.

The recent UK-wide findings of the British Medical Association and other data on NHS staff experience, such as the NHS Workforce Race Equality Standard survey (note: this covers NHS Trusts in England only and does not include the local workforce in its findings), illustrate that ethnic minority staff in healthcare professions continue to have different and unequal experiences in the workplace compared to their White colleagues.

Doctors and other healthcare staff from ethnic minority backgrounds and those who qualified outside the UK but are registered to practice here, want to focus on caring for patients, without the burden of abuse that comes from demoralising and often debilitating experiences of racism in the workplace.

This evidence requires a comprehensive investigation into the experiences of local staff within the Cardiff & Vale University Health Board, and a review of the procedural response to racist incidents and bullying. Additional consideration should be given to the wellbeing support that is offered to ethnic minority staff who encounter these prejudicial behaviours at work.

The Taskforce was encouraged by the Cardiff & Vale Health Board's proactive response to this recommendation and the accompanying Delivery Report to the Taskforce's Report outlines the actions implemented to date.

4.3

RECOMMENDATION:

Improve engagement and communication with Black and Ethnic Minority communities around health and health improvement

IN DEPTH:

Throughout the course of the pandemic, local partner organisations have worked together to develop and deliver Test, Trace and Protect (TTP) services, the aim of which is to minimise risks to the local population from COVID-19 infection.

As part of this response, the Regional Operational TTP Board established an ethnic minority work stream to identify how best to engage with ethnic minority communities, and support the delivery of public health messages, the work of TTP and the mass vaccination programme. The outcome was the formation of a highly successful Ethnic Minority Subgroup, where key partners from the local community co-produced an effective communications and engagement programme with TTP partner organisations. A full report of this work can be found here - Test Trace Protect supporting ethnic minority communities (office.com)

In order to create a legacy from this work, and build upon the relationships developed during the pandemic, the Taskforce recommended that the University Health Board resource an engagement coordinator to lead on broader health promotion and awareness activity focusing on ethnic minority groups.

This role should lead the coordination of actions across the Health Board, Council and wider partners to develop effective partnership models which address health inequalities experienced by ethnic minority communities. This should include identifying and implementing policy and service interventions and delivering regular engagement with relevant statutory, voluntary and private sector stakeholders and communities on issues relevant to ethnic minority health equity.

THEME 5: CRIMINAL JUSTICE

Introduction

David Lammy MP's 2017 review shone an essential light on disparity in the treatment of, and outcomes for, Black Asian and Minority Ethnic (BAME) people within the criminal justice system in the UK.

These findings rightly prompted action from the UK Government's Ministry of Justice, which has twice reported on the implementation of the Lammy review's recommendations. Whilst there has been some progress made, it is clear that there is still a very long journey ahead to address overrepresentation and poor treatment of ethnic minority people across the whole criminal justice system.

Our starting point in developing our local approach was a recognition that, turning the dial on racial disparity in the criminal justice system needs a whole system approach. Many facets of the Criminal Justice System are non-devolved and remain the remit of the UK Government, meaning there are limits to what local stakeholders can achieve in addressing system-wide issues.

Nonetheless, a reformed system approach spans many areas of diverse services, many of which are designed and delivered through a local lens, from the diversion of young ethnic minority people away the criminal justice system, to providing rehabilitative support in communities. These are areas where a local approach can add considerable value and we can test new approaches, particularly with regards preventative services.

In developing our proposals against this theme, the Taskforce and local community members we engaged in local conversations regarding race and criminal justice often reflected on the relationship between the criminal justice system and a wide area of social and economic experiences.

Areas regularly discussed included employment, education, health and mental health, and housing, with many of those we engaged sharing the perspective that disadvantages and hardship within these domains contribute to crime and higher entrance rates to the criminal justice system. These reflections are supported by swathes of peer-reviewed evidence from sociologists and economists, which explain the intimate relationship between poverty and crime.

In light of this, the other recommendations we have made throughout this report should be recognised as further measures to address socioeconomic deprivation and structural racism in wider society which have led to the reality described by the data below. Our city can't make those changes alone, but we hope that our approach will support further action across all layers of government and public services.

Against the complex backdrop of issues and connectors relevant to the criminal justice landscape, the recommendations made here can only represent a starting point and do not constitute a full change programme.

The Taskforce are aware of the ongoing work of the Criminal Justice in Wales Board, which has identified Race Equality as one of its four priorities and has been resourced by criminal justice institutions in Wales to sustain its work programme. We encourage all local stakeholders to commit to engagement with this important and long-term work and recognise the particular significance these issues have in the context of our diverse capital city.

[13] UK Government, The Lammy Review, 2017, Lammy review: final report - GOV.UK (www.gov.uk)

[14] See the UK Government's most recent report on the implementation of the Lammy Review's recommendations for further information, Ministry of Justice and Race Disparity Unit, Tackling racial disparity in the criminal justice system: 2020, Published February 2020, Tackling racial disparity in the criminal justice system: 2020 - GOV.UK (www.gov.uk)

DATA INSIGHTS: CRIMINAL JUSTICE

Lammy Review Findings

The Lammy Review was an independent review into the treatment of, and outcomes for Black, Asian and Minority Ethnic individuals in the criminal justice system, commissioned by two Prime Ministers.

The review's terms of reference span adults and children; women and men. It covers the role of the Crown Prosecution Service (CPS), the courts system, prisons and young offender institutions, the Parole Board, the Probation Service and Youth Offending Teams (YOTS) and befitted from access to resources, data and information held by the criminal justice system (CJS) which was not previously available in the public domain for scrutiny and analysis.

It provides detailed, independent analysis of disproportionality and its findings are far-reaching, spanning 108 pages in total, but here we have included some of the most significant:

Ethnic minority people make up:

14% OF THE GENERAL POPULATION

25% OF THE PRISON POPULATION

40% OF YOUNG PEOPLE IN CUSTODY

In addition:

ARREST RATES ARE **HIGHER** FOR ETHNIC MINORITY PEOPLE

ETHNIC MINORITY PEOPLE ARE MORE LIKELY TO **PLEAD NOT GUILTY**

ETHNIC MINORITY PEOPLE ARE MORE LIKELY TO **RECEIVE PRISON SENTENCES FOR DRUGS OFFENCES**

ETHNIC MINORITY PEOPLE **REPORT POOR EXPERIENCES OF PRISON**

The review explained in its analysis that if ethnic minority people were not disproportionately represented in the UK's criminal justice system, there would be **9,000 fewer prisoners,** the equivalent of **12 average-sized prisons.** The current economic cost of this overrepresentation to our courts, prisons and probation service is estimated to be **£309 million a year.**

UK Government Ethnicity Facts and Figures Portal: Crime, justice and the law

Since the Lammy Review's publication, the Ethnicity Facts and Figures website has also highlighted other data regarding policing in the UK.

Confidence in the local police
- In the year ending March 2020, 74% of people aged 16 and over in England and Wales said they had confidence in their local police
- Every year, a lower percentage of Black Caribbean people reported that they had confidence in their local police than White British people
- In the 3 years from April 2017 to March 2020, a higher percentage of people in the Asian, White, and Other ethnic groups had confidence in their local police than Black people

Stop and search
- UK-wide, there were 11 stop and searches for every 1,000 people, down from 25 per 1,000 people in the year ending March 2010
- There were 6 stop and searches for every 1,000 White people, compared with 54 for every 1,000 Black people
- Stop and search rates have fallen for every ethnic group since 2009

Victims of crime
- In the year ending March 2020, 13% of people aged 16 and over said they had been the victim of a crime at least once in the last year. This was down from 17% in the year ending March 2014
- Over a 7-year period, the percentage of White people who said they were victims of crime went down from 17% to 13%
- Men from Mixed ethnic backgrounds (21%) were more likely to be victims of crime than men from any other ethnic group for the 3 years from April 2017 to March 2020
- Asian people aged 75 and over (11%) were more likely to be a victim of crime than White people aged 75 and over (6%)

Fear of crime
- In 2015/16, around one-fifth of people aged 16 and over in England and Wales believed that they were either 'very likely' or 'fairly likely' to be a victim of crime in the next year
- Overall, the figures for fear of crime have remained consistent between 2013/14 and 2015/16
- In 2015/16, a smaller proportion of White people reported a fear of crime compared with Asian people, Black people, and those from the Other ethnic group
- Asian people and those from the Other ethnic group had the highest levels of fear of crime

Reoffending
- Black offenders had the highest reoffending rate (32.7%) in the year ending March 2018 – the rate for White offenders was 30.6%
- Offenders in the Other (including Mixed) ethnic group had the lowest reoffending rate (20.9%)
- In every ethnic group, young offenders had a higher reoffending rate than adults
- White offenders committed the most reoffences per person (4.17 on average)

Local community engagement: summary of themes

In developing their recommendations, our Criminal Justice Sub-Group completed outreach and community engagement to inform their proposal development process. This engagement took the form of focus groups and open dialogue along with 1-2-1's with residents and ethnic minority led organisations in Cardiff. This work was led by Race Equality Taskforce member, and Vice-Chair of the Criminal Justice Sub-Group, Marcus Walters, as a local facilitator who is independent of the criminal justice system.

Marcus' conversations with our local community explored areas of concern and, critically, community solutions to address the issues communities identified. Below, we have summarised the key themes of this dialogue, which formed the basis of further work to develop collaborative solutions across local criminal justice organisations and partnerships:

Theme	Insights
1. Data and transparency	The community highlighted the need for transparent data and opportunities for outsider scrutiny and analysis. This included both data concerning those whose lives are touched by the Criminal Justice System and relevant outcomes and experience data, and data concerning the workforce.
2. Disparity and Disproportionality	This covered broad themes reflecting the complexity and breadth of the criminal justice system, with community members highlighting general trends that they were aware of, such as the overrepresentation of young Black men in the criminal justice system as a whole and in Stop & Search statistics.
3. Hate Crime and Reducing Racial Abuse in Cardiff	Community members highlighted issues around hate crime in recent years and particular trigger points which increased racial abuse, such as the EU referendum, and expressed concerns around the support made available to victims through case work and general holistic support. The need for upstream prevention through improved education-focused approaches was identified and is actioned in one of our earlier recommendations within the Education theme.
4. Cultural Awareness and Anti-Racism Training	Many community members we spoke to highlight the need for additional training for frontline staff working within the criminal justice system. Feedback reflected that this should focus on improving understanding of cultural diversity among different populations of people and building cultural competency skills to interact with people of diverse cultures, especially in conflict management.
5. Representative Workforce	Communities emphasised that the current criminal justice workforce, and particular the police workforce, which is most visible in their communities, was not representative of the community it serves. This was identified as a key area for action to build trust and confidence, but community members highlighted those current perceptions around criminal justice will present complex barriers to ongoing workforce diversification.
6. Youth provision and prevention services	Feedback within this theme reflecting the essential role of youth work, mentorship and diversion opportunities for young people from ethnic minority backgrounds. Our conversations highlighted issues around mental health provision for young people and the reality that young Black people are treated more harshly by the criminal justice system but are more likely than White Groups to access mental health services once within the system. Community members highlighted that mental-health focused prevention should be a local priority for young Black and ethnic minority men. Our dialogue also highlighted the need to align and strengthen youth provision in key parts of the city and provide safe places for young people to meet and 'just be kids', with appropriate supervision and safeguards, such as youth centres.
7. Building Relationships and Trust	Community members highlighted that visible and accountable reform was necessary to build trust with ethnic minority communities in the city, particularly the Black community. This was emphasised to need a long term and proactive approach, making ongoing reform and service development efforts and outcomes visible.

CRIMINAL JUSTICE: OUR RECOMMENDATIONS

Our recommendations within this theme have been developed working together in partnership with communities, individuals with lived experience and expert organisations, to identify the problems and, most importantly, work together on solutions to address racial disparities in the criminal justice system

As outlined in the introduction to this chapter, local services, satellite offices of UK Government departments and individual police forces do not hold all the levers of change, and this is a deeply complex landscape where we face impact limitations acting alone as a local partnership.

What we have strived to achieve in our recommendations is a clear programme of actions which can be led and delivered locally and contributes to a whole system approach.

Our research indicated that city-orientated action programmes to address racial disparities in the criminal justice system are not well-tested or developed. In the UK context, we could only identify such an approach being taken in London, led by Mayor Sadiq Khan, who chairs MOPAC (the Mayor's Office for Policing and Crime) and is responsible for policing in the capital, giving direction to the Metropolitan Police Service. The approach we are advocating through our recommendations in this chapter is therefore a new one for Cardiff.

Together, the recommendations we have made within this theme can contribute to broader learning across the criminal justice system and inform future service design to prioritise prevention and diversion pathways. Several recommendations concern new major projects which have received temporary grant resources to test new ways of providing support to those on the periphery of the criminal justice system. We encourage service providers to collect robust data, evaluate and reflect on the learning of these projects to inform long-term service design and commissioning approaches. This can only be the beginning.

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5.1

RECOMMENDATION:

Commit to test approaches & collaborate on data exploration at both a local and national level- following the Criminal Justice in Wales approach (formerly All Wales Criminal Justice Board)

IN DEPTH:

Collection and publication of data on criminal justice system-civilian interactions gives both institutions and communities the information they need to ensure best practices and eliminate racial profiling. Common-sense data collection on arrests, pleas, trial outcomes, and sentences helps identify the geographic areas and parts of the criminal justice process in need of reform.

The national Criminal Justice in Wales Board have established a Data Task Group to review ethnicity data captured across the criminal justice system in Wales.

Our first recommendation within the Criminal Justice theme is that local criminal justice partners commit to participation and learning during this national review of ethnicity data capture. They should support the

delivery of this important project by sharing local relevant data, and insights into local data practice, as required by the review.

A key area of learning throughout the Lammy Review was the need to strengthen data capture, analysis and transparency across the criminal justice system. Local partners benefit from the aspirations and resourcing of the Criminal Justice in Wales Board to deliver on these recommendations in Wales.

This is an essential first step in understanding the solutions to overrepresentation, evaluating new approaches and delivering accountable and vital changes for ethnic minority communities. As this comes to be achieved ongoing transparency and opportunities for independent scrutiny and challenge will do much to build confidence and trust in criminal justice institutions.

5.2

RECOMMENDATION:

Cardiff's local criminal justice partnership should develop and invest in tailored or alternative approaches to diversion for ethnic minority groups

IN DEPTH:

Diversion refers to the strategies that seek to prevent an offender from formal processing by in the criminal justice system. In his 2017 review of racial disparity in the criminal justice system, Rt Hon. David Lammy MP highlighted that disparity in the youth justice system was his 'biggest concern'. Research strongly indicates that unequal treatment early in the system accumulates into larger disparities downstream.

Diversion itself may be formal, for example requirements for the offender to complete a program as a condition, helping to keep them out of the criminal justice system either entirely or in part. Or informal, including practices such as youth work and mentoring for those at risk of criminal exploitation, work which helps to avoid crime and keeps young people safe.

Diversion can occur at different points within the criminal justice process and community members we engaged clearly expressed their view that diversion is at its best when it is preventing first-time entry to the criminal justice system. This calls for a renewed look at the approach to low-level offending, first time offences and preventative upstream support.

The benefits of this approach are well documented: improving reform and rehabilitation opportunities for offenders, reducing reoffending, reducing stigma and the criminogenic effect of formal processing, lowering costs and reducing the criminal justice caseload.

Our recommendation is that local partners commit to a comprehensive review of diversion approaches and ensure that early-stage prevention and diversion opportunities for children and young people in particular are maximised at a local level.

Spotlight on: Centre for Justice Innovation

Briefing: Youth diversion evidence and practice briefing: minimising labelling
This briefing from the Centre for Justice Innovation emphasises the need to take all reasonable steps to avoid stigmatising children with 'offender' labels, and to prevent them from forming deviant identities that may interfere with their development. The briefing highlights that children tend to grow out of crime and that criminal justice processing may in fact increase delinquency through a backfire effect.

Find out more: www.justiceinnovation.org/sites/default/files/media/documents/2019- 09/minimising_labelling_final.pdf

Equal Diversion? Racial disproportionality in youth diversion
This report highlights that while the evidence strongly suggests that youth diversion is beneficial for the children who go through it, and has been shown to reduce re-offending, inequality in access to, and engagement with, youth diversion is likely to have material impact on disparities later on in the system. The report highlights a number of factors which may impact ethnic minority young people's access to and engagement with youth diversion including: a climate of mistrust, formal eligibility criteria, a lack of knowledge about the benefits of youth diversion and practitioner perceptions of family engagement. The report also highlights a number of promising practices which we encourage local stakeholders to reflect on how they could be strengthened and incorporated in city practice:

• Workforce cultural competence and inclusion
• Multi0agency decision making and oversight
• Enhancing engagement
• Culturally specific programming
• Empowering Youth Justice Service staff
• Diversion training for defence solicitors
• Evidence-based eligibility criteria

Find out more: CJI_Exploring-disproportionality_D (1).pdf (justiceinnovation.org)

5.3

RECOMMENDATION:

Cardiff's local criminal justice institutions should invest in a comprehensive cultural competency training approach

IN DEPTH:

Training for frontline staff and decision makers within the local criminal justice system was an issue frequently raised in our engagement with ethnic minority Cardiffians on criminal justice priorities.

The right kind of training will play a crucial role in building capability and understanding across organisations in the criminal justice sector and equip staff with the necessary skills to be active in delivering individual and collective change which will address disproportionality.

Cultural competence means being equitable and non-discriminatory in your practice and behaviour.

It requires a balanced approach to others in which cultural identity and cultural context are understood, respected and taken into account. Like competence in general, cultural competence is the responsibility of both the individual and the organisation.

Our Taskforce recommends that Cardiff's local criminal justice partners commit to develop an appropriate programme of Cultural Competency training and ensure this reaches all tiers of staff from frontline to senior decision makers.

5.4

RECOMMENDATION:

Sustain and develop current efforts to increase workforce representation within the Criminal Justice System and develop a wider approach to addressing representation across the sector, in partnership with the Public Service Board

IN DEPTH:

It was recognised by our Taskforce that there are ongoing programmes of work to increase ethnic diversity within criminal justice organisations in the city. In particular, there is a significant representative workforce programme being implemented by South Wales Police, but this will take time to demonstrate impact due to the training requirements for newly recruited officers and entrants to the force.

Our recommendation is that these efforts must be sustained with South Wales Police and stepped up across the broader sector. This recommendation therefore cuts across multiple organisations including Cardiff Council's Youth Justice Service, Her Majesty's Prisons and Probation Service, Ministry of Justice and many others.

This work should encapsulate a broad approach to use new and innovative approaches to attract ethnic minority candidates at recruitment, identify and nurture diverse talent and continue to promote programmes which support positive action and track their progression and success over time.

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5.5

RECOMMENDATION:
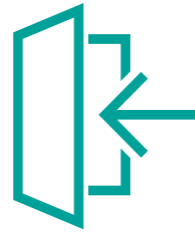
Cardiff's local Criminal Justice Sector should take part in the Department for Work and Pensions Kickstart Scheme as another means to address workforce representation

IN DEPTH:

Our fifth recommendation within the criminal justice theme focuses specifically on the recruitment of young ethnic minority people into the criminal justice workforce, as future professionals, decision makers and leaders.

The Kickstart scheme supports young people who are currently unemployed and receiving Universal Credit into work. The scheme offers 6 month paid positions, with appropriate training and support to develop professional skills which provide a gateway to future meaningful employment at the end of the scheme.

We recommend that criminal justice organisations in Cardiff commit to providing appropriate Kickstart placements to young people from Black, Asian and Ethnic Minority backgrounds as a signal of their commitment to increasing workforce representation and to encourage young ethnic minority people to consider future careers within the wide spectrum of roles offered across criminal justice system.

5.6

RECOMMENDATION:

Develop improved mental health service pathways and integrated training and support for police officers as first responders

IN DEPTH:

Studies highlight that different ethnic groups have different rates and experiences of mental health problems, which reflect their different cultural and socio-economic contexts and access to culturally appropriate services.

For example, African-Caribbean people living in the UK have lower rates of common mental health disorders but are three to five times more likely to be diagnosed with, and admitted to hospital for, schizophrenia.

Research indicates that, in general, people from ethnic minority groups living in the UK are:

- More likely to be diagnosed with mental health problems
- More likely to be diagnosed and admitted to hospital
- More likely to experience a poor outcome from treatment
- More likely to disengage from mainstream mental health services, leading to social exclusion and a deterioration in their mental health [15]

The reasons for this disparity include:

- The impact of migration, including trauma in country of origin, complications in navigating the migration process and hostile responses in host country
- Material and socioeconomic disadvantage, including reduced access to employment and housing
- Experiences of racism and/or exclusion [16]

The Taskforce recommends that further local approaches are developed and tested to keep people out of the justice process where they would be better served by mental health support.

Further service development in this area should include specific consideration of the needs and experiences of ethnic minority groups, recognising the complex and combining disadvantages in mental health service access outlined above.

[15] Findings from the Mental Health Foundation. Available at: https://www.mentalhealth.org.uk/a-to-z/b/black-asian-and-minorityethnic-bame-communities

[16] Kane, E. (2014). Prevalence, patterns and possibilities: the experience of people from black and minority ethnic minorities with mental health problems in the criminal justice system. London: Nacro

5.7

RECOMMENDATION:

Develop new mechanisms to strengthen community engagement and voice in the work of the Community Safety Partnership

IN DEPTH:

Our community engagement exercise found that local ethnic minority residents seek greater insight into the work of the Cardiff Community Safety Partnership and want to understand the mechanisms available to them to engage in the Partnership's work in the city.

Community Safety is complex and multifaceted, covering broad issues from low level anti-social behaviour to tackling serious violence. Therefore, the approach to community engagement will need to balance the risks, threats and harms to the community, alongside the effect this has on perceptions and feelings of safety.

The Community voice is important as it provides an opportunity for the local Community Safety Partnership to understand and respond to community views and experiences.

Community engagement requires skilled and knowledgeable practitioners who can build trust, exchange knowledge with communities and co-produce effective local policy and practice with residents. As with all of our recommendations, this should be delivered with sensitivity and demonstrate understanding towards of the current lack of trust and confidence in criminal justice institutions within some ethnic minority groups.

We recommend that further efforts are made to make the work of the Community Safety Partnership visible for ethnic minority Cardiffians, and that engagement mechanisms are developed to support conversation and dialogue on community safety issues across the Partnership's broad portfolio of work.

5.8

RECOMMENDATION:

Support capacity-building with ethnic-minority led voluntary sector groups to strengthen collaboration and delivery within criminal-justice related voluntary sector support services

IN DEPTH:

Our final recommendation within the criminal justice theme is that mechanisms are developed to support further collaboration between Black and ethnic minority-led organisations and major voluntary sector service providers within the criminal justice sector.

We make this recommendation as there is a lack of ethnic diversity across management positions in Cardiff's voluntary sector, as with the public sector.

This action therefore provides opportunities for mutual skill-sharing and opens dialogue for future service collaborations between ethnic minority-led organisations, which bring particular insight and expertise into the service needs of ethnic minority groups, and large established organisations with expertise in bid-writing, voluntary-statutory sector partnerships and grant management.

Creating appropriate space for cross-pollination and relationship building will contribute to a collaborative eco-system in the city's voluntary sector which supports the ongoing development of ethnic minority-led organisations. These organisations have much to offer in shaping the city's approach to preventative and rehabilitative services and ensuring they meet the cultural needs of our city.

© Wales Online (Image: Matthew Horwood).

Annex 1: Standard ethnic classifications used in the UK

This Report uses the terms "White" and "ethnic minority" in line with guidance from the Office for National Statistics (ONS) for reporting across the UK. [17]

Classifications and terminology have varied between country and over time. Those used here are based on the 2011 Census and the ONS' recommendations for monitoring surveys.

ONS Recommended Standard Ethnic Categories		
ENGLAND AND WALES	**SCOTLAND**	**NORTHERN IRELAND**
White • English/Welsh/ Scottish/ Northern Irish/British • Irish • Gypsy or Irish Traveller • Any other White background	**White** • Scottish • Other British • Irish • Gypsy/Traveller • Polish • Any other White ethnic group	**White** • Irish Traveller
Mixed/Multiple ethnic groups • White and Black Caribbean • White and Black African • White and Asian • Any other Mixed/Multiple ethnic background	**Mixed/Multiple ethnic groups** • Any mixed or multiple ethnic groups	**Mixed/Multiple ethnic groups** • White and Black Caribbean • White and Black African • White and Asian
Asian/Asian British • Indian • Pakistani • Bangladeshi • Chinese • Any other Asian background	**Asian, Asian Scottish or Asian British** • Pakistani, Pakistani Scottish or Pakistani British • Indian, Indian Scottish or Indian British • Bangladeshi, Bangladeshi Scottish or Bangladeshi British • Chinese, Chinese Scottish or Chinese British • Any other Asian background	**Any other Mixed/Multiple ethnic background** • Asian/Asian British • Indian • Pakistani • Bangladeshi • Chinese • Any other Asian background
Black/ African/Caribbean/ Black British • African • Caribbean • Any other Black/African/ Caribbean background	**African** • African, African Scottish or African British • Any other African • Caribbean or Black • Caribbean, Caribbean Scottish or Caribbean British • Black, Black Scottish or Black British • Any other Caribbean or Black	**Black/ African/ Caribbean/ Black British** • African • Caribbean • Any other Black/African/ Caribbean background
Other ethnic group • Arab • Any other ethnic group	**Other ethnic group** • Arab, Arab Scottish or Arab British • Any other ethnic group	**Other ethnic group** • Arab • Any other ethnic group

▶ **SOURCE FOR TABLE: ONS: Ethnic Group, national identity and religion**

[17] ONS, Language and Spelling – Race and Ethnicity, https://style.ons.gov.uk/house-style/race-and-ethnicity/

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REPORT OF

CARDIFF
RACE EQUALITY
TASKFORCE

EXECUTIVE SUMMARY | MARCH 2022
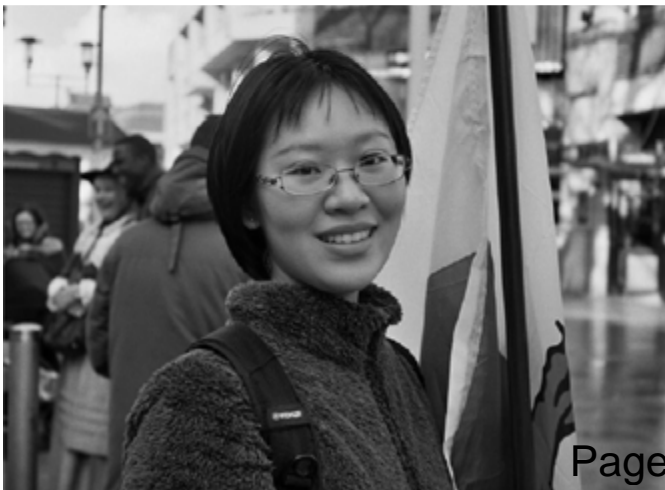
INTRODUCTION

Over the past eighteen months, Cardiff's Race Equality Taskforce has been tasked with identifying practical opportunities for change to improve race equality in our city, finding new ways that we could deploy local levers to improve outcomes for Ethnic Minority residents.

This Executive Summary lists the recommendations developed by Cardiff's Race Equality Taskforce between July 2020- March 2022. It is an executive summary of the full Report of the Race Equality Taskforce, which can be found at: *LINK*

The Cardiff Race Equality Taskforce's Objectives

Cardiff's Race Equality Taskforce was established to work to the following objectives:

• Work with Cardiff's communities and organisations to improve and prioritise race equality to achieve an inclusive, cohesive, thriving and representative city;
• Guide Cardiff's policy and strategy developers to make sure race equality is included in all of their work;

• Use the Council's convening power to advance race equality in the public, private and voluntary sector, working closely, where required, with the Cardiff Public Services Board;
• Coordinate actions and recommendations to advance race equality, focusing on priority work-streams, identified in consultation with the city's ethnic minority residents;
• Report our progress on race equality and the general impact of inequality and discrimination on the ethnic minority communities of Cardiff.

Race Equality Taskforce: Priorities for change

In the following pages of this Executive Summary, we provide the itemised recommendations developed by the Taskforce to support future action-planning and delivery on race equality in our capital city.

- Employment and Representative Workforce
- Education and Young People
- Citizens' Voice
- Health
- Criminal Justice

THEME 1: EMPLOYMENT AND REPRESENTATIVE WORKFORCE

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Reference	Recommendation
1.1	Develop a city-wide network for employers to encourage good practice and collaboration on employment action to improve ethnic minority representation and progression in the local labour market
1.2	Become a signatory to the Cardiff Community Jobs Compact
1.3	Use planning and commissioning powers to require employers to recruit apprenticeships from disadvantaged groups and to increase transparency about the diversity of their workforces
1.4	Support an inclusive and engaged workforce where all staff understand and contribute to race equality action through awareness-raising internal programming
1.5	Increase participation of ethnic minority groups in the Into Work Advice Service
1.6	Improve access to and visibility of Cardiff Works for ethnic minority groups
1.7	Support career progression routes for ethnic minority employees at Cardiff Council
1.8	Cardiff Council should explore employer led ESOL (English for Speakers of other languages) for Council staff where their language skills are a barrier to progression

THEME 2: EDUCATION AND YOUNG PEOPLE

Reference		Recommendation
2.1		Strengthen the local approach to bullying and prejudice-related incidents at school
2.2		Extend the work of Schools of Sanctuary to a broader network of schools and support the participation of refugee and asylum-seeking communities
2.3		To improve the experiences of Black, Asian and Ethnic Minority learners and teachers in schools by taking an inclusive and anti-racist approach to teaching and school experience
2.4		Support the diversification of the teaching workforce through a teaching assistant 'Step into Teaching' programme
2.5		Increase representation of ethnic minority residents in school leadership through a School Governors entry programme
2.6		Increase visibility of Black and Ethnic Minority role models and public education on Black History through events programming

THEME 3: CITIZEN'S VOICE

Reference		Recommendation
3.1		Improve data collection and analysis on civic participation
3.2		Support the Race Alliance Wales manifesto and complete benchmarking against their recommendations to advance race equality in Wales
3.3		Scope opportunities to increase youth participation and engagement with civic processes and develop mechanisms to support ethnic minority youth representation in politics and decision-making
3.4		Cardiff Council's elected members should support the Welsh Local Government Association's Diverse Council Declaration, to support diversity in democracy and representation of ethnic minority groups in the capital city
3.5		Improve representation from Cardiff's ethnic minority communities in key decision-making panels
3.6		Broaden participation and accessibility in city planning and ensure there are appropriate platforms for engagement and community voice in the design of the city

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THEME 4: HEALTH

Reference		Recommendation
4.1		Improve ethnicity recording within the healthcare system, for both patients and staff
4.2		Complete further investigation into the experiences of ethnic minority staff and patients and review the complaints and resolution procedure
4.3		Improve engagement and communication with Black and Ethnic Minority communities around health and health improvement

THEME 5: CRIMINAL JUSTICE

Reference	Recommendation
5.1	Commit to ethnicity data collection & collaborate on data analysis and exploration at both a local and national level- following the Criminal Justice in Wales approach (formerly All Wales Criminal Justice Board)
5.2	Cardiff's local criminal justice partnership should develop and invest in tailored or alternative approaches to diversion for ethnic minority groups
5.3	Cardiff's local criminal justice institutions should invest in a comprehensive cultural competency training approach
5.4	Sustain and develop current efforts to increase workforce representation within the Criminal Justice System and develop a wider approach to addressing representation across the broader sector, in partnership with the Public Service Board.
5.5	Cardiff's local Criminal Justice Sector should take part in the Department for Work and Pensions Kickstart Scheme as another means to address workforce representation.
5.6	Develop improved mental health service pathways and integrated training and support for police officers as first responders
5.7	Develop new mechanisms to strengthen community engagement and voice in the work of the Community Safety Partnership.
5.8	Support capacity-building with ethnic-minority led voluntary sector groups to strengthen collaboration and delivery within criminal-justice related voluntary sector support services.

Appendix B to the Report of the Cardiff Race Equality Taskforce

Taskforce Member Biographies.

Taskforce Chair:

Cllr Saeed Ebrahim:

Cllr Ebrahim has been Ward Councillor for Butetown since 2017. Cllr Ebrahim has a BA degree in Youth & Community and worked as a Community Education Officer for Cardiff Youth Service from 2005-2016. As part of this role, he managed Waterhall Youth Club and then Butetown Youth Pavilion. Throughout this period, he worked to foster talent and a culture of inclusion, as well as working with those who often felt excluded or isolated from sports due to culture, faith, and religious barriers. From 2016-2017 Cllr Ebrahim worked for Cardiff Council PREVENT team, engaging with youths who were disengaged, to prevent antisocial behaviours and criminal activity.

Cllr Ebrahim has a deep understanding of under-represented populations, in particular ethnic minority communities and other marginalised groups. Cllr Ebrahim took an interest in politics early on in his career, and through this he became involved in scrutiny processes and committees, developing debate skills and confidence to challenge opposing viewpoints, and effectively represent his community passionately. Within his political career, Cllr Ebrahim chaired a task and finish group which examined ASB, drug dealing and other crime, and the impact these activities have on Cardiff communities. Cllr Ebrahim has chaired the Race Equality Taskforce from 2020-2022.

Taskforce Members:

Eshaan Rajesh:

Eshaan is currently a Year 12 pupil studying at Fitzalan High School and an active member of a comprehensive spectrum of organisational bodies such as the Economy and Culture Scrutiny Committee, CYPAB (Children and Young People's Advisory Board), and Young Creators etc. He has also been elected as the Vice Chair and Executive Member of CYC (Cardiff Youth Council). Eshaan was born and raised in South India, until he arrived in the UK in August 2013. Eshaan recognises himself as a global citizen, who enjoys meeting and making new friends from every walk of life. He believes that as ethical and well-informed global citizens, we must challenge racial inequality and discrimination in our postmodern society, to be champions of freedom and justice.

Cllr Dan De'Ath:

Cllr De'Ath is a Cardiff County Councillor who has represented the Plasnewydd area (commonly known as Roath) of Cardiff since 2012. Cllr De'Ath served as Chair of the Council's

Community & Adult Services Scrutiny Committee which examines the Local Authority's delivery of Adult Social Services, Community Safety and issues like homelessness and welfare reform. In 2014 Cllr De'Ath joined the Council's Cabinet serving as Cabinet Member for Early Years, Children and Families and then, following a reshuffle, the Cabinet Member for Safety, Engagement and Democracy.

After the 2017 elections Cllr De'Ath became Deputy Lord Mayor of Cardiff for the Municipal Year 2017/18. Later, becoming Cardiff's 115th Lord Mayor - becoming the first non-White Lord Mayor in our city's history and the first Lord Mayor of Afro-Caribbean heritage in all of Wales. Cllr De'Ath served in the role for 18 months after the normally year long term was extended because of the Covid 19 crisis. During his time in office he led calls for the statue of slave owner Sir Thomas Picton to be removed from Cardiff's City Hall and talked widely around issues connected to the Black Lives Matter movement.

Najma Hashi:
Najma works for the Future Generations Commissioner in Wales and has a degree in International Relations and a postgraduate degree in Culture, Diaspora and Ethnicity.
Najma has been involved in tackling inequalities in Cardiff from a young age, through a range of projects, and has experience of working on social policy, specifically in regards to Black Asian and Minority Ethnic communities in Wales.

Najma is very passionate about race equality initiatives, particularly in Wales. With a background of studying politics, culture and human rights, Najma hopes to move towards a more equal and fairer city by working with the Taskforce. Najma believes Cardiff's multiculturalism is incredibly fascinating, and something that should be better used to bring together communities whilst tackling racial inequalities in the city.

Daniel Mapatac:
Daniel is an undergraduate student at Cardiff University. Originally from the Philippines, Daniel moved to North Wales at the age of three. In 2016, Daniel moved to Cardiff for university to pursue a degree in Chemistry. In this time, Daniel has been highly engaged and involved with the student community as a Student Senator, NUS Delegate and Student Advice & Welfare Executive Member, whilst also sitting on the youth board of a National Children's charity. Daniel joined the Taskforce as he believes there are still many community issues to address and to improve. Daniel wants to contribute his experiences of growing up and navigating through Welsh society as a person of colour and help create meaningful change that is reflected in the community.

Keithley Wilkinson:
Keithley has extensive knowledge, experience and demonstrable commitment to race equality which can be demonstrated by his current post as the Equality Manager for Cardiff

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and Vale University Health Board and previous posts in education. Part of his current role is to ensure that the organisation adheres to the Equality Act 2010, which includes the protected characteristic of race in service provision and employment as well as meeting obligations under the Human rights Act 1998. Keithley is the author of the organisation's Strategic Equality Plan, which includes objectives around race and involved consultation and engagement. Keithley is a respected, enthusiastic and committed individual possessing a high work ethic and drive to creative a positive impact on society.

Catherine Floyd:

Catherine has a Masters level qualification in Public Health, covering the key determinants of health, including race. In Catherine's roles as a nurse and public health consultant she is driven to ensure public health is equitable, empowering, effective, evidence-based and inclusive. Catherine believes that incorporating an explicit focus on ethnicity is important within health inequalities work because ethnic identities have implications for health independent of other socioeconomic factors. Catherine is committed to strengthening work together with local minority ethnic communities, and with their community leaders, to address some of these issues. Catherine believes that Cardiff has a strong partnership approach in a range of public health issues and would be keen to extend this in the arena of racial discrimination and race equality.

Anita Naoko Pilgrim:

Anita is currently an associate lecturer at the Open University, teaching Masters level modules on inclusive education. She is one of the authors on new short courses on inclusive online education and decolonising the curriculum. She has previously taught courses on race, ethnicity, equalities, diversity and social policy at universities across England and Wales. Anita has an expert understanding of the complex intersection of sexuality, gender, religion and race. Previously she worked on a number of national (Welsh) and local government reviews and reports on education and equalities, including a review of education and equalities in Wales for the Equalities and Human Rights Commission published by the Bevan Foundation, a study on racism in schools for Save the Children Wales, a review of race issues in the South West of England for the Black South West Network, and the evaluation of Children's Fund projects in the London Borough of Lambeth.

Asmut Price:

In 2008, Asmut became an equalities champion within Cardiff Council, and played an active role in a number of training events, conferences and meetings around race equality. Asmut is currently the Chair of the council's BAME Employee Network. This has given her more insight into race discrimination and the barriers this presents in the workplace, and Asmut provides support to colleagues in instances of discrimination including formal investigations. As Cardiff is the capital city of Wales, Asmut feels that it should be leading the way and fostering good relationships within communities to make them fair and inclusive. Asmut has first-hand

experience of racial discrimination, and feels that this has given her an excellent understanding of the types of racial discrimination the Black and Minority Ethnic citizens of Cardiff may face, including the impact of racist behaviour.

Emma Wools

Emma has 20 years' experience working in the public sector and held a range of posts at a senior level in Her Majesty's Prison and Probation Service. For the last 4 years Emma has held the role of Deputy Police and Crime Commissioner for South Wales. As a senior leader in Policing and Criminal Justice, Emma is committed to Equality Diversity and Inclusion, particularly tackling the very real issue of Race inequality across the system. As DPCC, Emma is joint lead, alongside the Deputy Chief Constable, for Race Equality in South Wales Police, with the responsibility for driving forward a joint action plan, focusing on improving insight and understanding of issues faced by Black and other ethnic minority communities across South Wales, through proactive engagement with our workforce and community groups, tackling ethnic disproportionately in areas such as stop & search , use of force and enhancing work force representation at all levels. As a lifelong Cardiff resident Emma would like to see the city further develop to be the exemplar of Equality, Diversity and Inclusion.

Hilary Brown

Hilary is CEO of the only Black owned and Black led Alternative Business Structures (ABS) which is Wales based and operates as a SME. Hilary also holds a position as Chair of Butetown Community Centre which is located within one of the oldest settled migrant communities in the UK and the centre plays a pivotal role in community engagement and consultation. Hilary has a keen interest in and considerable knowledge of working within various voluntary, business and private environments and developing good practices and protocols around Race Equality. Additionally, Hilary is a legal practitioner currently specialising in Asylum, Immigration, Human Rights and Race Discrimination believes that she has the knowledge and skills to identify where there is Racial disparity and explore remedies both Legal and practical.

Yusef Jama

Yusef's roles in the Taxi Trade and as Unite Branch Secretary, involve fostering working relationships with various departments within the Local Authority and Welsh Government taxi Licencing Department. This relationship has allowed him to address concerns rapidly and ensure early consultation that keeps the BAME make-up of the trade-in mind, this has resulted in instances of policy changes by enforcing Equality Impact Assessments. Yusef recognises the issues in the Taxi trade which are heavily influenced by race, but also by employment status, social class and language barriers as many of the drivers adopt English as a second language knowing only the basic English to communicate. Before becoming Unite Branch Secretary Yusef shied away from activism, feeling that he didn't have the ability to articulate his ideas in a way that could be understood. As those of authority that would hear him out held a high position within their employment sectors. Yusef has a passion for youth

work and a drive to divert youths in his community away from 'gang culture' and the justice system. The prejudices Yusef has faced growing up and continues to face are the same as the under-represented working-class backgrounds youths of today live in. The realisation of how little has changed in all those years has encouraged Yusef to become involved in the important work of the Race Equality Taskforce.

Yaina Samuels

Yaina is the founder of NuHi Training, a St. David Award winner (first black person to win this award), a qualified manager, mentor and award-winning global recovery activist. Yaina has worked within the voluntary and public sectors delivering services to marginalised groups in the areas of housing, health, education, and social care. Yaina's work has been underpinned with a strong knowledge of and commitment to race equality. Over Yaina's diverse 35 years working career she has participated in many 'conversations for change' that have resulted in no change taking place. As a black woman born and brought up in Wales, Yaina feels that she has much to offer in driving forward this much needed initiative and considers herself to be a change maker and positive influencer.

Salah Mohamed

Salah graduated from the faculty of economics and social studies, University of Khartoum, Sudan in 1975. Salah joined the Civil Service in Sudan (1976-1993) and was the second highest post then as deputy first undersecretary/Director for bilateral economic cooperation in the ministry of Finance and Economic Planning, before fleeing the country in 1993. In Wales, Salah founded and co-founded, and acted as a trustee in many voluntary organisations. Salah also worked for the Welsh Refugee Council (WRC) for more than twenty years, and was the Chief Executive Officer before retiring. Salah's role with the WRC provided advice and support for refugees and asylum seekers in their efforts to seek refuge in Wales and to ensure they experienced the rights they are entitled to that were enshrined in international and local conventions, protocols and statutes. Salah has the lived experience first-hand of going through the asylum cohort in the UK. Salah is hopeful that this Taskforce and movements like Black Lives Matter will provide additional opportunities to further the causes and agenda for race equality issues.

Marcus Walters

Marcus is a solicitor at Burges Salmon LLP, where he is a Director in their Projects Team. Prior to beginning his career in law, Marcus studied Chemistry at UCL where he also completed a PhD in the subject. Marcus is a trustee of the Black South West Network (BSWN) and also a Commissioner at the Commission on Race Equality, both in Bristol, through which he has acquired in-depth knowledge of the specific policy areas that affect ethnic minority communities in Bristol and beyond. Marcus is chair of the BAME Network at his firm and has done a lot of work with ethnic minority communities and organisations within Bristol, which have very similar experiences to those in Cardiff. Marcus wants to influence policy and

advocates for the needs and representation of ethnic minority communities. Marcus is passionate about, and an advocate for, race equality, racial justice and equality of opportunity in all his endeavours."

Full Consultation Report Your Priorities for the Cardiff Race Equality Taskforce

Research Findings
November 2020
Appendix C to the Report of the Cardiff Race Equality Taskforce

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

#gweithiogydangilydd
#workingtogether

Cardiff Race Equality Taskforce

Contents

Background

What is the Race Equality Taskforce?

In Autumn 2020, Cardiff Council will convene a Race Equality Taskforce to address racial discrimination and promote race equality in the city.

The Taskforce will drive co-ordinated and strategic action to address inequality in Cardiff. It will be responsible for advancing a programme of change and transformation to create a fairer city for our Black and Minority Ethnic residents.

In preparation for the launch of the Race Equality Taskforce, a public consultation was launched to seek the views of Cardiff residents, particularly those from Black and Minority Ethnic backgrounds, on the Taskforce's strategic priorities.

Cardiff Council wants to know what our residents think are the biggest issues, and the greatest opportunities, for Black and Minority Ethnic Cardiffians, so we can focus our thinking and resources into finding the solutions that will have the greatest impact.

In this consultation we propose some suggested areas of focus that the Taskforce could look at. These suggestions are areas where we think the Taskforce could help make a real difference. They are also areas where both local and national evidence tells us that there is a long way to go to achieve race equality.

We want to understand if our residents agree that these suggested areas should be Taskforce priorities, or if we could be more effective by focusing on other areas.

How will the consultation influence the work of the Taskforce?

The findings of this consultation will significantly shape the work of the Taskforce in the months ahead, with task-orientated work-streams established for each priority, up to a maximum of four. This approach will enable the Taskforce to benefit from the expertise of credible practitioners who will support the Taskforce to identify substantive and evidence-based recommendations to improve race equality in Cardiff within each theme.

Methodology

A bilingual, online survey was developed, and promoted on the Council's social media channels, through partner organisations, and sent to the Council's Citizen's Panel. It was live between 11th August and 10th October 2020.

After data cleansing and validation, to remove blank and duplicated responses, a total of 869 responses were included in analysis.

Research Findings

Section 1: Areas of Focus

The first section of the consultation presented proposed areas of focus for the Race Equality Taskforce, and asked respondents to identify whether they supported each being included as a priority, with reasons for their response.
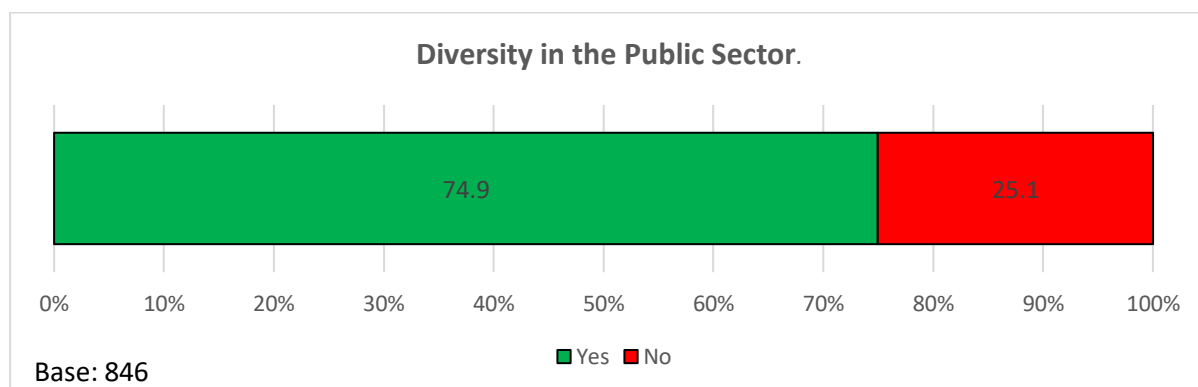
Diversity in the Public Sector:

Exploring what more can be done to ensure that the Council's membership and workforce represents the full diversity of the City it serves.

A total of 846 responses were received for this question, giving an overall response rate of 97.4%.

Do you support this area as being a priority?

Three-quarters of respondents (74.9%) supported Diversity in the Public Sector.

Diversity in the Public Sector.

74.9	25.1

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

■ Yes ■ No

Base: 846

Support for Diversity in the Public Sector was highest amongst respondents from a Minority Ethnicity, at 90.7%.

Women were more likely than men to support this (83.1% compared with 71.3% respectively), whilst support was higher amongst younger respondents compared with those aged 55 or over (79.8% versus 73.4%).
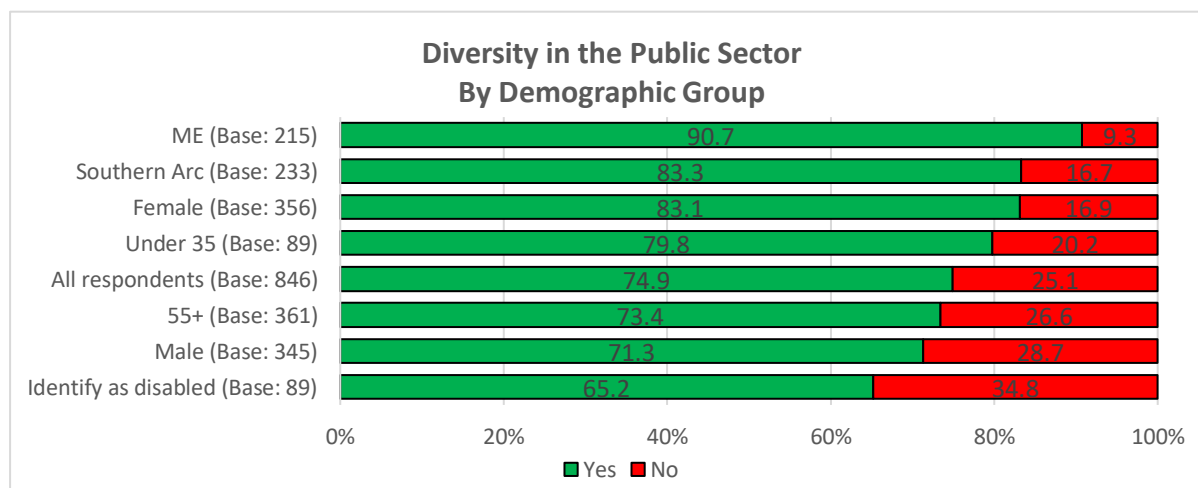
Diversity in the Public Sector
By Demographic Group

Group	Yes	No
ME (Base: 215)	90.7	9.3
Southern Arc (Base: 233)	83.3	16.7
Female (Base: 356)	83.1	16.9
Under 35 (Base: 89)	79.8	20.2
All respondents (Base: 846)	74.9	25.1
55+ (Base: 361)	73.4	26.6
Male (Base: 345)	71.3	28.7
Identify as disabled (Base: 89)	65.2	34.8

0% 20% 40% 60% 80% 100%

■ Yes ■ No

Support for this area of focus increased with the level of deprivation for the respondent's home postcode:

Diversity in the Public Sector
By level of deprivation

Category	Yes	No
Most Deprived (Base: 85)	82.4	17.6
Next Most Deprived (Base: 111)	81.1	18.9
Middle (Base: 99)	78.8	21.2
Next Least Deprived (Base: 163)	74.2	25.8
Least Deprived (Base: 157)	70.1	29.9
All Respondents (Base: 846)	74.9	25.1

■ Yes ■ No
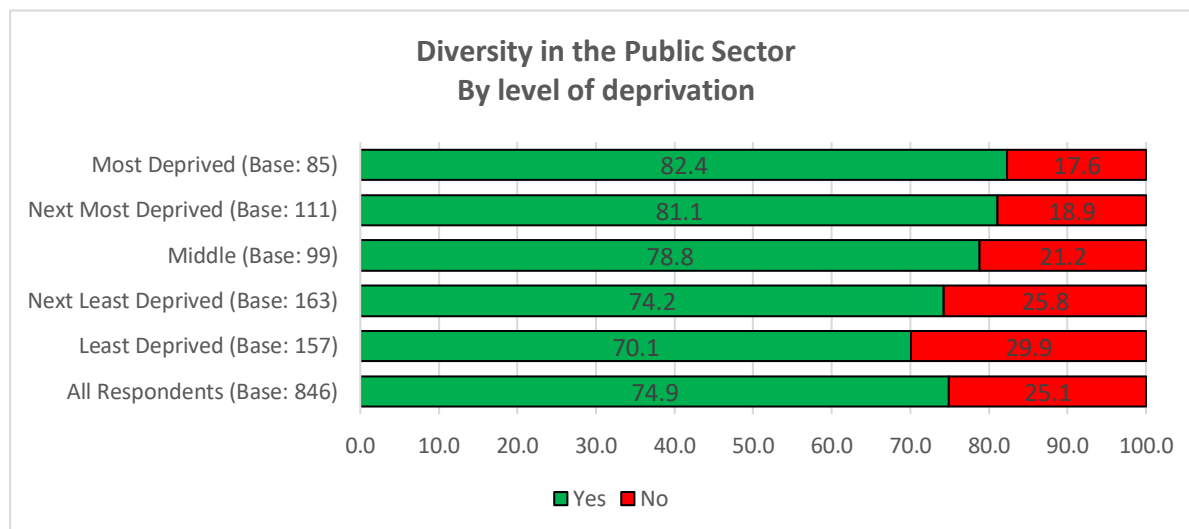
If no, please tell us why

Respondents who did not support this area of focus were asked to outline why. A total of 170 responses were received, which have been coded into the following themes:

Theme	No.	%	Example comments
Recruit on merit/ability	71	41.8	- People should be recruited according to the ability to undertake the job role, not on religion or family heritage. - Jobs should be awarded on the basis best person for job, skin colour irrelevant. - The Council should be free to ensure that it has the best person in post - race is not an issue - it's about ability. - I believe the priority should be employing the best person for a job regardless of sex or ethnic background. - I think the council's workforce should reflect the best person for the job that is being undertaken.
Diverse enough	31	18.2	- It seems very diverse to me at the moment. - Full diversity currently represented. - It seems to be adequately representative.
Focus on more important issues	30	17.6	- Whilst I accept diversity is important there are several more important issues on which to spend taxpayers' money. - There are more important issues such as education, housing and highway maintenance!

			- *It is very important, but not in the age of COVID 19, a priority.*
Its discriminatory to do so/ divisive and can cause conflict	26	*15.3*	- *This smacks of positive discrimination, people should be employed because of their suitability for a job not the colour of their skin.*
			- *Diversity is always viewed as the latest trend to be supported it is never fully inclusive, as it is supposed to be, so within 'diversity' itself there is discrimination.*
			- *A workforce should be made up of the most suitably qualified people for that role. A person's race, religion or sex should not be a consideration only what they will bring to the role and will they improve he city and how we operate. Positive discrimination is not acceptable.*
Equality for all	22	*12.9*	- *There should be equal opportunities for every Cardiff citizen.*
			- *At the moment resources need to be targeted to cover all the population equally.*
			- *This should be priority for everyone not just about race!*
Waste of time/Money	11	*6.5*	- *There is already Diversity with the Councils membership I see no point in wasting time and money just to tick a box.*
			- *Not worth the expense.*
Representation of communities is needed	8	*4.7*	- *Those best for the job should get the job. However, a small proportion needs to be of different ethnicities for the ethnicities within Cardiff.*
			- *Workforce should represent total diversity of city catchment area, that is including valleys.*
Misc.	10	*5.9*	- *There are cultural blocks that prevent some individuals from certain BAME backgrounds from seeking employment in work considered demeaning. Therefore attempting to maintain a workforce that represents the diversity of the city in jobs such as refuse, cleaning services and other low paid jobs is wasted time and energy. In short, some people don't want your jobs because of family and community expectations.*
			- *This is politically driven woke nonsense. The only peer reviewed science on this subject suggests that diversity of team is useful for innovation. However homogeneity is required for trust. This the question you should be asking is - does the council require innovation or trust. Obviously it's the latter.*

Learning and growing up in Cardiff:

The experiences of BAME children and young people in education.

A total of 842 responses were received for this question, giving an overall response rate of 96.9%.

Do you support this area as being a priority?

Four-fifths of respondents (79.1%) supported this as an area of focus for the Taskforce.
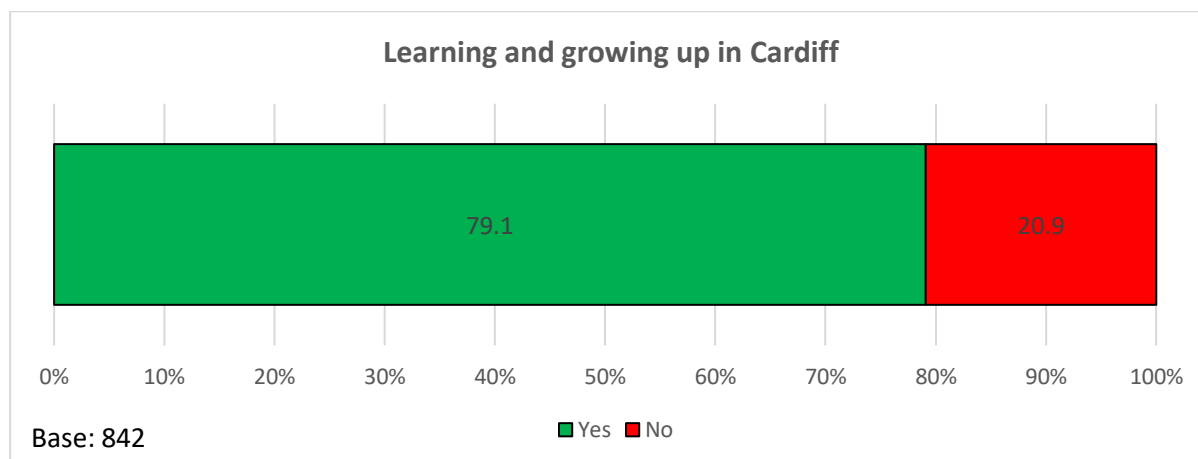
Support for this was highest amongst women (90.1%), those from a minority ethnicity (89.7%), and those living in the Southern Arc of the city (88.4%).

It was lowest amongst men (72.6%), those identifying as disabled (75.0%), and those aged 55 or over (77.8%).

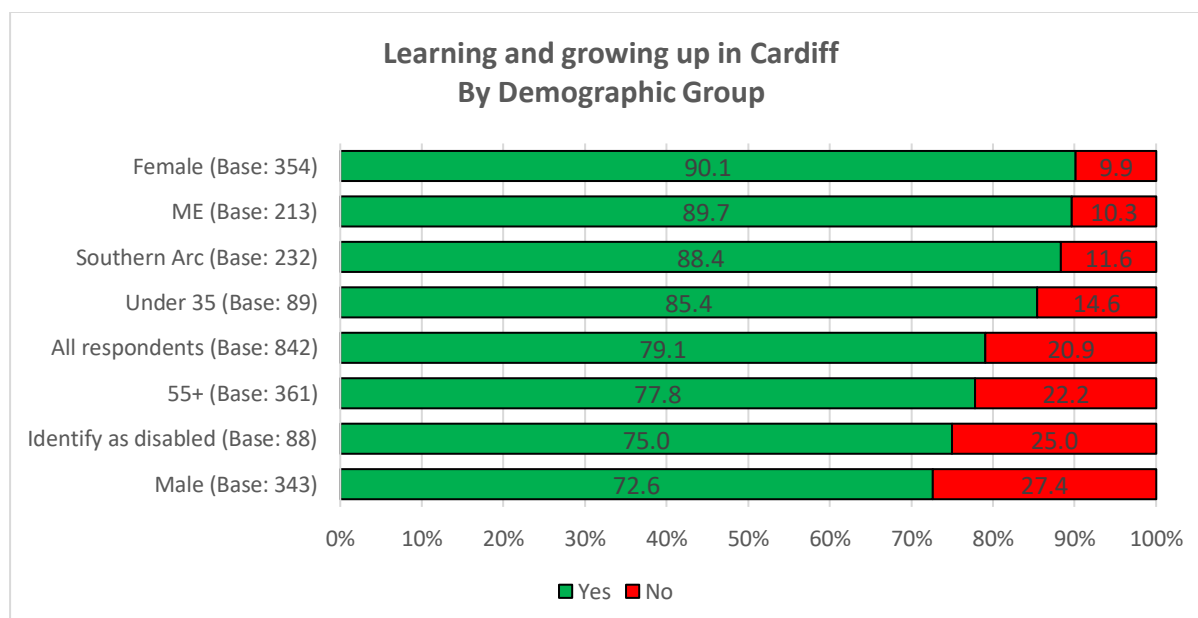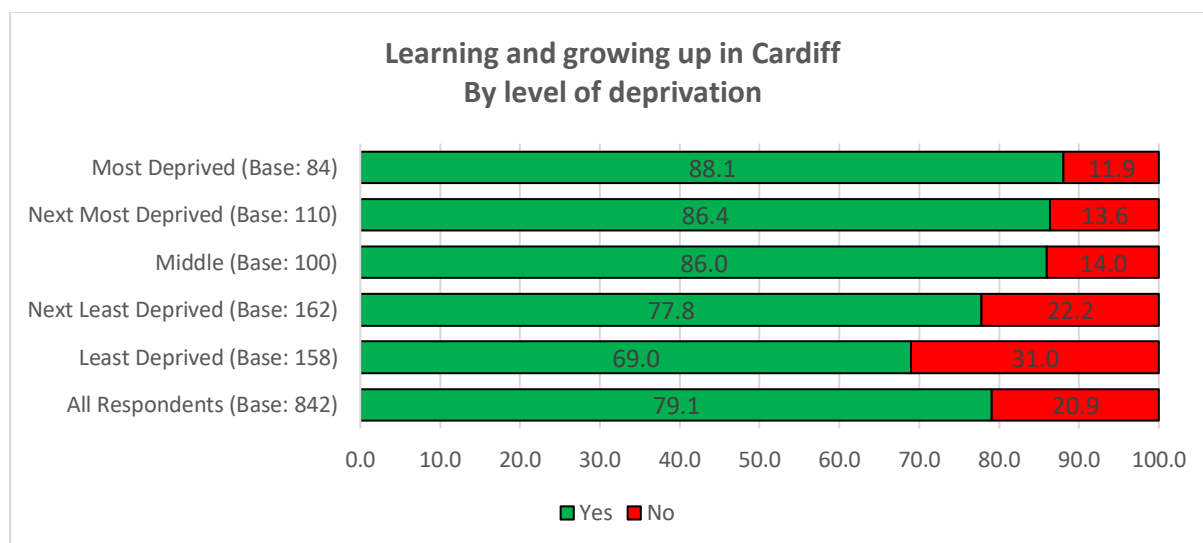Again, support for this area of focus increased with the level of deprivation for the respondent's home postcode, with those living in the least deprived areas almost three times as likely as those in the most deprived areas to say they did not support this theme (31.0% compared with 11.9% respectively).

Learning and growing up in Cardiff
By level of deprivation

Category	Yes	No
Most Deprived (Base: 84)	88.1	11.9
Next Most Deprived (Base: 110)	86.4	13.6
Middle (Base: 100)	86.0	14.0
Next Least Deprived (Base: 162)	77.8	22.2
Least Deprived (Base: 158)	69.0	31.0
All Respondents (Base: 842)	79.1	20.9

If no, please tell us why

Respondents who did not support this area of focus were asked to outline why. A total of 132 responses were received, which have been coded into the following themes:

Theme	No.	%	Example comments
Treat all children equally / no priority given to any one group	72	54.5	- *I support the ethos but it should be for all children.* - *All education should be a priority regardless of race or creed.* - *The bottom areas of Llanrumney, areas of St Mellons, Ely and Llanedeyrn all have horrific poverty for all races not just BAME, focus on poverty, not the skin colour.* - *Everyone should have equal rights with fair access to services.* - *We need to value all the people of Cardiff - not just the BAME population.*
Why Cause division	13	9.8	- *There should be no priority given to any one group. Equality is an equal chance for everyone, not for one group over another. This is a contradiction of equality itself.* - *Seem to be creating issues where there isn't one.*
Focus on poverty no race	11	8.3	- *The experiences of all children and young people matter. Many children in disadvantaged largely white estates on the periphery of the*

|			
			city may feel excluded. Help all, don't determine assistance on skin colour. - *Equality means treating all children and young people the same. Poverty is the problem.*
More important priorities	9	*6.8*	- *There are more important things the Council need to address before complying to the demands of the few.* - *More important priorities to take precedence. A racial grievance in schools should be controlled by the teachers/head teachers.*
Enough in place / Education system is fair	7	*5.3*	- *Plenty already in place.* - *Education system is fair presently.*
Parental responsibility	6	*4.5*	- *All children should be the priority. Parents must also be held responsible for this and accountable.* - *I believe that BAME children should be integrated into society through socialisation of the parents and family.*
Cardiff is integrated	5	*3.8*	- *Having recently visited a number schools to choose my son's primary school, schools in Cardiff are already very ethnically diverse.* - *Cardiff has always been a city of opportunity for all groups.*
Support idea	4	*3.0*	- *I support this if it is expanded to include all nationalities.*
Misc.	21	*15.9*	- *This matter can be handled best in school.* - *Children mix in schools and outdoors if families choose not to mix that is the choice they make and there loss we live in a free country.* - *All cultures need to integrate to become one.*

A Fairer Economy:

Supporting Black and Minority Ethnic residents to access high quality employment opportunities.

A total of 839 responses were received for this question, giving an overall response rate of 96.5%.

Do you support this area as being a priority?

Three quarters of respondents (75.1%) supported A Fairer Economy as an area for the Taskforce to focus on.

A Fairer Economy: *Supporting Black and Minority Ethnic residents to access high quality employment opportunities.*

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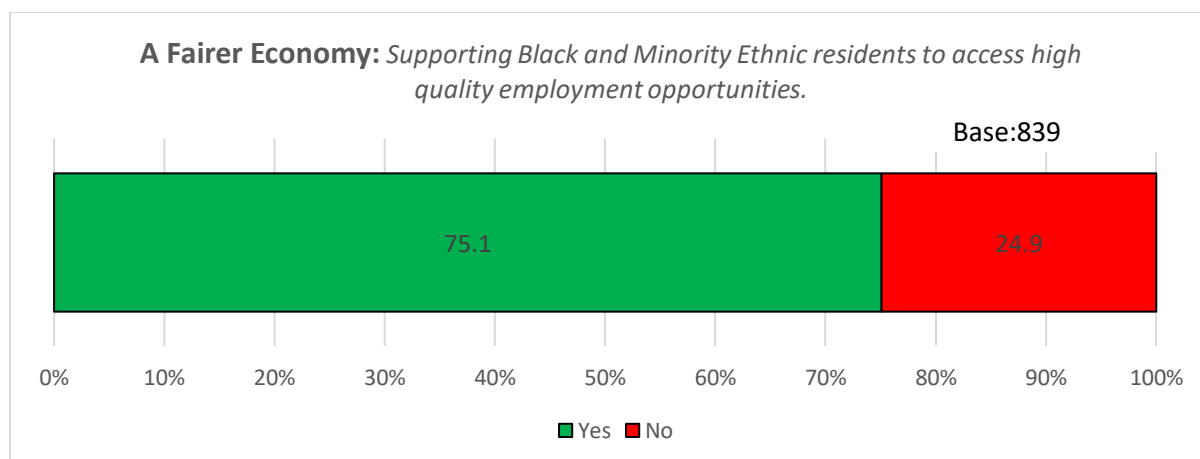
Respondents from a minority ethnicity were notably more likely than other groups analysed to support this theme (93.0%)

Support was lowest amongst those identifying as disabled (62.1%), men (70.7%) and older respondents (71.4%)
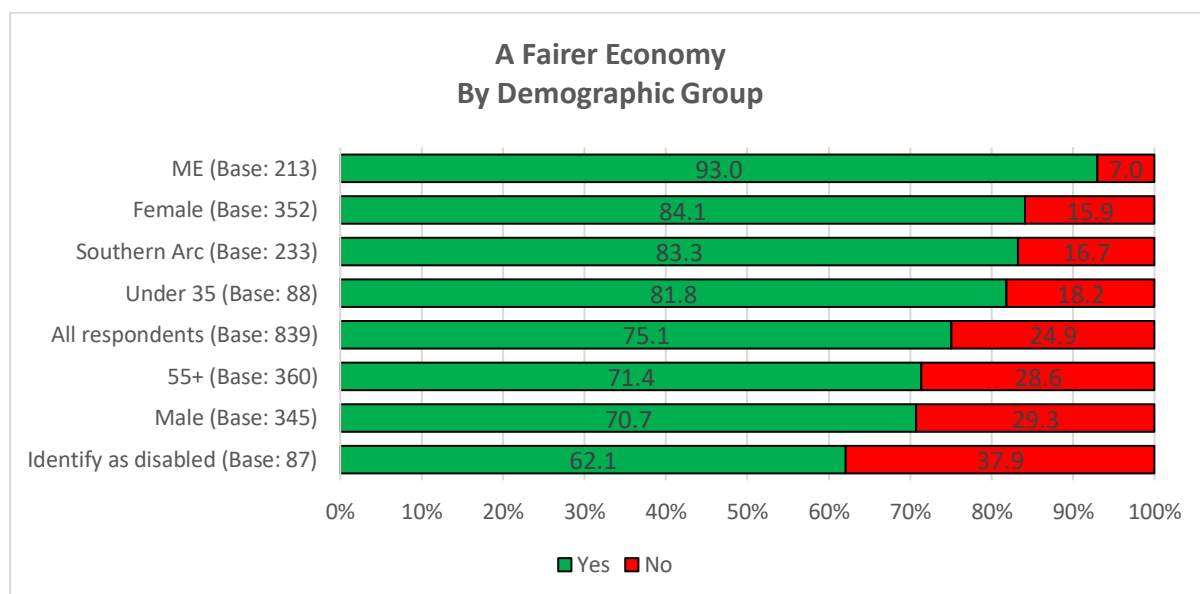
A Fairer Economy
By Demographic Group

Demographic Group	Yes	No
ME (Base: 213)	93.0	7.0
Female (Base: 352)	84.1	15.9
Southern Arc (Base: 233)	83.3	16.7
Under 35 (Base: 88)	81.8	18.2
All respondents (Base: 839)	75.1	24.9
55+ (Base: 360)	71.4	28.6
Male (Base: 345)	70.7	29.3
Identify as disabled (Base: 87)	62.1	37.9

Again, support for this area of focus increased with the level of deprivation for the respondent's home postcode, with those living in the least deprived areas almost twice as likely as those in the most deprived areas to say they did not support this.
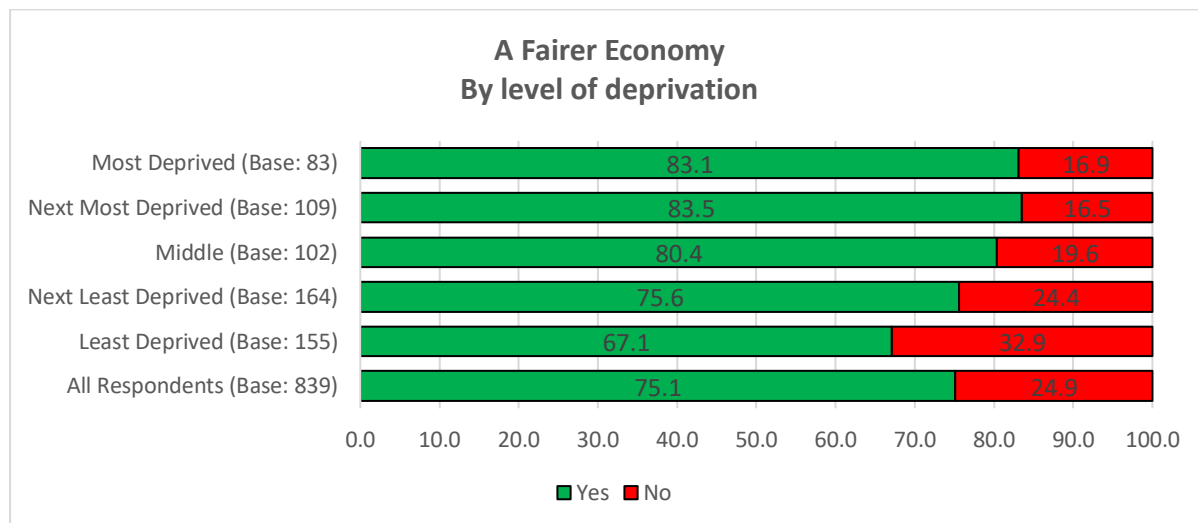
A Fairer Economy
By level of deprivation

	Yes	No
Most Deprived (Base: 83)	83.1	16.9
Next Most Deprived (Base: 109)	83.5	16.5
Middle (Base: 102)	80.4	19.6
Next Least Deprived (Base: 164)	75.6	24.4
Least Deprived (Base: 155)	67.1	32.9
All Respondents (Base: 839)	75.1	24.9

If no, please tell us why

Respondents who did not support this area of focus were asked to outline why. A total of 173 responses were received, which have been coded into the following themes:

Theme	No.	%	Example comments
Recruitment on ability not ethnicity	86	49.7	- *Definitely not, no-one's ethnicity is not important their abilities are.* - *People should get a job based on their application/interview NOT skin colour.* - *Employment must be on ability not colour or racial quotas.* - *Should be based on the best person for the job rather than ethnicity.* - *I think the best person for the job should be appointed, irrespective of race.*
All have same opportunities	77	44.5	- *All residents should be supported to achieve this.* - *Everybody should have the same opportunities.* - *Support all residents as needs arise.* - *Same opportunities for everyone* - *Everyone in this country has the same opportunity, you make your own future.*
Positive discrimination	33	19.1	- *There should not be any positive discrimination in any way - all should be supported to be able to give of their best regardless of race.* - *All residents of Cardiff should be treated the same without any positive discrimination.*

|			
			- *Singling out a specific population is discriminatory.*
There are other disadvantaged groups	19	*11.0*	- *Why, what about white working class residents.* - *Diversity is wider than just BAME.* - *It's not just BAME people who need access to high quality employment, what about people with disabilities, Deaf, Partially Sighted?*
Enough in place	15	*8.7*	- *I cannot find evidence that such access is actually denied on the basis of race/colour.* - *The opportunities are already available, there are countless Asian / Black doctors / nurses / dentists / in Cardiff & many non-whites at my children's graduation ceremonies (law / accountancy).*
More important issues	8	*4.6*	- *There are far more important issues that affect all of us.* - *Hardly a priority.*
Misc.	7	*4.0*	- *Are we not doing this now, then shame on the ruling council for not doing this?* - *Employer's responsibility.*

Diversity in the public realm:

Reviewing how we commemorate our history in public spaces and cultural life. This will include supporting the Wales-wide audit of statues, street and building names, within the context of exploring connections with the slave trade.
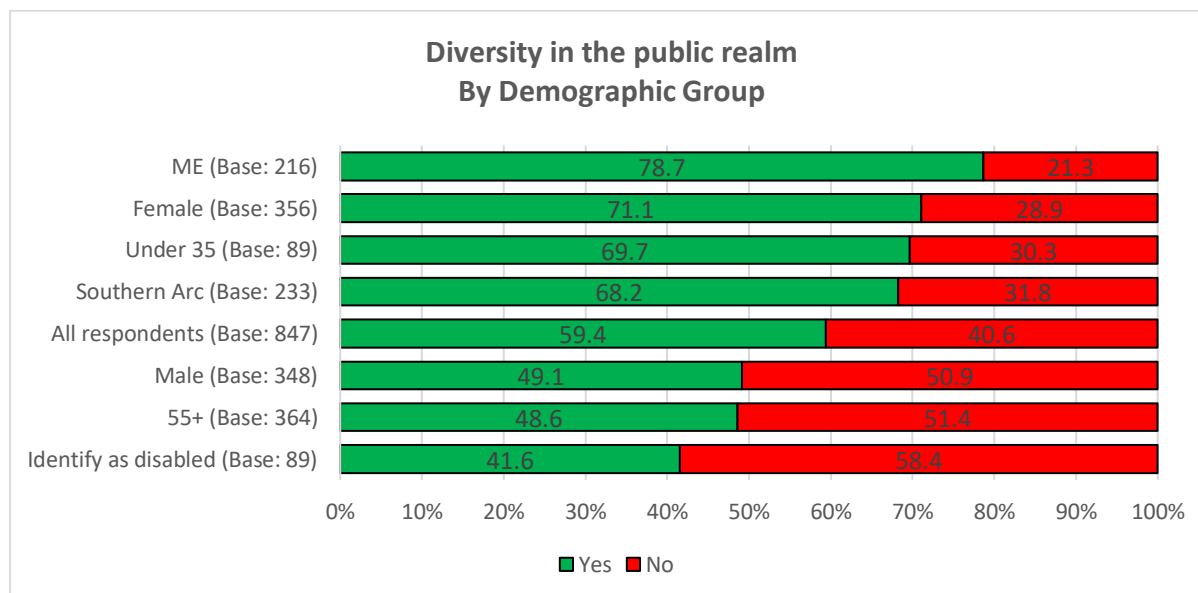
A total of 847 responses were received for this question, giving an overall response rate of 97.5%.

Do you support this area as being a priority?

Opinion was more divided on making this area a priority, with 59.4% in support, and 40.6% against.

Diversity in the public realm

59.4	40.6

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

■ Yes ■ No

Base: 847
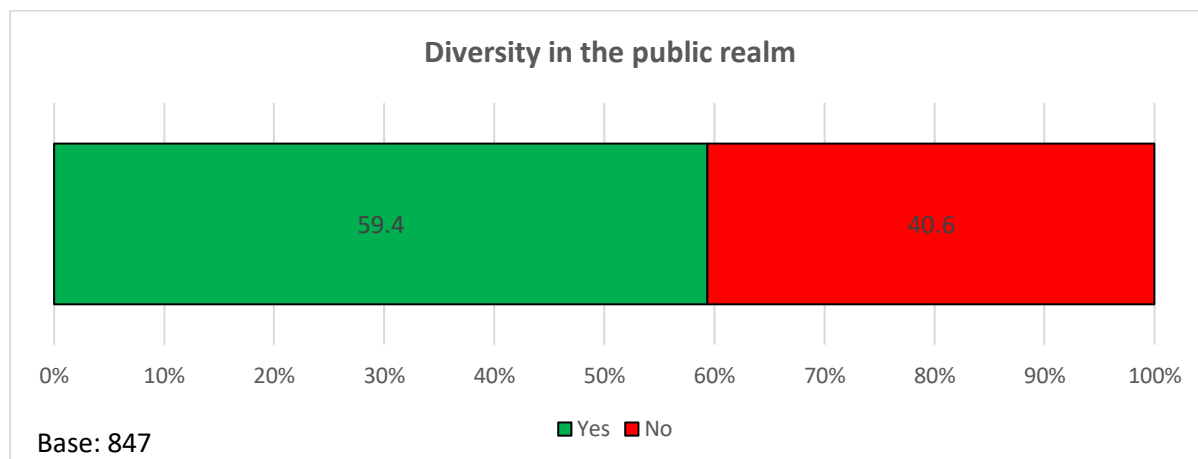
Support for this area of focus was again highest amongst respondents from a minority ethnicity (78.7%), contrasting with 41.6% from respondents identifying as disabled.

Diversity in the public realm
By Demographic Group

Group	Yes	No
ME (Base: 216)	78.7	21.3
Female (Base: 356)	71.1	28.9
Under 35 (Base: 89)	69.7	30.3
Southern Arc (Base: 233)	68.2	31.8
All respondents (Base: 847)	59.4	40.6
Male (Base: 348)	49.1	50.9
55+ (Base: 364)	48.6	51.4
Identify as disabled (Base: 89)	41.6	58.4

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

■ Yes ■ No

While not a clear correlation, those living in the more deprived areas of the city showed a higher level support for this than those living in the less deprived areas:
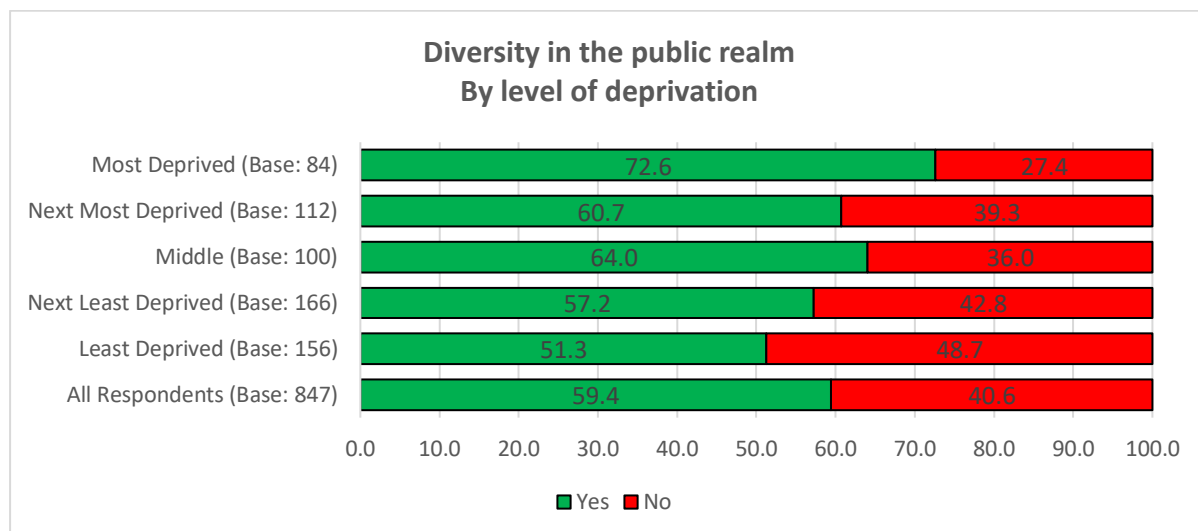
Diversity in the public realm
By level of deprivation

Category	Yes	No
Most Deprived (Base: 84)	72.6	27.4
Next Most Deprived (Base: 112)	60.7	39.3
Middle (Base: 100)	64.0	36.0
Next Least Deprived (Base: 166)	57.2	42.8
Least Deprived (Base: 156)	51.3	48.7
All Respondents (Base: 847)	59.4	40.6

■ Yes ■ No

If no, please tell us why

Respondents who did not support this area of focus were asked to outline why. A total of 292 responses were received, which have been coded into the following themes:

Theme	No.	%	Example comments
It's our heritage - we need to learn from History / Cannot change it	194	66.4	- *Stop trying to rewrite history -- slavery needs to be explained in the context of the times without the current policy of demonising white people whilst ignoring the fact that Black & Arabic people were actively participating in the slave trade.* - *History wiped from view removes the ability to learn from the past.* - *Whether good or bad, let us ALL learn from our true history. Hiding evidence of this is the sort of censorship any fair society should oppose.* - *I think from this point going forward no further references to the slave trade should be used. History is what it is. The slave trade should not be glorified or forgotten. Removing all links may have the opposite effect than what is intended.* - *We cannot delete our past. We need to accept but provide education, otherwise do we delete and destroy all reference to the romans, the Vikings, Mary queen of Scots the Tudors. Factory owners who were enlightened and tried to help their workers would be considered explorers and sweatshop owners now. The past is just that past. Understated with plaques explaining the reason for the statues and what they did wrong.*

Explain context of times	89	*30.5*	- *These bits of street furniture have developed over a long time and were correct at the time they went up - we should better understand why they went up and not focus on it as a politically correct thing now - if they were wrong then - why are we right now?* - *We learn from our history and past citizens erecting statues etc. is a reminder of how they viewed life at that time.* - *Will result in hiding our past and future generations not knowing about the shameful incidents in our past.* - *Statues are our history. We cannot ignore them. What they may have represented may not suit us now, but that does not change what happened in the past.*
More important issues	62	*21.2*	- *You've got better things to do. Look to the future, not the past.* - *There are so many more pressing issues.* - *I feel that the priorities should have a direct impact on improving the lives of BAME individuals. I do not feel this priority will benefit BAME's in the same way that the above priorities will.* - *Emphasis in public spaces & cultural life should be Welsh history. Exploring connections with slave trade is important, but a relatively small subset of this.*
Support Changes	22	*7.5*	- *I think it's important but a lower priority than education and practical action to address people's challenges in the present.* - *This can be done once the major issues have been addressed.* - *It's important but education and employment should be prioritised if funds are limited.*
Waste of money	20	*6.8*	- *That is a waste of money. The statues no one cares about / or can see. Spend the money shipping homeless people elsewhere.* - *Where do we ultimately draw the line in respect of groups that have been marginalised or treated poorly over centuries? It's a waste of council money.*
Concentrate on present/future	15	*5.1*	- *We should focus on improving the opportunities for people now, rather than waste time worrying about the past.* - *This is our history, it's now and the future that matters.*

|			
Welsh History	11	*3.8*	- *It's welsh history - remove the history - lose its identity. I think statues should remain but include plaques containing info; relating to any slave trade involvement.* - *Emphasis in public spaces & cultural life should be Welsh history. Exploring connections with slave trade is important, but a relatively small subset of this.*
Misc.	4	*1.4*	- *History good and bad is commemorated by street names and statues- anyone who is upset by a statue should be referred to the city's fine psychiatric services.* - *This could be decisive if changing existing names.* - *Western Civilisation made slaving illegal. Cardiff rich multicultural residents came here because of opportunity and prosperity this should be celebrated, but not as a particular priority to suit the trendy agenda.*

Citizens Voice:

Supporting the civic and democratic involvement of BAME communities through voter registration and making sure Cardiff's BAME communities are counted in the Census 2021.

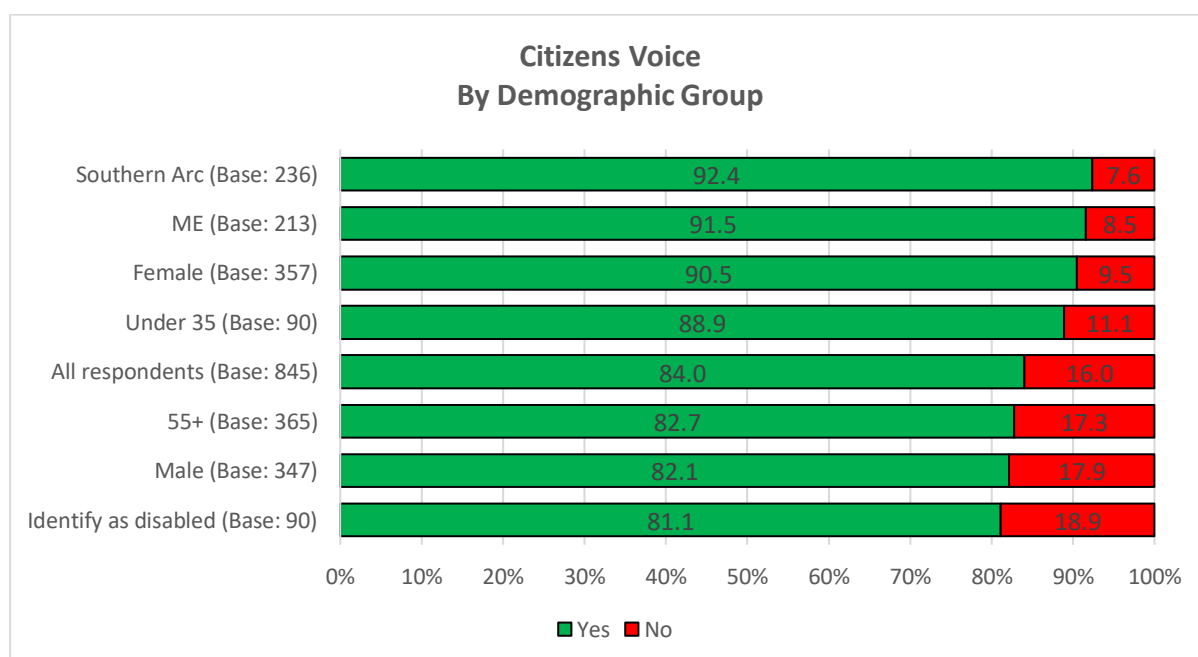*A total of 845 responses were received for this question, giving an overall response rate of 97.2%.*

Do you support this area as being a priority?

Five out of six respondents (84.0%) supported this area of focus being prioritised.

Citizens Voice

Base: 845
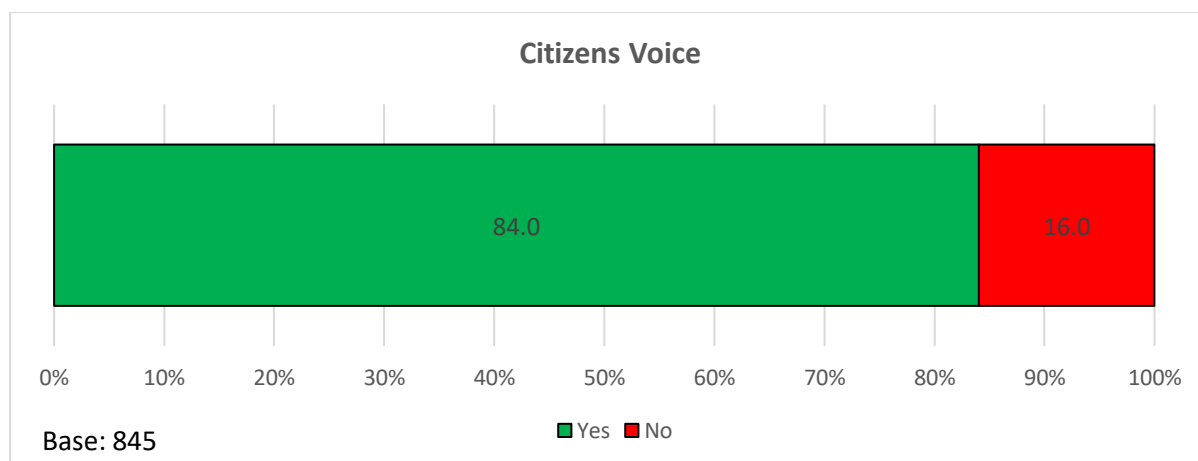
Support was highest amongst respondents living in the Southern Arc of the city (82.4%), those from a minority ethnicity (91.5%) and women (90.5%). It was lowest amongst those identifying as disabled (81.1%), men (82.1%), and older respondents (82.7%).

There was no pattern of response when looking at the different levels of deprivation in the city.

Citizens Voice
By Demographic Group

If no, please tell us why

Respondents who did not support this area of focus were asked to outline why. A total of 97 responses were received, which have been coded into the following themes:

Theme	No.	%	Example comments
Census already applies to all	34	35.1	- *Every resident is already included in the census.* - *We already have on forms how or what nationality we are.* - *I simply do not understand what you are asking here. Everyone should be included in the census.* - *I thought it already was expected that residents sign up to the Census.* - *Should already be in place.*
This should apply to all not just BAME	32	33.0	- *It should be across the board not just BAME.* - *They should be treated the same as everyone else no different.* - *Everyone should be treated equally despite race/colour! This whole black lives matter campaign should be all lives matter.* - *We should make sure that EVERYBODY is included in the Census - not just the BAME community.* - *All diverse groups should be an issue, not just the latest trendy issue.*
Individual responsibility / choice	26	26.8	- *Every citizen gets a census form and it is up to each one of us to fill it in.* - *Surely people should be able to sort out their own voter registration and Census returns.* - *Everyone should take individual responsibility to register to vote and complete the census.* - *Surely it is the individual's responsibility to register appropriately.*
Positive discrimination	17	17.5	- *It is beginning to sound as if being white will be a disadvantage.* - *Because it's racist. The colour of someone's skin should be a matter of complete irrelevance.* - *This sounds racially biased.*
Not a priority	8	8.2	- *The scant resources of the council can be better spent.* - *I see no reason for this.*
Misc.	5	5.2	- *This will not bring jobs or make people better.* - *Not sure this would improve things.* - *More emphasis should be placed on integration and the development and evolution of a uniquely Welsh/British culture in whatever shape it takes over the generations.*

Something else:

Would you like to suggest a different priority for the Taskforce?

A total of 787 responses were received for this question, giving an overall response rate of 90.6%.

Do you support this area as being a priority?

Just over a third of respondents (37.0%) had a suggestion for an additional area of focus for the Taskforce to look at.
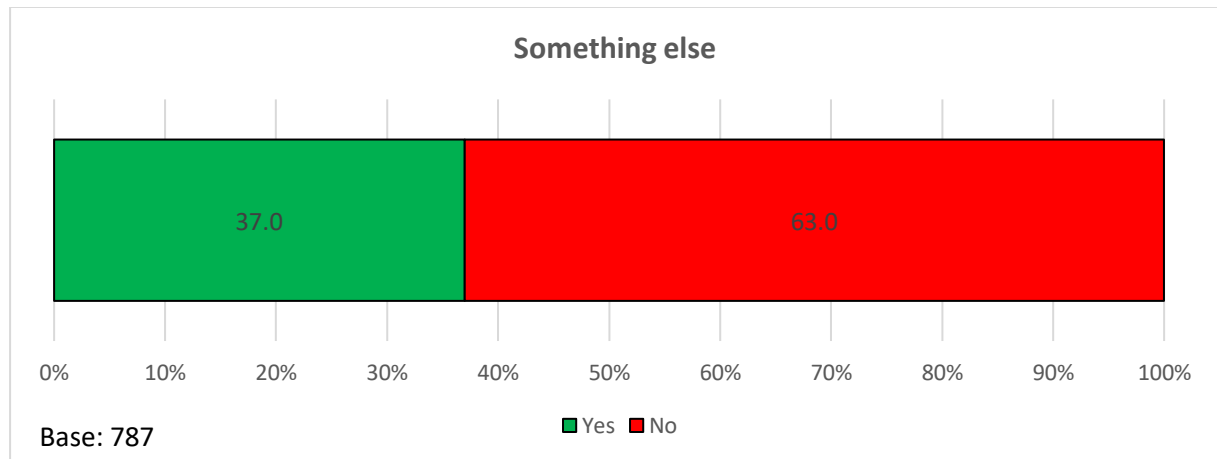
Older respondents were notably more likely than their younger counterparts to put forward an alternative proposal (40.3% compared with 26.8% respectively).

Please tell us your idea

Overall, 278 responses were received to this question, which have been grouped in to the following themes:

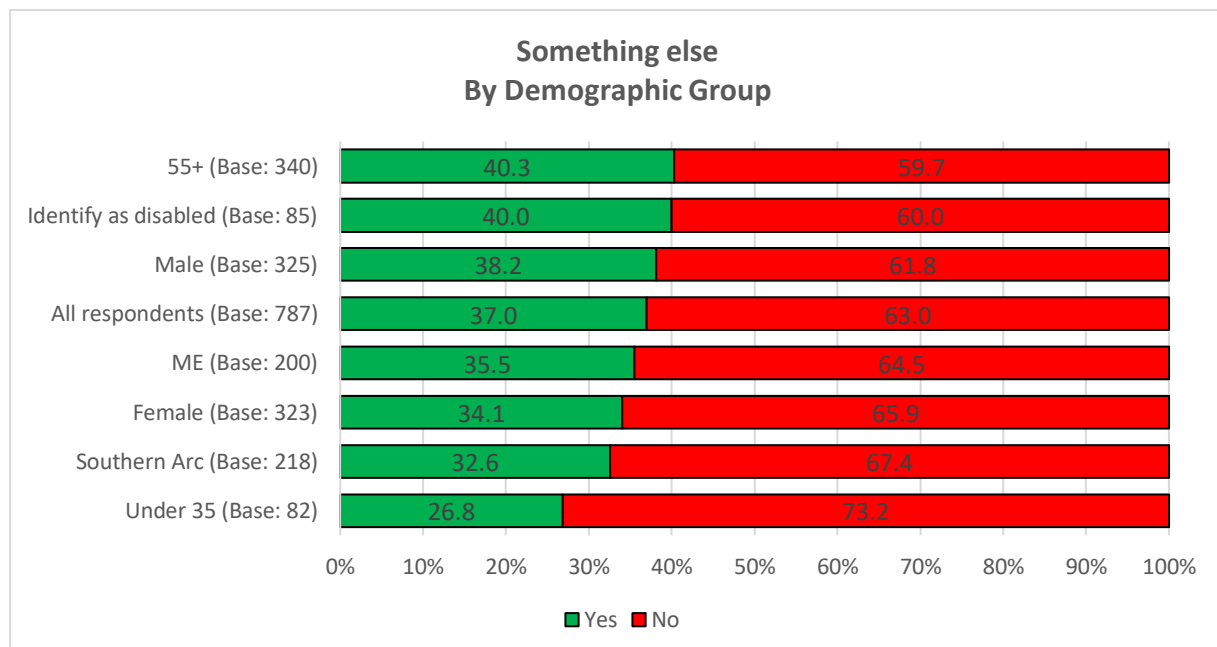| Theme	No.	%	Example comments
Equality for all	67	24.1	- *Treat every citizen equally.* - *Ensuring that all citizens are treated equally - not positive bias, not favouritism - equal opportunities for ALL - no bias in any direction.* - *This is about diversity and equality. As such it should cover all ethnicities and not positively discriminate for one over another. I.e. Black, Asian, White Welsh should all have the same opportunities.* - *Make sure everyone is treated fairly, not just those whose voices are the loudest.* - *Look to the future, not the past. Do not try and change our culture and history. Rather than focusing on BAME residents focus on getting equality and representation for everyone.*
Education/History	53	19.1	- *Teaching everyone that there is one race the human race.* - *Black history being a mandatory part of curriculum in schools.* - *Compulsory lessons in schools for all children in respect of black history, citizenship and personal / collective responsibility* - *Change takes place through education. This needs to be done at all levels in all cultures. There's no point in concentrating on Britain's history when you don't challenge attitudes of other countries where the slave trade is profitable and child labour is accepted.*
Employment/ institutional racism/ leadership positions	35	12.6	- *Percentage of workforce from the BAME background employed by the LA in management positions. What is being done to balance this?* - *Commitment to have a significant representation of BAME groups in senior council positions in the next 3 years.* - *Ensuring there is equal pay for BAME staff in the workplace.* - *I should like to see efforts to ensure that BAME people are encouraged into the mainstream workforce of the city. At present they seem to be concentrated in certain areas, e.g. Taxi driving, catering. This must start with schools and colleges.*

Better communication	26	9.4	- *Engaging, informing, involving, if you can't get the majority of communities involved it's not likely to be successful. You risk alienating communities if you change names and pull down statues without consultation and Involvement. I thought the vote for the statue was really positive. It informed and allowed the community to vote. If you do decide to take down statues who should go in place?* - *A simple slogan "equality for all who live in Wales" is all that you need (if anything at all which I doubt). But written only in English because almost 80% of Welsh-born people and 99.99999% of BAME people do not have even the most basic grasp of the Welsh Language - and very much more to the point do not have the first inkling of a desire to waste any part of their precious lifetime bothering with it. Obviously including me!* - *Explaining to the white majority just why BAME issues are important and can lead to an unfair and damaged society.*
Improve public perception	23	8.3	- *Include more BAME history in the school curriculum and teach children about different cultures. Creating an understanding and tolerance for others at an early age should nurture the next generation of children in Cardiff to not be as ignorant as their parents.* - *The media uses inflammatory methods in dealing with this issue ensure the public are kept up to date by you not misleading media outlets.*
Better engagement	23	8.3	- *Put forward funding or reach out to people to start a pan African Saturday or after school program.* - *More focus on youth services to engage with BAME young people at an earlier point.*
Better Integration	22	7.9	- *To ensure BAME people are integrated throughout the community i.e. not housed in areas of large BAME community e.g. Butetown.* - *Some parts of the BAME communities have individuals who are not allowed to integrate and this should be an area of concern. By this I am particularly thinking of those women who are dominated by their menfolk and not given much personal choice in anything.*
Health	16	5.8	- *Addressing equitable healthcare for BAME communities as demonstrated by the COVID-19 pandemic.*

			- *Autism in the Somali community should be priority too as there is a higher prevalence amongst children from Somali backgrounds.*
Tackle racism	16	5.8	- *There are still a lot of people living in Cardiff with extreme racists views. We need to address this.* - *Making racism illegal and possibly giving custodial sentences for it.*
Police / diversity / treatment	13	4.7	- *Challenge & support how black males in particular are perceived & treated by the police force.* - *Audit of policing - stop and search.*
Poverty	13	4.7	- *The task force should look at why certain ethnic groups within the BAME are not doing as well as other BAME groups. If it is found that poverty maybe the course then it needs to be evaluated against similar none BAME groups who are in the same poverty bracket.* - *How GCSE and A Level exam standardisation linked to historic school performance impacts pupils in all Cardiff schools and how this impacts on pupils from deprived communities including BAME communities.*
Better Training	13	4.7	- *Equality in skills training across all communities.* - *Skills training for young people and activities for teenagers, especially boys.*
Disband taskforce / Waste of Money	12	4.3	- *Disband it and put the cash saved towards the repair of our disgraceful roads.* - *There is no need for a "taskforce". A waste of time and effort just to be seen virtue signalling.*
Crime concerns	10	3.6	- *Look at sex trade slavery, and stamp it out the thought of children and young girls being trafficked and never knowing the joy of freedom is the worst possible slavery. Child marriage sickens me 12 year old children forced to marry 45 year old males and in the worst case on their wedding night brutally used and dies of blood loss. These are the happening all the time throughout the world give these poor children a voice. Ban trips to countries where there children are regularly sold into the sex trade.* - *More effort into the Somali crime wave in Cardiff...It's a real problem. I've had a knife pulled on me. Get squatters off the streets of the City Centre. Do something worthwhile and not this money-wasting rubbish.*

Housing	10	3.6	- *Ensuring that Cardiff maintains diversity in housing. Why do we settle communities in ghetto like conditions and only one community?* - *Access to good quality housing.*
BAME Business community	7	2.5	- *Help BAME community businesses and entrepreneurs who don't always the same opportunity or funding for their ideas.* - *Representation of BAME in businesses and fair treatment of black business people.*
Youth	8	2.9	- *More support to develop youth activities and support e.g. supervised youth centres, boxing clubs etc. to help alleviate antisocial behaviour and drug abuse.* - *Task force looking into the provision of grassroots sport in the city would have a positive effect on the health of all residents.*
Task force needs to be representative	8	2.9	- *The task force must be inclusive of groups within the city, the council must remember we all pay council tax.* - *Ensure no over representation.*
Elderly	7	2.5	- *What about older people who have lived and contributed to the economy of Cardiff all of their lives.* - *Affordable rental housing for elderly who are living in cramped and poor condition!*
Misc.	50	18.0	- *Focus on something that isn't broken. Like a better M4 relief road to Wales.* - *Promoting good civic attitudes, lawfulness, a hard work ethic, marriage and fathers in homes would help. Preventing teen pregnancies, promoting education and apprenticeships, voluntarism. Building good play facilities for children and youth clubs for teenagers. Mentoring activities specifically focused on boys from poor backgrounds or fatherless households.* - *Support the Welsh minority and their culture and language.* - *Younger children mix without question normally. Discuss why this appears to sometimes vanish as they get older. Are they responding to their parent's influence, or even that of their teachers?* - *Stop jumping on the BLM bandwagon*

Section 2: Priorities

Respondents were then asked to prioritise the different areas of focus, by selecting their top three themes.

Responses to this question were validated to exclude non-responses (145), and multiple responses (e.g. ranking more than one option in first place; 58 responses), therefore including only those giving at least one exclusive ranking score to prioritise an area of focus. This gave a total of 666 responses to this question, a response rate of 76.6%.

Scores were calculated by assigning three points for each first place ranking, two points for each second place, and one point for each third place; these were combined for each theme, and divided by the overall number of respondents answering this question, to give a final score.

"Learning and growing up in Cardiff" was seen as the top priority, with 37.7% of respondents ranking this in first place, with an overall score of 1.6 out of three. It also received more votes than any other theme, with 70.7% of all respondents identifying this theme as a priority.

In second place, scoring 1.4, and ranked in first place by 22.5% of respondents, was "A Fairer Economy", prioritised by 64.1% of respondents.

"Diversity in the Public Sector" was narrowly voted into third place ahead of "Citizens Voice", with both achieving a score of 0.9, but the former getting both more votes overall (49.8% compared with 46.8%), and a higher proportion of first place votes (14.0% compared with 10.8%).
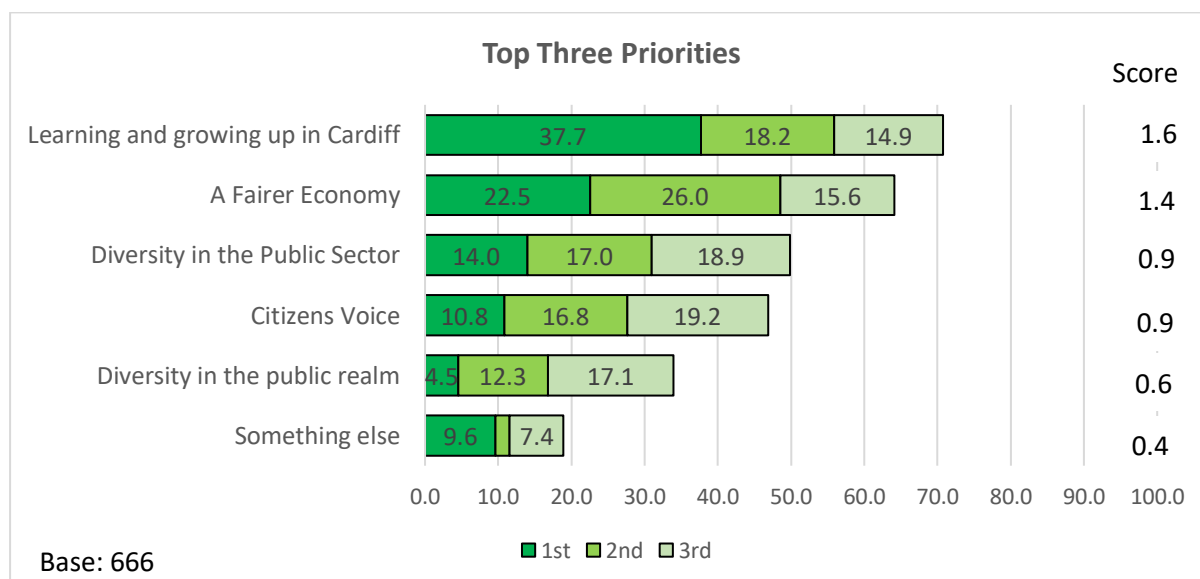
There was no variation in order of priority by demographic group.

Those prioritising "Something Else" were asked to identify what this would be. Results have been split into first, second and third priority ranking.

A total of 65 responses were given for another first priority, which have been grouped into the following themes:

Theme	No.	%	Example comments
Disband Taskforce/Waste of money	11	*16.9*	- *Close the Taskforce and get on with the business of the Council. There is much more need among the elderly and vulnerable, I think. Stop wasting resources at such a difficult time as this.* - *Re-deploy this team to better serve residents. This is PC madness!* - *Keeping the city well maintained (which it isn't) and clean (which it isn't). Efforts into this and not a virtue signalling "taskforce". Enough of this nonsense*
Equality of all	9	*13.8*	- *Ensuring equal opportunity for all - no bias in any direction or for any section of the community* - *Treating ALL THE PEOPLE EQUALLY. This will be greatly helped by removing all use of the Welsh Language from all schools, signs, dual language Council letters and the like. Then all citizens can start to be treated as being equal*
Poverty	8	*12.3*	- *Focus on underprivileged communities (regardless of race) rather than grouping individuals together based on skin colour.* - *Fair treatment for the poor - EVEN IF they are white - help in schools on the basis of need, not colour. - that is race equality*
Education	6	*9.2*	- *Improving education and careers advice so that young people of all races are aware of a variety of career opportunities* - *The curriculum*
Better integration	6	*9.2*	- *Helping everyone to live in a more equal society rather than viewing BAME people as separate* - *Encouraging of spontaneous mixing/ "togetherness" of all people/ groups of people without separating BAME as being special and thus distancing them even more.*
Creating division	6	*9.2*	- *Stop creating more diversity and friction by having these silly panels* - *Retaining the voice of Cardiffians, we are almost all mixed race going back 80 years, treat everyone equally, do not put Black people*

Theme	No.	%	Example comments
			above white or division will occur, we are the indigenous people of Cardiff, keep everyone equal that way you will eliminate racism
Crime	3	*4.6*	- *Keep Asian kids away from Radicalisation and noncery (ISIS and Grooming Gangs)*
Misc.	27	*41.5*	- *Why do we need to change? This must be evidence based and not just historic examples.* - *Improving the roads for private vehicles removing all bus lanes and cycle lanes* - *All are important*

A total of 11 responses were given for another second priority, which have been grouped into the following themes:

Theme	No.	%	Example comments
Education	4	*36.4*	- *Education is the key, one race the human race.* - *English language lessons for struggling ESOL speakers, especially adults.*
Poverty/Homelessness	2	*18.2*	- *Ridding Cardiff of homeless people.*
Support for Ethnic minority groups	2	*18.2*	- *The disproportionate impact of COVID-19 on BAME communities.*
Language	2	*18.2*	- *Ensuring that everyone who is seeking employment is able to speak English.*
All lives matter	1	*9.1*	- *Ensure that ALL lives matter. We must not be bullied just because some think themselves hard-done-by. We are not USA, we do not need these knee-jerk reactions because of something there. The UK is not systemically racist nor is Wales. It is an insult to ordinary citizens and those who work within the system to suggest that. Cowards hide their bigotry by jumping on a populist band-wagon. There are poor 'white' people, too and living in the same areas. EOD is not treating everyone alike.*

A total of 38 responses were given for another third priority, which have been grouped into the following themes:

Theme	No.	%	Example comments
Equality for all	8	21.1	- Help everyone regardless of race, ethnicity, sexual orientation - It is the voice of true Cardiffians that matter be they black or white not recent arrivals of whatever race or religion. - Equality for all, Rich, Poor, White, non-White, educated, not educated.
Education	8	21.1	- Highlighting, encouraging and utilising the diverse skills discovered within all our school children without discrimination. - Free accessible education for all. - Public education project re Cardiff's history and the benefits to the white population of colonialism/slavery etc at the expense of the Black community
Addressing all racism	5	13.2	- Consider assumptions, gaps in understanding and cultural reference points across the breadth of the citizenship in Cardiff and create inter school/ inter faith/ inter social club links and programmes to correct wrong assumptions and fill gaps with proper knowledge and understanding - Addressing racism across wider public sector and private sector
Integration	4	10.5	- Creating a vision of a city that is ONE community, not fuelling divisions by determining services and assistance based on skin colour - Assimilation and integration
Disband	3	7.9	- Stop wasting public money solving non-existent problems.
Health	2	5.3	- Healthy Lifestyles for All
Misc.	12	31.6	- Be the voice against child and female slavery - Increased recycling. - Diversity in the Justice system: review of racial bias and BAME representation in the Family Courts and Criminal Justice system

Demographic Profile

What was your age on your last birthday?

	No	%
16-24	9	1.2
25-34	81	10.9
35-44	136	18.2
45-54	130	17.4
55-64	164	22.0
65-74	154	20.6
75+	51	6.8
Prefer not to say	21	2.8
Total	**746**	**100.0**

Are you…?

	No	%
Female	363	48.9
Male	350	47.1
Prefer not to say	26	3.5
Other	4	0.5
Total	**743**	**100.0**

Do you identify as Trans?

	No	%
Yes	3	0.4
No	695	95.1
Prefer to self-describe	3	0.4
Prefer not to say	30	4.1
Total	**731**	**100.0**

Demographic Profile

Do you identify as a disabled person?

	No	%
Yes	90	12.2
No	601	81.7
Prefer not to say	45	6.1
Total	**736**	**100.0**

Please tick any of the following that apply to you:

	No.	%
Deaf/ Deafened/ Hard of hearing	50	16.9
Mental health difficulties	66	22.4
Learning impairment/ difficulties	13	4.4
Visual impairment	14	4.7
Wheelchair user	4	1.4
Mobility impairment	68	23.1
Long-standing illness or health condition (e.g. cancer, diabetes, or asthma)	124	42.0
Prefer not to say	51	17.3
Other	21	7.1
Total Respondents	**295**	-

Which of the following best describes what you are doing at present?

	No.	%
Working full time (30+ hours per week)	319	43.4
Wholly retired from work	202	27.5
Working part time (less than 30 hours per week)	92	12.5
Permanently sick or disabled person	29	3.9
Unemployed - Registered Job Seeker	16	2.2
Caring for a child or adult	15	2.0
In full time education	14	1.9
Looking after home	7	1.0
On a zero hour contract	7	1.0
Unemployed - Unregistered but seeking work	7	1.0
Other	27	3.7
Total	**735**	**100.0**

Do you consider yourself to be Welsh?

	No.	%
Yes	481	65.5
No	253	34.5
Total	**734**	**100.0**

What is your ethnic group?

The proportion of respondents from a minority ethnicity were higher than that for the population of Cardiff as a whole, as measured by the 2011 Census.

	No.	%	Census 2011 (% of those aged 16+)
White - Welsh/English/Scottish/Northern Irish/British	481	*64.6*	*82.1*
White - Irish	12	*1.6*	*0.9*
White - Gypsy or Irish Traveller	1	*0.1*	*0.1*
White - Any other white background	39	*5.2*	*3.7*
Mixed/Multiple Ethnic Groups - White and Black Caribbean	10	*1.3*	*0.8*
Mixed/Multiple Ethnic Groups - White and Black African	7	*0.9*	*0.4*
Mixed/Multiple Ethnic Groups - White & Asian	10	*1.3*	*0.5*
Mixed/Multiple Ethnic Groups - Any other	11	*1.5*	*0.5*
Asian/Asian Welsh/British - Bangladeshi	9	*1.2*	*1.1*
Asian/Asian Welsh/British - Chinese	3	*0.4*	*1.2*
Asian/Asian Welsh/British - Indian	11	*1.5*	*2.3*
Asian/Asian Welsh/British – Pakistani	7	*0.9*	*1.5*
Asian/Asian Welsh/British - Any other	2	*0.3*	*1.2*
Black/African/Caribbean/Black Welsh/British - African	49	*6.6*	*1.2*
Black/African/Caribbean/Black Welsh/British – Caribbean	22	*3.0*	*0.4*
Black/African/Caribbean/Black Welsh/British - Any other	7	*0.9*	*0.4*
Arab	5	*0.7*	*1.1*
Any other ethnic group	13	*1.7*	*1.7*
Prefer not to say	46	*6.2*	*-*
Total	**745**	***100.0***	

Where were you born?

	No.	%
Elsewhere in the UK	225	30.4
Elsewhere in Wales	124	16.8
In Cardiff	275	37.2
Outside the UK	116	15.7
Total	**740**	**100.0**

Terms of Reference; Race Equality Taskforce and Sub-Groups

1. Race Equality Taskforce: Terms of Reference

Purpose

1. The Race Equality Taskforce ('the Taskforce') is established by Cardiff Council, following a decision by the Council's Cabinet on 16 July 2020, to enable the coordination of meaningful and evidence-led actions and recommendations to address racial discrimination and promote race equality in Cardiff.

2. The Taskforce will undertake this work until the end of the current political administration and local government elections in May 2022.

Objectives

3. The Taskforce will work to the following objectives:

   - Work with Cardiff's communities and organisations to improve and prioritise race equality to achieve an inclusive, cohesive, thriving and representative city;

   - Guide Cardiff's policy and strategy developers to make sure race equality is included in all of their work;

   - Use the Council's convening power to advance race equality in the public, private and voluntary sector, working closely where required with the Cardiff Public Services Board;

   - Coordinate actions and recommendations to advance race equality, focusing on priority work-streams, identified in consultation with the city's ethnic minority residents;

   - Report on progress on race equality and the general impact of inequality and discrimination on the ethnic minority communities of Cardiff.

Priorities

4. The following areas have been identified to be considered by the Taskforce:

   a) Employment and Representative Workforce
   b) Education and Young People's Experience of Services
   c) Citizen's Voice
   d) Health and Social Care
   e) Criminal Justice

1

5. The priorities of the Taskforce have been informed by public consultation with Cardiff residents and agreed by the Race Equality Taskforce Membership at their inaugural meeting on 2nd December 2020. A work stream will be established for each of the agreed priorities, which will coordinate and consider strategic evidence, practice and policy reviews in order to produce recommendations for action.

Reporting Requirements

6. The Taskforce will report to Cabinet on each work-stream on a quarterly basis from March 2021. The formal report will be provided annually to Council. Work Stream's a) Employment and Representative Workforce b) Education and Young People's Experiences of Services c) Citizen's Voice will provide recommendations which will be considered at Cabinet. Work stream d) Health and Social Care will provide recommendations to the Health Board for consideration. Work stream e) Criminal Justice will provide recommendations for the Community Safety Partnership.

7. The Taskforce will also provide an annual report to Full Council, in line with the reporting schedule for the Council's statutory Equalities Annual Report.

8. A Cross-Party Group will provide Members input and engagement for the Taskforce.

Limitation of Authority

9. The Taskforce is an advisory body to the Council's Cabinet. It is not a decision-making body and does not have the authority to:

- Expend money on behalf of Cardiff Council;
- Commit Cardiff Council to any arrangement;
- Direct Cardiff Council staff in the performance of their duties and shall not seek to do so;
- Purport to represent Cardiff Council in any communication with the public or media; and
- Consider any matter outside its Terms of Reference.

10. The actions of the Taskforce or any of its members shall not fetter the discretion of the Council in the exercise of any of its functions.

Membership

11. The Taskforce will comprise of the Chair and up to 14 members. Seeking to ensure a diverse range of protected characteristics are recognised within the Taskforce.

12. Members will be appointed until the end of the current political administration and local government elections in May 2022.

13. The membership will be made up of individuals with insight and interest in race, ethnicity and human rights and who have the ability, experience, opportunity and influence to make changes in their sector, industry and institutions or organisations.

14. Membership of the Taskforce is to be selected following a public appointment process openly advertised by the Council. The membership is selected in order to achieve a balance of representation across the following fields:

Voluntary Sector and Community Organisations	Public Services
Major Employers and Small-to-Medium Sized Enterprises (SMEs)	Culture and the Arts
Education, including Further and Higher Education	Sport
Trade Unions	Children and Young People

15. The Taskforce will also have the ability to co-opt members on a consensual basis.

16. Members of the Taskforce must submit, upon appointment, a declaration of personal interests, including a declaration that they understand and will abide by the Nolan Principles of Standards in Public Life. All members will strive to be respectful, consensus-oriented, transparent and accountable.

17. Everyone in attendance at Taskforce meetings must declare any actual or potential conflicts of interest; these shall be recorded in the minutes. Anyone with a relevant or material interest in a matter under consideration must be excluded from the discussion; this shall also be recorded in the meetings.

Chair

18. The appointment of the Chair of the Taskforce is a matter for decision by the Council's Cabinet.

19. The Chair will be appointed until the end of the current political administration and local government elections in May 2022.

20. The Chair is responsible for chairing meetings of the Taskforce and promoting the work of the Taskforce.

21. The Chair will also oversee the activities of the work-streams and strategic activities associated with tackling discrimination and disadvantage faced by ethnic minority residents in Cardiff.

Vice Chair

22. The Vice-Chair of the Taskforce will be selected by the Chair from among the 14 members who are publicly appointed to the Taskforce.

23. The Vice-Chair will be appointed for 6 months subject to reappointment.

24. The Vice-Chair will deputise in chairing meetings of the Taskforce in the absence of the Chair.

Meeting Arrangements

25. The Taskforce will be quorate at 25% of the total voting members, rounded up to the nearest whole number. This must include the Chair/ Vice-Chair.

26. Meetings of the Taskforce will take place on a quarterly basis (i.e. every 3 months) and will usually take place at a council venue or will be held remotely using Microsoft Teams due to the Covid-19 pandemic.

27. Members of the Taskforce are expected to make every effort to attend all meetings and attendance will be recorded formally through minutes of the meetings.

28. Where members are unable to attend Taskforce meetings, any apologies should be given to the Chair and/or meeting secretariat in advance of the meetings. Substitute delegates are not able to attend meetings without the prior approval of the Chair (or Vice-Chair in the absence of the Chair).

Recommendations and Voting

29. Draft recommendations will be brought to the Taskforce meetings through work streams, organised by number (eg: 1.1, 1.2) and will be recorded in the meetings minutes along with any votes. Recommendations are called to a vote by the Chair of the Taskforce during a meeting. Approved recommendations from Taskforce meetings will be reported to Cabinet.

30. Votes may be cast by Taskforce members only and not Council secretariat or observers. Votes are made only by the members present in a properly arranged meeting.
31. Decisions will be made by a majority of the votes cast at the meeting. In the event of there not being a clear majority vote, the Chair shall have a casting vote.

32. Votes are cast at the Chair's discretion and are as follows:
    I. *By General Consent* -- When a recommendation is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item will then be put to a vote by one of the methods below.

4

II. By Voice -- The Chairman asks those in favour to say, "Aye", those opposed to say "no". Any member may move for an exact count. (Whilst meeting virtually during the Covid-19 Pandemic the 'raise hand' function on Teams will be used)

III. *By Roll Call* -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.

Confidentiality

33. Confidentiality rules are as follows: The Taskforce will adhere to the Chatham House Rule, anyone who comes to a meeting is free to use information from the discussion but is not allowed to reveal who made any comment. Failure to adhere to this rule may result in taskforce membership being revoked.

Administration

34. The Secretariat and administrative support services to the Taskforce will be provided by Cardiff Council, or an individual or organisation appointed by Cardiff Council, and will include meeting organisation, circulating meeting agendas, taking meeting minutes and overseeing general Taskforce administration.

35. All final papers/reports must be submitted to the meeting secretariat 7 clear days in advance of the meeting.

36. The agenda and supporting papers shall be forwarded to each member of the Taskforce 3 clear days in advance of the meeting.

Communications

37. The Taskforce will communicate via email using a private invite-only list of contacts. Communication may include:

- Periodic updates concerning Taskforce activities;
- Dissemination of minutes and initiatives;
- Links and research related to Taskforce aims and ambitions; and
- Draft documents for review and comment.

Press & Social Media

38. Council secretariat are available for any queries. However, confidentiality rules should be adhered to during all public or social correspondence. Further guidance on this can be found in the 'Communications Guidance' provided by the Equality Team.

General Requirements

39. In so far as it relates to the activities of the Taskforce, the Taskforce and individual members of the Taskforce:

i.   Will use all reasonable endeavours to comply with all applicable requirements of Cardiff Council's Welsh Language Scheme and the Welsh Language (Wales) Measure 2011 ("the Measure") and the Welsh language standards issued to the City of Cardiff Council (Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011) insofar as it relates to the activities of the Taskforce. A copy of the Welsh language standards is available from: www.cardiff.gov.uk/bilingualcardiff

ii. Will comply with any and all requirements under the Data Protection Legislation and shall not disclose or allow unauthorised access to any confidential information provided or acquired during the term of the Taskforce.

iii. Shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation or good practice relating to discrimination (whether in age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity or otherwise).

iv. Acknowledges that the Council is subject to the requirements of the Code of Practice on Government Information, Freedom of Information Act and the Environmental Information Regulations and shall assist and cooperate with the Council to enable the Council to comply with its Information disclosure obligations, and

v.   Shall not behave in a manner so as to bring Cardiff Council into disrepute.

Amendments to the Terms of Reference

40. The Terms of Reference may be amended, varied or modified in writing by the council's Head of Policy and Partnerships in consultation with the Chair, with advice from Legal Services.
41. Taskforce members will be given the opportunity to comment on any proposed substantive changes to the Terms of Reference, so far as reasonably practicable, and the Council will ensure that Taskforce members' views are duly taken into account.

2. RACE EQUALITY TASKFORCE: COUNCIL-LED SUB-GROUPS

TERMS OF REFERENCE

1. AIM

1.1. To develop proposals to improve race equality in Cardiff, in relation to the theme of the sub-group, which will be presented to Cardiff's Race Equality Taskforce for discussion and inform their recommendations.

2. OBJECTIVES

2.1. The Sub-Group will coordinate and consider strategic evidence, practice and policy reviews in order to produce proposals for the Taskforce's consideration.

2.2. Proposals will be brought to the Taskforce meetings for presentation, organised by number (e.g. 1.1, 1.2). Taskforce members will have the opportunity to discuss and vote on proposals to inform their recommendations to Cabinet.

2.3. To action feedback and guidance offered by the Taskforce to inform proposals relevant to the work stream, as necessary.

2.4. To act as a reference group for Race Equality related issues and provide a voice for Race Equality Taskforce issues within relevant Sub-Group themes.

3. MEMBERSHIP

3.1. The Chair of the Employment and Representative Workforce Sub-Group is Asmut Price, BAME Network Chair and Taskforce Member / The Chair of the Education & Young People's Experience of Service Sub-Group is Gillian James, Achievement Leader (Key Groups) for Cardiff Council / The Chair of the Citizen's Voice Sub-Group is Cllr Daniel De'Ath, Former Lord Mayor and Taskforce Member. The Chairs of the Council-led Sub-Groups are appointed until the end of the current Administration in May 2022.

3.2. The Vice Chairs are appointed from Sub-Group membership. The Vice Chair will chair meetings of the Sub-Group in the Chair's absence, and support meeting formalities as and when required.

3.3. The membership will be made up of individuals with insight and interest in race, ethnicity, and human rights and who have the ability, experience, opportunity and influence to make changes in their sector, industry and institutions or organisations within each relevant Sub-Group theme.

3.4. Council Members/officers may be invited to participate as and when necessary and in agreement with the Sub-Group Chair.

3.5. External guests may attend as invited e.g. Race Equality Taskforce Chair, Taskforce members, and external speakers.

4. **ADMINISTRATION**

4.1. The Sub-Group will be supported by the Race Equality Taskforce Secretariat who will be responsible for taking minutes in meetings, arranging a suitable meeting space and any other secretarial duties necessary.

4.2. A briefing regarding the Race Equality Taskforce will be prepared and presented to the appointed membership of the Sub-Group in the first convening by the Race Equality Taskforce Secretariat.

4.3. The Sub-Group will be quorate at 25% of the total membership, rounded up to the nearest whole number. This must include the Chair/ Vice-Chair.

5. **RECORD OF MEETINGS**

5.1. Minutes from each meeting of the Sub-Group will be recorded by the Race Equality Taskforce Secretariat and disseminated to members of the Sub-Group following each meeting.

6. **FREQUENCY OF MEETINGS**

6.1. The meetings will be held quarterly during the course of the current administration until May 2022.

3. RACE EQUALITY TASKFORCE: PARTNER-LED CRIMINAL JUSTICE SUB-GROUP

TERMS OF REFERENCE

1. AIM

1.1. To develop proposals to improve race equality in Cardiff, in relation to the theme of Criminal Justice which will be presented to Cardiff's Race Equality Taskforce for discussion and inform their recommendations.

2. OBJECTIVES

2.1. The Sub-Group will coordinate and consider strategic evidence, practice and policy reviews in order to produce proposals for the Taskforce's consideration.

2.2. Proposals will be brought to the Taskforce meetings for presentation, organised by number (e.g. 1.1, 1.2). Taskforce members will have the opportunity to discuss and vote on proposals to inform their recommendations.

2.3. To action feedback and guidance offered by the Taskforce to inform proposals relevant to the work stream, as necessary.

2.4. To empower community voices, act as a reference group for Race Equality related issues and provide a space for Race Equality Taskforce issues within relevant Sub-Group themes.

2.5. The Sub-Group will not be involved in individual or current case-specific investigations. The sub-group will utilise current data, qualitative feedback and lived experiences and act as a body to advise and guide Cardiff's Criminal Justice institutions in broader issues relating to policing and criminal justice policy and practice matters.

3. MEMBERSHIP

3.1. The Chair of the Sub-Group is Emma Wools, Deputy Police Crime Commissioner and Taskforce Member. The Chair of the Sub-Group is appointed until the end of the current Administration in May 2022.

3.2. The Vice Chair is appointed from the Sub-Group membership. The Vice Chair will chair meetings of the Sub-Group in the Chair's absence, and support meeting formalities as and when required.

3.3. The membership will be made up of individuals with insight and interest in race, ethnicity and human rights and who have the ability, experience, opportunity and influence to make changes in their sector, industry and institutions or organisations within each relevant Sub-Group theme.

3.4. Council Members/officers may be invited to participate as and when necessary and in agreement with the Sub-Group Chair.

3.5. External guests may attend as invited e.g. Race Equality Taskforce Chair, Taskforce members, and external speakers.

4. GOVERNANCE

4.1. Taskforce approved recommendations will be taken for consideration through governance structures such as Cardiff's Community Safety Partnership's Leadership Board or Cardiff Council's Cabinet, as is most relevant and appropriate.

4.2. Sub-Group members are able to escalate concerns or issues with regards to the Sub-Group to the Race Equality Taskforce's Chair, Cllr Saeed Ebrahim or the Council Secretariat.

7. ADMINISTRATION

7.1. The Sub-Group will be supported by Cardiff Council's Race Equality Taskforce Secretariat, who will undertake any secretarial duties necessary.

7.2. The Sub-Group will be quorate at 25% of the total membership, rounded up to the nearest whole number, this must include representation from both statutory and non-statutory organisations to ensure balanced membership. This must include the Chair/ Vice-Chair.

8. RECORD OF MEETINGS

8.1. Minutes from each meeting of the Sub-Group will be recorded by the Race Equality Taskforce Secretariat and disseminated to members of the Sub-Group following each meeting.

9. FREQUENCY OF MEETINGS

9.1. The meetings will be held quarterly during the course of the current administration until May 2022. The Chair has the ability to request further meetings subject to timescales of actions and proposals.

4. RACE EQUALITY TASKFORCE: PARTNER-LED HEALTH WORK STREAM

The Health work stream did not have an active sub-group, but health representatives informed their actions following guidance from Taskforce and governance from the Cardiff & Vale University Health Board's EQUALITY STRATEGY & WELSH LANGUAGE STANDARDS GROUP.

The Equality Strategy & Welsh Language Standards Group Terms of Reference can be found below:

1   **PURPOSE**

1.1   The purpose of the Equality Strategy & Welsh Language Standards Group (ESWLSG) is to:

Advise, embed and assure the Strategy and Delivery Committee on the development and implementation of the UHB's "Strategy Equality Plan - Caring about Inclusion" (SEP) and the Welsh Language Standards, and key enabling plans. This will include all aspects of service access/delivery, employment practice, patient and public involvement, commissioning services and partnership arrangements. It will include any risks that may hinder our achievement of the objectives set out in the SEP and the Welsh Language Standards, including mitigating actions against these.

The work of the ESWLSG will be driven by legislation and compliance but also in tandem with the organisation's values and behaviour around equality and Welsh language considerations. Focusing on prevention, improvement through inclusion as key to sustainable development, education, wellness and wellbeing for the future of the people who work for and receive services from the Health Board. Equality is about making sure that people are treated fairly. It is not about us treating everyone the same, but seeing people as individuals and recognising that everyone's needs are met in different ways. The ESWLSG must and will be sensitive, thoughtful and flexible in how it meets the needs of people.

The ESWLSG will do the right thing for every person and treat everyone with dignity and respect. It will protect people's dignity and privacy and take action when it sees these are being undermined.

2.   RESPONSIBILITIES OF THE ESWLSG

In broad terms the role and responsibilities of the ESWLSG are dived into four categories as shown below

A. Strategy
B. Delivery
C. Performance
D. Other responsibilities

Part A

Strategy and /or Strategic Intent

2.1   Strategic Equality Plan- Caring about Inclusion (SEP). Provide assurance to the Strategy and Delivery Committee that the SEP and the Welsh Language Standards are being:

a. Reviewed and progressed as intended, within the appropriate timescales to achieve desired outcomes.
b. Provide assurance that key milestones identified in the SEP and Welsh Language Standards enabling plans are being delivered.
c. Provide assurance that the SEP and Welsh Language Standards enabling plans are being actively embedded and continually refreshed within the organisation.
d. Provide assurances that significant risks associated with the delivery of the SEP and the Welsh Language Standards are being mitigated.

The Health Board prohibits discrimination, victimisation and harassment and provides equality of both opportunity and outcome for all community members, staff and applicants regardless of age, disability, gender identity and/or trans identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or socioeconomic status.

Members of the ESWLSG are expected to exercise accountability appropriate to their position and delegated authorities. They are accountable to each other, the Health Board and the Health Board's stakeholders both for their actions and their decisions not to act.

Members of the ESWLSG will exercise sound judgment in serving the best interests of the organisation and the communities it serves and represents. They will do this by exploring how individuals see themselves fitting into the organisation.

2.2 **Organisational Strategy**. Provide assurance to the Strategy and Delivery ESWLSG that the SEP and the Welsh Language Standards are strategically aligned with the organisation's "Shaping our Future Wellbeing (SOFW) strategy and Integrated Medium Term Plan.

2.3 **National Strategies** Provide assurance to the Strategy and Delivery ESWLSG that the SEP and the Welsh Language Standards are:

Strategically aligned with Welsh Government's health and social care strategy   which includes:

a. The Wellbeing of Future Generations Act
b. The Social Care and Wellbeing Act
c. The Equality Act, including both the Public Sector Equality Duty and the Socio-Economic Duty
d. The Welsh Language (Wales) Measure
e. The Human Rights Act
f. A Healthier Wales: Our Workforce Strategy for Health and Social Care
g. Health and Care Standards
h. Race Equality Action Plan: An Anti-racist Wales

Part B

Development and Delivery of Plans that support Strategies

2.4 **Enabling/Supporting Plans:**

The ESWLSG will scrutinise and provide assurance to the Strategy and Delivery Committee that related or supporting equality and Welsh language UHB plans have been developed and that their objectives are being delivered and planned. This will include:

a) Integrated Medium Term Plan (IMTP): The development and delivery of the Health Board's three year plan ensuring that service provision and quality financial and workforce elements are aligned and integrated.

Particular attention will be given to:

i. **Workforce Plan:** Scrutinise and provide assurance to the Strategy and Delivery Committee that:

- The strategic equality and Welsh language workforce issues as set out in the SEP and the Welsh Language Standards are being fully addressed
- Early consideration is given to key service and operational issues which may impact on the delivery of any plans

ii. **Capital Plan:** Provide assurance to the Strategy and Delivery Committee that **major** capital investments are aligned with the SEP and Welsh Language Standards and have been appropriately assessed. The ESWLSG will where appropriate, be responsible for reviewing achievement of the intended outcomes following completion or implementation.

b) Other Significant Plans: The ESWLSG will scrutinise and provide assurance to the Strategy and Delivery Committee that other significant plans associated with the delivery of the UHB's strategy (SOFW) will be reviewed and monitored to ensure they are being progressed and implemented from an equality and Welsh Language Standards perspective. This will include, as appropriate, the plan for:

I. Research and Development
II. Commercial Developments
III. Infrastructure/Estates
IV. Key Service Change Proposals. This will include providing assurance that they are in accordance with national guidance regarding engagement and consultation with stakeholder/partner organisations
V. Major consultations and or engagements that support the delivery of SOFW

Part C

Performance

2.5 **Performance**: The ESWLSG will scrutinise and provide assurance to the Strategy and Delivery Committee that key performance indicators will be reviewed and monitored to ensure they are being progressed and implemented from an equality and Welsh Language Standards perspective, are on track and confirm that effective actions are being taken to correct unintended variations giving full consideration to associated governance arrangements. This will include:

a) The key organisational Performance relevant to the Strategy and Delivery Committee
b) Workforce Key Performance Indicators
c) Closer scrutiny ("Deep Dives") on areas of concern where the ESWLSG considers it appropriate.

Part D

Other Responsibilities

2.6 **Equality and Health Impact Assessments:** To provide assurance to the Strategy and Delivery Committee that Equality and Health Impact Assessments are fully considered and properly addressed in all service change proposals and that full consideration is given to the UHB's responsibilities for Equality and the Welsh Language.

2.7 **Staff Wellbeing.** To provide assurance to the Strategy and Delivery Committee that the wellbeing of staff:

    a) Is always fully considered regularly reviewed to ensure that suitable support is made available whenever necessary.
    b) Staff wellbeing plans are aligned with SOFW and the values of the organisation.

3   GOVERNANCE

3.1   Delegated Powers of Authority

As described above.

- The ESWLSG will advise the Strategy and Delivery Committee on the adoption of a set of key indicators of service planning against which the UHB's performance will be regularly assessed and reported.
- The ESWLSG will regularly review any high corporate risks associated with its functions and to ensure that appropriate and effective mitigating actions are in place.

3.2   Authority

The ESWLSG is authorised by the Strategy and Delivery Committee to investigate or have investigated any activity within its terms of reference. In doing so, the ESWLSG shall have the right to inspect any books, records or documents of the UHB relevant to the ESWLSG's remit and ensuring patient/client and staff confidentiality, as appropriate. It may seek any relevant information from any:

- employee (and all employees are directed to cooperate with any reasonable request made by the ESWLSG); and
- other sub-ESWLSG or taskforce/group set up by the Strategy and Delivery Committee to assist it in the delivery of its functions.

The ESWLSG is authorised by the Strategy and Delivery Committee to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers it necessary, in accordance with the Strategy and Delivery Committee's procurement, budgetary and other requirements.

3.3   Membership

Chair: Executive Director of Workforce and Organisational Development

Vice Chair: Senior HWOD for Education and Inclusion

Members: A minimum of 3 Independent Board Members

The ESWLSG may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise.

3.4 Attendees

In attendance:

Equality Manager

Inclusion Manager

Welsh Language Officer

Nominated representatives from all of the UHB Clinical Boards

Nominated representative Patient Experience.

Nominated representatives from the Corporate Teams e.g.

Head of Human Resources

A representative from Staff side

Assistant Director of Nursing

Associate Medical Director (Workforce and Revalidation)

Director of Communications, Arts, Health Charity and Engagement

Trade Union representation

By invitation: The ESWLSG Chair may extend invitations to attend ESWLSG meetings as required to internal staff as well as others from outside the organisation who the ESWLSG considers should attend, taking account of the matters under consideration at each meeting. This would include extending an invitation to the Chair of the organisation's established Black, Asian, & Minority Ethnic Staff Network/Forum.

Attendance is required by members at 80% of meetings. Members unable to attend should indicate in writing to the ESWLSG Secretariat, at least 7 days in advance of the meeting. In normal circumstances, any members (except Independent Members) who are unable to attend must nominate a deputy who is appropriately briefed to participate in the meeting.

A register of attendance will be maintained and the Chair of the ESWLSG will follow up any issues related to the unexplained non-attendance of members. Should continuing non-attendance of a member jeopardise the functioning of the ESWLSG, the Chair will discuss the matter with the member and, if necessary, seek a substitute or replacement.

3.5 Secretariat

Secretary: As determined by the Executive Director of Workforce & Organisational Development.

3.6 Member Appointments

The membership of the ESWLSG shall be determined by the Strategy and Delivery Committee, based on the recommendation of the UHB Chair - taking account of the balance of skills and expertise necessary to deliver the ESWLSG's remit and subject to any specific requirements or directions made by the Welsh Government.

ESWLSG members' terms and conditions of appointment, (including any remuneration and reimbursement) are determined by the Strategy and Delivery Committee, based upon the recommendation of the UHB Chair {and on the basis of advice from the UHB's Remuneration and Terms of Service ESWLSG}.

3.7 Support to ESWLSG Members

The Director of Corporate Governance, on behalf of the ESWLSG Chair, shall:

- arrange the provision of advice and support to ESWLSG members on and any aspect related to the conduct of their role; and
- ensure the provision of a programme of organisational development for ESWLSG members as part of the UHB's overall OD programme developed by the Executive Director of Workforce and Organisational Development.

3.8 ESWLSG MEETINGS

Quorum

At least two members must be present to ensure the quorum of the ESWLSG, one of whom should be the ESWLSG Chair or Vice Chair.

Frequency of Meetings

Meetings shall be held bi-monthly and otherwise as the Chair of the ESWLSG deems necessary – consistent with the UHB's annual plan of Strategy and Delivery Committee business.

Withdrawal of individuals in attendance

The ESWLSG may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

4. RELATIONSHIPS AND ACCOUNTABILITIES WITH THE STRATEGY AND DELIVERY COMMITTEE AND ITS ESWLSGS / GROUPS

Although the Strategy and Delivery Committee has delegated authority to the ESWLSG for the exercise of certain functions as set out within these terms of reference, it retains overall responsibility and accountability for ensuring the quality and safety of healthcare for its citizens. The ESWLSG is directly accountable to the Strategy and Delivery Committee for its performance in exercising the functions set out in these terms of reference.

The ESWLSG, through its Chair and members, shall work closely with the Strategy and Delivery Committee's other ESWLSGs, including joint (sub) ESWLSGs and groups to provide advice and assurance to the Strategy and Delivery Committee through the:

- joint planning and co-ordination of Strategy and Delivery Committee and ESWLSG business; and
- sharing of information

in doing so, contributing to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Strategy and Delivery Committee's overall risk and assurance framework.

The ESWLSG shall embed the UHB's corporate standards, priorities and requirements, e.g., equality and Welsh language best practice through the conduct of its business.

4.1 REPORTING AND ASSURANCE ARRANGEMENTS

The ESWLSG Chair shall:

- report formally, regularly and on a timely basis to the Strategy and Delivery Committee on the ESWLSG's activities. This includes verbal updates on activity, the submission of ESWLSG minutes and written reports throughout the year;

- bring to the Strategy and Delivery Committee's specific attention any significant matters under consideration by the ESWLSG;

- ensure appropriate escalation arrangements are in place to alert the UHB Chair, or Chairs of other relevant ESWLSGs of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the UHB.

The Strategy and Delivery Committee may also require the ESWLSG Chair to report upon the ESWLSG's activities at public meetings, e.g., AGM, or to community partners and other stakeholders, where this is considered appropriate, e.g., where the ESWLSG's assurance role relates to a joint or shared responsibility.

The Strategy and Delivery Committee e, shall oversee a process of regular and rigorous self-assessment and evaluation of the ESWLSG's performance and operation including that of any sub ESWLSG taskforce/group established.

4.2 APPLICABILITY OF STANDING ORDERS TO ESWLSG BUSINESS

The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the ESWLSG, except in the following areas:

- Quorum (set within individual Terms of Reference)

4.3 REVIEW

These terms of reference and operating arrangements shall be reviewed annually by the ESWLSG with reference to the Strategy and Delivery Committee.

5. ACCEPTANCE & SIGN-OFF

These ESWLSG members have been chosen based on their role and skill set, experiences, perspective and commitment to equality and Welsh language. Individual ESWLSG members are asked to sign-off on the Terms of Reference. This sign-off indicates that the terms of reference are understood and accepted.

The following signatures represent acceptance of these Terms of Reference.

Name	Signature	Date

17

	18	

Date: 9 March 2022

Councillor Saeed Ebrahim,
Chair, Race Equality Taskforce,
Cardiff Council,
County Hall
Cardiff
CF10 4UW

Dear Councillor Ebrahim,

PRAP Scrutiny Committee 8 March 2022: Race Equality Taskforce Report

Thank you for presenting the Report of the Race Equality Taskforce (RET) to the Policy Review and Performance Scrutiny Committee on 8 March 2022. As Chair, I wish to pass on the appreciation of all Members of the Committee to yourself, to the Cabinet Member for Housing & Communities, Councillor Lynda Thorne representing the Leader, and to officers Gareth Newell, Sian Sanders, and Charlotte Amoss for supporting effective engagement with scrutiny.

The Committee welcomes the Report of the RET, acknowledging that it is a foundational blueprint capturing the work of the taskforce over the past 18 months, and creates a starting point that shapes the Council and partners' aspirations for serving the one in five Cardiff residents with an ethnic minority background. Members have asked that I convey their comments and observations to inform discussion as you take the Report through Cabinet and Full Council. The 3 recommendations of the Committee following the scrutiny are also listed at the end of this letter.

Governance

The Committee found nothing to disagree with in the Report, we consider it sets out clearly the high level aims to improve lived experiences of ethnic minority residents. However, the governance arrangements for oversight of progress going forward are unclear in the Report. Specifically, we were unclear as to whether the Cabinet would be responding to the recommendations in the report. We note your response that the first point of accountability will be the Public Services Board and that this is an update report, and a more formal response will be expected in the summer.

We note your intention that monitoring any actions will be dealt with as a part of the corporate policy programme We suggest a key role for Scrutiny will be to monitor the

delivery of action plans that develop out of the recommendations within the Report, particularly those commitments made by the Council. We therefore note your offer to return with proposals as to how the governance and accountability arrangements may work in the summer of 2022 and we **recommend** that governance arrangements are outlined in more detail in the formal Report.

Action plans

We note your conviction that the recommendations set out in the report are achievable, however, given that the challenge requires a partnership approach and will need to be embedded in partners' plans, Members are keen to establish when action plans will emerge to deliver the recommendations, whether there will be KPI's that enable us to monitor progress and whether the Committee will be afforded the opportunity of scrutinising the plans. Again, we look forward to more clarity on this.

Role models

The Committee notes from data, presented on pages 26/27 of the Report, analysing the Council's workforce by grade and ethnicity, that most ethnic minority employees are in lower paid jobs. We recognise that the Report makes recommendations to address this issue, but we consider this data is a wakeup call and the Council has a role to play in ensuring PSB partners are on board. We wish to stress that there needs to be a shift across the city, with organisations asking why more senior roles are not held by ethnic minorities. The city needs ethnic minority role models, and we **recommend** that the Council leads the shift, starting by encouraging its Operational Managers of ethnic backgrounds to become ambassadors and mentors.

Reflecting the population of Cardiff

Members were encouraged that ethnic minority staff from the BAME community currently constitute 10.26% of the workforce at Cardiff Council, representing an increase from 9.87% in 2020. However, this is clearly still lower than the 15% of ethnic minorities that make up Cardiff's population. We note there is work to be done in raising the confidence of ethnic minorities to apply for Council jobs, that workshops have started at Council Hubs, and it is important to raise expectations from an early age. We urge a campaign that portrays the Council as a good employer for ethnic minorities and that the action plan for Theme 1 specifically addresses this imbalance in the Council**.**

The Committee was unanimous in commending this Report to the forthcoming new Administration of Cardiff Council. We consider it a valuable starting point for actively dealing with the challenge of equality for black and ethnic minority Cardiffians and, as such, we **recommend** that the new Administration takes forward its proposals as a firm basis for developing action plans.

Recommendation	Accepted, Partially Accepted or Not Accepted	Cabinet Response	Responsible Officer	Implemen-tation Date
That you ensure the final Report, to be produced in summer 2022, includes detail as to the governance arrangements for oversight, accountability and monitoring of progress.				
That the Council leads in the pursuit of ethnic minority role models for the city, starting by encouraging its own Operational Managers of ethnic minority backgrounds to become ambassadors and mentors.				
That the new Administration of Cardiff Council takes forward the proposals of the Cardiff Race Equality Taskforce as a firm basis for developing action plans.				

Once again, on behalf of the Committee, I thank you for bringing the work of the Taskforce to the Committee, and I commend your achievements to date. I will also be commending the value of closely monitoring progress on your recommendations to my successor and I wish you well for the future.

Yours sincerely,

COUNCILLOR DAVID WALKER
CHAIR, POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE

City of Cardiff Council, Atlantic Wharf, Cardiff Bay, CF10 4UW E-mail: dwalker@cardiff.gov.uk

cc   Members of the Policy Review & Performance Scrutiny Committee.
Councillor Ramesh Patel, Chair, Environmental Scrutiny Committee.
Councillor Lynda Thorne, Cabinet Member Housing & Communities.
Councillor Huw Thomas, Leader, Cardiff Council.
Gareth Newell, Head of Performance and Partnerships.
Sian Sanders Operational Manager, Cohesion and Community Engagement.
Charlotte Amoss, Policy Officer.
Andrea Redmond, Committees Support Officer.
Mr David Hugh Thomas, Chair, Governance & Audit Committee.
Chris Pyke, OM Governance & Audit.
Tim Gordon, Head of Communications & External Relations.
Jeremy Rhys, Assistant Head of Communications and External Affairs.
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Dyddiad / Date: 4 March 2022

Councillor Saeed Ebrahim
Chair
Cardiff Race Equality Taskforce
Cardiff Council

Via email: Saeed.N.Ebrahim@cardiff.gov.uk

Annwyl/Dear Cllr Ebrahim,

Report of the Race Equality Taskforce

I write in reply to the completion of Cardiff Race Equality Taskforce's programme and the publication of your report.

Firstly, I wish to congratulate and thank you for your leadership in delivering such a comprehensive and practical set of recommendations for our city. I wish to express my gratitude to the many Cardiff residents who have shaped this work. The finished Report of the Race Equality Taskforce provides a clear design for future efforts to address racial injustice at a city level.

The last 18 months of delivering the Taskforce have seen an active and pragmatic process. This has enabled community members to work side-by-side with public services and broader city partners to reflect on the reality of inequality for ethnic minority people in our city, and, critically, focus collective minds on the practical solutions that we could develop at the local level.

As the Taskforce rightly state in their report, this can only be the beginning and a long-term focus is needed to effectively change the dial on racial inequality.

In establishing the Taskforce, I asked the membership to focus on the immediate actions we could take during the current Labour administration, alongside those which require long-term consistent measures to deliver meaningful change. This is something which our administration has taken seriously, and we have encouraged urgency of action. I am pleased therefore, that there has already been a significant programme of work to respond to the Race Equality Taskforce's recommendations, actively, to date, as they have been confirmed by the Taskforce during the course of the programme.

As I committed in the final meeting of the Race Equality Taskforce, following the 2022 Local Government elections, a Labour administration would welcome the Taskforce to participate in an audit, one year on from receiving this report, to examine the implementation of their recommendations.

GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI
Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog.
Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

WORKING FOR CARDIFF, WORKING FOR YOU
The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.

UCHELGAIS PRIFDDINAS CAPITAL AMBITION

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In replying to the Taskforce Report today, I am here attaching a record of and progress that we have already made to date, and the commitments secured from public services and our partners to embed these recommendations in service delivery for the future.

 Yn gywir,
Yours sincerely,

CYNGHORYDD / COUNCILLOR HUW THOMAS
ARWEINYDD / LEADER
CYNGOR CAERDYDD / CARDIFF COUNCIL

Race Equality Taskforce - Response to date

March 2022

A delivery report summarising work completed between December 2021-March 2022 to implement the recommendations of the Cardiff Race Equality Taskforce

Published: 4th March 2022

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Introduction

Delivering the recommendations of Cardiff's Race Equality Taskforce will require long-term, sustained efforts. Our city has taken this work seriously and there have already been significant milestones achieved in implementing the recommendations of the Taskforce over the course of the 18-month programme.

This document captures some key aspects of delivery to date, but only represents a moment in time, explaining the work completed and planned at the time that the Cardiff Race Equality Taskforce's Report was published, March 2022. There will certainly be more to come.

We were able to progress these actions because of the strong spirit of collaboration and responsibility across the wide network of city partners who have supported and engaged in the Taskforce's work.
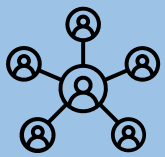
This Delivery Report provides insight into progression of the Race Equality Taskforce's recommendations to date and commitments secured to progress these recommendations in the months ahead.

As most of the Race Equality Taskforce's recommendations concern Cardiff Council's role as an employer, service provider and convening body in the city, this report has been prepared by the Council in reply to the recommendations, but this report also includes relevant delivery information from our city partners where recommendations concerned their organisations, services and our partnership arrangements.

Moving forwards, the Race Equality Taskforce's recommendations will be incorporated into the Council's policy framework to ensure accountability for their delivery. Our key partners for the Criminal Justice and Health strands, South Wales Police and Cardiff & Vale University Health Board, have also provided updates for our response report, detailing the work they have completed to date against the recommendations relevant to their organisations and their future commitments.

Continued delivery of these recommendations will be supported through increased internal resourcing for the Council's Equality Team to ensure there is additional policy support for all service areas in achieving the ambitious and comprehensive recommendations of Cardiff's Race Equality Taskforce.

Employment and Representative Workforce

Reference	Recommendation
1.1	**Develop a city-wide network for employers to encourage good practice and collaboration on employment action to improve ethnic minority representation and progression in the local labour market**

What we have done to date:

Following approval of this proposal at the Race Equality Taskforce, the Council's Equality Team established a partnership working group to begin designing ideas for a city partnership forum focused on the achievement of shared equality priorities across the public, private, voluntary and university sectors.

The initial proposal will be brought to the Cardiff Public Services Board, along with the Race Equality Taskforce's Report, for further consideration of future partnership arrangements to align and convalesce equality delivery across the city.

It is proposed that the design of the future model follows a collaborative process, incorporating residents' views on future priorities and supporting alignment across major employers and institutions in the city.

Our next steps:

Following the Local Government Elections, the Council will progress a concept paper for a future city-wide equality forum to the Public Services Board to initiate this work. This will suggest an engagement and consultation period, prioritising the voices of minority and marginalised groups, to develop actions and shape future shared commitments.

Pending this development process, we anticipate that the future collaborative forum could be mobilised in the summer or autumn of 2022. The development process and launch will include relevant communications to ensure this work is visible as this network is established.

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Reference	Recommendation
1.2	**Become a signatory to the Cardiff Community Jobs Compact**

What we have done to date:

Cardiff Council completed the Community Job's Compact application form in October 2021.

This application highlighted areas of good employment practice adopted by the Council which reflect the standards required by the Compact.

The application also included information regarding the Council's current workforce equality data and information regarding the Council's recruitment processes to ensure practice eliminates unconscious bias in shortlisting and that unconscious bias training is required for hiring managers.

The application was accepted in December 2021 and the Community Job Compact's assessment panel concluded that the Council has successfully satisfied the requirements listed in the Compact, which are:

- Be accredited as a 'Living Wage for Wales' employer;
- Paying all staff and contractors at least £9.90 an hour (the Living Wage rate from 1st April 2022);
- Recruit using name-blind and address-blind CVs and/or guarantee an interview to local residents who meet the criteria;
- Introduce unconscious bias training for interviewers;
- Ensure all staff have the option of a minimum hour's contract and;
- Demonstrate opportunities for growth and development.

A date for the official signing of the compact has been confirmed for Monday 7th March 2022.

The Leader of the Council, Councillor Huw Thomas, Cabinet member for Finance, Modernisation & Performance, Councillor Chris Weaver and Director of Human Resources, Tracey Thomas, will be in attendance and meet the Community Job Compact team and local beneficiaries who have found work through the Compact.

The Council will publicly endorse the Compact during the signing and encourage other employers in the city to become a signatory.

Our next steps:

Following the signing of the compact, the Council will regularly engage with the Community Jobs Compact team, with key contacts from the Council regularly meeting their network and showcasing Council employment opportunities in partnership with the Compact team.

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Progress against the objectives of the Compact and monitoring its future impact will be delivered through partnership data analysis and the Council will continue to publish its employee data externally each year to demonstrate its progress on its workforce diversity objectives.

Reference	Recommendation
1.3	**Use planning and commissioning powers to require employers to recruit apprenticeships from disadvantaged groups and to increase transparency about the diversity of their workforces**

What we have done to date:

The Socially Responsible Procurement Delivery Group, a new group focusing on ensuring maximum social value is delivered through the Council's contracts completed a successful pilot of the Social Value TOMs (Themes, Outcomes, Measures) across 12 projects in 2020-2021.

The initial pilot successfully delivered the below benefits to residents in the city who are most in need of employability support, opportunities, and community investment, demonstrating that this approach works and ensures circular, tangible benefits to Cardiff residents.

- 80 weeks of apprenticeships
- 35 hrs of career support sessions
- £31k of community support (incl. donations and time invested)
- 1 employment opportunity for disabled people
- 2 employment opportunities for long term unemployed people
- 16 weeks of training opportunities
- 57 hrs of volunteering
- 3 weeks of work experience.

The Cardiff Arena and Atlantic Wharf Development was the first Cardiff Council project which included the Social Value TOMs framework following the successful pilot and is anticipated to deliver the following benefits with a specific focus and commitment to ensure they reach our most socioeconomically deprived parts of the city:

Atlantic Wharf and Indoor Arena

Through the procurement process an exercise has been undertaken to ensure that the benefits of the new Arena are felt locally and, critically, the project has a sense of ownership with the local community. To that end both Robertsons and Live Nation, the developer and operator of the new venue, have committed to a range of projects that will invest directly into promoting employment and economic opportunity, as well as wider community development.

Construction Commitments

As part of the construction process the developers have committed to work proactively and collaboratively with local partners such as Into Work Cardiff, Careers Wales, as well as local schools, to promote job opportunities and an understanding of the project. This

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includes direct job opportunities for the long-term unemployed, those classified as NEETs, care leavers and ex-offenders. It also includes circa 10,000 hours of employment support services, and 1,500 weeks of training and apprenticeship opportunities. In addition, over £250,000 has been allocated to support local community projects.

Operational Commitments

The operators of the Arena have also committed to work proactively and collaboratively with local partners such as Into Work Cardiff, Careers Wales, as well as local schools, to promote job opportunities and an understanding of the project. This also includes direct job opportunities for the long-term unemployed, and circa 5,000 hours of employment support services, other apprenticeship opportunities. In addition, over £650,000 has been allocated to support local community projects.

The Council recognises that the community benefits of the Arena cannot simply relate to the procurement process and will continue to work with the local community to ensure its benefits are felt locally. This includes working with schools and community representatives to embed the project locally, as well as establishing governance to deliver the funding allocated to supporting local project.

In addition, the Council is working with Metro Dynamics and the Inclusive Growth Network to explore how more can be done to establish the longevity of the venue's relationship with residents and its role as a community asset and part of the social and cultural fabric of the Butetown ward. This work will aim to build inclusion into the development and amplify the economic benefits of the project.

Our next steps:

Over recent months, a strong partnership has been developed between the Council's procurement, IntoWork advice services team and the Cardiff Commitment to ensure all opportunities emerging from this major investment are reaching local people and contributing to social mobility in the city.

From 2022 onwards, the Social Value TOMs will be included in tenders over £75,000 wherever there is the opportunity to maximise social value. The winning tenderers social value offer in the tender process will become a contractual commitment that they are required to deliver for the city.

Cardiff Council is currently in discussion with the Social Value Portal team to understand any opportunities to extract relevant ethnicity data and track this through delivery to monitor impact and better tailor targeted recruitment and employability support as part of an ongoing approach.

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Reference	Recommendation
1.4	**Support an inclusive and engaged workforce where all staff understand and contribute to race equality action through awareness raising internal programming**

What we have done to date:

As part of the Black and Asian Minority Ethnic Staff Network's action plan for 2021, a successful trial of unconscious bias training and cultural awareness training was delivered in 2021 for Network members.

Following the Network's reflections on the value of this training in raising awareness of contemporary race equality issues and the experiences of Black, Asian and ethnic minority staff in the workplace and as service users, this training programme will be upscaled and delivered to all Council staff in 2022-2023. A funding allocation to support this has been made in the Council's budget for the forthcoming financial year.

In addition to this programme of training, the Black and Asian Minority Ethnic Staff Network will run a programme of Lunch and Learn events, inviting staff from across the Council to engage with the Network and benefit from the knowledge, experience and insight of Network members in supporting inclusive service practice. This will also include new digital materials and content to extend the learning offer to all Council staff, irrespective of their role or place of work. This work will be supported by the Council's Human Resources team, Equality Team and benefit from the continued sponsorship of the Chief Executive.

The implementation of this programme will be supported through regular meetings with the Network Chair and Network members and through quarterly meetings with the Leader, Chief Executive and Cabinet Member with responsibility for equality.

Our next steps:

In 2022, dedicating funding has been made available through the Council's Employee Changes Reserve to implement a Council-wide training programme for all staff across the organisation and will form part of mandatory learning and development for the permanent and temporary workforce.

The Black and Asian Minority Ethnic Network will launch their new programme of engagement and awareness raising activity in the summer of 2022 with support from HR and the Council's Equality Team.

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Reference	Recommendation
1.5	**Increase participation of ethnic minority groups in the Into Work Advice Service**

What we have done to date:

Following the progression of this recommendation by the Race Equality Taskforce, the IntoWork service delivered a significant programme of outreach and engagement events specifically targeting Cardiff's ethnic minority communities.

The service have also developed new training resources to respond to the specific employability support needs of some ethnic minority job seekers which the service supports, such as recent arrivals to the UK who need support to prepare for entry to the UK labour market.

This programme of activity has included:

- Planning and delivering sector specific training packages for ethnic minority jobseekers, such as 'Get Into Construction'. This includes onsite training, an opportunity to gain sector specific qualifications and work experience.
- Recruiting and appointing Community Champions to disseminate information, promote events and opportunities to ethnic minority jobseekers, using the Princes Trust 'Community Ambassador' model.
- Planning and delivering a comprehensive publicity campaign to promote training, volunteering, work placements and employment opportunities for ethnic minority jobseekers. Targeting young people through Instagram, Twitter, and Facebook.

Highlight of events and engagement delivered to date:

- On 30th June 2021, in partnership with Princes Trust, Grangetown Hub and Into Work ran a 'Google Certification Q&A' event, where 20 jobseekers from Butetown Riverside and Grangetown attended virtually. The 20 individuals were supported and have been signed up to specific Into Work employability mentoring schemes to help them find work.

- Two engagement events were successfully undertaken. One on the 14th of July at Grangetown Hub, which included stalls for: volunteering, Digital skills, NHS opportunities briefing, mentoring projects, refreshments, and chance to win a laptop. The second event to took place in September at Butetown Pavilion, and included activities for all ages, a range of stalls (as above), and employers.

- In partnership with the CITB Construction Hub, Into Work have been regularly delivering a 5-day 'Get Into Construction' course. The course is delivered at Butetown Pavilion. The course includes working at heights, asbestos awareness, street signalling, CSCS Card, Health and safety level 2 and a work experience placement, The IntoWork service then provide follow-up support to help participants to find long-term sustainable employment.

- The *Communities for Work* project delivered a publicity campaign during July, August and September 2021 including; distribution of posters, a social media

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campaign shared across Cardiff Council/Into Work social media platforms, advertisements on Cardiff Bus and Nat Group buses, digital boards and bus stop posters with a Text 2 Speech service link.

- In November 2021 Into Work delivered a Kickstart Admin Jobs event in Butetown Pavilion. 5 young people attended, and with support from the IntoWork team, 1 young person secured employment with the NHS following this event. In addition, in partnership with Boss and Brew, a Barista Course was provided to 6 young people attended and they have since been assisted with securing Work placements.

- IntoWork delivered Kickstart application support events over 5 days, from 29th November- Friday 3rd December supporting young people to secure the opportunity of a paid six-month apprenticeship, including apprentice roles across all sectors.

- Volunteer Community Champions roles have been advertised in collaboration with the Wellbeing District Hub Manager and the IntoWork Volunteering team in Jan 2022.
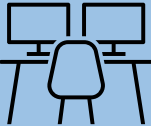
Our next steps:

In the coming months the IntoWork team will continue to deliver regular events and targeted engagement in the parts of the city with the highest unemployment rates and deliver specific targeted activity focusing on young job seekers.

This will be a programme of ongoing engagement but we have included a few highlights for the January- March 2022 period below as an indication of future work.

- IntoWork will deliver a second round of Kickstart application support sessions in venues across the Southern Arc of the city, the areas with the highest levels of socioeconomic disadvantage.

- A range of engagement events to be delivered across the city to coincide with 'Careers Week' (7th -13th March).

- The Volunteer Community Champions roles has been launched by the Into Work Volunteering team and is now live on the Volunteer Cardiff Website.

- An NHS Careers Road show event to be hosted at Grangetown Hub on the 10th of March.

This will include a continued focus in neighbourhoods with a diverse ethnic profile, where the evidence indicates further local support will support more residents to enter the labour market. Metrics will be developed to better understand service beneficiary data across the wide variety of support programmes led by the IntoWork team, including flagship apprenticeship and connector schemes such as Kickstart and the Cardiff Commitment.

We welcome the Taskforce's reflections on developing future targeted activity to link jobseekers with priority sectors currently experiencing skills shortages and we are committed to rolling out our 'Get Into Care' programme in 2022, building upon the successful 'Get into Construction' programme delivered in 2021.

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Reference	Recommendation
1.6	**Improve access to and visibility of Cardiff Works for ethnic minority groups**

What we have done to date:

To advance this proposal Cardiff Works delivered a social media campaign to raise awareness of the service on social platforms, targeting these at relevant neighbourhoods in the city.

In addition to their online outreach, the team have community-based engagement, including attending schools with a high percentage of children from an ethnic minority background to engage families and the wider school community. Cardiff Works has also joined the IntoWork team at local job fairs.

To widen access and visibility of the service, some additional changes have been made to internal policy within the service, including:

- Ensuring that all non-admin & clerical opportunities are posted externally on our website for greater reach with Job Description / Person Specification attached.
- Improving accessibility Cardiff Works by introducing online assessments and online application forms.
- Cardiff Works now provides a face-to-face service from Central Library Hub for those who need in-person assistance and to link in with job clubs and the IntoWork team.
- Cardiff Works have begun to digitise the candidate matching process to ensure the best results for each placement linking in with the Into Work Employer Liaison Team.
- A new referral pathway has been established from the IntoWork service into Cardiff Works, which includes support from the pathway teams as well as direct support and projects. This referral mechanism enables greater collaboration between Cardiff Works and IntoWork and a pilot for this approach was delivered for Track & Trace Recruitment, which resulted in the recruitment of 195 staff.

Cardiff Works have also widened the scope of roles offered by the service, as well as the depth of training provided for roles. Completed actions to date include the following:

- Cardiff Works has significantly expanded the type of roles recruited for – these include placements such as Home Carers, Cleaners, Drivers, Forklift Operators, and Warehouse Operatives and Support Workers.

- Working alongside Adult Learning, Cardiff Works now provides comprehensive and specific training courses for our key vacancy areas, i.e. Get Into Care, and Get Into Cleaning. These provide candidates with the essential skills to secure recruitment offers. So far 79 clients have completed 'Get Into Cleaning' and 86 have completed 'Get Into Care'.

In addition, the service has expanded its staffing capacity to support further targeted outreach across Cardiff's Southern Arc, with priority focus on groups currently

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underrepresented in the city's workforce, which includes ethnic minority groups. Two Senior Advice Officers have been appointed to deliver this work in the Southern Arc of the city and commenced their roles in November 2021.

Cardiff Works has also developed a new alternative pathway into the service, which involves an accredited course run by Adult Learning. This is intended to bridge skills gaps which prevent candidates from securing employment through the service, where their needs have not been adequately met by existing support programmes. This course will focus on essential skills and be 20 hours a week of learning and support. Once a candidate has completed the course, they will be successfully registered with Cardiff Works and ready to be matched with opportunities. If a candidate has no previous work experience, Cardiff Works will support them to secure volunteering roles or a paid work placement to build relevant understanding of the workplace and how to transfer these skills into a paid role. So far, this new accredited course has been successfully delivered in four training cycles to date.

CardiffWorks Ready:

A new employment project has been launched, with the aim of providing one to one mentoring for candidates who have either failed the Cardiff Works skills assessment or have barriers to sitting the assessment. Staff will work with these candidates in a personal and focused way to support their preparation to register for relevant skills development courses and secure a volunteering opportunity. The service will also partly subsidise a placement if the candidate does not yet have the relevant experience to secure a role.

Our next steps:

We will continue to monitor the impact of these changes to the Cardiff Works service in 2022 to ensure that they have widened participation and the accessibility of the service to ethnic minority job seekers.

This will include a continued outreach, engagement and communications programme to raise awareness of the service in key parts of the city, focusing on groups underrepresented in the labour market.

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Reference	Recommendation
1.7	**Support career progression routes for ethnic minority employees at Cardiff Council**

What we have done to date:

The Council welcomes the Taskforce's recommendation to develop a new approach to support ethnic minority staff progression and increase representation and diversity at senior grades.

To inform our approach, HR have collaborated with the Black Asian and Minority Ethnic Staff Network to understand the experiences and reflections of our existing workforce in accessing development and progression opportunities.

We also sought to explore ethnic minority staff's views on which approaches would work best to support our talented ethnic minority staff to grow and develop into leadership roles in the future.

To build this improved organisational understanding and set our future direction, a staff engagement exercise was completed to explore how our existing ethnic minority staff perceive and experience barriers to progression within the organisation and ask where our future approach should focus.

Using this feedback and after reviewing best-practice evidence on effective leadership and development programmes which seek to achieve improved diversity at senior and managerial grades, a Leadership and Development Programme has been designed in partnership between HR and the Chair of the Black, Asian Minority Ethnic Staff Network. We intend to pilot this programme in 2022.

This programme will include modules on key leadership skills for the modern public sector workforce, and content specific to the complex and varied work of Councils which future leaders need to understand, such as:

- Digital public services
- The Council's budgetary processes and financial landscape
- Working with elected members and the role of the Council's Cabinet and other democratic functions
- Partnership and cross-sector collaboration

The Leadership and Development Programme will include opportunities to achieve accredited qualifications such as the Institute for Leadership and Management Level 3 and Level 5 awards and provide resources to support reflective self-study and personal development. Participants will also be paired with a senior management mentor from the OM+ grade, to support skill-sharing throughout the programme and for staff to develop their internal network.

The Programme is intended to offer a variety of pathways for individuals at all levels and will also encourage employees to:

- take responsibility for their own learning & development through self-study

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- map their own personal development journey – allowing options for them to focus on their strengths and/or areas for development

Employees will also be encouraged to form supportive networks for sharing good practice and problem solving.

Our next steps:

The Leadership and Development Programme will be launched as a pilot in 2022 and focus on staff groups who are currently underrepresented at senior grades.

We will ask participants from the pilot to engage in an evaluation and use the findings to shape our long-term approach to the leadership and development offer for Council staff to ensure this is effective, delivers benefits to participants and supports their professional development.

In March 2022, the Council's Senior Management Team will complete a visioning session focused on organisational development initiatives to increase workforce diversity and the recommendations of the Race Equality Taskforce Report which apply to the Council as an employer.

This will be facilitated by Race Equality Taskforce Member and established public sector leader, Emma Wools, Deputy Police and Crime Commissioner for South Wales. This session will focus on the identification of further activity across the entire Council which will contribute to the delivery of this recommendation and broader workforce diversity initiatives.

The Race Equality Taskforce's Report will also be presented to the wider Senior Management Forum to raise the profile of this work across the organisation and set clear expectations of the existing management team to contribute to their delivery.

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Reference	Recommendation
1.8	**Cardiff Council should explore employer led ESOL (English for Speakers of other languages) for Council Staff where their language skills are a barrier to progression**

What we have done to date:

Following the progression of this recommendation, we consulted with key staff from the identified service areas in the Taskforce Report to seek the views of staff on this development support offer.

This proposal generated significant interest and a positive response, and we have progressed activity to ensure that relevant and accessible ESOL provision is visible to these staff through communications and direct engagement with this section of the Council workforce, who often have less digital access due to the nature of their professional roles.

Our next steps:

We will seek the views of staff who have been identified through our initial engagement to shape the further design of employer led ESOL support, aligning this with the City's developed ESOL service coordinated by REACH. In future, we hope that this will connect relevant staff to additional upskilling opportunities available through Cardiff and Vale College, such as vocational ESOL and other skills-based courses.

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Education and Young People

Reference	Recommendation
2.1	**Strengthen the local approach to bullying and prejudice-related incidents at school**

What we have done to date:

Following the progression of this recommendation from the Race Equality Taskforce, a significant piece of work has been completed to respond and implement a new local approach to respond to these issues, building upon the new anti-bulling guidance from the Welsh Government '*Rights, Respect, Equality – Challenging Bullying, Hate Crime and Hate Incidents'*.

Launched by the Welsh Government's Education Minister on a visit to Radyr Primary School, the Welsh Government's guidance is aimed at governing bodies for maintained schools, local authorities, parents, carers and children and young people.

The guidance outlines the Welsh Government's expectations for schools to:

- take a proactive approach to prevent bullying
- have an anti-bullying policy linking to school policies including behaviour and safeguarding
- record and monitor incidents of bullying to help take pro-active steps to challenge bullying
- to regularly review their anti-bullying policy and strategy in collaboration with their learners at least every 3 years

The Welsh Government has also produced new resource toolkits to accompany the new guidance. This includes factsheets, supplementary guidance, an incident recording template forms and best practice case examples to help local authorities support schools in challenging bullying.

As the Race Equality Taskforce encouraged our local approach to beyond just 'anti-bullying' and also specifically recognise the issues of racism and racist bullying faced by many ethnic minority young people in schools, we have expanded upon the Welsh Government's core guidance and developed a comprehensive local response framework.

This approach recognises the finding of Show Racism the Red Card that many teachers do not know how to appropriately support young people who are dealing with racist bullying and don't always recognise the severity of such incidents.

Our expansion of the core guidance to include 'hate crime and hate incidents' ensures the severity of racist bullying is clear to schools across the local authority.

According to UK law a hate crime is defined as 'Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual

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orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender.'

A hate incident is any incident which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender. Not all hate incidents will amount to criminal offences, but it is equally important that these are reported and recorded appropriately.

To develop our local guidance and training framework, a Task and Finish Group was established and produced a 'Rights Respect Equality' action plan and a local document of expanded guidance regarding the appropriate response to hate-related and prejudice-based behaviours in school settings.

As part of the guidance, a clear procedure for recording incidents of bullying in all schools has been introduced and the reporting arrangements will ensure accurate recording and reporting of both hate crime and hate incidents. A clear procedure for collating data at a local authority level has also been created to identify and respond to trends.

To introduce and support the application of this guidance, a training programme for schools, local authority staff and school governors was also created.

The guidance and training were launched in December 2021. To launch these resources and the approach, a training session for primary and secondary head teachers was completed on the 8th and 9th December 2021. A Governor training session was also delivered on 12th January 2022.

Our next steps:

A programme of training is now being rolled out across Cardiff Primary and Secondary schools with training led by the Council's Ethnic Minority and Traveller Achievement Service and Cohesion Team.

Further information sessions regarding the guidance are being scheduled for Special Schools and wider local authority staff for early 2022.

The Council's website has also been updated to include reference to this guidance and ensure our approach is visible for parents and the wider school community.

We will also be producing new Child Friendly resources to raise awareness and the encourage the involvement of children and young people in the city's anti-bullying work.

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Reference	Recommendation
2.2	**Extend the work of Schools of Sanctuary to a broader network of schools and support the participation of refugee and asylum-seeking communities**

What we have done to date:

Following this recommendation, the Council's Education team have worked to promote the Schools of Sanctuary programme to schools across Cardiff and introduce new schools to this area of work.

The Education Team have worked with the local Cardiff City of Sanctuary group to develop their new Resource Pack for schools, which showcases the good practice of existing schools in Cardiff who participate in the programme, such as St Mary the Virgin Primary School. This has helped to raise the profile of the Schools of Sanctuary Programme and encourage new schools to participate.

We have invited schools from across Cardiff to participate in a scaling-up programme, through which a group of volunteers with personal experience of forced migration will support schools' journey through an appraisal process. A participation budget has been made available to assist with volunteer expenses recognising the specific participation barriers faced by refugee and asylum-seeking communities.

Following these communications from the Council's Education Team, many schools have now introduced Schools of Sanctuary to their governing bodies and to the wider school community and have expressed their intention to participate in the scaling-up programme.

Our next steps:

We are currently recruiting new schools to the programme and expect to achieve a cohort of between 20-25 new schools begin their School of Sanctuary accreditation journey in the 2022-2023 academic year.

Local asylum-seeking and refugee community volunteers will be an integral part of this work, supporting as guest speakers and panel assessors, which also provides valuable work experience and opportunities to connect with other city residents.

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Reference	Recommendation
2.3	**Develop resources and training for Cardiff schools to support anti-racism action and counter racial prejudice**

What we have done to date:

In July 2021, following the progression of this recommendation, the Council's Education Team invited a leading figure in school-based anti-racism action, Rachel Clarke, to meet with our local team and plan a local approach to support future anti-racism practice in our schools. Rachel Clarke is a serving Deputy Head Teacher currently working in a London school and is Betty Campbell's granddaughter.

Rachel shared with local staff, her anti-racism best-practice toolkit, 'Promote Equality', which has successfully been delivered within her school.

'Promote Equality': An Anti-Racism Toolkit

The Promote Equality tool aims to:
- *Educate:* Tools and resources are provided will enable organisations to inform participants, broaden understanding and challenge perspectives and facilitate a holistic approach to the promotion of equity.
- *Empower:* The programme provides participants with a platform to share views in a collaborative, positive and controlled environment, empowering individuals to seek out solutions and drive change from within.
- *Enhance:* Schools are supported to create positive change, which leads to increased student and staff satisfaction and wellbeing.

Through a four-phase, 18-month training and development programme, starting with self-reflection and understanding within the school community, the Toolkit supports a shared programme of activity is developed which considers experiences, practices, and culture within the organisation.

This includes focus groups with staff, pupils and the wider school community and the development of knowledge and understanding of the ways in which racial inequality is experienced in society. This work informs the development of a joint anti-racist approach across all parts of the school community

This Toolkit was shared at Cardiff's Headteachers' conference in July 2021 and schools were invited to come forward for an initial evaluated pilot which would test the application of the Promote Equality toolkit in our local context. Mount Stuart Primary school came forward to be the primary school pilot partner and St Teilo's Church in Wales High School came forward as a secondary school pilot partner.

Mount Stuart Primary School launched the toolkit in their school on Wednesday 1st December 2021 and is currently progressing on their anti-racism development journey using the Promote Equality toolkit.

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Our next steps:

St Teilo's will launch the Promote Equality Toolkit approach in their school at the beginning of the new academic year in September 2022 to begin the Secondary School pilot.

The Education team will record feedback from the application of the tool in our Primary and Secondary School pilot sites and share learning from their experiences with the wider network of schools across the city via the Headteachers Conference.

Reference	Recommendation
2.4	**Support the diversification of the teaching workforce through a teaching assistant 'Step into Teaching' Programme**

What we have done to date:

The Central South Consortium responded to this recommendation by conducting a consultation with the current Teaching Assistant workforce. This was promoted via the consortium networks, in school bulletins, directly to head teachers and on social media.

Data gathered from this survey will inform the steps of the programme in partnership with teaching assistants, ensuring their needs and aspirations are front and centre and barriers to their professional development and progression are addressed.

This proposal has received approval and support from the Education Workforce Council and Cardiff & Vale College, and we have been collaborating with them throughout the autumn and winter of 2021 to design a draft concept. We currently see this programme encompassing the following elements:

- ESOL for Teaching
- Gaining the right qualifications
- Career development support
- Reciprocal Mentoring
- Peer support

Our next steps:
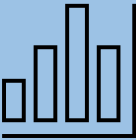
Following the completion of our consultation with Teaching Assistants we are reviewing the findings with the Education Workforce Council and external partners.

We are engaged in ongoing discussions with Welsh Government to explore whether a pilot programme could be funded, in partnership with Educators Wales, and are considering the parameters of this to ensure it reaches a sufficient cohort for an effective pilot and to inform future recruitment approaches for the teaching workforce.

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Reference	Recommendation
2.5	**Increase representation of ethnic minority residents in school leadership through a School Governors entry programme**

What we have done to date:

Following the progression of this recommendation, School Governing Bodies have developed an equality monitoring survey to achieve baseline data capture around current governor diversity.

A '*Future Governors: Parents Forum'* programme has been launched with Mount Stuart Primary School and Fitzalan High School as two pilot sites to develop Governor diversity, following a good practice model we observed at a Primary School in Newport. This forum provides a place where schools can build relationships with parents and parents can learn about governing processes around schools and the role of school governor. This prepares parents to step into governor roles when they become available.

This model is intended to create new opportunities to connect with parents from our diverse school population and attract new governor talent, where school leadership reflects school diversity.

Our next steps:

Together with the Governing Bodies, schools and the Education Workforce Council, we are now seeking to develop an effective recruitment plan, for both governor and school staff positions, and make sure these opportunities are visible to local ethnic minority parents and the wider community. We are also currently in discussions with Educators Wales on potential support and funding for a dedicated recruitment campaign supporting this objective.

The Governor Equality Monitoring Survey is currently live, and its findings will be analysed in spring 2022.

Governing Bodies have also agreed to implement Professor Charlotte Williams' recommendation that a specific 'equality & diversity governor' should be identified for every school, with guidance and training opportunities. We will be supporting this process during 2022-2023.

Reference	Recommendation
2.6	**Increase visibility of Black and Ethnic Minority role models and public education on Black History through events programming**

What we have done to date:

We welcome this recommendation and have progressed partnership discussions to preparation for the launch of the inaugural Betty Campbell Lecture in 2022.

This will be delivered in partnership with Black History Month Wales, Monumental Welsh Women and Studio Response and we have agreed our commitment that this will form part of annual programming to raise awareness of Black History in Wales.

Our next steps:

We are engaging with our partners to design a programme and consider speakers for the first lecture, which will be held at the time of the first anniversary of the monument unveiling.

The annual lecture will focus on themes connected to Betty's legacy and values that she stood for in her life and career, for example:

- Black History and multiculturalism: exploring Betty's work and the inclusion of Black History in the new curriculum for Wales.

- Making connections across communities and borders: Betty was inspired by the Civil Rights movement in America and Wales has strong cultural connections with the movement - including the Wales Window of Alabama in the Sixteenth Street Baptist Church in Birmingham, Alabama.

- Celebrating pioneering Welsh women, including the Monumental Welsh Women statue project.

The annual lecture programme could include linking up Cardiff schools with schools in the city of Birmingham, Alabama. We are also currently in discussion with the Children's Laureate for Wales, the poet Connor Allen about making a connection with schools on both sides of the Atlantic through poetry and literature in the spirit of Betty Campbell's legacy.

Citizens Voice

Reference	Recommendation
3.1	**Improve data collection and analysis on civic participation**

What we have done to date:

As requested by the Race Equality Taskforce, an Equalities data capture survey was completed for current elected members between July-November 2021, which provides an initial data benchmark for diversity in democracy. We shared the findings of this survey with the Taskforce, and they are included in their report.

Our next steps:

As recommended by the Taskforce, Equality Monitoring Data will now be captured at the commencement of a municipal term and this data will be available in the public domain.

In our future Citizen's Engagement Strategy, which will be developed in 2022, we will build a suite of participation indicators, including key citizen engagement data such as the demographics of residents responding to consultations such as the Council's budget and our annual resident survey, Ask Cardiff.

Reference	Recommendation
3.2	**Complete benchmarking against the Race Alliance Wales manifesto for action on Race Equality in Wales**

What we have done to date:

With the support of two members of Race Alliance Wales who have been engaged in the Cardiff Race Equality Taskforce's programme, we have completed a benchmarking assessment of the Council's current practice, policy priorities and service delivery against the areas of the RAW manifesto relevant to the responsibilities of local government.

Our next steps:

We will share the findings of this benchmarking assessment with all Council departments in March 2022 as they complete their delivery plans for the year ahead and identify their priority policy deliverables for the new administration following the local government election in May 2022. This will enable the areas of the RAW Manifesto identified by Black, Asian and Ethnic Minority citizens of Wales to be coordinated and mainstreamed into the Council's day-to-day delivery.

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A public signing of the RAW manifesto will be completed by the Leader of the Council before the end of the current administration as part of our commitment to continued action on racial injustice in Wales.

Reference	Recommendation
3.3	**Scope opportunities to increase youth participation and engagement with civic processes and develop mechanisms to support ethnic minority youth representation in politics and decision-making**

What we have done to date:

Following the development of this recommendation, an external partnership working group with expertise in youth participation was tasked with developing a proposal for a youth political engagement project.
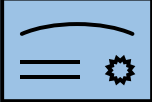
A proposed 12-month programme has been designed to engage 45 young people from ethnic minority backgrounds, aged 16-25 from Cardiff. This is a comprehensive and creative project proposal which would be led by a leading charity in the youth participation field.

The Council has supported the working group that developed this proposal to identify potential funders for the programme and discussions with funders are currently ongoing.

Our next steps:

We will provide a letter of support to the partnership group in submitting their proposal for a youth leadership and development programme in the city if this is matched to a suitable funding opportunity.

We hope that funding is secured for this specific programme but in the event that this is not possible, we will seek to action this proposal through internal service delivery, with new approaches established by the Council's Youth Services Team and Youth Council. These participation models will, as suggested by the Taskforce, be developed by young people, to ensure they reflect their preferred participation methods and focuses on the issues which matter most to them.

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Reference	Recommendation
3.4	**Cardiff Council's elected members should support the Welsh Local Government Association's Diverse Council Declaration, to support diversity in democracy and representation of ethnic minority groups in the capital city**

What we have done to date:

Cardiff Council is committed to continuing to improve diversity in democracy across the city and become a Diverse Council. The WLGA's Diverse Council Declaration was progressed to Council in February 2022 and was passed, with 56 elected members supporting its recommendations.

The passing of the Diverse Council Declaration provides a clear public commitment to improving diversity in democracy in our city and signals intent for future collaboration to improving representation in democracy and participation.

Our next steps:

Following the adoption of the Diverse Council Declaration, an ambitious local 'Diversity in Democracy' action plan will be developed following the Local Government elections in May 2022. This action plan will contribute to an invigorated local democracy and help to deliver a Council which reflects the great diversity of our city's communities.

The commitments made by the Diverse Council Declaration will require action on a number of areas, which span actions required by both Democratic Services and political groups to achieve maximum impact. The commitments are referenced below:

Broaden Local Democratic Representation
    We will:

- Encourage and enable people from underrepresented groups to stand for office.

- Seek support from all elected members and political groups on the council to work with local party associations to encourage recruitment of candidates from underrepresented groups.

- Ensure residents from all communities understand the role and functions of local councillors and the council

Support involvement with local decision-making

    We will:

- Proactively engage organisations supporting under-represented groups to enhance democratic awareness.

- Support the work of the Race Equalities Task Group in developing proposals to engage our city's diverse neighbourhoods within local democracy.

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- Establish a mentoring programme - working with a range of stakeholders to provide a pipeline of mentors and mentees for prospective councillors.
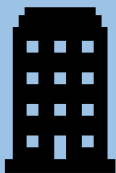
Support Councillors to discharge their responsibilities effectively

We will:

- Provide flexibility in council business and activities to support Elected Members and allow them to meet their personal, professional, cultural and caring commitments and responsibilities.

- Work in accordance with the standards set out in the Wales Charter for Member Support and Development.

- Continue to demonstrate our duty of care for elected members by supporting their wellbeing and safety needs when performing their role as councillors.

- Achieve the Wales Charter for Member Support and Development to demonstrate the highest possible standards of support and development for our elected members to assist them in meeting the challenges and expectations of their diverse roles ranging from of community leader to their special responsibilities within the Council.

- Ensure that all elected members have the opportunity to take up the allowances and salaries to which they are entitled, particularly any reimbursement for costs of care, so that all elected members receive fair remuneration for their work and that the role of an elected member is not limited to those who can afford it.

- Continuing to promote the highest standards of behaviour and conduct from elected members and those intending to stand for office on the Council.

Develop a 5-year action plan to delivery our Diverse Council commitment:

- Following the Local Elections in 2022 develop a Diverse Council Action Plan 2022-27 in consultation with representative and community groups, to be submitted for consideration by the Council.

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Reference	Recommendation
3.5	**Improve representation from Cardiff's ethnic minority communities in key decision-making panels**

What we have done to date:

This recommendation forms part of the Diverse Council declaration's commitments and work to support this will be developed and agreed as part of the Diversity in Democracy Action Plan, which will be developed following the local government elections 2022.

Our next steps:

This recommendation will be incorporated into our future Diversity in Democracy Action Plan developed following the local government elections 2022.

Reference	Recommendation
3.6	**Broaden participation and accessibility in city planning and ensure there are appropriate platforms for engagement and community voice in the design of the city**

What we have done to date:

A programme of future engagement has been designed by the Council's Planning Team in response to this recommendation, which was approved by the Taskforce in December 2021.

The contents of this plan are outlined in further detail below in the section below.

Our next steps:

Planning have committed to implementing further creative methods such as developing short films or animations and expanding the use of their 'virtual room' on their website with easily accessible guides to their vision and objectives. This will be developed and utilised further as the Replacement Local Development Plan (LDP) progresses.

The team have also agreed to research best practice methods in England & Wales, by utilising existing networks, such as Core Cities, speaking with other local authorities, and Wales wide forums. It is hoped that by exploring other methods, Planning will be able to learn and implement positive engagement practices within a Cardiff context.

Furthermore, Planning have agreed to develop a public survey to assess public knowledge of planning within the city and explore any misunderstandings regarding planning processes and the way decisions are made. Using the survey findings, accessible guides and messaging will be created, led by public needs. This may include, for example, specific user-friendly guides and key information about the Council's Local Development Plan.

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In addition to this, the Planning department is exploring the possibility of implementing a more effective mailbox system, relating to specific areas such as the Local Development Plan, planning applications, enforcement, and conservation.

Beyond the Local Development Plan itself, the Planning team are committed to improving their visibility and community engagement methods, and explore holding direct stakeholder engagement sessions, working with community groups and elected Members to establish better relationships with communities across the city. This will include dedicated outreach efforts to ensure Cardiff's ethnic minority communities are included in important conversations about the design and future of the city.

Health

Reference	Recommendation
4.1	**Improve ethnicity recording within the healthcare system, for both patients and staff**

What we have done to date:

An initial review of the available ethnicity data within the Cardiff and Vale University Health Board's data systems was completed at the commencement of the Race Equality Taskforce's health priority. This exercise revealed a complex picture of local data availability and collection practice across the health board and requires a significant future programme of work to develop the necessary systems and approaches for the future.

Our next steps:

We will now be engaging with Public Health Wales and its Welsh Health Equity Solutions Platform as they develop a 'live', multi-sector portal to available data, evidence, legislation, policies, tools and sustainable solutions to reduce health inequity and improve health and well-being in Wales. The move by the Welsh Government in its Race Equality Action Plan requiring comprehensive recording of ethnicity by the NHS and GPs is therefore very welcome and should result in improvements in the completeness of ethnicity recording.

This will also align with the work of the new NHS Confederation's Race & Health Observatory- https://www.nhsrho.org/.

Reference	Recommendation
4.2	**Complete further investigation into the experiences of ethnic minority staff and patients and review the complaints and resolution procedure**

What we have done to date:

Following the agreement of this priority, an engagement exercise was completed with UHB Staff to understand the experiences and reflections of our ethnic minority staff in relation to racism in the workplace. This has informed the review of the complaints and resolution policy which is used to respond to any issues which arise within the workplace.

A summary of the new approach is set out below.

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Our next steps:

If an individual as a patient has raised racism as a concern in terms of care or treatment, the first course of action should be to talk to the staff involved with that care as soon as possible to raise their concern. The staff will try to resolve those concerns immediately. If this does not help, or someone does not want to speak to the staff, they can **contact the health board or trust's complaints team**.

They can use a procedure known as Putting Things Right. Once someone has raised a concern, the complaints Health Board or trust's complaint team:

- will listen to the concerns to try to resolve them as quickly as possible
- will look into the concerns and speak to the staff involved in that care or treatment
- may offer a meeting to discuss those concerns
- will put the individual in contact with the right person to help
- will let the individual know what they have found and what they are going to do

The complaints team should respond to the individual within 30 working days of receiving a concern. If they cannot reply in that time, they will explain why and let the individual know when to expect a response. Some concerns may take longer to look into.

In terms of staff, as a health board we are committed to supporting our employees to work in a positive workplace which promotes healthy working relationships. We know from evidence that it's the quality of our interaction that means the most. It determines not just our own wellbeing but impacts on the service we provide to our patients and other service users.

Since the launch of the Government's *A Healthier Wales*, it is important for us to do whatever we can to improve how we work with each other. In full partnership with NHS, trade unions and Welsh Government experts and leaders across Wales, we have developed this very different approach.

The Respect and Resolution Policy is a huge step to embedding a positive culture of managing difficult relationships, with early intervention and prevention with the aim to secure constructive and lasting solutions to workplace disagreements, conflicts and complaints. This policy has replaced the UHB's previous Dignity at Work Policy and Grievance Policy.

More information on the Respect and Resolution Policy and other useful resources within the toolkit are below and via the NHS Wales Health Education and Improvement Wales (HEIW) Website.

Reference	Recommendation
4.3	**Improve engagement and communication with Black and Ethnic Minority communities around health and health improvement**

What we have done to date:

Following the progression of this recommendation, an Engagement Coordinator focusing on ethnic minority health and health improvement has been funded through Cardiff and Vale University Health Board with Prevention and Early Years resources.

The purpose of the role is to 'lead the coordination of actions across the Council and its partners to develop effective partnership models to address health inequalities experienced by ethnic minority communities, including the identification and implementation of policy and service interventions and regular engagement with relevant statutory, voluntary and private sector stakeholders and communities on issues relevant to health equity'. The initial focus of the role has been to increase uptake of childhood immunisations and bowel screening but the post will continue to evolve in response to the priorities which emerge from the data strand of activity.

Following an induction period, an action plan was developed that prioritises stakeholder engagement, and looks to identify and overcome barriers to accessing prevention services. The coordinator has also led health promotion events, all underpinned by communications that build trust and share good practice.

The first six months of this post have seen the following actions delivered:
- Liaison with the membership of the local Ethnic Minority Health Subgroup which supports the health board's outreach activity and chaired a meeting of the Ethnic Minority Subgroup in January 2022.
- An action plan has been developed which includes developing a toolkit of information resources and promotional materials, identifying, and overcoming barriers for participation by the community in taking up immunisations and screening opportunities.
- Community engagement work has been initiated, including meeting various stakeholders to increase awareness of the health work stream. Although this list is not exhaustive connections and visits have taken place with: Cardiff and Vale College, South Riverside Community Development Centre, Friends And Neighbour Groups (FAN), The Mentor Ring, Women Connect First, Race equality first, Oasis, Kiran Cymru, Diverse Cymru, Flying start, Hindu Council, Sikh Council, Cardiff's Chinese community, places of worrship, Cardiff Third Sector Council and Vale of Glamorgan voluntary services.
- Liaison has also taken place with various focus groups to promote bowel screening to Older People, including Age Connect, 50 plus forum, Care and Repair Cymru, Cavamh, Ty Hapus, Older People Wales.
- Women Connect First's Golden years' project which is aimed at older people also had an awareness session of bowel screening at their meeting in November – following the provision of information and training.

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- Regular visits are maintained at the Butetown Pavilion Hub at the Parent Panel, Coffee morning and ESOL classes for parents for the promotion of childhood immunisation.
- Regular attendance at the Aging well group, BAME network, Wales asylum and migration forums, MEC Health Event steering group and the Mentor Ring.
- Attendance has also taken place at relevant events and activity days to promote the project – including The European Day of Languages at Butetown Pavilion Hub, the Employment fair at South Riverside Community centre and a Healthy fun day also at Butetown Pavilion Hub.
- The project has been promoted on the Cardiff & the Vale College's online notice board which is used by more than 1500 students.

Our next steps:

Work has been completed on a survey to investigate potential barriers in engagement in bowel cancer screening among ethnic minority communities and visits have also commenced to groups to participate in this consultation. Visits are due shortly to activities attended by young parents of the ethnic minority with a survey designed to find out more about barriers in childhood immunisation.

The findings of this work will shape the longer-term workplan for this role from 2022 onwards.

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Criminal Justice

Reference	Recommendation
5.1	**Commit to test approaches & collaborate on data exploration at both a local and national level- Following the Criminal Justice in Wales approach (formerly All Wales Criminal Justice Board)**

What we have done to date:

To support the work of the Race Equality Taskforce's Criminal Justice Sub-Group, initial mapping of existing criminal justice data and analysis of current data practice was completed to understand current data trends and gaps at the local level.

This exercise indicated some areas of data capture needed further investigation and development across the criminal justice sector. This is because the current data is not providing a sufficiently comprehensive view of ethnicity data across the whole system due to discrepancies in ethnicity recording practice and consistency in recording across agencies.

This finding aligns with the national findings of the Criminal Justice in Wales' Race Equality Data Task Group, and it was agreed that the local Cardiff partnership would support the further investigation and development of criminal justice data sets, supporting relevant pilots and requests as the national Data Task Group's project develops.

Our next steps:

The aspiration of Criminal Justice in Wales Data Task Group is to commission independent analysis to unpack the initial data return from criminal justice agencies and identify agency-specific recommendations to improve data quality.

Following completion of this initial step, the group will aim to create an All-Wales disproportionality dashboard to monitor progress on addressing ethnic disparities within the criminal justice system and inform future policy decisions.

Further to this, on a local level, criminal justice partners in Cardiff have offered to work in continued partnership with local community organisations to share relevant local data that would be helpful in informing and shaping community-led solutions to crime prevention, diversion and rehabilitative support.

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Reference	Recommendation
5.2 ↰	**Cardiff's local criminal justice partnership should develop and invest in tailored or alternative approaches to diversion for Ethnic Minority groups**

What we have done to date:

This is a significant area of work for the Council and its partners, through the Youth Justice Service, Community Safety Partnership, Youth Services, Children's Services, and many other areas of statutory and non-statutory service delivery.

This work will be long-term and collaborative, requiring ongoing coordination between service areas in the council, across public services and in partnership with communities.

The Cardiff Community Safety Partnership have developed a working group which have met multiple times and have made progress on several actions under the overarching proposal.

Most notably to this proposal was to deliver against the action to *'involve and engage Minority Ethnic groups participation to understand their experience and inform the design of future model'*

As part of the working group, we have accomplished the following to date:
- Completion of a survey by Ethnic Youth Support Team to inform our future work.
- Designing future targeted engagement focusing on early contact with the justice system and any opportunities, particularly missed opportunities, for early intervention.
- Agreed to develop understanding not only of access to diversionary interventions, but also experiences of police custody and barriers that may have reduced take up of offers of diversionary support (e.g. length of time spent in police custody).
- Undertaken and completed a literature review on existing research on diversionary interventions for youths and adults, with a focus on racial disproportionality.

Our next steps:

Through undertaking these activities, we have concluded that there is still much we need to understand to make concrete proposals in this space.

The current action plan monitoring progression of this proposal includes the following:

• To involve and engage Ethnic Minority groups participation to understand their experience and inform the design of future models.
• A deep dive will be conducted into the offence types committed by White and Ethnic Minority groups and the outcomes received. This could be done by running an exercise with people (across all age groups) coming into custody so we can better understand what the barriers may be for them accessing diversionary outcomes.
• When there needs to be an Appropriate Adult, every effort should be made to have an Appropriate Adult from that individual's ethnic group/background to aid with any mistrust issues. There may be a potential for members of the community to volunteer to act as the Appropriate Adult.

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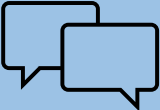
- Training should be increased for all professionals within the custody environment around the difficulties that ethnic minorities may face when they encounter the police and other criminal justice agencies so that decision makers and front-line staff can be aware of, and responsive to the needs of these groups.
- There is also a recommendation that data quality and monitoring should be improved across all areas to monitor outcomes and any disparities relating to ethnicity more consistently and effectively.

In addition to this action plan, we propose to undertake a piece of targeted research and engagement, building on work completed by local partners, and looking at distinct system touch points to support us in developing recommendations for long term system change.

This is not just focussed on policing but will encompass the pre-court space of which multiple partners operate within, this includes youth and adult criminal justice and commissioned services.

We know that the earlier we intervene and divert away from the criminal justice service the better outcomes achieved and we want to ensure that this an equal opportunity for all.

In supporting this proposal develop there has also been a request for a nominated force lead.

Reference	Recommendation
5.3	**Cardiff's local criminal justice institutions should invest in a comprehensive Cultural Competency training approach**

What we have done to date:

Local criminal justice partners have committed to pilot a new Cultural Competency training approach agreed by Criminal Justice in Wales Race Equality Plan. This is an opportunity to collaborate with partners across Wales and will support the development of a training schedule to reach a wide range of frontline staff in 2022-2023.

The Youth Justice Service's Leadership Board will also participate in this training during the first year as part of their commitment to taking every step to eliminate unconscious bias in service delivery and develop support for young people that is sensitive to their personal experiences and identity.

The Cardiff Community Safety Partnership have also agreed to work in collaboration with ethnic minority communities in Cardiff to help shape wider cultural competency training programmes, ensuring local criminal justice organisations are culturally aware of their local communities.
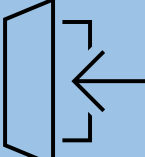
Our next steps:

The Cardiff Community Safety Partnership intend to launch the delivery of the pilot training programme across the Cardiff criminal justice service landscape in summer 2022.

The Cardiff Community Safety Partnership will support the progression of this programme, and also seek additional funding from local partners to invest in sustainable and

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comprehensive Cultural Competency training programmes ensuring the programme reaches to the widest range of staff.

Reference	Recommendation
5.4	**Sustain and develop current efforts to increase workforce representation within the Criminal Justice System. Develop a wider approach to addressing representation across the sector, in partnership with the Public Service Board.**

What we have done to date:

South Wales Police recognises the benefits of a diverse workforce and has worked hard in recent years to become more representative of the communities that we police.
For many years, our recruitment practices have been recognised as implementing best practice, for example, we have for the past 20 years, used anonymised application forms, used accredited interviewers, having been made aware of potential biases in the recruitment process and we monitor our attraction, selection and general employment processes to identify any adverse impact on under- represented groups. We are a "Living Wage" employer.

Recognising the importance of and our commitment to increasing our workforce representation, we have invested in recent years in a dedicated team focused on recruitment from our ethnically diverse communities; this includes full time dedicated resources, with a budget and focussed outreach to support our recruitment campaigns including undertaking positive action activities to encourage candidates from under-represented groups to apply for a career in policing. Whilst we have made progress, moving from 1.7% of our police officers being from a Black, Asian or Minority Ethnic background to a predicted 4% by March 2023. Despite considerable leadership effort and investment, we have found it difficult to recruit people of colour into South Wales Police. Whilst there has been some progress, we know that we must, and can do more to become a first-choice employer for our most underrepresented communities.

Our next steps

Our "Towards a more representative workforce strategy 2021-2026" outlines our ambition to be bold and progressive in our approach to address the under-representation of our diverse communities, particularly within our ethnically diverse communities. It includes a revised governance structure to ensure oversight of our planned activities and further investment in dedicated resources to support our outreach work and positive action activities.

The strategy highlights 3 key work streams including;
1. Leadership and Culture
2. Attraction and Selection
3. Engagement and Progression

Specifically, in relation to our Attraction and Selection workstream, we intend to:

- Optimise our approach to positive action and refining our attraction communication strategy to ensure we reach a broader, diverse audience that creates trust and confidence in our policies and procedures. This includes working with key partners and influencers in areas with our most diverse communities.

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- Develop our strategic partnerships with schools, universities, local authorities etc to build gateways into policing, for example, developing work experience programs for schools with our highest levels of ethnically diverse communities, raising awareness of our apprenticeship, intern and graduate programs with our diverse communities and supporting bursaries for students from ethnically diverse backgrounds to undertake the pre join degree in policing.

Reference	Recommendation
5.5	**Cardiff Partnership to take part in the DWP Kickstart Scheme as another means to address workforce representation.**

What we have done to date:

HMPPS are offering 47 posts across prison & probation services for the whole of Wales. For Cardiff, they are recruiting 11 posts in total, 8 for the prison service and 3 for probation. 1 post has already been filled and will start with HMP Cardiff soon.

All the posts have been designed at entry grade level and will be administrative/reception type roles. HMPPS have not specified a requirement for any essential skills, experiences or qualifications for these posts and will be providing a full suite of training as part of the role.
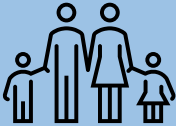
OPCC have appointed 1 young person from the Cardiff area and are currently going through vetting process. The individual will be in post by 31st March 2022 and will be working within the central team and working closely with OPCC's Community Engagement Manager on projects such as 'Young Voices Work' in Cardiff.

Our next steps

The Cardiff Community Safety Partnership fully support the utilisation of the DWP Kickstart scheme and its positive impact on young people in Cardiff. The partnership would like to further support for both locally led and UK led Criminal Justice organisations the opportunity to engage at a local level in raising awareness of Cardiff based roles.

The Partnership hope more Criminal Justice organisations are able make use of the scheme and continue taking steps towards a representative workforce at all levels of organisations.

Reference	Recommendation
5.6	**Develop improved mental health service pathways and integrated training and support for Police Officers as first responders**

What we have done to date:

The Office of the Police and Crime Commissioner has committed to developing a pilot Sanctuary Service in Cardiff.

What does a Sanctuary offer?

- Access support at the point of crisis. It aims to reduce the amount of time between the onset of crisis and the point at which help is received using a peer led model.

- Support workers with lived experience of mental illness can make the individual comfortable and confident to visit the sanctuary

- Face-to-face support for individuals in crisis to receive support without the need for medical assessment and they will not be transported to the Sanctuary against their wishes. The aim of this is to reduce the stigma and shame around mental health and traditional methods of support as well as helping guests to relax

- A quiet space away from the home environment and conventional ways of dealing with mental health crisis, allowing the individual the opportunity to work through their crisis without the need to come into contact with mental health services or the criminal justice system

A working group has been established to help develop, monitor and evaluate the Sanctuary Service pilot. This will include a specific strand of activity focusing on ethnic minority groups. This service will support integration with mental health services for both adults and children and the overarching service model will be designed in partnership by people with lived experience of mental health crisis.

The Cardiff and Vale University Health Board has put a funding bid to Welsh Government for a Cardiff sanctuary. The Health Board have also drafted service specification to go out to tender pending the success of the funding bid.

Our next steps:

The Cardiff and Vale University Health Board plan to develop a multi-agency group to oversee development of pilot, if funding is approved. The Health Board are also currently scoping potential venues and hope to confirm this as soon as possible.

The Health Board expect the pilot to be an adult only evening delivery of services initially, with CAHMS are in early stages of discussing a youth sanctuary provision.

There will be connections made to wider Crisis Care Concordat actions, particularly the requirements for 24/7 access to crisis support and a 111 facility with clear referral pathways, as well as ensuring ethnic minority community's needs and requirements are represented in the process and the multi-agency group.

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Reference	Recommendation
5.7	**Develop new mechanisms to strengthen community engagement and voice in the work of the Community Safety Partnership.**

What we have done to date:

A review of good practice in supporting high quality community engagement in the work of Community Safety Partnerships has been completed by the Council's Community Safety Team.

This exercise has provided some potential models for designing future community engagement frameworks and these concepts will be presented to the Community Safety Partnership's Leadership Board for further reflection and development.

Our next steps:

Good practice engagement models identified from our review exercise will be presented to the Cardiff Community Safety Partnership's Leadership Board following the local government election in May 2022.

The future community engagement model will be shaped with community input and reflecting the feedback of the Race Equality Taskforce's Criminal Justice Sub-Group during the course of their programme.

The future model is expected to include both increased community-focused communications and opportunities for collaboration on community safety issues to support community-led solutions.

Reference	Recommendation
5.8	**Support capacity-building with ethnic-minority led voluntary sector groups to strengthen collaboration and delivery within criminal-justice related voluntary sector services.**

What we have done to date:

Throughout the course of the Race Equality Taskforce, the Criminal Justice Sub-Group has supported knowledge exchange across the broad criminal justice sector and voluntary sector, including engagement with community institutions which primarily focus on ethnic minority groups. This has provided a space for collaboration and solution-finding and will need to transition to a new longer-term arrangement as the Taskforce programme comes to a close.

Our next steps:

Following the closure of the Race Equality Taskforce's Criminal Justice Sub-Group, we will be seeking the views of the voluntary sector on a potential lead convenor for regular

network meetings to support ongoing collaboration on race equality within criminal justice voluntary sector services.

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CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 17 MARCH 2022

CABINET PROPOSAL

CARDIFF COUNCIL BILINGUAL CARDIFF: 5-YEAR WELSH LANGUAGE STRATEGY 2022-27

Reason for this Report

1. To note the content of the Bilingual Cardiff Strategy 2022-2027 **(Appendix I)** in accordance with the Welsh Language Standards (No.1) Regulations 2015 under the Welsh Language (Wales) Measure 2011 and recommend to full Council for approval.

2. To note the content of the Independent Review of the Bilingual Cardiff Strategy 2017-2022 **(Appendix V)**

Background

3. The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language [No.1] Regulation Standards 2015). The Standards may be viewed on the Bilingual Cardiff intranet page or by following this link.

4. Standard 145 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to produce and publish a revision of its five-year strategy to promote the Welsh language by the 31st of March 2022. The first Bilingual Cardiff strategy was agreed in 2016 and implemented from 2017 to 2022. The revised strategy sets out how the Council will continue to promote and facilitate the use of Welsh in Cardiff. It also includes a target to increase the number of Welsh speakers in the city in line with statutory requirements and other specific actions to facilitate the use of the Welsh language and provide conditions for the language to thrive. The Bilingual Cardiff Strategy 2022-27 has been adapted to follow the three themes presented by the Welsh Government in its *Cymraeg 2050* strategy to achieve a million Welsh speakers by 2050.

Welsh Language Standard 145 states:

> **You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) (a) a target (in terms of the percentage of speakers in your area) for increasing or**

> **maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).**

5. The 2011 census results demonstrated that the number of Welsh speakers in Cardiff had more than doubled over a 25-year period and indicated that 11.1% of the city's population identified as Welsh speakers. It is anticipated that the 2021 census results will demonstrate that the number and percentage of Welsh speakers in Cardiff has continued to grow with projections suggesting that 42,584 (11.6%) of the city's population identify as Welsh speakers in 2021. The aim of the Bilingual Cardiff Strategy 2022-27 is to support continued growth in the number of Welsh speakers, increase the use of the language in work, education and social settings, and provide conditions that are favourable for the language to thrive.

6. It is a statutory duty under standard 145 to include a target in the Bilingual Cardiff Strategy 2022-27 to increase the number of Welsh speakers in Cardiff by the end of the 5-year-period. In order for Cardiff to play its part in supporting the Welsh Government's vision of a million Welsh speakers by 2050, we will need to see a percentage increase of 7.73% in the number of Welsh speakers (aged 3+) in Cardiff between 2022 and 2027. This represents increasing the number of Welsh speakers in Cardiff by 3,342 between 2022 (43,223) and 2027 (46,565). This target has been included in the Bilingual Cardiff Strategy.

7. The methodology used for this target was to apply the annual percentage increase required in Cardiff to support the achievement of a million Welsh speakers in Wales by 2050 (from the 562,016 reported in the 2011 Census). This equates as annual increase of 1.5% in the number of Welsh speakers in Cardiff.

8. Based on data provided in Cardiff Council's draft WESP the number of pupils entering Welsh-medium education between 2022 and 2027 will be approximately 3,518. This is higher than the required increase set by Cymraeg 2050. However the numbers entering Welsh-medium education do not equate to the numbers who continue and complete and become confident Welsh speakers and therefore a degree of caution must be applied to these figures.

9. In addition to the numbers entering Welsh-medium education, migration by Welsh speakers from other areas of Wales represents a significant demographic driver. Data sources for such migration, however, are unreliable but, as a conservative estimate, it is anticipated this may represent an additional 500 a year making a total of 2500 by the year 2027.

10. As noted above data on the numbers of Welsh speakers migrating to Cardiff is difficult to verify quantitively but is its anticipated that the required increase in Welsh speakers will be made up of 60-70% through Welsh-medium education and learning and 30-40% inward migration.

11. The Welsh Government published its Cymraeg 2050 strategy in 2017 with the aim of achieving a million Welsh speakers by 2050. The Bilingual Cardiff Strategy 2022-27 has adopted the three themes (and their associated areas of work) presented by Cymraeg 2050. The three themes are:

- Increase the number of Welsh speakers
- Increase the use of Welsh
- Creating favourable conditions – infrastructure and context

The Bilingual Cardiff Strategy 2022-27 has been aligned with the requirements of Cymraeg 2050 and includes a number of actions and targets to ensure the Council can meet the national strategy's requirements.

12. The first Bilingual Cardiff Strategy established the Bilingual Cardiff Forum as a partnership network of organisations in Cardiff to support the delivery of the strategy's identified actions and initiatives. The revised Bilingual Cardiff Strategy 2022-27 will continue to be delivered in partnership with the well-established Bilingual Cardiff Forum and not by one organisation alone. The membership of the Forum will be further developed and extended over the lifetime of the strategy and will introduce a new focus on working across the Southeast Wales region. A list of the current Forum partners is included in Appendix II of the Bilingual Cardiff Strategy 2022-27.

13. The promotion and facilitation of the Welsh language in Cardiff is a process and will not be complete within the 5-year period of the revised strategy. The first Bilingual Cardiff Strategy established partnership working through the Bilingual Cardiff Forum and has delivered a wide range of actions and initiatives to support the Welsh language. The vision for this revised strategy is to move away from the implementation of services to a more ambitious programme of activity to develop the use of the Welsh language and its promotion within all Cardiff's communities. It also includes commitments to work with Local Authority colleagues across the Southeast Wales region.

14. The Bilingual Cardiff Strategy has been developed alongside the Cardiff Council's Welsh in Education Strategic Plan (WESP) 2022-2032. Access to Welsh medium education is a critical part of achieving the Welsh Government's aim to achieve a million Welsh speakers by 2050. Welsh medium education in Cardiff has experienced significant growth over the last 30 years and more and more families wish for their children to have access to their education in Welsh. By developing both strategies together, it has been possible to identify actions and initiatives to support the use the Welsh language outside of school, provide opportunities for parents to engage with the language, and further develop Welsh language provision for pupils in English medium and dual stream schools. Both strategies are mutually complementary and will support the Council's commitment to meet the aims described in Cymraeg 2050.

Welsh in Education Strategic Plan 2022-32

15. All Local Authorities in Wales are required to submit a Welsh in Education Strategic Plan (WESP). Formerly the WESPs were implemented over a period of three years. However, following Welsh Government direction, the

Council's WESP will apply for a period of 10 years from 2022 to 2032. The WESP provides the strategic direction for planning and delivering Welsh-medium and Welsh-language education within the Local Authority area.

16. Cardiff's WESP covers the period 2022-2032. It is underpinned and informed by Welsh Government's Welsh-medium Education Strategy and has been developed alongside the Bilingual Cardiff Strategy 2022-27.

17. Commitments to increase the number of Welsh speakers and the use of the Welsh language described in Cymraeg 2050 will be supported by the delivery of the WESP and the provision of Welsh-medium primary and secondary education. The actions and targets described in the WESP support the Bilingual Cardiff Strategy 2022-27 and both include aligned visions and actions to promote the Welsh language in Cardiff.

18. The Bilingual Cardiff Strategy 2022-27 action plan has been aligned with the WESP 2022-32. Relevant actions and targets in the action plan have been revised to reflect the targets presented in the WESP and an additional column has been added to confirm the WESP outcomes supported by those actions and targets.

19. The Bilingual Cardiff Strategy 2022-27 and the WESP 2022-32 share the vision to support the Welsh Government aim to achieve a million Welsh speakers by 2050. They also support the continued development of a truly bilingual Cardiff where Welsh medium education and childcare are available to all and the Welsh language is protected and nurtured for future generations to use and enjoy.

Consultation

20. An internal consultation survey on the Bilingual Cardiff Strategy 2022-27 was presented in September 2021 to the Council's staff to seek their views on the draft Bilingual Cardiff Strategy 2022-27.

21. The public consultation on the Bilingual Cardiff Strategy came to an end on the 15th of November 2021. The consultation asked Cardiff's citizens to prioritise the identified areas of work to support the delivery of the three main themes described above. The comments, suggestions and recommendations received as a result of the consultation have been given consideration and incorporated into the Bilingual Cardiff Strategy 2022-27 and its action plan. Further information on the results of the consultation is offered below.

22. The Bilingual Cardiff Strategy 2022-27 has also been subject to extensive consultation with the Bilingual Cardiff Partners Forum, the Bilingual Cardiff Member Working Group, Trade Unions and the Council's Policy Forum and Equalities Team.

23. Both the internal and public consultations on the Bilingual Cardiff Strategy 2022-27 were managed on behalf of Bilingual Cardiff by the Cardiff Research Team.

24. The comments received in relation to the internal and public consultations on the Bilingual Cardiff Strategy 2022-27 have been complied into reports by the Cardiff Research Team. They have been included as **Appendix III** and **Appendix IV** respectively.

25. It should be noted that some comments received would require changes in legislation - such as the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards – or for the Council not to comply with its statutory duties and agreements to support Welsh Government strategies such as Cymraeg 2050. Changes of this kind are beyond the Council's responsibility and remit and therefore comments which would require such changes to be actioned have not been included in the internal and public consultation reports.

Internal Consultation Results

26. **543** responses were received to the internal staff consultation with **20.6%** of respondents identifying as Welsh speakers and **18.1%** of respondents identifying as Welsh learners. This provides a total of **38.7%** of staff respondents with some level of Welsh language skills. In addition, **37.9%** of respondents have received Welsh language training and **41.7%** of respondents would be interested in receiving Welsh language training.

27. The priorities under **Theme 1 Increasing the number of Welsh speakers** were ranked by respondents as follows:

   1. **The Early Years**
   2. **Statutory Education**
   3. **Language Transmission in the Family**
   4. **The Education Workforce**
   5. **Post-compulsory Education**

28. The priorities under **Theme 2 Increasing the use of Welsh** were ranked by respondents as follows:

   1. **Social Use of Welsh**
   2. **Services**
   3. **The Workplace**

29. The priorities under **Theme 3 Creating Favourable Conditions - Infrastructure and Context** were ranked by respondents as follows:

   1. **Culture and Media**
   2. **Community and the Economy**
   3. **Cardiff and the Wider World**
   4. **Language Planning**
   5. **Infrastructure**
   6. **Digital Technology**
   7. **Evaluation and Research**

30. The Internal Consultation report provides a selection of the comments received and the level of priority for the areas of work supporting the Three

themes presented in the Bilingual Cardiff Strategy 2022-27 action plan. The action plan has been revised as a result of the comments received.

Public Consultation Results

31. A total of **464** responses were received as a result of the public consultation with over a third of respondents (**35.5%**) confirming they were Welsh speakers. **61.6%** of respondents who identified as Welsh speakers confirmed they use the language daily. **22.3%** of respondents who did not identify as a Welsh speakers confirmed that they were learning the language.

32. **62.6%** of respondents confirmed they had children and, of these, **44.3%** noted their children were receiving or have received Welsh medium education.

33. The priorities under **Theme 1 Increasing the number of Welsh speakers** were ranked by respondents as follows:

    1. **The Early Years**
    2. **Language Transmission in the Family**
    3. **Statutory Education**
    4. **The Education Workforce**
    5. **Post-compulsory Education**

34. The priorities under **Theme 2 Increasing the use of Welsh** were ranked by respondents as follows:

    1. **Social Use of Welsh**
    2. **Services**
    3. **The Workplace**

35. The priorities under **Theme 3 Creating Favourable Conditions - Infrastructure and Context** were ranked by respondents as follows:

    1. **Culture and Media**
    2. **Community and the Economy**
    3. **Evaluation and Research**
    4. **Language Planning**
    5. **Cardiff and the Wider World**
    6. **Digital Technology**
    7. **Infrastructure**

36. The Public Consultation report provides a selection of the comments received and the level of priority for the areas of work supporting the three Themes presented in the Bilingual Cardiff Strategy 2022-27 action plan. The action plan has been revised as a result of the comments received.

Implementation & Monitoring

37. Standard 146 requires the Council to assess the extent to which the targets and actions in the strategy have been met 5 years after publishing the

strategy. The assessment will include the latest available number of Welsh speakers and their ages, and a list of the activities that the authority has arranged or funded during the previous 5 years in order to promote the use of the Welsh language.

Standard 146 States:

> **Five years after publishing a strategy in accordance with standard 145 you must—**
> **(a) assess to what extent you have followed that strategy and have reached the target set by it, and**
> **(b) publish that assessment on your website, ensuring that it contains the following information—**
> **(i) the number of Welsh speakers in your area, and the age of those speakers.**
> **(ii) a list of the activities that you have arranged or funded during the previous 5 years in order to promote the use of the Welsh language.**

38. As the delivery of the strategy is based on partnership working, all partners listed in **Appendix II** of the Bilingual Cardiff Strategy 2022-27 have agreed to implement and monitor progress against the relevant actions within the action plan on behalf of their organisations.

39. The delivery of the actions presented in the Bilingual Cardiff Strategy 2022-27 action plan is reported and monitored in quarterly meetings of the Bilingual Cardiff Members Forum. As part of the consultation process the membership of the Forum was split into three sub-groups to address the Strategy's three core themes. This model will continue over the lifetime of the Strategy to provide increased expertise in both managing and delivering actions and initiatives.

40. The Strategy's delivery will also be monitored (and maintained as a recurring agenda item) for the quarterly meetings of the Bilingual Cardiff Working Group.

41. The Bilingual Cardiff Working Group is a cross-party group of Cardiff Councillors and takes a lead role, in conjunction with our partner organisations, in developing a truly bilingual Cardiff where citizens and Cardiff Council staff can access services and support in either language equally.

Assessment of the first Bilingual Cardiff Strategy

42. A report assessing the implementation of Cardiff Council's first Bilingual Cardiff Strategy (2017-22) has been provided by Nico, an external consultancy specialising in Welsh language translation and policy. The report is included as **Appendix V**.

43. In *Closing the Gap*, the 2019/20 Assurance Report, the Welsh Language Commissioner notes the following:

5-year strategies have huge potential to make local authorities promotion agencies for the Welsh language within their areas, coordinating and driving efforts in areas as diverse as education, economy, planning, youth, tourism, care and so on. The strategies have led to more strategic attention to the Welsh language by a number of organisations, but it is not clear how many new activities have been put in place as a direct result of the strategies, and it seems no significant new budgets and resources have been dedicated to implement them in most cases.

There is an opportunity on the horizon to change this, with a requirement for organisations to review and formulate new strategies in 2021 and 2022. Now is the time to start planning and measuring impact in order to ensure that the strategies have a real impact on the position of the Welsh language in the community during this decade.

(Review of the Bilingual Cardiff Strategy 2017-22 (Nico) pg. 1)

The Review of the Bilingual Cardiff Strategy 2017-22 gives consideration to the position expressed by the Welsh Language Commissioner above and provides a number of conclusions and recommendations:

Standards 145 and 146
To address the Council's compliance with the standards in question, it is clear that the Council has fully met the requirements of standard 145 by setting a target in terms of the percentage and number of speakers in the area, together with outlining in the strategy how it would aim to achieve that target in the form of an action plan and targets.

This review meets the requirement in standard 146 in terms of assessing the extent to which the Council has followed the strategy and met the target set, and in turn, the assessment offers useful feedback for the production of a revised and ambitious 5-year strategy to be published in due course.

Overall impact of the strategy
As noted above, Census data is not yet available to measure the exact extent of the success of the Council's strategic intervention in terms of the numbers and ages of Welsh speakers in the area, but indications from other reliable sources suggest a stable and gradual increase.

It would be difficult to attribute any increase in numbers directly to the strategy's community activities, but, as the Commissioner's advice document on assessing the achievement of 5-year strategies notes, it is also difficult to attribute an increase in everyday use to specific activities. The Council is therefore encouraged to consider the Commissioner's advice document in the context of the second Cymraeg 2050 target to double the daily use of Welsh, by setting qualitative and quantitative measurements to track the impact and success of specific activities. The feedback from partners offers an excellent starting point for this.

Status of the language
Although the 5-year strategy is founded by the promotion standards, the Bilingual Cardiff strategy has provided an opportunity for the Council to seek

to expand on the statutory requirements of the other standards to which it is subject under the Measure such as the policy making and operational standards, for example with the Welsh language skills of its staff, the Cardiff street-naming policy and policy guidance for developers. These all relate to promoting the **status of the language** *and this should be identified as good practice to emulate. It is important that Bilingual Cardiff continues to look for opportunities to raise the profile and status of the language in the city as well as its work in increasing the number of speakers and opportunities to use the language.*

*(**Review of the Bilingual Cardiff Promotion Strategy 2017-22 (Nico) pgs. 31-32**)*

As noted in the first review, it is important to celebrate the strengths of the Bilingual Cardiff Strategy and lessons learned should continue to be examined and good practice shared. A number of opportunities arise for the Council on the cusp of the implementation of a new promotion strategy and WESP along with other strategic developments at Council level and with partners.

The recommendations below are based on the new context of the 5-year strategies, interviews with partners and an assessment of progress to date, and are intended to provide an element of challenge in planning for the future with the Bilingual Cardiff Strategy for 2022-2027:

Recommendation 1 2021 Census data
The new Strategy should be reviewed following the publication of Census data on the Welsh language in 2022/23 with critical scrutiny of targets, adapting them as necessary. It will be necessary to be prepared to work with internal and external partners to meet challenge in any particular demographic area and to propose some new targets.

Recommendation 2 Children and young people
With reviews of the Council's youth services currently taking place, together with the developments with Child Friendly Cardiff, there is an opportunity to put plans in place now to expand Welsh-medium provision over the next 5-10 years. The mapping exercise to identify gaps in provision referred to in the draft WESP, (objective 1 Outcome 5), should lead directly to proportionate investment in Welsh language services and resources that fits with the vision of the WESP and the new Promotion Strategy.

Recommendation 3 Bilingual Cardiff Forum
The strength of the Forum is its communication and links with partners/stakeholders. There is a need to consider how best to include:

(i) officers from the Council (Education, Child Friendly Cardiff and Youth Services specifically) to share knowledge and good practice and ensure a shared understanding of goals;

(ii) a wider base of partners e.g., from business and economy.

Recommendation 4 Measuring impact

In order to be able to measure the strategy's progress effectively by 2027, the Welsh Language Commissioner's advice on assessing the strategy should be considered alongside the practical examples of evidence gathering given by partners. A decision should be made as to the evidence that could demonstrate the impact of interventions, in terms of change in behaviour / attitude / use of Welsh as well as what success means in quantitative terms.

Recommendation 5 WESP 2022-31 (Outcomes 1 and 5)
Following the consultation process on the Promotion Strategy and the WESP, stronger links between the two strategies should be ensured so that the strategic goals can be easily cross-referenced as they evolve into practical actions (specifically Outcome 1 and 5 of the WESP).

Recommendation 6 Caerdydd Ddwyieithog / Bilingual Cardiff
The Council should expand the resources of the Bilingual Cardiff team. Policy advice and expertise from the team could add value, provide valuable input and assurance of compliance as other departments plan their services in alignment with the Council's strategic goals.

(Review of the Bilingual Cardiff Promotion Strategy 2017-22 (Nico) pgs. 32-33)

44. The recommendations received from Nico in its assessment of the Bilingual Cardiff Strategy 2017-22 have been given consideration and actioned and this is detailed below.

45. **Recommendation 1** (amending targets when 2021 Census data is received) has been included as an additional action for Themes 1, 2 and 3 in the Bilingual Cardiff Strategy 2022-27 action plan.

46. **Recommendation 2** (mapping Welsh medium children and youth services) Additional actions have been included under Theme 2 in the Bilingual Cardiff Strategy 2022-27 action plan, including the establishment of a Bilingual Cardiff Youth Forum, and the provision of a supporting events budget.

47. **Recommendation 3** (expanding the Bilingual Cardiff Forum membership to include relevant Council officers and additional organisational partners) has been included as an additional action under Theme 3 in the Bilingual Cardiff strategy 2022-27 action plan.

48. **Recommendation 4** (measuring the impact of the Bilingual Cardiff Strategy 2022-27) has been included as an additional action under Theme 3 in the Bilingual Cardiff Strategy 2022-27 action plan.

49. **Recommendation 5** (strengthening the relationship between the Bilingual Cardiff Strategy 2022-27 and the WESP 2022-32) - further details of the alignment between the two strategies is presented in the **Welsh in Education Strategic Plan 2022-27 section** above (sections **15-20**).

50. **Recommendation 6** (expansion of Bilingual Cardiff's resources with particular focus on policy development) – funding opportunities are currently being explored.

Potential Funding Opportunities

51. Agreement in principle has been received from the Welsh Government to fund the Welsh Education Promotion Officer post described in the strategy's action plan.

52. Increasing the resources available to the Bilingual Cardiff team will support the development of policy advice provision, as well as expanding translation services, for public sector partners in Wales.

Reasons for Recommendations

53. Standard 145 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to produce and publish a five-year strategy which sets out how we will promote and facilitate the use of Welsh. The Bilingual Cardiff Strategy 2022-27 represents the first revision of this strategy and, in accordance with the Standards, must be agreed and published by the start of the 2022-23 financial year.

54. Standard 146 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to assess the extent to which the Council has followed the five-year strategy and met the target set to increase the number of Welsh speakers. Nico's Independent Review of the Bilingual Cardiff Strategy 2017-2022 provides that assessment to meet the requirements of Standard 146 and this will be published on the Council's website following approval.

Legal Implications

55. The report recommends referring the strategy to full Council for approval. The standard legal implications with regards approval of strategies have been set out below.

56. The Council has to be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards when making any policy decisions and consider the impact upon the Welsh language and the report deals with all these obligations.

Equality Duty

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

(1) eliminate unlawful discrimination;
(2) advance equality of opportunity; and
(3) foster good relations on the basis of protected characteristics.

The protected characteristics are: age, gender reassignment, sex, race – including ethnic or national origin, colour or nationality, disability, pregnancy and maternity, marriage and civil partnership, sexual orientation, religion or belief – including lack of belief.

When taking strategic decisions, the Council also has a statutory duty to have due regard to the need to reduce inequalities of outcome resulting from socio-economic disadvantage ('the Socio-Economic Duty' imposed under section 1 of the Equality Act 2010). In considering this, the Council must take into account the statutory guidance issued by the Welsh Ministers (WG42004 A More Equal Wales The Socio-economic Duty Equality Act 2010 (gov.wales) and must be able to demonstrate how it has discharged its duty.

An Equalities Impact Assessment aims to identify the equalities implications of the proposed decision, including inequalities arising from socio-economic disadvantage, and due regard should be given to the outcomes of the Equalities Impact Assessment.

Well-being of Future Generations (Wales) Act 2015
The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.

In discharging its duties under the Act, the Council has set, and published, well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2021-24. When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well-being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.

The well-being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:

- Look to the long term

- Focus on prevention by understanding the root causes of problems

- Deliver an integrated approach to achieving the 7 national well-being goals

- Work in collaboration with others to find shared sustainable solutions

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

The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link below:

http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en

Financial Implications

58. This report sets out the five-year Welsh Language Strategy and accompanying action plan. In the event of any actions being undertaken to fulfil objectives set out in the Strategy then any associated costs would need to be found from within the existing budgetary resource allocation or from externally funded sources. Where externally funded sources are identified then consideration needs to be given of any terms and conditions associated with the funding and advice sought.

HR Implications

59. The implementation of the strategy relies on a number of other strategies including Cardiff Council's Welsh in Education Strategic Plan (WESP) 2022-2032. A number of HR implications were identified in the Cabinet report (14th October 2021) regarding this plan which would impact on the overall delivery of the Bilingual Cardiff Strategy 2022-27.

60. The provision of training in Welsh language for employees within the Council will continue and developed as required. Any resource requirements that are required to develop this will need to be assessed at the time and development will be dependent on this.

61. Services within the Council will continue to be encouraged to review their essential and desirable Welsh language posts and data will be monitored as part of the Council's annual report.

Property Implications

62. There are no immediate property implications contained within the recommendations of this report.

Equality Impact Assessment

63. An Equality Impact Assessment has been completed and concludes that the Bilingual Cardiff: 5-Year Welsh Language Strategy would have a positive impact on the development of the Welsh language (**Appendix II**).

CABINET PROPOSAL

Council is recommended to

1) approve the Bilingual Cardiff: 5-Year Welsh Language Strategy 2022-27 **(Appendix I)**

2) note the content of the Independent Review of the Bilingual Cardiff Strategy 2017-2022 **(Appendix V)**.

THE CABINET
24 February 2022

The following appendices are attached:

Appendix I   Bilingual Cardiff: 5-Year Welsh Language Strategy 2022-27

Appendix II   Equality Impact Assessment

Appendix III   Internal Consultation Report by the Cardiff Research Team

Appendix IV   Public Consultation Report by the Cardiff Research Team

Appendix V   Review of the Bilingual Cardiff Strategy 2017-2022 (Nico Cyf)

DRAFT BILINGUAL CARDIFF STRATEGY 2022-27

Prepared in line with the requirements of Welsh Language Standard 145 under the Welsh Language Standards (No.1) Regulations 2015.

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

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INTRODUCTION FROM THE LEADER

Bilingual Cardiff was first launched in 2017 and the Bilingual Cardiff Strategy for 2022-27 represents our first revision of Cardiff Council's 5-year plan to promote and support the Welsh language in Wales' capital city.

This revision will build on the excellent work completed by the Bilingual Cardiff Forum partners in the initial 5-year term and presents a number of ambitious and far-reaching actions and outcomes to further consolidate and develop the language's growth.

The Welsh language has always been part of Cardiff's history. It is an integral aspect of the city's identity, a distinct part of its history and provides a markedly different flavour to our diverse and multi-cultural city.

The language's sustained growth since the last decades of the 20th century however has worked to re-establish Welsh in Cardiff and it can now be heard spoken on the street and in the home, in school and in work, from Grangetown to Pontprennau and from Radyr to Splott.

Cardiff is now the local authority area with the third highest number of Welsh speakers in Wales and it is anticipated that it may the first by the end of this strategy's term in 2027.

As leader of the Council and as a Welsh speaker it gives me great pride to see the communities of our capital city embrace the language and once again make it part of our common experience.

The most significant revision to the Bilingual Cardiff strategy for the next 5-year term is the adoption of the strategic themes presented as part of Cymraeg 2050, the Welsh Government's action plan to achieve a million Welsh speakers by 2050.

The three strategic themes are to increase the number of Welsh speakers, increase the use of Welsh, and to provide favourable conditions to support the language's growth.

The Bilingual Cardiff Strategy will support the Welsh Government's ambition and includes targets and actions to sustain the growth of the Welsh language in the city and meet Cymraeg 2050's goals.

The growth of the Welsh language in Cardiff has been supported by the expansion of Welsh-medium education.

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The Bilingual Cardiff Strategy includes a number of targets to develop this provision and it will be implemented to support and facilitate the Council's new 10-year Welsh in Education Strategic Plan.

Both strategies have been prepared in tandem to ensure consistency of action and ambition and to provide every parent in Cardiff with the opportunity for their children to be educated in Welsh.

They also include actions and targets to increase the availability of Welsh language provision within English medium schools and to support the education workforce to teach Welsh as a subject and to teach other subjects through the medium of Welsh.

The Bilingual Cardiff Strategy includes ambitious and far reaching actions and targets to support the use of Welsh within Cardiff's communities.

These include the establishment of a youth forum to deliver Welsh language events, promotion initiatives with minority and ethnically diverse communities, production of a newsletter detailing Welsh language employment opportunities and an information pack detailing Welsh language services for individuals and families moving to the city, and developing the Council's Welsh speaking workforce through training and recruitment.

These actions will support Cymraeg 2050 and allow the Council to move closer to its vision of Cardiff as a truly bilingual capital city.

Bilingual Cardiff 2022-27 represents an opportunity to grow the Welsh language and to promote its ownership for every citizen.

The Welsh language has always been part of our city's heritage and I welcome this ambitious strategy which provides the conditions required for it to prosper further in Wales' capital city.

Cllr Huw Thomas
Leader, City of Cardiff Council

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OVERVIEW

The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language Standards (No.1) Regulations 2015).

The standards issued to the City of Cardiff Council are listed in *'The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011'*.

Standard 145 requires the Council to produce and publish a five-year strategy which sets out how we will promote and facilitate the use of Welsh.

This strategy will include a target to increase the number of Welsh speakers within Cardiff as well as specific actions to facilitate the use of the language to support the Welsh Government's Cymraeg 2050 vision to achieve a million Welsh speakers by 2050.

The first Bilingual Cardiff Strategy was put in place for 2017-2022 and this represents its first revision and will be operational for 2022-2027. It will be reviewed and approved by Cardiff Council's Cabinet and published by March 2022.

Welsh Language Standard 145 states:

You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters)

(a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5-year period concerned, and

(b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy)

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1. BILINGUAL CARDIFF

Mission Statement

Work with partners to double the number of Welsh speakers in Cardiff by 2050 through the Bilingual Cardiff Strategy, in line with Welsh Government's vision.

Vision

Our vision is to develop a truly bilingual Cardiff. A Cardiff where our citizens can live, work and play, as well as access services and support in Welsh or English equally.

A capital city where bilingualism is promoted as something completely natural, and where the Welsh language is protected and nurtured for future generations to use and enjoy.

Cardiff has been one fastest growing major cities in Britain, and this growth has had a positive impact on the Welsh language.

Over the last 25 years, the number of Welsh speakers in Cardiff has more than doubled with the latest census figures indicating that over 16 % of the city's population have one or more skills in the Welsh language.

As the city grows our aim is to increase both the number and percentage of Welsh speakers and learners in Cardiff. We fully support Cymraeg 2050, the Welsh Government's vision for a million Welsh speakers by 2050.

In order for Cardiff to play its part in achieving this vision, we would need to increase the number of Welsh speakers (aged 3+) in Cardiff by 15.9 %. Based on the projected number of Welsh speakers of 42,584 in the 2021 Census, this would require an increase to 49,355 in the 2031 Census. In order to support the commitment to increase the number of Welsh speakers in line with the targets set by Cymraeg 2050, we will need to increase the number of Welsh speakers (aged 3+) in Cardiff by 3,386 during the lifetime of this Strategy 2022-27 and this is included as an objective in the action plan.

The targets for the increase in the number of Welsh speakers in Cardiff will be revised following the publication of Census 2021 data.

Our approach set out in this document is structured to reflect the strategic areas outlined in the Welsh Government's Cymraeg 2050 Welsh language strategy. Cymraeg 2050 is structured around 3 strategic areas which have been identified with the aim of increasing the use of Welsh.

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The Bilingual Cardiff Strategy 2022-27 sets out our strategic priorities under each of these areas and identifies the change that we will need to make to realise our vision of a bilingual Cardiff.

This is a strategy for the city as a whole, not for any one organisation. Delivering the strategy relies on partnership working between public sector partners, between the public, private and education sectors; and, most importantly of all, with the people of Cardiff.

The first Bilingual Cardiff Strategy has created valuable and productive relationships with partners across the city under the Bilingual Cardiff banner. They include organisations such as Mudiad Meithrin, yr Urdd and Menter Caerdydd, higher and further education providers such as Cardiff University and Cardiff and Vale College, and cultural organisations such as the Wales Millennium Centre and Literature Wales.

The revised strategy for 2022-27 will deepen these relationships through the agreement and delivery of ambitious and wide-ranging outcomes and objectives as part of the Bilingual Cardiff action plan. Bilingual Cardiff will also look to extend the partners network both in terms of representation for the citizens of Cardiff and through the inclusion of regional partners across the Southeast Wales region.

Supporting young people, families and communities to learn, speak, use and choose Welsh will also be at the heart of delivering our ambitions. Recent years have seen a significant increase in the growth of Welsh medium education in the city with an ever-increasing number of our children and young people now receiving their education in Welsh.

The education system and the Council's Welsh in Education Strategic Plan 2022-32 will play a key role in ensuring the future growth of the language as we aim to increase the number of children – and parents – who have the opportunity to learn and speak Welsh and have opportunities to use the language outside the school gates.

2. A BILINGUAL CAPITAL: CARDIFF'S LANGUAGE PROFILE

The city has seen a significant increase in the number and percentage of Welsh speakers, with numbers doubling in the 20 years between the 1991 and 2011 censuses. The 2011 census statistics indicate that 16.2 % of the population of Cardiff have one or more skills in the Welsh language (ability to read, write or/and understand Welsh), and 36,735 or 11.1 % of the county's population are Welsh speakers.

The number of Welsh speakers is projected to be 42,584 in 2021[1]. This projection will be validated, and all related targets revised as necessary, following publication of the 2021 Census data.

Comparison in the number and percentage of Welsh speakers between 1991 and 2021:

CARDIFF			
1991	**2001**	**2011**	**2021** (projected)
18,071 (6.6 %)	32,504 (11 %)	36,735 (11.1 %)	42,584 (11.6 %)[2]

Cardiff has experienced a consistent rise in both the number and percentage of Welsh speakers over the last 30 years and is currently the local authority with the third highest number[3] of Welsh speakers in Wales.

The concentration of Welsh speakers across the city's electoral wards ranges from 7-9 % in areas such as Llanrumney, Adamsdown and Butetown to 17-19 % in Creigiau / St. Fagans, Pentyrch and Canton[4]. It is anticipated that the 2021 Census results will demonstrate a sustained increase in both the number and percentage of Welsh speakers across the city of Cardiff.

1. Based on the Welsh Government's Annual Population Survey and Local Authority Profile Data
2. Based on WG's projected population for Cardiff in 2021 (365,317)
3. Annual Population Survey
4. 2011 Census data.

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Percentage of Population Aged 3+ able to speak Welsh, 2011 (Census)
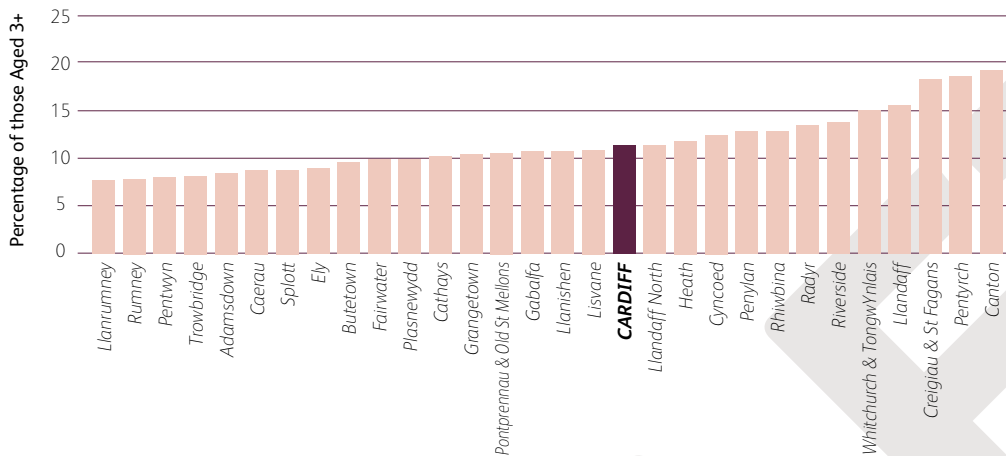
Number of students enrolled in Welsh medium education 2004/5 – 2027 (projected)
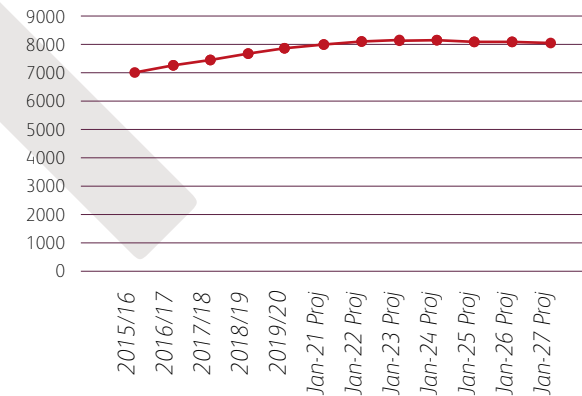
The growth in the number of Welsh speakers in Cardiff has been driven by two well documented trends:

1. A significant number of Welsh speakers have migrated to Cardiff since the 1980s.

2. The expansion of Welsh medium primary and secondary education driven by policy, practice and the commitment of parents and teaching staff.[5]

The projected number of pupils takes account of the most recent data for take up of places provided by the Pupil Level Annual School Census (PLASC) in the last three years. The projected numbers begin to fall from January 2024 due to a reduction in the birth rate and the consequent reduction in the numbers entering primary schools.

The city has three Welsh medium secondary schools, and seventeen Welsh primary schools (of which two are dual stream primary schools). The most recent numbers on roll data confirmed 4707 pupils in attendance at primary level, and 2756 aged 11-16 years at secondary level (April 2021). Further information about Cardiff's language profile may be viewed here.

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5. Please see The City of Cardiff Council Welsh in Education Strategic Plan 2022-32

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3. POLICY CONTEXT

The production, publication and implementation of a five-year strategy to promote the Welsh language is a statutory requirement derived from the Welsh language standards (No.1) Regulations 2015.

The Bilingual Cardiff Strategy for 2022-27 represents both a revision and continuation of the first Bilingual Cardiff Strategy (2017-2022) and builds upon work undertaken in Cardiff to meet the needs of the city's Welsh speakers, learners and communities.

In addition, this Strategy provides a core foundation in meeting the 'well-being' goal - A Wales of vibrant culture and thriving Welsh language – in accordance with the Well-being of Future Generations (Wales) Act 2015.

The following section sets out the statutory and policy framework within which this new strategy sits:

Welsh Language (No.1) Regulation Standards 2015

The Welsh Language (Wales) Measure 2011 established a legal framework to impose a statutory on public bodies in Wales to comply with standards of conduct with regard to the Welsh language. Cardiff Council has implemented these standards since March 2016.

The standards to ensure that:

- the people of Wales have a legal right to use the Welsh language;
- the Welsh language is not treated less favourably than the English language; and
- the use of the language is promoted and facilitated in all aspects of the Council's work and service delivery.

The Welsh language standards replaced the system of Welsh language schemes presented by the 1993 Welsh Language Act and the Council has a statutory duty to produce and publish an annual report detailing their implementation.

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

This Act aims to improve the social, economic, environmental and cultural well-being of Wales. The Act will make the public bodies listed in the Act think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach. One of the seven Well-being goals listed in the Act is "A Wales of vibrant culture and thriving Welsh language".

Cymraeg 2050

Published in 2017 this is the Welsh Government's vision of achieving a million Welsh speakers by the year 2050. It introduces three core themes which will facilitate the achievement of this ambition:

- Increasing the number of Welsh speakers

- Increasing the use of Welsh

- Creating favourable conditions – infrastructure and context

The Bilingual Cardiff Strategy details Cardiff Council's commitment and objectives to support the Welsh Government's vision and its action plan follows the three themes noted above.

Delivering Ambition: Cardiff Council's Corporate Plan 2020-22 & Cardiff Wellbeing Plan 2018-2022

Delivering Capital Ambition, the Council's Corporate Plan, sets out how the Administration's priorities for Cardiff will be achieved, providing clarity on what will be delivered, and by when. 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.

The Cardiff Well-being Plan sets out the Cardiff Public Sector Boards' priorities for action over the next 5 years, and beyond. The plan focuses 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.

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Cardiff 2030

This is Cardiff Council's vision for education and builds on extensive engagement and consultation with school leaders, governors, wider educators, partners and stakeholders, together with many children and young people, between January and July 2019.

It sets out to consolidate the gains made under Cardiff 2020 but also marks out a broader scope and greater ambition for learning in Cardiff for the future. This embraces learning beyond formal statutory schooling and looks to strengthen the place of schools in relation to learning throughout the city more broadly.

Under five key goals it shapes, at a high level, the actions that we believe will be needed to realise our ambitions for education in Cardiff to 2030. The actions to achieve these goals will be based firmly on the two key themes of shared responsibility and partnership, and on the recognition of children and young people's rights in all that we do.

Child Friendly Cardiff

Cardiff is the first city in Wales to participate in the UK committee for UNICEF's national Child Friendly Cities and Communities initiative. The ambition is for Cardiff to be recognised as a Child Friendly City: a city with children and young people at its heart, where the rights of children and young people are respected by all, a great place to grow up.

Cardiff Council will work together with its partners to create a city where all children and young people can share their voice and have an input on decisions being made that will affect them.

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4. CARDIFF COUNCIL'S WELSH IN EDUCATION STRATEGIC PLAN 2022-2032

The Welsh Education Strategic Plan (WESP) is prepared under Section 84 of The School Standard and Organisation (Wales) Act 2013 and complies with the Welsh in Education Strategic Plans (Wales) Regulations 2019.

They place a statutory requirement on local authorities to prepare and deliver a Welsh in Education Strategic Plan (WESP). The Act enables Welsh Ministers to approve the Plan submitted, approve the Plan with modifications or reject the Plan and require the authority to prepare another.

The WESP focuses on the targets in the Welsh Medium Education Strategy and local authorities are expected to report annually on performance against these targets. In accordance with Welsh Government guidance the WESP will be implemented over a ten-year period from 2022 to 2032.

Cardiff Council will publish its 10-year Welsh in Education Plan (WESP) for 2022-2032 in February 2022. The consultation and publication timetables for both the Bilingual Cardiff Strategy and the WESP have been harmonised to facilitate the inclusion of mutual objectives and outcomes.

A key recommendation in Nico's assessment of the implementation of the first Bilingual Cardiff Strategy (2017-22) was to strengthen the relationship between the two strategies and to align targets.

This work has been undertaken in partnership with the Council's Education department and the Bilingual Cardiff Strategy 2022-27 action plan has been revised and an additional column added to confirm the WESP Outcomes supported by specific initiatives and actions.

The commitments made in the Bilingual Cardiff Strategy to increase the number of Welsh speakers in Cardiff must be supported by the expansion of Welsh medium education presented in the WESP and therefore this alignment is appropriate and both strategies will be published concurrently.

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5. WORKING WITH PARTNERS

The first 5-year Bilingual Cardiff Strategy was launched in 2017. The strategy established the principle of partnership working with partners and stakeholders across the city.

This 5-year strategy for 2022-27 builds on these established and productive relationships to support and fulfil our shared vision of a truly bilingual city.

The Bilingual Cardiff Forum, which includes representation from the Bilingual Cardiff partners, undertakes the role of implementing and monitoring this strategy on behalf of their organisations, whilst the Bilingual Cardiff team leads on facilitating the Strategy from the Council's perspective as well as reporting progress to the Welsh Language Commissioner as part of the Council's Welsh Language Standards Annual Report. Please see **Appendix II** for further information on Bilingual Cardiff's lead partners.

The organisations comprising the Bilingual Cardiff Forum have also contributed to the Council's work and a number of partners have presented relevant projects or their organisations contribution towards the implementation of the Bilingual Cardiff Strategy Action Plan to the Bilingual Cardiff Working Group.

The Working Group is a cross-party representative group of Cardiff Council councillors who provide an overview of the implementation of the Bilingual Cardiff Strategy and its supporting action plan.

6. CYMRAEG 2050 STRATEGIC THEMES

Theme 1: Increase the number of Welsh speakers
Vision — Increase the number and percentage of Welsh speakers in Cardiff
Outcome — The number and percentage of Welsh speakers in Cardiff continues to increase and meets the identified targets to achieve the Welsh Government's goals of a million Welsh speakers by 2050
Areas of Work —   - Language transmission in the family   - The early years   - Statutory education   - Post-compulsory education   - The education Workforce, resources and qualifications
Areas of Work —   - Promote the benefits of using Welsh in the home and raise awareness of the Welsh language and its history and culture with families who do not speak Welsh.   - Promote Welsh medium education with Black Asian and Minority Ethnic and under-represented communities in Cardiff.   - Increase the number of pupils receiving Welsh medium primary and secondary education.   - Develop opportunities for children and young people in English medium settings to positively connect with the Welsh language.   - Implement the Welsh in Education Strategic Plan 2022-32.   - Increase the education and training workforce who are qualified to teach Welsh as a subject and to teach other subjects through the medium of Welsh.

Theme 2: Increasing the use of Welsh
Vision — A truly bilingual capital city
Outcome — The use of the Welsh language significantly increased and normalised

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Areas of Work	• The workforce • Services • Social use of Welsh
Areas of Work	• Increase the number of Cardiff Council staff who can speak Welsh. • Increase the number of Cardiff Council staff who receive Welsh language training. • Provide Bilingual Cardiff partner organisations with best practice guidance to increase the number of their staff who speak Welsh and the number who receive Welsh language training. • Deliver high quality Welsh language services and meet the requirements of the Welsh language standards. • Establish a Youth Forum to empower young people to deliver Welsh language social events. • Develop a programme of activities for young people who speak Welsh as a second language.

Theme 3: Creating favourable conditions – infrastructure and context	
Vision	Creation and maintenance of suitable conditions and an environment where the Welsh language and its speakers can thrive.
Outcome	The Welsh language is supported through linguistic planning, economic development, digital platforms and culture.
Areas of Work	• Community and economy • Culture and media • Wales and the wider world • Digital technology • Linguistic infrastructure • Language planning • Evaluation and research
Areas of Work	• Develop a resource to detail all Welsh language employment and development opportunities in the city. • Maintain and further develop programmes of cultural activities for children and young people, families, and adults and older people. • Develop an information pack detailing all Welsh language services and support available in Cardiff. • Ensure that the Welsh language is at the heart of innovation in digital technology to enable the use of Welsh in all digital contexts. • Promote the use of Welsh in all new developments in Cardiff.

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APPENDICES

Bilingual Cardiff: 5 Year Welsh Language Strategy 2022 - 2027

APPENDIX 1 - BILINGUAL CARDIFF 5 YEAR ACTION PLAN

STRATEGIC THEME 1: INCREASE THE NUMBER OF WELSH SPEAKERS

Areas of Work:
1. **Transferring the language within the family,**
2. **Early years,**
3. **Statutory education,**
4. **Post-compulsory education,**
5. **Education workforce, resources and qualifications**

Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
1. All targets for Theme 1 to be revised following receipt of 2021 Census data	Targets and priorities to be assessed following receipt of Census data and further refined/adapted.	Census data is anticipated to be published in 2023	2021 Census	Cardiff Council	
2. Campaign to promote the use of Welsh in the home – promoting bilingualism and multi-language within non-Welsh speaking households in Cardiff	An increase in the number of families participating in Welsh and bilingual activity within the home – e.g. S4C's Clwb Cwtsh and similar activity by the Forum's partners.	Agree and launch the campaign by September 2022 and progress to be reported annually by the delivery partners.	Delivery partner reports to the BC Forum	Mudiad Meithrin Cymraeg i Blant (Welsh for Children) Menter Caerdydd S4C The Urdd Cylch methrin (nursery groups)	Outcomes 1, 2, 3, 4 & 5

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Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
3. Promote Welsh-medium education among non-Welsh speaking families to increase awareness of the history of the Welsh language and foster pride in the language.	Develop and introduce a language awareness campaign by July 2024	March 2024	Agree the language awareness campaign in the March 2023 BC Forum meeting	Cardiff Council Cardiff University Education Consortia Menter Caerdydd The Urdd CAVUHB Cylch meithrin (Nursery groups)	**Outcomes 1, 2, 3, 4 &**
	Partner with the Cylchau Meithrin, Cardiff Council services (e.g. Flying Start, Early Years and Childcare) and CAVUHB health workers and midwives to deliver the promote Welsh medium Education and Welsh Language awareness.	Roll out the campaign in July 2024.	Delivery partner reports to the BC Forum		
4. Increase the provision of Welsh language training for parents who send their children to Welsh-medium schools.	An increase in the number of non-Welsh speaking parents sending their children to Welsh-medium schools in Cardiff who receive Welsh language training through the Forum's partners.	Initial provision to be submitted by September 2022 and participation statistics to be reported annually by delivery partners with target to be met by March 2027.	Delivery partner reports to the BC Forum	National Centre for Learning Welsh Menter Caerdydd Mudiad Meithrin The Urdd CAVC Welsh Language Immersion Unit	**Outcomes 1, 2, 3, 4, 5 & 6**

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Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
5. Increase in Welsh-medium early years' social opportunities and raise awareness of this provision.	A 25 % increase in Welsh-medium early years' social provision provided by the Forum's partners.	Provision to be developed by September 2022 and participation statistics to be reported annually by delivery partners with target to be met by March 2027.	Delivery partner reports to the BC Forum	Mudiad Meithrin Cymraeg i Blant (Welsh for Children) Cardiff and Vale College Cardiff primary schools. Menter Caerdydd The Urdd Cardiff and Vale Health Board Welsh Language Commissioner	**Outcome 1**
6. Pilot initiative to work intensively in 2 different areas of the city around a primary school experiencing a reduction in the number of children seeking a place in reception/nursery class	Identify and agree a pilot scheme with two primary schools by September 2024. Pilot launched for academic year 2024/25.	September 2023 June 2024	Delivery partner reports to the BC Forum and Cardiff Council's Welsh Education Forum (WEF)	Menter Caerdydd Mudiad Meithrin The Urdd Cardiff Welsh-medium primary schools Cardiff colleges and universities	**Outcomes 1 & 2**

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Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
7. Increase in percentage of the people who can speak Welsh	Census results to show that 11.6 % of Cardiff's population can speak Welsh.	Census report by 2023.	National Census	Cardiff Council	
	Annual increase consistent with 13 % of Cardiff population able to speak Welsh by 2027 to be confirmed by the National Survey for Wales and the Language Use Survey	Reports based on the National Survey for Wales and the Language Use Survey annually at the Forum's March meeting with the target to be met by March 2027.	National Survey for Wales and Language Use Survey		
8. Funding, appointing and maintaining the post of Welsh Education Promotion Officer (across the Southeast Wales Region)	Agree the funding application with the Welsh Government.	Funding in place by April 2022	Funding agreement with Welsh Government.	Cardiff Council Forum Partners Southeast Wales Mentrau Iaith	**Outcomes 1, 2, 3, 4 & 7**
	Agree the priorities and duties of the post with the BC Forum partners and appoint the officer.	By September 2022	Job description and person specification agreed by Forum partners and successful completion of recruitment.		
	Line management for the officer and workplace support.	September 2022 onwards	The Mentrau to report annually to the BC Forum		

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Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
9. Agree and co-deliver Welsh-medium education promotion initiatives with organisations representing minority ethnic communities	2 promotional initiatives to be undertaken in conjunction with organisations representing minority ethnic communities on an annual basis.	Promotional initiatives to commence in September 2023	Delivery partner reports to the BC Forum	Cardiff Council C3SC All BC Forum partners Welsh Language Immersion Unit Cardiff Welsh-medium primary and secondary schools.	**Outcomes 1, 2, 3, 4, 5 & 6**
10. An increase in the number of places available within primary and secondary Welsh-medium secondary education in Cardiff.	23.2 % of Reception pupils taught through the medium of Welsh by January 2027. 14.7 % of Year 7 pupils taught through the medium of Welsh by 2026/27.	Progress to be reported annually following the publication of the annual report on the WESP with the target to be met by March 2027.	Cardiff Council WESP Annual Report	Cardiff Council	**Outcomes 1, 2, 3, 4 & 6**
11. Increase the provision for Welsh-medium additional learning needs.	4.4 % of additional learning needs provision to be provided through the medium of Welsh by 2027	Progress to be reported annually following the publication of the annual report on the WESP with the target to be met by March 2027.	Cardiff Council WESP Annual Report	Cardiff Council	Outcome 6

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Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
12. An increase in the number of secondary school pupils studying qualifications assessed through the medium of Welsh.	14 % of secondary school pupils study qualifications through the medium of Welsh by 2027.	Progress to be reported annually following the publication of the annual report on the WESP with the target to be met by March 2027.	Cardiff Council WESP Annual Report	Cardiff Council	**Outcome 3**
13. An increase in the number of students studying further and higher education courses through the medium of Welsh.

Develop and co-ordinate a campaign to promote Welsh-medium education and training for further and higher education students.

Explore opportunities to fund a Transition Officer to support the objective and promotional campaign. | 50 % of Welsh speaking students studying at Cardiff universities and colleges study through the medium of Welsh.

Launch the promotional campaign by September 2024.

Case study to be developed and presented to BC Forum partners by September 2023. | March 2027

September 2024

September 2023 | Cardiff colleges and universities' annual reports.

Agreement of the campaign in the September 2024 BC Forum meeting.

Case study agreed in the September 2023 BC Forum meeting. | National Centre for Learning Welsh

Cardiff and Vale College Education Consortia

University of South Wales

Cardiff University Cardiff

Metropolitan University

Coleg Cymraeg Cenedlaethol

Cardiff Welsh-medium secondary schools | **Outcome 7** |

Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
13. Develop the education workforce to increase the number teaching Welsh as a subject and teaching through the medium of Welsh. This includes teachers in the English-medium education sector who have the ability to use Welsh confidently and across the curriculum and additional specialist staff to support Welsh medium ALN provision.	Continue to monitor data and intervene as necessary.	Progress to be reported annually to the BC Forum with the target to be met by March 2027.	Cardiff colleges and universities' annual reports.	National Centre for Learning Welsh Cardiff and Vale College Education Consortia University of South Wales Cardiff University Cardiff Metropolitan University Coleg Cymraeg Cenedlaethol	**Outcomes 3, 4, 6 & 7**
Develop and deliver support for teachers from English-medium schools to up-skill to enable them to teach through the medium of Welsh including membership of the Sabbatical scheme and long-term support to practise and improve language skills.	10 teachers receive this support annually from September 2024.	Delivery of support by September 2024.	Cardiff colleges and universities' annual reports.		Outcomes 3, 4 & 7
Promote the Welsh Government's offer to provide free Welsh lessons to young people aged 16-25 years old and the education workforce with the Bilingual Cardiff Forum partners.		April 2022 onwards	BC Forum meetings and in communications to BC Forum partners		Outcomes 3, 4, 6 & 7

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STRATEGIC THEME 2: INCREASING THE USE OF WELSH

Areas of Work:
1. **The workforce,**
2. **Services,**
3. **Social use of Welsh**

Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
1. All targets for Theme 2 to be revised following receipt of 2021 Census data	Targets and priorities to be assessed following receipt of Census data and further refined/adapted.	Census data is anticipated to be published in 2023	2021 Census	Cardiff Council	
2. Establish a Bilingual Cardiff Youth Forum. All BC Forum partners to identify one young person to represent them as members of the Youth Forum. Identify and confirm funding to fund activity and events agreed by the Bilingual Cardiff Youth Forum. Support the membership of the Youth Forum to be Welsh language champions on social media platforms.	Populate the Youth Forum and offer the necessary support to ensure it meets from 2022/23 onwards. Enable the Youth Forum to run a programme of events each year by offering an events budget. Link the Youth Forum events programme and other event funding programmes such as the Arts Council of Wales Night Out and Literature Wales Writers in Action.	April 2022 April 2023 April 2023	Delivery partner reports to the BC Forum	Cardiff Council Arts Council of Wales Yr Urdd Menter Caerdydd Literature Wales All BC Forum Partners	**Outcomes 3, 4 & 5**

Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
3. Conduct a mapping exercise for Welsh medium children and young people's provision provided by Cardiff Council to identify potential gaps in provision and address them through actions and funding.	A comprehensive account of the Welsh medium children and young people's services provided by the Council. Present the findings of the mapping exercise to the Bilingual Cardiff Forum. Identify opportunities to develop additional provision to address identified gaps.	August 2022 September 2022 April 2023	Cardiff Council mapping exercise	Cardiff Council	
4. Develop a network of ambassadors who have already received Welsh-medium education to promote the language and access to Cardiff's primary and secondary schools. Support the ambassadors by inviting them to meet families to promote Welsh-medium education. Develop supporting resources (e.g. interviews with ambassadors) to be presented as digital resources and through the social media accounts of BC Partners and Council services (e.g. admissions, early years). Develop a campaign in conjunction with the ambassadors and BC Forum partners to promote Welsh-medium education with multi-lingual audiences.	All partners to identify ambassadors who will appeal to communities across Cardiff to increase access to Welsh-medium education. Develop and agree an engagement programme with families. Identify and agree a budget to support the production of resources. Identify representative organisations to support and agree the engagement campaign.	September 2023 September 2024 September 2024 September 2025	Delivery partner reports to the BC Forum Agreement of the engagement programme in the September 2024 BC Forum meeting Budget identified and agreed in the September 2024 BC Forum meeting. Agreement of the engagement programme in the September 2025 BC Forum meeting	Cardiff Council Menter Caerdydd Cardiff Welsh-medium primary and secondary schools Cardiff colleges and universities The Urdd All BC Forum partners	**Outcomes 1, 2, 3 & 4**

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Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
5. Increase activity with 'second language' schools installing clubs, holding workshops and encouraging activities directly with the schools.	Develop strategic partnerships between BC Forum partners, Cardiff Council's WEF, and schools to support long-term provision through the medium of Welsh.	September 2024	Delivery partner reports to the BC Forum	Cardiff Council Menter Caerdydd The Urdd Literature Wales Wales Millennium Centre Arts Council of Wales Cardiff primary and secondary schools	**Outcomes 3, 4 & 5**
6. Hold an annual 'Gyrfa Gymraeg' Welsh Career event to share information about the wide range of further education courses that can lead to a Welsh post.	Agree to hold it as a separate event or as part of a wider jobs fair. Identify funding for the event to ensure it can be an annual event. To hold the Welsh Career event.	March 2022 September 2022 By March 2023 and then annually.	Delivery partner reports to the BC Forum	Cardiff Council Menter Caerdydd Cardiff Welsh-medium Secondary Schools Cardiff Colleges and Universities Cardiff Commitment	**Outcomes 5 & 7**
7. An increase in the number of Cardiff Council staff with Welsh language ability.	Increase the number of Council staff with Welsh language skills to 20 % of the workforce by 2027.	March 2027	Cardiff Council's Annual Report on Welsh Language Standards	Cardiff Council	

Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
8. An increase in the number of Cardiff Council staff receiving Welsh language training.	Increase the number of Council staff who have received training in Welsh to 50 % of the workforce by 2027.	March 2027	Cardiff Council's Annual Report on Welsh Language Standards	Cardiff Council	
9. Develop and run a campaign to share best practice in increasing the percentage of the workforce who speak Welsh and/or have received Welsh language training.	An increase in the number of BC Forum Partners' staff that speak Welsh and an increase in the number of those workforces joining Welsh-medium training courses.	March 2024	Delivery partner reports to the BC Forum	National Centre for Learning Welsh Cardiff Council Cardiff Colleges and Universities	
10. Hold Tafwyl every year to promote and raise awareness of the Welsh language and attract Welsh-speaking and non-Welsh speaking communities to socialise and engage with the Welsh language, the Welsh music scene, literature, sport and Welsh culture	Hold Tafwyl each year.	Annual	Menter Caerdydd Tafwyl Report	Menter Caerdydd	**Outcome 5**

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STRATEGIC THEME 3: CREATING FAVOURABLE CONDITIONS: INFRASTRUCTURE AND CONTEXT

Areas of Work:
1. **Community and economy,**
2. **Culture and media,**
3. **Wales and the wider world,**
4. **Digital technology,**
5. **Linguistic infrastructure,**
6. **Language planning,**
7. **Evaluation and research**

Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
1. All targets for Theme 3 to be revised following receipt of 2021 Census data.	Targets and priorities to be assessed following receipt of Census data and further refined/adapted.	Census data is anticipated to be published in 2023	2021 Census	Cardiff Council	
2. Expand the Bilingual Cardiff Forum membership to include: i) officers from the Council to share knowledge and good practice and ensure a shared understanding of goals; ii) a wider base of partners e.g. from business and economy.	Additional members to be identified and agreed by the Bilingual Cardiff forum.	June 2022	Bilingual Cardiff Forum minutes	Cardiff Council	
3. Create a strapline for the Bilingual Cardiff Strategy and vision.	Create and agree the strapline to market the Bilingual Cardiff Strategy 2022/27.	By April 2022	Agreement in the March 2022 BC Forum meeting.	Literature Wales Cardiff Council All BC Forum partners	

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Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
4. Create and sustain children's arts activity to support and promote the Bilingual Cardiff Strategy	An increase in the number of arts events and projects provided by the Forum's partners and an increase in the number of children attending them.	Programme of activity to be agreed by March 2023.	Delivery partner reports to the BC Forum	Arts Council of Wales Literature Wales Cardiff Enterprise Millennium Centre Cardiff Schools The Urdd	**Outcome 5**
5. Increase awareness of the provision, opportunities and access to the arts in Welsh in Cardiff for children, young people and families. Develop and agree a programme of arts activity in Welsh aimed at adults and older people. Provide Welsh-medium creative reading and writing sessions in Cardiff city libraries and hubs.	Delivery partners to submit information on arts activity in Welsh to be shared with the Forum's partners. 6 events to be held annually. 6 sessions to be held annually.	April 2022 April 2024 March 2023	Delivery partner reports to the BC Forum Delivery partner reports to the BC Forum Delivery partner reports to the BC Forum	Arts Council of Wales Literature Wales Menter Caerdydd Merched y Wawr Millennium Centre The Urdd Cardiff Council	**Outcomes 3, 4 & 5**

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Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
6. Increase arts collaboration with years 12 and 13 in Secondary Schools and Undergraduates at Cardiff Colleges and Universities	A programme of work agreed between the delivery partners and collaborative activity to be undertaken from the start of the 2023/24 academic year.	September 2023	Delivery partner reports to the BC Forum	Cardiff Colleges and Universities Cardiff Welsh-medium Secondary Schools	**Outcomes 4 & 5**
7. Develop, create and design a monthly circular of Welsh language employment opportunities and work skills development in the city, from volunteering to full-time jobs.	12 monthly circulars have been set and formatted to be shared with the partners.	April 2022	All partners to receive a monthly circular to share with their networks.	Y Dinesydd All BC Forum Partners	**Outcomes 5 & 7**
8. Agree and share good practice guidance regarding the use of Welsh and Welsh language considerations for the use of housing developers, housing associations, construction companies, and security companies etc. who work with Cardiff Council.	Distribute the guidance to the Council's partners and encourage the use of and comprehensive consideration of the Welsh language. Reinforce the Council's guidance that a Welsh language name should be given to all housing developments and projects in Cardiff – this includes the unofficial name used for preliminary marketing and the development or project's final, official name.	September 2022	The handbook to be shared with the Forum's partners.	Cardiff Council Menter Caerdydd All BC Forum partners	

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Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
9. Maintain and promote the Council's street name list and share it internally (e.g. ishare maps and address gazetteer) and externally (Ordnance Survey, Post Office etc.).	Transfer of street names to council resources and relevant external bodies. Strengthen the Council's Street Naming Policy to apply its principles regarding shared spaces to include the naming of parks, green spaces, woodland, transport stations, footpaths and cycleways, and new Council-owned buildings and developments. Engage with local schools (especially schools serving the new Local Development Plan areas) to foster ownership of Welsh language street names in their catchment areas.	March 2023 April 2023 Engage with schools in Northeast Cardiff by the end of 2023 and schools in Northwest Cardiff by 2025	Delivery partner reports to the BC Forum Revision and expansion of the Council's Street Naming Policy Delivery partner reports to the BC Forum	Cardiff Council Welsh Language Commissioner Cardiff Primary and Secondary Schools	**Outcomes 4 & 5**
10. Create a lifelong information pack about Welsh language activity and resources in Cardiff.	Agree the final package and promulgate it to communities across Cardiff.	September 2022	Agreement of the information pack in the September 2022 BC Forum meeting	Menter Caerdydd	**All Outcomes**
11. Work in partnership with information technology companies to advocate for the development and delivery of programmes and resources that support the Welsh language.	Ensure that programmes and information technology resources support Welsh language provision.	March 2027	Delivery partner reports to the BC Forum	Cardiff Council Welsh Language Commissioner Cardiff colleges and universities.	
12. Develop and publish a Grants Policy	Develop a Cardiff Council Grants Policy to meet the requirements under the Welsh Language Standards	March 2022		Cardiff Council	

Objective	Target	Timetable	Reporting Source	Delivery Partner(s)	WESP Outcome(s) Supported
13. Assessment the effectiveness of Bilingual Cardiff strategy interventions.	Assess the impact of the interventions described in the Bilingual Cardiff strategy action plan and measure success in supporting the Cymraeg 2050 themes with refence to Welsh Language Commissioner guidance and Bilingual Cardiff Forum partner best practice.	April 2023 and annually thereafter.	Cardiff Council and Bilingual Cardiff Forum reports on the implementation and completion of the actions described in the Bilingual Cardiff action plan.	Cardiff Council	
14. Revise Cardiff Council's guidance to 3rd parties on the implementation of the Welsh language Standards	Update and revise the 3rd party guidance and include a section the Welsh language standards requirements in terms of tendering.	April 2022	Publication of revised 3rd party guidance	Cardiff Council	
15. Enhance the status of the Welsh language in Cardiff by increasing its prominence in branding for Cardiff Bus and Taxis.	Work in partnership with relevant Council departments and teams to introduce the Welsh term 'Tacsi' as the signage used by Cardiff's new fleet of greener taxis.	April 2023	Change in licensing conditions to include this requirement.	Cardiff Council	
	Increase the use and prominence of Welsh language branding for the Cardiff Bus fleet.	April 2023	Agreement with Cardiff Bus.		
	Investigate the feasibility of the inclusion of requirements concerning the usage of the Welsh language term 'Taxis' in the conditions supporting Cardiff Council grants to replace older taxis with greener models.	April 2023	Inclusion of requirements in relevant grant conditions.		

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APPENDIX 2 - LEAD PARTNERS

As a City wide strategy, the success of the Bilingual Cardiff vision as outlined in this strategy depends on collaborative working with our partners and stakeholders. The following lead partners have agreed to implement and monitor progress against the relevant actions within the action plan.

Arts Council Wales

Arts Council Wales was established in 1994 and is the official body that funds and develops the arts in Wales. Funded by the Welsh Government and the National Lottery they support artists and arts organisations carrying out programmes of work across Wales in order to make the arts central to the life and wellbeing of the nation.

Cardiff Rugby

Cardiff Rugby are one of the four professional Welsh regional rugby union teams. Based in Cardiff, the capital of Wales, the team play at Cardiff Arms Park and are owned by Cardiff Rugby Ltd, who also own and run Cardiff Rugby Football Club. From 2003 to 2021 the club were known as the Cardiff Blues before changing their name to Cardiff Rugby prior to the start of the 2021-22 season.

Cardiff Public Service Board

As part of the implementation of the Well-being of Future Generations Act (Wales) 2015, all local authorities in Wales are required to establish Public Services Boards (PSBs). PSBs bring public and third sector bodies together to work in partnership to improve economic, social, environmental and cultural well-being.

The statutory members of a PSB are as follows:

- The City of Cardiff Council
- Cardiff and Vale University Health Board
- South Wales Fire and Rescue
- Natural Resources Wales

Membership of the Board must also include a number of other partners who participate in its activity as 'invited participants'. Representatives of the following sit on the Cardiff PSB:

- The Welsh Ministers
- The Chief Constable of South Wales Police
- The South Wales Police and Crime Commissioner
- Representatives of the National Probation Service and Community Rehabilitation Company
- Cardiff Third Sector Council

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Other partners who exercise functions of a public nature can also be involved in the delivery of its work.

PSBs have a duty under the Well-being of Future Generations Act to assess the economic, social, environmental and cultural well-being of the local area and to produce a local well-being plan setting out well-being objectives that will contribute to achieving the Welsh Government's 7 well-being goals. More information on these goals can be found here.

Cardiff Metropolitan University

Cardiff Metropolitan University is an institution rooted in Wales and provides practice-focused and professionally oriented education for students. Its vision is derived for its commitment to education. Research and innovation undertaken in partnership with students, governments, business and industry to provide tangible benefits for individuals, society and the economy.

Cardiff Met is committed to ensuring that every student fulfils their potential to make outstanding graduate-level contributions to their own and future generations.

Cardiff Third Sector Council (C3SG)

Cardiff Third Sector Council exists to support and develop Cardiff's third sector. Working with the Welsh Government and WCVA, it is committed to increasing the knowledge and skills of the sector to ensure that groups and organisations in Cardiff can make themselves sustainable and meet the needs of their communities.

Cardiff University (School of Welsh)

The School of Welsh at Cardiff University is a world class academic unit with a global reputation. It specialises in a range of fields relating to the Welsh language and its culture, including literature, linguistics, sociolinguistics, translation, education, planning and policy. It has strong international links, especially with countries that are home to minority languages, such as Canada, Catalonia, the Basque Country and Ireland. The school's staff also specialise in various aspects of the Welsh language and its culture in Cardiff and the surrounding areas.

National surveys show that the School excels in its teaching, its research and the effect of its research outside the academic field. It delivers world class education from undergraduate level to PhD level. Cardiff Welsh for Adults is part of the School and it delivers courses to over 2,000 students in the capital. The School is also responsible for the Welsh for All scheme (which gives an opportunity to hundreds of Cardiff University students to learn Welsh for free) and is one of the centres for the National Sabbatical Scheme (which develops the Welsh skills of education practitioners).

The School of Welsh is part of Cardiff University, an ambitious and innovative university with a bold and strategic vision. Cardiff University is a member of the Russell Group and ranked as 154 in the 2020 QS World University Rankings. Its world-leading research was ranked 6th amongst UK universities in the 2020 Research Excellence Framework for quality. The university provides an educationally outstanding experience for its students. Driven by creativity and curiosity, Cardiff University strives to fulfil its social, cultural and economic obligations to Cardiff, Wales, and the world.

Cardiff and Vale College

Cardiff and Vale College is one of the largest colleges in the UK, delivering high quality education and training within the Capital Region of Wales.

The College has more than 30,000 learners each year across full-time and part-time college courses, university qualifications and apprenticeship programmes, along with dedicated training provision for employers.

It develops skilled and employable people – with some of the best student success rates in the sector and a focus on experiences that ensures that learners stand out and progress.

Cardiff and Vale University Health Board

Cardiff and Vale University Health Board is one of the local health board of NHS Wales. It came into being on 1 October 2009 through the amalgamation of three NHS organisations in the Cardiff and Vale of Glamorgan area. The three organisations amalgamated were: Cardiff and Vale NHS Trust, employing 12,000 staff and previously responsibility for hospital services in the Cardiff and Vale of Glamorgan area; Cardiff Local Health Board; and Vale of Glamorgan Local Health Board both responsible for GP, Dental, Optical and pharmacy services. The headquarters of the Board is in the University Hospital of Wales, in Cardiff.

Coleg Cymraeg Cenedlaethol

The Coleg Cymraeg Cenedlaethol works through branches located across seven universities in Wales. The aim of the branches is to support the work of the Coleg and act as a local point of contact for students.

The choice of Welsh medium courses has expanded significantly in recent years. There are currently over 1,000 courses for Welsh medium students, along with over 150 undergraduate scholarships awarded to students annually.

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The work of Coleg Cymraeg Cenedlaethol includes:

- Ensure more study opportunities for Welsh medium students - in partnership with the universities

- Train, develop and fund new Welsh medium lecturers for the future

- Fund undergraduate and post-graduate scholarships

- Support students studying course through the medium of Welsh

- Increase the number of students choosing to study their whole course or part of their course through the medium of Welsh

- Develop quality modules, courses and resources for Welsh medium students.

Colegau Cymru

Colegau Cymru / Colleges Wales is the national educational charity that represents 14 of Wales' further education (FE) colleges and designated FE institutions. Its Board comprises of college principals and chairs of corporations, appointed by member colleges. It also works closely with a wide range of partners in post-16 education, training and skills.

Central South Education Consortium

The Central South Consortium (CSC) was established in September 2012. It is a Joint Education Service for five local authorities:

- Bridgend

- Cardiff

- Merthyr Tydfil

- Rhondda Cynon Taf

- Vale of Glamorgan

The consortium is commissioned by and acts on behalf of the five local authorities to develop a school improvement service that challenges, monitors and supports schools to raise standards.

Clwb Ifor Bach

Clwb Ifor Bach is a live music venue, nightclub and promoter situated in Cardiff city centre on Womanby Street, hosting international, local and emerging artists and has been an early platform for some of the biggest names in music today.

Since its establishment in 1983, Clwb Ifor Bach has been a musical focal point in Cardiff and Wales, welcoming all musical styles and genres from all corners of the world through its doors.

Y Dinesydd

Y Dinesydd is a monthly local Welsh-language newspaper (or Papur Bro in Welsh) for Cardiff, Wales, established in October 1973.

Eisteddfod Genedlaethol Cymru

The National Eisteddfod of Wales is one of the world's greatest cultural festivals and is held annually during the first week of August. It is a travelling festival, alternating between north and south Wales. The Eisteddfod was last held in Cardiff in 2018.

The festival, which attracts 150,000 visitors, celebrates the Welsh language and the culture of Wales in an inclusive and eclectic way. Much work has been done over the past decade to develop the festival as a family-friendly and accessible event, evolving and changing from year to year as it visits different parts of Wales.

Literature Wales

Literature Wales is the national company for the development of literature in Wales. It believes that literature is for everyone and can be found anywhere. The organisation's many projects and activities include Wales Book of the Year, the National Poet of Wales, Bardd Plant Cymru and Young People's Laureate Wales, Literary Tourism initiatives, Writers on Tour funding scheme, creative writing courses at Tŷ Newydd Writing Centre, Services for Writers (including Bursaries and Mentoring) and Young People's Writing Squads.

The Chief Executive is Lleucu Siencyn. Literature Wales is a registered charity and a Company Limited by Guarantee and works with the support of the Arts Council of Wales and the Welsh Government.

Menter Caerdydd

Menter Caerdydd was established in June 1998, with the aim of promoting and expanding the use of Welsh in Cardiff by creating opportunities for the city's residents to use the language outside work and school. Today, Menter Caerdydd is seen as one of the most successful Language Initiatives in Wales with over 40,000 service users.

Menter Caerdydd delivers services by working in partnership with a number of Welsh organisations in Cardiff, as well as other organisations in the city whose focus stretches beyond offering activities in Welsh. Menter Caerdydd's main partners are the Welsh Government and Cardiff City Council who are responsible for funding a number of services offered in Welsh in the City. It's a registered charity and a Company Limited by Guarantee.

Menter Caerdydd's core work encompasses six priorities, namely:

- Promoting and creating opportunities to use Welsh.

- Building confidence and changing people's attitude towards Welsh.

- Reinforcing Welsh and its use within families.

- Developing employment and training opportunities for young people and adults.

- Developing Welsh Festivals to raise awareness of Welsh.

- Ensuring that Welsh has a visual platform on a digital level.

Menter Caerdydd's services and activities include leading on Co-ordinating Training and Volunteering opportunities for 16+ students in Welsh, co-ordinating Tafwyl – Cardiff's Welsh language festival, organising weekly clubs for children, free play opportunities and workshops and Care Plans during the Holidays, social opportunities and activities for learners and families, and leading the City's Welsh Language Forum.

Merched y Wawr

Merched y Wawr is a voluntary, non-political, organisation for women in Wales. Its activities are conducted through the medium of Welsh its aims are to promote women's issues and to support culture, education and the arts in Wales.

Mudiad Meithrin

Mudiad Meithrin: a national voluntary organisation of cylchoedd meithrin, cylchoedd Ti a Fi, wraparound care, meithrin sessions and Welsh-medium nurseries that provide early years experiences, childcare and education of a high quality for approximately 22,000 children each week.

National Centre for Learning Welsh

The Centre is a national body responsible for all aspects of the Welsh for Adults education program. It operates as a body at arm's length from Welsh Government and has a clear vision for the future.

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The Centre:

- is a visible institution setting a national strategic direction for the Welsh for Adults sector.

- provides leadership for Welsh for Adults providers.

- raises standards in teaching and learning in Welsh for Adults.

- presents an engaging, appropriate and high quality national curriculum and produce resources suitable for all kinds of learners.

The National Centre for Learning Welsh provider in Cardiff is Cardiff University.

National Museum Wales

Amgueddfa Genedlaethol Cymru – National Museum Wales is a Welsh Government sponsored body that comprises seven museums in Wales:

- National Museum Cardiff

- St Fagans National Museum of History,

- Big Pit National Coal Museum,

- National Wool Museum,

- National Slate Museum,

- National Roman Legion Museum

- National Waterfront Museum

S4C

S4C is the Welsh language fourth channel and the first television channel to be aimed specifically at a Welsh-speaking audience.

University of Wales Trinity Saint David

The University of Wales Trinity Saint David (UWTSD) was formed on 18 November 2010 through the merger of the University of Wales Lampeter and Trinity University College Carmarthen, under Lampeter's Royal Charter of 1828. On the 1 August 2013, Swansea Metropolitan University became part of UWTSD.

Urdd Gobaith Cymru

The Urdd is the largest youth organisation for children and young people in Wales with over 50,000 members. 30 % of all Welsh speakers in Wales aged between 8-25 are members.

Urdd Gobaith Cymru's aim is to provide the opportunity, through the medium of Welsh, for the children and young people in Wales to become fully rounded individuals, developing personal and social skills that will enable them to make a positive contribution to the community.

Wales Millennium Centre

Wales Millennium Centre is an arts centre and performance venue located ted in Cardiff Bay. The centre hosts performances of opera, ballet, contemporary dance, theatre comedy, and musicals.

The Wales Millennium Centre comprises one large theatre and two smaller halls with shops, bars and restaurants. It houses the national orchestra and opera, dance, theatre and literature companies, a total of eight arts organisations in residence.

The main theatre, the Donald Gordon Theatre, has 2,497 seats, the BBC Hoddinott Hall 350 and the Weston Studio Theatre 250.

Welsh Language Commissioner

The Welsh Language Commissioner's vision is to see a Wales where people can use Welsh in their everyday lives, and the statutory aim of the post is to promote and facilitate the use of Welsh.

The Commissioner's strategic objectives are:

- Influencing policy to develop the Welsh language
- Expanding people's rights to use Welsh
- Ensuring that public bodies comply with Welsh language standards
- Facilitating wider use of Welsh with businesses and charities

Welsh Government

The Welsh Government is the devolved Government for Wales. The Welsh Government works to improve the lives of people in Wales and make our nation a better place in which to live and work. The Government is responsible for the devolved areas that include key areas of public life such as health, education and the environment.

The Welsh language is one of the Welsh Government's areas of responsibility - Section 61(k) of the Government of Wales Act 2006 (GOWA 2006) provides that the Welsh Ministers may do anything which they consider appropriate to support the Welsh Language.

The Welsh Government's aim is to see the Welsh language thrive, and has outlined its vision to see a million Welsh speakers by the year 2050.

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DRAFT BILINGUAL CARDIFF STRATEGY 2022-27

Equality Impact Assessment
Corporate Assessment Template

Appendix ii

Strategy Title: Bilingual Cardiff Strategy 2022-27	
Updating: a revision of the original Bilingual Cardiff Strategy 2017-22	

Who is responsible for developing and implementing the Strategy?	
Name: Ffion Gruffudd	Job Title: Head of Bilingual Cardiff
Service Team: Bilingual Cardiff	Service Area: Performance and Partnerships
Assessment Date: 19/01/22	

1. **What are the objectives of the Strategy?**

Production and publication of a 5-year Welsh promotion strategy, and subsequent revisions, is a statutory requirement for Cardiff Council in accordance with the Welsh language standards. The Welsh language (no.1) standards were issued to Cardiff Council in 2016 under Section 44 Welsh Language (Wales) Measure 2011. Bilingual Cardiff is a-city wide strategy which sets out the Council's priorities for promoting and developing the Welsh language in Cardiff. The first Bilingual Cardiff Strategy was published in 2017 and Bilingual Cardiff 2022-27 represents its first revision.

Bilingual Cardiff's core vision and objective is the continued development and maintenance of Cardiff as a truly bilingual capital city – a city where our citizens can live, work and play in both the English and Welsh languages, and enjoy access to bilingual services and support which are equal in terms of availability, quality and accessibility. Bilingual Cardiff supports Cardiff Council's commitment to the promotion of bilingualism as a normal and natural part of citizens' experience and to support and nurture the Welsh language for future generations to use and enjoy.

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

The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations in Wales to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language [No.1] Regulation Standards 2015). The standards issued to Cardiff Council are listed in The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011.

Standard 145 requires that Cardiff Council produce and publish a 5-year strategy – and to subsequently revise this strategy every 5 years - describing how it will promote and facilitate the use of the Welsh language. Bilingual Cardiff 2022-27 represents the first revision of this strategy and – in accordance with the Welsh language standards – is required to be published by Cardiff Council by the 1st of April 2022.

Equality Impact Assessment
Corporate Assessment Template

Welsh Language Standard 145 states:

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

Bilingual Cardiff 2022-27 includes an updated and ongoing target to increase the number of Welsh speakers in Cardiff, in addition to specific actions to facilitate the use of the Welsh language, to support the Welsh Government's vision to achieve a million Welsh speakers by 2050 as described in their strategy document, *Cymraeg 2050: A Million Welsh Speakers*.

Bilingual Cardiff 2022-27 was subject to an internal consultation in September 2021 and a public consultation in October and November 2021. The purpose of the consultations was to identify staff and citizen priorities for the promotion of the Welsh language and to revise the Strategy's action plan as a result of the comments received. The Cardiff Research Team compiled reports on the internal and public consultations on the Bilingual Cardiff Strategy 2022-27 and these are presented as appendices for the Bilingual Cardiff Strategy 2022-27 for consideration by the Council's Cabinet and dull Council.

The Bilingual Cardiff Forum partners were also consulted on the Strategy and its action plan and three sub-groups have been formed to monitor and report on the implementation of the three themes presented. The three themes reflect the themes presented in Cymraeg 2050, the Welsh Government's strategy to achieve a million Welsh speakers by 2050.

The Bilingual Cardiff Strategy 2022-27 has been prepared alongside the Council's Welsh in Education Strategic Plan 2022-2032 (WESP). Targets have been aligned and both Strategies are mutually complementary and support the Welsh Government's target of achieving a million Welsh speakers by 2050 as described in Cymraeg 2050.

Cardiff has been one fastest growing major cities in Britain and this has had a positive impact on the Welsh language. The number of Welsh speakers in Cardiff has more than doubled over the last 25 years and the 2011 Census indicated that 16% of the city's population have one or more skills in the Welsh language.

Equality Impact Assessment
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The Bilingual Cardiff Strategy contributes to the delivery of the seven national well-being goals presented by the Well-being of Future Generations Act which particular focus on Wales' vibrant culture and a thriving living Welsh language.

Bilingual Cardiff 2022-27 follows the three core themes presented by Cymraeg 2050: A Million Welsh Speakers in its prioritisation, structure and identified supporting actions. These themes are as follows:

- Theme 1: Increase the number of Welsh speakers
- Theme 2: Increase the use of the Welsh Language
- Theme 3: Creating favourable conditions – infrastructure and context

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Equality Impact Assessment
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3   Assess Impact on the Protected Characteristics

3.1   Age

Will this Strategy have a **differential impact [positive/negative/]** on younger/older people?

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Bilingual Cardiff 2022-27's strategic themes are populated with specific actions to promote and support the Welsh language and will make the language more accessible to citizens of all ages.
What action(s) can you take to address the differential impact?
Bilingual Cardiff 2022-27 includes a strong focus on statutory and post statutory education and training. The actions included in its supporting action plan reflect and will contribute to the delivery of Cardiff Council's WESP and work towards increasing opportunities for school aged students to use the Welsh language in a variety of contexts. The strategy also includes commitments to further develop the provision of Welsh language training for adults in Cardiff and a particular focus on training delivery for Cardiff Council's staff.

Equality Impact Assessment
Corporate Assessment Template

3.2   Disability
Will this Strategy have a **differential impact [positive/negative]** on disabled people?

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No identified differential impact, beyond the general positive impact of Council and partner services for all protected characteristics being increasingly available in Welsh.
What action(s) can you take to address the differential impact?
No identified differential impact.

3.3   Gender Reassignment
Will this Strategy have a **differential impact [positive/negative]** on transgender people?

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No identified differential impact, beyond the general positive impact of increased Council services for all protected characteristics being increasingly available in Welsh.
What action(s) can you take to address the differential impact?
No identified differential impact.

Equality Impact Assessment
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3.4. Marriage and Civil Partnership

Will this Strategy have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		X	
Civil Partnership		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No identified differential impact, beyond the general positive impact of Council (Registrars in particular) and partner services for all protected characteristics being increasingly available in Welsh.
What action(s) can you take to address the differential impact?
No identified differential impact.

3.5 Pregnancy and Maternity

Will this Strategy have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy		X	
Maternity		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No identified differential impact, beyond the general positive impact of Council and partner services for all protected characteristics being increasingly available in Welsh.
What action(s) can you take to address the differential impact?
No identified differential impact.

Equality Impact Assessment
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3.6   Race
Will this Strategy have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White		X	
Mixed / Multiple Ethnic Groups		X	
Asian / Asian British		X	
Black / African / Caribbean / Black British		X	
Other Ethnic Groups		X	
Please give details/consequences of the differential impact, and provide supporting evidence, if any.			
Bilingual Cardiff 2022-27 is concerned with ensuring that the Welsh language is both accessible and visible in Cardiff. The strategy includes commitments to maintain and further develop primary and secondary education provision in the city to ensure that members of all of Cardiff's communities have the opportunity to engage with, and have equitable access to, Welsh medium education.			
What action(s) can you take to address the differential impact?			
Bilingual Cardiff 2022-27 includes a commitment to support a South East Wales region Education Promotion Officer. This officer will work to promote Welsh medium education with all communities and publicise its availability and means of access with currently under-represented groups and communities The Strategy also includes commitments to promote and publicise the Welsh language with new and emerging communities in Cardiff.			

Equality Impact Assessment
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3.7   Religion, Belief or Non-Belief

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No identified differential impact, beyond the general positive impact of Council and partner services for all protected characteristics being increasingly available in Welsh.
What action(s) can you take to address the differential impact?
No identified differential impact.

3.8   Sex

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

	Yes	No	N/A
Men		X	
Women		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No identified differential impact, beyond the general positive impact of Council and partner services for all protected characteristics being increasingly available in Welsh.
What action(s) can you take to address the differential impact?
No identified differential impact.

Equality Impact Assessment
Corporate Assessment Template

3.9   Sexual Orientation

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No identified differential impact, beyond the general positive impact of Council and partner services for all protected characteristics being increasingly available in Welsh.
What action(s) can you take to address the differential impact?
No identified differential impact.

Equality Impact Assessment
Corporate Assessment Template

3.10   Welsh Language
Will this Strategy have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Bilingual Cardiff 2022-27 is a city-wide strategy to promote and facilitate the Welsh language. It will be delivered by Cardiff Council and the external partners who are members of the Bilingual Cardiff Forum to increase opportunities to use and engage with the Welsh language. This strategy will continue to have a positive impact on the Welsh language in Cardiff.
What action(s) can you take to address the differential impact?
The strategy's action plan details the full range of actions to promote and facilitate the Welsh language in Cardiff.

Equality Impact Assessment
Corporate Assessment Template

4.   Consultation and Engagement

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

An internal consultation has been held with Cardiff Council staff.

A series of consultation meetings were held with Bilingual Cardiff Forum partners in September 2021.

A public consultation was held in October and November 2021.

The strategy was presented for discussion at the Bilingual Cardiff Working Group meeting on the 6th of December 2021.

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

Groups	Actions
Age	Bilingual Cardiff 2022-27 includes a strong focus on statutory and post statutory education and training. The actions included in its supporting action plan will reflect and contribute to the delivery of Cardiff Council's WESP and work towards increasing opportunities for school aged students to use the Welsh language in a variety of contexts. The strategy also includes commitments to further develop the provision of Welsh language training for adults in Cardiff and a particular focus on training delivery for Cardiff Council's staff.
Disability	No identified differential impact.
Gender Reassignment	No identified differential impact.
Marriage & Civil Partnership	No identified differential impact.
Pregnancy & Maternity	No identified differential impact.
Race	Bilingual Cardiff 2022-27 includes a commitment to support a South East Wales region Education Promotion Officer. This officer will work to promote Welsh medium education with all communities and publicise its availability and means of access with currently under-represented groups and communities The Strategy also includes commitments to promote and publicise the Welsh language with new and emerging communities in Cardiff.
Religion/Belief	No identified differential impact.
Sex	No identified differential impact.
Sexual Orientation	No identified differential impact.
Welsh Language	The strategy's action plan details the full range of actions to promote and facilitate the Welsh language in Cardiff.

Equality Impact Assessment
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Generic Over-Arching [applicable to all the above groups]	The Bilingual Cardiff: 5-Year Strategy will have a positive impact on the development of the Welsh language.

Equality Impact Assessment
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6.   Further Action

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

7.   Authorisation

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

Completed By : Dai Thomas & Ifan Brychan	Date:
Designation: Bilingual Cardiff	
Approved By: Ffion Gruffudd	
Designation: Bilingual Cardiff	
Service Area: Performance and Partnerships	

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

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

Background

Appendix iii

Bilingual Cardiff 2022-27:
Revision to the Welsh Language Promotion Five-Year Strategy

Cardiff Council is committed to the promotion and development of the Welsh language to realise its vision of Cardiff as a truly bilingual capital city. The Welsh language standards include a statutory requirement to create and publish a five-year strategy, which sets out how we will promote and facilitate the use of Welsh in Cardiff. The first Bilingual Cardiff Strategy was published in 2017 and the Bilingual Cardiff Strategy 2022-27 represents its first revision and a further development of its initial objectives and actions.

The 2022-27 strategy has been prepared to support the Welsh Government's aim to achieve a million Welsh speakers by 2050. It follows the three main themes of Cymraeg 2050 and includes a target to increase the number of Welsh speakers in Cardiff by 2027. The strategy offers a number of additional specific objectives to support, facilitate, and champion the use of the Welsh language. The strategy also supports the delivery of the well-being goals included in the Well-being of Future Generations Act 2015 – *A Wales of vibrant culture and thriving Welsh language* and the objectives described in the Council's Welsh Education Strategic Plan (WESP) 2022-32.

We aim to finalise and present the draft-revised strategy and associated action plan for public consultation by the beginning of October 2021. To ensure that the strategy is ambitious and far-reaching in its objectives to support and develop the Welsh language we would like to consult with Cardiff staff - including senior managers, policy officers, members, Welsh language coordinators & champions, Welsh speakers and learners - to ensure that the Strategy meets its main aim which is to increase the number and percentage of Welsh speakers in Cardiff over the next 5-year period in line with our statutory obligations. This is an excellent opportunity for staff to consider how best to promote and develop the Welsh language in Cardiff and support the Council's vision of a truly Bilingual Cardiff.

Methodology

- The survey was developed in collaboration between the Bilingual Cardiff Team and the Cardiff Research Centre.
- Intranet the survey was promoted to Council employees via, Intranet and Staff Information.
- The questionnaire was provided bilingually.

Research Findings

After data cleansing and validation, there were 543 responses to the Bilingual Cardiff Strategy Staff Survey.

Which Directorate do you work in?

541 responses were received for this question, giving a response rate of 99.6%.
Around one in six respondents worked in either Education & Lifelong Learning or Housing & Communities (17.6% and 16.8% respectively).

Which Directorate do you work in?

Directorate	%
Education & Lifelong Learning (Base: 95)	17.6
Housing & Communities (Base: 91)	16.8
Customer & Digital Services (Base: 54)	10.0
Planning, Transport & Environment (Base: 51)	9.4
Economic Development (Base: 46)	8.5
Finance (Base: 37)	6.8
Children's Services (Base: 35)	6.5
Adult Services (Base: 35)	6.5
HR (Base: 28)	5.2
Governance & Legal (Base: 28)	5.2
Performance & Partnerships (Base: 20)	3.7
Don't know (Base: 15)	2.8
Commissioning & Procurement (Base: 4)	0.7
Health & Safety (Base: 2)	0.4

(Base: 541)

NB: - Caution should be taken with low base sizes.

Are you a Welsh speaker?

543 responses were received for this question, giving a response rate of 100.0%.

The three areas with the greatest number of Welsh speakers were Education & Lifelong Learning (21), Customer & Digital Services (17) and Housing & Communities (14).

	Yes	No
Overall (Base: 543)	112	431
Education & Lifelong Learning (Base: 95)	21	74
Customer & Digital Services (Base: 54)	17	37
Housing & Communities (Base: 91)	14	77
Economic Development (Base: 46)	10	36
Performance & Partnerships (Base: 20)	9	11
Adult Services (Base: 35)	7	28
Children's Services (Base: 35)	6	29
Governance & Legal (Base: 28)	6	22
Finance (Base: 37)	5	32
Planning, Transport & Environment (Base: 51)	5	46
Don't know (Base: 543)	5	10
HR (Base: 28)	5	23
Other	2	4

NB: - Caution should be taken with low base sizes.

Are you a Welsh learner?

542 responses were received for this question, giving a response rate of 99.8%.

Overall 98 respondents were currently learning Welsh, this figure falls to 24 for respondents in Education & Lifelong Learning and 18 for respondents in Housing & Communities.

	Yes	No
Overall (Base: 542)	98	444
Education & Lifelong Learning (Base: 95)	24	71
Housing & Communities (Base: 91)	18	73
Customer & Digital Services (Base: 54)	10	44
Adult Services (Base: 35)	7	28
Children's Services (Base: 35)	7	28
HR (Base: 28)	7	21
Finance (Base: 37)	5	32
Planning, Transport & Environment (Base: 51)	5	46
Governance & Legal (Base: 28)	5	23
Economic Development (Base: 46)	5	41
Don't know (Base: 14)	3	11
Other	1	5

NB: - Caution should be taken with low base sizes.

Have you received Welsh language training?

541 responses were received for this question, giving a response rate of 99.6%.

205 of Overall respondents had received Welsh language training. Over half of respondents from Education & Lifelong Learning (48) had taken part in Welsh language training, this figure falls to 35 when compared by respondents from Housing & Communities.

	Yes	No
Overall (Base: 541)	205	336
Education & Lifelong Learning (Base: 95)	48	47
Housing & Communities (Base: 91)	35	56
Economic Development (Base: 46)	19	27
Planning, Transport & Environment (Base: 51)	16	35
Customer & Digital Services (Base: 54)	15	39
Children's Services (Base: 35)	14	21
Governance & Legal (Base: 28)	12	16
Finance (Base: 37)	11	26
Adult Services (Base: 35)	10	25
HR (Base: 28)	10	18
Performance & Partnerships (Base: 20)	9	11
Don't know (Base: 14)	5	9
Other	1	5

NB: - Caution should be taken with low base sizes.

Are you interested in receiving Welsh language training?

540 responses were received for this question, giving a response rate of 99.4%.

Interest was highest amongst respondents from Education and Lifelong Learning with 54 indicating a willingness to receive Welsh Language training. This is followed by 38 respondents from Housing & Communities and 21 staff members from Adult services.

Overall, 225 respondents are interested in receiving Welsh language training.

	Yes	No
Overall (Base: 540)	225	315
Education & Lifelong Learning (Base: 95)	54	41
Housing & Communities (Base: 91)	38	53
Adult Services (Base: 35)	21	14
Planning, Transport & Environment (Base: 51)	19	32
Customer & Digital Services (Base: 54)	17	37
Children's Services (Base: 34)	16	18
Governance & Legal (Base: 28)	15	13
Economic Development (Base: 46)	11	35
Finance (Base: 37)	10	27
HR (Base: 28)	10	18
Don't know (Base: 14)	7	7
Performance & Partnerships (Base: 20)	6	14
Other	1	5

NB: - Caution should be taken with low base sizes.

What is your vision of a truly Bilingual Cardiff?

Respondents were asked 'What is your vision of a truly Bilingual Cardiff?' – 454 comments were received, when analysed resulted in 16 themes. Details of the top three themes and example comments are as follows: - (A full list of themes with example comments can be seen in Appendix A).

Theme	No.	%	Example comments
Everyone speaking / learning Welsh	152	33.5	• "Everyone being able to speak Welsh at some level." • "Where everyone and anyone can have access to learning to speak Welsh." • "A truly bilingual Cardiff would be one where everyone who lived here was bilingual or had a facility with the language." • "Everyone receives enough spoken language lessons to converse confidently in Welsh. That the Welsh language is used as a unifying force for the nation and is proudly owned and spoken by all Welsh people." • "That we can all understand and communicate in both English and Welsh."
Equal standing between languages	111	24.44	• "English and Welsh given equal standing." • "Ensure that Welsh/English treated equally." • "A city where Welsh and English can both be used fully for everything." • "Where dual language is available as an initial offer rather than as an additional service." • "English and Welsh language 50/50."
Good access to Welsh language	99	21.8	• "Where everyone and anyone can have access to learning to speak Welsh." • "Where the interchangeability between languages is easy and fluid as the occasion requires." • "One where all services can be accessed equally, in either language." • "Possible to access all services through Welsh."

The Bilingual Cardiff strategy follows Cymraeg 2050 and offers three main themes for the promotion of the Welsh language. These themes are further broken down into areas of work. Please grade the areas of work within each theme by order of priority.

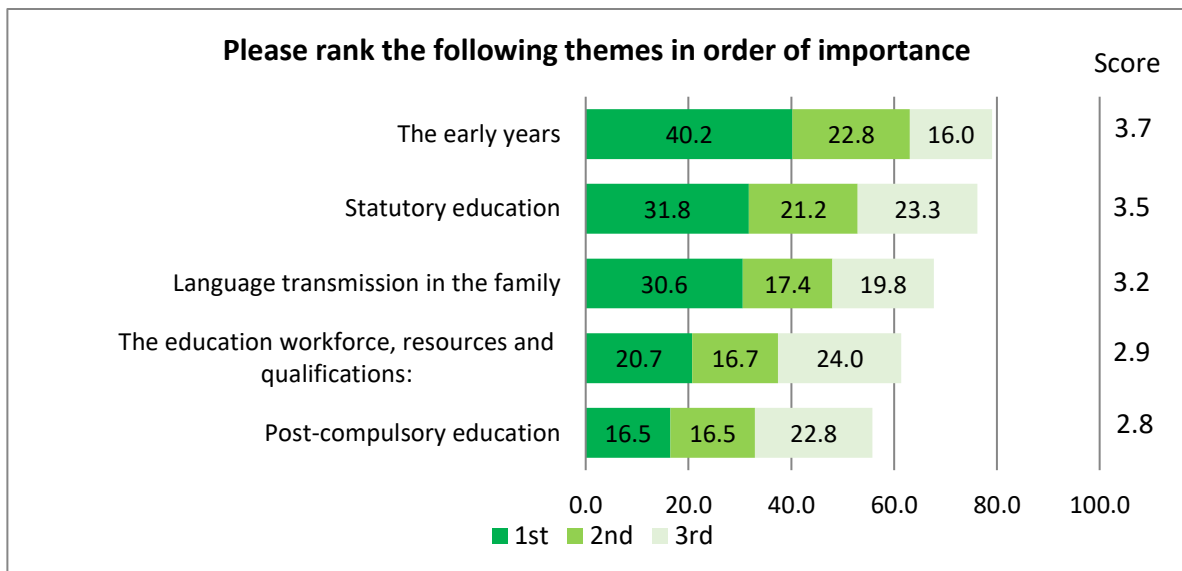## *Theme 1: Increasing the number of Welsh speakers –*

425 responses were received for this question, giving a response rate of 78.3%.

Respondents were then asked to rank the different topics regarding increasing the number of Welsh speakers in Cardiff from one to five.

Scores were calculated by assigning five points for each first-place ranking, four points for each second place, three points for each third place, two points for each fourth place, and one point for each fifth place. These were combined for each theme and divided by the overall number of respondents answering this question, to give a final score.

"The early years." was rated the most important, with 40.2% of respondents ranking this in first place, and an overall score of 3.7 out of five.

In second place, ranked in first place by 31.8% of respondents (and an average score of 3.5 out of 5), was "Statutory education."

The above chart shows the proportion of 1st, 2nd and 3rd place votes for each action, plus the overall score generated (out of 5).
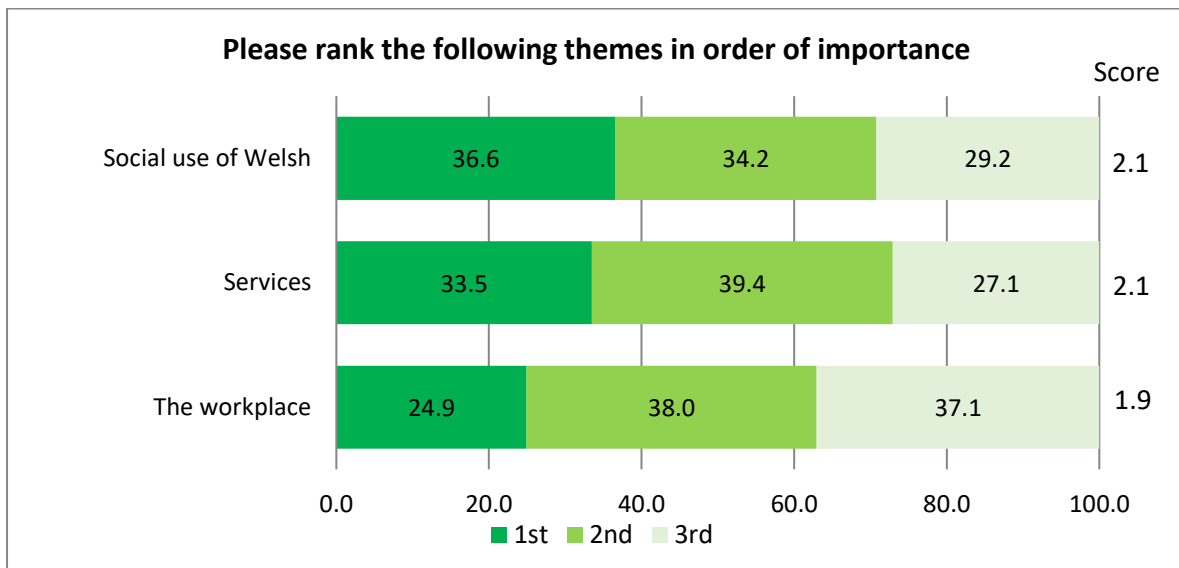
Theme 2: Increasing the use of Welsh

421 responses were received for this question, giving a response rate of 77.5%.

Respondents were then asked to rank the different areas regarding increasing the use of Welsh they prefer from one to three.

Scores were calculated by assigning three points for each first-place ranking, two points for each second place, and one point for each third place. These were combined for each theme and divided by the overall number of respondents answering this question, to give a final score.

 "Social use of Welsh." was ranked as the top theme, with 36.6% of respondents ranking this in first place, with an overall score of 2.1 out of three.

In second place, ranked in first place by 33.5% of respondents (and an average score of 2.1 out of 3), was "Services."

Please rank the following themes in order of importance

Score

	1st	2nd	3rd	Score
Social use of Welsh	36.6	34.2	29.2	2.1
Services	33.5	39.4	27.1	2.1
The workplace	24.9	38.0	37.1	1.9

0.0   20.0   40.0   60.0   80.0   100.0

■ 1st ■ 2nd ■ 3rd

The above chart shows the proportion of 1ˢᵗ, 2ⁿᵈ and 3ʳᵈ place votes for each action, plus the overall score generated (out of 3).

Theme 3: Creating favourable conditions – infrastructure and context

391 responses were received for this question, giving a response rate of 72.0%.

Respondents were then asked to rank elements to improve infrastructure and context of the Welsh language they prefer from one to seven.
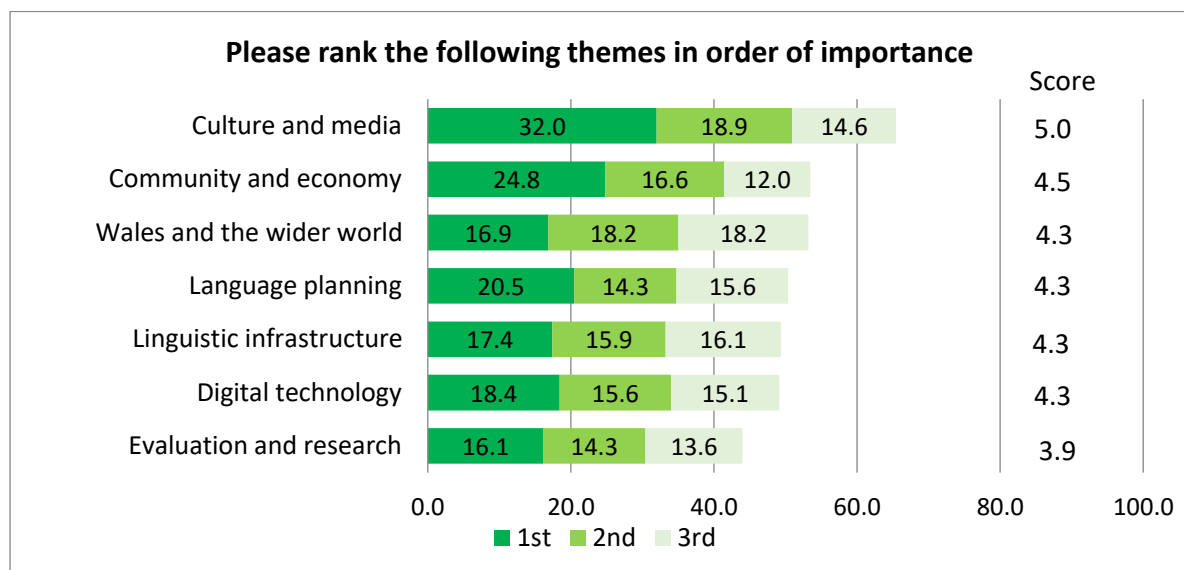
Scores were calculated as below: -

Rank	Points
1st	7
2nd	6
3rd	5
4th	4
5th	3
6th	2
7th	1

These were combined for each theme and divided by the overall number of respondents answering this question, to give a final score.

 "Culture and Media" was ranked as the top theme, with 32.0% of respondents ranking this in first place, with an overall score of 5.0 out of 7.

In second place, ranked in first place by 24.8% of respondents (and an average score of 4.5 out of 7), was "Community and economy."

"Evaluation and research." Was ranked 1st by 16.1% of respondents and realised an average score of 3.9 out of 7.

Please rank the following themes in order of importance

Theme	1st	2nd	3rd	Score
Culture and media	32.0	18.9	14.6	5.0
Community and economy	24.8	16.6	12.0	4.5
Wales and the wider world	16.9	18.2	18.2	4.3
Language planning	20.5	14.3	15.6	4.3
Linguistic infrastructure	17.4	15.9	16.1	4.3
Digital technology	18.4	15.6	15.1	4.3
Evaluation and research	16.1	14.3	13.6	3.9

The above chart shows the proportion of 1st, 2nd and 3rd place votes for each action, plus the overall score generated (out of 7).

What actions should the Council take to ensure it meets the target for increasing the number and percentage of Welsh speakers in Cardiff in line with Cymraeg 2050?

Respondents were asked 'What actions should the Council take to ensure it meets the target for increasing the number and percentage of Welsh speakers in Cardiff in line with Cymraeg 2050?' - 313 comments were received, when analysed resulted in 12 themes. Details of the top three themes and example comments are as follows: - (A full list of themes with example comments can be seen in Appendix B).

Theme	No.	%	Example comments
More funding/support for training in work or home	152	48.6	• "More Funding to provide the training but this training has to be voluntary." • "Encourage all staff to attend Welsh courses to learn the language. Have more places on the course and have more than one course of each type running at once. So the Level one course on Monday AM, Tuesday PM, Wednesday AM, Thursday PM, Friday AM etc." • "Provide peripatetic Welsh teachers for every English-medium Primary School, to ensure that children receive Welsh teaching from a totally confident Welsh speaker, at least once per week, alongside Welsh lessons and incidental Welsh practice led by their usual class teachers. Unfortunately, not all Head Teachers support the teaching of Welsh as much as they pretend, and this means that often staff are prevented from attending essential training or buying updated Welsh resources for their pupils." • "Provide free Welsh courses for all citizens of Cardiff." • "Put money into delivering lifelong training."
Greater involvement in education / younger generation	71	22.7	• "Make investments in supporting Welsh learning in the early years and supporting families in using Welsh." • "Provide more courses at a base line level. Support all schools and invest in learning the Welsh language at an early age!" • "Ensure training for staff in school." • "Expand the provision of Welsh-medium education ambitiously and sensibly and not allow negative attitudes to change the direction of all the great work that the city has achieved over the years."

			• "Increase the use of Welsh during early childhood and throughout the compulsory school years, to ensure a strong foundation of spoken Welsh within the community."
Better promotion	34	16.9	• "Have free high quality Welsh lessons/ courses on the Council website/ YouTube, freely available so that all can use them to learn to speak Welsh at beginner and intermediate level. Have a word of the week - use social media/ buses/ billboards/ text/ email - create a buzz around learning Welsh - make it cool - Use the TV - find a someone (celebrity?) who will learn a bit and take Cardiff on e.g. a 4-week journey with them to learn to have a basic conversation about different topics." • "Continue to promote and offer the language throughout its services." • "Drive the marketing of the initiative to ensure the message is delivered to more of the community and sell the benefits to individuals for learning the language."
Encourage staff to speak Welsh during work	34	16.9	• "Employ more Welsh speaking staff. Encourage the practical use of Welsh in work environment." • "Increase the use of the Welsh language in the workplace." • "Promote informal conversations between officers to develop the confidence of learners and those lacking confidence."

How should the Council support the delivery of Welsh language services and ensure that Cardiff's citizens receive services in accordance with their language choice?

Respondents were asked 'How should the Council support the delivery of Welsh language services and ensure that Cardiff's citizens receive services in accordance with their language choice?' - 301 comments were received, when analysed resulted in 13 themes. Details of the top three themes and example comments are as follows: - (A full list of themes with example comments can be seen in Appendix C).

Theme	No.	%	Example comments
Greater roll out of training	81	26.9	• "Provide more opportunities for staff to learn Welsh and encourage managers to let employees learn it." • "Ensure more training, and more advice for non-Welsh speakers on what to do if they need to offer a Welsh service." • "Train more staff in Welsh outside of working hours, increased workload and less staff means staff have to choose between falling behind in their workload and learning Welsh." • "Increase the number of council staff learning to speak Welsh." • "To ensure Welsh language training is part of Personal Reviews. Employing more bilingual speakers."
Employ more Welsh speakers	51	16.9	• "Employ more Welsh language speakers (or persons willing to learn) when posts become vacant." • "By increasing the number of Welsh speakers." • "Encourage all services to provide at least 10% fluent Welsh speakers." • "Providing a workforce who are able to communicate bilingually. A survey of current Welsh speakers across the workforce to determine the support required to deliver services in Welsh if requested. Training for Welsh speakers who perhaps have lost confidence or wish to improve their written skills in Welsh." • "Employ more Welsh speakers."
Ask people their preferences	45	15.0	• "A Council-wide CRM (Customer Relationship Management System) would be the best way to do this, where all service users would record their language preferences, which are saved and remembered for all future correspondence." • "It should ensure that citizens can register their language choice and then receive correspondence

| | | | ONLY in that language, not automatically sending out information bilingually." |
| | | | • "By asking citizens what their language of choice is, and remembering their choice, and providing information in their preferred language, rather than bilingually as a blanket approach to all." |

Do you have any suggestions or recommendations on how the Council should work with external partners to support the delivery of the Bilingual Cardiff strategy for 2022-27?

Respondents were asked 'Do you have any suggestions or recommendations on how the Council should work with external partners to support the delivery of the Bilingual Cardiff strategy for 2022-27?' - 198 comments were received, when analysed resulted in 13 themes. Details of the top three themes and example comments are as follows: - (A full list of themes with example comments can be seen in Appendix D).

Theme	No.	%	Example comments
Support/collaborate partners/free training/translation	**47**	**23.7**	• "Offer help to them. Reduced rates for translation costs if they advertise a percentage of their posts as Welsh essential and promote the fact that they Offer a bilingual service/business." • "Offer external partners access to some of the Welsh language courses that are available to council staff." • "Workplace education with large employers or for industrial estates for companies that can't afford their own. Peripatetic teaching perhaps."
More Welsh Training/Learning	**42**	**21.2**	• "There has to be a significant investment in language training resources, whether these be developed in-house or sub-contracted to a third party." • "Offer courses outside of Cardiff not all staff live in or around the city." • "Continue to work with Welsh Government and implement the changes that encourage the learning of Welsh."
Don't know	**34**	**17.2**	• "Sorry I do not know enough about likely external partners." • "I don't understand what this is or who the partners would be." • "None whatsoever."

Do you work with – or are aware of – any additional partners we could work with as part of the Bilingual Cardiff strategy

The current Bilingual Cardiff partners are listed in Appendix E

Respondents were asked 'Do you work with – or are aware of – any additional partners we could work with as part of the Bilingual Cardiff strategy' - 71 comments were received, when analysed resulted in 13 themes, which are detailed below with example comments.

Theme	No.	Example comments
3rd Sector	17	• "Cardiff Youth Council; The Sprout; Young Wales." • "Wrap Cymru." • "Wales-Argentina Society."
Education	16	• "Cardiff Met University, Cardiff University." • "Addysg Oedolion Wales - Adult Learning Wales - The National Community College of Wales." • "Cymraeg i Blant."
Business	11	• "Chapter. Other private businesses." • "FOR Cardiff." • "St David's Centre" • "Mermaid Quay" • Clwb Ifor Bach,
Government / L.A.	5	• "Welsh Government." • "Work more closely with neighbouring authorities to ensure consistency of provision and messaging."
Media	4	• "BBC/ITV Wales." • "BBC Wales."
NHS	4	• " NHS Wales."
Sport	4	• "Sports Council for Wales."
I don't know	3	• "No additional partners come to mind."
Tech Based	3	• "Learning apps through mobile phones."
Eisteddfod	3	• "National Eisteddfod and Urdd." • "Eisteddfod"
Religious Orgs.	2	• "Churches and places of worship and associated community halls, groups etc."
All of them	1	• "All of the below."
Misc.	12	• "Aware of all but not worked with any." • "I work for the council." • "I think there are higher priorities the Council should focus on than increasing Welsh language speakers."

Any other comments

Respondents were asked 'Any other comments' - 58 comments were received, when analysed resulted in 13 themes, which are detailed below with example comments.

Theme	No.	Example comments
Other funding priorities	11	• "I believe the Council equality impact and strengthening families agenda would be best prioritised over language policy and resourced accordingly." • "Money would be better spent on helping families and children in need, improving education and health and infrastructure. The culture of Wales is important as is the language, but it should be a choice."
Should be personal choice	10	• "Please keep this a personal choice for people." • "Speaking Welsh while being commendable should not be forced on all."
More support needed	10	• "I am a former Welsh 2nd Language teacher in Cardiff, and having worked in various schools, feel that the main barrier to Welsh learning/ teaching is mainly lack of confidence of staff. The removal of the Welsh Teacher, who visited once a week, had a hugely detrimental effect, as in some schools that was their only access to a fluent Welsh speaker for advice, support, etc. • "I am a teacher and work within the education department; I have a basic understanding of Welsh but would really like the opportunity to learn Welsh properly."
Should not be discriminated if you don't speak Welsh	8	• "Nobody should feel less valued if they choose not to learn Welsh or any other language."
Involve education	4	• "Starting with the early years education long term will support future Welsh language. When Welsh was a compulsory subject in schools there was more of the spoken word used. The language is determined by cultural beliefs of the parents and how few Welsh education schools are available. Even children who attended Welsh nursery are able to go on to Welsh primary schools due to demand on

		the few specialist schools. If the language was promoted throughout all education we would benefit."
Promotion	3	• "When Cardiff hosted the National Eisteddfod, it generated a lot of interest in the language and a genuine buzz. Try and build on that success, host more Bilingual events across communities. Perhaps engage with local communities to make their Christmas Village Festivals bilingual. Give them packs with bilingual material etc."
Partner Comments	3	• "There may be a need to consider creating partnerships with organisations that are not considered as natural to promote the Welsh language e.g. The Welsh Rugby Union or Visit Cardiff and encourage them to make the Welsh language more prominent for visitors to the City and encourage them to work with Council services to offer bilingual provision."
Other Languages Used in Cardiff	2	• "I do not disagree with the encouragement of increasing the number of people speaking Welsh, however I feel it is archaic to not consider all of the varying languages."
Incentivise Learning	2	• "There must be additional incentive to learn Welsh. Whether it is enhancing hiring preference in accordance with Council goals or offering stipends to new Welsh-learners. Iechyd da."
Welsh not used in Work	1	• "From a work perspective professional area of the Council deal primarily with English consultants/contractors."
Misc.	10	• "I admire the Welsh language greatly. It has done remarkably to hold on the way it has and remain a living language. However, I think this target of 1m speakers cannot be done. • "Union consultation is essential...and should be timely."

Appendix A

Theme	No.	%	Example comments
Everyone speaking / learning Welsh	152	33.5	"Everyone being able to speak Welsh at some level." "Where everyone and anyone can have access to learning to speak Welsh." "A truly bilingual Cardiff would be one where everyone who lived here was bilingual or had a facility with the language." "Everyone receives enough spoken language lessons to converse confidently in Welsh. That the Welsh language is used as a unifying force for the nation and is proudly owned and spoken by all Welsh people." "That we can all understand and communicate in both English and Welsh."
Equal standing between languages	111	24.44	"English and Welsh given equal standing." "Ensure that Welsh/English treated equally." "A city where Welsh and English can both be used fully for everything." "Where dual language is available as an initial offer rather than as an additional service." "English and Welsh language 50/50."
Good access to Welsh language	99	21.8	"Where everyone and anyone can have access to learning to speak Welsh." "Where the interchangeability between language is easy and fluid as the occasion requires." "One where all services can be accessed equally, in either language." "Possible to access all services through Welsh."
I don't have one	65	14.3	"I don't have any vision." "I don't have a vision of a Bilingual Cardiff." "I have no particular opinion either way."
Communicate /Have info in preferred language	65	14.3	"Where staff and customers are able to converse freely and receive the information they need in their preferred language." "For the option to be available to anyone who wishes to use it, and to be able to speak comfortably in their choice of language." "Being able to communicate to anybody in their preferred language."
Welsh language/culture embedded in	57	12.6	"Able to ask and respond in Cymraeg or English. Both languages treated equally. Content creators aware of the Bilingual element. Percentage of people in Wales who use the language daily to go up. Continuously

Cardiff, business, services, signs			reviewing the ways to facilitate the increased use of Welsh." • "Where there is a seamless transition between the two languages. Where services requested in Welsh are the norm and not second rate." • "That the people of Cardiff embrace bilingualism and are proud of the Welsh language and culture. That businesses offer services bilingually and that the City is known as a Capitol where both languages have equal status."
Personal choice	33	7.3	• "I still believe in the freedom of choice for all residents and visitors of Cardiff whilst continuing to encourage and promote use of the Welsh language." • "One where my choice not to speak Welsh is respected."
Positive comments	33	7.3	• "I feel it is definitely needed and fully support the strategy. Being someone that was not confident in the Welsh language, I was glad I attended the Mynediad Level 1 training to improve my Welsh language skills, and I fully encourage anyone to attend this training." • Fantastic and any level of Welsh language will encourage an inclusive community."
Negative comments	27	5.9	• "I am not convinced this is possible." • While it is important to maintain the Welsh language - there are too many unreasonable barriers that it creates when trying to provide a good, fair service to all people of all nationalities."
Less bias for those who only speak one language	22	4.8	• "My vision of a Bilingual Cardiff is where Welsh becomes the everyday language, but those unable to speak Welsh are not vilified." • "One where there is no bias either way for English or Welsh language speakers where certain communities are no more special or entitled than the other."
Education pivotal	17	3.7	• "Bilingual schools equals bilingual Cardiff." • "I think it's important that more emphasis on Welsh language is taught in English schools right up until leaving school if we truly want a bilingual Cardiff."
Other languages are spoken	14	3.1	• "In principle it would be great but given the ethnic diversity other languages might prove useful too." • "I think Cardiff is much more multicultural and diverse than just those who speak English and Welsh."

People should not be forced to learn Welsh	13	2.9	• "I don't have one. I just don't want to be forced to learn any Welsh. I am very dyslexic and English is enough of a problem." • "It would be nice to speak Welsh, but unless the opportunity to speak it regularly is presented people will not retain the skill or see the benefit in doing so."
Other more pressing priorities	7	1.5	• "I personally feel that the money could be used elsewhere, i.e. Mental Health or NHS."
Enough in place	3	0.7	• "I think we have already achieved it."
Misc.	24	5.3	• "I would like a bilingual Cardiff to make especially the older generation feel more inclusive and accommodating." • "It is difficult when not originating from Wales to learn a language that is not currently widely used. Welsh is being rolled out in schools therefore the younger people have more opportunities for learning." • "I believe in the concept but as Cardiff is a very cosmopolitan city, I think it will be great for the children but for elder people like myself it is a bit late in the day."

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Appendix B

Theme	No.	%	Example comments
More funding/support for training in work or home	152	48.6	• "More Funding to provide the training but this training has to be voluntary." • "Encourage all staff to attend Welsh courses to learn the language. Have more places on the course and have more than one course of each type running at once. So the Level one course on Monday AM, Tuesday PM, Wednesday AM, Thursday PM, Friday AM etc." • "Provide peripatetic Welsh teachers for every English-medium Primary School, to ensure that children receive Welsh teaching from a totally confident Welsh speaker, at least once per week, alongside Welsh lessons and incidental Welsh practice led by their usual class teachers. " • "Provide free Welsh courses for all citizens of Cardiff." • "Put money into delivering lifelong training."
Greater involvement in education / younger generation	71	22.7	• "Make investments in supporting Welsh learning in the early years and supporting families in using Welsh." • "Provide more courses at a base line level. support all schools and invest in learning the Welsh language at an early age!" • "Ensure training for staff in school." • "Expand the provision of Welsh-medium education ambitiously" • "Increase the use of Welsh during early childhood and throughout the compulsory school years, to ensure a strong foundation of spoken Welsh within the community."
Better promotion	34	16.9	• "Have free high quality Welsh lessons/ courses on the Council website/ YouTube, freely available so that all can use them to learn to speak Welsh at beginner and intermediate level. Have a word of the week - use social media/ buses/ billboards/ text/ email - create a buzz around learning Welsh - make it cool." • "Continue to promote and offer the language throughout its services." • "Drive the marketing of the initiative to ensure the message is delivered to more of the community and sell the benefits to individuals for learning the language."

Encourage staff to speak Welsh during work	34	16.9	• "Employ more Welsh speaking staff. encourage the practical use of Welsh in work environment." • "Increase the use of the Welsh language in the workplace." • "Promote informal conversations between officers to develop the confidence of learners and those lacking confidence."
Training to be voluntary	27	8.6	• "I don't believe forcing the uptake of Welsh is an effective way to grow the language." • "Offer and encourage but do not mandate." • "You cannot force people to use the Welsh language - language should be a choice and those people who do not speak Welsh should not be disadvantaged or penalised for choosing not to speak it."
Employ more Welsh speakers	20	6.4	• "Employ more Welsh speaking staff. encourage the practical use of Welsh in work environment." • "Employ Welsh speaking teachers and Welsh speakers in other service areas." • "Increase the number of Welsh Language essential posts within the council and work with non-council employers to encourage them to do the same."
Don't know	18	5.8	• "I don't know." • "Really not sure."
Make it compulsory	10	3.2	• "Compulsory training for all major companies in the use of Welsh with high class training."
Incentivise learning	8	2.6	• "Provide more oral language training. Incentivise by allowing time away from the office to complete training. Those who take advantage of training must evidence how they have used the Welsh language in the daily role."
Not important	5	1.6	• "I think there are higher priorities the Council should focus on than increasing Welsh language speakers."
Support other organisations	5	1.6	• "Increase the number of Welsh Language essential posts within the council and work with non-council employers to encourage them to do the same."
Misc.	53	16.9	• "Ensure courses that teach the Welsh language are available through multiple language mediums. Having to translate from Welsh to English and then to a third language is difficult. A direct route from French to Welsh (for example) may be much easier due to similarities in words and sentence structure."

		• "Couple this strategy with the WESP and that everyone understands their part in the vision and owns the vision."

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Appendix C

Theme	No.	%	Example comments
Greater roll out of training	81	26.9	• "Provide more opportunities for staff to learn Welsh and encourage managers to let employees learn it." • "Ensure more training, and more advice for non-Welsh speakers on what to do if they need to offer a Welsh service." • "Train more staff in Welsh outside of working hours, increased workload and less staff means staff have to choose between falling behind in their workload and learning Welsh." • "Increase the number of council staff learning to speak Welsh." • "To ensure Welsh language training is part of Personal Reviews. Employing more bilingual speakers."
Employ more Welsh speakers	51	16.9	• "Employ more Welsh language speakers (or persons willing to learn) when posts become vacant." • "By increasing the number of Welsh speakers." • "Encourage all services to provide at least 10% fluent Welsh speakers." • "Providing a workforce who are able to communicate bilingually. A survey of current Welsh speakers across the workforce to determine the support required to deliver services in Welsh if requested. Training for Welsh speakers who perhaps have lost confidence or wish to improve their written skills in Welsh." • "Employ more Welsh speakers."
Ask people their preferences	45	15.0	• "A Council-wide CRM (Customer Relationship Management System) would be the best way to do this, where all service users would record their language preferences, which are saved and remembered for all future correspondence." • "It should ensure that citizens can register their language choice and then receive correspondence ONLY in that language, not automatically sending out information bilingually." • "By asking citizens what their language of choice is, and remembering their choice, and providing information in their preferred language, rather than bilingually as a blanket approach to all."

Greater promotion needed and use of bilingual Cardiff	41	13.6	• "Increase translation options- often it takes a while for translations to be returned which can be problematic." • "Make public more aware that services can be delivered in Welsh and encourage them to use the Welsh language service even if they are nervous to do so, i.e. If they are learners or if their confidence has been lost when speaking Welsh. Wenglish is ok. By trying to use the service you will be practising your Welsh." • "Start promoting the language in the areas that are difficult to reach - council housing areas, low income etc. - stop focusing on the "metropolitan elites."
I don't know	27	9.0	• "I don't know." • "Unsure." • "I am unsure."
All council services bilingual	27	9.0	• "Ensure all services are offered in both languages." • "Provide all services bilingually." • "Ensure ALL County services are available in Welsh. The Cardiff Education Services website falls very short of this aim, a year after its launch most of the content remains in English."
Provide more opportunities / Support - events, platforms, etc.	18	6.0	• "Ensure all learning is accessible and inclusive to all - person centred approach. Not a one course fits all - as this could put learners off entirely. Funding for more rural/poorer areas to have resources to ensure there is a standard level of learning, not good in some areas and adequate in others. Provide fun events to encourage learning and development - experiential learning is one of the best ways of learning so if there are "fun" events/immersive events then this could be very beneficial." • "Training sessions, apps, celebration days."
Enough in place at present	13	4.3	• "I think it does enough now, as I believe all services are available in Welsh. I guess an agreement could be made with a council such as Gwynedd to outsource some services if customers require?"
Incentivise Staff to learn	11	3.7	• "Focus on recruiting more Welsh speakers and/or providing more incentives for current employees to learn Welsh. In practice in my department, it is often slower to get a response if a request is made in Welsh compared with English."
There are other languages	10	3.3	• "There are other languages that more people are fluent in."

Needs adequate resources	9	3	• "Provide the necessary resources to achieve the above."
Not such a priority	8	2.7	• "Financially this is difficult to achieve and there are more pressing issues that have arisen recently regarding health."
Misc.	39	13	• "The Council should commission an independent Equality Impact Assessment to understand the barriers in communities where English/ Welsh are not first language." • "Remain an open, inclusive and diverse organisation." • "Needs to be proportionate to the numbers speaking Welsh currently and be flexed to match this percentage - i.e. grow use of everyday Welsh in Cardiff and grow our capacity to meet this demand."

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Appendix D

Theme	No.	%	Example comments
Support/collaborate partners/free training/translation	47	23.7	• "Offer help to them. Reduced rates for translation costs if they advertise a percentage of their posts as Welsh essential and promote the fact that they Offer a bilingual service/business." • "Offer external partners access to some of the Welsh language courses that are available to council staff." • "Workplace education with large employers or for industrial estates for companies that can't afford their own. Peripatetic teaching perhaps."
More Welsh Training/Learning	42	21.2	• "There has to be a significant investment in language training resources, whether these be developed in-house or sub-contracted to a third party." • "Offer courses outside of Cardiff not all staff live in or around the city." • "Continue to work with Welsh Government and implement the changes that encourage the learning of Welsh."
Don't know	34	17.2	• "Sorry I do not know enough about likely external partners." • "I don't understand what this is or who the partners would be." • "None whatsoever."
Review agree future approach	26	13.1	• "It would be beneficial to conduct a training needs analysis with partners to determine if workforces can join to develop the language levels of staff." • "Review partner approach to language and culture in their contracts and customer facing services." • "Work with other local authorities to develop a common approach and share the costs (economies of scale)."
Better promotion	22	11.1	• "Promote more Welsh speakers through media outlets such a social media from ethnic groups that are learning, are able to use the language in day-to-day situations." • "Promotion, promotion, promotion."

Greater use of Welsh language - in public	14	7.1	• "Want to see all services bilingual, to see Welsh used on posters, in pubs, on menus, cocktails, shops such as Tesco and Sainsbury's Aldi's all use words or Welsh terms so that it becomes the "norm" or "the new normal".
Not a priority	12	6.1	• "I honestly feel in the current economic climate and with a crisis looming in Social Care, plus a decade of underfunding education and the health service both the council and the Welsh Government could better use the money spend on the Welsh Language."
Develop an agreed standard	12	6.1	• "Develop a standard that external partners should already have or commit to gain within a specified amount of time after signing a contract in order to supply the Council with goods or services. For example a 'Dragon Standard' scheme where businesses would need to meet certain requirements (and subsequently be audited on) to use the accredited logo, as with ISO, Investors in People etc."
Make Welsh cool / media	12	6.1	• "Media. Make it cool. Capture imaginations."
Appreciate limitations/resources	10	5.1	• "Ensure to take into account resources/human resources that organisations have, to ensure that pressure is not felt on more partners than others. A continual support network of these partners so they don't feel like they're left to it to do all the work. Ensure all partners understand and deliver an accessible and inclusive program."
No Opinion	8	4.0	• "I have no particular opinion either way."
Need to include all languages	3	1.5	• "There should be ample consideration for all languages not merely Welsh in this current climate."
Misc.	26	13.1	• "Keep talking to the public, get their opinions." • "RTPI Wales learning and do community consultations in Welsh." • "More work with Housing agencies, not just the council's Housing department. Reach out to their tenants too. If Council tenants routinely receive a bilingual service, why not?"

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Appendix E – Bilingual Cardiff Partners

- Arts Council Wales
- Cardiff Metropolitan University
- Cardiff Rugby
- Cardiff Third Sector Council
- Cardiff University
- Cardiff and Vale College
- Cardiff and Vale University Health Board
- Cardiff Welsh Medium Secondary School Representatives
- Cardiff Welsh Medium Primary School Representatives
- Central South Education Consortium
- Coleg Cymraeg Cenedlaethol
- Clwb Ifor Bach
- Dinesydd
- Literature Wales
- National Eisteddfod
- Menter Caerdydd
- Merched y Wawr
- Mudiad Meithrin
- Museum Wales
- National Centre for Learning Welsh
- S4C
- University of South Wales
- University of Wales Trinity Saint David's
- Urdd
- Wales Millennium Centre
- Welsh Language Commissioner

UCHELGAIS PRIFDDINAS

CAPITAL AMBITION

Bilingual Cardiff 2022-27: Revision to the Welsh Language Promotion Five-Year Strategy

Consultation Report - November 2021

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

#gweithiogydangilydd
#workingtogether

CARDIFF CAERDYDD

CRC CARDIFF RESEARCH CENTRE

CARDIFF
CAERDYDD

Background

<div align="center">

Bilingual Cardiff 2022-27:
Revision to the Welsh Language Promotion Five-Year Strategy

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Cardiff Council is committed to the promotion and development of the Welsh language to realise its vision of Cardiff as a truly bilingual capital city. The Welsh language standards include a statutory requirement to create and publish a five-year strategy, which sets out how we will promote and facilitate the use of Welsh in Cardiff. The first Bilingual Cardiff Strategy was published in 2017 and the Bilingual Cardiff Strategy 2022-27 represents its first revision and a further development of its initial objectives and actions.

The 2022-27 strategy has been prepared to support the Welsh Government's aim to achieve a million Welsh speakers by 2050. It follows the three main themes of Cymraeg 2050 and includes a target to increase the number of Welsh speakers in Cardiff by 2027. The strategy offers a number of additional specific objectives to support, facilitate, and champion the use of the Welsh language. The strategy also supports the delivery of the well-being goals included in the Well-being of Future Generations Act 2015 – *A Wales of vibrant culture and thriving Welsh language* and the objectives described in the Council's Welsh Education Strategic Plan (WESP) 2022-32.

The draft Bilingual Cardiff Strategy 2022-27 was subject to an internal consultation with Council staff and the Bilingual Cardiff Forum partners in September 2021 and a public consultation in October and November 2021. The comments, suggestions and recommendations received will be given consideration and incorporated into the strategy and its action plan. The final draft of the strategy will be presented for approval by Cardiff Council's Cabinet and full Council in January 2022. This is an ambitious and far-reaching strategy which describes how Cardiff Council will promote the Welsh language over the next 5 years. The consultations have allowed the Council to engage with staff, partners and citizens in order to promote and develop the Welsh language and support its vision of a truly Bilingual Cardiff.

Methodology

The survey was developed in collaboration between the Bilingual Cardiff Team and the Cardiff Research Centre. The impact of the COVID-19 pandemic, with restrictions on the numbers of people able to meet indoors and the requirement to wear face coverings, affected traditional methods of engagement. This survey was run online, with the survey promoted via the Council's corporate social media accounts, shared with staff via the Intranet and Staff Information emails, hosted on the Have Your Say page on the Council's website, with promotions for the survey on the council homepage. An email was sent to Cardiff Citizens' panel as well as Bilingual Cardiff partners.
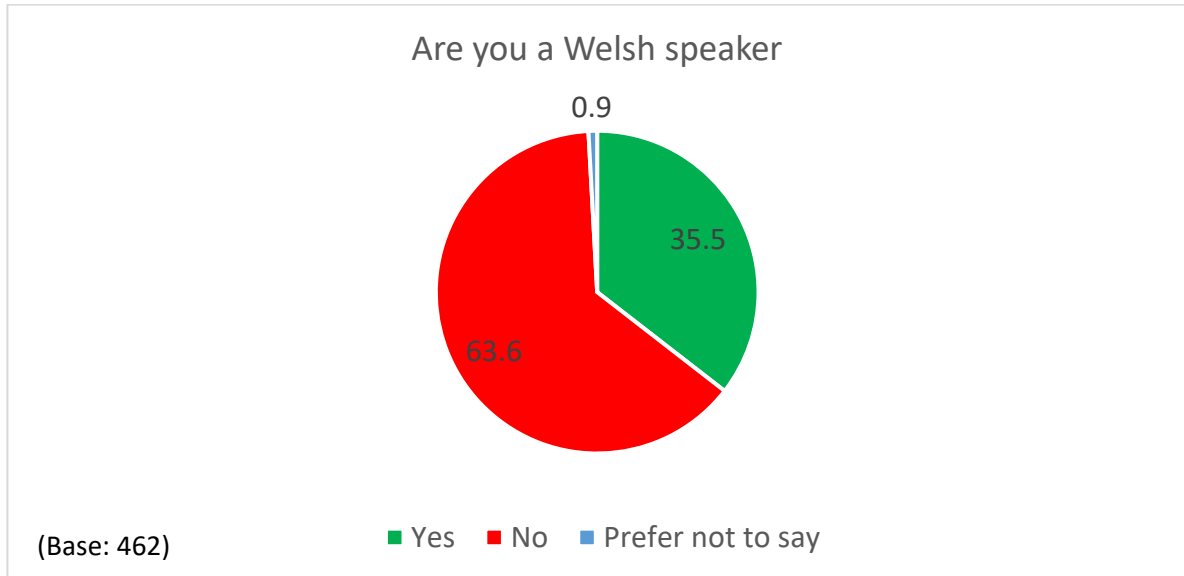
Research Findings

After data cleansing and validation, there were 464 responses to the Bilingual Cardiff Strategy Public Survey.
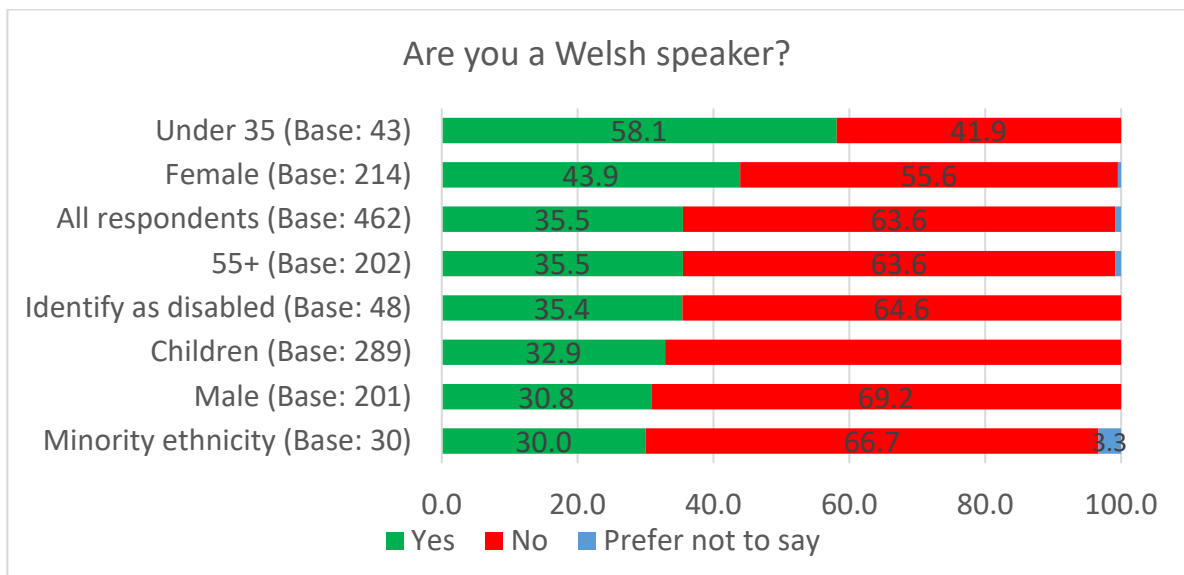
Are you a Welsh speaker?

462 responses were received for this question, giving a response rate of 99.6%.

Over one third (35.5%) of respondents confirmed they were Welsh Speakers.

Are you a Welsh speaker

(Base: 462)

Just under three in five (58.1%) of respondents Under 35, identify as a Welsh speaker, this falls to two in five (43.9%) when viewed by Females.

Around one third of All respondents, those aged 55+, that identify as disabled and with children within their households also identify as Welsh speakers.
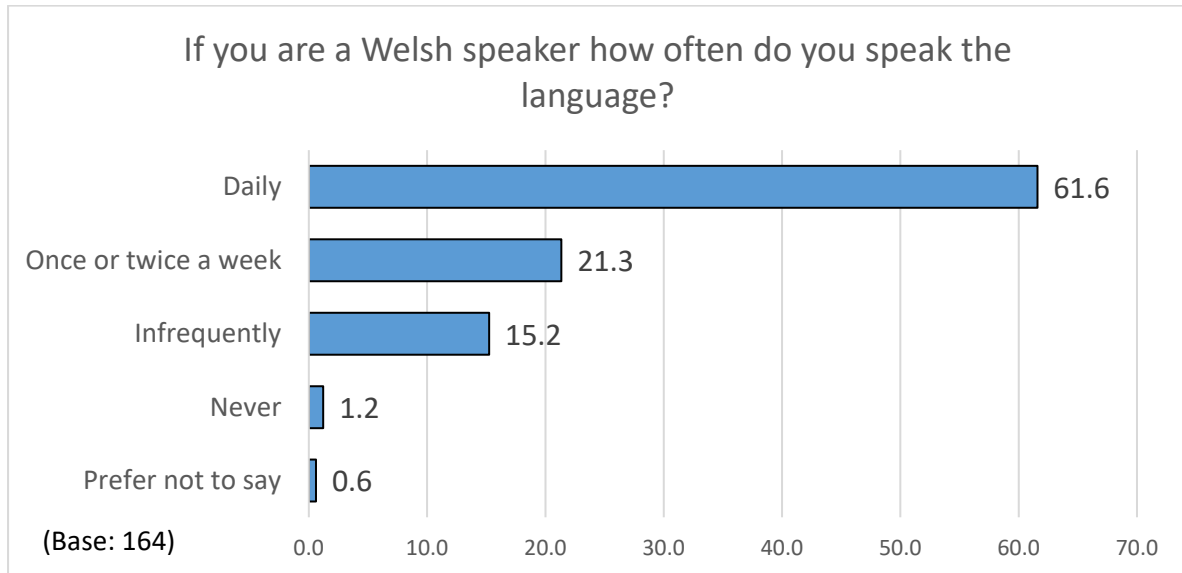

Are you a Welsh speaker?

NB: - Caution should be taken with low base sizes.

If you are a Welsh speaker how often do you speak the language?

*164 responses were received for this question, giving a response rate of 35.3%*

Three in five (61.6%) Welsh speakers use the language on a daily basis, this falls to one in five (21.3%) that use it once or twice a week.
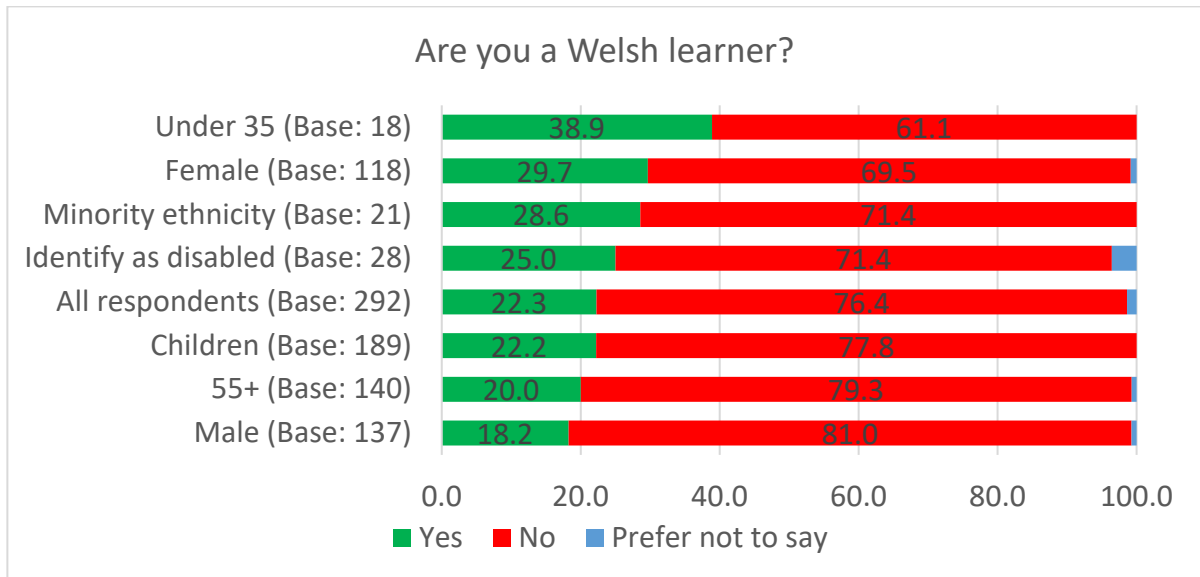
If you are a Welsh speaker how often do you speak the language?

Category	Value
Daily	61.6
Once or twice a week	21.3
Infrequently	15.2
Never	1.2
Prefer not to say	0.6

(Base: 164)

Are you a Welsh learner?

292 responses were received for this question, giving a response rate of 62.9%.

Those respondents that did not identify as a Welsh speaker where then asked if they were learning the language. Just under one quarter (22.3%) indicated they were in the process of learning Welsh.

Are you a Welsh learner?

	Value
Yes	22.3
No	76.4
Prefer not to say	1.4

(Base: 292)
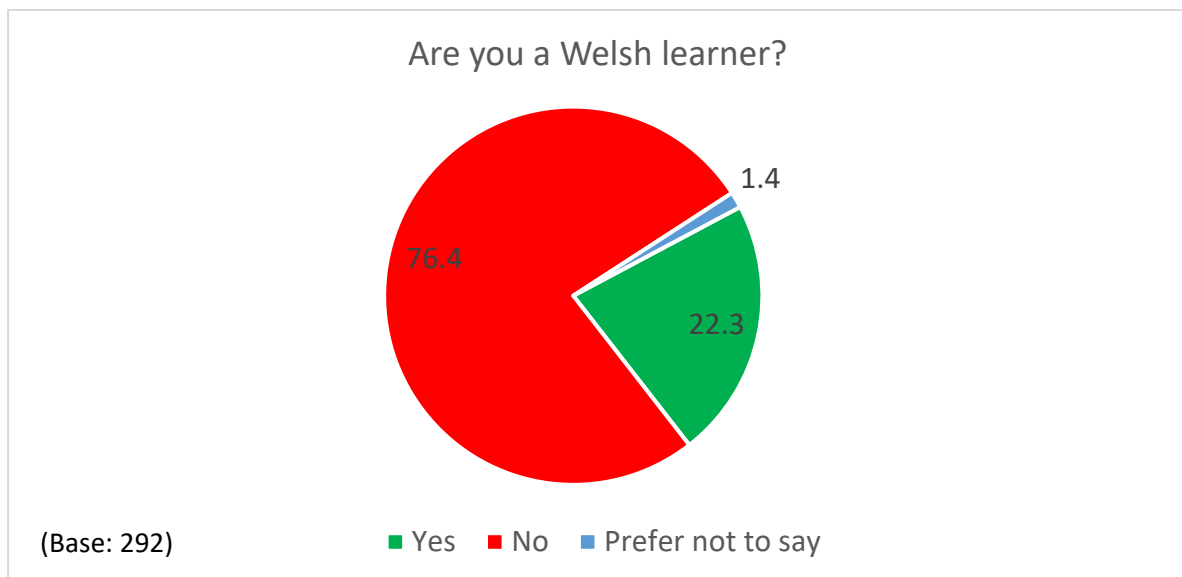
Just under two in four (38.9%) of respondents Under 35, are in the process of learning Welsh, this is followed by around three in ten of Female (29.7%) and those from a Minority Ethnicity (28.6%). Around one in six (18.2%) of Male's were Welsh learners.

Are you a Welsh learner?

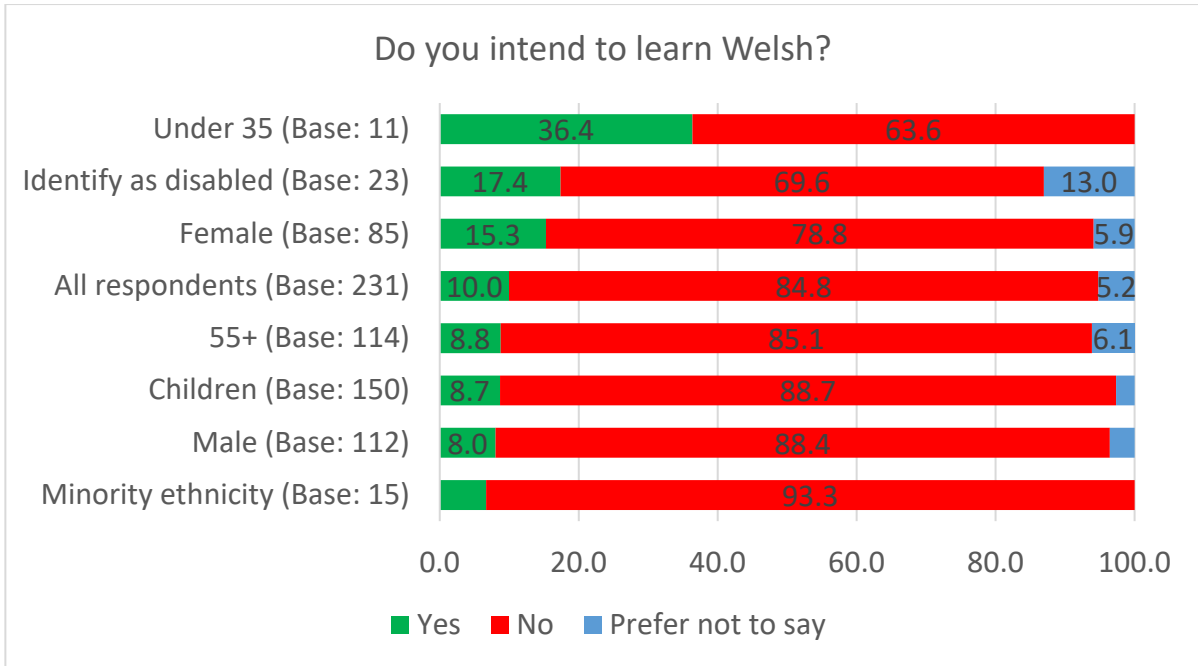|	Yes	No	Prefer not to say
Under 35 (Base: 18)	38.9	61.1	
Female (Base: 118)	29.7	69.5	
Minority ethnicity (Base: 21)	28.6	71.4	
Identify as disabled (Base: 28)	25.0	71.4	
All respondents (Base: 292)	22.3	76.4	
Children (Base: 189)	22.2	77.8	
55+ (Base: 140)	20.0	79.3	
Male (Base: 137)	18.2	81.0	

NB: - Caution should be taken with low base sizes.

Do you intend to learn Welsh?

231 responses were received for this question, giving a response rate of 49.8%.

One in ten (10.0%) respondents intend to learn Welsh.

Do you intend to learn Welsh?

- Yes: 10.0
- No: 84.8
- Prefer not to say: 5.2

(Base: 231)
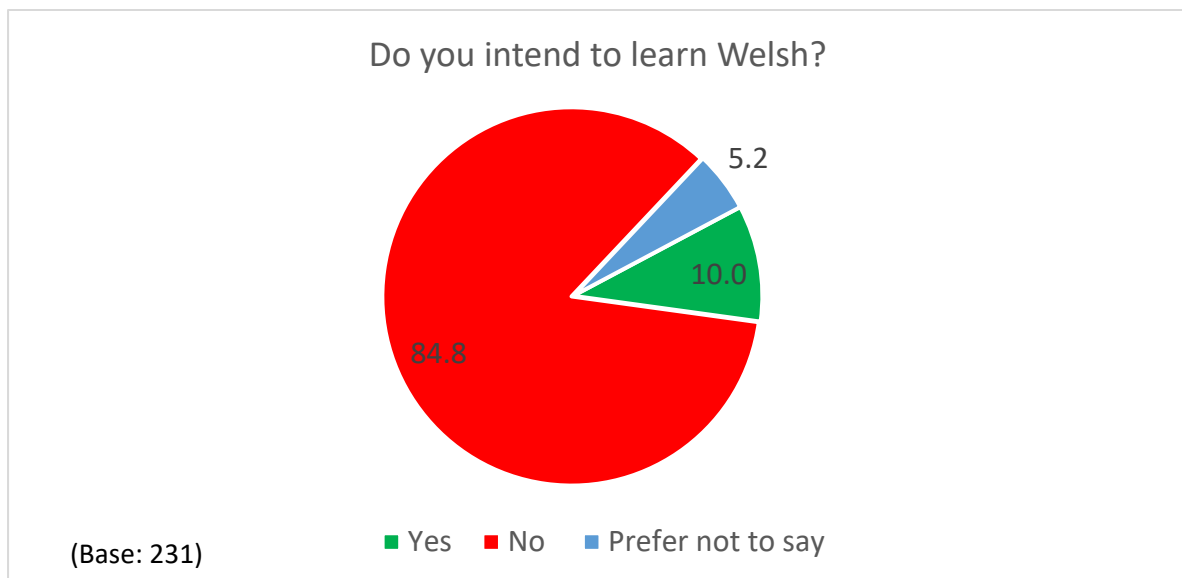
Over one third (36.4%) of Under 35's intend to learn Welsh, this was followed by around one in six (17.4%) of those that identify as disabled.

Do you intend to learn Welsh?

| Group	Yes	No	Prefer not to say
Under 35 (Base: 11)	36.4	63.6	
Identify as disabled (Base: 23)	17.4	69.6	13.0
Female (Base: 85)	15.3	78.8	5.9
All respondents (Base: 231)	10.0	84.8	5.2
55+ (Base: 114)	8.8	85.1	6.1
Children (Base: 150)	8.7	88.7	
Male (Base: 112)	8.0	88.4	
Minority ethnicity (Base: 15)		93.3	

■ Yes ■ No ■ Prefer not to say

NB: - Caution should be taken with low base sizes.

Have you received Welsh language training?

65 responses were received for this question, giving a response rate of 14.0%.

Those respondents that did not identify as a Welsh speaker or Welsh learner were asked 'Have you received Welsh language training?'   36 out of the 65 respondents that replied indicated that they had received Welsh language training.

Have you received Welsh language training?

	Yes	No
	36	29

(Base: 65)

■ Yes ■ No
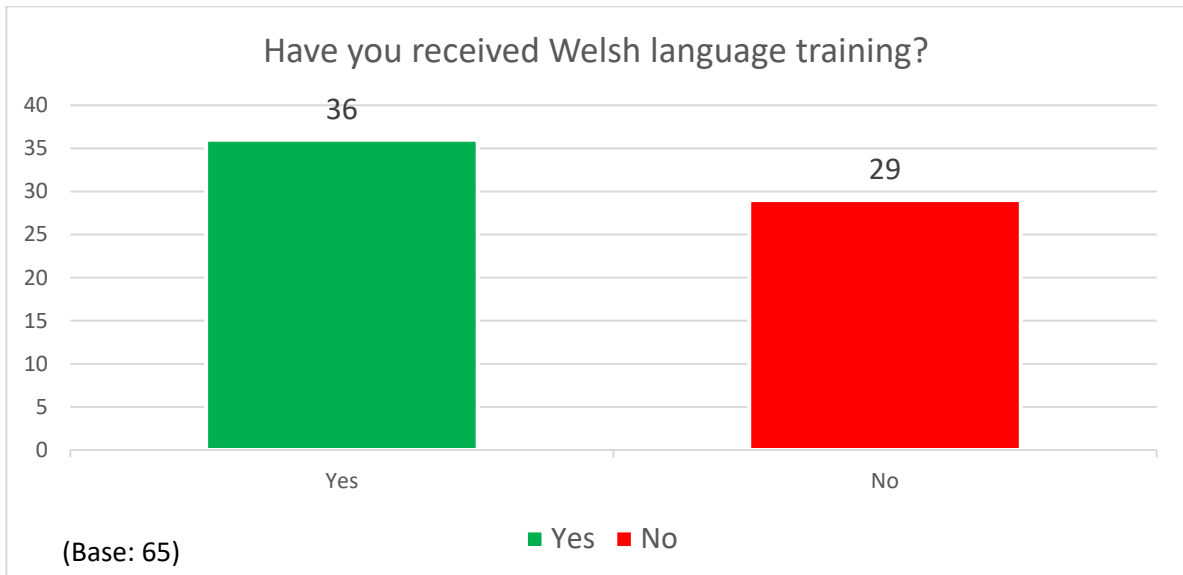
NB: - Caution should be taken with low base sizes.

Are you receiving education through the medium of Welsh?

Respondents that identified as a Welsh learner were asked if they were undertaking education through the medium of Welsh. Three respondents indicated this was the case.
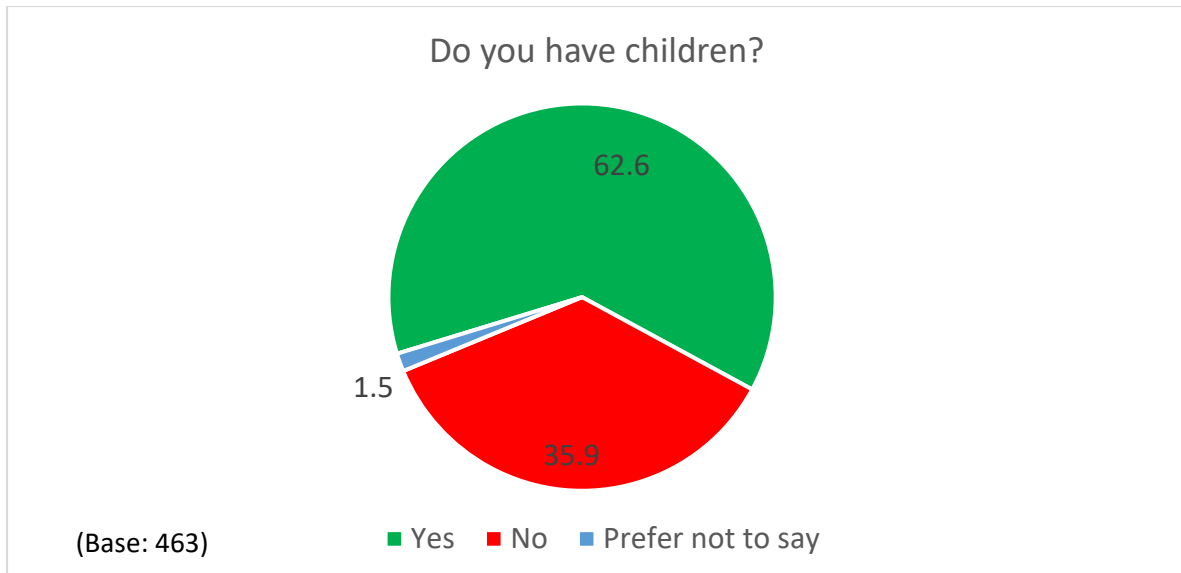
Are you receiving education through the medium of Welsh?

	Yes	No
Value	3	62

(Base: 65)

■ Yes ■ No
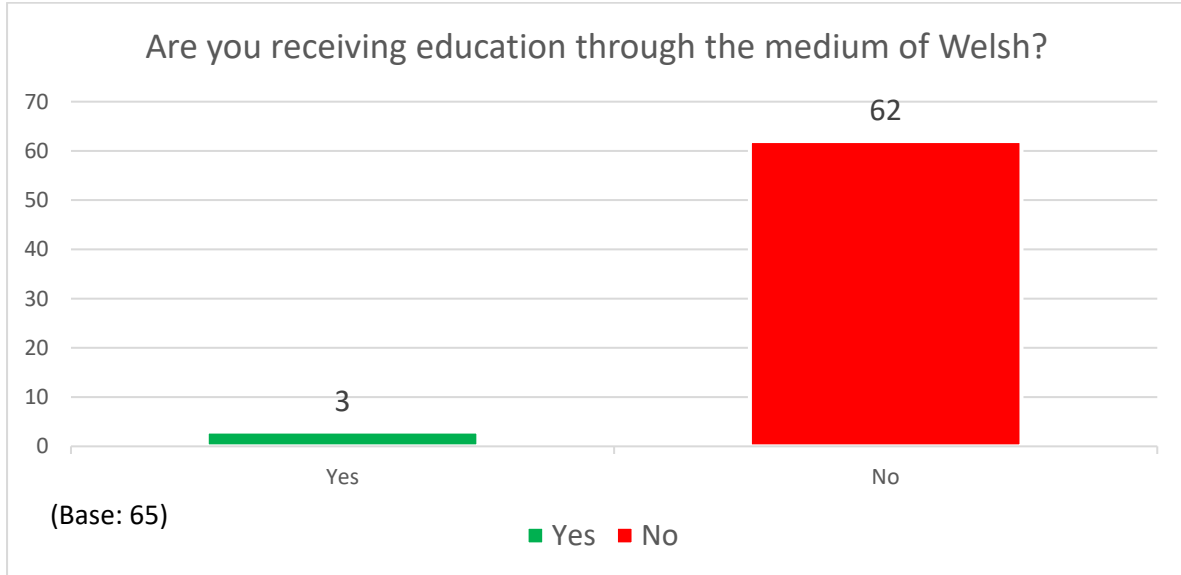
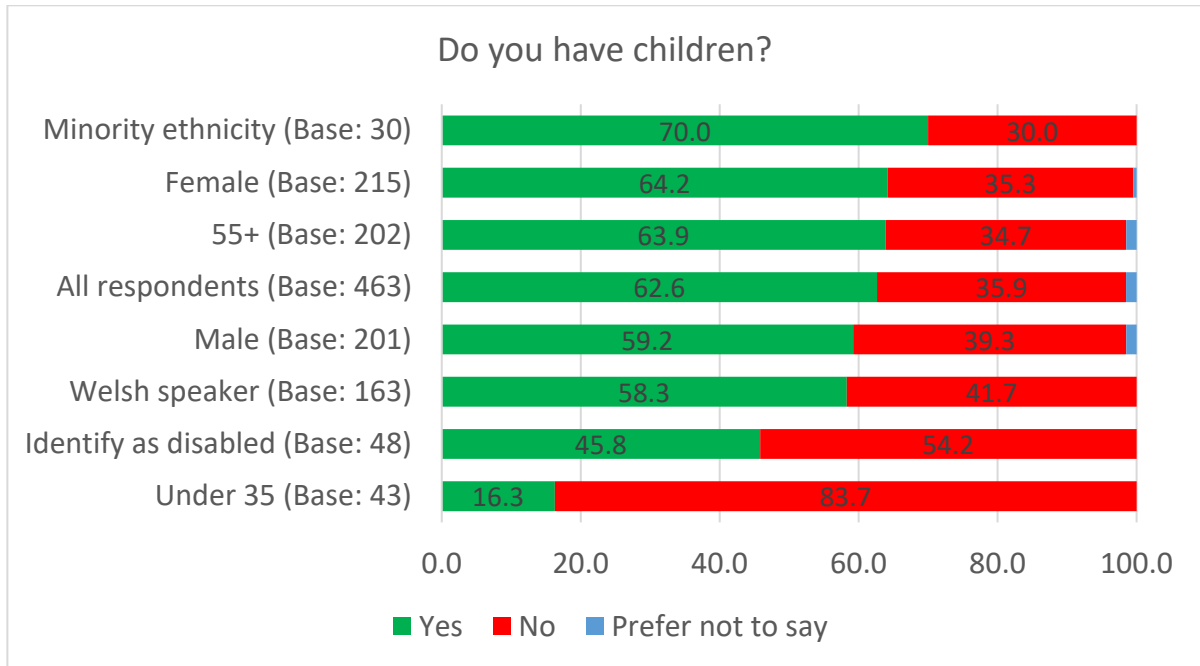NB: - Caution should be taken with low base sizes.

Do you have children?

463 responses were received for this question, giving a response rate of 99.8%.

Just under two-thirds (62.6%) of respondents have children.

Do you have children?

- 62.6
- 35.9
- 1.5

(Base: 463)

■ Yes ■ No ■ Prefer not to say

Seven in ten (70.0%) of Minority Ethnicity respondents have children, this falls to around three in five when compared by Females (64.2%) and respondents aged 55+ (63.9%).

Do you have children?

Category	Yes	No
Minority ethnicity (Base: 30)	70.0	30.0
Female (Base: 215)	64.2	35.3
55+ (Base: 202)	63.9	34.7
All respondents (Base: 463)	62.6	35.9
Male (Base: 201)	59.2	39.3
Welsh speaker (Base: 163)	58.3	41.7
Identify as disabled (Base: 48)	45.8	54.2
Under 35 (Base: 43)	16.3	83.7

Legend: ■ Yes ■ No ■ Prefer not to say

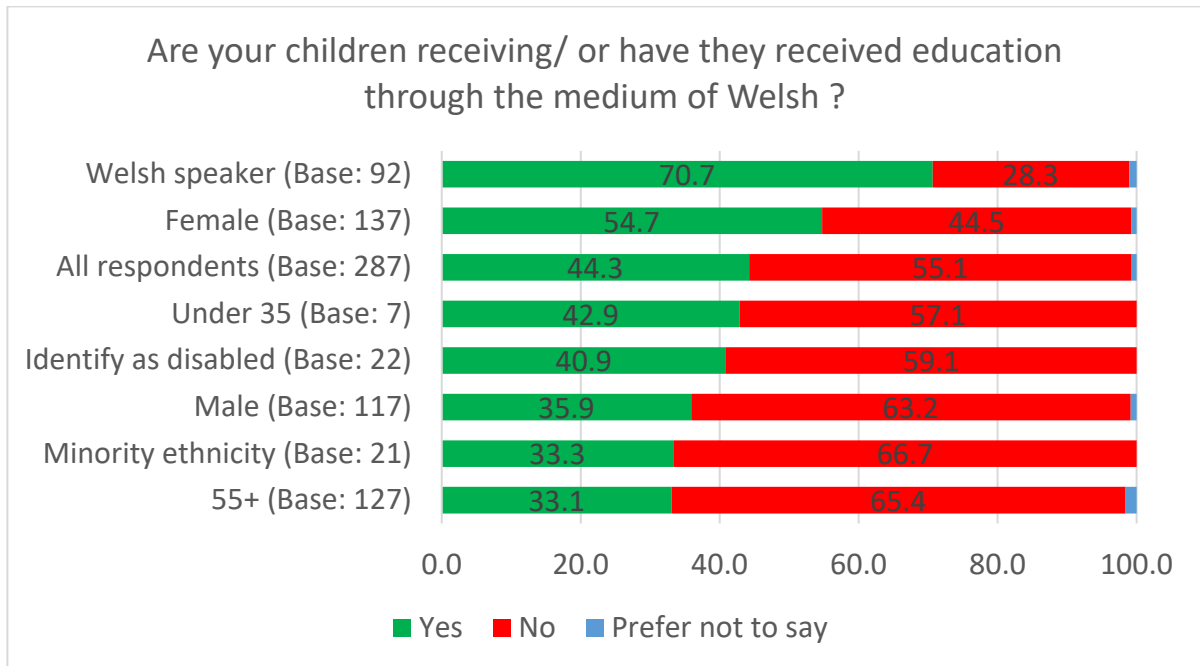NB: - Caution should be taken with low base sizes.

Are your children receiving/ or have they received education through the medium of Welsh?

287 responses were received for this question, giving a response rate of 61.9%.

Households containing children where then asked, 'Are your children receiving/ or have they received education through the medium of Welsh?' Over two in five (44.3%) of respondent's children have received or were currently receiving education through the Welsh medium.

Are your children receiving/ or have they received education through the medium of Welsh ?

Yes: 44.3
No: 55.1
Prefer not to say: 0.7

Legend: ■ Yes ■ No ■ Prefer not to say

(Base: 287)
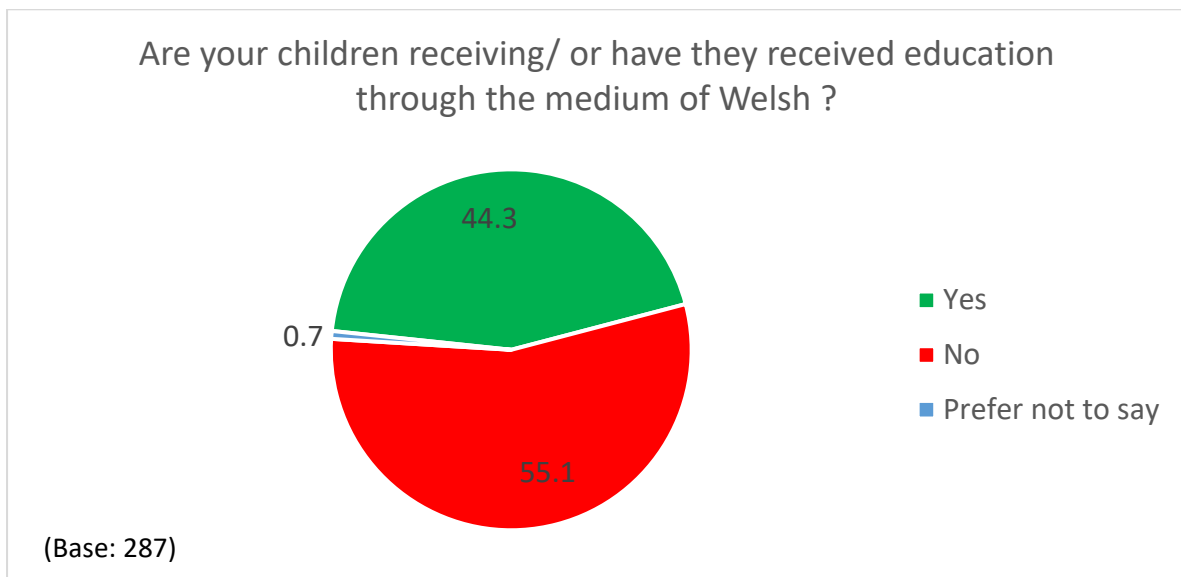
Around seven in ten (70.7%) of Welsh speakers' children are receiving or have received education through the medium of Welsh, this is more than twice as many as those from a Minority Ethnicity (33.3%) and those aged 55+ (33.1%).
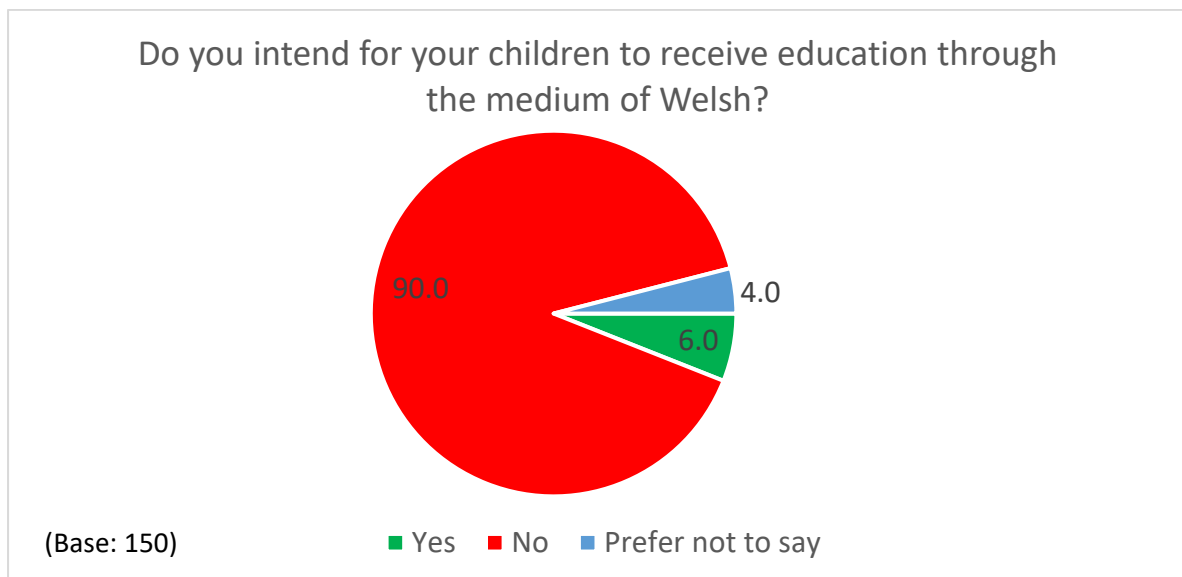

NB: - Caution should be taken with low base sizes.

Do you intend for your children to receive education through the medium of Welsh?

150 responses were received for this question, giving a response rate of 32.3%.

Around one in twenty (6.0%) intend for their children to receive education through the medium of Welsh.

What is your vision of a truly Bilingual Cardiff?

Respondents were asked 'What is your vision of a truly Bilingual Cardiff?' – 346 comments were received, when analysed resulted in 19 themes. Details of the top three themes and example comments are as follows: - (A full list of themes with example comments can be seen in Appendix A).

Theme	No.	%	Example comments
Good access to Welsh language	**100**	**28.9**	• "Where you can walk up to anybody on the street / shop / office and start your conversation through either Welsh or English." • "A city in which all public interaction, medical, civic administrative, post office, banking environments can be carried out in either language." • "Being able to use English or Welsh easily in any everyday situation e.g., shops, leisure centres, banks etc." • "Where people are comfortable and able to go about their daily lives in Cardiff being able to interact in either Welsh or English." • "Somewhere people can carry out day to day interactions in either language as they choose, and learning is readily available." • "To be able to enter any situation and be able to speak in Welsh."
Welsh language/culture embedded in Cardiff, business, services, signs	**99**	**28.6**	• "Welsh as the default and visible in all aspects of the city's public life - from signs to information, from education to all other possible provision - and everyone understands, speaks, uses and values it." • "That Welsh is a natural part of living in Cardiff, not only in the chapel and school." • " A city where language choice is by default, where Welsh and English speakers can receive exactly the same service, provision and opportunities in both languages. A city that appears bilingual and where the Welsh language is visible and heard everywhere. A city where the Welsh language is at the heart of everything that happens in the city and a city that is proud to be a bilingual city and where all children leave school fluent in both languages."

			• "A city where both languages have equal status, and all citizens are aware of the benefits of being bilingual even if they themselves are not. All services are available in both languages and these services are as easy to access in Welsh as they are in English. All children are taught Welsh and English to an equal standard so that the next generation are truly bilingual." • "Akin to a Scandinavian City, proud of its local language and culture, whilst maintaining a polyglot population able to exploit that skill." • "Where people are so familiar with it that they don't even notice."
Everyone speaking / learning Welsh	**96**	**27.7**	• "That everyone has a basic understanding Welsh." • "Free Welsh lessons for all abilities." • "I would like to see everyone in Wales speaking Welsh, or at least understanding it." • "Everyone speaks Welsh." • " A Cardiff where every single person who has grown up in Cardiff can speak Welsh and English fluently."

The Bilingual Cardiff strategy follows Cymraeg 2050 and offers three main themes for the promotion of the Welsh language. These themes are further broken down into areas of work. Please grade the areas of work within each theme by order of priority.

Theme 1: Increasing the number of Welsh speakers –

447 responses were received for this question, giving a response rate of 96.3%.

Respondents were then asked to rank the different topics regarding increasing the number of Welsh speakers in Cardiff from one to five.

Scores were calculated by assigning five points for each first-place ranking, four points for each second place, three points for each third place, two points for each fourth place, and one point for each fifth place. These were combined for each theme and divided by the overall number of respondents answering this question, to give a final score.

 "**The early years**." was rated the most important, with 36.7% of respondents ranking this in first place, and an overall score of 3.7 out of five.

In second place, ranked in first place by 26.8% of respondents (and an average score of 3.3 out of 5), was "**Language transmission in the family**."
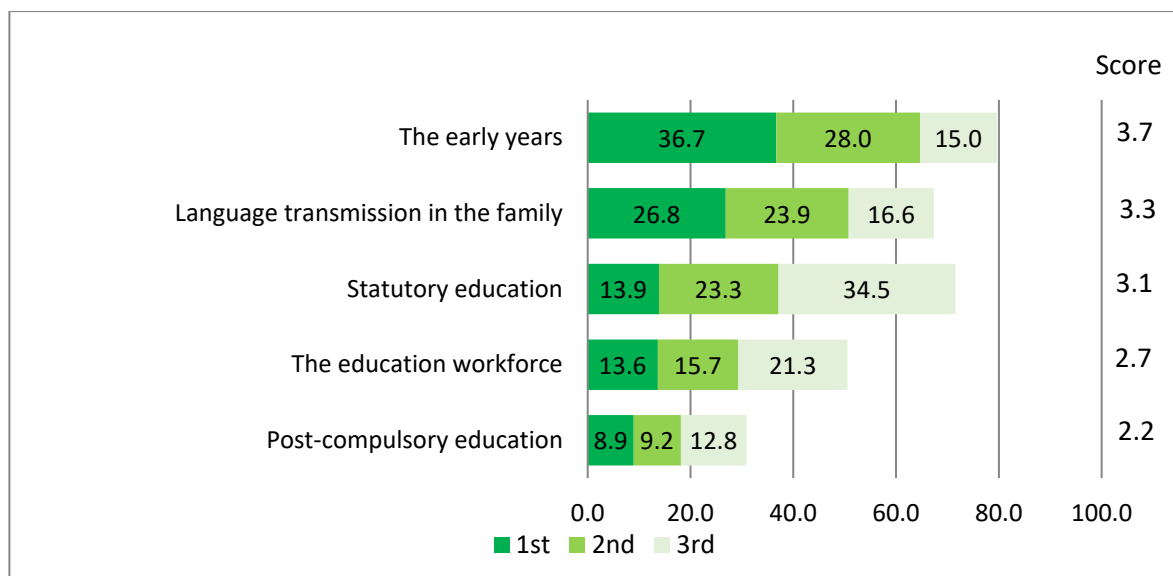
The above chart shows the proportion of 1st, 2nd and 3rd place votes for each action, plus the overall score generated (out of 5).

There was consistency of opinion across the demographic groups analysed regarding the importance of the areas within Theme 1, however:

'Post-compulsory education: maintain and develop post-compulsory education provision which increases rates of progression and supports everyone to develop Welsh language skills for use socially and in the workplace.'

Those that identified as disabled (79.2%) were more than three times as likely to rank the importance of Post Compulsory education in their top three than Welsh speakers (23.6%).

## Theme 2: Increasing the use of Welsh

447 responses were received for this question, giving a response rate of 96.3%.

Respondents were then asked to rank the different areas regarding increasing the use of Welsh they prefer from one to three.

Scores were calculated by assigning three points for each first-place ranking, two points for each second place, and one point for each third place. These were combined for each theme and divided by the overall number of respondents answering this question, to give a final score.

"**Social use of Welsh**." was ranked as the top theme, with 56.6% of respondents ranking this in first place, with an overall score of 2.4 out of three.

In second place, ranked in first place by 24.8% of respondents (and an average score of 1.9 out of 3), was "**Services**."
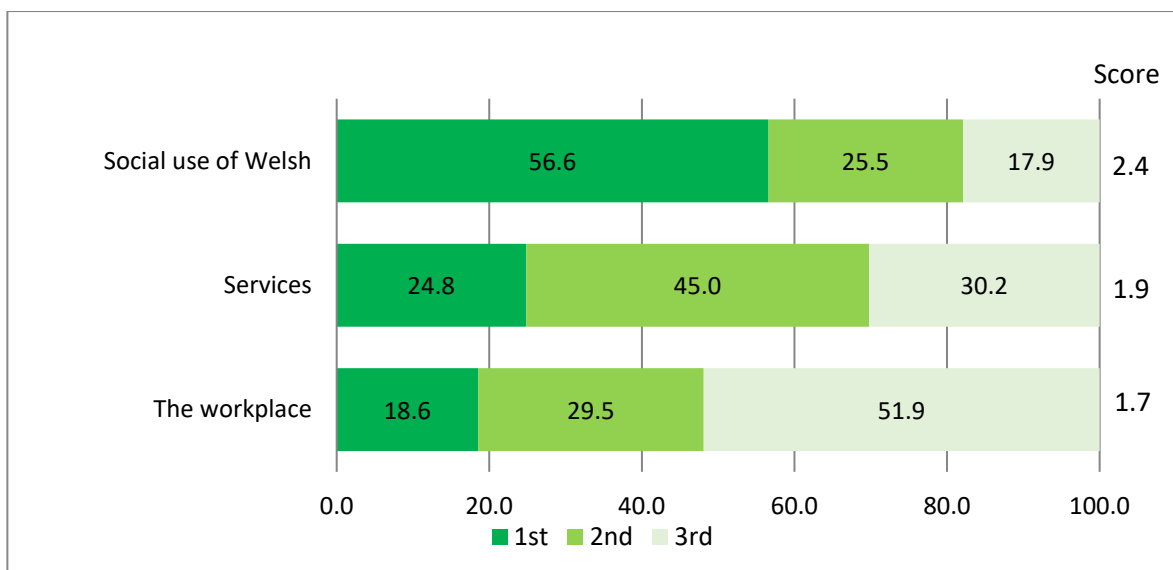
The above chart shows the proportion of 1st, 2nd and 3rd place votes for each action, plus the overall score generated (out of 3).

Looking at scores by respondent, those that identified as disabled (33.3%) were more than twice as likely to rank '**Services**' 1st than those from a Minority Ethnicity (16.7%).

The greatest proponents for the '**Social use of Welsh**' ranking it 1st were respondents from a Minority Ethnicity (63.3%), in contrast to Welsh Speakers (49.7%).

Theme 3: Creating favourable conditions – infrastructure and context

447 responses were received for this question, giving a response rate of 96.3%.

Respondents were then asked to rank elements to improve infrastructure and context of the Welsh language they prefer from one to seven.
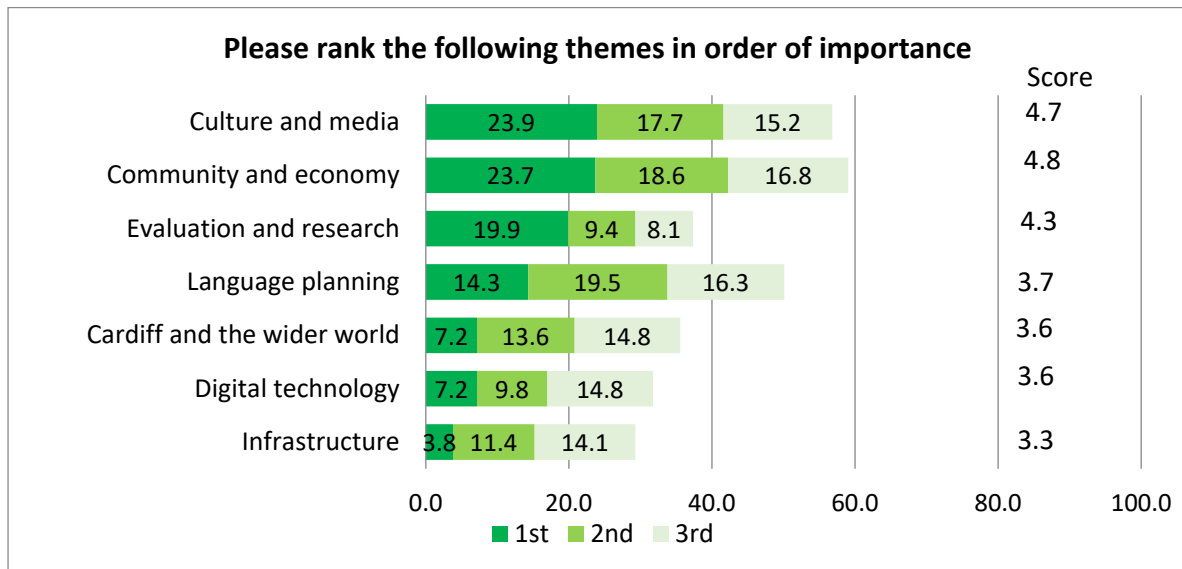
Scores were calculated as below: -

Rank	Points
1st	7
2nd	6
3rd	5
4th	4
5th	3
6th	2
7th	1

These were combined for each theme and divided by the overall number of respondents answering this question, to give a final score.

"**Culture and Media**" gained the most votes for first place, with 23.9% of respondents ranking this in first place, with the second highest overall score of 4.7 out of 7.

Next, ranked in first place by 23.7% of respondents (and receiving the highest score of 4.8 out of 7), was "**Community and economy**."

"**Evaluation and research**." were ranked 1st by 19.9% of respondents and realised an overall score of 3.7 out of 7.

Please rank the following themes in order of importance

Theme	1st	2nd	3rd	Score
Culture and media	23.9	17.7	15.2	4.7
Community and economy	23.7	18.6	16.8	4.8
Evaluation and research	19.9	9.4	8.1	4.3
Language planning	14.3	19.5	16.3	3.7
Cardiff and the wider world	7.2	13.6	14.8	3.6
Digital technology	7.2	9.8	14.8	3.6
Infrastructure	3.8	11.4	14.1	3.3

The above chart shows the proportion of 1st, 2nd and 3rd place votes for each action, plus the overall score generated (out of 7).

'**Community and economy**' most ranked 1st amongst respondents Under 35 (32.6%). First placed ranking was lowest amongst those that identified as from a Minority Ethnicity (13.3%).

Respondents Under 35, were around two times as likely to rank '**Digital technology**' first (11.6%), then Female and older respondents (5.2% respectively).

Around one in seven (16.3%) of Under 35's ranked '**Infrastructure**' 1st, this figure falls to 0.6% when compared by Welsh speakers.

'**Language planning**' garnered the highest first place ranking by Welsh speakers (20.5%), this falls to 7.0% when viewed by Under 35 respondents.

'**Evaluation and Research**' was deemed more important by older respondents with (23.8%) awarding a first-place ranking, in contrast to Welsh speakers (3.1%).

The Bilingual Cardiff Strategy 2022-27 presents a number of actions and targets to support the delivery of its three strategic themes. Theme 1

Over three quarters ranked both '**Increase the number of places available within primary and secondary Welsh-medium secondary education in Cardiff**' And '**Increase the percentage of people in Cardiff who can speak Welsh**' in their top two priorities, with the latter realising the highest 1st place ranking (52.2%).

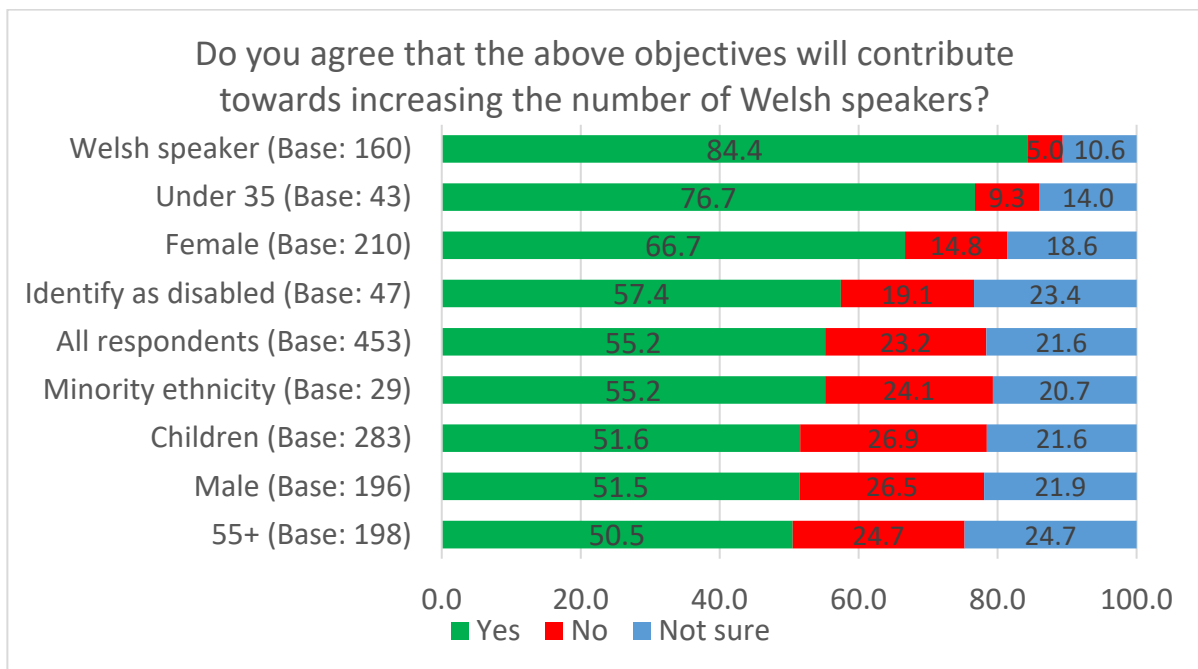| Theme 1: Increasing the number of Welsh speakers - Please choose your top three priorities.	1	2	3	% Top Two	No. of Votes
Increase the number of places available within primary and secondary Welsh-medium secondary education in Cardiff.	40.4	37.2	22.3	**77.7**	94
Increase the percentage of people in Cardiff who can speak Welsh.	52.2	22.8	25.0	**75.0**	92
Increase Welsh-medium social provision for children's early years and raise awareness of this provision.	29.4	42.9	27.7	**72.3**	119
Present a campaign to increase the use of Welsh at home and promoting bilingualism and multi-lingualism with non-Welsh speaking households.	42.4	29.7	28.0	**72.0**	118
Promote Welsh-medium education among non-Welsh speaking families to increase awareness of the history of the Welsh language and foster pride in the language.	39.4	31.8	28.8	**71.2**	170
Increase the provision of Welsh language courses for parents who send their children to Welsh-medium schools.	39.9	31.2	28.9	**71.1**	173
Increase the Welsh-medium provision for children with additional learning needs.	14.9	46.8	38.3	**61.7**	47
Increase the number of teachers who can teach Welsh as a subject and the number of teachers who can teach other subjects through the medium of Welsh.	31.1	30.4	38.5	**61.5**	161
Increase the number of students studying further and higher education courses through the medium of Welsh.	11.6	46.5	41.9	**58.1**	43
Deliver Welsh-medium education promotion initiatives in partnership with organisations representing Black Asian and Minority Ethnic communities.	17.9	37.2	44.9	**55.1**	78
Develop a pilot project to work intensively in two areas in Cardiff with primary schools who are experiencing a reduction in the number of children seeking a place in reception/nursery class	17.5	37.5	45.0	**55.0**	40
Increase the number of secondary school pupils studying qualifications assessed through the medium of Welsh.	24.1	27.6	48.3	**51.7**	29
Supporting a Welsh Education Promotion Officer to work across the Southwest Wales region.	29.4	20.6	50.0	**50.0**	34

Do you agree that the above objectives will contribute towards increasing the number of Welsh speakers?

453 responses were received for this question, giving a response rate of 97.6%.

Over half (55.2%) of respondents agreed that the Theme 1 objectives will contribute to increasing the numbers of Welsh speakers.
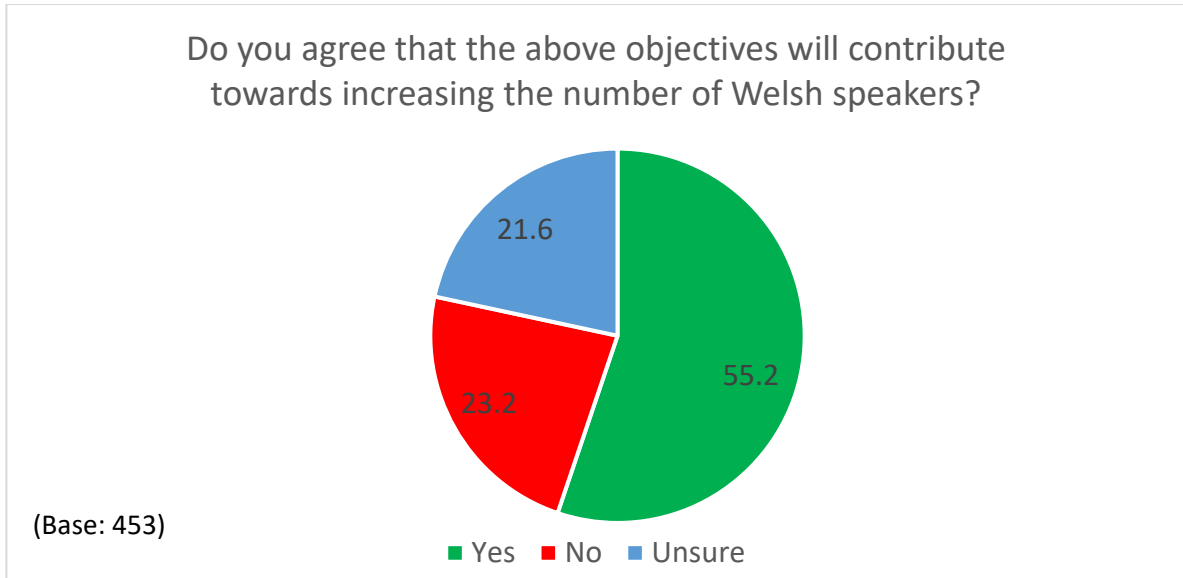
Do you agree that the above objectives will contribute towards increasing the number of Welsh speakers?

(Base: 453)

- Yes: 55.2
- No: 23.2
- Unsure: 21.6

Agreement to the effectiveness of these objectives was highest amongst Welsh speakers (84.4%) and lowest amongst older respondents (50.5%).

Do you agree that the above objectives will contribute towards increasing the number of Welsh speakers?

Group	Yes	No	Not sure
Welsh speaker (Base: 160)	84.4	5.0	10.6
Under 35 (Base: 43)	76.7	9.3	14.0
Female (Base: 210)	66.7	14.8	18.6
Identify as disabled (Base: 47)	57.4	19.1	23.4
All respondents (Base: 453)	55.2	23.2	21.6
Minority ethnicity (Base: 29)	55.2	24.1	20.7
Children (Base: 283)	51.6	26.9	21.6
Male (Base: 196)	51.5	26.5	21.9
55+ (Base: 198)	50.5	24.7	24.7

NB: - Caution should be taken with low base sizes.

Do you agree that the above objectives will contribute towards increasing the number of Welsh speakers - If 'No / Not sure', Why?

Respondents that did not agree or were unsure on the effectiveness of the objectives were asked 'Why?' - 132 comments were received, when analysed resulted in 12 themes. Details of the top three themes and example comments are as follows: - (A full list of themes with example comments can be seen in Appendix B).

Theme	No.	%	Example comments
Negative comments	**52**	**39.4**	• "People don't see the point low priority." • "Welsh is only relevant in Wales. Fundamentally - what is the point and how does this enable a better future for Wales?"
Personal Choice	**37**	**28.0**	• "Someone will only learn Welsh if they want to learn." • "Learning a new language takes time, it's a nice thing to do if you are that inclined, Welsh therefore should continue to be a choice." • "It comes down to personal preference and how important the Welsh language is to that individual."

Do you have any other ideas for objectives which would contribute towards increasing the number of Welsh speakers?

Respondents were then asked if they had any other ideas that would contribute to increasing the number of Welsh speakers - 153 comments were received, when analysed resulted in 13 themes. Details of the top three themes and example comments are as follows: - (A full list of themes with example comments can be seen in Appendix C).

Theme	No.	%	Example comments
More learning opportunities	**43**	**28.1**	• "Roll out free learning resources to parents who wish to learn Welsh." • "Free Welsh courses should be available online to all." • "Increase the availability of post educational/ evening classes without exams." • "I would like to see a Centre as a focal point for Welsh learning, especially adult learners like myself. A shame that the Hen Llyfrgell had to close.

			I would like to see something like that re introduced and promoted." • "Train non-Welsh speaking school staff (inc support staff) to be able to deliver Welsh otherwise risk losing valuable resources."
More inclusive approach	35	22.9	• "Making Welsh an inclusive rather than an exclusive thing." • "Don't alienate people who don't speak Welsh as a first language." • "Try and think about the non-Welsh speaking adults. How would ensure they don't feel discrimination."
Education	33	21.6	• "Education, education, education - drive more kids though WME = bilingual education. By far the most important consideration." • "Pupils from Welsh medium schools need to be encouraged to use Welsh in settings outside education." • "Improve Welsh language education - make it less academic and more about using Welsh in real world." • "Not waiting until Welsh-medium schools are full before starting thinking about opening a new one. The Council's got the statistics --just plan ahead!!!"

The Bilingual Cardiff Strategy 2022-27 presents a number of actions and targets to support the delivery of its three strategic themes. Theme 2

**'Encourage the use of Welsh in schools that teach the language as a second language through the delivery of workshops, activities, events and clubs.'** Was deemed the highest priority, receiving the highest level of 1st place votes, the highest level of votes cast and the highest percentage of 1st and 2nd votes.

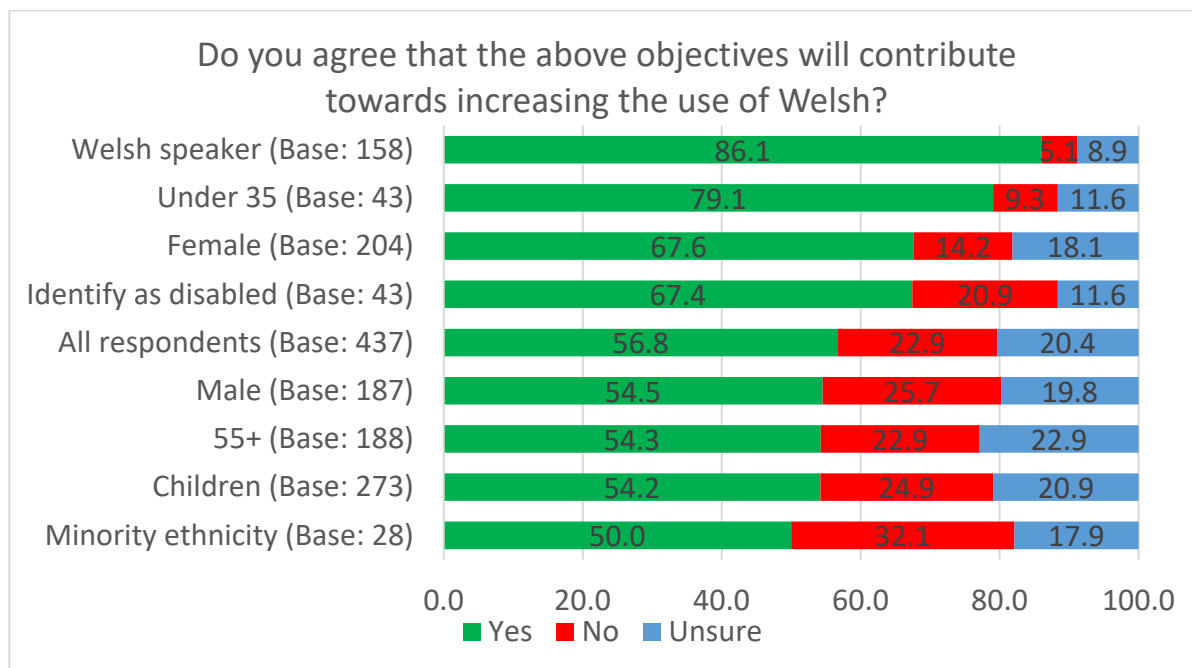| Theme 2: Increasing the use of Welsh - Please choose your top three priorities.	1st	2nd	3rd	% Top 2	No of Votes
Encourage the use of Welsh in schools that teach the language as a second language through the delivery of workshops, activities, events and clubs.	53.8	28.1	18.2	**81.8**	253
Hold an annual 'Gyrfa Gymraeg' Welsh language careers' fair.	19.6	51.0	29.4	**70.6**	102
Increase the number of Cardiff Council staff who can speak Welsh.	31.2	39.0	29.9	**70.1**	77
Establish the Bilingual Cardiff Youth Forum and provide an events budget to empower young people to develop their own programme of activity.	41.1	25.3	33.6	**66.4**	146
Develop a campaign to increase the percentage of staff in organisations across Cardiff who can speak Welsh	24.5	40.6	34.8	**65.2**	155
Develop a network of ambassadors who have experienced Welsh-medium education to promote the language and access to Cardiff's primary and secondary schools.	28.7	36.0	35.3	**64.7**	136
Increase the number of Cardiff Council staff who learn Welsh through internal training opportunities	13.3	46.7	40.0	**60.0**	75
Continue to hold Tafwyl, Cardiff's Welsh language festival, every year	31.7	23.5	44.8	**55.2**	221

Do you agree that the above objectives will contribute towards increasing the use of Welsh?

437 responses were received for this question, giving a response rate of 94.2%.

Just under three in five (56.8%) respondents felt the objectives will contribute to increasing the use of Welsh.
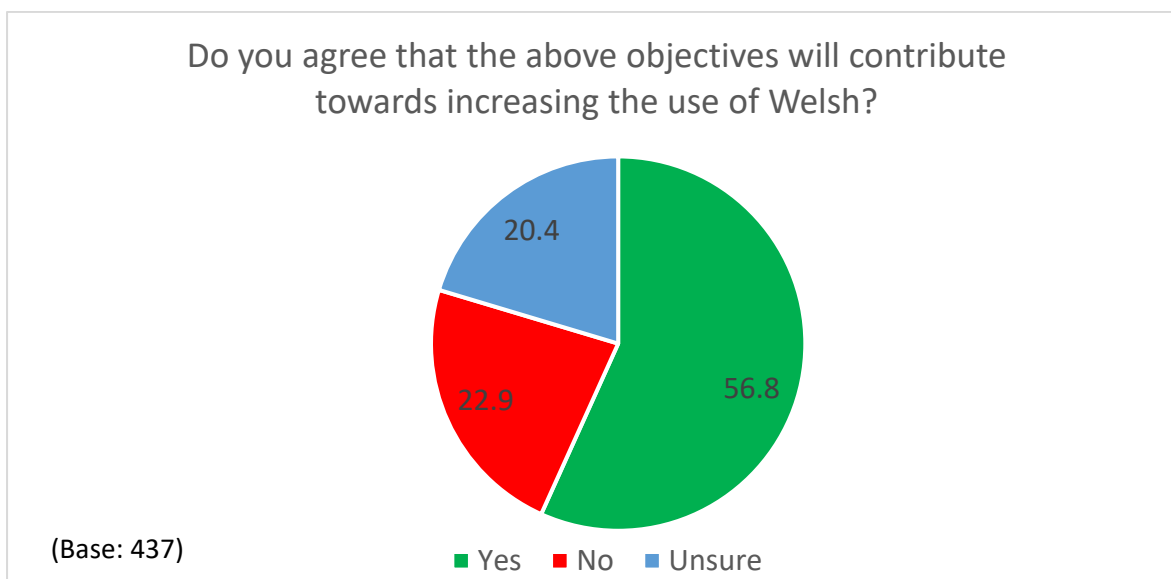
Do you agree that the above objectives will contribute towards increasing the use of Welsh?

20.4

22.9

56.8

(Base: 437)   ■ Yes   ■ No   ■ Unsure

Agreement to the effectiveness of these objectives was highest amongst Welsh speakers (84.4%) and lowest amongst those from a Minority Ethnicity (50.0%).

Do you agree that the above objectives will contribute towards increasing the use of Welsh?

Category	Yes	No	Unsure
Welsh speaker (Base: 158)	86.1	5.1	8.9
Under 35 (Base: 43)	79.1	9.3	11.6
Female (Base: 204)	67.6	14.2	18.1
Identify as disabled (Base: 43)	67.4	20.9	11.6
All respondents (Base: 437)	56.8	22.9	20.4
Male (Base: 187)	54.5	25.7	19.8
55+ (Base: 188)	54.3	22.9	22.9
Children (Base: 273)	54.2	24.9	20.9
Minority ethnicity (Base: 28)	50.0	32.1	17.9

NB: - Caution should be taken with low base sizes.

Do you agree that the above objectives will contribute towards increasing the use of Welsh - If 'No - Not sure' Why?

Respondents that did not agree or were unsure on the effectiveness of the objectives were asked 'Why?'- 108 comments were received, when analysed resulted in 9 themes. Details of the top three themes and example comments are as follows: - (A full list of themes with example comments can be seen in Appendix D).

Theme	No.	%	Example comments
Negative Comments	42	38.9	• "Because Welsh is not a viable language, too few speak it, it has no relevance outside of Wales." • "Welsh is not recognised in the wider world." • "Similar objectives have existed in previous plans and yet the numbers of Welsh speakers and activities have not increased significantly."
Choice	26	24.1	• "I would be concerned that staff felt pressured into learning the language when they are employed to carry out paid tasks that are not necessarily dependent on speaking Welsh."

			• "Not everyone wants to speak or learn Welsh - that's their personal choice."

Do you have any other ideas for objectives which would contribute towards increasing the use of Welsh?

Respondents were then asked if they had any other ideas that would contribute to increasing the use of Welsh - 94 comments were received, when analysed resulted in 15 themes. Details of the top three themes and example comments are as follows: - (A full list of themes with example comments can be seen in Appendix E).

Theme	No.	%	Example comments
More Learning opportunities	17	18.1	• "Focus on providing in house accessible training for existing non-Welsh speaking school support staff who often are denied training opportunities." • "Increase the provision of lifelong learning for those who want to learn Welsh later in life without feeling under pressure to do so."
More events - celebrate Welsh language/culture	16	17.0	• "I would like to see a Welsh language food festival held in Cardiff that celebrates Welsh produce and showcases companies that embrace and promote the language." • "Develop Welsh-exclusive media that appeals to kids, teens, and young adults, e.g., music and tv shows."

The Bilingual Cardiff Strategy 2022-27 presents a number of actions and targets to support the delivery of its three strategic themes. Theme 3

The highest 1st place (55.8%) priority was '**Work with young people to create a strapline to promote the Bilingual Cardiff strategy'**, However it did receive the lowest level of votes cast (52). In contrast '**Increase awareness of Welsh language cultural events in Cardiff.**' Which realised the highest level of votes cast (227) and was 4th overall in 1st place ranking (41.0%)

When 1st and 2nd ranked votes are combined **'Create a guide for individuals and families detailing the Welsh language support and resources available at every stage of life'** (76.2%) is deemed first, with this priority receiving the 2nd highest level of votes cast (202).

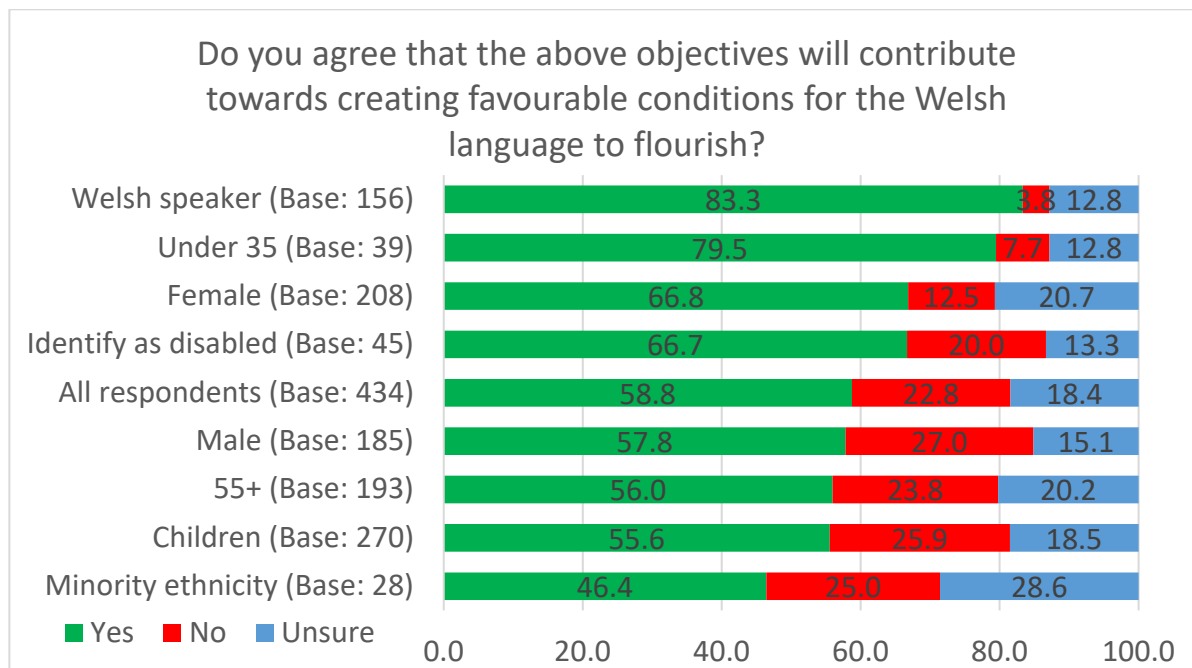| Theme 3: Creating favourable conditions – infrastructure and context - Please choose your top three priorities.	1st	2nd	3rd	% top 2	No of Votes
Work with young people to create a strapline to promote the Bilingual Cardiff strategy.	55.8	17.3	26.9	**73.1**	52
Create a programme of Welsh language arts provision for children to promote the Bilingual Cardiff strategy	44.8	30.2	25.0	**75.0**	116
Create a guide for individuals and families detailing the Welsh language support and resources available at every stage of life.	43.1	33.2	23.8	**76.2**	202
Increase awareness of Welsh language cultural events in Cardiff.	41.0	32.2	26.9	**73.1**	227
Encourage year 12 and year 13 school pupils and college and university undergraduates to work together in the arts.	28.8	37.3	33.9	**66.1**	59
Continue to provide Welsh language and bilingual street names to support the Council's Street naming policy.	27.7	37.4	34.8	**65.2**	155
Work with information technology companies to support digital use of the Welsh language.	24.3	31.2	44.5	**55.5**	173
Develop a monthly newsletter detailing Welsh language career development and employment opportunities.	18.8	41.2	40.0	**60.0**	85
Produce a good practice handbook for building contractors, housing developers, security companies and similar organisations in Cardiff to promote the use of Welsh in development projects.	18.3	37.8	43.9	**56.1**	82

Do you agree that the above objectives will contribute towards creating favourable conditions for the Welsh language to flourish?

434 responses were received for this question, giving a response rate of 93.5%.

Just under three in five (58.8%) respondents felt the objectives will contribute towards creating favourable conditions for the Welsh language to flourish.

Do you agree that the above objectives will contribute towards creating favourable conditions for the Welsh language to flourish?

18.4

22.8

58.8

(Base: 434)

■ Yes ■ No ■ Unsure
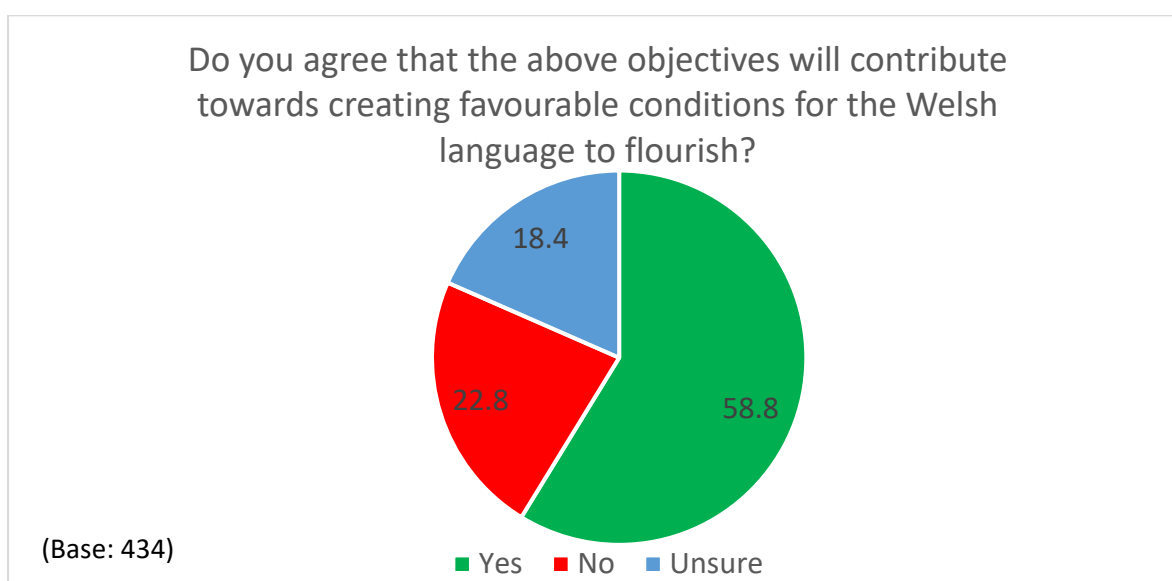
Agreement to the effectiveness of these objectives was highest amongst Welsh speakers (83.3%) and lowest amongst those from a Minority Ethnicity (46.4%).

Do you agree that the above objectives will contribute towards creating favourable conditions for the Welsh language to flourish?

NB: - Caution should be taken with low base sizes.

Do you agree that the above objectives will contribute towards creating favourable conditions for the Welsh language to flourish - - If 'No - Not sure' Why?

Respondents that did not agree or were unsure on the effectiveness of the objectives were asked 'Why?'- 88 comments were received, when analysed resulted in 12 themes. Details of the top three themes and example comments are as follows: - (A full list of themes with example comments can be seen in Appendix F).

Theme	No.	%	Example comments
Waste of money /Time	22	25.0	• "This will cost considerable amounts of money and in the era of severe cuts I am not sure such expenditure is justified." • "Guides and campaigns are a dime a dozen."
Negative Comments	21	23.9	• "A nice to have has no role in the modern world except for leisure purposes." • "Because I have a feeling that too many people feel that Welsh is a redundant language."
Personal Choice	17	19.3	• "Again, there must be a need to learn it not have it forced on anyone." • "Forcing Welsh towards people who don't want it will both trivialise the language and annoy citizens."

Do you have any other ideas for objectives which would contribute towards creating favourable conditions for the Welsh language to flourish?

Respondents were then asked if they had any other ideas that would contribute towards creating favourable conditions for the Welsh language to flourish, - 88 comments were received, when analysed resulted in 12 themes. Details of the themes and example comments are as follows: -

Theme	No.	%	Example comments
Allow for a more organic approach	12	16.9	• "I don't see this as the Council's role. If people want to learn and speak Welsh, they will." • "You need to nurture, feed and let it grow."
Approach divisive	10	14.1	• "We are a multicultural city." • "No: unless you count stopping alienating people by this kind of intensive campaigning."
Celebrate Welsh culture	10	14.1	• "Promote night life opportunities aimed at Welsh speakers and learners." • "Have realistic expectations. Tie it in with the rich history of Wales and ensure that all those who have contributed to the richness and culture of Wales are recognised."
Reinforce value of language	10	14.1	• "The key to ensuring the Welsh language flourishes it to get the message out there of how valuable the Welsh language is to someone." • "Welsh has a PR problem. This needs to be addressed and fixed."
More promotion / events / community groups, etc	10	14.1	• "Adult community groups or a mentoring scheme to help those with no Welsh speaking friends or family keep their ability to speak Welsh." • "Art, sports and social clubs and activities for secondary pupils perhaps."
Negative comments	10	14.1	• "Start thinking how to improve the ability of Welsh businesses to trade with the other home countries, and overseas customers."
More inclusive approach	9	12.7	• "Learners from English medium schools need to be attracted and involved as well."

Signage	8	11.3	• "No more bilingual street names, just Welsh language is enough."
Everyday use	7	9.9	• "Absorbing Welsh into the everyday language of non-Welsh speakers."
Other priorities	4	5.6	• "Welsh is at best a nice to have add on."
Better access to language	4	5.6	• "Teaching Welsh in all school stages schools and naming all shops in Wales with names bearing English and Welsh is very important."
Misc.	14	19.7	• "Stop funding Welsh courses for staff seeking time out of the office." • "Give people a carrot. Incentives are they only way. If people are offered £1000's to study Welsh and get a language qualification, they will take it."

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Are there any further outcomes you would like to see included in the Bilingual Cardiff strategy 2022-27?

Respondents were then asked if there were any further outcomes, they would like to see included in the strategy - 128 comments were received, when analysed resulted in 15 themes. Details of the themes and example comments are as follows: -

Theme	No.	%	Example comments
More inclusive approach	28	21.9	• "More reaching out to non-Welsh speakers not just concentrating on schools in order to include the citizens who want to feel included not excluded in their capital city." • "What efforts will be made to ensure the older generation are not marginalised when most of the questions appear to be concerning children and young people?"
More learning opportunities / events	20	15.6	• "More community support for adults not just on schools." • "Find lapsed Welsh speakers and encourage them back to Welsh speaking."
More pressing priorities	16	12.5	• "Climate change is the key issue of this time Welsh language not such a priority for use of limited finances." • "Yes, carefully evaluate the real needs of Cardiff and use budgets on essential services."

Other languages spoken	12	9.4	• "I feel we should concentrate on all languages as we are a multicultural nation."
More ambitious approach	11	8.6	• " Setting challenging targets - if a target is reached, in some sense the target has been too easy! There should always be a target that is % slightly higher than is needed."
Everyday language usage	9	7	• "Something about casual Welsh language, you can say nos dda or goodnight."
Education pivotal	8	6.3	• "I went to a Welsh Medium School and expected this to be the norm by the time I had children. Unfortunately, it seems that we have moved backwards and there are less opportunities or at least there isn't an equal level of opportunities across the city. Everything stems from education, even though I don't use the language much I still have respect for it and want to educate my children through the language."
Don't know / need more info	7	5.5	• "I do not have enough information about the above to make an informed decision."
Equal footing of both languages	6	4.7	• "Increased integration of Welsh- and English native speakers."
English to have equal footing	6	4.7	• "Ensure English has as much right to be spoken and learned."
Better promotion	5	3.9	• "Our beautiful language needs to be seen as cool by young people."
Signage	2	1.6	• "On road signs having Welsh first will cause accidents, by the time I've read the Welsh I've passed the sign."
Misc.	22	17.2	• "To have an annual census of the numbers of people speaking Welsh." • "I would like a choice as to whether I am dealt with in English or Welsh. I would like to be able to request that I only receive correspondence in English or Welsh."

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Do you have any further comments to make on the Bilingual Cardiff strategy?

Respondents were then asked if there were any further comments to make on the strategy - 155 comments were received, when analysed resulted in 16 themes. Details of the themes and example comments are as follows: -

Theme	No.	%	Example comments
More inclusive approach	30	19.4	• "Too much focus on schools, which is understandable, but does not engage with other citizens." • "Make it accessible." • "It has to include all ages as you do not want to create an older generation that are unable to work or engage with their community because they have been left behind."
Other priorities	26	16.8	• "Focus on important issues for the survival of the City, it's centre and its historic culture." • "Use this resource to help the homeless." • "We should be investing in education and NHS."
Education	16	10.3	• "Education, education, education. Through the medium of Welsh. This is the key to Cymraeg 2050, and Cardiff is not doing enough."
Personal Choice	15	9.7	• "The Welsh language should be allowed to grow naturally through family usage and choice."
Job opportunities / talent	13	8.4	• "While I support the use of the Welsh language, I don't not want limited resources squandered on unnecessary initiatives which run the risk of disadvantaging non-Welsh speakers and reducing the talent pool available to Welsh employers."
Positive comments	13	8.4	• "It is a great initiative. Hope we can all learn Welsh."
Survey concerns	9	5.8	• "Create a survey that gives costings and does not require all suggestions to be selected."
Other languages spoken	8	5.2	• "I struggle to see the need for it. "

More learning opportunities	7	4.5	• "Training staff on the benefits of multilingualism. Obtain evidence to support this and share with staff in education and advising in the hubs. A lot more resources for non-Welsh speaking families who send their children to Welsh-medium schools e.g., a local homework club. Parents need to be provided with Welsh courses such as ESOL in English. This at a convenient time for parents and will make them feel able to support their children. More focus on Welsh as a second language going on in English-medium schools - does it work? Can children speak any Welsh when they leave?"
Affects Business Community/ investment	6	3.9	• "It's good that more people should speak Welsh. But we must be mindful that the language of business is English, and we must not put any cultural barriers in the way of incentivising businesses to operate in Cardiff."
Every day use of Welsh	6	3.9	• "Use of Welsh in everyday activity is crucial. Evaluate how easy it is to move around the city and purchase goods/services through Welsh. It is currently impossible not to have to speak in English!"
Signage	5	3.2	• "Be wary of bilingual street names or names in Welsh that become known by their English version. I have known this cause confusion."
Misc.	14	9	• "There is a need for quantifiable, realistic targets/indicators and consistent reports showing progress against a target. "

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

About you

Please provide your full postcode below (e.g., CF10 4UW). This allows us to more accurately pinpoint respondents' views and needs by area, and to make sure we've heard from people in all parts of the city

Location of Respondents by Postcode - The Bilingual Cardiff Strategy Public Survey Report 2021
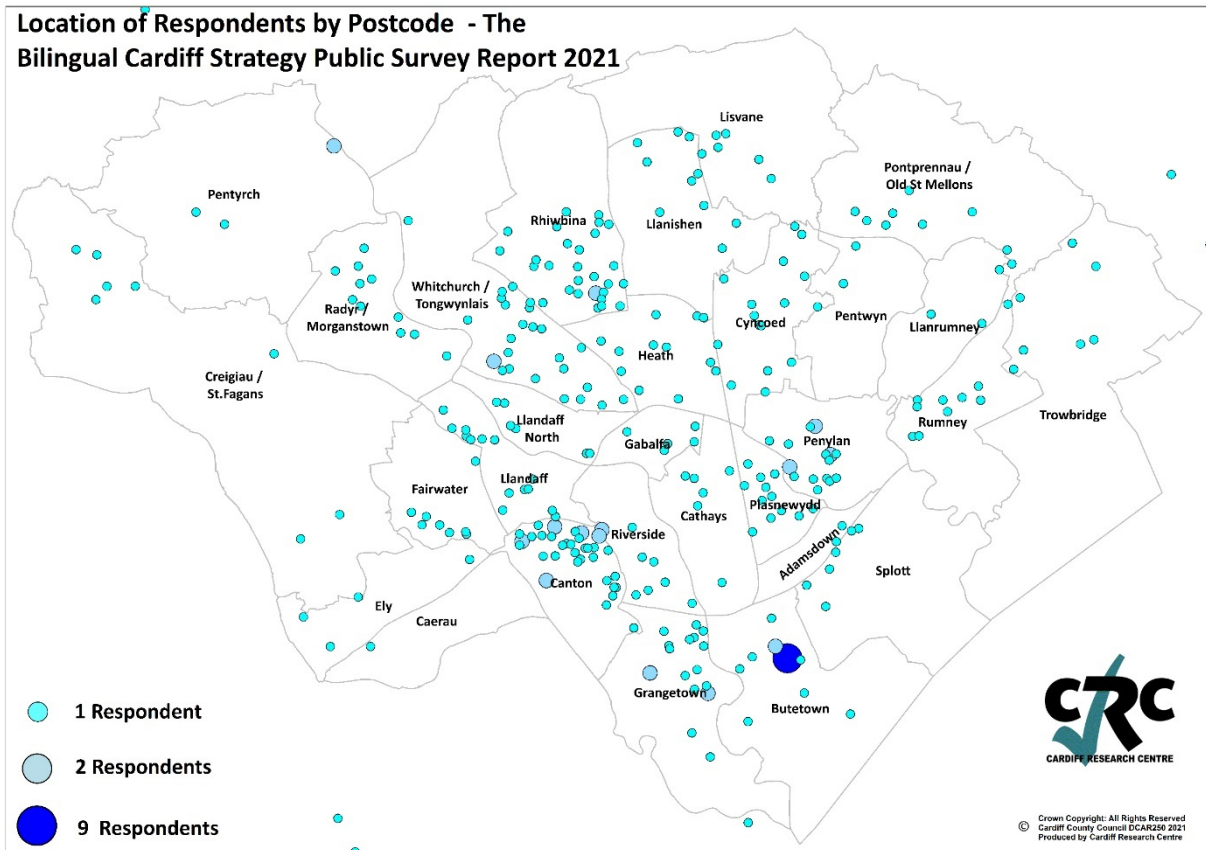
What was your age on your last birthday?

	No.	%
Under 16	1	0.2
16-24	4	0.9
25-34	38	8.5
35-44	87	19.5
45-54	86	19.2
55-64	91	20.4
65-74	80	17.9
75+	32	7.2
Prefer not to say	28	6.3
Total Respondents	447	100.0

Are you…?

	No.	%
Male	201	44.8
Female	216	48.1
Other	0	0.0
Prefer not to say	32	7.1

Total Respondents	449	100.0

Do you identify as Trans?

	No.	%
Yes	2	0.5
No	395	89.4
Prefer to self-describe	5	1.1
Prefer not to say	40	9.0
Total Respondents	442	100.0

Do any children live in your household?

	No	%
No children	281	60.6
Yes, under 5 years old (pre-school)	41	8.8
Yes, aged 5 - 11 (primary school)	59	12.7
Yes, aged 11 - 16 (secondary school)	49	10.6
Yes, aged 16 - 18 in full-time education, or working	28	6.0
Yes, aged 16 - 18 but not in full time education or working	6	1.3
Total Respondents	464	100.0

Are you pregnant, or have you given birth within the last 26 weeks?

	No.	%
Yes, I'm pregnant	3	0.7
Yes, I've given birth	1	0.2
No	391	91.8
Prefer not to say	31	7.3
Total Respondents	426	100.0

Do you care, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without your support?

	No.	%
Yes	48	11.2
No	344	80.2
Prefer not to say	37	8.6

Total Respondents	429	100.0

Which of the following best describes what you are doing at present?

	No	%
Working full time (30+ hours per week)	219	49.8
Wholly retired from work	123	28.0
Working part time (less than 30 hours per week)	53	12.0
Permanently sick or disabled person	6	1.4
Caring for a child or adult	6	1.4
Looking after home	5	1.1
In full time education	6	1.4
Unemployed - Unregistered but seeking work	4	0.9
On a zero-hour contract	1	0.2
Unemployed - Registered Job Seeker	1	0.2
On a government training scheme	1	0.2
Other	15	3.4
Total Respondents	440	100.0

Do you identify as a disabled person?

	No.	%
Yes	48	10.8
No	362	81.3
Prefer not to say	35	7.9
Total Respondents	445	100.0

Please tick any of the following that apply to you:

	No.	%
Long-standing illness or health condition (e.g., cancer, diabetes, or asthma)	61	40.1
Mental health difficulties	17	11.2
Mobility impairment	31	20.4
Deaf / Deafened / Hard of hearing	34	22.4
Visual impairment	13	8.6
Learning impairment/ difficulties	6	3.9
Wheelchair user	3	2.0
Prefer not to say	37	24.3
Other	7	4.6

Total Respondents	152	-

Do you regard yourself as belonging to any particular religion?

	No.	%
No, no religion	203	46.2
Christian (Including Church in Wales, Catholic, Protestant and all other Christian denominations)	181	41.2
Muslim	1	0.2
Buddhist	3	0.7
Jewish	1	0.2
Hindu	0	0.0
Sikh	0	0.0
Prefer not to answer	43	9.8
Other	7	1.6
Total Respondents	439	100.0

How would you describe your sexual orientation?

	No.	%
Heterosexual/ Straight	331	77.2
Bisexual	12	2.8
Gay Man	18	4.2
Gay Woman/ Lesbian	2	0.5
Prefer not to answer	60	14.0
Other	6	1.4
Total Respondents	429	100.0

How would you describe your Welsh language skills?

	No.	%
Fluent	115	26.4
Moderate	47	10.8
Basic	85	19.5
Learner	52	12.0
None	136	31.3
Total Respondents	435	100.0

Do you consider yourself to be Welsh?

	No.	%
Yes	341	76.6
No	98	22.0
Total Respondents	439	98.7

What is your ethnic group?
(Where the term 'British' is used, this refers to any of the four home nations of Wales, England, Northern Ireland and Scotland, or any combination of these).

	No.	%
White - Welsh/English/Scottish/Northern Irish/British	397	89.2
White - Any other white background	14	3.1
White - Irish	1	0.2
Asian/Asian Welsh/British - Indian	1	0.2
Mixed/Multiple Ethnic Groups - Any other	2	0.4
Mixed/Multiple Ethnic Groups - White and Black Caribbean	1	0.2
Mixed/Multiple Ethnic Groups - White & Asian	2	0.4
Arab	1	0.2
Asian/Asian Welsh/British - Any other	1	0.2
Black/African/Caribbean/Black Welsh/British – Caribbean	1	0.2
Asian/Asian Welsh/British – Pakistani	1	0.2
Asian/Asian Welsh/British - Bangladeshi	0	0.0
Black/African/Caribbean/Black Welsh/British - African	0	0.0
Mixed/Multiple Ethnic Groups - White and Black African	2	0.4
Prefer not to say	18	4.0
Any other ethnic group (please specify)	3	0.7
Total Respondents	445	100.0

Appendix A

Theme	No.	%	Example comments
Good access to Welsh language	**100**	**28.9**	• "Where you can walk up to anybody on the street / shop / office and start your conversation through either Welsh or English." • "A city in which all public interaction, medical, civic administrative, post office, banking environments can be carried out in either language." • "Being able to use English or Welsh easily in any everyday situation e.g., shops, leisure centres, banks etc." • "Where people are comfortable and able to go about their daily lives in Cardiff being able to interact in either Welsh or English." • "Somewhere people can carry out day to day interactions in either language as they choose and learning is readily available." • "To be able to enter any situation and be able to speak in Welsh."
Welsh language/culture embedded in Cardiff, business, services, signs	**99**	**28.6**	• "Welsh as the default and visible in all aspects of the city's public life - from signs to information, from education to all other possible provision - and everyone understands, speaks, uses and values it." • "That Welsh is a natural part of living in Cardiff." • " A city where language choice is by default, where Welsh and English speakers can receive exactly the same service, provision and opportunities in both languages. A city that appears bilingual and where the Welsh language is visible and heard everywhere. A city where the Welsh language is at the heart of everything that happens in the city and a city that is proud to be a bilingual city and where all children leave school fluent in both languages." • "A city where both languages have equal status, and all citizens are aware of the benefits of being bilingual even if they themselves are not. All services are available in both languages and these services are as easy to access in Welsh as they are in English. All children are

			taught Welsh and English to an equal standard so that the next generation are truly bilingual." • "Akin to a Scandinavian City, proud of its local language and culture, whilst maintaining a polyglot population able to exploit that skill." • "Where people are so familiar with it that they don't even notice."
Everyone speaking / learning Welsh	96	27.7	• "That everyone has a basic understanding Welsh." • "Free Welsh lessons for all abilities." • "I would like to see everyone in Wales speaking Welsh, or at least understanding it." • "Everyone speaks Welsh." • " A Cardiff where every single person who has grown up in Cardiff can speak Welsh and English fluently."
Education pivotal	50	14.5	• "For me it begins with education. Wherever I live I should have a clear first option for a good quality Welsh language school or nursery." • "I think all schools in Cardiff should teach Welsh as the first language." • "All children being educated through the medium of Welsh."
Communicate /Have info in preferred language	49	14.2	• "A place where citizens can choose which language the prefer to receive communications in. Those who select English, or Welsh should receive letters etc in that language saving money and paper." • "All services and interactions with commerce to be available in the language of the citizen's choice." • "A choice as to how and when I would like to interact in Welsh."
Equal standing between languages	37	10.7	• "Equal status for those that prefer to use English or Welsh. More inclusion for both. Easier routes to learn Welsh." • " A Cardiff where both languages are fully equal in all meanings and contexts."
Personal choice	29	8.4	• "Democratic country who choose if they wish to learn Welsh."

			• "I don't have one, but I do believe it's a choice."
Less bias for those who only speak one language	28	8.1	• "Where both languages can be used freely without any bias." • "One where the Welsh language is actively promoted but doesn't disadvantage/discriminate against non-Welsh speakers."
Other languages are spoken	27	7.8	• "Given that there are over 30 languages spoken in Cardiff then it can mean that people whose first language that is neither Welsh nor English could also be deemed bilingual."
People should not be forced to learn Welsh	27	7.8	• "Give people true choice. Don't force it on them." • "It is a choice; the Welsh language should not be forced upon you."
I don't have one	26	7.5	• "I do not have one." • "I don't have this vision; the cosmopolitan nature of the city and the social balance of communities doesn't support such a suggestion."
Other more pressing priorities	18	5.2	• "I believe there are much more pressing issues than aiming for a 'truly bilingual Cardiff'."
Positive comments	15	4.3	• "Excellent idea. I have lived in Cardiff all my life. My husband is from Ceredigion, and speaks Welsh, our daughter was a pupil at Glantaf. I understand a lot of Welsh, but don't have the courage to speak it."
Enough in place	1	0.3	• "Not convinced that the Welsh language needs to be pushed as much as it is given that Cardiff is essentially an English-speaking City."
Misc.	23	6.6	• "Lukewarm." • "Cardiff attracts many visitors from around the UK and overseas, and imposing Welsh as being the 1st language, may put off visitors."

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Appendix B

Theme	No.	%	Example comments
Educational concerns / long erm learning / use	10	7.6	• " It is one thing to promote or provide Welsh-medium education but as we already know, a large number lose their Welsh after they leave school. The list of priorities above should include a question about the provision of contemporary culture for the youth, i.e., teenagers."
Cardiff is Multicultural	7	5.3	• "Cardiff is a so multi cultured city."
English is the main language	4	3.0	• "Cardiff is essentially an English-speaking City."
Signage	1	0.8	• "Welsh medium education opportunities should not have a biased advantage (e.g., better funding) than English medium schools. Heavy promotion and imposition of the use of the Welsh language can be divisive within a community. Bilingual signage is confusing and dangerous for visitors."
Misc.	11	8.3	• "Not radical enough - too cautious."

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Appendix C

Theme	No.	%	Example comments
More learning opportunities	43	28.1	• "Roll out free learning resources to parents who wish to learn Welsh." • "Free Welsh courses should be available online to all." • "Increase the availability of post educational/ evening classes without exams." • "I would like to see a Centre as a focal point for Welsh learning, especially adult learners like myself. A shame that the Hen Llyfrgell had to close. I would like to see something like that re introduced and promoted." • "Train non-Welsh speaking school staff (inc support staff) to be able to deliver Welsh otherwise risk losing valuable resources."
More inclusive approach	35	22.9	• "Making Welsh an inclusive rather than an exclusive thing." • "Don't alienate people who don't speak Welsh as a first language." • "Less forcing Welsh on people so it does not become split communities" • "Try and think about the non-Welsh speaking adults. How would ensure they don't feel discrimination."
Education	33	21.6	• "Education, education, education - drive more kids though WME = bilingual education. By far the most important consideration." • "Pupils from Welsh medium schools need to be encouraged to use Welsh in settings outside education." • "Improve Welsh language education - make it less academic and more about using Welsh in real world." • "Not waiting until Welsh-medium schools are full before starting thinking about opening a new one. The Council's got the statistics --just plan ahead!!!"
Unsure / need more info	14	13.0	• "I do not have enough information about the above to make an informed decision."
Other priorities	11	10.2	• "I don't think we should be focussing on this when so many people have more basic problems e.g., quality housing."

Improve perception	4	3.7	• "Need to increase perception of Welsh as a valuable language as lots of pupils have the feeling that it's part of the culture and heritage but don't see it as being valuable to their future if they move outside of Wales."
Education Pivotal	4	3.7	• "It must be shown that being able to speak the language is a definite advantage to the individual e.g., workplace opportunities/social events or all pupils receiving Welsh-medium education will lose interest and lose access to the language and lose."
Misc.	17	15.7	• "There needs to be more social settings and clubs for teens to use their Welsh."

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Appendix D

Theme	No.	%	Example comments
Choice	**26**	**24.1**	• "I would be concerned that staff felt pressured into learning the language when they are employed to carry out paid tasks that are not necessarily dependent on speaking Welsh." • "Not everyone wants to speak or learn Welsh - that's their personal choice."
Improve perception	**4**	**3.7**	• "People need to see the value of learning Welsh. I'm not convinced that any of the above will contribute to that."
Education Pivotal	**4**	**3.7**	• "Welsh use has to be organic, creating Welsh speaking jobs will rob our Welsh speaking heartlands of its youth and talent. Cardiff needs to develop its own talent. Welsh schools & classes, Welsh branding, promote and encourage, don't penalise English speakers & alienate them, encourage working class."
Misc.	**17**	**15.7**	• "Because the digital world is moving to English."

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Appendix E

Theme	No.	%	Example comments
More Learning opportunities	17	18.1	• "Focus on providing in house accessible training for existing non-Welsh speaking school support staff who often are denied training opportunities." • "Increase the provision of lifelong learning for those who want to learn Welsh later in life without feeling under pressure to do so."
More events - celebrate Welsh language/culture	16	17.0	• "I would like to see a Welsh language food festival held in Cardiff that celebrates Welsh produce and showcases companies that embrace and promote the language." • "Develop Welsh-exclusive media that appeals to kids, teens, and young adults, e.g., music and tv shows."
Greater use of language everyday	13	13.8	• " In this age group, I believe that the aim is to normalise Welsh as a cultural, creative language. The language of sport, music, film, literature etc."
More inclusive approach	13	13.8	• "Indeed, as I said on the previous page you need to be engaging with adults across the board and not just Cardiff Council employees."
Incentivise learning	5	5.3	• "Money. If you give people an incentive to take language courses, they will do it. It HAS to be significant A £20 book voucher people will laugh at. If you offer learners more than £100, they will take notice."
Other languages spoken	4	4.3	• "Stop and think about non-Welsh speakers, we are a mixed-race country and people have a hard job learning English."
Make mandatory	4	4.3	• "You must learn Welsh if you come to work in Wales. If you move to Wales and you subsequently have children, they must go to a WM school. No choice."
Accessibility concerns	3	3.2	• "It's very difficult for deaf people to learn Welsh when they lip read English or use BSL. total use of Welsh excludes deaf people."

Involve business community	3	3.2	• "I think there needs to be some interaction with private business to show how the Welsh language can be a positive to their business."

NB. Overall percentages do not total 100% as respondent comments could fall into multiple themes.

Appendix F – Bilingual Cardiff Partners

- Arts Council Wales
- Cardiff Metropolitan University
- Cardiff Rugby
- Cardiff Third Sector Council
- Cardiff University
- Cardiff and Vale College
- Cardiff and Vale University Health Board
- Cardiff Welsh Medium Secondary School Representatives
- Cardiff Welsh Medium Primary School Representatives
- Central South Education Consortium
- Coleg Cymraeg Cenedlaethol
- Clwb Ifor Bach
- Dinesydd
- Literature Wales
- National Eisteddfod
- Menter Caerdydd
- Merched y Wawr
- Mudiad Meithrin
- Museum Wales
- National Centre for Learning Welsh
- S4C
- University of South Wales
- University of Wales Trinity Saint David's
- Urdd
- Wales Millennium Centre
- Welsh Language Commissioner

Review of the Bilingual Cardiff Promotion Strategy 2017-22

"5-year strategies have huge potential to make local authorities promotion agencies for the Welsh language within their areas, coordinating and driving efforts in areas as diverse as education, economy, planning, youth, tourism, care and so on. The strategies have led to more strategic attention to the Welsh language by a number of organisations, but it is not clear how many new activities have been put in place as a direct result of the strategies, and it seems no significant new budgets and resources have been dedicated to implement them in most cases.

There is an opportunity on the horizon to change this, with a requirement for organisations to review and formulate new strategies in 2022. Now is the time to start planning and measuring impact in order to ensure that the strategies have a real impact on the position of the Welsh language in the community during this decade."

Welsh Language Commissioner, Narrowing the Gap, Assurance Report 2019-20

1. Introduction

This independent review was undertaken by Nia Davies from Nico and was commissioned by the Council to assess the delivery of the Bilingual Cardiff 5-year Welsh language Promotion Strategy at the end of its five years, as well as to make relevant recommendations in drawing up the second strategy for 2022-2027.

The review took place in October and November 2021, and was based on desk top research, a review of internal documentation regarding the Council's strategy and interviews with key partners and internal stakeholders. The research also included consideration of the Language Profile produced by Menter Caerdydd in 2021, the Welsh Language Commissioner's guidance documents; the Welsh Government's Cymraeg 2050 strategy, together with the Council's draft WESP.

This review looks at the strategy in its statutory and policy context; the extent to which the objectives of standards 145 and 146 have been achieved; and outlines conclusions and recommendations for consideration by the Council for the next strategy.

Contents

- Main lessons
- Successes
- Bilingual Cardiff Forum
- Challenges
- Measuring impact

2. Summary

The aim of this review is to assess the extent to which the Council has met the requirements of Welsh Language Standards number 145 and 146.

The publication of a Promotion Strategy is a specific statutory requirement, but the Strategy itself is the culmination of a wide range of strategic action by the Council and its partners providing a focus for those activities.

The Strategy acknowledges its relevance in the context of the objectives of the Welsh Government's national strategy, Cymraeg 2050, and its role within a wider policy context with education and well-being at the forefront.

Until the 2021 Census figures are available to us, according to the evidence seen in terms of the Council's projections regarding the city's population in 2021, the figures of the Annual Population Survey and the National Survey for Wales show that there is an encouraging trend in the right direction, and Cardiff has managed to maintain its percentage of Welsh speakers as the population has grown.

This review concludes that the Council has met its requirements under standards 145 and 146 by setting a target in terms of the percentage and number of Welsh speakers in the area, together with outlining in the strategy how it aims to achieve that target in the form of an action plan and targets for the Council and partners. The Council has met all the targets it originally set itself which in turn provides a firm foundation for the next strategy.

This review meets the requirement in standard 146 to assess the extent to which the Council has followed the strategy and met the target set, and in turn, the assessment provides useful feedback for the production of a revised and ambitious 5-year strategy to be published in due course.

Feedback from partners and stakeholders highlights several examples of good practice and points to a number of opportunities for the Council to strengthen the direction of the next strategy. The recommendations in this report therefore seek to reflect these findings. The recommendations are outlined on page 33 with the aim of providing an element of challenge for future planning.

3. Context

The Bilingual Cardiff Strategy is a specific statutory requirement arising from the Welsh Language Standards Regulations, but it also exists in a wider policy and legislative context. The Strategy acknowledges its relationship with the objectives of the Welsh Government's strategy for the language, and its role alongside the Welsh in Education Strategic Plan as well as the wider objectives of areas of well-being.

i. *Welsh Language (Wales) Measure 2011*

The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language through regulations (The Welsh Language Standards (No. 1) Regulations 2015).

> The standards that refer specifically to the 5 year Strategy are standards 145 and 146 and require Cardiff Council to:
>
> - produce and publish a 5-year strategy setting out how it intends to promote the Welsh language and to facilitate the use of Welsh more widely in the area;
> - include a target for increasing or maintaining the number of Welsh speakers in the area by the end of the five-year period;
> - include a statement explaining how the Council intends to reach that target;
> - review the strategy and publish a revised version of it on the website within 5 years of the date of publication of the strategy (or the date of publication of a revised version of it);
> - after 5 years, assess the extent to which the Council has followed that strategy and met the target it has set;
> - publish the assessment on the website, showing the number of Welsh speakers in the area, and the age of those speakers;

- note in the assessment a list of activities arranged or funded by the Council to promote the Welsh language during the previous five years.

The Welsh Language Commissioner published an advice document in 2021 on assessing the delivery of the 5-year strategies which provides information on methodologies and data sources and suggestions on the best methods to monitor progress. This report aims to cover the main areas identified in this document.

ii. *Cymraeg 2050: A Million Welsh Speakers*

Cymraeg 2050 sets out the Government's long-term aim towards a million Welsh speakers by 2050. It is based on three strategic themes:

1. Increasing the number of Welsh speakers
2. Increasing the use of Welsh
3. Creating favourable conditions – Infrastructure and context

The Cymraeg 2050 targets are:

- Number of Welsh speakers to reach one million by 2050.
- The percentage of the population that speaks Welsh daily, and can speak more than just a few words of Welsh, to increase from 10 per cent (in 2013-15) to 20 per cent by 2050.

The Bilingual Cardiff strategy is therefore a vital contribution to both national targets.

iii Cymraeg 2050 update (July 2021)

On 13 July 2021, the Government published the Welsh Work Programme 2050 2021-2026, outlining the route map for the next 5 years with broad reference to the following areas:

- emphasis on the relationship of Well-being and the Welsh language more clearly – this can be more clearly reflected with the Council's other activities
- language planning is a long-term process and this should be recognised when preparing targets
- the importance of education and the education workforce
- the need to review things after the Census data is published and adjust priorities accordingly
- the importance of celebrating successes and encouraging
- 3 year opportunity around the National Eisteddfod
- the importance of the 'Welsh – it belongs to us all' initiative and the importance of that narrative
- emphasis on the foundational economy
- emphasis on the principles of community development and empowerment in language planning initiatives ensuring that partners motivate communities to take action
- the importance of promoting the Welsh language in remote working hubs
- the importance of mainstreaming the Welsh language across the equality agenda
- continued investment in Cymraeg Gwaith

iv.   Government Response to the Impact of Covid-19 on the Welsh Language

The Government published its response to the impact of Covid-19 on the Welsh language in July 2021, and a number of recommendations included some relating to local authority promotion strategies:

"Local Authorities should give Welsh-speaking community organisations a strong voice in planning and implementing their language promotion strategies. Welsh Language Promotion Strategies, Welsh in Education Strategic Plans and Mentrau Iaith County Forums should be interwoven with the Welsh-speaking community organisations."

Among the recommendations were:

- *" ensuring a strong voice for community groups within the Promotional Strategies, Welsh in Education Strategic Plans and County Forums of the Mentrau Iaith*
- *ensuring that the language forums meet regularly and develop work programs in conjunction with other partners and the community and support the Promotion Strategies and the Welsh in Education Strategic Plans*
- *tapping into the enthusiasm of communities as they prepare for the National Eisteddfod, as well as our expectations for the legacy and the specific role of the local authority in that regard (see also recommendation 3)*
- *we'll support the work of the local authority in developing and realising their Promotional Strategy by providing them with data and evidence. This will also be very useful for the Welsh in Education Strategic Plans*
- *work with relevant partners to ensure that work on the implementation of county Promotion Strategies reflects this recommendation*
- *emphasise that local authorities need to ensure that all organisations who play a part in the implementation of the strategy have a clear role, and that all those organisations have timely access to proposed plans to ensure strategic and specialist input"*

It will therefore be important to consider the above in the context of the next strategy.

v.   Welsh in Education Strategic Plan 2022-2032

The Welsh in Education Strategic Plans Regulations came into force in December 2020 and the strategic plans cycle (10 years) was changed from 1 September 2021 to 1 September 2022. Guidance was issued by the Government in 2021 to set out its vision and strategic direction. Trajectory data was provided to all local authorities in August 2021.

The Council is consulting on its draft WESP for 2022-2031 at the time of writing. The Council acknowledges that the education system and the WESP will play a key role in ensuring the growth of the language in the city and notes its commitment to *"ensure a scale of growth in line with the 25-29% as provided by the Welsh Government"*.

The Leader of the Council has stated that:

"The growth of the Welsh language in Cardiff has been supported by the expansion of Welsh-medium education.

The Bilingual Cardiff Strategy includes a number of targeting to develop this provision and it will be implemented to support and facilitate the Council's new 10-year Welsh in Education Strategic Plan.

Both strategies have been prepared in tandem to ensure consistency of action and ambition to provide every parent in Cardiff the opportunity for their children to be educated in Welsh."

It will be vital that the Bilingual Cardiff Strategy complements and drives the WESP forward particularly in terms of the aims of Outcomes 1 and 5.

vi.   Well-being

The Council's Well-being Plan aims to provide a more holistic approach to the planning and delivery of public services in Wales, including a better way of integrating the relevant duties and frameworks.

One of the well-being goals under the Act is 'Wales of vibrant culture and thriving Welsh language". However, it is important to acknowledge that the language is very closely linked to other well-being goals (economy, health and care eg.) and the importance of wider partnerships and frameworks.

vii.   Cardiff 2030 and a Child Friendly City

Both visions set out the city's ambition for its children and young people in terms of education and as a great city to be brought up in. The emphasis is on the rights of children and young people who are central to any decisions. Partnerships are key to both visions and the promotion strategy is important to the success of both visions, because children's rights, inevitably include the right to the Welsh language.

Interim review 2018

Nico carried out an interim review of the strategy at the request of the Council in March 2018. Some recommendations were made covering the following areas, and officers were asked for an update on progress made:

- *Measuring impact – evidence of progress*
  Evidence of effective procedures and governance was identified in relation to gathering evidence of the achievement of the targets. It was noted that all the Council's targets had been achieved over the 5 years. Officers report that the Forum has enabled the action plan to develop over time bringing partners together to take action, share objectives and identify gaps. The Commissioner's advice document on assessing the achievement of strategies and the need to consider, with partners, methods of gathering qualitative evidence for the delivery of the second strategy were discussed.

- *Awareness of the vision*
  It was noted that the strategy and the Bilingual Cardiff brand had helped to embed the vision. Officers said that the internal consultation on the second strategy has confirmed this with consistency of representations. There is a need to continue to cascade information internally across departments.

- *Bilingual Cardiff Forum to involve more partners from wider areas*
  Officers noted that the Forum had evolved and was the key strength of the strategy in terms of strengthening partners' relationships with each other. Officers stated that there is a mutual understanding and a real desire to develop further. They have brought in new partners during the period (e.g. Health Board, arts and heritage organisations and the third sector). With the creation of sub-groups to discuss the formulation of the second strategy, it has been possible to bring relevant partners closer with a greater thematic focus.

  It was also noted that the strong link between Bilingual Cardiff officers and the Forum's partners allowed them to be prepared for opportunities at short notice to develop provisions for children and young people as a result of the recovery fund grant (Summer of Smiles).

- *Stakeholder Engagement*
  As above, the need to continue to identify new stakeholders and ensure that communication remains equally effective both internally and externally, was noted.

4. Targets and performance measures

As noted above each county council's strategy (standard 145) must include:
- a target (in terms of the percentage of speakers in their area) for increasing or maintaining the number of Welsh speakers in the area by the end of the 5-year period concerned, and
- a statement explaining how they intend to meet the target.

An assessment of the strategy (standard 146) must include:
- information on the number and ages of Welsh speakers in the area
- a list of activities organised or funded during the 5 years to promote the use of the Welsh language

Linked to standard 146 is the need to ensure that monitoring arrangements and performance measures are in place to assess the delivery of the strategy.

The target that the Council set itself in terms of Welsh speakers was to increase the number of Welsh speakers (aged 3+) in Cardiff by 15.9% from 36,735 (2011 Census) to 42,583 (2021 Census).

Apart from the Census data, the Council's own main sources of data in terms of the number of Welsh speakers among its population are its **education** and **workforce** data which allows the Council to identify any trends and progress towards the target each year.

The Census

According to the 2011 Census **11.1%** of the population of Cardiff were fluent Welsh speakers with **16.2 %** of Cardiff's population having some knowledge of Welsh i.e. understanding, speaking, reading or writing or a combination of these.

2011	Able to speak Welsh Number	Able to speak Welsh % of population
Cardiff	**36,735**	*11.1*
Wales	562,016	*19.0*

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Cardiff is the most populous area of Wales and is currently the local authority with the third highest number of Welsh speakers in Wales. The Council's research suggests that it could be the first by 2027, the end of the second strategy.

The 2021 Census was carried out on 21/03/2021 and the first results are expected within 12 months and the remainder within 24 months. Therefore, at present, specific and accurate data on the number and ages of Welsh speakers in the area is not available at the time of compiling this report to meet the requirements of standard 146 to the extent that the Council would wish.

However, the Council's research and data forecasts based on Welsh Government data sources (Population Survey, and projected population data for 2021) predicts 42,584 Welsh speakers in 2021 (11.6% of the population). This is an increase in number of some 5,849, which is the aim on which the first Strategy was based.

Local data forecasts – Cardiff population beyond 2021

The Council anticipates a fall in population between now and the next Census in 2031, broadly due to a fall in the birth rate from 2021 onwards, together with the number of people moving to Cardiff. This will therefore have to be kept in mind when considering the second 5-year Strategy period figures together with the achievement of the WESP which takes account of these forecasts.

Projected number of 5 year olds in Cardiff 2020-2050
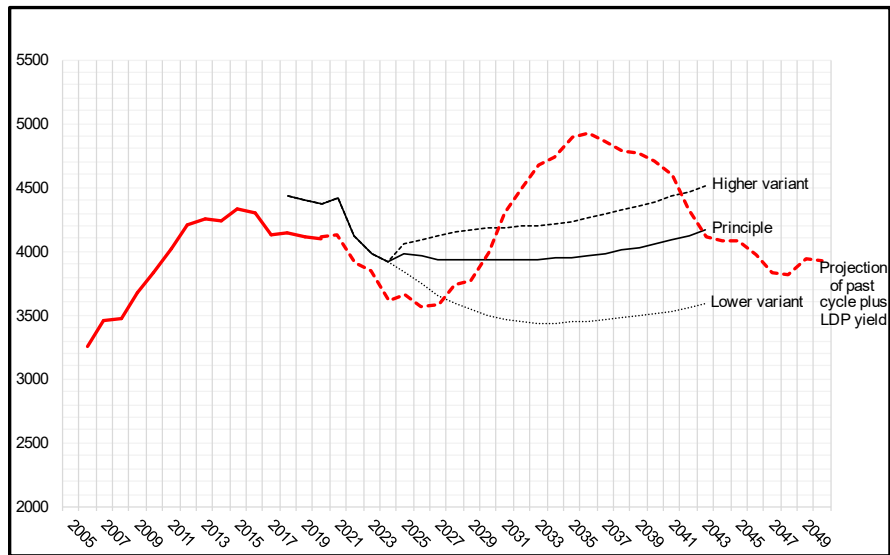
(Source: Welsh Government/Cardiff Council)

What other evidence is there?

The Welsh Language Commissioner's guidance document on assessing the achievement of the 5-year strategies points us to other methods of tracking patterns or trends that could provide useful insight on the delivery of the strategy.
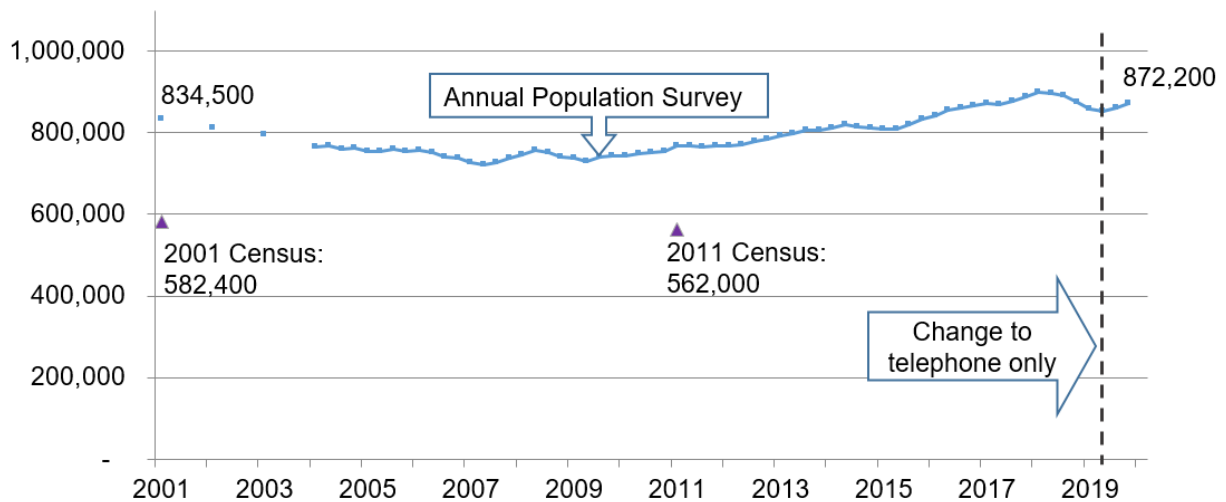
Annual Population Survey

The Office for National Statistics conducts a quarterly survey and provides data on the number of people able to speak Welsh at county council level to demonstrate

Welsh language trends between each census. However, the Commissioner's guidance document states that 'the annual survey results should not be used to measure progress towards the target of a million Welsh speakers'.

Nevertheless, the advantage with this is that it produces results more often and can be a useful indicator. It provides results according to broad age groups to give us a general idea of progress.

At an all-Wales level the trend is as follows:

Number of people aged 3 or over able to speak Welsh, 2001 to September 2020

Source: Annual Population Survey and Census of Population

And at local authority level:

Year	Able to speak Welsh	All	Percentage of population
30 June 2017	69,900	344,300	20.3
30 June 2019	81,300	353,300	23.0
30 June 2021*	89,600	361,500	24.8

(Source Annual Population Survey - October 2021)

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*The Government website states that this increase should be treated with care due to a change in how the survey was conducted from mid March 2020 due to the coronavirus pandemic.

National Survey for Wales

Another indicator is the National Survey for Wales which gathers information on the ability of adults aged 16 and over to speak Welsh in accordance with national indicators 36 and 37 of the Well-being of Future Generations Act. As with the Annual Survey, it is not possible to use the data with target for standard 145 but it is useful to show indications and trends in the capital city compared to the rest of Wales:

Year	Percentage of people who speak Welsh daily and can speak more than just a few words of Welsh	Wales	D37 Percentage of adults (16+) who speak Welsh	Wales
2019-20	6%	10%	10%	16%
2018-19	7%	11%	10%	18%
2017-18	6%	12%	11%	19%
2016-17	5%	11%	9%	20%

(Source: statswales.gov.wales)

Until the 2021 Census figures are available, according to the evidence shown in the figures of the Annual Population Survey and the National Survey for Wales there is an encouraging trend in the right direction, and the city has managed to maintain its percentage of Welsh speakers as the population grows.

Language Use Survey

The language use surveys do not gather information on numbers of Welsh speakers, they collect more detailed information on fluency and use. Due to Covid-19 the 2019-21 Language Use Survey had to be discontinued early but the data collected during the first nine months of the survey, when released, will

provide an insight into how people use the Welsh language at a national (and possibly regional) level.

The previous language use survey, in 2013-15, showed that there had been a significant increase in the number of those stating that they were fluent and those who used Welsh every day since 2004-06.

Language transmission

According to the 2011 Census figures, in Wales, the rate of transmission of Welsh to children in households where two parents can speak Welsh was 82%. In Cardiff the rate was slightly higher than this at 84%.

The majority of 3-4 year olds in Cardiff live in a household where no adult speaks Welsh (61% in a couple household and 27% in a single parent household). Only 12% of children live in a household where one or more adults can speak Welsh.

Therefore in Cardiff there is considerable reliance on nursery and education provision to transfer the language to the city's children.

Education

Reception classes

The numbers and percentages of pupils entering reception have varied, but there has been a general level of progress during the period under review. The percentage and number of pupils registered in 2020/21 represented Cardiff's highest percentage of pupils in Welsh Reception classes (764 pupils or 18.5% according to council figures). As there is a direct relationship between the number of pupils registered in Welsh classes with the population of pupils, that may rise or fall, a percentage increase is a better indicator of growth.

Percentage of seven-year-olds in Welsh-medium education

The graph below shows the pattern at primary level over the period.
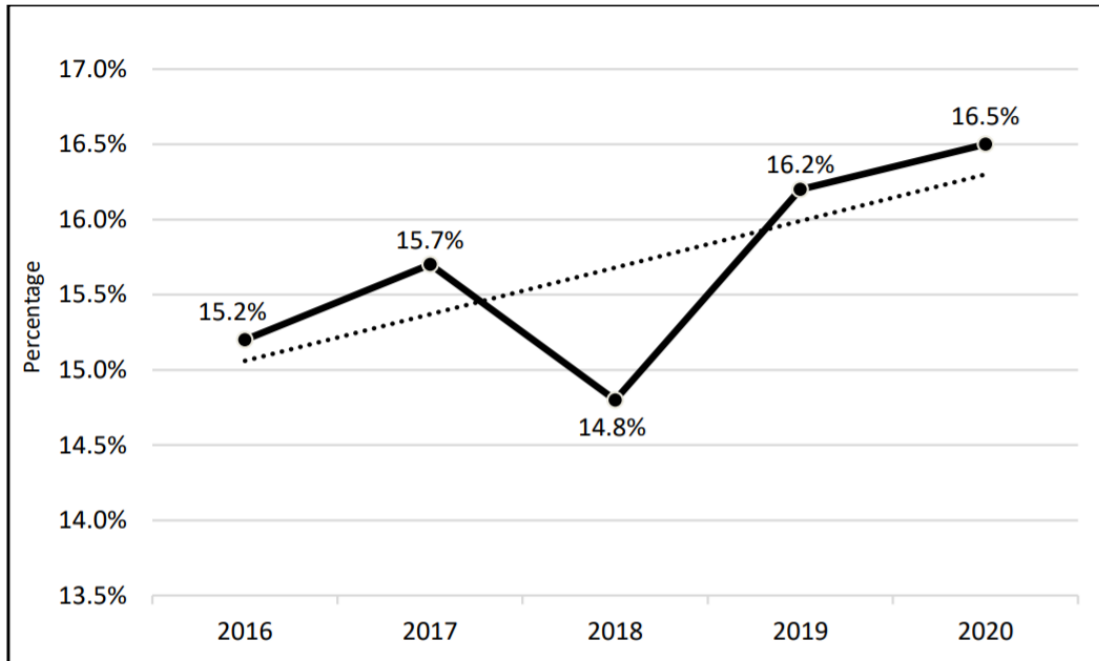
(Source: Cardiff 2050 Trajectory 2022 – 2032 WESP)

The 'Cardiff 2050 Trajectory 2022-2032 WESP' document summarises the following:

"In January 2017 there were 7,272 pupils aged 4-18 attending Welsh-medium schools. This had increased to 7,902 Welsh-medium pupils in January 2020, which is an increase of 8.7%. On average the number of pupils in Welsh-medium schools has increased by over 200 pupils each year. To reach the target of 8,107 pupils by 2022, set out in Bilingual Cardiff, the current number would only need to increase by a further 205 pupils. Therefore it is very likely that the target of a 12.3% increase will be met by 2022. However, much of this increase is driven by population patterns rather than a change in preference."

Workforce

County councils are required to assess the Welsh language skills of the workforce and publish the information annually. While increasing the Welsh language skills of the workforce is covered by the requirements of other standards, it is fair to say that this aspect and the associated targets in the promotion strategy support the core aims of increasing the number of speakers and the use of Welsh and raising awareness of its importance among the workforce.

The table below summarises the figures over the period:

Council staff – Welsh language skills (figures do not include staff working in schools)	Number	Percentage
2016-2017	242	5.4%
2020-2021	837	11.96%

The number of staff with Welsh language skills has increased by **7.86%** since 2019-20 and **60%** since 2018-19 (**837 in 20/21** compared to **776 in 19/20** and **523 in 18/19**). This increase is associated with improved recording and awareness raising arrangements, the first 5-year strategy (which included a target to increase the number of staff with Welsh language skills), the Bilingual Cardiff: Bilingual Council policy (Promoting and Using Welsh in the Council – June 2018) and Welsh courses provided by an in-house Welsh tutor as well as the Work Welsh scheme.

Activities

A table reporting the full list of activities together with the record of their achievement, is attached as evidence for the purposes of reporting on standard 146 (Annex 1). The activities were subject to regular scrutiny during the Forum and Council scrutiny processes, and a report on them was included as part of an Annual Monitoring Report to the Commissioner.

Naturally, progress during 2020-21 has been limited in a number of areas due to the impact of Covid-19, as people focus on adapting to new models of service delivery. The lessons learned as more flexible and blended provision and work develop over this period will be very valuable when considering future targets.

5. Delivering the 2017-22 Strategy – stakeholder feedback

Interviews were conducted with a number of internal and external partners covering the following:

- Impact of COVID-19
- Main lessons
- Successes
- Bilingual Cardiff Forum
- Challenges
- Measuring impact

- **Impact of COVID-19**

Although it is too early to assess the full impact of the pandemic on the Welsh language, it is fair to say that in terms of formal and informal opportunities to use Welsh in the community the pandemic has undoubtedly gad a negative effect, as highlighted in the Welsh Government's report on the Impact of COVID-19 on Welsh-speaking community groups (December 2020).

However, officers and partners were keen to emphasise the positive side in going forward with many partners having managed to adapt and change ways of working very quickly with flexibility and creativity. Everyone was forced to adapt, experiment and learn, with some successfully extending their appeal nationally with online activities although missing out with the face-to-face contact locally.

Internally, officers noted that there had been little negative impact on the work of the Bilingual Cardiff team, except that it had not been possible to invite partners to meetings of the Bilingual Cardiff Members Working Group to share information and to bring the additional level of scrutiny to the implementation of the strategy. Instead, an overview of progress continued with Bilingual Cardiff internal monitoring reports.

- **Key lessons – partners were asked to sum up the lessons of the last 5 years of the Strategy**

COVID-19: The importance of having a flexible approach and a willingness to experiment and adapt was highlighted.

Communications: The importance of maintaining clear and consistent communication through the Forum so that partners are kept up to date with each other's work and any developments on the horizon.

It was noted that there was a need to try to ensure continuity between each meeting but that this was difficult as the Forum meets once a term.

Gaps: The importance of identifying gaps – i.e. the areas that fall between the responsibilities of different partners. Although there is generally an effective strategic overlap, there are areas that need to be mapped in order to understand gaps and ensure commitment of relevant individuals, whether they are external partners or other departments within the council.

Targets: The importance of setting targets that are in line with the work of partners was noted.

- **Successes – partners were asked what they thought the main successes with the Strategy were**

One of the strengths identified was the initial approach of involving and consulting partners and stakeholders from the outset in planning the strategy. It was also noted that public consultation on the strategy was a strength in order to have the opportunity to hear the voice of the city's Welsh speakers.

Another strength identified by a number of partners was the development of the Bilingual Cardiff Forum over the 5 years where share good practice is share and challenges discussed. It was noted that partners have come to understand each other's priorities and this then facilitates the way of

identifying where there are gaps and demand so that strategic planning can take place.

It was noted how important it is that the strategy recognises the work of Mudiad Meithrin as the key to starting the bilingual journey and that it is absolutely vital to increasing the numbers of speakers and the use of the language in the home.

"Having the support of partners in similar areas with the same vision ultimately helps us reach more parents."

It was noted that the opportunity to bring partners together had also enabled more informal and social links and partnerships to take place that can lead to projects and collaboration.

- **Bilingual Cardiff Forum – after the Welsh Government identified the need for local authorities to ensure that the language forums develop joint programmes of work, partners were asked how the role of the Forum could be strengthened over the coming years**

The feedback from partners was that the Forum was a strength and a good and effective model. But in pressing them to offer suggestions for the future the following suggestions were noted:

It might be interesting if an overview of what other forums are doing across Wales were available.

"Need to try to ensure the opportunity to be less formal at times rather than just formal meetings with quarterly reports"

At the same time the Forum was seen as a very useful opportunity for everyone to get to know organisations and partners better.

Sub-groups – these have been seen as a new development with a lot of potential, allowing for more thematic discussions. It was noted that future opportunities could be examined with the sub-groups to explore common themes (e.g. challenges in terms of technology, the new curriculum for

Wales, diversity) with different individuals having the opportunity to lead on specific small pieces of work with the support and input of other members to strengthen things across the city.

It was noted that a number of partners already held termly meetings in other forums to share information and priorities.

Reference was made to examples of good practice in other areas with important developments across national and international networks (Irish youth groups for example) that can bring another perspective while at the same time celebrating the Welsh language.

"The Forum needs more voices"

The positive step of expanding the Forum's membership over the 5 years was acknowledged, but it was also noted that there may be a need to invite some providers who are key to the aims of the strategy but who are not a regular part of the Forum family, either to the main meeting or to meetings of the more specialist sub-groups when focusing on specific actions (for example Chapter Arts and Sherman Theatre when arts are an area of discussion, or the private sector and business). Whilst it was recognised that simultaneous translation facilities would need to be considered on such occasions, the importance of considering the inclusion of non-Welsh speaking organisations and officers from the Council who do not necessarily speak Welsh but represent relevant areas was noted. Having said that, the risk of involving too large a number of people was identified as something that might impairing the effectiveness of the meetings, and it was recognised that it would be difficult to strike a perfect balance.

Internal partners (from Youth Services and Child Friendly Cardiff in particular) indicated their willingness to be invited to share information with the partners in the Forum when key developments were planned that were relevant to the work of partners (e.g. Children's University).

It was noted that the co-leadership between Bilingual Cardiff and Menter Caerdydd had been a strength:

"This is more effective in ensuring that the work at a strategic level is driven forward"

It was also noted that it was important that Cardiff Council co-ordinated the governance and communications of the Forum to bring everyone together.

- **Challenges – Partners were asked there were apparent gaps when thinking about their work and the Council's provision.**

It was noted that there needed to be a greater emphasis on sharing information about the benefits of Welsh-medium education early to new families, e.g. with registration of births, Flying Start, libraries, Family Information Services and health visitors.

"What about holding a specific meeting with them to discuss more about how they can contribute to the strategy?"

The majority agreed that youth work was generally a challenging area across Wales in terms of meeting local needs and the resources and expertise required.

"There is a certain amount of learning to be done in this area"

The need to look at what is be happening across Wales was noted, identifying good practice and seeing whether it was possible to get national partners to feed in to a process of mapping provision in Cardiff.

More than one partner identified the need to map the Council's youth provision to see where the gaps in Welsh language provision are and what needs to be done to address it, particularly in more specialist areas such as ALN and so on.

"Services for young people should be prioritised, and the opportunity to discuss this is now. We need a vision to take things forward in this area

and ensure that the Welsh language is part of young people's lives outside school"

It was noted that there was a lack of clarity in terms of the future budget for youth services to accompany the vision and growth of Welsh speakers in this cohort over the coming decades.

A number of partners were keen to note that the Council should ensure adequate resources and funding for those partners who specialise in providing activities in Welsh across the city to ensure continuity of provision. It was noted that the way in which the Urdd and Menter Caerdydd responded to a Summer of Smiles funding was an example of the flexibility of these bodies to be able to offer quality Welsh language provision at short notice.

On the other hand, it was suggested that the terms and conditions within the Youth Innovation Grant could be reviewed to ensure that it included some specific Welsh language objectives (whether relating to communication methods, a specific proportion of activities in Welsh, or staff skills for example) so that organisations applying for the grants have to think about how they will also provide for Welsh-speaking young people. It was noted that the Welsh language needed to be moved up the agenda and that the rest of the Council needed to consider the importance of the Welsh language in the community, outside school, and tie things closer to the aims of the WESP and the promotion strategy over the next 5 years.

The importance of continuity and progression and establishing a pathway for young children, working up through the ages in order to normalise social use of the language at all stages was noted.

The proposed Bilingual Cardiff Youth Forum set out in the draft strategy would be an opportunity to consider how to include the voices of the children of all the city's Welsh-medium schools, whether through language charter groups or school councils and so on.

In terms of the council's own resources, it was noted that perhaps the strategy should reflect an aspiration in terms of developing the Welsh language skills of the youth workforce in general to ensure more bilingual skills over time as well as a need to ensure clarity in terms of requirements for the type of skills sought in recruitment.

It was noted that there should be an attempt to ensure that everyone's voice is heard, for example, the voice of youth in the context of diversity and that the Welsh language is a language for all. It was asked whether this element can be promoted with a visual campaign for all residents of the city (the council's campaign was mentioned some years ago which used the friendly faces of its staff to bring the council closer to the residents), so that all the city's communities can see and celebrate Welsh as a language that stands alongside other languages in the community.

A gap in arts provision was noted with a need for more detailed discussion to map provision leading to the necessary strategic conversations.

It was noted that Cardiff was uniquely placed because it had a wealth of experiences and resources within the reach of all. The gap in this context is how to ensure that Cardiff children experience these activities systematically, coherently and fairly regardless of their circumstances.

It was suggested that there was an opportunity to have a strategic conversation as partners in the Forum to identify the challenges faced by everyone and whether joint solutions can be found.

- **Measuring impact**

It was noted that it was important that the council continued to mainstream the Welsh language into all areas and that the Welsh language was a proactive policy consideration when allocating grants and agreements.

In terms of the work of the Forum's partners, it was noted that the fact that the Strategy reflected the strategic themes of Cymraeg 2050 was a

strength as it will be easier in terms of reporting. It ensures compatibility with the aims of the partners and is easier for them to plan and map goals.

"These themes are a silver thread running through everyone's planning."

Partners were asked how the impact of the strategy on behaviour change or patterns of use could be measured. Everyone saw this as a challenge in their own reporting areas. However, it was also noted that quantitative and qualitative data were equally important although it was a challenge to ensure consistent methods and the quality of the information collected.

Partners shared a number of examples of good practice that could be considered for measuring the Strategy's impact using qualitative methods. These include:

- Using a mix of formal and informal methods of gathering users' views, from quick snapshots surveys to measuring satisfaction with activities to more in-depth case studies that track the journey through the process and identify lessons that have been learned. The case studies then help to report on achievement and share good practice across the body.

- Include questions about language use in staff questionnaires.

- In certain activities that take place over a period of time, it is possible to develop relationships with people and gather their views and feedback. It is also possible to target the views of different groups and create case studies to demonstrate impact.

- Mudiad Meithrin for example asks all parents who have attended groups over the term to complete a short questionnaire to measure progress in using the language. Mudiad is then able to use extracts from the feedback to promote the groups.

- Another partner in their internal meetings uses case studies/good news stories that reflect encouraging examples, reporting experiences that demonstrate the short/long-term impact of different activities.

- One partner noted that increasing awareness of the language of its history and culture was seen to bring to life the importance of the Welsh language to young people and staff in different organisations, and there is therefore a change in behaviour or attitude and subsequently this qualitative evidence should also be sought in expanding such training in the future.

- It was noted that the Siarter Iaith (Language Charter)'s methods of setting a baseline and measuring impact may provide an excellent example of measuring progress in use of the Welsh language. The questionnaire records children's social use of Welsh in school, in the yard and in the community and enables children to record their confidence and how important the Welsh language is to them as well. The questionnaire is repeated after a period of time to track the change as a result of different activities. The graph or 'language web' is an effective visual tool to show which areas need to be focussed on.

- The Arts Council of Wales conducts the Children's Omnibus Survey https://arts.wales/about-us/research/annual-surveys with an arts focus with a sample of 2000 across Wales. It was suggested that the Council's research department would be able to carry out an omnibus themselves with schools in the county to collect data as a measurement before implementing a scheme such as this and afterwards (for example relating to the arts in Welsh and English).

- Innovative examples of qualitative evidence gathering can also be found within Council departments –an ethnographic study in the work of the Child Friendly Cardiff team; the youth services department makes extensive use of technology and various digital activities to engage with young people to find out their views and feelings on different topics.

- It was suggested that consideration should be given to the best ways of reaching people as this is much more than sharing messages on social media. A number of sources should be considered as age groups differ in their use of social media and so on. It would be possible to draw on

the links of partners as well as through Hwb and the schools, Siarter Iaith Co-ordinators and school councils and so on.

- In terms of measuring the impact of the strategy, it was suggested that individual partners could feed back to Forum meetings on their qualitative methods of measuring impact and this could then feed into the whole strategy where appropriate, eg. providing a case study to enrich the evidence.

- A similar suggestion was that an item could be included on the Forum's agenda with different partners sharing good practice and good news stories (for example in the form of a short case study) as a means of collecting a record of qualitative evidence over time.

Any further comments

It was noted that a strong Forum was crucial to the success of the strategy's objectives with the Council and the Menter co-chairing. It was asked whether there was scope to bring in other key partners to lead on some items with a specific responsibility or role. It was noted that there was a need to maintain the work that is currently taking place to ensure commitment from all and action between each quarterly meeting.

In conclusion, the quote below sums up the collaborative spirit of the Bilingual Cardiff Forum:

"We would like to thank you for the clear and strong leadership in driving the strategy forward" (Mudiad Meithrin)

6. Conclusions

- **Standards 145 and 146**
  To address the Council's compliance with the standards in question, it is clear that the Council has fully met the requirements of standard 145 by setting a target in terms of the percentage and number of speakers in the area, together with outlining in the strategy how it would aim to achieve that target in the form of an action plan and targets.

  This review meets the requirement in standard 146 in terms of assessing the extent to which the Council has followed the strategy and met the target set, and in turn, the assessment offers useful feedback for the production of a revised and ambitious 5 year strategy to be published in due course.

- **Overall impact of the strategy**
  As noted above, Census data is not yet available to measure the exact extent of the success of the Council's strategic intervention in terms of the numbers and ages of Welsh speakers in the area, but indications from other reliable sources suggest a stable and gradual increase.

  It would be difficult to attribute any increase in numbers directly to the strategy's community activities, but, as the Commissioner's advice document on assessing the achievement of 5-year strategies notes, it is also difficult to attribute an increase in everyday use to specific activities. The Council is therefore encouraged to consider the Commissioner's advice document in the context of the second Cymraeg 2050 target to double the daily use of Welsh, by setting qualitative and quantitative measurements to track the impact and success of specific activities. The feedback from partners offers an excellent starting point for this.

- **Status of the language**
  Although the 5-year strategy is founded by the promotion standards, the Bilingual Cardiff strategy has provided an opportunity for the Council to seek to expand on the statutory requirements of the other standards to which it is subject under the Measure such as the policy making and

operational standards, for example with the Welsh language skills of its staff, the Cardiff street-naming policy and policy guidance for developers. These all relate to promoting the **status of the language** and this should be identified as good practice to emulate. It is important that Bilingual Cardiff continues to look for opportunities to raise the profile and status of the language in the city as well as its work in increasing the number of speakers and opportunities to use the language.

7. Recommendations

As noted in the first review, it is important to celebrate the strengths of the Bilingual Cardiff Strategy and lessons learned should continue to be examined and good practice shared. A number of opportunities arise for the Council on the cusp of the implementation of a new promotion strategy and WESP along with other strategic developments at Council level and with partners.

Section 3 sets out the recent position at national policy level in relation to the Welsh language and any new approach at this level should be taken into account in the development of the second strategy with consideration of any new opportunities arising.

Section 5 sets out valuable insights and suggestions contained in the feedback received from the interviews with partners and careful consideration should be given to each one.

The recommendations below are based on the new context of the 5-year strategies, interviews with partners and an assessment of progress to date, and are intended to provide an element of challenge in planning for the future with the Bilingual Cardiff Strategy for 2022-2027:

Recommendation 1.
2021 Census data The new Strategy should be reviewed following the publication of Census data on the Welsh language in 2022/23 with critical scrutiny of targets, adapting them as necessary. It will be necessary to be prepared to work with internal and external partners to meet challenge in any particular demographic area and to propose some new targets.

Recommendation 2.
Children and young people With reviews of the Council's youth services currently taking place, together with the developments with Child Friendly Cardiff, there is an opportunity to put plans in place now to expand Welsh-medium provision over the next 5-10 years. The mapping exercise to identify gaps in provision referred to in the draft WESP, (objective 1 Outcome 5), should lead directly to proportionate investment in Welsh

language services and resources that fits with the vision of the WESP and the new Promotion Strategy.

Recommendation 3.

Bilingual Cardiff Forum The strength of the Forum is its communication and links with partners/stakeholders. There is a need to consider how best to include:

(i) officers from the Council (Education, Child Friendly Cardiff and Youth Services specifically) to share knowledge and good practice and ensure a shared understanding of goals;

(ii) a wider base of partners eg. from business and economy.

Recommendation 4.

Measuring impact In order to be able to measure the strategy's progress effectively by 2027, the Welsh Language Commissioner's advice on assessing the strategy should be considered alongside the practical examples of evidence gathering given by partners. A decision should be made as to the evidence that could demonstrate the impact of interventions, in terms of change in behaviour / attitude / use of Welsh as well as what success means in quantitative terms.

Recommendation 5.

WESP 2022-31 (outcome goals 1 and 5) Following the consultation process on the Promotion Strategy and the WESP, stronger links between the two strategies should be ensured so that the strategic goals can be easily cross-referenced as they evolve into practical actions (specifically Outcome 1 and 5 of the WESP).

Recommendation 6.

Caerdydd Ddwyieithog / Bilingual Cardiff The Council should expand the resources of the Bilingual Cardiff team. Policy advice and expertise from the team could add value, provide valuable input and assurance of compliance as other departments plan their services in alignment with the Council's strategic goals.

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CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: 17 MARCH 2022

CABINET PROPOSAL

CARDIFF AND THE VALE OF GLAMORGAN POPULATION NEEDS ASSESSMENT 2022

Reason for this Report

1. To note and consider the Population Needs Assessment 2022 (attached at Appendix 1) in line with the requirements of Part 2 of the Social Services and Well-being (Wales) Act 2014

2. To recommend that Council consider and approve the Population Needs Assessment 2022 at its meeting on 17th March 2022 and that the Assessment is revisited and updated in relevant areas following the release of Census 2021 data.

Background

3. Part 2 of the Social Services and Well-being (Wales) Act 2014 requires Local Authorities, in partnership with Local Health Boards, to assess the care and support needs of the population, including carers who need support.

4. The purpose of the Population Needs Assessment (PNA) is to ensure that local authorities and Local Health Boards jointly produce a clear and specific evidence base in relation to care and support needs and carers' needs to underpin the delivery of their statutory functions and inform planning and operational decisions.

5. Legislation specifies themes which should be included within the assessment and allows for regions to include additional themes as appropriate to the local population. The statutorily required themes are:

   - Children and young people
   - Sensory impairment
   - Health/Physical Disabilities
   - Older People
   - Learning Disability/Autism
   - Mental Health

- Carers who need support
- Violence against women, domestic abuse and sexual violence
- Secure estate.

    The additional regional themes included in the report are:

- Asylum Seekers and Refugees
- Substance Misuse
- Armed Forces Service Leavers (Veterans)

6.   Themes are presented in the report as individual chapters although clearly many of the themes have overlapping populations of interest. Supplementary guidance issued in March 2021 by Welsh Government requested consideration of the Socio-Economic Duty, as well as the impact of COVID-19. Increased emphasis on housing needs and Welsh language was recommended. The assessment presents these components within each chapter.

7.   The PNA must be published on the websites of all local authorities and Local Health Boards involved in their production. A copy of the report must also be sent to Welsh Ministers at the time of publication and should be drafted using accessible language so that it can be considered by members of the public. To increase accessibility, an online summary of the report will be available using Microsoft Sway alongside the full report.

8.   The PNA should be reviewed as required, but at least once mid-way through the population assessment period. The findings of the report will be used to plan future "deep dive" research, inform strategic commissioning plans and input into the regional Market Stability Report due to be completed in summer 2022.

9.   The analysis of the health and wellbeing and care and support needs of the population groups contained within the PNA cannot be viewed in isolation from the wider economic, social, environmental and cultural characteristics of the communities in which people live and the social determinants of health and wellbeing at a local and national level. For example education, access to employment, housing and accommodation, healthy lifestyles and the physical environment are all identified in the PNA as key determinants of health and wellbeing outcomes.

10.   The Wellbeing of Future Generation Act (2015) requires Public Services Boards to investigate the social, economic, environmental and cultural well-being of their area and for this assessment to be undertaken once per 5 year cycle. The Cardiff Wellbeing Assessment 2022 which assesses Cardiff's overall wellbeing in each of the Council and PSB's seven wellbeing objectives, was published for consultation by the Cardiff Public Services Board in January 2022. The PNA and Wellbeing Assessment were developed concurrently and through close partnership working between the Regional Partnership Board and PSB support teams.

11. For a comprehensive understanding of the region the analysis presented in this report should therefore be read alongside the Public Services Boards' Well-being Assessments for Cardiff and for the Vale of Glamorgan. The final Population Needs Assessment report will be updated to contain hyperlinks to the online Well-being Assessments (once published) to provide the reader with a comprehensive place-based understanding.

Issues

12. The PNA has been led by colleagues in Public Health, was sponsored by the Regional Partnership Board and involved all members of the partnership including representatives from the third sector.

13. The PNA should be seen as a "live" document utilising existing data and reports from a wide range of sources and able to be refreshed and updated with quantitative and qualitative data as it becomes available. This is important as the range of information required to inform the assessment is significant and data reporting cycles can vary substantially. The 2021 Census Data, for example, will be reported in Summer 2022 and will provide a wealth of information to refresh the baseline data of the PNA.

14. Engagement work across the region was undertaken with local residents, service users, carers, health and social care professionals, and independent providers. A total of 661 general public surveys were returned and 118 responses were received from professional and providers. 23 focus groups were held across 18 themes in which a total of 132 participants took part. Given the wide range of themes, the on-going inclusion of qualitative data from existing networks and commissioned surveys will assist in assuring the widest representation of views are included over the life span of the PNA.

15. Detailed findings and recommendations encompassing the combined work of all partners across the region are reported in the relevant themed chapter in the report.

Key Findings

16. A key headline from the report is that improvements in care and support services have been made across all population groups since the 2017 Population Needs Assessment, despite the challenges of COVID-19. COVID-19 has had a number of impacts, including increasing demand for services, especially mental health, and changing models of delivery for many services.

Demography and wider determinants of health and wellbeing

17. The populations of Cardiff and the Vale of Glamorgan are increasing and projected to continue to increase. The change is driven by the 16-64 age

group who now make up 65% of the population with this proportion being slightly higher in Cardiff.

18.   The percentage of people in Cardiff who are Black, Asian or from a minority ethnic group has increased from 10.4% in 2004 to 20.1% in 2020. For children aged 5-15 the percentage who identified as from a Black, Asian or minority ethnic group in the annual school census 2020/21 was 36%. Cardiff has the lowest proportion of people speaking English or Welsh as their first language at 91.7% compared to a Welsh average of 97.1%

19.   Healthy life expectancy at birth for males in Cardiff has increased over time and is currently above the Welsh average, whereas for females, healthy life expectancy at birth has fallen overall from the 2011-13 position, but has been rising steadily from following a low point in 2015-17. For both males and female healthy life expectancy in Cardiff is above the Welsh average.

20.   Deprivation remains one of the major long term drivers of poor health outcomes and, over the past two years, the COVID-19 pandemic has shone a spotlight on inequalities as a root cause of the increased morbidity and mortality seen in some communities. In Cardiff around one fifth of residents live in the most deprived 10% LSOA's in Wales, with these areas concentrated in parts of the south, east and west of the city, and approximately 50% of the population live in the 50% least deprived LSOA's. In 2019, 13% of adults in Cardiff lived in material deprivation (the extent to which people can afford items such as heating and food), which was marginally above the Welsh average and down from 16% in 2016-17.

21.   The PNA contains an analysis across all themes of the wider social, economic and environmental factors that influence health, wellbeing and inequalities. This is important as many of the drivers of poor health outcomes, and many of the long-term solutions to improved health outcomes, are what can be considered wider determinants of health and wellbeing. For example, respondents to the PNA engagement work did not ask for traditional care and support services, but identified that their needs could be met through issues such as:
    a. Education and Employment (paid or voluntary) was seen as a crucial determinant of health. Access to employment was a common theme to improve personal finances, as well as to provide a sense of purpose, reduce isolation, and to help protect people's mental health and well-being.
    b. Housing and accommodation should be available, accessible, safe, and supportive of what matters most to the individual. This was a key issue addressed in each theme of the report.
    c. Encouraging and supporting healthy behaviours such as physical activity and exercise to improve mental well-being and prevent falls.
    d. The physical environment was also identified across a number of themes as a key determinant in areas such as access to leisure

activities, green spaces and healthy food, availability of transport, the design of the built environment and air quality.

22.	As noted above, the Cardiff PSB's Wellbeing Assessment 2022, developed alongside the PNA and through close partnership working, contains a more comprehensive analysis of the wider economic, social and environmental determinants of health and wellbeing and should be read in parallel to the PNA.

Pandemic Impacts

23.	Overall the PNA finds that Covid-19 has had a tremendous impact on population needs:

- The pandemic has had a significant negative impact on children and young people in Wales particularly in relation to mental health and well-being. Regionally, attendances to the Paediatric Emergency Department for mental health disorders such as self-harm, suicidal ideation, eating disorders and increased behaviours of concern increased significantly for 0-17 year olds in 20/21.

- Covid-19 has had a significant impact upon older people, including ill health, mental and physical well-being and mortality perspectives. There was an identified increased need for domiciliary support and packages of care and increased dependency amongst service users.

- The impact of inequalities is identified as a cause of the increased morbidity and mortality seen in some population groups and of amplifying the impact of restrictions and service closures.

- Harm from a reduction in non-covid activity was identified following the reduction in GP attendances over the period of the pandemic. Between March and November 2020, 3,500 fewer cancers were diagnosed compared to what might be expected for that period of time in Wales.

- There were some identified positive impacts from the response to Covid with some service adaptations enabling more people access with more flexible and agile ways of working. New connections have been made and many people volunteered through the "Together for Cardiff" initiative to support older people in particular with shopping, collecting prescriptions or befriending via telephone.

- The report identifies a "triple challenge" facing health and social care services describing the combined impacts of Brexit, Climate Change and Covid 19. The factors are dynamic, and impacts are broad across the wider determinants of health.

- The need for revised service responses to the changing nature of demand was identified across a wide range of needs.

Early Help and Prevention/Partnership approach

24.	The PNA consistently identifies the importance of services and activities being focussed to prevent needs arising or escalating across all populations. This included the need to ensure the earliest possible interventions at the right time and in the right place. Care focussed on delivering services as close to people's homes as possible was also identified as important.

25.	The report also recommends that a whole system approach to care and support provision should prioritise continuity of care (for example, in transition between services); and joined up services between public, private and third sector providers for a "seamless" experience for service users.

26.	There were many examples in the report of the range of existing joined up, multi-agency approaches that were focused on prevention. These included Early Help services for children and young people; housing services including the Young Persons Gateway noted for the support it provides alongside accommodation in areas such as mental health, access to education, employment and independent living skills; services for the homeless; the independent living service for older people; support for those not in Employment, Education or Training and inclusive exercise and well-being strategies as a source of support, in particular for mental health and well-being such as described for those respondents from the secure estate.

Person Centred

27.	The PNA references Cardiff as the first city in Wales to develop the Child Friendly City Strategy with the aim of empowering children and young people to understand their rights and providing equality of opportunity and high quality education. This person centred approach is one that the PNA endorses across all populations and is clearly articulated in the qualitative responses from the engagement activity.

28.	Dementia Friendly Cardiff was identified for its person-centred approach to help businesses and organisations recognise the needs of people affected by dementia, and pledge their commitment to become more welcoming through improving staff awareness, creating more accessible physical environments, and increasing the availability of information about dementia.

Assets to support well-being

29.	Individual sources of support across all groups included friends, families, and hobbies. Local community support like community groups, neighbours, and community-based organisations including religious places of worship, choirs, and places to exercise were all identified as

important with many examples referenced in the PNA. Local authority, NHS, and third sector services (both on a national and local footprint) were praised throughout engagement work. Examples of third sector services praised in engagement work include Cardiff Women's Aid, Cardiff MIND, Cardiff People First, and Oasis.

30. People with lived experience providing peer support (face to face or online) or as service providers were identified as important assets; and supported the need for inclusive recruitment across all sectors.

Community focused services

31. Services available to and within local communities was another theme of the report. Access to services should be equitable and inclusive and tailored to the individual. The report references the work to develop more locality focused service alignment through programmes such as the RPB @ Home approach which aims to integrate care and support services to enable older people to live independently and well at home for as long as possible.

32. Learning from the pandemic response has shown that outcomes can be improved significantly with care and consideration of the need for tailored communications and service responses to specific community requirements such as in relation to the vaccination programme.

33. The theme of a locality focus has been exemplified in recent years by the approach taken within Childrens services for locality based teams , within Education for the team around the school approach and for the community safety partnership approach to locality based multi- agency problem solving.

Next Steps

34. The recommendations and findings of the PNA will help to inform the future policy and operational plans of all regional partners. The themes identified in the report correspond with the approaches already being implemented across a wide range of council policies and initiatives and it will be important to ensure that the PNA assessment is regularly refreshed as additional quantitive and qualitative information becomes available.

Consultation

35. Consultation is not formally required under the Social Services and Well-being (Wales) Act 2014, however, the Code of Practice stipulates the need for citizen engagement, which was emphasised in the Supplementary Guidance issued in March 2021. This assessment took the following approach:

Surveys:
- Public survey (available online, hard copy, and Easy Read)

- Children and young people survey (available online, hard copy, and Easy Read)
- Survey for people in HMP Cardiff (available as hard copy)
- Professional and provider survey (available online or hard copy)

Focus group discussions: 23 focus groups were conducted, to obtain rich information for each theme. The focus groups were led by Cardiff Third Sector Council, with input from third sector organisations. Further details are available in the report.

Existing engagement: findings from prior engagement work were included where possible.

36. The report has been electronically distributed to members of the Communities and Adult Services Scrutiny Committee and the Children and Young People Scrutiny Committee for review and comment by members. The draft report was also distributed electronically to the Regional Partnership Board and Community Health Council for their feedback.

Reason for Recommendations

37. To ensure that Cabinet members can exercise oversight of a key planning document for social care and well-being services to inform future priorities.

38. To secure approval by the full Council as required by the statutory framework for producing the assessment.

Financial Implications

39. Whilst there are no direct financial implications arising from this report, the requirement for Area Plans to be subsequently developed and implemented, taking into account the findings of the assessment, will have potential resource implications. The priorities for action and detailed plans to address them, along with consequent financial implications, should be discussed and agreed as part of the Area Planning process

Legal Implications

40. The publication of a Population Needs Assessment (PNA) is a statutory requirement imposed on Local Authorities (LAs) and Local Health Boards (LHBs) under section 14 of the Social Services and Well-being (Wales) Act 2014 ('2014 Act') and regulations made thereunder (the Care and Support (Population Assessments)(Wales) Regulations 2015 ('the PNA Regulations'). The Local Authority and the Local Health Board are together referred to as 'the Responsible Bodies' for these purposes.

41. In exercising their functions, the Responsible Bodies must also have regard to relevant requirements and guidance contained in the 2014 Act Part 2 Code of Practice issued by the Welsh Ministers (the Code of Practice).

42. The matters to be included in the PNA are set out in the 2014 Act and include the extent to which there are people in the local authority's area who need care and support and the extent to which there are carers in the area who need support. The PNA Regulations make provision for the persons and bodies with which the Responsible Bodies must engage when carrying out the assessments.

43. The Code of Practice says that one PNA must be produced for each local government electoral cycle; and that both the LA and the LHB are required to formally approve the PNA. For the Council, this means full Council must approve the PNA on recommendation from the Cabinet.

44. Once completed, the PNA must be published on the LA's and the LHB's websites and a copy sent to the Welsh Ministers.

45. The PNA Regulations require the Responsible Bodies to jointly keep the PNA under review and to issue an addendum to the report whenever they consider it appropriate to do so.

46. The Cabinet needs to be satisfied, based on the information set out in the report and appendices, that the draft PNA complies with the requirements of the 2014 Act, the PNA Regulations and the Code of Practice.

47. In considering this matter, the Council must have regard to its public sector equality duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties, Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. The Protected characteristics are: age, gender reassignment, sex, race – including ethnic or national origin, colour or nationality, disability, pregnancy and maternity, marriage and civil partnership, sexual orientation, religion or belief – including lack of belief. 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 and must be able to demonstrate how it has discharged its duty. An Equalities Impact Assessment should be carried out to identify the equalities implications of its decisions, including inequalities arising from socio-economic disadvantage, and due regard should be given to the outcomes of the Equalities Impact Assessment.

48. The Council must also be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards and consider the impact of its decisions upon the Welsh language.

49. The Well-being of Future Generations (Wales) Act 2015 requires the Council to consider how its decisions will contribute towards meeting its well being objectives (set out in the Corporate Plan). Cabinet must also be satisfied that its decisions comply with the sustainable development

principle, which requires that the needs of the present are met without compromising the ability of future generations to meet their own needs.

HR Implications

50.   There are none at this stage. The requirement for Area Plans to be subsequently developed and implemented, taking into account the findings of the assessment, may have potential HR implications.

Property Implications

51.   There are none at this stage. The Population Needs Assessment provides an overview of housing and accommodation needs for each of the population groups. The Area Plan developed based on this intelligence may have potential implications for property.

CABINET PROPOSAL

Council is recommended to note and approve the Population Needs Assessment 2022 (attached at Appendix 1) in line with the requirements of Part 2 of the Social Services and Well-being (Wales) Act 2014

**THE CABINET
10 March 2022**

The following appendices are attached:

Appendix 1: Cardiff and the Vale of Glamorgan Population Needs Assessment 2022

Appendix 2: Equality and Health Impact Assessment for the Cardiff and the Vale of Glamorgan Population Needs Assessment 2022

Appendix 3: Online summary of the Cardiff and the Vale of Glamorgan Population Needs Assessment 2022 for the General Public Sway (office.com)

The following background papers have been taken into account

Social Services and Well-being (Wales) Act 2014 Code of Practice (Part 2 General Functions) (2015) [online]. Available from: https://gov.wales/sites/default/files/publications/2019-05/part-2-code-of-practice-general-functions.pdf

Population Needs Assessments: Supplementary Advice for Regional Partnership Boards (March 2021) [online]. Available from: https://gov.wales/sites/default/files/publications/2021-03/population-needs-assessments.pdfPNA

CARDIFF AND THE VALE OF GLAMORGAN
POPULATION NEEDS ASSESSMENT
2022

Published on 1st April 2022

This Population Needs Assessment for Cardiff and the Vale of Glamorgan covers the period 2022 - 2027

Contents

1. Executive Summary

Background

This is the second Population Needs Assessment for Cardiff and the Vale of Glamorgan, following the first published in 2017. The Population Needs Assessments (PNA) are required under the Social Services and Well-being (Wales) Act 2014, and must contain an assessment of the needs for care and support amongst the residents of Cardiff and the Vale of Glamorgan, and the range and level of services required to meet that need. The Act specifically asks for an assessment of nine named themes within the population, and allows for consideration of other themes relevant to the local area. These are presented here as individual chapters.

The PNA should be read alongside the complementary Well-being Assessments for Cardiff and the Vale of Glamorgan to gain a comprehensive understanding of the region. The Well-being Assessments, required under the Well-being of Future Generations (Wales) Act 2015, investigate social, economic, environmental and cultural well-being of an area, which provide a detailed overview of the wider determinants of health.

Methods

The PNA was undertaken between May 2021 and March 2022, and provides an update of the 2017 report. A number of different approaches were taken to collect information to provide a holistic and comprehensive assessment. Firstly, existing data, reports, and research were identified from a range of sources, including data from health, local authorities and third sector organisations. Dedicated engagement was carried out, including surveys for the general adult population, children and young people, residents of HMP Cardiff, and for professionals and providers. Twenty-three focus groups were conducted, led and supported by local third sector organisations. The branding developed for the 2017 Population Needs Assessment "*amser siarad*" / "*let's talk*" was used for the citizen engagement.

Professional leads were identified from Cardiff and the Vale of Glamorgan local authorities, Cardiff and Vale University Health Board, and other organisations where appropriate, in order to understand the context of each theme, and help guide the data collection and interpretation.

The assessment was overseen by a dedicated Steering Group, with representatives from Cardiff and the Vale of Glamorgan local authorities, Cardiff and Vale University Health Board, the Cardiff and Vale Regional Partnership Board, and those working on the Market Stability Report. The group reported to the Regional Partnership Board.

Demography

The population of both Cardiff and the Vale of Glamorgan has continued to increase, driven mostly by the 16-64 year-old age group, who now make up 65% of the population. One in five (18%) are aged under 18 in both local authorities, but the Vale of Glamorgan has a

higher proportion aged 65+ (21% compared to 14% in Cardiff). The total population is expected to increase further over the next two decades, with an increasing proportion of those aged 65+. The Vale of Glamorgan is projected to have the second largest whole population growth by percentage of local authorities in Wales.

The Welsh Index of Multiple Deprivation (WIMD) 2019 suggests that there are areas of established inequalities across the Cardiff and Vale region; with areas in the "Southern Arc" in Cardiff and areas in the East of Barry ranked as more deprived against the WIMD.

Key findings

Relevant findings for each population group are presented in the relevant chapter. Cross-cutting findings, those identified across multiple population groups, are presented below. Chapters should be considered together, as people may feel part of more than one theme.

Improvements in care and support services have been made across all population groups since the 2017 Population Needs Assessment, despite the challenges of COVID-19. COVID-19 has had a number of impacts, including increasing demand for services, especially mental health, and changing models of delivery for many services.

Care and support needs

Individual

- People's independence must be maintained and facilitated within decisions for care and support, employment and accommodation. Any such decisions should be based on consultation and co-production with the person they affect

Community

- Social isolation was identified in the 2017 PNA and has been exacerbated for many due to COVID-19, with far-reaching consequences for physical and mental health and well-being
- Holistic approach to physical and mental health, such as improved access to services including reduction in waiting lists
- Information provision; many people were unaware of support available to them and would benefit from increased signposting

Wider determinants

- Employment (paid or voluntary) was desired by many – to improve personal finances, as well as to provide a sense of purpose, reduce isolation, and to help protect people's mental health and well-being
- Housing and accommodation needs to be available, accessible, safe, and supportive of what matters most to the individual, for example, an enabling employment. Prevention and early help for homeless people needs to be enhanced
- Inequalities were discussed in all chapters, especially in terms of socio-economic deprivation, access to services, and health outcomes. COVID-19 has had a disproportionate impact across the population, in part due to pre-existing inequalities in the social determinants of health that have been exacerbated by COVID-19 and restrictions

Range and level of services

Prevention

The following were identified as being able to prevent needs arising or escalating, and may facilitate improved outcomes for people:

- Healthy behaviours such as physical activity to improve mental well-being and prevent falls
- Early identification, diagnosis, and intervention to support people at the right time, and promote better outcomes
- Social support, including maintenance of a social role, and digital inclusion
- Advocacy to enable people to express their views and wishes
- Care focussed on delivering services as close to people's homes as possible

Assets to support well-being

- Individual sources of support across all groups included friends, families, and hobbies
- Local community support like community groups, neighbours, and community-based organisations including religious places of worship, choirs, and places to exercise
- Local authority, NHS, and third sector services (both on a national and local footprint) were praised throughout engagement work
- People with lived experience providing peer support (face to face or online) or as service providers were identified as important assets; and supported the need for inclusive recruitment across all sectors
- Service users, professional leads, and providers identified the need for sustainable funding of statutory and third sector organisations to maintain and develop their services

Community services

A whole system approach to care and support provision should prioritise:

- Continuity of care: for example, in transition from children's to adult services; between NHS services; between prison services and health and local authority services following release; leaving military service; and joined up services between public, private and third sector providers for a "seamless" experience for service users
- Equitable, accessible, and inclusive services, where access is tailored to the individual. For example, through interpreter provision; letters provided in large print; offering choice of face to face, telephone, or online services; and culturally sensitive services
- Timely access to high quality care and support services
- Respite care provision which is flexible and accessible to those who need it
- Increased awareness of services available and the scope of their practice amongst service providers so that they can signpost
- The social model of disability should underpin services; and language used should be respectful
- Co-production at the heart of decisions

Partnership approach

Many respondents to engagement work did not ask for traditional care and support services, but identified that their needs could be met through:

- Supportive employers and access to education, through provision of reasonable adjustments and inclusive recruitment, for example
- Accommodation provision which gives individuals choice, including over location, and supports independence
- A welcoming community and an enabling wider environment. People considered their communities as assets, but improvements remain to be made to increase awareness of the needs of others. For example, considerate use of public spaces for disabled people; bystander awareness of violence against women and domestic abuse; and accessible transport options

What happens next

The findings of this 2022 Population Need Assessment will be used to plan future "*deep dive*" research, strategic commissioning plans, and inform both the Market Stability Report and the Area Plan. As the COVID-19 pandemic and restrictions continue, some of the needs identified may be exacerbated further, and disproportionately so, for some population groups. The findings presented should therefore be considered in the context of continuing change. What is evident, however, is the need for all stakeholders to work closely together, and consider the person at the heart of their work.

2. Background to the Population Needs Assessment

Legal Requirement

The Social Services and Well-being (Wales) Act 2014 placed a duty on local authorities and Local Health Boards to firstly undertake an assessment of the care and support needs of the population, including carers who need support. Secondly, an assessment of the range and level of services required to meet those needs is required. The Population Needs Assessment (PNA) should place well-being at its core, and align with the Well-being of Future Generations (Wales) Act 2015 (1).

The Population Needs Assessment should work towards the development of preventive, integrated, people-centred health and care services (1). The assessment will underpin regional plans and priorities for care and support service provision, for example, the Market Stability Report and the regional Area Plan. The first Population Needs Assessment was published in April 2017, with the publication of an Area Plan in March 2018.

Cardiff and the Vale of Glamorgan

This Population Needs Assessment encompasses the Local Authorities of Cardiff and the Vale of Glamorgan. Cardiff and Vale Regional Partnership Board was established to support and develop partnership working. Membership includes the City of Cardiff Council, Vale of Glamorgan Council, Cardiff and Vale University Health Board, Cardiff Third Sector Council, and Glamorgan Voluntary Service (2).

Themes

The Social Services and Well-being (Wales) Act 2014 requires the Population Needs Assessment to consider certain "themes", with scope to include further themes as relevant to the local region. The following themes are a statutory requirement:

- Children and young people
- Health / physical disabilities
- Learning disability / autism
- Mental health
- Carers who need support
- Sensory impairment
- Violence against women, domestic abuse and sexual violence
- Secure estate
- Older people

The following themes have been additionally included as they are of local importance:

- Asylum seekers and refugees
- Substance misuse
- Armed Forces Service Leavers (Veterans)

Many people living in Cardiff and the Vale of Glamorgan may consider themselves to belong in more than one of the themes listed. This has been acknowledged within each of the chapters in this assessment. Each chapter in this report suggests further related chapters to provide the reader with a comprehensive overview of the topic area.

The legislation requires an assessment of housing and accommodation, and so these findings have been presented within each population group. The recent Supplementary Guidance (3) advises that the impact of COVID-19 and consideration of the new Socio-Economic Duty (which came into effect in March 2021) is included in the PNA. These findings have been incorporated into each chapter. The Socio-Economic Duty is reflected within each chapter under the subheading "Deprivation".

Welsh Language and Equality Profile

The Social Services and Well-being (Wales) Act 2014 requires the PNA to establish the Welsh language community profile, and that the linguistic profile of the communities is incorporated into service planning and delivery (1). This should include profiling of the need for care and support services to be provided in Welsh, including the range and level of services required and gaps in current provision. This, and other language and communication needs are included in these sections where relevant, to aid person-centred service planning, under the subheading "Language and communication".

The Act requires that an Equality Impact Assessment must be conducted during the PNA process, including assessment of the protected characteristics of: age, race, sex and sexual orientation, gender reassignment, pregnancy and maternity, religion and beliefs, marriage and civil partnership, disability (1). The complementary Equality and Health Impact Assessment is available as a separate document (4).

Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations (Wales) Act 2015 requires each Public Services Board (PSB) to produce a Well-being Assessment. There are two PSBs in the area covered by this PNA: Cardiff, and the Vale of Glamorgan. Well-being Assessments must investigate social, economic, environmental and cultural well-being of the area. Therefore, these reports provide detail on the wider determinants of health. For a comprehensive understanding of the region, this PNA should be read alongside the Well-being Assessments for Cardiff, and the Vale of Glamorgan.

Market Stability Report

The Market Stability Report is an assessment of the overall sufficiency of care and support, and of the stability of the market for regulated services. It includes care homes (adult and children), secure accommodation, fostering and adoption services, advocacy, and domiciliary support as well as some non-regulated care and support services (5). The Market Stability Report builds on intelligence gathered from the PNA. The first Market Stability Report is due for publication in summer 2022.

Starting Well, Living Well, Ageing Well

This report is set out in line with the three Regional Programme Board (RPB) programmes: Starting Well, Living Well, and Ageing Well.

The Regional Outcomes Framework for Cardiff and Vale sets out the values, strategic aims, and eight core outcomes for the Cardiff and Vale Regional Partnership Board (6). The PNA must be informed by the National Outcomes Framework (1), and so alignment between the National and Regional Outcome Frameworks was identified during the Population Needs Assessment (Appendix 1).

3. Methods

Timeframe

The assessment was undertaken during the period May 2021 to March 2022.

Methods used

Methods were based on the 2017 Population Needs Assessment and updated for this report. The COVID-19 pandemic has influenced how communications and engagement events can be run. Engagement conducted for the Population Needs Assessment needed to adhere with and anticipate future guidelines and legislation, as well as consider people's individual wishes. A number of different approaches were taken to obtain the information required including gathering existing data, assessments and reports, as well as conducting bespoke engagement work for this Population Needs Assessment.

Engagement work, to gather qualitative data, utilised the existing "*amser siarad*" / "*let's talk*" branding which was also used for the 2017 Population Needs Assessment. A list of supporting organisations can be found in Chapter 24 Acknowledgments.

Public surveys

Three public surveys were developed:
- Adults in the general public (available online, hard copy, and Easy Read)
- Children and young people (available online, hard copy, and Easy Read)
- Adults in Her Majesty's Prison (HMP) Cardiff (available as hard copy)

The surveys were based upon those used in 2017 and updated to reflect the additional requirements. All surveys in all formats were available in English and Welsh. The children and young people survey was piloted by members of Cardiff Youth Board, and updated in line with their feedback.

Surveys were live between 17 September 2021 and 17 October 2021. The link to the online surveys (and details of how to request hard copies) were disseminated through a variety of organisations, including Cardiff and Vale University Health Board, Cardiff Council, Vale of Glamorgan Council, Glamorgan Voluntary Services, Cardiff Third Sector Council, as well as through organisations working in health and social care services, education, and youth services. The survey was advertised through social media, and was seen by 68,000 people on Facebook resulting in 241 people clicking on the link; and by 9,126 people on Twitter, with 66 people clicking the link. Several third sector organisations kindly helped people with completion, for example, through provision of digital access and translation into other languages.

A total of 661 general adult surveys were returned. Based on postcode, 402 were from Cardiff and 105 from the Vale of Glamorgan. A total of 191 adult respondents of the public survey would like to be involved in future engagement work.
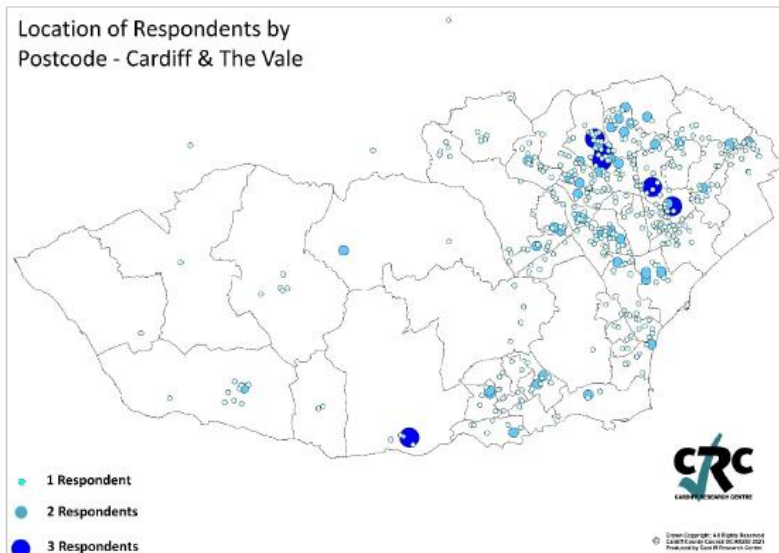
Figure 3.1. A map of location of survey respondents.

For the children and young people survey, 35 were returned. Cardiff Research Centre conducted the analysis of results for these surveys. Three adult and no children and young people Easy Read surveys were returned.

In HMP Cardiff, 400 paper copies of the survey were distributed between 28 September 2021 and 8 October 2021; with 96 completed returns.

Focus group discussions

A focus group topic guide was developed from the requirements of the Population Needs Assessment (1) (3), and used the National Outcome Framework well-being outcome statements as anchors from which to initiate discussion (7). Topic areas were discussed with focus groups as relevant to the population (for example, a focus on communication in the sensory loss groups). A list of the focus groups, including numbers of attendees, is given in the Appendix, and organisations supporting the establishment and running of focus groups are presented in the Acknowledgements.

A total of 23 focus groups were held. These were conducted by Cardiff Third Sector Council with support from Glamorgan Voluntary Services and third sector organisations. Three planned groups did not take place as either no participants could be identified, or the provider withdrew. A total of 132 people attended the focus groups (range 1-12, average 6 attendees). Although groups were small and cannot be representative of the population group, they do provide depth of insight.

Professional and Provider Survey

A survey for professionals and providers of care and support in the region was developed, based on the survey used in the 2017 Population Needs Assessment. It was available online and as hard copy, in English and Welsh, from 17 September 2021 until 17 October 2021. Awareness of the survey was raised through the same mechanisms as the public surveys. Cardiff Research Centre analysed the results.

The survey received 118 responses. Two-thirds were from an individual health or social care professional, with one-quarter completed on behalf of a group or organisation. Twenty percent of responses were from a staff member at Cardiff Council, and 12% from Vale of Glamorgan Council. Twenty percent of responses were from the health service employees, 19% from staff working for an independent care provider, and 20% were employees at a charity or third sector organisation.

Population and Service data

Existing data were taken from a number of sources. To improve cohesion between the Well-being Assessments and the PNA, the same indicators were used where possible, for example, in the Demography chapter. Indicators reported in the 2017 Population Needs Assessment were included in this report where relevant and where up to date information was available. Additional indicators and data were identified through review of data catalogues produced by Social Care Wales, and the Well-being Assessments. Discussion with professional leads identified further sources of information for inclusion. At the time of writing, data from the 2021 Census was awaited and therefore could not be included in this assessment.

Existing reports and assessments

Where possible, existing reports and assessments were incorporated to develop a comprehensive assessment of the needs of the population. Background information such as policies, strategies, and research reports were collated to understand the contextual environment. These were identified by professional leads; through review of relevant organisational webpages (for example, Welsh Government or third sector organisations websites); and literature review. Effort has been made to identify data specific to Cardiff and the Vale of Glamorgan. However, a great deal of research is conducted at a Wales-wide or wider level, and so findings have been included in this regional assessment where it is felt that findings may be applicable and relevant locally.

Professional leads

For each chapter in the PNA, professional leads were identified from Cardiff and the Vale of Glamorgan local authorities, Cardiff and Vale University Health Board, and other organisations where appropriate to provide expert insight into the topic area. Professional leads (who are referred to throughout this report as "*professional leads*") identified key changes since the 2017 Population Needs Assessment, and key areas for investigation for this iteration of the assessment. Findings were shared with professional leads in November 2021 for their comment and feedback. Emerging findings were discussed with leads of the Well-being Assessments for Cardiff and the Vale of Glamorgan.

Oversight of the Population Needs Assessment

A steering group was established for the Population Needs Assessment which met on a monthly basis. The group reported to the Strategic Leadership Group, which reports to the Regional Partnership Board. Membership included a strategic lead and a data lead from each Local Authority; representatives from Cardiff and Vale University Health Board, Cardiff and Vale Regional Partnership Board including a Communications and Engagement

representative, Cardiff and Vale Local Public Health Team, Cardiff Third Sector Council, Glamorgan Voluntary Services, and the Market Stability Report. The group was chaired by the representatives from Cardiff and Vale Local Public Health Team.

Steering Group meetings informed the PNA development process, as well as alignment with the Market Stability Report, Well-being Assessments, and other assessments and plans. Regular meetings with representatives from the Well-being Assessments and Market Stability Reports were conducted in between Steering Group meetings to improve cohesion between assessments.

Limitations of the assessment

COVID-19 has had a tremendous impact on population needs, which this assessment will detail. Due to uncertainty of the future evolution of the COVID-19 pandemic in terms of restrictions and risks at each stage of the Population Needs Assessment, a cautious approach was taken. For example, engagement work was planned in an online format, with opportunities for face to face interactions in the focus group where legislation allowed, and where participants and hosting organisations felt comfortable. The tight timeline within which engagement work needed to be conducted reduced participation in both surveys and focus groups. Where possible, data from engagement work has been triangulated with information from other sources. The complementary Equalities and Health Impact Assessment identifies population groups who may have been underrepresented in this assessment (4). The Regional Partnership Board is developing its Communications and Engagement strategy which will address these difficulties and gaps, and will incorporate lessons learned. For example, some residents may not have digital access and may not wish to engage in face-to-face engagement, and so their views will continue to be sought in future work.

Some planned focus groups could not be held as no participants could be identified in the available time. The focus group for autistic adults became an interview with one individual; the substance misuse focus group included only two participants. Future engagement work will consider how best to garner the views of these population groups, working with partnerships that lead service commissioning and delivery in such arenas.

Limitations on publicly available quantitative data were noted, with some indicators last updated before COVID-19. The 2021 Census data will be available in spring 2022, which will be incorporated into future updates of the Population Needs Assessment.

Equality and Health Impact Assessment

The Code of Practice requests that an Equality Impact Assessment is conducted as part of the Population Needs Assessment (1). No negative impacts from any of the protected or health characteristics were identified, but it was recognised that engagement work did not capture a representative sample of the population of Cardiff and the Vale of Glamorgan, with under-representation from people who are trans; women who are expecting a baby, on a break from work after having a baby, or breastfeeding; people who are from an ethnic minority background; people who consider themselves: Buddhist, Hindu, Jewish, Muslim, or

Sikh; those whose disability meant they were physically unable to participate in engagement and did not have an individual who could speak for them; and Gypsies and travellers. In addition, there was under-representation from people who are digitally excluded. The Equality and Health Impact Assessment is available as a separate document (4).

Recommendations for the Population Needs Assessment in future

The PNA Steering Group decided to take a novel approach to future iterations of the Population Needs Assessment. The Population Needs Assessment should ideally contain up to date data, be of local use and value, and with the vision of becoming a "living resource". This is of particular importance due to the ongoing evolving impact of COVID-19. As a first step towards this, future Population Needs Assessments for Cardiff and the Vale of Glamorgan will further develop this assessment and take a hybrid approach: a rolling update of quantitative data, and an intermittent update of qualitative data through bespoke engagement work. This approach aims to balance the need for relevant and timely information, within the resource requirements. Key data sources will be included as they become available, for example, the 2021 Census data will be published in spring 2022.

Liaison with Cardiff and Vale University Health Board, Cardiff Council and the Vale of Glamorgan Council, and the Regional Outcomes Framework will take place in order to develop a robust and regular reporting mechanism for quantitative indicators.

The Cardiff and Vale Regional Partnership Board will continually engage with the population to make sure that people are involved with their decisions. This will ensure that all their work is based on the priorities and experiences of people who use services and community spaces, now and in the future. The three programme areas of Starting Well, Living Well, and Ageing Well, will engage with children, young people and adults to ensure lived experiences shape services across the region. The programmes will ensure this includes the full range of voices from Cardiff and the Vale of Glamorgan's diverse population to build in the wide range of experiences and needs people have when making any developments.

Next steps

Recommendations for each chapter were developed based on the triangulation of data, and are by no means exhaustive. Recommendations include addressing identified unmet needs and strengthening successful initiatives. Data gaps exist for each population group and further insight development may be required as a first action. This will include discussions between the Regional Partnership Board, which oversees the Population Needs Assessment, the Public Services Boards (which oversee the Well-being Assessments), and other partners.

The Regional Partnership Board will ensure that relevant organisations work together to respond to the assessment findings. Local authorities are required to use this assessment within their service provision (1).

The Market Stability Report will further develop the findings of the Population Needs Assessment to both undertake a Market Sufficiency Assessment and to understand the market stability. The Cardiff and Vale Area Plan will be developed based on the findings of

this Population Needs Assessment, alongside other local plans. In addition, initial healthcare demand modelling will be conducted locally to investigate prevalence and incidence of health conditions, and frailty in older age, with respect to projected changes in local demography, in order to model the demand on future health services.

4. Demography

Current population structure

The populations of Cardiff and the Vale of Glamorgan are increasing. In 2020, there were 369,202 people living in Cardiff, and 135,295 in the Vale of Glamorgan (8). This is an increase of 11,706 people in Cardiff and 7,315 in the Vale of Glamorgan following the 2017 PNA (8). This change has been driven by the 16-64 age group who now make up 65% of the population, with that proportion being slightly higher in Cardiff than the Vale of Glamorgan. In both local authority areas, 18% of the population are aged under 16, which is a 2.7% decrease from 1991. This is likely reflective of a decrease in fertility rate and an increase in the number (and proportion) of older people. The Vale of Glamorgan has a higher proportion of those aged 65+ (21% compared to 14% in Cardiff). These changes are shown in Figures 4.1 and 4.2.
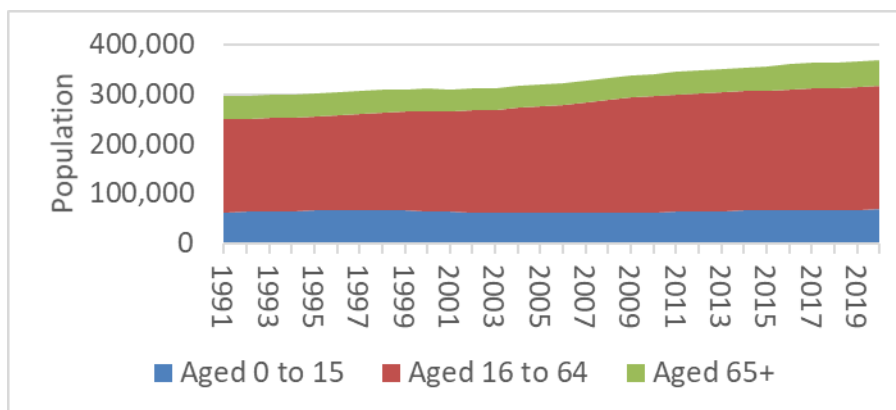
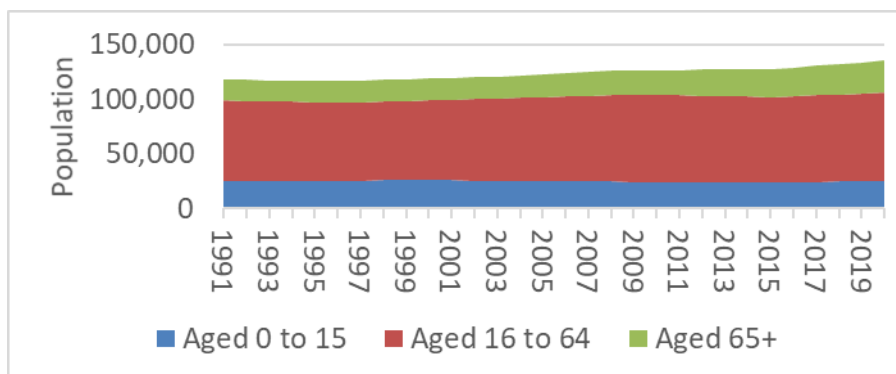Figure 4.1. Population of Cardiff by age group, 1991-2020
Source: ONS (9)

Figure 4.2. Population of the Vale of Glamorgan by age group, 1991-2020
Source: ONS (9)

Figures 4.3-4.4 demonstrate the age structure in Cardiff and the Vale of Glamorgan in 2018 and that projected for 2043. In 2018, there were a higher proportion of people aged 16-44 in Cardiff, and a higher proportion of people aged 45 and over in the Vale of Glamorgan. This reflects, in part, the number of students in Cardiff (10).

Anticipated population change

The populations in Cardiff and the Vale of Glamorgan are expected to continue to increase, and a larger proportion will be aged 65+. Based on the 2018 population projections, over

the next decade the Vale of Glamorgan is anticipated to experience the second largest percentage population growth of any local authority area (after Newport) with a projected growth of 6%. By 2043, the population of Cardiff and the Vale of Glamorgan is projected to have a greater proportion of people aged 65+, who will make up 20% of the population (a 4% increase from 2018) (11) . Those aged 65 years and above made up 14% of the population in Cardiff in 2018, and 21% in the Vale of Glamorgan (21% for Wales). By 2043, this is expected to be 18%, 27%, and 26% respectively (11). Figures 4.3 and 4.4 compare the 2018 population age structure with the anticipated population in 2043, and demonstrate the increase in people aged over 65. It should be noted that population projections are developed based on assumptions on the determinants of population change (i.e., births, deaths, and migration), which are themselves based on historical trends, and do not allow for the impacts of future changes, for example, due to government policy. Migration projections are based on the previous 5 years and do not include short term migrants, i.e., those resident under 12 months. Projections become increasingly uncertain the further into the future they project (10). Therefore, projections should be interpreted with caution and reviewed periodically.
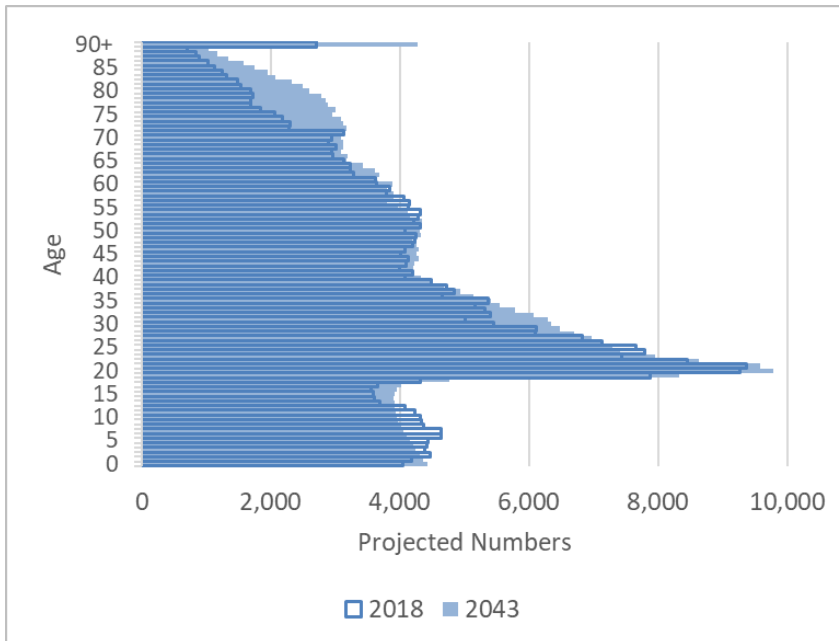

Figure 4.3. Comparison of population structure by age in Cardiff in 2018 with the projected population in 2043 Source: Stats Wales (10)
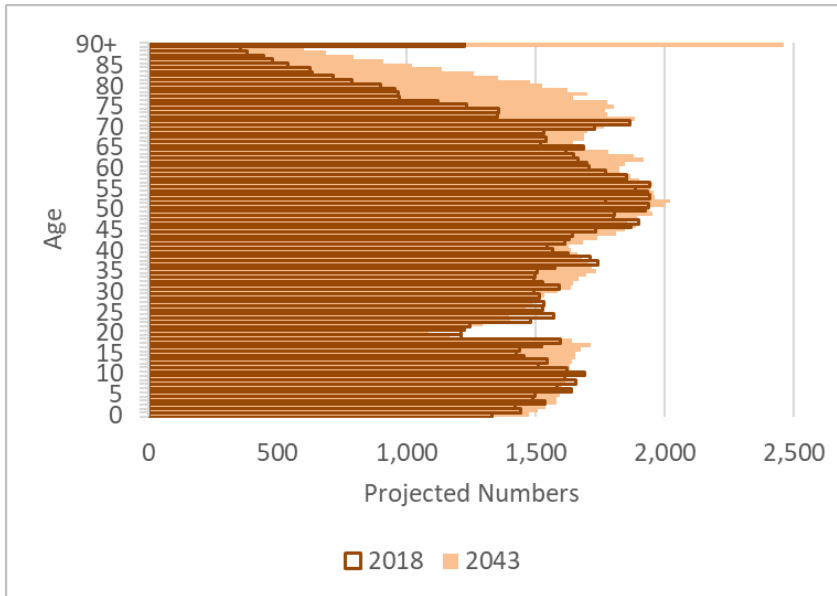
Figure 4.4. Comparison of population structure by age in the Vale of Glamorgan in 2018 with the projected population in 2043
Source: Stats Wales (10)

Drivers of population change

Births

Since 2013 the number of births per year has declined for Cardiff and the Vale of Glamorgan, in line with the picture across Wales (12). The General Fertility Rate has decreased between 2013 and 2019, from 56% to 44% in Cardiff, and from 61% to 53% (currently equal to the Welsh average) in the Vale of Glamorgan (11). Figures 4.5 and 4.6 show the age specific fertility rate over by age group, between 2013 and 2019. Of note, the age specific fertility rate has decreased over this period for all age groups under 34 years. Projections indicate that the recent downward trend in births (2010 – 2020) will remain relatively stable for approximately the next 10 years, and then follow a slight upward trend. It is projected that beyond 10 years, in Cardiff and the Vale of Glamorgan, there will be an increase of approximately 10% in terms of the number of births in the area by 2043. This compares with a Wales-wide increase of approximately 5% across the same period. A number of factors influence fertility projections, such as fertility rates, age structure of the population, migration (migrants are concentrated at young adult ages), as well as other factors (13). Note that projections become less accurate the further into future they project, so these figures must be interpreted with caution.

Figure 4.5. A graph of age-specific fertility rate in Cardiff, by age group, from 2013 to 2019
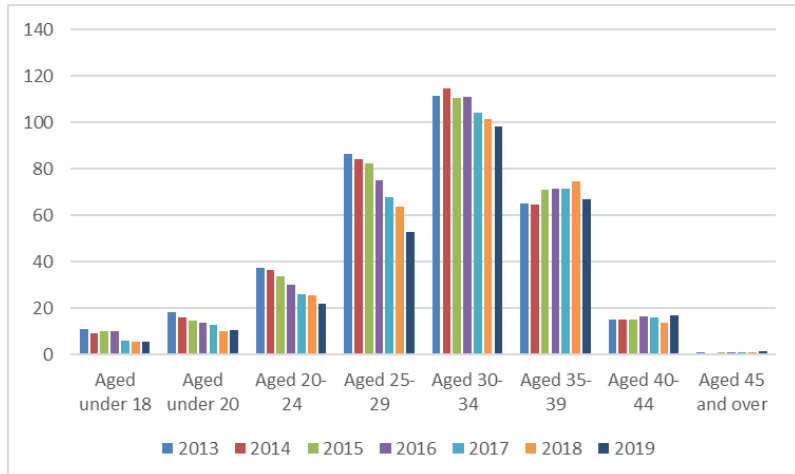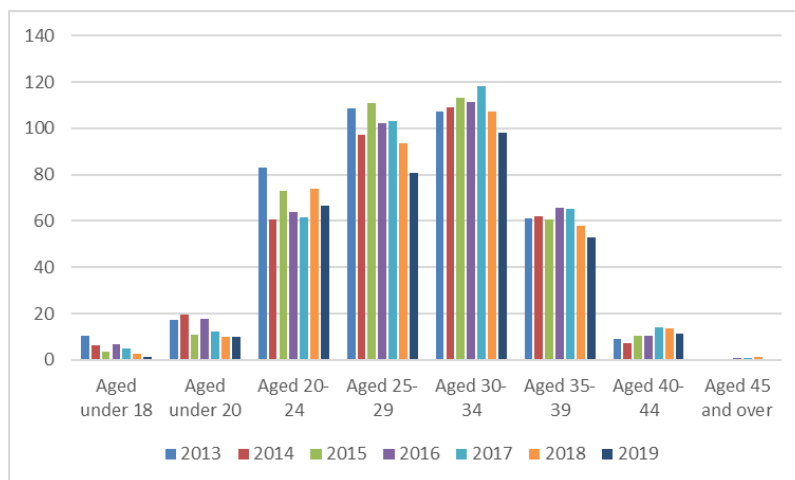Source: ONS (12)

Figure 4.6. A graph of age-specific fertility rate in the Vale of Glamorgan, by age group, from 2013 to 2019
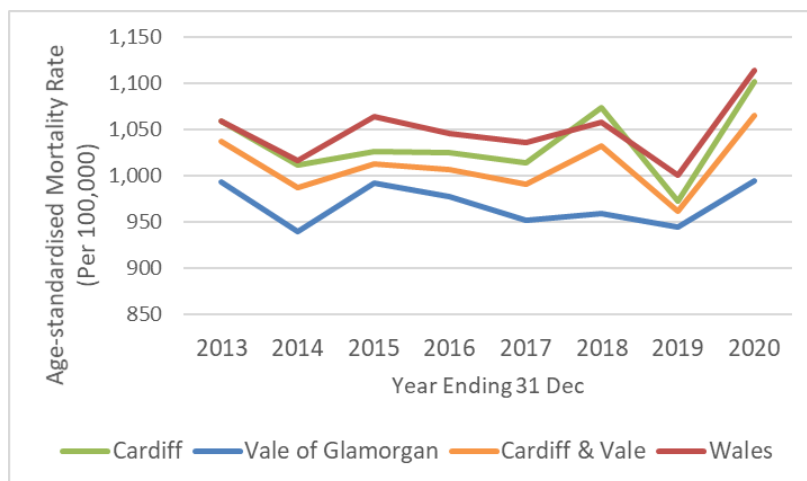Source: ONS (12)

Deaths

Figure 4.7. Age-standardised mortality rate between 2013 and 2020, for Cardiff, the Vale of Glamorgan, and Wales
Source: ONS (14)

The age-standardised mortality rate for the Vale of Glamorgan is significantly below that of Cardiff (which is almost equal to the Wales-wide average). An increase in both the absolute number of deaths as well as the age-standardised mortality rate is observed for 2020, due to COVID-19. Figure 4.7 demonstrates an increase in age-standardised mortality rate in

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2020, corresponding to the COVID-19 pandemic. Measures of excess deaths compare deaths in 2020, to the 2015-2019 average deaths for the same week. Excess deaths have been predominantly due to COVID-19. Across Wales, the first and second waves of COVID-19 are clear, with excess deaths of over 400 per week (where COVID-19 was mentioned on the death certificate). The lower numbers of COVID-19 deaths since July 2021 are thought to be in part due to high vaccination coverage. Non-COVID-19 deaths have been mostly below average between November 2020 and April 2021, and have been closer to average between April and September 2021 (15).
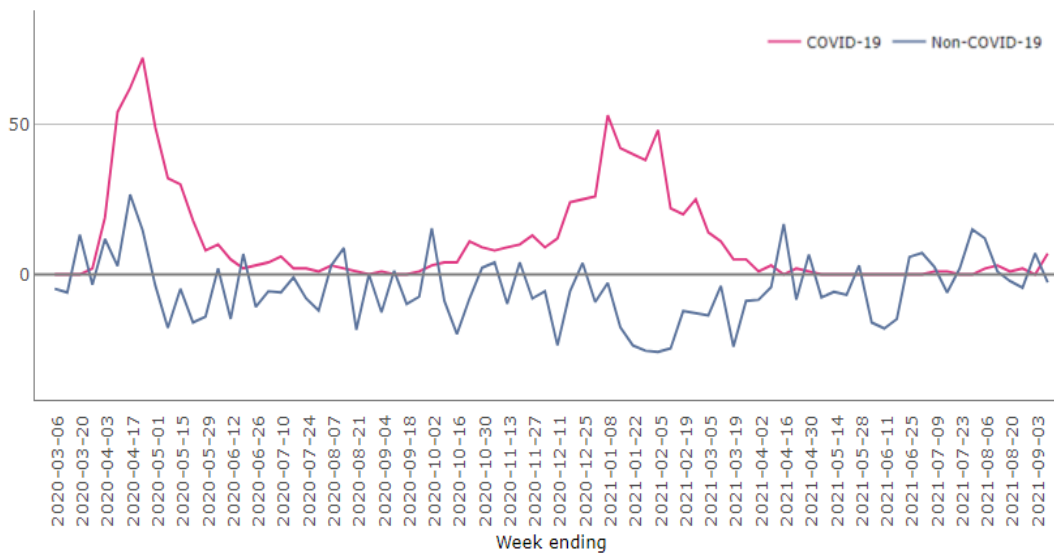
Excess mortality, count, persons, all ages, Cardiff, week ending 06 Mar 2020 to 10 Sep 2021*, compared to 2015-2019 average
Produced by Public Health Wales Observatory, using PHM (ONS)
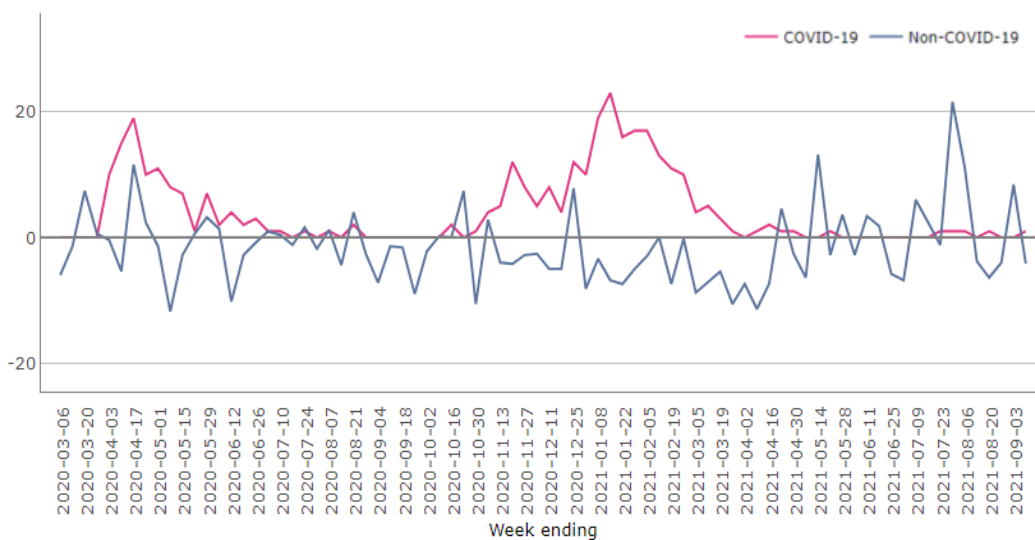
Excess mortality, count, persons, all ages, Vale of Glamorgan, week ending 06 Mar 2020 to 24 Dec 2021*, compared to 2015-2019 average
Produced by Public Health Wales Observatory, using PHM (ONS)

Figure 4.8. Excess mortality in Cardiff (top) and the Vale of Glamorgan (bottom) for COVID-19 related deaths, and non-COVID-19 related deaths. Source: Public Health Wales Observatory (16)

Figure 4.8 demonstrates excess mortality for Cardiff and the Vale of Glamorgan, which follows a similar pattern as for all Wales for both COVID-19 and non-COVID-19 related deaths (16).

Migration

Cardiff has seen total net in-migration for a number of years, which is driven by high levels of international in-migration. The Vale of Glamorgan has also seen total net in-migration for a number of years, driven by migration within the UK. Between Wales and the rest of the UK, inward migration has generally exceeded outward migration since 2001 in the Vale of Glamorgan, whereas outward migration to the rest of the UK has been marginally greater in Cardiff in most years since 2001 (17). Over the next 15 years in Cardiff, net in-migration is anticipated, followed by 10 years of net out-migration (mainly driven by movement within the UK). The Vale of Glamorgan is projected to have consistent levels of total net in-migration, driven by internal UK migration.
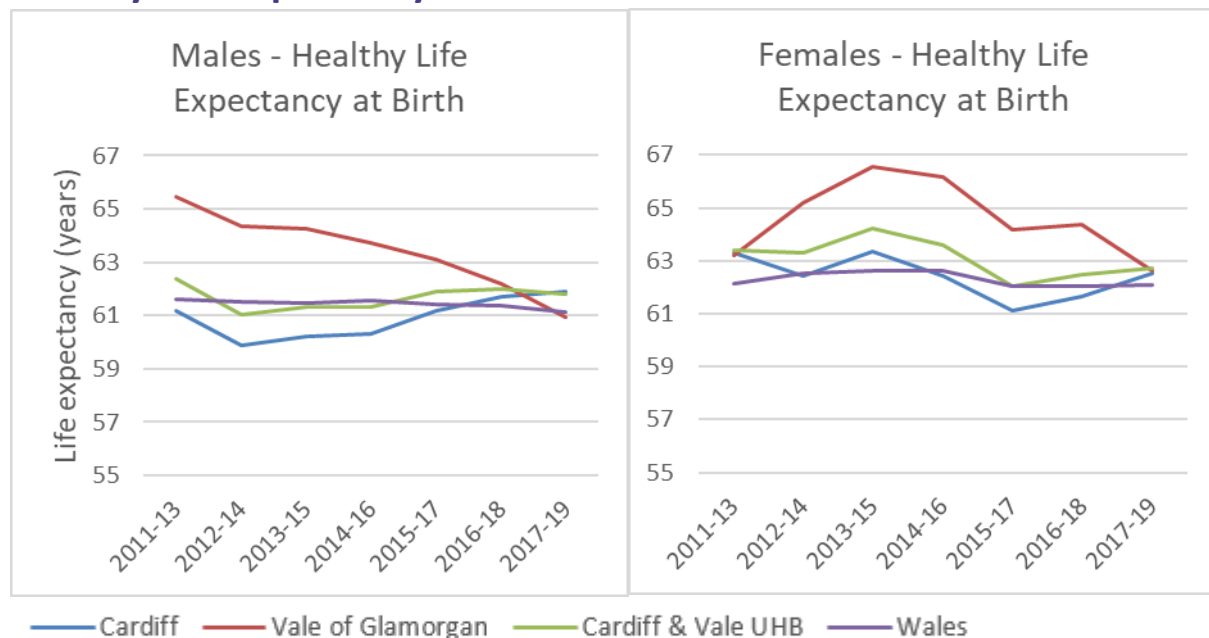
Healthy Life Expectancy

Figure 4.9. Healthy life expectancy at birth for males (left) and females (right), between 2011/13 and 2017/19. Source: ONS (18)

Healthy life expectancy at birth for males in Cardiff has increased over time and is currently above the Welsh average, whereas for females, healthy life expectancy at birth has fallen overall from the 2011-13 position, but has been rising steadily from following a low point in 2015-17 (18).

In the Vale of Glamorgan, healthy life expectancy at birth for males has fallen by almost 4.5 years between 2011 and 2019, and is currently slightly below the Wales average. For females, healthy life expectancy at birth has fallen by 4 years from a peak in 2013-15 (18).

Deprivation

The 2017 PNA identified the stark inequalities between areas within Cardiff and the Vale of Glamorgan, with no evidence that the gap between the most affluent and most deprived was reducing. The COVID-19 pandemic has shone a spotlight on inequalities as a root cause of the increased morbidity and mortality seen in some communities and the burden of restrictions falling on some people who are in the most vulnerable situations. This is explored in more detail in the Director of Public Health Annual Report, including differences in mortality, vaccination coverage, employment, and housing (19).

The Welsh Index of Multiple Deprivation (WIMD) 2019 suggests that there are areas of established inequalities across the Cardiff and Vale region; with areas in the 'Southern Arc' in Cardiff and areas in the East of Barry ranked as more deprived against WIMD. In Cardiff, 39 Lower Super Output Areas (LSOAs) are included in top 10% most deprived in Wales, while 3 LSOAs in the Vale of Glamorgan are ranked in the top 10% most deprived area in Wales (20).

In Cardiff, around one-fifth of residents live in the most deprived 10% LSOAs, and approximately 50% of Cardiff's population live in the 50% least deprived LSOAs (105 LSOAs), while for the Vale of Glamorgan, 65% live in the 50% least deprived areas (28 LSOAs) (21). Amongst children aged 0-4 years, Cardiff has both the most and least deprived middle super output areas in Wales, with income deprivation rates between 3% in Rhiwbina and Pantmawr, to 67% in Ely East (22).
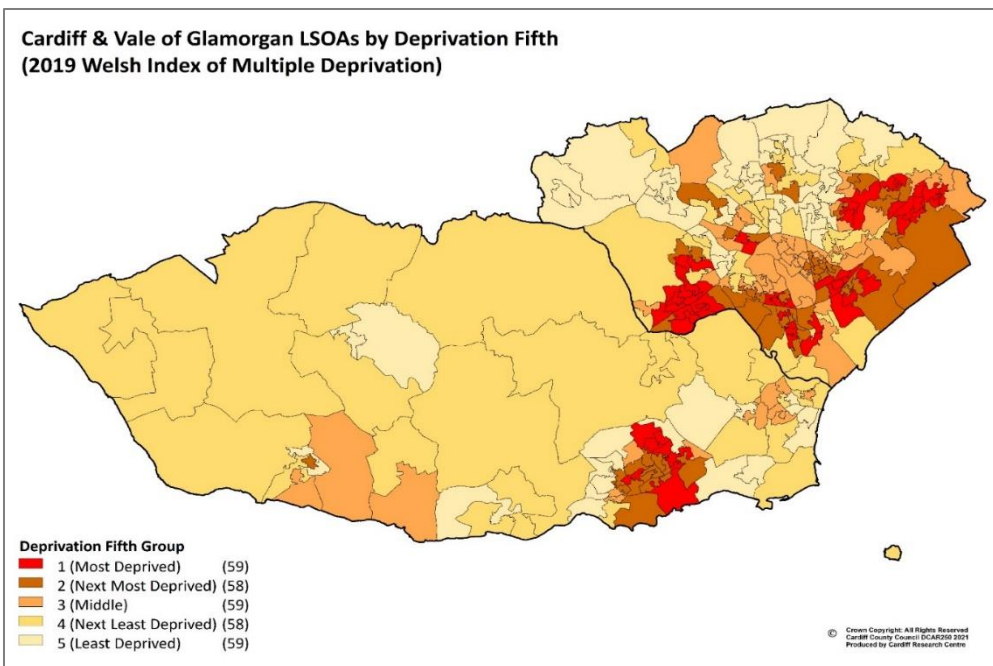

Figure 4.10. Cardiff and the Vale of Glamorgan LSOAs. Produced by Cardiff Council using 2019 Welsh Index of Multiple Deprivation Overall Ranks, Welsh Government (21)

Ethnicity

The Annual Population Survey identified an increase from 10.4% in 2004 to 20.1% in 2020 of people in Cardiff who are Black, Asian, or from a minority ethnic group. The Vale of

Glamorgan has seen a small increase in people who are Black, Asian, or from a minority ethnic group over the same time period (23).

Language

The 2011 Census identified that most (98.4%) of residents in the Vale of Glamorgan have English or Welsh as their main language. This is slightly higher than the Wales average (97.1%). Across Wales, Cardiff has the lowest proportion of people speaking English or Welsh as their first language at 91.7% (24) .

5. Children and Young People

This chapter should be read in conjunction with the following chapters: Children and Young People with Complex Needs; Children Looked After; Healthy Lifestyles and Long Term Conditions; Physical Disability; Learning Disability; Autism; Adult Unpaid Carers; Sensory Loss and Impairment; VAWDASV; Asylum Seekers and Refugees; Secure Estate

Recommendations

Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:

- Adopt the NEST Framework and No Wrong Door approach
- Strengthen actions to ensure information is accessible to children and young people; and they are invited to co-produce services so they are person-centred, and help children and young people feel valued
- Monitor emerging literature on long COVID in children and young people

Cardiff and Vale University Health Board to:

- Continue to promote preventative strategies including routine immunisations
- Continue to develop partnerships with Education services and embed the whole school approach to emotional health and wellbeing
- Increase funding available to mental health services for children and young people (25)
- Target waiting list times, especially for children and young people's mental health services
- Develop Integrated Model for Emotional Health and Well-being for Cardiff and Vale

5.1   Overview

Children and young people will be considered in this PNA as those aged up to 18 years of age, although age cut offs and ranges vary between services and policies. Children and young people may be included within many of the other population groups within this report. Children and young people with complex needs are discussed in chapter 6, and children looked after in chapter 7.

Table 5.1 demonstrates the number of children and young people in Cardiff and the Vale of Glamorgan, by age group, and as a percentage of the total population of the local authority. Cardiff has higher numbers of children and young people, but for those aged 0-4 and 5-15, the proportion of the population is similar to the Vale of Glamorgan. Cardiff has a higher proportion of young people aged 16-24 years (see also Chapter 4: Demography).

Table 5.1. The number (and percent of total population of local authority area) of children and young people in Cardiff and the Vale of Glamorgan, by age group, in 2020

	0-4 years	5-15 years	16-24 years
Cardiff	20,417 (6%)	47,578 (13%)	61,111 (17%)
Vale of Glamorgan	7,003 (5%)	17,914 (13%)	12,552 (9%)

Source: Stats Wales (8)

The Pupil Level Annual School Census (for children aged 5 – 15 years) from 2020/21 identifies 51% pupils as male, 49% female in both Cardiff and the Vale of Glamorgan, as per the Wales average (26). In Wales, 13% of children aged 5-15 years identify as from a Black, Asian, or minority ethnic group. This is 11% in Vale of Glamorgan; whereas Cardiff has a notably more diverse population with 36% from a Black, Asian, or minority ethnic group Cardiff (26) (note that the Annual Population Survey reports that 20% of the total population of Cardiff identify as from a Black, Asian, or minority ethnic group) (23).

Young carers

Young carers are children and young people under 18 years of age who provide care for someone else who has support needs, for example, due to a physical or mental health problem, a physical or learning disability, or substance misuse (27). Young adult carers are between the ages of 16 and 24. Their needs are considered in Chapter 15. The 2011 Census identified 1,579 young carers in Cardiff and the Vale of Glamorgan, but this is known to be an underestimation (28). The 2021 Census will provide updated figures when it is published in 2022. The YMCA Young Carers project supported 51 young carers in 2017/18, and 114 in 2020/21 in the Vale of Glamorgan (29). In Cardiff, the project supported 276 young carers in 2017/18, and 277 in 2020/21 (30). Of the 35 survey respondents, 11% (n=4) were young carers.

Across Wales, in 2018/19, 895 assessments of need for support for young carers were undertaken, of which 2 were in Cardiff, and 16 in the Vale of Glamorgan. This compares to 19 and 12 respectively in 2016/17 (31).

Engagement

Information for this chapter is taken from a range of reports and data sources. Thirty-five children and young people responded to the children and young people survey; and 30 respondents to the provider survey provided support for children and young people.

5.2   What has changed since 2017?
5.2.1   Pre-COVID-19

The following national initiatives have taken place since the 2017 PNA:
- The Children's Commissioner for Wales's report, No Wrong Door, in 2020 (32)
- The NEST Framework in 2021 (33) - more detail provided below
- The Additional Learning Needs and Educational Tribunal Act, which was launched in September 2021, and places the needs of children and young people at the centre of decisions for education through Individual Development Plans, and sets out the rights for appeal for decisions (34)

- The Integrated Care Fund (launched 2016/17) has changed remit over its course, enabling the funding of additional work streams (see details in relevant subthemes). The Transformation Fund (launched 2018) aimed to promote innovation; however, remaining funds have since been redirected to COVID-19 (32)

Regionally, the following have been implemented:
- Cardiff was the first city in Wales to develop the Child Friendly City Strategy in 2018. The UNICEF initiative includes the aims of empowering children and young people to understand their rights; and providing equality of opportunity and high-quality education (35).
- The Vale of Glamorgan Council supports the delivery of the Rights Ambassador programme which raises awareness of children's rights with children and young people across Vale schools
- The Cardiff Children's Services Strategy anticipates future challenges, and includes early help, social care, safeguarding, and children and young people with complex needs (36)
- The Vale of Glamorgan Children and Young People Services Service Plan includes social care, as well as early years such as Flying Start, the Youth Offending Service, and Families Achieving Change Together (37)
- In the Vale of Glamorgan, the Standards and Provision Service Plan (38) includes the Youth Service and the Rights Ambassador Programme, educational attainment including reducing school absence rates, and addresses issues arising from the impact of COVID-19 on schools and pupils
- The Cardiff Additional Learning Needs Strategy 2018-22 sets out a framework for action to implement the Additional Learning Needs and Education Tribunal (Wales) Act (39)
- The Vale of Glamorgan Additional Learning Needs and Well-being Service Plan (40), which implements the Additional Learning Needs and Education Tribunal (Wales) Act to support those aged up to 25 years who have additional learning needs. The Plan also includes safeguarding, partnership work to improve service delivery, and a whole school approach to promote well-being

5.2.1   COVID-19

The following themes were identified from the literature and engagement work as having been particularly impacted by COVID-19 or the restrictions, which were first introduced in March 2020.

Direct impacts of COVID-19

Between March 2020 to October 2021, 69 children and young people were admitted to hospital in Cardiff and Vale UHB with a primary diagnosis of COVID-19; of which 7 required high dependency or intensive care (41).

Long COVID describes the presence of symptoms four or more weeks after the original suspected COVID-19 infection, that were not explained by an alternative cause. Symptoms include weakness/tiredness, shortness of breath, and difficulty concentrating. The Office for

National Statistics reports the numbers of people living in private households with self-reported long-COVID by age group, for the UK: 20,000 children aged 2-11 years are estimated to have long COVID, 49,000 children and young people aged 12-16 years, and 142,000 people aged 17-24 years (42). No data are available for long COVID at a local authority or health board level at the time of writing.

Service changes due to COVID-19 and restrictions

The Paediatric Emergency Department saw a marked reduction in attendances (21,317 in 2020/21, compared to 34,900 in 2019/20). Reasons for attending the Emergency Department also changed with fewer accidents, but more thermal injuries/burns, likely reflective of spending more time in the home due to lockdown and restrictions (43).

Respondents to the provider survey articulated the increase in mental health needs, behaviours of concern, crisis presentations, and the need for respite. Providers reported changes in service provision, with closure of some services and switch to virtual provision where it was possible. Staff were concerned for future service provision, being unable to recover from backlog, increasing waiting lists, and funding difficulties.

Mental health impacts of COVID-19 restrictions

The pandemic response has had a significant negative impact on children and young people in Wales on mental health and well-being; with loneliness, isolation, and parental stress contributing (44). More Welsh children have been exposed to Violence Against Women, Domestic Abuse, and Sexual Violence (VAWDASV), reflected by increased calls to helplines (44). In Wales, adolescents were found to be particularly vulnerable to the mental health impacts of pandemic restrictions than younger children or older adults; as were young people not in employment, education or training, and people from more deprived areas (44).

Regionally, there were increased attendances to the Paediatric Emergency Department for mental health disorders such as self-harm, suicidal ideation or attempt, eating disorders, and increased behaviours of concern which parents and carers could no longer manage at home (43). Increased attendances have put strain on specialist services such as Child and Adolescent Mental Health Services (CAMHS) crisis teams (43). Figure 5.1 below shows the increase in admissions to hospital for an eating disorder amongst those aged 0-17 years (41). Note that these refer to admissions, not patients (there are 86 admissions in total between 2016/17 – 2020/21, corresponding to 51 patients).

Cardiff and Vale UHB do not have any inpatient CAMHS beds; inpatient CAMHS services are instead provided by Cwm Taf Morgannwg Health Board unless there are exceptional circumstances. Children and young people who have an urgent physical medical need or are at risk from a physical health perspective as a result of a mental health diagnosis receive inpatient care in paediatric wards in Cardiff and Vale UHB (41).
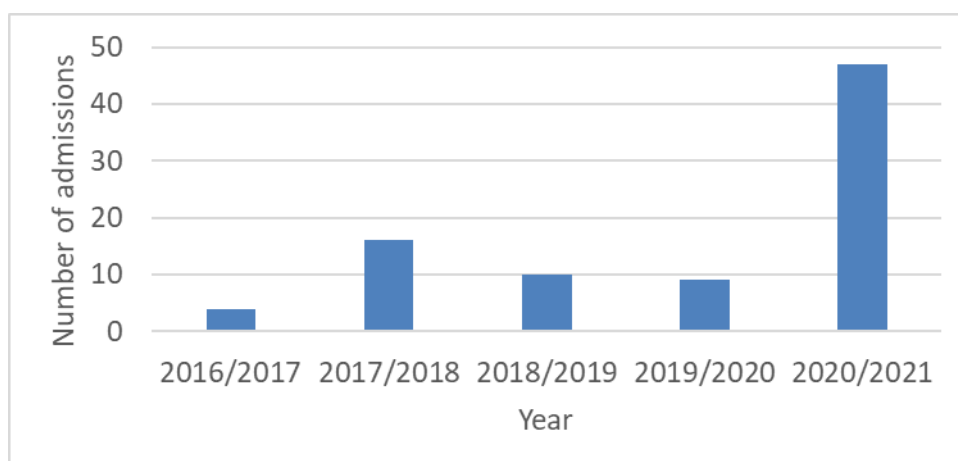
Figure 5.1. Number of inpatient admissions to Cardiff and Vale UHB with eating disorder, for people aged 0-17 years. Source: Cardiff and Vale UHB (41)

The Director of Public Health for Cardiff and the Vale UHB examines children and young people's mental health in detail in their 2021 annual report, with focus on the impact of COVID-19 (19). Supporting emotional well-being and mental health of children and young people is a key priority, with reference to the early years being a crucial period of development, and Adverse Childhood Experiences (ACEs) having a detrimental effect on adult mental health (19).

Overlapping and widening inequalities

The Health and Social Care in Wales update following COVID-19 identifies that often it is the same groups of children and young people who are negatively affected by policies implemented throughout the pandemic (25). Children who are most vulnerable include: children with additional learning needs; ethnic minority children; Welsh medium learners who do not speak Welsh at home; children who lack internet access; children with developmental delay; and children from deprived areas, especially those with no access to outdoor space (25).

The Children's Commissioner for Wales identified the impacts of lockdown and restrictions including: social impact of not seeing friends and family; interruption of education; increased exposure to violence at home (reflected by a 50% increase in calls to help lines) (45).

Exacerbation of educational needs

Interruption of schooling was identified in the Children's Commissioner for Wales' 'Coronavirus and Me' survey as a negative impact of COVID-19 restrictions. Negative consequences include the impact on learning and education on children and young people from more deprived areas, who already suffered worse educational outcomes. Lockdown and restrictions have widened these outcomes gaps. In this survey only 11% of 12-18 year-olds stated they were not worried about their education (45), with worries arising from the quality and unfamiliarity of the virtual learning environment and communication with teachers and schools (44). Challenges around home learning included digital access, the home environment, and additional learning needs (45). The importance of school for access to emotional health and well-being support was observed; alongside the role of schools in providing food and shelter, and promoting a sense of community and belonging (44). The

financial impact on families of lockdown and restrictions has increased the number of children suffering food insecurity (46), at the same time as decreasing access to school meals. Survey respondents were also concerned about the impact on their education.

> *"…isolating can mean missing out on important information in school which can reduce chances of getting a good grade"* – young person, survey

Mitigating negative impacts and promoting positive impacts

In Wales, protective factors to mitigate the negative impacts of the coronavirus restrictions included routines, spending time outdoors, and understanding coronavirus and the mechanism of transmission (44). Some positive impacts of the COVID-19 pandemic were also identified including discovering and enjoying the outdoors; taking up new hobbies; spending more time with family; and reduction in pressure from social situations and bullying (44) (45).

5.3 What are the care and support needs?

The following areas were identified as care and support needs for children and young people, from literature and engagement work.

5.3.1 Individual

Young carers

The 2016 Cardiff and Vale of Glamorgan 'Young Carers Speak Out' report identified a lack of awareness of support available to young carers. Professional leads feel that this has now improved. A Young Carers Awareness Day was held in Cardiff and the Vale of Glamorgan in January 2020. The Young Carers in Schools Programme established a Peer Review Panel of young carers across South East Wales, who review applications from schools applying for one of the three stages of the Young Carers in Schools Programme (28). Young carers have articulated needs with respect to mental health, wanting increased time for themselves to be a child or a young person, and support for their education.

Additional vulnerabilities

Some children may experience additional vulnerabilities if a parent or primary caregiver has experienced VAWDASV (see also chapter 17); is imprisoned (see also chapter 19); or has a substance misuse problem (see also chapter 18). Unaccompanied asylum seeking children are considered in chapter 20. These would all constitute an adverse childhood experience (ACE), which are associated with negative impacts across the life course (47).

Children and young people whose parent(s) are currently serving in the armed forces or have left military service (see also chapter 21) may experience both positive and negative impacts due to moving house, changing schools, making new friends and living abroad.

However, negative impacts were identified around worry for their parent(s) whilst they were deployed, and missing their parent(s) (48).

Language and communication

English was an additional language in 17% of primary school pupils in Cardiff, 3% in the Vale of Glamorgan, and 6% across Wales in 2020/21 (26). In Cardiff, most (85%) of primary school pupils cannot speak Welsh, but 9% are fluent in Welsh. In the Vale of Glamorgan, 81% cannot speak Welsh, and 11% are fluent (49). The survey for this assessment asked what languages respondents spoke at home. Most spoke English (n=22, 85%); and three or fewer responses were received for speaking English using Augmentative and Alternative Communication (AAC), Welsh, Gujarati, and Romanian.

In Wales, during COVID-19, most children in both Welsh and English-medium schools have been able to continue Welsh. In Welsh-medium schools, only 8% aged 7-11 and 15% aged 12-18 across Wales have not been continuing education in Welsh, and 31% of 7-11 year-olds and 26% of 12-18 year-olds in English-medium schools were not receiving opportunities to speak Welsh (45).

It is known that speech, language and communication difficulties in early childhood are associated with poor employment outcomes and poor mental health as adults, and are more common amongst young offenders, and those in areas of higher deprivation (50). Improving language development is one mechanism by which to reduce inequities, and break the intergenerational cycle of poor communication skills (51). The national prevalence of speech, language and communication difficulties is not known, however, the 2020 school census in Wales identified that 20% of children had special educational needs, of whom one third had speech, language, and communication difficulties (51). Welsh Government published 'Talk With Me: Speech, Language and Communication Delivery Plan' in 2020 (51). In Cardiff and the Vale, Speech and Language Therapists (SLTs) provide assessment, diagnosis and intervention to children and young people who have difficulties with speech, language, communication and swallowing difficulties. Services are provided in the family home, nurseries and schools, and in healthcare settings. Support ranges from initiatives with Flying Start (a Welsh Government programme to improve outcomes amongst children under 4 years old living in disadvantaged areas in Wales (52)) which aims to prevent difficulties and to promote healthy eating habits, to multi-disciplinary specialist team support for families to manage the impact of complex and lifelong conditions such as deafness, learning disability and autism (41).

5.3.2 Community

There were 2,940 and 821 assessments of need for care and support undertaken in Cardiff and the Vale of Glamorgan respectively in 2018/19. This is an increase of 580 and 190, respectively, from 2016/17. Of these, in 2018/19, 352 assessments led to a care and support plan in Cardiff (data not available for the Vale of Glamorgan) (31).

Emotional health, mental health, and well-being

Primary Mental Health (PMH) service demand (for mild to moderate mental health concerns) has been found to be cyclical and tended to be associated with return to school after holiday periods. The Child and Adolescent Mental Health Service (CAMHS) attend to patients with more severe mental health concerns. Referrals follow a similar pattern to Primary Mental Health. The Crisis service sees patients presenting to the Emergency Department who require urgent care (41).

Figure 5.2 demonstrates the number of referrals to PMH, CAMHS, and Crisis since April 2019, and figure 5.3 shows the waiting list length.
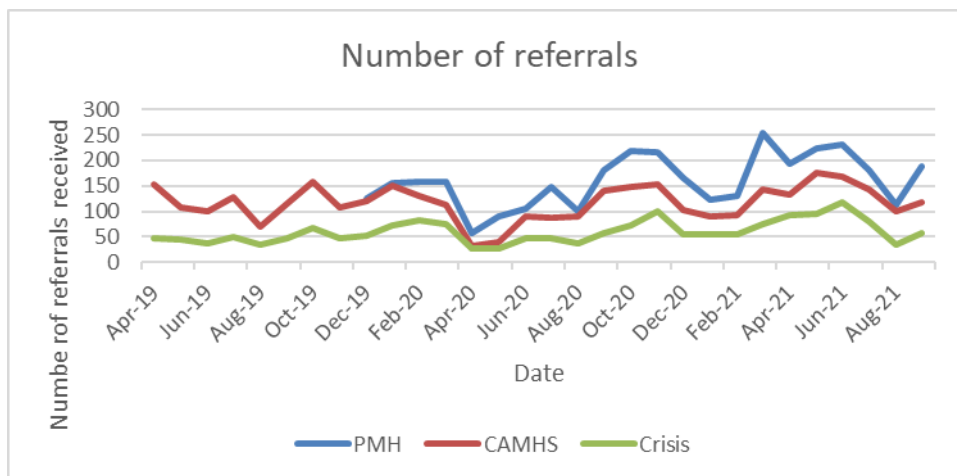
Figure 5.2. Number of referrals to Primary Mental Health, CAMHS, and Crisis Source: Cardiff and Vale UHB (41)
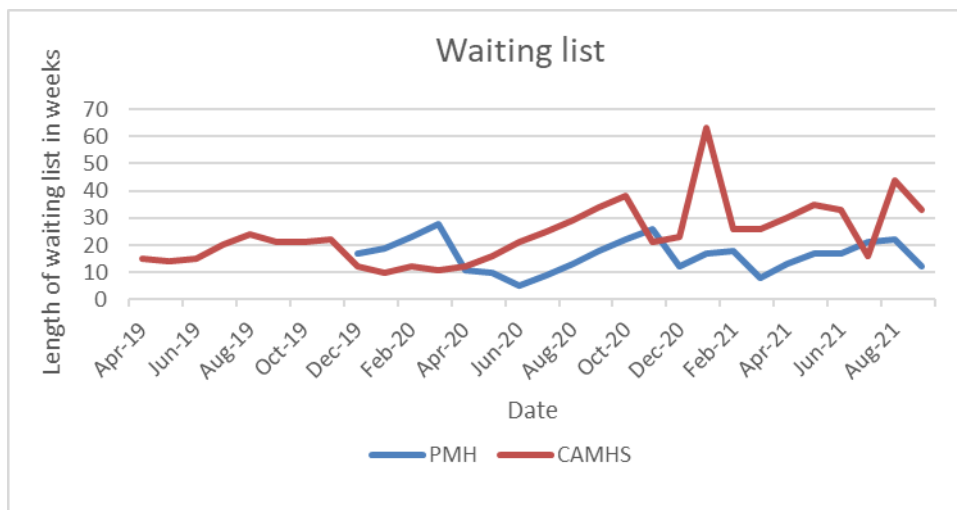
Figure 5.3. Waiting list length in weeks for PMH and CAMHS Source: Cardiff and Vale UHB (41)

Amongst the 35 respondents to the PNA survey for children and young people, 12% rated their well-being as 3 or less out of 10, where 0 was the lowest and 10 the highest. Around half reported a score of 7+/10. The most commonly cited everyday problems experienced were emotional health (75% respondents); mental health (63% respondents); school (63%); and body image (45%). Two-thirds of survey respondents were worried for the future. Respondents were looking forward to taking part in sports/exercise; finishing college; gaining independence; getting a job and earning money; meeting new people and seeing

new things; and *"being happy"*. Six respondents wanted additional support to help them reach their goals, including help from family, and developing further skills from specialist teaching staff. Note that these survey results are not representative, but do support the importance of mental health and well-being.

County Lines

The Cardiff and Vale UHB Safeguarding Annual Report 2020/21 identifies County Lines as a national issue, particularly affecting the most vulnerable. Children and young people can be targeted and exploited through grooming and threats; intimidating young people into drug-related criminal activity, and associated violent behaviour such as knife crime. A multiagency approach including South Wales Police, Cardiff and Vale UHB, and education has been taken to provide training and raise awareness of when to suspect and how to manage this phenomenon (43). Chapter 19 has further information on youth justice.

5.3.3   Wider determinants of health

Deprivation

An evidence review of the human rights of children in Wales identified differential outcomes in health risk factors and outcomes, education, and wellbeing depending on socio-economic background (53). In terms of health, children aged 4-5 years in the most deprived decile were 76% more likely to be obese than those in the least deprived decile. Low birth weight and educational deprivation were also associated with income deprivation (54).
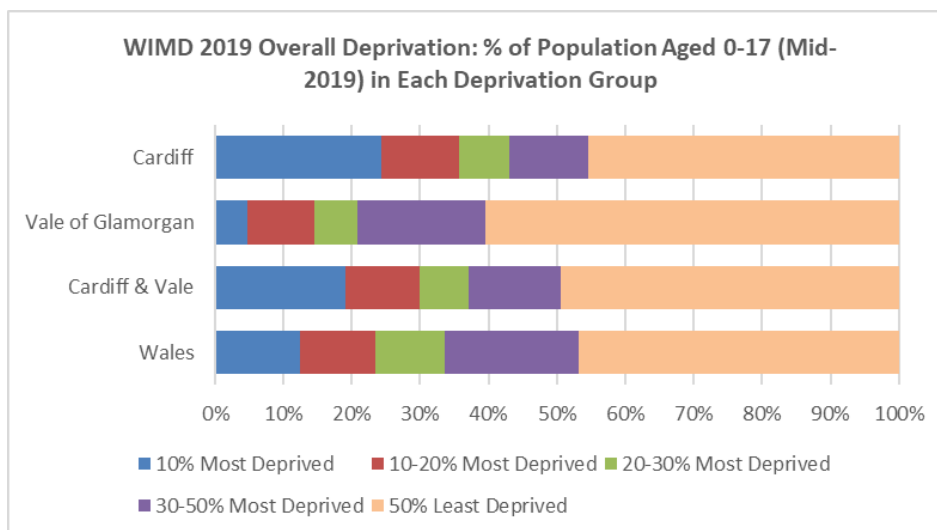
Figure 5.4. Proportion of the population aged 0-17 years within deprivation deciles, 2019

Source: Produced by Cardiff Council using Welsh Government data (22)

The most recent Welsh Index of Multiple Deprivation report uses 2016/17 data, and found that 28% of children in Wales aged 0-4 lived in income deprivation (range 17%-30%). This is the highest proportion by age group. Cardiff has the highest number of 0-4 year olds living in income deprivation (6,600 children) but sits just above the Welsh average at 29%; the Vale of Glamorgan has nearly 2,000 children in income deprivation (23%). Cardiff has both the most and least deprived middle super output areas in Wales, with income deprivation rates between 3% in Rhiwbina and Pantmawr, to 67% in Ely East amongst children aged 0-4

years. In both local authorities, this represents a decrease from 2012/13: where Cardiff had 33% and Vale of Glamorgan 27% of 0-4 year olds living in income deprivation (22).

Welsh Government published its review on socio-economic disadvantage and inequalities of outcome in November 2021, and identifies that the attainment gap is evident even in primary school. Disadvantaged children are less likely to complete qualifications, and have reduced education and financial outcomes compared to non-disadvantaged peers. This disadvantaged position is further exacerbated by housing inequalities, for example, through lack of suitable environment to complete homework. This is described as having a "cyclical" intergenerational impact (55).

Twenty-six respondents of the survey answered questions relating to the Family Affluence Scale, also used by the School Health Research Network (56). Questions include whether the individual has their own bedroom; the number of computers/smart phones in the home; and the presence of a dishwasher. The Scale identified 7 of 26 respondents as low affluence, 14 as middle, and 5 as high affluence.

Free School Meals

One-fifth of school-age children in Wales in 2020 were eligible for free school meals, but amongst students with special educational needs, 45% were eligible (57). In the three years to 2021, 21% of primary school pupils in Wales were eligible for free school meals, with 15% in the Vale of Glamorgan and 25% in Cardiff (26). Across Wales, three-quarters of those eligible took up free school meals in 2019/20. This is expected to increase with the end of the Government furlough scheme (57).

School exclusion rates are higher for those eligible for free school meals than those not eligible (53). Free school meals have been associated with improved nutrition, school attendance, and school achievements (46). The attainment gap in Cardiff between those eligible and not eligible for free school meals grows from 10% in Key Stage 2 to 31% in Key Stage 4 in 2018 (35). The attainment gap in the Vale of Glamorgan between those eligible and not eligible for free school meals grows from 12% in Key Stage 2 to 31% in Key Stage 4 in 2018 (58). Across Wales in 2017/18, the percent of pupils achieving A*-C was consistently lower amongst those eligible for free school meals compared to those not eligible. For example, 38% versus 70% in English; and 39% versus 71% in Maths (59).

Education and employment

Estimates from 2020 suggest between 9-11% of 16-18 year-olds across Wales are not in employment, education, or training (NEET) (60). Estimates for those aged 19-24 is 15%. This is the result of a gradual decrease in NEET for this age group following a peak of 23% in 2009-2012 due to the 2008 recession (60). Young people with disabilities, in particular those aged 19-24, are more likely to be NEET than those without disabilities. One fifth of disabled people are NEET at age 16-18; this is two-fifths at age 19-24 (60).

Careers Wales report on pupil destinations using an annual survey of school leavers. Table 5.2 shows the number of pupils reporting that they are NEET in summer 2020. Note that the survey is completed by school leavers, and may therefore underestimate the total number of young people who are NEET.

Table 5.2. The number (and percent) of respondents to the annual survey of school leavers reporting that they are NEET, summer 2020

| | Year 11 | | Year 12 | | Year 13 | |
	Number	%	Number	%	Number	%
Cardiff	67/3,255	2.1	7/1,819	0.4	36/1,366	2.6
Vale of Glamorgan	13/1,457	0.9	5/794	0.6	21/676	3.1
Wales	527/30,811	1.7	76/12,222	0.6	355/10,059	3.5

Source: Careers Wales (61)

The Inspire to Work project in the Vale of Glamorgan was established in 2017 and supports young people aged 16-24 who are NEET, to find employment, or educational and training opportunities. Support is provided through a variety of mechanisms including 1:1 and group sessions, work experiences, and a personal Learning Coach who develops a bespoke action plan, based on the person's individual needs and priorities (58). The Communities for Work programme supports young people resident in specific areas of the Vale of Glamorgan find employment. Together, both programmes recorded 150 new engagements in the 2020/21 academic year (58).

In Cardiff, the Into Work Advice Service ties together many employment projects to support young people aged 16-24 get into work. Projects offer 1:1 mentoring within local community settings, funding for job specific training and barriers faced to employment (such as work clothes/PPE) and general advice/guidance to help young people navigate often their first steps into employment or a new career. There are tailored projects for young people who are homeless or have housing issues, and for those who are looked after or care experienced. These project offer extra support, including paid work placements and housing information. In the 2020/21 academic year, 819 young people aged 16-24 were supported as new engagements (30).

Of the 35 survey respondents, 66% were in school, 14% in college, 6% employed, 6% at university.

Housing

A notable proportion of the total number of households with dependent children accepted as eligible, unintentionally homeless and in priority need in Wales are in Cardiff: 420 of 864 households in 2016/17, and 363 of 1,005 households in 2018/19. The Vale of Glamorgan

had 36 and 42 households respectively. No data were collected for 2019/20 due to COVID-19 (62).

There were similar trends in numbers of homeless households with dependent children in temporary accommodation: 354 in Cardiff (total for Wales: 780) in 2016/17, rising to 366 (total for Wales: 849) by 2019/20. In the Vale of Glamorgan, these values were 27 and 39 respectively (62).

Housing services in the Vale of Glamorgan have supported 198 young people (aged 16-24) who are homeless or at risk of homelessness in the preceding 12 months. Support includes managing a tenancy, budgeting skills, domestic skills, moving to more appropriate accommodation, reducing isolation, and signposting (63). In 2020/21, Cardiff Council's Young Person Gateway has provided accommodation and support for 162 young people. This includes accommodation within the Gateway alongside support in areas such as mental health, access to education, employment, and independent living skills. The tenancy training pathway has seen 70 young people positively move on into social housing with all continuing to maintain this accommodation. Llamau, in partnership with Cardiff Council, have worked with 76 young people to provide mediation in order to prevent homelessness and allow young people, where safe and suitable to do so, to maintain their current accommodation (30).

5.3.4 Unmet needs

Survey respondents articulated concerns for the following, suggesting a need for further guidance and support. Note the small sample size of 35, which is not representative of the population of children and young people.

- Health worries: anxiety around a medical diagnosis, or recurrence of mental health problems
- Failure: not achieving exam success and the consequences; financial insecurity; "*not achieving my dreams*"
- The COVID-19 pandemic and the climate crisis

Gaps in knowledge and understanding stem from gaps in locally-available data as well as evolving and emerging events on a local and wider scale. These include:

- Emerging impacts of COVID-19, lockdown and restrictions including long COVID
- The number and characterisation of young carers – results from the 2021 Census are awaited
- Associations of socio-economic status and care needs
- The prevalence of speech, language and communication difficulties in children and young people in Cardiff and the Vale of Glamorgan
- Bullying in schools, and associated characteristics, such as protected characteristics
- Accompanied and unaccompanied asylum seeking and refugee children, and associated outcomes in terms of health and education/employment

5. 4   What are the range and level of services needed?
5.4.1   Prevention and assets
Healthy behaviours

The School Health Research Network survey reports the following amongst secondary school pupils in Cardiff and the Vale of Glamorgan:

- 2% of male and female respondents report smoking tobacco at least weekly
- 18% of males and 16% of females report ever trying e-cigarettes; with 2% using them at least weekly
- 7% of males and 5% of females have ever used cannabis
- 10% of males and 5% of females have spent their own money on gambling (56)

The National Child Measurement Programme data 2018/19 demonstrates that most children aged 4-5 are of a healthy weight (80% in the Vale of Glamorgan; 76% in Cardiff). In Cardiff, 13% are overweight, and 11% are obese. For the Vale of Glamorgan, the figures are 9% and 9% respectively. Compared to 2011/12, this represents a higher proportion of children being a healthy weight. At a national level, there is an increase in proportions of children being overweight and obese with increasing deprivation. The fifth of children who are least deprived have the highest proportion of children who are a healthy weight (64).

Reduction and mitigation of Adverse Childhood Experiences

ACEs comprise abuse, neglect, and household dysfunction (including parental substance misuse, violence, or separation), which have been associated with a variety of adverse outcomes across the life course, such as poorer health and wellbeing, worse educational attainment, and increased risk of incarceration (47) (65). Half of adults in Wales have had at least one ACE. One quarter of 49-year old adults with four or more ACEs have at least one chronic disease, compared to 7% of those with no ACEs (47).

ACEs can be intergenerational. Protective factors have also been identified, which mitigate or attenuate the association with ACEs. This means that there is opportunity to intervene within an early intervention approach to support children and their parents, or through taking an ACE-informed approach. Pilot routine "ACE enquiry" in three areas in Wales found high levels of first disclosure of ACEs (over 40% of caregivers) (65). Welsh Government have prioritised ACEs in its programmes (47).

Vaccination

Public Health Wales data demonstrate that decreasing vaccine uptake of the 6 in 1 vaccine by 1 year of age in Cardiff, is currently below the 95% target. The Vale of Glamorgan is just above the target. Data on children receiving the first MMR dose by 2 years, two MMR doses by 5 years, and the pre-school booster by 5 years show that both Cardiff and the Vale of Glamorgan are below the set target for 2019/20 (66).

Analysis by Public Health Wales shows that socioeconomic inequalities are associated with smaller differences in uptake in younger children, with bigger uptake differences in teenagers in Wales (67).

Assets to support well-being

Amongst survey respondents, the most common source of support was a parent/guardian, with 83.3% of respondents having received help from them. More than half of those surveyed received support from friends (59%), school teachers (57%), or a GP (53%). Other sources of support included youth centre/youth workers, social worker, third sector, and online support, local clubs and groups, sports clubs, and social media.

Professional leads identified the Join the Dots service by Cardiff and Vale Action for Mental Health (CAVAMH) which supports children and young people to have an input into services.

Support available for young carers include the following:
- The Primary Mental Health team provides support for young carers and their families for anxiety, depression, stress, and relationship difficulties (27)
- Meic Cymru provides information, advice and advocacy (27)
- Action for Children work with young carers known to Children's Services; offer respite, and work to increase confidence and respond positively to challenges (27)
- Local authority support: in Cardiff, the Cardiff Family Gateway, and in the Vale of Glamorgan, Families First Advice Live provide information and signposting (27)
- The YMCA run Time 4 Me for young carers provides peer support (27)

5.4.2 Community services
Whole school emotional health

Advocated by the Together for Children and Young People 2 (T4CYP 2) programme, a whole school approach facilitates universal services and promotes joined up working (68). Welsh Government has published a framework on how to embed this approach to promote emotional and mental wellbeing (69). The 2021 annual report for the Director of Public Health in Cardiff and Vale UHB identifies that the education sector is well-placed for support provision, but recognises that local and national partners also have a key role, for example, through building resilience and positive behaviours (19).

Sustainable services

Professional leads identified that financial security for services is needed in order to maintain and build upon positive outcomes achieved so far.

5.4.3   Partnership approach
Person, not service, centred services

Professional stakeholders have articulated the need for services to join up, and provide holistic support that is seamless between services. Stakeholders for this report have identified that not all children and young people who have care and support needs will have a specified diagnosis. Services must be able to respond and support all children and young people based on their needs within universal services.

Figure 1 NEST diagram showing key areas, stakeholders and themes around early support and prevention.

The NEST (Nurturing, Empowering, Safe, Trusted) Framework promotes a person-centred, values-led, integrated whole system approach; supporting early help, the right help, and at the right time with the aim of improved mental health and emotional wellbeing (33). Collaboration across services including public and third sector will facilitate whole system approach and provide inclusive services for all those who may need them, rather than specialist interventions for specific groups. (3)

Figure 5.5. The NEST Framework (3)

In line with NEST, the No Wrong Door approach brings together services and asks services to wrap around children, young people, and their families, rather than asking those in need of care and support to understand a complex system (32).

A focus group respondent wanted a service priority to be: *"uncomplicating things"*.

5.5   What is likely to happen in the future

The number of children aged 0-15 is projected to decrease in Cardiff by from 67,945 to 64,352 between 2020 and 2040, and increase slightly in the Vale of Glamorgan by from 25,000 to 25,207 between 2020 and 2040 (10). However, as a proportion, young people aged 15 and under were 18.5% of the population of Cardiff in 2020, and are estimated to make up 16.6% in 2040. For the Vale of Glamorgan, these values were 18.7% in 2020, and 17.2% in 2040. In line with this trend, the absolute number of young people aged 0-15 in Wales will decrease in the same time period, as will the proportion of the total population – from 17.9% in 2020, to 15.9% in 2040 (10). The reduction in the proportion of under 16s is likely reflective of the decreasing fertility rate, and increase in the number of older people. Note that projections should be interpreted with caution as they are based on historical trends.

COVID-19 and the restrictions placed on children and young people will have direct and indirect impacts on children and young people's health for some time to come; this has been considered in the Welsh Government update on Health and Social Care (25). Public Health Wales is researching the impact of COVID-19 combined with Brexit and climate change, called the "triple challenge", which will have wide ranging, dynamic, and synergistic impacts across the wider determinants of health for children and young people (70).

5.6　　　　Recommendations

Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:

- Adopt the NEST Framework and No Wrong Door approach
- Strengthen actions to ensure information is accessible to children and young people; and they are invited to co-produce services so they are person-centred, and help children and young people feel valued
- Monitor emerging literature on long COVID in children and young people

Cardiff and Vale University Health Board to:

- Continue to promote preventative strategies including routine immunisations
- Continue to develop partnerships with Education services and embed the whole school approach to emotional health and wellbeing
- Increase funding available to mental health services for children and young people (25)
- Target waiting list times, especially for children and young people's mental health services
- Develop Integrated Model for Emotional Health and Well-being for Cardiff and Vale

6. Children and Young People with Complex Needs

This chapter should be read in conjunction with the following chapters: Children and Young People; Children Looked After; Healthy Lifestyles and Long Term Conditions; Physical Disability; Learning Disability; Autism; Adult Unpaid Carers; Sensory Loss and Impairment; VAWDASV; Asylum Seekers and Refugees; Secure Estate

Recommendations

Cardiff and Vale University Health Board, Cardiff and the Vale of Glamorgan Local Authorities, education providers, and third sector to:

- Promote universal and targeted early intervention and preventative services including parental support
- Undertake training to increase awareness and promote services accessible and comfortable for children and young people with neurodevelopmental disorders
- Work to ensure the T4CYP 2 programme is fully embedded

Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:

- Share good practice and learning
- Address data gaps
- Address gaps in service provision
- Promote early help and preventative approaches in line with T4CYP 2
- Embed the NEST framework and No Wrong Door approach
- Address the increasing waiting list for assessment

Regional Partnership Board to:

- Lead on development and implementation of an integrated model for children and young people's emotional health and wellbeing

6.1 Overview

Children and young people with complex needs includes those with disabilities and/or illness; those who are care experienced; those in need of care and support; those at risk of being looked after; and those with emotional behavioural needs (3). It should be stressed that the term "*complex needs*" refers to the fact the *service provision required* may be complex, and not the child or young person (32). This updated definition places additional focus on emotional health and well-being.

Children and young people with symptoms of autistic spectrum disorder, attention deficit and hyperactivity disorder (ADHD), or other conditions may be referred to neurodevelopmental assessment services for diagnosis. The neurodevelopment service in Cardiff and Vale University Health Board provides multidisciplinary assessment, intervention, information and support for patients and their families (71). For those who have received a diagnosis, post-diagnostic support may include multidisciplinary therapeutic interventions which best meet the child's needs (3). They provide support for the child or young person, as well as their families or carers. Inclusive support services are being developed so that children or young people who require support but do not have a diagnosis, and their families, are still able to receive the help they need.

There is no data source which provides figures for all children and young people with complex needs, in part due to the breadth of its definition. The Children Receiving Care and Support Census reports the number of children and young people receiving care and support services from a local authority (including children looked after), as well as some types of disability. Data are as follows:

Table 6.1. Number of children receiving care and support services from a local authority

	Cardiff		Vale of Glamorgan	
	2017	2020	2017	2020
Total number of children receiving care and support services from the local authority	1,485	1,860	445	510
Number of children with a disability	395	450	100	140
Number of children with a mobility disability	85	105	45	50
Number of children with a speech, hearing, and eye sight disability	195	250	65	80

Source: Stats Wales (72)

The Children Act 1989 requires each Local Authority to establish a "register" to enable service providers to work together with children and young people with disabilities and additional needs, and their families. In both Cardiff and the Vale of Glamorgan, this is known as "The Index". The Index provides support and local information on services and support, and helps service providers with planning (73). The Index is voluntary and therefore likely underestimates the true number of children and young people with disabilities and additional needs. This likely explains, in part, why the figure for Cardiff registrants is lower than the Vale of Glamorgan.

The Cardiff Index, launched in 2016, had 806 children and young people registered in January 2022. Of those registered, the majority are registered for autism (n=259); developmental delay (n=138); and behaviour/emotional difficulties (n=121). These figures represent a large increase from 2017, when only 90 were registered (74).

The Index in the Vale of Glamorgan has 823 children and young people registered; with 64 new registrations in the year 2020/21 and 27 children and young people deregistered for various reasons including becoming 18 (73). Over half (56%) live in Barry (45% in 2017). As

per Cardiff, Autistic Spectrum Disorder is the primary reason for registration (36%); however, half of registrants have behavioural/emotional difficulties (75).

Engagement for this chapter comprises of eight parents of children living with cerebral palsy (aged 8-11 years) from a focus group discussion. Their views will not be representative of all children and young people, and their parents, guardians, or carers, but do provide lived experience which complements other data sources.

6. 2   What has changed since 2017?

6.2.1   Pre-COVID-19

The Integrated Care Fund, launched in 2014/15, released funds for children and adults with complex needs and children with learning disabilities in 2016/17, bringing the Integrated Autism Service within remit (32). The Integrated Autism Service was launched in 2017 and provides assessment and diagnosis for adults for learning disability and autism; and provides support to services users, their families and carers, and professionals (76).

Since the 2017 Population Needs Assessment, the Autistic Spectrum Disorder Updated Delivery Plan 2018-2021 has been published (77), as well as the Code of Practice on the Delivery of Autism Services 2021 (78). The Code sets out the range of support services for assessment, diagnosis, health and social care and broader work around training and awareness ranging.

The Together for Children and Young People (T4CYP) 2 Neurodevelopment Support agenda sets out a vision for services, implements pathways and standards, and works to improve outcomes and support for children and their families. It took over from the original T4CYP programme which ran from 2015-2019 (68). The programme supports the Additional Learning Needs Act (34).

6.2.1   COVID-19

Welsh Government published its report 'Locked Out: liberating disabled people's lives and rights in Wales beyond COVID-19' in 2021, which describes the impact of COVID-19 lockdown and restrictions on disabled people in Wales (79) (please see also Chapter 10). An intersectionality reference group, which included young people with disabilities in care, for the Locked Out report on people with disabilities and COVID-19 in Wales identified that young people were "*falling through the gaps*" in provision (79). This is echoed by the Care Quality Commission in England who document the impact of service disruption due to COVID-19 on children and young people, including the need to prevent gaps in care provision. Transition to adult services were identified as a priority area (80).

In addition, the Care Quality Commission described how the COVID-19 restrictions have placed strain on care and support providers, as well as children, young people and their families and carers as described throughout this report. Mitigating the negative impacts of service disruption (such as the pause in face to face services and the switch to virtual modalities) must be a priority. This should include care where it is needed to prevent placement breakdown (80).

6.3 What are the care and support needs?
6.3.1 Individual
Supporting independence

Welsh Government report that some disabled children and young people feel unable to use public transport on their own, instead relying on parents (81). Travel training for young disabled people may help increase independence (81).

Young people wish to have a voice in decision making locally as well as at a wider level. Vale Youth Speak Up enable young disabled people, aged 16-25, to participate in discussions and influence decisions, for example, around discrimination and bullying (81). The Children in Wales Getting More Involved in Social Care project enables disabled young people to provide training for peers and professionals, which increases knowledge of children's rights, and increases involvement in decisions (81).

A focus group with parents of children with cerebral palsy wanted their parent voice to be better heard, and to be more included within the decision making process.

Language and communication

The Vale of Glamorgan Index reports that 51% of registrants have communication and socialisation difficulties; and 39% have speech and language difficulties. In terms of methods of communication, 7% use Picture Exchange Communication Systems (PECS) and 3% use Makaton (73). The Cardiff Index reports that 5% of those registered have speech and language difficulties as the primary criteria for registering, and 54% of the 802 registrants have speech and language difficulties as an additional reason for registration. Of the total number of children and young people registered, 23% use Gestures, 14% use PECS, 10% use Makaton, and 0.5% use British Sign Language for communication (74).

Welsh Government has published a Welsh language impact assessment on the Code of Practice for the Delivery of Autism services (82).

6.3.2 Community
Access to assessment, care, and support

The Neurodevelopmental team conducts assessments for children and young people who require them (adults are assessed by the Integrated Autism Service). Figure 6.1 shows the number of referrals to the Cardiff and Vale Neurodevelopmental team since March 2020 (referrals prior to this date were in the range of 43 – 183 per month). Of note, is the increasing waiting list in terms of volume, but also the duration of waiting list from 58 weeks in March 2020, to 129 weeks in September 2021 (83).
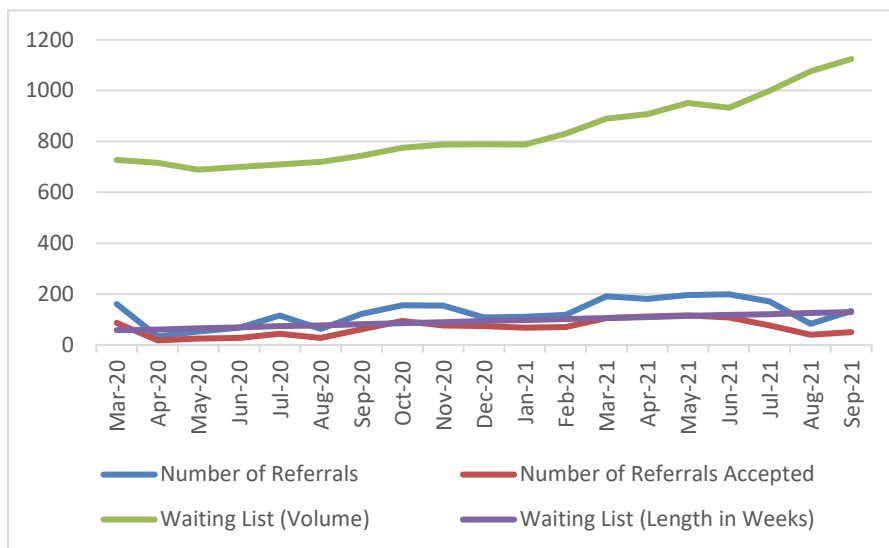
Figure 6.1. Referrals to the Neurodevelopmental Team, and waiting list measures (83)

Young people with learning difficulties across Wales have reported difficulties with the short health care appointment length, stating that they would like more time in order to understand the discussion (81).

Some specialist health services have been difficult to access by young disabled people, such as sexual health. In addition, Welsh Government report that despite being more likely to have additional healthcare needs such as poor mental health, they are unable to access services until the situation is more severe, such as at crisis point (81).

Post-diagnostic support

The Neurodevelopment team provide support through different mechanisms including referrals to Primary Mental Health; CAMHS; the Emotional Wellbeing Service; or to Families First and Cardiff Family Advice & Support. The Integrated Autism Service (IAS) does not work directly with children, instead working with their parents or carers to indirectly support the child. During 2020/21, 15 parents or carers were supported by IAS. Of the 585 new referrals received, 22 were from people aged 16-17, and 173 by those aged 18-25 (note that referrals are for a range of services and not just assessment) (83). Support provided by the IAS includes: advice on managing sleep difficulties; assessments and strategies to manage triggers of behaviour that challenges; support transitions to adult services; training and support groups. In addition, services can be provided in conjunction with CAMHS or the learning disabilities team (83).

Transition of care from children's to adult services

The aim of transition is to promote independence in a safe and supported manner – for both the young person, and their parent or primary carer, who may struggle with the change in relationship, according to Welsh Government (81). A consultation in Cardiff and Vale for the regional joint commissioning strategy for adults with learning disabilities identified transition from child to adult services as a priority; and anticipated that between 2018/19 and 2020/21, approximately 19 people with learning disability would transition

each year in Cardiff, and 9 in the Vale of Glamorgan (84). In the Vale of Glamorgan for the years 2016 and 2017 combined, 24 young people were assessed in the year they turned 18, of whom 22 had eligible care and support needs requiring input from the Adult Learning Disability Team. In 2020, 12 were assessed and 9 eligible for input from the Adult Learning Disability Team (29). In Cardiff, in 2020/21, of the 36 young people known to the Child Health and Disability Team, 33 transitioned to the Adult Learning Disability Team. In 2018/19, the figures were 25 and 20 respectively (30).

However, transition remains a challenge for many in Wales, citing lack of awareness of sources of support, inadequate signposting, and barriers to access. The role of parents as carers also changes as young people gain their independence, which can add stress to the relationship (81). Members of a professional workshop held in Cardiff and the Vale UHB stated families are often in limbo whilst they are transferring between services and transitioning to adult services (85).

The Multi Agency Transition Review Interface Group is a forum to discuss the needs, outcomes and resources required for young people in the 15-18 year old age group who have, or may have a need for care and support into adulthood. This forum runs in both Local Authorities and informs both individual and strategic planning (86).

Both Cardiff and the Vale have developed a support planning service, which comprises a person-centred assessment with people known to the teams to consider options for day opportunities. The specialist service focuses on opportunities to gain skills, enhance networks and inclusion within local communities. Both councils also have employment support for those who are interested in paid work. As with all service areas, this has been impacted by the COVID-19 pandemic but work is restarting to widen access to community options (29) (30).

6.3.3   Wider determinants of health
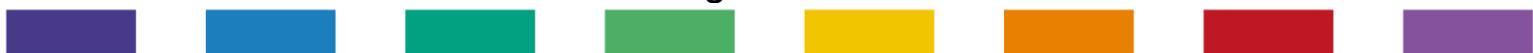
Deprivation

No local data are available relating to children and young people with complex needs. A reduction in Direct Payments has been experienced by recipients in Wales; therefore decreasing access to finance and increasing isolation with reduced well-being (81). In contrast, Disabled Students' Allowance has improved equity of access to higher education (81).

Support provided by the IAS includes guidance on benefits and employment. The Code of Practice on the Delivery of Autism Services asks employers to promote inclusion of autistic people (82). Increasing awareness of inclusive recruitment will enable more autistic people to gain higher quality jobs.

Education and employment

Data from the Pupil Level Annual School Census demonstrate that the proportion of pupils aged 5-15 years with special educational needs is lower in the Vale of Glamorgan, and higher in Cardiff, than the Wales average. In Cardiff, 2.7% of pupils aged 5-15 years have a

Statement of Special Educational Needs, compared to 0.6% in the Vale of Glamorgan, and 2% in Wales (26). In Cardiff, there were 9,446 pupils with special educational needs in 2020/21, of whom 2,143 had a Statement (1639 in 2016/17). In the Vale of Glamorgan, there were 3,213 pupils with special educational needs, of which 439 pupils have a Statement of Special Educational Needs (378 in 2016/17) (87).

Welsh Government reports that many people still incorrectly assume that young disabled people are unable or unwilling to learn (81). This report calls for those in Education services to inspire young disabled people and aim for aspirational goals. They state that children with hearing or sight loss should be supported to feel confident traveling to and around school. Mainstreaming children with disabilities from an early age was proposed to increase acceptance, and could be supported by the establishment of inclusivity league tables (81). Welsh parents reported physical barriers affecting school experience (e.g., steps in classrooms), and were concerned regarding the transition from primary to secondary school.

Bullying is reported as a serious concern in both mainstream and additional learning needs schools, and further action is needed to address this in many schools in Wales (81). Three primary schools in Cardiff and the Vale of Glamorgan have undertaken Learning with Autism training between 2017 and 2018 (corresponding to 127 staff members), which helps staff adapt their communications and the learning environment to the needs of the child (88).

Supporting progression into employment or further education is beneficial for establishing and developing social relationships, supporting well-being (81). Welsh Government report that young disabled people want to access work, and should help co-produce pathways to employment. Those leaving education should therefore be signposted to specialist disability employment support (81).

Housing

The Cardiff Local Housing Strategy identified that demand outstripped availability for accessible homes of which many applicants had children with disabilities within the household (89). Children and young people with physical disabilities have experienced difficulties finding housing that meets their needs, and this is especially so in the private rented sector in Wales (81). Similarly, in the Vale, demand outstrips supply for accessible homes. During the last two years the Vale's Council Housing New Build programme has increased the supply of purpose built adapted bungalows and flats. Within the Vale of Glamorgan Housing Strategy, there is a requirement for at least two adapted homes on new social housing grant funded developments. An Accessible Housing Panel was introduced in autumn 2020 in the Vale of Glamorgan, which considers each property on its suitability for the individual applicant, and conducts any necessary adaptations (29).

Some children require residential and specialist care, however, a priority should be prevention of the need for unnecessarily high levels of care, as such placements are more difficult to find, and are more likely out of area. Improving local health team resources to support positive behaviours and provide family-centred support would work towards this aim.

Social Care Wales report data on the number of placements and type for young people with learning disability. The total number of placements in Wales has decreased between 2015 and 2019 (2,842 to 2,342), but has increased in both the Vale of Glamorgan (68 to 108) and Cardiff (227 to 236). Most placements are in the community with their parents or family, with a minority placed in foster homes (6 in Vale of Glamorgan, 9 in Cardiff in 2019) (90).

In Cardiff and Vale of Glamorgan, some children and young people have experienced family placement breakdown due to needs arising from their neurodevelopmental disorder. This presents a challenge for local authorities who need to arrange placement at short notice, and may result in out of area placement. Early intervention can help reduce this risk (91).

6.3.4 Unmet needs

Engagement work identified the following as gaps in care and support:

- Children and young people without a diagnosis are missing out on care and support services
- Service provision: a lack of joined up care causes distress as children young people (and their parents or guardians) are moved between services; this is in part due to different IT systems and different uses of language between different services. In addition, difficulties were encountered with long durations until a diagnosis is reached; and a need for increased mental health support and opportunities for multidisciplinary appointments
- Support: a need for more peer support, and that this could be met by being mentored by another family to share lived experience. Support for the whole family was also identified
- More specialist sports opportunities and youth service provision

Gaps in our knowledge and understanding were identified as follows:

- The number and needs of children and young people who have care and support needs but do not fit an established pathway
- The number and needs of young people transitioning to adult services
- Socio-economic characteristics and Welsh language profile of children and young people undergoing neurodevelopmental assessment

6. 4 What are the range and level of services needed?

6.4.1 Prevention and assets

Early help

Early Help and Enhanced Support are a key pillar of the Together for Children and Young People 2 (T4CYP 2) programme (68). This stipulates a whole system approach. Early support for mental health concerns may help to avoid a crisis. Early Help services have recently experienced high levels of demand. Cardiff Family Gateway managed 12,359 calls and emails between November 2019 and November 2020; and supported 8,696 people. Cardiff Parenting received 686 referrals during the same time period, with 265 one-to-one psychology led parenting interventions (85). The Families First Advice Line in the Vale of Glamorgan provide Early Help, and received 1626 calls during the same time period (1013

were from professionals and 582 from parents or carers) (29). Of the total calls, the Families First Advice Line referred 340 to the Vale Parenting Service (29).

In Cardiff and Vale of Glamorgan, early identification and management of behaviours of concern could prevent ongoing difficulties into adulthood, which may reduce the risk of other complications such as contact with the criminal justice system, substance misuse, or mental health issues (92). Early intervention can additionally prevent placement breakdown, as well as being less costly. Regional mechanisms by which to provide this early intervention include development of life skills, parental support, and improving transitions of care (91).

Assets to support well-being

Professional workshops as part of the development of the integrated model for emotional health and wellbeing identified information provision for families, as well as services and programmes such as Flying Start, Family Gateway, Families First, Cardiff Parenting, Cardiff Family Advice & Support as supportive to the well-being of children, young people, and their families and carers.

Parents of children with cerebral palsy identified third sector organisations such as Cerebral Palsy Cymru and Shine Charity as assets, for their in-depth knowledge and advice. In addition, groups and coffee mornings with other parents of children with complex needs, to share lived experiences were helpful. Social services and social workers were also valued.

"…one [social worker] in particular has been superb" – parent of a child with complex needs, focus group

Other sources of support include Autism Wales, who provide resources for parents and carers, information on a wide range of topics including banks and dentists. Both Cardiff and the Vale of Glamorgan have outreach teams to support children in school. Both areas have a voluntary Index which offers support for children and young people and their families and carers.

"…without [Cerebral Palsy Cymru] being there we would feel really lost" – parent of a child with complex needs, focus group

6.4.2　　　Community services

Inclusive services considerate of the individual in their own context

Services need to be inclusive, accounting for the child or young person's communication needs (for example, use of Augmented and Alternative Communication (AAC) or language preferences), as well as access (85).

Services should include care and support tailored to the needs of children and young people as well as the family and carers, so that they can then care for the child or young person

(85). Inclusivity of parents and carers should be a focus also, as men are underrepresented. This includes respite for families and carers, which is accessible and available in a timely manner, and provision of "wrap around" support in line with 'No Wrong Door' and NEST (85).

Care and support services must be timely, and considerate of the notion that some children and young people may need multiple sources of care and support, each with their own waiting list. Change in demand should be anticipated and services planned to meet this.

Services close to home, including accommodation

Services must be provided close to home. The Welsh Government White Paper 'Rebalancing Care and Support' notes that children are often placed far from home, which is more costly and increases strain and stress on families as well as children and young people (93). Sufficient accommodation should be available locally for children and young people; this should include a range of options to appropriately meet the needs of the individual.

6.4.3   Partnership approach

Integrated, whole system approach

Service providers (including third sector) should be aware of other services available and how to access them, in order to build resilience within the system, and improve signposting (85). This is championed by the No Wrong Door report (32) (93). This approach should streamline access and improve communication between providers, so information is not lost between services, and families do not need to repeat themselves. Variation in referral mechanisms and documentation used between services should additionally be streamlined with better collaborative working (85). The Complex Needs Service is trialling delivering a fully joined up health and social care service for children and young people with complex needs (91).

Engagement work identified that parents wanted a central point for information, for example, through a care coordinator: parents of children and young people with complex needs have experienced long waits for appointments, and a need to be proactive in order to arrange annual reviews. A "*road map*" of support available, and upcoming appointments may help with this.

Transition of care from children's to adult services

'No Wrong Door' reports that children and young people with learning disability experience a stressful period of transition to adult services (32). The T4CYP 2 programme includes transitions as a core component within its Early Help and Enhanced Support work stream (68). Care and support provision should continue seamlessly through this period of transition, and focus on what matters to the individual. Cardiff and Vale RPB is developing a regional protocol for transition of young people with learning disabilities.

6.5   What is likely to happen in the future?

Population projections from Social Care Wales suggest that the numbers of children with moderate, profound and multiple, or severe learning disabilities are likely to remain fairly

similar over the next 20 years (94). In Cardiff, the number of children with learning disability is predicted to decrease from 3,027 in 2020 to 2,907 in 2040; in the Vale of Glamorgan a slight increase from 1,124 to 1,149 is predicted (94), likely reflective of the decrease in under 18 population predicted in Cardiff between 2018 and 2040 (95). Social Care Wales have predicted relatively stable numbers of children and young people with autism between 2020 and 2040 (1,370 to 1,316 in Cardiff; 509 to 520 in Vale of Glamorgan) (94). However, these figures are based on prevalence data. Neurodevelopmental services are currently recording increased referrals, waiting list times, and numbers of diagnoses of autism and anticipate this may lead to increased numbers of autistic children and young people in future (83).

In line with wider demographic changes, the population of people with learning disability is ageing. In addition, people with learning disability have increased likelihood of development of other comorbidities such as dementia (84) (96).

There is work ongoing for the development of an integrated Infant, Children & Young People's Emotional Wellbeing & Mental Health Needs model for the Cardiff & Vale Regional Partnership Board. The model aims to bring together examples of best practice and make use of local assets to provide universal, targeted and specialist services in an accessible and equitable way (85).

The Additional Learning Needs code will introduce some changes, for example, that some services may continue until age 25 (97).

6.6   Recommendations

Cardiff and Vale University Health Board, Cardiff and the Vale of Glamorgan Local Authorities, education providers, and third sector to:
- Promote universal and targeted early intervention and preventative services including parental support
- Undertake training to increase awareness and promote services accessible and comfortable for children and young people with neurodevelopmental disorders
- Work to ensure the T4CYP 2 programme is fully embedded

Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:
- Share good practice and learning
- Address data gaps
- Address gaps in service provision
- Promote early help and preventative approaches in line with T4CYP 2
- Embed the NEST framework and No Wrong Door approach
- Address the increasing waiting list for assessment

Regional Partnership Board to:
- Lead on development and implementation of an integrated model for children and young people's emotional health and wellbeing

7. Children Looked After

This chapter should be read in conjunction with the following chapters: Children and Young People; Children and Young People with Complex Needs; Healthy Lifestyles and Long Term Conditions; VAWDASV; Asylum Seekers and Refugees; Substance Misuse; Secure Estate

Recommendations

Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:

- Continue to foster a culture whereby children looked after feel valued and listened to; are informed of choices available to them; and can influence decisions about their care
- Promote a preventative approach to prevent needs arising or escalating
- Ensure that children looked after have timely access to health and education services that they need, in order to meet statutory education requirements, close the inequalities gap, and promote their well-being (98)
- Develop of an integrated working model to promote seamless transition between services, including actions to be taken when children go missing from care, and interaction with the criminal justice system (98)

Cardiff and the Vale of Glamorgan Local Authorities to:

- Develop additional placements close to home for children and young people
- Orientate services to be person-centred, building trust and rapport with children and young people, promoting a sense of value through co-production

7.1 Overview

Looked after children are children who are in the care of their local authority, or in receipt of accommodation from social services. They form part of the wider umbrella of children receiving care and support, which also includes child protection cases, and children or parents receiving support due to the child's illness or disability (99). Although looked after children (LAC) is the statutory term, the acronym in particular has been noted to invoke connotations of the child "*lacking*", therefore often the term "*children looked after*" (CLA) is used (99).

In 2021, there were 990 CLA in Cardiff, and 285 in the Vale of Glamorgan (7,265 in Wales) (100). For both local authorities and across Wales, more boys were looked after than girls, and the highest proportion were aged 10-15 years (100).

Data from 2018 identifies the following parental factors amongst CLA: mental ill-health (37%); substance misuse (36% of CLA); domestic abuse (29%); physical ill-health (12%) (101). See also chapter 18 (substance misuse). The Cardiff Youth Justice Health Needs Assessment identifies that CLA are overrepresented in the youth justice system (102) (see also chapter 19: Secure Estate).

Information for this chapter is taken from various data sources, including a focus group with three children looked after. Twenty-three respondents to the provider survey worked with children looked after and 21 worked with care leavers aged under 24. These findings are not representative of all children looked after.

7. 2   What has changed since 2017?

7.2.1   Pre-COVID-19

The Integrated Care Fund made significant funding available for children at risk of being looked after, in care, or adopted in 2018/19 and 2019/20 (32). Cardiff published their Multi Agency Corporate Parenting Strategy 2021-2024 to describe how the council will fulfil their parenting responsibilities when the child or young person enters the local authority's care (103). The Vale of Glamorgan have published their corporate strategy for children who need care and support 2019-2023, which has early partnership working with families as a core component, to support families to stay together, amongst other objectives (104).

Both Cardiff and the Vale of Glamorgan have experienced large increases with 305 (+47%) and 75 (+41%) additional CLA respectively, compared to Wales with 1,560 additional CLA (+28%) between 2015 and 2020 (100). The number of children on the child protection register has decreased in the Vale of Glamorgan (95 in 2016/17; 65 in 2018/19) and decreased in Cardiff (190 and 185 respectively) (105). The majority of children in Cardiff in 2018/19 were on the child protection register for emotional abuse (46%), followed by neglect (30%), physical abuse (22%), and sexual abuse (3%). This follows the same pattern as the total for Wales. In the Vale of Glamorgan, the highest proportion of children were on the register for neglect (46%), followed by emotional abuse (38%) (105). Nationally, abuse and neglect cases have increased but this is thought to be due to better reporting (53).

7.2.1   COVID-19

Due to COVID-19 restrictions, young people in the focus group reported feeling isolated and needing to support each other. They were unable to see grandparents; contacts were cancelled; and one "*stayed in [their] room for the whole time*". One moved from the Vale of Glamorgan to Cardiff and didn't know anybody, which they felt impacted their confidence and mental health.
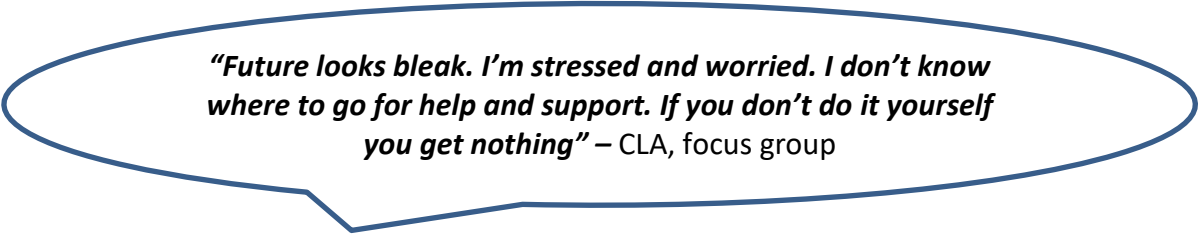
7.3   What are the care and support needs?

7.3.1   Individual

Autonomy

All focus group participants agreed with the National Outcomes Framework statement: "*I speak for myself and contribute to the decisions that affect my life, or have someone who*

can do it for me". However, later, one participant stated they *"[don't] feel relevant – just another number in the system"*. Young people want to feel valued and supported by services, however, focus group discussions included *"no one cares"; "was told I would be helped and guided, not seen anyone since 19 and now 22"*.

> *"Future looks bleak. I'm stressed and worried. I don't know where to go for help and support. If you don't do it yourself you get nothing"* – CLA, focus group

A review by the Wales Centre for Public Policy identified that better outcomes of CLA are linked to the focus on reunification of families; the involvement of children and families in care decisions; placements available; and how *"joined-up"* local services are (106).

Language and communication
Data on Welsh or other language skills amongst children looked after is not routinely collected. Between 2014 and 2018, Care Inspectorate Wales report an increase in the number of residential child care managers and workers who speak some Welsh or are fluent (33% of managers and 38% of workers speak some Welsh or are fluent) (98).

Half of children in contact with the Cardiff youth justice service are known to children's services (103). Between 8-25% of children undergoing assessments through the Cardiff Youth Justice Service have speech and language needs (102).
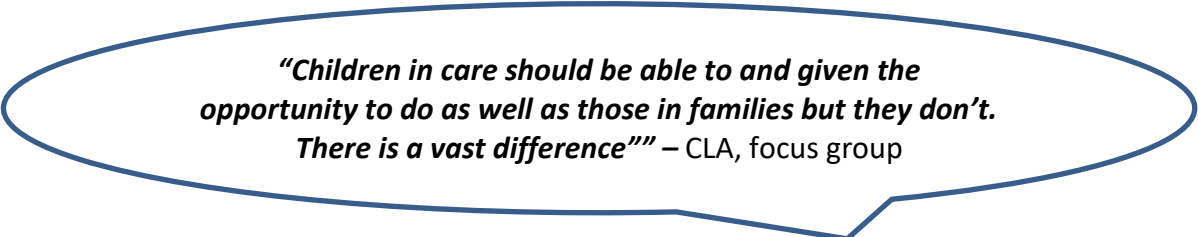
7.3.2 Community
Youth Justice
CLA are subject to disproportionate inequities, and are overrepresented within the youth justice system. The Cardiff youth justice health needs assessment recommends that providers of care and support for young people in youth justice systems, should additionally have links with services providing for CLA, as well as health and physical health professionals. The assessment notes that there is not yet a specific approach recommended as to the delivery of health services to this population group (102).

7.3.3 Wider determinants of health
Inequalities
Children in foster care in the focus group were aware of children's disadvantages and the wide inequalities between those in care and those not.

> *"Children in care should be able to and given the opportunity to do as well as those in families but they don't. There is a vast difference""* – CLA, focus group

Deprivation

Wales has a higher CLA rate per 10,000 children and young people than England; and the biggest difference in rates between most and least deprived communities in the UK (53). A 2017 study identified that a child in the most deprived decile in Wales was 12 times more likely to be a CLA than a child in the least deprived decile, throughout the study period 2008-2014 (107).

Education and employment

In Cardiff, 95% of CLA attend primary school (103). Nearly two-thirds (62%) of CLA at key stage 4 have special educational needs (103), and three-quarters of CLA in school have a Personal Education Plan (103). In 2018/19, 54% of care leavers were in education, employment, or training at 1 year in Cardiff (103).

In October 2021, all CLA aged 5 – 16 years in the Vale of Glamorgan had a Personal Education Plan in place. Most (89%) were in mainstream schools, and 40% had special educational needs. Most CLA in the Vale of Glamorgan after the age of 16 are in education, employment, or training: 95% of year 12; 92% for year 13, and 72% of year 14 aged young people. Since 2019, the Vale of Glamorgan has a designated member of the Vulnerable Groups Team who works in partnership with social workers from the 15+ Team, Careers Wales, carers and post-16 education providers to ensure the school leavers access their post 16 destinations for education or training and support to ensure the young people looked after are on the right course. This has improved the numbers of looked after children accessing education employment or training post-16 (29).

Housing

Local Authorities have a responsibility to provide accommodation suitable for looked after children; and support families to stay together where possible with the aim of preventing the need for a child to be taken into care.

Increasing placements are required to meet the increasing numbers of children looked after. Notably in the Vale of Glamorgan, is the increase in those placed for adoption, residential settings, and placed with parents/person with parental responsibility. There is a similar position in Cardiff, with an additional increase in foster placements, and a reduction in those living independently (108). A 2020 review in Wales found an 84% increase in children and young people placed with new parents over the preceding 5 years (99). Across Wales, although most (66%) of children are placed in their local authority, increasing numbers of children are being placed outside of Wales (255 in 2016, 365 in 2020), suggesting there may be difficulties finding suitable local placements (106). The average age in months of CLA being adopted is 35 in the Vale of Glamorgan; 42 in Cardiff, and 37 in Wales (109). This is corroborated by a 2019 Care Inspectorate Wales review, in particular as the needs of children are becoming more complex. Some children had experienced multiple placement breakdowns, negatively impacting their well-being and relationship forming (98).

Table 7.1. Numbers of children looked after by placement type and local authority

	Vale of Glamorgan			Cardiff			Wales		
	2012	2017	2020	2012	2017	2020	2012	2017	2020
Placed for adoption	*	5	15	15	25	40	255	245	245
Foster placements	165	165	165	425	490	595	4405	4425	4990
Placements in residential settings	10	10	20	30	55	90	225	355	535
Placed with own parents or other person with parental responsibility	25	40	60	35	95	180	550	725	1200
Living independently	*	*	*	35	60	40	105	130	130
Absent from placement or other	15	*	*	25	5	10	180	80	80

Source: Stats Wales (108)
Figures are rounded to the nearest 5; where there are less than 5 children, the figure has been suppressed and replaced by *

Changes of placement can be disruptive to children's lives; in Cardiff in 2019/20, 8% of CLA had 3 or more changes of placement (103). In the Vale of Glamorgan, this figure was 12% (29). Supporting a child or young person when they leave care is a critical part of the process. Nationally, in 2018/19, 12% of 16-18 year olds leaving care experienced homelessness; compared to 21% in Cardiff in 2019/20 (103).

Despite these aims, young people in foster care in the focus group reported some negative experiences, feeling isolated as they are moved far from their families.

7.3.4 Unmet needs

All three focus group participants disagreed with the NOF statement "*I get the right care and support, as early as possible*". Reasons for this include feeling as though services are not open, honest, or transparent; and feeling as though services "*do what they can to tick a box*" rather than address need and work together with families. Children want to be "*cared for and nurtured*", and "*knowing their roots is also important…shouldn't always have to be a fight for support and contact*". Young people felt as though they have *"little opportunity"*. Young people wanted support officers to receive more training. They wanted foster parents to "*prove they are good parents*".

Tension exists between the rights to a family life, and the duty to protect the child from harm, both of which are enshrined by the UN Convention on the Rights of the Child (110). One focus group participant reported that the family who loves and wants him were only allowed to contact him 12 times a year. Another stated he had "4 *foster families by 15…[my] grandparents wanted to foster [but this] wasn't allowed*".

Gaps in knowledge and understanding include the profile of Welsh and other languages amongst children looked after and children at the edge of care; and understanding of factors leading to placement breakdown, in order to better provide appropriate placements.

7. 4   What are the range and level of services needed?

7.4.1   Prevention and assets

The Integrated Family Support Team (IFST) is a partnership between the Vale of Glamorgan Council, Cardiff Council and Cardiff and Vale University Health Board. In conjunction with Flying Start and Families First, these programmes provide preventative and supportive approaches for families who need it. Successful working of these programmes acts to reduce harm to children and reduce escalation of care and support needs. The IFST intervenes where a child is described as being at "the edge of care", and is able to liaise with other local teams (such as the Early Intervention Team) to support children and their families through, for example, substance misuse intervention, or traumatic stress (111).

Half of children known to the Youth Justice Service in Cardiff receive input from Children's Services; and 15% are Children Looked After (103). Of cases known to the Vale of Glamorgan Youth Offending Service in 2021, 19% have a child protection plan, 28% have been in care, and 24% are a Child in Need. Only 16% have experienced no ACEs, and 45% have experienced 4 or more (112). Services should be aware of the association between ACEs and future interaction with the criminal justice system. Protective factors should be considered as a preventative mechanism.

Recommendations from the 2021 Cardiff Youth Justice health needs assessment are being progressed through partnerships including the Cardiff Youth Justice Service, the Cardiff Youth Justice Board, Children's Services, and South Wales Police (102). Recommendations include expanding the offer of well-being activities; increased involvement of families; and supporting crucial points of transition, for example, between secure estate and the community, and from children's into adult health, social care, and justice services (102).

Focus group participants stated neighbours and the local community were assets. Third sector organisations such as Grandparents Raising Grandchildren were named as supportive, including during periods of lockdown where mutual support was provided through telephone or online platforms.

"Neighbours are great, really come together to support each other. [I] feel loved and cared for within community" – CLA, focus group

Participants did describe negative experiences of being in foster care which undermine sources of support. They were unable to see their families, and said they had "n*o support or places to go"*.

7.4.2 Community services

Transparent services

Services provided must be transparent and accountable, as young people report broken promises: *"[I] was promised if I'm good can go home and visit family – never happened. It's not fair and services shouldn't be allowed to lie to children."* Young people perceive services to "*make it up as they go along*", for example, when they believe judge's decisions do not match the evidence provided. Processes within the system need to be clear, so that young children can understand.
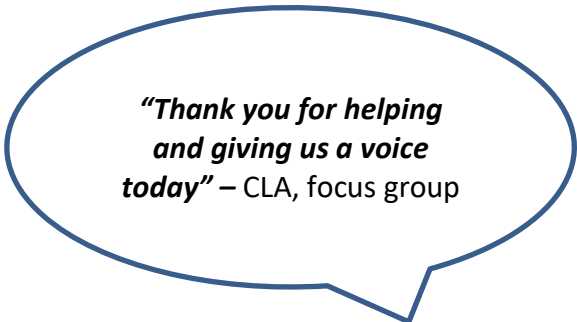
7.4.3 Partnership approach

Joined up services

The number of looked after children continues to increase year on year, despite policy supporting children to remain with their families and out of care, including prevention and early intervention schemes. Also too often children are placed far from home at great expense, removing them from their families and sourcing appropriate, regulated placements is often difficult. Alongside this the secure accommodation system often is unable to meet young people's needs and there continues to be a lack of investment in expanding residential care for looked after children with complex needs, to support them to remain close to home and transition to independent living (93).

Co-production

Co-production is central to any service. Focus group participants were appreciative of the opportunity to be listened to. One suggestion to achieve this was through "*creating a befriending advocacy service – giving the child a voice, care about their welfare, and nurture them*".

"Thank you for helping and giving us a voice today" **–** CLA, focus group

7.5 What is likely to happen in the future?

Welsh Government have prioritised reducing the number of children looked after by local authorities (25); and identify the importance of preventing the child from needing local authority care (93). However, numbers of children looked after have increased despite this, and the impact of COVID-19 and the challenges that children and young people in vulnerable situations faced during lockdown and restrictions is yet to be fully realised.

7.6 Recommendations

Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:

- Continue to foster a culture whereby children looked after feel valued and listened to; are informed of choices available to them; and can influence decisions about their care
- Promote a preventative approach to prevent needs arising or escalating

- Ensure that children looked after have timely access to health and education services that they need, in order to meet statutory education requirements, close the inequalities gap, and promote their well-being (98)
- Develop of an integrated working model to promote seamless transition between services, including actions to be taken when children go missing from care, and interaction with the criminal justice system (98)

Cardiff and the Vale of Glamorgan Local Authorities to:
- Develop additional placements close to home for children and young people
- Orientate services to be person-centred, building trust and rapport with children and young people, promoting a sense of value through co-production

"I just want to be happy, healthy and well" – CLA, focus group

8. Older People

This chapter should be read in conjunction with the following chapters: Healthy Lifestyles and Long Term Conditions; Physical Disabilities; Adult Mental Health; Cognitive Impairment including Dementia; Adult Unpaid Carers; Sensory Loss and Impairment; VAWDASV; Armed Forces Service Leavers (Veterans)

Recommendations

Cardiff and the Vale of Glamorgan Local Authorities, Cardiff and Vale University Health Board, and private providers to:
- Recognise the diversity of the "older people" group and provide services to meet the needs of such a diverse group, including transport options
- Continue to embed the Cardiff and Vale Rehabilitation Model
- Further develop existing collaborations to provide high quality end of life care
- Integrate care and support services to enable older people to live independently and well at home for as long as possible, for example, through the @home programme
- Promote the use of Dewis Cymru to increase awareness of available support services

Cardiff and the Vale of Glamorgan Local Authorities to:
- Support new building developments to meet the needs of an ageing population, and increase the provision of a variety of accommodation options to enable older people to make informed choices on where and how they live
- Implement the Housing Adaptations Strategic Framework; and ensure existing properties are appropriate, safe, and support older people's independence
- Apply urban design standards and accessibility criteria when redesigning existing infrastructure, for example, increasing the time for people to cross the road at a light-controlled pedestrian crossing (113)

Cardiff and Vale University Health Board and Primary Care to:
- Promote the Royal College of General Practitioners 'Tackling loneliness. A community action plan for Wales' amongst health care providers and partners to raise awareness of loneliness, and advise how lonely patients can be identified and supported (113)

8.1   Overview

In this Population Needs Assessment, older people are defined as people aged 65 and above (although it is accepted that in other contexts the age threshold may vary). For the purposes of this needs assessment, where possible we will also divide this population group into those aged 65-84, and those aged 85 plus. Older people are not a homogenous population

group, and will have different needs and wants. Age is a risk factor for many conditions such as dementia, cataracts and falls, which will influence individual people's care and support needs. The needs of people with dementia are discussed in chapter 14.

"Older people are "us" and we need to respond with that in mind" – professional lead

Figure 8.1 and Table 8.1 show the wide variation in the numbers and percentages of people aged between 65 and 84 and aged 85 plus across primary care clusters in Cardiff and Vale. Western Vale has the highest percentage of people aged 65-84 (23%), however, Cardiff North has the highest number of those aged 65-84 (16,003). In contrast, Cardiff South East has the lowest percentage of people aged 65-84 plus (5.5%), but City and Cardiff South has the lowest numbers of 65-84 year olds (2,475). Looking at the population aged 85 plus, Eastern Vale has the highest proportion of people aged 85 plus (3.4%), but Cardiff North has the highest population (2,859 people). Across Cardiff and Vale of Glamorgan there are an estimated 81,645 people aged 65 plus, as at mid-2020 (114).

Figure 6: Population breakdown for 65-84 and 85+ age groups by primary care cluster in Cardiff and the Vale of Glamorgan

Source: Office for National Statistics (25 October 2019 dataset). Census output area population estimates- Wales

Population % aged 65-84 years
Population % aged over 85 years

Whilst the percentage proportion of people in each age group in the clusters provides an illustration of the age structure of the population, the absolute numbers in the age groups are also important to note. The table in Figure 7 below provides the population numbers and percentages in the 65-84 and 85+ age groups by cluster[4]. As noted above, it is predicted that these numbers will rise substantially over the next 20 years.

Figure 7: Population of residents age 65-84 and 85+ in Cardiff and Vale of Glamorgan estimates by primary care cluster, mid-2018
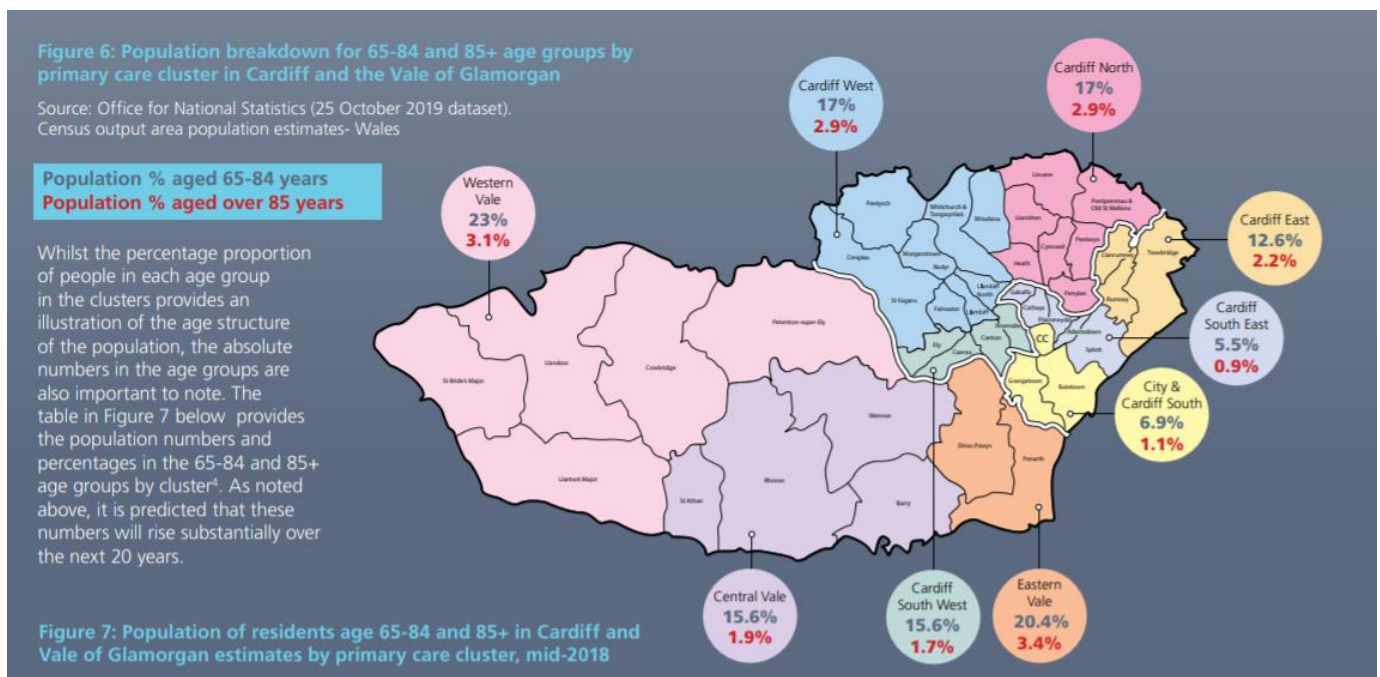
Figure 8.1. Demography of Primary Care Clusters in Cardiff and Vale of Glamorgan
Source: Office for National Statistics (114)

Table 8.1. Demography of Primary Care Clusters in Cardiff and Vale of Glamorgan

	Cardiff North	Cardiff West	Cardiff South West	City & Cardiff South	Cardiff East	Cardiff South East	Western Vale	Central Vale	Eastern Vale
Number of people aged 65-84	16,003	10,620	6,312	2,475	4,728	4,150	5,773	10,792	7,702
% of total population	17%	17%	15.6%	6.9%	12.6%	5.5%	23%	15.6%	20.4%
Number of people aged 85+	2,859	1,632	945	399	817	648	788	1,340	1,296
% of total population	2.9%	2.9%	1.7%	1.1%	2.2%	0.9%	3.1%	1.9%	3.4%
Total population (all ages)	96,923	62,850	56,016	35,639	37,352	75,468	25,293	69,025	37,847

Source: Office for National Statistics (114)

Across Wales, the number of people reporting 2 or more longstanding illnesses has remained at 21% in 2016/17 and 2019/20; similarly those reporting to be limited by the longstanding illness is similar at 33% in 2016/17 and 35% in 2019/20 (115) (see also chapter 9: Healthy Lifestyles and Long Term Conditions). As more people live to an older age, more people are likely to have two or more long term illnesses.

Engagement

Two focus groups were conducted: one for people aged 85-84 (4 participants) and one for people aged 85 and older (3 participants). Forty-five percent (n=293) of the 647 respondents of the public survey who provided their age were 65 or older: 172 were aged 65-74, 91 were 75-84, and 30 were 85 and older. Sixty-eight respondents of the provider's survey provided services for older people aged 65 and older. This is not representative of the population of Cardiff and the Vale of Glamorgan, but does provide additional depth of insight and lived experience.

8. 2   What has changed since 2017?

8.2.1   Pre-COVID-19

Nationally, the following has changed since the 2017 Population Needs Assessment:

- Welsh Government published 'Age Friendly Wales: Our Strategy for an Ageing Society' in October 2021, setting out the vision for Wales to be a place that supports people of all ages to live well and age well and where older people are celebrated (116).
- In 2020 Welsh Government published 'Connected Communities: a strategy for tackling loneliness and social isolation and building stronger social connections' (117). Whilst this issue does not solely impact older people, it is recognised that it

does impact their lives, and this strategy followed the 2017 inquiry by the National Assembly for Wales' Health and Social Care Committee into loneliness and social isolation which had a particular focus on older people (118).

- The rights of older people are enshrined in the Social Services and Well-being (Wales) Act 2014, which states that services should be prioritised in relation to older people with complex needs and long term conditions, including dementia (119). The Older People's Commissioner for Wales' strategy 2019-2022 (120) sets out their vision of celebrating an ageing society, supporting vulnerable older people and empowering people to understand their rights and access the support and services they need.

Regionally, the following changes have taken place:
- The impact of integrating health and social care services has been demonstrated through the Independent Living Service (ILS) provided by Cardiff Council and Wellbeing Service at Vale of Glamorgan Council Contact 1 Vale (C1V). This has focused on a prevention model since 2017. The aim of ILS is to reduce the need for social care, support people to stay living independently in their own homes and improve their well-being. The provision of a hospital based discharge support service has enabled collaborative working to help patients get home with the services they need in place, and improved partnership working with a range of sectors.
- ILS are a key partner in the South West Cardiff primary care cluster MDT (multi-disciplinary team) model, which began in 2019. GP practices in the cluster meet every other week to discuss individual patients' needs, as many of their needs can be met outside of healthcare. Partners around the MDT table include ILS, and third sector service providers, who can support people with issues such as social isolation, adaptations needed in their home and financial support. The MDT partners can signpost them to services or activities which will meet their needs. Many older people have been supported through the MDT model, and it is planned to roll out this model in other clusters.
- The Well-being Service in the Vale of Glamorgan offers a range of support to older people to meet their needs. Cardiff Well-being Support Service was set up in response to the pandemic and the needs around isolation, anxiety about going out and need for general support. Health and Well-being Mentors provide 1 to 1 support for a wide range of needs, and Community Inclusion Officers organise a range of community activities.
- Cardiff and Vale UHB, with Cardiff and Vale Local Authorities and other partners, have implemented the "@home" locality-based integrated care model within the Cardiff and Vale Regional Partnership Board, which aligns with the UHB long term strategy 'Shaping Our Future Wellbeing', which has a focus on community based care. This is a collaborative, person centred model, focused on prevention, early intervention and keeping people well.
- Both Cardiff and the Vale of Glamorgan local authorities are in the process of applying for Age Friendly status with the World Health Organisation, which is supported by both Public Service Boards. This is in line with the United Nation's Principles for Older Persons rights.

- The 2019 Annual Director of Public Health for Cardiff and Vale report focussed on healthy ageing, and included three themes of: feeling a sense of meaning and purpose; having good social connections; and living in places that enable people to remain safe, active and independent (113).
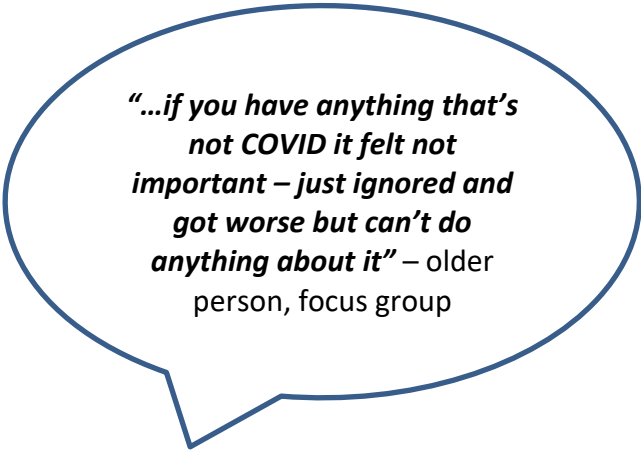
8.2.1 COVID-19

Physical health and access to health care

COVID-19 has had a significant impact upon older people, including ill-health, mental and physical well-being, and mortality perspectives. The mobility and circulatory conditions of older people have deteriorated in lockdown and de-conditioning has occurred, potentially leading to increased risk of falls (121). Research has shown that age increases the risk of dying from COVID-19 due to deterioration of immune systems and being more likely to have long term conditions (122).

Focus groups with people aged 65+ and 85+ highlighted the following issues arising from COVID-19:
- Feeling that COVID has taken priority for healthcare services
- Difficulties accessing health services: *"Impossible to see any health service, doctors or dentist"*

"…if you have anything that's not COVID it felt not important – just ignored and got worse but can't do anything about it" – older person, focus group

Respondents to the professional and providers survey who provide services for older people identified an increased need in domiciliary support and packages of care, and increased dependency amongst service users due to lack of timely preventative services.

Mental health and well-being

There are increased risks of health anxiety, panic, and depression for older people, particularly those in institutions (123). COVID-19 has had adverse effects on the well-being of older people in care homes, for example, constraints on social contact due to suspension of indoor visiting (124). An Office for National Statistics survey across Britain during April-May 2020 found over 50% of the over 60s were worried about their well-being; of these 70% were worried about the future, 54.1% were stressed/anxious and 43.3% felt bored (125).

Loneliness and isolation have increased for many older people, and feelings of anxiety and fear have emerged due to the pandemic and lockdowns. People who were previously self-sufficient found themselves in need of support and their resilience and dealing with day to day issues decreased (126). Many older people have struggled with getting support when leaving hospital, sometimes leading to longer hospital stays.

Focus groups with people aged 65+ and 85+ highlighted feelings of helplessness: *"scared and lost many friends"* and loneliness due to isolation: *"not seeing family is the worst"; "afraid to go out"* due to COVID-19.

Professional leads and respondents to the professional and provider survey corroborated these findings, identifying:

- Deterioration of mental and social well-being
- Increase in social isolation and loneliness
- Loss of confidence in going out and accessing activities and services
- Change of behaviour, staying in more, being less active
- The loss of social role, for example, through bereavement, retirement, or an inability to undertake a hobby or activity anymore had been identified as concern prior to COVID-19. With increased isolation due to pandemic restrictions, this is likely to be exacerbated
- Restrictions in accessing face to face services, for example toe nail cutting, exercise classes and social activities such as daycentres and lunch clubs
- Financial insecurity
- Help with practical activities such as shopping, as people were unable to leave their homes
- Increased need for input from health and mental health teams to ensure service users remain safe and well; bereavement support

Digital exclusion

The Welsh Government Future Trends report 2021 identifies a reduction in internet non-users between 2012 and 2020, from 18.2% to 9.8% across Wales. Amongst those aged 50-64, 6% in 2021 were digitally excluded, compared to 33% aged 75+. However, this is a considerable improvement compared to 2017/18, when 13% of those aged 50-64 and 60% of those aged 75+ experienced digital exclusion (127).

However, the digital divide has become significant during the pandemic, with more services moving to online only (128). Digital exclusion has been an issue for many older people in accessing vital support services, not just because of a lack of equipment but a lack of confidence or a fear of using online services (126).

These findings were also identified by professional leads, leading to exclusion for those who cannot work in roles that require digital connections, social isolation, and problems accessing services which switched to being a virtual only service. However, there has been an increase in the number of older people who are using digital technology, particularly during the COVID-19 pandemic. Digital inclusion projects have supported people to get online and be taught how to use the technology to keep in contact with people, and access the internet. This can help address social isolation and loneliness.

Impact on service provision

Respondents to the professional and provider survey who provided services for older people identified the following changes in their service provision, due to COVID-19 or restrictions:

- Reduction in face-to-face services and home visits, and use of telephone or online platforms
- Reduction or pausing of some services
- A respondent working in nursing and residential care home stated: "*We have had to protect all residents at all times from the public including their own families*"

Respondents identified the following impacts on staff working in services for older people included:
- Anxiety, stress, isolation, with causes of stress identified as due to working additional hours, increased work load, and fewer resources, alongside feeling fearful due to the passing of service users, lacking face to face peer support, and a lack of access to other services that service providers would normally rely on. Other challenges included dispelling misinformation, fear of COVID-19, feeling undervalued, uncomfortable wearing personal protective equipment (PPE) and cancelled annual leave
- Staff shortages have been identified, and compounded with issues such as staff sickness, and self-isolation requirements of Test, Trace, Protect

Positive impacts of COVID-19

There have been some positive impacts observed due to the pandemic however. Services have had to adapt and in some cases this has resulted in more people being able to access them, and services have implemented flexible and agile ways of working. New connections have been made, and many people volunteered within their communities to support older people in particular with shopping, collecting prescriptions, or befriending via telephone. Services integrated well and worked alongside each other, and new working patterns meant some flexibility for the workforce. COVID-19 has encouraged the development of digital solutions to link together. Health and social care staff have used technology to link people with their families, for example, tablets in care homes and hospital wards, so that families and loved ones can talk.

A report from the British Geriatrics Society (2020) highlights some innovations and collaborations to help protect and improve the care of older people during the pandemic (129), examples include:
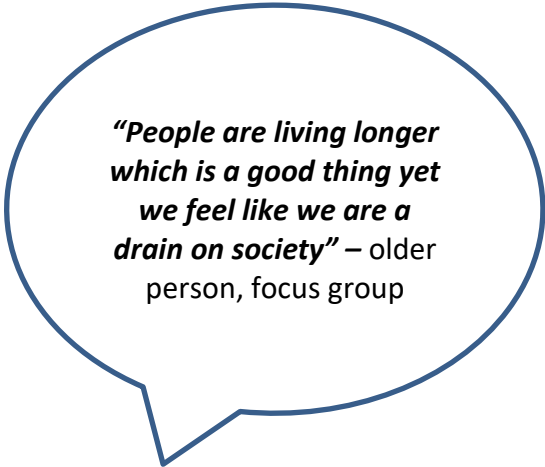- Anticipatory care intervention for those who are high risk
- Multidisciplinary team response to urgent care needs
- Hospital at home collaboration to keep people at home
- Multiagency approach for rapid guidance and support to care homes
- Advanced care planning to identify individual needs
- Older people who were cared for on a children's ward experienced improved well-being due, in part, to the presence of children's nurses and play specialists and the creative, bright, and joyful ward design
- Integrated discharge planning
- Proactive rehabilitation with targeted physiotherapy prior to discharge
- Delivery of telephone and digital appointments

8.3 What are the care and support needs?

8.3.1 Individual

Resilience in older people

Third sector organisations articulated during the COVID-19 pandemic that there were increasingly divisive messages emerging from media which exacerbate intergenerational tensions, for example, talk of making sacrifices during the pandemic to "*protect*" older people. Third sector organisations identified the risk that older people, whose contribution to society is well documented, will increasingly be seen as a drain on resources and that their personal stories will be lost in the negative messages being disseminated. These negative attitudes and thinking can have an impact upon older peoples' mental health and well-being and should be tackled.

"People are living longer which is a good thing yet we feel like we are a drain on society" – older person, focus group

The importance of creating a society where people of all ages are equally valued is highlighted in the Royal Society for Public Health report, "That Age Old Question" (130). The report highlights that people with negative attitudes to ageing live on average 7.5 years less than those with more positive attitudes to ageing. Recent studies show they are also more likely to develop dementia. The Older People's Commissioner for Wales is leading the way in the UK through recognising this issue as detrimental to health and to society more widely, and her team has launched a campaign, "Taking Action Against Ageism" to encourage more people to recognise and challenge ageism. Age UK document the racism as well as ageism experienced by the Windrush generation, and others (131).

Diverse needs

Cardiff and Vale has a diverse population, with people from many different cultures and backgrounds, which is a great asset in our communities, but also means that needs can differ across the population. Services need to be able to adapt and respond to this diversity, as well as to the fact that the coming generations of older people will have different needs and offer different assets to the community, for example more will be familiar with digital technology as we move into the future.

It is expected that significantly more older people from minority ethnic backgrounds will need to access social care services in the future (124), due to families not being able to offer the support they perhaps once did. Access to culturally sensitive and appropriate health and social care provision is a priority in the Race Equality Action Plan being developed by Welsh Government.
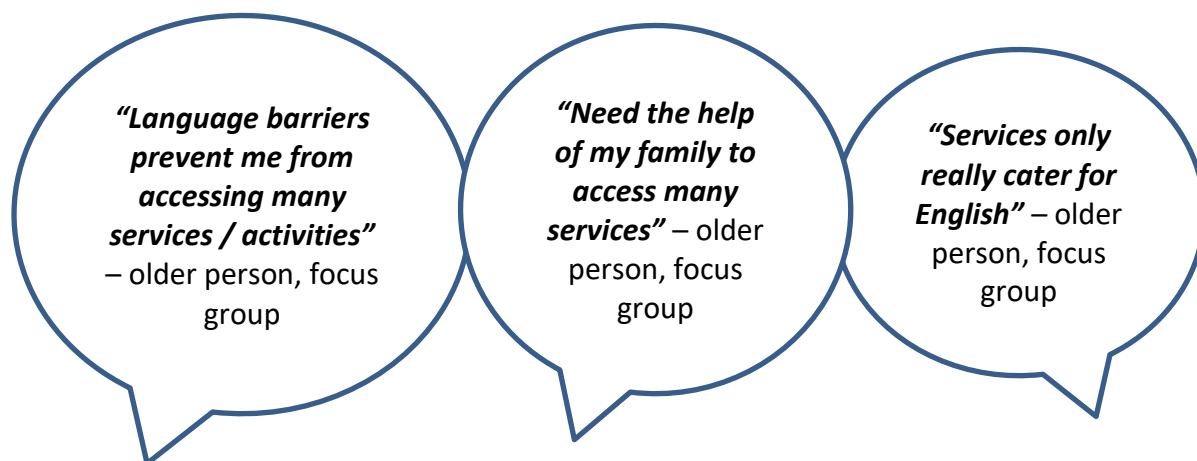
Long term health needs

Many older people live in good health, 56.7% of older people in Cardiff and the Vale were living in good health in 2017/18 – 2018/19 (56.1% in Cardiff, 58% in the Vale) (132). Most (71.6%) of older people responding to the PNA survey rated their well-being as 'good' or 'very good' prior to the COVID-19 pandemic. This dropped to 52.8% in the last year due to the impact of COVID-19, but this was still the highest level amongst the groups surveyed.

Only 47.7% of older people in Cardiff and 50.2% in the Vale of Glamorgan live free from limiting long term illness (132).

Language and communication

There is no local data available on the Welsh language profile of older people living in Cardiff and the Vale of Glamorgan. The Strategy for an Ageing Society – Age Friendly Wales (116) specifies the importance of ensuring people can use Welsh language services in a way that suits them, and this is central to creating an age friendly Wales.

In Cardiff and the Vale of Glamorgan, Arabic, Polish, Bengali and Chinese are the four most common languages spoken after English and Welsh. Healthcare service providers have a responsibility to provide interpreters during consultations to ensure care provided is appropriate and culturally sensitive. Translation services are required for all interactions such as pharmacy and housing. Language was an issue raised by the focus groups participants, and in the survey around one in six (15.9%) older people felt the care and support received has not been in the language or communication format of their choice.

"Language barriers prevent me from accessing many services / activities" – older person, focus group

"Need the help of my family to access many services" – older person, focus group

"Services only really cater for English" – older person, focus group

8.3.2   Community

Frailty and falls

The Healthy Ageing Programme in Wales (116) aims to increase activity among older people, reducing frailty and physical decline, and support people to live independently as they get older. Demand for services based on levels of frailty are predicted to increase due to the increased numbers of older people in the future, and previous modelling predicted an increase in demand of up to 31% in Cardiff and the Vale of Glamorgan between 2015 and

2025. Physical ability was by far the biggest issue preventing older people who responded to the PNA survey from being in control over their daily lives (62.9%).

Frailty can be a cause of falls, and falls are a key public health concern for older people. Telecare Cardiff undertook some analysis of clients who fell during 2020-21 and found that 84% of those who fell were repeat fallers, i.e. they had fallen more than once. Strength and balance loss was stated as the reason for most of these falls, followed by long term health conditions. Telecare are taking a proactive preventative approach to reducing falls among clients (133), and Cardiff and Vale UHB has developed a falls prevention service which launched in 2018 aimed at reducing people's risk of having a first fall.

Dementia rates are also predicted to rise which will impact upon service provision. For more information about the needs of people with dementia please see chapter 14, and for the needs of unpaid carers see chapter 15.

End of life care

High quality palliative care can improve the quality of life of a person with a life limiting illness, and support their loved ones. Welsh Government's 2017 Palliative and End of Life Care Delivery Plan has been extended until March 2022 (134). Palliative and End of life Care have been given new all Wales programme status and this work has commenced. The national framework for the delivery of bereavement care was published in October 2021, to support people in the period prior to, or following the death of a significant person in their lives (135).

Due to an aging population, an additional 135,000 annual deaths are projected by 2040 in England and Wales, compared to 2014. This is associated with a higher complexity of care with more than one serious illness contributing to palliative care needs. Studies have estimated that approximately 75% of people who die would have benefitted from palliative care (136). Patterns of place of death have changed, with increasing proportion of deaths at home and in care homes, and a reduction in hospital deaths, between 2004-2014 in England and Wales (137). Marie Curie report that an increased number of deaths took place at home in 2020, compared to the 5 years prior, in part due to COVID-19 restrictions and changes in care and funding provision. Prior to the pandemic, although half of deaths took place in hospital, only 7% of people in the UK stated a preference to die in hospital (138). These changing patterns will impact the demand for, and expectations of, palliative and end of life care provision and delivery in all settings.

Advance Care Plans facilitate conversations between a person nearing the end of life, their family, and health and social care professionals, around the person's wishes and what matters to them, including care preferences, treatments, and their preferred place to die. Such discussions enable improved choice, control, and quality of end of life care for the person, and lessens the bereavement burden for their loved ones. Advance Care Plans are embedded into the Cardiff and Vale UHB 'Shaping Our Future Wellbeing Strategy 2015-2025' (139).

A review of Specialist Palliative Care Services in Wales published in 2021 identified that COVID-19 has brought end of life care into focus. Against a backdrop of the vision described by the Welsh Government long term plan "A Healthier Wales", which aims for services provided at, or close to, home in a seamless manner, the following priorities have been identified:

- Equitable provision of and equitable access to palliative and end of life care
- Build on the principles of value based health care, including patient reported outcome measures, and patient reported experience measures
- Learning from COVID-19, including co-production of care delivery; speed of clinical intervention, innovation, and policy; and placing palliative and end of life care centrally in future pandemic planning

Currently, Cardiff and Vale UHB has a mixed provision of specialist provision between statutory and third sector services. There is a statutory inpatient specialist palliative care service with 24/7 consultant advice, and community nurse specialist support service to inpatient hospital sites at weekends during core hours. Most inpatient palliative care is provided in hospitals (140), although inpatient hospice care is provided by the Cardiff and Vale Marie Curie Hospice. Marie Curie in the Vale of Glamorgan, and City Hospice in Cardiff provide specialist palliative care input in the community including care homes. Marie Curie provides the Hospice at Home service across Cardiff and the Vale, which works alongside district nurses, GPs and families/carers providing core end of life care in the community supporting people to remain at home where that is appropriate (141).

8.3.3 Wider determinants of health

Deprivation

Life expectancy is known to be associated with socio-economic status: in 2017, there was a life expectancy gap of 8.6 years for males and 6.6 years for females, between the most and least disadvantaged areas in Cardiff and the Vale of Glamorgan (113) (see also Chapter 4: demography). An analysis of life expectancy in Wales prior to COVID-19 found wide and increasing life expectancy gaps between the richest and poorest fifths in Wales. For females, respiratory disease, cancers and circulatory diseases were most influential, and for males, circulatory disease, cancers, and respiratory conditions contributed the most to the life expectancy gaps (142).

The Older People's Commissioner for Wales' report in 2019 identified that the healthy life expectancy gap was 18 years in Wales, between the most and least deprived areas (143). The report identifies that older people tend to have lower incomes than people aged under 60. Approximately one-third of people aged 60-74 in Wales receive an income of under £200 a week (£10,400 per year). Women are more likely to be poorer than men (143). Pensioners in the poorest fifth of the UK population are more likely to have one or no close friends, compared to pensioners in the richest fifth, in research conducted in 2014/15 and 2017/18 (144).

Financial barriers were prominent in focus group discussions, regarding access to care and support services, as well as leisure and community activities. Professionals supporting older

people reported that cost of activities can be a barrier for older people. Financial barriers should be addressed when services are being provided.

Housing

Cardiff and Vale's ageing population has particular implications for the amount, type and location of accommodation which is specific to their needs. The majority of older people on the Housing Waiting List in both Cardiff and the Vale need one bedroom properties (29) (145). Poor or unsuitable housing can impact disproportionately on older peoples' physical and mental health, independence and well-being (145). An assessment of older person's housing accommodation undertaken for the Regional Partnership Board in 2018 (146) estimated a need for an additional 3,051 units of older persons' accommodation by 2035 in Cardiff, which should be a mix of housing, housing with care, and nursing care. In the Vale, the report forecast the need for an additional 1,297 units by 2035.

The Vale of Glamorgan Housing Strategy notes the anticipated demographic changes and increasing trends of the proportion of people with long term limiting illnesses. The need for housing to enable people to remain independent is emphasised, for example, through provision of high quality, affordable and suitable housing. Alongside this, enablement services, Telecare and Extra Care housing are considered (147). The Cardiff Housing Strategy, similarly, identifies mechanisms by which to promote people's independence, for example, through availability of specialist housing for older people (such as sheltered housing and extra care provision). For example, council sheltered housing schemes will include communal spaces, dementia-friendly features, offer charging and storage facilities for scooters, and be accessible and culturally inclusive. The Strategy highlights the Independent Living Services as a preventative support service to help maintain independence (148). A separate Older Person's Housing Strategy was published in Cardiff in 2019, which aims to improve existing houses, maintain independence, meet the needs of the most vulnerable, and tackle social isolation (145).

Older people responding to the PNA survey were more than twice as likely to report that their home was too big, compared to any of the other groups surveyed. Many older people require adaptations to their home to enable them to remain living independently (52% reported the need for adaptations in the PNA survey). The draft Housing Adaptations Strategic Framework developed by Welsh Government provides stakeholders involved in the delivery of aids and adaptations, service users and others with a framework which facilitates a more strategic and integrated approach to delivering adaptations services at a local level. The framework should become operational from April 2022. The framework includes the requirement to establish a common understanding of the population need and demand for adaptations and identify inequalities and links to RPBs and the population needs assessments (149).

Both Cardiff and the Vale of Glamorgan will be developing new residential units for older people in the coming years. In order for these to best benefit the health and well-being of the future residents, older people should be considered in the design of these developments. For example, enabling people to travel by reliable and regular public transport, as well as walking or cycling is vital for older people to stay active and improve

their health (150). Well maintained paths, adequate lighting, locating residential units close to existing services, and ensuring safe spaces for cycle storage all encourage walking and cycling. Charging points for electric mobility aids must be available and accessible at locations decided upon in tandem with those who use them.

Domiciliary care

Cardiff and Vale Regional Partnership Board (RPB) aims to deliver services as close to home as possible, through the "@home" integrated care model. This includes the development of cluster-based multi-agency teams. These will provide a rapid response to a crisis, prevent avoidable hospital admissions, and facilitate discharge home where hospital admission was needed. "Home first" is a key theme across all three RPB programmes of Starting Well, Living Well, and Ageing Well (151). The RPB vision is of people living the best lives they can in their homes and communities, and is supported by the Regional Outcomes Framework.

Domiciliary (home-based) care can be provided by local authorities, independent or private providers, and the third sector (152). A Welsh Government White Paper in 2021 identified that more adults are receiving care and support services at home, which had increased demand beyond available domiciliary care provision prior to COVID-19. Delayed transfers of care from hospital were often due to waiting for domiciliary care packages (153).

Analysis of trends in Wales between 2006/07 to 2018/19 identified that although the over-65 population increased in number, the number of residential care services did not. Possible explanations include a preference for domiciliary care, as well as extra care housing, informal care from family and friends, and older people living healthier lives (152). The Wales-wide report states that the impact of COVID-19 on attitudes towards care homes is still unknown (for example, due to excess mortality reported in care homes (154)) but may influence the demand for domiciliary care services in future. Future demand may also be shaped by the relative prevalence of conditions affecting older adults, for example, provision of domiciliary care may be more complex for people who have severe dementia. Domiciliary care was observed to be particularly vulnerable during COVID-19 (153) (152).

Research from Cardiff University in December 2021 investigating the impact of COVID-19 on domiciliary care workers in Wales found that 28% had sought mental health care, and identified emotional and well-being risks to domiciliary care workers such as increased workload, isolation, and lack of recognition of value. Risks of exposure to COVID-19 were also identified, such as through staff shortages, the personal nature of care provided to clients, uncertainty in client COVID-19 status, and impracticalities of using PPE (such as the client's fear; difficulties communicating; glasses steaming up during bathing of clients) (155).

The Social Care Recovery Framework published by Welsh Government prioritises enabling older people and disabled people to be active members of their local communities, and to remain active and independent in their own homes. The Framework recognises that long COVID is likely to impact domiciliary care services through recruitment, retention, and management of sickness amongst staff. The Framework aims to increase the capacity and reach of domiciliary care through a variety of means, including through the commitment to the Foundational Economy (156).

8.3.4 Unmet needs

Professional leads identified the need to better understand what older people want from services, and giving greater consideration to how best to support people with cognitive impairment. Also a need to increase the support around addressing frailty. Focus group participants identified the following gaps:

- Better access to healthcare to meet needs: *"struggle to get an appointment, even in an emergency"*
- Better public transport systems
- Improved accommodation: "*Better sheltered housing"*
- Enhanced support: *"Better support for people to live independently"*; "*More support groups to meet with other people"*

Respondents to the professional and provider survey identified the following unmet needs:

- Access to day care services, domiciliary care, and lifting service
- Long waiting lists for support services including mental health, physiotherapy, hospital services, and care at home; delayed care was identified as increasing people's needs
- Socialisation opportunities

Gaps in knowledge and understanding include:

- In depth knowledge and understanding of what older people want from services
- Consideration of how best to work with people with significant cognitive impairment
- A common understanding of the population need and demand for adaptations and identify inequalities within and between regions.
- A clear understanding of language needs for older people in Cardiff and Vale
- Benchmarking and the "social model of care"
- Where the gaps in service provision are
- Where to focus prevention work to have the biggest impact on reducing hospital admissions

8. 4 What are the range and level of services needed?

8.4.1 Prevention and assets

To address the issues facing people as they age, prevention is crucial as it can keep people healthier for longer, living independently, reduce the need for social care and demand for other services. These key elements around prevention have been identified by professionals and older people:

- Legal framework around mental capacity, Power of Attorney and Advanced Decision making
- Financial management and support
- Falls prevention services
- Mental health and resilience
- Digital inclusion
- Integrated health and social care services across sectors

- Addressing loneliness and social isolation
- Maintenance of social roles in families and communities, to give life a meaning

Assets to support well-being

Focus groups, discussions with professionals supporting older people and survey results highlighted sources of support and well-being for older people in Cardiff and the Vale.

Family and friends were valued: "*I rely on family for many things*". Community-based settings support independence and well-being. 42.2% of survey respondents who are older people reported to attend a setting within their community. Examples of local assets include drop-in centres ("*support workers at drop-ins*"); over 60s clubs in community venues such as mosques, libraries/ hubs, clubs such as drama, books, cooking or gardening. Third sector organisations such as Age Connects, Age Cymru, Red Cross provided support, and the Alzheimer's society Dementia Friends programme was also helpful. Healthcare services were supportive and care home staff "*are superb, they take the time to care".* Extra care housing facilitate independence amongst people with care needs.

"I lead a rich and fulfilling life with lots of family and friends to support and spend time with" – older person, focus group

Dewis Cymru provides a list of local and national organisations that can provide help and support for residents across Wales, including Cardiff and the Vale, for a range of topics including well-being, safety, managing money, being at home, and looking after someone (157).

8.4.2   Community services

Rehabilitation and reablement

Rehabilitation describes the concept of providing personalised support to an individual to enable them to live as active and full a life as possible. This includes reablement, which describes the process of regaining skills and confidence. Rehabilitation can prevent a need arising or escalating, promote self-management, help recovery after an event such as a hospital admission, and span physical and mental health (158).

The five-tiered, evidence-based Cardiff and Vale Rehabilitation model, introduced in 2020, is shown in Figure 16.4. There are four "rehabilitation rules" that span all five tiers, indicated in blue double-headed arrows in the figure. The design principles (in red) are taken from the Cardiff and Vale UHB strategy 'Shaping our Future Wellbeing'. Rehabilitation aims to reduce health inequalities, promote independence, pre-empt and avoid crises, and enable people to enjoy a meaningful life at home where possible (158).

Figure 16.4. Cardiff and Vale Rehabilitation Model. Source: Cardiff and Vale UHB (158)

Transport

Transport was identified in the 2017 PNA as a way of improving people's independence and well-being (159). The Centre for Ageing Better published a report on barriers and enablers to active travel amongst people aged 50 to 70, with key themes around physical ability, confidence, proximity to amenities, maintained footpaths and cycle paths, social norms, and motivation (150). The Welsh Government Strategy for an Ageing Society incorporates public and community transport that is accessible to all older people, as a priority. Transport is viewed as critical to enable older people to realise their independence, participation, reduce isolation and loneliness, and access services. Barriers to access included poor co-ordination between transport systems, availability of public toilets, and seating. Free bus travel for those aged over 60 is continued in the new Wales transport strategy. Three key areas include development of demand responsive transport, improving bus services, and supporting people to plan their journeys door to door (116). Health services need to be accessible for older people, including by public transport. Age-friendly spaces are discussed in the 2019 Director of Public Health for Cardiff and Vale's annual report (113).

In Cardiff and the Vale, there are a number of third sector community transport providers, including Age Connects, Voluntary Emergency Service Transport, Hospital Transport Service, alongside others (160).

8.4.3 Partnership approach

Future thinking

The demographic shift will be a significant future challenge, and the demand for social care in particular is going to be rising. There are issues with recruitment in social care currently which need to be addressed, and there is a need to ensure services are sustainably funded. Societal changes such as employers enabling flexible retirement opportunities may impact the services demanded and utilised. Social care needs to be sustainably funded for the long term.

Person-centred services

Services need to be joined up. Prevention should be prioritised, in order to support older people to live and age well (116). Social prescribing (161) and provision of a wide range of support services can enable older people to have their needs met such as addressing isolation and potentially reduce their need for health and social care. The Royal College of General Practitioners has developed community action plans to tackle loneliness for each of the four UK nations. In Wales, the plan aligns with the Well-being for Future Generations Act, encourages partnership working between Primary Care and other services, and calls for everyone to take action to tackle loneliness (162)

Services need to be flexible enough to meet needs of the individual and their choices. There has been a positive shift towards supporting people to stay in their own homes, and to have rights to say what they want and need. More people are choosing not to live in residential care accommodation, but staying at home and receiving support there, which comes from a variety of sources including third sector. There is often still a need for nursing care at a point in people's lives however. A range of service providers needed to work jointly – health, local authority and third sector to provide the right care at the right time.

8.5 What is likely to happen in the future?

In Cardiff and the Vale of Glamorgan the number of people aged 65 to 84 years is expected to increase from around 70,000 people to around 93,000 people between 2019 and 2039. This will mean a rise from 14% of the total population in 2019 to 16.2% in 2039. Figure 8.2 illustrates the rate of growth expected in this age group between 2019 and 2039. It should be noted that predictions become less accurate the further forward into the future they project.

Projected population, counts, all persons, aged 65 to 84, Cardiff and Vale UHB, 2019 to 2039
Produced by Public Health Wales Observatory, using 2014 population projections (WG)
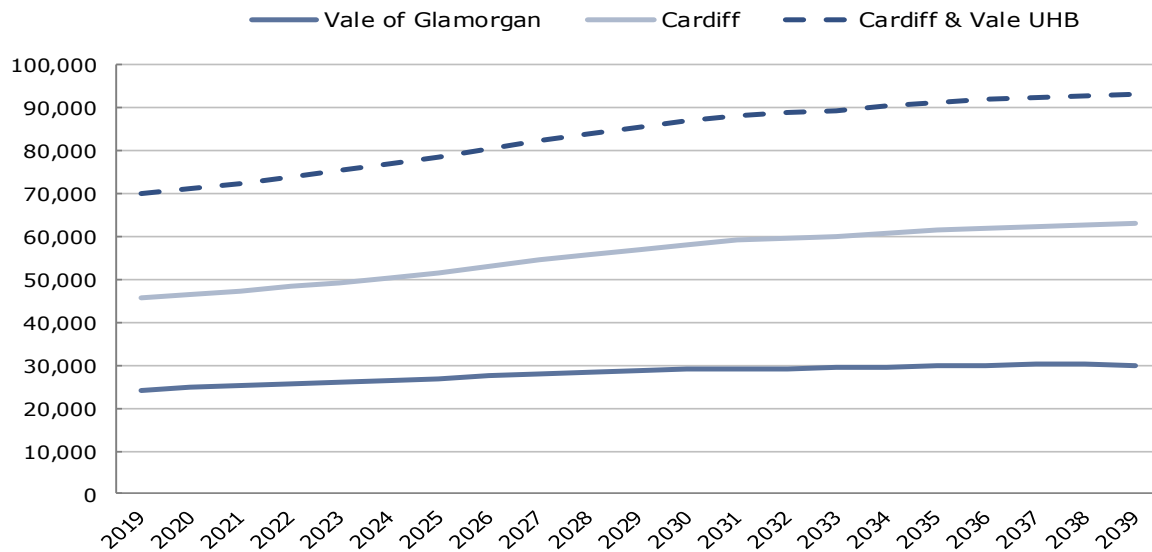

Figure 8.2. Projected population increase aged 65 to 84, 2019 to 2039
Source: Public Health Wales Observatory

The number of people who are aged 85 and over is expected to rise even more sharply, with numbers expected to double in the next 20 years. This will mean a rise from 2.4% of the total population in 2019 to 4.2% in 2039. Figure 8.3 illustrates this change.

Projected population, counts, all persons, age 85+, Cardiff and Vale UHB, 2019 to 2039
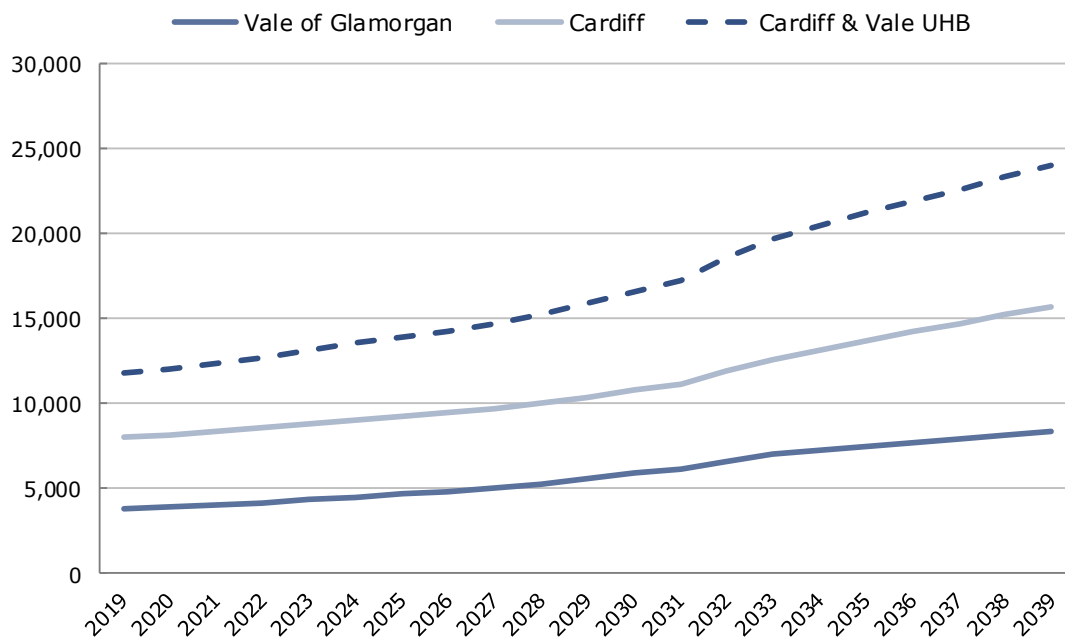Produced by Public Health Wales Observatory, using 2014 population projections (WG)

Figure 8.3. Projected population aged 85 and over, 2019 to 2039
Source: Public Health Wales Observatory

Health and social care will need to adapt and focus not only on the ongoing impact of the pandemic, but the need to continue to build an integrated system which delivers the best quality services for the population. Welsh Government will concentrate efforts on the *"whole system"* putting citizens at the centre and surrounding them with resilient local communities alongside primary and community care (25). Health services need to be agile and responsive and social care services caring, effective and linked seamlessly with local communities and health services, to provide support for those in their own homes.

Future demand for formal care for people is not simply linked to the fact that the population is ageing. However, the projected growth in the numbers of older people with complex care needs (including severe dementia) is highly likely to result in increased pressure on health and care services (163), for example, the number of older adults living with severe dementia is predicted to double by 2040 in Wales.

8.6   Recommendations

Cardiff and the Vale of Glamorgan Local Authorities, Cardiff and Vale University Health Board, and private providers to:

- Recognise the diversity of the "older people" group and provide services to meet the needs of such a diverse group, including transport options
- Continue to embed the Cardiff and Vale Rehabilitation Model
- Further develop existing collaborations to provide high quality end of life care
- Integrate care and support services to enable older people to live independently and well at home for as long as possible, for example, through the @home programme
- Promote the use of Dewis Cymru to increase awareness of available support services

Cardiff and the Vale of Glamorgan Local Authorities to:

- Support new building developments to meet the needs of an ageing population, and increase the provision of a variety of accommodation options to enable older people to make informed choices on where and how they live
- Implement the Housing Adaptations Strategic Framework; and ensure existing properties are appropriate, safe, and support older people's independence
- Apply urban design standards and accessibility criteria when redesigning existing infrastructure, for example, increasing the time for people to cross the road at a light-controlled pedestrian crossing (113)

Cardiff and Vale University Health Board and Primary Care to:

- Promote the Royal College of General Practitioners 'Tackling loneliness. A community action plan for Wales' amongst health care providers and partners to raise awareness of loneliness, and advise how lonely patients can be identified and supported (113)

9. Healthy Lifestyles and Long Term Conditions

This chapter should be read in conjunction with the following chapters: Children and Young People; Children and Young People with Complex Needs; Older People; Learning Disability; Autism; Adult Mental Health; Cognitive Impairment including Dementia; Adult Unpaid Carers; Sensory Loss and Impairment; VAWDASV; Asylum Seekers and Refugees; Substance Misuse; Secure Estate; Armed Forces Service Leavers (Veterans)

Recommendations

Cardiff and the Vale of Glamorgan Local Authorities, Cardiff and Vale University Health Board, and policy makers to:
- Anticipate the impact of demographic change on future service demands
- Consider the impact of socio-economic disadvantage on service users, and how services can be provided in a way to reduce inequities, in line with the Socio-Economic Duty

Cardiff and the Vale of Glamorgan Local Authorities and housing providers to:
- Further progress accommodation solutions that meet the needs of the service users

Cardiff and Vale University Health Board to:
- Improve access to services, with a focus on mental health services
- Continue to develop and strengthen preventative health services

Policy makers to:
- Use the Triple Challenge lens to inform policies and strategies around issues impacted by Brexit, COVID-19 and climate change, such as food systems and diet (70)

9.1   Overview

This chapter considers lifestyle and health behaviours such as smoking, diet, physical activity, and prevention such as vaccination, as well as long term conditions.

Self-Assessed Health
Across Wales, since 2016/17, self-reported health has remained fairly stable. However, a socio-economic gradient persists. In 2019/20, 81% of people in the least deprived fifth of the Welsh population reported good or very good health, compared to 60% of people in the most deprived fifth (127).

The proportion of adults over 16 years in Cardiff and the Vale of Glamorgan stating their health is "good" or "very good" has remained fairly stable, with 75% in Cardiff, and 72% in the Vale of Glamorgan in 2018/20. Those reporting their health as "bad" or "very bad" has also remained stable: around 8% in Cardiff and 7% in the Vale of Glamorgan (164).

Across Wales, the number of people reporting 2 or more longstanding illnesses has remained at 21% in 2016/17 and 2019/20; similarly those reporting to be limited by the longstanding illness is similar at 33% in 2016/17 and 35% in 2019/20. Nineteen percent consider their activities to be limited a lot by illness (115).

Weight, physical activity, and diet

Two-fifths of adults in Cardiff and one-third in the Vale of Glamorgan are a healthy weight (BMI 18.5-25). Three-fifths in the Vale of Glamorgan, and 55% in Cardiff are overweight or obese (BMI over 25) (165). In both Cardiff and the Vale of Glamorgan, 29% of the population were active less than 30 minutes in the previous week (165). In Cardiff, 4% reported eating no fruit or vegetables the previous day (6% in 2016/18); for the Vale of Glamorgan, this was 7% in 2016/18 and 6% in 2018/20. One third (34%) of those in the Vale of Glamorgan and 26% in Cardiff reported eating 5 portions the previous day in 2018/20 (165).

The National Survey for Wales 2018/19 reports that 9% of respondents experienced a day in the last fortnight where they did not have a substantial meal due to a lack of money. This figure was 4% in 2017/18 (166). The Trussell Trust provides consistently increasing numbers of food parcels in Wales, although the figures for Cardiff and the Vale of Glamorgan between 2019/20 and 2020/21 do not show this pattern (Figure 6.1) (167). This may be due to measures taken by Welsh Government (such as holiday free school meals) or alternative provision at a local level (for example, Healthy Start Vouchers, or through Food Cardiff and Food Vale). People in the UK who are in poor health, have experienced eviction or divorce, and who lack access to support networks including friends and family, are more likely to need support from a food bank (168).
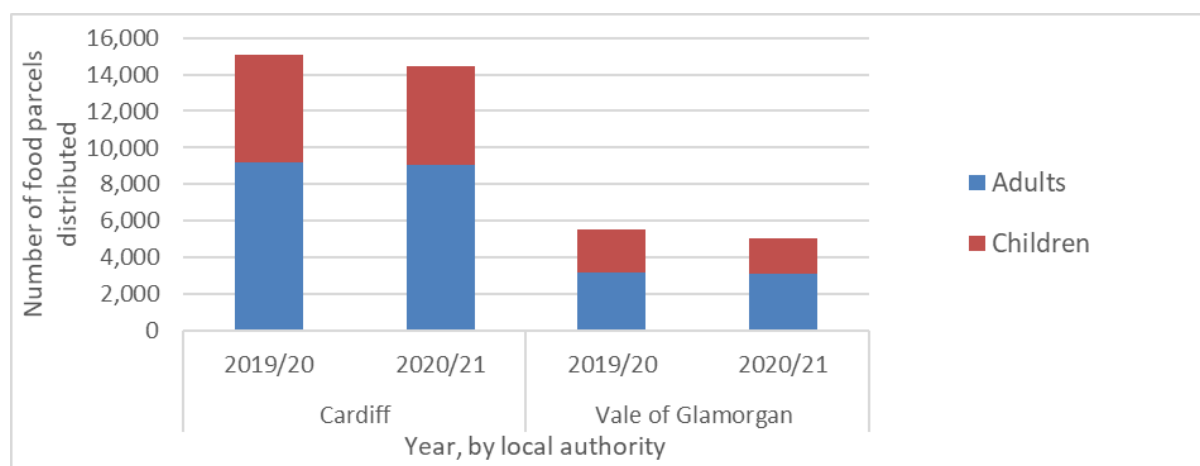

Figure 9.1. Number of food parcels distributed to children and adults by the Trussell Trust, by local authority.
Source: the Trussell Trust (167)

Healthy life expectancy

Healthy life expectancy provides an estimate of years spent in "good" or "very good" health, based on self-reported measures, and complements measures of life expectancy, which estimates the average number of years an individual would live, were they to experience that area's current age-specific mortality rates for their whole life (169).

Life expectancy as well as healthy life expectancy is higher for females than males at national and local authority levels, for 2013/15 and 2016/18 (with the exception that healthy life expectancy in Cardiff is the same for males and females at 61.7 years) (170). Healthy life expectancy is above the Wales average for residents of the Vale of Glamorgan, and males in Cardiff. Of the data presented in Table 9.1 for 2016/18, the biggest difference between life expectancy and healthy life expectancy in 2016/18 was 21.2 years for females in Cardiff, which equates to 74% of life spent in good health. The smallest difference was seen for males in Cardiff (16.5 years) who have 79% of life in good health (170). Note that life expectancy calculations are based on the number of deaths registered and mid-year population estimates, aggregated over 3 consecutive years. They also provide an average figure and do not account for differences in different population groups.

Table 9.1. Life expectancy and healthy life expectancy, by area, gender, and time.

	2013/15			2016/18		
	Life expectancy	Healthy life expectancy	% of life in good health	Life expectancy	Healthy life expectancy	% of life in good health
Cardiff						
Males	78.3	60.2	77%	78.2	61.7	79%
Females	82.6	63.5	77%	82.9	61.7	74%
Vale of Glamorgan						
Males	79.1	64.3	81%	79.3	62.2	78%
Females	83.2	66.5	80%	83.4	64.4	77%
Wales						
Males	78.4	61.5	78%	78.3	61.4	78%
Females	82.3	62.7	76%	82.3	62.0	75%
UK						
Males	79.2	63.1	80%	79.3	63.1	80%
Females	82.9	63.9	77%	82.9	63.6	77%

Source: ONS (170)

Information sources

The content of this chapter was developed using existing literature, strategies and reports and triangulating findings with professional leads and engagement work (297 survey respondents reported having a long term health condition or physical disability; 5 focus group participants with a long term health condition. Findings from a focus group with 10 homeless participants are also included). It should be noted that the views of those engaged are not representative of all people with long term health conditions in the population of

Cardiff and the Vale of Glamorgan, but do provide rich information about their lived experiences.

9. 2   What has changed since 2017?
9.2.1   Pre-COVID-19
Nationally, the following key documents have been published:
- A Healthier Wales: Welsh Government's plans for health and social care (171)
- Health and Social Care in Wales - sets out impact of COVID-19, key lessons learned, opportunities, challenges, risks, and priorities for the future (25)
- Healthy Weight; Healthy Wales: Welsh Government's long term strategy to prevent and reduce obesity in Wales (172)
- The draft Welsh Government tobacco control strategy for Wales and delivery plan is out for consultation between November 2021 and January 2022 (173)
- A health impact assessment of the 'Staying at home and social distancing policy' in Wales in response to the COVID-19 pandemic, published in June 2020, identified positive and negative impacts (174)

9.2.1   COVID-19
A "triple challenge" now faces health and social care services; this describes the combined impacts of Brexit, climate change, and COVID-19. These factors are dynamic and impacts are broad across the wider determinants of health. Public Health Wales calls the present time point a "*window of opportunity*" to implement policies to positively influence health, well-being, the economy, and the environment, in line with the ethos and aims of the Well-being of Future Generations (Wales) Act 2015 (70).

COVID-19 has had a disproportionate impact across Wales: those in more deprived communities with poorer living conditions, overcrowding, higher risk and lower paid jobs experienced worse outcomes from COVID-19 (25), and have demonstrated the overlapping and cumulative effect of the social determinants of health. Welsh Government identified four areas of COVID-19 related harm:
1. Direct harm from COVID-19
2. Harm from overwhelmed health and social care system
3. Hard from reduction in non-COVID-19 activity
4. Harm from wider societal actions and lockdown (25)

Figure 9.2 shows the number of COVID-19 cases in Cardiff and Vale University Health Board (175). The Cardiff and Vale Annual Director of Public Health 2020 report describes the impact of COVID-19 in more detail (19).

Cases by MSOA of residence   Hover over the map for more details
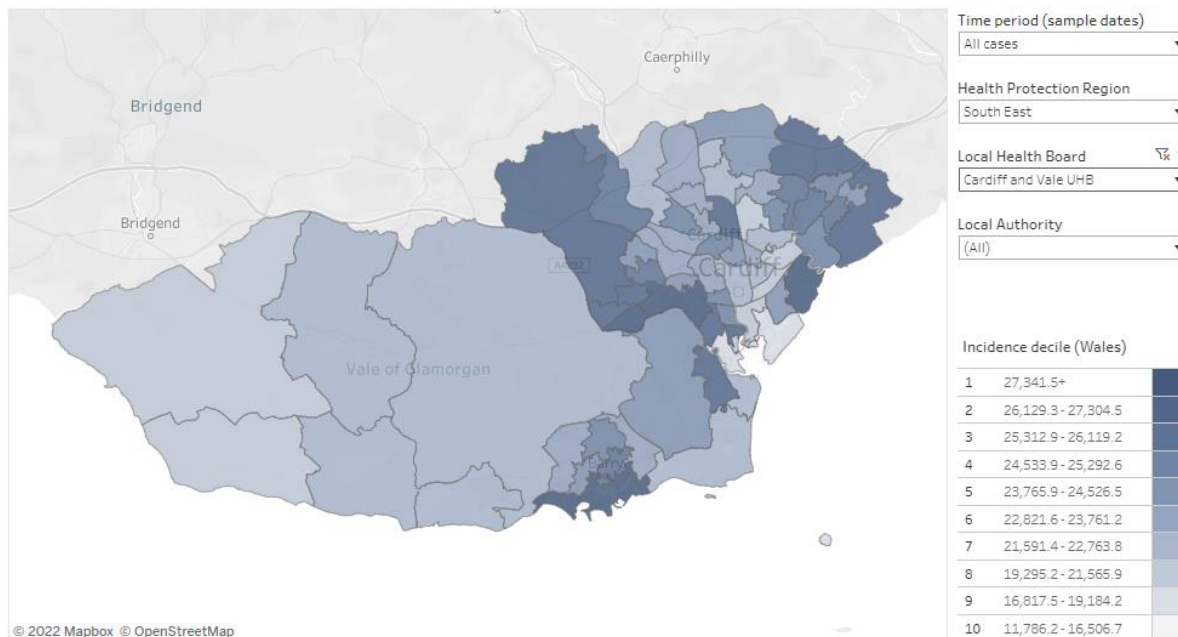
This map uses the Office for National Statistics' (ONS) middle layer super output areas (MSOAs) as defined by their 2011 boundaries. The case numbers are suppressed for any MSOA where there were fewer than three cases. The colours are defined by the decile an area falls under when ranked by their incidence per 100,000; with the highest 10% of MSOAs in Wales categorised as 1 and the lowest as 10.

Figure 9.2. A map of COVID-19 cases by Middle Super Output Area (MSOA), correct as at 24.01.2022.
Source: Public Health Wales Health Protection (175)

Direct harm from COVID-19

An estimated 58,000 people living in private households (1.9%) in Wales have self-reported long COVID of any duration in January 2022 (42). At a UK level, a social gradient is observed, with 2.6% of people in households in the most deprived and 1.6% in the least deprived areas experiencing long COVID (42). No data are currently available for Cardiff and Vale of Glamorgan on the prevalence of long COVID.

The COVID-19 age-standardised death rate per 100,000 for females in Wales was 138.1 between March 2020 and April 2021; with rates of 126.0 and 178.8 for females in the Vale of Glamorgan and Cardiff respectively. For males in Wales, the mortality rate was 220.0, with 222.5 in the Vale of Glamorgan and 325.2 in Cardiff (176).

Harm from overwhelmed health and social care system

The Audit Wales report "Taking care of the carers?" describes how the NHS has looked after its staff during the COVID-19 pandemic. Challenges in staff well-being prior to the pandemic were recognised, and so strong focus was placed on protecting staff from COVID-19 (for example, through infection prevention and control measures, and access to COVID-19 tests and vaccinations), as well as supporting mental health and psychological well-being. The report identifies the increased stress and exhaustion amongst staff, and highlights the need for continued support to prevent long term physical and mental health impacts. Investment into NHS staff to develop a motivated and healthy workforce was concluded to be essential

to the delivery of high quality health and care services that are safe, efficient and effective (177).

Welsh Government reports that health and social care services are concerned by staff fatigue, and consequent issues with recruitment and retention (25). One focus group participant expressed concern for staff providing services.

> *"It's how tired the NHS are: I regularly speak to my doctors and nurses and I see the strain"* – service user, focus group

The homeless focus group experienced a negative impact on service provision, with delays in delivery. They recognised efforts to house homeless people during COVID-19, and the lack of evictions – but stressed that evictions were only one cause of homelessness; others included relationship failure, abuse, bereavement, and leaving prison.
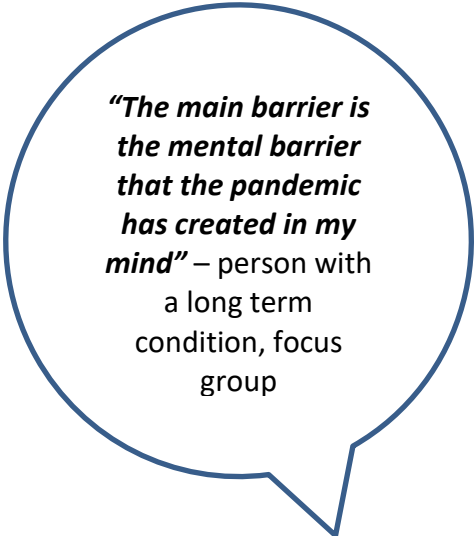
Harm from reduction in non-COVID-19 activity
In the early stages of the COVID-19 pandemic, there was a reduction in GP attendances for possible cancer symptoms as well as a reduction in cancer screening, outpatient and accident and emergency attendances in Wales (25). Between March and November 2020, 3,500 fewer cancers were diagnosed compared to what might be expected for that period of time in Wales (25). Due to diversion of resources towards COVID-19, an increase in the number of patients waiting more than 36 weeks throughout the secondary care pathway was seen, alongside an increase in people waiting for diagnostic tests, and a reduction in elective procedures (25).

Harm from wider societal actions and lockdown
A total of 138,470 people were on the Shielding Patient List in Wales during the first lockdown which commenced in March 2020, with 6,000 in the Vale of Glamorgan, and 13,730 in Cardiff. In the Vale, 60 were less than 16 years, 3,395 were 16-69, and 2,545 were 70+; in Cardiff these figures were 250; 8,715; and 4,765 respectively (178). One focus group participant with a long term condition stated that COVID "*reduced your already limited areas of choice in your life*".

Around 16% of those employed in Wales worked in industries that closed at the start of the COVID-19 pandemic. Women, young people, disabled people, and those from an ethnic minority were more likely to work in those industries (179).

> *"The main barrier is the mental barrier that the pandemic has created in my mind"* – person with a long term condition, focus group

In the UK, COVID-19 has increased food insecurity, in particular amongst ethnic minority groups (180). Food insecurity and poverty increase the risk of hunger and obesity co-existing (180). Obesity has been associated with worse COVID-19 outcomes (25).

Positive impacts

Some benefits have been observed, for example:

- Health and social care staff and patients/service users: embracing digital technological solutions including video consultation and remote working
- Community spirit: a desire to contribute, and the willingness of people to volunteer at local vaccination centres or food banks, or supporting more vulnerable members of the community, have demonstrated and developed community resilience
- Environmental: improvements in air quality through reduced traffic, as more people work from home
- Systems: successful elements of the pandemic response including demonstration of successful partnership working to create a whole system approach; and rapid implementation of diagnostic testing and digital systems (25)

9.3   What are the care and support needs?

9.3.1   Individual

Person-centred approach

The theme of wanting to be involved in decision making came from focus group participants of adults with a long term condition: *"You have to advocate for yourself otherwise you are not heard";* however, participants recognised the limits of their knowledge and wanted to be supported in such decisions.

Focus group participants mentioned issues which undermined their independence and well-being; getting support for the person they cared for was the biggest challenge they faced. Professional leads felt it was important to see the person, and not their diagnosis.

"Sometimes I am only confident to speak on things that I have knowledge of. I like people to speak for me but sometimes it's not then put as I would like it" – person with a long term health condition, focus group

Language and communication

The number of Welsh speakers is projected to increase over the next 30 years. The Annual Population Survey reports 883,300 Welsh speakers aged 3+ in 2021, an increase from 2011. The Welsh Government aim to reach 1 million Welsh speakers by 2050 (127).

The National Survey for Wales reports that 11% of respondents in Cardiff and Vale were given the choice to receive treatment in Welsh or English (range 11-24% across Wales). Amongst Welsh speakers in Wales, 24% chose to receive treatment in Welsh (181). Social Care Wales report that only 2% of domiciliary care workers are fluent in Welsh and 15% have some Welsh in the Vale of Glamorgan. For Cardiff the figures are 3% and 27% (182).

9.3.2   Community
Access to health services

The 2020/21 National Survey for Wales identified that fewer respondents had seen a GP in the last 12 months compared to previously: in Cardiff and Vale, the figure was 67%, compared to 64% across Wales. The ease of booking a GP appointment in Wales was improved in 2020/21 with 76% reporting ease (77% in Cardiff and Vale). In 2020/21, two-thirds of appointments were face to face, with 32% by telephone (166).

Most (84%) survey respondents across Wales stated they could get the right information to lead a healthy life; and 84% reported they could get the right information when unwell (166). There may be differences in access to services amongst different vulnerable groups, such as gypsy travellers, or sex workers, for example. Focus group participants who were homeless struggled to access certain services, particularly mental health services, and so were unable to make decisions about how best to deal with their complex needs. Homeless people have high prevalence of mental health disorders yet struggle to access mental health and other healthcare services. Homeless people are also four times more likely than the general population to attend the Emergency Department (183). Difficulties accessing services experienced by asylum seekers and refugees are described in chapter 20.

9.3.3   Wider determinants of health
Deprivation

A Welsh Government review of socio-economic disadvantage and inequalities of outcome published in November 2021 concludes that socio-economic disadvantage is associated with worse health outcomes, through complex mechanisms. Possible explanations include through worse access to opportunities for physical activities, poor dietary intake, and impacts on mental well-being (55).

The Welsh Government Future Trends report in 2021 identify a slight reduction in poverty across Wales, with lower poverty rates in children in Wales compared to the UK, but higher poverty in working age adults and pensioners. The qualification profile has improved, inline within overall UK trends. The unemployment rate in Wales has decreased since 2013 (however, rates of in-work poverty are still known to be high) (127).
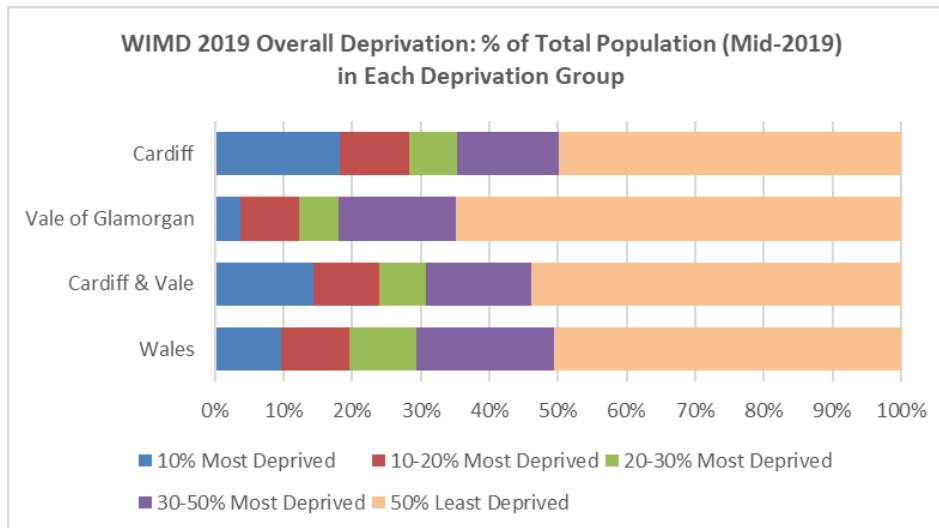
Figure 9.3. Proportion of the population in deprivation groups based on lower super output areas. Source: produced by Cardiff Council using Welsh Government data (20)

The National Survey for Wales 2019/20 identifies that 13% of adults in Cardiff and 8% in the Vale of Glamorgan live in material deprivation (a measure of poverty; the extent to which people can afford essential items such as heating and food), although this is not a significant difference (184). Figure 6.3 shows about half of the population of Cardiff live in the 50% least deprived Lower Super Output Areas, and one fifth in the 10% most deprived areas. More information can be found in Chapter 4 (Demography).

Across Wales, there is significant variation in lifestyle behaviours according to deprivation:
- Smoking: 26% of those in the most deprived quintile smoke, compared to 11% of those in the least deprived quintile
- No fruit/vegetables the day before: 12% in the most deprived compared to 6% in the least deprived quintile
- Less than 30 minutes' physical activity the week before: 41% in the most deprived compared to 26% in the least deprived quintile
- Drinking more than 14 units of alcohol/week: 13% in the most deprived quintile, compared to 21% in the least deprived quintile (note unhealthy alcohol intake is more prevalent in the least deprived group, in contrast to other risk factors) (165)

Housing
The Welsh Government Future Trends evidence suggests that the number households is likely to increase over the next 20 years, as is the number of people living in single-person households in Wales (127).

Welsh Government has recently published the draft Housing Adaptations Strategic Framework to aid the delivery of adaptations services at a local level, with an aim to operationalise this in April 2022. One of the key aims of the framework is to develop a common understanding of the demand and the need for adaptations. Adaptations can help maintain independence, reduce hospital admission and facilitate discharge, and delay or avoid residential care (149). In 2019/20, 34,341 adaptations were recorded in Wales: 55% delivered by Care & Repair, 37% by local authorities, and 8% by housing associations. Most

(95%) cost £500 or less. The most common benefits for adaptations were falls prevention, followed by independent living (185).

Across Wales, 7% of adults have experienced homelessness. Adults reporting 4+ adverse childhood experiences (ACEs) have were 16 times more likely to report homelessness than those without ACEs. Childhood Resilience Levels were found to protect against ACEs and were also associated with lower reporting of lived experience of homelessness. Examples of resilience assets include supportive teachers, a trusted relationship with a stable adult, and belonging to a community (183).
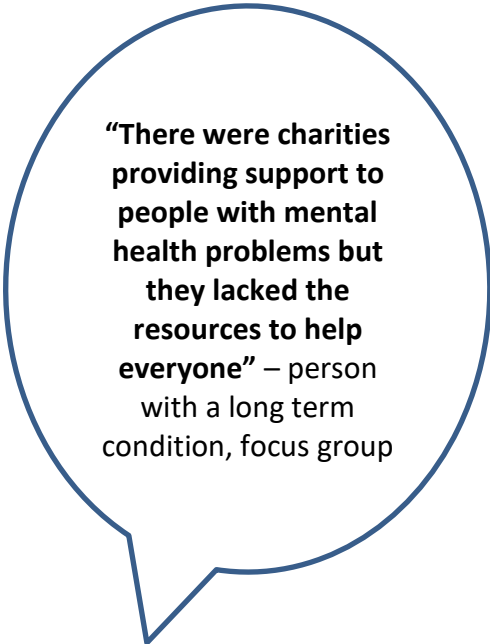
Focus group participants who were homeless felt that they had little control over what was happening to them and that they had been "*left*" homeless. The duration between referral from the Housing Options Centre to hostel accommodation was felt to take too long, which exacerbated chaotic situations. People tended to live in the immediate and did not plan for the future; delays in decisions were perceived as "*an eternity*". Participants found some rules troublesome: certain accommodation providers required people to leave by 9am, which prevented shift work.

Housing was seen as the first key step in order to gain access to employment, healthcare, and other services, such as a key worker. Focus group participants felt that homeless people needed access to a key worker the most, but struggled to get this support. Homeless focus group participants named Huggard as critical for their independence, as without an address, they were unable to access other support. These findings were echoed in engagement conducted for the Secure Estate chapter (chapter 19).

9.3.4 Unmet needs
Focus groups have identified unmet needs:
- Mental health services linked to long term conditions: participants reported insufficient support for mental health issues associated with their situation. A number of comments were made in relation to the current support being offered via GPs with a theme coming through that people were much more likely to be directed towards medication rather than other sources of support (e.g. counselling, cognitive behavioural therapy). COVID was felt to have exacerbated the situation. Professional leads observed that early identification of mental health illness was needed, yet the culture around recognition of mental health needs often did not support this.
- Referral times: One participant stated that long referral times had effects on other aspects of life, for example, work.

"**There were charities providing support to people with mental health problems but they lacked the resources to help everyone**" – person with a long term condition, focus group

- Awareness of available support: participants acknowledged that third sector organisations had variable levels of resources available; and that: "*support is there but you have to search it out*"

Gaps in knowledge included that the emerging science and research on COVID-19 and long COVID will continue to evolve. There is currently no local data on the prevalence or impact of long COVID and the potential for differential impact within different groups within the population.

9. 4   What are the range and level of services needed?
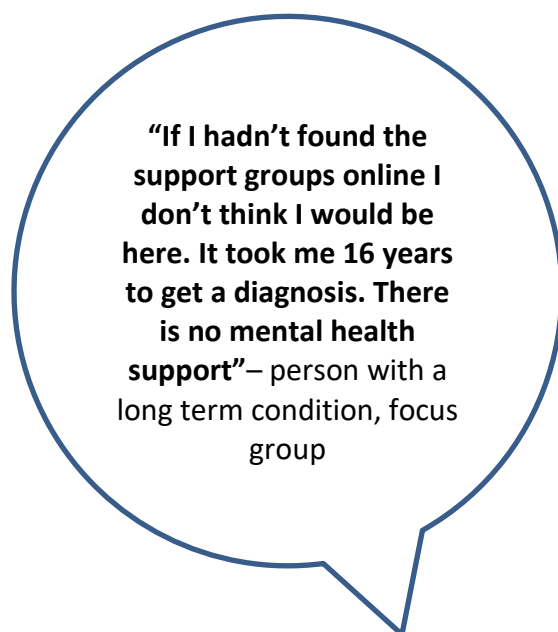
9.4.1 Prevention and assets

Prevention has a strong focus in the 'Health and Social Care in Wales – COVID-19 update', including promotion of the Healthy Weight; Healthy Wales strategy to tackle obesity and to prevent diabetes and musculo-skeletal problems. Wider determinants of health also have preventative effects, such as employment and financial resilience (25).

COVID-19 vaccination

Cardiff and Vale University Health Board have administered 392,808 first doses of the COVID-19 vaccine, 360,408 second doses, and 274,602 booster vaccines as at 16.01.2022 (186). Across the Health Board, there are inequities in vaccine coverage, for example, with lower coverage in Black, Asian, Mixed, and Other ethnic groups compared to White ethnic groups, across all age groups. Actions have been delivered to decrease the gap, with some success. Inequities are also observed across Wales between the most and least deprived areas (19).

Assets to support well-being

Assets to support people's well-being identified in the 2017 Population Needs Assessment (159) were thought to still be valid by professional leads. Engagement work identified that, at the individual level, friends, family, and peer support was helpful. Community-based assets included community projects, and third sector organisations (such as Huggard). However, it was identified that "*to benefit from their support you need to have time and resources of your own*". The Carers Gateway and Advocacy Gateway, as well as online help, were sources of support (a finding echoed in other chapters in the PNA). Statutory organisations, and Welsh Government initiatives such as Access to Work were helpful. This scheme provides funding for equipment for the workplace, travel costs; car adaptations; interpreters; and other forms of practical support (187).

"If I hadn't found the support groups online I don't think I would be here. It took me 16 years to get a diagnosis. There is no mental health support"– person with a long term condition, focus group

9.4.2 Community services
Access to services

Timely access to the services is critical, with mental health services most commonly discussed. Services should be provided in a location and format that is accessible to the user, and promotes health, well-being, and enables them to achieve what matters to them.

"I live in a very good place, I know there is support if I need it" – person with a long term condition, focus group

Long COVID rehabilitation service

Cardiff and Vale UHB have adapted the Cardiff and Vale UHB Model for Rehabilitation (further details in chapter 8) to develop the COVID-19 Rehabilitation Model. This model addresses the rehabilitation needs of those recovering from COVID, as well as those who have experienced paused planned care, those who have avoided healthcare services during periods of restrictions, and those who are socially isolated or in shielded groups. An accompanying website (www.keepingmewell.com) was launched to provide guidance (188).

9.4.3   Partnership approach
Connected services

Housing is a critical basis for employment and access to other services. Focus group participants felt *"trouble makers"* were turned away when they needed increased support for complex needs. Services should be connected so that individuals can be signposted to more suitable sources of support. Awareness of support available should be high amongst staff working in public-facing services as well as amongst service users and bystanders.

9.5   What is likely to happen in the future?

The Welsh Government White Paper 'Rebalancing Care and Support' remarks on the challenging climate due to: COVID-19, austerity, the complexity of the care and support landscape given the number of providers, and different commissioning bodies and funding mechanisms (93). Welsh Government aims to develop a national framework where services are designed based on quality, value, outcomes, simplicity, sustainability, partnerships, and co-production (93).

The report 'Health and Social Care in Wales – COVID-19: Looking Forward' from Welsh Government refreshes the health and social care action plan 'A Healthier Wales'. The core of the plan is a whole system approach, with people at its core, and seamless integration between health and social care services (25).

Demographic change is anticipated as outlined in chapter 4. This will impact on the anticipated prevalence of care and support needs. In terms of lifestyle behaviours, the Future Trends report predicts that smoking prevalence will decrease, whilst obesity and the proportion of people eating fewer than 5 fruit and vegetable portions a day will increase

(189). The persistence of the life expectancy and healthy life expectancy gap between the least and most deprived is expected to continue in Wales (189).

Understanding the prevalence and impact of long COVID, and planning for COVID-19 recovery including building on positive impacts (such as digital progress and alternative forms of delivering care) whilst minimising harms will be a priority. A Public Health Wales report details the unequal implications of Brexit on poverty, health and well-being in Wales, in the context of the COVID-19 pandemic. For example, impacts on the labour market and consequent staff shortages in health and social care; and disproportionate impacts on the poorest and most vulnerable, for example, through increases in the price of food, or reduced funding for preventative public services (190).

9.6   Recommendations

Cardiff and the Vale of Glamorgan Local Authorities, Cardiff and Vale University Health Board, and policy makers to:
- Anticipate the impact of demographic change on future service demands
- Consider the impact of socio-economic disadvantage on service users, and how services can be provided in a way to reduce inequities, in line with the Socio-Economic Duty

Cardiff and the Vale of Glamorgan Local Authorities and housing providers to:
- Further progress accommodation solutions that meet the needs of the service users

Cardiff and Vale University Health Board to:
- Improve access to services, with a focus on mental health services
- Continue to develop and strengthen preventative health services

Policy makers to:
- Use the Triple Challenge lens to inform policies and strategies around issues impacted by Brexit, COVID-19 and climate change, such as food systems and diet (70)

10. Physical Disability

This chapter should be read in conjunction with the following chapters: Children and Young People; Children and Young People with Complex Needs; Older People; Learning Disability; Autism; Adult Mental Health; Cognitive Impairment including Dementia; Adult Unpaid Carers; Sensory Loss and Impairment; Secure Estate; Armed Forces Service Leavers (Veterans)

Recommendations

All agencies to:
- Undertake training on disability equality
- Ensure services are accessible to disabled people; including accessible information
- Reaffirm social model of disability (79)
- Work towards a positive and inclusive culture for disabled people
- Increase awareness of job opportunities for disabled peoples, and how to apply for reasonable adjustments with improved links to Access to Work.
- Increase availability of training for disabled people to further their independence, such as travel training (119)

Cardiff and the Vale of Glamorgan Local Authorities and housing providers to:
- Continue to promote independent living

Cardiff and Vale University Health Board to:
- Continue to consider mental health alongside physical health in service developments

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10.1 Overview

This chapter is concerned with the care and support needs of people with disabilities, including physical disability. People with a learning disability are included in the chapters regarding Children and Young People, and Learning Disability and Autism. People with sensory loss or impairment are included in Chapter 16. The Equality Act 2010 defines disability as "*a physical or mental impairment [which has] a substantial, long-term adverse effect on a person's ability to carry out normal day-to-day activities*" (191). Of note, many reports and data sources include a range of disabilities (including physical disabilities) as per the Equality Act 2010 definition, and do not disaggregate by disability type. Where information relates to a physical disability in this chapter, this is specified.

Welsh Government use the terminology "disabled people" in their reports to refer to people with disabilities (79) (81). The most preferred term amongst focus group participants was "disabled people", so this has been used throughout this chapter. One person who

preferred to be described as a person with a disability said she did not wanted to be defined by her disability.

Data from the National Survey for Wales identified that 32% of adults aged 16 or older in Cardiff, 37% in the Vale of Glamorgan, and 34% across Wales are limited by longstanding illness. These proportions are approximately halved when asked if limited a lot by longstanding illness (16% in Cardiff, 19% in the Vale of Glamorgan, and 18% in Wales) (164).

Estimates from the Annual Population Survey show increasing numbers of adults in Wales aged 16-64 responding that they have a disability. For Wales, these figures are 267,600 in 2013/15 to 416,600 in 2017/19, which equates to 21.9% of the population (192). Figure 10.1 demonstrates the number of people aged 16-64 who reported that they have a disability according to the Equality Act 2010 definition in the Vale of Glamorgan and Cardiff, in 2018-2020. In both local authorities, 19% of the population were disabled. By age band, in both local authorities, 11% of 16-24 year olds were disabled. For people aged 24-44, 16% in the Vale of Glamorgan and 15% in Cardiff were disabled, and for those aged 45-64, the figures were 25% and 29% respectively. A higher proportion of females are disabled compared to males, in both local authorities, across all age groups, with the biggest differences in people aged 25-44 in the Vale of Glamorgan (11% males and 22% females disabled), and those aged 45-64 in Cardiff (24% males and 34% females disabled) (193).
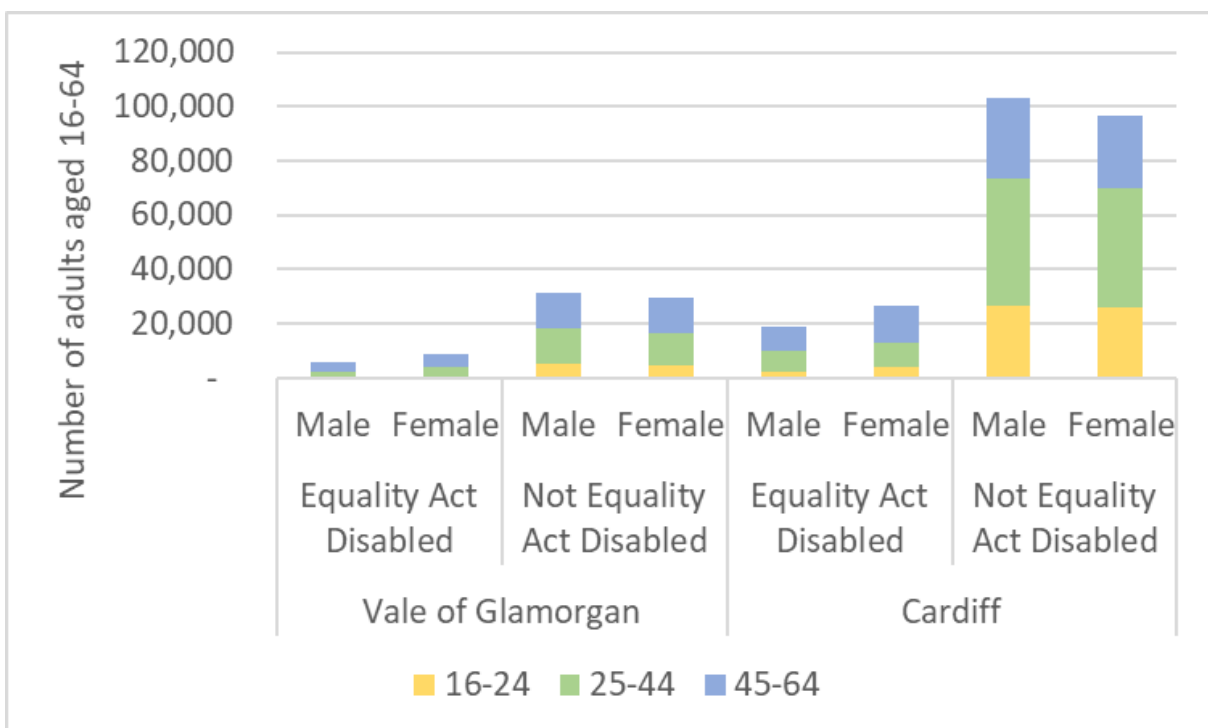

Figure 10.1. The number of people aged 16-64 who are disabled or not disabled based on the Equality Act 2010 definition by sex in the Vale of Glamorgan and Cardiff, for 2018-2020. Source: ONS (193)

Citizen voice was included from the public survey (292 respondents had a long term health condition or physical disability) and a focus group with 8 participants who had a neurological condition. Seventy-five respondents to the provider survey provided care and support services for people with a long term health condition or physical disability.

10. 2 What has changed since 2017?

10.2.1 Pre-COVID-19

Nationally, the following changes have taken place:

- Welsh Government published 'Action on Disability: The Right to Independent Living Framework and Action Plan' in 2019. The Framework defines independent living as: "*all disabled people having the same freedom, dignity, choice and control as other citizens at home, work, in education and in the community*" (81). The Framework is centred around the social model of disability, key legislation including the United Nations Convention on the Rights of Persons with Disabilities; and The Well-being of Future Generations (Wales) Act 2015 (81).
- The Disability Equality Forum published its report on the impact of COVID-19 on disabled people, entitled 'Locked out: liberating disabled people's lives and rights in Wales beyond COVID-19'. This described the disproportionate impact that COVID-19 has had on disabled people, and identifies five overarching themes: the social versus medical model of disability; human rights; health and well-being; socio-economic disadvantages; and exclusion, accessibility, and citizenship (79).

Locally, service provision has changed as follows:

- The Cardiff and Vale Carer's Gateway was launched in 2020 in Cardiff and the Vale of Glamorgan. This provides information and support to unpaid carers in order to improve the quality of life for carers and the people they care for (194).
- The Cardiff and Vale Advocacy Gateway was developed in 2018, to provide access to advocacy for anybody who needs help to fully participate in their own care and support, including information and assistance with understanding the options available to them, and support to being heard and having control (195).

10.2.1 COVID-19

The Welsh Government report 'Locked Out: liberating disabled people's lives and rights in Wales beyond COVID-19' details the impact of COVID-19 on disabled people (79). Key findings include:
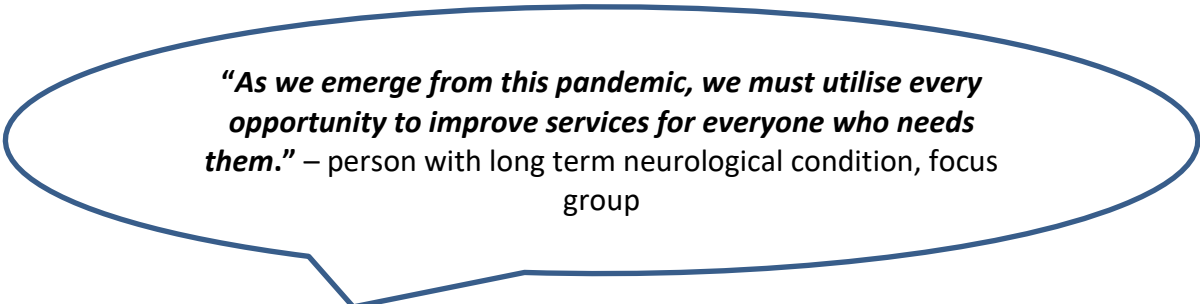
- The amplification of underlying inequalities, including socio-economic and health outcomes. Disabled people experienced disproportionately high mortality from COVID-19, of which inequalities in the wider determinants of health (such as discrimination; housing; poverty; lack of access to information) were a significant contributor
- The importance of the Social Model of Disability
- The inaccessibility of public services including public transport, health and social care services, and vital public health information. The report calls for diversity and

inclusion training which is co-produced, delivered, and accredited by Disabled People's Organisations

- Disabled people feel their lives are less valued in Welsh society. This aligns with another finding of the need to increase representation of disabled people in decision-making
- Disruption in access to health, including mental health, services (further details provided below)

Many of these findings are echoed in engagement work conducted for this report and included and expanded upon within this chapter.

Focus group participants with a neurological condition stated that even prior to COVID-19, there were difficulties with accessing services. COVID-19 has exacerbated these difficulties, although participants felt that it was also being used "*as an excuse for poor services and inaccessible information*".

"As we emerge from this pandemic, we must utilise every opportunity to improve services for everyone who needs them." – person with long term neurological condition, focus group

Direct impacts of COVID-19

The 'Locked Out' report details the impact of COVID-19 on disabled people in Wales (79). Disabled people are disproportionately affected by COVID-19, with two-thirds of COVID-19 deaths in Wales being amongst disabled people. This was due to: discrimination, poverty, employment conditions, inadequate services, and inaccessible information (79). One-third of employed disabled people in Wales work in high-risk jobs with respect to COVID-19 exposure risk (33.2%) which is higher than the general population (30.7%) (196).

In Wales, disabled people feel achievements made within the disability rights movement have been lost (79). For example, language used called disabled people *"vulnerable"* which undermined progress (79). Disabled people felt excluded physically and psychologically from public life, restricting their independence (79). Strategies did not consider individual circumstances, for example, people with visual impairment unable to socially distance or navigate restructured spaces; people with hearing impairment being unable to lip read due to masks; and increased street furniture adding difficulties for people with mobility impairments (79). However, one focus group participant identified the positive impacts of working from home to increase access to the workplace for disabled people.

> *"I'm disabled, so can only work from home. Then suddenly everyone was working from home. Covid proved people can do their jobs from home, so more disabled people should be able to access working from home."* – person with a neurological condition, focus group

Physical health

Access to medical care has been more difficult, with some conditions not being treated or treatment postponed, leading to deterioration in health for some disabled people (79), a sentiment echoed in focus groups. Focus group participants report that specialist neurological services staff were redeployed into the emergency response and this has impacted negatively on people living with neurological conditions. Virtual provision of services have been helpful. One participant, prior to COVID-19, took part in MS Society Cymru face to face active together circuit-style sessions.

> *"… my strength grew and I was able to [take] my first steps using a walking frame. When the pandemic hit…I began to decline and was increasingly becoming unable to walk again. MS Cymru had moved exercise classes online which I joined and they helped me to begin walking once more"* – person with a neurological condition, focus group

Mental health and well-being

In Wales, disabled people experienced a disproportionate negative impact on their mental health (79). Anxiety ratings have increased, are higher for disabled people (especially disabled women), and more disabled people worry about the impact COVID-19 has on their lives compared to non-disabled people (79).
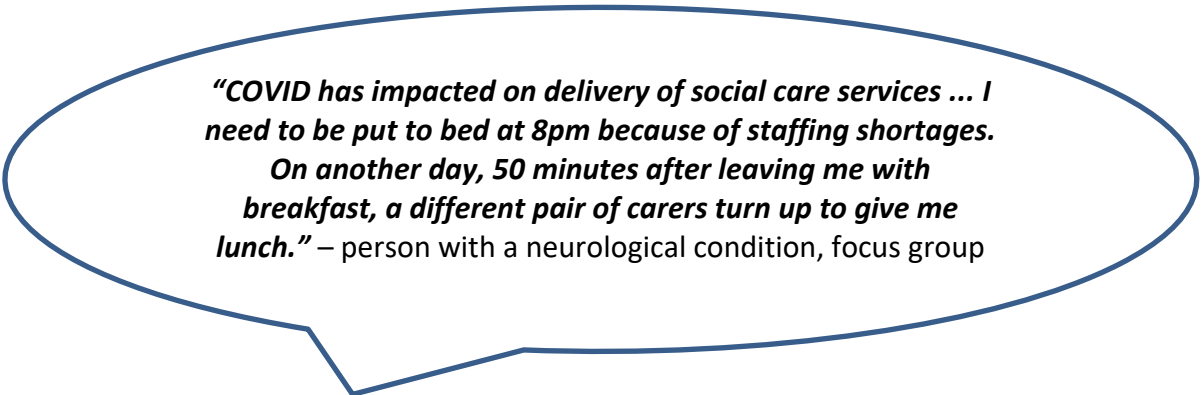
Survey respondents with a long term condition or physical disability (n=277) mostly reported good or very good well-being before COVID-19 (60%), but this decreased over the last year (35%). Around half reported their health was around the same as before COVID-19, with a quarter reporting it had worsened a little. Focus group participants in peer support groups noted the increased need for mental health and well-being support.

Providers responding to the survey commented on changes in clients' needs: support for emotional, physical and mental well-being, financial hardship. Alternatives to face to face service provision has been challenging; and demand for services has increased.

Social care

Impacts on social care identified by focus group participants include the lack of carers available, which has had significant consequences for those reliant on help.
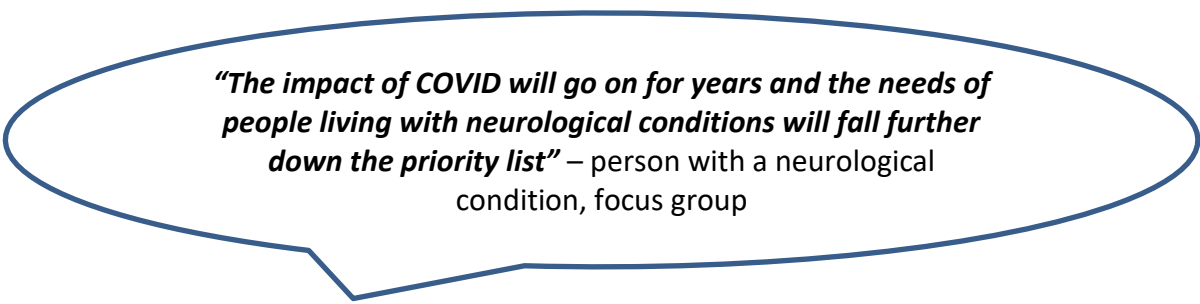
"COVID has impacted on delivery of social care services ... I need to be put to bed at 8pm because of staffing shortages. On another day, 50 minutes after leaving me with breakfast, a different pair of carers turn up to give me lunch." – person with a neurological condition, focus group

10.3 What are the care and support needs?

10.3.1   Individual

Independence and advocacy

A focus group participant who used a wheelchair stated that their independence varied day by day according to whether car drivers had parked outside the house where they lived blocking their way out. Welsh Government recognises an enabling environment is needed to promote independence, considering access to wheelchair users, contrasts in rooms for people who are blind or partially sighted; and background noise levels (81). Three quarters (76%) of survey respondents with a long term health condition or physical disability felt they had full or adequate control over their life. Barriers to feeling in control included physical ability, lack of money, and emotional or mental health issues.

"The impact of COVID will go on for years and the needs of people living with neurological conditions will fall further down the priority list" – person with a neurological condition, focus group

Language and communication

The Welsh language strategic framework 'More than just words' emphasises that provision of Welsh language services is fundamental for some groups, including stroke services, and speech and language therapy services (197). One focus group participant explained the importance of care provision in Welsh.

> *"My first language is Welsh, I think in Welsh, I speak Welsh mainly. I struggle with English and when health and care professionals talk to me in English, I can't understand them properly. I have to take time to translate it to Welsh in my head first then think about what they've said then translate it back before I can answer. With cog fog this is so difficult and I know that I miss important things"* – person with a neurological condition, focus group

Welsh Government in 'Action on Disability' makes clear that supporting the person's communication is paramount, and that individuals should not be expected to rely on others to arrange an appointment or in the consultation (81). Barriers identified during engagement for this Framework included inaccessible language and signs being too high for wheelchair users; and the subsequent impact that such barriers had on an individual's ability to travel independently (81).

Focus group participants with a visual impairment felt as though they had to constantly inform care providers of their need for accessible formats of information, and felt this had been worsened with COVID-19.

10.3.2 Community

Medical care

Provision of sufficient medical services to manage health conditions is needed. Disabled people are more likely to experience mental health concerns than non-disabled people, in Wales (81). Focus group participants sought to emphasise the importance of helping people with their mental health problems at the same time as providing support to them for their long term physical health conditions.

> *"Physical and mental health are like hand and glove"* – person with a long term condition, focus group

Transport

Access to transport was identified as a need in the focus group as well as through other engagement work. Transport is a prerequisite for education, employment, exercise, appointments, and socialisation; a lack of transportation contributes to loneliness and lack of independence (81). Access to public transport includes needing physical space for wheelchair(s); the option to not book in advance; supportive staff members; and having

bystander awareness and support (81). Barriers include poor pavement conditions and obstructive parking outside. Public sector buildings such as hospitals and leisure centres can be challenging due to a lack of lifts and toilet/changing facilities in Wales (81).

10.3.3 Wider determinants of health

Deprivation

Disabled people are more likely to live in deprived areas. In Wales, 8.1% of non-disabled people aged 16-64 live in the most deprived 10% of small areas in Wales, compared to 13.8% of disabled people of the same age who live in these areas (79). One-third of children living in a household with a disabled person were living in relative income poverty, compared to one-quarter of children in a household without a disabled person (79). COVID-19 has exacerbated pre-existing financial inequalities in Wales, with more disabled people reporting falling behind on bills (16% compared to 7% of non-disabled people) (79).

Welsh Government report that 14.5% of people in employment in Wales are disabled. The employment rate amongst disabled adults is 48.5%, and 80.6% amongst non-disabled adults (79). In the Vale of Glamorgan, the percentage of disabled people in employment has increased from 42% in 2014, to 59% in 2020. For Cardiff, the figures are 47% and 56% respectively. The gap between those in employment with and without disabilities has narrowed in the same period, from 36% in the Vale in 2014, to 20% in 2020; and from 25% to 22% in Cardiff. In the Vale, a higher proportion of females with disabilities were employed compared to males between 2014 and 2020. In Cardiff, since 2018, a higher proportion of males with disabilities have been employed than females (198). In Wales, disabled people are more likely to have lower paid, insecure jobs, and often take freelance work in order to accommodate their needs (79). A higher proportion of employed disabled people working in high risk occupations (with high potential exposure to COVID-19) compared to non-disabled people (79).

Welsh Government comments on the *"unacceptable"* nature of sustained disadvantage through these wider determinants of health (81). Across the UK, people with disabilities have experienced more food insecurity: people who have severe disabilities are five times more likely to be food insecure (180).

Survey respondents with a long term condition or physical disability were mostly able to keep up with bills (83%); had a small amount of money to spend on themselves (79%); and were able to keep their home warm in winter (74%). Therefore, a significant minority are really struggling to meet their financial needs.

Education and employment

The disability employment gap has increased in Wales, with disabled people being half as likely to be employed as people without disabilities (199). People with disabilities experience barriers to education and employment, which can be overcome through reasonable adjustment policies in Wales (81). Some disabled people may need assistance with finding a job; physical barriers such as transport and building access may prove

prohibitive. Welsh Government reports that young disabled people can co-produce innovative and low cost solutions to enable them to gain the employment they want (81). Improved signposting and awareness to supportive schemes (such as Access to Work) for both disabled people and prospective employers was identified as a need by Welsh residents (81).

Housing

More disabled people in Wales live in rented homes rather than owning their homes, with 46% of disabled people and 28% of non-disabled people in rented homes (79). Barriers to obtaining a mortgage include how benefit payments are considered, and the types of employment disabled people are more likely to have (79). Finding private rented accommodation that meets accessibility requirements may be more expensive and isolating (81). There is a recognised shortage of suitable and accessible housing (79) as new builds do not take accessibility needs into account, despite an ageing population. Fears around COVID-19 transmission risks have led to a reduction in requests for adaptations to housing in Wales (79).

Disabled people in Wales are more likely to live in overcrowded conditions (196). In 2018/19, 11% of Section 75 assessments (households who are eligible, unintentionally homeless, in priority need, and owed housing under the Housing (Wales) Act 2014) were from households where a member was vulnerable due to a physical disability (196).

People with a disability are more likely to have experienced domestic abuse than non-disabled adults aged 16-74; with prevalence at 7.5% and 3.2% respectively for men, and 14.7% and 6.0% for women in England and Wales (196). Within focus groups conducted for this report, there were participants who had experienced VAWDASV and a disability, demonstrating the need for cross-sectoral thinking to ensure that housing is both suitable and safe.

10.3.4   Unmet needs

A number of unmet needs were identified in reports and engagement work:
- Person-focused care: For example, some disabled young people were unable to access sexual health services due to their disability (81). Financial pressures have resulted in closure of some services and groups, which negatively impacts disabled people's social inclusion (81). Survey respondents with a long term health condition or physical disability identified barriers to accessing support services, including emotional and mental health, lack of confidence, and transport.
- Medical care: delays in new treatments becoming available; holistic post-diagnostic support; support in between appointments; medical care closer to home; specialist psychological support
- Rehabilitation: focus group participants wanted access to rehabilitation services longer than the 6 weeks offered
- Respite: Focus groups identified that respite care could be improved; this was also discussed in the engagement for 'Action on Disability' by Welsh Government (81)

- Lack of domiciliary carers: a perception that carers had left their jobs to work elsewhere
- Understanding of long-term conditions: the 'Locked Out' report identifies thoughtlessness as a key contributor to disabled people not feeling valued, and feeling excluded through lack of access to essential services (79). Focus group participants reported a lack of understanding of their conditions by medical staff

Gaps in knowledge and understanding were identified: a lack of data on access to healthcare services for disabled people (199), although we have clear information on access to primary care assessments for people with learning disabilities.

10. 4   What are the range and level of services needed?

10.4.1   Prevention and assets

Advocacy is a key tool for prevention; assisting with signposting to the right support. Information on services must be up to date to facilitate the individual receiving the right help from the right service at the right time. Information must be accessible to service users, taking their communication needs into account according to Welsh Government (81). Additionally, the Action on Disability framework calls for early intervention from health or social care as appropriate, so that a crisis point is not reached (81).

Employment

Welsh Government cites Disability Champions and disability award schemes as a mechanism by which to increase work opportunities (79), or through inclusive recruitment and Disability Confident Schemes (200). Prominent advertising of how to arrange reasonable adjustments within job descriptions and applications, as well as in the workplace, should help recruitment and retention of disabled people.

Assets to support well-being

Professional leads identified that assets in the 2017 Population Needs Assessment (159) are still valid. Subsequent reports and engagement work have identified the following as particularly relevant at a community level: the Carers Gateway and Advocacy Gateway (identified by professional leads), as well as day centres, where service users appreciate the familiarity of the environment. Third sector organisations such as MS Society Cymru and Dystonia Society Cardiff and Vale Facebook group; as well as third sector helplines, peer support groups, online forums, and a wide range of other resources were valued. Access to higher education was improved through Disabled Students Allowance (81). Employment was identified to support independence, promote confidence, and build social networks (81). Children in Wales Getting More Involved in Social Care project enables young disabled people to train peers and professionals on participation, and have developed an app on exercising their rights (81). The Education Programme for Patients Cymru who provide self-management courses for people with a long term condition was identified by professional leads as supportive.

"I've only been out of the house three times since March 2020. I've always been independent and giving the reigns to somebody else has been difficult. But I've had to get used to it. Through MS Cymru I'm now doing tai chi, physio, yoga, coffee mornings, bingo, quizzes, knitting and crafts, choir and Time to Chat online. I'm so busy now I wonder, what did I do with my time before? I'm meeting with people living with MS from around Wales and the rest of the UK who I wouldn't have met ordinarily. It's wonderful making new friends" – person with a neurological condition, focus group

10.4.2 Community services
Signposting between services

One focus group participant stated of support services: *"It's an art to find out what's available"*. Signposting between different organisations, including for housing and benefits advice, would improve service user awareness. Half of survey respondents who reported a long term health condition or disability found it difficult to find information and advice available to them; suggesting respondents were not adequately signposted to advocacy services to assist them in finding and understanding information.

10.4.3 Partnership approach
Sustainable services

Many disabled people cited concerns around funding cuts; increasing pressure on services to meet needs; and their own deteriorating health. One focus group participant stated: "*Social care is in crisis and the most vulnerable will be left to fend for ourselves*". Providers' concerns for the future included funding, demand-resource mismatch, and staff shortages.

Culture and Attitudes

Disabled people experience hate crime: South Wales Police recorded 181 incidences of hate crime due to disability in 2018/19 (Wales total 443); and 8,256 for England and Wales combined. Since 2011/12, there has been a year on year increase in the number of recorded hate crime due to disability in England and Wales, with a 49% increase in numbers between 2016/17 and 2018/19. However, hate crime incidents recorded by South Wales Police between 2014/15 and 2018/19 have fluctuated between 137 and 218 (201).

To combat this, a supportive and enabling culture is needed: including an environment that promotes people's independence, and the presence of role models and prominent figures. For example, work is ongoing to overcome barriers (such as negative attitudes, physical access, and lack of communication support) to people with disabilities gaining public leadership roles such as local councillors (81). Staff training, including inclusion and diversity, is already incorporated in many workplaces. Educational material needs to be co-produced by people with disabilities (79). Focus group participants asked for service user participation, underpinned by a co-production and participation strategy to be developed.

10.5   What is likely to happen in the future?

The predicted number of people aged 65+ who struggle with activities of daily living is anticipated to increase by 38% from 22,845 in 2020 to 31,424 by 2040 in Cardiff and the Vale of Glamorgan (202). Although there are more females than males who are predicted to have difficulties with essential tasks; males will have proportionately more of an increase (40% compared to 36%). The greatest number of people and the greatest increase will be seen in the 80+ age group (202). These figures should, however, be interpreted with caution as estimates become increasingly uncertain the further into the future they project.

The White Paper on Rebalancing Care and Support observes the increasing care and support interventions to meet the needs of people who are disabled, or have severe long term illnesses, and are living longer (93).

10.6   Recommendations

All agencies to:
- Undertake training on disability equality
- Ensure services are accessible to disabled people; including accessible information
- Reaffirm social model of disability (79)
- Work towards a positive and inclusive culture for disabled people
- Increase awareness of job opportunities for disabled peoples, and how to apply for reasonable adjustments with improved links to Access to Work.
- Increase availability of training for disabled people to further their independence, such as travel training (119)

Cardiff and the Vale of Glamorgan Local Authorities and housing providers to:
- Continue to promote independent living

Cardiff and Vale University Health Board to:
- Continue to consider mental health alongside physical health in service developments

11. Learning Disability

This chapter should be read in conjunction with the following chapters: Children and Young People with Complex Needs; Physical Disability; Adult Unpaid Carers; Sensory Loss and Impairment

Recommendations

Third sector, Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:
- Continue to base services on co-production; individual care and support plans should also be co-produced
- Focus services towards what is important for the individual, such as encouraging an active independent lifestyle, and promotion of friendships
- Build on existing provision to provide opportunities for work and activities, as per the Cardiff and Vale of Glamorgan Joint Commissioning Strategy (84)
- Ensure information provided is accessible and jargon free to improve service access and maximise their impact
- Identify and mitigate against inequities amongst people with learning disability

Cardiff and the Vale of Glamorgan Local Authorities to:
- Continue to promote the "community first" approach when planning placements and accommodation

Cardiff and Vale University Health Board to:
- Continue to improve uptake of annual health checks and screening

11.1 Overview

A learning disability is identified when an individual has a significantly reduced ability to understand new or complex information, to learn new skills with difficulties coping independently, which started before adulthood (92). Welsh Government has adopted the social model of disability, and it should be noted that although the term "*people with learning disabilities*" does not align with this model, this is currently the preferred term amongst members of All Wales People First (79). This chapter focusses on adults; children with learning disability are discussed in chapter 6.

The Cardiff and Vale of Glamorgan Joint Commissioning Strategy for Adults with Learning Disability 2019-2024 states that, in 2017, there were 7,081 adults in Cardiff estimated to have a learning disability, of whom 1,175 received support from the Learning Disability Services (equal to 78% of people with a moderate or severe learning disability). For the Vale of Glamorgan, 2,400 adults were estimated to have a learning disability, of whom 448

received support from Learning Disability Services. This represents 90% of those with a moderate or severe learning disability (84).

There is a voluntary register held within each local authority which has more up to date data, but this underestimates the number of people with learning disability: in Cardiff, there were 1,389 people with learning disability on the register in 2018/19; in the Vale of Glamorgan there were 496 people with learning disability on the register during this time period (203). In 2019/20, the GP register for Cardiff and Vale had 2,220 people registered with learning disability (1605 from Cardiff, and 615 from the Vale of Glamorgan), of 15,448 people registered across Wales (204).

Engagement was conducted with 20 participants who attended one of three focus groups. In addition, 27 respondents to the public survey stated they had a learning disability or autism; and 61 respondents to the provider survey provided services for people with learning disability or autism. Their views are not representative of the population of people with learning disability in Cardiff and the Vale of Glamorgan, but provide depth of insight to complement other data sources.

11.2   What has changed since 2017?
11.2.1   Prior to COVID-19
The following changes have taken place since the previous Population Needs Assessment. Nationally:
- Learning Disability Improving Lives Programme (2018), which promotes community support to reduce admissions, and promote early discharge (205).
- Improving Care, Improving Lives report by the National Collaborative Commissioning Unit in 2020, which highlights the care received by inpatients in learning disability hospitals (96).
- Reducing Restrictive Practice Framework in 2021 which applies to health and social care, education, and childcare settings (206).

Regionally:
- Cardiff and Vale Learning Disability Needs Assessment was published in 2018 (92).
- Publication of the Cardiff and Vale Joint Commissioning Strategy for Adults with Learning Disability in 2019 (84).
- Cardiff and Vale UHB service improvements including implementation in 2018 of 120 Learning Disability Champions in the University Health Board; two new UHB Acute Liaison Nurses in 2020; a daily report notifying of all inpatients with a learning disability; Easy Read feedback questionnaires; and launch of the "1000 Lives" care bundle (43).
- In Cardiff, a transition day service was developed for young people with complex needs, and a further education college course for young people with complex needs is being piloted. Child to adult services transition were improved through social services systems and staffing; and a support planner service that through person centred planning, supported people to access a wide range of inclusive community opportunities prior to COVID-19. The Vale of Glamorgan has a complex needs day

service and young people are accessing community opportunities and college courses at Cardiff and Vale Barry college site.

11.2.2   COVID-19

Health impacts of COVID-19 on people with learning disability

In Wales, COVID-19 has disproportionately affected people with learning disability, resulting in a higher mortality rate not due directly to the learning disability, but due to other factors (79). Analysis of mortality data from March to November 2020 demonstrated, at a Wales-wide level, a higher rate in the people with a learning disability as compared to the general population (207). Further analysis of data is needed to understand the direct and wider impacts of COVID-19 on mortality and morbidity at the health board level. Professional leads have identified that people, their families, and service providers have worked hard to support people to remain safe.

People with learning disability are in a priority group for COVID-19 vaccination. However, getting the vaccination for COVID-19 has been challenging for some as learning disability was not recorded in their primary care medical records in Wales. The immunisation experience was reported to be better in the presence of a family member or carer; a healthcare professional who took additional time to explain the process; and personalised approaches to the vaccination such as administration at home or in the car (208).

The three Easy Read survey respondents reported neutral or good well-being before COVID-19 and currently. They felt their health is the same or better now than before COVID-19. One focus group participant was concerned about their weight: "*put on too much weight lately*" and praised interactions with the dietitian.

Carers of people with learning disability in Wales report fatigue and stress (208). A minority of carers in a Learning Disability Wales report had received respite (208).

Impact of COVID-19 restrictions

Focus group participants (n=20) identified COVID-19 restrictions as a barrier to doing what matters to them through the closure of community organisations, and the impact of physical distancing, limiting social interactions. Learning Disability Wales report that some school students who were unable to understand the restrictions, blamed school staff for limitations on socialisation, which had a negative impact on relationships between staff and students (208).

Welsh Government reported that those shielding have experienced loneliness and depression (79). Restrictions have negatively impacted relationships and people's sense of independence (79). Differing restrictions at different periods of time in different areas have contributed to stress and anxiety – in particular for individuals living in shared households (79).

The lack of face to face services is challenging for many service users, professionals, and carers. However, some people with learning disability have seen the reduction in services or virtual services as beneficial; and have identified new ways of connecting with others using

digital platforms (79). Professional leads reported that some individuals preferred virtual communications, and increased access to services especially for those in the Vale of Glamorgan, where transport may be difficult. In planning COVID-19 recovery, individuals' communication preferences should be taken into account.

A Learning Disability Wales report has identified a positive impact of COVID-19; stating "*new opportunities to learn skills previously not available to [people with learning disabilities] have emerged, which it was previously wrongly assumed would be beyond their capabilities*" (79).

Impact of COVID-19 on service delivery

Providers of care and support for people with learning disability and autistic people responding to the PNA survey identified that service users were: increasingly reliant on family members; had difficulties with isolation, mental health, financial hardship, and increasing challenging behaviours; and a lack of respite for carers.

Professional leads reported that staffing of services was challenging, with difficulties in recruitment and retention including of agency staff. In Cardiff and the Vale of Glamorgan, staff teams have transitioned to working at home. Services have worked hard to support staff wellbeing and develop new ways of working to meet local needs and outcomes. Many mainstream and specialist day opportunities temporarily closed during the pandemic. The local authorities were able to maintain complex day services albeit at reduced capacity. Third sector and private providers worked hard to maintain contact with individuals known to them and services reopened when government guidance allowed and worked to increase capacity as it becomes safe. Respite services continued but at a much reduced capacity during this period.

11.3 What are the care and support needs?

Many of the needs identified in the 2017 Population Needs Assessment remain valid.

11.3.1 Individual

Health

People with learning disability are more likely to have or develop other comorbidities; and face additional barriers to investigation and diagnosis. For example, 40% will develop moderate/severe hearing loss but are less likely to receive a diagnosis than the general population; 25-40% will develop mental health problems but these may not be diagnosed as they may be attributed to the learning disability. Dementia, vision loss, epilepsy and other conditions are much higher in people with learning disability than the general population (84) (92) (96). Dementia often presents at a younger age in people with learning disability, and is more prevalent: 22% amongst people with learning disability, and 5% in the general population aged 65+ (92).

The Royal National Institute of Blind People (RNIB) estimate that 10% of people with learning disability are blind or partially sighted and those living on their own are less likely to have received a recent eye examination than those living with support staff (92) (209). In

Cardiff and the Vale of Glamorgan, an estimated 3,792 adults have learning disability and moderate/severe hearing loss (92).

Behaviours of concern can be prevalent in children with learning disability and often persist without intervention; this increases the risk of substance misuse, mental health issues, and interaction with the criminal justice system (92).

Language and communication
Data from 2017 identified only 13 adults with learning disabilities in Cardiff who were Welsh speakers. This is anticipated to increase as more children and young people receive Welsh medium education (84).

Survey respondents with a learning disability or autism wanted better support and wider understanding of non-verbal communication, and increased access to Makaton. Easy Read survey respondents wanted people to speak calmly, plainly, and without jargon. The small number of respondents to both surveys is acknowledged, and is not representative of the wider population of people with learning disability.

Friendships and relationships
Friendships, family, and partners are important to people with learning disability: *"Going on holiday with my mum, going on holiday with our group"*. The Cardiff and Vale of Glamorgan Joint Commissioning Strategy consultation identified the need for an active, fun social life for adults with learning disability (84).

Prior to COVID-19, 13/24 survey respondents said they felt lonely some or all of the time, whereas now 18/24 feel lonely. Easy Read survey respondents stated they spend some or lots of time with other people; as they did before COVID-19. All three respondents received help from family, a friend or a neighbour.

11.3.2   Community
Supported Autonomy and Co-Production
Professional leads observed that routine involvement of people with learning disabilities in consultations had improved, however, true co-production should be the aim. The Cardiff and Vale of Glamorgan Joint Commissioning Strategy includes co-production, collaboration, choice and control through listening and jointly finding solutions (84).

"I ask my family for advice, they say it's my decision in the end" –person with learning disability, focus group

Focus group participants had strong opinions about their rights to independence and decision making, and believed that they exercise those rights: "*I speak for myself and contribute to the decisions that affect my life, or have someone who can do it for me"*; *"Nobody tells me what to do".* Some did acknowledge that this was within a framework of boundaries set by others: "*It's right for other people to advise, if they think it's the wrong decision they have to step in*". However, one person

demonstrated increased reliance: "*I rely on other people to steer me and tell me what to do*". Future independence was linked to moving into their own place with friends or a partner, but participants were aware that their learning disabilities may make this challenging: "*I have dyscalculia, how am I ever going to move out and pay my bills?*"

Survey respondents with learning disability or autism mostly reported having adequate or full control over their lives (16/24); whereas 7 stated they had no or low control. All three Easy Read survey respondents reported they feel they are treated with respect, and that their voice was heard in decisions regarding their care and support.

Health care

Difficulties accessing healthcare was commented on in the focus group.

A Wales-wide report on health care for people with learning disabilities identified concerns that not all people with learning disability had an up to date care plan with input from the full multi-professional team, however, many were positive regarding their care (96). The review

> "*Doctors are all automated, you can't get a service, I just want to phone someone and make an appointment I can't do it online*"
> – person with a learning disability, focus group

noted that a community-first approach to care should be taken to avoid inappropriate or lengthy hospital admissions, and transitions should be carefully planned with all agencies involved (96). Restrictive interventions should be kept as a last resort (96) and a holistic approach should be employed to managing or preventing such use. Previous engagement identified the need for accessible and understandable information provision, the right support at the right time (including early, crisis, respite, and specialist support), and smooth transitions between children's and adult services (84).

Professional leads identified the importance of providing reasonable adjustments to improve access to healthcare. The Cardiff and Vale of Glamorgan Joint Commissioning Strategy will work towards this through co-production with the Learning Disabilities Partnership Group; and recruiting a Learning Disability Liaison Nurse to work in Cardiff and Vale UHB (84).

Transport

Affordable, accessible transport and access to assets were identified in focus groups. Professional leads observed that this is especially important in the Vale of Glamorgan due to its rurality. Focus group participants wanted to feel safe in their local community, for example, when walking the dog.

11.3.3   Wider determinants of health

Deprivation

There are no local data available on deprivation and learning disability; however, it is recognised more widely that social determinants of health including material deprivation (a

measure of poverty; the extent to which people can afford essential items such as heating and food (184)), contribute to the inequalities in health experienced by people with learning disability (92).

Focus group participants discussed their desire for good, secure, paid work – and emphasised the importance of work for their mental health. Financial worries impact on other decisions: *"Worried about financial things if I move, where do you start with all the bills?"* In both Cardiff and the Vale of Glamorgan, a Support Planning Service helps people identify vocational and leisure activities, such as voluntary work and community groups (84).

"I'm worried about my paid work, I need it for my mental health" – person with learning disability, focus group

Easy Read survey respondents reported that they had a small amount of money to spend on themselves each week, and that they were able to pay bills and debts on time.

Education and employment

Focus group participants expressed their desire for a job, and were positive about getting support at work to help them do what matters to them. Small numbers of people with learning disabilities are undertaking foundation apprenticeships or traineeships (40 in Cardiff; 15 in the Vale of Glamorgan) (210). Professional leads identified establishment of roles with local colleges (such as Cardiff and Vale College) so that those who are unable to undertake a full course can still gain experience and life skills. Curriculum pillars on the Personalised Learning Pathway at Cardiff and Vale College include health and well-being, employability, community, and independence (211).

Complex day opportunities have improved in both Cardiff and the Vale of Glamorgan. Professional leads identified that Cardiff is skilled in positive behavioural support whereas the Vale of Glamorgan is skilled in dealing with complex health needs. Further development aims to provide holistic services in both areas. A pilot has been undertaken in Cardiff and Vale to meet local need and wishes and develop local day opportunities and further education for those transitioning from school, through partnerships working with education colleagues. It also includes the development of an adult plan, which looks at local opportunities for people who wish to stay locally. This has been positively received by people with learning disabilities, their families, and school staff; enabling people to maintain friendships and support networks (84).

Survey respondents with learning disability or autism were mostly in work or education prior to COVID-19 (15/24), and currently 14/24 remain in work or education. Four did not work due to illness or disability; and three were caring for a family member. Note that these are small numbers that are not representative of the wider community of people with learning disabilities.
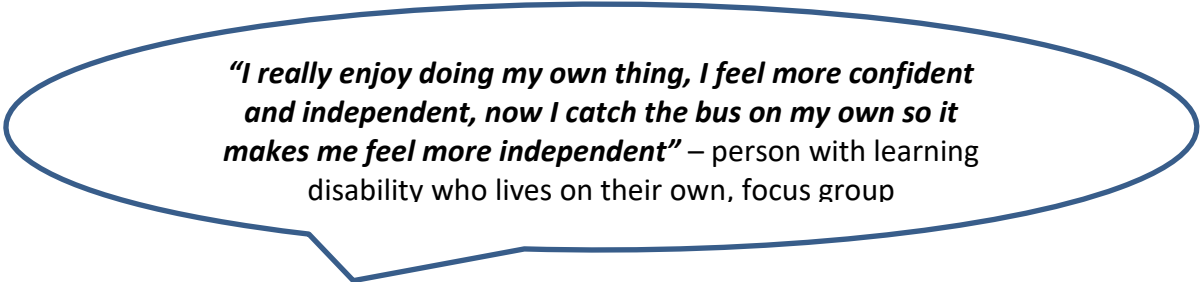
Housing

Community placements for people with learning disability are offered in the person's own home, with parents/family, in foster home, or in lodgings/supported living, and should be considered the default for most people. For people in crisis, specialised community care should be the first port of call, with inpatient care reserved for those who cannot be safely managed in the community (96). A 2018 needs assessment for Cardiff and the Vale UHB identified that approximately 50% of people with learning disability were living in their own homes (92).

Of the 390 people open to the Vale of Glamorgan learning disability team in 2021, 71 were in supported accommodation and 46 in residential placements (including residential homes for older people, residential college and in and out of county placements). In addition, there were 23 households supporting 32 individuals in long-term adult placement (29). Seventeen people are in residential placements funded by Cardiff and Vale UHB (212).

In 2021, in Cardiff, there were 310 people living in local supported living accommodation, 26 people in adult placement, 109 people live in residential provision funded or part funded by Cardiff Council, and 38 people living in residential care funded by Cardiff and Vale UHB (30).

The Closer to Home Project within the Cardiff Housing Strategy aims to provide local placements for people with complex needs (89). In the Vale of Glamorgan, the Supporting People Programme has prioritised the provision of additional adult placements for people with learning difficulties or mental health issues (213). The Cardiff and Vale of Glamorgan Joint Commissioning Strategy prioritises "*having my own home*"; which will support people's independence, for example, developing the Adult Placement Service to enable friends to live together, as well as reducing the number of people placed out of area (84). Both Cardiff and the Vale of Glamorgan provide support for independent living that enables people and their families to have confidence in paying bills and dealing with safety at home.

Needs identified by focus group participants included addressing the long waiting list to move house; living more independently for example with a partner or friends; and being provided with more details on the property before moving in. Participants understood "*home*" to be a way of living and the people you live with rather than the physical building, therefore no responses were given around housing conditions; although it was felt that mental health needs needed to be taken into account by housing support services. Participants who lived on their own linked it to their independence*: "I'm quite happy and carefree".* These responses are in line with other engagement work in Cardiff and Vale of Glamorgan (84).

"I really enjoy doing my own thing, I feel more confident and independent, now I catch the bus on my own so it makes me feel more independent" – person with learning disability who lives on their own, focus group

11.3.4   Unmet needs

Engagement work and professional leads have identified the following areas of unmet need:

- Independence: a need for support for independent living that enables people (and their families) to have confidence in activities such as paying bills and dealing with safety at home
- Healthcare services: difficulties making an appointment; a need for more specialised mental health services; lack of forensic services for people with learning disability
- Employment: a need for more good quality secure jobs with support

The following gaps in knowledge were identified:

- Estimated numbers of people with learning disability are known, but comprehensive confirmed figures are not available
- Deprivation levels in populations of people with learning disability
- Sexual health needs amongst people with learning disability

11. 4   What are the range and level of services needed?

11.4.1   Prevention and assets

Prevention of comorbidities is crucial; especially given the increased prevalence of additional medical diagnoses amongst people with learning disability. Based on a regional needs assessment, people with learning disability are more likely to be under- or over-weight (79); weight management is therefore important and dietitians were respected in focus group discussions. However, other lifestyle risk factors such as smoking and drinking are at a lower prevalence amongst people with learning disability (79), and so may not require focussed attention to the same extent. Wider social determinants of health including having supportive communities are also preventative and key to well-being.

In 2016/17, 45% of people who were on the learning disabilities register in Cardiff and Vale had a health check with their GP (84). In 2019/20, of the 2158 patients on the GP learning disability register, 854 (36%) had received an annual health check (41).

Focus groups and survey respondents identified many assets as supportive to their well-being. At a personal level, family, friends, partners, and pets were supportive: "*Walking my dog, he makes me happy*". However, some people were anxious about encountering things they were scared of, such as fireworks, and people on bicycles. Family were seen to facilitate access to services. People within the local community made focus group participants feel welcome, for example "*they know who I am, when I moved here my mental health got better*"; "*out in the street I feel independent, people make me feel like I am treated OK and not judged*".

The following organisations working within the local community were identified:

- Third sector organisations such as Cardiff People First, Vale People First, and Newport People First were identified as supporting people to make their own choices: "*[it] makes me happy*". Voluntary work within local charities was appreciated

- Groups that provided a sense of purpose and social interaction were especially valued. These included local community assets such as church, cafes, local shops, green places for walking, exercise classes, and adult education
- Local Authority services such as social workers, and NHS services, for example dietitians

"[named staff member] is a very good listener, I can call her any time" – person with learning disability, focus group

Professional leads identified Dewis Cymru as a helpful resource.

11.4.2   Community services

Healthcare services

Healthcare services need to be aware of the high prevalence of comorbidities in people with learning disability. The higher mortality experienced by people with learning disability needs to be addressed as a priority in planning future services. Services need to provide early intervention, specialist intervention, and adopt a community-first approach (92). People with learning disability wanted to access healthcare themselves, for example over the telephone rather than booking an appointment online; services should consider the preferred method of communication by service users.

Work, volunteering and day opportunities

The Cardiff and Vale of Glamorgan Joint Commissioning Strategy promotes work, volunteering and day opportunities; people remarked on the positive impact in terms of confidence and independence. Existing services include day services, support planners (who work with people to understand their wishes in the development of care packages), and links with a number of third sector organisations and community groups. Future plans include focusing on people transitioning from child to adult services and building further links to develop more opportunities (84). Professional leads state that Cardiff Council have the Into Work scheme, providing specialist employment support for people with learning disabilities. The Vale of Glamorgan Council has Vale Communities for Work, a free programme that, through specialist support, helps job seekers in the Vale to access employment and volunteering opportunities.

"After college, 'T' was very isolated at home with few friends. A support planner helped them identify what they wanted to do and learn. This included confidence with travelling, making friends, doing an IT course, learning a sport and working towards employment. They were supported to find a full week of opportunities including IT courses, interest based social clubs, tennis lessons, and a referral to 'into work' which will support training, confidence building, and seeking employment" – case study, role of the support planner (30)

11.4.3 Partnership approach

Co-production is a keystone in current service provision The Cardiff and Vale Joint Commissioning Strategy plans to expand on this, for example, through including service users in contract monitoring and review meetings (84). Focus groups organisers reported that participants "*were very pleased to do this focus group and would like to do more, it made them feel more independent and like their opinions matter*". Provider survey respondents recommend availability of clear information free of jargon, and provision of documents in Easy Read including clock times.

11.5 What is likely to happen in the future?

The Cardiff and Vale Joint Commissioning Strategy estimates that the number of adults with learning disabilities in Cardiff will increase by 125 between 2017 and 2025; and will stay stable in the Vale of Glamorgan (84). In line with wider demographic changes, the population of people with learning disability is aging. In addition, people with learning disability have increased likelihood of development of other comorbidities such as dementia (84) (96), which will increase demand for and change the nature of care and support needs (93).

The Liberty Protection Safeguards are planned to apply from April 2022 onwards, and protect people aged 16 and above who need treatment through deprivation of liberty but are unable to consent (214).

11.6 Recommendations

Third sector, Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:

- Continue to base services on co-production; individual care and support plans should also be co-produced
- Focus services towards what is important for the individual, such as encouraging an active independent lifestyle, and promotion of friendships
- Build on existing provision to provide opportunities for work and activities, as per the Cardiff and Vale of Glamorgan Joint Commissioning Strategy (84)
- Ensure information provided is accessible and jargon free to improve service access and maximise their impact
- Identify and mitigate against inequities amongst people with learning disability

Cardiff and the Vale of Glamorgan Local Authorities to:

- Continue to promote the "community first" approach when planning placements and accommodation

Cardiff and Vale University Health Board to:

- Continue to improve uptake of annual health checks and screening

12. Autism

This chapter should be read in conjunction with the following chapters: Children and Young People with Complex Needs; Healthy Lifestyles and Long Term Conditions; Physical Disability; Adult Unpaid Carers; Sensory Loss and Impairment

Recommendations

Third sector, Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:
- Continue to develop opportunities for co-production, and the involvement of autistic people in decisions around their care and support plans
- Improve data collection to better understand the number of autistic people, and associations with socio-economic deprivation and language needs.
- Embed the Code of Practice in the delivery of Autism Services
- Develop inclusive recruitment, for example, through the Disability Confident Scheme (200) or Positive About Working with Autism Programme (77)
- Improve wider societal awareness of autism and develop a supportive culture

Cardiff and the Vale of Glamorgan Local Authorities to:
- Develop accessible and flexible respite services

Cardiff and Vale University Health Board to:
- Reduce waiting list times for assessment by the Integrated Autism Service

12.1 Overview

Autism spectrum disorder describes "*the group of complex neurodevelopmental symptoms, of variable severity, that are characterised by challenges in social interaction and communication and by restricted or repetitive patterns of behaviour, thought and sensory feelings*". Language in this chapter will align with the Welsh Government's Code of Practice on the Delivery of Autism Services, where "*autistic people*" is used instead of "*people with autism*", as preferred by those who contributed to the document (78).

In Cardiff, there are 1,370 autistic children and young people aged 0-17, and 509 in the Vale of Glamorgan. For those aged 18+, there are 3,201 autistic people aged 18+ in Cardiff, and 1,165 in the Vale of Glamorgan (94). Note that not all autistic people will have been diagnosed. The needs of autistic children and young people are considered in chapter 6.

The content of this chapter was developed using existing literature, strategies and reports and triangulating findings with professional leads and engagement work: 27 survey respondents who had learning disability or autism (note that not all respondents answered all questions); 1 autistic person in an interview; and 61 respondents of the provider survey

supported people with learning disability or autism). It should be noted that the views of those engaged are not representative of all autistic people in the population of Cardiff and the Vale of Glamorgan, but do provide rich information about their lived experiences.

12.2 What has changed since 2017?

12.2.1 Pre-COVID-19

Nationally, the following has been implemented since the 2017 Population Needs Assessment:

- The Autistic Spectrum Disorder Updated Delivery Plan 2018-2021 was published (77), as well as the Code of Practice on the Delivery of Autism Services 2021 (78). The Code sets out the range of support services for assessment, diagnosis, health and social care and broader work around training and awareness raising.

Within Cardiff and Vale University Health Board:

- The Integrated Autism Service (IAS) was formally launched in Cardiff and Vale in September 2017, although it has been operational since September 2016.

12.2.1 COVID-19

Mental health

Across Wales, negative mental health impacts were particularly significant for autistic people during the pandemic, specifically depression and anxiety. This may be linked to social isolation and the financial impacts of COVID-19 restrictions (79). Lack of access to self-help activities further compound isolation (79). The 'Locked Out' report intersectionality reference group reported that following cessation of support for young trans people, trans autistic people had particular difficulty (79). The report identified that ambiguity around regulations has been particularly stressful for autistic people, in part due to *"vigilantism"* by others (79).

An interview conducted for the Population Needs Assessment identified the following concerns: *"my office closed because of COVID, I'm worried I might have forgotten how to do some of the things in my job. I was worried about going on the bus or being in busy places"*. Prior to COVID-19, 13 of 24 survey respondents who reported that they had learning disability or were autistic, felt lonely some or all of the time, whereas by October 2021, 18 of 24 felt lonely.

Impact on care and support provision

Face to face services were paused in line with government restrictions. For some clients and staff, this was difficult due to a reduction in access to services, or a dislike of alternative provisions of care (for example, virtual appointments). For some carers, this exacerbated stress and fatigue. However, for some service users, the lack of face to face services was beneficial, as the demands on them were reduced. In addition, for those who lacked transport, virtual services are more accessible.

The IAS had increased waiting times for new appointments and as at August 2021 it was 18 months (215). The Delivery Plan recommends a 26 week waiting time target from referral to

assessment (77). During the 4 months where face to face services were stopped, no new diagnoses were made. However, support for autistic adults, carers, and professionals was provided through non-face to face mechanisms (76).

Providers of care and support for people with learning disability and autism responding to the survey identified that service users were increasingly reliant on family members; had difficulties with isolation, mental health, financial hardship, and increasing behaviours of concern. There was also a lack of respite for carers.

Impact on workforce
Difficulties staffing services was observed during the pandemic, due to staff illness or self-isolation, or due to staff leaving. Respondents of the provider survey had provided more online or telephone services; and some had had to reduce the services that they offered.

12.3   What are the care and support needs?
12.3.1   Individual
Independence and person-centred care
Professional leads identified the need to support individuals to develop skills to enable them to live as independently as possible. This was echoed in an interview conducted for this assessment: *"I want to be taught how to do things so I will be able to cope after mum and dad are dead, worried I might not be taught enough while they are still alive"*. This individual felt autonomous, stating: "*I tend to try hard to do things, and when I come to the conclusion that I can't do things by myself I tend to ask".* A case study from Cardiff and Vale IAS reported in the National Autism Team 2019/20 Supplementary Annual Report states that the case had previously found it difficult to work with mental health professionals as they did not understand the case; however, the case was able to develop good rapport with the IAS Assistant Psychologist, which helped subsequent therapeutic interventions (216).

Language and communication
Welsh Government has published a Welsh language impact assessment on the Code of Practice for the Delivery of Autism services (217). In addition to this need nationally, regionally survey respondents wanted better support and wider understanding of non-verbal communication, with increased access to Makaton.

12.3.2   Community
Integrated Autism Service
The IAS provides diagnostic assessment of autism for adults who do not have a learning disability or meet the criteria for secondary mental health services; and their families, carers and professionals. Data from the IAS from 2020/21 shows that 1,589 people sought support from the IAS, of which 1,186 were new referrals from a range of people: 585 for diagnostic assessment or support for autistic people; 504 from professionals requesting training, advice or consultation; and 97 were carers requesting support. Over the year, 88 diagnostic assessments were provided (mostly in the last quarter, due to COVID-19 restrictions). This figure prior to the pandemic and in the financial year 2021/20 is significantly greater (76).

Access to timely diagnostic assessment is important, as demonstrated by feedback to the IAS. The IAS contributed the development of the Autism Code of Practice due to be published in 2021 and are represented in the National Autism Advisory Group.

"My whole life suddenly made sense – why I see things differently to others, find social situations awkward, struggle with change and unpredictability and like everything ordered and structured. This diagnosis has given me a renewed identity and purpose" – autistic person, feedback to IAS (70)

Transport
Professional leads identified the need for accessible and affordable transport, especially in the Vale of Glamorgan, which is more rural than Cardiff. This was echoed by the interviewee: *"my bus pass is helpful. It means I can get to work".*

Respite
Professional leads identified that carers of autistic people needed respite that was accessible, and flexible.

12.3.3   Wider determinants of health
Culture
The social model of disability has been formally adopted by Welsh Government, which recognises that a person with an impairment can become disabled by societal barriers, such as attitudes, physical and organisational infrastructure. The social model of disability enables people to feel and be more included (78).

The interviewee stated that the most important point they wanted to convey was around a lack of understanding from people around them.

Professional leads felt that autistic people are increasingly included in terms of public sector consultations, but there is still improvement to be made in terms of working towards true co-production.

"…too much misunderstanding, people just assuming that if I don't do something quickly that I'm not going to do it at all without being told, they just jump in" – autistic person, interview

Deprivation

No local data are available on the socio-economic characteristics of autistic people. Support provided by the IAS includes guidance on benefits and employment. The Code of Practice asks organisations to promote inclusion of autistic people (78). Increasing awareness of inclusive recruitment will enable more autistic people to gain higher quality jobs in Wales (200).
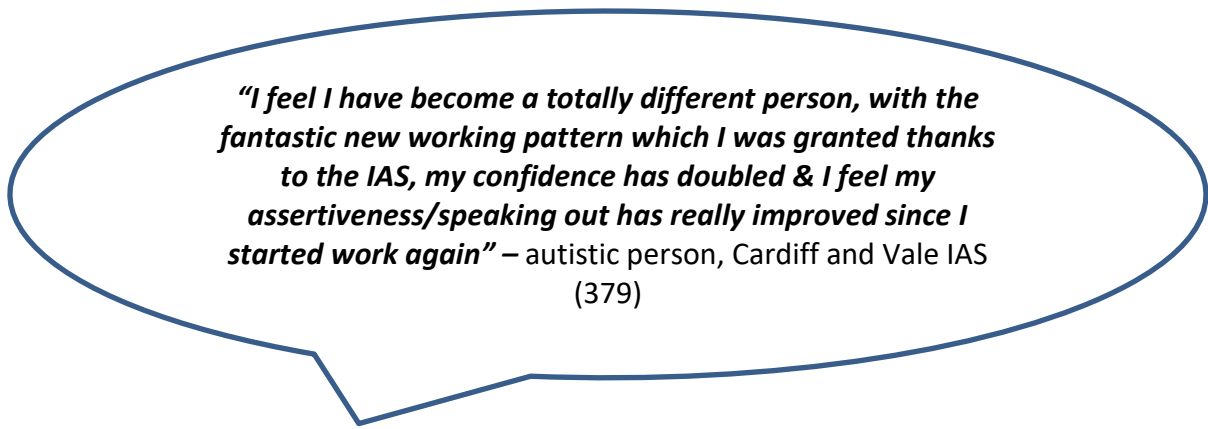
Skills development

Professional leads are working to improve skills development for autistic people, through liaising with local colleges to provide voluntary work and non-accredited courses. This will enable people to gain experience of college life, and contribute to promoting independence.

"Volunteering in the shop … helps me get up. I liked being able to help people like me … I can't do everything but by doing things other people have less to do" – autistic person, interview

Work-based learning provision in Cardiff for autistic people included 10 apprenticeships and 15 traineeships; fewer than five people were in apprenticeships and traineeships in the Vale of Glamorgan in 2019/20 (218).

"I feel I have become a totally different person, with the fantastic new working pattern which I was granted thanks to the IAS, my confidence has doubled & I feel my assertiveness/speaking out has really improved since I started work again" – autistic person, Cardiff and Vale IAS (379)

Survey respondents with learning disability or autism were mostly in work or education prior to COVID-19 (15/24). In October 2021, 14 remained in work or education. Four did not work due to illness or disability; and three were caring for a family member.

Housing

Professional leads identified the need for supported / sheltered accommodation for some autistic people; currently individuals may have mental health placements but they are not sufficiently tailored in terms of support. Adult placements have been a positive experience, especially where people have been placed in a family home. Stakeholders have identified the need for a specialist autism facility for people in crisis in Wales.

The interviewee raised concerns about maintaining independence at home in the future, suggesting the need for support in advance of possible life changes: *"I'm worried about coping in my property when Granny is gone (granny is 97). I've had some good starts when granny has gone out."*

12.3.4   Unmet needs

Survey respondents wanted more autism-specific support, and age-appropriate inexpensive social groups and activities locally. The interviewee added that social connections were important: "*having more opportunities to make friends and meet people my own age would be good.*"

Gaps in knowledge and understanding included:
- Lack of data on the number of autistic people in our population (with and without learning disability)
- Lack of data on accommodation needs for autistic people
- Lack of data on the Welsh language profile and deprivation levels amongst autistic people

12. 4   What are the range and level of services needed?
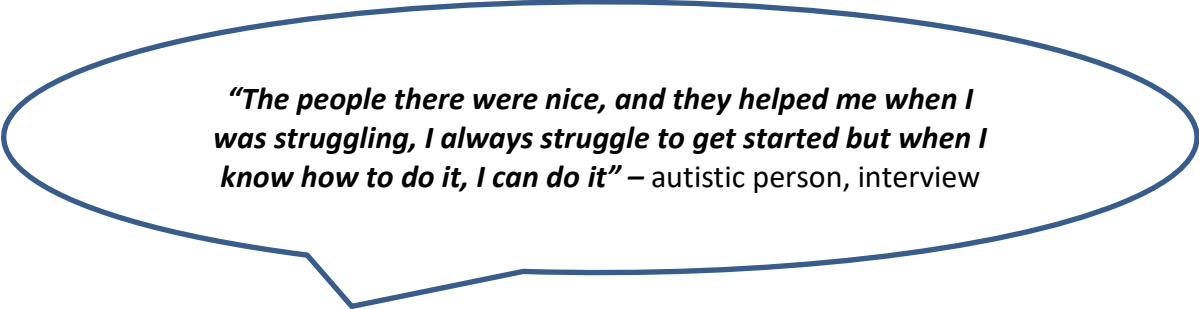
12.4.1   Prevention and assets

Advocacy work supporting specific challenges faced by autistic people enables person-centred care provision, appropriate signposting to other services, and confidence building (76). Appropriate and early referral to the right sources of support helps prevent further needs arising or escalating.

Assets to support well-being

The interviewee and survey respondents identified a number of sources of support including family, who also help with money and appointments, and support from other autistic people. Within the community, they identified work (paid and voluntary) as a particularly important support, and specialist services such as Ysgol Y Deri. The programme Engage to Change was identified as supportive of employment. Church was also helpful: "*going to church helps me to understand other people*", as were opportunities to exercise.

The IAS is an asset, identified as such by feedback provided to the service (76), and by the interviewee. Other sources of support include Autism Wales, who provide support on a range of topics from financial management to dental care. Professional leads identified Dewis Cymru as a helpful resource.

"The people there were nice, and they helped me when I was struggling, I always struggle to get started but when I know how to do it, I can do it" – autistic person, interview

12.4.2 Community services
Pathway approach

The IAS employs a pathway approach, so that autistic people and their carers can receive support throughout their journey. This includes an Autism Post-diagnostic Support Group. (76).

12.4.3 Partnership approach
Multi-sectoral working

The IAS has partnered with a range of agencies including the Welsh Local Government Association, the National Autism Team, third sector, local authority, and mental health services, and is open to autistic over the age of 18. The IAS promotes autism advocates and develops support networks. The Spectrum Star (an outcome measure focussing on the service user) is used to structure support (76). According to Welsh Government, sectors outside of health and social care need to be involved in training and awareness raising to develop a supportive culture (77)

12.5 What is likely to happen in the future?

The number of people aged 18-64 with an autism spectrum disorder is expected to increase by about 13% (425 people) between 2017 and 2035, with one third of the increase in the 35-44 year old age group. The biggest increase by proportion is in those aged 75+, with an anticipated 75% increase (230 people) between 2017 and 2035 (92).

The Code of Practice for the Delivery of Autism Services plans for Autism to become its own chapter in future Population Needs Assessments (78)

12.6 Recommendations

Third sector, Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:
- Continue to develop opportunities for co-production, and the involvement of autistic people in decisions around their care and support plans
- Improve data collection to better understand the number of autistic people, and associations with socio-economic deprivation and language needs.
- Embed the Code of Practice in the delivery of Autism Services
- Develop inclusive recruitment, for example, through the Disability Confident Scheme (200) or Positive About Working with Autism Programme (77)
- Improve wider societal awareness of autism and develop a supportive culture

Cardiff and the Vale of Glamorgan Local Authorities to:
- Develop accessible and flexible respite services

Cardiff and Vale University Health Board to:
- Reduce waiting list times for assessment by the Integrated Autism Service

13. Adult Mental Health

This chapter should be read in conjunction with the following chapters: Older People; Healthy Lifestyles and Long Term Conditions; Physical Disabilities; Cognitive Impairment including Dementia; Adult Unpaid Carers; Asylum Seekers and Refugees; Substance Misuse; Secure Estate; Armed Forces Service Leavers (Veterans)

Recommendations

All agencies to:
- Develop data systems to address the gaps in our knowledge
- Monitor the evolving understanding of the impact of COVID-19 on mental health
- Support housing transition to avoid homelessness for mental health service users

Cardiff and Vale UHB and Cardiff and Vale of Glamorgan Local Authorities to:
- Commission enhanced peer support services to promote independence
- Redesign mental health services so that waiting times decrease and there is easy access to mental health services when in a crisis
- Co-produce meaningful outcome measures with mental health service users
- Assess the efficacy of novel interventions, for example in the Recovery College

Third sector to:
- Promote independence and advocacy for people with mental health conditions

13.1 Overview

The WHO definition of mental health is that: *"Mental health is a state of well-being in which an individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and is able to make a contribution to his or her community."* (219). In this context, the term "adult" refers to those aged 18 and over.

Measuring mental health in the population is frequently reliant on surveys based on samples of the population. The Office for National Statistics conducts an annual survey of well-being, for measures such as life satisfaction, feeling worthwhile, anxiety levels and happiness. For example, life satisfaction (a score from 0 to 10, where 10 is the highest possible level of satisfaction) has increased in both Cardiff and the Vale of Glamorgan overall, but has been higher in the Vale over the last 5 years. For the impact of COVID-19 on mental health, see section later on in this chapter.
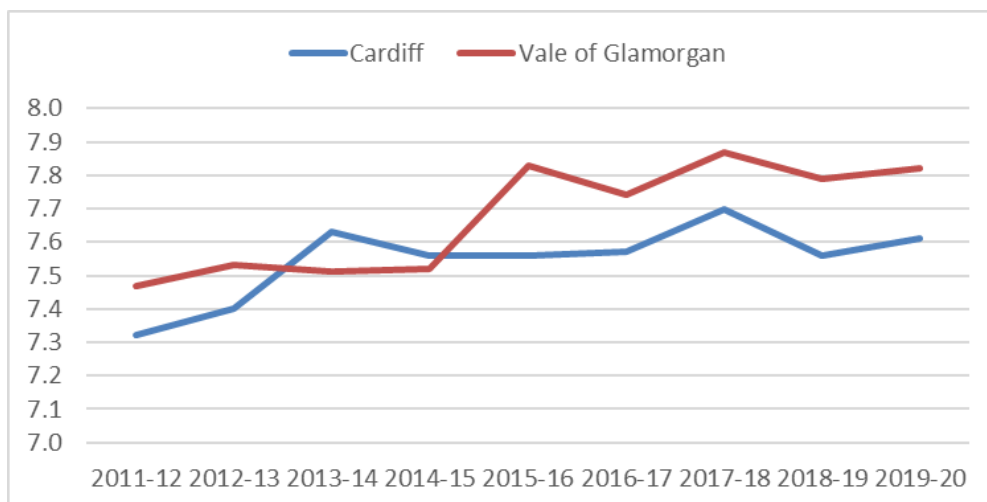
Figure 13.1. Average score of life satisfaction over time; Cardiff and Vale of Glamorgan, 2011-12 to 2019-20. Source: ONS (220)

According to findings from the National Survey for Wales, the percentage of people with a self-reported mental disorder has remained relatively stable over the last 3 years for Cardiff and the Vale of Glamorgan (see Table 13.1 below). This regional average masks a slight increase in the Vale of Glamorgan from 8% to 11% over the 3-year reporting period. This question was not asked in previous survey years and therefore there are no results prior to this reporting period.

Table 13.1: Age-standardised percentage of adults with a mental disorder, 2016-17 and 2017-18 to 2018-19 and 2019-20

Year	Cardiff	Vale of Glamorgan	Cardiff and Vale of Glamorgan	Wales
2016-17 and 2017-18	8%	8%	8%	9%
2017-18 and 2018-19	9%	9%	8%	9%
2018-19 and 2019-20	9%	11%	9%	10%

Source: Stats Wales (221)

Suicide is a response to a range of personal, community and societal factors (222). A small number of people will go on to die by suicide, which is tragic for all concerned. On review of Figure 13.2, suicide rates, whilst showing an undulating trend due to small numbers, have been below the Welsh average in recent years across Cardiff and the Vale of Glamorgan.
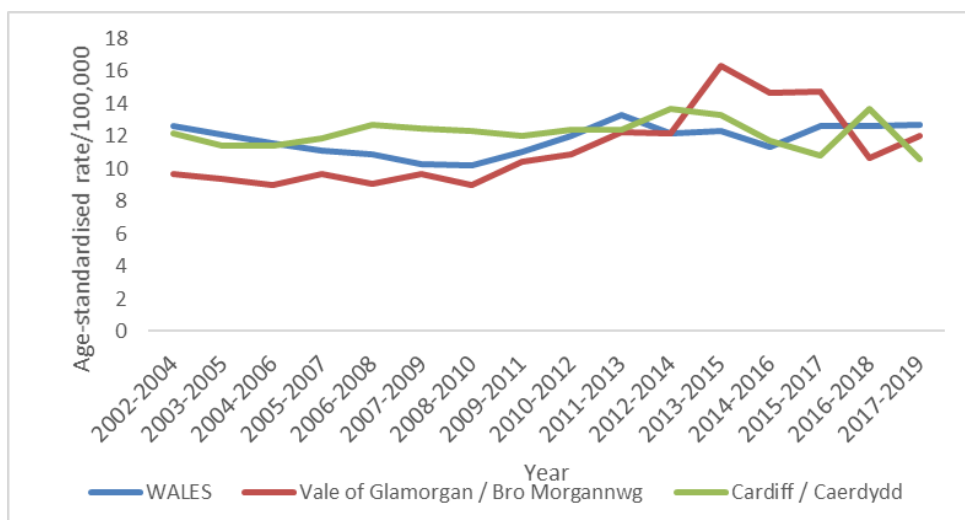
Figure 13.2. Age-standardised suicide rate per 100,000 population, 2002-04 to 2017-19. Source: ONS (223)

The content of this chapter was developed using existing literature, strategies and reports and triangulating findings with professional leads and engagement work (circa 100 PNA survey respondents; and four PNA focus group participants). It should be noted that the views of those engaged are not representative of all adults with mental health conditions in the population of Cardiff and the Vale of Glamorgan, but do provide rich information about their lived experiences.

13.2 What has changed since 2017?

13.2.1 Pre-COVID-19

The Welsh Government Strategy 'Together for Mental Health' (224), launched in 2012, has almost completed its 10-year term. The most recent Mental Health Delivery Plan will finish in 2022 (225). The key priorities include:

- Improving mental health and well-being and reducing inequalities
- Improving access to support for the emotional and mental well-being of children and young people
- Further improvements to crisis and out-of-hours provision for children, working age and older adults
- Improving the access, quality and range of psychological therapies for children, working age and older adults
- Improving access and quality of perinatal mental health services
- Improving quality and service transformation

'Talk to Me 2' (222), the Welsh Government's strategy for suicide and self-harm prevention across Wales runs from 2015 to 2022. In South East Wales there has been a Regional Coordinator for Suicide and Self-harm prevention (covering Cardiff and Vale of Glamorgan; Gwent and Cwm Taf) in post since 2020. In Cardiff and Vale of Glamorgan our refreshed Suicide and Self-harm Prevention Strategy was launched in November 2021 (226). This multi-agency strategy and action plan, entitled: 'The right support, at the right time, in the

right way: working together to reduce suicide and self-harm', outlined the following overarching goals:

> To reduce suicide and self-harm and their associated impacts in the population of Cardiff and the Vale of Glamorgan
> - Reduce the number of people who take their own lives, or attempt to do so
> - Reduce the number of people who self harm and the severity of injury in those who do
> - Reduce the impact of suicide and self harm on those who care for individuals directly affected by these issues

Regionally, there have been several service developments over the last 5 years, in particular:
- A shift towards cluster and locality level working
- Cardiff and Vale Recovery College has been developed, running online courses for adults with mental health challenges, carers and for staff working in mental health
- St John's Ambulance is now commissioned to transfer service users in crisis to hospital, therefore decreasing the waiting time for this to happen
- Mental health services are moving towards trauma-informed care in the services that they provide and develop

13.2.1   COVID-19

Lockdown restrictions

During the early phase of COVID-19 restrictions (by May 2020), 43% of UK Psychiatrists were already seeing an increase in urgent and emergency mental health referrals and a 45% decrease in routine appointments (227). The Office for National Statistics (228) noted that there was a higher proportion of people in Great Britain reporting to be depressed during June 2020 (19.2%) as compared to between July 2019 and March 2020 (9.7%).

According to the Cardiff and Vale PNA focus group, some participants found the pandemic lockdown measures reassuring and they felt safer. However, some were anxious about the opening up of society and the increased risks of contracting the virus, leading to greater isolation.

As the pandemic progressed, by June 2021, the majority (59%) of people surveyed in Wales (circa 600 respondents) stated that their mental health had stayed the same, as compared to earlier on in 2020 (229). In contrast 33% stated that their mental health was "a bit worse" or "much worse" (229). More recently (since the beginning of May 2021), there has been a downward trend in those people surveyed who worried "a lot" about their own mental health and well-being with this sustained at 20% or lower since then, see Figure 13.3 below (230).

Worried about own mental health and wellbeing, percentage, Wales, week ending 19 Apr 2020 - 04 Oct 2021 (week 2 to 78) *
Produced by Public Health Wales Observatory, using Public Engagement Survey (PHW)
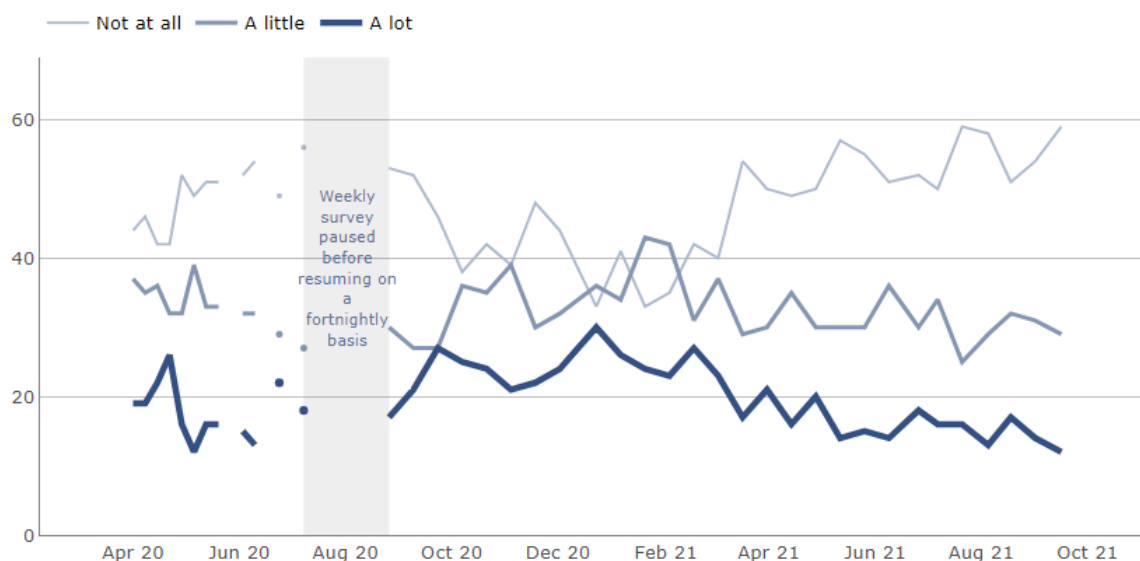
Figure 13.3. COVID-19 Recovery Profile – Mental Wellbeing, Wales
Source: Public Health Wales Observatory (230)

Care and support provision

The findings from the Cardiff and Vale PNA focus group were mixed in terms of care and support for mental health during the pandemic. Some participants welcomed the move to online services and meetings and hoped that this would continue post-pandemic with hybrid services / meetings. Third sector organisations were referenced as trying innovative ways of linking in, with Sefyll (CAVAMH), Ty Canna and Grassroots mentioned as positive examples. Some participants felt more able to reflect: "*Things slowed down and that was good, I had the time and space to work on myself*".

In contrast, others stated that services had become worse for them: *"My Primary Mental Health Service got a lot worse"* or *"CMHT [community mental health team] services that were vital fell apart, CPN [community psychiatric nurse] and Consultant left without being replaced, with awful consequences for mental health."*

13.3   What are the care and support needs?
13.3.1   Individual

Language and communication

According to 'More than just words' (231), mental health service users are a key group for services to be available in the Welsh language, and to receive the Welsh language offer. Unfortunately, there is little information on first language collected my mental health services. However, interpreters are provided on request when required.

13.3.2 Community

Timely access to services

An unpublished Mental Healthcare Needs Assessment, completed in August 2017 defined the care and support needs for working age adults in Cardiff and Vale of Glamorgan. A common theme was having timely access to support services, as there are frequently long waiting times for counselling and psychological therapy.

Treating physical and mental health conditions holistically

The unpublished Mental Healthcare Needs Assessment also references an English report that stated that 30% of the population have one or more long-term conditions; e.g. diabetes, arthritis, asthma, cardiovascular diseases, HIV/AIDs or certain cancers. It reported that at least 30% of all people with a long-term condition also have a mental health problem (232). This equates to around 9% of the adult population having both a long term physical health condition and a mental health condition, indicating a need to treat both holistically.

13.3.3 Wider determinants of health

Deprivation

Life satisfaction in Welsh adults varies between different communities. Based on Public Health Wales Observatory analysis, as at 2018 there was a 14% difference between the age-standardised percentage of the most and least deprived fifths' life satisfaction scores (233). Since 2013, there has been a consistent gap in life satisfaction between most and least deprived fifths communities in Wales, see Figure 13.4 (233).
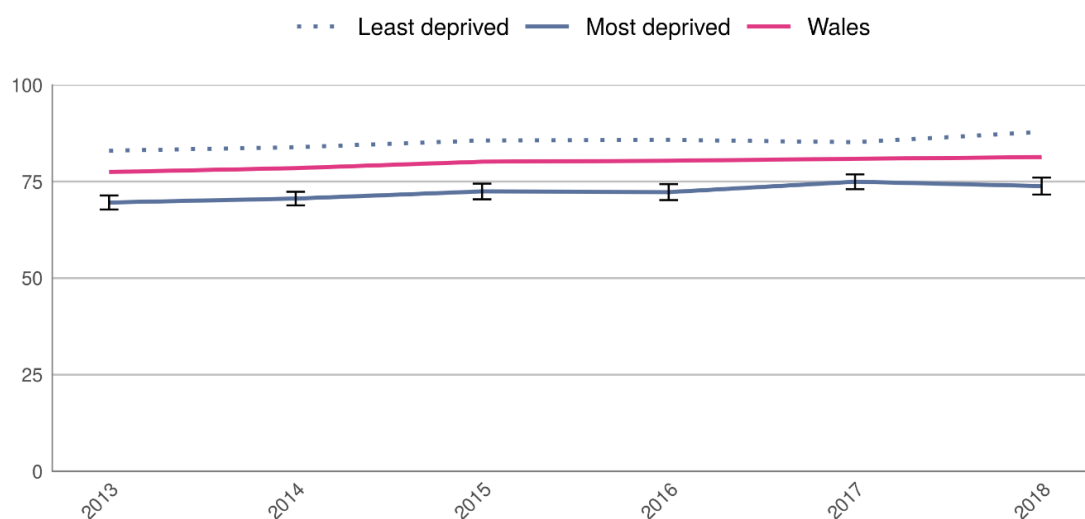

Figure 13.4. High sense of life satisfaction – age-standardised percentage, persons aged 16 plus, most and least deprived fifths in Wales, 2013-2018.
Source: Public Health Wales Observatory (233)

Socio-economic disadvantage also impacts upon suicide rates. Men who are from the most disadvantaged backgrounds have the highest rates of suicide in Wales, according to a Samaritans report (234). In order to counter this trend in Wales, the men who were generally socially disconnected and struggling with feelings of suicidality, told the Samaritans that the key elements of a successful service for them included: the ability for men to make a contribution; a feeling of being included; and the opportunity to work towards common goals (234).

Education and employment
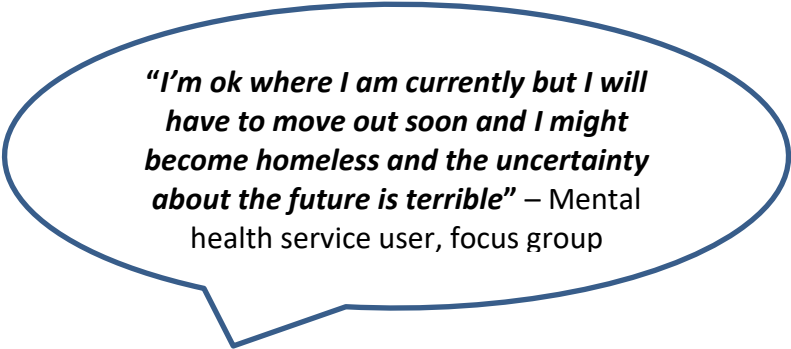
In the UK, the estimated cost of mental health in the workplace was almost £35 billion in 2016/17, according to the Centre for Mental Health (235). This was due to: sickness absence; reduced productivity at work; and replacing those who leave due to their mental health (235). This demonstrates that employers need to cultivate a healthy working environment, promote well-being in the workplace, and support those with mental health conditions and their return to the workplace (235).

The Health Foundation report that having good mental health is important for employment prospects and that unemployment creates stress and adverse health consequences; therefore the relationship between employment and mental health is bi-directional (236).

Across Cardiff and the Vale of Glamorgan the Out Of Work Peer Mentoring Programme is delivered by Platfform. They support people with a mental health or substance misuse problem to find their volunteering, training or employment opportunity goals, if they have been out of work for more than 12 months (aged over 25); or not in education, employment or training (aged 16-24).

Housing

Housing affordability and subsequent housing insecurity has a two-way relationship with mental health: prior mental health conditions have an impact on housing outcomes; and housing affordability (and therefore housing

"I'm ok where I am currently but I will have to move out soon and I might become homeless and the uncertainty about the future is terrible" – Mental health service user, focus group

conditions) predict health outcomes, including mental health outcomes (237). Both Cardiff and the Vale of Glamorgan local authorities have Housing Strategies that support people with mental health conditions (89) (213).

Local authorities in Wales have responsibility for assessing local needs regarding: housing-related support, strategic planning and commissioning housing-related services (238). Housing support can take many forms via the local authority or commissioned third sector provision. Settings of support can include: shared and self-contained specialist housing; or temporary housing solutions such as hostels, shared properties or self-contained housing

(213). Housing support was highly valued by PNA focus group participants: *"Moving out of a hostel to a flat has been challenging but overall positive with third sector services to support me."* Focus group participants felt that decent housing was *"central to well-being."* However, some people voiced that their housing situation was not meeting their mental health needs*: "My accommodation is a massive negative for my mental health and well-being, I have huge issues with my housing provider*." In some instances people's mental health was affecting their housing conditions: "*where I am now is better than previous places but because I'm unwell I'm not dealing with maintenance issues."*

Across Wales, the Housing (Wales) Act 2014 ensures that clients will be treated as in priority need should they find themselves homeless or threatened with homelessness. This legislation states that: *"a person who is vulnerable as a result of old age, mental illness or handicap or physical disability or other special reason, or with whom such a person resides or might reasonably be expected to reside"* can be considered in priority need for housing. In Cardiff, the pattern of homelessness is often associated with having multiple adverse childhood experiences, leading to mental health and substance misuse issues (239). The Cardiff Homelessness Strategy (239) states that Cardiff local authority aims to provide a person-centred, trauma-informed approach with multi-agency support to clients to prevent the "revolving door" of homelessness. The Vale of Glamorgan Homelessness Prevention Strategy has a focus on people receiving mental health services and includes the development of a robust hospital discharge process including from mental health wards (239) (240). Between April 2015 and March 2018, there was a 214% increase in those in priority need due to having a mental illness or learning disability in Cardiff (239). In November 2019 (over a 2 week period) there were an estimated 92 rough sleepers in Cardiff and 1 in the Vale of Glamorgan (241).

13.3.4   Unmet needs

Feedback from focus groups with mental health service users and carers, to Mental Health Clinical Board (Cardiff and Vale UHB) during 2018 and 2019, outlined the following areas for improvement:

- Involvement in service design
- Communication and information, for example: regarding decisions, discharge matters, and inter-agency communication
- Timely access to services
- Post diagnostic support
- Consistency of care
- An easy route through services
- Follow up on discharge from hospital
- Help with drug and/or alcohol problems

"It took 18 months to get psychological support following the referral" - Mental health service user, focus group
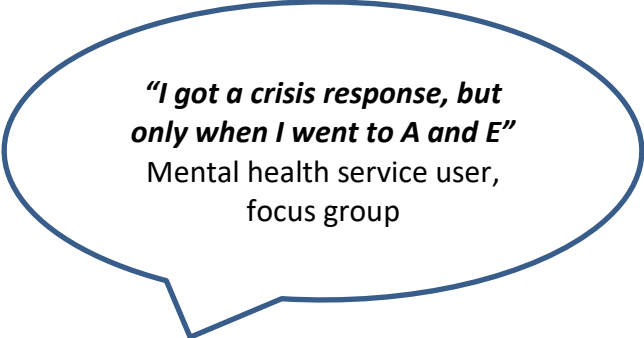
The PNA focus group undertaken had 4 participants, and therefore may not be generalisable. There were two key themes, which also resonated with the Mental Clinical Board's findings above:

Timely access to the right support at the right time
Based on the Cardiff and Vale PNA focus group's findings, some services were difficult to access due to lengthy waiting times. Examples given were: Advocacy Matters, Primary Mental Health Support Services and Psychological and Counselling services. Furthermore, Cognitive Behavioural Therapy, once provided by Cardiff Mind had ceased due to funding withdrawal. Experiences in getting the right support at the right time were largely unmet needs, based on the focus group findings. It was clearly stated that preventative or timely early intervention could prevent difficulties spiralling into a crisis situation.

A mental health crisis response service
The Cardiff and Vale PNA focus group participants thought that a mental health intervention when things are beginning to go wrong, or when people are in crisis would be important and may avoid attendance at the Emergency Department.

"I got a crisis response, but only when I went to A and E"
Mental health service user, focus group

These unmet needs findings were corroborated by CAVAMH's report: 'My Say', which outlined that a significant proportion of people in Community Mental Health Teams (CMHTs) did not know who to contact in a crisis (242).

The key gaps in knowledge are:
- Knowing what the employment status and needs are for our population with mental health conditions
- Having meaningful outcome measures for our mental health service users
- The number of Welsh speakers known to services
- The effectiveness of specific interventions that have yet to be fully evaluated in Cardiff and the Vale of Glamorgan, for example, Recovery College
- The long term effect of COVID-19 on population mental health

13. 4   What are the range and level of services needed?
13.4.1   Prevention and assets
Prevention
The PNA focus group had 4 participants which is therefore not representative of all people with mental health conditions, but such settings do enable a depth of insight, albeit on a small scale. Focus group participants thought that a number of services had the potential to help with future well-being and work in a preventative manner. These included, on a personal level, social support and friends. One to one support, psychological support and Community Psychiatric Nurses were seen as helpful, as was mentoring and peer support.

Third sector organisations such as Advocacy Support Cymru, Bi-Polar UK, Speakeasy (legal advice and support), and Sefyll (CAVAMH) were identified to offer preventative input. Day Support (such as that offered by Ty Canna and Mind in the Vale of Glamorgan) as well as Cardiff and Vale Recovery College were helpful.

Assets

The PNA focus group considered many of the same organisations as assets to support their well-being, for example, one to one support, psychological support and Community Psychiatric Nurses were noted as helpful services for the individual. At a community level, friends and social networks, events (e.g. music, concerts), arts centres, cinema, peer support and clubs were considered supportive. Educational settings' mentoring and support systems were seen as invaluable, and voluntary work to help others, as well day centres, such as Ty Canna – *"offering "amazing" practical and social support"* were well regarded. Third sector organisations offering mental health support were seen as positive for example, Sefyll (part of CAVAMH), Bi-Polar UK and CCAWs (Community Care and Wellbeing Service).

Advocacy was a real source of support for many - Advocacy Support Cymru and Advocacy Matters were two organisations highlighted as being particularly helpful. Cardiff and Vale Recovery College was thought important for one's well-being and came highly recommended.

> *"I would have lost my accommodation if it was not for my Advocate"* - Mental health service user, focus group

In addition, professional leads identified that access to work initiatives provided support for people with mental health conditions. Other third sector assets include Mind in the Vale and Cardiff Mind. The need for sustainable funding of third sector organisations was identified.

13.4.2   Community
Maintaining independence

Maintaining a level of independence was a priority for PNA focus group participants: *"Volunteering opportunities and getting involved in activities."; "I need social support and I need social care support"; and "Befriending and peer support are vital."*

Timely access to services

Timely and consistent access to services was widely agreed as a priority for well-being in the future by focus group participants. Availability of psychological and counselling services was limited due to waiting times.

13.4.3   Partnership approach
Continuity of care

Continuity of care was deemed important by focus group participants. However, once in a service sometimes staff left or moved on, meaning that a consistent service was not always available.

13.5 What is likely to happen in the future?

National Survey for Wales' data shows that historically those being treated for a mental illness has increased from 9% in 2009 to 13% in 2015, based on the Future Trends Report (243). This may be because numbers with a mental illness have increased; or that there is increased awareness of mental illness, and therefore subsequent identification and treatment for this. In the future, projections show that there will be more people with a common mental disorder, as the population grows, see Table 13.1 below. This could lead to increased demand on services. It should be noted that these projections need to be treated with caution as many variables will affect an accurate future prediction.

Table 13.1. Cardiff and Vale of Glamorgan – Population projections for common mental illnesses

Year	2020	2025	2030	2035	2040
Female	43,552	44,210	45,323	45,855	45,754
Male	26,421	27,034	27,599	28,103	28,493

Source: Social Care Wales Population Projections Platform (94)

In the future, it is likely that, across Cardiff and Vale of Glamorgan, cluster level working will become the norm for mental health services. In addition, the development of 111 services for people in a mental health crisis is likely in the forthcoming year (2022).

13.6 Recommendations

All agencies to:
- Develop data systems to address the gaps in our knowledge
- Monitor the evolving understanding of the impact of COVID-19 on mental health
- Support housing transition to avoid homelessness for mental health service users

Cardiff and Vale UHB and Cardiff and Vale of Glamorgan Local Authorities to:
- Commission enhanced peer support services to promote independence
- Redesign mental health services so that waiting times decrease and there is easy access to mental health services when in a crisis
- Co-produce meaningful outcome measures with mental health service users
- Assess the effectiveness of novel interventions, for example in the Recovery College

Third sector
- Promote independence and advocacy for people with mental health conditions

14. Cognitive Impairment including Dementia

This chapter should be read in conjunction with the following chapters: Older People; Healthy Lifestyles and Long Term Conditions; Adult Unpaid Carers

Recommendations

All agencies to:

- Increase service user and carer input into service developments and their own person centred care plans
- Ensure that individual needs are person-centred
- Tailor the needs of unpaid carers of people living with dementia so that they have appropriate respite
- Have clear care, coordinated pathways for people with a progressive diagnosis so individuals are not lost in the system

Cardiff and the Vale of Glamorgan Local Authorities to:

- Develop the capacity of residential and nursing homes to accommodate the future needs of people living with dementia, both in terms of increased bed numbers and also dementia-friendly environments
- Support the needs of unpaid carers, who are often older people themselves, through the provision of information, advice and support
- In partnership with the third sector and Cardiff and Vale UHB, to further develop local communities to become dementia friendly

Cardiff and Vale University Health Board and Primary Care to:

- Support further developments in Primary Care through training and development to ensure that both physical and mental health needs are met for people living with dementia.
- Provide a personalised care pathway for a person living with dementia and their carer so that people can link in with support as needed

14.1 Overview

According to the Royal College of Psychiatry, dementia is: "*a group of conditions which affect memory*" (244). The problems are mainly due to memory loss and thought processing; they also get worse with time (are progressive) and are not due to normal ageing (244).

In contrast, mild cognitive impairment (MCI) is a less serious memory problem, and does not affect everyday life in such a major way as dementia (244).

The number of people on the general practice dementia register in Cardiff and the Vale of Glamorgan was 3,370 as at 30 September 2020 (245), which equates to 0.7% population prevalence. However, the estimated number with dementia aged over 65 in 2020 was 5,773 (94), which means that over 42% of people with dementia are not on the general practice register as having a diagnosis. People with cognitive impairment are not recorded on a specific register within primary care. The needs of older people are discussed in chapter 8.

The content of this chapter was developed using existing literature, strategies and reports and triangulating findings with professional leads and engagement work (seven PNA focus group participants). It should be noted that the views of those engaged are not representative of all adults with cognitive impairment/dementia in the population of Cardiff and the Vale of Glamorgan, but can provide rich information about their lived experiences.

14.2   What has changed since 2017?
14.2.1   Pre-COVID-19

Since 2017, there have been many developments nationally and locally for people living with dementia and their unpaid carers. At a Wales level, the national Dementia Action Plan for Wales (246) was launched in 2018, with a commitment of £10 million a year in funding for various initiatives nationally and locally. In May 2018, the Cardiff and Vale of Glamorgan Dementia Strategy was launched during dementia action week; this was based upon a dementia needs assessment, completed in 2017 with multiple stakeholder engagement across the region. The vision for the Dementia Strategy 2018-2028 was that:

"*By 2028 the population of Cardiff and the Vale of Glamorgan will be dementia aware and will reduce their risk of dementia. People with dementia will have equitable and timely access to a diagnosis; they will have person-centred care delivered locally with kindness. Carers will feel supported and empowered.*"

There were eight strategic objectives within the Cardiff and Vale of Glamorgan Dementia Strategy:
1. Dementia is everyone's business
2. The risk of dementia will be reduced and there will be a timely diagnosis
3. Access to services will be equitable
4. Services will be fully coordinated
5. Services will be delivered with kindness and compassion
6. Support will be centred on Primary Care
7. Carers will be for cared for
8. Crises will be avoided

In light of the national Dementia Action Plan for Wales and associated funding, regionally an audit took place regionally to identify key gaps against the national action plan, and new

initiatives were created from this analysis. The following services were funded through Dementia Integrated Care Funding from 2018 onwards:

1. GP diagnosis clinics based within primary care clusters
2. A dementia "team around the individual", with memory link workers linked to primary care clusters and associated multi-professional team members
3. A dementia training and development team aligned to the "Good Work" principles and to a dementia care mapping team
4. Dementia Friendly Communities approach through the third sector (Marie Curie and Cardiff and Vale Action for Mental Health)

In 2021, the All Wales Dementia Care Pathway of Standards (247) were launched and Welsh Government also announced recurrent Memory Assessment Services funding for each Regional Partnership Board area. The aim of this was to increase dementia diagnosis rates across Wales. A variety of initiatives/pilots have been funded through this in order to meet this aim, and are currently being implemented with a view to full evaluation in 2022/23.

14.2.1   COVID-19
The COVID-19 pandemic has disproportionately impacted people living with dementia, and their unpaid carers, as outlined in this section.

Direct impacts
UK research suggests that delirium from COVID-19 can make it hard to identify COVID-19 in people living with dementia, which could impact their care (248). Internationally, people living with dementia frequently have other conditions, increasing the risk of complications from COVID-19 should they contract it (249). Further international research also found that people living with dementia had increased risk of infection; and should they contract COVID-19: worse outcomes, adverse impact on cognition and were harder to isolate (250).

In 2020, the most common pre-existing condition mentioned on death certificates amongst those dying of COVID-19 (in England and Wales), was dementia and Alzheimer's disease, at 18,420 deaths (251). This implies that people with dementia were disproportionately affected by the pandemic.

Lockdown restrictions
For people with young onset dementia, there was a mixed picture with some people reporting benefits, and some reporting disadvantages due to the COVID-19 restrictions, according to Young Dementia UK (252). They highlighted issues such as: lack of routine, feeling forgotten, loneliness, isolation, confusion, feeling vulnerable, losing skills, not being entitled to support, and loss of confidence (252). However, there were also many positive aspects to the pandemic, with some saying they had learnt new skills, found the virtual support beneficial, and some people felt less anxious as going out made them anxious previously (252).

Care and support provision
Mok et al (250) found that non-COVID related health care appointments were impacted, and that lack of social engagement and support may have resulted in a deterioration of the

condition, with isolation also affecting psychological well-being. This experience was also reiterated in recent (October 2021) focus group(s): *''Services are greatly reduced or abandoned.''* Referrals into Memory Team also dramatically reduced during 2020/21 to 1,028; a decrease from an average of 1,533 over the four preceding years.

The Social Care Institute for Excellence (253) highlighted the key issues that people with dementia living in care homes might have, for example: not understanding the need for isolation, finding personal protective equipment frightening and struggling with communication. A further report: 'Safeguarding adults with dementia during the COVID-19 pandemic' (254) raised concerns that people living with dementia might be more vulnerable to abuse or neglect during the pandemic. This may be due to: social isolation, stress on carers, overstretched care staff, increased scams, increased domestic abuse, and new staff, volunteers, or support (254).

14.3 What are the care and support needs?
14.3.1 Individual
Language and communication
According to 'More than just words' (231), people living with dementia are a key group for services to be made available in the Welsh language. The reason being is that people living with dementia may revert back to their first language as the illness progresses. Data are not routinely available on first language for people in Memory Team or Mental Health services; however an interpreter can be provided on request. 'More than just words' emphasises the importance of the active offer in the Welsh language (231), this may be particularly important if people are unable to request services in the language of their choice.

14.3.2 Community
Based on a Cardiff and Vale of Glamorgan dementia health needs assessment (255), completed in 2017, people living with dementia have a wide range of care and support needs. Their needs include, but are not limited to, the following key issues:
1. Isolation and loneliness – with loneliness increasing cognitive decline
2. Being treated with kindness and compassion
3. Having services that are coordinated
4. Caring for unpaid carers – the wellbeing of carers has a direct impact on their relationship with the person living with dementia
5. Knowing what to do in a crisis – having the information available, and a timely service when in a crisis
6. Moving care and support to Primary Care – this would require training and support so that Primary Care staff feel supported
7. Inequality in access to services – a concern that without having relatives to advocate for the person living with dementia that their needs would not be met
8. Dementia being everyone's business – to include the development of dementia friendly communities and dementia friendly environments
9. Prevention/risk reduction of getting dementia – this includes cardiovascular risk reduction: a major cause of both Alzheimer's disease and vascular dementia.

14.3.3 Wider determinants of health

Deprivation

The association between deprivation and having dementia is complex. Based on the findings of a Race Equality Foundation report (256), it can be summarised that the prevalence of dementia is higher in more affluent areas, but that the incidence and risk of getting dementia in the first place is higher in more deprived areas. The reasons for this are that a higher life expectancy is associated with affluence and as age is the biggest risk factor for dementia, then the prevalence will be higher in the older, more affluent age groups. In contrast the risk factors for dementia, such as: high blood pressure in mid-life, cardiovascular disease and diabetes, are more common in people with lower socio-economic status, and therefore, new cases are more likely in more deprived areas and populations (256).

There is an additional risk that those from lower socio-economic groups are more disadvantaged in being able to access services. Studies referenced in a UK report: 'Dementia, Equity and Rights' (256) identified that middle class populations were more successful at finding out about services, and that people with high education attainment were more likely to be referred to memory services. Home owners were four times more likely to be prescribed anti-dementia drugs than those in rental accommodation (256). The majority of carers are unpaid, and families who receive a diagnosis of a family member can experience financial hardship as a result of possible reduction of income and additional costs of care (256).

Employment

People who have young onset dementia, are aged under 65, and therefore may be in employment due to being of working age. Dementia UK report that employers need to be aware of the signs and symptoms of young onset dementia; and if a diagnosis is made to ensure that reasonable adjustments are in place to support people in the workplace (257).

Unpaid carers of people with young onset dementia also require flexible working arrangements to ensure that suitable support can be provided to the person with young onset dementia (257). Relatives who care for someone who has young onset dementia frequently have to leave their work, to support their loved one, creating further financial stress for the family (257).

Housing
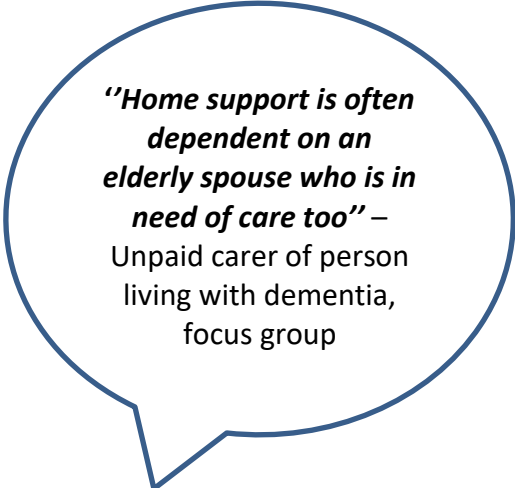
The housing needs for people living with dementia range from being completely independent (at earlier stages), to having domiciliary care, to requiring a residential or nursing home placement for their own care and safety at the later stages of the dementia journey.

Cardiff Older Person's Housing Strategy 2019-2023 outlines the specific housing needs for people living with dementia (258). It outlines the importance of appropriate housing for promoting independence and decreasing the need for residential care; whilst also decreasing the pressure on health and social care services (258). As at 29 October 2021,

there were 489 residential home placements for Cardiff adults, of which 55 are with Mental Health Services for Older People (MHSOP) teams; there are a further 410 in nursing home placements, of which 77 are with MHSOP teams. MHSOP placements are highly likely to have dementia. These figures are for all adult service users and include all service users that Cardiff is paying for whether in or out of county. It is likely that the Dementia figures are higher than reported here.

Vale of Glamorgan's Housing Strategy outlines the anticipated increase in housing need for people living with dementia, due to the ageing population (147). It states that in recent years there has been a significant increase in older people's nursing home placements and elderly mentally infirm (EMI) placements (these are for people living with dementia). In the Vale of Glamorgan (as at 28 October 2021), there were 446 Nursing Home beds, and 286 Residential Home beds, of which 220 were for people with dementia. One care home had an additional 24 mental health beds.

''*Home support is often dependent on an elderly spouse who is in need of care too*'' – Unpaid carer of person living with dementia, focus group

Environmental adaptations to make the home "dementia-friendly" can help to support people living with dementia with orientation and to feel settled; therefore promoting independence. For example, having symbols on doors to help navigate individuals to food cupboards or the shower, or having assistive technology (259).

14.3.4 Unmet needs

Focus groups arranged over a range of dates and times with 7 participants, using a hybrid methodology (specifically for people with living with dementia), identified the following unmet needs (based on small numbers of participants, so only indicative):

- Memory Clinic to follow up people readily after their initial diagnosis, as this was not currently happening.
- Respite for unpaid carers. This was the single most sought after need.
- Being able to see a GP. They felt that Covid-19 restrictions had meant a reduction in support that was readily available previously; in some cases they felt that the hospital Emergency Department was the only answer.

From the perspective of professionals, the key gaps in our knowledge are having meaningful outcome measures for service users.

14.4 What are the range and level of services needed?

14.4.1 Prevention and assets

Prevention

Based on the focus group results and previous needs assessment work, the key preventative areas for people living with dementia include:

- Using service users and carers in service development, so that care is person-centred
- Ensuring that support is centred on Primary Care
- Ensuring that unpaid carers have sufficient respite care
- Ensure people living with cognitive impairment or dementia have access to advocacy where there is nobody else to represent them.

Assets
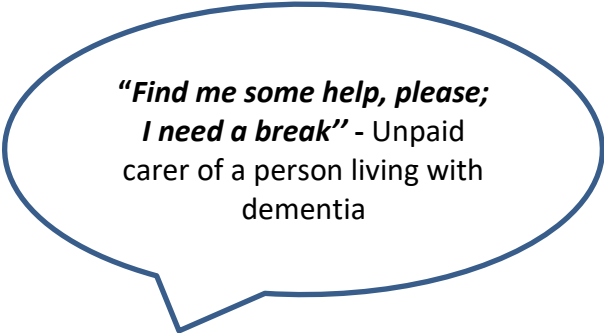
PNA focus groups (specifically for people with living with dementia) outlined the following assets as supportive to their well-being:

- At the individual level, in general, some people do get the support they need and others do not. It is highly dependent on having the ability to look for help or having someone who will look into support for you – this makes the provision inconsistent rather than tailored.
- Within the community, Forget Me Not Chorus was particularly mentioned as a source of support for people living with dementia. In particular face to face rehearsals were very much valued. The Dementia Café in Cathays Community Centre was also mentioned as a source of support during the COVID-19 pandemic.
- At a population level: some local authority services, Nexus (part of Cardiff and Vale Action for Mental Health (CAVAMH)) and Memory Clinic were most often mentioned as sources of support. In particular Nexus, for maintaining contact with as many older people as possible by telephone, email, online one to ones and meetings; and through CAVAMH, keeping Directions Handbook up to date and circulated.

14.4.2   Community services

Through the focus group(s) work, it was apparent that the following would be important to meet the unmet needs of people living with dementia:

- Involvement of service users and carers in decision making and planning of services across the board to make the provision useful at point of service. This should start with ensuring the person living with cognitive impairment or dementia is in control of their own care, either themselves or through an advocate

> *"Find me some help, please; I need a break''* - Unpaid carer of a person living with dementia

- GP services providing easily accessible, personal care in a timely fashion. Primary mental health care from GPs, and a willingness to identify physical ailments not connected to mental health but that may cause mental health difficulties if not addressed promptly
- The ambulance service being able to provide timely, accessible person-centred care.
- Respite care for unpaid carers
- Providing services in accessible formats. Dependency on technology has been exaggerated by COVID-19 and this is a major barrier for many older people. IT training was not the solution for them

Professional leads identified that third sector organisations (including Marie Curie and CAVAMH) across Cardiff and Vale of Glamorgan have developed dementia friendly communities at both strategic and grassroots levels to ensure that services and settings embrace the needs for people living with dementia and their unpaid carers. This can mean developing dementia friendly environments, and training staff to be knowledgeable and empathetic towards people living with dementia.

14.4.3 Partnership approach

Dementia Friendly Cardiff and Dementia Friendly Vale are the result of partnerships between Cardiff and Vale UHB, the respective Local Authority, Alzheimer's Society Cymru, and are supported by Marie Curie. Through the appointment of a Dementia Friendly Communities Coordinator for Cardiff and the Vale of Glamorgan, businesses and organisations are being supported to recognise the needs of people affected by dementia, and pledge their commitment to become more welcoming. With information and guidance from the Coordinator, simple and meaningful action is being taken to improve staff awareness, create more accessible physical environments, and increase the availability of information about dementia. This means that people affected by dementia can feel supported to continue to visit their local businesses and remain connected to their community for as long as possible (260).

14.5 What is likely to happen in the future?

Increasing age is the biggest risk factor for dementia, and therefore as our population ages and increases in number, the numbers of people living with dementia will increase over time. It is anticipated that numbers of people living with dementia will increase more steeply in the Cardiff area, as compared to Vale of Glamorgan (94). See Table 14.1 for further details.

Table 14.1. Cardiff and Vale of Glamorgan – Population projections for dementia

Year	2020	2025	2030	2035	2040
Vale of Glamorgan	2,041	2,386	2,758	3,152	3,493
Cardiff	3,732	4,271	4,894	5,562	6,103

Source: Social Care Wales Population Projections Platform (94)

14.6 Recommendations

All agencies to:

- Increase service user and carer input into service developments and their own person centred care plans
- Ensure that individual needs are person-centred
- Tailor the needs of unpaid carers of people living with dementia so that they have appropriate respite
- Have clear care, coordinated pathways for people with a progressive diagnosis so individuals are not lost in the system

Cardiff and the Vale of Glamorgan Local Authorities to:

- Develop the capacity of residential and nursing homes to accommodate the future needs of people living with dementia, both in terms of increased bed numbers and also dementia-friendly environments
- Support the needs of unpaid carers, who are often older people themselves, through the provision of information, advice and support
- In partnership with the third sector and Cardiff and Vale UHB, to further develop local communities to become dementia friendly

Cardiff and Vale University Health Board and Primary Care to:

- Support further developments in Primary Care through training and development to ensure that both physical and mental health needs are met for people living with dementia.
- Provide a personalised care pathway for a person living with dementia and their carer so that people can link in with support as needed

15. Adult Unpaid Carers

This chapter should be read in conjunction with the following chapters: Children and Young People; Older People; Healthy Lifestyles and Long Term Conditions; Physical Disability; Learning Disability; Autism; Adult Mental Health; Cognitive Impairment including Dementia

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Recommendations

All agencies, in partnership to:
- Review the need for an updated carers directory, which is updated regularly and available digitally, and publicise widely

Cardiff and the Vale of Glamorgan Local Authorities to:
- Strengthen clear pathways for carers assessments within local authorities following a "what matters" conversation
- Capture first language needs in carers assessments
- Consider flexible respite needs for unpaid carers

Cardiff and Vale University Health Board to:
- Review the pathway for mental health support to unpaid carers, so that waiting time decreases

Employers to:
- Adopt reasonable adjustments for people with caring responsibilities so that worthwhile employment is maintained and finances for unpaid carers are optimised

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15.1   Overview

The definition for unpaid carers is that: "*they provide support/care to an individual who has needs because of physical or mental health condition(s) or illness(es), or problems related to old age. Unpaid carers' status is self-reported*" (261).

In the context of this Population Needs Assessment, an adult unpaid carer is aged 18 or above; however this age cut off may vary by agency.

A Carers UK report acknowledged that the Welsh population had the highest proportion of people who were unpaid carers of the four UK nations at 70%, during the time period 1991 to 2018 (262). Notably, females (73%) were more likely to be carers than males (66%) in Wales, and the same gender bias was evident across the UK (262).

Cardiff and the Vale of Glamorgan has approximately 50,580 unpaid carers of all ages, based on the 2011 Census (263). The figures for unpaid carers (Table 15.1) are likely to be an underestimate of the true number, as data collection was over 10 years ago, and the overall population has grown in numbers since then. Additionally, Carers Wales have reported that in the first few weeks of the pandemic, in Wales alone, around 196,000 people became unpaid carers (264).

Table 15.1 below shows that the proportion of the population who are unpaid carers in the Vale of Glamorgan is the same as the national average (12%); however, in Cardiff it is less at 10%.

Table 15.1. Welsh residents by hours of unpaid care and local authority, 2011

Geographical area	All usual residents	Provides no unpaid care	Hours of unpaid care provided per week			% non-carer	% unpaid carer
			1-19	20-49	50+		
Wales	3,063,456	2,693,226	212,436	54,046	103,748	88%	12%
Vale of Glamorgan	126,336	110,761	9,939	2,050	3,586	88%	12%
Cardiff	346,090	311,085	21,671	4,729	8,605	90%	10%
Cardiff and Vale	472,426	421,846	31,610	6,779	12,191	89%	11%

Source: Stats Wales (263).

The content of this chapter was developed using existing literature, strategies and reports and triangulating findings with professional leads and engagement work (12 focus group participants; 111 respondents to the public survey who identified as unpaid carers; and 42 of 131 respondents to the provider's survey provided services for carers). It should be noted that the views of those engaged are not representative of all adult unpaid carers the population of Cardiff and the Vale of Glamorgan, but do provide rich information about their lived experiences.

15.2 What has changed since 2017?
15.2.1 Pre-COVID-19
Nationally, Welsh Government launched their strategy for unpaid carers in March 2021 (265). Within this 4 national priorities for unpaid carers were described (265):

1. Identifying and valuing unpaid carers
2. Providing information, advice and assistance
3. Supporting life alongside caring
4. Supporting unpaid carers in education and the workplace

Regionally, since 2017, the following changes were noted:
- Prior to the pandemic, 80% of GP surgeries in Cardiff and the Vale of Glamorgan were engaging with the Carers GP accreditation scheme

- To date 5 third sector organisations in Cardiff and the Vale of Glamorgan have achieved the Carer Friendly Accreditation or Carer Friendly Advanced Accreditation; as well as 4 hospital wards and 3 hospital information and support centres, and 2 social care organisations. Eleven organisations/wards are currently working towards their accreditation and 37 more have expressed an interest in the Accreditation but, due to the pandemic, have yet to move forward with the portfolio
- Unpaid Carers awareness sessions have been held for some time for Cardiff and Vale UHB staff, however these ceased in 2021 due to the pandemic (Table 15.2). NHS Wales host online Carer Aware training sessions through e-learning (266). Carers Trust South East Wales offer a Carer Friendly Accreditation scheme which is open to all sectors. Carers Wales started providing Carer Aware training for social care workers in October 2021. Twelve of 73 attendees to date (January 2022) were from Cardiff and the Vale of Glamorgan (267).

Table 15.2. Cardiff and Vale UHB staff carers awareness sessions

Date	May 2016-April 2017	May 2017-April 2018	May 2018-April 2019	May 2019-April 2020	May 2020-April 2021
Training numbers	581	426	402	559	None due to Pandemic

Source: Cardiff and Vale UHB

- Within Cardiff and Vale UHB, a Carers Lead was appointed in 2020, with the aim to aid a smooth transition for people on hospital discharge, back home with support to unpaid carers
- The Cardiff and Vale of Glamorgan Carers Gateway was launched in March 2020, with the key role of "*improving the quality of life for unpaid carers, and the cared for, in Cardiff and the Vale".* Carers Trust South East Wales, which runs the service, works with both unpaid carers and professionals to achieve this aim. During 2020/21 there were 526 referrals into the Carers Gateway service. The most common reason for referral was regarding parent and grandparent carer (21%), followed by physical disabilities (10%), chronic illness (9%), mental impairment (6%), and dementia (5%) (note that the reason was unknown in 33% of referrals).

15.2.1   COVID-19

Across Great Britain, during the COVID-19 pandemic more women (57%) than men (43%) were unpaid carers according to research by the Office for National Statistics (261). In addition, a much higher percentage of unpaid British carers self-reported that they had a disability (32%) as compared to the rest of the population (23%) (261). Sixty three percent of British unpaid carers were worried about the impact of the pandemic on their lives as opposed to 56% of non-carers (261).

Lockdown restrictions

The experiences of unpaid British carers during the pandemic were mixed, with some stating that it had allowed them to have more time, but with others stating that the loss of respite and external support has had a negative impact on their well-being (268). It was noted in a recent Cardiff and Vale PNA focus group that COVID-19 restrictions had demonstrated how good services were before they were "*taken away*". Many relationships between the person caring and the person cared-for had also deteriorated during the pandemic across Britain (268).

> *"Given up on my own well-being and personal life"*
> - Unpaid carer, focus group

Due to the requirement to "*shield*" many British unpaid carers felt cut off from normal life/other family members (268). Stress, anxiety and depression and a feeling of isolation/loneliness increased for many British unpaid carers during the pandemic (268). This feeling was corroborated by the Cardiff and Vale PNA focus group participants. The participants also reported that their situation was not back to normal and that they were still hesitant to go out. Families often didn't want external agencies in their own home due to the risks of COVID-19, therefore they were struggling to cope with their situation, according to professionals. Working from home helped some British unpaid carers have more freedom to care, but had meant less of a break from the caring role (268).

Care and support provision

Time spent chasing services by unpaid Welsh carers increased during the pandemic, which increased their stress (268). A Cardiff and Vale PNA focus group also added that health appointments were often cancelled, and it was challenging to explain symptoms such as pain in a telephone appointment, especially when the carer considered their English to be not very good. British unpaid carers deemed face to face sessions a better experience than video calls (268).

Respondents to the professionals and provider survey who provided support to carers in Cardiff and the Vale of Glamorgan reported the following additional care and support needs amongst clients due to COVID-19 and restrictions:
- Increased reliance on family members, increased care needs due to primary caregiver ill health, or taking over role previously fulfilled by families
- Social isolation, stress, anxiety, negative impacts on mental health and well-being, bereavement support, loss of structure, fear of catching COVID-19
- Financial stress, increased need for support for benefit claims
- Practical assistance such as help with shopping

When asked regarding how service provision had changed since the start of the pandemic, respondents stated:
- Increased workloads: "*busier than ever*"
- Increased risk assessments via telephone; change in format of service provision to online or telephone

- Impact on service provision due to capacity including domiciliary care, and pausing of services (including home visits) due to COVID-19 restrictions
- Increase need to accommodate adults living alone, and increase in respite services

Service providers reported low morale, exhaustion, the emotional toll of isolation and lack of peer support as well as the direct impact of COVID-19 on service users. Some positive aspects were identified such as pride in continued service delivery, and more flexible working options for some respondents.

15.3   What are the care and support needs?

A Cardiff University report commissioned by Public Health Wales developed 4 key themes in their analysis of the main issues for unpaid carers in Wales prior to the pandemic: health and well-being, identities and relationships, services and systems, and education, employment and finances (268). These are described below.

15.3.1   Individual

Mental health and well-being

In Wales, unpaid carers experience stress, isolation and loneliness and poor mental health due to their caring responsibilities (268). Research in England between Sport England and Carers UK showed that unpaid carers had lower physical activity levels (46% inactive) as compared to the general population in England (33% inactive) (269). Three quarters (76%) of unpaid English carers aged 55 plus did not feel able to do as much physical exercise as they wanted to (269). Physical activity combats stress, anxiety and depression (269). The key barriers to taking part in physical activity included: not having the time to take part (88%); not being motivated (71%); not being able to afford the costs (67%); and not having anyone to go and do physical activity with (59%) (269). In the Cardiff and Vale PNA survey, unpaid carers were the population group most likely to say that had no control over their lives (12.6%). In the same survey, 19.3% of survey respondents who were unpaid carers did not have time to address their own care needs; and 44% felt they were not sufficiently supported in their caring role.

Identities and relationships

Many unpaid Welsh carers did not recognise their status as an unpaid carer until they reached crisis point, and sought professional help (268). Many unpaid Welsh carers also stated that having a healthy relationship with the person cared-for would be critical for a successful future together (268).

Language and communication

There are no data on first language of unpaid carers in the region. A Cardiff and Vale PNA focus group participant's feedback was that language barriers were an issue for ethnic minority groups, trying to receive much needed support. Cultural needs were also identified as important, for example: the need for same-sex practitioners in some cultures.

15.3.2 Community

Services and systems

Professionals frequently do not ask about unpaid Welsh carers' needs or experiences (268). Carers Wales found that only 28% of carers in Wales reported that they had had a carers assessment (or a review of their assessment), in the last 12 months (270). Unpaid carers can also spend a lot of time chasing services to get support (268). Third sector support was highly valued by unpaid carers, especially peer support for younger adult carers (268). Flexible support was needed by Welsh unpaid carers (268). Of Welsh carers who had had an emergency admission for the person they care for, 30% felt that the admission could have been prevented if the person cared-for had had more care and support; 20% felt that more support for them as the unpaid carer (such as breaks from caring) would have prevented the admission (270). In the Cardiff and Vale PNA survey, unpaid carers were the population group most likely to find it fairly or very difficult to find information or advice about the services that are available at 50%.

15.3.3 Wider determinants of health

Deprivation

The Cardiff and Vale PNA focus group of unpaid carers stated that poverty led to digital exclusion as people needed either digital skills couldn't afford the technology. Professionals also mentioned that some unpaid carers would not have the means for a bus or taxi to take respite; this creates a 2-tier system for carers needing respite. Carers Wales' 'State of Caring Report 2019' (270) stated that 45% of Welsh unpaid carers say that they struggle to make ends meet and 68% report that they regularly use their own income or savings to support the person they care for. Twenty three percent of Welsh unpaid carers have been in debt as a result of caring; 8% cannot afford utility bills; and 4% cannot afford their rent/mortgage payments (270). Almost three quarters (74%) of Welsh unpaid carers surveyed didn't receive any cash sum (direct payments or a personal budget) for themselves or for the person cared-for (270).

Education and employment

Supporting unpaid carers in education and the workplace is a key area in the Welsh Government's 'Strategy for unpaid carers' (265). According to research by Cardiff University, many unpaid Welsh carers valued being in paid work, in addition to their caring role (268). Caring has a substantial impact on personal finances, particularly if one is a single carer in Wales (268). Many unpaid Welsh carers thought that the financial compensation through the carers allowance was insufficient (268).

> *"The health of my mum deteriorated rapidly, I had to give up work, it's impossible to work and be a carer"* - Unpaid carer, focus group
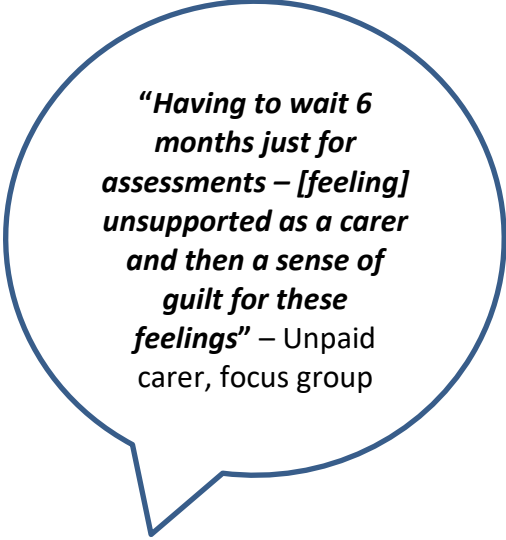
Housing

In the Cardiff and Vale PNA survey, 63% of unpaid carer respondents needed adaptations to their property, which was 17.8 % higher than the average of all respondents to that survey. This tallies with the Carers Wales perspective that home adaptations are vital in enabling people in need of care to remain in their own homes for longer (271). Where adaptations are not in place it creates a need for more formal support to manage the condition of the person cared-for within the home environment (271).

15.3.4   Unmet needs

The following care and support needs were identified as unmet by focus group participants:

- Supportive employment: employers were not supportive enough to meet unpaid carers' needs: *"[I] had to give up work… employer did not support flexible adjustments… used all leave for caring / hospital appointments… not had a holiday break in years"*
- Timely services: carers' assessments and counselling services waiting times are lengthy – "*waiting list is huge"*
- Resource waiting times are also lengthy: "*direct payments take a month to be approved on what's supposed to be a simple process*"
- Culturally appropriate services: services need to meet the needs of people from different cultural backgrounds
- Appropriate respite for unpaid carers: feedback from Carers Gateway participants during 2020/21 was that more respite services were needed for unpaid carers

"Having to wait 6 months just for assessments – [feeling] unsupported as a carer and then a sense of guilt for these feelings" – Unpaid carer, focus group

Respondents to the professional and provider survey identified the following unmet needs amongst their service users:

- Domiciliary care, including overnight care at home; difficulty providing daytime respite
- Risk assessments less robust via telephone than face to face resulting in a less comprehensive understanding of individual needs
- Gaps in support provision including respite, emotional support, counselling, a lack of low level support such as taking a carer to an appointment

Key gaps in knowledge identified included data on number of unpaid carers whose first language is not English. One respondent to the provider survey echoed that people may experience cultural stigma and fear seeking help, or may not realise their entitlement to support.

15. 4　What are the range and level of services needed?

15.4.1　Prevention and assets

In order to prevent the needs of people cared-for from escalating, unpaid carers need more support, in terms of emotional, practical and financial resources to prevent a crisis situation.

Assets to support well-being

A virtual Cardiff and Vale PNA focus group was held on 27 October 2021, with 12 unpaid carers. Participants highlighted that in the Barry area there were less activities for unpaid carers than in Cardiff. Assets that were considered sources of support for carers' well-being included:

- Other parents who had children with care and support needs
- Community groups such as social groups, drama groups, as well as local cafes and places of worship. Specifically, church halls, Sunday circle, a mosque opening an over 60s club were identified
- Third sector organisations such as: Parents Federation was described as *"supportive";* Innovate Trust (providing support to disabled people) was *"amazing"* (in particular their respite service); and Women's Connect Zoom was cited as *"useful to socialise"* and to meet via WhatsApp and face to face. Voluntary organisations have been *"great"*
- Dewis directory of services: www.dewis.wales (272)
- Speech and language services were described as *"excellent"*
- Courses for carers at hospital were cited as *"excellent"* and carers found it helpful to meet others in similar situations

Supporting a life alongside caring is one of the four priorities in the Welsh Government 'Strategy for unpaid carers' (265); ensuring access to assets that support well-being will support this.

Professional leads identified the Cardiff and Vale Carer's Gateway as an important asset through provision of support and advice for unpaid carers, people who have care needs, and professionals.

15.4.2　Community services

Respect for the person cared-for

The Strategy for unpaid carers (265) prioritises identifying and valuing carers. Services need to respect the needs of the person who needs care. Focus group participants highlighted the need for care service providers to undertake cultural training: *""Lets age well" project with Women's Connect [First was] very helpful as it understands the needs of the culture"*.

More support needed for unpaid carers

Unpaid carers need to be valued in their caring role. Support needs to be timely, for example, in terms of having a carer's assessment, as well as provide psychological and practical input.

15.4.3   Partnership approach

Unpaid carers need to know what services are available

Access to services needs to be made easier, by knowing what is available: *"if you don't know, it's not readily available for you to find out".* Focus group participants wanted a carers directory with full details of how and what to access was needed (despite one existing online, created in 2017). Providing information, advice and assistance is a priority area in the Strategy for unpaid carers (265).

15.5   What is likely to happen in the future?

As the population ages and increases in number, there are likely to be many more unpaid carers in our population, with a steady rise in both Cardiff and the Vale of Glamorgan (Table 15.3).

Table 15.3. Projected number of unpaid carers, Cardiff and Vale of Glamorgan, 2020-2040

Year	2020	2025	2030	2035	2040
Cardiff	40,611	41,401	42,222	42,828	43,263
Vale of Glamorgan	16,893	17,472	17,929	18,302	18,639
Cardiff and Vale total	57,503	58,874	60,151	61,130	61,902

Source: Social Care Wales (94)

15.6   Recommendations

All agencies, in partnership to:
- Review the need for an updated carers directory, which is updated regularly and available digitally, and publicise widely

Cardiff and the Vale of Glamorgan Local Authorities to:
- Strengthen clear pathways for carers assessments within local authorities following a "what matters" conversation
- Capture first language needs in carers assessments
- Consider flexible respite needs for unpaid carers

Cardiff and Vale University Health Board to:
- Review the pathway for mental health support to unpaid carers, so that waiting time decreases

Employers to:
- Adopt reasonable adjustments for people with caring responsibilities so that worthwhile employment is maintained and finances for unpaid carers are optimised

16. Sensory Loss and Impairment

This chapter should be read in conjunction with the following chapters: Children and Young People with Complex Needs; Older People; Healthy Lifestyles and Long Term Conditions; Physical Disability

Recommendations

All agencies, in partnership, to:
- Increase awareness of specialist and support services to improve signposting (273); and improve joined working
- Promote awareness and normalisation of British Sign Language (BSL)
- Anticipate the increase in prevalence of hearing and sight loss in the future
- Increase opportunities for consultation and co-production
- Sign up to the Disability Confident Scheme (200) and develop inclusive recruitment. The D/deaf community (encompassing people who have profound hearing loss and use BSL (Deaf), as well as people who have hearing loss (deaf)) need more D/deaf and BSL users professionals embedded in services to ensure they are represented and that communication is not a barrier

Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:
- Undertake Deaf Awareness training for staff to improve the culture for service users, and co-workers who may have hearing loss
- Increase the number of Rehabilitation Officers for Visually Impaired people in line with recommendations (274)
- Design physical activity strategies and plans to increase D/deaf-friendly and D/deaf aware opportunities

Cardiff and Vale University Health Board and Primary Care to:
- Improve recording of Deaf people as Deaf in medical records so BSL interpreters can be appropriately booked (273), improving referrals, and experience of health care
- Take additional action to promote equity of access to healthcare services for D/deaf people compared to non-disabled people
- Support the newly established Inclusive Recruitment Team who ensure that they work to the Themes and Goals of the Disability Confident Scheme

16.1   Overview

The All Wales Standards uses the term "*people with sensory loss*" to describe:

- People who are Deaf, deafened, or hard of hearing
- People who are Blind or partially sighted
- People who are Deafblind (whose sight and hearing impairment cause difficulties with communication, access to information, and mobility (275)

Sight loss

There are an estimated 9,530 with sight loss in Cardiff, and 4,790 in the Vale of Glamorgan in 2021, giving a prevalence of 2.6% and 3.6% (prevalence in Wales: 3.5%). Of these, 1,240 and 640 people in Cardiff and the Vale of Glamorgan respectively have severe sight loss (blindness). In Cardiff, there are 40 children aged 0-16 who are blind, and 10 in the Vale of Glamorgan. Half of children who are blind or partially sighted have additional disabilities (276). People with learning disabilities are 10 times more likely to have sight loss than those without learning disabilities (276).

Hearing impairment

Documents use different terminology; this chapter aligns with that used by the All Wales Deaf Mental Health & Well-Being Group. Where specifically stated, people who identify as members of the Deaf community, who have profound hearing loss and use British Sign Language (BSL), are described as Deaf; whereas those with hearing loss or where it is not specified, the terminology "*deaf*" is used (273). Where both communities are described, "*D/deaf*" is used.

In Cardiff, 29,800 people are estimated to have moderate/severe hearing loss; this figure is 15,500 for the Vale of Glamorgan. A further 660 people (Cardiff) and 340 (Vale of Glamorgan) have profound hearing loss, including 95 people of working age (20-64 years) (276).

Dual sensory impairment

The Royal National Institute of Blind people (RNIB) estimates that 21,300 people in Wales have any dual sensory impairment, of whom 1,860 live in Cardiff, and 910 in the Vale of Glamorgan (276).

This chapter was developed using existing literature, strategies and reports and triangulating findings with professional leads and engagement work: 38 survey respondents, 6 participants for the sight loss focus group, and 4 participants for the Deaf focus group, which was conducted in BSL. Forty-nine respondents of the provider's survey provided services for people with sensory loss or impairment. The views of those engaged are not representative of all people with sensory loss or impairment in the population of Cardiff and the Vale of Glamorgan.

16.2 What has changed since 2017?

16.2.1 Pre-COVID-19

Welsh Government published the 'Framework of Action for Wales 2017-2020' which details the integrated framework of care and support for people who are D/deaf or living with hearing loss (277). The All Wales Deaf Mental Health & Well-being Group published their report on the hidden inequalities around mental and physical health amongst Deaf people in 2021 (273). Professional leads observed an increasing awareness of the existence and importance of intersectionality, which describes the "*complex, cumulative way in which the effects of multiple forms of discrimination (such as racism, sexism, and classism) combine, overlap, or intersect especially in the experiences of marginalized individuals or groups*" (278).

Cardiff and Vale UHB is now the first Welsh Health Board to sign the British Deaf Association's British Sign Language Charter (279). The Health Board was highly commended by the Health Service Journal for transforming glaucoma eye care services in 2020/21 (280).

16.2.1 COVID-19

Independence and isolation

The Welsh Government published 'Locked out: liberating disabled people's lives and rights in Wales beyond COVID-19' in 2021. This report identifies difficulties disabled people have experienced during the COVID-19 pandemic, and states that people with visual loss have had their autonomy and mobility negatively impacted due to structural changes in the environment and learned routes. For example, new layouts in the town centre and changes to access to sighted guides (79).

The Royal National Institute for Deaf People (RNID) report that deaf people in the UK experienced increased isolation through reduced social interaction, masks, and social distancing; and that non-face to face options such as telephone contact weren't always suitable (281). Sight Cymru stopped in-person groups in 2020 but maintained contact through virtual meetings and phone calls.

The RNIB's research across the UK finds that people with sight loss considered technology a "*saviour*" (282); which was echoed in the PNA focus groups: "*I was stuck at home. Zoom has been very good. Without Zoom we'd all be lost*". However, people felt "*more disabled*" and as though their world has "*shrunk*" (282). Focus group participants discussed the difficulties of not being able to visit family members in hospital.

D/deaf focus group participants stated that as communication with D/deaf peers and friends is so important for well-being, the lockdowns restricted this and created a sense of isolation. This isolation impacted negatively on participants' mental health. The D/deaf community relied more on online resources despite it being difficult with BSL interpreters on online platforms.

> *"Support groups are usually only in English. Some people have been prevented from attending as they are not able to speak English"* **–** person with sight loss, focus group

Eight of 38 survey respondents with sensory loss reported that before COVID-19, they felt lonely some of the time, with 1 respondent feeling lonely all or most of the time. Over the last year, however, 18 feel lonely some or all of the time.

Access to public health information
Nationally, deficiencies in accessibility of public health information were observed, through lack of subtitles for audio content; lack of BSL versions of critical information; and a reliance on telephone hotlines (79) (281). The RNID polled its UK members regarding awareness of a video relay of Test and Trace, but 94% were not aware of this. Insufficient notice for key government announcements and a lack of BSL translation meant information was inaccessible to people with hearing loss. A new government role has been developed to lead on accessible communications from UK Government (281).

People with visual impairment may be unable to adhere to social distancing rules, and have subsequently experienced negative reactions from others; as well as being at increased risk of COVID-19 (282).

The focus group reported a lack of information on the pandemic and lockdown provided for the D/deaf community, so news often came from social media. Lots of D/deaf people struggle with written English and need BSL resources. The British D/deaf Association set up a daily BSL news summary specifically for the D/deaf community, which reduced isolation and panic: "*I would have been lost without them*".

Access to health and care services
In the UK, around half of people with hearing loss reported a negative impact of COVID-19 on access to care services, compared to one-sixth of people without an impairment (281). A survey amongst RNIB members puts this figure at 73%, with 4/10 concerned that their vision would worsen (79). Support provision and consultations provided over the phone or virtually provoked difficulties for people who are Deaf or hard of hearing, as they often use visual cues or lip reading. Masks also prohibit lip reading; therefore, face to face appointments were also difficult as people did not feel able to ask staff to remove their masks (281). Transparent masks have now been approved. Online technologies are not a

direct replacement for face to face services, and many people who are deaf or visually impaired struggled to access virtual services (283); stating that 50% of communication is lost through a webcam (273). Cardiff and Vale UHB provided iPads to enable person-centred care, and to overcome the assumption that everyone has access to digital technology.

The RNID reports that deaf people who were shielding could only register for priority supermarket deliveries via telephone (281); similarly, people with visual loss experienced problems with accessing services in Wales (79). A higher proportion of disabled people experienced difficulties accessing essential products such as food and medication compared to non-disabled people (50% versus 17%) (281). One-fifth of respondents in RNIB research in the UK rationed food due to concerns regarding food deliveries (282). Those assisting deaf people were exempt from wearing a face mask, to aid communication, however as deafness is a hidden impairment, many people were concerned for stigma and negative reactions by others (281).

Participants in the sight loss focus groups discussed that many services had stopped due to COVID-19 restrictions; but that online support such as through third sector organisations, groups, and clubs have been very helpful.

Cardiff and Vale UHB developed videos with subtitles, communication flash cards and provided accessible information regarding vaccinations (280).

Education and employment

COVID-related adjustments in the workplace may make it more difficult for D/deaf people to return to work, for example, through physical barriers between workspaces, face masks, and social distancing. For those working from home, the increased reliance on video and audio calls may present a barrier (281).

The National Deaf Children's Society report that children and their families are concerned regarding the lack of specialist support for their education, difficulties accessing online learning platforms, as well as difficulties communicating due to face masks in schools (284).

16.3   What are the care and support needs?

16.3.1   Individual

Independence and autonomy

Funds are now available in Wales for disabled people who would like to stand in local government elections, to cover costs such as travel and assistive technology (285). Increasing visibility of disabled people – including sensory loss – will help create an inclusive environment.

A focus group with D/deaf participants articulated that services are not always accessible to D/deaf users: many services (particularly medical) rely on the phone which is a barrier for the D/deaf community. D/deaf service users often have to rely on hearing family members to make phone calls and contact services on their behalf, affecting independence. They

would like to see more D/deaf community groups and centres where the community can come together and gain support; and activities which are accessible.

Participants recalled there used to be specialist D/deaf social workers, but this service was replaced with general social workers who "*don't live a D/deaf life*", and "*provide help that they think you want rather than asking what help you really want*". This additionally emphasises the importance of person-centred services. Due to a lack of knowledge of the D/deaf community, there was poor signposting to services.

Physical and mental health

There is a synergy between sensory impairment and other medical conditions. For example, people living with dementia have increased prevalence of sight loss; dementia can make it more challenging to diagnose sight loss (276). Deaf people are more than twice as likely to experience mental health disorders, such as anxiety and depression than hearing counterparts; this is in part due to their experiences of stress, discrimination, and isolation (273). COVID-19 has further exacerbated these inequalities (273). Deaf people report that they are not recorded as Deaf in their GP records, which has consequences for any subsequent referrals. Negative experiences lead to Deaf people disengaging from health care services (273).

Children and young people

In Wales, most (80%) school aged deaf children attend mainstream schools without specialist provision; with others attending mainstream schools with resource provision (9%), special schools not specifically for deaf children (10%), or undertaking home education (1%) (273). Nearly half of Teachers of the Deaf in Wales will likely retire in the coming 15 years (273).

Focus group participants stated that D/deaf children are not able to create a D/deaf identity, integrate into the D/deaf community, or form close connections with other D/deaf children/people without specialist D/deaf schools. Parents need to learn BSL, as do teachers and support staff – support staff are often not specialist or D/deaf themselves. There are a lack of D/deaf youth groups to bring D/deaf young people together to help create that identity. This lack of community for young D/deaf people makes it difficult for them to find out about services or access support, which leads to isolation and mental ill health.

Language and communication

"Communication is a real barrier to accessing services leading to feelings of isolation" – Deaf person, focus group
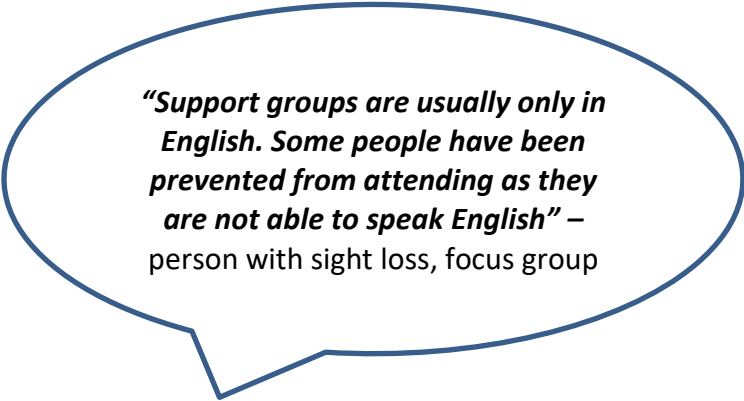
Since 2004, BSL has been a recognised official language in Wales, with 4000 speakers in Wales (273). However, there are only 48 BSL/English interpreters with the relevant qualifications in Wales, below the target of 64 (273). Although interpreters can be booked

for planned meetings, more spontaneous communication in healthcare settings (such as during an inpatient stay) is challenging (273).

There are no mental health practitioners in Wales with Welsh BSL, limiting culturally appropriate care for Deaf patients with mental health problems (273).

Access to information for Deaf people on how to book a BSL/English interpreter is also limited, often health care providers are not knowledgeable about the process, and confirmation that an interpreter will be present for an appointment is often lacking (273). Welsh language information is proactively offered, but people report needing to ask specifically for BSL (273).
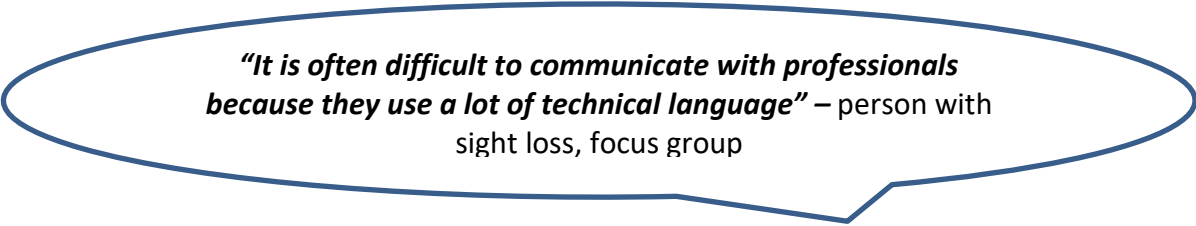
Focus group participants with sight loss experienced similar barriers to access due to support provision available only in English.

"Support groups are usually only in English. Some people have been prevented from attending as they are not able to speak English" – person with sight loss, focus group

Cardiff and Vale UHB has used funds from the Patient Experience Team to give staff the opportunity to learn BSL; some staff went to additional classes external to the Health Board. BSL information videos are now played on all hospital screens (280).

Focus group participants stated communication between D/deaf services providers and D/deaf service users is poor. There is a general lack of D/deaf awareness among the hearing community, and so organisations need more training and awareness. There needs to be easier ways to communicate with services, without relying on telephones, such as email or preferably a BSL speaker on video. Many native BSL users do not read or write in English. In many cases the D/deaf community just give up trying to access services. There is a need to employ more D/deaf people/native BSL users to embed the D/deaf community within service provision.

"It is often difficult to communicate with professionals because they use a lot of technical language" – person with sight loss, focus group

16.3.2 Community

16.3.3 Wider determinants of health

Deprivation

The 'Locked Out' report includes people with sensory loss, and describes how disabled people are more likely to live in poverty and in more deprived areas than non-disabled people. This has been further exacerbated by the coronavirus pandemic (79).

The RNIB reports that only one in four blind and partially sighted people of working age are in employment. Local authority level data are not available. People who live in more deprived areas are at increased risk of sight loss (276); as are people on low incomes, with explanations including concerns regarding the cost of glasses or barriers to accessing optician or ophthalmic services resulting in people delaying appointments until they have symptoms (286).

Housing

Professional leads identified the need for statutory bodies, third sector organisations, and housing associations to collaborate better in order to build or adapt houses suitable for people with hearing or sight loss, for example, induction loops. This is equally the case in residential homes and the workplace. The planned new hospital in Cardiff will have induction loops built in, which will help normalise reasonable adjustments.

Concerns raised by focus group participants with sight loss included receiving sufficient care for them to stay in their own house in the future.

16.3.4 Unmet needs

Access to health services

A report investigating inequalities for Deaf people in Wales noted that there are no formal links between Deaf Child and Adolescent Mental Health Services (CAMHS) in Wales and the equivalent in the UK; whereas there are such arrangements between hearing services for CAMHS (273). There are ten National Deaf CAMHS centres in the UK, of which none are in Wales. The report identifies that 40% of Deaf people have mental health concerns, and estimates that around 1,000 of the 2,500 Deaf children and young people in Wales are at risk of mental health problems (273). Deaf CAMHS offer specialised services, including consultations in BSL. Often Deaf adult patients requiring inpatient admissions are transferred to England (273).

The sight loss focus group identified difficulties accessing health and social care services: "*it is very difficult to see a doctor physically…. I have to wait on the phone to get through for a very long time*"; "*GPs should know where to refer us for extra support. They don't know. Social Services should be there for help, support and advice.*"

The D/deaf focus group articulated accessibility barriers to accessing support services, such as relying on phone calls to access services. Some GP services offer a signed video service,

but not all. Most rely on a phone line to make appointments so D/deaf users have to go into the surgery to make an appointment or ask a hearing family member.

There is no specialist mental health provision for D/deaf people, making access to mental health services very difficult.

The participants would like to access fitness/health activities such as yoga or a gym, but these activities/organisations are not D/deaf friendly and very few staff/instructors are D/deaf aware. Public facing organisations and activities such as yoga/gyms need more D/deaf awareness to make access easier, such as through employing D/deaf people.

The focus group with D/deaf people articulated a real feeling that services had been cut, for example, funding for a D/deaf centre which has since been closed. The discussion included that comparatively small amounts of funding could be transformational, but are currently inaccessible.

Data gaps were identified around deprivation levels and sensory loss; and people with sight or hearing loss and other medical conditions.

16. 4   What are the range and level of services needed?
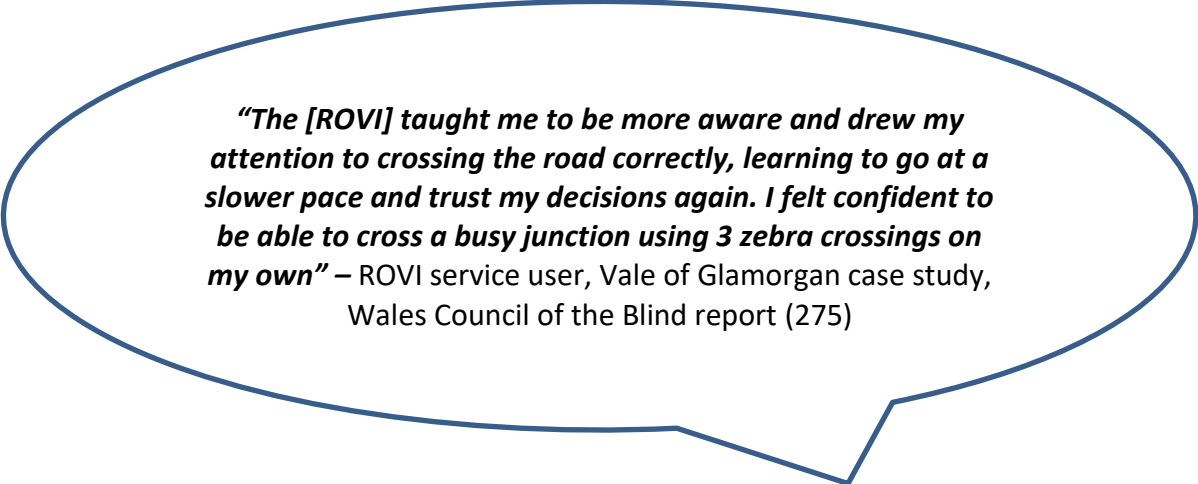
16.4.1   Prevention and assets

Newborn hearing screening

In Cardiff and Vale UHB, 99.9% of eligible and suitable babies are offered hearing screening, and 99.2% undergo newborn hearing screening (287). Of high risk babies referred, the average age of confirmation of hearing loss was 7.3 weeks (Wales average is 7.4 weeks) (287). Average age at hearing aid fitting was 13.7 weeks (Wales average 11.4 weeks) (287). Vision screening is assessed at multiple times during childhood (288).

Rehabilitation Officers for Visually Impaired people

The Wales Council of the Blind, in collaboration with other organisations, has reported that currently the number of Rehabilitation Officers for Visually Impaired people (ROVIs) is insufficient to meet need; and warn that this situation will escalate in coming years due to the anticipated increase in blind and partially sighted people (274). Furthermore, there are

"The [ROVI] taught me to be more aware and drew my attention to crossing the road correctly, learning to go at a slower pace and trust my decisions again. I felt confident to be able to cross a busy junction using 3 zebra crossings on my own" – ROVI service user, Vale of Glamorgan case study, Wales Council of the Blind report (275)

limited training places and existing ROVIs are due to retire, limiting capacity for future demand. ROVIs are considered essential under the Social Services and Well-being (Wales) Act 2014 for their role in prevention, and minimising the impact of impairment. People with a new diagnosis of sight loss receive help from ROVIs to conduct activities of daily living; and learn how to minimise risk of injury. Furthermore, ROVIs build confidence, promote independence, and provide practical and emotional support (274). ROVIs enable people with sight loss to be active citizens in society, and live safely (289). Rehabilitation interventions facilitated by ROVIs can provide cost benefits to health and social care services (289).

A 2021 report by Wales Council of the Blind (289) identified, at a Wales-wide level, concerns regarding a future workforce crisis; including the risks of task-shifting from qualified ROVIs to staff members who have not received the necessary training, which may negatively impact services received by people with sight loss. Additional concerns across Wales include variation in referral mechanisms; concerns people are signposted away from ROVI services; and suboptimal supervision of ROVIs. There are plans to regulate the profession under the Professional Standards Authority. The report recommends recognition by Social Care Wales and to encourage the standards to be adopted by each local authority, as well as improving public understanding of the role of the ROVI. Other recommendations include development of a clear pathway into ROVI services and signposting to other agencies for input that cannot be provided by a ROVI (289).

In 2020, there was only 1 ROVI in Cardiff, and 1 in the Vale of Glamorgan, which is far below the minimum standard of 1:70,000 population (equating to 5.2 in Cardiff, and 1.9 in Vale of Glamorgan) (274). However, theme leads have identified that the ROVI waiting list in Cardiff and the Vale of Glamorgan is manageable, and Sight Cymru provide additional support which is beneficial for service users.

Falls prevention

Sight loss can lead to falls; the RNIB estimate that 540 falls in Cardiff and 290 in the Vale of Glamorgan amongst people aged 65 and over are directly attributable to sight loss (276). Prevention of sight loss, or appropriate management where possible, may help reduce the risk of falls. The National Institute of Health and Care Excellence (NICE) recommend that vision assessment and referral are carried out within a multifactorial intervention for people who are at risk of falls or who have fallen (290). This guidance has been incorporated into the Cardiff and Vale UHB Falls Framework (291).

Supportive environment and awareness

The Framework for Action calls for an environment that removes barriers and enables people to reach their full potential; and reduces inequalities (277). Co-production is one mechanism by which to enable people with sensory loss to collaborate with health and social care professionals, and the third sector (277).

One survey participant articulated the need for wider societal understanding of hidden disabilities as she was concerned regarding her mobility and potentially falling over; and demonstrates the impact of others' actions on their independence and confidence.

> *"I avoid busy walking times and routes with cyclists as very unsteady on feet and can't hear people. Too many incidents where cyclist got cross because I could not hear …. I am in favour of cycle paths that are segregated"* – person with sensory loss, survey

The D/deaf community face inequalities from the wider community caused by physical barriers to communication rather than wider stigma or fear. Addressing these practical communication barriers is easier than changing mindsets. One participant worked within the hearing community and felt discriminated against, and so moved jobs to work with the D/deaf community where she felt more comfortable.

The D/deaf focus group highlighted a "*pushback*" after disclosing their D/deaf status. This was thought to be not due to stigma but a lack of awareness of D/deaf needs. This pushback discouraged the D/deaf community from seeking to access some non-essential services. Focus group participants felt D/deaf awareness is not sufficient among service providers and so services are generally inadequate for the D/deaf community. D/deaf people are not represented enough among decision makers and so policies are made by hearing people without understanding the needs and lived experience of the D/deaf community. Education to the wider population and service providers, and improving and increasing understanding would be the most important contributor to removal of barriers**.**

> *"A lack of awareness and understanding leads to break downs in communication"* – Deaf person, focus group

Assets to support well-being

A number of assets that support people's well-being were identified. People with sight loss reported that despite lockdown restrictions, they were positive about support from the third sector: "*Age Alive and Sightlife meetings have been great [online]…[online] support groups run by the organisations have enabled us to socialise during lockdown*"; and *"Sight Cymru gave me so much support. Without them no-one would have told me anything".* One respondent wanted more support closer to home, as "*everything seems to be in the town centre".*

D/deaf focus group participants reported that D/deaf peers and friends are crucial to well-being and to support good mental health. Without regularly meeting with D/deaf friends one participant said that she would have become depressed and unwell. It is important to communicate with others who understand the D/deaf experience. With a lack of awareness among the hearing community, the D/deaf community is crucial to forming a D/deaf identity and to sharing information on services. One participant, previously a board member of a local D/deaf charity, has set up a D/deaf group of their own. The services that the group values were D/deaf originated – often in a response to what they felt were historic local authority cuts. These groups were seen as being a key part in meeting Future Generations obligations (especially around early intervention) and Local Authority Equality Requirements, but there were funding difficulties. The Royal Association for the D/deaf was also helpful.

"Charities are helping us to socialise – good for our mental well-being" – person with sight loss, focus group

Survey respondents with sensory impairment reported that the church was a good source of support, alongside third sector and community groups (such as Friends of the Library; Gyspy Travellers Wales; Women Connect First; Sight Life Cymru; Women's Institute), and socialising over food and drink in cafes and restaurants or virtually. Barriers to accessing these assets included transport; and closure of groups and venues due to COVID-19 restrictions. Professional leads identified Deaf Hub Wales and the RNIB as useful assets locally.

16.4.2 Community Services
Health services

The Framework for Action states that people with sensory loss should be signposted in a timely manner to specialist services as appropriate, including speech and language therapists and counselling services (277). Young people in particular should have a seamless and timely transition to adult services (277).

Cardiff and Vale UHB has developed a phone first system to access Emergency Care. The service is also available via Textphone (for deaf or hard of hearing patients); or through Relay UK (for patients who are deaf, hard of hearing, or speech impaired) (280).

"I would like free transport to hospital and to shopping centres, door to door" – person with sight loss, focus group

Focus group participants wanted to see their GP and other healthcare specialists face to face, and for the process to be easier and quicker. Care and support services should align with transport needs to ensure access for service users.

Social Care

Sight loss focus group participants wanted social workers or support workers to provide information and advice; help with forms; and emotional support. Specialist D/deaf social workers are also desirable, similar to previous provision, to help support D/deaf people by drawing on lived experience.

Education and employment

Support for people with hearing or sight loss to seek, gain, and thrive in employment has been discussed by professional leads. Fear of losing a job and stigma means people can be unwilling to declare their need for hearing aids. Employers can proactively inform prospective and current employees of support available for people with hearing or sight loss. Initiatives to achieve this include disability confident and inclusive recruitment, with added benefits of drawing from a wider pool of talent, and improving staff morale through evident support (200). Reasonable adjustments and adaptations, such as hearing loops, will help people with hearing impairment.
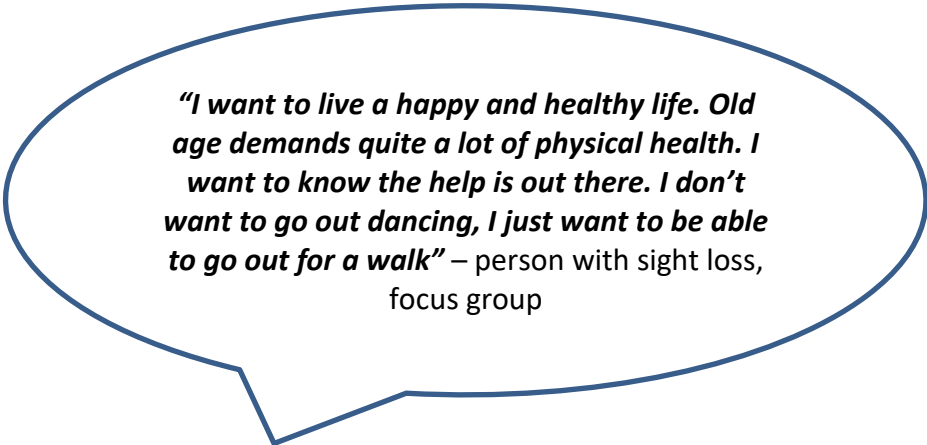
> *"Need to employ more native BSL users to embed the Deaf community within service providers"* – Deaf person, focus group

16.4.3   Partnership approach

Person-centred services

Services need to be person-centred, so that the individual is able to do what matters to them. In line with this, independence should be promoted: *"One of my fears is how do we keep our independence? Plus who do we go to for help?"*

> *"I want to live a happy and healthy life. Old age demands quite a lot of physical health. I want to know the help is out there. I don't want to go out dancing, I just want to be able to go out for a walk"* – person with sight loss, focus group

Some focus group participants commented that services were "*all or nothing*", for example regarding transport: "*I don't qualify, it's very black and white, there seems to be no in-between*" (sight loss focus group participant). Others commented that "*it is very difficult to get support from Social Services. It's all means tested. Support is rationed and it's very hard to qualify for support*" – focus group participant with sight loss. Professionals responding to

these findings state that Rehabilitation Officers for Visually Impaired people (ROVI) and Hearing Impairment Social Care Officer support is not means tested but it is based on assessment.

One survey participant demonstrated the potential for co-produced, person-centred, creative solutions: *"Would also be wonderful to have classes where elderly mix with children - this could be classes/events where can take grandchildren or ones where can interact with children e.g. in schools. Play games, read, crafts...children can be so uplifting for lonely older people. Needs to be accessible by bus and short walk or have adequate parking as a lot of us elderlies do not have a blue badge"*. Survey respondents with sensory loss or impairment articulated their desire to meet other people – in particular, people of a similar age, similar interests, or similar impairment.

Services should identify people's concerns for the future and seek to proactive support where possible. For example, one focus group participant was concerned that communication issues will negatively impact on decisions made about his health as he gets older; that hospitals and medical professionals will ask his family to make decisions for him, without consulting him, and that he will not be in control of his own care or make his own decisions. This is particularly worrying in relation to elder care. Given D/deaf people are born into hearing families there is a real fear of isolation in older years, exacerbated through cuts to D/deaf focused services.

Communication

All services need improvement to make accessibility easier and more D/deaf friendly. BSL users or D/deaf people need to be embedded within service providers and organisations (e.g., through employment) so that D/deaf people can communicate directly with someone who understands BSL and also the D/deaf experience.

Cardiff and Vale UHB has offered staff training in basic BSL and Deaf Awareness to enable staff to better meet patients' needs. In 2019/20, 200 staff had been trained (279). Members of the D/deaf communities have provided feedback to the health board that BSL is their first language; and to be aware of the use of jargon (279). Cardiff and Vale UHB is training staff in medical records to better identify people who may need BSL interpreters for appointments (279). Cardiff and Vale UHB is now the first Welsh Health Board to sign the British Deaf Association's British Sign Language Charter (279). Staff from both Cardiff and the Vale of Glamorgan Local Authorities have access to Deaf Awareness and BSL training (29) (30).

"It is important that hearing people learn BSL" – Deaf person, focus group

16.5   What is likely to happen in the future?

The RNIB estimates an increased number of people will be living with sight loss over the next 10 years; from 9,530 to 12,700 in Cardiff (33% increase), and from 4,790 to 6,470 in the

Vale of Glamorgan (35% increase) (276). Increases in diagnoses of common sight-threatening conditions are all expected to increase; for example, cataract by 36% (Cardiff) and 38% (Vale of Glamorgan); and late stage age-related macular degeneration by 36% (Cardiff) and 41% (Vale of Glamorgan) (276).

The prevalence of diabetes is expected to increase by 22% in Cardiff (against a Welsh average increase of 9%, and 6% in the Vale of Glamorgan) between 2021 and 2030; which corresponds to a notable anticipated increase in sight loss due to diabetic retinopathy (17% increase; compared to 5% in Wales, and 1% in the Vale of Glamorgan) (276).

An increase in the number of people who have both deafness and sight loss is expected as older age is the leading cause; and the population of those aged 85+ will grow over the coming years (93). Strokes are a cause of sight loss; the risk of stroke also increases with age (276).

16.6 Recommendations

All agencies, in partnership, to:
- Increase awareness of specialist and support services to improve signposting (273); and improve joined working
- Promote awareness and normalisation of BSL
- Anticipate the increase in prevalence of hearing and sight loss in the future
- Increase opportunities for consultation and co-production
- Sign up to the Disability Confident Scheme (200) and develop inclusive recruitment. The D/deaf community need more D/deaf and BSL users professionals embedded in services to ensure they are represented and that communication is not a barrier

Cardiff and Vale University Health Board and Cardiff and the Vale of Glamorgan Local Authorities to:
- Undertake Deaf Awareness training for staff to improve the culture for service users, and co-workers who may have hearing loss
- Increase the number of Rehabilitation Officers for Visually Impaired people in line with recommendations (274)
- Design physical activity strategies and plans to increase D/deaf-friendly and D/deaf aware opportunities

Cardiff and Vale University Health Board and Primary Care to:
- Improve recording of Deaf people as Deaf in medical records so BSL interpreters can be appropriately booked (273), improving referrals, and experience of health care
- Take additional action to promote equity of access to healthcare services for D/deaf people compared to non-disabled people
- Support the newly established Inclusive Recruitment Team who ensure that they work to the Themes and Goals of the Disability Confident Scheme

17. Violence Against Women, Domestic Abuse, and Sexual Violence

This chapter should be read in conjunction with the following chapters: Children and Young People; Children Looked After; Older People; Healthy Lifestyles and Long Term Conditions; Physical Disability; Asylum Seekers and Refugees

Recommendations

All agencies to:

- Strengthen the availability of existing services to provide person-centred care with seamless and timely transition between agencies, for example, through supporting inter-agency communication
- Continue to improve awareness amongst victims, bystanders, and service providers on the recognition and management (including signposting) of VAWDASV
- Continue to deliver the required elements of the National Training Framework to all relevant staff and build on successes of Ask & Act and routine enquiry
- Improve the multi-agency response to identified risk factors, such as ACEs, through increasing understanding of factors that increase risk and an awareness of the lived experiences
- Continue to monitor evolving trends in forms of abuse and ensure services anticipate changes in demand
- Ensure continued investment in specialist support services and required delivery of high quality, needs-led, strengths-based and trauma-informed person-centred provision
- Increase practitioners' knowledge and understanding of perpetrator behaviour(s) to ensure that the accountability for the abusive behaviour remains with the perpetrator(s)

Cardiff and the Vale of Glamorgan Local Authorities to:

- Further develop target hardening and move on accommodation opportunities, so spaces are available in refuges for those who need it, and minimise disruption to victims who wish to stay at home
- Maintain, and where possible extend, a range of interventions to target known and potential perpetrators of abuse

17.1 Overview

Violence against women, domestic abuse, and sexual violence (VAWDASV) describes: "*Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can be psychological; physical; sexual; financial; and emotional. The other components of VAWDASV are: rape and sexual violence; forced marriage; sexual harassment; female genital mutilation (FGM); so-called 'honour-based violence'; sexual exploitation through the sex industry/prostitution; stalking; and trafficking*" (292). Anyone can be subject to abuse, but women are more likely to be victims (293) (294). As per the Welsh Government strategy, this section encompasses all forms of gender based violence, domestic abuse, and sexual violence (294).

Data from South Wales Police recorded 14,092 offences in 2017, and 11,625 for 2021 that had taken place in the Cardiff and Vale area, for the following offence types: rape, stalking, harassment, sexual offences, violence with and without injury (295). Of these, 4,687 in 2017 and 3,795 in 2021 carried a domestic abuse flag (295).

Cardiff and Vale UHB data show a total of 267 adult safeguarding referrals were made in 2020/21 (43). A quarter of referrals were for physical abuse; 22% neglect; 14% sexual abuse; and 5% emotional abuse (43). Cardiff Local Authority data show 1,292 referrals were made of which 26% were due to domestic violence, 9% sexual violence, and 3% both domestic and sexual violence (30). The Vale of Glamorgan domestic abuse assessment referral co-ordinator has received 1,024 medium risk and 169 standard risk referrals in 2020/21. In addition, 446 high risk referrals were received by the Multi-Agency Risk Assessment Conference (296).

In 2019/20 the Recovery Information Safety Empowerment (Rise) Cardiff service received 6,263 referrals of which 1,158 were high risk. In 2020/21, an increase of 7% in referrals was observed, with 6,725 received, and more were high risk (1,475). Half of all referrals were police referrals and a third were directly from victims (30). In the Vale of Glamorgan in 2019/20, Atal Y Fro received 843 referrals of which 427 were high risk. There was an increase in referrals in 2020/21: 1,054, of which 553 were high risk. Of these, 379 were self-referrals and a total of 411 were police referrals (297).

Male victims

Men can be victims of VAWDASV. Based on Public Protection Notice (PPN) submissions in 2020/21 in Cardiff and the Vale of Glamorgan, approximately 20% of victims are male (2,021 PPN submissions), and 80% female (8,609 PPN submissions). Note that PPNs are submitted when there is concern, and may not constitute a crime. Additionally, these figures may contain repeat victims and so should be interpreted cautiously (296). In 2017, 4% of cases discussed at Cardiff's Multi-Agency Risk Assessment Conference (MARAC) were male victims. In the Vale of Glamorgan MARAC male victims accounted for 5% of cases discussed (293). The Health Independent Domestic Violence Adviser (IDVA) service at Cardiff and Vale UHB received 66 referrals for men alleging abuse in April 2020-March 2021 which equates

to 13.2% of referrals received (212). Our regional strategy explicitly considers the needs of male victims.

Children and young people

In Cardiff and Vale of Glamorgan, during 2020/21, a total of 3,759 safeguarding referrals were made regarding children (3,380 were made in 2019/20). These were predominantly made by the Paediatric Emergency Department and community-based staff such as health visitors and school nurses (43). A reduction in referrals was observed from April to June 2020 due to reduced numbers of children being seen by healthcare professionals, due to COVID-19 restrictions (43). Most referrals (64%) were for child protection; and 3% for female genital mutilation (FGM) (43). Of the 293 child protection medicals undertaken in 2020/21, 194 were for physical assault; 21 due to neglect; and 35 for child sexual exploitation (43).

Cardiff Council has recorded that, as at the end of March 2020, 253 children were included on the Child Protection Register. Of these, 50% had experienced domestic abuse in the home, and 2% included sexual violence/abuse as a factor in the registration. For the end of March 2021, the total registrations had increased to 458, with 46% relating to domestic abuse and 3.5% to sexual violence/abuse (30). Equivalent data are not currently available for the Vale of Glamorgan.

Characteristics conferring increased risk

Some people with specific characteristics may be at disproportionately increased risk of abuse; and may additionally experience multiple overlapping barriers to seeking help and support (294). This includes minority ethnic women, Asylum seekers and refugees, disabled people, specific occupations such as the sex industry. (294). The Older Person's Commissioner for Wales has highlighted domestic abuse amongst older people, in particular where the individual has care and support needs, and noted that often the perpetrator may be in a position of trust, such as a family member (298). Older people may have additional vulnerabilities such as cognitive impairment; and may face barriers such as a perception that services are not for them; stigma; and fear of consequences (298). Estimates suggest approximately 15,000 people aged 60-74 in Wales have experienced domestic abuse (298). Around 13,000 incidents of abuse including neglect were reported in Wales in 2018/19 amongst people aged over 65, but this is considered an underestimate (298). The Health IDVA at Cardiff and Vale UHB has received increasing referrals from people aged 60+; from 13 in 2017, to 52 in January – October 2021 inclusive (212).

Information sources

Two focus groups (one virtual, one face to face) with a total of 9 participants were held, and 33 respondents to the survey had experienced domestic abuse or sexual violence. Thirty-five respondents of the provider's survey provided services for people experiencing VAWDASV. This is not a representative sample of the population of Cardiff and the Vale of Glamorgan, but does provide rich information to accompany other data sources used for this chapter.

17.2 What has changed since 2017?

17.2.1 Pre-COVID-19

Nationally, the following have changed since the 2017 PNA:

- Welsh Government has published the Wales Safeguarding procedures in 2019 (299), which were revised in 2021, as well as the National Action Plan Preventing and Responding to Child Sexual Abuse (300)
- In 2019, Welsh Government released the National Training Framework on VAWDASV guidance on statutory requirements for training across the public service and specialist third sector (301)
- The UK Government's Domestic Abuse Act 2021 has been published (302)
- Welsh Government is updating national VAWDASV strategy, which previously ran from 2016-2021 (294)

Regionally, the following documents have been published:

- Cardiff and Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy 2018 – 2023, from partners including NHS, police, and local authority (293). The strategy outlines the following priority areas: Prepare, Pursue, Prevent, Protect, and Support, and an annual report is published annually
- Tackling Violence Against Women and Girls: a Joint Strategy 2019-2024 from South Wales Police and Crime Commissioner (303)
- Cardiff & Vale Regional Safeguarding Boards published the Tackling Exploitation Strategy to protect children and adults at risk in 2020 (304)

The following services have expanded or have been commissioned regionally:

- The Women's Well-being Clinic, based in Cardiff Royal Infirmary, opened in May 2018. Most referrals are from Maternity at University Hospital of Wales but women can self-refer, for reasons including gynaecological, psychological, and FGM concerns (43)
- A pilot routine enquiry was introduced in the Emergency Department in the University Hospital of Wales at the same time as COVID-19 lockdown restrictions were introduced (March 2020). This led to an increase in referrals: during 2020/21, 8,668 "Ask and Act" referrals were made. COVID-19 restrictions meant patients attended alone, which likely facilitated the increase in positive disclosure. Routine enquiry is now standard practice (43). The implementation of routine enquiry in the Emergency Department is reflected in the increase number of referrals received by the Health Independent Domestic Violence Adviser (IDVA) at Cardiff and Vale UHB (212)
- RISE Cardiff is a new strategically designed and procured VAWDASV specialist service in Cardiff and is being delivered by a local consortium – the lead provider Cardiff Women's Aid has teamed up with third sector organisations Bawso and Llamau. The service, which commenced in April 2018, delivers an end to end pathway from advice and information, crisis interventions, emergency safety and protection, step down support, aftercare and recovery
- Atal y Fro were successful in being awarded the VAWDASV Service contract in the Vale of Glamorgan from July 2021

- Interactive support interventions for perpetrators of abuse, offering a range of provision from early intervention through to targeting those who pose high risk/high harm

17.2.1   COVID-19

Impact of COVID-19 on service demand

Professionals have anecdotally identified changes in behaviour and violence with different stages of lockdown, although further research is needed to understand the pattern and mechanisms. Analysis of Emergency Department data in Cardiff between January 2019 and June 2020 demonstrated no significant increase in Emergency Department visits due to violence at home, although a large decrease in visits due to violence outside the home was observed (305). However, a Wales-wide social innovation narrative from 2020 raised concerns of likely increases in domestic and sexual violence and abuse including elder abuse, and concerns about the safety of children and young people (online and at home). The authors identify the lack of data measuring violence at home, and advise collaboration between public health, criminal justice, and third sector organisations to identify, mitigate, and prevent future violence (306). Data from the Office of National Statistics for England and Wales in November 2020 show an increase in police recorded data of offences flagged as domestic abuse related during COVID-19, however, police have also improved recording of offences and so attribution is unclear. Domestic abuse victim service demand has increased, but this may reflect a lack of other support sources rather than an increased number of victims (307).

COVID-19 has increased the prevalence of risk factors of abuse – such as isolation, and reduced contact with support networks (298). The Women's Aid Federation of England identified that perpetrators had used government mandated restrictions as an additional way to coercively survivors, leading to more isolation and additional barriers to leaving (308). UK police identified a 9% increase in domestic abuse offences between April – June 2020 compared to the year before (298). Increased disclosure of domestic abuse has been, in part, attributed to people attending healthcare and other appointments alone (43). Decreased levels of emotional and mental health well-being, and unhealthy relationships were identified during COVID-19 (43).

An "Ask and Act" approach within healthcare settings resulted in a large increase in referrals (in May – July 2020, between 1,075 and 1,271 referrals/month were made, compared to 572 in April 2020), predominantly from the Emergency Department. However, the Cardiff and Vale Sexual Assault Referral Centre (SARC) saw a decrease in referrals between 2019/20 and 2020/21 (572 to 417 respectively) (43). A particular drop was noted in children and young people. The reasons for the decrease in referrals is unknown but professionals identified that it may have been influenced by COVID-19 and restrictions, causing changing patterns of behaviour such as a reduction in social contacts (impacting both contact with potential perpetrators, as well as contact enabling disclosure, such as a trusted adult in the case of children and young people). Many students usually resident in Cardiff were not present during the lockdown periods, which may also have had an impact (38). It is known that prevalence of sexual assault is higher than the referrals received by SARC (41).
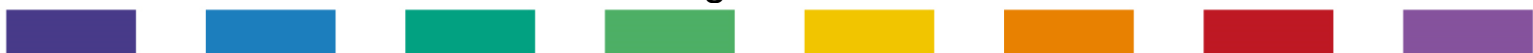
A UK-wide report by the National Society for the Prevention of Cruelty to Children in 2020 identified that children and young people may be at risk of maltreatment during lockdown due to increased stressors in parents and caregivers (increasing the risk of child abuse); increased vulnerability of children and young people (for example, to online abuse); and a reduction in normal protective services (such as social connections) (309).

Impact of COVID-19 on service delivery

Over the past two years, Welsh Government has provided additional funding to local authorities to address the additional demands of the pandemic and the Ministry of Justice has also provided additional IDVA capacity.

Training, awareness raising, and campaigns have been postponed or adapted for online delivery due to COVID-19 restrictions. The mandatory Welsh Government National Training Framework roll-out has continued with Group 2 Ask and Act training delivered online since October 2020 to staff from Cardiff and Vale of Glamorgan Local Authorities, Cardiff and Vale University Health Board and Velindre NHS Trust. Focus group participants provided both positive and negative feedback: virtual consultation introduced access to support groups without having to leave home, however another stated: "*in a phone call, you can't see body language or non-verbal clues*".
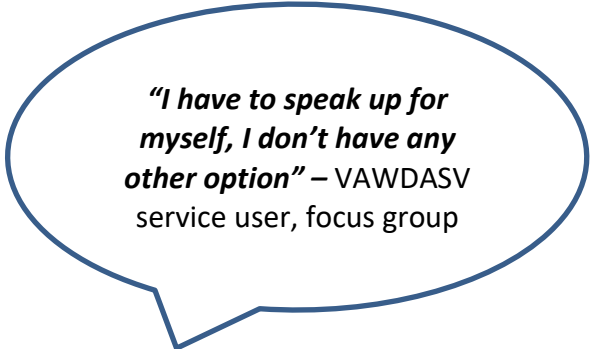
Providers of services for people experiencing VAWDASV reported the following changes in the survey: fewer face to face assessments with more telephone consultations; an increased demand for mental health support (for staff as well as service users); lack of access to other community and third sector support services; reduced access to clinics and treatment; and the opening of new hostels.

17.3   What are the care and support needs?

17.3.1   Individual

Control and autonomy
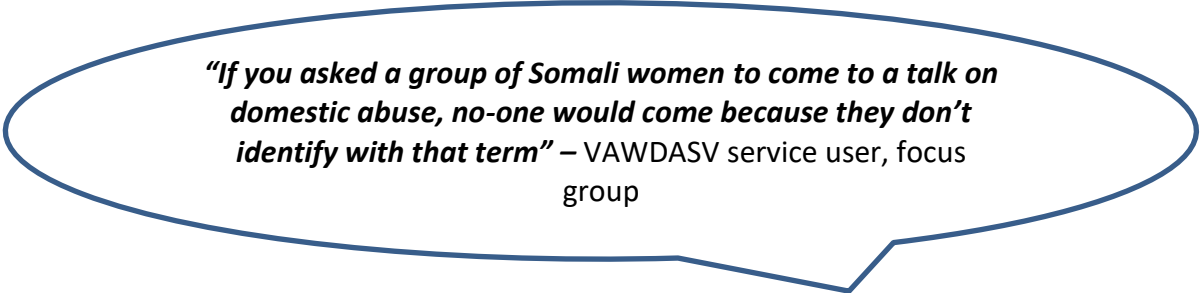
Some focus group participants didn't feel listened to when they asked for help; or didn't feel as though they were taken seriously. Some stated they have no choice but to speak up for themselves as there was no one else to do this for them.

> *"I have to speak up for myself, I don't have any other option"* – VAWDASV service user, focus group

Language and communication

No definitive local data are available on the Welsh language preferences of VAWDASV victims. Focus group participants stated that for those who do not speak English or Welsh as a first language, information provision was inadequate. In addition, although interpreters may speak the same language, differences in dialect may result in the translation service offered being unsuitable. The terminology used was important.

"If you asked a group of Somali women to come to a talk on domestic abuse, no-one would come because they don't identify with that term" – VAWDASV service user, focus group

Those accessing the RISE service in Cardiff whose first language is not English or Welsh account for 5% of all referrals. Language preferences may vary between different services within VAWDASV. The Women's Well-being clinic receives referrals for gynaecological and psychological issues including pregnancy and FGM. The majority of women are from the Sudanese community (43).
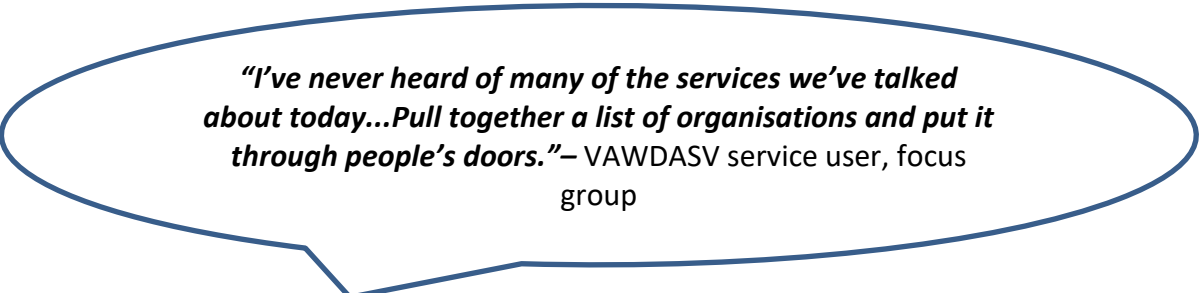
17.3.2   Community

Awareness of VAWDASV

Increased awareness of VAWDASV amongst victims, people at risk, and bystanders through information provision, signposting, and support for actions including reporting to police is needed. This includes prominent information on the '*Live Fear Free'* helpline (an all-Wales domestic abuse and sexual violence helpline) alongside local information campaigns organised by Local Authorities, Police and specialist VAWDASV services (292).

Awareness of available support

Public services should be aware of specialist and other services available, including schools, colleges and universities. A new initiative bringing together specialist providers, local authorities and higher and further education establishments ensures that information is shared and pathways to support and solutions to identified issues are jointly explored. The free VAWDASV awareness raising e-learning offered by Welsh Government has also been

"I've never heard of many of the services we've talked about today...Pull together a list of organisations and put it through people's doors."– VAWDASV service user, focus group

shared widely with third sector organisations, and further and higher education establishments.

Staff training

All "*relevant authorities"* are required to train their staff in line with the National Training Framework. The region has strengthened the training consortium of Cardiff and Vale UHB, Velindre NHS Trust, the two local authorities and specialist providers, RISE and Atal y Fro, to roll-out delivery regionally and in a coordinated way.

Safeguarding adults and children training is required for all staff. Nearly three-quarters of health staff are level 1 trained (43). The Welsh Government National Training Framework is being implemented across UHB Clinical Boards, corresponding to 11,000 staff members (43). In addition, the Identification and Referral to Improve Safety (IRIS) programme provides training, support, and referral assistance to GP practices. Since its implementation, referrals have increased. IRIS is particularly effective at reaching older women as it is underpinned by a longstanding relationship of trust with primary care (298). IRIS+ involves identifying and referring with perpetrators and children affected by abuse also (310).

Intersectionality

Increased understanding, support, and awareness of needs is needed, of people with specific characteristics, such as male victims, gypsy and traveller communities, and LGBTQ+ victims (310). Sex workers are less likely to report incidents to the police, and so specialist Sex Work Liaison Police Officers have been introduced in Cardiff and Swansea (293). Participants of a focus group for homeless people reported problems with domestic violence.

Perpetrator interventions

There is increasing evidence for the use of perpetrator focused interventions (292). The DRIVE programme for high risk/harm perpetrators was introduced in Cardiff in 2018, and the Vale of Glamorgan in September 2020. The CLEAR programme targets men whose behaviour is unhealthy towards their partner, and continues in Cardiff within the "Change that Lasts" programme. A new accredited domestic abuse perpetrator programme "Driving Change" has also been implemented. Programmes ensure that relevant victims and children/young people are also supported by an IDVA (310).

17.3.3   Wider determinants of health

Deprivation

Financial abuse is a form of VAWDASV. There is no local data available regarding VAWDASV by deprivation. It is known that financial barriers prevent people from leaving their current accommodation, resulting in victims remaining in homes where they remain at risk of harm. Individuals without recourse to public funds (for example, asylum seekers) may be particularly vulnerable.

Addressing causes of financial barriers was important to focus group participants: *"I can't afford to live, because PIP [personal independence payment] has stopped. I need to work but don't feel ready. Cardiff Women's Aid has been a lifesaver in helping me".*

Housing

The Housing (Wales) Act 2014 requires consideration of whether someone is at risk of abuse in determining their ongoing residence in that accommodation (294). The Renting Homes (Wales) Act 2016 will support survivors of VAWDASV who have joint contracts with perpetrators, by enabling perpetrators to be evicted (294); this legislation is due to be implemented in 2022. Partners in Cardiff and Vale of Glamorgan are planning to assess the impact of the welfare reform changes and the Renting Homes Act on accommodation in 2023 (310). Local housing strategies have identified VAWDASV as a key cause of homelessness and vulnerable housing, and have proactively identified support mechanisms (89) (213).

Refuges are seen as critical for offering immediate, short term, protection by both survivors of abuse, and practitioners. A 2018 Wales-wide report stated 94% of women felt safer on exit from the refuge (292)*.* However, refuges might not be suitable for all, and do place the onus on the victim to move and potentially also leave existing sources of support (292). Refuges may also offer additional support such as financial, health, immigration, legal, and employment services (292). Nationally, Welsh Women's Aid oversee the UK Routes to Support database (292). In Wales, in 2018/19, 2,156 women and 67 men were referred for refuge accommodation, of which 691 women and 35 men could not be accepted as either the refuge was full, or staff would have been unable to provide the specific support the individual required (292). Asylum seekers and others with no recourse to public funds may not be able to access refuges (292).

A delay in moving into a refuge can be detrimental: research by Women's Aid Federation of England identified that whilst waiting for refuge accommodation, 49/166 experienced further abuse from the same perpetrator; 19 experienced abuse from additional perpetrator(s); 8 women slept rough; and 44 sofa surfed (308).

Refuge accommodation availability was increased during COVID-19. Cardiff's homelessness service worked with RISE Cardiff to improve housing support (310). Vale of Glamorgan Council worked with Atal Y Fro to increase refuge accommodation and support workers at the beginning of the pandemic due to the expected rise in demand. The contract was retendered in summer 2021, jointly with the Community Safety Team and the Police and Crime Commissioner, to align the services more closely and provide a more robust funding stream (29).

Suitable subsequent "move-on" accommodation options need to be available (292). A Wales-wide report identified a lack of move-on accommodation has meant that individuals stay longer than necessary in refuge accommodation, potentially impacting others who require refuge accommodation (292).

Where possible, victims should be supported to stay within their own homes (293). "Target hardening" describes the strengthening mechanisms available to facilitate victims staying in their own homes, for example, panic buttons, new locks, better lighting, CCTV; police support such as watch or drive by models (292). These help victims feel safe, and are best combined with local, specialist, community based support (292). However, additional support may be required for individuals in more complex circumstances, for example, private renters with rent arrears (292). Target hardening equipment is provided by registered social landlords and Cardiff and the Vale of Glamorgan local authorities (29) (30).

There are 65 refuge units in Cardiff and 17 units in the Vale of Glamorgan for women, men and their children who are escaping violence and abuse and need safe accommodation (29) (311).

Offering choice to victims of VAWDASV regarding their housing and accommodation is key. Focus group participants had suffered a lack of autonomy from ex-partners and financial constraints. Participants wanted more support when they were homeless.

17.3.4 Unmet needs

Focus group participants identified difficulties accessing medical, mental, and dental health services, including specialist care such as tertiary medical services and physiotherapy. Participants had experienced delays in referral to mental health services due to lack of awareness of services, waiting list times, and a lack of signposting for other sources of

"I was assessed as suffering from PTSD and a priority for interventions but there's none available, I'm still waiting" – VAWDASV service user, focus group

help in interim. Some felt guilty for seeking help: *"I've been waiting for over a year for 1 to 1 counselling with the traumatic stress service".* It should be noted that the COVID-19 pandemic has affected access to healthcare generally.
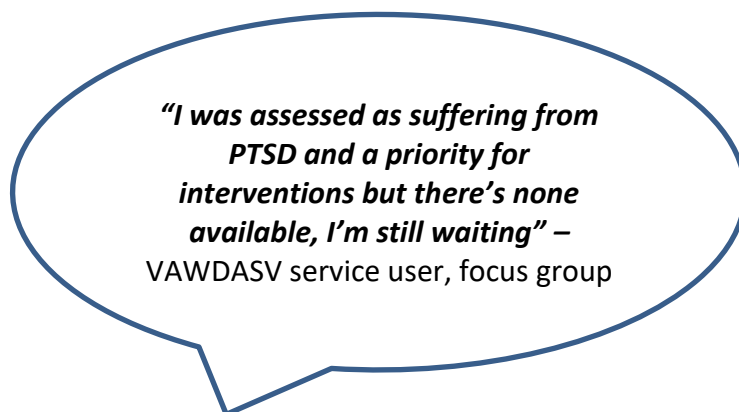
Participants reported experiences of not feeling listened to within the healthcare, criminal justice system, or other support services: *"There's lots of things I would like to do but not able to. I feel I am ignored by agencies a lot of the time, so cannot do the things I want. I got no support when I needed it, agencies cannot meet the challenges I present with".*

Gaps in knowledge include:
- Local understanding of prevalence and the nature and impact of:
  - Honour-based violence and stalking / harassment
  - Abuse of older people (298) and those who identify as LGBTQ+
- Impact of deprivation on VAWDASV
- The links between extremism and misogyny

17. 4 What are the range and level of services needed?

17.4.1 Prevention and assets

Prevention is a key component of both the national and regional strategies for VAWDASV (293) (294), through a collaborative approach (e.g., Public Service Board, Regional Partnership Board, and VAWDASV Executive, amongst others). The Violence Prevention Team is the first of its kind in the UK, and is embedded within the Emergency Department at University Hospital of Wales. It applies a public health approach to violence (43).

Primary prevention

- Schools-based intervention: such as those within current strategies through the Whole Education Approach, including Operation Encompass and compliance with the National Training Framework. Education was considered one of the most important points from the focus groups: *"Most important point from today is education, with educating children on relationships, right through to how we help people who have gone through trauma and family law."*
- The school-based Spectrum project raises awareness of VAWDASV; educates children around healthy relationships; and provides training for school staff (312).
- Whole School Approach: A pilot programme is ongoing in an area of Cardiff with minimal take-up of Spectrum and high cases of reported domestic abuse (310).
- A pilot programme employing a whole school approach is ongoing in Cardiff (310). Identification of Adverse Childhood Experiences (ACEs) and mitigation through promotion of protective factors – work is continued by South Wales Police and Crime Commissioner Violence Prevention Unit (310). *"I worry about my daughter going through what I've been through and the long term impact of domestic abuse on her."*

Secondary prevention

- Early Intervention: such as "Change that Lasts", a project funded by South Wales Police and Crime Commissioner and both local authorities through additional Welsh Government funding (310). Domestic homicide is often preceded by other forms of abuse, and victims may already have been known to services. It is therefore preventable in some cases with early intervention.
- Advocacy: the specialist providers in the region employ a number of IDVAs and Independent Sexual Violence Advisors (ISVA). The breadth of IDVA/ISVAs available has been increased through additional funding from the Ministry of Justice and Welsh Government. Since October 2016, Cardiff and Vale UHB employs the only IDVA working within the NHS in Wales. The role encompasses provision of advocacy, support for victims of domestic violence (43). RISE has now re-appointed a male IDVA in October 2020 who provides support and acts as a positive male role model to people aged 11-25 years (310).
- Learning from Domestic Homicide Reviews will help to improve partner responses to victims (43), through delivering against the activities identified in the specific action plans.
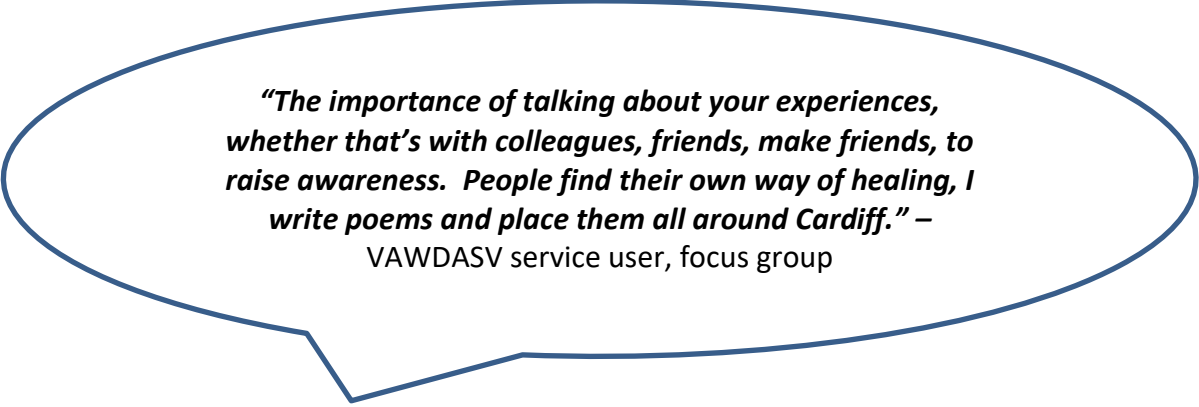
Tertiary prevention

- Perpetrator provision: Includes very early intervention with those who recognise unhealthy behavioural traits, through to convicted perpetrators, and employs a strengths-based, future-focused approach. Programmes also consider any children the perpetrators may have (293).

Assets to support well-being

A number of assets to support well-being were identified by focus group participants. Interpersonal relationships with family ("*Spending time with my children is the most important thing for me*") and sharing experiences with friends and colleagues were identified. Hobbies were important: "*I've invested in myself, listening to podcasts and doing meditation, which has changed my life*".

The value of community-based activities such as choirs and music groups, art exhibitions and craft clubs, religious settings, and sports clubs and gyms ("*gym saves my sanity*") were acknowledged. In addition, third sector organisations such as Cardiff Women's Aid and Speakeasy Cymru (providing legal and financial advice) as well as volunteering opportunities and supportive work were identified. Local authority services such as education and support workers as well as NHS clinics such as SARC and mental health clinics were named as helpful. Participants also found online support groups and the Live Fear Free helpline supportive.

"The importance of talking about your experiences, whether that's with colleagues, friends, make friends, to raise awareness. People find their own way of healing, I write poems and place them all around Cardiff." –
VAWDASV service user, focus group

17.4.2   Community services

The Regional VAWDSAV Strategy, developed in 2018, mapped the services available in Cardiff and the Vale of Glamorgan.

Available Specialist Services

Mapping of services available across the region shows that there are currently:
- **1** One Stop Shop (Cardiff only)
- **36** Independent Domestic Violence Advocates (IDVAs) and **5** Independent Sexual Violence Advocates (ISVAs)
- **84** units of specialist accommodation
- **4** MARAC Coordinators overseeing 4 MARACs
- **2** VAWDASV Managers and **1** Domestic and Sexual Violence and Abuse Coordinator
- **9** specialist providers of victim support services
- **2** providers of perpetrator programmes

- **Dyn** national male victim service
- **Safer Wales** Streetlife project for street sex workers
- **Safer Wales** and **Probation** Women's pathfinder service

- **Cardiff and Vale Health**-based IDVA

- **New Pathways** delivers current and historic sexual abuse counselling for women, men and children
- **Gwalia** male refuge

- **Cardiff Women's Aid** (*working as Triwriaeth with Bawso and Llamau*) delivering the RISE Cardiff-Cymru VAWDASV service for female victims including One Stop Shop, a range of crisis accommodation/ refuge, floating support, specialist children and young people support, IPAs and therapeutic work

- **Regional Sexual Assault Referral Centre (SARC)**
- **Regional Specialist Domestic Violence Court (SDVC)**

- **Atal Y Fro** provides static and dispersed refuge, IDVA support, community interventions, children and young people support and perpetrator programmes / family interventions

- **Bawso** provides human trafficking, forced marriage and FGM services

Figure 17.1. A map of specialist VAWDASV services. Source: Regional VAWDASV Strategy 2018-2023 (293)

17.4.3 Partnership approach

Integrated working

Since the development and implementation of the regional VAWDASV strategy in 2018, statutory and third sector services in the region have developed closer working relationships, policies and procedures to share and manage risk, try out new and innovative practices to intervene as early as possible and where not possible to deliver timely and often joint assessments and responses. It is acknowledged that VAWDASV also spans safeguarding, which is everyone's responsibility (43), and community safety. Therefore a whole system collaborative approach is essential.

However, liaison between services can still be improved so survivors are not required to repeat their story with each agency; and victims are more aware of opportunities for support. A focus is needed on timeliness of access to primary care, mental health services, and other specialist services.

Standardised pathway

The region uses a collaborative approach to delivery of staff training, with a new training plan to be developed as part of the revised regional VAWDASV strategy in 2022. The National Training Framework delivery has transferred online but has proved to be successful. Ask and Act training includes awareness of the local pathways into support and

the steps to take to raise safeguarding concerns for all staff that may come into contact with a victim or a perpetrator.

Standardised procedures are still needed across all health departments for identifying victims of abuse, and providing subsequent management (292). This includes routine enquiry which facilitates disclosure, following which actions to support and protect the victim can be made. In maternity, women are routinely asked by midwives and health visitors. In 2020/21, this led to 332 domestic abuse disclosures in Cardiff and the Vale of Glamorgan (43).

Person-centred services

Delivery of high quality, needs-led, strengths-based and trauma-informed provision by specialist third sector services is being promoted by Welsh Women's Aid and has already been implemented with specialist service providers across Cardiff.

Focus group participants felt that there was a need to maximise community-based assets and promote real connections between people. COVID-19 has shown that a blended approach to service delivery of face-to-face and via social media platforms is beneficial in offering more choice and access to a wider range of victims, especially for peer support and for recovery group work. Engagement has identified the importance of ensuring victims feel listened to and supported, in addition to providing the support: *"GP has been absolutely amazing and understood"*.

Participants were concerned regarding the sustainability of services due to funding pressures; and the mental health of staff providing care and support.

"Important thing for me was that I've never spoken before about the things we've talked about today. To talk about what you've gone through and be so frank, I found it a bit strange. It would be great if there were opportunities for that to happen more" – VAWDASV service user, focus group

17.5   What is likely to happen in the future?

Nationally, Welsh Government is about to consult on the revised national VAWDASV strategy and is developing the 2022—2027 National Communication Framework to complement it (312). The new school curriculum has now been introduced (September 2021) and includes revised guidance on "Relationships and Sexuality Education", which may help prevent issues arising or escalating (312).

Regionally, a specialist service for male victims of domestic and sexual violence and abuse will be commissioned by the end of 2021. The SARC provision currently delivered by Cardiff

and Vale UHB will be recommissioned as part of a national review of SARC delivery. The regional VAWDASV strategy will be refreshed during 2022 in accordance with Welsh Government requirements.

As the population of Cardiff and the Vale increases, and as the age profile changes with a larger proportion of residents being in older age groups, increased demands on services are anticipated in line with the emerging concern of abuse of older people (43). Welsh Government are due to publish the Strategy for an Ageing Society which prioritises the ending of abuse of older people (298).

In response to wider media coverage of VAWDASV, stalking, spiking, murder, distrust of the police and increased displays of misogyny generally, it is likely that more victims will come forward and therefore demand for services will increase.

17.6　　Recommendations

All agencies to:

- Strengthen the availability of existing services to provide person-centred care with seamless and timely transition between agencies, for example, through supporting inter-agency communication
- Continue to improve awareness amongst victims, bystanders, and service providers on the recognition and management (including signposting) of VAWDASV
- Continue to deliver the required elements of the National Training Framework to all relevant staff and build on successes of Ask & Act and routine enquiry
- Improve the multi-agency response to identified risk factors, such as ACEs, through increasing understanding of factors that increase risk and an awareness of the lived experiences
- Continue to monitor evolving trends in forms of abuse and ensure services anticipate changes in demand
- Ensure continued investment in specialist support services and required delivery of high quality, needs-led, strengths-based and trauma-informed person-centred provision
- Increase practitioners' knowledge and understanding of perpetrator behaviour(s) to ensure that the accountability for the abusive behaviour remains with the perpetrator(s)

Cardiff and the Vale of Glamorgan Local Authorities to:

- Further develop target hardening and move on accommodation opportunities, so spaces are available in refuges for those who need it, and minimise disruption to victims who wish to stay at home
- Maintain, and where possible extend, a range of interventions to target known and potential perpetrators of abuse

18. Substance Misuse

This chapter should be read in conjunction with the following chapters: Children and Young People; Children Looked After; Healthy Lifestyles and Long Term Conditions; Physical Disabilities; Adult Mental Health; Cognitive Impairment including Dementia; Secure Estate; Armed Forces Service Leavers (Veterans)

Recommendations

All agencies to:

- Take action to ensure services are accessible to the service user, with a focus on provision of face to face support and a reduction in the reliance on digital access for awareness of services, and service provision
- Monitor trends relating to alcohol and substance misuse in order to anticipate service needs, including misuse of over the counter drugs and the purchasing of on-line supplies of drugs
- Increase signposting of those in need, through awareness across the system of support provided by other services including public, private and third sector
- Increase awareness of Dewis Cymru, a website which enables individuals to find local and national organisations and services (272)
- Support the harm reduction agenda through
  - Increasing coverage of needle and syringe programmes (313)
  - Strengthen blood borne virus screening (313)
  - Continue to build partnership services to increase the provision of Take Home Naloxone (314)

Cardiff and the Vale of Glamorgan Local Authorities to:

- Work together with housing providers to identify those at risk of homelessness, and enable people to remain in accommodation (315)

Cardiff and Vale University Health Board and Primary Care to:

- Continue to develop mental health support provided alongside substance misuse support and treatment (315) to improve client outcomes
- Increase routine alcohol screening in Primary and Secondary Care to identify hazardous and harmful drinking behaviours

18.1   Overview

Substance misuse refers to the use of psychoactive substances in a way that is harmful or hazardous to health, including alcohol and illicit drugs. The use of such substances can lead to dependency with associated cognitive, behavioural and physiological problems. This

results in a strong desire to take the drug, difficulties in controlling use, persisting in its use despite harmful consequences, a higher priority given to drug use than to other activities and obligations, increased tolerance, and sometimes a physical withdrawal state (316).

The Vale of Glamorgan has the highest percent of residents in a local authority in Wales reporting average weekly alcohol consumption over 14 units (i.e., above guidelines) at 25% (165). The Welsh average is 19%, and 20% of Cardiff residents report exceeding guidelines in 2016/17 to 2019/20 (317). Amongst people reporting that they drink alcohol, residents of the Vale of Glamorgan report the highest average annual alcohol consumption at 660 units (compared to Cardiff at 523 units, and the all-Wales average at 531 units per year) in 2016/17 to 2019/20 (165). The Office for National Statistics report provisional data for England and Wales for the year 2020, which demonstrates the highest annual number of deaths from alcohol-specific causes since their time-series (started in 2001): 7,423 deaths (13.0 per 100,000 population). This reflects a 20% increase since 2019 (318). In Wales, three-year rolling average of deaths from alcohol-specific causes over the most recent six year reporting period shows that the European age standardised rate (EASR) of deaths per 100,000 population has increased since 2013-15, from 12.0 deaths to 12.7 deaths per 100,000 population in 2017-19. Cardiff and Vale UHB is below the Wales average, at 11.9 (319).

The EASR for drug misuse deaths registered in 2019 in Wales was 5.6 deaths per 100,000 population compared with 7.2 deaths per 100,000 in 2018 (319). For Cardiff and the Vale of Glamorgan, since 2015, rates have fluctuated between 3.9 (in 2017) and 7.0 in 2016 (319).

Cardiff and Vale Area Planning Board commissions a range of services to provide different levels and types of drug and alcohol treatment for children, young people, families, and adults. The drug and alcohol treatment system in Cardiff and the Vale is structured over four tiers, and ranges from basic harm minimisation and other advice; to inpatient detoxification, residential care and relapse prevention (320). Substance misuse services in Cardiff and Vale of Glamorgan received 6,611 referrals, and treated 3,084 people during 2020/21. Alcohol was the most prevalent main problematic substance used by people over 18, followed by heroin, cannabis, and cocaine (320).

This chapter was developed by triangulating data from reports and other documents with information from professional leads and engagement work: 2 focus group participants; 19 survey respondents reported they have or had drug or alcohol addiction problems, although questions around alcohol consumption were answered by 508 participants from the PNA public engagement survey. Forty-seven respondents of the provider's survey provided services for people with substance misuse problems. Themes and quotes from engagement work conducted by Voices Action Change (a service user involvement project run by Cardiff and Vale Area Planning Board for people using substance misuse services and their families) between July and September 2021 was also included. During this period they engaged with 82 people through a range of mediums including during service provision, through social media, and at events (321). It should be noted that the views of those engaged are not representative of all people with substance misuse problems in Cardiff and the Vale of Glamorgan.

18.2 What has changed since 2017?

18.2.1 Pre-COVID-19

Nationally, the following have been implemented since 2017:

- Welsh Government published 'The Substance Misuse Delivery Plan 2019-2022' (322) in October 2019. It sets out the key policy and operational priorities, informed by extensive consultation and engagement over a number of months during 2019. The onset of COVID-19 led to the Welsh Government reviewing the Plan to ensure that it reflected the work that has been, and will be, undertaken as a result of the pandemic (315)
- On 2nd March 2020, the Public Health (Minimum Price for Alcohol) (Wales) Act 2018 was implemented. Retailers selling or supplying alcohol must sell it at a minimum price of 50p per unit (323). The impact of the legislation on alcohol consumption and/or switching to other substances has not yet been evaluated

Across Cardiff and the Vale of Glamorgan, the following progress has been made:

- Cardiff and Vale Area Planning Board (APB) commissioned a substance misuse needs assessment in 2018 (314) to understand the need for services and inform future commissioning. It will result in the tender of a new Substance Misuse Alliance in 2022
- In 2020, a Health Needs Assessment of people who inject in public (324), and a full review of the Needle and Syringe Programme was undertaken in Cardiff and Vale. The recommendations from both of these will result in programmes of work during 2021/22, to ensure that people's needs are met
- In 2020/21 a review of Cardiff and Vale Needle and Syringe Programme was completed. The review recommendations have resulted in a programme of work across partner organisations which is currently being progressed
- There have been changes to treatment services in Cardiff and Vale since 2017, including the rapid upscaling in the prescribing of long acting buprenorphine injections (Buvidal) (320), as well as closer working between homelessness services and substance misuse services, which began before COVID, but was accelerated rapidly during the pandemic

18.2.1 COVID-19

Public Health England reported increased alcohol consumption during the pandemic, particularly amongst heavy drinkers, which is widening inequalities in health and driving an

unprecedented acceleration in alcoholic liver disease deaths (325). Despite pubs, clubs and restaurants closing for approximately 31 weeks during the national lockdowns, the total amount of alcohol released for sale during the pandemic was similar to the pre-pandemic years, suggesting people were drinking more at home (325).

The public engagement survey for this PNA found that since March 2020, almost one in four of 508 respondents feel their alcohol intake has increased, whilst one in six feel it has decreased (Figure 18.1).

Since March 2020.....

My alcohol intake has (Base: 508): 6.7 | 16.7 | 57.5 | 9.4 | 7.1

■ Increased a lot   ■ Increased a little   □ Stayed the same
■ Decreased a little   ■ Decreased a lot   ■ Don't know
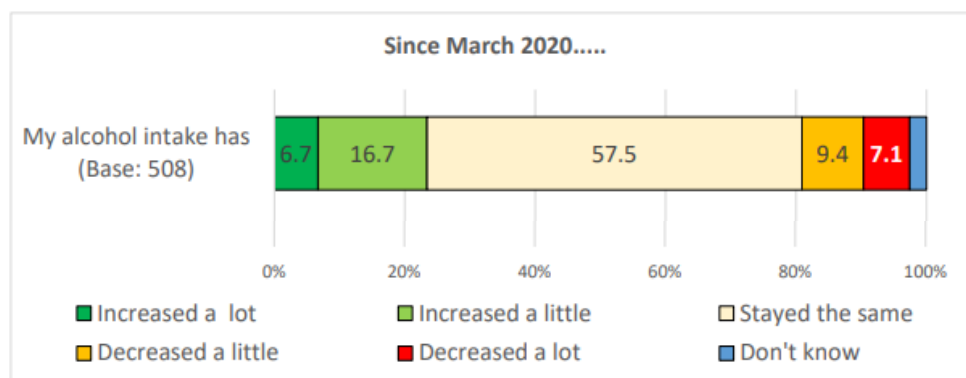
Figure 18.1. Results from the public survey regarding alcohol intake since March 2020

The focus group identified that isolation and the lack of face to face services caused increased alcohol intake and worsening addiction. Closure of services such as public libraries resulted in a lack of places to go and positive distractions. Other challenges identified by focus group participants included GP access. Welsh Government provided free food and accommodation during the pandemic, but this has now stopped. Professional leads clarified that Welsh Government offered funding for Local Authorities to coordinate and deliver accommodation during lockdown for homeless people and those who have no recourse to public funds.

A recent Cardiff and Vale of Glamorgan Regional Partnership Board Population Needs Assessment on the impact of COVID-19 identified the following changes in need since 2017 in terms of changes in drug use: increase in complex patterns of poly drug use; increase in cocaine and stimulant use; increase in range of substance use; arrival of new drugs; misuse of prescribed medication; and a greater ease of purchasing (326).

Welsh Emerging Drugs & Identification of Novel Substances (WEDINOS) reported that despite COVID, there was not a substantial impact on drug markets or on types of samples submitted for analysis, with the exception of those received via night time economy settings. In the absence of samples from night club amnesty bins and other recreational use settings, we have seen a decline in ketamine, cocaine and other stimulants for profiling (327).

It is assumed that there will have been a reduction in detection of substance misuse in primary and secondary care, as healthcare services were disrupted.

18.3 What are the care and support needs?

18.3.1 Individual

Minimising risk of infectious diseases

Injecting drug use is a risk factor for blood borne viruses, and bacterial infections which can lead to amputation and, in some cases, can be fatal. Self reported use of higher risk injection sites such as the groin has been stable over the last 5 years at 20% in 2020/21 amongst people who inject opiods. Amongst those who inject stimulants, the percentage reporting using higher risk sites has increased from 17% in 2016/17 to 21% in 2020/21 (313).

Blood borne virus screening has been taken up by 7,405 people between the financial years of 2017 and 2021; although a 79% decrease on people being tested was observed in 2020/21. Screening is offered in community settings such as substance misuse and homelessness services. Fewer than 1% of individuals were positive for human immunodeficiency virus (HIV) or hepatitis B in 2020/21, however, hepatitis C antibodies were detected in 11% across Wales, and 15% in Cardiff and Vale of Glamorgan (313).

Language and communication

No data are available on the Welsh language profile of the population in Cardiff and the Vale who are affected by substance misuse. Healthcare and treatments service providers have a responsibility to provide information to service users bilingually, and to provide interpreters during consultations should they be required for a range of languages. Service user feedback to Voices Action Change identified that often jargon and acronyms are used in conversations as well as printed material, which service users struggle to understand and engage with (321).

18.3.2 Community

Medical care

Hospital admissions are a commonly used measure to assess the harms of alcohol and illicit drugs to individuals (319). Although hospital admissions are reflective of harms associated with use at the more problematic end of the alcohol and drug use spectrum, figures can provide a useful and consistent gauge of these harms over time. Broken down by age, comparable numbers of admissions for both illicit drugs and alcohol are observed from the 10-14 age groups up to the 35-39 age group, after which admission for illicit drugs fall steadily whilst those for alcohol related conditions continue to rise, peaking in the 55 - 59 age group (Figure 18.2). Twice as many individuals were admitted to hospital for alcohol-specific conditions than for illicit drug use in 2019/20 (319).
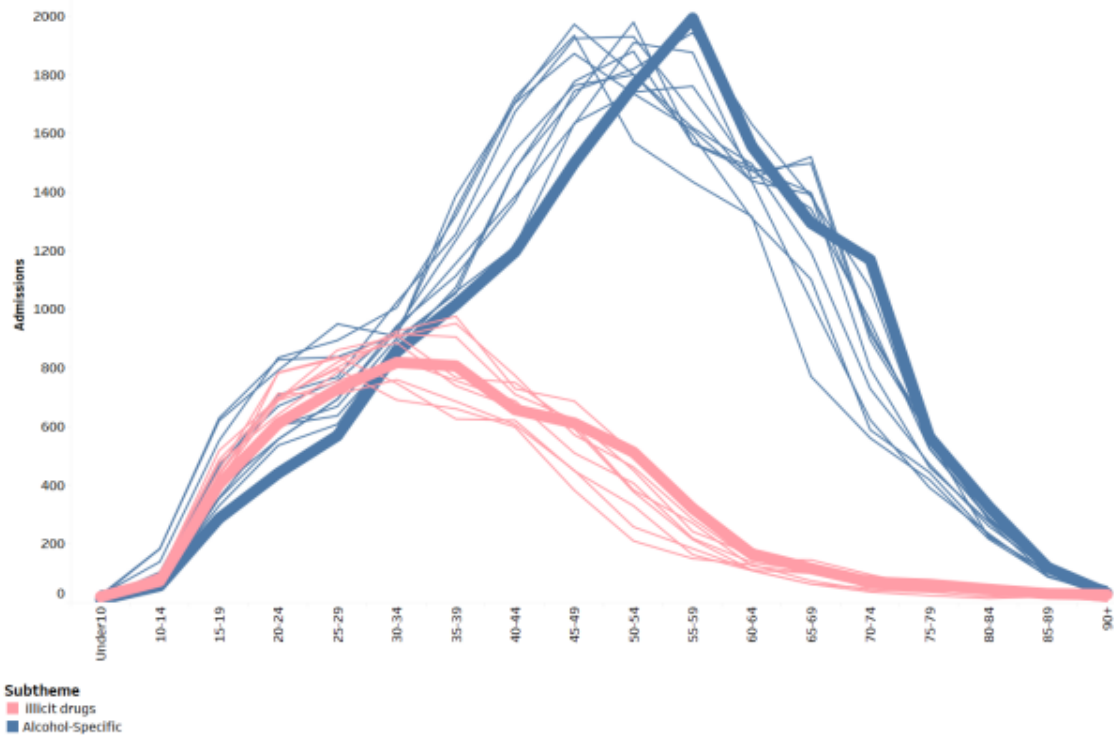
Source: Substance Misuse Programme / NHS Wales Informatics Service, 2020

Figure 18.2. Hospital admissions for alcohol-specific conditions and illicit drugs, 2010/11 to 2019/20. Data for 2019/20 is highlighted. Source: Public Health Wales (319)

Table 18.1 shows alcohol-related hospital admissions decreased in 2019/20 compared to 2018/19, but remain the same or elevated since 2015/16. Figure 18.3 shows illicit drug related hospital admissions by Health Board area of residence in Wales. Opioids had the highest EASR rate (70.1 per 100,000 population), followed by benzodiazepines (18.1 per 100,000 population) in Cardiff and Vale (319).

Table 18.1: European Age Standardised Rate per 100,000 population for individuals resident in Wales admitted to hospital for an alcohol-specific condition in any diagnostic position, 2019-20

Local Authority Area	EASR per 100,000 population 2019/20	Change since 2018/19	Change since 2015/16
Cardiff	291.7	-9%	0%
Vale of Glamorgan	300.2	-5%	10%
Wales	312.2	-8%	-6%

Source: Public Health Wales (319)
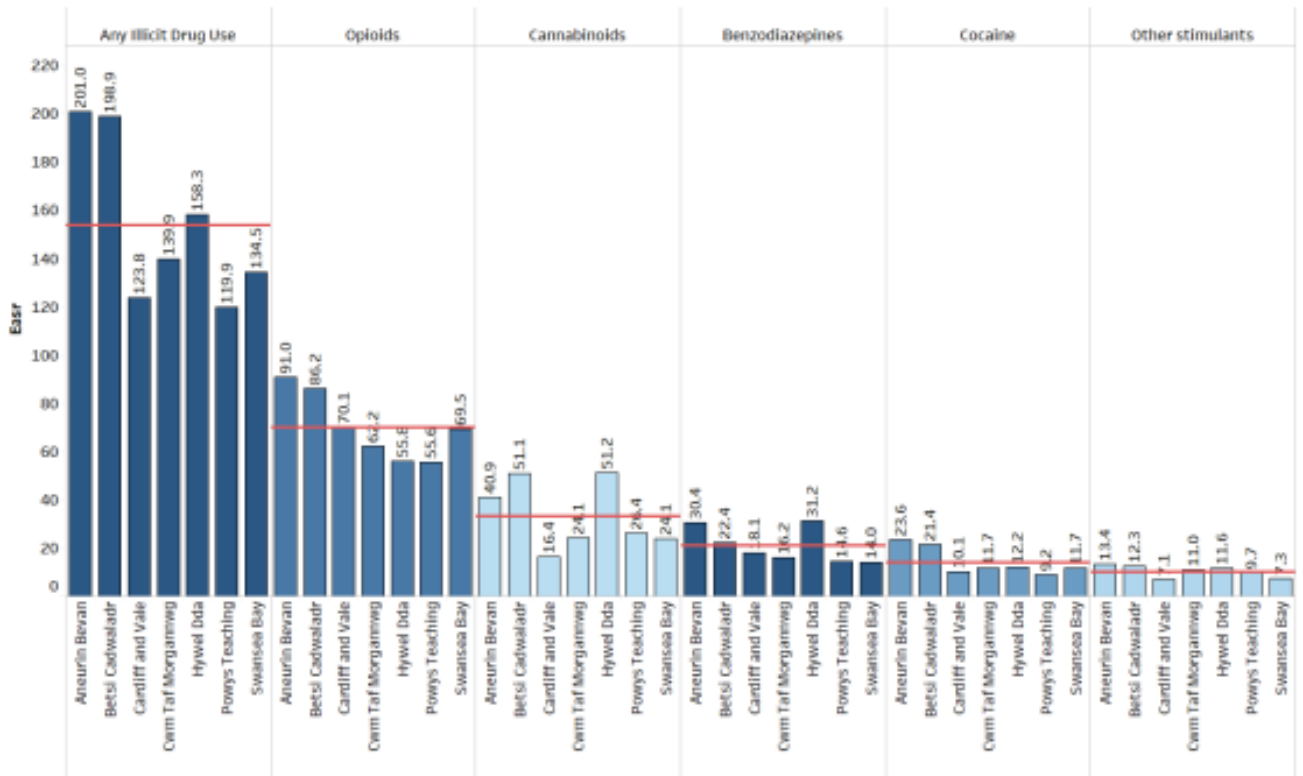
Source: Substance Misuse Programme / NHS Wales Informatics Service, 2020

Figure 18.3. Illicit drug related hospital admissions by Health Board area of residence in Wales. Source: Public Health Wales (319)

Provision of mental health support alongside management of drug- or alcohol-related harm is key, due to the high prevelence of dual diagnosis of mental health concerns and substance misuse. An audit of referrals from the Emergency Unit at University Hospital Wales to the Liaison Psychiatry team found that 55% of referrals had substance misuse problems (314). The need for dual diagnosis support was echoed in engagement work conducted by Voices Action Change, as well as support and training for people in recovery around managing emotions (321).

18.3.3 Wider determinants of health
Counterfeit illicit drugs
WEDINOS reported that for the fourth consecutive year, the most commonly identified chemical group of psychoactive substances were benzodiazepines. The purchase of non-prescribed and non-controlled benzodiazepines, generally obtained through an online market, is a growing concern. Many benzodiazepine tablets available on illicit markets are counterfeit and may contain varying amounts of the active ingredients. As a consequence, the risk of adverse effects, development of dependency, hospitalisation or death are increased, particularly when alcohol and/or other drugs are taken alongside or within a short period (327).

Families, including children and young people

Parental substance misuse is an Adverse Childhood Experience (ACE), which are associated with negative impacts over the life course. The needs of children and young people whose parents use substances is often referred to as "*hidden harm*" and Cardiff and Vale UHB commissions a service for this (41). An "*ACE-lens*" has been applied to Welsh Government output relating to substance misuse (47). Research into the reasons for children being placed into care identifies the complex interplay of substance misuse, domestic abuse, and parental mental health problems. In March 2018, substance misuse was identified as a parental factor amongst 36% of Children Looked After in Wales (101). See also chapters 5-7 (Children and Young People).

"You don't know you're losing everything until you look back" – substance misuse service user, focus group
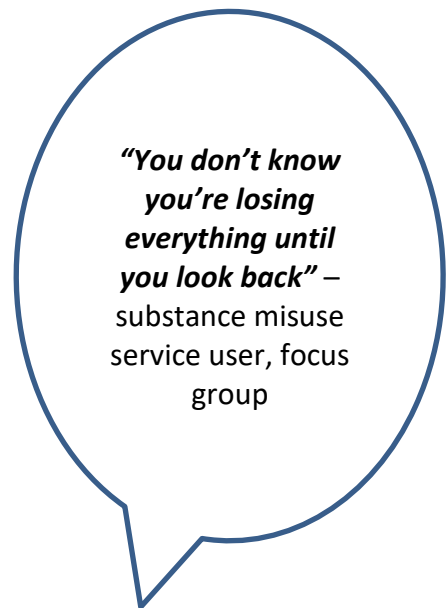
Deprivation

There is considerable evidence of a linear relationship between substance misuse and deprivation (319). Figure 18.4 below illustrates that the proportion of all patients admitted for alcohol-specific conditions living in the most deprived areas was 2.7 times higher than those from the least deprived areas. In relation to illicit drug use, this figure rose to 5.2 times higher in Wales (319).
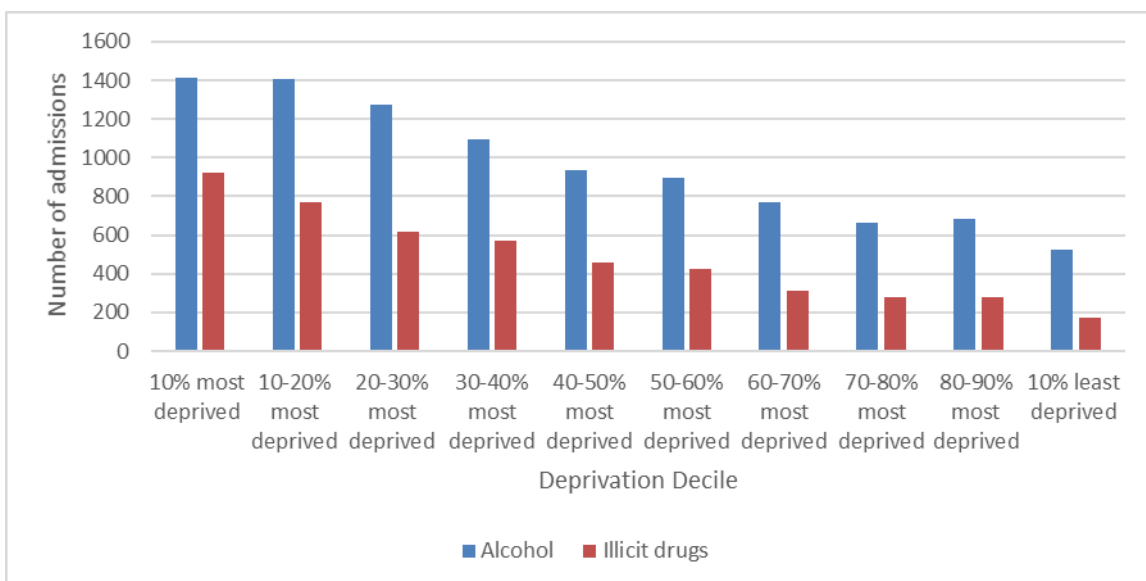
Figure 18.4. Unique individual admissions due to alcohol or illicit drugs in any diagnostic position, by deprivation decile, 2019/20. Data from Substance Misuse Programme / NHS Wales Informatics Service (319)

Amongst people who inject drugs reporting use of opioids or stimulants in Wales, three-quarters were unemployed. Of those injecting performance enhancing drugs, one third were unemployed (313).

Focus group participants were most worried about Universal Credit sanctions and poverty, and the possibility of not being able to afford the bills, food, or accommodation. Lack of access to the internet – which participants stated they couldn't afford – made it difficult to find a job.

Housing

Addiction to drugs and/or alcohol is both a cause and consequence of homelessness, and two thirds of homeless people cite drug or alcohol use as a reason for first becoming homeless (328). Improved closer working between homelessness services and substance misuse services was accelerated rapidly during COVID-19.
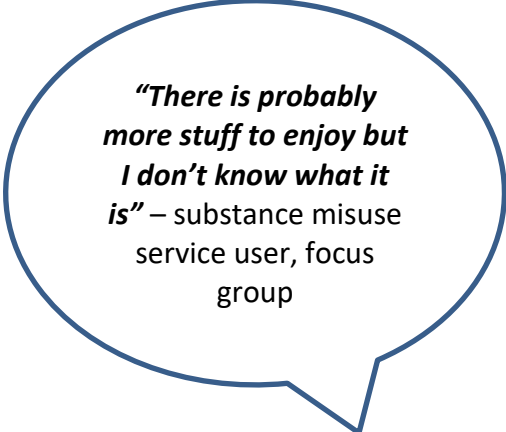
One focus group participant owned their own flat which offered security, although the participant did not have internet and struggled with bills such as for heating. Another participant lives in rented accommodation and relied on housing benefit, following a period of homelessness. The cost of housing and bills were seen as too high, and council accommodation was seen as insufficient for demand.

18.3.4 Unmet needs

Almost half of the 78 people who responded to the question in the public survey felt that advice on alcohol or drugs was currently available, but more is required.

The following unmet needs were identified by focus group participants, professional leads, and recent literature:

- Difficulties accessing online services. A recurrent theme throughout the focus group was of difficulties accessing online services – from healthcare; third sector services; to financial management (for example Universal Credit). Restrictions to digital communication devices can be common for those in recovery who are trying to distance themselves from previous contacts. Those who are older, have learning disability, or limited means were felt to be at increased risk of digital isolation and therefore service exclusion. Reliance on virtual services has been exacerbated by COVID-19. Services which can only be accessed by telephone requires both access to a (smart)phone and credit, which service users may be lacking. In addition to difficulties with digital isolation, loneliness and isolation were prominent factors in the participants' lives, and so they preferred and seek out face to face interactions with services. Voices Action Change engagement work has also identified that many service users do not have a phone and are unsure

"There is probably more stuff to enjoy but I don't know what it is" – substance misuse service user, focus group

how to use online platforms, which forms a barrier to accessing online support, in particular during COVID-19.

- Access to trauma therapy access is problematic, despite a trauma-informed workforce
- There is real concern about co-occurring mental health and substance misuse, and a perception that the mental health and substance misuse sectors do not work as well together as they should (314)
- Consideration of vulnerable groups within those experiencing substance misuse (for example, domestic violence, carers)
- Access to medical care, due to a lack of continuity of care, and long waiting lists for healthcare

The following areas were identified as gaps in data, with a need to understand:
- Why low numbers of children and young people are engaging with service provision
- Adults who are not accessing services
- The local impact of COVID-19 on substance misuse
- Evaluation of the impact of the introduction of the minimum unit price for alcohol
- The data gap of sexuality and substance misuse

18. 4 What are the range and level of services needed?

18.4.1 Prevention and assets

Early intervention of substance misuse

Earlier identification is required for alcohol screening and in primary and secondary care to identify harmful and hazardous drinking. Liaison with community-based groups who provide a broad range of early intervention and prevention services may help facilitate early referrals into alcohol or substance misuse services, and signpost to suitable sources of support. Engagement work by Voices Action Change identified that long waiting times for treatment was a barrier for people to get help, and many mentioned that their cases would sometimes be closed when they felt like they still needed help. Early intervention should include timely and ongoing treatment (321).

Surveillance of psychoactive substances

WEDINOS provides testing of unknown psychoactive substances in order to provide harm reduction advice, through the timely dissemination of information based on the identified chemical constituents (329). Ongoing monitoring of drug-related deaths with data to National Implementation Board for Drug Poisoning Prevention for their review (315).

Risk reduction for blood borne viruses and bacterial infections

Methods by which to reduce the risk of the development of serious infection as a consequence of high risk methods of drug taking include reduction of transmission, and early detection of infection.

Needle and syringe programmes provide sterile equipment within a harm reduction approach. The coverage (defined as clean injecting equipment for each injecting event) of these programmes is sub-optimal, with a Wales average of 22%. People accessing needle
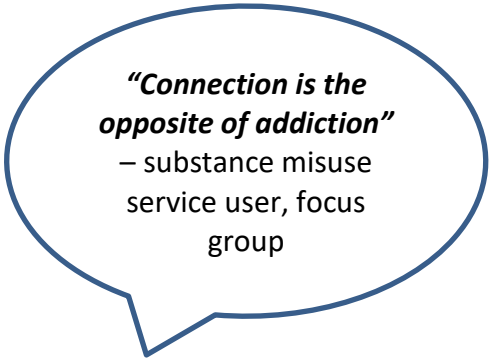
and syringe programme via specialist providers were given approximately double the number of syringes over the course of a year compared to those attending a pharmacy. In Cardiff and the Vale, four-fifths of interactions occurred in specialist services (the Welsh average is one in three). COVID-19 has reduced use of the needle and syringe programme.

A key performance indicator for screening in substance misuse services is defined as *"all clients who are in contact with substance misuse services to be routinely tested on site…for blood borne virus infection (hepatitis B, hepatitis C and HIV) on at least an annual basis"* (313). This indicator aims to encourage increasing blood borne virus screening, and (where necessary) early treatment.

Assets to support well-being

In terms of assets that support people's well-being, focus group participants have limited support networks and personal relationships as a result of their addiction, and therefore relied on services and third sector organisations for interpersonal communication. Third sector organisations such as Adferiad and Huggard were named by focus group participants due to a non-judgemental approach, and targeted support. Community-based assets such as libraries and hubs provide somewhere warm to spend time (saving on home heating costs) and free access to computers for internet, learning, and reading. Computers were also used for online meetings with other support facilities, particularly during COVID-19 when face to face meetings were restricted. Other assets include the 12 steps programme, voluntary roles, for example with the Pantry, local groups such as football, English classes, and the Citizens Advice Bureau, although much of their provision is online which can be a barrier to those without computer/smart phone/internet access or skills.

"Connection is the opposite of addiction" – substance misuse service user, focus group

NHS services such as primary care were helpful, although phone services were said to be not suitable for the digitally disenfranchised, with additional cost of phone calls on personal mobile phones. In addition, treatment services provide support to get and remain sober: *"while there, it is possible to forget about addiction for a while"*.

Professional leads identified additional sources of support, including Dewis Cymru, and harm reduction models provided by social services, NHS services, and community hubs. A comprehensive assessment of services available is included in the 2018 Substance Misuse Needs Assessment (314).

18.4.2   Community services

Buvidal

Buvidal (an opioid substitute treatment) has been rolled out across the health board area during the COVID-19 pandemic, having been licensed by NICE in 2019. The toxicity and overdose risks are significantly reduced compared to methadone and heroin, and quality of life measures are significantly improved. In 2020/21, 288 people commenced Buvidal in

Cardiff and the Vale of Glamorgan, of whom 175 came through the criminal justice system. Evaluation findings are due in spring 2022 (320).

Overdose management

Take Home Naloxone with training on identification and management of an opioid overdose is a cost-effective mechanism to prevent fatal opioid poisoning. Currently, a range of services are providing Take Home Naloxone and associated training, including substance misuse services, HMP Cardiff, homelessness and hostel services, night time economy and hospitality, and the family and friends of people at risk (320) (330). Cardiff and Vale Area Planning Board successfully gained additional funding for Take Home Naloxone, with the aim of increasing availability of these kits amongst the housing and homeless sector, and the night time economy (320). Novel approaches to training on use of Take Home Naloxone have been employed with young people providing peer training, which has been well received by young people, and enables attitudes and stigma to be challenged.

18.4.3   Partnership approach

Person-centred services

Engagement work conducted for the Cardiff and Vale Area Planning Board identified that service users wanted to feel listened to, and be asked for their views. As part of engagement work, people wanted to receive feedback on how their comments had been used, and how their experiences had effected change. Suggestions around service user involvement and co-production were well received: "*it's easy for the hierarchy to become unintentionally distanced from service users*". Service users were very positive about people with lived experiences talking to them, as they felt that they had a better understanding of what they might have been going through (321).

> *"Everyone's a human being, we all love, we all cry. I wish people like us, who use services, were less judged"* –
> substance misuse service user, Voices Action Change engagement (299)

Connected services

The rapid upscaling in the prescribing of long acting buprenorphine injections (Buvidal) was pivotal in the response to COVID-19 which resulted in benefits for the individuals receiving the treatment, and also reduced the number of people having to attend clinical spaces and pharmacies on a daily basis (320).

The homeless population were housed by the two local authorities in hostels and hotels during the pandemic. Working closely with Cardiff and the Vale of Glamorgan Councils' homelessness services, vital support was offered to some of the most disadvantaged communities (320). Treatment services flexed and adapted service provision, developing

innovative ways of delivering interventions and support, including online and telephone support and in-reach to those housed in hotels and hostels. Knowledge and signposting to other wider activities and services may help to reduce isolation, and provide needed support. Continued close liaison between services must continue during COVID-19 recovery.

Cardiff and Vale Area Planning Board monitor the number of people disengaging from services within their key performance indicators. In 2020/21, 9.6% of service users disengaged between assessment and treatment, which was a 2% increase from the year prior (Welsh Government expect less than 20%) (320).

Addressing vulnerability
The specific needs of some especially vulnerable groups need to be considered more fully in forward planning of services – notably in terms of access and greater flexibility. Significant groups include:

- Armed forces service leavers (veterans)
- Carers - there is need for improved understanding of caring for someone, or experiencing their own issues with substance misuse (314) (326)
- Perpetrators and victims of domestic abuse (314) (326) - a need for improved access to treatment and shared awareness of underlying issues
- Those with formally diagnosed and likely Alcohol Related Brain Damage (ARBD)
- Sex workers - there is limited access to agencies and awareness of how best to support
- Those with addiction to prescribed medication (314)
- People with complex needs – there is a requirement for better alignment of services
- Ethnic minority communities – there is reasonable representation of ethnic minority groups within service provision in Cardiff and Vale, but further work needs to be done in assessing the more 'hidden' populations in those communities, where shame about alcohol use and criminal activity inhibit individuals, especially women, and their families from seeking help (314) (326)

Services must be accessible to these groups, and be mindful of their specific circumstances and needs.

18.5   What is likely to happen in the future?

In 2018, a WHO Global Status Report on Alcohol and Health projected an increase in alcohol consumption in the near future in the UK (331). Alcohol consumption is anticipated to have increased during COVID-19, particularly amongst heavy drinkers (325). England have experienced a 20% increase in total alcohol specific deaths compared to 2019. It is anticipated that Wales may experience a similar pattern.

There is considerable evidence of high levels of alcohol use among older people across the UK (314). Cardiff and the Vale of Glamorgan both face significant increases in numbers of older people, many of who may require access to services late in life with little prior experience of accessing services.

18.6   Recommendations

All agencies to:

- Take action to ensure services are accessible to the service user, with a focus on provision of face to face support and a reduction in the reliance on digital access for awareness of services, and service provision
- Monitor trends relating to alcohol and substance misuse in order to anticipate service needs, including misuse of over the counter drugs and the purchasing of on-line supplies of drugs
- Increase signposting of those in need, through awareness across the system of support provided by other services including public, private and third sector
- Increase awareness of Dewis Cymru, a website which enables individuals to find local and national organisations and services (272)
- Support the harm reduction agenda through
  - Increasing coverage of needle and syringe programmes (313)
  - Strengthen blood borne virus screening (313)
  - Continue to build partnership services to increase the provision of Take Home Naloxone (314)

Cardiff and the Vale of Glamorgan Local Authorities to:

- Work together with housing providers to identify those at risk of homelessness, and enable people to remain in accommodation (315)

Cardiff and Vale University Health Board and Primary Care to:

- Continue to develop mental health support provided alongside substance misuse support and treatment (315) to improve client outcomes
- Increase routine alcohol screening in Primary and Secondary Care to identify hazardous and harmful drinking behaviours

19. Secure Estate

This chapter should be read in conjunction with the following chapters: Children and Young People; Healthy Lifestyles and Long Term Conditions; Physical Disabilities; Adult Mental Health; Cognitive Impairment including Dementia; Armed Forces Service Leavers (Veterans); Substance Misuse

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Recommendations

All agencies to:
- Develop a culture of person-centred services, with increased voice for the person in prison
- Adopt an ACE- or trauma-informed approach to support those with ACEs, and reduce the risk of children with ACEs becoming offenders
- Consider the recommendations of the Cardiff Youth Justice Health Needs Assessment (102)

Prison health services to:
- Develop healthcare registers of long term conditions, which will enable appropriate reviews and referrals in line with national best practice
- Primary mental health services to continue to build and develop existing services to manage the increased demand

Cardiff and Vale University Health Board to:
- Develop systems which facilitate the sharing of health information from prison health services to primary and secondary health care providers

Cardiff and the Vale of Glamorgan Local Authorities and housing providers to:
- Strengthen Local Authority housing pathways to plan release from prison and facilitate transition from HMP Cardiff (and other establishments) to community settings
- Provide more suitable housing options which increase the chance of successful reintegration into the community and employment, and reduce the risk of re-offending

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19.1   Overview

This chapter focusses on the needs of people held within the secure estate, who will be referred to as people in prison. In Cardiff and Vale, secure estate comprises of Her Majesty's Prison (HMP) Cardiff, a public local remand Category B prison for males. There is no secure

estate provision for young people or women in Cardiff and the Vale of Glamorgan, and so the care and support needs discussed focus on prevention and resettlement.

HMP Cardiff accepts those aged 18 years and older, who are remanded into custody in South East Wales. There are around 70-100 new receptions each week. The operational capacity is 779 (332). During the most recent inspection in 2021, 70% of men had been in HMP Cardiff less than three months (332). Between 0-3% are aged under 20; less than 5% of prisoners are aged over 60 (333). Health care is provided by Cardiff and Vale University Health Board (332). The prison links with probation services to provide continuity of care upon release.

Many men held at HMP Cardiff have characteristics or medical concerns which are discussed in other sections within this Population Needs Assessment. A survey conducted in HMP Cardiff for the PNA identified that 47% of the 96 respondents have a substance misuse problem (chapter 18); 47% have mental health condition(s) (chapter 13); and 25% have a long term health condition (chapter 9). The Prison Reform Trust states between 5-10% of adult prisoners in the UK has a learning disability; and 75% have mental health problems as well as substance misuse (334).

In general, people from minority ethnic communities are over-represented within prison populations in England and Wales (335). In November 2021, 14% of the population in HMP Cardiff were from a minority ethnic group (333).

Female prisoners

There is no provision for female prisoners in Wales. Women from Cardiff and the Vale of Glamorgan are usually transferred to HMP Eastwood Park, in South Gloucestershire in England. Between July and November 2021, 55 women were released from HMP Eastwood Park to Cardiff and the Vale of Glamorgan, with an additional 9 women released directly from court following a period of remand at HMP Eastwood Park.

Children, young people, and youth justice

This chapter will not explicitly consider the needs of children and young people in the secure estate as these settings are not in Cardiff or the Vale of Glamorgan, however, key needs of children and young people around prevention and transition back into their local area are identified.

Small numbers of children and young people enter the Criminal Justice System in Cardiff and Vale. In the Vale of Glamorgan, up to 6 young people per year aged between 14 and 18 were in custody between 2016 and 2020. In 2020/21, no young people received a custodial sentence. In Cardiff, between 10 and 21 children were in custody in the period 2016-2020, and fewer than five in 2020/21 (336).

In line with the national picture, a reduction in custodial sentences was observed prior to COVID-19 restrictions, but this has reduced further since March 2020.

Young offenders from Cardiff and the Vale of Glamorgan are predominantly held in HMP Parc Young Offenders Institute (in Bridgend, Mid Glamorgan) which has capacity for 64 males aged 15-17 (337). Children and young people (male or female) aged 12-17 may also be held in Hillside Secure Children's Home in Neath for welfare purposes (338). The placement is agreed by the Youth Justice Board enabling best management of risks and needs of the young people.

Half of young people in contact with Cardiff Youth Justice Service are known to Children's Services; and one-sixth are children looked after (103). A health needs assessment of children in contact with Cardiff Youth Justice Service was conducted in 2021 (102).

Most (85%) of the young people in contact with the Vale Youth Offending Service are known to Children's Services; and one-fifth of children are previously or currently looked after. A Profile of the Vale of Glamorgan Youth Offending Cohort was conducted in 2021 and identified that 25% of children are a child in need, and 19% had a child protection plan (29) (112).

Information sources

Input from professional leads (including representatives from local authority, NHS, and HMP Cardiff) complemented engagement work with people in prison (focus group with 8 participants, as well as a survey conducted in HMP Cardiff which received 96 responses). Nine respondents (of the 445 people who answered the question to the public survey) reported contact with the criminal justice system or time spent in prison, and less than three had had contact with the youth offending service. Thirty respondents to the provider's survey provided services for people who have spent time in prison, or been involved with the youth offending service.

19.2   What has changed since 2017?

19.2.1   Pre-COVID-19

The overarching landscape has changed from the 2017 PNA.

- Welsh Parliament conducted an Inquiry 'Health and social care provision in the adult prison estate in Wales' which was published in March 2021 and puts forward 27 recommendations (339)
- The 'Partnership agreement for prison health in Wales' agrees priorities between Her Majesty's Prison and Probation Service (HMPPS) in Wales, Welsh Government, Local Health Boards, and Public Health Wales was published in 2019 (340)
- The Female Offender Strategy (2018) and a Female Offending Blueprint for Wales (2019) support an early intervention and prevention agenda through a whole system approach. Both build on existing work around ACEs; and will strengthen a Welsh evidence base. There is focus on resettlement, reintegration, alternatives to custody, and supporting offenders, families and women at risk (341) (342)
- A Youth Justice Blueprint for Wales has also been developed in 2019. This emphasises the importance of aligning preventative approaches (such as Adverse Childhood Experiences (ACEs), school exclusion, homelessness), pre-court diversion, trauma-informed services, placement of children closer to home and improved

resettlement arrangements (343). Welsh Government has additionally published standards for children in the youth justice system, which includes a standard on resettlement and transition (344)

- Probation services took over the role previously occupied by Community Rehabilitation Companies in 2021 (345)
- The Justice Committee have recently launched a mental health in prison inquiry (346)

Regionally, the following has changed:

- A Health and Wellbeing Needs Assessment of the needs of children in contact with the Cardiff Youth Justice Service, and their families, was published in June 2021. Its findings will form part of a wider Strategic Needs Assessment, as outlined in the Cardiff YJB Development Strategy 2020-2022 (102)
- In the Vale of Glamorgan, the Youth Justice Plan 2021-2023 was published (347)

At HMP Cardiff, a number of notable service improvements have taken place (348):

- Introduction of a brain injury worker in 2017
- A successful bid for funding from Welsh Government Prison Health Fund in May 2019 enabled the recruitment of a service development manager, four full-time qualified primary mental health practitioners and 1 primary mental health assistant practitioner. Funding was also received for the substance misuse work stream, to include 2 substance misuse nurses, additional pharmacy support, and an additional salaried GP
- Introduction of Buvidal for the treatment of opioid dependence in 2020

HMP Cardiff was inspected in 2019 and real progress from the 2016 inspection was observed, in particular in the domains of safety, respect, and purposeful activity which was felt to be a significant achievement given the concurrent challenging context. The inspector observed excellent relationships between staff and prisoners with positive effects on levels of violence, drug prevalence, and overall living conditions (332).

19.2.1 COVID-19

Direct impacts of COVID-19

Public Health England's 'COVID-19 prison and other prescribed places of detention' guidance and HMPPS guidance is being followed in HMP Cardiff. Between March 2020 and February 2021, 277 COVID-19 cases were detected in HMP Cardiff; with 92 detected between March and November 2021. The vast majority of cases were community infections, detected through a programme of testing all new receptions (333). New receptions are tested on days 1 and 5, before being moved into the main population in line with national guidance. Men are offered COVID vaccines (including boosters) within 2 weeks of arrival if not up to date at a weekly vaccination clinic. In November 2021, 69% of men had had their first vaccine, and 52% their second. Professional leads have stated that HMP Cardiff is considered exemplar in terms of COVID-19 vaccination. Records are updated using the national Welsh Immunisation System so that information following release or transfer is accurate.

Lockdown restrictions

Changes in lockdown restrictions were variably received by focus group participants, but negative impacts on mental health were observed. Self-harm incidents have reduced during the pandemic. Professional leads report that men felt safer when unlocked in small groups, which translated into less violence and self-harm. Recent self-harm figures are currently below that of 2019 (349). In July 2021, there were 68 deliberate acts of self-harm by 29 men; in August there were 38 incidents by 23 men, and in September there were 24 self-harm incidents by 21 men. The figures for September represent the lowest number of deliberate self-harm incidents recorded in a month during the previous 2 years (333).

Survey findings from men in HMP Cardiff show most (78%) respondents reported mostly or very good well-being prior to COVID-19; with 7 (8%) reporting mostly or very bad well-being. Only 42% responded that their well-being had been very or mostly good over the last year, with 19% reporting mostly or very bad well-being. The majority (91%) responded being able to stay in touch with family and friends whilst in HMP Cardiff; 87% reported being able to stay in touch during the COVID-19 lockdowns.

Care and support service provision

Focus group participants identified that many services were suspended during the COVID outbreak within HMP Cardiff (emergency medical care continued). Access to care and support services has now resumed as normal (348). Professional leads identified that some services, such as dental, sexual health, and optometry, were paused to reduce the number of external healthcare professionals entering the prison site.

A rapid needs assessment in October 2020 in Cardiff and the Vale of Glamorgan identified the following positive and negative impacts of COVID-19 on secure estate:

- Service changes: new isolation procedures; change in staffing levels; pausing of visits; reduced movement of people in prison
- Physical and mental health: reduction in self-harm; reduction in physical activity (264)

Youth Justice

It is apparent across Cardiff and the Vale of Glamorgan Youth Offending Services that COVID-19 has created barriers for children to access support, for example, through reluctance to use virtual platforms, or technological problems. Professionals felt less able to engage directly with children (such as going for a coffee, or sports clubs) in the context of restrictions and identified difficulties accessing basic services such as the GP, dentist, and optician. However, virtual service delivery worked well for some children, for example, those intimidated by face to face meetings (102). In both Local Authorities, the majority of services were delivered remotely in light of restrictions, with face to face assessments or interventions provided where necessary (347).
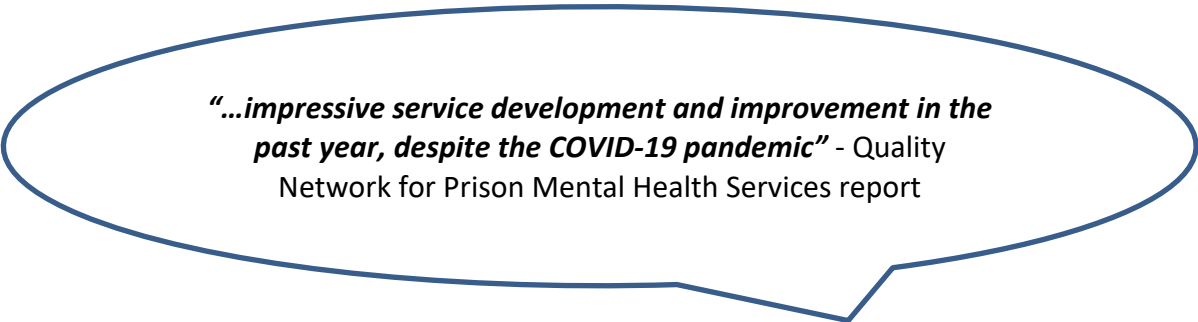
19.3   What are the care and support needs?

19.3.1   Individual

Mental Health

Mental health disorders are known to be prevalent amongst people in prison – during a 2019 inspection of HMP Cardiff, 65% of people in prison had a mental health problem (332). Mental health services have improved due to Welsh Government funding: in June 2021, 70% of standards for prison mental health services were met, compared to 51% in January 2020 (348). Data from September 2021 showed 21 people were on an assessment waiting list and 52 on the review list for primary care mental health. Of the 25 assessments conducted in September 2021, all were carried out within 28 days. The Assessment Care and Community Team conducted 46 reviews for those who have or stated intent to self-harm or end their life (350). All men received into prison in September 2021 were screened for mental health concerns, and 56 referrals were made (350).

The Quality Network for Prison Mental Health Services report from 2021 is very positive. Care providers have a "*strong sense of direction*" whose work ethic goes "*above and beyond*". The funding was seen as critical to build the multidisciplinary team, strengthen relationships with other providers in the prison, develop referral pathways, and provide care that is patient-centred (348).

"…impressive service development and improvement in the past year, despite the COVID-19 pandemic" - Quality Network for Prison Mental Health Services report

Long term conditions

Despite COVID, there has been successful recruitment of new GPs in HMP Cardiff, however, there remain ongoing difficulties with retention and recruitment (333). This impacts on the ability to provide more focus on areas such as long term condition management. Management of long term conditions in the secure estate should be consistent with the community (for example, annual asthma checks, referral to annual diabetic eye screening) in order to promote equity and reduce inequalities in health and healthcare access (351). Two-thirds of the 96 respondents to the survey administered in HMP Cardiff needed support for their health and well-being whilst in prison; 43% had a long term health condition.

Substance misuse

Drug and alcohol misuse is a known problem amongst those in the secure estate; including more risky behaviours such as injecting drugs (332). The secure estate provides an

opportunity for substance misuse interventions (352). Amongst survey respondents in HMP Cardiff, 41% reported a drug problem and 28% an alcohol problem prior to entering prison.

The Dyfodol service meets every prisoner to discuss substance misuse and offers non-clinical psychosocial harm reduction advice and guidance, signposting and referrals as appropriate. An assessment is offered to substance misusers for whom there is a link between misuse and offending, followed by collaborative progression planning, taking into account risks in terms of further offending and harm. Immediate needs will take priority, for example supporting prison clinicians in decisions about continuity of prescribing, or continuation of key time-limited work on reception and release. Long and short term goals are set and worked towards, all undertaken with acknowledgement of the prisoner's legal status and restrictions, current and future location (333).

Provision of Buvidal was commenced in HMP Cardiff in 2020. Where assessment judged that Buvidal could be beneficial for an individual, Buvidal was perceived to be a positive factor by enabling men to return to work, avoid areas associated with selling and using drugs, and reconnect with their families. These changes in lifestyle facilitated cessation of treatment at the end of the course. In November 2021, 22 men were using Buvidal, which is a reasonably stable figure, and is limited by funding available upon release when the individual returns to their local service (333).

After prison release, those who use drugs are at higher risk of drug poisoning (352). A review of Take Home Naloxone (a drug overdose management initiative implemented in Welsh prisons including HMP Cardiff, amongst other settings) demonstrated that 10% (n=41) of those who had used it had a recent release from prison (353).

Infectious diseases

Blood borne virus (BBV) screening is routine in HMP Cardiff. New diagnoses are referred to specialist healthcare services as appropriate. Vaccination is offered for hepatitis B to those eligible (333). There are plans to implement a High Intensity Test and Treat programme with funding available for a point of care testing machine (333).

The secure estate is known to be a tuberculosis (TB) risk factor: of the 97 TB cases in Wales in 2018, 10% were currently or had been in prison (354). HMP Cardiff supported a pilot programme of screening for latent TB in 2018. Approximately 600 men were screened, of which 7% were positive for latent TB; and one active TB case was identified. Only one-third completed treatment with barriers identified as transfers between settings; capacity of specialist healthcare professionals to attend the secure estate setting; and post-release follow up (352). Welsh Government funding is now available to HMP Cardiff to purchase onsite point of care testing equipment.

Sexual health

A review has identified that sexual health provisions across prisons in Wales compare poorly to community services (352). Access to sexual health services has reduced during COVID-19, but clinics have now restarted (October 2021) and most men can be seen within a fortnight (333).

Children, young people and youth justice

Children and young people may come into contact with the justice system in a number of ways. For example, they may have a family member in prison, or they may have committed an offence and come into contact with the youth justice system. They may also be supported to prevent their progression to offending.

Children who have a parent in prison are considered to have an adverse childhood experience (ACE). Support is required for the family to reduce the risk of intergenerational offending and transfer of ACEs from parent to child (355).

Children and young people are becoming increasingly involved in more violent activity and knife crime (such as through County Lines – see also chapter 5 on children and young people); sexual exploitation; and mental health disorders. A harmful sexual behaviour project has been launched locally in 2019 which educates young people on healthy relationships, the law, and consent (356).

The Cardiff Youth Justice needs assessment identified that many children in contact with the Youth Justice Service have complex health and well-being needs, with those who have experienced societal disadvantages or traumatic experiences more vulnerable (102). The needs assessment identified that 60% of those in contact with Cardiff Youth Justice Service were also in contact with Children's Services, approximately half were assessed as high or very high risk for safety and wellbeing, and there were concerns regarding the child's accommodation in one-third of children (102). The most important need identified was emotional well-being and mental health, with other needs including substance misuse support, speech and language provision, and health promotion (102).

The Profile of the Vale of Glamorgan Youth Offending Cohort (2021) identifies that 84% of the Cohort has experienced one Adverse Childhood Experience (ACE) or more, with 45% experiencing 4 or more ACEs. Research into Adverse Experiences details that those young people with 4 or more ACEs are 11 times more likely to be incarcerated at some point. Approximately a quarter of young people assessed were identified as high or very high risk of safety and well-being. One-quarter (23%) of young people had identified housing problems, and 50% have witnessed some form of domestic abuse. Half (53%) of Vale Cohort have current or previous involvement with the CAMHS service, and 21% have disclosed that they have self-harmed. Half of the Cohort have used substances and a third have identified concerns with alcohol (29) (112).

The Cardiff Youth Justice needs assessment identifies transition points as a key need, both in terms of transitions between Children's and Adult Services, as well as in and out of the secure estate (102). This is echoed by the Vale of Glamorgan. Professionals contributing to the Youth Justice needs assessment felt continuity of service provision at these crucial time points could be improved (102).

Young people resident in Cardiff or the Vale of Glamorgan who are in the secure estate outside of their region may experience additional needs. National research on children and

young people placed far from home shows that increasing distance between home and placement is associated with significantly fewer visits from professionals responsible for their care (357). Children far from home feel more lonely and isolated, and in particular, for Welsh children placed in England, they can experience bullying due to their distinct Welsh identity (357). Professional leads identified that family dynamics can be quite different when children and young people transition back home. Children and young people have specific resettlement needs, in terms of reintegration into education, training or employment; and suitable accommodation.

Women

In HMP Eastwood Park, pre-release teams identify accommodation and social inclusion needs, which Commissioned Rehabilitative Services are then able to support to facilitate successful transition from the secure estate to the community. Support is provided for accommodation, education, training, and employment, finance, benefits, and debt management (345). Specialist women's services are provided (345).

Language and communication

There is a lack of data on the number of Welsh-speaking prisoners and staff, nationally (357). The inspection of HMP Cardiff identified the presence of bilingual posters and signs, and some prisoners were learning Welsh, but prisoners were unaware that this may translate into improved employment prospects. The library contained material on Welsh language and culture (332).

Half of survey respondents stated that the care and support received had been sensitive to the individual's culture, however, half disagreed. One respondent stated: "*I would like a gypsy meal at least once a month, you're allowed Ramadan so why not food from my culture.*"

19.3.2   Community
Safety

The 2019 prison inspection identified that HMP Cardiff had stable rates of violence (despite increasing rates of prison violence in other Welsh prisons) (332). Of note, 40% of people in HMP Cardiff were (potential) perpetrators of domestic violence (332).

Communication with community and other services

Cardiff and Vale UHB delivers healthcare services within HMP Cardiff; enabling continuity of care between prison and hospital services. However, not all of the information technology systems are linked. If people in prison are transferred to other health board areas, they will be subject to local protocols which may introduce variability in management (352). COVID-19 vaccinations are recorded on the national Welsh Immunisation System so that accurate records can accompany the person following release or transfer.

19.3.3   Wider determinants of health

Deprivation

Home address data from HMP Cardiff records is not reliable due to high prevalence of homelessness or chaotic lifestyles; a person's address is taken from location of arrest.

Respondents of the survey completed in HMP Cardiff report 57% (n=53) had a job prior to prison; and 43% did not. Just under half of respondents (n=45; 48%) reported they had been able to build skills during their time in HMP Cardiff. Respondents wanted increased availability of courses to help them "*gain a trade*"; "*improve myself*"; find "*meaningful employment*"; and be "*useful in the real world*". Equipment such as laptops were identified as facilitators for doing courses.

"[The] work ready course…really helped with rebuilding my life last time as I got a job through it" – person in HMP Cardiff, focus group

Housing

A 2019 inspection of HMP Cardiff noted that living conditions in the prison had improved since the previous inspection (332). Whilst in prison, the distance from home impacts on visits from family and friends and may therefore have consequences for relationships (as well as risk of reoffending and substance misuse) upon release (357). This will be of particular concern to children and young people, and females, for whom there are no local secure estate facilities. HMP Cardiff offers homework clubs for men which were paused during COVID-19 restrictions. These can be face to face, and virtual provision is possible for men whose family live too far away, or where COVID restrictions prohibit in-person visits.

On average, 200 people are released each month from HMP Cardiff. A 2019 inspection of HMP Cardiff identified that 47% of people had been released without a home to go to, and there was inadequate follow up of individuals following release as to their accommodation (332). Homelessness is known to be linked to reoffending risk (332). The prison inspectorate has raised this concern with HMPPS and Welsh Government (332).

A prisoner pathway operates across Wales for all Welsh prisons, which includes housing as a key component. This requires housing need to be identified after an individual enters custody. Housing needs are included within a personal plan, which also agrees a package of support. Housing requirements are reviewed 7 days pre-release, and again on release day (358). A separate prisoner pathway exists for Welsh women, however, the same process is followed for housing (358).

Cardiff Local Authority have a specialist Prevention prison officer, who assesses homeless applications completed within prison prior to release, and arranges accommodation through the Housing First team, the single person accommodation gateway, or through supported

accommodation or privately rented accommodation (358). In the Vale of Glamorgan, Local Authority Housing staff are notified of prison release, and a resettlement offer is made. The pathway is supported by strong working relationships with Probation (29).

The survey conducted in HMP Cardiff identified that 45% of 96 respondents lived in private rented housing prior to prison; 27% in private (owned/mortgage) housing; and 13% were homeless. Three-quarters of respondents stated they did have a home to go to after prison. Just over half (54%) stated they did not know what support is available to help find housing upon release from prison. Free text responses highlighted concerns around housing being held for people after their release from prison; and imminent homelessness on release. People with no fixed abode were concerned they would end up back in prison, or in hostels with substance misuse problems. Respondents wanted more information and support finding suitable housing.

These findings were echoed in the focus group with HMP Cardiff residents, where people wanted housing and employment to be arranged well in advance of release to reduce anxiety. An address is vital for obtaining employment; a lack of housing means some people reoffend in order to access the security of a prison. A focus group including people who are homeless and had spent time in prison articulated that there was a lack of continuity between the probation service and housing services, leaving ex-offenders with too little support upon release and placing them at risk of homelessness and re-offending. Housing was seen as an essential first step.

"I worry that I won't find a job. All I need is a job and I'll work. But I need a home first – I need an address" – Person in HMP Cardiff, focus group

Focus group participants stated housing and hostels are easier to access (at the time of the focus group, October 2021), but anticipate this will change with societal recovery from COVID-19. Hostels were felt to be of low quality and individuals may be housed with higher-risk offenders; therefore for some, prison cells are preferable. HMP Cardiff have commissioned a Task and Finish group to look at accommodation on release.

Participants explained that some housing requires a reliance on the benefits system such as job seeker's allowance. If housing is secured then working could jeopardise that, and losing housing means homelessness and unemployment, and so ex-offenders often work *"off the books"*.

19.3.4   Unmet needs

Engagement work identified that half of the 96 survey respondents in HMP Cardiff were satisfied with care and support services received. Unmet needs identified include:

- Access to healthcare: Focus group participants stated there was little continuity of care on entry to the prison (e.g., changes made to medications). They wanted increased access to mental health and dental appointments
- Healthy lifestyles: participants wanted more access to sports and exercise facilities, and a wider range of foods (more fresh fruit and vegetables)
- Being heard: only half of survey respondents felt sufficiently involved in decisions made about their care and support. Focus group participants felt they needed to make a "fuss" to be taken seriously, and perceived that those who stay quiet do not get the help they need – there was a view that prisoners needed to learn to play the system
- Facilities: HMP Cardiff should be for short term stays, and so is not designed to offer the wider range of activities and facilities that other prisons have. However, increased lengths of stay means prisoners felt they are missing out

Professional leads have identified the following:
- Access to Primary Care services is challenging at present
- Historical lack of use of "read codes" in prison health services. These underpin management of long term conditions and therefore their lack of use impacts negatively on:
    - provision of safe care in regard to clinical handover and continuity between healthcare practitioners within the prison
    - continuity and transfer of care to other prisons and the community
    - referral to appropriate screening services
  There needs to be a more consistent approach to the correct use of clinical coding
- Increasing demand for trauma-informed services including access to psychology and counselling services
- It is recognised that there is a need to develop nursing skills to better align with needs of people in prison, and to consider the merits of further extended roles within HMP setting

Gaps in knowledge include:
- Data on ethnicity and sexual orientation are not currently routinely collected by HMP Cardiff health services
- Historical lack of recording of "read codes" used by primary care for long term disease management, therefore lack of understanding of burden of disease in HMP Cardiff

19. 4   What are the range and level of services needed?
19.4.1   Prevention and assets
Adverse Childhood Experiences / Trauma-informed approach
The 2018 Prisoner ACE survey was undertaken amongst adults (aged 16-69) in Welsh prisons. High levels of childhood ACEs were identified, with more than 8/10 experiencing 1 ACE, and 46% experiencing 4 or more. One-third had experienced a household member incarcerated. The proportion of people with 4+ ACEs increased with the number of times that individual had been in prison. Those with 4+ ACEs were 4 times more likely to have
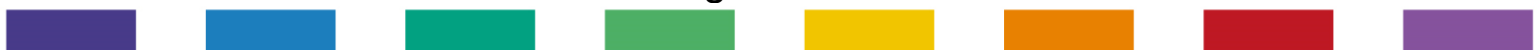
been in a Young Offender Institution. These findings support the potential for trauma-informed interventions to prevent those exposed to ACEs from offending (355).

Children of people in prison will be subject to an ACE; they will require proactive input for provision of protective factors and mitigation of other potential ACEs. Primary prevention of ACEs should take place, such as through strengthening early years support, parenting and family programmes. In addition, promotion of protective factors (such as a trusted adult relationship during childhood) should take place (355).

Youth Services and Youth Justice

A 2019 UK parliament report 'Serious youth violence' (359) highlighted the "*very strong evidence*" of the association between deprivation and vulnerability to serious youth violence including knife crime. Needs identified include:

- A "public health" approach to address the root causes of violence (for example, to mitigate ACEs which have been associated with increased lifetime risk of incarceration)
- Increased wraparound support to prevent school exclusion; and for those excluded, increased social, educational, and emotional support
- Safe spaces to reduce exposure to violence and grooming; with support from youth workers ("*adults have created unsafe spaces for children*") (359)

The All-Party Parliamentary Group on Knife Crime & Violence Reduction published their report 'Securing a brighter future: The role of youth services in tackling knife crime' in 2020, following an increasing trend in knife crime in England and Wales, as well as more young people carrying weapons (of whom a third are reported to have had the weapon used against them) (360). The report identifies that, as most of a child's waking hours are spent outside school, youth services are well placed to offer all children and young people safe spaces. Youth workers "*bring those spaces to life as trusted role models*", as well as diverting young people away from criminal behaviours through facilitating young people to build relationships, learn new skills, and engage in educational and employment activities. Lack of social activities for young people was described by Bernardo's children's charity as "*poverty of hope*", which youth projects could address (360).

A literature review by the Early Intervention Foundation found that interventions involving skill building, counselling, coordinated services, and restorative programmes were most effective to reduce the risk of young offenders reoffending. Skill building programmes can develop problem solving skills, self-control, and conflict resolution which help prevent aggression and anti-social behaviour. Effective universal programmes involved mitigating negating influences, and promoting protective factors (361).

Youth Services are provided across Cardiff and the Vale of Glamorgan for young people aged 11-25, with a focus on supporting young people through a holistic approach to develop personal, social, and educational goals and help young people reach their full potential, whether face to face, or via positive partnership working, and to empower them as individuals. Youth Services are discussed in other chapters of this report, for example, employment support in Chapter 5, 'Children and Young People'. Both Cardiff and the Vale of Glamorgan have been awarded the Bronze Quality Mark for Youth Work in Wales (362)

(363). The 'Youth Work in Wales' report identifies that 4,931 young people aged 11-25 in Cardiff, and 2,225 in the Vale of Glamorgan, were members of the Youth Service in 2019/20 (364).

Both Cardiff and the Vale of Glamorgan offer a diverse range of Youth Services, including open youth clubs, outreach, detached mobile and street-based, alongside school-based and after school clubs, informal and formal learning opportunities (including Agored Cymru, Sweet, the Youth Achievement awards, a variety of courses for post-16 learning to support young people entering education, employment or training), mentoring, and the Duke of Edinburgh Award scheme (362) (363).

The Cardiff Youth Justice needs assessment recommends a life-course approach is needed to prevent, identify and support these health and wellbeing needs, starting before birth and continuing through early years and schooling. Contact with the Youth Justice Service provides an opportunity to offer support (102).

Both the Vale of Glamorgan and Cardiff Youth Offending Services deliver early interventions in the form of Out of Court Disposals alongside Media Academy Cymru, and South Wales Police to divert children and young people who have not offended, and prevent those who have offended, usually for the first time, from re-offending. The most frequent early intervention is Youth Restorative Disposal, which does not attract a criminal record (which would have obvious negative consequences) (29) along with Prevention Programmes.

In 2021, prevention and early intervention accounted for 50% of the Vale of Glamorgan Youth Offending Service caseload (347). The Prevention Team works with community partners to deliver interventions that are strengths-based and responsive to the dynamic risks, needs, safety and wellbeing of children, young people and families within the Vale of Glamorgan. This service offers support around self-esteem, consequential thinking, peer influences, identifying and managing emotions, and constructive activities as well as support to families and communities to continue these pro-social interventions. There are established links to boxing gyms and leisure centres in the Vale of Glamorgan. Restorative Approaches are also undertaken within programmes to reduce re-offending/prevent offending. Young people can engage with Neighbourhood Resolution Panels which are structured restorative conversations, between young people and their victims, facilitated by community volunteers, which can be a very powerful means to prevent offending or reoffending by fostering greater victim empathy and awareness. This is also available in relation to Anti-Social Behaviour interventions and sometimes as part of prevention programmes. Young people also complete reparation direct to the victim or to the community, apology letters and victim awareness work (29).

In Cardiff, the Youth Justice Prevention Service works with children and young people referred due to risk of offending behaviour and provides one-to-one work and case management. Partnership arrangements are key to assisting reintegration of children into mainstream services, for example, diversionary activities through organisations such as Cardiff City Football Club and Step Into Sport, Youth Service, and Sidestep (365).

Healthy behaviours

Exercise opportunities were identified as a source of support, in particular for mental health and well-being in the focus group and surveys. Seventy percent of survey respondents had been exercising during their time in HMP Cardiff, and access to physical activity was entered in several free text opportunities. Difficulties were experienced in accessing the gym during lockdown.

> *"if it wasn't for training I would be in a bad frame of mind and my temper would be different, I did all of it myself"* – Person in HMP Cardiff, focus group

Prevention of homelessness

As previously described, focus groups identified that avoidance of homelessness and preparation for life following release may help reduce the *"revolving door"* and risk of re-offending.

Assets to support well-being

Engagement with people in prison identified the following sources of support:

- **Healthcare**: named members of the healthcare team were positively regarded: *"[healthcare staff] goes above and beyond".* The Dyfodol and 12 steps programmes were helpful.
- **Library:** access to the library was maintained even during COVID-19 restrictions, as prisoners indicated what genres they enjoy and books were selected and brought to them
- **Skills development:** education support and training courses were sources of support

> *"[Healthcare staff] is a God send"* – Person in HMP Cardiff, survey

Professional leads identified that HMP Cardiff offers education, training, and employment opportunities; a resettlement unit enables individuals to undertake work-based courses and offending behaviour programmes. In addition, the significant financial investment in mental health has enabled the formation of a primary mental health team in the prison which has had positive feedback.

19.4.2   Community services

High quality medical care

The principle of *"equivalence of care"* is key when considering healthcare in secure environments. This encompasses the idea that people in prison are *"afforded provision of or access to appropriate services or treatment"* which are *"at least consistent in range and quality with that available to the wider community"* (366). The National Institute for Health

and Care Excellence (NICE) has published guidance on the physical health of people in prison, encompassing health assessments on reception into prison, screening, general health advice, medicines, management of long term conditions, and continuity of healthcare. People should be offered equivalent health checks to those offered in the community, for example, learning disabilities' annual health check, and relevant routine NHS screening programmes (351).

Pharmacy provision

Pharmacy services provide vital functions beyond just medication provision, such as medicines reconciliation, reporting, prescribing and other tasks. The prison has recently had agreement to fund an additional whole time equivalent additional pharmacist, which will enable HMP Cardiff to take forward the recommendations from the Prisons' Inspector, such as pharmacy-led clinics, and medicine use reviews (332).

Operational management

Operational management and administration are the foundation of high quality services. A new operational manager is in place to support administration and operational functions within HMP Cardiff, and therefore support clinicians. They have helped to provide more robust processes including use of capacity, booking procedures, information governance, and technical support for clinical staff. They have been critical in managing COVID response. Welsh Government have provided feedback to HMP Cardiff that the prison is "*exemplar*" (333). The administrative team take on the logistics such as booking hospital appointments and conveying medical instructions prior to the appointment (such as nil by mouth and special diets).

19.4.3   Partnership approach

Agency

Professional leads have identified the lack of agency people in prison experience, from choices around diet and exercise; controlling their environment; and attendance at healthcare appointments is reliant on security staff availability and may also be cancelled if a court appearance is scheduled for the same day. These factors may contribute to both physical and mental health.

For Youth Justice services, there is a focus on a co-created, collaborative, co-ordinated response from services (including Probation, Health, Substance Misuse) to support young people who are resettling from custody, or transitioning from children's to adult services (102) (347). Continuity of care as well as family involvement were identified as important (102).

Planning for release

Feedback from service providers for this report includes that the large majority of prison leavers are identified as not being ready for independent living and requiring supported accommodation provision, due to, for example, substance misuse, mental health needs or severe learning difficulties. Ensuring support is in place during an individual's time in prison, as well as continuing support after release, may additionally facilitate future independent living (358).

The focus group discussed that careers and housing support could be accessed earlier in the sentence to prepare for release. Education and careers services could be integrated so that these could align with job opportunities at the end of the sentence, and prepare for life outside prison to reduce re-offending and the "*revolving door*". Work is planned to ensure men leave with all relevant health information (e.g. active referrals; future hospital appointments) once capacity allows.

19.5   What is likely to happen in the future?

The Ministry of Justice project an increase in number of prisoners aged over 60 in the coming years in England and Wales (352). No disaggregated data for Wales are available, however, between 2020 and 2026, the prison population in England and Wales is projected to increase by 19,465 (from 79,235 to 98,700). There is uncertainty around this projection due to the impact of the recruitment of additional police officers, how the courts will recover from COVID-19, and trends in risk factors for crime (367).

At HMP Cardiff, implementation the recommendations made by the Inquiry into provision of health and social care is a priority (368). Services are offered in line with the principle of equivalence: services cannot be the same in prison as in the community, and provision may exceed what is available in the community, in order to achieve equitable outcomes.

Youth offending services are moving towards trauma-informed service, in line with the Blueprint (343). There are ongoing discussions regarding the development of a secure establishment for women resident in Wales.

19.6   Recommendations

All agencies to:
- Develop a culture of person-centred services, with increased voice for the person in prison
- Adopt an ACE- or trauma-informed approach to support those with ACEs, and reduce the risk of children with ACEs becoming offenders
- Consider the recommendations of the Cardiff Youth Justice Health Needs Assessment (102)

Prison health services to:
- Develop healthcare registers of long term conditions, which will enable appropriate reviews and referrals in line with national best practice
- Primary mental health services to continue to build and develop existing services to manage the increased demand

Cardiff and Vale University Health Board to:
- Develop systems which facilitate the sharing of health information from prison health services to primary and secondary health care providers

Cardiff and the Vale of Glamorgan Local Authorities and housing providers to:

- Strengthen Local Authority housing pathways to plan release from prison and facilitate transition from HMP Cardiff (and other establishments) to community settings
- Provide more suitable housing options which increase the chance of successful reintegration into the community and employment, and reduce the risk of re-offending

20. Asylum Seekers and Refugees

This chapter should be read in conjunction with the following chapters: Children Looked After; Healthy Lifestyles and Long Term Conditions; Physical Disabilities; Adult Mental Health; VAWDASV; Secure Estate

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Recommendations

All agencies to:

- Provide training and ongoing support for all professionals working with asylum seekers, refugees, and undocumented migrants to improve quality of service provision within a trauma informed approach. To include rights, signposting, and access to care, support, and translation services
- Improve data collection; for example, better data coding
- Work towards co-location of health with other services such as mental health, benefits/ accommodation providers/third sector services for those who are most vulnerable, for example, destitute asylum seekers, undocumented migrants and those who moved in and out of the asylum system
- Multi-agency liaison; for example, dispersal linked to health and social services to improve continuity of care and support
- Facilitate integration and community cohesion (369)
    - Identify and build upon local community support for refugees and asylum seekers; which has been successful in other areas (369)
    - Increase awareness amongst asylum seekers and refugees, including children and young people, of the language, culture, and heritage in Wales (369)

Cardiff and the Vale of Glamorgan Local Authorities and housing providers to:

- Encourage landlords to rent to refugees through formal support providers (370)

Cardiff and Vale University Health Board to:

- Consider different models of primary care to overcome known barriers to healthcare, for example, walk in clinics; opportunistic provision of care such as screening, vaccination and contraceptive services for those service users who are the most vulnerable and despite flexibility, would continue to struggle to fit in to the current model of care, for example destitute or failed asylum seekers, undocumented migrants and those who move in and out of the asylum system

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20.1 Overview

The 1951 Geneva Convention defines asylum seekers as people who have left their country due to a *"well-founded fear of being persecuted"*. Refugees are asylum seekers who have

had their application for asylum accepted by the host country (371). The 2017 PNA was written shortly after the largest displacement of people since the Second World War: globally, 1 in 113 people was an asylum seeker, refugee, or internally displaced in 2015 (369). Correspondingly, the numbers of people seeking asylum in the UK peaked at over 32,000 in 2015, and peaked again at nearly 36,000 in 2019 (372).

Policy on immigration and asylum is the responsibility of the UK Government (371). However, core determinants of health, such as health, education, and housing policies are devolved to the Welsh Government (369). Cardiff became a City of Sanctuary in 2014 (373) and Wales is aiming to be the world's first Nation of Sanctuary (374). There is one initial accommodation centre in Wales, in Cardiff, and four dispersal centres (Cardiff, Newport, Swansea, Wrexham) (371).
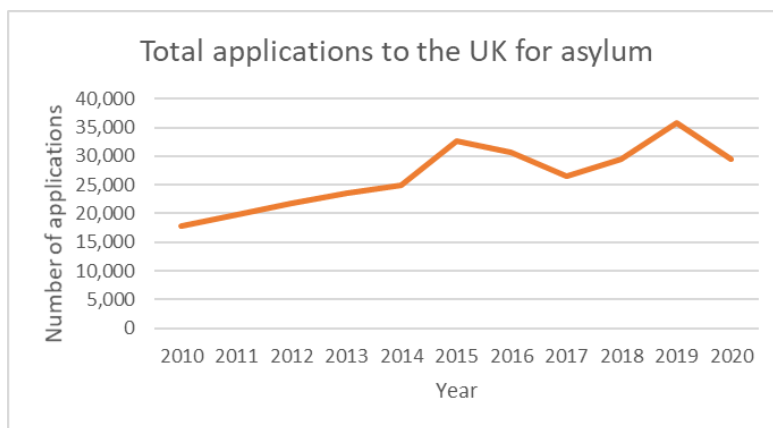
Figure 20.1. Total number of applications to the UK for asylum by year
Source: Home Office (372)

Figures for 2020 are likely to have been impacted by the COVID-19 pandemic, and mitigation measures such as lockdown (375). In 2018, Cardiff had 1,458 asylum seekers living in dispersed accommodation (compared to 957 in Swansea, 571 in Newport, and 162 in Wrexham) (371). Data is available from the Home Office on the number of asylum seekers receiving Section 95 support, which provides financial or accommodation support for asylum seekers who have a claim or appeal pending, or failed asylum seekers with children in their household (376) (Figure 20.2).
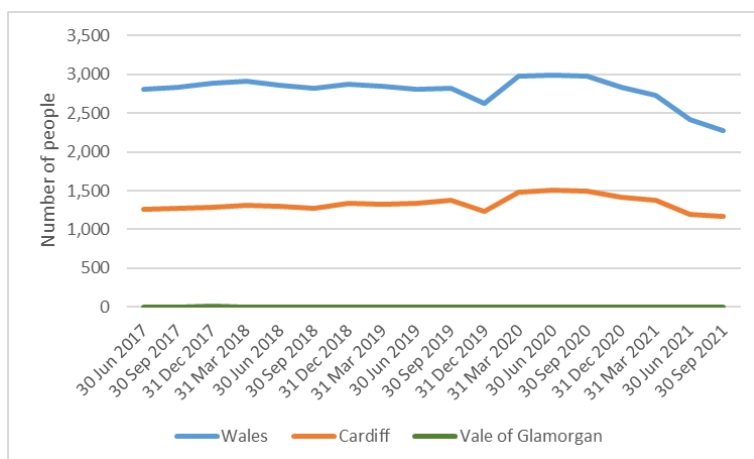
Figure 20.2. The number of people receiving Section 95 support, by local authority.
Source: Home Office (376)

The Syrian Vulnerable Persons Resettlement Scheme commenced in 2015 and has supported 854 refugees throughout all local authority areas in Wales (371). The Welsh Refugee Council supported 294 main applicants with status living in the Cardiff area (377). The Afghan Relocation and Assistance Policy supports individuals who have served British Armed Forces in Afghanistan. By September 2021, at least 230 Afghan individuals have been relocated to Wales (378).

The Home Office publish data on the number of people resettled in the UK through the Vulnerable Persons Resettlement Scheme (which was replaced by the UK Resettlement Scheme in 2021) and the Vulnerable Children's Resettlement Scheme. Note that resettlement activity was paused during quarters two and three of 2020 due to the impact of COVID-19, and recommenced in December 2020.

Table 20.1. Numbers of people resettled through the Vulnerable Persons Resettlement Scheme, UK Resettlement Scheme, and Vulnerable Children's Resettlement Scheme

	2017	2018	2019	2020	2021*
Cardiff	6	25	30	1	17
Vale of Glamorgan	12	27	14	5	8
Wales	268	350	339	49	50
UK	5371	5095	4897	741	1163

*Includes year quarters 1-3 only
Source: Home Office (379)

The largest proportion of applications for asylum in Wales were from Iraq; followed by Iran, Albania, China, and Nigeria in 2020/21 (372). Eritrea, Iran, Pakistan, and Afghanistan have been in the top 10 countries of origin amongst asylum applications to the UK for the last 9 years (375). Just over half of asylum seekers in Wales are male, and most commonly aged 25-34 years (371).

Unaccompanied Asylum Seeking Children (UASC) are treated as Children Looked After, as per the Social Services and Well-being (Wales) Act 2014, and thus placed in foster families or supported living (371). The numbers of UASC have been increasing in Cardiff: from 5 in 2007, to 35 in 2020 (380). In 2018, there were a total (accompanied and unaccompanied) of 105 children seeking asylum in Wales (371).

Information sources
Two focus groups were held for this PNA: one virtual with 5 participants, and one face to face with 7 participants. None of the public survey respondents were an asylum seeker or refugee. Twenty nine of the 131 respondents of the provider's survey provided support to asylum seekers or refugees.

20.2   What has changed since 2017?
20.2.1   Pre-COVID-19

The National Assembly for Wales published an inquiry on refugees and asylum seekers in Wales in April 2017. Entitled 'I used to be someone', the inquiry made 19 recommendations (369). These cover the strategic approach; improving community integration; improving the asylum process experience with a particular focus on housing, education, and employment; ensuring UASC needs are met; and making Wales a "Nation of Sanctuary" (369).
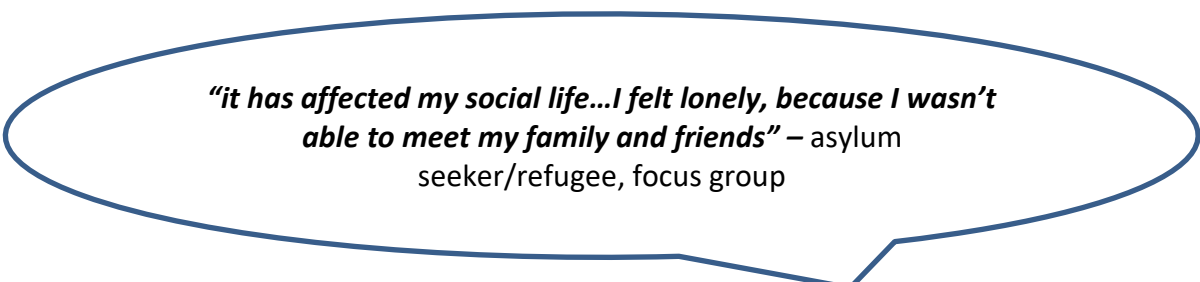
The 2019 Health Experiences of Asylum Seekers and Refugees in Wales (HEAR) study investigated adult asylum seekers and refugees' experiences of health and healthcare, including barriers and facilitators to care, through qualitative methods and a literature review (374).

The Afghan Citizens Resettlement Scheme was launched in 2021, which complemented the existing Afghan Relocation and Assistance Policy (378).

20.2.1   COVID-19

 A study by Doctors of the World and the University of Birmingham in 2021 identified that refugees, asylum seekers, refused asylum seekers, and undocumented migrants experienced worse health, poor housing, and problems accessing healthcare. There was evidence that many of those with insecure immigration status are not registered with a GP, which subsequently reduces access to other NHS services, including COVID-19 vaccination (381). This was corroborated by professional stakeholders who stated that access to the COVID vaccine has been difficult. Vaccine hesitancy is being addressed by faith groups in local communities.

Professional stakeholders have observed a reduction in referrals to their services during COVID-19. This is thought to relate to a lack of people being moved through the system due to COVID-19 restrictions. Focus group participants commented on the reduction in services available with cancelled appointments, for example, in mental health support leading to worsening mental health. Participants did not like virtual appointments but stated it was better than nothing. Social isolation was a real concern, with participants stating "*community has closed down, after COVID*" although technology such as video calls were helpful. The closure of support services such as Oasis made it hard for asylum seekers to find activities to do, and reduced opportunities for peer support. The refugee community and their wider network translated and circulated government information on social media to ensure everyone was up to date – using tools such as WhatsApp.

> *"it has affected my social life…I felt lonely, because I wasn't able to meet my family and friends"* – asylum seeker/refugee, focus group

Respondents of the provider's survey identified increased mental health difficulties, social isolation, and challenges for people to access services. In terms of the impact of COVID-19 on their workforce, the following points were raised: stress and increased workloads, low morale, and isolation.

20.3 What are the care and support needs?

Asylum seekers, refugees, and undocumented migrants have quite varying needs depending on their current situation, and the path that they have taken prior. People arriving through resettlement schemes may have had access to medical care prior to travel; experience community support; and may have English language skills already. Those who have made their own way to Wales may have quite varied reasons for seeking asylum (such as war, sexuality, political beliefs) and journeys (such as human trafficking), and therefore varied care and support needs. Undocumented migrants may have additional needs to overcome fears of approaching formal services.

20.3.1 Individual

Autonomy and control

Asylum seekers, refugees, and undocumented migrants may be isolated as they are separated from support networks, friends and families (371). Focus group participants mostly felt in control of their situation; feeling as though they could put themselves first, and knowing where to go for help. They described uncertainty regarding the future, and a lack of confidence. Applications for asylum may take up to ten years which causes uncertainty and associated mental health concerns. Focus group participants who spoke English said that there were many English courses available to them and that English is easy to learn, making it easier for them to speak for themselves. Note that participant numbers were small and not representative of all asylum seekers and refugees in Cardiff and the Vale of Glamorgan.

Children and Young People

Children and young people seeking asylum may have additional needs. Children may have experienced the death of a parent(s); and may not have contact with any family (371). Those separated or unaccompanied are at increased risk of exploitation (369). Boys as well as girls are known to have experienced sexual assault (369).

Legal advice

Asylum seekers and refugees require access to high quality legal advice; as well as advice on education and employment rights. A pilot programme in England enables refugees with leave to remain access to Jobcentre Advisors to improve move on processes, and aims to reduce homelessness and destitution (369).

Language and communication

There are no local data available on the Welsh language profile of asylum seekers, refugees, and undocumented migrants, although based on data on country of origin, few asylum seekers, if any, are likely to have Welsh language skills. Free Welsh and English language classes for asylum seekers and refugees are provided by Welsh Refugee Council, amongst

other organisations (382). Healthcare service providers have a responsibility to provide interpreters during consultations to ensure care provided is appropriate and culturally sensitive (371). Translation services are required for all interactions, such as with a pharmacy or housing providers. Focus groups identified that interpreters were provided at government offices and at the GP.

Asylum seekers identified a lack of English as a barrier to integration (369) (371) (374) (383). Provision of interpreters is available; however, care must be taken to consider specific characteristics, for example, gender, as the presence of a male interpreter may deter some women from discussing sensitive issues (371). Focus group participants stated there are lots of places to learn English and they found it easy to learn face to face in the college.

"I'm trying to get involved with stuff with the Refugee Council as an interpreter, to help those who haven't had a chance to learn English yet" - Male Asylum Seeker, Ask Cardiff 2018 survey (352)

Language barriers have been identified in the focus group as detrimental to engaging with local peer support networks, whereby the predominant language within the group is neither English nor Welsh. Asylum seekers and refugees have also been inappropriately requested to act as interpreters for family members in hospital.

20.3.2   Community

Healthcare

Professional leads identified that individuals new to the UK may not understand the NHS healthcare system, including how to access the most appropriate service. Expectations of healthcare may vary due to different previous experience of health and illnesses; medical symptoms may be expressed in a manner reflective of culture (371).

People who have left countries with poor medical care and/or undertaken arduous journeys may have medical needs reflective of these (such as injuries; burns; infectious diseases; and poor oral health). Females face additional concerns such as violence against women, domestic abuse, or sexual violence (VAWDASV); exacerbated by non-disclosure (not recognised as VAWDASV; and a lack of awareness of available help) and potentially a reliance to stay with the perpetrator (371). Women may also have obstetric or gynaecological needs related to sexual health and contraception, pregnancy, or female genital mutilation (371). A proportion of males have also experienced sexual violence, and disclosure can be particularly difficult due to cultural differences, perceptions and a deep sense of shame.

Mental health problems amongst asylum seekers and refugees in Wales are particularly prominent due to trauma experienced prior to or during travel (371). Lack of support

structures may deepen these needs. The HEAR study identified that the stress of being an asylum seeker or refugee contributes to poor health (374). Individuals wanted help but did not want to be medicalised. Culturally-sensitive services are needed, with professionals aware of stressors specific to the population group (371) (369). Focus group participants identified uncertainty around the duration of the assessments for residency, and the outcome of the assessment, as a significant worry for the future.

Long term conditions such as hypertension and diabetes are common amongst asylum seekers and refugees in Wales. They often lack access to long term medical intervention (through poor health systems, displacement interrupting care) (371). Continuity of health care is challenging where short notice periods for relocation are given (374).

Professional stakeholders also identified that asylum seekers and refugees may have difficulties navigating access to health care, especially primary care, for example, due to telephone or online booking systems. Other additional needs include longer appointments, consideration of access such as transport – accommodation may not be provided close by healthcare services. Where language barriers exist, provision of translators is essential – individuals take friends and family members if no formal translation services are available (374) and this is both inappropriate and possibly incurs additional costs (e.g., transport). This co-location of services could be provided as a walk in "one stop shop" clinics for those who are most vulnerable.

Hate crime

Hate crimes are underreported. Incidence is in some cases linked to wider discourse such as concerns around immigration raised by voters during the European Union referendum, leading to community tensions (369). Asylum seekers and refugees may have negative prior experiences with police and other officials, and may therefore fear professionals in the UK (384). Hate crime can have a significant impact on mental health (384).

20.3.3   Wider determinants of health

Deprivation

The Socio-Economic Duty states there is "*no requirement for bodies to consider inequalities experienced by those persons subject to immigration control*" (385). However, asylum seekers and refugees are at high risk of becoming destitute (369). Asylum seekers receive "Section 95 support" which is £36.95 a week, and are not allowed to work (369). As such, asylum seekers, refugees, and undocumented migrants are vulnerable to exploitation including for activities which put them at increased health risks (371). Some third sector organisations such as the Red Cross provide financial support for asylum seekers and refugees who are destitute or at risk (370).

Financial barriers were prominent in focus group discussions, regarding access to care and support services, as well as leisure and community activities. Participants in the focus groups described feeling a lack of confidence as a barrier to seeking employment; another participant's main worry was not being able to find a job to pay their bills. The HEAR study

identified out of pocket expenses such as travel and childcare as a structural barrier to accessing services (374).

Education and employment

Asylum seeking children are enrolled into schools. Refugees wish to access education and employment – and such opportunities were discussed as assets. Asylum seekers are not permitted to work, yet expressed a desire for employment. Facilitators include language classes, accreditation of existing qualifications and job-specific support (such as that provided by Wales Asylum Seeking and Refugee Doctors Group) (369), and childcare.

Focus group participants explained a clear desire to integrate further into the community; and a feeling that they were being ignored in respect to present labour market shortages.

Housing

Accommodation is managed through UK government, however, housing standards are a devolved issue and can be enforced by local authorities (369). The Welsh Government inquiry identified that housing is not adequate for people's needs; and that this in part was due to a complex relationship between Welsh Government, the UK Home Office, and local authorities which all have differing responsibilities (369). Asylum seekers are reluctant to complain for fear of negative consequences on their application (369).

Professional stakeholders advised that not all asylum seekers and refugees will require housing support; however, those that do have variation in needs: UASC need foster placements, adults may be placed in Houses of Multiple Occupancy (HMOs), additional needs such as disabilities and suitable adaptations need to be taken into account. Single vulnerable refugee males are provided accommodation, but there is no equivalent for females. The YMCA has accommodation for single homeless people; this is followed up by a move-on scheme. Available accommodation appeared to be insufficient to meet demand when assessed in Wales in 2019 (370).

Poor finances and lack of employment are a barrier to housing. Many landlords in the private rented sector do not rent to refugees or those who are unemployed (369) (370); furthermore, the requirement for a deposit and rent in advance mean this is often not feasible (369). Asylum seekers have expressed a desire to work as well, but are not permitted to undertake paid employment. Note that across Europe, the right to work is variable with some countries permitting immediate right to work and others conferring rights after the passage of a set period of time if no decision has been made on the asylum application (386).

Asylum seekers granted refugee status are given a 28-day move-on period, which has been identified as challenging for people to obtain a National Insurance number, find employment or apply for benefits, and find housing (369) (370).

Asylum seekers and refugees who are victims of VAWDASV may be unable to leave their accommodation if the perpetrator is the lead applicant on a claim. Although there are protocols in managing these situations, this still presents a challenge, and is reliant on

disclosure by the victim, which in itself is subject to many barriers such as a lack of recognition, or fear of services (371).

Focus group participants identified overcrowding, a lack of adaptations for the individual's needs (such as for children, or disabilities), and a lack of consideration of the impact of health concerns of other HMO occupants on others. The state of housing was stated to be negatively affecting mental health. Another individual was concerned that they had not heard from the Home Office and that this would impact their progression in life. They were currently homeless, and needed a home to find a job and partner; but their lack of documents was a barrier to finding accommodation.

20.3.4   Unmet needs

Professional stakeholders identified gaps in healthcare services, and a lack of accessible primary care services for asylum seekers and refugees. Difficulty navigating the NHS was identified, with very little information and no organisation specifically to help asylum seekers/refugees to access healthcare. Often asylum seekers and refugees struggle to access primary care and are sent to the Emergency Department. Barriers to primary care include booking systems, lack of translation available at frontline reception, and IT poverty. The level of complexity with regards to physical and mental health along with socio-economic complexity makes the 10-20 minute appointment length inadequate. Dental care was hard to navigate and access. Access to appropriate mental health services was a particular concern given the trauma that many of these individuals have witnessed or experienced.

Professional leads identified that undocumented migrants may miss key healthcare support such as screening, as might asylum seekers or refugees who do not attend their Cardiff and Vale Health Inclusion Service (CAVHIS) screening appointment, are moved on, and then register with a GP practice. It is difficult to quantify how many people this may affect as this information is not collected. It should be noted that CAVHIS offers screening to all asylum seekers referred to them by the Home Office.

Focus group participants observed the following gaps in services:
- Lack of childcare which hinders ability to attend support groups
- Long waiting lists for services such as mental health support and housing repairs, and slow systems with unclear pathways
- Unable to access education or employment due to a lack of money and transport
- Language barriers: where peer support is provided in languages other than English and Welsh – for example, Arabic or Sudanese
- Lack of understanding of how to access and use NHS services

Data are lacking within a number of areas including a comprehensive understanding on the background and health needs for asylum seekers and refugees (371) (374); this also includes a lack of knowledge on vaccine uptake amongst asylum seekers and refugees. Initial steps to remedy this could include improved data coding. Little is known regarding undocumented migrants. Improved data is required around accommodation needs, for example, the

numbers of people given leave to remain (370); and the number of people destitute or at risk of destitution (369).

20. 4 What are the range and level of services needed?

20.4.1 Prevention and assets

The 2017 PNA noted the need for training and awareness of asylum status and migration patterns for statutory and third sector partners (159). This is an ongoing need, especially as the context changes with additional resettlement schemes; changing services; and staff turnover.

Vaccination and long term condition management can prevent health conditions arising or worsening. Screening and management of diseases known to be prevalent in the country of origin or along an individual's journey will prevent both their worsening health as well as onward transmission to others.

Prevention of destitution is vital to prevent further mental and physical ill-health. This includes provision of advice regarding benefits, employment and housing (369). One of the focus group participants was recently released from prison and was unable to access support services or Immigration due to a lack of documents including ID. They are therefore homeless and sleeping rough and risks returning to drug dealing to secure an income.

Assets

"There is lots of support here. The Welsh are very friendly" –
asylum seeker/refugee, focus group

Asylum seekers and refugees identified a number of assets that supported their well-being. Family, friends and neighbours were helpful: "*my neighbours used to leave food at the door for me during COVID and then call and ask if he needs anything else*". Third sector organisations such as Oasis, Community Care & Wellbeing Service (CCAWS), Sight Loss Cymru, and Red Cross were positively described: "*it is a good place to integrate with Welsh society*"; "*Thank God [the befriender] is here for me and doesn't have an expiry date I'm blessed to have her*". Local support groups such as the lesbian support group, well-being support groups, asylum seeker support groups (387), as well as churches and mosques: "*I go to the nearby mosque and it makes me feel good and happy*", and leisure access such as the gym were appreciated. Access to education (including English language classes) was identified by focus group participants, and professionals identified Cardiff and Vale College as an asset. Participants enjoyed their volunteering opportunities; professionals identified Into Work services as supportive for refugees (note that asylum seekers are not permitted to work).

Healthcare services including primary care and counselling were considered sources of support. CAVHIS has been identified by research in Wales as an asset, through provision of health screening, signposting, healthcare including maternity and child health (371) (374). Maternity services are particularly praised (371). Access to the NHS is important; while focus group participants feel it is often complex and slow, having access to a GP is unlike any other country. It is "*the best thing I have here*".

Professional leads recognised that not everything that matters to people is immediately available, and may not be until residency is secured.

20.4.2   Community services

Healthcare services

Healthcare systems must meet the medical needs of their patients, for example, providing blood-borne virus, tuberculosis, and parasite screening. Focus groups articulated the need for access to dentists. Appointments should be flexible to accommodate the needs of asylum seekers and refugees – allowing time for translation and to explore the complexity of health needs (371). Consultations should be culturally sensitive, for example, females may prefer a female GP to discuss sexual health (371). Drop-in services were mentioned by focus group participants as desirable. Focus groups discussed that healthcare felt as though it was offered at critical points, rather than as an intervention service.

Mental health problems – with origins prior to seeking asylum, during the process, or following arrival in the UK – is a prominent need with regards to the appropriate tier of provision. Many service users suffer with symptoms of traumatic stress as a normal reaction to experiencing or witnessing trauma. There is a need for a robust system which delivers psychoeducation and training or advice with regards to grounding and stabilisation techniques for the service user without medicalising a normal response to trauma. Focus group participants discussed the need for bereavement support groups, including for the loss of children. Respondents of the provider survey identified that education on use of the NHS would be helpful.

Support networks

Understanding the individual's social network (e.g., friends and family; local faith or sports groups; education or employment opportunities) enables support providers to promote physical and mental health (371). Consideration of the person in their wider context is crucial: for example, through provision of childcare, disability support groups. Financial and transport barriers were mentioned throughout the focus group; these must be considered as determinants of access to services.

Services where people can build peer networks, be supported with the complexities of accessing services, and where activities can break isolation is critical. Asylum seekers wish for an organisation to link with the Home Office to support applications, and speed up the process.

20.4.3 Partnership approach

Cultural understanding
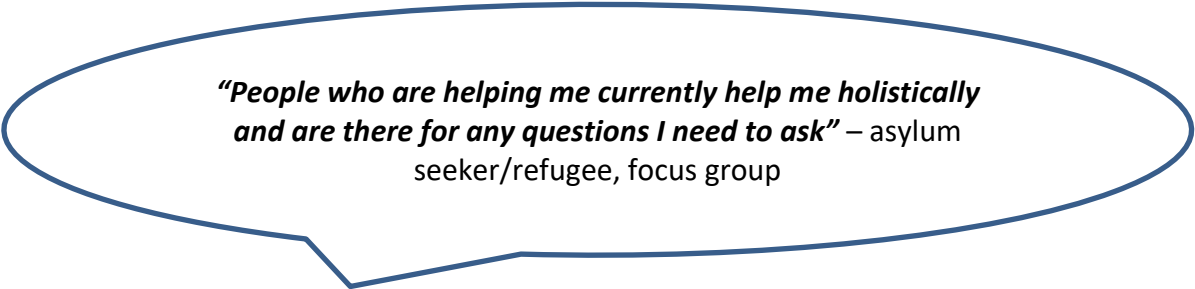
HEAR identify cultural understanding as critical (374). Focus group participants were fearful of data being shared with the Home Office. There was a resistance from participants to criticise, which is presumed to be in part given the fact that their residency and future is seen to be in remit of statutory decision makers. Equally when trying to make any comparison with past experiences within countries of origin, the group were reluctant to highlight that there was anything they missed. This would be linked to the psychological links to re-iterating the need for asylum linked to safety / well-being. Services provided should not only be mindful of this, but proactively address and overcome people's fears.

Systems working

Services must be joined up. Asylum seekers and refugees may feel disempowered; lack understanding of care and support services; suffer language, financial, and other barriers; be fearful of officials; and are therefore vulnerable within the community. Ensuring services are aligned; can proactively identify needs; and can signpost to other services is key. For example, building on the current requirement that housing providers should signpost individuals to CAVHIS for initial health screening (369). Signposting to voluntary or work opportunities should be included within this; professionals, focus group participants, and the literature all emphasise the importance of employment on physical, mental, and financial health (388).

The HEAR study identified that healthcare professionals needed improved knowledge to meet the needs of asylum seekers and refugees, encompassing medical care, but also legal and social considerations (374) (388). The development of "champions" to advocate for asylum seekers and refugees' needs and rights could be one way of achieving this, including help-seeking behaviours (374). All agencies providing services for asylum seekers and refugees must be able to combat misunderstandings, for example, preconceptions that photo identification is required to receive services. Professional stakeholders identified the need to provide an environment where stigma and fear can be overcome.

Services should provide information for asylum seekers and refugees on how to access healthcare (including out of hours and specialist services) and navigate services (388). Those refused refugee status are entitled to free healthcare, but may be reluctant to contact services (388) (389). HEAR reports that 94% of 201 asylum seekers and refugees were registered with a GP, but one in four did not know how to access emergency services via 999 (389).

> *"People who are helping me currently help me holistically and are there for any questions I need to ask"* – asylum seeker/refugee, focus group

Access to transport underpins access to all services and assets – currently this is compromised by lack of finances or lack of reliability (369).

Sustainability of services

Focus group participants were concerned regarding the sustainability of third sector organisations due to the reliance on voluntary funding. Ensuring needed and valued services can continue to operate, and communication of this will inspire confidence in service users, and reduce their anxiety that support structures might be taken away; "*the connection to the community will be broken*".

20.5   What is likely to happen in the future?

The UK Government have consulted on their New Plan for Immigration policy (390), which will likely impact on asylum seekers, refugees, and undocumented migrants in Cardiff and the Vale of Glamorgan.

20.6   Recommendations

All agencies to:

- Provide training and ongoing support for all professionals working with asylum seekers, refugees, and undocumented migrants to improve quality of service provision within a trauma informed approach. To include rights, signposting, and access to care, support, and translation services
- Improve data collection; for example, better data coding
- Work towards co-location of health with other services such as mental health, benefits/ accommodation providers/third sector services for those who are most vulnerable, for example, destitute asylum seekers, undocumented migrants and those who moved in and out of the asylum system
- Multi-agency liaison; for example, dispersal linked to health and social services to improve continuity of care and support
- Facilitate integration and community cohesion (369)
  - Identify and build upon local community support for refugees and asylum seekers; which has been successful in other areas (369)
  - Increase awareness amongst asylum seekers and refugees, including children and young people, of the language, culture, and heritage in Wales (369)

Cardiff and the Vale of Glamorgan Local Authorities and housing providers to:

- Encourage landlords to rent to refugees through formal support providers (370)

Cardiff and Vale University Health Board to:

- Consider different models of primary care to overcome known barriers to healthcare, for example, walk in clinics; opportunistic provision of care such as screening, vaccination and contraceptive services for those service users who are the most vulnerable and despite flexibility, would continue to struggle to fit in to the current model of care, for example destitute or failed asylum seekers, undocumented migrants and those who move in and out of the asylum system

21. Armed Forces Service Leavers (Veterans)

This chapter should be read in conjunction with the following chapters: Older People; Healthy Lifestyles and Long Term Conditions; Physical Disability; Adult Mental Health; Secure Estate; Substance Misuse

Recommendations

All agencies to:
- Consider the needs of veteran families, including children, of current and former armed forces service personnel

Ministry of Defence/ Armed Forces and Cardiff and the Vale of Glamorgan Local Authorities to:
- Develop clearer pathways for veterans to support the transition into civilian life
- Consider development of a veterans ID card to give priority status to certain public services

Cardiff and Vale University Health Board to:
- Await the outcome of the all Wales review into the Royal College of GPs' Veterans Friendly Practice accreditation programme and consider the recommendations
- Increase healthcare professionals' understanding of veterans' needs and priority status through, for example, Welsh Government promotional material designed for Primary Care (391), and continuing to strengthen links between healthcare staff and the Armed Forces Champions

21.1   Overview

The Ministry of Defence (MoD) defines a veteran as "*anyone who has served for at least one day in Her Majesty's Armed Forces (Regular or Reserve) or Merchant Mariners who have seen duty on legally defined military operations*". A "*service leaver*" is someone who is in transition from or has ceased to be a member of HM Armed Forces (392). The term veteran is not necessarily something that all service leavers relate to for a number of reasons (length of their service, their age, or associating the term with involvement in World Wars), and therefore this could exclude them from accessing support and services that they are entitled to (393). For the purposes of this PNA, this chapter will refer to veterans.

There are currently no official figures available on the number of military veterans in the UK, but the latest estimation from the Ministry of Defence, using ONS data, is that there were 140,000 veterans in Wales in 2017 (5% of the total population) (394). Veterans are estimated to be predominantly white (99%), male (89%) and/or aged 65 and over (60%) (Figure 21.1).
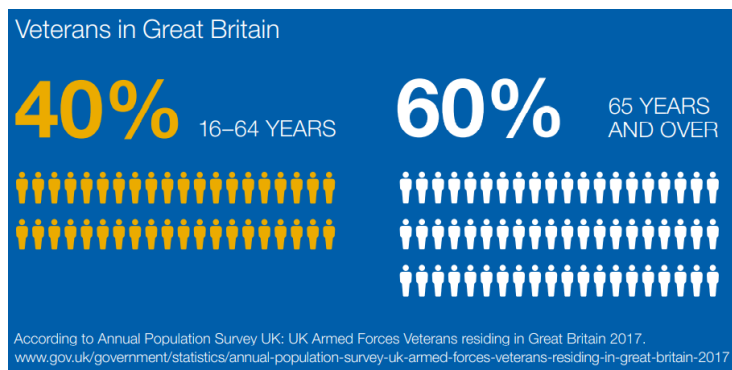
Figure 21.1 Age profile of veterans in Great Britain. Source: Annual Population Survey UK: UK armed forces Veterans residing in Great Britain 2017 (394).

As of March 2021, there were 2,689 veterans in Cardiff and the Vale of Glamorgan in receipt of a pension or compensation (395) under the Armed Forces Pension Scheme, War Pension Scheme or the Armed Forces Compensation Scheme (approximately 0.5% of the total population). Of recipients, 1,274 were in Cardiff, and 1,415 in the Vale of Glamorgan. However, there are many veterans who are not in receipt of a pension or compensation, so this figure is not a truly accurate representation of the number of veterans.

Cardiff and Vale University Health Board data recorded a total of 2,406 veterans registered with GP practices in 2021/22 (approximately 0.45% of the total GP registered population). This data is gathered using Audit Plus from "read codes" entered into the patients GP record. This information is shared on all Wales basis via the Primary Care Information Portal. This data is dependent upon a veteran providing their status when they register with a GP practice, so again will not be a true reflection of numbers as many veterans either have not declared their status when registering with a practice, or are not registered with a practice. Patients who have been registered with a practice for many years may also not be captured.

An estimation of veteran numbers by the Public Health Wales Observatory using ONS data and prevalence estimates from the Royal British Legion put the number for Cardiff and the Vale of Glamorgan area at around 20,330 veterans in 2020 (Figure 21.2).

Estimated veteran population*, all persons aged 16 and over, Cardiff and Vale UHB and local authorities, 2020

	Age group (Sum of the male and female tables)								Total
	16-24	25-34	35-44	45-54	55-64	65-74	75-84	85+	16+
Vale of Glamorgan	90	200	430	870	980	1130	1470	1150	6330
Cardiff	410	810	1220	2050	2150	2020	2800	2540	14000
Cardiff and Vale UHB	510	1010	1650	2920	3130	3150	4270	3680	20330
Wales	**2630**	**5200**	**9980**	**20640**	**23210**	**27480**	**35980**	**28660**	**153790**

Produced by Public Health Wales Observatory, using MYE (ONS) and prevalence estimates from the Royal British Legion

*Estimated population rounded to the nearest 10

Figure 21.2 Estimated veteran population Cardiff and Vale UHB and local authorities, 2020. Source: Public Health Wales Observatory, using MYE (ONS) and prevalence estimates from the Royal British Legion

Engagement

A total of six veterans attended one of two focus groups, and amongst respondents of the public survey who answered the question, 6.3% stated they are a member or a veteran of the armed forces (28 respondents). This is not representative of the population of veterans of Cardiff and the Vale of Glamorgan. Twenty two of 131 respondents of the provider's survey provided support to veterans.

21.2   What has changed since 2017?

21.2.1   Pre-COVID-19

In 2018, the UK-wide Strategy for Veterans was published (396). In Wales, a Veterans' Scoping Exercise was undertaken to inform the strategy, which identified how services are being delivered, gaps in service provision and improvements that could be made. A delivery plan was developed highlighting key actions to address the gaps in service provision raised during the scoping exercise (397). Actions have included additional funding for Veterans NHS Wales to support mental health treatment, investment into health services, tackling loneliness and isolation, and to raise the profile of the needs of children of service personnel. The Supporting Service Children in Education Cymru, is a Welsh Local Government Association programme funded by Welsh Government since 2019. Veterans who have been in service within the last two years can access this programme to support their children.

Tros Gynnal Plant (TGP) Cymru, a third sector organisation based in Wales focusing on children, young people and families, collaborated with Veterans' NHS Wales on a three-year trial of a newly-developed service, the Restorative Approach Veterans Family Service (RAFVS), which was funded by Forces in Mind Trust. The trial provided community based mental health support service for ex-Service personnel and their families from Cardiff and the Vale of Glamorgan, who have a service-related mental health problem (398). Evaluation findings were published in December 2021, and show the RAFVS helped families to develop more positive relationships, leading to improved family communication, understanding, and empathy (399).

The Veterans' Trauma Network Wales (VTN Wales) was established in 2019 to provide a central service to support veterans with complex physical health needs, healthcare professionals and the third sector with advice on referral pathways, and can help with accessing appropriate funding if necessary. VTN Wales was initially hosted by Cardiff and Vale UHB, and in January 2021 was transferred to the South Wales Trauma Network's Operational Delivery Network, hosted by Swansea Bay University Health Board.

The UK Government is introducing new legislation, as part of the Armed Forces Bill 2021, to further incorporate the Armed Forces Covenant into law, by bringing in a cross-UK duty to have due regard to the principles of the Covenant on public bodies in healthcare, housing and education. It is expected that the Bill will reach Royal Assent by late 2021, and enter into force in mid-2022.

The NHS has worked to raise awareness of veterans' needs with GPs and provided quicker access to the Veterans' NHS Wales service. Cardiff and Vale UHB remains strongly committed to deliver the Armed Forces Covenant and as a gold rated employer has sponsored an award at the 2019 and 2021 Wales' armed forces awards ceremony, to honour individuals who have strived to deliver care and support for veterans.

Veterans' NHS Wales has received 5,150 referrals since it launched in 2010 and has seen a year on year increase in referrals (400). The majority of veterans in 2019/20 presented with post-traumatic stress symptoms due to military trauma (72.7%), with depression and anxiety also common.

The Veterans' Advice Service is funded through the Armed Forces Covenant and provides support to veterans as a first point of contact for a wide range of concerns such as housing, finances and well-being. Veterans Advice Mentors are in post in both Cardiff and the Vale of Glamorgan, since 2017 and 2019 respectively. An Armed Forces Liaison Officer for Cardiff and the Vale is funded by Welsh Government and is responsible for raising awareness of issues affecting the Armed Forces community.

21.2.1   COVID-19

Around half (13) of the veterans responding to the PNA survey felt their health had worsened a little or a lot since March 2020. Referrals to Veterans' NHS Wales were lower than expected between October 2020 and March 2021 compared to the same period the previous year. During 2020, there was an increase in calls to the veterans' advice services in Cardiff and Vale due to impact of social isolation during lockdowns. This has continued into 2021. Social isolation continues to be a key issue for veterans. A participant in the focus group recognised that being in personal touch was extremely important to veterans during lockdowns:

"Personal endeavour has made all the difference to some veterans – where key individuals in support services have made all efforts to stay in touch through phone calls, emails, visits and organising get-togethers whenever they have been possible – providing transport too" – veteran, focus group

21.3   What are the care and support needs?

21.3.1   Individual

Health needs

Mental health is a primary need for veterans. Together for Mental Health is the Welsh Government 10 year strategy to improve mental health and well-being (401). It includes plans to ensure mental health services for veterans are sustainable and able to meet needs in a timely manner and support for veterans is a priority. Veterans' physical health also interconnects with their mental and social well-being, such as the increased prevalence of mental health disorders in veterans with a physical impairment and the association of homelessness with physical disability and poor health status and substance use (402). Veterans have higher incidence of dual diagnosis of mental health and substance misuse disorders (403).

Families and children

Family members, including children, who are not serving personnel may have additional needs as a result of the impact of the lifestyle associated with the armed forces. Supporting Service Children in Education Wales (SSCE Cymru) conducted engagement work with children of service personnel, and identified positive and negative impacts around moving house; making new friends; changing schools; and living abroad. Parents being deployed was a source of negative emotions including worry that their parent(s) might be hurt, and missing their parent(s) (48). A Welsh Government consultation with veterans identified that a lack of support for families was a gap in services, in particular around families' access to healthcare (including mental health services), a lack of knowledge around the impact of service life on spouses, and accommodation and connection to the community (391).

Language and communication

No data are available on the Welsh language profile of the veteran population in Cardiff and the Vale. Veterans' NHS Wales ask all individuals at assessment would they like the interview in Welsh or English. No requests for Welsh interviews have been received in Cardiff and the Vale.

21.3.2   Community

Access to healthcare

The Welsh Government response to taking forward the strategy for veterans identified through consultation a number of key themes, and accessing healthcare featured strongly in the consultation feedback (397). The themes have also been reflected through focus groups and surveys with professionals working with veterans in Cardiff and Vale.

- Better information needed around veterans needs to help inform services
- A need for better understanding of priority treatment status by healthcare providers, including GPs
- A "flagging up" system of veteran status needed for healthcare services
- Veterans reported difficulty accessing mental health services in the NHS, though Veterans NHS Wales is perceived to be providing a good service
- Mental health support should include families

21.3.3   Wider determinants of health

Deprivation

Veterans with mental health difficulties were seen to be more likely to live in areas of the UK with higher deprivation levels, amongst those who sought support from Combat Stress in a 2017 study (404). Veterans living in areas of higher deprivation are more likely to be experiencing poor lifestyle behaviours such as excess alcohol consumption and smoking. It should be noted that, amongst the general population in Wales, increased deprivation is associated with increased smoking, but conversely, a higher proportion of people in the least deprived areas drink above Welsh Government guidelines compared to people in the most deprived areas (165) (see also chapter 9, Health and Long Term Conditions). A UK study of male veterans who had served in Iraq of Afghanistan reported significantly higher prevalence of alcohol misuse than non-veterans (405).

Research with over 3,000 veterans in a longitudinal cohort study found that veteran hardship was mostly associated with factors linked to socio-economic status: age, education, and childhood adversity (406). Younger service leavers in particular were at higher risk of alcohol misuse and of unemployment and financial hardship.

Housing

Having access to suitable affordable accommodation when leaving the Armed Forces is crucial to enable personnel to transition successfully (407). Welsh Government is committed to ensuring that housing provision meets the needs of veterans, and veterans do have exemption from some of the qualification criteria for social housing such as having to have local connections. Housing was identified as the key need for veterans at the annual all-Wales Armed Forces conference in October 2021. Service providers identified that often veterans seeking accommodation are single and male, and it can be a challenge to find suitable accommodation immediately, meaning sometime temporary accommodation is the best option when first leaving the Armed Forces. Homelessness can be an issue for some veterans, who often seek support from the Veterans' Advice Service.

21.3.4 Unmet needs

The focus groups carried out with veterans identified the following gaps:

- Access to activities, social events and medical care have all been severely impacted by the pandemic
- Veterans' NHS Wales was recognised as providing an excellent service, but there can be long waiting times for treatment
- Respite is generally a big problem for carers which was exacerbated through the pandemic and continues to be a source of emotional and practical issues.
- Some veterans with dementia have failed to get the medical support needed – a particular problem being access to GPs with long telephone waits, lack of face to face consultations and home visits. They have also been adversely affected by the lack of social interaction and stimulation.

Gaps in knowledge and understanding were identified as follows:

- Further research needed into health needs for veterans in Cardiff and Vale, and particularly around mental health, alcohol and substance misuse
- Lack of data on the numbers of veterans
- Lack of information about the number of veterans currently registered with GP practices if they have not disclosed status

21. 4 What are the range and level of services needed?

21.4.1 Prevention and assets

The 2017 Population Needs Assessment identified the need to:

- Increase knowledge and resilience of families to support veterans and prevent family breakdown
- Increase awareness among mainstream services of veterans' needs

These are ongoing needs, and there is also a need to support veterans with health behaviours such as alcohol, substance misuse, and gambling. Enabling veterans to develop and maintain healthy behaviours such as physical activity once they leave the armed forces can require them needing to find new motivators other than needing to be fit for their job. Often the priority when leaving the forces is employment and housing, not physical health.

Assets to support well-being

Veterans identified a number of assets to support their well-being. These included family, friends, and neighbours: "*speak to friends on the phone, have my wife as a full-time carer*". Third sector organisations were seen as helpful: "*charities such as Woody's Lodge seem to be taking on the burden of assisting veterans and emergency service workers rather than other official bodies*". Cardiff and Vale Action for Mental Health (CAVAMH) was also supportive.

Organisations and clubs dedicated to veterans were named, including Veterans Advice Officers in local authorities, Veterans Mental Health Support Group (run by Nexus and Cardiff and Vale Action for Mental Health), NHS services such as Veterans' NHS Wales

("*provides an excellent service for veterans with Post Traumatic Stress Disorder although demand tends to challenge its resources*"), and the Armed Forces Forum. Third sector organisations providing specific support for veterans, such as Blind Veterans UK were helpful. Third sector organisations providing support for long term conditions such as the Forget Me Not Chorus were identified as helpful for veterans with dementia. Named members of the Council were identified as very supportive: *"[named individual] also provides an excellent service in support of veterans' welfare".* Similarly, "*personal endeavour has made all the difference*" – key individuals in support services have made efforts to remain in contact with service users and overcome barriers to support provision (such as transport provision), which has been well received.

Professional leads have identified the Armed Forces Covenant as an asset. Each local authority in Wales has an Armed Forces Champion, who acts as a single point of contact and is able to advocate for those in the Armed Forces Community (408).

21.4.2 Community services
The focus group identified that veterans need their own support services to enable them to lead good lives – this is being currently provided very competently by the third sector. Services should provide easy to access medical care and Doctor's appointments.

21.4.3 Partnership approach
Transition support
When personnel leave the armed forces, whilst most make a successful transition, for other the transition into civilian life can be difficult (409). Preparation for leaving and having good support in place is key. Professionals working with veterans highlighted that some veterans do not know where to go to access services such as housing support, employment support, financial advice, and gain access to NHS healthcare provision such as primary care.

21.5 What is likely to happen in the future?
In 2016 the veteran population in the UK was estimated to be around 5% of all household residents aged 16 and over, and this is projected to decrease year on year to 2-3% by 2028 (410). Public Health Wales Observatory estimates there will be around 12,500 veterans in Cardiff and Vale by 2030 (Figure 21.3).

Figure 21.4 illustrates the expected demographics of veterans in the UK in 2028. Just under half of all veterans will be of working age (aged 16-64), and every ten out of 80 veterans will be female.

A Veterans Commissioner for Wales will be appointed in 2022, as part of the Veterans' Strategy Action Plan. The Commissioner will improve support for armed forces service leavers in Wales, and, through being an independent voice, advocate for veterans' needs. Veterans Commissioners have already been successful in their role in Scotland and Northern Ireland (411).

Estimated veteran population*, all persons aged 16 and over, Cardiff and Vale UHB and local authorities, 2030

	Age group (Sum of the male and female tables)								Total
	16-24	25-34	35-44	45-54	55-64	65-74	75-84	85+	16+
Vale of Glamorgan	90	200	210	500	770	920	620	510	3840
Cardiff	410	810	610	1180	1670	1670	1210	1140	8710
Cardiff and Vale UHB	510	1010	830	1680	2440	2610	1830	1650	12550
Wales	**2630**	**5200**	**4950**	**11850**	**18080**	**22812**	**15216**	**12850**	**93590**

Produced by Public Health Wales Observatory, using MYE (ONS) and prevalence estimates from the Royal British Legion

*Estimated population rounded to the nearest 10

Figure 21.3 Estimated veteran population Cardiff and Vale UHB and local authorities, 2030. Source: Public Health Wales Observatory, using Mid-Year Estimates (Office for National Statistics) and prevalence estimates from the Royal British Legion

Figure 21.4. Population projections: UK Armed Forces Veterans residing in Great Britain, 2016 to 2028 (410)

21.6 Recommendations

All agencies to:

- Consider the needs of veteran families, including children, of current and former armed forces service personnel

Ministry of Defence/ Armed Forces and Cardiff and the Vale of Glamorgan Local Authorities to:

- Develop clearer pathways for veterans to support the transition into civilian life
- Consider development of a veterans ID card to give priority status to certain public services

Cardiff and Vale University Health Board to:

- Await the outcome of the all Wales review into the Royal College of GPs' Veterans Friendly Practice accreditation programme and consider the recommendations
- Increase healthcare professionals' understanding of veterans' needs and priority status through, for example, Welsh Government promotional material designed for Primary Care (391), and continuing to strengthen links between healthcare staff and the Armed Forces Champions

22. Appendix

Alignment of the National Outcomes Framework with the Regional Outcomes Framework

Regional Outcome Framework	National Outcomes Framework
Increasing time for people to live their lives	• Securing rights and entitlements and control over day to day life • Physical and mental health and emotional wellbeing
Increased living well in their own home and community	• Suitability of living accommodation • Physical and mental health and emotional wellbeing • Domestic, family and personal relationships • Social and economic wellbeing
Improved environment that enables people's choices	• Securing rights and entitlements and control over day to day life • Protection from abuse and neglect
More empowered workforce	• Securing rights and entitlements and control over day to day life
Better start for children and young people	• Physical and mental health and emotional wellbeing • Physical, intelligential, emotional, and social behavioural development • Protection from abuse and neglect • Education, training and recreation • Social and economic wellbeing • Suitability of living accommodation • Domestic, family and personal relationships • Contribution made to society • Securing rights and entitlements and control over day to day life
People get a safe response when in urgent need	• Securing rights and entitlements and control over day to day life • Protection from abuse and neglect
Decreased avoidable harm or mortality	• Securing rights and entitlements and control over day to day life • Physical and mental health and emotional wellbeing • Protection from abuse and neglect
Reduced wasted system resource	• Securing rights and entitlements and control over day to day life • Physical and mental health and emotional wellbeing • Protection from abuse and neglect

Sources: (6) (7)

Focus groups

The following focus groups were conducted for the Population Needs Assessment. The numbers of participants are shown in brackets.

- Infants, children and young people with disabilities, their parents or carers (n=8)
- Children looked after, adopted children, care experienced children, children on the edge of care (n=3)
- Older people (65-84 years) (n=4)
- Older people (85+ years) (n=3)
- Adults with a long term condition (n=5)
- Adults with a disability (n=8)
- Adults with learning disability x3 (n=7; n=5; n=8)
- Autistic adults (n=1; considered an interview rather than a focus group)
- Adults with a mental health illness (n=4)
- Adults with cognitive impairment/dementia (n=7)
- Adult unpaid carers of adults (n=12)
- Adults with sight loss (n=6)
- Adults from the D/deaf community (n=4)
- Women with experience of violence, domestic abuse, or sexual violence x2 (n=9 total)
- Asylum seekers and refugees x2 (n=9 total)
- Adults currently residing in HMP Cardiff (n=8)
- Armed forces service leavers (veterans) (n=6)
- Adults with substance misuse (n=2)
- Adults who are currently homeless / have experience of homelessness (n=10)

Unfortunately three planned focus groups did not take place as no participants could be identified in the timeframes available, or, the provider withdrew:
- Young people & young adults who require care and support due to, or experiencing transition to adult services
- Children and young people and families utilising neurodevelopmental assessment services/post-diagnostic support
- Gypsies and travellers

23. Glossary

AAC	Augmentative and Alternative Communication
ADHD	Attention Deficit and Hyperactivity Disorder
BBV	Blood Borne Virus
BSL	British Sign Language
C1V	Contact 1 Vale
C3SC	Cardiff Third Sector Council
CAMHS	Child and Adolescent Mental Health Services
CAVAMH	Cardiff and Vale Action for Mental Health
CAVHIS	Cardiff and Vale Health Inclusion Service
CLA	Children Looked After
CMHT	Community Mental Health Team
CPN	Community Psychiatric Nurse
EASR	European Age Standardised Rate
EMI	Elderly Mentally Infirm
FGM	Female Genital Mutilation
GP	General Practitioner
HEAR	Health Experiences of Asylum Seekers and Refugees
HIV	Human Immunodeficiency Virus
HMO	House of Multiple Occupancy
HMP	Her Majesty's Prison
HMPPS	Her Majesty's Prison and Probation Service
IAS	Integrated Autism Service
IDVA	Independent Domestic Violence Advisor
IFST	Integrated Family Support Team
ILS	Independent Living Service
IRIS	Identification and referral to Improve Safety
ISVA	Independent Sexual Violence Advisor
LGBTQ+	Lesbian, Gay, Bisexual, Transgender or Queer
LSOA	Lower Super Output Area
MARAC	Multi-Agency Risk Assessment Conference
MCI	Mild Cognitive Impairment
MDT	Multi-Disciplinary Team
MHSOP	Mental Health Services for Older People
MoD	Ministry of Defence
MSOA	Middle Super Output Area
NICE	National Institute of Health and Care Excellence
NEET	Not in Education, Employment, or Training
PIP	Personal Independence Payment
PNA	Population Needs Assessment
PPN	Public Protection Notice
PSB	Public Service Board
PTSD	Post-Traumatic Stress Disorder
RISE	Recovery Information Safety Empowerment

RNIB	Royal National Institute of Blind People
RPB	Regional Partnership Board
SARC	Sexual Assault Referral Centre
SLT	Speech and Language Therapist
T4CYP	Together for Children and Young People
TGP	Tros Glynnal Plant Cymru
UASC	Unaccompanied Asylum Seeking Children
UHB	University Health Board
VAWDASV	Violence Against Women, Domestic Abuse, and Sexual Violence
VTN Wales	Veterans Trauma Network Wales
WEDINOS	Welsh Emerging Drugs & Identification of Novel Substances

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- Cardiff Youth Board
- Cerebral Palsy Cymru
- Chinese in Wales Association
- Community Care & Wellbeing Service (CCAWS)
- Glamorgan Voluntary Services
- Grandparents Raising Grandchildren
- Huggard Centre
- HMP Cardiff
- Oasis Cardiff
- Richard Newton Consultants
- Sightlife – Sight Cymru
- South Wales Police
- Vale of Glamorgan Council - Autistic Spectrum Disorder Project
- Wales Neurological Alliance
- Women's Aid

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Equality & Health Impact Assessment for

Cardiff and the Vale of Glamorgan Population Needs Assessment 2022

Please read the Guidance Notes in Appendix 1 prior to commencing this Assessment

Please note:

- The completed Equality & Health Impact Assessment (EHIA) must be
  - Included as an appendix with the cover report when the strategy, policy, plan, procedure and/or service change is submitted for approval
  - Published on the UHB intranet and internet pages as part of the consultation (if applicable) and once agreed.
- Formal consultation must be undertaken, as required[1]
- Appendices 1-3 must be deleted prior to submission for approval

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Cardiff and the Vale of Glamorgan **Population Needs Assessment 2022** for the Social Services and Well-being (Wales) Act 2014
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Cardiff and Vale University Health Board Public Health Directorate Dr Emily Clark, Specialty Registrar in Public Health Dr Suzanne Wood, Consultant in Public Health Medicine Hsc.Integration@wales.nhs.uk
3.	Objectives of strategy/ policy/ plan/ procedure/ service	The Social Services and Well-being (Wales) Act requires each region to produce a Population Needs Assessment (PNA) every electoral cycle. The PNA is due for publication by 1st April 2022, and will provide input to the Market Stability Report and Area Plans. The Regional Partnership Board (RPB) encompasses Cardiff and the Vale of Glamorgan Local Authority areas.

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[1] http://nww.cardiffandvale.wales.nhs.uk/portal/page?_pageid=253,73860407,253_73860411&_dad=portal&_schema=PORTAL

1

The PNA requires local authorities and Local Health Boards to form partnerships to assess:
1. The needs for care and support, and the support needs of carers in the local authority's area
2. The extent to which those needs are not being met
3. The range and level of services required to meet those needs
4. The range and level of services required to deliver the preventative services required in section 15 of the Act; and
5. How these services will be delivered through the medium of Welsh (1)

The PNA must look forward until the next iteration in April 2027.

The Code of Practice specifies that a broad range of individuals, groups, and organisations should provide input into the development of the Population Needs Assessment, and consider how to reach those seldom heard, for example, homeless people (1). Supplementary guidance issued in March 2021 states that careful consideration of communication needs should be given, for example, British Sign Language users (2). The Socio-Economic Duty was launched in March 2021 and should be included in the PNA.

The following themes are required, by law, to be included:
•	Children and young people
•	Older people
•	Health / physical disabilities
•	Learning disability / autism
•	Mental health
•	Sensory impairment
•	Carers who need support; and
•	Violence against women, domestic abuse and sexual violence
•	Secure estate

Three additional themes were chosen for inclusion as they are of particular relevance for the population of Cardiff and the Vale of Glamorgan
•	Asylum seekers and refugees

| | | •   Substance misuse
•   Armed Forces Service Leavers (Veterans)

The Code of Practice states the following regarding equality impact assessment and Welsh language:

Equality Impact Assessments
93.   As set out in chapter 1, local authorities must have due regard the United Nation Convention on the Rights of Persons with Disabilities, United Nation Convention on the Rights of the Child, and the United Nation Principles for Older Persons in relation to an individual person who needs care and support and carers who need support. In addition, the Public Sector Equality Duty contained in section 149 of the Equality Act 2010 requires all public authorities   to have due regard to protected characteristics when exercising their functions.

Local authorities and Local Health Boards must therefore undertake an Equality Impact Assessment as part of the process of undertaking a population assessment, which must   include impact assessments on; Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Beliefs, Sex and Sexual Orientation (1).

Welsh Language
121. When assessing the extent to which there are people who need care and support and carers who need support, local authorities and Local Health Boards should establish, and make clear in their population assessment report, the Welsh language community profile (1). |
| **4.** | Evidence and background information considered. For example
•   population data
•   staff and service users data, as applicable
•   needs assessment | Throughout the production of the Population Needs Assessment, consideration was given to inequalities and people with increased vulnerability. We were mindful of the "seldom heard voices" as this refers to under-represented people who may have care and support needs. Many factors can contribute to being seldom heard, of which some of these factors are themes |

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- engagement and involvement findings
- research
- good practice guidelines
- participant knowledge
- list of stakeholders and how stakeholders have engaged in the development stages
- comments from those involved in the designing and development stages

Population pyramids are available from Public Health Wales Observatory[2] and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need[3].

within the Assessment, such as disabilities, age, communication impairments, and mental health problems.

COVID-19 is known to have had a disproportionate impact on certain groups within the population.

A meeting was held with the CAV UHB Equalities Manager, Specialist Health Promotion, and Welsh Language Officer early in the process (18.06.2021).

The Steering Group included representatives from Cardiff Third Sector Council and Glamorgan Voluntary Services, as well as strategic and data leads from both local authorities, and representatives from CAV UHB, Cardiff and Vale Regional Partnership Board, and Public Health.

For each population group, a meeting was held with professional leads from CAV UHB and each Local Authority, with additional attendees as relevant for the topic. The group discussed the key documents, policies, strategies, and developments since the 2017 PNA. Data sources for this iteration of the PNA was discussed.

Engagement was based on the 2017 Population Needs Assessment and updated for this report. The coronavirus pandemic has influenced how communications and engagement events can be run. Engagement conducted for the Population Needs Assessment needed to adhere with and anticipate future guidelines and legislation, as well as consider people's individual wishes. Footfall in public spaces were less than prior to COVID-19. A number of different approaches were taken to obtain the information required to give a holistic overview of the care and support needs in Cardiff and the Vale of Glamorgan, and the range and level of services required to meet those needs. This included gathering existing data, assessments and reports; as well as conducting bespoke engagement work for this Population Needs Assessment.

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[2] http://nww2.nphs.wales.nhs.uk:8080/PubHObservatoryProjDocs.nsf
[3] http://www.cardiffandvaleuhb.wales.nhs.uk/the-challenges-we-face

Three public surveys were developed:
• Adults in the general public (available online, hard copy, and Easy Read)
• Children and young people (available online, hard copy, and Easy Read)
• Adults in HMP Cardiff (available as hard copy)

Cardiff Youth Board kindly piloted the children and young people's survey and provided feedback which was incorporated into the final survey.

A total of 661 general public surveys were returned; 3 Easy Read surveys; 35 surveys from children and young people; and 96 from HMP Cardiff.

A professionals and provider survey was developed (available online and hard copy). A total of 118 responses were received.

Surveys were disseminated through a variety of organisations, including Cardiff and Vale University Health Board, Cardiff Council, Vale of Glamorgan Council, Glamorgan Voluntary Services, Cardiff Third Sector Council, as well as through organisations working in health and social care services, education, and youth services. The surveys were also advertised through social media.

Survey responses are not representative of the population of Cardiff and the Vale of Glamorgan.

A total of 23 focus groups were held across 18 themes. These were conducted by Cardiff Third Sector Council with support from Glamorgan Voluntary Services and third sector organisations.

Focus groups were mostly virtual (12); with some hybrid (2); and 5 face to face. One population group ran two separate focus groups – one virtual and one face to face. A total of 132 participants (range 1-12) took part in the focus groups, which took place in October 2021.

The following focus groups were held. Numbers of participants are given in brackets:

- Infants, children and young people with disabilities, their parents or carers (n=8)
- Children looked after, adopted children, care experienced children, children on the edge of care (n=3)
- Older people (65-84 years) (n=4)
- Older people (85+ years) (n=3)
- Adults with a long term condition (n=5)
- Adults with a disability (n=8)
- Adults with learning disability x3 (n=7; n=5; n=8)
- Autistic adults (n=1; considered an interview rather than a focus group)
- Adults with a mental health illness (n=4)
- Adults with cognitive impairment/dementia (n=7)
- Adult unpaid carers of adults (n=12)
- Adults with sight loss (n=6)
- Adults from the D/deaf community (n=4)
- Women with experience of violence, domestic abuse, or sexual violence x2 (n=9 total)
- Asylum seekers and refugees x2 (n=9 total)
- Adults currently residing in HMP Cardiff (n=8)
- Armed forces service leavers (veterans) (n=6)
- Adults with substance misuse (n=2)
- Adults who are currently homeless / have experience of homelessness (n=10)

Unfortunately three planned focus groups did not take place as no participants could be identified in the timeframes available, or, the provider withdrew:

- Young people & young adults who require care and support due to, or experiencing transition to adult services
- Children and young people and families using neurodevelopmental assessment services/post-diagnostic support

- Gypsies and travelers

The following organisations provided support with engagement work:
- Adferiad Recovery
- Age Cymru
- Cardiff and Vale Action for Mental Health (CAVAMH)
- Cardiff People First
- Cardiff Third Sector Council
- Cardiff Youth Board
- Cerebral Palsy Cymru
- Chinese in Wales Association
- Community Care & Wellbeing Service (CCAWS)
- Glamorgan Voluntary Services
- Grandparents Raising Grandchildren
- Huggard Centre
- HMP Cardiff
- Oasis Cardiff
- Richard Newton Consultants
- Sightlife – Sight Cymru
- Vale of Glamorgan Council - Autistic Spectrum Disorder Project
- Wales Neurological Alliance
- Women's Aid

Quantitative data were taken from open source, publically available, validated sources such as Stats Wales and Social Care Wales Daffodil Population Projection. Other indicators were obtained directly through personal communications with relevant organisations (for example, Welsh Refugee Council, Cardiff and Vale of Glamorgan Councils), or through a Freedom of Information request (for example, South Wales Police). Demography data were provided by Cardiff Council to ensure cohesion across the Well-being Assessment and Population Needs Assessment.

Engagement frameworks were considered during the development of the engagement plan (e.g., Citizen's Engagement Framework; Children and Yong People National Participation Standards).

Limitations

COVID-19 has had a tremendous impact on the population, which the Population Needs Assessment will detail. It has also impacted on professionals working in operational and strategic roles which presented a challenge for the completion of this assessment. Additional challenges presented themselves in the form of the timeline with which the Population Needs Assessment was conducted; a novel approach to the Population Needs Assessment will be taken in future to mitigate this as detailed below.

Due to uncertainty of the future evolution of the COVID-19 pandemic in terms of restrictions and risks at each stage of the Population Needs Assessment, a cautious approach was taken. For example, engagement work was planned for an online format, with opportunities for face to face interactions in the focus group where legislation allowed, and where participants and hosting organisations felt comfortable. The tight timeline within which engagement work needed to be conducted reduced participation in both surveys and focus groups. The Regional Partnership Board are developing their Communications and Engagement strategy which will address these difficulties and gaps, and will incorporate lessons learned. For example, some residents may not have digital access and may not wish to engage in in-person engagement, and so their views will be sought in future work as a priority.

Only a minority of focus group participants (9/132) completed equalities monitoring forms, and therefore the results are not presented here.

Feedback from focus group organisers has been shared with the Regional Partnership Board for consideration during planning of future engagement work. Feedback included:

- The need for a longer lead in time to increase participation in focus groups

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		• The Social Model of Disability, rather than the Medical Model of Disability, should be used • Improved access to the Easy Read survey • The length of the equalities monitoring form • The duration of the focus groups Future engagement will learn from these experiences and endeavor to address these concerns, through advanced planning, and bespoke consideration of each population group.
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	The PNA will help shape the Cardiff and Vale Area Plan and Market Stability Report. Although the assessment concentrates on the following population groups, many findings will be transferable to others not within the group. Some people will feel included in more than one of the themes. Themes included: children and young people (including children and young people with complex needs, and children looked after); older people; healthy lifestyles and long term conditions; physical disabilities; learning disability; autism; adult mental health; cognitive impairment including dementia; unpaid adult carers; sensory loss and impairment; violence against women, domestic abuse and sexual violence; secure estates; asylum seekers and refugees; armed forces service leavers (veterans); substance misuse. **As a needs assessment, the main impact of concern is that of under-representation of certain groups. This document will describe the characteristics of those who participated in engagement work. The findings of this assessment should therefore not be considered exhaustive.** **Those who are under-represented in engagement work include:** • Those who are digitally excluded • People who are trans

- Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding
- People who are from an ethnic minority background
- People who consider themselves: Buddhist, Hindu, Jewish, Muslim, or Sikh
- Those who were physically unable to participate in engagement and did not have an individual who could speak for them
- Gypsies and travelers

The Population Needs Assessment will take a hybrid approach in future iterations. This comprises a rolling update of quantitative data, and periodic refresh of qualitative data from engagement work. Therefore, this PNA report and Equality & Health Impact Assessment (EHIA) should be considered a first iteration: the beginning of an ongoing conversation between the Regional Partnership Board, and the residents of Cardiff and the Vale of Glamorgan.

We welcome comments and feedback on the PNA and the EHIA, as we seek to learn, improve, and develop. Please send these to Hsc.Integration@wales.nhs.uk

6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate

| **6.1 Age**
For most purposes, the main categories are:

• under 18;
• between 18 and 65; and
• over 65 | No negative impacts of the PNA on age were identified. However, children and young people were underrepresented in engagement work and so there may be additional views which were not captured by this assessment. The findings of the PNA should therefore not be considered exhaustive. Participants in the Children Looked After focus group were grateful for the opportunity to be listened to, suggesting that future engagement work with young people would be welcomed.

Examples of key needs identified for children and young people include:
• Emotional and mental health and well-being
• Independence and having a voice
• Role of education in learning and signposting, and it's interruption due to COVID-19 and restrictions

Examples of key needs identified for older people (aged 65 or over) include:
• Reducing loneliness and isolation
• Needs arising because of changes in behaviour due to COVID-19 and restrictions such as less (physical) activity, deconditioning
• Addressing financial insecurity
• Appropriate and accessible housing | RPB programmes are designed to support people at different stages of their life cycle: starting, living and ageing well. We want to deliver services that are tailored for people at different stages of life and our engagement will be designed to capture the experiences and opinions of people in each age category.

Each chapter in the PNA has developed | |

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Age is explicitly considered in the following chapters:

- The chapter on **demography** (chapter 4) provides an overview of the current and projected age make up of Cardiff and the Vale of Glamorgan. Each chapter provides a summary of characteristics of the population in its introduction.
- **Children and young people** (those aged up to and including 17) are specifically considered in chapters 5, 6 and 7.
- **Older people** (those aged over 65) are discussed in chapter 8.

Some conditions increase in prevalence with age; for example, sight loss. RNIB provide data on the number of people with sight loss by age:

Estimated number of adults living with sight loss by age group (2021) Reference: (3)

Area	Working age people aged 18-64	Older people aged 65-74	Older people aged 75-84
Wales	20,100	23,400	32,100
Cardiff	2,090	1,860	2,440
The Vale of Glamorgan	870	1,020	1,410

Through articulating the needs of specific age groups within the PNA, services can better meet them. This is a positive impact.

Engagement findings

Respondents of the general public survey had the following age profile:

recommendations based on the key needs. Future plans and assessments should consider the findings of the PNA in their development.

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How old are you? (Base: 647)

Age	%
18-24	1.1
25-34	5.6
35-44	11.3
45-54	13.8
55-64	23.0
65-74	26.6
75-84	14.1
85+	4.6
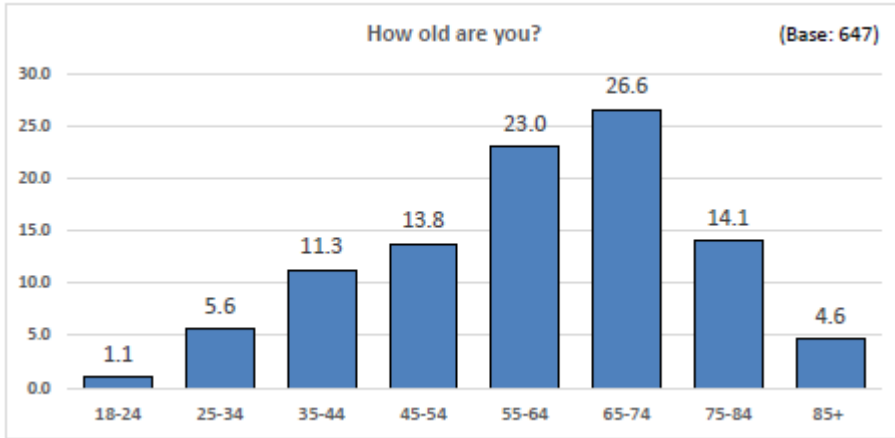
Older people are more likely to be digitally excluded and therefore their full range of views may not have been captured by this survey. Digital exclusion has been identified in many chapters in the PNA, in particular, chapter 8 (older people) (see section 8.2.1 in the PNA report).

26 of the 35 respondents of the children and young people survey provided their age; the breakdown is as follows: 42% were aged 12-15, 35% were aged 16-18, and 23% were aged 0-11. This is a small, self-selecting sample, and so their views cannot be extrapolated to the whole population of people aged under 18.

Two focus groups which were planned did not take place, therefore the in-depth views of young people & young adults who require care and support due to, or experiencing transition to adult services, as well as children and young people and families utilising neurodevelopmental assessment services/post-diagnostic support were not captured by this PNA.

6.2 Persons with a disability as defined	No negative impacts of the PNA on people with a disability were identified. However, feedback from engagement identified that the Social Model of Disability should have	The RPB has identified disability as a key focus in our

| **in the Equality Act 2010** | been used instead of the Medical Model of Disability when questions were framed and structured. This feedback will be considered during future citizen engagement. | phase 1 engagement as we recognise people with disabilities will be particularly impacted if we redesign health and social care services. |

in the Equality Act 2010

Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes

been used instead of the Medical Model of Disability when questions were framed and structured. This feedback will be considered during future citizen engagement.

Disability is explicitly considered in the following chapters:
- People with **long term conditions** are considered within the chapter "Healthy Lifestyles and Long Term Conditions" (chapter 9)
- Disabled people are included within chapter 10, "Physical Disability"
- People with a **learning disability** are considered in chapter 11; autistic people are included in chapter 12.
- Adult **mental health** is discussed in chapter 13.
- **Cognitive impairment including dementia** is discussed in chapter 14.
- People with **sensory loss and impairment** are discussed in chapter 16.
- People who have experienced **substance misuse** are discussed in chapter 18.
- Many people in one chapter were also included in another; for example, people with learning disability are more likely to have or develop sight loss than the general population:

Learning disability and visual impairment in adults (2021)

Adults with learning disabilities are 10 times more likely to experience sight loss than the general population.

Area	Estimated number of adults with a learning disability and visual impairment (partial sight)	Estimated number of adults with a learning disability and blindness	Estimated number of adults with a learning disability and blindness or partial sight
Wales	3,970	1,120	5,090
Cardiff	420	120	540

phase 1 engagement as we recognise people with disabilities will be particularly impacted if we redesign health and social care services. The RPB hopes that by bringing services closer to home and making them easier to navigate people with disabilities will find they have improved.

The RPB's Living Well Programme has established excellent links with people who have a learning disability and they have had a great deal of input into developments in this area e.g. Smart House design. This will continue as our work progresses.

The Vale of Glamorgan	170	45	215

Reference: (3)

Through articulating the needs identified in these population groups, services can consider how they can best meet these needs: a positive impact.

Examples of key needs identified by people with a long term condition or a physical disability include:
- Countering the disproportionate impact of COVID-19 on disabled people (direct harm from COVID-19 as well as difficulty accessing health services; mental health and well-being impacts of COVID-19 and restrictions)
- Service access for people with mental health disorders and homelessness

Examples of key needs identified by people with learning disability or autism include:
- Independence, supported autonomy, and co-production
- Accessible transport options

Examples of key needs identified by people with a mental health condition or cognitive impairment including dementia include:
- Timely access to services and treating physical and mental health conditions holistically
- Caring for unpaid carers

Examples of key needs identified by people with sensory loss or impairment include:
- Availability of suitable communication mechanisms to access services equitably (for example, hearing loop availability and BSL interpreters)
- Education and employment opportunities

The Social Model of Disability will be used, in accordance with feedback received.

Each chapter in the PNA has developed recommendations based on the key needs identified. Future plans and assessments should consider the findings of the PNA in their development.

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Examples of key needs identified by people with substance misuse include:
- Specialist medical care including mental health
- Prevention and management of homelessness

Engagement findings
General survey respondents stated they considered themselves in the following groups. Two thirds (66.7%) of respondents indicated they had a long-term health condition; this was followed by one in four that considered themselves to have a mental health condition and/or to be an unpaid carer (25.2% and 24.9% respectively).

Do you consider yourself to be in any of the following groups: Please tick all that apply.

Group	%
You have a long term health condition	66.7
You have a mental health condition/s	25.2
You are an unpaid carer	24.9
You have sensory impairment	8.5
You have experienced domestic abuse or sexual violence	7.4
You are a member or a veteran of the armed forces	6.3
You have a learning disability or autism	6.1
You have or have had drug or alcohol addiction problems	4.3
You have had contact with the criminal justice system or been in prison	2.0

(Base: 445)

(NB. Percentages do not total 100% as respondents could select multiple options)

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	Three Easy Read surveys were returned. In view of small numbers, no further disaggregation is provided. A number of focus groups were held to identify the views of people with disabilities: • Adults with a long term condition (n=5) • Adults with a disability (n=8) • Adults with learning disability x3 (n=7; n=5; n=8) • Autistic adults (n=1; considered an interview rather than a focus group) • Adults with a mental health illness (n=4) • Adults with cognitive impairment/dementia (n=7) • Adults with sight loss (n=6) • Adults from the D/deaf community (n=4) • Adults with substance misuse (n=2) Some focus groups were very small, and so views garnered cannot be said to be representative; however, they provide depth of insight of people's lived experiences.		
6.3 People of different genders: Consider men, women, people undergoing gender reassignment **NB** Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change	No negative impact of the PNA on people of different genders was identified. There may be some positive impact as gender is considered in some of the chapters, and the PNA report articulates the needs of people of different genders. Trans people may be underrepresented, with fewer than 3 respondents identifying as trans in the public survey. Gender including gender reassignment was not an explicit theme within the PNA, however, gender was considered within the Secure Estate and Violence Against Women, Domestic Abuse, and Sexual Violence (VAWDASV) chapters. Inequalities in the management of prisoners was identified in the **Secure Estate** chapter (chapter 19) as HMP Cardiff only accepts men. No female prisoners are resident in HMP Cardiff; they are instead imprisoned in England, most often HMP Eastwood Park. Increasing distance between an individual's residence prior to prison, and the location of	Men and women may experience different barriers when accessing social care and it is important that their needs are met when redesigning services. People who have had gender reassignment will need to use our	

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| his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender | their prison is known to be associated with decreased professional visits, therefore putting women at a disadvantage (4). It is recognised that there have been challenges with TB management for Welsh individuals imprisoned in England in terms of timeliness of care, with some reports that treatment is delayed until transfer to Wales (5). This will disproportionately disadvantage women.

The **Violence Against Women, Domestic Abuse, and Sexual Violence (VAWDASV)** chapter (chapter 17) is predominantly focussed on women, however, men can be victims of domestic abuse and sexual violence also. This is discussed in the chapter.

Examples of needs identified in the VAWDASV chapter include:
• Gynaecological and maternity services

Engagement findings

General public survey respondents reported their gender as follows: 59% female, 38% male, and 3% non-binary / other / prefer not to say. In response to the question, "Are you trans", most responded "no" (487/510; 95.5%), with 23 respondents stating they prefer to self-describe, they prefer not to say, or they were Trans (fewer than three).

Adults responding to the Easy Read survey were all female, and did not consider themselves trans.

Children and young people reported their gender as follows: 58% female, 35% male. Most (88%) did not describe themselves as trans, with others preferring to self-describe or preferring not to say. | services and we will need to understand how to make them welcoming and inclusive.

Each chapter in the PNA has developed recommendations based on the key needs identified. Future plans and assessments should consider the findings of the PNA in their development. | |

6.4 People who are married or who have a civil partner.	No impacts identified of the PNA on marriage or civil partnership. This protected characteristic was not considered an explicit theme within the PNA.	People who are married or who have a civil partnership may need to access our services and the RPB will have to understand how to make them welcoming and inclusive. Future plans and assessments using the PNA should consider the findings of the PNA in their development.	
Page 643	**Engagement findings** Survey respondents to the public survey were predominantly married (55%), with 19% responding they were single. |		
		No.	%
	Single	96	18.5
	In a same-sex Civil Partnership	4	0.8
	Married	283	54.6
	Living together/Co-habiting	40	7.7
	Separated/divorced or legally separated if formerly in a same-sex Civil Partnership	36	6.9
	Widowed	52	10.0
	Other	7	1.4
	Total	**518**	**100.0**

Three Easy Read surveys were returned. In view of small numbers, no further disaggregation is provided.

6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding. They are protected for 26 weeks after having a baby whether or not	No impacts identified of the PNA on women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding. These protected characteristics were not an explicit theme in the PNA. They are underrepresented in our engagement work. **Engagement findings**	People who are pregnant or have just had a baby may need to access our services and the RPB will have to understand how to make them welcoming and inclusive. Future	

they are on maternity leave.	A minority of survey respondents to the public survey responded that they were expecting a baby (3/57 who responded to the question); three were on a break from work after having a baby or currently breastfeeding.	plans and assessments using the PNA should consider the findings of the PNA in their development.	
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	No negative impact identified of the PNA on people of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers. This protected characteristic was not an explicit theme within the PNA. Unfortunately the planned focus group with gypsies and travellers could not take place. Future work should seek to identify the view of these communities. People who are of a different ethnicity are underrepresented in the engagement work for the PNA. The PNA includes a chapter on **Asylum Seekers and Refugees** (Chapter 20), which details the needs and services required for this population group. By articulating the needs of asylum seekers and refugees, their needs for care and support can be better designed. Examples of key needs of asylum seekers and refugees identified by the PNA include: • Variation in medical needs based on the person's background • Mental health and support for long term conditions • Understanding the NHS system including access to services Data gaps identified included the numbers and needs of undocumented migrants. Welsh Government have recently published a report on the association of ethnicity with impact of COVID-19 (6). Wales Governance Centre in their report identified that people from a Black, Asian, or Mixed Ethnic group experienced higher custody rates, compared to White defendants.	The RPB understands that people may experience barriers to accessing health and social care because of their race. The RPB has allocated funding to explore this specific area in phase 1 of our engagement plan. The PNA recommends all agencies working with asylum seekers, refugees, and undocumented migrants to improve data collection in order to address data gaps.	

Additionally, custodial sentence length was longer for Black, Asian, and Minority Ethnic groups (4).

The 2011 Census identified that around one-sixth (15.3%) of Cardiff's population belongs to a non-white ethnic group, which is higher than the proportion across Wales of 4.4%. In the Vale of Glamorgan, 3.6% of the population belongs to a non-white ethnic group (7).
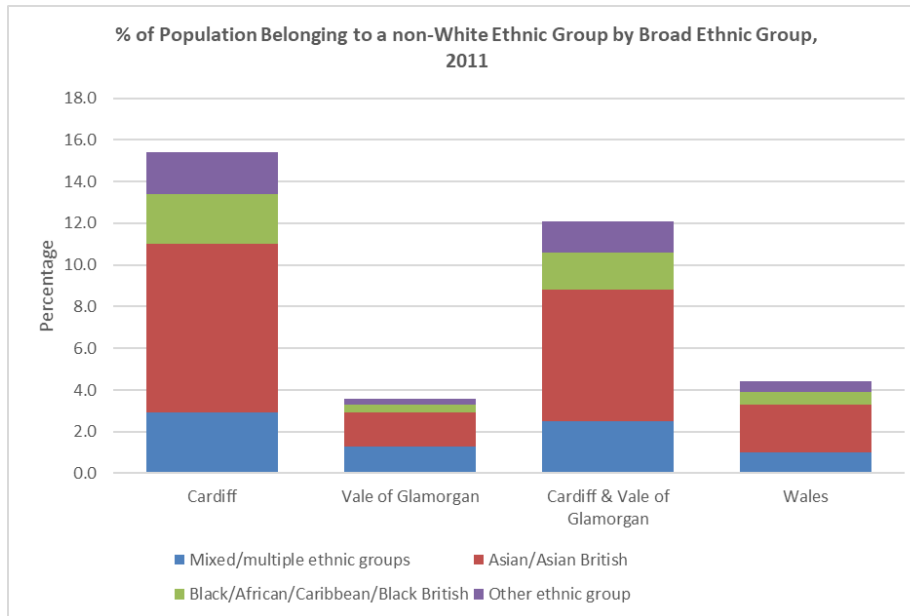
Source: 2011 Census (7)

The Annual Population Survey identified an increase from 10.4% in 2004 to 20.1% in 2020 of people in Cardiff who are Black, Asian, or from a minority ethnic group. The Vale of Glamorgan has seen only a small increase in people who are Black, Asian, or from a minority ethnic group over the same time period (8).

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Percentage of people who are Black, Asian and minority ethnic, 2004-2020
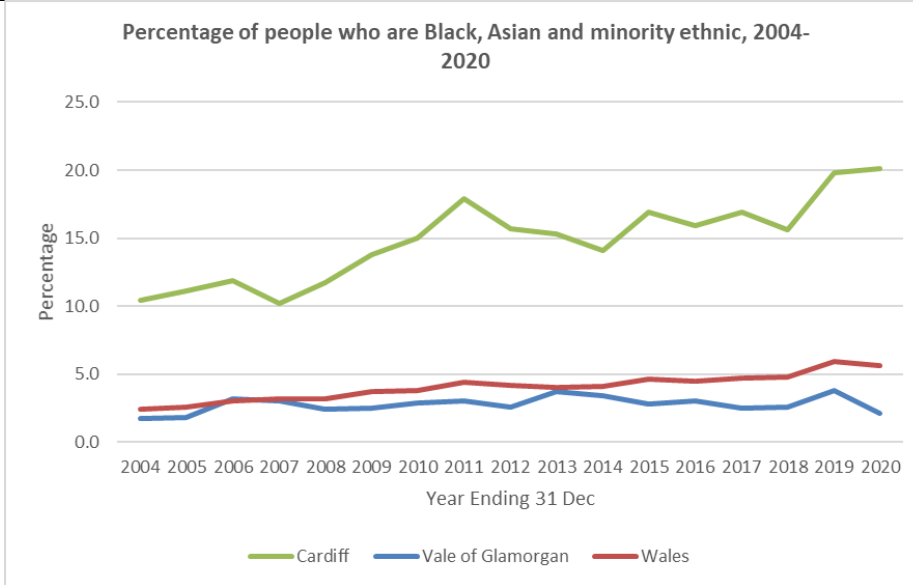
Source: Annual Population Survey (8)

Nationally, children from Black, Asian, and Minority Ethnic groups are overrepresented amongst Children Looked After (CLA): 8.6%, despite making up 6.6% of the population (9). The majority of children looked after in 2020 were of white ethnicity (715/955 in Cardiff; 215/260 in Vale of Glamorgan). In Cardiff, 55 CLA are Black, African, Caribbean or Black British; 65 Asian or Asian British; 90 from mixed ethnic groups. In the Vale of Glamorgan, 40 were from other ethnic groups; and small numbers were suppressed for other responses (10).

Engagement findings
General public survey respondents were mostly White: 92.5%; n=482 of 521 who responded to the question. Fourteen were Asian (2.7%); 9 people identified as Mixed / Multiple Ethnic groups (1.7%). Adults responding to the Easy Read survey all reported their ethnicity as White (n=3).

6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief	No negative impact identified of the PNA on people with a religion or belied, or no religion or belief. This protected characteristic was not an explicit theme within the PNA. Across many of the chapters of the PNA, religion and church were frequently identified as a community asset to support well-being. One respondent to the survey in HMP Cardiff stated: *"I would like a gypsy meal at least once a month, you're allowed Ramadan so why not food from my culture."* Increased awareness of the role of religion – or lack of religion – on well-being may have a positive impact. The views of people who practice Buddhism, Hinduism, Judaism, Islam, or Sikhism may be underrepresented. The 2011 Census states 57.6% of the population of Wales is Christian, with 32.1% of people having no religion (2001 data: 71.9% and 18.5% respectively) (11). Updated Census data is awaited in 2022. **Engagement findings** Respondents to the general public survey regarded themselves as belonging to the following religion: 54% no religion, 41% Christian, 1% Buddhist. Adults responding to the Easy Read survey all stated their religion as Christian (n=3).	The RPB understands that people may experience barriers to accessing health and social care because of their religion. The RPB plans to explore this in more detail before deciding the best way to collect people's views. The PNA recommends in many chapters that a culture of person-centred services, with increased voice for the person, is developed, or continued in order to ensure services are welcoming to people of all beliefs and cultures.	

6.8 People who are attracted to other people of: • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual)	No negative impacts identified of the PNA on people who are heterosexual, lesbian, gay, or bisexual. The PNA identified that some services need to develop accessibility to Lesbian, Gay, Bisexual, Transgender, and Queer individuals, for example, in the VAWDASV chapter (chapter 11), and Older People (chapter 16), where a gap in knowledge was identified. This may have a positive impact as their needs can be proactively sought and articulated for future consideration. **Engagement findings** Respondents to the general survey described their sexual orientation as follows: 		No	%
Bisexual	25	4.8
Gay Woman/ Lesbian	5	1.0
Gay Man	15	2.9
Heterosexual/ Straight	434	83.9
Other	5	1.0
Prefer not to answer	33	6.4
Total	517	100.0 | The Office for National Statistics report that 2.7% of the population in the UK identified as lesbian, gay, or bisexual in 2019 (12). Adults responding to the Easy Read survey all identified as heterosexual (n=3).	The RPB understands that people may experience barriers to accessing health and social care because of their sexual orientation; and plans to undertake specific engagement with people who are LGBTQ+ in phase 2.	
6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design	No negative impacts identified of the PNA on people who communicate using the Welsh language. PNA surveys were available in Welsh and English. Focus groups were held using the participants' desired communication method, for example, the D/deaf community conducted their focus group in British Sign Language. The Population Needs Assessment report, the online summary of the PNA, and this Equality and Health Impact Assessment will all be available in English and Welsh.	RPB engagement resources will be available bilingually. The RPB will ask people's language preferences on registration to any events to ensure our	

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| Well-being Goal – A Wales of vibrant culture and thriving Welsh language | An assessment of Welsh language / English as a second language and other communication needs is provided within each chapter of the PNA, and many data gaps are identified across the chapters of the PNA. By highlighting key needs and data gaps, future work can seek to address these so that services can be better developed to meet the language and communication needs of the population. This will be a positive impact.

The National Survey for Wales reports that 11% of respondents in Cardiff and Vale were given the choice to receive treatment in Welsh or English (range 11-24% across Wales). Amongst Welsh speakers across Wales, 24% chose to receive treatment in Welsh (113). Social Care Wales report that only 2% of domiciliary care workers are fluent in Welsh, 15% have some Welsh in the Vale of Glamorgan, for Cardiff the figures are 3% and 27% (114).

Chapter 16 discusses **sensory loss and impairment**. A prominent component of the chapter is around communication appropriate to the individual; including normalising use of British Sign Language and hearing loops.

The 2011 Census identified that most (98.4%) of residents in the Vale of Glamorgan have English or Welsh as their main language. This is higher than the Wales average (97.1%). Cardiff has the lowest proportion of people speaking English or Welsh as their first language at 91.7%.

Engagement Findings
Respondents to the general public survey mostly spoke English at home (97.1%) with 2.2% speaking Welsh, and 1.5% speaking another language.

The survey for the general public asked whether respondents have received care and support in the language or communication format of their choice. Responses were as | engagement plans are fully inclusive to Welsh speakers.

Future plans and assessments should consider the PNA findings in their development. | |

follows:

Has the care and support received been provided in your language or communication format of choice?

(Base: 422)
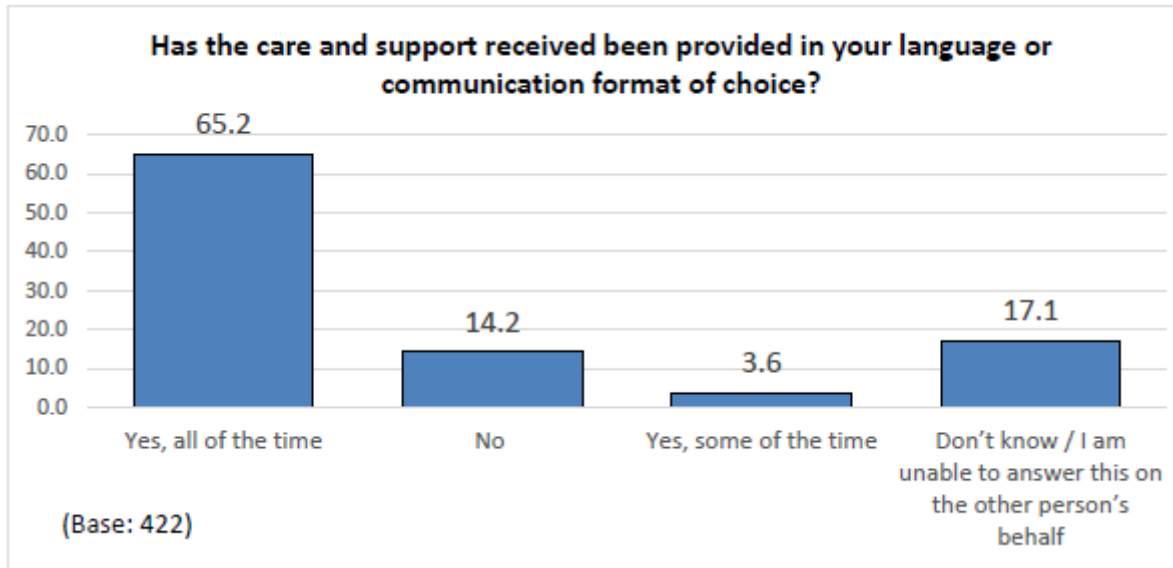
When considered by theme, adult unpaid carers were most satisfied with services being provided in a format of their choice (81.7%) compared to other groups.

	Adult mental health		Adult unpaid carers		Older people		Health and physical disability	
	No	%	No	%	No	%	No	%
Yes, all or some of the time	66	75.0	71	86.6	127	71.6	146	74.1
No	12	13.6	5	6.1	28	15.9	24	12.2
Don't know / I am unable to answer this on the other person's behalf	10	11.4	6	7.3	21	11.9	27	13.7
Total respondents	88	100.0	82	100.0	176	100.0	197	100.0

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Around one in seven (13.4%) speak a second language at home.

Regarding whether respondents would like to see any improvements in language and communication provision: of the 152 respondents that left feedback to this question, three fifths (59.2%) were either happy with the service or indicated that the service didn't apply to them. 7.9% would like to see better bilingual services, whilst a further 7.2% would like to more plain language / less jargon.

Free text comments in the general public survey stated the following regarding Welsh language:
- *"I get everything bilingually/am happy with that, I've more serious things on my mind."*
- *"More Welsh signage and options when seeking phone advice."*
- *"Less forced usage of the Welsh Language."*
- *"Focus on 1 language. Resources are too stretched to accommodate all languages"*

One respondent wanted increased access to interpreters (although it was not clear which language was desired)
- More interpreters for young people in care (and their families).

A number of comments were made regarding the use of language, and finding the balance between simple and clear communication, whilst not patronising the patient.
- *"I'd like my husband's oncologist to learn how to be open and explain things. We are not stupid!"*
- *"More support/understanding of non-verbal communication"*
- *"We should all speak our own language"*
- *"More simple, easy to read, jargon free communication."*

	All three respondents to the Easy Read survey spoke English most at home, and reported that they received care and support in the language of their choice. Respondents wanted service providers to "*speak calmly*", "*speak plainly*, *no jargon*", Most children and young people spoke English at home (84.6%; 22/27), with fewer than 3 responses for speaking English using Augmented and Alternative Communication (AAC); Welsh, Gujurati, and Romanian.		
6.10 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	No negative impacts identified of the PNA on people according to their income related group. The Socio-economic duty, inequalities and deprivation are discussed with each population group in the PNA, and so by articulating key issues and data gaps, it is hoped that the PNA will have a positive impact as service leads, commissioners, and others can consider how their services can reduce the identified inequalities. People who are digitally isolated are likely to be under-represented in engagement work, due to a focus on online distribution and communication methods relating to COVID-19. Therefore, their views may not have been comprehensively captured in the PNA. A focus group discussion with people who are homeless was conducted. Key needs identified included the following: - The need for an address in order to gain employment - Tension between accommodation rules (for example, needing to vacate by 9am) and shift work **Children and young people** An evidence review of the human rights of children in Wales identified differential outcomes in health risk factors and outcomes, education, and wellbeing depending on socio-economic background (13). Children aged 4-5 years in the most deprived decile were 76% more likely to be obese than those in the least deprived decile. Low birth weight and educational deprivation were also associated with income deprivation (14).	The Socio-Economic Duty was implemented in March 2021, and requires public bodies "to have due regard to the need to reduce the inequalities of outcome resulting from socio-economic disadvantage" (17). The Socio-Economic Duty will therefore be incorporated into the work of the Regional Partnership Board, as well as by plans and assessments utilising the PNA findings.	

The most recent Welsh Index of Multiple Deprivation report uses 2016/17 data, and finds that 28% of children aged 0-4 lived in income deprivation (range 17%-30%). This is the highest proportion by age group. Cardiff has the highest number of 0-4 year olds living in income deprivation (6,600 children) but sits just above the Welsh average at 29%; the Vale of Glamorgan has nearly 2,000 children in income deprivation (23%). Cardiff has both the most and least deprived middle super output areas in Wales, with income deprivation rates between 3% in Rhiwbina and Pantmawr, to 67% in Ely East. In both local authorities, this represents a decrease from 2012/13: Cardiff had 33% and Vale of Glamorgan 27% of 0-4 year olds living in income deprivation (14).

Further details can be found in Chapter 5, 6, and 7 which focus on **Children and young people**

Adults

A summary of Cardiff and the Vale of Glamorgan is given in the demography chapter (Chapter 4). The Welsh Index of Multiple Deprivation (WIMD) 2019 suggests that there are areas of established inequalities across the Cardiff and Vale region; with areas in the 'Southern Arc' in Cardiff and areas in the East of Barry ranked as more deprived against WIMD. In Cardiff, 39 LSOAs are included in top 10% most deprived in Wales, while 3 LSOAs in the Vale of Glamorgan are ranked in the top 10% most deprived area in Wales. In Cardiff, around one-fifth of residents live in the most deprived 10% of lower super output areas (LSOAs) in Wales. Approximately 50% of Cardiff's population live in the 50% least deprived LSOAs, while for the Vale of Glamorgan, 65% live in the 50% least deprived areas (15).

**Cardiff & Vale of Glamorgan LSOAs by Deprivation Fifth
(2019 Welsh Index of Multiple Deprivation)**

Deprivation Fifth Group

- 1 (Most Deprived) (59)
- 2 (Next Most Deprived) (58)
- 3 (Middle) (59)
- 4 (Next Least Deprived) (58)
- 5 (Least Deprived) (59)

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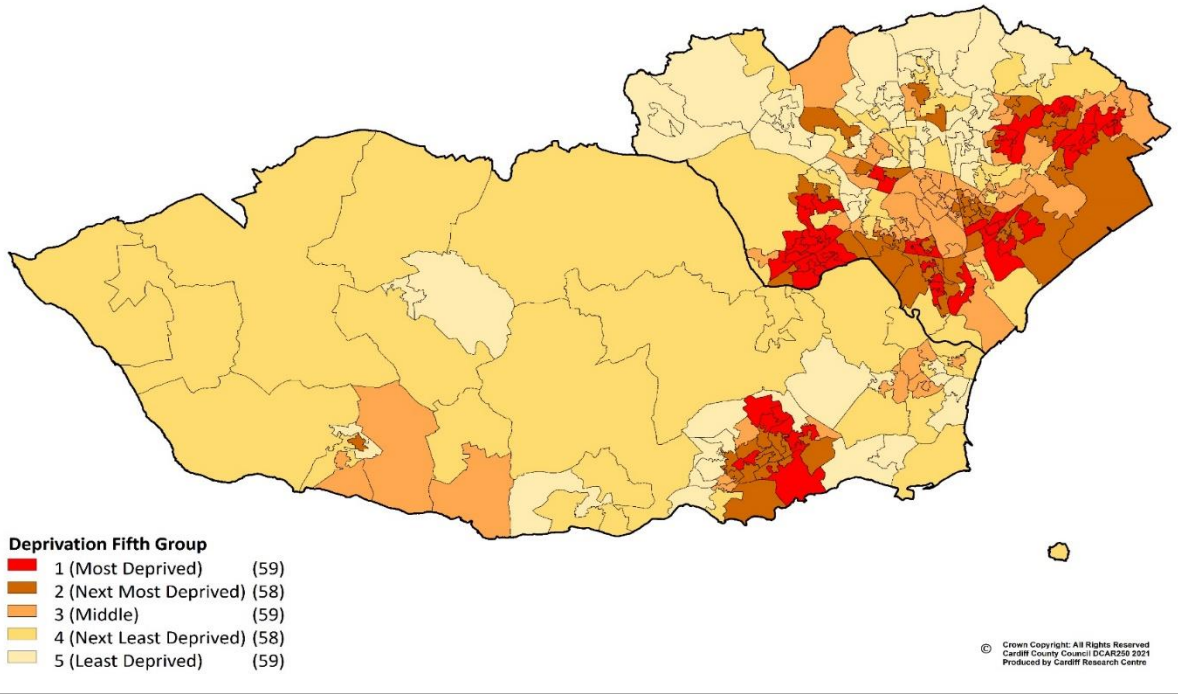
Respondents to engagement work, and existing reports and documents have described the desire for many people to have high quality, secure employment. Benefits include financial security, as well as the sense of purpose, and protective effects on mental health and well-being that employment brings. Examples of these findings can be found across the PNA, but is featured particularly prominently in the following chapters: healthy lifestyles and long term conditions (chapter 9), physical disability (chapter 10); learning disability (chapter 11), autism (chapter 12); sensory loss (chapter 16); secure estate (chapter 19); asylum seekers and refugees (chapter 20).

Welsh Government have published a report on COVID-19 and employment, an analysis of protected characteristics (16).

Engagement findings

Respondents to the children and young people's survey were mostly in school. A minority (2.9%) were unemployed and not in training, education, or employment.
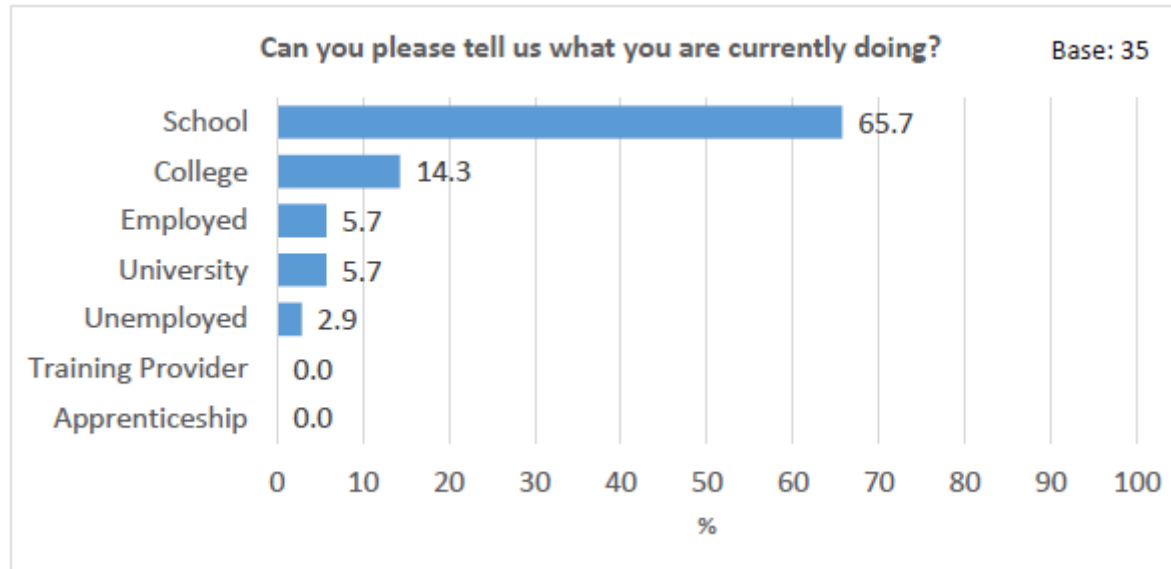
Can you please tell us what you are currently doing? Base: 35

	%
School	65.7
College	14.3
Employed	5.7
University	5.7
Unemployed	2.9
Training Provider	0.0
Apprenticeship	0.0

Twenty-six respondents of the survey answered questions relating to the Family Affluence Scale. Questions include whether the individual has their own bedroom; the number of computers/smart phones in the home; and the presence of a dishwasher. The Scale identified 7/26 respondents as low affluence, 14 as middle, and 5 as high affluence.

It was beyond the scope of the general public survey to formally assess deprivation/affluence, and so questions were chosen to provide an informal measure.

	A total of 482 of 661 participants stated they had a small amount of money to spend each week on themselves; 517 were able to keep up with bills and regular debt repayments; 461 were able to afford to keep their house in a decent state of repair; and 478 were able to keep their house warm in winter. Overall, 367 respondents (56%) reported being able to afford all four of these.		
6.11 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities	No negative impacts identified of the PNA on where people live. Inequalities and deprivation are discussed with each population group in the PNA, and so by articulating key issues, it is hoped that the PNA will have a positive impact as service leads, commissioners, and others can consider how their services can reduce the identified inequalities. Some people including professional leads identified the move to online / telephone service provision as helpful for people living in more rural locations, as it made accessing services easier (see, for example, chapter 8: adult mental health and cognitive impairment). It should be noted, that many respondents observed difficulties with accessing services online/via the telephone – for example, those with sensory loss or impairment (chapter 16). **Engagement findings** Responses from the Children and Young Person's survey identified that 17/23 who answered the question lived in Cardiff, with 6 from the Vale of Glamorgan. Responses for the general public survey were mostly from Cardiff: of postcode data available, 402 were from Cardiff and 105 from the Vale of Glamorgan.	The RPB plans to redesign services to bring them closer to home. They will be seamless and be able to share information. These developments should all help people navigate the system more easily and save time travelling and repeating information.	

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Location of Respondents by
Postcode - Cardiff & The Vale

- 1 Respondent
- 2 Respondents
- 3 Respondents
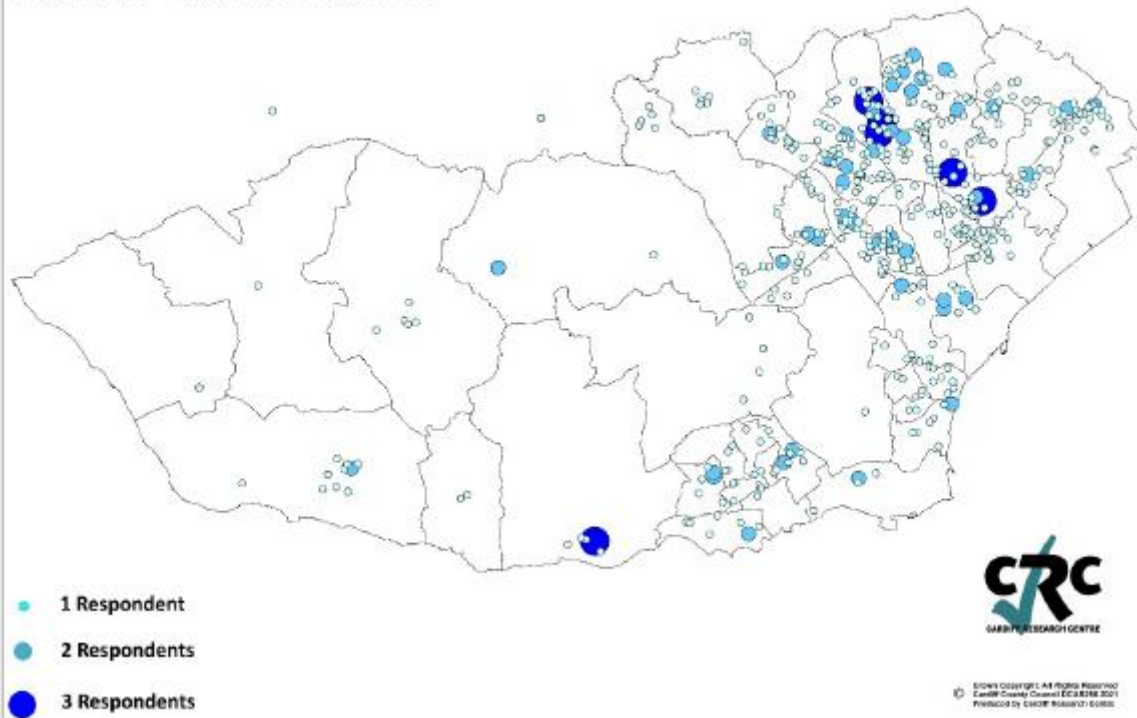
Two respondents for the Easy Read public survey answered regarding housing: due to small numbers, no disaggregated results are reported. Respondents reported having a small amount of money to spend on themselves each week, able to pay their bills and debts on time, and able to keep their house warm.

6.12 Consider any other groups and risk factors relevant	No negative impacts identified of the PNA on other groups.	Unfortunately some planned focus groups did not take place. We

| **to this strategy, policy, plan, procedure and/or service** | The PNA explicitly and proactively sought the views of people who identified as being in one of the following themes:

• Children and young people (including children and young people with complex needs, and children looked after)
• Older people
• Healthy lifestyles and long term conditions
• Physical disabilities
• Learning disability
• Autism
• Mental health
• Cognitive impairment including dementia
• Sensory impairment
• Unpaid carers who need support
• Violence against women, domestic abuse and sexual violence
• Secure estate
• Asylum seekers and refugees
• Substance misuse
• Armed Forces Service Leavers (Veterans)
• Adults who are currently homeless / have experience of homelessness

It is recognised that the findings are not comprehensive or exhaustive, but instead form the basis of an ongoing conversation between the Regional Partnership Board, and the residents of Cardiff and the Vale of Glamorgan. | were unable to gain an understanding of Gypsies and Travellers' views, for example. Further work should consider these gaps in our understanding of care and support needs of marginalised communities and seek to address them.

We welcome comments and feedback on the PNA and the EHIA, as we seek to improve. Please send these to Hsc.Integration@wales.nhs.uk | |

7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
7.1 People being able to access the service offered: Consider access for those living in areas of deprivation and/or those experiencing health inequalities Well-being Goal - A more equal Wales	Two versions of the PNA report will be published: 1. a summary of the PNA report, available online (expected audience: the general public) 2. the full formal PNA report (expected audience: professionals) The full report will be available for download from the online summary, for those who would like more detailed information. This approach aims to increase access to the information in the PNA for all, with the appropriate level of detail. Those who do not have internet access may not be able to access the online version of the PNA report or the summary.	Communications regarding the publication of the PNA will be disseminated widely including through health and social care organisations and third sector organisations so that they can inform their service users. A summary of the PNA report will be available as an online, lay-friendly format, with an option to download the full report for people who would like increased detail. Hard copies of both versions (for general public and professionals) will be available on request. Formatting (both the public and professionals version)	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
	Accessibility for those with sensory loss or impairment has been considered during the formatting of the document. Font, text size, and layout has been decided upon in line with guidance on accessibility.	will be accessible for screen-readers.	
7.2 People being able to improve /maintain healthy lifestyles: Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (e.g. immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation services, weight management services etc.	The PNA has identified care and support needs and the range and level of services including prevention for each population group named within the PNA Code of Practice, and additional population groups as they are of particular importance to Cardiff and the Vale of Glamorgan.	These PNA findings will form the basis for further research and planning to further develop and improve services, and contribute to people being able to improve or maintain healthy lifestyles.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
Well-being Goal – A healthier Wales			
7.3 People in terms of their income and employment status: Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions Well-being Goal – A prosperous Wales	Deprivation, inequalities, and the Socio-Economic Duty has been considered for all population groups in the PNA. Data gaps have been identified. Respondents in engagement work identified their desire to find high quality, secure employment, and recommendations are made for more inclusive recruitment.	Recommendations in each chapter include addressing data gaps, and supporting inclusive recruitment and reasonable adjustments to promote employment. The Socio-Economic Duty was implemented in March 2021, and requires public bodies "*to have due regard to the need to reduce the inequalities of outcome resulting from socio-economic disadvantage*" (17). The Socio-Economic Duty will therefore be incorporated into the work of the Regional Partnership Board, as well as by plans and assessments utilising the PNA findings.	
7.4 People in terms of their use of the physical environment:	Access to services was identified by the PNA as a key need by many of the population	The PNA will be one source of information contributing to future plans, for example, the	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces Well-being Goal – A resilient Wales	groups. The PNA recommends improved access to services, which will require an understanding of the barriers facing each group. Some of this detail is provided within each chapter.	Cardiff and Vale Area Plan, or local commissioning decisions. In this way, relevant information from the PNA can be built upon. Some recommendations are relatively specific in terms of how information from the PNA can be used; however, the recommendations are not exhaustive.	
7.5 People in terms of social and community influences on their health: Consider the impact on family organisation and roles; social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos	For each population group, the PNA has identified assets at an individual, community and population level which make a positive benefit to people's well-being.	Future plans including the Cardiff and Vale Area Plan and commissioning decisions can build upon the information contained in the PNA. For example, through promoting assets, reducing barriers, and addressing service gaps identified within the PNA in order to work	

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How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
Well-being Goal – A Wales of cohesive communities		towards a Wales of cohesive communities.	
7.6 People in terms of macro-economic, environmental and sustainability factors: Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate Well-being Goal – A globally responsible Wales	The PNA has identified key overarching factors such as the "*triple challenge*" of Brexit, climate change, and COVID-19. Each chapter in the PNA contains a section on overarching national considerations (for example, new legislation, or guidance). However, international context has not routinely been included within the PNA.	The PNA recommends that policy makers should use the Triple Challenge lens to inform policies and strategies around issues impacted by Brexit, COVID-19 and climate change, such as food systems and diet (18). Future plans and strategic decisions should contextualise the information within this PNA and align findings with overarching macro-economic, environmental, and sustainability factors.	

Please answer question 8.1 following the completion of the EHIA and complete the action plan

8.1 **Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service**	No negative impacts of the PNA on any of the protected or health characteristics were identified. However, people with some characteristics were underrepresented within engagement work in this iteration of the PNA, and so their views may not have been captured. These gaps in the completeness of the engagement work should be borne in mind when findings from the PNA are utilised within local plans and decisions. Future engagement work conducted by the Regional Partnership Board will build upon these beginnings and proactively consider how to most appropriately hear seldom heard voices.
	The PNA has identified a number of novel findings and data gaps compared to the previous publication. These findings can now be further investigated and data gaps addressed in order to plan the care and support services for Cardiff and the Vale of Glamorgan now, and in the future.
	Future iterations of the Population Needs Assessment will take a hybrid approach, so that the information contained within it can be more up to date. This will comprise a rolling update of quantitative data, and periodic refresh of qualitative data from engagement work. Therefore, this PNA report and Equality & Health Impact Assessment (EHIA) should be considered a first iteration; the beginning of an ongoing conversation between the Regional Partnership Board, and the residents of Cardiff and the Vale of Glamorgan.
	We welcome comments and feedback on the PNA and the EHIA, as we seek to learn, improve, and develop. Please send these to Hsc.Integration@wales.nhs.uk

Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
8.2 What are the key actions identified as a result of completing the EHIA?	There is a real commitment and enthusiasm in the RPB to ensure that diverse voices are reflected in all we do. Areas of under-representation in terms of engagement work have been identified. Future engagement work will proactively consider how best to hear seldom heard voices so that their needs can be understood and met.	Senior Communications and Engagement Officer; Cardiff and Vale Regional Partnership Board	To commence by March 2022	
8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required? This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?	No, however, plans, strategies, and other decisions developed from information contained within the PNA will require an Equalities Health Impact Assessment to be conducted	Leads of individual assessments and plans	According to timescale of the individual assessments and plans	

| **8.4 What are the next steps?**

Some suggestions:-
• Decide whether the strategy policy, plan, procedure and/or service proposal:
   o continues unchanged as there are no significant negative impacts
   o adjusts to account for the negative impacts
   o continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so)
   o stops.
• Have your strategy, policy, plan, procedure and/or service proposal approved
• Publish your report of this impact assessment
• Monitor and review | Use results of PNA as a basis to undertake further engagements where we are developing plans and making decisions.

Support the RPB's overarching communications and engagement strategy, which includes the following outcomes:

1. A citizen's panel that can help represent and reflect the diverse voices of older people
2. Ensuring adults with disabilities coproduce and drive our work in this area (this will often use existing forums)
3. Resources and engagements that give children and young people a voice and a way to directly influence the policies and decisions that affect them. | Senior Communications and Engagement Officer; Cardiff and Vale Regional Partnership Board | To commence by March 2022 | |

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

COUNCIL: **17 MARCH 2022**

CABINET PROPOSAL

PAY POLICY 2022/2023

Reason for this Report

1. To ask the Council to agree a Pay Policy Statement for 2022/23, in accordance with the requirements of the Localism Act 2011.

Background

2. Cardiff Council understands the importance of having a clear written policy on pay for employees. The policy statement provides a framework to ensure that employees are rewarded fairly and objectively without discrimination.

3. The Council also has a statutory requirement under the Localism Act 2011 to prepare a Pay Policy Statement on an annual basis. The first statement was in place by 31st March 2012 and they have been produced annually since then. Agreement (and subsequent publication) of the 2022/23 Pay Policy Statement will ensure continued compliance with this legislation.

Issues

4. Under section 38 of the Localism Act 2011, a relevant authority's pay policy statement must include the authority's policies relating to:

    - the level and elements of remuneration for each chief officer
    - remuneration of chief officers on recruitment
    - increases and additions to remuneration for each chief officer
    - the use of performance-related pay for chief officers
    - the use of bonuses for chief officers
    - the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority; and
    - publication of and access to information relating to remuneration of chief officers.

5. The focus of the legislation is about transparency of pay for Chief Officers and how their pay compares with lower paid employees in the

Council. However, in the interests of transparency and accountability the Council has chosen since 2011 to take a broader approach and produce a Pay Policy Statement (**Appendix 1**) covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by Welsh Government Ministers and therefore not in local authority control). This policy also excludes Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales.

Voluntary Redundancy Scheme

6.   The legislation also requires the Council to provide information about redundancy payments that are made to employees who leave the organisation. The current Voluntary Redundancy Policy has been in place since 3rd April 2015. Other than the change set out in paragraph 7, and annual reviews have resulted in no further changes. There will be no change to the Voluntary Redundancy Policy for 2022/23.

7.   Redundancy payments made under the Policy are calculated with reference to a week's pay up to a maximum of £571.00 (from 6th April 2022). Since 13th June 2017, as a result of a ruling by an Employment Appeal Tribunal (EAT) in the case of *University of Sunderland v Drossou,* in June 2017, employers must ensure that a week's pay includes remuneration 'payable by the employer under the contract of employment' and that this value should not be limited by what the employee directly receives. The rationale offered by the EAT was that employer's pension contributions formed part of the overall package of 'remuneration' offered to an employee in return for their services. The result of this is that where appropriate, the employer's pension contributions are included in the calculation of an employee's weekly pay, subject to the maximum weekly rate stated in the Voluntary Redundancy Policy, and updated on an annual basis.

Exit Payment Cap

8.   Previous Pay Policy Statements have referred to the potential introduction of a cap on exit payments.

9.   The Restriction of Public Sector Exit Payments Regulations 2020 came into force on 4 November 2020, however, in February 2021 the UK government issued a Treasury Direction to disapply the regulations, whilst the process of formal revocation took take place.

11.   Whilst it is understood that the UK Government may bring forward further proposals in due course, the Council has received no further update on this.

Chief Officer Pay

12.   The Standing Orders (Wales) Amendment Regulations 2014 introduced a requirement that: *"The relevant authority must determine the level, and any change in the level, of the remuneration to be paid to a Chief*

Officer". The impact of this amendment was that *all* changes to Chief Officer pay had to be voted on by full Council, not just those which are determined locally. This included any pay rises which had been nationally negotiated by the JNC for Chief Officers and that they could not be paid, unless and until, they had been agreed by full Council.

13.   As Chief Officers of this authority are employed under JNC terms and conditions which are incorporated into their contracts of employment, they are contractually entitled to any JNC pay rises. A decision to withhold payment (unless preceded by action to effect appropriate changes to contracts) could result in claims against the authority of 'unlawful deduction from wages' or 'breach of contract'.

14.   Taking account of the contractual obligations, and the potential time delays resulting from local determination to pay JNC nationally agreed pay rises, the WLGA pursued the matter with Welsh Government on behalf of local authority employers. As a result it was agreed that the requirement that full council must determine nationally agreed contractually entitled pay rises for Chief Officers could be met by full Council voting on an appropriate resolution to insert a suitable clause in their Pay Policy Statements to cover this issue.

15.   As a result, in agreeing the 2015/16 Pay Policy Statement, Council resolved that the authority's Pay Policy Statement, from 2015/16 onwards, would include the following paragraph:

The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC pay rises. This Council will therefore pay these nationally agreed pay awards as and when determined unless full Council decides otherwise.

16.   Should the Council at any time decide that it does not wish to implement nationally negotiated JNC pay increases then that would need to be a decision of Full Council, and the Pay Policy Statement would need to be amended to reflect that decision.

17.   This report recommends that the resolution continues to be applied provided that such pay increases are in line with those accounted for in the Budget set and agreed by Council on 3rd March 2022. Any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's agreed Budget will be referred to Council for consideration and decision.

Local Government Services Pay Award 2021 and 2022

18.   The national employers confirmed on 28th February 2022 that the NJC pay agreement effective from 1st April 2021 could be implemented, and this the Pay Policy Statement reflects the new pay rates. The pay award effective from 1st April 2022 will be implemented once agreed by the national employers. Until then the Council will continue to apply the NJC 2021-22 pay agreement in line with those accounted for in the Budget set

and agreed by Council on 3rd March 2022. Any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's agreed Budget will be referred to Council for consideration and decision.

Gender Pay Gap

19. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which relate to public sector employers in England and Wales, requires the publication of gender pay gap data based on a 'snapshot' date of 31st March.

20. Since the publication of the regulations it has been clarified that local authorities in Wales are not covered by the requirement to formally publish a Gender Pay Gap report, but instead must manage gender pay differences.

21. With more public sector employers being required to report on their Gender Pay Gap, and in line with the Council's commitment to fairness and transparency, it is proposed that the Council continues to voluntarily publish its Gender Pay gap report as part of the annual Pay Policy Statement, to be published by 31st March 2022.

22. The Council's Job Evaluation Scheme using the Greater London Provincial Council's Job Evaluation (GLPC) Scheme is used to determine the Grades of posts and ensures that men and women receive equal pay for work of equal value.

23. The Pay Policy Statement reports a change in the Gender Pay Gap from 2020 to 2021. The following table highlights the actual monetary change in pay between the two years:

	2020 Mean Hourly Rate	2020 Median Hourly Rate	2021 Mean Hourly Rate	2021 Median Hourly Rate
Male	14.04 Grade 6	12.85 Grade 5	15.33 Grade 7	14.11 Grade 6
Female	13.68 (£-0.36) Grade 6	11.97 (£-0.88) Grade 5	15.83 (+£0.50) Grade 7	13.21(-£0.90) Grade 6
Pay Gap	**2.56%**	**6.85%**	**-3.26%**	**6.38%**

24. A positive percentage figure reveals that typically, or overall, employees who are female have lower pay than male employees. According to the national government's Gender Pay Gap information at www.gov.uk, this is likely to be the situation for most employers.

25. For 2021, the Mean hourly pay rates for both males and females are within Grade 7 of the Council's Pay & Grading Structure, in 2020 the Mean was at Grade 6. The Median hourly pay rates for both males and females are within Grade 6, compared with Grade 5 in 2020.

26. Notably the Mean Gender Pay Gap is a negative figure which means that the mean average for female employees is higher than that for male employees. The reasons for this are due to a reduction of female employees at grades 1, 2, 3, and 4; an increase in the proportion of allowances paid to female employees, in particular the market supplement payments agreed for Social Workers, Principal Social Workers and Social Work Team Leaders. In addition, there has been a reduction in the number of employees who are taking advantage of salary sacrifice schemes, of which female employees represent the majority.

27. When compared to those Core Cities and local authorities in Wales that have published their Gender Pay Gap, the Council's position as at 31st March 2020 compared very favourably. So far, few have published their data for 31st March 2021. The Council's Gender Pay Gap at 31st March 2021, compares favourably with the 2020 position of others, and the 2021 position, where data has been published.

Non-Guaranteed Working Hours

28. In December 2016 the Welsh Government issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups. The Council is committed to the principles determined by Welsh Government which apply to those employees who are employed on a relief, 'casual' or sessional basis. These employees are used in services within the Council where there is either a need to bring in an additional workforce in order to cover peaks in workload, or where the workload is on a one-off basis, such as Events.

Reason for Recommendations

30. To respond to the legal requirement under the Localism Act 2011 but the production of the policy statement will also provide openness and accountability in how the Council rewards its employees.

Financial Implications

31. The rates of pay and conditions set out in the Pay Policy Statement are reflected in the Council's budget for 2022/23.

Legal Implications

32. Under Section 38 of the Localism Act 2011 the Council must prepare a Pay Policy Statement for each financial year before the commencement of that year. The Pay Policy Statement for 2022/23 must therefore be approved by full Council by 31st March 2022.

33. The Act requires the Pay Policy Statement to cover certain specific matters and the Welsh Government has issued statutory Guidance in relation to Pay Policies, to which the Council must have regard: Pay accountability within local government [HTML] | GOV.WALES.

34. Legal Services is instructed that the proposed Pay Policy Statement for 2022/23 meets the requirements of the Act and the Welsh Government Guidance.

35. The Pay Policy Statement must be published in such manner as the Council thinks fit, which must include publication on the Council's website.

36. The Council's pay structures are considered to be compliant with Equalities legislation.

HR Implications

37. The pay recommendations will not impact on employees across the Council as it merely outlines in one policy, existing and agreed arrangements for pay and remuneration of employees.

38. The trade unions have been consulted on the Pay Policy Statement.

Property Implications

39. There are no property implications.

CABINET PROPOSAL

Council is recommended to

1. confirm that the decision to agree the Pay Policy Statement constitutes agreement to implement the cost of living pay increases determined by the relevant negotiating body effective from 1st April 2022, as accounted for in the Budget set and agreed by Council on 3rd March 2022.

2. determine that any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's agreed Budget will be referred to Council for consideration and decision.

3. approve the attached Pay Policy Statement (2022/23) Appendix 1.

THE CABINET
10 March 2022

The following appendices are attached:

Appendix 1: Pay Policy Statement 2022/23, together with Annex1

CARDIFF COUNCIL

PAY POLICY STATEMENT 2022/23

INTRODUCTION

1. Since 2012 the Council has complied with the statutory requirement under the Localism Act 2011 to prepare a Pay Policy Statement on an annual basis. This Pay Policy Statement and covers the period 1st April 2022 to 31st March 2023. It was approved by Council on (insert Date and link to Minute). Agreement (and subsequent publication) of the 2022/23 Pay Policy Statement ensures continued compliance with legislation.

2. This Pay Policy Statement provides the framework for decision making on pay, and in particular, decision making on senior officer pay within the Council. It complements other information published on the Council's website which is linked at appropriate points in this Pay Policy Statement.

3. Cardiff Council recognises the importance of managing pay fairly and consistently in a way that motivates employees to make a positive contribution to the Council's business of delivering public services and administering local government in the Capital City of Wales.

4. The Council has also been accredited as a Living Wage Employer by the Living Wage Foundation and is committed to ensuring that our lowest paid employees are paid, as a minimum, in accordance with the 'Real' or Voluntary Living Wage, which is calculated annually by the Resolution Foundation and overseen by the Living Wage Commission.

5. The decisions that are taken by the Council regarding pay are crucial to maintaining equality across the organisation. The production of an annual Pay Policy Statement supports this approach and assists in providing both transparency and accountability.

SCOPE

6. In accordance with the requirements of the Localism Act 2011 this Pay Policy Statement covers all aspects of Chief Officer remuneration (including on ceasing to hold office), and that relating to the 'lowest paid' employees in the authority. The relationship between the remuneration for Chief Officer posts and other employee groups employed by the Council is explained.

7. In the interests of transparency and accountability the Council has chosen to take a broader approach than that required by legislation and therefore this Pay Policy Statement covers all employee groups, with the exception of teachers, (as the remuneration for this latter group is set by the Welsh Government and therefore not in local authority control).

8. This Pay Policy Statement does not apply to Members of the Council as they are not employees and are governed by separate legislation and the requirements of the Independent Remuneration Panel for Wales.

KEY PRINCIPLES

9. This Pay Policy Statement aims to ensure that all employees are rewarded fairly and without discrimination for the work that they do. It reflects fairness and equality of opportunity, the need to encourage and enable employees to perform to the best of their ability and the commitment to operate a transparent pay and grading structure.

10. The Council recognises that pay is not the only means of rewarding and supporting employees and offers a wider range of benefits, such as flexible working arrangements, access to learning and development, a Health and Wellbeing Charter and an Employee Assistance Programme.

11. To ensure these principles are embedded the Council will ensure that there are clear and transparent processes for setting and reviewing salaries for all employees, and that there is sufficient flexibility to take into account the pay market and recruitment and retention factors.

12. Any policy statement on pay has to be affordable and support the provision of high quality public service.

LEGISLATION

13. In determining the pay and remuneration of all its employees, the Council will comply with all relevant legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Employment) Regulations 2006.

14. With regard to the Equal Pay requirements contained within the Equality Act, the Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

DEFINITIONS

15. The Localism Act 2011 sets out the requirements for Pay Policy Statements and as part of this there are certain terms that are used to define different employee groups and in particular senior officers. This section explains these definitions and how they apply in this authority.

Chief Officer

16. The Localism Act 2011 defines 'Chief Officer' as Head of Paid Service, Monitoring Officer, Statutory Chief Officers and Non Statutory Chief Officers.

17. Cardiff Council's Chief Officers are as follows:
    - Head of Paid Service - Chief Executive
    - Monitoring Officer – Director of Governance & Legal Services
    - Statutory Chief Officers:-
      o Director for Education and Lifelong Learning,
      o Corporate Director for People and Communities who undertakes the role of Director of Social Services
      o Corporate Director Resources who undertakes the role of Section151 Officer

    - Non-statutory Chief Officers – this refers to non-statutory posts that report directly to the Head of Paid Service
      o Director for Economic Development
      o Director for Planning, Transport and Environment

Deputy Chief Officers

18. The Localism Act 2011 defines 'Deputy Chief Officers' as those officers that report directly to statutory or non-statutory Chief Officers. In Cardiff Council this includes:

    o Director Adult, Housing and Communities
    o Director Children's Services
    o Assistant Director for County Estates
    o Assistant Director for Education and Lifelong Learning
    o Assistant Director for Street Scene
    o Programme Director for School Organisation Planning
    o Head of Service for Finance
    o Head of Performance and Partnerships
    o Head of Democratic Services – statutory role which reports to the Monitoring Officer
    o Chief HR Officer
    o Chief Digital Officer

19. The Council's senior management arrangements include Operational Manager posts. In addition to the posts identified above, there are also some Operational Managers that report directly to statutory or non-statutory Chief Officers (Corporate Director Resources, Directors of Economic Development; Governance and Legal Services; Planning, Transport and Environment) and so for the purposes of this policy these posts are included within the definition of Deputy Chief Officer. Operational Managers are employed on the same terms and conditions as the Council's Chief Officers as indicated in paragraph 26.

20. The Council's senior management arrangements also include the posts of Assistant Director for Adult Services, and Assistant Director of Housing and Communities, that report to a Deputy Chief Officer.

Lowest Paid Employees

21. The Localism Act 2011 requires the Council to define its 'lowest paid employee' within the Pay Policy Statement. Within the Council the lowest paid employees are those appointed on Spinal Column Point (SCP) 1 of the National Joint Council for Local Government Services' nationally agreed pay scale. However to support the Council's lowest paid employees, with effect from 1st September 2012 the Council adopted the Voluntary Living Wage. In practice this means that the pay for the lowest paid employees is kept under review to ensure that either the Voluntary Living Wage hourly rate is paid, or the relevant Spinal Column Point, whichever is the greatest.

22. As at 1st April 2021 the SCP 1 of the NJC pay scale equated to an hourly rate of pay of £9.50. As the Voluntary Living Wage equates to £9.90 this is the rate that is actually paid. In accordance with the Council's commitment to the payment of the Voluntary Living Wage this will be further reviewed once the 2022 National Pay Agreement is finalised.

Pay

23. The Localism Act 2011 defines 'pay' remuneration as 'salary, bonuses, charges, fees or allowances payable, any benefits in kind, increase or enhancement of pension entitlement. This definition is applies in this Pay Policy Statement.

ROLE OF THE CHIEF EXECUTIVE

24. The Chief Executive fulfils the statutory role of Head of Paid Service as defined by the Localism Act 2011. The Local Government and Elections (Wales) Act 2021, Section 54 makes provision to codify the role of the chief executive in a principal council (county and county borough councils), including, but not exclusively, the functions currently undertaken by the head of paid service as designated under section 4 of the Local Government and Housing Act 1989. As a result, on 5 May 2022, all principal councils will be required to appoint a chief executive. This will replace the current requirement to designate an existing officer as head of paid service under section 4 of the Local Government and Housing Act 1989. This change will not affect arrangements in Cardiff as the Council already has an appointed Chief Executive.

25. As the most senior officer the Chief Executive is responsible for a wide range of services with a total budget of £683 million (2021/22) and for the employment of 13,319 employees (as at December 2021). The services are provided to a total population of 369, 200 (rounded to the nearest 100) according to the Office for National Statistics' latest (mid-2020) population estimates. The Council was recorded as having a Council housing stock of 13776 and in October 2021 there were 55,920 pupils enrolled in our schools.

26. The role of Chief Executive is a full time and permanent appointment. Post holders are selected on merit, against objective criteria, following public advertisement. They are appointment by the Appointments Committee of the Council, comprising elected members.

27. As Head of Paid Service, the Chief Executive works closely with elected members to deliver the administration's policy statement – 'Capital Ambition' – a programme of action to create opportunity, manage growth and reform public services, whilst ensuring that the benefits of success are felt by all residents.

28. The Chief Executive routinely works outside of the standard Monday to Friday business week, The Chief Executive also heads the Gold Command 'on call' arrangements particularly to cover emergency planning requirements.

PAY DETAILS

Chief Executive

29. The Chief Executives is employed on Joint National Committee for Chief Executives of Local Authorities (JNC for Chief Executives) terms and conditions. The JNC for Chief Executives negotiates on national (UK) annual cost of living pay increases, and any award of the same is determined on this basis. These pay awards are effective from 1st April each year however they are not normally confirmed in advance of this date.

Chief Officers and Operational Managers

29. Posts at Operational Manager and above are employed on Joint National Committee (JNC) Chief Officer terms and conditions, and pay levels for these posts have been evaluated using the Korn Ferry Hay (formerly Hay) Job Evaluation Scheme since 1999.

30. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. These pay awards are effective from 1st April each year, however they are not normally confirmed in advance of this date.

Chief Officer Pay Decisions

31. Although the annual cost of living pay increases referred to in paragraphs 28 and 30 above are part of the nationally agreed terms and conditions, the Council's Constitution Employment Procedure Rules states that any decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by full Council.

32. Therefore, in accordance with these rules, the Council's decision to agree this Pay Policy Statement constitutes agreement to implement the cost of living pay increases determined by the relevant negotiating body effective from 1st April 2022, as accounted for in the Budget set and agreed by Council on 3rd March 2022.

33. Any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's agreed Budget will be referred to Council for consideration and decision.

Chief Officer and Operational Manager Pay

34. The following table shows the current pay rates for Chief Officers and Operational Managers, as at 1st April 2021:

Post	Salary
Chief Officers – Spot Salary	
Chief Executive	£188,166
Corporate Director for Resources Corporate Director for People and Communities	£143,891
Directors	£132,822
Chief Digital Officer	£106,628
Chief Officers, Assistant Directors	£90,320
Operational Managers – 5 Point Range	
Operational Manager – Level 1	£59,322 - £72,292
Operational Manager – Level 2	£48,549 - £58,646

35. The salary level for Chief Officer and Operational Managers is determined by an independent external evaluation process based on an assessment of relative job sizes and benchmarking against market comparisons for posts of similar size and complexity, using the Korn Ferry (previously Hay) Job Evaluation Scheme.

36. For Chief Officer positions, any report from the external evaluators on grading of new posts or changes to salary levels is presented to the Council's Employment Conditions Committee (ECC) which has the following functions delegated to it under the Council's Constitution:

(i) To consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers.

(ii) To decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), except for Operational Managers deemed to be classed as Deputy Chief Officers, whose applications may be determined under Chief Executive officer delegation within the remuneration framework for Operational Managers, together with any other category of employee specified in Regulation from time to time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.

37. Where an Operational Manager, who falls within the statutory definition of a Deputy Chief Officer, submits a request for regrading, this is dealt with by the Chief Executive under delegated authority, within the remuneration framework for Operational Managers (delegation reference CE8). It has been agreed that any such decisions shall be reported in this Pay Policy Statement for transparency. During 2021/22, the Chief Executive's delegation has been exercised in relation to one Operational Manager post which is deemed as a Deputy Chief Officer.

38. In addition to the above, the Independent Remuneration Panel in Wales (IRP) has specific functions concerning the salary of the Chief Executive (Head of Paid Service). Before making a change to the salary of the Chief Executive, which is not commensurate with a change to the salaries of the Council's other employees, the local authority must consult the IRP about the proposed change and have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.

38. In the year ending 31st March 2022 the local authority has not had the need to make a referral to the IRP.

39. Since 2009/10, the Council has published pay details for Chief Officer posts on its website. Previous to this, the number of officers at each salary band over £60,000 were set out. The information can be found in the 'Statement of Accounts' which is accessed via the tab 'Your Council' and then the link to 'Council Finance' https://www.cardiff.gov.uk/ENG/Your-Council/Council-finance/Managing-the-Councils-Finances/Pages/default.aspx. The Chief Executive pay has been published on the website since 2010.

'National Joint Council (JNC) (Green Book)' and 'Joint National Council (JNC) Craft' Employees

40. The pay grades for all former NJC Green Book and JNC Craft positions within the Council are evaluated using a job evaluation (JE) process using the Greater London Provincial Council (GLPC) scheme. The JE process uses a consistent set of criteria which ensures that the Council's grading structure is fair, transparent and equitable, and that men and women receive equal pay for work of equal value. The Council has Collective Agreements in place with UNISON, GMB and Unite (NJC Green Book), and GMB, and Unite (JNC Craft) which set out the pay ranges for each grade and also relevant terms and conditions.

41. The Council's pay and grading structure links the scores from the job evaluation process directly to the NJC pay structure. On the 1st April 2019 this national pay structure changed from 49 spinal column points (SCP) to 43. The national pay structure with effect from 1st April 2021 ranges from spinal column point (SCP) 1 to 43 which equates to £18,333 to £47,665 .

42. Cardiff Council has in place a locally agreed pay scale which has 10 grades that span across SCPs 1- 40 of the national pay structure. As a result of the changes effective from 1st April 2019, the Council reviewed its locally agreed pay scale and in order to minimise the impact of transition to the new scale SCPs 10, 13, 16, 18 and 21 of the national pay structure are no longer used. Overall, the Council's pay scale equates to

£18,333 to £44,624, at 1st April 2021. Each grade has a number of incremental points. More information about the GLPC Scheme and the grades of the Council can be found in the Council's Single Status Collective Agreement. The agreed grades and associated salaries at 1st April 2021 can be seen at Annex1.

Employees other than Chief Officer and previous 'Green Book' and 'Craft' employees

43.   The Council also has employees whose pay, terms and conditions are determined by other national agreement, i.e. JNC Youth and Community, Soulbury, and School Teacher terms and conditions. Pay for these employees is based on the relevant nationally agreed rates of pay. Pay rates are included in Annex 1 for information.

Pay Differentials

44.   The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee (£17,942) and the Chief Executive (£185,385) as [1:10] and; between the lowest paid employee (£17,942) and median Chief Officer (£88,895) as [1:5].

45.   The multiple between the median full time equivalent earnings (£25,481) and the Chief Executive (£185,385) is [1:7] and; between the median full time equivalent earnings (£25,481) and median Chief Officer (£88,985) is [1:3].

46.   The Council does not use performance related pay or bonuses for Chief Officers

Incremental Progression – all employees

47.   Incremental progression for 'Green Book', 'Craft' employees and Operational Managers is not automatic but is dependent upon a successful performance review. Following a successful performance review, increments are normally effective from the 1st April each year. For 'Green Book' and 'Craft' employees, this requirement is detailed in the relevant Single Status Collective Agreement, and for Operational Managers this is contained within their terms and conditions.

Salary on Appointment – all employees

48.   Vacancies are advertised on the agreed grade for the post stating the minimum and maximum salary, or spot point, as appropriate to the post. All Chief Officers are appointed to the spot point. Where salary scales are in place appointments are made at the bottom point of the range, but there is discretion to appoint at a higher point within the range. This would usually be to match a candidate's current level of pay or in particular circumstances.

Market Supplements – all employees

49.   It is recognised that there will be exceptional circumstances where the market rate for certain key jobs is higher than that provided for by relevant Council pay and grading

structure. In these circumstances, the grading of the post will be reviewed in accordance with the Council's Market Supplement Scheme agreed as part of the Council's Single Status Agreement. The scheme is applicable to all those covered by the Green book, Craft employees, JNC for Chief Officers, JNC for Youth & Community Workers and those on Soulbury terms and conditions. Proposals to pay a Market Supplement must be supported by a full, evidence based business case, and follow the agreed decision making processes of the Council.

ADDITIONAL PAYMENTS

50. Employees employed under the previous 'Green Book' and 'Craft' terms and conditions are paid on the same terms and conditions and pay scales through Single Status. However, a tool allowance has been retained for relevant craft posts.

NJC 'Green Book' and JNC 'Craft' Employees

51. Additional payments are made as detailed in their respective Collective Agreements. The types of additional payments made include: overtime and Saturday and Sunday working at time and a half, recalls to work attract a minimum payment of 2 hours payment, public holiday payments, car allowances, motorcycle and bicycle allowances, stand by and call out payments, night /evening /unsocial hours payments, shift work allowance, sleeping in duty payment, first aid allowance, relocation payment and payment for professional subscriptions. In order to manage an ongoing budgetary pressure, in the financial year 2022/23 payments for interview expenses, relocation expenses and professional subscriptions (which are not legal requirements of a post) will not be made. This has consistently been applied since the 2014/15 financial year.

Chief Officers and Operational Managers

52. Additional payments made include car, motorcycle and bicycle allowances which have been harmonised for all Council employees using the single rate based on the HMRC arrangements paid for business mileage, i.e. currently 45p per mile.

53. Interview Expenses and Relocation Assistance – Consistent with a decision applied since the 2014/15 financial year, these payments will not be made for the 2022/23 financial year.

54. Professional Subscriptions – For the financial year 2022/23 these will continue to only be paid by the Council where it is an essential requirement of the post.

55. Returning Officer Fees - The appointment of Electoral Registration Officer is required by S8 Representation of the People Act 1983; and the appointment of Returning Officer is required by S35 Representation of the People Act 1983. At the Council meeting on the 28th February 2019, the Chief Executive was appointed to the roles of Electoral Registration Officer and Returning Officer, with effect from the 3rd April 2019. The roles of Electoral Registration Officer and Returning Officer are part of the job description of the Chief Executive.

56. The Returning Officer fees for parliamentary, Welsh Government, Police and Crime Commissioner Elections and all referenda are set out in statutory fees and charges orders for each election. For these externally sponsored elections, the fee is funded through grant awarded by the Welsh Government in respect of its election, and by Central Government in respect of the other elections. For local elections, the Council must pay the expenditure properly incurred by the Returning Officer in relation to holding the election, for example, for printing of ballot papers and all election stationery and provision of polling stations. The Chief Executive has waived all personal fees associated with the role of Returning Officer.

Election Staff to Assist the Returning Officer

57. The Returning Officer has power to appoint all staff necessary to assist in the discharge of the Returning Officer's duties in respect of holding the elections, including Poll Clerks, Presiding Officers and Count Staff. For all externally sponsored elections, staff fees must be set in line with the appropriate statutory fees and charges order and are recoverable on that basis. For local elections, staff fees are based on the scale and type of election and are reviewed to take account of inflation and any other pressures, as appropriate. The fees are set and approved by the Returning Officer prior to the election.

HONORARIA AND ACTING UP SCHEMES

58. The Council has schemes for payment where an employee acts up into a post at a higher level of pay (Acting Up Scheme) or where they undertake additional duties at a higher level of responsibility (Honoraria Scheme). These schemes are applicable for all Council employees, excluding teachers, however for the financial year 2022/23 the Honoraria Scheme will continue to be withdrawn in order to manage an ongoing budgetary pressure.

ANNUAL LEAVE

59. Annual leave entitlements are determined by the terms and conditions of the different employee groups. Entitlements to annual leave are pro rata for part time employees

Green Book and Craft employees, Chief Executive, Chief Officers and Operational Managers

60. The annual leave entitlement is 27 days, rising to 32 days after 5 years' service. In addition there are 8 bank holidays.

Other Employees

61. The annual leave entitlement for JNC Youth & Community is 30 days, rising to 35 days after 5 years' service. The Soulbury entitlement is 25 days rising to 30 days after 5 years' service. In addition there are 8 bank holidays and 4 extra statutory days for both groups.

Purchase of Annual Leave

62.   The Council has in place an Annual Leave Purchase scheme, whereby employees can purchase up to 10 days annual leave, which is then payable by monthly deductions during the leave year. As at January 2021, 69 employees accessed the scheme in the 2020/21 annual leave year which was the same as the previous year.

GENDER PAY GAP REPORT

63.   The Council has published a Gender Pay Gap report as part of its Annual Equalities Monitoring Report. The report uses data for employees who were paid for the period that covers 341st March each year. There will be changes from year to year and these will very much depend on the extent to which changes arise in the number of male and female employees at different grades, the use of salary sacrifice schemes and changes to additional allowances paid to employees. The following Gender Pay Gap information sets out the actual differences in the average pay between employees who are male and those who are female (excluding schools) as at 31st March 2021, compared with 31st March 2020, and shows the percentage and actual pay gap between men and women:

	2020 Mean Hourly Rate	2020 Median Hourly Rate	2021 Mean Hourly Rate	2021 Median Hourly Rate
Male	14.04 Grade 6	12.85 Grade 5	15.33 Grade 7	14.11 Grade 6
Female	13.68 (£-0.36) Grade 6	11.97 (£-0.88) Grade 5	15.83 (+£0.50) Grade 7	13.21(-£0.90) Grade 6
Pay Gap	**2.56%**	**6.85%**	**-3.26%**	**6.38%**

The UK Government's Equalities Office recently stated that women working in the public sector are paid on average 19.0% less than men compared to 23.8% less for women in the private sector

64.   The **mean** average involves adding up all the hourly rates and dividing the result by how many numbers were in the list. The **median** average involves listing all the hourly rates in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers. A positive percentage figure reveals that typically, or overall, employees who are female have lower pay than male employees. According to the national government's Gender Pay Gap information at www.gov.uk, this is likely to be the situation for most employers.

65.   Using the **mean** method of calculating the average the pay gap shows that the hourly rate for women is higher than that for men, i.e. a pay gap of -3.26%, in favour of women. The **median** average of 6.85% in 2020 has reduced to 6.38% in 2021, and as this is a positive percentage figure this method of calculation indicates that employees

who are female have lower pay than male employees, albeit the gender pay gap has narrowed in 2021.

66. For 2021, the **mean** hourly pay rates for both males and females are within Grade 7 of the Council's Pay & Grading Structure, compared to Grade 6 in 2020. The **median** hourly pay rates for both males and females are within Grade 6, compared to Grade 5 in 2020.

67. When schools are included, the Gender Pay Gap information as at 31st March 2021, compared with 31st March 2020 there is a significant increase in the median hourly rate. School employees are paid either on NJC Single Status or Teachers' Pay scales. Salary levels of teachers are higher than those of school support staff and the value of allowances for middle and senior school leaders impacts on the pay differentials and ultimately the gender pay gap. In 2021 there was a reduction in the number of employees paid at Grades 1 and 2 ; a 27.81% reduction of female employees at Grade 1 and 2, compared to a 44.31% reduction of male employees; a widening gap in the value of allowances to the benefit of male employees; and of the employees who contributed to salary sacrifice schemes, the higher proportion of them were female.

	2020 Mean Hourly Rate	2020 Median Hourly Rate	2021 Mean Hourly Rate	2021 Median Hourly Rate
Male	15.38 Grade 7	12.96 Grade 5	16.81 Grade 7	14.83 Grade 6
Female	15.20 (-£0.18) Grade 6	12.85 (-£0.11) Grade 5	16.70 (-£0.11) Grade 7	13.32 (-£1.51) Grade 6
Pay Gap	**1.17%**	**0.85%**	**0.65%**	**10.18%**

68. The quartile table below shows the proportion of male and female full-pay relevant employees (excluding schools) in four quartile pay bands, which is calculated by dividing the workforce into four equal parts. If there are number of employees on the same hourly rate of pay crossing two of the quartiles, males and females are split   as evenly as possible across the quartiles. Quartile 1 represents the lowest paid and Quartile 4 represents the highest paid.

Quartiles	2020		2021			
	Male	Female	Male	Female	Male Difference	Female Difference
Q1 Lower hourly pay	38.48%	61.52%	37.42%	62.38%	-1.06%	1.06%
Q2 Lower middle hourly pay	37.74%	62.26%	38.14%	61.86%	0.40%	-0.40%
Q3 Upper middle hourly pay	45.36%	54.64%	47.78%	42.22%	2.12%	-2.21%
Q4 Upper hourly pay	44.55%	55.45%	41.66%	57.33%	-2.89%	2.89%

69. At the 31st March 2021, compared to 2020, in Quartiles 1 and 4 the percentage of females compared to male employees increased. In Quartiles 2 and 3 the percentage of female employees compared to male employees reduced.

70. Whilst there is no requirement in Wales to publish Gender Pay Gap information, Cardiff Council has chosen to publish its information on GOV.UK. In terms of the 2021/22 published data, Cardiff Council's position compares well to other Local Authorities, include those core cities that have published their data.

PENSION SCHEME

71. All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible they will automatically become a member of the scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.

72. The current level of contribution to the scheme by employees is:

Contribution table 2021/22			
Band	Actual pensionable pay for an employment	Contribution rate for that employment	
		Main	50/50 section
1	Up to £14,600	5.50%	2.75%
2	£14,601 to £22,900	5.80%	2.90%
3	£22,901 to £37,200	6.50%	3.25%
4	£37,201 to £47,100	6.80%	3.40%
5	£47,101 to £65,900	8.50%	4.25%
6	£65,901 to £93,400	9.90%	4.95%
7	£93,401 to £110,000	10.50%	5.25%
8	£100,001 to £165,000	11.40%	5.70%
9	£165,001 or more	12.50%	6.25%

73. Teachers are entitled to join the Teachers' Pensions scheme. As the Teachers Pensions scheme is operated externally further information can be found on www.teacherspensions.co.uk.

74. The Council's current published statement relating to pensions was agreed by the Cabinet on 12th June 2014 for implementation in 30th June 2014. The way redundancy payments are calculated was agreed by Cabinet on 26th January 2015 as part of the Voluntary Redundancy Policy, and is detailed below in paragraph 75.

EXIT (REDUNDANCY/SEVERANCE) PAYMENTS

Voluntary Severance Scheme

75. The Voluntary Redundancy Policy provides details of the position on making discretionary payments on early termination of employment under Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. The policy also provides details of the Council's policy on increasing an employee's total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008.

76. The arrangements set out in the document referred to in paragraph 73 apply to Chief Officers and all other employees of the Council irrespective of grade or status. The most relevant sections are detailed below:

   (i) **The power to pay lump sum compensation of up to 104 weeks -** the Council's policy for utilising this discretion is that the statutory redundancy table is multiplied by a factor of 1.5 subject to a maximum of 45 weeks from 3rd April 2015.

   (ii) **The power to Increase a Statutory Redundancy Payment** – the Council's policy for utilising this discretion is that redundancy payments to be based on actual week's pay up to a maximum of £571 per week (at 6th April 2022) or actual pay whichever is the lesser. The maximum figure to be adjusted by the statutory amount for a week's pay, as announced annually by the Department of Business Innovation and Skills. The maximum redundancy payable is therefore £25,695.

77. The policy effective since 5 April 2015 was been amended to take account of the decision of an Employment Appeal Tribunal (EAT) in the case of *University of Sunderland v Drossou (13 June 2017).* The EAT ruled that employer's pension contributions should be included in the calculation of a week's pay for calculations made under the Employment Rights Act 1996 (ERA). Sections 220-229 of the ERA set out the rules regarding the 'week's pay provisions' and the way a week's pay is used, which includes the calculation of redundancy pay.

78. The EAT held that a week's pay should include remuneration 'payable by the employer under the contract of employment' and that this value should not be limited by what the employee directly receives. The rationale offered by the EAT was that employer's pension contributions formed part of the overall package of 'remuneration' offered to an employee in return for their services. The result of this is that, where appropriate, the employer's pension contributions are included in the calculation of weekly pay, subject to the £538 maximum.

Exit Payment Cap

79. Previous Pay Policy Statements have referred to the potential introduction of a cap on exit payments. The Restriction of Public Sector Exit Payments Regulations 2020 came into force across the United Kingdom on 4 November 2020, however, in February 2021 the UK government issued a Treasury Direction to disapply the regulations in order for a formal revocation to take place.

80. It is understood that the UK Government may bring forward further proposals in due course.

RE-EMPLOYMENT OF STAFF

81. Since 1st April 2015, the Council has had a policy regarding re-employment of employees (at any level) who take voluntary redundancy from the Council which was agreed at Cabinet on 26th January 2015.

82. The Council's agreed policy is that employees requesting voluntary redundancy have to agree to the condition that given the Council's obligation to safeguard public funds, they will be precluded from returning to employment (which includes permanent, temporary, casual and agency) within the Council (including schools) for a period of 12 months from the date of their termination. Casual engagement includes contracts for services.

83. The Council does not believe that it employs any individual in a manner that seeks to avoid tax.

84. Within the Council, under the pension fund discretionary policies there is generally no abatement of pension following re-employment except under the following circumstances:

    (i)   Where a person has been awarded compensatory added years (CAY's) under the LGPS Compensation Regulations the pension may be abated. This is a requirement of the compensation regulations, but these will be historical cases as CAY's can no longer be granted.

    (ii)   Where a person has retired under tier 1 ill health provisions and is subsequently re-employed. This is because the certification for tier 1 supposes that the person is permanently unfit for all work. Other tiers of ill health or other retirements would not lead to abatement on re-employment.

85. Abatement, where it applies, would be based on non betterment that is the pension together with the pay in the new employment should not exceed the pay at the point of retirement (adjusted for pension increases). Under (i) the abatement would only apply to the pension from CAY's.

NON GUARANTEED WORKING HOURS

86. In December 2016 the Welsh Government issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups.

87. The Council is committed to the principles determined by Welsh Government which apply to those employees who are employed on a relief, casual or sessional basis. These employees are used in services within the Council where there is either a need to bring in an additional workforce in order to cover peaks in workload or where the workload is on a one off basis.

ACCOUNTABILITY AND DECISION MAKING

88. In accordance with the Constitution of the Council the Cabinet are responsible for decision making in terms of pay, terms and conditions and redundancy arrangements in relation to employees of the Council. The exception to this is that the Employment Conditions Committee is responsible for posts at Chief Officer level and above.

89. In accordance with the Localism Act 2011 redundancy packages above £100,000 for Chief Officers must be agreed by full Council. The redundancy package includes any redundancy payment (from 3 April 2015, statutory redundancy pay of 30 weeks plus an additional 15 weeks), contractual notice period and full cost of early release of pension (as required under Regulation 68(2) of the Local Government Pension Scheme).

REVIEW OF THE POLICY

90. This Pay Policy Statement will be kept under review and developments considered in the light of external best practice and legislation. The Pay Policy Statement may also be reviewed as part of the Council's existing Scrutiny arrangements. The Council will ensure the Pay Policy Statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual Pay Policy Statement will be submitted to Cabinet, and then full Council by March of each year.

91. In line with legislation, this Pay Policy Statement will be reviewed and updated on an annual basis for consideration and agreement by full Council, with the next Pay Policy Statement to be in place for the 2023/24 financial year.

Salary Scales

NJC for Local Government (as at 1st April 2021) — £18,329

SCP	Job Evaluation Scores (GLPC scheme)	FTE SALARY	MONTHLY	HOURLY (National Living Wage £8.91 from 01/04/2021)	Hourly Living Wage £9.50 from 01/04/2021
	GRADE 1				
1	1 - 247	18333	1527.75		9.50
	GRADE 2				
2	248 - 286	18516	1543.00		9.60
3		18887	1573.92		9.79
	GRADE 3				
3		18887	1573.92		9.79
4	287 - 327	19264	1605.34		9.99
5		19650	1637.50		10.19
6		20043	1670.25		10.39
	GRADE 4				
6		20043	1670.25		10.39
7		20444	1703.67		10.60
8	328 - 369	20852	1737.67		10.81
9		21269	1772.42		11.02
11		22129	1844.09		11.47
	GRADE 5				
11		22129	1844.09		11.47
12		22571	1880.92		11.70
14	370 - 409	23484	1957.00		12.17
15		23953	1996.09		12.42
17		24920	2076.67		12.92
19		25927	2160.59		13.44
	GRADE 6				
19		25927	2160.59		13.44
20		26446	2203.84		13.71
22	410 - 454	27514	2292.84		14.26
23		28226	2352.17		14.63
24		29174	2431.17		15.12
25		30095	2507.92		15.60
	GRADE 7				
25		30095	2507.92		15.60
26		30984	2582.00		16.06
27	455 - 499	31895	2657.92		16.53
28		32798	2733.17		17.00
29		33486	2790.50		17.36
30		34373	2864.42		17.82
	GRADE 8				
30		34373	2864.42		17.82
31		35336	2944.67		18.32
32	500 - 544	36371	3030.92		18.85
33		37568	3130.67		19.47
34		38553	3212.75		19.98
	GRADE 9				
34		38553	3212.75		19.98
35	545 - 589	39571	3297.59		20.51
36		40578	3381.50		21.03
37		41591	3465.92		21.56
	GRADE 10				
37		41591	3465.92		21.56
38	590 +	42614	3551.17		22.09
39		43570	3630.84		22.58
40		44624	3718.67		23.13
Other		0	0.00		0.00

* SCP 10, 13, 16, 18 & 21 are not in use

JNC CHIEF OFFICERS (as at 1st April 2021)

SCP	FTE SALARY	MONTHLY	HOURLY
	OM2		
1	48549	4045.75	25.16
2	51103	4258.59	26.49
3	53326	4443.84	27.64
4	55984	4665.34	29.02
5	58646	4887.17	30.40
	OM1		
1	59322	4943.50	30.75
2	62617	5218.09	32.46
3	65914	5492.84	34.16
4	69030	5752.50	35.78
5	72292	6024.34	37.47
	Chief Officer/Assistant Director		
1	90320	7526.67	46.82
	Chief Digital Officer		
1	106628	8885.67	55.27
	Director		
1	132822	11068.50	68.85
	Corporate Director		
1	143891	11990.92	74.58

JNC CHIEF EXECUTIVE (as at 1st April 2021)

SCP	**Chief Executive**	MONTHLY	HOURLY
1	188166	15680.50	97.53

NATIONAL MINIMUM WAGE (as at 1st April 2021)

NMW - Point 1 (16 to 17 years of age)

SCP	FTE SALARY	MONTHLY	HOURLY
1	8913	742.75	4.62

NMW - Point 2 (18 to 20 years of age)

SCP	FTE SALARY	MONTHLY	HOURLY
2	12656	1054.67	6.56

NMW - Point 3 (21 to 24 years of age)

SCP	FTE SALARY	MONTHLY	HOURLY
3	16129	1344.08	8.36

NMW - Point 4 (25 years and above)

SCP	FTE SALARY	MONTHLY	HOURLY
4	17190	1432.50	8.91

Apprentice Rate

SCP	FTE SALARY	MONTHLY	HOURLY
1	8296	691.33	4.30

Teacher (Main Pay Range)

			Daily Rate (195ths)
2	27,491	2290.92	140.98
3	29,699	2474.92	152.30
4	31,987	2665.58	164.04
5	34,506	2875.50	176.95
6	37,974	3164.50	194.74

Teacher (Upper Pay Range)

			Daily Rate (195ths)
1	39,368	3280.67	201.89
2	40,827	3402.25	209.37
3	42,333	3527.75	217.09

Unqualified Teacher

			Daily Rate (195ths)
1	18,487	1540.58	94.81
2	20,637	1719.75	105.83
3	22,786	1898.83	116.85
4	24,936	2078.00	127.88
5	27,088	2257.33	138.91
6	29,238	2436.50	149.94

Leadership Group Range

	Min	Max
Group 1	48,571	64,620
Group 2	51,029	69,544
Group 3	55,038	74,847
Group 4	59,153	80,553
Group 5	65,266	88,841
Group 6	70,240	97,996
Group 7	75,596	108,035
Group 8	83,376	119,248

** Scale points to be applied **only** to head teachers at the top of the school group range in the academic year 2015/16, indicating no uplift for 2016/17.*

e.g

Headteacher on Grade 12-18 (moves to sp18 on Sept 2016)
Salary Range £51,127 - £58,677 (no uplift on point 18)

Headteacher on Grade 15-21 (moves to sp18 on Sept 2016)
Salary Range £55,049 - £63,779 (sp18 = £59,264)

Leadership Pay Range

1	42,934
2	44,008
3	45,107
4	46,230
5	47,381
6	48,571
7	49,877
8	51,029
9	52,302
10	53,646
11	55,038
12	56,307
13	57,714
14	59,153
15	60,624
16	62,237
17	63,665
18*	64,620
18	65,266
19	66,886
20	68,543
21*	69,544
21	70,240
22	71,984
23	73,766
24*	74,847
24	75,596
25	77,474
26	79,391
27*	80,553
27	81,358
28	83,376
29	85,441
30	87,568
31*	88,841
31	89,731
32	91,961
33	94,245
34	96,575
35*	97,996
35	98,976
36	101,426
37	103,947
38	106,520
39*	108,035
39	109,116
40	111,838
41	114,632
42	117,504
43	119,248

Leading Practitioner Range

LP01 - LP05		LP02 - LP06		LP03-LP07	
1	43,145	2	44,226	3	45,330
2	44,226	3	45,330	4	46,458
3	45,330	4	46,458	5	47,615
4	46,458	5	47,615	6	48,809
5	47,615	6	48,809	7	50,124
LP04-LP08		**LP05-LP09**		**LP06-LP10**	
4	46,458	5	47,615	6	48,809
5	47,615	6	48,809	7	50,124
6	48,809	7	50,124	8	51,279
7	50,124	8	51,279	9	52,560
8	51,279	9	52,560	10	53,911
LP07-LP11		**LP08-LP12**		**LP09-LP13**	
7	50,124	8	51,279	9	52,560
8	51,279	9	52,560	10	53,911
9	52,560	10	53,911	11	55,309
10	53,911	11	55,309	12	56,584
11	55,309	12	56,584	13	57,998
LP10-LP14		**LP11-LP15**		**LP12-LP16**	
10	53,911	11	55,309	12	56,584
11	55,309	12	56,584	13	57,998
12	56,584	13	57,998	14	59,444
13	57,998	14	59,444	15	60,923
14	59,444	15	60,923	16	62,543
LP13-LP17		**LP14-LP18**			
13	57,998	14	59,444		
14	59,444	15	60,923		
15	60,923	16	62,543		
16	62,543	17	63,979		
17	63,979	18	65,590		

JNC YOUTH AND COMMUNITY (as at 1st September 2020)

SCP	FTE SALARY	MONTHLY	HOURLY	Hourly Living Wage £9.50 from 01/04/2021
	CE2			£18,329
05	25313	2109.42	13.12	
06	25313	2109.42	13.12	
07	27202	2266.83	14.10	
08	31152	2596.00	16.15	
09	31152	2596.00	16.15	
10	36849	3070.75	19.10	

SCP	FTE SALARY	MONTHLY	HOURLY
	T00 1		
11	23178	1931.50	12.01
12	24228	2019.00	12.56
13	25313	2109.42	13.12
14	26437	2203.08	13.70
	T00 2		
18	29579	2464.92	15.33
19	30364	2530.33	15.74
20	31152	2596.00	16.15
21	32036	2669.67	16.61
	T00 3		
20	31152	2596.00	16.15
21	32036	2669.67	16.61
22	33039	2753.25	17.12
23	34015	2834.58	17.63
	T00 4		
22	33039	2753.25	17.12
23	34015	2834.58	17.63
24	34997	2916.42	18.14
25	35985	2998.75	18.65
	T00 4A		
24	34997	2916.42	18.14
25	35985	2998.75	18.65
26	36973	3081.08	19.16
27	37961	3163.42	19.68
	T00 5		
27	37961	3163.42	19.68
28	38961	3246.75	20.19
29	39953	3329.42	20.71
30	40947	3412.25	21.22

SCP	FTE SALARY	MONTHLY	HOURLY
	T00 HRLY		
05	19308	1609.00	10.01
06	19631	1635.92	10.18
07	19922	1660.17	10.33
08	20589	1715.75	10.67
09	21439	1786.58	11.11
10	22104	1842.00	11.46
11	23178	1931.50	12.01
12	24228	2019.00	12.56
13	25313	2109.42	13.12
14	26437	2203.08	13.70
15	27202	2266.83	14.10
16	28001	2333.42	14.51
17	28787	2398.92	14.92
18	29579	2464.92	15.33
19	30364	2530.33	15.74
20	31152	2596.00	16.15
21	32036	2669.67	16.61
22	33039	2753.25	17.12
23	34015	2834.58	17.63
24	34997	2916.42	18.14

SCP	FTE SALARY	MONTHLY	HOURLY
	EAI		
01	37056	3088.00	19.21
02	38383	3198.59	19.89
03	39637	3303.09	20.54
04	40907	3408.92	21.20
05	42168	3514.00	21.86
06	43431	3619.25	22.51
07	44758	3729.84	23.20
08	46035	3836.25	23.86
09	47522	3960.17	24.63
10	48849	4070.75	25.32
11	50158	4179.84	26.00
12	51425	4285.42	26.65
13	52860	4405.00	27.40
14	54140	4511.67	28.06
15	55553	4629.42	28.79
16	56831	4735.92	29.46
17	58113	4842.75	30.12
18	59371	4947.59	30.77
19	60668	5055.67	31.45
20	61338	5111.50	31.79
21	62626	5218.84	32.46
22	63749	5312.42	33.04
23	64985	5415.42	33.68
24	66093	5507.75	34.26
25	67278	5606.50	34.87
26	68434	5702.84	35.47
27	69616	5801.34	36.08
28	70815	5901.25	36.71
29	72016	6001.34	37.33
30	73215	6101.25	37.95
31	74404	6200.34	38.57
32	75611	6300.92	39.19
33	76819	6401.59	39.82
34	78056	6504.67	40.46
35	79291	6607.59	41.10
36	80560	6713.34	41.76
37	81809	6817.42	42.40
38	83071	6922.59	43.06
39	84316	7026.34	43.70
40	85561	7130.09	44.35
41	86811	7234.25	45.00
42	88061	7338.42	45.64
43	89309	7442.42	46.29
44	90564	7547.00	46.94
45	91815	7651.25	47.59
46	93069	7755.75	48.24
47	94327	7860.59	48.89
48	95574	7964.50	49.54
49	96825	8068.75	50.19

SCP	FTE SALARY	MONTHLY	HOURLY
	AEP		
01	30694	2557.84	15.91
02	31948	2662.34	16.56
03	33201	2766.75	17.21
04	34448	2870.67	17.86

SCP	FTE SALARY	MONTHLY	HOURLY
	EDPSY A		
01	38865	3238.75	20.14
02	40838	3403.17	21.17
03	42811	3567.59	22.19
04	44782	3731.84	23.21
05	46755	3896.25	24.23
06	48727	4060.59	25.26
07	50584	4215.34	26.22
08	52440	4370.00	27.18
09	54179	4514.92	28.08
10	55921	4660.09	28.99
11	57544	4795.34	29.83

SCP	FTE SALARY	MONTHLY	HOURLY
	EDPSY B		
01	48727	4060.59	25.26
02	50584	4215.34	26.22
03	52440	4370.00	27.18
04	54179	4514.92	28.08
05	55921	4660.09	28.99
06	57544	4795.34	29.83
07	58210	4850.84	30.17
08	59456	4954.67	30.82
09	60690	5057.50	31.46
10	61945	5162.09	32.11
11	63177	5264.75	32.75
12	64431	5369.25	33.40

ALLOWANCES

Single Status Contractual Allowances - NJC 37 Hours

Wage Type	Wage Type Text	£/Hours/Units	Comments
1015	Market Supplement £	£	Cash Amount
1020	Market Supplement %	Units	% of Annual Salary, amount auto populates
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.27 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1306	Protected Allowance	£	SOP Protected Allowance
1324	Dress Allowance	£	Cash Amount £21.81
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1421	AMHP Payment	£	£2808 PA pro rata , amount auto populates
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	27 or 32 Days
1600	Contractual Overtime	Hours	SCP * 1.5
1605	Night Allowance	Hours	SCP * 1/3
1610	Shift Allowance 10%	£	10% of Annual Salary, amount auto populates
1615	Standby Duty	Units	£31.5 per session
1620	Weekend Work	Hours	SCP * 1/2
1625	SEN	£	£507.12 PA, £42.26 monthly amount auto populates
1630	First Aid Allowance	£	£189.72 PA, £15.81 monthly amount auto populates
1632	Living Wage Supplement	£	Cash amount and only payable for scp 1
1650	Market Supplement - CS	£	£5000 PA pro rata , amount auto populates

Single Status Contractual Allowances - JNC Craft/Assoc

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.27 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	27 or 32 Days
1600	Contractual Overtime	Hours	SCP * 1.5
1605	Night Allowance	Hours	SCP * 1/3
1610	Shift Allowance 10%	£	10% of Annual Salary, amount auto populates
1615	Standby Duty	Units	£31.5 per session
1620	Weekend Work	Hours	SCP * 1/2
1630	First Aid Allowance	£	£189.72 PA, £15.81 monthly amount auto populates
1632	Living Wage Supplement	£	Cash amount and only payable for scp 1
1634	Tool Allowance 1	£	£189.84 PA, £15.82 monthly amount auto populates
1636	Tool Allowance 2	£	£403.68 PA, £33.64 monthly amount auto populates

Contractual Allowances - Chief Officers

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.27 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	27 or 32 Days
1630	First Aid Allowance	£	£189.72 PA, £15.81 monthly amount auto populates

Contractual Allowances - JNC Youth & Comm

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.03 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	34 or 39 Days (Actual AL are 30 or 35)
1630	First Aid Allowance	£	£189.72 PA, £15.81 monthly amount auto populates

Contractual Allowances - Soulbury

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.03 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	29 or 34 Days (Actual AL are 25 or 30)
1630	First Aid Allowance	£	£189.72 PA, £15.81 monthly amount auto populates

Contractual Allowances - Teachers

Wage Type	Wage Type Text	£/Hours/Units	Comments
1313	Pay Supplement	£	Cash Amount
1360	SEN - Teacher	£	Cash Amount - please refer to the minimum and maxium for each academic year below
1375	First Aid - Teachers	£	£189.72 PA, £15.81 monthly amount auto populates
1376	TLR1	£	Cash Amount - please refer to the minimum and maxium for each academic year below.
1377	TLR2	£	Cash Amount - please refer to the minimum and maxium for each academic year below
1378	Safeguard Payment	£	Fixed term cash amount - normally ends after 3 years
1386	TLR3	£	Fixed term cash amount - requires an end date, lease refer to the minimum and maxium for each academic year below
1388	Discretionary Payment HT	£	Cash Amount
1389	Discretionary Payment HT %	Units	% of Annual Salary, amount auto populates

Start Date	End Date	Allowance	Min	Max
01/09/2014	31/08/2015	SEN - Teacher	£2,043	£4,034
01/09/2015	31/08/2016	SEN - Teacher	£2,064	£4,075
01/09/2016	31/08/2017	SEN - Teacher	£2,085	£4,116
01/09/2017	31/08/2018	SEN - Teacher	£2,106	£4,158
01/09/2018	31/08/2019	SEN - Teacher	£2,149	£4,242
01/09/2019	31/08/2020	SEN - Teacher	£2,209	£4,359
01/09/2020	31/08/2021	SEN - Teacher	£2,270	£4,479
01/09/2021		ALN - Teacher	£2,310	£4,558
01/09/2014	31/08/2015	TLR 1	£7,471	£12,643
01/09/2015	31/08/2016	TLR 1	£7,546	£12,770
01/09/2016	31/08/2017	TLR 1	£7,622	£12,898
01/09/2017	31/08/2018	TLR 1	£7,699	£13,027
01/09/2018	31/08/2019	TLR 1	£7,853	£13,288
01/09/2019	31/08/2020	TLR 1	£8,069	£13,654
01/09/2020	31/08/2021	TLR 1	£8,291	£14,030
01/09/2021		TLR 1	£8,437	£14,276
01/09/2014	31/08/2015	TLR 2	£2,587	£6,322
01/09/2015	31/08/2016	TLR 2	£2,613	£6,386
01/09/2016	31/08/2017	TLR 2	£2,640	£6,450
01/09/2017	31/08/2018	TLR 2	£2,667	£6,515
01/09/2018	31/08/2019	TLR 2	£2,721	£6,646
01/09/2019	31/08/2020	TLR 2	£2,796	£6,829
01/09/2020	31/08/2021	TLR 2	£2,873	£7,017
01/09/2021		TLR 2	£2,924	£7,140
01/09/2014	31/08/2015	TLR 3	£511	£2,551
01/09/2015	31/08/2016	TLR 3	£517	£2,577
01/09/2016	31/08/2017	TLR 3	£523	£2,603
01/09/2017	31/08/2018	TLR 3	£529	£2,630
01/09/2018	31/08/2019	TLR 3	£540	£2,683
01/09/2019	31/08/2020	TLR 3	£555	£2,757
01/09/2020	31/08/2021	TLR 3	£571	£2,833
01/09/2021		TLR 3	£581	£2,883

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: **17 MARCH 2022**

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

CONSTITUTION UPDATE

Reason for this Report

1. To enable the Council to consider recommended changes to the Constitution in relation to:

    (a) New legislative requirements introduced by the Local Government and Elections (Wales) Act 2021, in respect of:
    (i)   Multi-location meeting arrangements and electronic broadcast of full Council meetings;
    (ii)   Assistants to the Cabinet;
    (iii)   Job sharing for Cabinet Members;
    (iv)   A Guide to the Constitution;
    (v)   A Petition Scheme; and
    (vi)   The Statutory functions of the Chief Executive,

    (b) The Council Meeting Procedure Rules on amendments to Notices of Motion, and

    (c) Various legislative and other updates and drafting improvements.

Background

2.   The Council is required to keep its Constitution up to date and fit for purpose.

3.   The Constitution Committee's approved Terms of Reference are:

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

(a)   Drafting improvements to enhance clarity and remove minor   anomalies.
(b)   Updating to reflect legislative changes and matters of record.
(c)   Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).

4.   The Constitution Committee at its meeting on 28th February 2022 considered reports on Multi-Location Meeting Arrangements; Petition Scheme; Constitution Guide; and

a Constitution Update, and recommended a number of Constitution changes for approval by full Council.

Issues

5. The constitution changes recommended by Constitution Committee at its meeting on 28th February 2022 are as follows:

   <u>Multi-Location Meeting Arrangements and electronic Broadcast of Full Council meetings</u>

6. As reported to full Council in May 2021, the Local Government and Elections (Wales) Act 2021 ('the 2021 Act'), Part 3, Chapter 4, requires local authorities to make and publish arrangements to ensure that all Council, Committee and Cabinet meetings may be attended remotely (that is, enabling persons who are not in the same place to attend the meeting) – also referred to as 'multi-location meetings'; and to broadcast full Council meetings. Associated changes are also made to public access rules in relation to meetings and documents, to allow the public to observe and participate, as appropriate, in multi-location meetings and requiring meeting documents to be made available electronically on the Council's website.

7. Meetings must be capable of being held virtually, but individual authorities must decide whether their meetings will be held fully virtually, partially virtually (where some participants are in the same physical location, whilst others join the meeting virtually, referred to as 'hybrid meetings') or as physical meetings (although authorities may not mandate physical attendance at meetings).

8. The arrangements to be made for Multi-Location Meetings in Cardiff have been developed having regard to statutory guidance issued by the Welsh Government (**Interim statutory guidance on multi-location meetings (gov.wales)** and following consultation with all elected Members, co-opted and independent Committee Members and support officers, and a survey seeking views from members of the public and a range of groups and organisations.

9. In accordance with the statutory guidance, the arrangements are set out in a Multi-Location Meetings Policy (**Appendix A**), which was approved by Cabinet on 10th March 2022; with implementation scheduled from the 5th May 2022. It is proposed that a review of the arrangements will be undertaken after 12 months of operation.

10. Constitution amendments need to be made to reflect the agreed arrangements for multi-location meetings, specifically, the Remote Attendance Procedure Rule, the various meeting procedure rules, and the Access to Information Procedure Rules, found in Part 4 of the Constitution. The recommended amendments are set out in the Schedule of Recommended Constitution Amendments (**Appendix B**) and the Constitution, draft amendments (**Appendix C**).

11. As Cardiff already has in place arrangements for the electronic broadcast (webcast) of full Council meetings (under the Council Meeting Procedure Rules, Rule 32); and has adopted a Webcasting Protocol (in Part 5 of the Constitution) to guide and support these arrangements, only minor amendments are required to fully reflect the new statutory broadcasting requirements. These changes (which are included in

Appendices B and C, referred to in the paragraph above) do not represent any changes to Cardiff's current webcasting arrangements.

<u>Assistants to the Cabinet</u>

12. The 2021 Act makes new statutory provision enabling the Council's executive arrangements to make provision for councillors to be appointed to assist the executive (Cabinet) in discharging executive functions (section 57 of the 2021 Act, which amends the Local Government Act 2000 and comes into effect on 5th May 2022).

13. Prior to the 2021 Act, there was no statutory provision for Assistants to the Executive, but statutory guidance on executive arrangements (SI 2006/56, paragraph 4.29) made clear that they were permissible. Provision is made in Article 7.5 of Cardiff Council's Constitution for 'Assistants to Cabinet members', with an appended role description; and the Cabinet currently has 5 Assistants to Cabinet Members, with responsibility for the following areas: Citizen Engagement; Community Engagement; Local Environment; Private Sector Housing; and Building Prosperity (appointed by the Cabinet in July 2017 and September 2019).

14. The 2021 Act places Assistants to the Cabinet onto a statutory footing. Key points of the new legislative provisions include the following:

   (a) An assistant to the executive is not a member of the executive, but is entitled to attend, and speak at, any meeting of the executive or of a committee of the executive.
   (b) Assistants are to be appointed either by the Leader or the Council, but the power to appoint assistants may not be delegated.
   (c) The executive arrangements may make provision for the number of assistants that may be appointed; their term of office; and their responsibilities.
   (d) Assistants may not include the chairman and vice-chairman of the authority; may not be members of Scrutiny Committees; and are included for the purposes of counting the maximum number of Cabinet members who may be appointed to the Democratic Services Committee and the Governance and Audit Committee. The Welsh Government's draft statutory guidance indicates that the same rule applies also to the Standards and Ethics Committee.
   (e) The Council must have regard to statutory guidance issued by the Welsh Government.

15. Statutory guidance on the new legislative provisions has not yet been finalised. However, the draft statutory guidance indicates that 'The aim is to support diversity by enabling members who might not be in a position to take up a full time executive role because of personal or other circumstances to have the opportunity to learn and develop. Whilst not members of the executive, assistants can attend and speak at executive meetings and could bring valuable diversity and insight into discussions.'

16. The Constitution Committee considered the new statutory provisions alongside the current provisions of Article 7.5 and the appended role description and agreed to recommend amendments in respect of the following points:

   (i) Assistants are to assist the Cabinet collectively, rather than an individual Cabinet member, so amendments should be made to reflect this;

(ii)   Although Assistants are not members of the Cabinet and may not vote at Cabinet meetings, they have a statutory right to speak at Cabinet meetings, not just to observe;

(iii)   To recommend that appointments should be made by the Leader, as the leader of the Cabinet; and

(iv)   Assistants are regarded as if they were Cabinet members *only* for the purposes of the membership rules for scrutiny committees, the Governance and Audit Committee, Democratic Services Committee and the Standards and Ethics Committee (but not in any other respect).

17.   The recommended amendments are shown in **Appendix B** (Schedule of Recommended Constitution Amendments) and **Appendix C** (Constitution, draft amendments).

18.   The Committee also noted that the Independent Remuneration Panel for Wales Annual Report 2022/23 makes no specific provision for a senior salary to be paid to an Assistant to the Cabinet, although the Panel may consider payment of a salary on a case by case basis if an application is made by a Council.

Cabinet Job Sharing

19.   The 2021 Act makes new statutory provision requiring the Council's executive arrangements to make provision enabling two or more councillors to share an office on an executive, including the office of executive leader (section 58 and Schedule 7 of the 2021 Act, which comes into effect on 5th May 2022). The Council must make provision for Cabinet job sharing, in accordance with the legislative requirements and statutory guidance, and set out the agreed arrangements in the Constitution.

20.   Statutory guidance has not yet been finalised. However, the draft statutory guidance suggests that Councils 'should consider matters such as how this could increase the diversity in the executive to best reflect the diversity in the council's area, how will job sharing members be supported to ensure they can maintain a reasonable work life balance and opportunities for succession planning in the executive job sharing may offer. Job sharing arrangements must not be used solely as a means to increase the number of executive members.'

21.   Key points of the new legislative provisions include the following:

(a)   If job-sharers are appointed, the statutory maximum number of Executive members is increased from 10 to 13, on the basis that:
-    if there are 13 Executive members, at least 3 must be job-sharers: and
-    if there are 11 or 12 Executive members, at least 2 must be job-sharers.
The draft statutory guidance indicates that 'There is a statutory limit of three on the number of executive posts (including the executive leader) that can be filled on a job sharing basis. This is to ensure that in councils with a smaller number of members there are still sufficient members to provide proper scrutiny of the executive.'

(b)   Where Cabinet Members share office under job sharing arrangements, for voting and quorum purposes at Cabinet meetings, they are treated as one member with one vote.

(c)   The IRPW's draft Annual Report for 2022/23 states that: 'Each job sharer will be paid an appropriate proportion of the salary group as set out in Table 3', which is understood to mean that the senior salary is to be split proportionally. The IRPW draft Annual report also says that 'for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council's membership. Where the arrangements would mean that the statutory maximum would be exceeded the Panel would need to seek the approval of Welsh Ministers.'

(d)   Job sharing arrangements are to be made from May 2022 for Executive members only, but the Welsh Government may introduce Regulations to extend job-sharing arrangements to non-executive members.

(e)   The Council must have regard to any statutory guidance issued by the Welsh Government.

22.   The Constitution Committee has considered the requirements of the new legislation in respect of Cabinet Job Sharers. In considering voting arrangements, the Committee noted that the draft statutory guidance indicates that:

'Should two or more of the members in a job sharing arrangement attend a meeting in their capacity as an executive member they may both be recorded as having attended and they may both speak at the meeting but should the meeting require a vote to be cast they must decide amongst them who will cast the vote, if they cannot agree on the vote then they must make the chair of the meeting aware they have not agreed a position.

If one member of a job sharing arrangement attends a meeting in their capacity as a member of the executive and the meeting requires a vote then the attending member must cast their vote in agreement with the other members of their job sharing arrangement. The chair of the meeting should establish whether this is the case and if agreement has not been reached then the job sharing member attending the meeting must make the chair aware no agreement has been reached. Councils will wish to consider what arrangements they put in place where a member of a job sharing arrangement casts a vote at a meeting they have attended which is not in agreement with their job sharing partners.'

23.   The Committee were advised that the Monitoring Officer had sought clarification of the draft guidance on how Councils should deal with the situation where job sharing partners may be unable to agree on how their vote shall be cast.   The Committee agreed that if there is no agreement on how the vote should be cast, then no vote should be recorded.

24.   In order to reflect the new legislative requirements, the Constitution Committee agreed to recommend amendments to Article 7, 'The Cabinet', and the Cabinet Procedure Rules, as shown in **Appendix B** (Schedule of Recommended Constitution Amendments) and **Appendix C** (Constitution, draft amendments).

<u>Guide to the Constitution</u>

25.   The 2021 Act places a new duty on Councils to prepare and publish a constitution guide which explains the content of its Constitution in ordinary language ('the Constitution Guide'). The Constitution Guide must be made available, along with the

Constitution, at the Council's principal office for inspection by members of the public at all reasonable hours; and copies of both must be supplied upon request, either free of charge or at a charge representing no more than the cost of providing the copy.

26. The new legislative requirements are set out in section 45 of the 2021 Act, which amends section 37 of the Local Government Act 2000, and comes into effect on 5th May 2022. In considering the new duty, the Council must have regard to any statutory guidance issued by the Welsh Government.

27. Statutory guidance has not yet been finalised. However, the draft statutory guidance indicates that: 'Preparing an effective constitution guide should form part of the council's strategy on encouraging participation in decision making by the council prepared under sections 39, 40 and 41 of the Local Government and Elections (Wales) Act 2021. Councils could speak to local people, and to voluntary organisations representing local people, to understand what it would be most helpful to put in the constitution guide.'

28. The Welsh Local Government Association and Lawyers in Local Government have produced a model guide to the constitution. A draft Constitution Guide, based on the model guide and adapted to reflect Cardiff's constitutional arrangements (**Appendix D**) was considered by the Constitution Committee. It was noted that a public engagement and consultation process was to be undertaken to seek feedback on the draft Guide. The Committee authorised the Monitoring Officer, in consultation with the Chair, to make any appropriate changes to the draft Guide to reflect consultation feedback, before recommending it to Cabinet for approval, as part of the Council's public participation strategy.

29. The Constitution Committee agreed to recommend that Article 15 of the Constitution should be amended to refer to the Constitution Guide, as shown in **Appendix C** (Constitution, draft amendments).

Petition Scheme

30. The 2021 Act places a new duty on Councils to make and publish a Petition Scheme setting out how the Council intends to handle and respond to petitions (including electronic petitions). The new duty, imposed under section 42 of the 2021 Act, comes into force from 5th May 2022.

31. The Petition Scheme must set out:
    (a) how a petition may be submitted to the Council;
    (b) how, and by when, the Council will acknowledge receipt of a petition;
    (c) the steps the Council may take in response to a petition received by it;
    (d) the circumstances (if any) in which the Council may take no further action in response to a petition;
    (e) how, and by when, the Council will make available its response to a petition to the person who submitted the petition and to the public.

32. The Council also has a duty to review its Petition Scheme from time to time and, if the Council considers it appropriate, to revise the Scheme. If the Council revises or replaces a Petition Scheme, it must publish the revised or new scheme.

33. In considering its Petition Scheme, the Council must have regard to any statutory guidance issued by the Welsh Government. Statutory guidance has not yet been finalised. However, the draft guidance indicates that the Petition Scheme should be linked to the Council's public participation strategy and should be developed not just to ensure a fair and robust process, but also to provide a helpful and positive experience for those people who take the time to submit and promote petitions.

34. The Constitution Committee noted that the Council's current arrangements for petitions are set out in the relevant meeting procedure rules in the Constitution: Rule 20 of the Council Meeting Procedure Rules; Rule 14.2 of the Committee Meeting Procedure Rules; and Rule 14.2 of the Planning Committee Procedure Rules.

35. The Committee also noted that, in response to the Covid pandemic, full Council in September 2020 agreed, as an interim measure pending the introduction of a new petition scheme, that references to petitions in the Council Meeting Procedure Rules should be read as including electronic petitions, and agreed arrangements for electronic petitions to be submitted to Council. The Planning Committee also adopted arrangements to accept electronic petitions on an interim basis, confirmed in a planning protocol. However, the interim arrangements were not incorporated into the Constitution, pending the adoption of a new Petitions Scheme.

36. At its meeting in February 2022, the Constitution Committee considered a draft new Petition Scheme, developed on the basis of the interim arrangements adopted in September 2020 and operational experience, the new legislative requirements and the draft statutory guidance; and corresponding amendments to the Constitution.

37. The Committee noted that the proposed new Petition Scheme includes provision allowing a Lead Petitioner (the individual responsible for initiating and promoting the petition), to present their petition to Council and speak for one minute, as an alternative to submitting the petition through a Member under the current rules. The Committee was advised that this proposal had been discussed with party group whips and agreed on the basis that it would promote public participation in the Council's democratic processes. The Constitution Committee was content to support this proposal, but wished to ensure that it did not undermine the legitimate representational role of elected Members or lead to a disproportionate amount of time being taken up at full Council meetings. Accordingly, the Committee agreed to recommend that a minimum of 50 signatories should be required for a petition to be presented to full Council by a Lead Petitioner; but a lower threshold of 20 should be retained for an elected Member to present a petition to Council.

38. The Committee also discussed the requirement for petition signatories to live, work or study in Cardiff and agreed that this should be widened to include those who may live close to Cardiff, but may also be affected by the Council's decisions.

39. The Committee authorised the Monitoring Officer, in consultation with the Chair, to amend the draft Petition Scheme and the Constitution to reflect the issues referred to in paragraphs 30-38 above, for approval by Council. It recommended that the new Petition Scheme should be adopted with effect from 5th May 2022 and reviewed after 6 months of operation, with a public consultation as part of the development of the Council's public participation strategy and to take account of statutory guidance which should be finalised by that time.

40. In considering the Council's public sector equality duties under the Equality Act 2010, the Committee noted that no adverse equality impacts had been identified from the extension of the current interim arrangements and that a full Equalities Impact Assessment would be undertaken as part of the consultation on the public participation strategy.

41. The Committee also agreed that Members, as the Council's decision makers, should be able to inspect petitions, including details of petition signatories, in order to understand the petitioners' interests in the matter and inform the Council's decision making processes. The Monitoring Officer advised that this should be permissible under data protection laws, provided this is made clear in the Council's Privacy Notices. It was also suggested that the Council may wish to consider the provisions of the Senedd's petition scheme for reference when the Council's Petition Scheme is reviewed, bearing in mind the limited resources available to the Council.

42. The recommended draft Petition Scheme is attached as **Appendix E**; and the corresponding draft amendments to the Constitution are shown in **Appendix F**.

Statutory functions of the Chief Executive

43. The statutory provisions relating to the designation and functions of the Head of Paid Service have been amended by section 54 of the 2021 Act. The Explanatory Notes to the 2021 Act note that 'The statutory role of head of paid service is often exercised by the officer more usually referred to as the chief executive or managing director. Whilst these terms are widely used to denote the head of a council's administration throughout local government in Wales, neither title is found in local government legislation.'

44. The new legislation redesignates the Head of Paid Service as the Chief Executive, restates the functions previously assigned to this post and expands the list of functions to include those relating to performance and governance; namely financial planning, asset management and risk management, in order to bring the responsibilities of the Chief Executive into line with modern governance practices.

45. The revised title and functions of the post have been reflected in draft amendments to Article 11 of the Constitution, as shown in **Appendix C** (Constitution, draft amendments).

Amendments to Notices of Motion (Council Meeting Procedure Rules)

46. As requested at the full Council meeting in January 2022, the Constitution Committee has given further consideration to the Council Meeting Procedure Rules in respect of amendments to Ordinary Motions (Rule 22), specifically in relation to any amendments which may be accepted by the proposer of the Motion.

47. The Committee noted that uncertainty appears to arise in situations where there are two or more amendments, when one amendment (A) is accepted by the proposed of

the Motion, and a second amendment (B) is carried following a vote, the question being whether:

(i)   both amendments (A, the one which was accepted; and also B, the one which was carried by a vote) are incorporated into the substantive motion, which is then voted upon; or

(ii)   the second amendment (B, which was carried by a vote of the Council) supersedes A, the amendment which was accepted by the proposer of the Motion, so that the substantive Motion becomes the Motion as amended, B, which is then voted upon.

48.   After further discussion it was agreed to resolve this uncertainty by inserting a new rule to say that where there are two amendments, either both amendments have to be accepted without a vote, or both amendments have to be voted on. The Committee agreed to recommend inserting the following rule into the Council Meeting Procedure Rules to this effect:

'(ua) If the proposer of a Motion accepts a proposed amendment (of which notice has been duly given in accordance with Rule 22(r)), the amendment shall become part of the substantive motion without a vote, unless:

(i)   The Chair rules that the amendment is fundamentally inconsistent with the original Motion, in which case the amendment shall be put to the vote; or
(ii)   Two or more amendments to the Motion are moved, in which case, either all amendments must be accepted, or all amendments must be put to the vote.'

49.   The recommended new rule 22(ua) is included in the marked up copy of the Council Meeting Procedure Rules in **Appendix C** (Constitution, draft amendments).

Other Updates and Drafting Improvements

50.   In reviewing the Constitution, a number of other minor amendments and drafting improvements have been identified and are included in the Schedule of Recommended Constitution Amendments appended as **Appendix B**, with a brief explanation of the reason for the change. The recommended amendments are shown using tracking in **Appendix C** (Constitution, draft amendments).

51.   The Committee may wish to note that there are also a number of minor updates required throughout the Constitution, which may be made under the Monitoring Officer's delegated authority for minor amendments, including the following:

CURRENT REFERENCE	PROPOSED AMENDMENT
Commission for Local Administration	Public Services Ombudsman for Wales
National Assembly for Wales	Senedd Cymru / Welsh Ministers, as appropriate

CURRENT REFERENCE	PROPOSED AMENDMENT
Local Government Boundary Commission for Wales	Local Democracy and Boundary Commission for Wales
Scheme of Members' Allowances / Members' Allowances Scheme	Members' Remuneration Schedule
Head of Paid Service	Chief Executive
European Convention on Human Rights	Human Rights Act 1998
Chief Operating Officer	Corporate Director
Democratic Services Manager	Committee and Member Services Manager
Data Protection Act 1998	Data Protection Act 2018
Chief Officer Legal and Democratic Services	Director of Governance and Legal Services

Legal Implications

52. The Local Government Act 2000 and the Local Authority Constitution (Wales) Direction 2002 requires the authority to keep its constitution up to date.

53. Minor legislative updates and drafting improvements may be approved by the Constitution Committee under its approved terms of reference or under the Monitoring Officer's delegated authority (Section 4E of the Scheme of Delegations, reference LD16A). All other substantive Constitution amendments require the approval of full Council.

54. Other relevant legal provisions are set out in the body of the report.

Financial Implications

55. There are no direct financial implications arising from the recommendations of this report.

Recommendations

Council is recommended to:

1. Note the information set out in the report and appendices;

2. Approve the Constitution amendments set out in **Appendix C** (Constitution – draft amendments), to take effect on the specified dates, and request the Monitoring Officer to update the Constitution accordingly.

Davina Fiore
Director Governance and Legal Services & Monitoring Officer
11 March 2022

Appendices

Appendix A   Multi-Location Meetings Policy (approved by Cabinet)
Appendix B   Schedule of Recommended Constitution Amendments
Appendix C   Constitution – draft amendments
Appendix D   Constitution Guide (draft)
Appendix E   Petition Scheme (draft)
Appendix F   Constitution, draft amendments in relation to Petitions

Background papers

Constitution Committee reports, 'Multi-Location Meeting Arrangements', 'Petition Scheme', 'Constitution Guide', and 'Constitution Update', February 2022
'Multi-Location Meetings Policy', March 2022
Welsh Government guidance on Multi-Location Meetings Interim statutory guidance on multi-location meetings (gov.wales)
Welsh Government Draft Statutory and Non Statutory Guidance, Parts 3 and 4 of the Democracy Handbook
Council report, 'Governance', September 2020

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Multi-Location Meetings Policy

Cardiff Council
2022

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Overview

Background

1. Arrangements were first made to progress "remote meetings" in the Local Government (Wales) Measure 2011, however this required at least 30% of the attendees to be in attendance in person and was rarely used. At the outset of the coronavirus pandemic in March 2020, the Welsh Government introduced the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 which established a framework for Councils to convene remote meetings for all attendees throughout 2020 and part of 2021.

2. With the implementation of "The Local Government and Elections (Wales) Act 2021 the Welsh Government has provided Councils the power and freedom to convene multi-location meetings which will enable greater accessibility and public participation in local government decision making.

Local Authority Meetings

3. In accordance with the 2021 Act this Multi-locations Meeting Policy will apply to all meetings of:
   a. The Council
   b. The Executive (Cabinet)
   c. A joint committee of two or more local authorities
   d. A committee or sub-committee of a. – c. above.

4. This policy does not cover:
   a. meetings of other public bodies
   b. public meetings or any other meeting bodies (including councils) of public meetings any or other meetings organised by the Council or another organisation.
   c. Corporate Joint Committees (CJCs) or community councils meetings, on which separate guidance is being prepared by Welsh Government.

5. Formal meetings of the Council or its committees are convened in accordance with the relevant legislative requirements for those meetings. These meetings are usually held to make formal decisions or recommendations and are often held in public. Notice of these meetings is published in advance on the Council's website and includes information about the location, timing and business to be conducted. Previously these meetings would have been held with all participants being in physical attendance at a single venue.

Legal Requirements

6. Under the Local Government and Elections (Wales) Act 2021 ('the 2021 Act'), Part 3, Chapter 4, local authorities are required to:

   a. Broadcast full Council meetings (with effect from May 2022).

   b. Make and publish arrangements to ensure that all Council, Cabinet, Committee and Joint Committee meetings may be attended remotely (i.e. enabling

persons who are not in the same place to attend the meeting) – also referred to as 'multi-location meetings'.

- Meetings must be capable of being held virtually, but each authority must decide whether their meetings will be held fully virtually, partially virtually (where some participants are in the same physical location, whilst others join the meeting virtually, also referred to as 'hybrid meetings') or as physical meetings (although authorities may **not** mandate physical attendance at meetings).

- Meeting participants must be able to speak to and hear each other; and for meetings which are required to be broadcast (i.e.. full Council meetings), participants must also be able to see and be seen by each other.

- These requirements took effect from May 2021, when the temporary provisions for remote attendance at meetings made under the Coronavirus Meeting Regulations 2020 ended.

c. Publish all meeting documents on the Council's website, including notices, summonses, agendas, reports and background papers (with effect from May 2021).

- A note of the meeting, including Members in attendance and decisions made, must be published within 7 working days of the meeting.

- Notice of meetings is no longer required to be posted at the Council's offices. However, copies of agendas and reports must be made available for the public if meetings are held physically.

- The Council is also required to make public access provision for members of the public who cannot access electronic documents, for example, by providing access to computers, copies of documents, or making documents available for inspection.

7. When considering arrangements for remote attendance or 'multi-location meetings', authorities must have regard to the statutory guidance issued by the Welsh Ministers: Interim statutory guidance on multi-location meetings (gov.wales)

8. Section 2 of the statutory guidance sets out a number of general principles to guide authorities when developing their meeting arrangements, namely, transparency, accessibility, good conduct, Welsh language, local needs and future generations. This sets the framework within which authorities must consider options and decide the meeting arrangements which best suit the authority and the communities it serves.

9. The guidance also confirms that the meeting arrangements should be reflected in the procedure rules set out in the constitution.

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10. Alongside the legally mandated arrangements that authorities must make for multi-location meetings, the statutory guidance says that authorities should develop a wider policy setting out the detailed systems chosen by the authority for the operation of its multi-location meetings.

11. This policy is intended to clarify the arrangements of Multi-Locations meetings for:
    a. Participants in meetings convened by the Council;
    b. Officers providing support to formal meetings
    c. Officers with adjacent responsibilities – for example, those responsible for drafting and clearing reports, attending meetings to present reports to members and officers with supervisory responsibilities on governance matters;
    d. Anyone with an interest in the way in which the business of this authority is conducted

12. This policy will initially be reviewed after 12 months after implementation and subsequently on an "as required" basis.

13. In addition, separate detailed guidance is provided as follows:
    a. Guidance for Council Participants and Observers
    b. Guidance for Public Participants and Observers
    c. Guidance for Chairs

What are Multi-Location Meetings?

14. Multi-location meetings which may have been described previously as "remote" or "hybrid" meetings are meetings of the Council or its committees whose participants are not all in the same physical place. This may include:
    - all participants are in the same physical location except one individual who joins from another location, with a physical public gallery being provided;

    - a roughly equal number of members are present in one physical space compared with those joining through remote means;

    - all members are joining through remote means but nonetheless a physical public gallery has been made available in a Council venue

    - a meeting taking place wholly through remote means where no physical meeting arrangements have been made.

15. Multi-location meetings offer this Council an opportunity to raise its profile in the community and to bring its work directly into people's homes. Evidence from the remote meetings held during the pandemic shows that public access to multi-location meetings is likely to be significantly higher than the level of audiences of formal meetings when all meetings were held physically in a single location.

Participation at a meeting

16. A "participant" of a multi-location meeting is defined in the statutory guidance as a person who takes an active part in that meeting. They might be an Elected Member,

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a person giving evidence to a committee as a witness, an appellant or claimant on a regulatory matter, someone presenting a petition, or taking part formally in another way.

Observing a meeting

17. An "observer" of a multi-location meeting is defined in the statutory guidance as a member of an audience, or otherwise spectating, a multi-location meeting. They might be in the same room that a meeting is taking place or they might be observing by remote means.

The benefits of multi-location meetings

18. Cardiff Council has been convening its meetings by remote means throughout much of 2020 and 2021. While meeting this way has proven to be initially challenging, it has also resulted in a number of benefits:
    a. Enhancing and supporting local democracy by demonstrating this Council conducting its business.
    b. Making it easier for the public to observe multi-location meetings.
    c. Enabling external participants to actively engage in meetings to provide a greater range of views and to enhance decision making.
    d. Making the Council more resilient and sustainable.
        The Wellbeing of Future Generations (Wales) Act 2015 requires relevant authorities to think about, and act on, long term needs in the way that policy is developed and made. Multi-location meetings reduce the carbon footprint of physical meetings (although digital activity is not of course carbon-neutral). They can also help relevant authorities to reduce the risk of future unexpected events – such as extreme weather – which could in future present a challenge to in-person meetings.
    e. Reducing the need for travel. Significant time and cost savings for councillors, officers and other participants have arisen, particularly for joint bodies.
    f. It is easier for participants to take part if they have professional and caring commitments.
    g. Better support for members from diverse backgrounds, by multi-location meetings making it easier for care providers, or disabled people, or people with other protected characteristics, to engage on an equal footing.
    h. Better behaviours. Although experiences have been mixed, on the whole meeting management and the behaviours of participants have both improved, with less heckling taking place at meetings.

The challenges of multi-location meetings

19. There have been a number of significant challenges which need to be addressed to support multi-location meetings, which include:
    a. Suitable technology – before 2020, there was little or no technology other than basic video conferencing and webcasting. The rapid development of remote working technology during the coronavirus pandemic made basic remote meetings possible. The complexity of equipment and software necessary to deliver public multi-location meetings requires a significant further step-change in technology.

b. Reliance on the internet – Participants involved in remote meetings are reliant on having a suitable internet connection to join and maintain their presence in this type of meeting.

c. Fully remote meetings are not accessible to those individuals and communities who are considered as digitally excluded. The provision of multi-location meetings offers an opportunity of equality of access to all.

d. Cultural change – significant progress was made by the authority its Elected Members and public participants in adapting to remote meetings during the coronavirus pandemic. The development of multi-location meetings provides a significant cultural challenge from the existing processes for all those involved in the decision-making processes of the Council.

e. Accessibility and Security – the wide scale accessibility requirements of multi-location meetings facilities also needs to address the security of information and of meetings particularly when meetings can be recorded and broadcast.

f. Involvement and participation – The level of interest in local government decision-making is low and usually limited to those issues which have a specific personal impact. Whilst the pandemic provided an opportunity to increase the level of observers at meetings it is uncertain whether this will continue as the pandemic eases. Encouraging the public to become involved in the wider decision-making issues facing the Council will be an ongoing challenge.

The Meeting Environment in Cardiff

Physical Venues

20. Currently, the Council has a number of venues for its formal meetings with Committee Room 4 in County Hall having a limited multi-location meeting capability. The implementation of the Council's new conferencing system will address the existing limitations in Committee Room 4 and provide three venues with the ability to fully support multi-location meetings:

a. Council Chamber   -   City Hall
b. Council Chamber   -   County Hall
c. Committee Room 4   -   County Hall

The Technological Requirements

21. The delivery of multi-location meetings requires the provision of equipment and facilities to be enable those involved to participate or observe meetings as identified below:

Control Systems

22. Any multi-location meeting will be facilitated by Democratic Services or Cabinet Office who will use the control systems to ensure that the full range of meeting facilities and functionality can be co-ordinated and integrated for all participants and observers to deliver effective meeting support. The control systems will provide and co-ordinate cameras, audio inputs and outputs, simultaneous translation, speaker queues, electronic voting, integration with the Council webcasting provider and to support participants and observers.

23. The following ICT equipment is required:

Physical Participants and Observers

- Microphones to enable other participants and observers to hear the meeting proceedings, initiate a request to speak, support electronic voting and enable access to simultaneous translation facilities
- Appropriate cameras to show other participants and observers when the individual speaking
- Display screens to enable those physically participating/observing to see those attending remotely.
- Simultaneous translation equipment
- Audio enhancement and hard of hearing support without compromising the audio quality of the remote attendees.

Remote Participants

- A suitable ICT device with camera and microphone facilities
- Suitable access to the internet.
- Relevant software which is publicly available to support remote attendance at meetings.

Remote Observers

- A suitable ICT device with an audio output and ideally a visual display
- Internet access to view the Council's webcasting website. Home - Cardiff Council Webcasting (public-i.tv)

24. The rapidly evolution and improvement of technological development in software, equipment and the provision of appropriate security measures require regular review to ensure the ease of provision and accessibility. This will need to be budgeted for as part of the cost of democracy.

Determining the type of Meeting

25. The Welsh Government guidance identifies that the needs of local democracy, and the needs of the public in engaging with multi-location meetings, are a paramount consideration in deciding where and when meetings will be convened partially or wholly by remote means. The overriding intention of the Act is to help the public to be able to access and engage with local democratic systems. The convenience of participants and the efficient operation of relevant authorities themselves is important but the needs of the public will come first and a balance has to be achieved with the physical and remote element of meetings when decisions are being made.

26. In addition to Council and Cabinet meetings the Council has in the region of 23 committees and sub-committees which support its statutory, regulatory and governance arrangements. There are also two joint committees which involve by a number of other Local Authorities and which are administered by Cardiff Council.

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27. Physical meetings should not be seen as representing the "gold standard" with multi-location meetings being second best. Physical meetings may be convenient and effective for those who are digitally excluded or most familiar with and comfortable with how they work – but they may also be inaccessible and impractical to many.

Predominantly Remote Meetings

28. The Glamorgan Archive and the Prosiect Gwyrdd Joint Committees have representatives from up to five other Local Authorities across South Wales. Given the challenges of travelling significant distances across the region and the need to ensure maximum participation, these meetings and other Joint Committees supported by the authority will primarily be held as fully remote meetings.

29. With appropriate facilities in other local authority venues, multi-location meetings may enable some participants to attend physically in venues in or near their own area whilst the remaining participants attend remotely. This does not preclude a number of participants from differing local authorities meeting remotely at a mutually agreed location where this is seen as beneficial for those participants or the decision-making process.

30. This type of arrangement may also be suitable for those meetings which require participants to travel across the city at peak periods to attend meetings outside of normal working hours such as the Local Authority Governor Panel.

Multi-location meetings

31. All meetings must be able to operate as multi-location meetings to ensure that participants, as defined above are able to attend remotely. This includes meetings of the following:

- Council
- Cabinet
- Constitution Committee
- Corporate Parenting Advisory Committee
- Democratic Services Committee
- Employment Conditions Committee
- Governance and Audit Committee
- Pensions Committee
- Standards & Ethics Committee
- Children and Young People Scrutiny Committee

- Community & Adult Services Scrutiny Committee
- Economy & Culture Scrutiny Committee
- Environmental Scrutiny Committee
- Policy Review and Performance Scrutiny Committee
- Licensing Committee
- Planning Committee
- Public Protection Committee

32. Experience has identified that some meetings may be better suited to having a higher level of physical attendance. The following are considered to be those multi-location meetings where additional flexibility is needed due to the sensitive nature of these meetings and how they could potentially impact the livelihoods of those participants other than the Council representatives in attendance. However, this

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does not preclude some or all participants attending these meetings remotely if they wish or if there are overriding reasons for doing so. These include:

- Appointments Committees
- Council Appeals Committee
- Licensing Sub Committee

- Public Protection Sub Committee
- Standard and Ethics Sub Committee (Hearings Panel)

Use of Cameras

33. The Law requires participants of meetings that are broadcast to be able to "speak to and be heard by each other" and "to see and be seen by each other". The ability to see and be seen predominantly applies when a participant is speaking, although for some meetings, participants attending remotely may also be required to ensure that their cameras remain on for the duration of the meeting, for example, quasi-judicial meetings such as Planning Committee. For other meetings the Chair may use their discretion whether participants are to keep their cameras on when not speaking.

34. There are occasions when a remote participant may need to disable their camera to stabilise their connection to the meeting due to internet issues or because they have been temporarily interrupted by events at their location. If this occurs the participant should use the chat function to inform the meeting Chair and democratic services staff

Health and Safety of Participants and Observers

35. Attendance at multi-location meetings may require participants and observers to use of display screen equipment or to be seated for extended periods of time. To negate any adverse impacts from attending multi-location meetings remotely, participants will be requested to undertake a Display Screen Equipment (DSE) self-assessment particularly where they are expected to be in attendance at meetings for over 2 hours, to ensure that the configuration of their equipment meets health and safety requirements.

36. It is recommended that a break away from the screen of 5-10 minutes should be taken after 1 hour of continuous display screen use or a longer break after 2 hours of continuous screen use. The Chair should consider the need for appropriate breaks as part the agenda management arrangements of the meeting.

Establishing the Calendar of Meetings

37. To provide clarity and transparency for participants and observers of council meetings a programme of meeting is developed annually which identifies when, where and how each of the Council's meetings will be held. This is subject to change during the year for operational reasons+.

38. The programme of meetings will avoid wherever possible scheduling meetings to be held simultaneously or immediately following another meeting. If this cannot be

avoided the relevant Chairs will be consulted and one of the meetings will be undertaken as a fully remote meeting.

The Survey of Meeting Timings

39. After each local election each committee or decision-making body has the opportunity to determine the most suitable day and time for their meetings to take place. This is also an opportunity for each committee to collectively agree the number of their meetings which are to be held predominantly physically or predominantly remotely or multi-location, with provision for physical attendance during each municipal year. This may be based purely on a percentage of all scheduled meetings or reflect the view that physical attendance for particular topic i.e. Budget meetings which may benefit from a more fluid flow of debate. However, the Council may not mandate that any or all participants attend meetings physically. Meeting participants must be able to attend remotely if they wish to do so.

40. This determination will be reflected in the Council's programme of meetings and published on the Council's website. Where committee meetings are identified as primarily physical in the programme of meetings, this does not prevent committee members from attending meetings remotely.

Attendance at Meetings

Elected Member and Council Officer Participants

41. Invitations to meetings will be provided electronically using Microsoft Outlook or the relevant meeting software. The invitation will provide details of the meeting, its location and timings. It will also include links to enable the participants to join remotely should they wish to do so. On receipt of the invitation, participants will be requested to indicate their intentions to attend the meeting physically or remotely to enable any necessary administrative and support arrangements to be put in place by Democratic Services and the Cabinet Office.

Remote Participants

42. Those participants considering attending the meeting remotely should also ensure that they have appropriate internet connectivity to join and maintain their attendance throughout the meeting. When joining remotely from a previously unused location, participants are requested to inform Democratic Services and a test meeting will be established to confirm the level of connectivity in readiness for the formal meeting.

Physical Attendance

43. All committee members are encouraged to physically attend at least one meeting of each committee or decision-making body to which they are appointed during each municipal year.

44. Although physical attendance of participants cannot be mandated, there is no restriction for participants on their own volition, determining to physically attend any or all meetings.

45. The technological requirements for physical meetings will limit the available meeting venues to the City Hall Council Chamber, the County Hall Council Chamber and County Hall Committee Room 4. Following successful implementation of the Council's new conferencing system a further procurement may be undertaken to enable other venues to be utilised with a fully portable camera and display systems which can be used in tandem with the existing conferencing facilities.

46. On occasions due to physical space, technological issues or specific requirements such as socially distancing rules, the number of physical attendees who may be present at each meeting may be limited. Where this is necessary the Chair of the meeting together with essential officer support for the Chair, multi-location meeting broadcasts and simultaneous translation staff are given priority for attendance. Priority consideration will also need to be given to external participants at non-executive meetings, who may also need to attend the physical meeting in order to participate before any remaining spaces are allocated to the political groups in accordance with political balance. The political groups are expected to give priority to any members who have difficulties joining a meeting remotely.

47. Member Development and other informal opportunities to facilitate physical meetings of committee members may be used to promote good practice, develop working relationships and to mitigate any adverse impact of remote attendance at formal meetings.

Attendance of other participants

48. Meetings are also attended by a range of participants other than committee members. These include invitees, witnesses, officers providing technical or other support for example, Principal Scrutiny Officers, external experts and members of the public asking questions in accordance with the Council Procedure Rules.

49. Once the need for additional participants including members of the public (where appropriate) is identified by service area or support officers, they will inform Democratic Services of the details and contact information of the participant. The external participants will be contacted by Democratic Services to confirm their attendance, explain how they can join the meeting either as a physical or remote participant and the meeting procedures. If the external participant is joining the meeting remotely an electronic meeting invitation similar to that of other participants will be sent. They will also be offered the opportunity of a test meeting to familiarise themselves with the technology and the arrangements that are in place.

Recording and broadcasting of meetings by observers

50. Members of the public are permitted to photograph, film or record Councillors and officers and use social media at any Council meetings that are open to the public and press, as long as:
   • Notice has been given (on the meeting agenda and signage outside the meeting) so that everyone attending the meeting is made aware that they may be recorded and that by attending the meeting they are deemed to consent to this;

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- The recording or transmission must create no disturbance disruption or distraction to the good order and conduct of the meeting;
- Any recording must be overt, not covert;
- There is to be no recording or transmission of proceedings dealing with any exempt or confidential information;
- The Chair shall have discretion, subject to proper consideration of any relevant representations and legal advice, to prohibit a recording or exclude anyone reasonably considered to be in breach of these rules; and
- The person making the recording or transmission shall be solely responsible for complying with all applicable legal obligations arising from their actions

   [Council's Access to Information Procedure Rules, Rule 4A]

51. The Council also permits photography and social media reporting of all its public meetings.

Record of Attendance

52. The attendance of each committee member and participant will be recorded by the Democratic Services or Cabinet Officer(s) supporting the committee. This will be achieved by recording attendance on a sign in sheet or using the attendance record from the remote meeting software to confirm attendance at the meeting. These records will be combined and added into the minutes of the meeting before being published on the Council's website.

53. Committee Members are to inform the relevant Democratic Services or Cabinet Support Officers if they are unable to attend a meeting and their apologies will be recorded: at the meeting, in the minutes of the meeting and published on the Council's website.

Observing Meetings

Webcast meetings

54. The main purpose of webcasting is to aid transparency, governance and accountability by giving members of the public, elected members, officers and other interested parties the opportunity to observe meetings without having to attend in person and for the Council to have an official audio and visual record of its decision-making process.

55. The following formal meetings of the Council will either be webcast by being streamed live or recorded for subsequent upload to the Council's webcasting website within 48 hours of the end of the meeting.
- Council
- Cabinet
- Planning Committee
- Governance and Audit Committee
- All Scrutiny Committee meetings
- Standards and Ethics Committee

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56. A total of 200 hours is available annually for webcasting meetings and the total usage will be monitored by Democratic Services Officers. Where resources allow, other meetings can be streamed live or recorded for subsequent upload to the Council webcasting webpages, if it is considered by the Chair that the meeting or items being considered at that meeting are of significant public interest.

57. Webcasting does not replace the formal record of the meeting and the decisions taken, which are published on the Council website in the form of minutes or decision records and retained in hard copy in accordance with the Council's retention policy.

58. A [webcasting protocol is included in Part 5 Of the Council's Constitution](#) which serves to:
   - Ensure compliance with the Coucnil's obligations under the Data Protection Act 2018 and the Human Rights Act 1998.
   - Specify the notifications to be given about webcasting in agenda packs, for public speakers and observers and at the start of each meeting being streamed or recorded
   - Ensure that appropriate signage is provided at physical meeting venues to make clear that recording is taking place.
   - Provide the Chair with the discretion to terminate or suspend the webcast in appropriate circumstances
   - Safeguard that no exempt or confidential agenda items will be webcast.
   - Confirm the availability of webcasts to be viewed on the Council's website and subsequently stored in accordance with the Council's records management procedures.
   - Provide for the removal of webcasts or parts of webcasts by the Monitoring Office, if necessary.

Physical Attendance of Observers at Multi-location Meetings

59. Observers will also be able to attend the physical element of meetings from the public gallery in each of the primary locations.

Physical attendance of observers for Remote Meetings

60. To enable those observers who do not have access to the internet to view either fully remote or non-webcast meetings, they may request to attend a public viewing of that meeting. For viewing a fully remote meeting this will require a request to be submitted 2 clear working days prior to the remote meeting to enable arrangements to be made in Committee Room 4 or another suitable location in County Hall for the viewing.

Online Meeting Platforms

61. The Council will continue to use Microsoft Teams as its primary remote meeting platform until the implementation of the Council's new conferencing system. This platform should only be used by Elected Members from their Council provided devices to maintain the effective security of its meetings. Non-Council devices may be used by prior arrangement with Democratic Services and Cabinet Officers, although the functionality available when using these "guest" devices may differ from that provided by the Council's devices.

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62. Council participants using other devices rather than their Council provided devices presents security concerns, because: this does not allow then to be identified as an official attendee; they will be required to use the lobby when they join a meeting; it creates uncertainty for officers when admitting unknown or unfamiliar participants to the meeting from the lobby, an other devices do not have access to the Council's network security infrastructure.

63. Other participants are able to join meetings using links contained within the meeting invitation which is circulated to all participants.

64. For facilitating dual language meetings Zoom can be used instead of Teams for our formal meetings when a request to speak Welsh is made in advance of a meeting.

65. The Council's conferencing system will include multi-location meeting software which will support simultaneous translation and provide additional meeting functionality. Further detailed guidance is available for Council and Public Participants.

Publication of meeting information

Public information

66. The production and publication of the Programme of Meetings, public agenda, reports, decision records and minutes are facilitated by the Council's committee administration software Civica-Modern.gov. Meeting participants are sent an email which includes links to the electronic agenda pack at least three clear working days prior to a meeting.

67. The software enables the Council to publish public information to its English and Welsh webpages for the public to view. The public are also able to subscribe to updates on the Councillors and Meetings webpages and identify any specific meetings or topics which they have an interest in. Once registered, the Modern.gov system will automatically provide electronic updates when new information is published on the website.

68. Modern.gov is also available to download as an app from the App store, Google Play and Microsoft Store which allows participants, observers and members of the public to view the Councils' meeting information. The Modern.gov app provides a paperless facility which enables participants to annotate their meeting document during their preparation for a meeting.

69. For those participants with an identified need or to provide ease of reading for more complex documents, hard copies can be provided with prior arrangement with either Democratic Services or Cabinet Support Officers as necessary.

Non Public Information

70. The law provides that some information may not be made publicly available and this is known as exempt or confidential information. When this type of information is considered at a formal meeting the documents are published on the Council's intranet and are only available to those entitled to view them. The publication of these documents is also supported by the Modern.gov app but participants will be

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required to register the device they intend to use for viewing these documents with Democratic Services. Successful registration of a device will provide access to the Councils "private" modern.gov network but will still limit the availability of the information to those entitled to view it.

Consideration of exempt or confidential information at meetings.

71. When exempt or confidential information is to be considered at a formal meeting, wherever possible, the agenda will schedule those items at the end of the meeting, so as to minimise any inconvenience to observers who will be required to leave the meeting at that point.

72. Agenda items which contain public information, and which are not fully exempt or confidential can be considered in a public environment. Should any participant wish to refer to the exempt or confidential information the Chair must be informed, and the meeting should exclude the press and public before continuing.

73. When an exempt or confidential item is planned to be considered the following options may be used to ensure that the information, is not shared with anyone other than those entitled to receive it:

   a. an additional "private" remote meeting can be established by Democratic Services which will only include participants entitled to consider the exempt information. When the meeting moves into exempt session the entitled participants will leave the public meeting and join the private meeting, leaving the remainder of the participants in the public remote meeting.

   b. request that those not entitled to consider the exempt information leave the public remote meeting or be moved to the "virtual" lobby whilst the exempt information is considered.

74. The meeting recording and webcast will be paused and a notification that the meeting is not currently open to the public will be displayed on the broadcast. In the physical part of the meeting any observers will be requested to leave the room whilst the exempt item is considered.

75. When consideration of the exempt information has been completed, if there are further public items to be considered, all remote participants will be invited to re-join the public remote meeting and the recording and webcast will be resumed. The observers or participants attending the physical meeting will be invited to return into the meeting venue.

Access and Participation at meetings

76. When elected or appointed to a committee or decision-making body, participants who are elected members will be able to use their Council issued ICT devices to receive meeting information and which will have remote meeting software installed. Other committee members will be offered Council ICT devices but may be able to use their own devices where appropriate.

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Training and induction

77. Committee Members will be provided with an appropriate induction to enable them to actively participate at meetings. The induction will include the use of the software for joining remote meetings, meetings procedures for joining and participating in physical and remote meetings, an understanding of the Code of Conduct requirements and the Council's decision-making process and any committee specific procedures.

78. Training for certain committee members is mandatory due to the requirements of the role, as confirmed in the Council's Constitution or the committee's terms of reference.

Officer Support at meetings

79. Primary support for multi-location meeting will be provided by Democratic Services and the Cabinet Office. This will include the:
    - "Organiser" who will circulate the meeting appointment which will include a link to enable participants to join remotely. The organiser will also monitor the remote participants and assist them to join or re-join the remote meeting.
    - "Clerk" who will support the meeting, facilitate any voting and take the minutes
    - "Recording controller" will facilitate the live streaming of the meeting or the recording and subsequent upload of the meeting to the Council's webcasting webpage.
    - For larger or more technical meetings an additional Democratic Services Officer will support the other Democratic Services or Cabinet officers as necessary during the meeting.
    - Technical support and advice may also be provided at the meeting by other specialist officers, for example, Legal, Planning, Scrutiny or Licensing Officers who can assist the Chair, participants and observers at meetings. The officer support for meetings should follow the arrangements for other participants and may be provided remotely or by physical attendance. Consultation between the relevant officers, their managers and the Chair will be necessary to ensure that appropriate service delivery and support requirements are met.

80. Additional support may be also provided by ICT Officers to ensure that the technology used during meetings operates effectively and that the meeting can be progressed as planned.

Voting at Meetings

81. The voting rule are set out in the relevant procedure rules in the Council's Constitution.

Seeking Consensus

82. To negate the need for a formal vote, the Chair may seek a consensus from the meeting participants. The chair will state the recommendation and request that participants confirm if they have any objections to the recommendation(s) and that they indicate any objection either verbally or by using the chat function in Teams accordingly. The Chair will wait approximately 30 seconds to allow participants to

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indicate their objection and if none are received the recommendations may be considered as carried. If however, there are objections the Chair shall initiate a vote.

Method of Voting

83. In a physical meeting voting will be carried out electronically and the names of those voting for, against or abstaining from voting will be recorded electronically.

A Roll-Call vote

84. The roll call vote requires the Clerk to ask each participant individually if they are for or against the recommendation or if they wish to abstain from the vote. If a participant cannot be contacted to provide their vote, the clerk will continue with the roll-call vote and return to those participants who have not responded after an attempt to contact all participants has been made. If the participant cannot be contacted after a second attempt to provide their vote and there is a quorum in attendance at the meeting the participant shall be recorded as not in attendance.

85. Responses are recorded and when all of the participants in attendance have indicated their vote, the Clerk will then collate the responses and inform the Chair of the outcome of the vote.

86. The Chair will announce the outcome of the vote to the meeting and a summary of the vote shall be pasted into the chat facility in Teams to inform the meeting participants of the details of the vote.

Chairing meetings

87. Chairing a multi-location meeting is very different to chairing a face-to-face meeting and the Chair will be supported to carry out their role as outlined in the Officer Support at meetings section above. The role of the Chair is particularly challenging at a physical meeting with some participants joining remotely. The "balance" between individuals in a room, and those joining by remote means, will have a significant effect on how business will be transacted.

88. Chairs have a particular responsibility to prepare for a multi-location meeting, in a more planned and directed way than might be necessary for a physical meeting. This may involve the Chair consulting with officers, committee members and participants in advance of a meeting.

89. Separate guidance will be provided for Committee Chairs which will be made available on the Council's intranet.

Chat Function use by Remote Participants

90. The chat function provides a simple method of enabling the chair to manage the meeting and to enable the remote participants to communicate with the chair. Remote participants should only use the Chat facility to indicate the following:
   - Speak – When the remote participant wishes to speak

- **Declaration** – to advise the Chair that the remote participant wishes to make a declaration of interest other than under the Declarations of interest item on the agenda.
- **Point of Order** – to notify the Chair that a remote participant has a Point of Order to make. The Chair should invite the participant to speak at the earliest opportunity.
- **Explanation** - to notify the Chair that a remote participant has a Point of Personal Explanation to make. The Chair should invite the participant to speak at the earliest opportunity.

The "Chat" facility is only to be used for communicating with the Chair and is not to be used for offline discussions with other participants during the meeting.

Associated Documents:

- Guidelines for Public Participants and Observers of Multi-location Meetings
- Guidelines for Council Participants and Observers at Multi-location Meetings
- Guidelines for Chairing Multi-location Meetings

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CONSTITUTION UPDATE – SCHEDULE OF RECOMMENDED AMENDMENTS

SECTION	TITLE	REFERENCE	RECOMMENDED AMENDMENT
Part 1	Summary and Explanation	Para 4	Number of Cardiff Cllrs increased to 79 and term of office increased to 5 years
		Para 7	To reflect new legislation providing that the number of Cabinet members may be increased if there are Cabinet Job Sharers
		End of document	Added reference to Constitution Guide
Part 2, Articles Article 1	The Constitution		
Article 2	Members of the Council	2.1	Update to total number of elected members being 79
		2.2	Update to five year term of office
		2.3	Update references to Wales Improvement Programme
		2.4	Cardiff Undertaking – amendment to reflect requirement for Undertaking to be given at each annual council meeting; and to reflect arrangements made for Members who are absent from the annual council meeting or who are subsequently elected at a by-election.
		2.5	Update to reflect that 'salaries' are payable under Members' Remuneration Schedule (and replace reference to Members Allowances Scheme)
Article 3	Citizens and the Council	3.1	Voting and petitions – to add reference to right to vote in LG elections and new requirements for Petition Scheme
Article 4	The Council	4.2(c)	Housing land transfer – legislative update
Article 5	Chairing the Council	5.1(e)	Added reference to Lord Mayor's civic functions
Article 6	Scrutiny Committees	6.1	Added - Assistants to Cabinet may not be members of Scrutiny Committees
		6.5	Added reference to Joint Scrutiny Committees
Article 7	The Cabinet	7.2	Form and Composition –i) to reflect that the maximum number of Cabinet members may be increased if any Cabinet Job Sharers are appointed. ii) To reflect that, as a matter of practice and as permitted by law, the Cabinet is appointed by the Leader rather than the Council
		7.3	Leader – to reflect new legislation allowing two or more Councillors to be elected to share office (new job share provisions)

CONSTITUTION UPDATE – SCHEDULE OF RECOMMENDED AMENDMENTS

		7.4	Other Cabinet members - – to reflect new legislation allowing two or more Councillors to be elected to share office (new job share provisions); and appointment of Cabinet by the Leader
		7.5	Assistants to Cabinet members – amended to reflect new legislative provision: - 'Assistants to Cabinet' (not to cabinet *members*) – amended throughout constitution, eg. CPR 22 - Appointment of Assistants may be made by either the Leader or full Council (not by Cabinet, as currently stated) – recommendation is Leader - Lord Mayor / Deputy may not be Assistants to Cabinet - Right to speak at cabinet meetings, deleted reference to observing only.
		App A	Assistants to Cabinet, Role Description – to reflect new legislation provision they may not be scrutiny committee members; and to reflect other changes made to Article 7.5 above.
		7.7	Responsibility for functions – added clarification about allocation of functions and deleted text about procedure for arrangements to be made for discharge of functions, as this is more appropriately dealt with in the Cabinet Procedure Rules (Rule 1.2)
Article 8	Regulatory and Other Committees		
Article 9	Standards & Ethics Committee	9.2(a)(ii)	Membership – limit on number of Cabinet members (one) amended to include Assistants to Cabinet, based on the draft statutory guidance.
		9.3	Community Councils Sub-Committee -amended to reflect legal position which is that a sub-committee <u>may</u> be appointed. In Cardiff we have not done so (community council functions are discharged by the whole Standards Committee). Amended to clarify and address drafting error.
		9.5	Added point to refer to new statutory requirement for Annual report
Article 10	Joint Arrangements	10.5	New point to refer to provisions for Corporate Joint Committees made under Chapters 3-5 of the 2021 Act
Article 11	Council Employees		Amended to reflect the change of the statutory title 'Head of Paid Service' to 'Chief Executive'; and new statutory functions for this post
		11.4	Added to list of Section 151 Officer's functions and restrictions on post, for consistency with other statutory officer provisions
		11.4A	Added constitutional functions of Head of Democratic Services and changes to restrictions on post introduced by 2021 Act.

CONSTITUTION UPDATE – SCHEDULE OF RECOMMENDED AMENDMENTS

		11.5	Added the statutory requirement to provide these statutory officers with sufficient resources
Article 12	Decision making	12.1	Clarification / drafting improvement - Added a list of possible decision makers
		12.3	List of types of decisions, added: - (d) Individual Cabinet member decision making; and - (e) ward / non-Cabinet member decision making. Noting that law permits arrangements to be made and set out in the Scheme of Delegations, but in Cardiff no such arrangements in place.
Article 13	Finance, Contracts and Legal Matters		
Article 14	Review and Revision	14.2(b)	Legislative update – reference to 'alternative arrangements' for executive, replaced with 'mayor and cabinet' executive (the only other form of executive arrangements now available).
Article 15	Suspension, Interpretation and Publication	15.2	Inserted new defined terms: - Assistant to the Cabinet - Cabinet member - Cabinet Job Sharer - Constitution Guide - Corporate Joint Committee - Petition Scheme - Public Services Board - Remote attendance Amended: - Head of Paid Service – replaced with new statutory provisions for Chief Executive - 'Member' definition - Petition (to include electronic petitions)
		15.3	Publication – updated to reflect new provisions for electronic documents / publication on website; and new requirements for a Constitution Guide
		15.4	Transitional provisions – deleted, no longer relevant
Part 3	**Scheme of Delegations**		
Part 3, Section 4E		CE9/9A & FS52/53	Minor amendment - Electoral Registration Officer and Returning Officer designations, changed from Section 151 Officer to Chief Executive, in line with Council decision of February 2019

CONSTITUTION UPDATE – SCHEDULE OF RECOMMENDED AMENDMENTS

Council Meeting Procedure Rules	5	Time and place of meeting – amended to reflect multi-location meetings law and policy
	6	Summons – to include details of how to meetings access remotely
	12, 13, 15, 21, 27	To reflect remote attendance provision, amended references to standing / remaining seated, meeting room, 'to the floor', handed to the chair etc
	20	Petitions – to reflect revised Petition Scheme (please see separate report, agenda item 5)
	29	Voting – amended to reflect electronic voting system
	31	Record of Attendance – amended to deal with 'Attendance' generally and make provision for remote attendance in line with multi-location meetings law and policy
	32	Recording – expanded references to electronic broadcast (webcast) of meetings, in line with new legal requirements
	35	Interpretation – inserted definition for 'remotely'
Budget Meeting Procedure Rules	2&3	Place of meetings and summons – amended to reflect multi-location meetings and access to them
Committee Meeting Procedure Rules	4&5	Place of meetings and agenda – amended to reflect multi-location meetings and access to them
	9.4, 11.1, 16	To reflect fact that Members may be attending remotely, amendments made to references to standing, the meeting room etc
	13	Record of Attendance – amended to deal with 'Attendance' generally and make provision for remote attendance in line with multi-location meetings law and policy
	14.2	Petitions – to reflect revised Petition Scheme (please see separate report, agenda item 5)
	18	Recording – to refer to electronic broadcast, in line with new legislation
Access to Info Procedure Rules	2	To refer to multi-location meetings
	4	To address access to multi-location meetings
	4A	Refer to 'broadcast' of meetings, consistent with terminology in new legislation
	5	Notice of meetings – to reflect new legislative requirements
	6	Access to agenda and reports – to reflect new requirement that papers should be provided for members of the public attending a physical meeting
	8	Minutes and other documents after meeting – added new requirements for a note of the meeting within 7 working days; and minutes to be published on website. Clarifying that this rule does not apply to Cabinet meetings, which are dealt with under the separate Rule 13 dealing with records of Cabinet decisions.
	9	Background papers – reflecting new requirement they should be published on the website unless not reasonably practicable to do so; and must remain accessible for 6 years.

CONSTITUTION UPDATE – SCHEDULE OF RECOMMENDED AMENDMENTS

	13	Record of Executive Decisions – updated to reflect new legislation
	16	Officer decisions – correction to include Director decisions in the list of those published in Officer Decision Register, in line with provisions of Scrutiny Rules and what we do in practice.
	18	Members rights of access to exempt papers – update to reflect previous legislative changes.
	20	Additional rule to deal with new requirement for Members' correspondence addresses to be published.
Budget and Policy Framework Procedure Rules		No changes – minor typo amendments only
Cabinet Procedure Rules	1.1	Executive decisions - Minor drafting amendments and clarification about allocation / arrangements which may be made; and deletion of text about Leader's power to allocate responsibilities to the extent not allocated in the Scheme of Delegations, as this is dealt with in Article 7.7
	1.4	Decisions of the Cabinet – removed reference to voting, as this is dealt with now in a separate rule 2.6; and re-ordered this para which was previously para 1.7 (suggested drafting improvement)
	1.5	Cabinet meetings – place of meeting amended to reflect multi-location meeting arrangements
	1.6	Quorum – to refer to new legislation on Job Sharers counting as one person for quorum purposes
	2.2(a)	Attendance - to refer to remote attendance
	2.2(c)	To include Job Sharers and Assistants in the list of permitted attendees at Cabinet meetings
	2.6	Voting – separate rule, for clarity (drafting improvement)
	2.7	Cabinet Job Sharers – new rule to address voting arrangements
Scrutiny Procedure Rules	2	Scrutiny members – to make reference to Assistants to Cabinet, who may not be scrutiny members
	4	Meetings – to make reference to multi-location meetings
	11(d)	Hearing evidence – Assistants to Cabinet role description says they may give evidence to scrutiny committees if the Cabinet member cannot attend – amendment made to reflect this, and option for alternative officer reps to attend, with the agreement of the scrutiny committee.

CONSTITUTION UPDATE – SCHEDULE OF RECOMMENDED AMENDMENTS

Planning Committee Procedure Rules	4&5	Place of meetings and agenda – amended to reflect multi-location meetings and access to them
	9.4, 11.1, 16.1	To reflect fact that Members may be attending remotely, amendments made to references to standing, the meeting room etc
	13	Record of Attendance – amended to deal with 'Attendance' generally and make provision for remote attendance in line with multi-location meetings law and policy
	14.2	Petitions – to reflect revised Petition Scheme (please see separate report, agenda item 5)
	18	To refer to 'electronic broadcast' of meetings, consistent with terminology in new legislation
Remote Attendance Procedure Rule		Re-titled as 'Multi-Location Meetings' and amended to refer to the new legal requirements and the Council's Multi-Location Meetings policy
Webcasting Protocol		Amended to reflect new requirements for full Council meetings to be webcast.

Part 6 (Members' Remuneration Schedule); and Part 7 (Management Structure) – No changes

PART 1 - SUMMARY AND EXPLANATION
_____

The County Council's Constitution

1.   Cardiff Council's Constitution, sets out how the Authority operates how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

2.   The Constitution is divided into 15 Articles which set out the basic rules governing the Authority's business. More detailed procedures and codes of practice are provided in separate rules and protocols at the end of the document.

What's in the Constitution?

3.   Article 1 of the Constitution commits the Council to provide accountable leadership to the community, in partnership with its citizens, to improve service delivery to all the people of Cardiff. Articles 2–15 explain the rights of citizens and how the key parts of the Authority operate. These are:

   - Members of the Council (Article 2)
   - Citizens and the Authority (Article 3)
   - The Council (Article 4)
   - Chairing the Council (Article 5)
   - Scrutiny Committees (Article 6)
   - The Executive (Article 7)
   - Regulatory and other committees (Article 8)
   - The Standards & Ethics Committee (Article 9)
   - Joint arrangements (Article 10)
   - Council Employees (Article 11)
   - Decision Making (Article 12)
   - Finance, Contracts and Legal Matters (Article 13)
   - Review and Revision of the Constitution (Article 14)
   - Suspension, interpretation and publication of the Constitution (Article 15)

How the Authority operates

Council Arrangements

4.   The Council is composed of ~~75~~ 79 councillors elected every ~~four~~ five years. Councillors are democratically accountable to residents of their ward. The overriding duty of councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

5.   Councillors have to agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties. The Standards & Ethics Committee

advises them on the Code of Conduct and on development needs linked with conduct.

6. All Councillors meet together as the Council. Meetings of the Council are normally open to the public. The Council decides the Authority's strategic policies, as set out in Article 4 and sets the budget each year.

Executive Arrangements (Leader and Cabinet)

7. 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 (although this number may be increased if two or more councillors are appointed to share the same office as Cabinet member, referred to as 'Cabinet Job Sharers', in accordance with Articles 7.3 and 7.4 of this Constitution). Meetings of the Cabinet, Scrutiny Committees, the Council and other committees are open to the public to attend except where confidential information or exempt information is being discussed, as defined by the law. 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.

Scrutiny

8. Scrutiny Committees support the work of the Cabinet and the Council as a whole. The number of Scrutiny Committees is determined by the Council. Scrutiny Committees monitor the decisions of the Cabinet. They allow backbench members, citizens and stakeholders to have a greater say in matters concerning the Authority. They produce reports and recommendations which advise the Cabinet and the Council on its policies, budget and service delivery. They can 'call-in' a decision which has been made but not yet implemented. This enables Scrutiny to consider whether the decision is appropriate. They may recommend that the Cabinet reconsider the decision. They may also be consulted by the Cabinet or the Council on forthcoming decisions and the development of policy.

The Authority's Employees

9. The Authority has employees to give advice, implement decisions of the Cabinet and Council, and manage the day-to-day delivery of its services, including making decisions in accordance with a Scheme of Delegations. Employees are bound by a statutory Code of Conduct and a Protocol governs the relationships between employees and Councillors. The employees of the Authority serve the Authority as a whole and are required to advise impartially.

Citizens' Rights

10. Citizens have a number of rights in their dealings with the Authority. These are set out in more detail in Article 3. Some of these are legal rights, whilst others depend on the Authority's own processes.

25 June 2015

11.	Where members of the public use specific Authority services, for example as a parent of a school pupil or as a council tenant, they have additional rights which are not covered in this Constitution.

Citizens may:

- vote at local elections if they are registered;
- contact their local councillor about any matters of concern to them;
- obtain a copy of the Constitution;
- attend meetings of the Cabinet, Council and its Committees except where, for example, personal or confidential matters are being discussed;
- petition to request a referendum on a mayoral form of executive;
- contribute to investigations by the Scrutiny Committees;
- see reports and background papers, and any record of decisions made by the Council and Cabinet except where they contain personal or confidential information;
- complain to the Authority with regard to a perceived dissatisfaction about the standard of service, action or lack of action by the Authority or its staff. All complaints will be dealt with in accordance with the Authority's Complaint Policy, which provides an effective framework for review should the complainant be dissatisfied with the initial response;
- complain to the ~~Commission for Local Administration in~~Public Services Ombudsman for Wales (Ombudsman) if they think the Authority has not followed its procedures properly. However, the Authority expects a complainant to allow it the opportunity to resolve the complaint using the Authority's own Complaint Policy before contacting the Ombudsman, and the Ombudsman normally expects this too;
- complain to the Ombudsman if they have evidence which they think shows that a Councillor or Co-Opted Member has not followed the Members' Code of Conduct; and
- inspect the Authority's accounts and make their views known to the external auditor.

The Authority welcomes participation by its citizens in its work.

You may find it helpful to read this Constitution in conjunction with the Constitution Guide, which is available [insert hyperlink or other information about how to obtain a copy of the Constitution Guide].

25 June 2015

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PART 2 – ARTICLES OF THE CONSTITUTION

Article 2 – Members of the Council

2.1   **Composition**

The Authority will comprise ~~75~~ 79 Councillors (otherwise called Members). One or more Councillors will be elected by the voters of each electoral division in accordance with a scheme drawn up by the ~~Local Government Boundary Commission for Wales~~Local Democracy and Boundary Commission for Wales and approved by the ~~National Assembly for Wales~~Welsh Government.

2.2   **Election and terms of Councillors**

The regular election of Councillors will be held on the first Thursday in May every ~~four~~ five years or at such other time as may be set by law. The terms of office of Councillors will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election.

2.3   **Roles and functions of all Councillors**

(a) Key roles

Councillors will:

(i)   collectively set the Policy Framework and carry out a number of strategic functions;

(ii)   represent their communities and bring their views into the Authority's decision-making process, i.e. become the advocate of and for their communities;

(iii)   deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;

(iv)   seek to balance different interests identified within the ward and represent the ward as a whole;

(v)   ~~contribute to the continual improvement of council services~~promote and ensure efficiency and effectiveness in the provision of Council services ~~through the Wales Improvement Programme~~;

(vi)   be involved in decision-making;

(vii)   be available to represent the Authority on other bodies; and

(viii) maintain the highest standards of conduct and ethics.

(b) Rights and Duties

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(i) Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law and this Constitution;

(ii) Councillors may visit any land or premises of the Authority subject to the following:

- they must properly identify themselves to the person in control of the premises and may not issue instruction to employees;
- or interview any employee other than a Corporate Director, Chief Officer or senior officer nominated for that purpose on matters of policy or principle, or any matter which is either under consideration by the Council or Cabinet or likely to be brought before it or any of its Committees;
- visits to residential establishments must have regard to the privacy and safety of residents and therefore may only be undertaken following proper notice to the relevant Chief Officer or his/her nominee and the visit may then be made in accordance with arrangements specified.

(iii) Councillors will not make public information which is confidential information or exempt information without the consent of the Authority or divulge information given in confidence to anyone other than a Councillor, officer or other person legally entitled to know it.

2.4 Conduct

Councillors and employees will at all times observe their Code of Conduct and the Protocol on Member/Officer Relations set out in Part 5 of this Constitution.

Each Councillor will, ~~after their election~~at each Annual Council meeting, give the Cardiff Undertaking to publicly demonstrate their commitment with all other Councillors to upholding the highest standards of conduct and to serving the interests of the Council, Cardiff, its citizens and those to whom the Council owes a duty.

The giving of the Cardiff Undertaking will take place ~~at~~:

(a) ~~the~~ at each annual council meeting; ~~after the ordinary election~~ or

(b) if the Councillor does not attend ~~that~~ the annual meeting, by written confirmation provided by the Councillor to the Head of Democratic Services, as soon as reasonably practicable after the annual council meeting; or ~~at the first meeting of the Council thereafter which the Councillor attends or~~

(c) where the Councillor is elected at a by-election, by written confirmation provided by the Councillor at the same time as providing their Declaration of Acceptance of Office. ~~the first meeting of the Council which the Councillor attends after the by-election.~~

2.5 Allowances

25 June 2015

Councillors will be entitled to receive salaries and allowances in accordance with the Members' ~~Allowances Scheme~~ Schedule of Remuneration, as set out in Part 6 of this Constitution.

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PART 2 – ARTICLES OF THE CONSTITUTION

Article 3 – Citizens and The Council

3.1 **Citizens' rights**

Citizens have the following rights. Their rights to information and to participate are explained in more detail in the Access to Information Procedure Rules set out in Part 4 of this Constitution.

(a) Voting and Petitions

(i)   Citizens aged over 16 years and on the register of local government electors for the area are entitled to vote in local government elections for their area.

(ii)   Citizens can seek to raise a matter with the Council by submitting a petition in accordance with the Council's Petition Scheme.

(i)(iii)   Citizens on the electoral roll for the area have the right to sign a petition to request a referendum for an 'elected mayor' form of Constitution and the right to vote in any such referendum.

(b) Information

Citizens have the right to:

(i) attend meetings of the Council, its Committees and the Cabinet except those parts of meetings where confidential information or exempt information is likely to be disclosed, and that business is conducted in private;

(ii) see reports and background papers of meetings held in public, and any records of decisions made by the Council, the Cabinet and designated senior officers; and

(iii) inspect the Council's accounts and make their views known to the external auditor.

(c) Participation

(i) Citizens have the right to contribute to investigations by Scrutiny Committees in accordance with the Scrutiny Procedure Rules, as set out in Part 4 of this Constitution;

(ii) ask questions at meetings of the Council, of members of the Cabinet or the Chairperson of a Committee.

(d) Complaints

25 June 2015

Citizens have the right to complain to:

(i) the authority itself under its Complaint Policy;

(ii) the Ombudsman about any injustice they have suffered as a result of maladministration, but they are encouraged to use the Council's own Complaint Policy first;

(iii) the Ombudsman where they believe a Councillor or co-opted member of the Authority has breached the Member's Code of Conduct

3.2 **Citizens' responsibilities**

Citizens must not be violent, abusing or threatening to Councillors or employees and must not wilfully harm things owned by the Authority, Councillors or employees.

25 June 2015

PART 2 – ARTICLES OF THE CONSTITUTION

Article 4 – The Council

4.1   **Functions of the Council**

Only the Council will exercise the following functions:-

(a)   adopting and changing the Authority's executive arrangements and this Constitution, save as provided in Article 11.3 (a)

(b)   approving or adopting the policy framework, the budget and any application to the ~~National Assembly for Wales~~Welsh Ministers in respect of any Housing Land Transfer;

(c)   subject to the urgency procedure contained in the Access to Information Procedure Rules set out in Part 4 of this Constitution, making decisions about any matter in the discharge of an Executive Function which is covered by the Policy Framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the Policy Framework or contrary to/or not wholly in accordance with the budget;

(d)   electing and removing the Leader and appointing and removing members of the Cabinet (not being the Leader);

> **Commented [AK1]:** NB. This is reserved to full Council by Cardiff's constitution, not a statutory requirement. By law, appointments may be made by either full Council or by the Leader.

(e)   agreeing and/or amending the terms of reference of committees, deciding on their composition and making appointments to them, except as expressly and lawfully delegated;

(f)   appointing representatives to outside bodies unless the appointment is an Executive Function or has been delegated by the Council;

(g)   adopting ~~an allowances scheme~~a Schedule of Members' Remuneration under Article 2.5;

(h)   changing the name of the area, conferring the title of honorary alderman or freedom of the City;

(i)   making or confirming the appointment of the Chief Executive;

(j)   making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;

(k)   all local choice functions set out in Part 3 of this Constitution which the Council decides should be undertaken by itself or by a person to whom or body to which it has delegated its powers rather than the Cabinet; and

(l)   all other matters which, by law, must be reserved to Council.

Updated 31 October 2021

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4.2 **Meanings**

(a) **Policy Framework**

The policy framework means the following plans and strategies:-

- Corporate Plan;
- Local Well-Being Plan;
- Cardiff Self-Assessment Report;
- Local Development Plan;
- Local Transport Plan;
- Welsh Language Strategy;
- Youth Justice Plan;
- Housing Strategy;
- Rights of Way Improvement Plan; and
- Pay Policy Statement;

Together with such other plans and strategies which the Authority may decide should be adopted by the Council as a matter of local choice.

(b) **Budget**

The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the Council Tax Base, setting the Council Tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.

(c) **Housing Land Transfer**

Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the ~~National Assembly for Wales~~Welsh Ministers for approval of a programme of large scale disposal of ~~500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of~~ land used for residential purposes, where approval is required under sections 32 or 43 of the Housing Act 1985.

4.3 **Council meetings**

There are three types of Council meeting:

(a)   the annual meeting;
(b)   ordinary meetings;
(c)   extraordinary meetings

and they will be conducted in accordance with the Council Meeting Procedure Rules, as set out in Part 4 of this Constitution.

4.4 **Responsibility for functions**

The Monitoring Officer will keep up to date the details in Part 3 of this Constitution setting out the responsibilities for the Council's functions which are not the responsibility of the Cabinet.

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PART 2 – ARTICLES OF THE CONSTITUTION

Article 5 – Chairing the Council

5.1 **Role and Function of the Lord Mayor**

The Lord Mayor and the Deputy Lord Mayor will be elected by the Council annually. The Lord Mayor and in the absence of the Lord Mayor, the Deputy Lord Mayor will preside at the meetings of the Council and have the following roles and functions:

(a) to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;

(b) to preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;

(c) to ensure that the Council meeting is a forum for the debate of matters before the meeting and the place at which Councillors who are not members of the Cabinet are able to hold the Cabinet to account;

(d) to carry out duties in respect of Members' Family Absence as required under the Family Absence for Members of Local Authorities (Wales) Regulations 2013;

(d)(e) as civic leader of Cardiff, to promote the interests and reputation of the Council and Cardiff as a whole and act as an ambassador for both, and undertake civic, community and ceremonial activities and foster community identity and pride.

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PART 2 – ARTICLES OF THE CONSTITUTION

Article 6 – Scrutiny Committees

6.1   **Terms of Reference, Size & Membership**

The Council has appointed the following Scrutiny Committees:
(a) Children and Young People
(b) Community and Adult Services
(c) Economy and Culture
(d) Environmental
(e) Policy Review and Performance

to discharge the functions set out in the Terms of Reference shown in Appendix 2 to Part 3 of this Constitution. Each Scrutiny Committee shall be comprised of 9 elected Members. Membership of Scrutiny Committees is restricted to those Councillors who are not members of the Cabinet or Assistants to the Cabinet.

6.2   **General**

Within their terms of reference, Scrutiny Committees will:

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

6.3   **Specific functions**

(a) Policy Review and Performance

The **Policy Review and Performance** Scrutiny Committee will:

(i)   assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues;

(ii) conduct research, community and other consultation in the analysis of policy issues and possible options;

(iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;

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(iv) question relevant people and organisations about their views on issues and proposals affecting the area;

(v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and

(vi) adjudicate on any areas of overlap between the functions of the Scrutiny Committees and allocate any additional areas of responsibility which are not already included within the terms of reference of any particular Scrutiny Committee.

(b) Scrutiny

Scrutiny Committees will:

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

(ii) review and scrutinise the performance of the Authority in relation to its policy objectives, performance targets and/or service areas;

(iii) question members of the Cabinet and committees and/or employees about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;

(iv) make recommendations to the Cabinet and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;

(v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the scrutiny committee and local people about their activities and performance; and

(vi) question and gather evidence from any person (with their consent).

(c) Resources

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

(d) Annual Report

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

6.4 **Proceedings of Scrutiny Committees**

Scrutiny Committees will conduct their proceedings in accordance with the Scrutiny Procedure Rules, as set out in Part 4 of this Constitution.

6.5 Two or more local authorities may agree, or be required, to appoint a joint Scrutiny Committee by arrangements made under section 58 of The Local Government (Wales) Measure 2011 and regulations made thereunder.

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PART 2 – ARTICLES OF THE CONSTITUTION

Article 7 – The Cabinet (Executive)

7.1 **Role**

The Cabinet will arrange for the discharge of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution.

7.2 **Form and composition**

Cabinet

(a) Subject to paragraph (b) below, Tthe Cabinet will consist of the Leader together with no more than nine other Councillors (the total number of members of the Cabinet may not exceed 10).

(b) If two or more councillors are elected to share office as Leader or are appointed to share the office of Cabinet member ('Cabinet Job Sharers'), the total number of members of the Cabinet may be increased to:
(i) 11 or 12, if at least 2 of the members have been elected or appointed to share office; or
(i)(ii) 13, if at least 3 of the members have been elected or appointed to share office.

(b)(c) The Council elects the Leader.

(d) The Council Leader appoints not less than two but no more than nine councillors to the Cabinet (excluding the Leader).the other members of the Cabinet.

7.3 **Leader**

(i) The Leader will be a Councillor elected to the position of leader by the Council. Two or more Councillors may be elected by the Council to share the office of Leader, if they mutually make an arrangement to stand for election as leader on the basis of a job sharing arrangement.

(i)(ii) The Leader will hold office until:

(a) he/she resigns from the office; or

(b) he/she is suspended from being a Councillor or from being Leader or from being a member of the Cabinet under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or

(c)   he/she is no longer a Councillor; or

(d)   he/she is removed from office by resolution of the Council; or

(e)   the day of the next regular election.

7.4   **Other Cabinet Members**

(i)   Cabinet members (other than the Leader) will be Councillors appointed by the ~~Council~~Leader. Two or more Councillors may be appointed to share the offfice of Cabinet member.

(ii)   There may be no co-optees and no deputies or substitutes for members of the Cabinet (other than the Leader). Neither the Lord Mayor nor Deputy-Lord Mayor may be appointed to the Cabinet, and Cabinet Members (including the Leader) may not be members of a Scrutiny Committee.

(iii)   A Councillor appointed as a Cabinet Member shall hold office until:

(a)   he or she resigns from office; or

(b)   he or she is suspended from being a councillor or from being a member of the Cabinet under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or

(c)   he or she is no longer a councillor; or

(d)   he/she is removed from office by resolution of the Council; or

(e)   the day of the next regular election.

7.5   **Assistants to the Cabinet ~~Members~~**

The ~~Cabinet~~ Leader may appoint Councillors to act as ~~a~~Assistants to the Cabinet as ~~the Cabinet~~he/she considers reasonably necessary and appropriate. Neither the Lord Mayor nor Deputy Lord Mayor may be appointed as Assistants to the Cabinet.

An Assistant to the Cabinet is not a member of the Cabinet. Their role will be:

(a)   to assist the Cabinet collectively; and

(b)   to liaise with the Chairs and members of relevant Scrutiny Committees~~;~~, ~~and~~

(b)   ~~to act as observers at meetings of the Cabinet or a committee of the Cabinet~~

in accordance with the detailed Role Description set out in Appendix A.

Assistants to the Cabinet may attend, and speak at, any meeting of the Cabinet or a committee of the Cabinet, but may not vote on any matters before the Cabinet, neither may they substitute for a Cabinet Member at a meeting of the Cabinet nor in any decision-making role.

7.6 **Proceedings of the Cabinet**

Proceedings of the Cabinet shall take place in accordance with the Cabinet Procedure Rules, as set out in Part 4 of this Constitution.

7.7 **Responsibility for functions**

Part 3 of the Constitution sets out the provisions made with respect to the allocation of any functions which are the responsibility of the Cabinet among the following persons:-

(a) the Cabinet;

(b) any member of the Cabinet;

(c) any committee of the Cabinet; and

(d) any officers of the authority.

Where such allocation has been made the body to which or the person to whom a function has been allocated in accordance with that provision may discharge that function or may be authorised to make arrangements for the discharge of those functions, as set out in the Cabinet Procedure Rules.

To the extent that the functions which are the responsibility of the Cabinet have not been allocated as set out above (but not further or otherwise) the Leader may discharge any of those functions or may determine the respective responsibilities of Cabinet, Cabinet Committees, Cabinet Members and officers in respect of the taking of particular Executive Decisions. The Leader shall notify the Proper Officer in writing of any such delegation of responsibilities and the Proper Officer will maintain a list setting out the respective responsibilities as they may be from time to time in accordance with the Cabinet Procedure Rules set out in Part 4 of this Constitution.

Any person who or body which has arranged for the discharge of any functions in accordance with the powers conferred by section 15 of the Local Government Act 2000 shall notify the Proper Officer in writing of such arrangements and the Proper Officer will maintain a record of such arrangements as they may be from time to time in accordance with the Cabinet Procedure Rules set out in Part 4 of this Constitution.

Commented [AK1]: This is dealt with in the Cabinet Procedure Rules, Rule 1.2

7.8   During any period when there is no Cabinet, any functions which are the responsibility of the Cabinet shall be allocated to and discharged by the ~~Head of Paid Service~~Chief Executive or in his/her absence the Corporate Directors acting singularly or collectively provided that in discharging such functions the ~~Head of the Paid~~Chief Executive ~~Service~~ or the Corporate Directors shall have regard to and comply with any protocol applying to the exercise of delegated powers in so far as that is reasonably practicable, and in consultation with any Councillor being the Leader of a political group in accordance with the Local Government (Committees and Political Groups) Regulations 1990.

APPENDIX A – ASSISTANTS TO THE CABINET MEMBERS – ROLE DESCRIPTION

1   Assistants to the Cabinet Members are Members appointed by the Cabinet Leader to work with a Cabinet Member or Cabinet Members and assist them with any function except decision-making subject to the limitations below in the discharge of the Cabinet's functions.

2   This includes taking forward particular projects or programmes. Most Assistant posts will range across the functions of the a Cabinet Member/s but it is a matter for each individual Cabinet Member/s, after discussion with the Leader of the Ceouncil, to establish any limits or conditions on the ways in which the Assistant will operate. Any limitations on the role of Assistant which the a Cabinet Member wishes to impose should be agreed with the Leader, a matter of recorded and, to be copied to the Leader of the Council and the Monitoring Officer.

3   The role of Assistant to the Cabinet Member does not attract a special responsibility allowancesenior salary under the Members' Remuneration Schedule.

4   Assistants to the Cabinet Members may:

   (a) Undertake specific task, research and investigations and attend conferences, seminars and meetings, as requested by the Cabinet Member/s, so as to keep abreast of current policy and development initiatives.

   (b) Attend Cabinet Briefings on behalf of a Cabinet Member.

   (c) Attend and speak (but not vote) at Cabinet meetings on behalf of a Cabinet Member.

   (d) Attend formal and informal functions on behalf of a Cabinet Member, except for official openings or ceremonies or events where a formal speech is required, in which case, in the event of the absence of the Cabinet Member, the Lord Mayor or another Cabinet Member will normally represent the Council.

   (e) Formally speak at events and functions on issues within his or her area of responsibility, where the Assistant has received a specific named invitation to speak.

   (f) Liaise with non-executive members in order to ensure that the Cabinet Member is fully aware of issues which are of conce5rn to Members.

   (g) Appear before a Scrutiny Committee where the Cabinet Member cannot attend or where the Assistant has focused on the particular project or

programme. (However, the Scrutiny Committee may also request the Cabinet Member to attend on a further occasions).

(h) Be a member of a Scrutiny Committee which does not relate to his or her Cabinet Member's portfolio.

(i) Be a member of a Scrutiny Task and Finish Group.

5   However, an Assistant to a Cabinet Member cannot:

(a) Take decisions

(b) Deputise for a Cabinet Member at Council Meetings

(c) Be a member of the any Scrutiny Committee which scrutinises his or her Cabinet Member's portfolio.

PART 2 – ARTICLES OF THE CONSTITUTION

Article 9 – The Standards & Ethics Committee

9.1 **Standards & Ethics Committee**

The Council has and will continue to appoint a statutory Standards & Ethics Committee.

9.2 **Composition**

<u>Political Balance</u>

The Standards & Ethics Committee does not have to comply with the political balance rules in section 15 of the 1989 Local Government and Housing Act and the Council has resolved that three Councillors elected at the annual meeting of the Council shall be nominated to sit on the Committee.

(a) Membership

The Standards & Ethics Committee will be composed of nine members. Its membership will include:

(i) Five 'independent' members, who are not either a Councillor or an employee or the spouse of a councillor or an employee of the Authority or any other relevant authority as defined by the Act, appointed in accordance with the procedure set out in the Standards Committees (Wales) Regulations 2001;

(ii) Three Councillors (who shall not include the Leader and shall include not more than one member of the Cabinet or Assistant to the Cabinet) of the Authority; and

> **Commented [AK1]:** The draft statutory guidance says Assistants to the Executive should be treated as Cabinet members for purposes of the limitation on the number of Cabinet members on Standards Committees (and DSC and Governance and Audit Committees), but this doesn't seem to be reflected in the Standards committees legislation yet (although legislation on DSC and G&A Committees has been amended to this effect). Suggest we amend our constitution to reflect the spirit / intention of the new legislative provisions.

(iii) One member of a Community Council wholly or mainly in the Council's area (a 'Community Committee Member').

(b) Term of office

(i) Independent members shall be appointed for a period of not less than four years and no more than six years, such period to be determined by Council upon their appointment. They may be re-appointed for one further consecutive term of up to a further four years only.

(ii) Members of Cardiff Council who are members of the Standards & Ethics Committee shall be appointed for a period of no longer than the period until the next ordinary local government election following their appointment. They shall cease to be a member of the Standards & Ethics Committee if they cease to be a member of Cardiff Council. They may be re-appointed for one further consecutive term only.

(iii) The Community Committee Member shall be appointed for a period of no longer than the period until the next ordinary elections for the community council following his/her appointment. He or she shall cease to be a member of the Standards & Ethics Committee if he or she ceases to be a member of a community council in the Council's area. He or she may be re-appointed for one further consecutive term only.

(c) Quorum

A meeting of the Standards & Ethics Committee shall only be quorate when:

(i) at least three members are present; and

(ii) at least half the members present are independent members.

(d) Voting

Independent members and community committee members will be entitled to vote at meetings.

(e) Community committee members

A community committee member shall not take part in the proceedings of the Standards & Ethics Committee or any of its sub-committees when any matter relating to a member of their Community Council is being considered.

(f) Chairing the Committee

(i) Only an independent member of the Standards & Ethics Committee may be the Chairperson.

(ii) The Chairperson and Vice Chairperson will be elected by the members of the Standards & Ethics Committee for whichever is the shortest period of (a) not less than 4 years and no more than 6 years, or (b) until the term of office of that person as an independent member of the Committee comes to an end. The Chairperson and Vice Chairperson can be re-appointed.

9.3   **Community Councils Sub-Committee**

The Standards & Ethics Committee will include may appoint a sub-committee to exercise the its functions set out in Article 9.4(h) below in relation to the community councils which are situated in the administrative area of Cardiff and the members of those community councils. The Such sub-committee will include at least two independent members and one community committee member, unless the matter before the sub-committee relates to the community committee member's Council or a member of that council, in which case the community committee member's place will be taken by another member of the Standards & Ethics Committee.

9.4   **Role and Function**

The Standards & Ethics Committee will have the roles and functions set out in its approved terms of reference in Appendix 2 of Part 3 of this Constitution.

9.5   **Annual Report**

As soon as possible after the end of each financial year, the Standards and Ethics Committee shall make an annual report to the Council, in accordance with the requirements of section 63 of the Local Government and Elections (Wales) Act 2021.

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PART 2 – ARTICLES OF THE CONSTITUTION

Article 10 – Joint Arrangements

10.1 **Joint arrangements**

(a)   The Council may establish joint arrangements with one or more local authorities and/or their executives to exercise functions, which are not Executive Functions in any of the participating authorities.   Such arrangements may involve the appointment of a joint committee with these other local authorities.

(b)   The Cabinet may establish joint arrangements with one or more local authorities to exercise functions which are Executive Functions.   Such arrangements may involve the appointment of joint committees with these other local authorities.

(c)   The Cabinet may appoint Cabinet Members to a joint committee. The Cabinet may also appoint non-Cabinet Members to represent the Cabinet and in doing so the non-Cabinet Members shall report to the Cabinet not the Council.   Such Members need not reflect the political composition of the local authority as a whole.

(d)   Details of any joint arrangements under Articles 10.1(a) and (b) including any delegations to joint committees will be found in the scheme of delegations in Part 3 of this Constitution.

10.2 **Access to information**

(a)   The Access to Information Procedure Rules apply.

(b)   If all the members of a joint committee are members of the executive in each of the participating authorities then its access to information regime is the same as that applied to the Cabinet.

(c)   If the joint committee contains members who are not on the executive of any participating authority then the Access to Information Procedure Rules in Part V (A) of the Local Government Act 1972 will apply.

10.3 **Delegation to and from other local authorities**

(a)   The Council may delegate Non-Executive Functions to another local authority or, in certain circumstances, the executive of another local authority.

(b)   The Cabinet may delegate Executive Functions to another local authority or the executive of another local authority in certain circumstances.

(c)   The decision whether or not to accept such a delegation from another

local authority shall be reserved to the Council.

10.4   Contracting out

The Council or Cabinet may arrange for the Council to contract out to another body or organisation functions which may be exercised by an officer. Contracting out to another local authority can be arranged under S 101 of the Local Government Act 1972.   Special statutory provisions permit joint arrangements with Health Bodies, but otherwise there may be a need for order under Section 70 of the Deregulation and Contracting Out Act 1994, unless the contracting arrangements provide that the contractor acts as the Council's agent under usual contracting principles, and provided there is no delegation of the Authority's discretionary decision making.

10.5   Corporate Joint Committees

The Council may, with one or more other principal councils, make an application to the Welsh Ministers asking them to consider establishing, by regulations made under section 72 of the Local Government and Elections (Wales) Act 2021, a corporate joint committee to exercise a function or functions of those councils in relation to their areas if they consider there would be advantages in collaboratively exercising their function/s through a corporate body.   A corporate joint committee may also be established by regulations issued by the Welsh Government without an application from the Council. The procedure and conditions which apply in each case are set out in Chapters 3, 4 and 5 of Part 5 of the Local Government and Elections (Wales) Act 2021 and regulations made thereunder.

OR

1.1   *Introduction*

Corporate joint committees may be established: -

1.1.1   *at the instigation of the Welsh Ministers, to undertake the Council's transport, strategic planning, economic development and/or improving education functions; or*

1.1.2   *at the instigation of the Council, to undertake any of the Council's functions.*

1.2   *Corporate Joint Committees*

1.2.1   *The Council may, jointly with one or more other local authorities make a joint committee application to the Welsh Ministers, asking them to consider making regulations under section 72 of the Local Government*

and Elections (Wales) Act 2021 establishing a corporate joint committee to exercise a function of those authorities or the economic wellbeing function in relation to the principal areas of those authorities.

1.2.2   *The Council shall not make such an application unless and until it has consulted: -*

(a)   *local people in the Council's area;*

(b)   *[community councils in the Council's area;]*

(c)   *[the National Park authority for a National Park, any part of which is in the Council's area;]*

(d)   *the Public Services Board;*

(e)   *every trade union which is recognised (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992) by the Council; and*

(f)   *such other persons as the Council considers appropriate.*

1.2.3   *The Council may, jointly with all other local authorities for the principal areas in a corporate joint committee's area, make an application to the Welsh Ministers asking them to consider making regulations under section 80 of the Local Government and Elections (Wales) Act 2021 to amend or revoke joint committee regulations which establish a corporate joint committee of which the Council is a member.*

1.2.4   *The Council may not exercise the power in section 11.2.3 to ask the Welsh Ministers to amend corporate joint committee regulations so as to omit or modify a function which relates to the Council's transport, strategic planning, economic development or improving education functions.*

1.2.5   *[insert any other specific requirements]*

Commented [AK1]: Davina, this is the text used in the model constitution, setting out the legislative provisions in more detail. Would you prefer to include this more detailed provision or are you happy with my summary above?

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PART 2 – ARTICLES OF THE CONSTITUTION

Article 11 – Council Employees

11.1 **Management structure**

   (a)   **General**
      The Council may engage such ~~employees~~ staff as it considers necessary to carry out its functions.

   (b)   **~~Head of Paid Service~~Chief Executive, Monitoring Officer, ~~and~~ Section 151 Officer and Head of Democratic Services**
      The Council will designate Council employees to take these statutory posts, as set out in Part 7 of this Constitution. Such posts will have the functions described in Article 11.2–11.~~4~~5 below.

   (c)   **Structure**
      The ~~Head of Paid Service~~Chief Executive will provide and publicise a description of the overall staffing structure of the Council showing the management structure and deployment of officers. This is set out at Part 7 of this Constitution.

11.2 **Constitutional functions of the ~~Head of Paid Service~~Chief Executive**

   (a)   **Discharge of functions by the Council**
      The ~~Head of Paid Service~~Chief Executive ~~has a right to report to the Council on any matter relating to~~must keep the following matters under review:
      (i)   ~~-~~the manner in which the discharge of the Council's functions is co-ordinated;
      (ii)   ~~,~~ the Council's arrangements in relation to financial planning, asset management and risk management;
      (iii)   the number and grade of ~~employees~~ staff required for the discharge of functions; and
      (iv)   ~~and~~ the organisation, appointment and arrangements for management of ~~employees~~the Council's staff (including arrangements for training and development).

> **Commented [AK1]:** This reflects amendments to the Chief Executive's statutory functions made by s.54 of the 2021 Act, taking effect from May 2022

      Where the Chief Executive considers it appropriate to do so, he/she must make a report to the Council setting out his/her proposals in respect of any of the above matters; which must be considered by a meeting of the full Council held within 3 months from receipt of the report.

   (b)   **Restrictions on ~~functions~~posts**
      The ~~Head of Paid Service~~Chief Executive may not be the Monitoring Officer or the Head of Democratic Services, but may hold the post of the Section 151 Officer if a qualified accountant.

   (c)   **The core roles of the ~~Head of Paid Service~~Chief Executive are:**

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- overall corporate management and operational responsibility (including co-ordinating the discharge of the authority's different functions and overall management responsibility for all staff);
- the provision of professional and impartial advice to all parties in the decision making process (the Cabinet, Scrutiny Committees, full Council and other committees);
- responsibility for a system of record keeping for all the authority's decisions;
- representing the authority on partnership and external bodies (as required by statute or the Council); and
- service to the whole Council, on a politically neutral basis.

11.3 **Constitutional functions of the Monitoring Officer**

(a) **Maintaining the Constitution**
The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Councillors, ~~employees~~ staff and the public. For this purpose the Monitoring Officer has been delegated the power to amend the Constitution to give effect to any decisions of the Council or the Cabinet, and to take account of any changes of fact or law.

(b) **Ensuring lawfulness and fairness of decision making**
After consulting with the ~~Head of Paid Service~~Chief Executive and S.151 Officer, the Monitoring Officer will report to the Council or to the Cabinet in relation to an Executive Function – if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Provided that the decision has not already been implemented such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

(c) **Supporting the Standards & Ethics Committee**
The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards & Ethics Committee.

(d) **Receiving reports**
The Monitoring Officer is responsible for receiving and where necessary co-ordinating action on reports made by the Public Services Ombudsman for Wales and decisions of the case tribunals. Any other Council Member or Officer to whom such reports may be addressed must forward them to the Monitoring Officer.

(e) **Conducting investigations**
The Monitoring Officer will conduct investigations into matters referred by the Ombudsman and make reports or recommendations in respect of them to the Standards & Ethics Committee. The Monitoring Officer shall also conduct an~~d~~ investigation into any allegation of misconduct by a Councillor where he/she has reason to believe that it may be appropriate

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for the Council to exercise its powers of self regulation, and report to the Standards and Eethics Committee as appropriate.

(f) **Proper Oofficer for access to information**
The Monitoring Officer will ensure that Executive Decisions and decisions of designated senior officers, together with the reasons for those decisions and relevant employee reports and background papers are made publicly available as soon as possible.

(g) **Advising whether executive decisions are within the budget and policy framework**
The Monitoring Officer, in conjunction with the Section 151 Officer as appropriate, will advise whether decisions of the Cabinet or Cabinet Members are in accordance with the budget and policy framework.

(h) **Providing advice**
The Monitoring Officer, in conjunction with the Section 151 Officer as appropriate, will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors.

(i) **Corporate management**
The Monitoring Officer will contribute to the corporate management of the authority, particularly by providing advice on constitutional issues, lawfulness and propriety.

(j) **Restrictions on posts**
The Monitoring Officer cannot be the Section 151 Officer or the Head of Paid ServiceChief Executive.

11.4 **Constitutional functions of the Section 151 Officer**

(a) **Ensuring lawfulness and financial prudence of decision making**
After consulting with the Head of Paid ServiceChief Executive and the Monitoring Officer, the Section 151 Officer will report to the Council or to the Cabinet in relation to an Executive Function and the Authority's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Authority is about to enter an item of account unlawfully.

(b) **Administration of financial affairs**
The Section 151 Officer will have responsibility for the administration of the financial affairs of the Council.

(c) **Corporate management**
The Section 151 Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

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(d) **Providing advice**
The Section 151 Officer, in conjunction with the Monitoring Officer as appropriate, will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise Councillors and employees in their respective roles.

(e) **Give financial information**
The Section151 Officer will provide financial information to members of the public and the community, as necessary and appropriate.

(f) **Advising whether executive decisions are within the budget and policy Framework**
The Section 151 Officer will, in conjunction with the Monitoring Officer, advise whether decisions of the Cabinet or Cabinet members are in accordance with the budget and policy framework.

(g) **Restrictions on posts**
The Section 151 Officer cannot be the Monitoring Officer or the Head of Democratic Services.

Commented [AK2]: Suggested for consistency with the provisions above.

11.4A **Constitutional functions of the Head of Democratic Services**

(a) **Support and advice**

The Head of Democratic Services will provide support and advice to the authority in relation to its meetings; to committees of the authority and the members of those committees; to any joint committee which a local authority is responsible for organising and the members of that committee; and to each member of the authority in carrying out the role of member of the authority (but excluding a member's role as a Cabinet member).

(b) **Democratic Services Committee**

The Head of Democratic Services will provide support and advice to the Democratic Services Committee and its members.

(c) **Scrutiny**

The Head of Democratic Services will promote the role of the authority's Scrutiny Committees; provide support and advice to Scrutiny Committees; and Provide support and advice in relation to the functions of the authority's scrutiny committees, to members of the authority, members of the Cabinet and officers;

(d) **Reports and recommendations**

The Head of Democratic Services will make reports and recommendations to Council in respect of the number and grades of staff required to discharge the

Council's democratic services functions; and the appointment, organisation and proper management of staff required to discharge these functions.

(e) **Restrictions on posts**

The Head of Democratic Services cannot be the Chief Executive or the Section 151 Officer.

11.5 The Statutory Officers

The ~~Head of Paid Service~~Chief Executive, the Monitoring Officer and the Section 151 Officer shall meet together periodically with the employees responsible for human resources, internal audit and the provision of legal services to the Authority to consider how the probity of the Authority's decision making processes and discharge of functions may be protected and enhanced.

The Council must provide the Chief Executive, the Monitoring Officer, the Section 151 Officer and the Head of Democratic Services with the officers, accommodation and other resources they require to perform their statutory duties.

11.6 Conduct

Officers will comply with the Officers' Code of Conduct and the Protocol on Officer/Member Relations set out in Part 5 of this Constitution.

11.7 Employment

The recruitment, selection and dismissal of employees will comply with the Employment Procedure Rules.

Commented [AK3]: The 2021 Act removes the restriction in respect of the post of MO, with effect from May 2022.
See section 8(4)(b) of the Measure, repealed by Local Government and Elections (Wales) Act 2021 Pt 9 section 161(2)(a).

Commented [AK4]: The updated model constitution includes the HoDS in the constitution list of statutory officers. I've summarised the key duties rather than replicating all the detail set out in the legislation (sections 8 and 9 of the LG Measure 2011), for consistency with the provisions above.

Commented [AK5]: I haven't added the HoDS here. Please let me know if we should.

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PART 2 – ARTICLES OF THE CONSTITUTION

Article 12 – Decision Making

12.1 Responsibility for decision making

There are a number of different decision makers who may be responsible for the various decisions of the authority:

(i)   Full Council
(ii)   A Committee or Sub-Committee of the Council
(iii)   The Cabinet
(iv)   A Committee of the Cabinet
(v)   The Leader or another individual Cabinet member
(vi)   An individual non-Cabinet member
(vii)   A Joint Committee or a Corporate Joint Committee
(viii) An Officer

The Authority will issue and keep up to date a Scheme of Delegations which records what part of the Authority or which individual has responsibility for particular types of decisions or decisions relating to particular areas or functions. This Scheme is set out in Part 3 of this Constitution.

12.2 Principles of decision making

All decisions of the Authority will be made in accordance with the following principles:

(a)   on the basis of merit and in the public interest;
(b)   with due consultation and after taking professional advice from employees;
(c)   with due regard for the need to promote equality of opportunity, sustainability, risk and human rights etc.;
(d)   in accordance with proper access to information; and
(e)   explaining the reasons for the decision, a record of any personal interest declared, any dispensation to speak granted by the Authority's Standards & Ethics Committee and details of any relevant consultation.

12.3 Types of decision

(a)   **Decisions reserved to the Council**
        Decisions relating to the functions listed in Article 4.1 will be made by the Council and not delegated.

(b)   **Decision making by the Council**
        Subject to Article 12.4, the Council meeting will follow the Council Meeting Procedure Rules when considering any matter.

(c)   **Decision making by the Cabinet**

Subject to Article 12.4, the Cabinet will follow the Cabinet Procedures Rules when considering any matter.

(d) **Decision making by the Leader or individual Cabinet members**
Arrangements may be made (under the Local Government Act 2000, section 15) to delegate executive functions to the Leader or individual members of the Cabinet. The Council's approved Scheme of Delegations currently makes no provision for the Leader or individual Cabinet member decision making. The members of the Cabinet exercise collective decision making, in accordance with the Cabinet Procedure Rules.

(e) **Decision making by non-Cabinet members**
Arrangements may be made (under the Local Government (Wales) Measure 2011, section 56) to delegate certain functions to non-Cabinet members, specifically, functions relating to the Member's electoral ward; or relating to their membership of another body to which they have been appointed by, or on behalf of, the Council. The Scheme of Delegations will include any such arrangements. There are currently no such arrangements in place.

(d̶f) **Decision making by Scrutiny Committees and any sub-committees of Scrutiny Committees**
Scrutiny Committees and their sub-committees will follow the Committee Meeting Procedure Rules and the Scrutiny Procedures Rules when considering any matter.

(e̶g) **Decision making by other committees and sub-committees established by the Council**
Subject to Article 12.4, other committees and sub-committees will follow the Committee Meeting Procedures Rules as apply to them.

(f̶h) **Decision making by Officers**
Officer decisions will be made in accordance with Part 3, Section 4 of this Constitution.

12.4 **Decision making by Council bodies acting as tribunals**

The Council, its committees, a Councillor or an employee acting as a tribunal or in a quasi judicial manner or determining/considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal responsibility of any person, will follow a proper procedure which is compatible with the requirements of natural justice and the rights contained in the European Convention on Human Rights Act 1998.

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PART 2 – ARTICLES OF THE CONSTITUTION

Article 14 – Review and Revision of the Constitution

14.1 **Duty to monitor and review the constitution**

The Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect, and will advise the Council accordingly.

14.2 **Changes to the Constitution**

(a) **Approval**

Except as otherwise provided, changes to the following elements of the constitution can only be approved by the Council:

- Articles
- Council, Committee, Scrutiny and Employment Procedure Rules
- Council Scheme of Delegations
- Terms of Reference for Council and Scrutiny Committees
- Protocol on Member/Officer Relations
- Member Code of Conduct
- Members' Allowances Scheme

(b) **Change from a leader and ~~executive~~ cabinet form of executive to ~~alternative arrangements~~a mayor and cabinet executive, or vice versa**

The Council must take reasonable steps to consult with local electors and other interested persons in the area if drawing up proposals for a change to its form of executive.

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PART 2 – ARTICLES OF THE CONSTITUTION

Article 15 – Suspension, Interpretation and Publication of the constitution and Transitional Provisions

15.1 **Suspension of the Constitution**

(a) **Limit to suspension**
The Articles of this Constitution may not be suspended. The Council Procedure Rules may be suspended in whole or in part by the full Council to the extent permitted within those Rules and the law.

(b) **Procedure to suspend**
A motion to suspend any rules will not be moved without notice unless at least one half of the whole number of councillors are present. The extent and duration of suspension will be proportionate to the result to be achieved, taking account of the purposes of the Constitution set out in Article 1.

15.2 **Interpretation**

(a) Where the Constitution permits the Authority to choose between different courses of action, the Authority will always choose that option which it thinks is closest to the purposes stated in Article 1.

(b) The ruling of the Lord Mayor as to the construction or application of this Constitution or as to any proceedings of the Council shall not be challenged at any meeting of the Council. Such interpretation will have regard to the purposes of this Constitution contained in Article 1.

(c) The following words, phrases and terms shall have the meanings ascribed to them unless the context requires or it is otherwise provided at law.

Word, phrase or term	Meaning
Access to Information Procedure Rules	The rules so titled set out in Part 4 of the Constitution
Article	An Article of this Constitution
Assistant to the Cabinet	A councillor appointed to assist the Cabinet in accordance with the provisions of Article 7.5
Authority	The corporate body being the County Council of the City and County of Cardiff
Budget	Has the meaning set out in Article 4.2.(b)
Budget and Policy Framework Procedure Rules	The rules so titled set out in Part 4 of the Constitution

Word, phrase or term	Meaning
Cabinet	The executive of the Council appointed in accordance with Article 7 of this Constitution
Cabinet Member	A councillor appointed to the Cabinet in accordance with Article 7 of this Constitution
Cabinet Job Sharer	One of two or more members of the Cabinet elected or appointed to share the same office in accordance with Article 7 of this Constitution
Cabinet Procedure Rules	The rules so titled set out in Part 4 of the Constitution
Call in	The referral of a decision in accordance with the Scrutiny Procedure Rules
Cardiff Undertaking	A commitment given ~~by the presentation~~ at a meeting of the Council (which is open to the public) of an ~~signed document~~ undertaking to uphold the highest standards of conduct and to serve the interests of the Council, Cardiff, its citizens and those to whom the Council owes a duty. Such commitment to be in the form or like form to that set out in Part 5 of the Constitution.
Chair	The person elected by the Council or a Committee as the Chair of a Committee or appointed as the Chair of a sub-committee or in his or her absence the Deputy Chair of such committee or sub-committee where one has been elected or appointed or the person presiding at the meeting of a committee or sub-committee
Chairman	The person who presides at a meeting of the Council or a Committee pursuant to the provisions of this Constitution
Chief Executive	The officer of the Council appointed to discharge the statutory functions set out in section 54 of the Local Government and Elections (Wales) Act 2021
Clear Days	Mean days excluding the day when the document is first made available for inspection or dispatched to Councillors and the date of the meeting to which it relates but includes any intervening date when the document is available for public inspection
Committee	A committee or sub-committee of the Authority
Committee Meeting Procedure Rules	The rules so titled set out in Part 4 of the Constitution

Commented [AK1]: Check whether Undertaking will always be given at a Council meeting or if it may exceptionally be given in writing outside of a Council meeting (eg. if Member is absent from annual council, or member elected at a subsequent by-election)

Confidential information	Confidential information as defined by section 100A(3) of the Local Government Act 1972 as more particularly set out in Article 10.3 of the Access to Information Procedure Rules
Constitution	This constitution, as amended
Constitution Guide	A document which explains, in ordinary language, the content of this constitution, published by the Council in accordance with section 37 of the Local Government Act 2000
Contract Procedure Rules	The Contract Standing Orders and Procurement Rules set out in Part 4 of the Constitution
Corporate Joint Committee	A corporate body, established under regulations made under the Local Government and Elections (Wales) Act 2021, Part 5, comprising two or more principal councils in Wales, for the purpose of enabling strategic planning and delivery on a regional scale
Council	The Authority meeting together in accordance with Schedule 12 of the Local Government Act 1972
Council Meeting Procedure Rules	The rules so titled set out in Part 4 of the Constitution
Council Procedure Rules	The rules set out in Part 4 of the Constitution
Councillor	A member of the Authority
Employee	An employee of the Authority
Employment Procedure Rules	The rules so titled set out in Part 4 of the Constitution
Executive Decision	A decision made for the purpose of discharging an Executive Function
Executive Function	A function of the Authority which is determined to be an executive function in accordance with section 13 of the Local Government Act 2000
Exempt information	Information of a nature described in Schedule 12A of the Local Government Act 1972 as more particularly set out in Article 10.4 of the Access to Information Procedure Rules
Financial Procedure Rules	The rules so titled set out in Part 4 of the Constitution
Forward Plan	The agreed plan of business for the Cabinet, to be published on a monthly basis, setting out all the business to be undertaken by the Cabinet for a 12 month period

~~Head of Paid Service~~	~~The officer of the Council designated by the Council under section 4 of the Local Government and Housing Act 1989~~
Leader	The executive leader as defined in section 48 of the Local Government Act 2000
Lord Mayor	The Lord Mayor for the time being and in his / her absence the Deputy Lord Mayor
Member	~~Unless otherwise stated~~A person elected to the Council to represent an electoral ward within Cardiff ~~means~~ or a member of the committee or body to which the rule or requirement applies
Members Code of Conduct	The Code of Conduct adopted by the Council in accordance with section 51 of the Local Government Act 2000
Members' ~~Allowances Scheme~~Remuneration Schedule	The ~~scheme~~ schedule referred to in Part 6 of the Constitution
Monitoring Officer	The officer of the Council designated by the Council under section 5 of the Local Government and Housing Act 1989
Non-Executive Function	A function of the Authority which is determined to be a non-executive function in accordance with regulations made under section 13 of the Local Government Act 2000
Operational Land / Property	Council land and property held to facilitate delivery of Council services to include without limitation land and property such as offices; schools and associated playing fields; nurseries; youth centres; caretakers houses; libraries; community centres and halls; sport/leisure and outdoor centres and pools; residential homes; day and training centres; enterprise centres; housing area offices; depots; civic amenity sites; cemeteries; crematoria; laboratories; animal pounds; public conveniences; theatres and concert halls; historic buildings and civic residences; and parks, recreation grounds, sports pitches, play areas and all associated buildings, changing rooms and ancillary residential accommodation, but excluding land held for investment or development purposes. In the case of doubt, the Corporate Director, Resources and the Director of Governance and Legal Services shall determine the issue
Ombudsman	~~Commission for Public Administration in Wales~~Public Services Ombudsman for Wales

Petition	A petition in writing (including an electronic petition) requesting some action or redress in respect of a matter within the jurisdiction of the Council.
Petition Scheme	A scheme for Petitions, prepared and published in accordance with section 42 of the Local Government and Elections (Wales) Act 2021
Policy Framework	The plans and strategies referred to in Article 4 paragraph 4.2 of the Constitution
Proper Officer	An officer of the Authority designated for that purpose by the Authority and in the absence of such designation the County Clerk and Monitoring Officer will be deemed to be the Proper Officer
Public Services Board	The public services board established for Cardiff under Part 4 of the Well-Being of Future Generations (Wales) Act 2015
Regulatory committee	Any committee with statutory recognised regulatory functions, for example, Licensing Committee, Planning Committee and Public Protection Committee. A Scrutiny Committee or a Committee of the Cabinet cannot be a Regulatory Committee
Remote attendance (or attendance by Remote means)	Attendance using some equipment or facility which enables persons who are not present in the same physical location to speak to and hear each other
Scrutiny Committees	Those committees of the Authority appointed in accordance with Article 6
Scrutiny Procedure Rules	The rules so titled set out in Part 4 of the Constitution
Section 151 Officer	The officer of the Council designated by the Council under section 151 of the Local Government Act 1972 as the person having responsibility for the administration of the financial affairs of the Authority
Working Day	Means any day on which the main offices of the Authority are open for usual business and for the avoidance of doubt the phrase 'clear working days' shall exclude the day when notice is given or the documents is made available for inspection or is dispatched to Councillors as the case may be and the date of the meeting or event to which it relates

Writing	A requirement that something shall be submitted in writing will be satisfied by the submission by email to an address designated by the proper Officer for that purpose provided that it is transmitted by the Councillor concerned from the Councillor's email address and in such circumstances will be deemed to have been signed by the Councillor concerned

(d)   Reference to any statute or statutory provision includes a reference to:

(i)   that statute or statutory provision as from time to time amended, extended, re-enacted or consolidated; and

(ii)   all statutory instruments or orders made pursuant to it.

(e)   Words denoting the singular number only shall include the plural and vice versa.

(f)   Words denoting any gender include all genders.

(g)   The headings in this document are inserted for convenience only and shall not affect the construction or interpretation of this Constitution.

(h)   References to a designated employee of the Council includes (except where the law prescribes that the function, action or the like must be taken by that person alone) a person duly authorised to act for or on behalf of that person provided that the employee designated by or for the purposes of the Constitution shall remain responsible to the Authority.

(i)   References to a post or designation shall be deemed to include a reference to the employee for the time-being performing those functions where the post or designation name is altered or the functions are reallocated and where there is a reference to a generic title (e.g. ~~Chief Operating Officer~~Director, Assistant Director~~,~~ or Chief Officer) such reference will be deemed to include other posts whatever their designation or name but being within the same tier of management or responsibility.

15.3   **Publication**

(a)   The Monitoring Officer will ~~give a printed~~provide a link to an electronic copy of this Constitution to each Councillor of the Authority upon the Member first being elected to the Council.

(b)   The Monitoring Officer will ensure that a cop~~ies~~y of this Constitution ~~are~~ is published on the Council's website, made available for inspection at council offices, libraries and other appropriate locations, and can be

purchased by members of the local press and the public on payment of a reasonable fee.

(c)   The Monitoring Officer will ensure that ~~the summary~~a copy of the Constitution Guide is published on the Council's website and is made widely available within the area and is updated as necessary.

~~15.4~~   **Transitional Provisions**

~~(a)   Anything which as at the date this Constitution comes into effect, is in the process of being done in the exercise of, or in connection with the functions of the Authority, may be continued by the person or body by which those functions become exercisable in respect of the function in question.~~

~~(b)   Anything done by, or in exercise of, or in connection with any of the functions of the Authority, prior to the date of the adoption of this Constitution by the Council shall, so far as is required for continuing its effect on and after that date, have effect as if done by or in relation to the body or person who is charged with that function.~~

~~(c)   Notwithstanding anything in the Scrutiny Procedure Rules, a report of a Scrutiny Committee which has been prepared and approved by a Scrutiny Committee prior to the date of the Constitution coming into effect may be submitted to a meeting of the Council for its consideration provided that nothing in this provision shall permit any person or body to make a decision upon any such report except in accordance with the Constitution.~~

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PART 3 – RESPONSBILITY FOR FUNCTIONS

Section 4E – SPECIAL DELEGATIONS TO STATUTORY, LEGAL, FINANCIAL & HUMAN RESOURCES OFFICERS

NOTE: The following delegations must be read in conjunction with the foregoing Sub-Sections A, B and C which set out the overall basis, limitations, and further provisions which apply to this Scheme of Delegations and also the general delegations to the Chief Executive, Corporate Directors, Directors, Assistant Directors and Chief Officers.

All Delegated decisions taken in this sub-section by the Chief Executive will be published in the Officer Executive Decision Register.

PROVIDED ALWAYS that the decision is:

    a) **within budget;**
    b) **in accordance with the Council's policy framework;**
    c) **in accordance with Council's Financial and Land Procedure Rules and Contracts Procedure Rules;**
    d) **in accordance with their Service Area Business Plan; and**
    e) **not a matter specifically reserved for Full Council, a Committee of the Council, the Cabinet, a Statutory Officer, the Chief Executive, Corporate Director or a Director.**

Chief Executive ~~& Head of Paid Service~~	
CE1	In cases of urgency or emergency, to exercise any Executive Function (even where such matters are reserved to the Cabinet) or take any decision on behalf of the Council, where this is necessary to protect the Council's interests.
CE2	To be Head of Paid Service and discharge the functions of appointment and dismissal of, and taking disciplinary action against, any member of staff, in accordance with the Council's HR and financial procedures and subject to appropriate consultation as outlined therein, except where such functions have been reserved to the Appointments Committee.
CE3	To exercise corporate Council functions as appropriate.
CE4	To incur expenditure in the event of a civil emergency.
CE5	To determine any matter which is not a matter specifically reserved for full Council, a committee of the Council, the Cabinet or another Statutory Officer.

CE6	For the purposes of the Local Government (Contracts) act 1997, authority for the Corporate Director, Resources and any one of the following – Chief Executive, Director of Governance & Legal Services and Monitoring Officer to sign each certificate given under the Act.	
CE7	To the Chief Executive or Nominee (Chief HR Officer) to make decisions on employee Terms and Conditions, (including procedures for dismissal), except those relating to: • Chief Executive, Chief Officers and other JNC for Chief Officer posts; • Changes to the Council's corporate pay grade structure; • Changes for employee Terms and Conditions which are the subject of contention with the trade unions.	
CE8	To determine any application for re-grading of an Operational Manager, within the approved remuneration framework.	**Commented [AK1]:** Amendment approved by Council in January 2022
CE9	Functions of the Returning Officer.[Not used]	
CE9A	Functions of the Electoral Registration Officer.	**Commented [AK2]:** To reflect allocation of these roles to the CX, as agreed by Council in February 2019
CE10	To appoint proper officers where required at law for the performance of Executive Functions.	
CE11	Re-grading applications – To determine applications for re-grading from the Chief HR Officer	
CE12	To approve new operational HR employment policies and changes to existing policies as required.	
CE13	Receive notice of resignation of office (pursuant to section 84 of the Local Government Act 1972)	
Qualification: The above may not be further delegated, save that in the absence of the Chief Executive, they may be exercised by his nominated deputy.		
DIRECTOR OF GOVERNANCE & LEGAL SERVICES and the officers for the time being nominated as Monitoring Officer and Deputy Monitoring Officer, to the extent to which the matters below relate to the statutory functions of the Monitoring Officer and are required to discharge their respective roles.		
LD1	To appoint proper officers or authorise an officer of the Authority for any purpose the performance of which is an Executive Function where statute requires that the officer should be appointed or authorised for that specific purpose or purposes.	
LD2	All proper officer functions not allocated to other officers and to act as Solicitor to the Council.	
LD3	Authority to affix the Common Seal of the Council.	
	Local Government Act 1972 Part V – General Provisions as to Members & Proceedings of Local Authorities	
LD4	Section 83(1) to (4) – Witness and Receipt of Declarations of Acceptance of Office.	
LD5	[Not used][Deleted]	

LD6	Section 88(2) – Convening meeting to fill casual vacancy of Chairman.
LD7	[Not used][Deleted]
LD8	[Not used][Deleted]
LD9	[Not used][Deleted]
LD10	Section 99 and Schedule 12 Paragraph 4(2)(b) – Signature of Summonses to Council Meetings.
LD11	Section 99 and Schedule 12 Paragraph 4(3) – Receipt of Notices regarding Addresses to which Summonses to Meetings to be sent.
LD12	**Part V A – Access to Information** • Section 100B(2) – Exclusion of exempt items from public access. • Section 100B(7)C – Provision of copies of documents to newspapers. • Section 100C(2) – Provision of written summary of exempt proceedings. • Section 100D(1)(a) – Preparation of lists of background papers. • Section 100D(5) – Identification of background papers to a report. • Section 100F(2) – Identification of exempt information not to be disclosed.
LD13	**Part XI General Provision – Documents and Notices etc** • Section 228(3) – Inspection of accounts. • Section 229(5) – Certification of official documents. • Section 231(1) – Receipt of Notices served on the Council. • Section 233 – Service of Notices by the Council. • Section 234(1) & (2) – Signing of Documents. • Section 238 – Certification of bylaws.
LD14	**Local Government Housing Act 1989** • Section 2(4) – Receipt of list of politically restricted posts. • Section 19(1) – Receipt of general notice of pecuniary interests from Members.

LD15	**Local Government (Committees & Political Groups) Regulations 1990** Regulation 8 – Receipt of notice of formation of political groups and changes in membership of political groups.
LD16	**Constitution (including Rules of Procedure)** To exercise Delegations as set out in the Constitution (including Rules of Procedure)
LD16A	To make minor amendments to the Constitution, to include: (a) Amending typographical and minor drafting errors; (b) Updating to reflect legislative changes and matter of record; and (c) Drafting improvements to enhance clarity and remove minor anomalies.
LD17	**Appointments** To appoint councillors or non-councillor members to committee seats allocate to political groups or nominating bodies (or to make changes, fill vacancies or give effect to temporary membership changes – "substitutions") in accordance with the wishes of political groups or member nominating body.
LD18	To make appointments to outside bodies in accordance with the decision of Council.
LD19	To constitute the membership of appeals and complaints committees and Council Tax/Benefit Revenue Boards from panels of trained members.
LD20	**Representing the Council in the Courts, Tribunals or at Public Enquiries** To authorise the institution, defence, withdrawal of compromise of any claims or legal proceedings, and or criminal, in consultation with the relevant Chief Officer, except where power to institute proceedings is delegated to specific officers.
LD21	To appear personally or authorise officers of the Council to appear on the Council's behalf in court proceedings or at any tribunal or public or local inquiry.

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LD22	To engage Counsel to represent the Council at any proceedings.
LD23	To defend and settle (subject to consultation with the relevant Director/Chief Officer and the Chief HR Officer any Employment Tribunal proceedings.
LD24	**Applications under Section 53 of the Wildlife and Countryside Act 1981** Authority to decide (using the guidelines contained in the legislation and any guidance issued by the authority) whether a claim is supported by sufficient evidence for an order to be made and (subject to circulation of details of such claims to Members of the Planning Committee) to serve notice on applicants who have submitted insufficient evidence or not met the legal requirements that no order be made.
LD25	**Pastoral Measure 1983** Authority to determine the Council's response to any proposal received for consultation to alter ecclesiastical boundaries under the Measure, taking into account the views of ward councillors for the area and subject to any of these councillors being able to require the matter to be decided by the Cabinet.
LD26	**Orders** To make all Statutory Orders.
LD27	Instituting criminal proceedings in cases of assault against employees where it is considered appropriate to do so in the interest of the County Council and where such proceedings have not been undertaken by the Police.
LD28	To discharge the functions of the authority in respect of cancellation of family absence pursuant to Regulation 34 of the Family Absence for Members of Local Authorities (Wales) Regulations 2013
Corporate Director, Resources; and the officers for the time being nominated as Section 151 Officer and Deputy Section 151 Officer, to the extent to which the matters below relate to the statutory functions of the Section 151 Officer and are required to discharge their respective roles.	
FS1	Delegated Powers conferred on the Corporate Director, Resources under Financial Procedure Rules.

FS2	To be the Officer with responsibility for the proper administration of the Council's financial affairs under Section 151 of the Local Government Act 1972 and meeting the requirement under Section 113 of the Local Government Finance Act 1988 to be a member of one of the recognised accountancy bodies.
FS3	To nominate a properly qualified member of staff to deputise should the Corporate Director, Resources be unable to perform his/her duties under Section 114 of the Local Government Finance Act 1988.
FS4	To facilitate and manage the co-ordination of medium term financial planning, annual budget planning, budget monitoring and the preparation of statutory and other accounts, associated grant claims and supporting records.
FS5	To manage the Council's financial affairs and services, including all matters relating to the Collection Fund, General Fund, Housing Revenue Account, Treasury Management, Reserves and Provisions, Subsidiary Accounts, all other funds established under statutory requirements and trust funds including charitable trust funds where the Council or its officers are trustees.
FS6	For the purpose of the Local Government (Contracts) Act 1997, authority for the Corporate Director, Resources and any one of the following – Chief Executive, Director of Governance and Legal Services and Monitoring Officer, to sign each certificate given under the Act.
FS7	To carry out the functions and exercise the powers of the Authority under Part 1 of the Local Government Finance Act 1988 (Administration and Collection of Community Charges).
FS8	To carry out the functions and exercise the powers of the Authority under Parts I and II of the Local Government Finance Act 1992 (except determinations under Sections 8 (2) or 12 (1) of the 1992 Act) (Administration and Collection of Council Tax).
FS9	To carry out the functions and exercise the powers of the Authority under Part III of the Local Government Finance Act 1988.

FS10	To operate the Authority's bank accounts for the prudent management of financial affairs and arrange for all cheques to bear the signature of the Corporate Director, Resources; to include, without limitation, the authority to establish appropriate overdraft limits on individual accounts to allow the effective processing of transactions and operation of the accounts, and to enter into legal agreements to set-off debit and credit balances on any such accounts.
FS11	To arrange and operate other bank accounts and to nominate authorised signatories to act on behalf of the Council.
FS12	To approve arrangements for bank accounts for cheque book schools.
FS13	To write off of irrecoverable debts and to determine the payment period of debts where debtors offer to pay by instalments where the debt in question does not exceed £100,000.
FS14	To determine the level of security for the due performance of any contract and to approve Contract Guarantee Bonds.
FS15	To accept nominations of admitted bodies to participate in the Superannuation Fund.
FS16	To determine the appropriate rate of interest where chargeable under any statutory power of the Authority.
FS17	To approve deductions from pay in suitable cases when requested by staff.
FS18	To grant extensions of repayment periods under house mortgages granted by the Authority and on the repossession of mortgaged houses, to sell the same by auction or by private treaty or to foreclose in appropriate cases.
FS19	To waive the right to recovery of salaries paid in advance to employees under Section 30 of the Local Government (Miscellaneous Provisions) Act 1976.
FS20	To authorise the invitation of tenders, quotations, offers or bids and agree appropriate tender evaluation criteria for Framework/Call-off arrangements in accordance with the Contracts Procedure Rules and where appropriate for that purpose, approve select lists of contractors, suppliers and tenderers.
FS21	To approve the acceptance of tender bids, quotations or estimates for Framework/Call-off arrangements in accordance with the Contracts Procedure Rules within financial estimates where: (a) Where the value of the contract does not exceed £5,000,000 and the contract is awarded to the lowest tenderer; or (b) even though the tender is not the lowest provided that the value of the contract does not exceed £1,000,000
FS22	To approve the write-off of stocks, stores and other assets where the value of the stocks, stores or other assets does not exceed £50,000.

FS23	To issue legal proceedings (and under Section 223 of the Local Government Act 1972 be authorised to appear on behalf of the County Council at the hearing of any legal proceedings in the Magistrates Court) by way of an application for the issue of a Liability Order in respect of:- • unpaid Council Taxes and penalties under Part VI of the Council Tax (Administration and Enforcement) Regulations 1992; by way of an application for the issue of a warrant of commitment to prison under Part VI of the Council Tax (Administration and Enforcement) Regulations 1992; to require financial information, to make an Attachment of Earnings Order; to levy the appropriate amount by distress and sale goods; and to exercise all other enforcement powers of the County Council under the Council Tax (Administration and Enforcement) Regulations 1992 and any subsequent amendments of such Regulations • unpaid rates; by way of an application for the issue of a warrant of commitment; and to exercise all other powers of enforcement of the County Council under the Non-Domestic (Collection and Enforcement) (Local Lists) Regulations 1989 and any amendment thereto.
FS24	To engage the services of bailiffs for the service of summonses and warrants of commitment, obtaining financial information, the levying of distress warrants and the sale of goods and any appropriate action for the recovery of outstanding Community Charges under the Local Government Finance Act 1988 and any regulations made there under and outstanding Council Taxes and penalties under the Local Government Finance Act 1992 and any Regulations made there under.
FS25	To engage the services of bailiffs to serve such summonses, distress warrants, liability orders or warrants of commitment, to levy distress and to sell goods as may be necessary to recover outstanding rates.
FS26	The settlement of claims, in special circumstances (individual claims for loss or damage to employees' personal effects up to a maximum of £100). (CIS 4.F.IN.021A)
FS27	To approve revenue and capital budget virements or any inter-service virements where the purpose of the budget has not been amended.
FS28	In accordance with any policy or strategy decided by the Pensions Committee, to approve decisions relating to the operational management of the Cardiff & Vale of Glamorgan Pension Fund ('the Fund') and the administration of pension benefits.

FS50	Represent Cardiff Council at the Cardiff Bus AGM.
FS52	~~Functions of the Returning Officer.~~[Deleted]
FS53	~~Functions of the Electoral Registration Officer.~~[Deleted]
FS54	To give public notice of a casual vacancy (pursuant to section 87(2) of the Local Government Act 1972) and receive notice calling for an election (pursuant to s.89(1) and 89(6) of the same Act, and regulations made thereunder).

Chief HR Officer

HR1	Amendments to Establishment – To approve the proposals of Chief Officers to • Determine any applications for re-grading of staff below Operational Manager Level (CIS 4.C.134) • Vary their establishment by:- (CIS 4.C.238) o Deleting posts o Creating posts (CIS 4.C.217) o Re-designating and redefining existing posts o
HR2	Re-grading Appeals – To determine appeals against decisions made on applications for re-grading from officers graded Operational Manager and below.
HR3	Appointment of temporary staff over and above establishment for periods in excess of 12 months where the funding for the post(s) is/are from external sources. (CIS Ref. 4.C.015)
HR4	Market Supplements – To approve the payment of Market supplements of up to a maximum of 30% of salary.
HR5	Determine requests for extension of half sick pay.
HR6	To determine appeals from staff with regard to unsuccessful applications for flexible working.
HR7	Approval of applications for voluntary severance for Operational Manager and below. (CIS 4.C.182)

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PART 4 – RULES OF PROCEDURE

COUNCIL MEETING PROCEDURE RULES

Part 1 – Format and Content of Meetings

1   BUSINESS OF COUNCIL MEETINGS

(a) The agenda and timings for items of business for any Council Meeting shall be agreed in accordance with these Rules by the Chair in consultation with the Leader at least 6 Working Days prior to the date of the Council meeting.

(b) Any time limits on agenda items may only be extended at the discretion of the Chair.

(c) The Chair may make any amendments to the draft agenda as they see fit.

2   ANNUAL MEETING OF THE COUNCIL

Timing of the Annual Meeting

(a) The Annual Meeting will take place within the following periods:

(i)   in a year when there is an ordinary election of Members, within 21 days following the retirement of the outgoing Members; or

(ii)   in any other year, the Annual Meeting will take place in March, April or May or as may be required at law.

Business to be transacted at the Annual Meeting

(b) The Annual Meeting will:

(i)   elect a person to preside at the meeting if the existing Chair or the Deputy Chair is not present;
(ii)   elect the new Chair;
(iii)   appoint the new Deputy Chair;
(iv)   approve the minutes of the last meeting;
(v)   receive declarations of interests from Members;
(vi)   receive from Members the Cardiff Undertaking;
(vii) receive any announcements from the Chair (if any);
(viii) elect the Leader (where such election falls due);
(ix)   appoint members of the Cabinet (where such election falls due);
(x)   receive announcements from the Leader (if any) relating to the coming municipal year;
(xi)   decide on any amendment to the standing committees of the Council, including amendments to their size and terms of reference;

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(xii)   decide on the allocation of seats on committees to political groups in accordance with the requirements of the Local Government and Housing Act 1989;

(xiii)   receive nominations of members to serve on each of the standing committees and make such appointments;

(xiv)   receive nominations and make appointments to serve on the outside bodies to which the Council may appoint members (except where doing so has been delegated by the Council or where only the Cabinet has authority to do so);

(xv)   elect a chair and a deputy chair for each of the committees;

(xvi)   approve ~~a Scheme of Members Allowances~~a Schedule of Members' Remuneration;

(xvii) approve a programme of ordinary meetings of the Council for the year;

(xviii) approve a provisional programme of ordinary meetings of committees;

(xix)   agree any changes, amendments or revisions to the Council's scheme of delegation;

(xx)   for any year in which an ordinary election has taken place, receive a report from the Returning Officer of the Members elected; and

(xxi)   consider other matters which the Chair has certified urgent or appropriate.

3   ORDINARY MEETINGS

(a) Ordinary Meetings of the Council will take place in accordance with a programme decided at the Council's Annual Meeting. Ordinary Meetings will:

(i)   elect a person to preside if the Chair and Deputy Chair are not present (such person not being a member of the Cabinet);

(ii)   approve the minutes of the last meeting;

(iii)   receive any declarations of interest (in accordance with the Members Code of Conduct);

(iv)   if relevant, receive through the Chair from relevant Members the Cardiff Undertaking;

(v)   receive any petitions;

(vi)   receive questions from the public and answers in accordance with Rule 18;

(vii)   receive any announcements from the Chair or Leader;

(viii) receive any reports from the Council's Committees introduced by the relevant Committee chairperson, and deal with questions and answers on any of those reports;

(ix)   receive reports from any of the Council's statutory officers;

(x)   receive any reports about and any questions and answers on the business of joint arrangements and external organisations;

(xi)   consider Ordinary Motions;

(xii)   receive any statements or reports from the Leader and/or Cabinet Members and questions and answers on them;

(xiii) receive Member questions and answers raised in accordance with Rules 16 and 17;

(xiv)   consider any other business in the summons to the meeting; and

(xv)   consider such other matters as the Chair certifies as urgent or appropriate.

4   EXTRAORDINARY MEETINGS

(a) An Extraordinary Meeting of the Council may be called by:

(i)   the Council by resolution; or
(ii)   the Chair.

(b) The following persons may require the Chair to call an Extraordinary Meeting of the Council. If the Chair has not called a meeting (to be held within 10 Working Days of the request) within two Working Days of receipt of such a written request, then they may do so themselves:

(i)   the Leader;
(ii)   the Head of Paid Service;
(iii)   the Monitoring Officer or section 151 officer; or
(iv)   any five Members of the Council.

(c) Any request presented in accordance with this Rule must:

(i)   specify the business to be transacted at the meeting; and
(ii)   be accompanied by a copy of any report for the meeting.

(d) Any Extraordinary Meeting will:

(i)   elect a person to preside if the Chair and Deputy Chair are not present;
(ii)   receive any declarations of interest from Members;
(iii)   consider the business specified in the request; and
(iv)   consider such other matters as the Chair considers to be urgent or appropriate.

(e) For the avoidance of doubt, the business to be transacted at an Extraordinary Meeting may include one or two Ordinary Motions pursuant to Rule 22, subject to variation of the deadline specified in Rule 22(b) as follows:

the words "by 5.00 pm at least 7 Working Days before the date of the meeting" shall be substituted with the words "at the same time as the request for the meeting is presented under Rule 4(b)."

5   TIME AND PLACE OF MEETINGS

(a) The time and place of meetings will normally be determined by the Council or in the case of an Extraordinary Meeting by the Chair. In the case of meetings called under Rule 4(b) the time and place shall be set by the Proper Officer and notified in the summons.

(aa) The place of a meeting shall include provision enabling meetings to be attended remotely by persons who are not in the same physical place, in accordance with the Council's Multi-Location Meetings Policy.

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(b) The Proper Officer may in case of urgency or at the request of the Chair vary the date, time and place of meetings, subject to reasonable notice of the change having been given.

6 NOTICE OF AND SUMMONS TO MEETINGS

(a) The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules.

(b) At least 3 clear days (as required and defined by the relevant legislation and case law) before a meeting, the Proper Officer will send a summons (notice of meeting) by email to every Member. Any Member not wishing to receive the summons by email may request (in writing to the Proper Officer) such other reasonable method of delivery as they may wish.

(c) The summons will give the date, time and place of each meeting, including details of how the meeting may be accessed remotely by persons who are not in the same physical place, will enclose the agenda and will be accompanied by connected reports and Cabinet statements.

Part 2 – Conduct of Meetings

7 CHAIR OF MEETING

Power of person presiding at meeting

(a) The person presiding at the meeting may exercise any power or duty of the Chair.

Conduct of meeting by Chair

(b) The Chair shall have discretion to conduct the meeting to secure proper, full and effective debate of business items. The steps the Chair may take include:

(i)   allowing more time to any speaker or item of business;
(ii)   permitting a Member to speak more than once;
(iii)   allowing officers of the Council to advise the meeting as appropriate; and
(iv)   refusing any Member the opportunity to speak or restricting their rights to speak.

(c) The Chair's discretion provided for by Rule 7(b) shall operate in precedence to any other Rule contained in the Council Procedure Rules.

8 QUORUM

(a) The quorum of a meeting will be one quarter of the whole number of Members (rounded up to the nearest whole number).

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(b) If fewer than the quorum attend the meeting or if during any meeting the Chair counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at the next meeting or a time and date fixed by the Chair.

9   UNOPPOSED BUSINESS

(a) The Chair may specify in the Agenda any business that they consider to be unlikely to be opposed by any Member. For example this would include reports that deal with administrative matters and on which the various political groups have already reached agreement. All business specified in the Agenda as unopposed may be dealt with at the meeting as one agenda item and passed by one resolution.

(b) If any Member wishes for any agenda item that is noted as being unopposed to be dealt with in the normal way, then that Member may request the Chair to remove that item from the list of unopposed business. In such circumstances the Chair will add that item of business to the agenda as a separate item.

10   POINT OF ORDER

(a) A Member may raise a point of order at any time by indicating to the Chair that they wish to speak. The Chair will hear them immediately.

(b) A point of order may only relate to an alleged breach of these Rules or the law. The Member must first state the Rule or law to which he/she is referring and then indicate the way in which they consider it has been broken.

(c) The ruling of the Chair on the matter will be final. Points of order will only be recorded in the minutes if the Democratic Services Manager considers that such an inclusion would provide greater clarity to the minutes.

11   PERSONAL EXPLANATION

(a) A Member may make a personal explanation at any time by indicating to the Chair that they wish to speak. A personal explanation may only relate to:

(i)   some material part of an earlier speech by the Member in the present debate which may appear to have been misunderstood;
(ii)   to reply to an allegation of misconduct made against the Member giving the explanation; or
(iii) to make an apology to the Council.

(b) The ruling of the Chair on the admissibility of a personal explanation will be final.

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(c) Points of personal explanation will only be recorded in the minutes if the Democratic Services Manager considers that such an inclusion would provide greater clarity to the minutes.

12 DECLARATIONS OF INTEREST

(a) A Member may at any time declare a personal interest under the Members' Code of Conduct and when a Member ~~stands~~ indicates to the Chair that he/she wishes to make a declaration he/she shall be heard immediately and shall be allowed to make the declaration without interruption.

13 MEMBERS' CONDUCT

Members Speaking at Council

(a) When a Member speaks at full Council they must address the meeting through the Chair and should stand (if ~~able~~ attending a physical meeting) when they are speaking. If more than one Member ~~stands or otherwise~~ indicates their desire to speak, the Chair will ask one to speak and the others must be quiet.

(b) Other Members must remain ~~seated~~ silent whilst a Member is speaking unless they wish to make a point of order, a point of personal explanation or to declare an interest.

Chair calling the meeting to order

(c) When the Chair calls the meeting to order ~~or stands~~ any Member speaking at the time must stop ~~and sit down~~. The meeting must be silent.

Member's to maintain order

(d) The Chair is to maintain order in meetings and must call to order any Member who:

(i)   is engaging in conduct which the opinion of the Chair constitutes criminal behaviour or contempt of court;
(ii)   is obstructing the business of the meeting;
(iii)   seeks to raise a matter outside the scope of the matter at hand;
(iv)   acts in a discourteous way;
(v)   is using disorderly, discriminatory or offensive language;
(vi)   refuses to conform to any Rule or other requirement for the conduct of Members; or
(vii)   disregards the authority of the Chair.

Member not to be heard further or to leave the meeting

(e) If a Member disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further.

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(f) If the Member continues to behave improperly or offensively or deliberately obstructs business after such a motion is carried, the Chair may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period.

14 GENERAL DISTURBANCE

(a) If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.

15 DISTURBANCE BY PUBLIC

(a) Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules or Rule (b) below.

(b) If a member of the public interrupts or disrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt or causes disruption, the Chair may order their removal from the meeting room.

Part 3 – Procedures and Rules of Debate

16 QUESTIONS AND DEBATE ON REPORTS AND CABINET STATEMENTS

(a) On Cabinet Member Statements presented to the Council:

(i)   A Member may ask the person presenting the statement any question or otherwise comment on the subject matter of the statement without notice. Following the Cabinet Members response to such questions, the Member asking the original question shall be allowed to ask a supplementary question to clarify the response to the question.

(ii)   One minute shall be allowed for each of the question, answer, supplementary question and supplementary answer.

(iii)   A maximum of 45 minutes shall be allowed for questions and debate on Cabinet statements.

(b) On Reports presented to the Council

(i)   The person presenting the report shall have 6 minutes to introduce it. A maximum of 3 minutes will be allowed to each Member to speak in relation to the report. 3 minutes will be allowed for the presenter of the report to make their closing remarks in response to points raised by other Members.

17 ORAL AND WRITTEN QUESTIONS BY MEMBERS

General

(a) In accordance with this Rule 17, a Member may ask questions of:

  (i)   the Leader or any Cabinet Member;
  (ii)   the chair of any committee or sub-committee; or
  (iii) nominated members of the Fire Authority.

Submission of Questions

(b) A Member wishing to ask a Written Question should provide the question by email to the Council's mailbox for the submission of questions (as specified by the Democratic Services Manager). In doing so the Member must specify the person to whom the question is addressed.

(c) Oral Questions shall be submitted by (or on behalf of):

  (i)   each of the spokespersons for each opposition political group recognised by the Council (or such other Member as the leader of that group may nominate); and
  (ii)   a backbench Member of the ruling group(s) nominated to the Democratic Services Manager for such purpose;

by email to the Council's mailbox for the submission of questions (as specified by the Democratic Services Manager). In doing so the Member must specify:

  (i)   the name of the Member asking each question; and
  (ii)   the order in which the group wishes to ask its questions.

Each such person shall be entitled to submit a maximum of the number of questions that are allocated to their political group calculated in accordance with the following rules:

  (i)   Each political group recognised by the Council shall automatically be entitled to 3 Oral Questions;
  (ii)   A further 15 Oral Questions shall be allocated amongst the political groups in proportion to their representation on the Council, but Cabinet members and Assistants to Cabinet members shall be disregarded for the purposes of such calculation; and
  (iii) Any Members who are not members of any political group recognised by the Council shall be entitled to submit one Oral Question each.

The allocation will be reviewed annually by the leaders of the political groups in consultation with the Chair.

(d) Questions will be dealt with in accordance with the following procedures.

Oral Questions

Oral Questions will be dealt with in accordance with the following procedure:

Day	Action
12.00 noon, 2 Working Days prior to Council Meeting	Deadline for the Submission of Oral Questions
At Council Meeting questions shall be made available in writing and online at least 30 minutes prior to the start of the meeting and dealt with as set out opposite.	A maximum of 90 minutes shall be allowed for Oral Questions, any questions that are not dealt with in this time limit shall fall. Each Oral Question will be made available in writing and online at the start of the meeting and dealt with in the following order: - Oral Questions will be dealt with in rounds. In the first three rounds each political group shall each be entitled to ask one question. In subsequent rounds, only political groups with remaining Oral Questions shall be entitled to ask questions. - In each round the ordering of the questions shall be determined by the size of each of the political groups (with the largest going first) except that the ruling group(s) shall go last. - Questions from Members who are not members of a political group recognised by the council shall be asked at the start of the fourth round. Each question shall be answered orally by the Cabinet Member that the Cabinet deem most suitable to respond (or by the relevant chair of a committee or nominated member of the fire authority if the question was so addressed). A maximum of one minute shall be allowed for the answering of the question. The Member who submitted the question shall then be allowed one minute to ask a supplementary question. The person to whom the question is addressed shall have one minute to answer the supplementary question.

Urgent Oral Questions

(e) At the end of the period allocated for Oral Questions the Chair may allow Members to ask further Oral Question for which notice under Rule (b) above has not been given if:

(a) the Chair and the person to whom the question is addressed has been given at least two hours written notice of the question prior to the start of the meeting; and

(b) the Chair has confirmed to the Member asking the Question and the person to whom it is addressed that they are satisfied that the question is of urgent public importance and could not be better dealt with under any other Rule or other procedure of the Council.

Written Questions

(f) Written Questions may be asked at any time and will be dealt with as set out below:

Day	Action/Comment
9.00am 9 Working Days prior to Council Meetings	Deadline for the submission of Written Questions for an answer to be received at the Council Meeting. If a question is submitted following this deadline it will be answered at the following Council Meeting. If a Member submits more than 5 Written Questions, only 5 of these Questions (which the Member will be invited to prioritise) will be answered at the Council Meeting; and the remaining Questions will be answered at the following Council Meeting.
12.00 noon on the day of the Council Meeting	Deadline for answers to Written Questions which are to be answered at the Council Meeting (as referred to above) to be circulated by email to all Members.

A full copy of each Written Question (together with the answers to them) will be attached to the minutes of the meeting.

Rejection of Questions

(g) The Chair may reject an Oral Question, Urgent Oral Question or a Written Question if in their opinion it:-

(i)   is not in relation to Relevant Business (as defined in Rule 35);
(ii)   is in relation to Inappropriate Business (as defined in Rule 35);

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(iii)   is substantially the same as a question which has been put at a meeting of the Council in the past six months and there has been no material change in the answer which would be given; or

(iv)   is a statement or otherwise is not a genuine enquiry.

Withdrawal of questions

(h) A question may not be withdrawn except with the consent of the person it is addressed to.

(i) If the Chair or the Monitoring Officer considers that a response to a question could be provided by a senior officer prior to the relevant Council meeting, then the Monitoring Officer may contact the Member concerned to ascertain whether the Member agrees that the question could be withdrawn.

Written record of Oral Questions and Responses

(j) A written record of Oral Questions and related supplementary questions that are put at the meeting together with the responses provided, will be circulated by or on behalf of the Democratic Services Manager to all Members and the media noted as having attended the meeting by no later than 5.00pm five Working Days following the day of the Council meeting.

(k) Prior to issue the written note of a response to a supplementary question must be checked for accuracy by the responding person.

(l) No written note of a response to a supplementary question will be provided to the media before being provided to Members.

18 PUBLIC QUESTIONS

(a) A period of up to 15 minutes in each meeting shall be allowed for public questions.

(b) Any person (other than Members) who resides or works in the area of the City and County of Cardiff may ask questions of Cabinet Members or of the chairpersons of committees of the Council at Ordinary Meetings of the Council.

(c) A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the mailbox set up by the Democratic Services Manager for such purpose no later than 5pm, 6 Working Days before the day of the meeting. Each question must give the name and address of the questioner and must specify the person to whom it is to be put (by name or title).

(d) At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.

(e) The number of questions that an individual can ask in a municipal year shall be limited to two, with any further questions being accepted only at the discretion of the Chair.

(f) The Chair may reject a question if it:

   (i)   is not related to Relevant Business (as defined in Rule 35);
   (ii)   is in relation to Inappropriate Business (as defined in Rule 35);
   (iii)   is substantially the same as a question which has been put at a meeting of the Council in the past six months;
   (iv)   relates to a matter which is the subject of legal or enforcement proceedings or an appeal to a court or tribunal or to a Government Minister or the National Assembly or an investigation by the Local Government Ombudsman;
   (v)   relates to the activities and aims of a political party or organisation;
   (vi)   relates to a Regulatory Decision or a matter which may result in a Regulatory Decision;
   (vii)   is a statement or otherwise is not a genuine enquiry; or
   (viii)   would require the expenditure of a disproportionate amount of time, money or effort to prepare the answer.

   The ruling of the Chair in the above matters shall be final.

(g) The Proper Officer will make a record of each question received and a copy of the questions to be asked at a meeting will be open to public inspection and circulated to Members prior to the meeting.

(ga) The questioner shall be given the opportunity to read their question orally.

(h) Questions will be asked in the order in which notice of them was received, except that the Chair may group together similar questions.

(i) If the questioner is absent or fails to identify themselves then the question will be deemed to be withdrawn.

(j) A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must relate to the original question or the answer given and be limited to one minute. The Chair may reject a supplementary question on any of the grounds set out in (f) above.

Answers

(k) No more than five minutes will be allowed for a response to any one question.

(l) Any question which cannot be dealt with during public question time, either because of lack of time or because of the nonattendance of the Member, to whom it was to be put, will be dealt with by a written answer and a copy of the answer will be recorded in the minutes of the meeting.

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19 GENERAL PROVISIONS RELATING TO ANSWERS TO MEMBER AND PUBLIC QUESTIONS

(a) An answer may take the form of:

(i)   an oral answer given by the person to whom the question is addressed or another person nominated by them;
(ii)   where the desired information is in a publication of the Council or other published work, a reference to that publication; or
(iii) where the reply cannot conveniently be given orally, a written answer circulated later to Members of the Council.

(b) A person to whom a question is addressed may decline to answer provided that they state the reason for declining to answer.

(c) The Monitoring Officer shall have discretion to instruct that a composite answer may be given to any questions which are closely related or on the same subject matter, wherever she considers this appropriate. This shall not prejudice any right to ask a supplementary question, which may be available under the Council Meeting Procedure Rules

20 PETITIONS

(a)   A Petition may be presented to Council by either:
(i) a Member, if the Petition is comprised of at least 20 signatories; or
(ii) a Lead Petitioner, if the Petition is comprised of at least 50 signatories, subject to compliance with the Council's Petitions Scheme and this Rule 20.

(b)   Petitions must be submitted to Democratic Services either by email, post or hand delivery, in accordance with the Petition Scheme, by 5pm, 7 working days before the date of the Council meeting; and must include:

(i)   The name and contact details for the Lead Petitioner;
(ii)   The subject matter and specific request of the Petition;
(iii) The name and postal address (including postcode) of each Petition signatory; and
(iv)   The total number of signatories to the Petition.

(c)   Each and every signatory to the Petition, including the Lead Petitioner, must be either:
(i)   An individual who lives, works or studies within the City and County of Cardiff;
(ii)   A representative of an organisation which operates within the City and County of Cardiff; or
(iii) An individual who lives in the administrative area of a neighbouring Council and who may reasonably be expected to be affected by the subject matter of the Petition.

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(d)   The receipt of a Petition will be acknowledged by the Head of Democratic Services within 5 working days from its receipt. Subject to compliance with this Rule 20 and the Petition Scheme, the Lead Petitioner or the relevant ward Member will be invited to present the Petition to the next appropriate Council meeting.

(e)   If more than one Petition is received in relation to a similar subject matter and seeking a similar outcome, only one Lead Petitioner or Member will be permitted to present the Petition to Council. Democratic Services officers will notify each Lead Petitioner and Member and ask them to liaise with each other to consider amalgamating the Petitions and agree which Lead Petitioner or Member will present the Petition to Council. In the absence of such agreement, the Lead Petitioner of the Petition with the highest number of signatories shall have the right to present the Petitions to Council.

(f)   When a Petition has been presented to Council under this Rule 20, no further Petition on a similar subject matter and seeking a similar outcome shall be considered within six months of that Council meeting.

(a)(g)   Where a Member or Lead Petitioner delivers presents a petition to the Council, they Member may outline the request by the petitioners, the reason for the request and the number of the signatories, provided that in any event they Member may not speak under this rule for more than one minute.

(b)(h)   Petitions shall be divided into three classes and shall be addressed as follows:

    (i)   A petition bearing less than 20 signatures shall be dealt with by normal correspondence.

    (ii)   A petition bearing 21-50 signatures shall be noted at the meeting and passed to a relevant officer of the Council for a written response.

    (iii)   A petition bearing 51 or more signatures shall be noted and passed to the relevant Cabinet Member for consideration and a written response.

(i) Written responses will be provided within 20 working days of the presentation of a valid petition to Council.

(j) A summary of all valid Petitions received, in accordance with this Rule and the Council's Petition Scheme, and the Council's response, will be published on the Council's Petitions web page.

21 GREEN PAPERS

General

(a) An opportunity for one Cabinet Member to bring forward a Green Paper will be given at each Ordinary Meeting of the Council (but not the Annual Meeting or the budget meeting of Council).

Procedure for the Debate of Green Papers

(b) Any Cabinet Member bringing forward a Green Paper must provide the Chair and the Democratic Services Manager with a copy of the Green Paper at least 5 Working Days prior to the Ordinary Meeting. A copy of the Green Paper shall be attached to the Agenda for the meeting.

(c) Members shall be given a chance to respond to the Green Paper at the meeting (as set out below) and the Green Paper must also provide an opportunity for Members to give written comments following the meeting at which the Green Paper is presented.

(d) In the debate:

(i) The Cabinet Member proposing the Green Paper shall be given 15 minutes to speak, but may choose to allocate a proportion of that time to other Members provided that they:

(a) indicate to whom they will allocate time and how much time will be allocated to them at the start of the debate; and
(b) in doing so a maximum of 5 Members may speak (including the Cabinet Member proposing the Green Paper).

(ii) The debate shall then be opened ~~to the floor~~ for Members to give their initial response to and comments on the Green Paper. A maximum of 10 minutes shall be allowed for such debate and no one Member shall be permitted to speak for more than 3 minutes.

22 ORDINARY MOTIONS

General

(a) No Ordinary Motion moved by notice pursuant to this Rule 22 will be debated at the Annual Meeting of the Council.

(b) In order to move an Ordinary Motion it must be emailed by the proposer, and seconded by email to the mailbox allocated for that purpose by the Democratic Services Manager, during the 'Submission Period'. For the purposes of this Rule, the Submission Period shall start at 9am on the third Monday before the Council meeting, and end at 5pm on the Friday of that week (the second Friday before the Council meeting).

(c) Every Ordinary Motion properly delivered will be dated and registered by the Democratic Services Manager in the order in which they were received and open to Members' inspection after the end of the Submission Period.

(d) Subject to the rules on the number and allocation of Ordinary Motions set out under paragraphs (f) to (i) below, Ordinary Motions will be listed on the agenda in the order in which the notices were received.

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(e) A maximum of 30 minutes shall be allowed for the debate on each Ordinary Motion, unless one or more amendments are moved, in which case the time allowed shall be extended to 45 minutes.

Number and Allocation of Ordinary Motions

(f) Subject to Rule (g) below, the number of Ordinary Motions shall be limited to a maximum of 2 motions at each Council Meeting where Ordinary Motions may be considered. Urgent Ordinary Motions (under this Rule 22, paragraph (m)) and Ordinary Motions at any Extraordinary Meeting held (under Rule 4) shall be disregarded in counting the maximum number of Motions set under this paragraph.

(g) Ordinary Motions will be allocated amongst the political groups in proportion to their representation on the Council and as agreed between the political groups, subject to:

   (i)   No political group recognised by the Council shall be allocated less than one Ordinary Motion in a municipal year. If necessary, the maximum number of Ordinary Motions at a Council meeting (set under paragraph (f) above) may be increased to accommodate this.

   (ii)   Cabinet Green Papers (debated at full Council under Rule 21) shall be deducted from the number of Ordinary Motions allocated to the leading group.

   (iii)   Cabinet Members and Assistants to the Cabinet ~~Members~~ shall be disregarded in the calculation of political proportionality for the purposes of the allocation of Ordinary Motions under this Rule.

(h) The allocation will be reviewed annually by the leaders of the political groups in consultation with the Chair.

(i) If more than the maximum number of Motions permitted under paragraph (f) above are submitted for a particular Council meeting, the Chair shall decide which Motions are to be taken, following consultation with the party groups. Factors to be considered in selecting Motions shall include the urgency of the Motion (whether it may reasonably be taken at a later meeting); the order in which Motions were lodged; whether a Motion has been put back from a previous Council meeting; any policy, budget or other significance to the Council; and the proportion of the allocated number of Motions from the relevant group which have already been considered by full Council during that municipal year. The Chair has the discretion to increase the number of Motions permitted at a particular Council meeting if s/he is satisfied, having regard to all relevant factors, that it is appropriate to do so; and the Chair's decision shall be final.

Scope of Ordinary Motions

(j) Ordinary Motions must be in relation to Relevant Business and must not be Inappropriate Business (as defined in Rule 35).

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(k) Any Ordinary Motion which requires a change in the budgetary framework may only call for a report on the matter to be prepared for consideration by the Executive and or Council as appropriate.

(l) If any Ordinary Motion appears to the Chair to be not presently contained within the approved Council Budget for the year in question, it will still be included on the agenda for the meeting. However a statement from the Chair to this effect and stating that the Ordinary Motion shall be deferred to the next ordinary meeting of Council so that written legal and financial advice may be given to Members before the motion is debated.

Urgent Ordinary Motions

(m) The Chair has the authority to agree to take an urgent Ordinary Motion which is not on the agenda (or to place an urgent Ordinary Motion on the agenda if sufficient notice is received).

(n) The discretion is entirely that of the Chair who alone needs to be satisfied as to the need for urgency but an urgent Ordinary Motion should not be taken unless the Chair is satisfied that:

    (i)   the proposer of the motion has taken all reasonable steps to notify the Chair and the Monitoring Officer of their desire to raise an Urgent Motion at the earliest opportunity;

    (ii)   and the motion requires an urgent decision in relation to an important public interest matter and it cannot reasonably be dealt with by other means; and

    (iii)   the motion is seconded.

(o) In all cases, the reason for the urgency shall be clearly stated, and the Chair will explain to the Council the reason why they have accepted an Urgent Ordinary Motion.

Withdrawal or alteration of Ordinary Motions

(p) No Ordinary Motion can be withdrawn or deferred once it has been delivered except:-

    (i)   if prior to the commencement of the meeting notice of withdrawal in writing signed by the proposer, and seconder has been delivered to the Democratic Services Manager; or

    (ii)   a Member may withdraw an Ordinary Motion of which they have given notice at any time after the meeting has commenced provided that they have not moved the motion or spoken on it and they have the consent of the meeting.

(q) A Member may alter their own motion only with the consent of the meeting. Only alterations which could be made as an amendment may be made.

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Amendments to Ordinary Motions by other Members

(r) An amendment to an Ordinary Motion may not be moved unless notice of the amendment has been given to the Democratic Services Manager by email, and seconded by 5.00pm 2 Working Days before the meeting.

(s) An amendment to an Ordinary Motion must be relevant to the motion and will be:-

    (i)   to leave out words;
    (ii)   to leave out words and insert or add others; or
    (iii)   to insert or add words,
as long as the effect of (i) – (iii) is not to negate the motion.

(t) Any amendments to Ordinary Motions will be called by the Chair in an order determined by the Chair, in consultation with the Monitoring Officer. The ordering shall be selected to facilitate coherent debate and to, wherever reasonably possible, allow each amendment to have the opportunity to be voted upon.

(u) Each amendment will be proposed and seconded and then put to the vote in the order determined by the Chair, unless paragraph (ua) applies.

(ua) If the proposer of a Motion accepts a proposed amendment (of which notice has been duly given in accordance with Rule 22(r)), the amendment shall become part of the substantive motion without a vote, unless:
    (i)   The Chair rules that the amendment is fundamentally inconsistent with the original Motion, in which case the amendment shall be put to the vote; or
    (i)(ii)   Two or more amendments to the Motion are moved, in which case, either all amendments must be accepted, or all amendments must be put to the vote.

Right of reply and Voting on the Ordinary Motion

(v) Once amendments have been put to the vote, the principal motion, as amended if any amendments have been carried, will then be put to the vote.

(w) The rights of reply before the vote on an Ordinary Motion takes place are as follows:

    (i)   Before any amendment is put to the vote, the Member who proposed the Ordinary Motion shall be given an opportunity to respond to the amendment.

    (ii)   If no amendments are proposed or carried to an Ordinary Motion, then the Member who proposed the motion shall be given the right of reply before the Ordinary Motion is put to the vote.

(iii)   If any amendment(s) is carried then the proposer of the amendment shall have the right of reply before the Ordinary Motion (as amended) is voted on. In the event that more than one amendment has been carried, then the Chair shall use their discretion to determine which of the proposers of the amendments shall have the final right of reply.

(iv)   Before the proposer of an Ordinary Motion or the proposer of an amendment exercises a right of reply given under sub-paragraph (ii) or (iii) above, a relevant Cabinet Member (or Assistant to Cabinet Member) shall have the opportunity to respond to the Motion on behalf of the Cabinet. If the proposer and seconder of the motion are in agreement, the Cabinet member (or Assistant to the Cabinet Member) may move that the vote on the Motion be adjourned until the next meeting of Council. If such an adjournment motion is passed, then at the next suitable full Council meeting:

(a) a vote on the adjourned Ordinary Motion will be taken without further discussion, unless prior to the commencement of the meeting, notice of withdrawal in writing signed by proposer and seconder has been delivered to the Democratic Services Manager. (For the avoidance of doubt, a vote on an adjourned Ordinary Motion under this rule shall not count for the purposes of the maximum number of Motions permitted at that Council meeting under Rule 22 (f)); or

(b) if the Motion has been withdrawn in accordance with sub-paragraph (a) above, the Cabinet Member shall report back to Council in his or her Cabinet Member Statement on the withdrawal and any action taken or agreed with the Motion Proposer and Seconder in this regard.

(x) A Member exercising a right of reply will not introduce any new matter and after the reply, a vote shall be taken without further discussion.

23 AMENDMENT TO MINUTES OF COMMITTEE REFERRED FOR DECISION

(a) An amendment to a minute of a Committee or a Sub-committee before the Council for decision can only be moved in the same way as an Ordinary Motion.

24 AMENDMENTS TO REGULATORY DECISION

(a) No amendment may be moved to a Regulatory Decision.

(b) No amendment may be moved which would have the effect of disproving the recommendation of a Committee or a Sub-Committee in relation to a Regulatory Decision.

(c) For the purposes of this Rule a Regulatory Decision is the determination of an application for planning permission or any decision, determination, action, direction, order, approval, refusal or enforcement action in exercise of the powers of the Council as the local planning authority or those powers specified

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in section B of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007.

24A AMENDMENTS TO REPORTS BEFORE COUNCIL

An amendment to a report before Council may not be moved unless notice of the amendment has been emailed by the proposer, and seconded by email, to the Democratic Services Manager by 9:00am on the Working Day before the meeting.

25 MOTIONS DURING MEETINGS

(a) In addition to any other provision of these Rules the following motions may be moved without notice by any Member during a meeting:-

    (i)   to appoint a Member to Chair the meeting if the Chair of Council or the Deputy Chair of Council is not present;

    (ii)   in relation to the accuracy of minutes of the Council;

    (iii)   to change the order of business in the agenda;

    (iv)   to refer something to an appropriate Committee, body or individual for consideration or reconsideration;

    (v)   to appoint a Committee or Member arising from an item on the Agenda;

    (vi)   to receive reports and/or to adopt recommendations of the Cabinet, committees or officers;

    (vii)   to amend a motion except one to which Rule 22 applies;

    (viii) to proceed to the next business;

    (ix)   that the question be put to the vote;

    (x)   to adjourn a debate or a meeting;

    (xi)   to extend the time limit for a speech or item of business;

    (xii)   to consider Ordinary Motions submitted under rule 22 in excess of the number specified in Rule 22(e); and

    (xiii) to exclude the public and media in accordance with the Access to Information Procedure Rules, as set out in Part 4 of the Constitution.

26 CLOSURE MOTIONS

(a) Subject to rule (d) below, a Member may move, without comment, the following motions at the end of a speech of another Member;

    (i)   to proceed to the next business;

    (ii)   that the question be now put;

    (iii)   to adjourn a debate; or

    (iv)   to adjourn a meeting.

(b) If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, the Chair will give the mover of the original motion a right of reply and then put the closure motion to the vote.

(c) If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, the Chair will put the closure motion to the vote. If it is passed he will give the mover of the original motion a right of reply

before putting any amendments which have been seconded and debated and then the substantive motion to the vote.

(d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, the Chair will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

26A TRIBUTES AND RECOGNITIONS

Tributes and recognitions may be received as follows:

(i) Death of sitting Councillors – The Chair shall have discretion to invite group leaders or another nominated speaker from each group and Independent Member/s to pay tribute;

(ii) Death of a past Lord Mayor – The Chair will make an announcement and pay tribute; and

(iii) Death of a former Councillor – The Chair will make an announcement only.

The Chair shall have discretion to announce a one minute silence.

27 GENERAL RULES OF DEBATE

(a) Unless matters are otherwise provided for by other procedures contained in these Rules, the following rules of debate shall apply to the conduct of all business of the Council.

(b) Members may speak in English or Welsh.

(c) No speeches may be made after the mover has moved a motion until the motion has been seconded. The Chair may allow the mover to explain the purpose of the motion if he/she thinks fit. The proposer of the motion shall have the right to make the first speech in relation to the motion which he/she has moved.

(d) When seconding a motion or amendment, a Member may reserve their speech until later in the debate.

(e) Unless notice of the motion has already been given, the Chair may require it to be ~~written down and handed~~ presented in writing to the Chair before it is discussed.

(f) Speeches must be directed to the question under discussion or to a personal explanation or point of order and avoid Irrelevant Business (as defined in Rule 35).

(g) Proposers of motions or movers of reports may speak for up to six minutes. Unless otherwise stated in these Rules, no other speech may exceed three minutes without the consent of the Chair.

(h) Unless the Chair is of the view that exceptional circumstances exist, a Member who has spoken on a matter may not speak again whilst it is the subject of debate.

(i) At any time before the start of the Council meeting, each of the political groups may, through their nominated spokesperson, provide the Chair with a list of their priority speakers in respect of any one or more agenda items. Without prejudice to the Chair's discretion (under Rule 7(b)), and subject to compliance with these Council Meeting Procedure Rules, the Chair will endeavour to allow the named Members to speak in the relevant debate in the prioritised order.

28 PREVIOUS DECISIONS AND MOTIONS

Motion to rescind a previous decision

(a) A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least twenty one Members.

Motion similar to one previously rejected

(b) A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least twenty one Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

Part 4 – General Provisions

29 VOTING

Majority

(a) Unless this Constitution or the law provides otherwise, any matter will be decided by a simple majority of those Members voting and present ~~in the room~~ at the time the question was put.

Chair's casting vote

(b) Except in the case of a vote under Rules (e) and (f) below, if there are equal numbers of votes for and against, the Chair will have a second or casting vote.

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Method of Voting

(c) In normal circumstances voting will be carried out electronically. At the conclusion of the vote, the Clerk shall declare whether the motion or recommendation is carried or not; and the names of those voting for, against or abstaining from voting will be recorded electronically and entered into the minutes.

(d) If a matter seems to be uncontroversial (and no objection is received from any Member,) the Chair may ~~determine that a vote by a show of hands is sufficient~~declare the motion or recommendation to be carried. However, if there are any objections, the Chair shall initiate a vote.

~~Where any Member requests it immediately before or after a vote on a show of hands is taken, their vote will be recorded in the minutes to show whether they voted for or against or abstained from voting.~~

Voting on appointments excluding employee appointments

~~(d)~~(e)   If there is one position (in a body or organisation) to be filled by a nominee of the Council and more than one person is nominated for that position then the position will be filled by the person with the greatest number of votes.

~~(e)~~(f)   If there are two or more positions (in a body or organisation) to be filled by nominees of the Council and the number of nominations exceeds the number of such positions, each Member of the Council will be able to exercise one vote for each such position (but may vote only once for each nominee) and the persons to whom more votes have been given than other persons up to the number of positions to be filled, shall be appointed.

Voting on employee appointments

~~(f)~~(g)   In the event of there being more than two candidates for an appointment and no candidate receives the required majority on the first vote, the candidate with the least number of votes will be eliminated and a further vote will be taken. This procedure will be repeated until a candidate receives the required majority. If more than one candidate has the same number of votes and that is the lowest number of votes cast, a vote will be taken to decide the candidate to be eliminated from future votes. In the event of an equal number of votes being cast at this stage, the Chair will have a casting vote.

~~(g)~~(h)   The Chair will have a casting vote only in the circumstances mentioned in the preceding paragraph.

30 MINUTES

Signing the minutes

(a) The Chair will sign the minutes of the proceedings at the next meeting (unless it is an Extra-Ordinary Meeting). The Chair will move that the minutes of the

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previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

Form of minutes

(b) The form of the minutes will be a matter for the Proper Officer but will include:-

(i)   all motions and amendments in the exact form and order the Chair put them;

(ii)   replies given to Oral Questions; and

(iii)   written questions and answers (as referred to at Rule 17).

31 ~~RECORD OF~~ ATTENDANCE

(a) Members will be regarded as present at a meeting where they attend that meeting either physically at the place specified on the meeting summons or remotely, by means of video conferencing software which enables persons who are not in the same place to speak to and be heard by each other and to see and be seen by each other.

(b) All Members present during the whole or part of a physical meeting must accurately record their attendance on the record of attendance provided for that purpose.

~~(b)~~(c)   Any Members attending the meeting remotely will have their attendance recorded electronically via the meeting software, and must leave the meeting if they will not be present for any extended period of time during the meeting.

32 ELECTRONIC BROADCAST AND RECORDING~~S~~ OF MEETINGS ~~OF THE COUNCIL~~

(a) Council meetings shall be webcast as they take place~~by the Council~~, in accordance with the Webcasting Protocol (contained within Part 5 of the Constitution)~~,~~. so that members of the public not in attendance at the meeting can see and hear the proceedings. The webcast shall be available electronically on the Council's website for a period of 12 months after the meeting.

(b) Other filming, recording and use of social media is permitted during Council meetings, provided that:

(i)   The recording or transmission must create no disturbance, disruption or distraction to the good order and conduct of the meeting;

(ii)   Notice has been given (on the meeting agenda and signage outside the meeting) so that everyone attending the meeting is made aware that they may be recorded and that by attending the meeting they are deemed to consent to this;

(iii)   Any recording must be overt, not covert;

(iv)   There is to be no recording or transmission of proceedings dealing with any exempt or confidential information;

(v)   The Chair shall have discretion, subject to proper consideration of any relevant representations and legal advice, to prohibit a recording or exclude anyone reasonably considered to be in breach of these rules; and

(vi)   The person making the recording or transmission shall be solely responsible for complying with all applicable legal obligations arising from their actions.

33 SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

Suspension

(a) All or any of these Council Rules of Procedure except Rule 29 may be suspended by motion on notice or without notice if at least one half of the whole number of Members is present.

Amendment

(b) Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

34 OFFICER ADVICE

(a) Any report placed for decision before Council should contain all necessary advice to enable Members to take a decision. Reports will be circulated in advance of the meeting and if a Member requires clarification on an issue related to the report, this should be sought prior to the meeting.

(b) Further officer advice will only be available at the meeting of Council with the consent of the Chair, in consultation with the ~~Head of Paid Service~~Chief Executive. If there is a need for further detailed legal or financial advice to be provided, the meeting should be adjourned.

35 INTERPRETATION

(a) In these Rules the following words shall have the following meanings.

"*Relevant Business*" means matters:
(i)   for which the Council has a responsibility or which call on central government or another responsible body to take, or refrain from, some specific action in relation to the powers or responsibilities of the Council; and

(ii)   which substantially affect the well-being of the administrative area of the Council and/or the citizens (or a significant group of them) of Cardiff.

"*Inappropriate Business*" means matters that:

   (i) are not Relevant Business;

   (ii) are defamatory, frivolous or offensive;

   (iii) require the disclosure of confidential or exempt information; or

   (iv) relate to the personal circumstances or conduct of any officer and Member or conditions of service of employees; or

   (v) relate to an individual, particular group or business or the questioner's own particular circumstances; or

   (vi) are ultra vires the Council or unlawful.

"Remotely" or "by remote means" means from a different physical location connected through an online meeting platform.

"*Working Day*" means a normal working day in Wales when banks are open for normal business (for the avoidance of doubt, excluding weekends and public holidays).

(b) Any reference to "in writing" or "written" shall include email.

(c) The Chair's ruling on the interpretation of these terms in relation to the application of these Rules shall be final.

Council Meeting Timetable Summary (assuming no public holidays)

	Day	General Actions	Oral Question Procedure	Written Questions		Ordinary Motions
Mon	-13					9am – Start of the Submission Period for submission of Ordinary Motions
Tues	-12					
Wed	-11					
Thu	-10					
Fri	-9			9am - Deadline for asking questions to ensure answer given by meeting.		5pm – End of Submission Period (deadline for submission)
WEEKEND						
Mon	-8					
Tue	-7	5pm – Deadline for Submission of Petitions				
Wed	-6	5pm - Deadline for Submission of Public Questions				
Thu	-5	Deadline for submission of Green Papers				
Fri	-4	Summons and Agenda Circulated				
WEEKEND						
Mon	-3					
Tue	-2		12.00 noon – Deadline for submission of Oral Questions			5pm - Deadline for submission of amendments to Ordinary Motions
Wed	-1	9am - Deadline for submission of amendments to reports				
Thu	**0**	**Council Meeting**		12.00 noon - Written copies of questions and answers circulated by email		
Fri	1					
WEEKEND						
Mon	2					
Tue	3					
Wed	4					
Thu	5	Circulation of written copy of Oral Question/Answers				

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PART 4 – RULES OF PROCEDURE

BUDGET MEETING PROCEDURE RULES

1   BUDGET MEETINGS

Budget meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. Budget meetings will be held in accordance with the Council Meeting Procedure Rules, subject to the variations set out in these Budget Meeting Procedure Rules.

2   TIME AND PLACE OF MEETINGS

(a) The time and place of meetings will be determined by the Council or in the case of meetings called under Council Meeting Procedure Rule 4(a)(ii) by the Chair and in the case of meetings called under Rule 4(b) by the Proper Officer and notified in the summons.

(b) The place of a meeting shall include provision enabling meetings to be attended remotely by persons who are not in the same physical place, in accordance with the Council's Multi-Location Meetings Policy.

(a)(c)   The Proper Officer may in case of urgency or at the request of the Chair vary the date, time and place of meetings, subject to proper notice of the change being given.

3   NOTICE OF SUMMONS TO MEETINGS

The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least three clear days before a meeting, the Proper Officer will send a summons (notice of meeting) signed by him or her by post to every Councillor or leave it at their usual place of residence or at some other place specified by notice in writing given by the Councillor to the Proper Officer. The summons will give the date, time and place of each meeting, including details of how the meeting may be accessed remotely by persons who are not in the same physical place, and specify the business to be transacted, and will be accompanied by such reports as are available.

4   CABINET BUDGET REPORT

 The Cabinet Budget report shall enable the Cabinet:-

(a) to submit to Council their proposal of the estimates of expenditure and income in order to set the Council Tax in accordance with the Local Government Finance Act 1992;

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(b) to recommend to Council on the strategy and plan for the control of the Authority's borrowing and capital expenditure for the forthcoming year (the Annual Treasury Management Strategy);

(c) to recommend to Council the adoption of CIPFA's Treasury Management Code of Practice 2009 by formal acceptance of the Four Clauses of Treasury Management and Treasury Management Policy Statement as Council policy;

(d) to recommend to Council the Prudential Code Indicators and the Council's Minimum Revenue Provision Policy;

(e) to set the rent levels for Housing Revenue Account properties, service charges and management fees for leaseholders; and

(f) to agree the rates and Charges for Council services.

5   SPEAKING ORDER AND CONDUCT OF DEBATE

A maximum of 45 speakers will be allocated proportionally between political groups. The allocation of speakers will be notified to Whips in advance of the Budget meeting. Any 'independent' Member who is not affiliated to any party or group will also be allowed to speak in the general debate. The speaking order will be as follows:

(i) Cabinet Proposals (including any alternative proposals as per Rule 25(a)(vi) of the Council Procedure Rules)

Cabinet Member with responsibility for Finance	10 minutes
Leader of the Council	4 minutes

(ii) Party Group Finance Spokespersons/Movers of alternative proposals (as per Rule 24A or Rule 25(a)(vii) of the Council Procedure Rules, as appropriate.

The Finance Spokesperson of each opposition political group and the seconder of any alternative proposal will then be invited to speak in rotation by reference to each of the political groups in size order (largest group first).

(If more than one amendment is to be moved by one political group then all such amendments will be moved by the relevant Finance Spokesperson at the same time)

Opposition Group spokesperson:	5 minutes
Seconder of any alternative proposal:	3 minutes

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(iii) General Debate on Cabinet proposal and all alternative proposals – including any further alternative proposals moved and seconded. As indicated above the allocation of speakers will be proportionately based per political group and notified to Whips prior to the meeting.

Opposition Group Leaders   4 minutes

Each other speaker   3 minutes

No Councillor, with the exception of the Councillor with the right of reply at the end of the debate, to speak twice during this item.

The debate will be run in accordance with the rules agreed for the consideration of Notices of Motion, and each amendment will be voted on individually.

(iv) Reserving Right to Speak
Any Member, apart from proposers of the Budget or alternative proposals, may reserve the right to speak later in the debate but any such member will only be entitled to speak for 3 minutes during the general debate.

(v) Right of Reply
The Cabinet Member with responsibility for Finance (or the proposer of an approved alternative proposal) will have the right of reply: 5 minutes

6 EXCLUSION OF NOTICES OF MOTION AND FORMAL QUESTIONS

Formal questions from Councillors and Notices of Motion shall not be received and considered and the respective Council Meeting Rules shall accordingly not apply.

For the avoidance of doubt, public questions may be asked (Council Meeting Procedure Rule 18 applies), other reports may be considered and motions during meetings without notice may be moved (Council Procedure Rule 25 applies).

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PART 4 – RULES OF PROCEDURE

ACCESS TO INFORMATION PROCEDURE RULES

1   **Summary of Rights**

These rules are a written summary of the rights of the public to attend meetings and the rights of the public and Members of the Council to inspect and copy documents. A copy of these rules will be kept at County Hall and the public shall have the right to inspect them at any reasonable time and to take a copy on payment of a reasonable fee.

2   **Scope**

These rules apply to all meetings of the Council, Scrutiny committees, the Standards & Ethics Committee and Regulatory Committees (including Planning Committee) and public meetings of the Cabinet (together called meetings), all of which are held in accordance with the Council's Multi-Location Meetings Policy, which allows meetings to be attended remotely by persons who are not all in the same physical place, using an online meeting platform.

Each Corporate Director shall be the Proper Officer for the purposes of all statutory and regulatory provisions relating to the identification listing and availability of background papers for any report where such report is within the scope of these Rules and that Corporate Director is the responsible or contributing author.

Each Corporate Director shall be responsible for securing compliance with the requirements of the Data Protection Act 1998 and of the Freedom of Information Act 2000 in relation to the data and information within the purview of those Acts held in his or her Department and shall make all necessary arrangements within the Department for that purpose.

3   **Openness Policy**

The Authority wishes to be as open as possible in terms of sharing access to information both with Councillors and with the public, as permitted within the law and with respect to the rights of others. These rules seek to complement and supplement and not detract from any statutory rights to information (for example within the Data Protection Acts and the Freedom of Information Act) which Councillors and the public are afforded from time to time. These rules do not affect any more specific rights to information contained elsewhere in this Constitution. In the case of any omission or conflict between these rules or the Constitution and statutory rights, statutory rights will always prevail.

4   **Rights of the Public to attend Meetings**

Members of the public may attend all meetings subject only to the exceptions in these rules. Where meetings are open to the public and held through remote

means, partly or wholly (in accordance with the Council's Multi-Location Meetings Policy and as referred to in Rule 2 above), members of the public will be given details of how to access the meeting remotely. The right to attend meetings is subject to the Council's right to exclude persons if their conduct is disorderly or if they misbehave at the meeting. The Press may attend that part of any meeting open to the public.

4A   **Broadcast, Filming, Recording and Social Media**

(a) Meetings which are open to the public under these rules may be webcast by the Council. The Webcasting Protocol (contained within Part 5 of the Constitution) shall apply to all meetings which are webcast.

(b) Other filming, recording and use of social media is permitted during meetings which are open to the public under these rules, provided that:

(i)   The recording or transmission must create no disturbance disruption or distraction to the good order and conduct of the meeting;

(ii) Notice has been given (on the meeting agenda and signage outside the meeting) so that everyone attending the meeting is made aware that they may be recorded and that by attending the meeting they are deemed to consent to this;

(iii) Any recording must be overt, not covert;

(iv) There is to be no recording or transmission of proceedings dealing with any exempt or confidential information;

(v) The Chair shall have discretion, subject to proper consideration of any relevant representations and legal advice, to prohibit a recording or exclude anyone reasonably considered to be in breach of these rules; and

(vi) The person making the recording or transmission shall be solely responsible for complying with all applicable legal obligations arising from their actions.

5   **Notices of Meetings**

(a) The Authority will give at least three clear days notice of any meeting by posting details of the meeting on the Council's website (www.cardiff.gov.uk) and on the public notice board at County Hall, Atlantic Wharf, Cardiff and on the Council's Website (www.cardiff.gov.uk).

(a)(b) Where the meeting or part of the meeting is open to the public and:

(i) If the meeting is held through remote means only, the notice will give details of the time of the meeting and how to access it;

(ii) If the meeting is held partly through remote means or is not held through remote means, the notice will give details of the time and place of the meeting and how to access it.

(b)(c) Where the meeting is not open to the public and:

Commented [AK1]: Please note, we only have to publish notices electronically now, the requirement to publish notice at the Council's principal office has been removed. I've reversed the order here to reflect the primary requirement for electronic publication. However, there is also a new requirement to make public access provision for members of the public who cannot access electronic documents, so I think we should continue to publish on the County Hall noticeboard, assuming we still do, if this is practically possible.

(i) If the meeting is held partly through remote means or is not held through remote means, the notice will give details of the time and place of the meeting and the fact that it is not open to the public;

(ii) If the meeting is held through remote means only, the notice will give details of the time of the meeting, and the fact that it is being held through remote means only and is not open to the public.

(c)(d) Special Urgency – if a matter is considered by the Monitoring Officer to be so significantly urgent and unexpected that a decision must be taken and that it is not possible to provide 3 clear days notice of the date of the meeting at which the decision must be taken, then with the agreement of the Chair of the body concerned, the Monitoring Officer is authorised to call such a meeting, subject to the agenda and reports being available to the public at the time at which the meeting is convened.

6   **Access to Agenda and Reports before a Meeting**

(a) The Council will make copies of the agenda and reports open to the public available for inspection on the Council's Wwebsite (www.cardiff.gov.uk) and at the designated office at least three clear days before a meeting. If an item is added to the agenda later the designated officer shall make each such report available to the public as soon as the report is completed and sent to councillors.

(a)(b) Where a meeting is open to the public and is not held through remote means only, the Council will make available for use by members of the public present at the meeting a reasonable number of copies of the agenda and reports for the meeting.

7   **Supply of Copies**

The Council will supply to any person, on payment of a charge for postage and other justified costs, copies of:

(a) any agenda and reports that are open to public inspection;
(b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and
(c) if the Monitoring Officer thinks fit, copies of any other documents supplied to councillors in connection with an item.

8   **Access to Minutes and Other Documents after a Meeting** (other than meetings of the Cabinet or a Cabinet Committee)

(i) Within 7 working days after a meeting, the Council will publish on its website a note setting out:
(a) the names of the members who attended the meeting, and any apologies for absence;

(b)   any declarations of interest;
(c)   any decision taken at the meeting, including the outcomes of any votes, but excluding any exempt information.

(ii) The Council will ~~make available~~publish on its website copies of the following documents for a period of six years after a meeting:

(a) the minutes of the meeting ~~(or record of decisions taken together with reasons, for all meetings of the Cabinet)~~ excluding any part of the minutes or proceedings which disclose exempt or confidential information;
(b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
(c) the agenda for the meeting; and
(d) reports relating to items when the meeting was open to the public.

9   Background Papers

9.1   List of background papers

The Proper Officer will set out in every report, or part of a report, which is open to public inspection under Rule 6 or 8 above a list of those documents (called "background papers") relating to the subject matter of the report, or that part of the report, which in his/her opinion:

(a) disclose any facts or matters on which the report or an important part of the report is based; and

(b) that have been relied on to a material extent in preparing the report.

but not including published works or those that disclose exempt or confidential information (as defined in Rule 10) (and in respect of Cabinet reports, the advice of any political advisor).

9.2   Public Inspection of Background papers

The Council will publish background papers on its website, unless it is not reasonably practicable to do so, in which case, ~~make~~ a copy will be made available for public inspection at the Council's principal offices. Background papers shall remain accessible for public inspection for ~~four~~ six years after the date of the meeting. ~~one copy of each of the documents on the list of background papers.~~

10   Confidential and Exempt Information

10.1   Confidential Information – Requirement to Exclude Public

The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

10.2 **Exempt Information – Discretion to Exclude Public**

The public may be excluded from a meeting whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed. Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6. Due regard will be had to the wishes of the individual should they elect that the hearing be held in private where the law so permits.

10.3 **Meaning of Confidential Information**

Confidential information means information given to the Council by a Government Department (including the Welsh Assembly Government) on terms which forbid its public disclosure or information which cannot be publicly disclosed by virtue of any enactment or Court Order.

10.4 **Meaning of Exempt Information**

Exempt information is defined in Schedule 12A, Part 4, of the Local Government Act 1972 as information falling within the following 10 categories (subject to any qualification):

CATEGORY	QUALIFICATION	LEGISLATIVE REFERENCE
1. Information relating to a particular individual	Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information	Paragraph 12 of Schedule 12A, Part 4 of the Local Government Act 1972
2. Information which is likely to reveal the identity of an individual	Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information	Paragraph 13 of Schedule 12A, Part 4 of the Local Government Act 1972

Updated 22 March 2018

CATEGORY	QUALIFICATION	LEGISLATIVE REFERENCE
3. Information relating to the financial or business affairs of any particular person (including the Council) *Note : 'financial or business affairs' includes contemplated, as well as past or current, activities*	Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Information falling within paragraph 3 is not exempt information by virtue of that paragraph if it is required to be registered under – (a) the Companies Acts (as defined in Section 2 of the Companies Act 2006) (b) the Friendly Societies Act 1974 (c) the Friendly Societies Act 1992 (d) the Industrial and Provident Societies Acts 1965 to 1978 (e) the Building Societies Act 1986 (f) the Charities Act 2011	Paragraph 14 of Schedule 12A, Part 4 of the Local Government Act 1972

CATEGORY	QUALIFICATION	LEGISLATIVE REFERENCE
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority *Note: 'Labour relations matters' are as specified in paragraphs (a) to (g) of Section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 i.e. matters which may be the subject of a trade dispute*	Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information	Paragraph 15 of Schedule 12A, Part 4 of the Local Government Act 1972
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings		Paragraph 16 of Schedule 12A, Part 4 of the Local Government Act 1972
6. Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment	Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information	Paragraph 17 of Schedule 12A, Part 4 of the Local Government Act 1972

Updated 22 March 2018

CATEGORY	QUALIFICATION	LEGISLATIVE REFERENCE
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime	Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information	Paragraph 18 of Schedule 12A, Part 4 of the Local Government Act 1972
In addition to the categories referred to above, the following categories will apply to the proceedings of the Standards and Ethics Committee and its Sub-Committee only in connection with the investigation and consideration of an allegation(s) of a breach of the Council's Member Code of Conduct		
8. Information which is subject to any obligations of confidentiality.	Information is exempt only where a meeting of a Standards and Ethics Committee is convened to consider a matter referred under the provisions of sections 70(4) or (5), or 71(2) of the Local Government Act 2000	Paragraph 18A of Schedule 12A, Part 4 of the Local Government Act 1972 (inserted by the Standards Committees (Wales)(Amendment) Regulations 2007)
9. Information which relates in any way to matters concerning national security.	Information is exempt only where a meeting of a Standards and Ethics Committee is convened to consider a matter referred under the provisions of sections 70(4) or (5), or 71(2) of the Local Government Act 2000	Paragraph 18B of Schedule 12A, Part 4 of the Local Government Act 1972 (inserted by the Standards Committees (Wales)(Amendment) Regulations 2007)
10. The deliberations of the Standards and Ethics Committee or of a Sub-Committee of the Standards and Ethics Committee established under the provisions of Part 3 of the Local Government Act 2000 in reaching any finding on a matter referred to it.		Paragraph 18C of Schedule 12A, Part 4 of the Local Government Act 1972 (inserted by the Standards Committees (Wales)(Amendment) Regulations 2007)

Information falling within any of paragraphs 1 – 7 is not exempt if it relates to proposed development for which the Council may grant itself planning permission under Regulation 3 of the Town and County Planning General Regulations 1992.

10.5 **Disclosure by Members**

Members will not make public Confidential or Exempt Information without the consent of the Authority or divulge information given in confidence to anyone other than a Member or Officer entitled to know it unless otherwise authorised by law.

10.6 **Public Interest**

Information within Categories 1 to 4, 6 and 7 set out in Rule 10.4 may only be treated as exempt if an assessment of the public interest has been made.

The public interest will be assessed on a case by case basis having regard to all relevant factors including but not limited to the following, to ensure a proper balance is achieved between the right to know, the right to personal privacy and the delivery of effective government.

In making such an assessment the proper officer shall have regard to any relevant prejudice which may be caused to the Council or any other party if the information were disclosed, having regard to the full context of any disclosure. Account may be taken of whether disclosure would breach any obligation of confidence not within Rule 10.3, or the rights of any individual under the Data Protection Act 1998 or the Human Rights Act 1998.

Account will be taken of the fact that the public interest test may be served by allowing access to information which would:

(a) further the understanding of and participation in debating issues of the day;
(b) facilitate transparency and accountability in and enhance scrutiny of decisions taken by the Council;
(c) facilitate transparency and accountability in the spending of public money;
(d) help individuals understand the decisions made by the Council affecting their lives;
(e) bring to light information affecting public safety or danger to the environment;
(f) contribute to the administration of justice and enforcement of the law or the prevention or detection of crime or the apprehension or prosecution of offenders;
(g) protect the public from unsafe products or rogue traders or practices.

In making such an assessment the following factors shall be regarded as irrelevant:

(a) possible embarrassment to the Council or its Officers;
(b) possible loss of confidence in the Council or another public body;
(c) the seniority of persons involved in the subject matter;
(d) the risk of the public misinterpreting the information.

10.7 **Exclusion of the Public**

Updated 22 March 2018

A decision to exclude the public from a meeting under this Rule shall be made in accordance with the Council Procedure Rules, the Committee Procedure Rules, or the Cabinet Procedure Rules as appropriate.

11 Exclusion of Access by the Public to Reports

Prior to a meeting, if the Proper Officer thinks fit, the Council may exclude access by the public to the whole or any part of a report which in his or her opinion relate to items of business during which, in accordance with Rule 10, the meeting is likely not to be open to the public. Such reports or parts of reports will be marked "Not for Publication" together with the category of information likely to be disclosed. After the meeting access to the Report is subject to Rule 8.

Where the decision to exclude access has required a determination of the public interest the Proper Officer shall keep a note of his or her reasons for the decision.

12 Application of Rules to the Cabinet

(a) Rules 12 – 18 apply to the Cabinet.

(b) The Cabinet will not conduct any formal business or take any Executive Decision in private except as permitted under Rule 10 or the law.

(c) If the Cabinet meets to take an Executive Decision then it must also comply with Rules 1 – 7 and 9 – 11. For the avoidance of doubt Rules 1 — 7 and 9 - 11 do not apply to meetings of the Cabinet where no Executive Decision is to be taken and the sole purpose of which is:-

(i) for employees to brief Councillors, or

(ii) for informal deliberations to take place which fall short of formal business or the taking of an Executive Decision, or

(iii) to meet with representatives of other bodies to discuss the approach to a particular subject.

13 Record of **Executive** Decisions

(i) After any meeting of the Cabinet or a Cabinet Committee, whether held in public or private, the Monitoring Officer, the Monitoring Officer's representative or, where no officer was present, the person presiding at the meeting, will produce a written record statement in respect of every Executive dDecision taken at that meeting as soon as reasonably practicable. The record statement will include:

(a) a statement record of the decision including the date it was made,

(b) the reasons for each Executive Decisionthe decision,

(c) the names of the Cabinet members who attended the meeting and any apologies for absence, details of any alternative options considered and rejected at the meeting either directly or by reference to the report,

(d) details of any declaration of interest and a note of any dispensation granted by the Standards and Ethics Committee, and

(a)(e) ~~and~~ details of any consultation ~~that was~~ undertaken ~~and generally comply with legal requirements as to the recording of the Executive Decision~~ or the reasons why no consultation has taken place.

(ii) A record of a decision to exclude the public in accordance with Rule 10 shall identify the category of exempt or confidential information and, where appropriate, any relevant determination of the public interest.

(iii) ~~A record of the decision~~The written statement referred to in Rule 13(i) above will be published in the Executive Decision Register and will be circulated to all Members by the Cabinet Business Office. The Executive Decision Register and any reports considered at the meeting will be published on the Council's website and available for public inspection at County Hall ~~and on the Council's internet site~~. Nothing in this Rule shall require the disclosure of any exempt or confidential information.

14   Cabinet Meetings relating to matters which are not Executive Decisions

The Cabinet will decide whether meetings where no Executive Decisions are to be made will be held in public or private. Members of the Cabinet or its committees will be entitled to receive three clear working days notice of a meeting to which they are summoned, unless the meeting is convened at shorter notice as a matter of urgency.

15   The Forward Plan

15.1   Period of Forward Plan

To promote openness and efficiency in decision-making, the Council maintains a Forward Plan of anticipated Executive Decisions. The Forward Plan covers a 12 month period from the date of publication and is updated monthly on a rolling basis.

15.2   Contents of Forward Plan

The Forward Plan seeks to anticipate all decisions to be made by the Cabinet and by the Chief Executive and Corporate Directors under delegated powers. Each Corporate Director, and/or Chief Officer in partnership with the relevant Cabinet Member is responsible for identifying future decision-making needs and for informing the Cabinet Business Office. The Cabinet Office Manager maintains the Forward Plan which is available for public inspection at County Hall and on the Council's internet site.

It will describe the following particulars in so far as the information is available or might reasonably be obtained:

(a) the matter in respect of which a decision is to be made;
(b) the identity of the decision maker;
(c) a brief summary of the issues;
(d) a brief summary of the reasons for any recommendation

(e) a draft of the proposed recommendation;

(f) the date on which, or the period within which, the decision will be taken;

(g) the identity of the principal groups whom the decision taker proposes to consult before taking the decision;

(h) the responsible lead officer;

(i) a contact officer; and

(j) the status of the decision where:

    (i) Green = Decisions of a non-contentious, day to day nature, unlikely to be the subject of call-in.

    (ii) Amber = Decisions of a more sensitive nature, which could be potentially contentious or not of a routine nature. These would generally flow through to the Cabinet for decision, without prior scrutiny, although a judgement will be made in each case regarding scrutiny consideration before decision, and the possibility of call-in.

    (iii) Red = Decisions relating to high level functions primarily relating to policy formulation within the Policy and Budgetary Framework where the Cabinet would usually make a proposal to Council. For such decisions, the engagement of scrutiny is required before the Cabinet recommendation is made.

Exempt information need not be included in the Forward Plan and confidential information cannot be included.

15.3 Additional Information Relating to Forward Plan Items

Any person who wishes to:

(a) make representations to the Cabinet or decision taker about a matter in respect of which a decision is to be made;

(b) request additional information or documents relating to a proposed decision (if any) as they become available

should contact the nominated contact officer. Inclusion of a matter in the Forward Plan does not create any right of access to information which is confidential or exempt as defined in Rule 10.

16 Executive Decisions by individual Members of the Cabinet

Delegated powers may not be exercised by individual Members of the Cabinet in accordance with the Scheme of Delegations.

16.1 Record of individual Decision by employee

Where a decision is taken by an employee under delegated powers, that employee is responsible for retaining a record of such decision and the reason for such decision sufficient for audit and evidential purposes and for ensuring that all those that need to know are informed promptly of the decision and that the decision and the record of it accords with the requirements of the relevant scheme of delegations under which it is made, and any guidance on decision

making issued by the Monitoring Officer. Decisions made by the Chief Executive, or a Corporate Director or Director will be included in the published Officer Executive Decision Register. (See Rule 13).

17 Additional Rights of Access by Members of Scrutiny Committees

17.1 Rights to copies

Subject to Rule 17.2 below, a member of a Scrutiny Committee (including their Sub-Committees and Task groups) will be entitled to copies of any document which is in the possession or control of the Cabinet, or its committees and which contains material relating to:

(a) any business transacted at a public or private meeting of the Cabinet, or its committees; or

(b) any decision taken by an individual member of the Cabinet.

17.2 Limit on Rights

No member of a scrutiny committee shall be entitled to any part of a document that contains exempt or confidential information or the advice of a political advisor or assistant unless that information is relevant to:

(a) an action or decision that is being reviewed or scrutinised or is intended to be scrutinised by that committee or a sub-committee of that committee or;

(b) is relevant to any review contained in any programme of work of the scrutiny committee or a sub-committee of that committee.

In case of doubt the Monitoring Officer shall determine whether condition (a) or (b) applies.

17.3 Disclosure

Exempt or confidential information supplied to a Member in accordance with Rule 17.1 remains exempt or confidential and is subject to Rule 10.5.

18 Additional Rights of Access for Members

18.1 Material relating to Council and Cabinet Business

All Councillors will be entitled to inspect any document which is in the possession or under the control of:

(i) the Council relating to business transacted or to be transacted at a meeting of the council, or a committee or a sub-committee; or
(ii) the Cabinet (or its committees) relating to any business transacted at a decision making meeting following the conclusion of that meeting or relating

to any decision made by an individual member of the Cabinet where allowed by the Scheme of delegations immediately after the decision has been made unless either (a) or (b) below applies:-

(a) it contains exempt information falling within paragraphs 1, 2, 4, 5, ~~or~~ 7, 8, 9 or 10 of the categories of exempt information in Rule 10; or
(b) in respect of Cabinet material it contains the advice of a political adviser.
(c) Provided that the restriction in rule 18.1(a) above shall not apply to a Councillor who is the Leader of a Political Group in accordance with the Local Government (Committees and Political Groups) Regulations 1990.

18.2 **Nature of rights**

The rights of a Member under Rule 18 are additional to any other right he/she may have, including:

(a) the common law right to inspect documents where this is necessary for a Member to perform his or her duties. Any Member asserting a 'need to know' in relation to documents not otherwise available under these rules should make application to the Monitoring Officer.

(b) the statutory rights available to any person under the Freedom of Information Act 2000 and the Environmental Information Regulations 2005.

(c) Members' right, under Section 228 of the Local Government Act 1972, to inspect the accounts of the Council and of any proper officer of the Council.

In exercising rights of access to information Members shall have regard to any guidance issued by the Monitoring Officer and the Member / Officer and Member Access to Information protocols.

19 **Register of Cabinet Members**

An up to date register that will be open to the public will be kept at County Hall and published on the Council's website stating:-

(a) the name and address of every Councillor who is a member of the Cabinet and the ward the Councillor represents;
(b) the name and address of every member of each committee of the Cabinet;
(c) the functions of the Cabinet which for the time being are exercised by individual members of the Cabinet; and
(d) as respects each function, the name of the member of the Cabinet by whom it is exercisable.

20 **Members' Correspondence Address**

The Council will publish an electronic and postal address for each member of the Council to which correspondence for the Member may be sent.

Commented [AK3]: I've amended this to correctly reflect the existing statutory provisions (under SI 2001/2290) – Categories 8-10 were subsequent additions to the list of exemptions and should have been added here too, but have been overlooked.

Please note: **The rules as currently drafted grant Members access to ALL commercially sensitive info, including info about terms in the Council's contract negotiations – which is wider than their statutory rights.** I'm not sure if this is deliberate or not. I'm just flagging this up for your information.

Details are as follows: There is no statutory right of access to exempt info except for info exempt under:
-category 3 (financial or business affairs, ie. commercially sensitive info)
-category 6 (proposed notice or order to be given by the authority)
So, there IS a statutory right of access to the above specific categories of exempt info, *except for any commercial info under category 3 which relates to contract negotiations* – Members have no statutory right of access to commercial info about the Council's contract negotiations.

PART 4 – RULES OF PROCEDURE

BUDGET AND POLICY FRAMEWORK PROCEDURE RULES

1   **The framework for Executive Decisions**

(a) The Council will be responsible for the adoption of the Budget and Policy Framework. Once a Budget or a Policy Framework is in place, it will be the responsibility of the Cabinet to implement it.

(b) The future business of the Cabinet will be set out in the Forward Plan to be published on a monthly basis.

2   **Process for developing the framework**

(a) The Cabinet will publicise by including in the Business Statement a timetable for making proposals to the Council for the adoption of any plan, strategy or budget that forms part of the budget and policy framework, and its arrangements for consultation after publication of those initial proposals. The Chairs of Scrutiny Committees will also be notified.

(b) The Cabinet will then draw up firm proposals having regard to any responses to consultation. If a relevant Scrutiny Committee wishes to respond to the Cabinet in the consultation process then it may do so. As the Scrutiny Committees have responsibility for fixing their own work programme, it is open to the Scrutiny Committees to investigate, research or report in detail with policy recommendations before the end of the consultation period. The Cabinet will take any response from a Scrutiny Committee into account in drawing up firm proposals for submission to the Council, and its report to Council will reflect the comments made by consultees and the Cabinet's response.

(c) Once the Cabinet has approved the firm proposals, they will be referred at the earliest opportunity to the Council for decision.

(d) In reaching a decision, the Council may adopt the Executive proposals, amend them, refer them back to the Cabinet for further consideration, or substitute its own proposals in their place.

(e) If it accepts the recommendation of the Cabinet without amendment, the Council may make a decision which has immediate effect. Otherwise, it may only make an in-principle decision. In either case, the decision will be made on the basis of a simple majority of votes cast at the meeting.

(f) A copy of the decision shall be given to the Leader.

(g) An in-principle decision will automatically become effective five clear working days from the date of the Council's decision, unless (i) the Leader informs the proper officer in writing within that time he/she objects to the

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decision becoming effective and provides reasons why and (ii) he/she does so before 8 February of that year.

(h) In that case, the proper officer will call a Council meeting to take place within a further ten clear working days. The Council will be required to re-consider its decision and the written submission ~~within~~ at that meeting. The Council may:-

    (i) approve the initial Cabinet recommendation by a simple majority of votes cast at the meeting; or

    (ii) approve a different decision which does not accord with the recommendation of the Cabinet by a simple majority.

    (iii) The decision shall then be made public and shall be implemented immediately.

(j) In approving the Budget and Policy Framework, the Council will also specify the extent of virement within the budget and degree of in-year changes to the Policy Framework which may be undertaken by the Cabinet, in accordance with paragraphs 5 and 6 of these Rules (virement and in-year adjustments). Any other changes to the Budget and Policy Framework are reserved to the Council.

3   Decisions outside the Budget or Policy Framework

(a) Subject to the provisions of paragraph 5 of these Rules (virement) the Cabinet, individual members of the Cabinet and any employees or joint arrangements discharging Executive functions may only take decisions which are in line with the Budget and Policy Framework. If any of these bodies or persons wishes to make a decision which is contrary to the Policy Framework, or contrary to or not wholly in accordance with the Budget approved by Council, then that decision may only be taken by the Council, subject to 4 below.

(b) If the Cabinet, individual members of the Cabinet and any employees, or joint arrangements discharging Executive Functions want to make such a decision, they shall take advice from the ~~Head of Paid Service~~Chief Executive, Monitoring Officer and the Section 151 Officer as to whether the decision they want to make would be in contrary to the Policy Framework, or not wholly in accordance with the Budget. If the advice of any of those officers is that the decision would not be in line with the existing Budget and/or Policy Framework, then the decision must be referred by that body or person to the Council for decision, unless the decision is a matter of urgency, in which case the provisions in paragraph 4 of these Rules (urgent decisions outside the budget and policy framework) shall apply.

4   **Urgent decision outside the budget or policy framework**

(a) The Cabinet, a committee of the Cabinet, an individual Member of the Cabinet or employees, (area committees) or joint arrangements discharging Executive Functions may take a decision which is contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget approved by Council if the decision is urgent. However, the decision may only be taken:

(i) if it is not possible to convene a quorate meeting of the full Council; and
(ii) if the chair of a relevant Scrutiny Committee agrees that the decision is urgent.

The reasons why it is not practical to convene a quorate meeting of full Council and the chair of the relevant Scrutiny Committees' consent to the decision being taken as a matter of urgency must be noted on the record of the decision. In the absence of the chair of a relevant Scrutiny Committee, the consent of the Lord Mayor, and in the absence of both, the Deputy Lord Mayor, will be sufficient.

(b) Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

5.   **Virement**

(a)   The Council shall have budget heads reflecting the Council's Service Area arrangements and taking into account recommended accounting practice.

(b)   Steps taken by the Cabinet, an individual member of the Cabinet or employees, or joint arrangements discharging Executive Functions to implement Council policy shall not exceed those budgets allocated to each budget head. However, such bodies or individuals shall be entitled to vire across budget heads in accordance with Financial Regulations. Beyond that limit, approval to any virement across budget heads shall require the approval of the Council.

6.   In-year changes to Policy Framework

The responsibility for agreeing the Budget and Policy Framework lies with the Council, and decisions by the Cabinet, an individual member of the Cabinet or employees, (area committees) or joint arrangements discharging Executive Functions must be in line with it. No changes to any policy and strategy which make up the Policy Framework may be made by those bodies or individuals except changes that have been specified or categorised by Council as permissible changes.

7   **Call-in of decisions outside the Budget or Policy Framework**

(a) Where a Scrutiny Committee is of the opinion that an Executive Decision is, or if made would be, contrary to the Policy Framework, or contrary to or not wholly in accordance with the Budget, then it shall seek advice from the

Head of Paid ServiceChief Executive, Monitoring Officer and/or Section 151 Officer, who will report on the matter.

(b) In respect of functions which are the responsibility of the Cabinet, the report of the Head of Paid ServiceChief Executive, Monitoring Officer and/or Section 151 Officer shall be to the Cabinet with a copy to every Councillor. Regardless of whether the decision is delegated, the Cabinet must meet to decide what action to take in respect of the report and to prepare a report to Council in the event that the Head of Paid ServiceChief Executive, Monitoring Officer or the Corporate Director with Section 151 Responsibilities conclude that the decision was a departure from the Budget or Policy Framework, and to the Scrutiny Committees if the Head of Paid ServiceChief Executive, Monitoring Officer or the Section 151 Officer conclude that the decision was not a departure.

(c) If the decision has yet to be made, or has been made but not yet implemented, and the advice from the Head of Paid ServiceChief Executive, Monitoring Officer and/or Section 151 Officer is that the decision is or would be contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget or ultra vires the power of the Cabinet, the Cabinet or the relevant Scrutiny Committee may refer the matter to the Council. In such cases, no further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter. The Council shall meet within ten clear working days of the request by the Cabinet or the Scrutiny Committee. At the meeting it will receive a report of the decision or proposals and the advice of the Chief Executive, Monitoring Officer and/or the Section 151 Officer. The Council may either:-

(i) endorse a decision or proposal as falling within the existing Budget and Policy Framework. In this case no further action is required, save that the decision of the Council be minuted and circulated to all Councillors in the normal way;

or

(ii) amend the Authority's financial procedures or Policy Framework to encompass the decision or and agree to the decision with immediate effect. In this case, no further action is required save that the decision of the Council be minuted and circulated to all councillors in the normal way;

or

(iii) where the Council accepts that the decision or proposal is contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget or ultra vires the power of the Cabinet, and does not amend the existing Policy Framework to accommodate it or ratify the ultra vires decision., the decision will be a nullity but the Council may require the Cabinet to reconsider the matter in accordance with the advice of either the Chief Executive, Monitoring Officer or Section 151 Officer.

PART 4 – RULES OF PROCEDURE

CABINET PROCEDURE RULES

1   Executive Functions

1.1   Executive Decisions

Part 3 of the Constitution sets out the provision made with respect to the allocation of any functions which are the responsibility of the executive among ~~the following persons~~

~~(a)~~   the Cabinet,
~~(b)~~
~~(c)~~   (b) any member of the Cabinet, (c)
~~(d)~~
~~(e)~~   any committee of the Cabinet, and (d)
~~(f)~~
~~(g)~~(a)   any officers of the authority.

Where such allocation has been made the body to which or the person to whom a function has been allocated in accordance with that provision may discharge that function ~~and make an Executive Decision in relation to it~~or may be authorised to make arrangements for the discharge of those functions.

~~To the extent that the functions which are the responsibility of the executive have not been allocated in accordance with section 15(3) of the Local Government Act 2000 (but not further or otherwise) the Leader will decide how Executive Functions are to be exercised. They may be discharged by:~~

~~(a) the Cabinet as a whole;~~

~~(b) a committee of the Cabinet;~~

~~(c) an individual member of the Cabinet;~~

~~(d) an employee of the Council by his or her Office;~~

~~(e) an area committee;~~

~~(f) joint arrangements; or~~

~~(g) another local authority.~~

> **Commented [AK1]:** This is addressed in Article 7.7 and does not need to be repeated here.

1.2   Delegation of Executive Functions

To the extent the Leader, the Cabinet, a Cabinet committee or a member of the Cabinet has authority to make arrangements for the exercise of Executive Functions, in any case that person or body will take advice from the Chief

Executive, Monitoring Officer and Section 151 Officer before discharging his/her/its authority. Any arrangements made by the Cabinet, a committee of the Cabinet or a member of the Cabinet for the discharge of Executive Functions which may be discharged by him/her or it must be made in writing and set out the name of the person who may discharge of the function, the nature and extent of any delegation and any limitation on its exercise. A copy of the document containing such arrangements must be delivered by or on behalf of the person or body making such arrangements to the proper officer before the arrangements take effect.   Any document containing such arrangements which is delivered to the proper officer shall be open to public inspection.

1.3   **Changes to the arrangements for the delegation of Executive Functions**

(a) A person who or a body which has made arrangements for the discharge of any Executive Functions in accordance with paragraph 1.2 above may amend the arrangements at any time. To do so, person or body must give written notice to the proper officer and to the person, or body authorised by such arrangements to discharge the relevant Executive Functions. The notice must set out the extent of the amendment to the arrangements, and whether it entails the withdrawal of delegation from any person, or body. Any notice given to the proper officer under this paragraph will be open to public inspection.

(b) Where a person or body seeks to withdraw delegation from a committee, notice will be deemed to be served on that committee when he/she has served it on its chairperson.

1.4   **Conflicts of Interest**

(a) Any body which or person who has a power to discharge an Executive Function and has a personal interest in a matter for decision will act in accordance with the relevant Code of Conduct set out in Part 5 of this Constitution.

(b) If an Executive Function cannot be discharged under any arrangements made pursuant to paragraph 1.2 above as a result of a personal interest, the person or body which delegated the function will take the decision, or the matter will be referred to Cabinet for decision.

1.7 4   **Decisions of the Cabinet**

(a) Executive Decisions which have been allocated or delegated to the Cabinet will be taken ~~by majority vote of those present~~ at a meeting convened in accordance with the Access to Information Procedure Rules~~, with the person presiding having a second or casting vote~~.

(b) Where Executive Decisions are allocated or delegated to a Cabinet committee, the rules shall be the same as those applying to decisions taken by the Cabinet.

(c) Executive Decisions which have been allocated or delegated to individual Cabinet Members will be taken in accordance with Cabinet Procedure Rules.

Commented [AK2]: This rule has been moved up from below, and references to voting have been deleted as voting is now dealt with under a separate rule below.

1.5 Cabinet meetings

(a) The Cabinet will meet at times, ~~and~~ dates and places to be agreed by the Cabinet. The place of a meeting shall include provision enabling meetings to be attended remotely by persons who are not in the same physical place, in accordance with the Council's Multi-Location Meetings Policy.

(b) Those listed below may ask the proper officer to call Cabinet meetings in addition to those agreed by the Cabinet:

(i) the Leader;

(ii) the ~~Head of Paid Service~~Chief Executive;

(iii) the Monitoring Officer;

(iv) the section 151 Officer;

(v) any three members of the Cabinet.

(c) Any request presented in accordance with this paragraph must be in writing, must specify the business to be transacted at the meeting and must be accompanied by a copy of any report for the meeting.

(d) Cabinet meetings will generally be held in public in accordance with the provisions of the Access to Information Procedure Rules.

(e) A Councillor being the Leader of a political group in accordance with the Local Government (Committees and Political Groups) Regulations 1990 shall have the right (such right to be exercised reasonably and not so as to interfere with the proper conduct of business) to speak at any meeting of the Cabinet or a committee of the Cabinet even though he/she is not a member of the Cabinet or Cabinet committee as the case may be. In the absence of the Leader of such political group the Councillor designated as the Leader's deputy may exercise this right. This right may not be exercised in the following cases:

(i) where the Councillor is required to declare an interest and withdraw from the meeting under the Members' Code of Conduct;

(ii) where the Cabinet or any committee of the Cabinet exercising a quasi judicial function have asked the members of the public and the parties to withdraw whilst they deliberate before reaching a decision;

(iii) where the Monitoring Officer or his/her representative advises that as a matter of law or to protect the Council's interest non-members of the Cabinet or the committee of the Cabinet (as the case may be) should withdraw;

(f) Provided that nothing in this rule shall prevent the Chair of the meeting exercising his/her powers to ensure the orderly conduct of the proceedings

1.6 Quorum

(a) The quorum for a meeting of the Cabinet shall be three.

(b) Where any meeting is attended by more than one Cabinet Job Sharer who share the same role (members of the Cabinet who have been elected or appointed to share the same office) in their capacity as a member of the executive, they together count only as one person for the purpose of determining whether the meeting is quorate.

2 CONDUCT OF CABINET MEETINGS

2.1 Chairing the Meeting

If the Leader is present he/she will chair the meeting of the Cabinet. In his/her absence, then the Cabinet Member appointed by the Leader to chair Cabinet meetings in his/her absence shall preside. In his/her absence, a person chosen by those present shall preside.

2.2 Attendance

(a) Members will be regarded as present at a meeting where they attend that meeting either physically at the place specified on the meeting agenda or by remote means, which enables persons who are not in the same place to speak to, and be heard by each other.

(b) Meetings of the Cabinet are generally open to any person who wishes to attend in accordance with the Access to Information Procedure Rules.

(bc) Subject to paragraph (c) below only Cabinet Members (including Cabinet Job Sharers), Assistants to the Cabinet, employees or persons asked to, or with a duty to, advise Cabinet or other persons asked by the Cabinet to do so, may speak at a Cabinet meeting.

(cd) A Councillor may attend any meeting of the Cabinet or a Cabinet committee (whether or not they are a member of the Cabinet or of the Cabinet committee) and with the permission of the chairperson may speak but may not vote except in the following cases:

(i) where the Councillor is required to declare an interest and withdraw from the meeting under the Code of Conduct;

(ii) where the Cabinet or a committee of the Cabinet (as the case may be) is exercising functions of a quasi-judicial nature and have asked the members of the public and the parties to withdraw whilst they deliberate before reaching a decision;

(iii) where the Director of Governance and Legal Services or his/her representative advises that as a matter of law non-members of the Cabinet or Cabinet committee (as the case may be) should withdraw.

2.3 **Business**

(a) At each meeting of the Cabinet the following business will be conducted:

(i) consideration of the minutes of the last meeting;

(ii) declarations of interest, if any;

(iii) matters referred to the Cabinet (whether by a Scrutiny Committee or b the Council) for reconsideration by the Cabinet in accordance with the provisions contained in the Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules;

(iv) consideration of reports from Scrutiny Committees;

(v) other matters set out in the agenda for the meeting;

(vi) to exclude the public for the consideration of any item in accordance with the Access to Information Procedure Rules; and

(vii) and any matter which the chairperson considers should be considered at the meeting as a matter of urgency by reason of special circumstances or legal requirement.

(a) The future business of the Cabinet will be set out in the Forward Plan to be published on a monthly basis.

2.4 **Consultation**

All reports regarding issues for an Executive Decision will contain information on the nature and extent of any consultation with stakeholders (including Councillors) and relevant Scrutiny Committees, and the outcome of that consultation. The level of consultation will be appropriate to the nature of the matter under consideration.

2.5 **Agenda**

(a) Any member of the Cabinet may give notice to the Proper Officer that he/she wishes a matter or an item of business relevant to the functions of the executive to be included on the agenda for a meeting of the Cabinet. On receipt of such request the proper officer will include such matter or item on the next suitable agenda.

(b) The Head of Paid ServiceChief Executive, Monitoring Officer and/or the Section 151 Officer may, in pursuance of their statutory duties, require an item to be included on the agenda of a Cabinet meeting and to have the item discussed. In other circumstances, where any two of the Head of Paid ServiceChief Executive, Section 151 Officer and Monitoring Officer are of the opinion that a meeting of the Cabinet needs to consider a matter that requires a decision, they may in pursuance of their statutory duties, jointly require an item to be included on the agenda of a Cabinet meeting and to have the item discussed.

(c) There will be a standing item on the agenda of each meeting of the Cabinet for matters referred by Scrutiny Committees.

The agenda for any relevant meeting will include items determined under the above, unless otherwise required by law.

2.6   **Voting**

(a) Subject to Rule 2.7 below, Cabinet decisions will be decided by a simple majority of those present and voting at the meeting.

(b) If there are equal numbers of votes for and against, the person presiding at the meeting shall have a second or casting vote.

2.7   **Cabinet Job Sharers**

(a) Cabinet Job Sharers (two or more members of the Cabinet who have been elected or appointed to share the same Cabinet office) will have one vote between them in respect of any matter on which they have a right to vote because they are a member of the Cabinet.

(b) If two or more Cabinet Job Sharers who share the same office ('Job Sharing Partners') attend a Cabinet meeting, in their capacity as a member of the Cabinet, where a vote is required in respect of a Cabinet decision, each Member must agree their vote with their Job Sharing Partner/s and agree which one of them is to cast their agreed vote at the meeting. When casting the vote at the meeting, the Cabinet Job Sharer must confirm to the Chair of the meeting that their vote has been agreed with their Job Sharing Partner/s. If there is no agreement between the Job Sharing Partners, their vote shall not be counted.

(c) If one Cabinet Job Sharer attends a Cabinet meeting, in their capacity as a member of the Cabinet, where a vote is required in respect of a Cabinet decision, the Cabinet Job Sharer must confirm to the Chair that their Job

3   **CABINET COMMITTEES**

3.1   **Chairperson of Cabinet Committees**

The chairperson of a Cabinet Committee shall be such member of the Cabinet Committee as the Cabinet shall appoint. In the absence of the chairperson a person chosen by those present shall preside

3.2   **Quorum**

The quorum of a Cabinet committee shall be one quarter of the membership of the committee or three (whichever is larger).

3.3   **Conduct of business of Cabinet Committees**

The rules for the calling and conduct of meetings of the Cabinet shall (save to the extent they are inconsistent with paragraphs 3.1 and 3.2) apply to the calling and conduct of meetings of a Cabinet committee provided that any reference in the rules to the Leader shall in the case of a Cabinet Committee be construed as a reference to the chairperson of the Cabinet Committee

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PART 4 – RULES OF PROCEDURE

SCRUTINY PROCEDURE RULES

1   **Scrutiny Committees**

The Council will have the five Scrutiny Committees set out in Article 6 and will appoint to them as it considers appropriate from time to time. Scrutiny Committees will have a membership of nine elected Members unless otherwise determined by Council.

Scrutiny Committees may appoint "Task and Finish" Sub Committees comprised of up to nine elected Members, for a fixed period, on the expiry of which they shall cease to exist. These will not exercise the formal powers associated with scrutiny (which are the preserve of Committees), but can contribute to, or inform, the scrutiny process. A Scrutiny Committee may agree to invite one or more advisors with relevant expertise to participate in a Task and Finish group inquiry

2   **Members of Scrutiny Committees**

All councillors, except members of the Cabinet and Assistants to the Cabinet, may be members of a Scrutiny Committee or a Task and Finish Sub Committee. However, no member may be involved in scrutinising a decision which he/she has been directly involved in taking.

3   **Co-opted Members**

The Children & Young People Scrutiny Committee shall include in its membership the following voting representatives:

    (a) 1 Church in Wales diocese representative;
    (b) 1 Roman Catholic diocese representative; and
    (c) 2 parent governor representatives.

When matters unrelated to education functions, which are the responsibility of the executive, fall to be considered by the Children & Young People Scrutiny Committee, these representatives shall not vote on those other matters, though they may stay in the meeting and speak.

3A   **Substitute Members**

Substitute members may be appointed, in accordance with the Appointment of Substitute Members Procedure Rule, to take the place of a Committee Member who is unable to attend the meeting. A substitute member must speak and vote in his or her own capacity, and is under the same obligations as any other

Member in respect of declaring personal interests and complying with the Members' Code of Conduct and all relevant procedure rules.

4   **Meetings of the Scrutiny Committees**

Scrutiny Committees shall generally meet on a monthly basis. In addition, extraordinary meetings may be called from time to time as and when appropriate. A Scrutiny committee meeting may be called by the Chairperson of the relevant Scrutiny Committee if he/she considers it necessary or appropriate.

Scrutiny Committee meetings will:
(a) be held in accordance with the Council's Multi-Location Meetings Policy; and
(a)(b) -generally be held in public in accordance with the provisions of the Access to Information Procedure Rules.

5   **Quorum**

The quorum of a meeting will be one quarter of the whole number of members of that Scrutiny Committee/Sub Committee. During any meeting, if the Chairperson declares that there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairperson. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting of the Scrutiny Committee/Sub Committee.

6   **Chairperson**

Scrutiny Chairpersons will be appointed on a politically proportionate basis in accordance with the provisions of sections 66 – 75 of the Local Government (Wales) Measure 2011.

7   **Scrutiny Role and Conduct of Business**

Within their terms of reference, Scrutiny Committees:-

(a) Will set their own work programmes and submit Annual Reports for consideration by the Council. Such reports will outline previous, and ongoing, investigations, and set out any known future work programme.

(b) May make proposals to the Cabinet regarding policy and service development and scrutinise and review decisions made, or actions, taken in connection with the discharge of any Council functions.

(c) May use the budgets allocated to them, relevant Council employees, advisers and assessors to assist them in fulfilling their role. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to

inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and/or expenses for doing so. They must comply with the Council's procedures and keep within the budgets allocated to them in so doing.

(d) As far as possible, will ensure that the objectives of any proposed business are set out in its programme.

8   **Agenda items**

(a) Any member of a Scrutiny Committee may give notice to the Head of Democratic Services that he/she wishes an item relevant to the functions of that committee to be included on the agenda for a future meeting. On receipt of such a request, the Chairperson will ensure that it is included as an item on the next suitable agenda.

(b) Scrutiny Committees shall respond, as soon as their work programme permits, to requests from the Council or the Cabinet, to review particular areas of Council activity. Where they do so, the Scrutiny Committee shall report their findings, and any recommendations, back to the Cabinet and/or Council, as appropriate.

9   **Reports from Scrutiny Committees**

(a) Once it has formed recommendations following the conclusion, or part conclusion, of its deliberations on a particular topic, a Scrutiny Committee will prepare a formal report and submit it for consideration by the Cabinet (if the report relates to a Executive Decision or proposal) or to the Council (if the recommendation would require a departure from, or a change, to the agreed budget and policy framework).

(b) If a Scrutiny Committee cannot reach unanimous agreement on the content of a report to the Council or Cabinet as appropriate, then any member of the committee may request that the points of difference between their view and that of the majority and the reasons for the difference in view be recorded in the Scrutiny Committee report and submitted for consideration by the Council or Cabinet as appropriate. Where a minority report is requested, it must be requested before the Committee's report on the topic under scrutiny is determined.

(c) The Council or Cabinet shall give consideration to a formal report of a Scrutiny Committee and any minority report at an appropriate meeting. Where appropriate, the Scrutiny Committee shall receive a written response from the Cabinet to its formal report and any minority report, as soon as is practicable following the consideration of the report by the Cabinet. The appropriate Cabinet Member will also attend a future meeting of the scrutiny committee to present any response.

(d) Where a scrutiny committee prepares a report for consideration by the Cabinet in relation to a matter where the decision making power has been delegated to an individual member of the Cabinet, then the Scrutiny Committee will submit a copy of their report to him/her for consideration. The member with delegated decision-making power must consider the report and respond in writing to the Scrutiny Committee. The member will also attend a future meeting of the Scrutiny Committee to present their response.

10 **Rights of Scrutiny Committee members to documents**

Members of Scrutiny Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

11 **Hearing evidence and receiving information**

(a) Scrutiny Committees may receive written submissions or call witnesses to assist them in their examination of topics.

(b) They may require any Cabinet Member and/or Council officer to attend to explain, in relation to matters within their remit:-

(i) any decision or series of decisions;

(ii) the extent to which actions taken implement Council policy; and/or

(iii) the performance of any Council service within their portfolio or management responsibility

(iv) and it is the duty of those persons to attend if so required.

(c) Where any member or officer is required to attend a Scrutiny Committee under this provision, the Chairperson of that Committee, or an officer acting at their behest, will inform the member or officer in writing, giving at least ten calendar days notice of the meeting at which he/she is required to attend, except in cases of urgent necessity, when at least 48 hours notice will be given. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.

(d) Where, in exceptional circumstances, the member or officer is unable to attend on the required date, then the scrutiny committee shall, in consultation with the member or officer, arrange an alternative date for attendance, or may agree to an Assistant to the Cabinet or an alternative officer representative attending the Scrutiny Committee meeting, or may seek a written submission.

Commented [AK1]: This reflects the approved Assistants to Cabinet role description.

(e) A Scrutiny Committee may invite anyone whom it believes can make a useful contribution to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders and members and officers in other parts of the public sector and can invite such people to attend.

(f) Scrutiny Committees will programme their agendas as effectively as possible and will in particular give any witness called to appear before them a time by which they can expect their contribution to be completed. At the expiry of that time period, the witness can leave unless he/she agrees to remain longer.

12   **Call-in Procedure**

(a) When an Executive Decision is made by the Cabinet, a Committee of the Cabinet, the Leader, a Cabinet Member, the Chief Executive, a Corporate Director or a Director exercising a Corporate Director or a Director delegation, the decision shall be published on the Council's Intranet Site, and shall be available at the main offices of the Council, normally within two working days of being made. Members of those Committees who request it (in respect of decisions falling within their Committee's terms of reference) and Chairpersons of all Scrutiny Committees will also be sent copies of the records of all such decisions within the same timescale by the proper officer.

(b) The notice will bear the date on which it is published and will specify that the decision will be implemented on the expiry of seven clear working days after the publication of the decision ("the call-in period"), unless the decision is called in as set out below.

(c) Any non Cabinet member of the Council (or a co-opted member of the Children and Young People Scrutiny Committee, in the case of a decision relating to an education matter) may call-in a decision of which notice has been given as set out above, by giving notice in writing to the Head of Democratic Services within the call-in period. The Head of Democratic Services shall then notify the Cabinet Office of the call-in. He/she shall call a meeting of the relevant committee on such date as he/she may determine, where possible after consultation with the Chairperson of the Committee, and in any case within five clear working days of the decision to call-in ("the scrutiny period"). At its meeting, the Scrutiny Committee may consider the called-in decision itself or decide to refer the issue to the Council for scrutiny, if the matter is of general significance and importance to the Council as a whole. A Council meeting to consider this issue must take place within ten clear working days of this referral ("the Council scrutiny period") unless otherwise agreed between the Leader and the Chairperson of the relevant Scrutiny Committee.

(d) Having considered the decision, the Scrutiny Committee or the Council (if the decision has been referred to Council) may refer it back to the Cabinet or the decision maker for reconsideration, setting out in writing the nature of

its concerns. The Cabinet or decision maker shall then reconsider the matter before adopting a final decision, arranging for the decision to be changed to reflect points made by the Scrutiny Committee, or formally deferring the matter for further consideration. The relevant Scrutiny Committee or Council as appropriate will be advised of the outcome at its next meeting.

(e) If following a call-in, the matter is not referred back to the Cabinet or decision maker, the decision shall take effect on the date of the relevant Scrutiny Committee or Council meeting which considers the issue, or the expiry of the scrutiny period or the Council scrutiny period as appropriate, whichever is the later.

(f) The role of Scrutiny Committees calling in a decision is:

(i) To test the merits of the decision

(ii) To consider the process by which the decision has been formulated.

(iii) To make recommendations (to support the decision, change aspects of the decision, or to invite the decision making body to reconsider).

(iv) To suggest further steps before a decision is made (but not to try to carry out those steps in place of the decision making body).

(v) To come to a view in a relatively short time scale, so as not to compromise the speed and efficiency of the decision-making process.

(g) In calling in a decision it is not sufficient for the Member requesting the call in to state that they wish to test the merits of the decision. A member requesting a call in shall specify precisely which aspects of the decision they wish to question or challenge.

(h) The Head of Democratic Services may, in consultation with the Monitoring Officer, rule that a call in is not valid if:

(i) The call in request has not been made within the seven working days allowed for call in;

(ii) It is not clear which Executive Decision is being called in;

(iii) The decision is exempt from call in on account of urgency provisions;

(iv) The call in request provides too little information to enable Committee members or the decision taker to adequately prepare for the call in meeting.

(v) The decision being called in, or broadly the same decision, has been called in during the last six months; or

(vi) The matter has already been scrutinised by the relevant Scrutiny Committee and there is no significant new or additional information which has not been previously considered by that Committee.

13   Exceptions: Call-in and Urgency

(a) The call-in procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if either the ~~Head of Paid Service~~Chief Executive, the Monitoring Officer or the S151 Officer certifies that any delay likely to be caused by the call-in process could seriously prejudice the Council, or the public interest, and the Chair of the relevant scrutiny committee or, in his/her absence, the Chair of the Council, or in both their absences, the Vice-Chair of the Council, agrees that the matter is urgent. The record of the decision and notice by which it is made public shall state whether the decision is an urgent one, and therefore not be subject to call-in. Decisions taken as a matter of urgency must be reported for information to the next available meeting of the Council, together with the reasons for urgency.

(b) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

14   Procedure at Scrutiny Committee meetings

(a) Scrutiny Committees shall consider the following business:

(i) minutes of the last meeting;

(ii) declarations of interest (to be made at the commencement of the agenda item in question);

(iii) consideration of any matter referred to the Committee for a decision in relation to call in of a decision;

(iv) responses of the Cabinet to reports of the Scrutiny Committee; and

(v) the business otherwise set out on the agenda for the meeting.

(b) Where the Scrutiny Committee conducts investigations, the Committee may also invite people to attend to give evidence at committee meetings which are to be conducted in accordance with the following principles:

(i) that the investigation be conducted fairly and all members of the committee be given the opportunity to ask questions of those invited to give evidence, and to contribute and speak;

(ii) that those assisting the Committee by giving evidence be treated with respect and courtesy; and

(iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

(iv) that members of the council acting in their constituency representative role be permitted to attend and give evidence in connection with ward specific matters provided they have first given notice to the Chair of the Scrutiny Committee.

(c) Following any investigation or review, the Committee shall prepare a report, for submission to the Cabinet and/or Council as appropriate, and shall make its report and findings public, except that reports containing confidential or exempt information need not be made public to the extent that such information would be disclosed.

15 **Matters within the remit of more than one Scrutiny Committee**

Where a Scrutiny Committee proposes to conduct a review, or scrutinise a matter, which also falls (whether in whole or in part) within the remit of another Scrutiny Committee, then the arrangements for the future scrutiny of this matter will be agreed by the relevant Scrutiny Chairpersons. This agreement will be reported to the next meeting of the appropriate Scrutiny Committees.

PART 4 – RULES OF PROCEDURE

~~REMOTE ATTENDANCE STANDING ORDER~~MULTI-LOCATION MEETINGS

1. ~~The Council has agreed temporary arrangements for remote attendance at meetings, in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 ('the 2020 Meetings Regulations').~~

2. ~~In line with the 2020 Meetings Regulations and government restrictions in relation to the Covid pandemic, the Council has agreed that all meetings of the Council, Cabinet, Committees and Sub-Committees will be held remotely using video conferencing facilities.~~

1. In accordance with the requirements of the Local Government and Elections (Wales) Act 2021, Part 3, all meetings of the Council, Cabinet, Committees and Sub-Committees may be attended remotely. This is reflected in the meeting procedure rules set out in this Constitution. Remote attendance for these purposes means attendance by means of any equipment or facility, such as audio or video conferencing software, which enables persons who are not in the same place to speak to and be heard by each other, and may also enable those persons to see each other.

2. The Council's Multi-Location Meetings Policy explains how meetings may be attended by persons who are not all in the same physical place, the arrangements which may be made for physical meetings and the support available for meeting participants and observers.

> **Commented [AK1]:** Link to be inserted

3. In order to facilitate public access, meetings are livestreamed via the Council's webcast wherever possible; and when livestreaming is not achievable, a recording of the meeting is uploaded to the Council's website.

~~3.~~4. Notices of meetings, agendas and reports are published on the Council's website, as detailed in the Access to Information Procedure Rules.

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4. ~~Members of the public may participate in meetings, in accordance with the provisions of the relevant meeting procedure rules (set out in this Constitution) and any other agreed protocols, using audio or video connection to the remote meeting. Details of how to connect to the meeting will be provided by Committee Services.~~

5. ~~The Local Government and Elections (Wales) Act 2021, Part 3 ('the 2021 Act'), requires the Council to make and publish permanent arrangements for remote attendance at meetings, in line with the provisions of that Act and having regard to statutory guidance.~~

6. ~~Until the Council makes and publishes permanent arrangements for remote attendance under the 2021 Act, the temporary arrangements agreed under the~~

2020 Meeting Regulations are to continue in effect under the provisions of the 2021 Act.

7. Any references to 'attendance' at meetings in this Constitution or otherwise are to be read as including remote attendance, unless otherwise specified. Remote attendance for these purposes means attendance by means of any equipment or facility which enables persons who are not in the same place to speak to and be heard by each other, and may also enable those persons to see each other.

8.5.

PROTOCOL FOR WEBCASTING OF COUNCIL AND OTHER COMMITTEE MEETINGS

Introduction

The Council has agreed that ~~certain~~ all full Council meetings and certain Committee meetings will be transmitted live on the Council's website (webcasting). The Council has fixed cameras located within the Council Chambers at City and County Hall and Committee Room 4 at County Hall for this purpose.

The main purpose of webcasting is to aid transparency, governance and accountability by giving members of the public, elected Members, officers and other interested parties the opportunity to view meetings without having to attend in person and for the Council to have an official audio and visual record of its decision-making process.

The Local Government and Elections (Wales) Act 2021, section 46, introduces, with effect from 5th May 2022, a statutory requirement for full Council meetings to be live broadcast so that members of the public not in attendance at the meeting can see and hear the proceedings.

Webcasting does not replace the formal record of the meeting and the decisions taken, which are published on the Council website in the form of minutes and retained in hard copy in accordance with the Council's retention policy.

This protocol governs the conduct of Council and Committee meetings which are the subject of webcasting and aims to ensure that the Council is compliant with its obligations under the Data Protection Act ~~1998~~ 2018 and the Human Rights Act 1998.

Accordingly the following principles will apply to all meetings which are to be webcast by the Council:

Notification of Webcasting

Agenda Packs

Included with each Council and Committee agenda notification the following notice will be attached for meetings that are being webcast:

WEBCASTING

This meeting will be filmed for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for 6

months. A copy of it will also be retained in accordance with the Council's data retention policy.

[Members of the public may also film or record this meeting]

If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the body of the Chamber you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you do not wish to have your image captured you should sit in the public gallery area.

**If you have any queries regarding webcasting of meetings, please contact Committee Services on 02920 872020 or
email Democratic Services**

Public Speakers

In any correspondence notifying public speakers of the meeting date at which permission to speak has been granted, the following advice will be included if the particular meeting is to be webcast:

Please note that this meeting will be filmed for live and/or subsequent broadcast on the Council's website. If you do not wish your public question/statement and subsequent discussion to be filmed/recorded, please contact the Committee Services Team to discuss your concerns.

To comply with the Data Protection Act ~~1998~~2018, we require the consent of parents or guardians before filming children or young people.

Signage at meetings

The following signage will be displayed inside and outside of the meeting room:

WEBCASTING

PLEASE NOTE THAT CARDIFF COUNCIL WILL BROADCAST THIS MEETING LIVE ON ITS WEBSITE AND THE RECORD WILL BE ARCHIVED FOR FUTURE VIEWING

[MEMBERS OF THE PUBLIC MAY ALSO FILM OR RECORD THIS MEETING]

AS YOUR IMAGE MAY BE INCLUDED IN THE BROADCAST, BY ENTERING THE CHAMBER YOU ARE CONSENTING TO BE FILMED AND TO THE POSSIBLE USE OF THOSE IMAGES AND ANY SOUND RECORDINGS

Conduct of Meetings

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being webcast.

The Chairman of the meeting shall have the discretion to terminate or suspend the webcast if:

(i)   The meeting is suspended;
(ii)   A resolution is lawfully passed to exclude the press and public from the meeting;
(iii)   There is a public disturbance;
(iv)   Webcasting may lead to a potential infringement of the rights of any person or other breach of law, subject to legal advice; or
(v)   The Chair considers that continuing to webcast would prejudice the proceedings of the meeting, subject to agreement by the majority of Members attending the meeting.

No exempt or confidential agenda items shall be webcast. The Democratic Services Officer for the meeting will ensure that webcasting of the meeting has ceased and will confirm this to the Chairman of the meeting before any discussion of exempt or confidential matters is commenced.

All archived webcasts will be available to view on the Council's website for a period of twelve months and thereafter will be stored in accordance with the Council's records management procedures.

Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law doctrine, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information. If the Monitoring Officer has decided to take such action she must notify all Elected Members in writing as soon as possible of the decision and the reasons for such a decision. It is anticipated, however, that meetings will be conducted lawfully and that the need to exercise this power will occur only on an exceptional basis.

The actual webcasts and archived material, and copyright therein, remain the property of the Council, and the right to copy, issue, rent, perform, communicate or adapt any of the webcast or archived material is restricted as follows:

(i)   Subject to (ii) and (iii) below, any person may copy and use webcast material or part thereof provided that the facility is not used in a way that otherwise breaks the law and that the whole agenda item is displayed.

(ii)   The use of any webcast involving the alteration or editing of the material which results in changing the message or context is not permitted without the prior written approval of the Monitoring Officer.

(iii)   The use of webcast for commercial purposes involving re-use of the material is not permitted, unless the prior written approval of the Monitoring Officer is obtained.

Any Elected Member who is concerned about any webcast should raise their concerns with the Monitoring Officer.

If a technical fault develops, the Chair may agree a short adjournment to see if the problem can be resolved. If after adjourning the problem still persists, the meeting should continue irrespective of it not being transmitted live.

Prohibition on Political Publicity

Please note that the Council is prohibited from producing political publicity. This is defined as any material which in whole or in part, appears to be designed to affect political support for a political party. This duty is more acute during pre-election periods, which run from publication of the notice of election to the election. While politics can be a normal part of Council meetings, proceedings which are inherently political may have to be removed from any broadcast to avoid breaching the rules on political publicity. During pre-election periods there may be a short delay in broadcasting to ensure that any political publicity is not inadvertently published.

Other Filming and Recording of meetings

This protocol does not affect existing provisions in the Council's Constitution regarding the recording of meetings.

Members of the public are permitted to film or record Councillors and officers at any Council meetings that are open to the public and press, subject to compliance with the Council's Access to Information Procedure Rules, Rule 4A..

The Council also permits photography and social media reporting of all its public meetings.

Amendment of this Protocol

The Director of Governance and Legal Services shall be authorised to make any minor amendments to this Protocol to ensure it is kept up to date and fit for purpose.

Guide to the Constitution

Of Cardiff Council

Produced pursuant to section 45 of the

Local Government and Elections (Wales) Act 2021

Draft : xx

Introduction

The constitution

The Council is made up of different individuals and bodies, who work together to deliver the Council's functions. The Council's constitution describes the different people and bodies that make up the Council, their functions, and the procedure rules that govern how those bodies work together to deliver services.

It is intended to: -

➤ enable the Council to make decisions efficiently and effectively;

➤ support you to participate in decisions that affect you;

➤ help Councillors to represent their constituents more effectively; and

➤ enable you to hold the Council to account.

One of the main aims of the constitution is to set out clearly what you can expect from the Council, and what you can do if your expectations are not met.

This guide

This guide is designed to help you to understand how the Council works to deliver services in your area. It provides an overview of the Council's constitution and explains key sections of the constitution in clear and simple language.

It may also be of use to those organisations that work with the Council to deliver services in the Council's area.

The first part of this guide explains why the constitution is important and how it is reviewed and updated.

It aims to answer questions such as: -

➤ *Why does the Council have a constitution?* p.5

➤ *How can I get a copy of the constitution?* p.5

➤ *Who is responsible for keeping the constitution up to date?* p.5

The second part of this guide explains how the Council is structured. It describes the Council's democratic bodies as well as how decisions are made and by whom.

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It explains the functions of the Council, its Cabinet and its committees, and which body of the Council is responsible for particular policies and decisions.

It aims to answer questions such as: -

The third part of this guide explains the roles and responsibilities of elected members and paid officers of the Council. It describes the jobs they do, and how they work together to deliver the Council's functions and priorities. It also explains the codes of conduct that govern councillors' and officers' conduct and the standards of behaviour that you can expect from them.

It aims to answer questions such as: -

2

The fourth part of this guide provides a summary of the key policies and procedures that govern how the Council carries out certain functions.

It aims to answer questions such as: -

3

➤ *Are there any restrictions on how the Council buys in goods and services?* p.35

➤ *How does the Council enter into contracts and agreements?* p.35

The final part of this guide explains how you can engage with, and get involved in, your Council and local democracy. It explains how your councillors are elected, how you can contact your councillor, raise questions and speak at meetings, and how you can use petitions to raise issues that are important to you with the Council.

It aims to answer questions such as: -

➤ *How can I find out when meetings of the Council and its committees and bodies are taking place?* p.37

➤ *How can I find out what will be discussed at a particular meeting?* p.37

➤ *How can I find out when an issue I am concerned about will be decided?* p.37

➤ *Can I ask a committee or body of the Council to look into a particular issue?* p.37

➤ *Can I attend meetings of the Full Council?* p.38

➤ *Can I attend other meetings?* p.38

➤ *Can I speak at a meeting?* p.39

➤ *Can I ask a question at a meeting?* p.39

➤ *How can I find out what the Council decided?* p.39

➤ *Can I view the Council's accounts to understand how my council tax is spent?* p.40

Signposts to the most relevant sections of the constitution and to additional resources available on the Council's website are provided throughout this guide to enable you to read more on a particular topic if you wish.

There is also a detailed index on the last page of this guide to allow you to quickly look up specific topics and issues of interest to you.

If there is anything in this guide which is unclear, or anything is missing, please let us know so we can improve it.

You can get in touch by *[insert contact details].*

Part 1   The constitution

The constitution governs the way in which the Council, Councillors and officers working at the Council work together to deliver the Council's functions. It ensures that everyone at the Council acts lawfully, fairly and appropriately and that the Council's functions are performed properly and effectively.

Article 1.3 of the constitution explains the purpose of the constitution.

You can obtain a copy of the constitution from the Council's offices and view it on the Council's website. A copy of the constitution must also be provided to each Councillor when they are elected to the Council.

You can access the Council's constitution on the Council's website <insert hyperlink>.

Article 15.3 of the constitution explains where, when and how the constitution must be published.

The Monitoring Officer is responsible for maintaining and reviewing the constitution. The Monitoring Officer is also responsible for deciding how the constitution should be understood and applied. You can read more about the Monitoring Officer's role in Part 4 of this guide.

The Full Council is responsible for agreeing the constitution. The Council has set up a Constitution Committee to review and recommend any changes to the Constitution. The Constitution Committee can make some constitution changes on behalf of the Council, but most changes to the constitution are recommended to the Full Council for approval.

The Monitoring Officer may also make minor changes to the constitution. For example, where there is a change in the law that affects the constitution, or where a minor change is needed to clarify a provision in the constitution that is unclear.

Article 14 of the constitution explain how the constitution is agreed and how it can be changed.

Appendix 2 to Part 3 of the constitution sets out the constitution changes which can be made by the Constitution Committee

The constitution also governs how meetings of the Council and its committees should be conducted. The person chairing a meeting will be responsible for ensuring that the constitution is followed during that meeting.

Key words and phrases are defined and explained in Article 15.2 of the constitution.

Part 2   The Council's democratic structures

The Council is made up of Councillors who are elected every four years to represent people living in different parts of the Council's area (referred to in the constitution as 'electoral divisions' or 'wards').

Councillors are responsible for everyone living in the Council's area, but they have a special duty to people living in their ward.

Article 2 of the constitution provides an overview of how individual Councillors work together as the Council.

All Councillors meet together regularly as the Full Council. The Full Council is responsible for setting the Council's budget, policy priorities and overall policy framework.

At the start of every year, the Full Council will elect one Councillor as Lord Mayor. The Lord Mayor is responsible for chairing meetings of the Full Council and ensuring that decisions are taken properly and in accordance with the rules. The Lord Mayor is also a civic position and is responsible for carrying out certain ceremonial functions.

You can read more about these roles in Part 3 of this guide.

The Council appoints a small number of individual councillors, usually from the majority political party, to the Cabinet. Members of the Cabinet are responsible for specific policy areas, commonly referred to as portfolios. Cabinet members' portfolios are not included in the constitution because they may change from time to time, but portfolios are shown on the Council's website [insert hyperlink]

The Cabinet meets regularly to take collective decisions on those aspects of the Council's work which the Cabinet is responsible for.

Some of the Council's functions are carried out by committees. Committees are small groups of Councillors that meet together to carry out certain of the Council's regulatory and scrutiny functions. Committees have a number of members from each political group, in the same proportion as the number of councillors from each political group on the Council overall (referred to as 'political balance' or 'political proportionality'), unless everyone agrees otherwise.
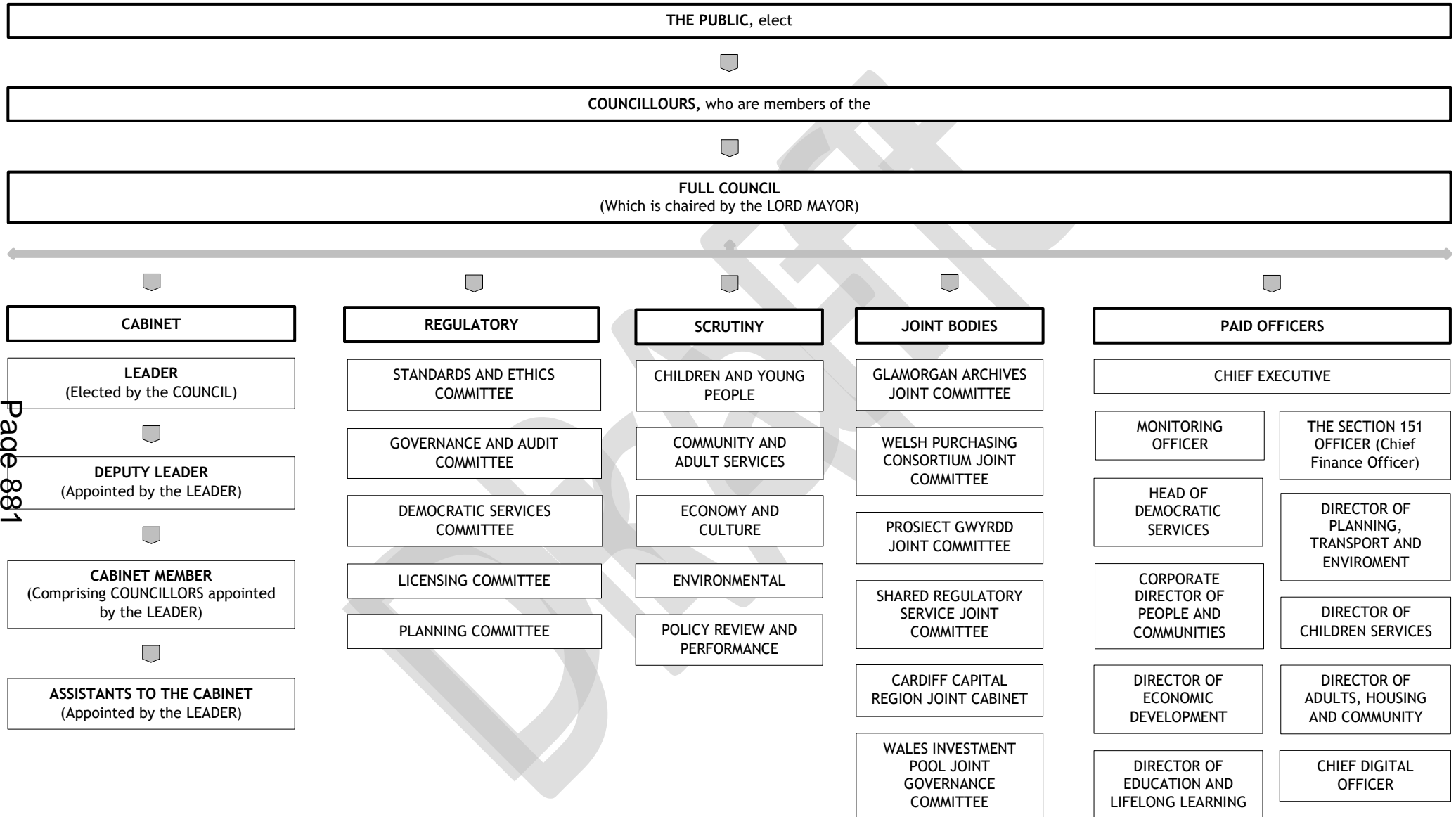
The Council may engage such paid staff (referred to as officers) as it considers necessary. The Cabinet, Full Council and committees may delegate functions to

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officers. Further information on delegations can be found in the officers' scheme of delegations [insert hyperlink].

You can read more about all of these structures in the following sections of this Part of the guide.

Structure Chart

THE PUBLIC, elect

COUNCILLOURS, who are members of the

FULL COUNCIL (Which is chaired by the LORD MAYOR)

CABINET

LEADER
(Elected by the COUNCIL)

DEPUTY LEADER
(Appointed by the LEADER)

CABINET MEMBER
(Comprising COUNCILLORS appointed by the LEADER)

ASSISTANTS TO THE CABINET
(Appointed by the LEADER)

REGULATORY

STANDARDS AND ETHICS COMMITTEE

GOVERNANCE AND AUDIT COMMITTEE

DEMOCRATIC SERVICES COMMITTEE

LICENSING COMMITTEE

PLANNING COMMITTEE

SCRUTINY

CHILDREN AND YOUNG PEOPLE

COMMUNITY AND ADULT SERVICES

ECONOMY AND CULTURE

ENVIRONMENTAL

POLICY REVIEW AND PERFORMANCE

JOINT BODIES

GLAMORGAN ARCHIVES JOINT COMMITTEE

WELSH PURCHASING CONSORTIUM JOINT COMMITTEE

PROSIECT GWYRDD JOINT COMMITTEE

SHARED REGULATORY SERVICE JOINT COMMITTEE

CARDIFF CAPITAL REGION JOINT CABINET

WALES INVESTMENT POOL JOINT GOVERNANCE COMMITTEE

PAID OFFICERS

CHIEF EXECUTIVE

MONITORING OFFICER

THE SECTION 151 OFFICER (Chief Finance Officer)

HEAD OF DEMOCRATIC SERVICES

DIRECTOR OF PLANNING, TRANSPORT AND ENVIROMENT

CORPORATE DIRECTOR OF PEOPLE AND COMMUNITIES

DIRECTOR OF CHILDREN SERVICES

DIRECTOR OF ECONOMIC DEVELOPMENT

DIRECTOR OF ADULTS, HOUSING AND COMMUNITY

DIRECTOR OF EDUCATION AND LIFELONG LEARNING

CHIEF DIGITAL OFFICER

Councillors

Councillors are elected by the people living in a particular ward to represent them on the Council. However, Councillors are also accountable to the wider community and must act in the best interests of everyone living in the Council's area.

If you want to raise an issue with the Council and are not sure who to contact, you may wish to contact your Councillor to ask for help.

You can find out who your local Councillor is and their contact details on the Council's website <insert hyperlink>.

All Councillors are members of the Full Council, and they may also be members of one or more of the Council's members bodies (such as the Cabinet or a committee). Where Councillors act as a member of a particular Council body, they are referred to in the constitution as 'Members'.

This is explained more fully in the list of definitions in Article 15.2 of the constitution.

Councillors have certain rights that are set out in the constitution, which enable them to raise issues and make representations on your behalf.

For example, Councillors may: -

➤ see any information which they need in order to fulfil their role as a member of the Council;

➤ attend any meeting of the Council, its committees or the Cabinet;

➤ speak at any meeting of any Council body which they are a member of;

➤ with the permission of the chair, speak at any meeting of any Council body (even if they are not a member of that body);

➤ talk to the Leader, or members of the Cabinet or Council officers about any aspect of Council business; and

➤ raise complaints.

Councillors' rights and duties are set out in Article 2 of the constitution.

Councillors' rights to information are set out in Rule 18 of the Access to Information Procedure Rules and the Protocol on Members' Rights of Access to Information and Documents.

Councillors may also raise questions at meetings of the Full Council and the Council's committees and sub-committees, submit motions to the Full Council and call-in decisions.

The rules surrounding how these rights are exercised are set out in the procedure rules for each type of meeting: Council Meeting Procedure Rules; Committee Meeting Procedure Rules; Planning Committee Procedure Rules; and Scrutiny Procedure Rules.

Full Council

➦   Article 4 of the constitution governs the Full Council.

What does the Full Council do?

The law requires that certain important decisions are taken by all Councillors meeting together as the Full Council. These are referred to in the constitution as functions of the Full Council. The Council may decide that other non-executive functions should be carried out by the Full Council too. These are referred to in the constitution as local choice functions because the Council has a choice about which person or body should carry them out.

➦   Part 3 of the constitution explains the different types of functions that are carried out by the Council and which part of the Council is responsible for carrying them out.

The Full Council is responsible for, amongst other things: -

➤ agreeing the constitution, and any changes to the constitution;

➤ setting the Council's budget;

➤ agreeing the Council's Corporate Plan (which explains how the Council will deliver its legal duties in areas such as health and social care, children and young people and community safety);

➤ agreeing key plans and strategies (referred to in the constitution as the 'policy framework');

➤ electing the Leader and the Lord Mayor; and

➤ appointing the Chief Executive and other Chief Officers.

➦   The functions of the Full Council are listed in Article 4.1 of the constitution.

Meetings of the Full Council are chaired by the Lord Mayor, who is responsible for ensuring that meetings are conducted in accordance with the constitution and that decisions are made properly, fairly and lawfully.

You can read more about the role of the Lord Mayor in Part 3 of this guide.

What happens at meetings of the Full Council?

The different types of full Council meetings, how they are called, the issues they decide and the rules for how meetings are run are set out in the Council Meeting Procedure Rules found in Part 4 of the constitution.

The Full Council will meet at the start of each financial year to elect Councillors to particular positions on the Council, to appoint Councillors to outside bodies and to establish committees and working groups to carry out the Council's business during the year. This is known as the annual meeting.

The timing of the annual meeting and the issues to be decided at that meeting are described in Rule 2 of the Council Meeting Procedure Rules in the constitution.

At the annual meeting, the Council will also decide how often all Councillors should meet together as the Full Council. These regular meetings of the Full Council are known as ordinary meetings.

Ordinary meetings will deal with the business set out in Rule 3 of the Council Meeting Procedure Rules in the constitution.

In some circumstances, it may be necessary for the Full Council to meet before its next scheduled meeting to discuss an issue that is particularly urgent or important. This is known as an extraordinary meeting of the Council.

The process by which an extraordinary meeting may be called and the issues that may be discussed there are set out in Rule 4 of the Council Meeting Procedure Rules of the constitution.

The full Council decides the dates for its programme of meetings for each year at the annual council meeting.

The Director of Governance and Legal Services is responsible for issuing a summons for each Councillor to attend each Council meeting. He/She is also responsible for ensuring that the public are told about meetings of the Full Council, by publishing a notice in advance of each meeting. The notice must include certain information such as the date and time of the meeting, where it will be held and how you can access the meeting remotely using video conferencing.

You can read more about participating in meetings of the Council in part 4 of this guide.

Rules 5 and 6 of the Council Meeting Procedure Rules govern meeting arrangements and notice requirements.

How does the Full Council make decisions?

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Meetings of the Full Council are carried out in accordance with an agreed set of rules that are designed to ensure that debates are conducted fairly and efficiently, and that every Councillor has the ability to raise questions and to make comments on the public's behalf.

> The rules and procedures for the conduct of meetings and debate are set out in Parts 2 – 4 of the Council Meeting Procedure Rules.

Decisions are made by Councillors casting votes for or against a particular decision (referred to in the constitution as a motion). Councillors may also propose amendments (changes) to a particular motion, which must then be voted on.

Usually, voting will be carried out electronically and the names of those voting for, against or abstaining from voting will be recorded electronically and entered into the minutes.

Decisions will usually require a simple majority of those present voting for a particular motion. In other words, more Councillors must vote for a motion than against it. Where a vote is tied once all Councillors have voted, the Chair (the Lord Mayor) will have a second, casting vote.

If a matter is uncontroversial and no Councillor raises any objection, the Chair may declare the motion or recommendation to be carried (agreed). However, if there are any objections, the Chair will initiate a vote. Councillors may also request that their individual vote on a particular motion is recorded in the minutes.

> The Council's voting arrangements are set out in Rule 29 of the Council Meeting Procedure Rules.

Does every Councillor need to be present before a decision can be taken?

Not every Councillor needs to vote on every decision. In fact, in some circumstances it may not be appropriate for a Councillor to vote on a particular issue (for example, where they have a personal interest in a decision). You can read more about this in part three of this guide.

However, in order for the Council to make a lawful decision a minimum number of Councillors must be present at a meeting. The minimum number of Councillors that must be present at a meeting is referred to in the constitution as the quorum for that meeting.

> Rule 8 of the Council Meeting Procedure Rules sets out the minimum number of Councillors that must be present so the Full Council can make a decision.

Are meetings recorded?

Full Council meetings are webcast as they take place so that members of the public not in attendance at the meeting can see and hear the proceedings. The live webcast can be viewed on the Council's website at the time of the meeting; and remains available for a period of 12 months after the meeting.

Within 7 working days after a meeting, the Council will publish on its website a note recording the names of the Councillors who attended the meeting and the decisions taken at the meeting.

A full record of each meeting is also made in the form of minutes. The minutes will be agreed by the next meeting of the Council and published on the Council's website in accordance with the Council's Access to Information Procedure Rules, for a period of 6 years after the meeting.

If you want to find out what the Council decided about an issue that affects you, you can read the minutes of the meeting where that issue was discussed.

Information on the note of decisions taken and minutes of Council meetings can be found in Rule 8 of the Access to Information Procedure Rules.

The Access to Information Procedure Rules can be found in Part 4 of the constitution.

Minutes of meetings are available on the Council's website <insert hyperlink>.

The Cabinet

The Cabinet is made up of the Leader and individual Councillors appointed to the Cabinet by the Leader.

Article 7.2 of the constitution explain the composition of the Cabinet and how Councillors are appointed to the Cabinet.

The role of Leader and any role on the Cabinet may be carried out by two or more Councillors on a job-share basis.

What does the Cabinet do?

The law classifies the functions of the Council as 'executive functions' or 'non-executive functions'. The Cabinet is responsible for carrying out the Council's executive functions. However, in practice the Cabinet cannot carry out every one of these functions, so the Council reserves responsibility for certain functions to the Cabinet and delegates responsibility for other functions to officers of the Council or to other bodies like joint committees.

The Council decides which functions to delegate to whom. This is known as the Council's Scheme of Delegations.

Article 7.7 of the constitution explains how the responsibility for executive functions is allocated by the Council.

The Council's Scheme of Delegation can be found in Part 3 of the constitution.

Meetings of the Cabinet

The Cabinet will decide when the Cabinet will meet, and for how long. The Leader will chair meetings of the Cabinet.

The constitution prescribes certain matters that must be considered at every meeting of the Cabinet. Additionally, any member of the Cabinet and certain Chief Officers may require that an item of business is added to the meeting agenda.

Meetings of the Cabinet are carried out in accordance with the Cabinet Procedure Rules in the constitution.

The Cabinet Procedure Rules, found in Part 4 of the constitution govern how meetings of the Cabinet are conducted.

How does the Cabinet make decisions?

The Cabinet is obliged to consult with stakeholders, including individual Councillors, members of the public and certain committees, before it makes certain decisions on matters that are not urgent. The type and level of consultation will depend on the matter being decided. The outcomes of the consultation will be carefully considered to inform the Cabinet decision.

These consultation requirements are explained in Rule 2.4 of the Cabinet Procedure Rules.

All Cabinet decisions are published in the Cabinet Decision Register on the Council's website.

Rule 13 of the Access to Information Procedure Rules sets out the requirements for the Cabinet's record of decisions.

You can view the Cabinet's Decision Register on the Council's website here [insert hyperlink]

You can read the minutes of meetings of the Cabinet on the Council's website here <insert hyperlink>.

Why does the Council have committees and what do they do?

The law requires the Council to establish committees for the purpose of carrying out certain legal functions of the Council. The Council establishes its Committees and appoints Committee members and Chairs for the year at the annual council meeting.

> A list of the regulatory and other committees established by the Council is set out in Article 8 of the Constitution.

> The functions of each committee are set out in the committees' approved terms of reference in Appendix 2 to Part 3 of the constitution.

> The rules and procedures for the conduct of committee meetings are set out in the Committee Meeting Procedure Rules [insert hyperlink]

The Council may also decide to establish other committees and working groups for the purpose of assisting the Council to conduct its business efficiently and effectively.

What do the Council's regulatory committees do?

Standards and Ethics Committee

The Standards and Ethics Committee is responsible for promoting high standards of conduct by Councillors of Cardiff Council and Community Councils in Cardiff, including by advising and training Councillors on the Members' Code of Conduct and advising the Council on changes to that Code.

The Monitoring Officer is the senior officer responsible for advising and supporting the Standards and Ethics Committee.

> The functions of the Standards and Ethics Committee are set out in the committee's approved terms of reference in Appendix 2 to Part 3 of the constitution.

The Standards and Ethics Committee is also responsible for considering complaints of alleged breaches of the Members' Code of Conduct. Complaints may be referred to the Committee by the Public Services Ombudsman for Wales or by the Monitoring Officer under the Local Resolution Protocol adopted by Cardiff Council for dealing with lower level complaints made by Cardiff Councillors about the behaviour of other Councillors. A Hearings Panel may be established, made up from members of the Standards and Ethics Committee, to determine conduct complaints referred to the Committee. The Committee has adopted procedures for dealing with any matters referred to the Hearings Panel.

The Standards and Ethics Committee comprises a mixture of Councillors and independent members (who cannot be members or paid officers of the Council or

related to members or paid officers of the Council) and includes one community councillor.

The Committee includes one Councillor from each of the 3 largest political groups represented on the Council and seeks to operate in a politically neutral manner, guided by shared ethical principles.

You can read more about the Standards Committee in Article 9 of the constitution.

Meeting agendas, reports and minutes of the Standards and Ethics Committee are published on the Council's website here [insert hyperlink]

Governance and Audit Committee

The Governance and Audit Committee advises the Full Council, the Cabinet and their respective committees and members on matters relating to good governance, financial oversight, risk management and complaints.

The Governance and Audit Committee monitors the effectiveness of the Council's rules and procedures for ensuring that the Council acts lawfully, responsibly and that it is accountable to the public (referred to in the constitution as the Council's governance systems and internal controls). The committee is also responsible for ensuring that the Council's decisions and finances are audited in accordance with agreed procedures.

The Governance and Audit Committee comprises a mixture of Councillors and lay members (who are not members of the Council). Councillors are appointed to the Committee in accordance with the political balance rules (which ensure that the political make-up of the committee reflects the political make-up of the Council).

The functions of the Governance and Audit Committee are set out in the committee's approved terms of reference in Appendix 2 to Part 3 of the constitution.

Meeting agendas, reports and minutes of the Governance and Audit Committee are published on the Council's website here [insert hyperlink]

Democratic Services Committee

The Democratic Services Committee is responsible for designating an officer of the Council as the Head of Democratic Services, keeping under review the provision of resources to the Head of Democratic Services for discharging the democratic services functions of the Council and reporting annually to the Council on these matters.

The Democratic Services Committee is made up of Councillors appointed to the Committee in accordance with the political balance rules (which ensure that the political make-up of the committee reflects the political make-up of the Council), and includes no more than one Cabinet member or Assistant to the Cabinet, who cannot be the Leader of the Council.

➦	The functions of the Democratic Services Committee are set out in the committee's approved terms of reference in Appendix 2 to Part 3 of the constitution.
➦	Meeting agendas, reports and minutes of the Democratic Services Committee are published on the Council's website here [insert hyperlink]

Licensing Committee

The Council is responsible for deciding whether to grant licences for a wide range of different businesses, services and activities in its area. The Council's licensing functions are delegated to the Council's Licensing Committee.

The Council will appoint individual Councillors to the Licensing Committee and agree terms of reference for, and the delegation of powers to, the Licensing Committee to enable it to discharge those functions.

➦	The functions of the Licensing Committee are set out in the committee's approved terms of reference in Appendix 2 to Part 3 of the constitution.
➦	Meeting agendas, reports and minutes of the Licensing Committee are published on the Council's website here [insert hyperlink]

Planning Committee

The Council is responsible for operating the planning system in its area. This involves preparing local development plans and local planning policies (which govern development in the Council's area) and managing development (by granting or refusing permission for new development).

The Council will appoint individual Councillors to the Planning Committee and agree terms of reference for, and the delegation of powers to, the Planning Committee to enable it to discharge those functions.

The functions of the Planning Committee are set out in the committee's approved terms of reference in Appendix 2 to Part 3 of the constitution.

The planning committee has a separate set of procedure rules governing the proceedings at planning committee meetings, set out in the Planning Committee Procedure Rules.

The Members' Planning Code of Good Practice provides information and guidance for Councillors, officers and members of the public about the Council's planning processes [insert hyperlink]

Meeting agendas, reports and minutes of the Governance and Audit Committee are published on the Council's website here [insert hyperlink]

What do the Council's scrutiny committees do?

The Council has 5 different Scrutiny Committees responsible for holding the Cabinet and other bodies of the Council to account in relation to different aspects of the Council's work:

(i)   Children and Young People
(ii)   Community and Adult Services
(iii) Economy and Culture
(iv) Environmental
(v)   Policy Review and Performance

Each Scrutiny Committee is comprised of 9 Councillors. Membership of Scrutiny Committees is restricted to those Councillors who are not members of the Cabinet or Assistants to the Cabinet.

The Scrutiny Committees can: -

➤ review and scrutinise decisions made by the Cabinet and other parts of the Council;

➤ make reports and recommendations to the Council or to the Cabinet; and

➤ make proposals regarding changes to the Council's policies and procedures.

The size, membership and general role of the Scrutiny Committees is set out in Article 6 of the Constitution.

The approved terms of reference for each Scrutiny Committee is set out in Appendix 2 to Part 3 of the constitution.

Members of Scrutiny Committees must be told about meetings of other Council bodies. They have special rights to see Council documents.

Scrutiny Committees may also require any member of the Cabinet or any senior paid officer of the Council to attend a meeting of the committee to explain a decision that they have taken or their performance.

The rules around membership of Scrutiny Committees, the conduct of committee meetings and the carrying out of the functions of the committee are set out in the Scrutiny Procedure Rules, found in Part 4 of the Constitution.

What are joint committees?

The Council may carry out some of its functions jointly with one or more other local authorities in Wales, and with other public bodies. The Council may decide to do this where, for example, the Council considers that it could better promote the economic, social or environmental wellbeing of people living in its area by coordinating its activities with other local authorities, bodies or people.

The Council can establish a joint committee with other local authorities, bodies or people and delegate decisions and functions to that joint committee. By allowing decisions to be taken by a joint committee, the Council can ensure that decisions can be coordinated between all authorities and bodies represented on the committee.

The Cabinet may also establish joint arrangements with one or more local authorities in Wales for the purpose of jointly exercising executive functions together with those authorities.

The Council and the Cabinet may also delegate or contract out particular functions to another local authority or to another body or organisation.

Article 10 of the constitution governs the circumstances in which the Council or Cabinet may enter into joint arrangements with other authorities and bodies, delegate functions and contracting out arrangements.

Section 5 of the Scheme of Delegations (in Part 3 of the Constitution) lists the joint committees established by Cardiff Council with other local authorities: [insert hyperlink].

Part 3   Roles and responsibilities

What roles do Councillors perform?

The key roles of all Councillors are to:

(i) collectively set the Policy Framework and carry out a number of strategic functions;

(ii) represent their communities and bring their views into the Authority's decision-making process, i.e. become the advocate of and for their communities;

(iii) deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;

(iv) seek to balance different interests identified within the ward and represent the ward as a whole;

(v) promote and ensure efficiency and effectiveness in the provision of Council services;

(vi) be involved in decision-making;

(vii) be available to represent the Authority on other bodies; and

(viii) maintain the highest standards of conduct and ethics.

Councillors may also be elected or appointed to other specific roles, such as:

➤ Leader and Deputy Leader;

➤ Lord Mayor and Deputy Lord Mayor

➤ Cabinet Member or Assistant to the Cabinet

➤ Chair or Member of a Regulatory or Other Committee

➤ Chair or Member of a Scrutiny Committee

➤ Leader of the Opposition and Deputy Leader of the Opposition; and

➤ Member Champion.

What roles do Officers perform?

The Council may engage such employees as necessary to carry out its functions. Officers are politically neutral and serve the whole Council and its Councillors by providing advice, implementing the Council's policies, and delivering services to the local community.

The Council has designated senior staff with specific statutory roles, including:

- the Chief Executive,

- the Monitoring Officer,

- the Chief Finance Officer (referred to as the 'Section 151 Officer'), and

- the Head of Democratic Services.

Article 11 of the constitution sets out information about the roles played by these senior paid officials of the Council

This part of the guide provides more information about these important roles.

Lord Mayor and Deputy Lord Mayor

The Lord Mayor and Deputy Mayor are elected by the Full Council at the annual council meeting every year.

The Lord Mayor is responsible for: -

➤ promoting and upholding the constitution;

➤ presiding over meetings of the Full Council;

➤ ensuring that meetings of the Full Council are quorate and conducted in accordance with the Council's procedure rules; and

➤ ensuring that decisions are taken in accordance with the constitution.

The Lord Mayor is also the civil leader of the Council. They are responsible for promoting the interests and reputation of the Council and for carrying out civic, community and ceremonial activities.

The Deputy Lord Mayor performs the Lord Mayor's functions in their absence.

You can read more about the role and functions of the Lord Mayor and the Deputy Mayor in Article 5 of the constitution.

Leader and Deputy Leader

The Leader is elected by the Full Council

The Deputy Leader is appointed by the Council to exercise the Leader's functions in their absence.

The Leader is responsible for appointing members of the Cabinet and allocating specific policy areas and responsibilities (portfolios) to members of the Cabinet.

The Leader chairs meetings of the Cabinet; and is also chair of Cardiff's Public Services Board (a body which brings together the city's public service leadership and decision-makers to strengthen joint working, improving Cardiff's economic, social, environmental and cultural well-being).

Please see Article 7 of the constitution for more information.

Member of the Cabinet

Members of the Cabinet are responsible for: -

➤ playing an active role in Cabinet meetings and decision making;

➤ contributing to the development of the Council's forward work programme and to policies and procedures in their area of responsibility;

➤ providing political leadership to the Council's paid officers on matters they are responsible for;

➤ reporting to the Full Council, the Leader, the Cabinet and others on the performance of services which they are responsible for; and

➤ participating in the Council's scrutiny processes and procedures, including by explaining decisions they have made and the performance of functions within their area to relevant Scrutiny Committees.

 You can read more about members of the Cabinet in Article 7 of the constitution.

Assistant to the Cabinet

Assistants to the Cabinet support members of the Cabinet by taking on certain tasks and responsibilities on their behalf. They may attend meetings, prepare reports, review papers and draft comments for the member they support.

Assistants to the Cabinet are not members of the Cabinet and cannot vote at Cabinet Meetings or Cabinet Committee Meetings. However, they are entitled to attend and to speak at meetings of the Cabinet and its committees.

 You can read more about Assistants to the Cabinet in Article 7.5 of the constitution.

What roles do paid officers of the Council perform?

The elected members of the Council are supported by paid officers of the Council, who are accountable to the Council and responsible for delivering services to the public in accordance with the policies and procedures agreed by the Full Council, the Cabinet and their committees and bodies.

The **Chief Executive** has overall corporate and operational responsibility for the work of the Council and for all paid officers of the Council.

The Chief Executive's role and responsibilities are described in Article 11.2 of the constitution.

The **Monitoring Officer** is responsible for ensuring lawfulness and fairness in the Council's decision making, maintaining and upholding the constitution, receiving reports of alleged breaches of the Council's duties and obligations and conducting investigations into such allegations.

The Monitoring Officer's role and responsibilities are described in Article 11.3 of the constitution.

The Section 151 Officer (**Chief Finance Officer)** is responsible for ensuring that the Council makes lawful and financially prudent decisions. They are also responsible for the administration of the Council's financial affairs and providing advice to Councillors on the Council's budgetary and other financial procedures.

The Section 151 Officer's role and responsibilities are described in Article 11.4 of the constitution.

The **Head of Democratic Services** is responsible for advising the Council, its committees and individual Councillors, on the proper discharge of the Council's democratic functions and responsibilities.

The Head of Democratic Services' role and responsibilities are described in Article 11.5 of the constitution.

The Council also employs a number of other Directors / Chief Officers, including: -

➤ Corporate Director of People and Communities

➤ Director of Economic Development

➤ Director of Education and Lifelong Learning

➤ Director of Planning, Transport and Environment

➤ Director of Childrens Services

➤ Director of Adults, Housing and Communities

➤ Chief Digital Officer

Directors / Chief Officers are each accountable to the Council for the financial management and administration of those services and activities allocated to them in accordance with the Council's policies.

The senior management structure of the Council is set out in Part 7 of the constitution.

The processes by which officers are recruited, appointed, disciplined and dismissed are set out the Employment Procedure Rules, found in Part 4 of the constitution.

How should Councillors and Officers behave?

Councillors should comply with the Members' Code of Conduct

Councillors are expected to uphold the highest standards of personal and professional conduct. Those standards are described in the Code of Conduct for Members.

The Code of Conduct for Members is intended to help and guide Councillors in maintaining appropriate standards of conduct when serving their community. In turn, it provides reassurance to the public and helps build their trust in, and respect for, their local representatives.

The Code of Conduct for Members is based upon the 7 Principles of Public Life, which were first set out in the 1995 Nolan Report on Standards in Public Life. Three additional principles were added in the local government principles in Wales.

The Code of Conduct for Members is consistent with, and provides for the practical application of, these principles.

➤ **Selflessness**

Members must act solely in the public interest. They must never use their position as members to improperly confer an advantage on themselves or to improperly confer an advantage or disadvantage on others.

➤ **Honesty**

Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.

➤ **Integrity and propriety**

Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.

➤ **Duty to uphold the law**

Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.

➤ **Stewardship**

In discharging their duties and responsibilities members must ensure that their authority's resources are used both lawfully and prudently.

➤ **Objectivity in decision-making**

In carrying out their responsibilities including making appointments, awarding contracts, or recommending individuals for rewards and benefits, members must make decisions on merit. Whilst members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.

➤ **Equality and respect**

Members must carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sex, sexual orientation, marital status, age or religion, and show respect and consideration for others.

➤ **Openness**

Members must be as open as possible about all their actions and those of their authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.

➤ **Accountability**

Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

➤ **Leadership**

Members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the authority. They must respect the impartiality and integrity of the authority's statutory officers and its other employees.

You can read the Code of Conduct for Members in full in Part 5 of the constitution.

Councillors are expected to ensure that they understand their obligations under the Code and act in a way which shows that they are committed to meeting the high standards of conduct that are expected of them. Councillors are provided with training when they are first appointed, and on a regular basis, to support them to comply with the Code of Conduct for Members.

Special requirements for Councillors who are members of the Council's planning committee

Planning affects people's private and financial interests in land and property and the environment in which communities live, work and play.

The Council's planning committee is responsible for balancing the needs and interests of individuals and the community to make decisions that are open, fair and transparent and decided using sound judgment and for justifiable reasons.

For these reasons, members of the Council's planning committee are expected to abide by an additional Members' Code of Good Practice.

The Members' Code of Good Practice explains, amongst other things: -

➤ the role of officers in providing impartial and professional advice to members of the committee;

➤ the factors that should be taken into account when deciding an application for planning permission and the factors that should not be taken into account;

➤ the legal duties which members of the committee must have regard to, such as the duty to have regard to the need to ensure that development contributes to the economic, social, environmental and cultural well-being of Wales and the duty to have regard to the impact of development on the extent to which the Welsh language in used in the Council's area

➤ the action members should take if they have a personal interest in a matter being determined by the committee (e.g. where an application relates to a property which they own); and

➤ how applications for development proposed by, or to be carried out by, the Council should be decided.

You can read the Members' Planning Code of Good Practice in full in Part 5 of the constitution.

Officers should comply with the Employees' Code of Conduct

Paid officers of the Council are responsible for serving the council by providing advice to Councillors, implementing the Council's policies, and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.

The public is entitled to expect the highest standards of conduct from all those who work for the Council. The Employees' Code of Conduct outlines the rules and

conditions of service which apply to the Council's employees. It is designed to provide clear guidance to assist them in their day to day work and to allow the public to understand what they can expect when they interact with a Council employee.

You can read the Employees' Code of Conduct in full in Part 5 of the constitution.

How should Councillors and Officers work together?

Councillors and Officers have different roles, responsibilities and accountabilities, but it is imperative that they work effectively together to perform the Council's functions and to deliver services to residents living in the Council's area.

The Protocol on Member /Officer Relations is designed to clarify the respective roles and responsibilities of Councillors and Officers and to guide them in their dealings with one another. It explains what Councillors and Officers can reasonably expect from one another and how they should work together to achieve their common purpose.

Councillors are entitled to express political views and to support the policies of the party or group to which they belong. Conversely, officers are expected to carry out the Council's business in a politically impartial way and many are restricted from engaging in political activity. The protocol therefore explains how officers can support the policy deliberations by political groupings, while remaining politically neutral.

You can read the Protocol on Member and Officer Relations in full in Part 5 of the constitution.

How can I make a complaint?

Article 3.1 of the constitution explains that you have the right to complain to:

(i) the authority itself under its Complaints Policy (for any complaints about the Council, its services or officers);

(ii) the Ombudsman about any injustice you have suffered as a result of maladministration, but you are encouraged to use the Council's own Complaints Policy first; and

(iii) the Ombudsman if you believe a Councillor or co-opted member of the Council has breached the Member's Code of Conduct.

The Council's website provides more information about how to complain <insert hyperlink>.

Part 4   Policies and procedures

The Council's key plans and strategies (the policy framework)

Where can I find the Council's key plans and strategies?

The Full Council is responsible for setting the Council's key plans and strategies, which together form the Council's policy framework.

The plans and strategies which form the Council's policy framework are listed in Article 4.2 of the constitution.

Individual plans and strategies are published on the Council's website. [insert hyperlink]

Additionally, the Council's Corporate Plan brings together the Council's plans and strategies for: communities; children and young people; health social care and wellbeing; and community safety.

The Council's Corporate Plan is published on the Council's website <insert hyperlink>.

How is the Council's policy framework decided?

The Cabinet is responsible for consulting with relevant stakeholders, considering any reports or recommendations made by the Council's scrutiny committees and working with the Council's senior officers to develop a draft policy framework.

Once the Cabinet has developed a draft policy framework, it will be considered by a meeting of the Full Council. The Full Council may decide to adopt the policy framework, make changes to it, refer it back to the Cabinet so that further work can be done on it, or substitute its own policy framework for the draft prepared by the Cabinet.

If the Full Council decides to adopt the policy framework then it shall take effect immediately. If the Full Council amends the policy framework then the Leader has an opportunity to object to the amendments and to reconvene the Full Council to reconsider the policy framework.

Once adopted, the Cabinet, their committees, individual Councillors and the Council's paid officers are bound to act in accordance with the policy framework.

The process by which the Full Council adopts a policy framework is described in the Budget and Policy Framework Procedure Rules, found in Part 4 of the constitution.

Budget setting and financial management

How does the Council set its budget?

The Full Council is responsible for agreeing the Council's budget, and for agreeing changes to the Council's budget once it has been formally adopted.

The Council's budget is in two parts: -

➤ the revenue budget provides for day to day operating costs and expenditure like staff salaries, rent, and the ongoing costs of providing services.

➤ the capital budget provides for one-off costs like a major road improvement scheme, or the purchase or construction of a new car park.

The Cabinet, in consultation with the Section 151 Officer (Chief Finance Officer), is responsible for developing initial proposals for the Council's budget and consulting over these.

Once this consultation has been completed, the Cabinet is responsible for preparing a final budget proposal for consideration by the Full Council.

The Full Council may adopt the budget without making any changes, amend the budget, or ask the Cabinet to reconsider it before adopting it.

The process by which the Full Council adopts its budget is described in the Budget and Policy Framework Procedure Rules, found in Part 4 of the constitution.

Decisions outside the budget or policy framework

Can decisions be taken that do not comply with the budget or policy framework?

The Full Council may decide to make changes to the policy framework.

Other bodies and individuals may only take decisions that do not comply with the policy framework in a limited number of exceptional circumstances, which are set out in the constitution. For example, where an urgent decision must be taken to safeguard the Council's interests and it is not possible to arrange a meeting of the Full Council in time.

However, the Council's scrutiny committee may decide to refer such decisions to the Full Council for further consideration (this is referred to in the constitution as calling-in the decision).

The Council's arrangements for urgent decisions which do not comply with the policy framework are set out in Rule 4 of the Budget and Policy Framework Procedure Rules, found in Part 4 of the constitution.

Can money be moved from one budget head to another once the budget has been adopted?

During the year the Cabinet and Chief Officers may need to transfer budgets from one service area to another to reflect changed service needs or priorities in order to deliver the Council's policy framework within the financial limits set by the Council.

The mechanism by which the Cabinet and Chief Officers may move money between budget heads is set out in Rule 5 of the Budget and Policy Framework Procedure Rules and the Financial Procedure Rules, found in Part 4 of the constitution.

What other policies and procedures govern how the Council manages its budget?

The Council is bound by a number of different financial rules and procedures that govern how the Council's spending is planned, committed, reviewed and audited.

The Council's detailed Financial Procedure Rules are set out in Part 4 of the constitution.

Are there any restrictions on how the Council buys in goods and services?

The Council can enter into contracts to purchase goods and services in much the same way as any other person or organisation. However, the Council must comply with the Contract Standing Orders and Procurement Rules (the Contract Procedure Rules) in Part 4 of the constitution when it does so.

The purpose of the Contract Procedure Rules is to ensure that the Council complies with relevant legal requirements, and secures the most economically advantageous (best value) goods and services for taxpayers.

If you regularly sell goods or services to the Council then you may wish to familiarise yourself with these rules and procedures.

The Council's Contract Procedure Rules are set out in Part 4 of the constitution.

How does the Council enter into contracts and agreements?

The rules and procedures that govern how agreements, contracts and deeds are authorised and executed on behalf of the Council are set out in Article 13 of the constitution.

Part 5   How can I get involved?

How can I find out when meetings of the Council and its committees and bodies are taking place?

The Council publishes a calendar of meetings, and notice of each meeting is published at least 3 clear working days before the meeting.

➤ The Council publishes the calendar of meetings and notices of meetings on its website <insert hyperlink>.

How can I find out what will be discussed at a particular meeting?

The Council will publish agendas for meetings, together with any reports and background papers at least 3 clear working days in advance of the meeting taking place.

Hard copies of agenda, reports and background papers will also be available at the meeting, if a physical meeting is held, for those members of the public who wish to attend in person.

➤ The Council publishes meeting agendas, reports and supporting documents on its website <insert hyperlink>.

How can I find out when an issue I am concerned about will be decided?

The Council publishes a forward work plan, which sets out what decisions will be taken by the Cabinet and when these matters will be discussed.

➤ The Council publishes the Cabinet's Forward Work Plan on its website <insert hyperlink>.

Can I ask a committee or body of the Council to look into a particular issue?

Yes. You can ask the chair or a member of a particular body to add an item to the agenda for a future meeting, or to raise the issue when the committee is considering items of future business.

You can also submit petitions to the Council, using the Council's petition scheme. The Council is obliged by law to operate a petition scheme, which sets out: -

➤ how a petition can be submitted to the Council;

➤ how and when the Council will acknowledge receipt of a petition;

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➤ the steps the Council will take in response to a petition; and

➤ how any by when the Council will make available its response to a petition to the person who submitted the petition and to the public.

The Council publishes details of its petition scheme on its website <insert hyperlink>.

Can I attend meetings of the Full Council?

Yes, members of the public can come to meetings of the Full Council as long as they are being held in public.

Meetings of the Full Council are also broadcast live on the Council's website so you can watch them in real time remotely if you wish to do so.

The public must be excluded from meetings when confidential information would otherwise be disclosed. Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

The Council may also exclude the public from a meeting, or part of a meeting, where exempt information would be disclosed. Exempt information includes information that relates to a particular individual or their financial or business affairs, information that is legally privileged or information relating to the prevention, investigation or prosecution of a crime, or other information specified in the constitution.

If you interrupt a meeting of the Council, then you are likely to be warned by the Lord Mayor about causing a disturbance. If you continue to disturb the meeting, then you may be removed.

The rules around excluding the public from meetings are set out in the Access to Information Procedure Rules, in Part 4 of the constitution.

The Council's arrangements for broadcasting meetings of the Council are set out in Rule 32 of the Council Meeting Procedure Rules and the Webcasting Protocol, which is in Part 5 of the constitution.

The rules around disturbance by members of the public are set out in Rule 15 of the Council Meeting Procedure Rules in the constitution.

Can I attend other meetings?

Yes, members of the public can come to any meeting which the Council has resolved should be held in public.

> Your right to attend meetings of the Council's Cabinet, the council's committees and other bodies are described in Rule 4 of the Access to Information Procedure Rules in the constitution.

Can I speak at a meeting?

Members of the public can speak at any meeting which the Council has resolved should include participation by members of the public.

Can I ask a question at a meeting?

You can ask formal questions of members of the Cabinet or the Chairperson of a committee at meetings of the Full Council.

However, you may only ask a question if you have given the Head of Democratic Services notice in writing (including by email) that you wish to raise a question in advance of the meeting taking place.

You may only ask one question at a meeting, but you may ask one supplementary question relating to the original question or answer given.

Time for questions is limited, and questions are permitted in the order in which they were notified to the Head of Democratic Services. If time for questions runs out before you are able to ask your question, then you will be provided with a written answer to your question instead.

Representations can also be made in specific circumstances, such as objectors to planning applications at planning committee (see section 20.12 of the constitution).

> You can read more about asking a question at full Council in Rule 18 of the Council Meeting Procedure Rules.

> Contact information for the Head of Democratic Services are published on the Council's website <insert hyperlink>.

How can I find out what the Council decided?

The Council publishes the agenda, reports, background papers and the minutes of meetings. These papers are available for inspection by the public for a minimum of six years from the date of the meeting.

The Council also has arrangements in place for publishing written records of decisions taken by the Cabinet and Officers taking executive decisions.

> You can see the meeting agendas, reports and minutes on the Council's website here<insert hyperlink>.

The Cabinet Decision Register is [here]

The Officer Decision Register is [here]

Can I view the Council's accounts to understand how my council tax is spent?

Yes. The Council is required to publish its accounts and to make them available for inspection by the public. You may raise questions of concerns about the Council's accounts with the Council or with the Council's extremal auditor.

You can view the Council's accounts [here]

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Cardiff Council Petition Scheme 2022

Overview

Petitioning is one way that individuals, community groups and organisations can participate in the democratic process, by raising issues of public concern with the Council and allowing Elected Members to consider the need for change. It is acknowledged that petitions can have positive outcomes that lead to change or inform debate.

Before considering whether or not to raise a petition, you may should discuss your issue with your local Ward Councillor who may be able to help you with it or explain how to make representations on a particular subject to the right person at the Council. Details on how to contact your local Councillor are available on the Council's website.

Who can raise a petition?

1. Anyone who lives, works, owns a business or studies in the City and County of Cardiff can sign or submit a petition, including those under the age of 18. Anyone who lives in the area of a neighbouring Council may also sign or submit a petition IF they could reasonably be expected to be affected by the subject matter of the petition. Petitions may be submitted on paper or electronically using an online petition system which meets the requirements of a valid petition, or a combination of the two.

Consideration of a Petition

2. A petition may be considered at a meeting of the Council, Cabinet or by the relevant Cabinet member, by a committee if the topic of the petition relates to the specific role of that committee, for example when the petition relates to an objection to a planning application which is to be considered by the Planning Committee.

3. The Head of Democratic Services and the Head of Planning (for planning petitions) in consultation with the Monitoring Officer will consider the petitions submitted and determine if the petition is admissible based on the following criteria for a valid petition.

Requirements of a Valid Petition.

Lead Petitioner

4. All petitions require a lead petitioner to be identified who will act as the contact point for the petition. The following are the requirements necessary for a lead petitioner:

    a. The name of the lead petitioner, may be an individual who lives, works or studies within Cardiff Council's area of responsibility or an or an organisation based in the Cardiff Council area.

    b. The lead petitioner's full home, work, study postal address or the organisations postal address, must be included a personal email address or contact information to which any communications concerning the petition can be sent.

The Petition

5. The Council will consider all petitions with more than 10 signatories that fall within the scope of this Scheme. Petitions can be submitted to the Council or one of its committees either on paper or electronically, with the general requirements of the Scheme applying to both paper and e-petitions. The petition must:

    a. contain a clear, short statement covering the subject of the petition. The petition will be returned if it is unclear;

    b. call for Cardiff Council to take some specific action, for example: "*We call on Cardiff Council to…" or "We call on the Planning Committee to …" T*his must be repeated on every page of a paper petition.

    c. provide the names and postal addresses of those signing the petition, including postcodes.

    d. petitions submitted in connection with a live Planning Application the petition must also contain the planning application reference number and planning issues that may be relevant to the planning decision.

    e. A suggested petition template is shown at **Annex A.**

6. Petitions must not contain:

    a. Language which is offensive, intemperate or provocative. This not only includes obvious profanities, swear words and insults, but any language which a reasonable person would regard as offensive.

    b. Potentially false or potentially defamatory statements.

    c. Information which is prohibited from being published by an order of a court or a body or person with similar power.

    d. Material which is potentially confidential, commercially sensitive, or which may cause personal distress or loss.

    e. Any commercial endorsement, promotion of any product, service or publication or statements that amount to advertisements.

    f. The names of officials of public bodies, unless they are part of the senior management of those organisations.

    g. The names of family members of elected representatives or officials of public bodies.

    h. The names of individuals, or information where they may be identified, in relation to criminal charges.

    i. Issues for which a petition is not the appropriate channel (for example, correspondence about a personal issue or an issue subject to court proceedings).

Petitions that are not admissible under this Scheme

a) Petitions relating to anything which relates to a matter the Council is not responsible for.

b) Statutory petitions, or petitions relating to Local Authority Referendums which fall under the Local Authorities (Referendums) (Petitions and Directions) (Wales) Regulations 2001, for which separate arrangements apply. For further information contact the Director of Governance and Legal Services and Monitoring Officer.

c) Petitions asking the Council to adjudicate, arbitrate or mediate personal or staffing issues or commercial interests where this is the role of a court or tribunal)

d) Petitions on matters that are subject to legal proceedings in the courts

e) Petitions on matters that are already subject to determination by an Ombudsman (or person with similar powers)

f) Petitions that are essentially freedom of information (FOI) requests, comments, compliments or complaints, which will be passed to the appropriate department for a suitable response.

g) Petitions which raise issues of possible councillor or local government employee misconduct will be taken as complaints arising under the Local Government Act 2000 and will be reported to the Monitoring Officer rather than considered under this petition scheme.

h) When a petition has been presented to Council or a Committee (other than the Planning Committee), no further petition on a similar topic and seeking a similar outcome, shall be considered within six months of the Council meeting at which the petition was first considered or the petitioner heard.

Petition Signatories

7. An appropriate signatory is an individual who lives, works, owns a business or studies in the City and County of Cardiff; or who lives in the area of a neighbouring Council and could reasonably be expected to be affected by the subject matter of the petition.

8. An individual can only sign a petition once. People must not sign both an online and a paper petition, and duplications may be removed if it is found that a petitioner has signed twice.

Submitting a Petition

9. Paper or electronic petitions which are to be considered by full Council or committees other than the Planning Committee, are to be submitted to:

   a. An Elected Member of Cardiff Council for presentation to Council or committee.

b. To Democratic Services
   Cardiff Council.
   County Hall,
   Atlantic Wharf,
   Cardiff
   CF10 4UW
   Or electronically to: DemocraticServices@Cardiff.gov.uk

Petitions must be submitted to Democratic Services either by email, post or hand delivery, in accordance with the Petition Scheme, by 5pm, 7 working days before the date of the Council meeting or committee meeting.

10. Petitions objecting to a planning applications can be submitted via the councils online planning system or by post to:

Development Management
Room 201
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Or electronically to: SupportServices@cardiff.gov.uk

Note: Ensure that your objection quotes the relevant planning reference number

How and by when the council will acknowledge receipt of a petition

11. Receipt or notification of a paper petition or submission of an electronic petition submitted to Democratic Services will be acknowledged within 5 working days provided that the contact details of the lead petitioner are provided at the same time.

12. Electronic petitions submitted to the online planning portal will be displayed on the website within 5 working days .

13. Paper petitions submitted by post to Development Management will be acknowledged within 5 working days provided that the contact details of the lead petitioner are provided at the same time.

Confirming a Valid Petition

14. Initial checks to confirm that a submitted petition meets the requirements of the Scheme will be undertaken by Development Management Officers for Planning petitions or Democratic Services Officers for all other petitions.

15. For Council petitions, if a number of petitions are received on a similar topic with similar desired outcomes, only one lead petitioner will be able to present their petition to Council. The lead petitioner for each petition will be notified by Democratic Services and requested to liaise with each other to consider options to amalgamate petitions and determine which lead petitioner will present the petition to Council. If agreement is not reached the petitioner with the largest number of signatures will have the right to present the petition to Council.

16. Any concerns regarding the validity of the petition will be raised with the Head of Democratic Services or Head of Planning for Planning petitions respectively.

17. These officers will consult with the Monitoring Officer before invalidating any petition.

18. If your petition is invalid the lead petitioner and/or the relevant Elected Member will be informed within 5 working days of receipt of the petition, why it cannot be progressed.

The steps the council may take in response to a petition received by it.

Council Petitions

19. In accordance with the Council Meeting Procedure Rule 20 of the Council's constitution:

    a. A petition may be presented to Council by a ward member or by a lead petitioner if their petition has the required number of petition signatories ('the Petition Threshold'). The Petition Threshold is:

        - 50 for a Lead Petitioner to present a petition to Council; and

        - 20 for a Member to present a petition to Council.

    The petition presenter may outline the request of the petitioners, the reason for the request and the number of the signatories. In any event the lead petitioner or ward Member may not speak under this rule for more than one minute.

    b. Petitions shall be divided into three classes and shall be addressed as follows:

        (i)   A petition bearing less than 20 signatures shall be dealt with by normal correspondence.

        (ii) A petition bearing 21-50 signatures shall be noted at the meeting and passed to a relevant officer of the Council for a written response.

        (iii) A petition bearing 51 or more signatures shall be noted and passed to the relevant Cabinet Member for consideration and a written response

Committee Petitions

20. In accordance with Rule 14.2 of the Committee Meeting Procedure Rules within the Council's Constitution:

    a. When a petition contains 50 or more signatures, one person from amongst those signing the petition may address a committee to which the petition has been referred on the subject matter of the petition for up to three minutes.

b. Where the petitioners object to an application which is to be considered by the Planning Committee or the Licensing Committee the applicant will also be given an opportunity to be heard.

c. Any petition presented directly to a committee shall be delivered to the relevant Chief Officer at least seven clear working days prior to the date of the meeting of the committee at which it is to be presented, to enable the applicant to be notified if appropriate and to be present at the meeting of the committee if the applicant so wishes.

d. When a petitioner has been heard by a committee under this Committee Meeting Procedure Rule no further petition on a similar topic and seeking a similar outcome shall be considered and no further address shall be heard on that item, within six months of the committee meeting at which the petition was first considered or the petitioner heard.

Exceptions

21. In the period immediately before an election or referendum we may need to deal with your petition differently. If this is the case we will explain the reasons and discuss any revised timescale which may apply.

22. In the event that more than one Petition is received, which meets all criteria set under this Rule 14.2 and the Petition Scheme, in relation to the same planning application and seeking a similar outcome, only one Lead Petitioner will be permitted to present the Petition to Planning Committee. Democratic Services officers will notify each Lead Petitioner and ask them to liaise with each other to consider amalgamating the Petitions and agree which Lead Petitioner will present the Petition to Planning Committee. In the absence of such agreement, the Head of Planning, in consultation with the Chair of Planning Committee, may determine at their discretion how many petitioners should be afforded speaking rights.

Response to the Petition.

Council Petitions

23. Responses to lead petitioners will be provided within 20 working days of the presentation of a valid petition to Council. Confirmation that the response has been provided will be published on the Council's Petitions web page.

Committee Petitions

24. When a petition contains 50 or more signatures, one person from amongst those signing the petition may address a committee for up to three minutes. (See para 20 c. above)

25. For a petition with less than 50 signatures which affords no speaking rights at committee a response to any relevant planning grounds will be provided within the planning report with such report available for public inspection on the Council's planning register following determination of the application. No further response will therefore be provided.

Alternatives to Petitions

26. After reading the Petition Scheme an individual or organisation may consider that a petition is not the most appropriate avenue to achieve your desired outcome. Alternative options to enable members of the public to have their say include:

   a. Writing to the appropriate Cabinet Member or Senior Officer
   b. Contacting your local Councillor
   c. Responding to a Consultation
   d. Raising your concerns with the Scrutiny service
   e. Making a suggestion through the Council's website
   f. Asking a question at Council.

Data protection and GDPR

27. All personal data will be handled in compliance with data protection laws and our Privacy Policy. We will keep hard copy and electronic petition information for 12 months and after that time it will be safely and securely destroyed.

SUGGESTED PAPER PETITION TEMPLATE – CARDIFF COUNCIL

LEAD PETITIONER DETAILS:	
Name:	
Full Postal Address:	
Lead Petitioner's email address	
Lead Petitioner's Telephone Number (Optional)	

PETITION DETAILS:	
A clear, short statement covering the subject of the petition. The petition will be returned if it is unclear;	
Call for Cardiff Council to take some specific action, for example: *"We call on Cardiff Council to…"* or *"We call on the Planning Committee to …"*	*We call on..* Note: to be repeated on every page of a paper petition

Petition Signatories:

We call on..(copied from petition details)

Serial	Name	Full Postal Address	Postcode	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

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COUNCIL MEETING PROCEDURE RULES

20 PETITIONS

(a) A Petition may be presented to Council by either:
(i) a Member, if the Petition is comprised of at least 20 signatories; or
(ii) a Lead Petitioner, if the Petition is comprised of at least 50 signatories, subject to compliance with the Council's Petitions Scheme and this Rule 20.

(b) Petitions must be submitted to Democratic Services either by email, post or hand delivery, in accordance with the Petition Scheme, by 5pm, 7 working days before the date of the Council meeting; and must include:

   (i) The name and contact details for the Lead Petitioner;
   (ii) The subject matter and specific request of the Petition;
   (iii) The name and postal address (including postcode) of each Petition signatory; and
   (iv) The total number of signatories to the Petition.

(c) Each and every signatory to the Petition, including the Lead Petitioner, must be either:
   (i) An individual who lives, works or studies within the City and County of Cardiff;
   (ii) A representative of an organisation which operates within the City and County of Cardiff; or
   (iii) An individual who lives in the administrative area of a neighbouring Council and who may reasonably be expected to be affected by the subject matter of the Petition.

(d) The receipt of a Petition will be acknowledged by the Head of Democratic Services within 5 working days from its receipt. Subject to compliance with this Rule 20 and the Petition Scheme, the Lead Petitioner or the relevant ward Member will be invited to present the Petition to the next appropriate Council meeting.

(e) If more than one Petition is received in relation to a similar subject matter and seeking a similar outcome, only one Lead Petitioner or Member will be permitted to present the Petition to Council. Democratic Services officers will notify each Lead Petitioner and Member and ask them to liaise with each other to consider amalgamating the Petitions and agree which Lead Petitioner or Member will present the Petition to Council. In the absence of such agreement, the Lead Petitioner of the Petition with the highest number of signatories shall have the right to present the Petitions to Council.

(f) When a Petition has been presented to Council under this Rule 20, no further Petition on a similar subject matter and seeking a similar outcome shall be considered within six months of that Council meeting.

(g) Where a Member or Lead Petitioner presents a petition to the Council, they may outline the request by the petitioners, the reason for the request and the number of the signatories, provided that in any event they may not speak under this rule for more than one minute.

(h)   Petitions shall be divided into three classes and shall be addressed as follows:

     (i)   A petition bearing less than 20 signatures shall be dealt with by normal correspondence.

     (ii)   A petition bearing 21-50 signatures shall be noted at the meeting and passed to a relevant officer of the Council for a written response.

     (iii)   A petition bearing 51 or more signatures shall be noted and passed to the relevant Cabinet Member for consideration and a written response.

(i)   Written responses will be provided within 20 working days of the presentation of a valid petition to Council.

(j)   A summary of all valid Petitions received, in accordance with this Rule and the Council's Petition Scheme, and the Council's response, will be published on the Council's Petitions web page.

COMMITTEE MEETING PROCEDURE RULES

14.2 **Right of Petitioners to address committee**

(a) Subject to compliance with the Council's Petition Scheme and this Rule 14.2, when a Petition (including an electronic petition) is submitted, with signatories numbering not less than fifty Cardiff electors, a substantial proportion of whom could reasonably be expected to be affected by the matter to which the Petition relates, one person from amongst those signing the petition ('the Lead Petitioner') may address a committee to which the Petition has been referred on the subject matter of the Petition for up to three minutes.

(b) In any case where the petitioners object to an application which is to be considered by the Licensing Committee or the Public Protection Committee, the applicant will also be given an opportunity to be heard.

(c) Any Petition to be presented to a Committee must be submitted to the Head of Democratic Services either by email, post or hand delivery, in accordance with the Petition Scheme, by 5.00pm, 7 working days before date of the Committee meeting at which it is to be presented, and must include:
  i. The name and contact details for the Lead Petitioner;
  ii. The subject matter and specific request of the Petition;
  iii. The name and postal address (including postcode) of each Petition signatory;
  iv. The reference number of any application to which the Petition may relate; and
  v. The total number of signatories to the Petition.

(d) Each and every signatory to the Petition, including the Lead Petitioner, must be an individual who lives, works or studies within the City and County of Cardiff.

(e) The receipt of a Petition will be acknowledged by the Head of Democratic Services within 5 working days. Provided the Petition meets all criteria set under this Rule 14.2 and the Petition Scheme, the Lead Petitioner will be invited to present the Petition at the Committee meeting and the applicant (if any) will be notified and invited to attend the Committee if the applicant so wishes.

(f)

(g) In the event that more than one Petition is received, which meets all criteria set under this Rule 14.2 and the Petition Scheme, in relation to the same application or a similar subject matter and seeking a similar outcome, only one Lead Petitioner will be permitted to present the Petition to Committee. Democratic Services officers will notify each Lead Petitioner and ask them to liaise with each other to consider amalgamating the Petitions and agree which Lead Petitioner will present the Petition to Committee. In the absence of such agreement, the responsible Chief Officer, in consultation with the Chair of the Committee, may determine at his/her discretion how many petitioners should be afforded speaking rights in order to secure a proper, full and effective debate,

having regard to the subject matter and relevant issues to which the Petitions relate.

(h) When a petitioner has been heard by a committee under this Committee Meeting Procedure Rule no further Petition on the same item and seeking a similar outcome shall be considered and no further address shall be heard on that item, within six months of the committee meeting at which the Petition was first considered or the petitioner heard.

(i) A petition comprised of less than 50 signatories or which does not meet all criteria set under this Rule 14.2 and the Petition Scheme shall be granted no speaking rights at Committee. However, a response to any relevant issues will be provided with the Committee report or as part of the late representations to Committee, and such report will be available for public inspection on the Council's website in accordance with the Access to Information Procedure Rules.

PLANNING COMMITTEE PROCEDURE RULES

14.2   **Right of Petitioners to address committee**

(a)   Subject to compliance with the Council's Petition Scheme and this Rule 14.2, when a Petition (including an electronic petition) is submitted, with signatories numbering not less than fifty Cardiff electors, a substantial proportion of whom could reasonably be expected to be affected by the matter to which the Petition relates, one person from amongst those signing the petition ('the Lead Petitioner') may address the Planning Committee to which the Petition has been referred on the subject matter of the Petition for up to three minutes.

(b)   In any case where the petitioners object to a planning application, the applicant will also be given an opportunity to be heard.

(c)   Any Petition presented to the Planning Committee must be submitted to the Local Planning Authority either by email, post or hand delivery, in accordance with the Petition Scheme, by 5.00pm, 7 working days before date of the meeting at which it is to be presented, and must include:

  i.   The name and contact details for the Lead Petitioner;
  ii.   The subject matter and specific request of the Petition and reference to planning issues that may be relevant to the planning decision;
  iii. The name and postal address (including postcode) of each Petition signatory;
  iv.   The reference number of the planning application to be determined by the Local Planning Authority; and
  v.   The total number of signatories to the Petition.

(d)   Each and every signatory to the Petition, including the Lead Petitioner, must be an individual who lives, works or studies within the City and County of Cardiff.

(e) The receipt of a Petition will be acknowledged by the Head of Planning within 5 working days. Provided the Petition meets all criteria set under this Rule 14.2 and the Petition Scheme, the Lead Petitioner will be invited to present the Petition at the Planning Committee meeting and the applicant will be notified and invited to attend the Planning Committee if the applicant so wishes.

(f) In the event that more than one Petition is received, which meets all criteria set under this Rule 14.2 and the Petition Scheme, in relation to the same planning application and seeking a similar outcome, only one Lead Petitioner will be permitted to present the Petition to Planning Committee. Democratic Services officers will notify each Lead Petitioner and ask them to liaise with each other to consider amalgamating the Petitions and agree which Lead Petitioner will present the Petition to Planning Committee. In the absence of such agreement, the Head of

Planning, in consultation with the Chair of Planning Committee, may determine at his/her discretion how many petitioners should be afforded speaking rights.

(g) When a petitioner has been heard by the Planning Committee under this Procedure Rule, no further Petition on the same item and seeking a similar outcome shall be considered and no further address shall be heard on that item, within six months of the Committee meeting at which the Petition was first considered or the petitioner heard.

(h) A petition comprised of less than 50 signatories or which does not meet all criteria set under this Rule 14.2 and the Petition Scheme shall be granted no speaking rights at Planning Committee. However, a response to any relevant planning grounds will be provided with the Planning Committee report or as part of the late representations to Planning Committee, and such report will be available for public inspection on the Council's planning register following determination of the application. No further response will be provided.

City & County of Cardiff
Democratic Services Committee
Annual Report 2021

WORKING FOR CARDIFF,
WORKING TOGETHER

CAPITAL AMBITION

CARDIFF
CAERDYDD

Contents

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Chair's Foreword

After the changes and challenges of 2020, I'm sure we had all hoped that 2021 would see the return of some of the old normals. However, instead, we all became more practiced in the new normal with remote working and other changes.

We have all become better at the protocols of remote meetings, with Legacy Hands and You're on Mute being a staple of every meeting. However, it is the Democratic Services Team that have ensured that the planning, running and recording of meetings has continued with a full programme. Multi location meetings require considerable preparation and running, including the regular problem, we've all had, of the signal dropping, kicking you our of the meeting, and requiring a member of the team to get us back in.

A lot of work has been undertaken in 2021 to prepare the way for Multi Location Meetings, sometimes know as Hybrid, which are a requirement of the new legislation and the installation of new equipment is underway for City Hall and County Hall Council Chambers and Committee Room 4. The work involved in designing, tendering and getting this installed by the team has been considerable and there will be benefits to everyone, in the meeting and watching, when the system is operational. The requirements of new legislation has also required the development of a Public Participation Scheme and a Petitions scheme.

In July last year, the committee discussed a letter from the WLGA about a Diverse Council Declaration. This resulted in the committee agreeing to the preparation of an action plan and I wrote to the group Leaders, Committee Chairs and others, requesting their support and assistance in achieving this aim. I am pleased and grateful for the support given that enabled this council to make that declaration just a few months ago.

The Democratic Services team has seen some staff changes with, at times, vacancies meaning that the team have had to work doubly hard to undertake everything needed to ensure the smooth running of the committees and member services. Vacant positions are in the process of being filled and when the team is complete it will remove some of the additional stresses and duties that are being covered.

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A critical part of member services is the safety and security of members, the importance of which was brought home to everyone with the tragic murder of Sir David Amess. Many members have experienced abuse, verbal and physical, this is wrong and we, the council and society need to address the way in which elected representatives are treated. Addressing some of these risks and concerns, all members have been provided with additional security software on their phones.

I have seen many changes in Democratic Services in the last five years and I hope that you, like I, are grateful and appreciative of the way that the people who work in Democratic Services have dealt with us, our problems, foibles and needs. I for one, wish to thank them all for the way in which they have supported me, and also to thank the members of the Democratic Services Committee for their support, and active involvement in the work of the committee. I have had a very enjoyable, and I hope productive, five years as Chair of the committee and know that whoever takes on this role in the next council will have a great team behind them.

Councillor Mike Jones Pritchard
Chair, Democratic Services Committee

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Membership of the Democratic Services Committee.

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

Councillor Jones-Pritchard

Councillor Burke-Davies

Councillor Goddard

Councillor Goodway

Councillor Kelloway

Councillor Lay

Councillor Naughton

Councillor Parry

Councillor M Rees

Councillor Sandrey

Councillor Wong

Vacancy

Committee Attendance.

Councillor	Possible	Actual
Councillor Mike Jones-Pritchard (Chair)	3	3
Councillor Jennifer Burke-Davies	3	2
Councillor Susan Goddard	3	2
Councillor Russell Goodway	3	3
Councillor Kathryn Kelloway	3	2
Councillor Chris Lay	3	2
Councillor Dan Naughton	3	3
Councillor Keith Parry	3	3
Councillor Mia Rees	3	1
Councillor Emma Sandrey	3	3
Councillor Peter Wong	3	3
Councillor Fenella Bowden[1]	2	0

Terms of Reference.

The remit of the Democratic Services Committee is:

(a) To carry out the local authority's function of designating the Head of Democratic Services;

(b) To keep under review, the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority;

(c) To make reports, at least annually, to the full Council in relation to these matters.

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[1] Retired on 29 September 2021

The Democratic Services Team – Support, Services and Structures

Head of Democratic Services

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

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

Committee Services

At present, the team consists of five members of staff made up of the Committee and Member Services Manager, two Senior Committee Member Services Officers, one Committee and Member Services Officer and a temporary Committee Services post.

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

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

The Committees Team also co-ordinates the delivery of the audio visual and webcasting facilities for Council and its committees.

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Member Services

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

Scrutiny Services

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

Scrutiny Services support the following Scrutiny Committees.

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

Resources

The budget allocation for 2021/22 for the Democratic Services Team was £2.680m which was allocated as follows to the relevant service areas.

Service	Net Budget £000
Democratic Services	841
Member Services	1,839
Total	**2,680**

The latest financial projection indicates that:
- Democratic Services Team will achieve a balanced position at the end of this financial year.
- Member Services are estimating an underspend of £8,000, this is due to revised in-year projections and alternative funding for software costs from Capital bids and use of reserves.

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Key Activities

Diverse Council Declaration

In July the Democratic Services Committee considered a letter and report from the Welsh Local Government Association (WLGA) Council regarding a Diverse Council Declaration. The intention of the declaration was to:

- Provide a clear, public commitment to improving diversity;
- Demonstrate an open and welcoming culture to all;
- Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and
- Set out an action plan of activity ahead of the 2022 local elections.

The committee agreed to develop an action plan within the Committee's remit and budget to support the Diverse Council intentions of the WLGA Council and that the Chair write to key stakeholders for their support for a Diverse Council Declaration.

To support the Diverse Council Declaration a Demographic Profile survey was undertake and completed by 88% of Elected Members. The data will be analysed and be used as a benchmark for diversity for the Council.

Member Development

A Member Development Programme to support all Councillors and provide opportunities for collective and individual learning was planned and implemented with the following sessions provided and attended: -

Main Sessions

Date(s)	Event	Attendance	
		Actual	**%**
11-Feb-21	Children's Services Briefing	29	38.67%
12-Mar-21			
16-Feb-21	Planning	35	46.67%
18-Feb-21			
25-May-21	Replacement LDP	24	32.00%
29-Jun-21	Cardiff Commitment Vision	20	26.67%
05-Jul-21	Youth Justice Update	24	32.00%

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Date(s)	Event	Attendance	
		Actual	%
29-Jun-21	Code of Conduct Refresher	72	96.00%
08-Jul-21			
29-Jul-21			
07-Sep-21			
15-Nov-21			
29-Nov-21			
15-Dec-21			
06-Sep-21	Unconscious Bias	24	32.00%
09-Sep-21			
28-Sep-21	Covid-19 Vaccination Delivery Plan	20	26.67%
Various since 2017	UN Child Rights Practice Part A	64	85.33%
Various since 2017	UN Child Rights Practice Part B	60	80.00%
01-Nov-21	Drop in Session - Draft IRPW Annual 2022-23	7	9.33%
04-Nov-21	Personal Safety and Security Refresher	8	10.67%

E-Learning

The dedicated Elected Member E-Learning portal supported by the Cardiff Academy has been provided for Elected Members. This portal provides Elected Members with access to the key topics identified by the Democratic Services Committee for completion. The portal also provides monthly reports to the Head of Democratic Services detailing the completion status of E-Learning modules. This information is shared with Group Whips and Elected Members are encouraged to maximise the use of this facility.

The primary use of the E-Learning portal in 2021 was to enable Elected Member to completed safeguarding awareness. The completion data for the various safeguarding awareness sessions is as follows:

Event	Attendance	
	Actual	%
Safeguarding Awareness	59	78.67%

Some E-Learning was undertaken by individual members for their personal development with topics including: dementia awareness, assertive communication and corporate parenting.

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Staffing

To address vacancies in the Committees Team following the inability to recruit to the role of Note Taker for Education Appeals, options are being progressed to provide career opportunities within the team and enhance its capacity to support and develop services for Elected Members.

Following the resignation of a Principal Scrutiny Officer in March 2021 the team recruited a replacement PSO to maintain the level of staffing within the team.

Committee and Member Services

Multi-location Meetings

The Local Government and Elections (Wales) Act 2021 requires Local Authorities to develop arrangements for "holding meetings in multiple locations". The Constitution Committee considered a report on this issue at its meeting in December 2021. Interim Guidance for Local Authority Multi-Location Meetings has been provided by the Welsh Government which will provide directions for how meetings can be held whether fully remotely, face to face or as hybrid meetings.

The authority received funding from the Digital Democracy Fund to develop a hybrid meeting system and some progress has been made in developing this functionality. The Democratic Services Team has been heavily involved in a number of hybrid meeting demonstrations that have been held with officers, members and Committee Chairs. The Democratic Services Committee meeting held on 29 November 2021 was the first successful public multi-location meeting provided by Cardiff Council.

The feedback from these engagements assisted in providing an understanding of the current system capabilities, its limitations and the development of the requirements for the new conferencing system. This system will be able to primarily operate in the three main Council venues, Committee Room 4, County Hall Council Chamber and City Hall Council Chamber. The system will include new wireless microphones, displays, translation facilities and support for the hard of hearing. There will be meeting control software which will support: electronic voting for committee members (remote and in person attendees), speaker queues, camera control and will integrate with our existing

webcasting provider.

This procurement has now been finalised and there will be a significant period of implementation and development which the Democratic Services Team and other stakeholders will need to undertake in early 2022.

Webcasting

The Council has a webcasting contract with Public-I. Public meetings have been live-streamed or recorded for subsequent upload to the Council webcast website. Those meetings which contained predominantly exempt items were not recorded or webcast. Table 1 below provides a summary of the webcasting information for 2021.

Table 1

Summary 2021						
Webcast title	Number of meetings	Actual duration	Avg. length of viewing	All views	Live views	Archive views
Council	9	33:35:40	00:31:55	3799	1368	2431
Cabinet	11	13:29:08	00:25:45	4750	459	4291
Planning	10	36:07:36	00:38:08	4022	1410	2612
Scrutiny	47	102:55:53	00:36:20	3568	662	2906
Governance & Audit	8	14:28:05	00:28:15	974	108	866
Others	47	56:06:02	00:21:21	18	1895	312
Totals	**132**	**256:42:24**	**00:30:17**	**17131**	**5902**	**13418**

The current data shows an increase of 21.69% on the number of views in 2020 when there were a total of 14,077 views. The corporate webcasting target for 2021-22 relates to a total of 7,500 views, but with the impact of the coronavirus and the requirement to make meetings available to the public, the number of webcast views has increased. There were **10,866** views in the first 3 quarters of 2021/22 which exceeds the target by **44.88%.**

Elected Member Personal Safety and Security

Following the tragic death of Sir David Amess, the Chief Executive directed that a proactive approach be developed to support the Personal Safety and Security of Elected Members. This led to a Personal Safety and Security Refresher session being held on 4 November 2021 which outlined the simple actions which could be taken by Elected Members to protect themselves when working in their communities. In addition, the

session advised attendees how to access the Council's ALERT system and the implementation of the "Peoplesafe" app for all Elected Members.

At that time, the Authority was in the final stages of the procurement of "Peoplesafe" services which was intended to enhance the minimum level of lone working protection not only for Elected Members but for all of the Council's lone workers. Democratic Services are working with the Corporate Security Manager and the project lead to deploy the app to all Elected Members who would like to use it. The cost of the licenses is being met corporately.

Elected Members were recommended to have the "Peoplesafe" app installed on their smartphones to enable the device to become a lone working device. Once installed and registered the app can be used to support Elected Members when working in their community by providing direct connection to a 24-hour Alarm Receiving Centre (ARC) who are able to escalate issues directly to the emergency services.

As at 31 December 2021, 23 Elected Members have had their details uploaded to "Peoplesafe". Nine Elected Members have authenticated their user information with five members actively using the app. Initial feedback has been positive, but a number of inadvertent SOS activations have taken place and the settings on the users device have been adjusted to prevent a recurrence of these incidents. Further work will be undertaken to provide training on the use of the app to all members.

The second stage of the implementation is the provision of additional information to enhance the effectiveness of the app. This will include gaining consent for personal information to be included with the app i.e. blood group, health issues, duress words etc which will be available to the Democratic Services Team who will be managing the Members "Peoplesafe" portal and to the "Peoplesafe" ARC who will access this information in an emergency.

Member Enquiry System (MES)

This is one of the key support services provided by the Member Services team and which is used by 73/75 (97.3%) Elected Members. The MES is an important tool to effectively

deal with the issues raised by residents with their Councillor. Logging enquiries provides Senior Managers with data on the key service issues, logging frequency and trends.

The agreed performance target requires that responses to enquiries raised by Elected Members will be provided within 10 working days and the Member Services team is continually monitoring MES for responses to and from councillors, chasing and escalating matters as necessary. The team liaises closely with agents in Directorates and regularly meet with teams to deal with specific issues in particular in relation to Requests for Service. The complexity and multi-service nature of some enquiries means that response times can exceed the 10 working days. This has been exacerbated with the Council focussing support for the communities during the pandemic. Table 2 provides an update on the number and method of reporting Member Enquiries.

Table 2

Enquiry Type	Q4 2020/21	Q1 2021/22	Q2 2021/22	Q3 2021/22	Totals
Total Enquiries	**1540**	1671	1644	1262	**6117**
Member Self-serve	**743**	730	758	556	**2787**
Logged by Officer	**797**	941	886	706	**3330**
Time taken to close in days.	**11.57**	12.34	11.48	8.65	**11.16**

Development of HALO Software for the MES.

The HALO software used to support the MES has required some development to make effective use of its functionality. This will enhance the performance data and community intelligence that can be identified from the enquiries that are logged. The focus of the development has been on the Enquiries Capture form which is planned to be simplified for ease of use. Members of the Committee will be testing the revised forms and following this testing the new form will be implemented in 2022.

Supporting Community Councils

Cabinet formally adopted the Community Council Charter on 13 December 2018 and it was agreed that the MES service will be provided to Community Councils on a permanent basis with the use of the service being monitored and reviewed as and when necessary. This service has continued throughout 2021 and has included the circulation of

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information to Community Council Clerks to ensure that they were kept up to date with the covid-19 updates for Cardiff.

Education Appeals

The Democratic Services Team currently supports the education appeals process by providing a note-taker which is part-funded by the Education Directorate. A total of 228 education appeals were held in remotely in 2021. This equated to approximately 61 days where a member of the team was supporting an appeal hearing.

Scrutiny Services

This year has seen Scrutiny develop its Recommendations Monitoring Tracker which has provided improved Scrutiny performance data. This information has been utilised in the new format single Scrutiny Annual Report which provides a more public facing focused document, encouraging engagement and participation with Scrutiny. The Scrutiny Team have also been developing the Scrutiny Website in an attempt to develop greater level of public engagement. The following outlines the other key activities of the Scrutiny Services Team:

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

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

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

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an integral part of monitoring and reviewing improvements to the Service, and more importantly, improving outcomes for young people within the Service. The Committee's work to date has been acknowledged by HMIP.

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

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

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

Task and Finish

The Committee did not undertake any Task & Finish Inquiries during 2021. However, progress and implementation of recommendations set out in the "Out of County Placements" Inquiry will continue to be a priority for the Committee in the coming year. The Committee has committed to undertake a Task & Finish Inquiry on "Young People Vulnerable to Exploitation" when it returns to business as usual.

- Community and Adult Services Scrutiny Committee

The Community and Adult Services Scrutiny Committee plays an important role in assessing service performance and informing service and policy development across a range of Council services, including all aspects of housing, neighbourhood renewal and adult social care. As required by the Police and Justice Act, 2006, the Community and Adult Services Scrutiny Committee is also the Council's Crime and Disorder Scrutiny Committee, thereby holding the responsibility to review decisions made or action taken in connection with the discharge of crime and disorder functions.

Over the course of 2021, Committee Members held 9 formal meetings, considered 18 individual items, and submitted 52 recommendations for Cabinet consideration.

Given the significant well-being ramification of the Covid-19 pandemic, the Committee began the year by undertaking in-depth scrutiny of social isolation and loneliness faced by the adult population of Cardiff. Assessing the measures put in place by the Council to ensure that the health and well-being impact of the pandemic is adequately recognised and resourced

Other pertinent topics considered by the Committee during 2021 included the effectiveness of local measures to address and prevent drug-dealing and drug related crime in Cardiff, along with detailed consideration of local management of the Prevent Strategy, which aims to stop individuals becoming involved in terrorism.
In addition, Committee Members continued to provide thorough monitoring of the Council's, Council House Build Programme and offered constructive input into the Council's Design Guide which will be used to underpin Council housing development sites.

During consideration of this year's topics, Members were pleased to welcome various witnesses including key representatives from the Council's executive, Community Safety Partnership Board, Welsh Government, British Red Cross, Age Connects, Project Hope, Religious Representatives, and relevant officers from Shared Regulatory Services. All of whom provided their highly valued knowledge, views, and perspective to best inform the Committee's scrutiny.

Task and Finish

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

This year, the Committee submitted an inquiry surrounding the transition process for out of county placements for adults with a learning disability. The inquiry's findings were initially scheduled to be submitted to Cabinet in spring 2020, however, the subsequent onset of the Covid-19 pandemic and related UK-wide lockdown meant that submission of this report was delayed.

Following substantial research and visits to a range of local and out of county providers, Task Group Members formulated 30 recommendations for Cabinet consideration. Each recommendation was designed to improve transition arrangements for adults with a learning disability who live in out of county provision and may undergo a transition back into county. The recommendations included measures to help ensure clear, transparent communication at every stage of the process, procedures to help identify gaps in local service provision and processes to monitor the quality and skills of an individual post transition. Out of the 30 recommendations made to Cabinet, 29 were either partially or fully accepted, with one recommendation not accepted due to statutory guidance.

- Economy & Culture Scrutiny Committee

    In line with the parameters for scrutiny during the pandemic, agreed at Full Council in July 2020, Committee Members have focused their time on pre-decision scrutiny of reports to Cabinet, issues that are time-critical and/ or may have a significant adverse reputational impact on the Council, as well as areas highlighted by Cabinet Members and Directors as benefitting from scrutiny.

    During 2021, this Committee considered a significant number of reports to Cabinet on high-profile regeneration projects, including the International Sports Village, proposed Velodrome, Llanrumney Regeneration, Canal Quarter Regeneration, Atlantic Wharf, Indoor Arena and James Street Regeneration. Committee Members also scrutinised reports to Cabinet on the Council's response to the pandemic, including City Recovery and Renewal Strategy, Castle Street proposals, and revisions to the Council's contract with GLL regarding the provision of leisure services.

    Committee Members scrutinised reports to Cabinet on wider changes to services, such as Into Work and Adult Community Learning, the Old Library, the Norwegian Church, changes proposed in response to an agreed motion to Council on creating a

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Greener, Healthier and Wilder Cardiff as well as bids for UK Government funding for levelling-up.

Committee Members also scrutinised progress in implementing the Music Strategy and in delivering leisure services via GLL, as well as in responding to a previous Audit Wales report on leisure services. In addition, Members received a briefing on the Council's work as part of the Western Gateway partnership.

Finally, Committee Members have scrutinised corporate issues, such as the Corporate Plan, Budgetary Proposals and the first stage of the replacement Local Development Plan. Committee Members have been briefed on budget and performance monitoring reports, and did not identify any areas of concern.

Committee Members have continued to question whether proposals are compatible with the Council's commitment to sustainable development and tackling inequality, examining plans through the lens of the Well Being & Future Generations Act as well as the Climate Emergency motion, passed by Council in March 2019.

Task and Finish

Community Sport in Cardiff

In October 2021, Members commenced an Inquiry into Community Sport in Cardiff, at the request of Councillor Bradbury. Members heard from Sport Wales, Cardiff Metropolitan University and Sport Cardiff. They invited contributions from neighbouring local authorities that are part of Sport Wales' proposed Central South Regional Sport Partnership. The final report is scheduled to be considered by Committee in January 2022 for submission to Cabinet thereafter.

- Environmental Scrutiny Committee

During 2021, the Environmental Scrutiny Committee have explored and engaged in decision making around a range of topics including Waste Management, One Planet Cardiff, Cardiff Bus Strategy, Cycle Ways, the Coastal Management Programme and the Replacement Local Development Plan.

A common theme that the Committee has continued to focus on has been the Council's response to the Climate Change Emergency and the Council's objective to achieve carbon neutral by 2030. This has included detailed consideration of the draft One Planet Cardiff Strategy and Action Plan as well as scrutiny of associated

individual areas such as Air Quality, electric vehicles and infrastructure, Active Travel Routes and Biodiversity. The Committee has made numerous observations and recommendations relating to this.

Particular emphasis has also been placed on the Council's Waste Management Service as it strives to meet the Welsh Government targets for recycling. This has included continued monitoring of Waste Collections during the pandemic as well as examination of the proposed changes for Waste collections and Waste Management under the draft Waste Strategy.

Task and Finish

Replacement Local Development Plan

In September 2021, all five Committees considered the Replacement Local Development Plan (RLDP), scrutinising the Vision, Issues and Objectives as well as the Integrated Sustainability Appraisal. This resulted in 8 recommendations as well as several requests, including the wish to establish a Joint Task and Finish Group to progress Scrutiny of future stages of the RLDP. It was agreed that this would incorporate cross-representation from all 5 Scrutiny Committees in order to ensure that all aspects affected by the RLDP are able to be considered. As a result, a Joint Task and Finish Group was established in October 2021, led by the Environmental Scrutiny Committee, to examine the proposed Strategic and Delivery Options as well as the Council's consultation process. The Group have held 3 meetings so far and are currently undertaking a 'Call for Evidence' to help inform the inquiry. The Group are scheduled to continue their work into 2022, with a final report scheduled to be presented to the Scrutiny Committees in March 2022 to inform the Council's future development of the RLDP Preferred Strategy.

- Policy Review & Performance Scrutiny Committee

In 2021 the Policy Review and Performance Scrutiny Committee continued to focus on the Council's policies and plans to recover from the pandemic, specifically those areas of Council business that are the foundation to delivering effective council services in challenging times. Notable highlights are as follows:

The Committee's **Performance Panel** continued to combine the expertise of all five scrutiny committees to secure an impact on the Council's Corporate Planning and Performance Management processes. The Panel met with the Cabinet to consider the Corporate Plan at a policy development stage (February 2021); to consider the year-end performance 2020/21 (July 2021); and finally, to consider mid-year performance 2021/22 (December). These three meetings offered a total of 98 scrutiny member observations to the Cabinet, many resulting in amendments to the Corporate Plan and to the Council's self-assessment of its performance in line with the requirements of the Local Government (Wales) Elections Act 2020.

Once again, the Committee has focussed heavily on the **financial resilience** of the Council. Committee time has been allocated to the Council's strategy for dealing with the financial challenges ahead, the proposals for the 2021/22 budget and to monitoring the budget at the Outturn 2020/21 and months 4 and 6 2021/22.

The Committee has reviewed the organisation's **performance** and response to the demands of the pandemic in maintaining frontline services, undertaking pre-decision scrutiny of Cabinet reports on **recovery and renewal** in May and October 2021. Members were looking for evidence that more agile decision making is maintained and that the Council becomes more innovative as it looks to establish flexibility between home and office working. In support of the move towards a hybrid working style the Committee commenced a task and finish inquiry into **homeworking**, to examine how the experience of managing remotely during the pandemic can inform future policy on autonomy at work, with a specific focus on the management challenges of supporting home & agile working.

This year the Committee has returned to its statutory responsibility for scrutiny of the **Cardiff Public Services Board**, finding that all statutory partners recognised the value of having a successful partnership of key frontline public service organisations in place. Members commended the high level of trust and spirit of co-operation that had resulted in agility in the speed of decision-making at the onset of the pandemic.

The Committee has engaged with the Council's **Race Equality Taskforce,** affording members a consultative voice on membership, workforce representativeness, and in

translating the educational success of BAME communities into employment. It is vital that the Council leads on such topical issues.

Cognisant of the need for measured and proportionate scrutiny as the organisation continued to recover from an emergency position, this year Members made fewer requests for bespoke scrutiny progress reports. Having become aware of the challenges faced by the *Governance and Legal Services* directorate, in November 2021 the Committee welcomed the Director's assurance that the Council meets the need for resources to support effective corporate governance, noting that the service had maintained traditional spending commitments in Members Services in recent years. We were also reassured that the Democratic Services budget had not been impacted by Legal Services overspending as it deals with the many challenges of a demand led service, particularly given the increasing number and complexity of safeguarding cases.

The Committee has returned to its long-held interest in corporate wide *sickness absence,* focussing closely on the specific challenges faced by Waste Management. Members recommendations following the scrutiny highlighted the need for work-related stress risk assessments within all service areas and proactive research of both public and private best practice in tackling sickness absence.

- Young People's Participation in Scrutiny

  The inclusion of Youth Council Representatives initiated by the Children & Young People Scrutiny Committee includes regular invitations for youth representation on the Economy and Culture Scrutiny Committee to observe and contribute to the work of the Committee.

- Regional Scrutiny Activity

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

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

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

- **Central South Consortium**

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

Internal and External Audits

Scrutiny

The Action Plan developed to meet the recommendation of the Wales Audit Office report entitled Overview and Scrutiny – Fit for the Future has been completed. An internal Audit of the Scrutiny Function to ensure that "*Scrutiny Committees demonstrate effective outcomes from Scrutiny activities that represent good value"* was also undertaken with the recommendations expected to be completed at the end of January 2022.

Members Remuneration

An internal audit was undertaken to ensure the effectiveness of the remuneration of Members. The recommendations were completed by 30 September 2021 and included the revision of the claim form to better align the mileage claims arrangements to the corporate processes. All Elected, Independent and Co-opted Members were advised of the changes in the process.

Collaborative Working and Networks

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

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

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

  The annual meeting of the IRPW with the Chairs of Democratic Services Committees and the Heads of Democratic Services was held remotely on 9 November 2021 to discuss the Draft Annual Report for 2022/23 and proposed determinations in relation to Elected Members.

  The Head of Democratic Services and the Committee and Member Services Manager also participated in discussions on the report including: the allocation of senior salary holders given Cardiff's increase in Elected Members from 2022; informal costs of care reimbursements, terminology used in the report, the promotion of the role of the IRPW, prescription or provision of remuneration of internet costs, redundancy payments for councillors losing their seat, developing remuneration arrangements to support for green initiatives, job sharing for non-executive members and the personal safety of Elected Members.

  The final IRPW report for 2022/23 is scheduled to be published in February 2022 and a remuneration report will be submitted to Council in May 2022 setting out the key determinations.

- **Officer Networks**

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

Performance Information:

Webcasting

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

	Council							
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Council	28-Jan-21	03:50:48	00:35:20	149:02:19	577	183	394
2	Council	04-Mar-21	03:45:05	00:40:23	122:30:15	280	175	105
3	Council	18-Mar-21	04:22:46	00:33:26	128:44:48	450	157	293
4	Council	27-May-21	00:28:32	00:11:44	27:11:57	289	40	249
5	Council	24-Jun-21	03:52:17	00:31:09	103:20:11	326	131	195
6	Council	22-Jul-21	04:14:29	00:41:33	178:00:37	506	168	338
7	Council	30-Sep-21	04:10:52	00:34:12	103:46:31	409	173	236
8	Council	21-Oct-21	04:30:41	00:36:03	120:47:37	462	160	302
9	Council	25-Nov-21	04:20:10	00:23:26	104:44:30	500	181	319
Totals			**33:35:40**	**00:31:55**	**1038:08:45**	**3799**	**1368**	**2431**

	Cabinet							
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Cabinet	13-Jan-21	00:13:52	00:10:07	09:57:03	105	8	97
2	Cabinet	21-Jan-21	00:29:57	00:15:59	33:02:58	219	9	210
3	Cabinet	25-Feb-21	01:14:10	00:45:33	179:56:30	542	41	501
4	Cabinet	18-Mar-21	01:08:44	00:07:44	34:51:12	459	30	429
5	Cabinet	20-May-21	01:48:19	00:40:11	283:22:23	1026	54	972
6	Cabinet	17-Jun-21	01:43:05	00:19:25	98:45:22	522	77	445
7	Cabinet	15-Jul-21	01:44:39	00:13:11	59:33:20	452	55	397
8	Cabinet	23-Sep-21	01:26:36	00:31:39	112:24:36	591	47	544
9	Cabinet	14-Oct-21	01:38:30	00:34:14	144:58:40	536	61	475
10	Cabinet	18-Nov-21	00:45:40	00:29:51	47:46:22	196	31	165
11	Cabinet	16-Dec-21	01:15:36	00:35:25	32:27:56	102	46	56
	Totals		**13:29:08**	**00:25:45**	**1037:06:22**	**4750**	**459**	**4291**

	Planning							
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Planning Committee	27-Jan-21	06:15:12	00:44:16	303:16:48	822	391	431
2	Planning Committee	17-Feb-21	01:17:04	00:14:23	59:43:25	359	86	273
3	Planning Committee	21-Apr-21	02:46:25	00:31:30	94:01:21	286	74	212
4	Planning Committee	10-May-21	04:28:13	00:43:56	144:58:54	394	140	254
5	Planning Committee	16-Jun-21	02:26:13	00:24:40	60:53:00	223	47	176
6	Planning Committee	28-Jul-21	04:18:09	00:31:37	112:47:06	371	73	298
7	Planning Committee	18-Aug-21	03:18:30	00:49:32	149:27:33	377	100	277

	Planning							
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
8	Planning Committee	06-Oct-21	00:20:17	00:07:13	10:42:53	125	17	108
9	Planning Committee	02-Nov-21	03:54:01	00:56:00	189:29:56	436	168	268
10	Planning Committee	15-Dec-21	07:03:32	01:18:10	377:48:40	629	314	315
	Totals		**36:07:36**	**00:38:08**	**1503:09:36**	**4022**	**1410**	**2612**

Scrutiny

	Children and Young People							
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Children and Young People	19-Jan-21	01:09:32	00:10:46	08:26:10	68	8	60
2	Children and Young People	23-Feb-21	04:18:19	00:28:47	12:28:38	71	40	31
3	Children and Young People	15-Mar-21	01:52:59	00:18:03	17:09:32	109	19	90
4	Children and Young People	11-May-21	02:45:37	00:11:20	06:48:32	58	0	58
5	Children and Young People	15-Jun-21	02:06:42	00:29:59	15:29:50	92	0	92
6	Children and Young People	13-Jul-21	02:58:32	00:15:47	13:41:25	98	10	88
7	Children and Young People	21-Sep-21	03:06:34	00:38:28	27:34:41	109	19	90
8	Children and Young People	13-Oct-21	03:57:50	00:33:56	39:02:14	171	35	136
9	Children and Young People	09-Nov-21	01:05:34	00:23:39	11:49:39	55	7	48
10	Children and Young People	09-Dec-21	03:19:04	00:58:19	25:16:23	39	12	27
	Totals		**26:40:43**	**00:26:54**	**177:47:04**	**870**	**150**	**720**

Community & Adult Services

	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Community & Adult Services	03-Feb-21	02:48:37	00:26:48	23:40:41	111	11	100
2	Community & Adult Services	22-Feb-21	02:20:40	00:27:18	15:01:25	82	21	61
3	Community & Adult Services	10-Mar-21	01:45:25	00:34:45	21:26:03	87	20	67
4	Community & Adult Services	19-May-21	02:44:10	00:45:37	19:00:28	59	0	59
5	Community & Adult Services	07-Jul-21	01:44:17	00:23:27	11:20:14	78	8	70
6	Community & Adult Services	15-Sep-21	01:58:05	00:41:39	20:49:31	80	9	71
7	Community & Adult Services	13-Oct-21	02:09:45	00:27:22	09:07:39	40	0	40
8	Community & Adult Services	10-Nov-21	01:50:18	00:55:09	21:08:37	43	6	37
9	Community & Adult Services	08-Dec-21	01:56:28	00:32:53	12:36:35	42	12	30
	Totals		**19:17:45**	**00:35:00**	**154:11:13**	**622**	**87**	**535**

Economy & Culture

	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Economy & Culture	22-Feb-21	02:04:32	00:19:50	12:53:38	70	19	51
2	Economy & Culture	11-Mar-21	01:27:06	00:29:15	33:09:16	135	36	99
3	Economy & Culture	13-May-21	02:41:42	00:19:29	16:14:36	86	17	69
4	Economy & Culture	14-Jun-21	01:15:43	00:14:36	09:15:20	76	9	67
5	Economy & Culture	13-Jul-21	01:17:15	00:12:52	10:18:17	74	0	74
6	Economy & Culture	20-Sep-21	01:37:34	00:20:02	13:01:44	72	17	55
7	Economy & Culture	12-Oct-21	00:30:39	00:11:04	05:20:58	52	4	48
8	Economy & Culture	16-Nov-21	02:07:06	00:32:50	14:13:48	36	8	28
9	Economy & Culture	13-Dec-21	02:02:00	00:50:41	25:20:50	55	16	39

Economy & Culture							
Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
Totals		**15:03:37**	**0:23:24**	**139:48:27**	**656**	**126**	**530**

Environmental								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Environmental	05-Jan-21	02:36:55	00:30:23	23:18:02	107	13	94
2	Environmental	23-Feb-21	03:00:25	00:33:24	19:29:22	68	25	43
3	Environmental	02-Mar-21	01:21:38	00:20:24	17:00:13	82	17	65
4	Environmental	11-May-21	01:25:17	00:17:55	12:32:40	80	10	70
5	Environmental	15-Jun-21	02:41:04	01:23:53	72:42:22	106	22	84
6	Environmental	06-Jul-21	03:53:03	00:53:00	37:59:08	115	29	86
7	Environmental	22-Sep-21	02:06:56	01:03:28	26:26:42	46	8	38
8	Environmental	05-Oct-21	01:43:41	01:02:24	34:19:15	71	11	60
9	Environmental	11-Nov-21	01:33:19	00:29:09	15:04:05	52	14	38
10	Environmental	07-Dec-21	01:46:13	00:45:12	25:36:57	48	17	31
	Totals		**22:08:31**	**00:43:55**	**284:28:46**	**775**	**166**	**609**

Policy Review & Performance								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Policy Review and Performance	20-Jan-21	02:15:12	00:19:15	12:11:41	86	6	80
2	Policy Review and Performance	24-Feb-21	02:34:40	01:10:00	39:40:29	85	31	54
3	Policy Review and Performance	18-May-21	01:55:40	00:44:41	26:04:13	64	17	47

	Policy Review & Performance							
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
4	Policy Review and Performance	09-Jun-21	02:16:47	00:45:05	30:48:53	70	11	59
5	Policy Review and Performance	14-Jul-21	02:00:33	01:59:49	99:51:26	144	26	118
6	Policy Review and Performance	21-Sep-21	01:47:01	00:37:25	08:06:35	29	0	29
7	Policy Review and Performance	11-Oct-21	02:30:15	00:29:48	14:54:02	60	8	52
8	Policy Review and Performance	17-Nov-21	02:09:17	00:44:10	17:40:12	42	8	34
9	Policy Review and Performance	14-Dec-21	02:15:52	01:01:54	36:06:38	65	26	39
	Totals		**12:42:37**	**3:15:41**	**113:17:40**	**489**	**70**	**419**

| | **Scrutiny Totals** | **47** | **102:55:53** | **0:36:20** | **1041:39:39** | **3568** | **662** | **2906** |

	Governance & Audit Committee							
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Audit Committee	26-Jan-21	02:29:29	00:36:37	38:27:53	179	10	169
2	Audit Committee	23-Mar-21	03:18:14	00:30:36	49:59:11	259	40	219
3	Governance & Audit Committee	20-Jul-21	02:19:02	00:33:39	48:48:00	231	12	219
4	Governance & Audit Committee	28-Sep-21	01:51:55	00:30:00	30:00:59	124	12	112
5	Governance & Audit Committee	19-Oct-21	00:41:12	00:18:22	08:16:07	41	0	41
6	Governance & Audit Committee	02-Nov-21	00:00:00	00:00:00	00:00:00	0	0	0
7	Governance & Audit Committee	23-Nov-21	02:42:30	00:53:38	41:07:31	122	29	93
8	Governance & Audit Committee	07-Dec-21	01:05:43	00:23:04	05:46:09	18	5	13
	Totals		**14:28:05**	**00:28:15**	**06:25:50**	**974**	**108**	**866**

		Other Committees						
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Constitution Committee	22-Jun-21	01:24:25	00:15:26	01:32:41	6	1	5
2	Constitution Committee	13-Dec-21	01:19:43	00:34:06	04:32:48	14	0	14
3	Corporate Parenting Advisory Committee	09-Mar-21	01:28:30	00:15:29	06:11:48	43	4	39
4	Corporate Parenting Advisory Committee	18-May-21	01:29:17	00:14:34	04:51:36	39	2	37
5	Corporate Parenting Advisory Committee	20-Jul-21	01:56:43	00:03:56	00:31:31	8	0	8
6	Corporate Parenting Advisory Committee	19-Oct-21	01:57:08	00:13:53	03:14:26	55	3	52
7	Democratic Services Committee	24-May-21	00:52:10	00:24:37	12:18:50	64	3	61
8	Democratic Services Committee	19-Jul-21	01:19:55	00:45:57	27:34:20	107	17	90
9	Democratic Services Committee	29-Nov-21	02:26:53	00:35:22	16:30:25	53	25	28
10	Glamorgan Archives Joint Committee	22-Jan-21	01:07:50	00:01:28	00:17:47	17	0	17
11	Glamorgan Archives Joint Committee	26-Mar-21	01:01:08	00:17:02	03:41:28	18	2	16
12	Glamorgan Archives Joint Committee	21-May-21	00:57:10	00:00:25	00:05:06	24	0	24
13	Glamorgan Archives Joint Committee	20-Aug-21	00:51:05	00:19:25	06:28:38	33	0	33
14	Glamorgan Archives Joint Committee	19-Nov-21	01:21:28	00:28:33	04:17:04	9	3	6
15	Licensing Committee	30-Nov-21	00:27:52	00:06:20	01:09:50	15	2	13
16	Licensing Sub Committee	08-Jan-21	00:59:33	00:16:14	06:45:55	39	6	33
17	Licensing Sub Committee	15-Jan-21	00:53:23	00:15:44	06:33:30	35	4	31
18	Licensing Sub Committee	26-Mar-21	01:45:46	00:56:19	35:40:31	100	18	82
19	Licensing Sub Committee	01-Apr-21	01:47:14	00:24:45	16:05:15	67	6	61
20	Licensing Sub Committee	09-Apr-21	01:41:06	00:23:39	19:19:14	86	23	63
21	Licensing Sub Committee	15-Apr-21	00:26:39	00:13:14	06:37:04	48	12	36
22	Licensing Sub Committee	21-May-21	02:01:59	00:36:38	15:52:51	44	7	37
23	Licensing Sub Committee	25-May-21	01:18:14	00:16:42	08:04:33	50	16	34
24	Licensing Sub Committee	11-Jun-21	01:31:06	00:30:36	19:54:02	57	7	50

	Other Committees							
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
25	Licensing Sub Committee	29-Jun-21	01:39:23	00:54:17	32:34:31	67	23	44
26	Licensing Sub Committee	13-Jul-21	03:01:38	00:59:53	40:55:35	69	28	41
27	Licensing Sub Committee	23-Jul-21	01:57:12	00:26:42	08:00:40	27	7	20
28	Licensing Sub Committee	30-Jul-21	01:32:51	00:09:02	01:30:22	11	0	11
29	Licensing Sub Committee	06-Aug-21	00:40:49	00:26:50	08:03:04	27	7	20
30	Licensing Sub Committee	13-Aug-21	00:28:29	00:07:13	03:00:29	28	5	23
31	Licensing Sub Committee	17-Sep-21	03:26:22	00:52:51	20:15:51	55	26	29
32	Licensing Sub Committee	08-Oct-21	00:11:46	00:09:59	01:59:53	14	0	14
33	Licensing Sub Committee	26-Nov-21	01:12:45	00:39:14	10:27:45	43	7	36
34	Pensions Committee	08-Feb-21	00:23:59	00:19:07	14:20:20	68	3	65
35	Pensions Committee	17-May-21	00:46:54	00:12:54	02:47:54	22	0	22
36	Pensions Committee	12-Jul-21	00:24:21	00:19:34	11:24:59	56	0	56
37	Pensions Committee	02-Nov-21	00:09:40	00:03:08	00:47:10	17	2	15
38	Prosiect Gwyrdd Joint Committee	18-May-21	00:16:03	00:26:32	11:03:43	53	10	43
39	Prosiect Gwyrdd Joint Committee	02-Dec-21	00:23:53	00:10:55	01:49:18	11	5	6
40	Public Protection Committee	11-May-21	00:27:37	00:25:54	10:47:40	38	6	32
41	Public Protection Committee	01-Jun-21	00:00:00	00:00:00	00:00:00	0	0	0
42	Public Protection Committee	02-Nov-21	00:22:56	00:14:58	07:44:02	46	12	34
43	Public Protection Committee	30-Nov-21	00:48:08	00:31:11	08:50:10	31	4	27
44	Standard and Ethics Committee Hearing	15-Jan-21	02:43:14	00:12:20	01:51:01	17	0	17
45	Standards & Ethics Committee	03-Mar-21	01:05:32	00:07:38	06:21:50	73	4	69
46	Standards & Ethics Committee	07-Jul-21	00:37:12	00:12:56	05:36:20	57	0	57
47	Standards & Ethics Committee	06-Oct-21	00:59:01	00:10:00	03:10:05	34	2	32
	Totals		27:19:37	13:38:11	426:58:57	1179	168	1011

Summary 2021							
Webcast title	Number of meetings	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
Council	9	33:35:40	00:31:55	1038:08:45	3799	1368	2431
Cabinet	11	13:29:08	00:25:45	1037:06:22	4750	459	4291
Planning	10	36:07:36	00:38:08	1503:09:36	4022	1410	2612
Scrutiny	47	102:55:53	00:36:20	1041:39:39	3568	662	2906
Governance & Audit	8	14:28:05	00:28:15	06:25:50	974	108	866
Others	47	56:06:02	00:21:21	441:33:55	18	1895	312
Totals	**132**	**256:42:24**	**00:30:17**	**5284:04:07**	**17131**	**5902**	**13418**

Forward Plan for 2022

The Democratic Services Team has a range activities that it will need to undertake in 2022.

a. Local Government and Elections (Wales) Act

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

- Development of the Scrutiny Website to enhance the engagement and participation of the public in scrutiny activities.

- Supporting the establishment of a Participation Strategy

- Implementing the Council's Multi-location meeting policy including a dual language remote facility.

- Implementing the Councils petition scheme and the council's own petition facility on Modern.gov.

b. The Implementation of SharePoint

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

c. Recruitment

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

d. Preparations for the Local Government Elections in 2022

The Democratic Services Team will support the preparations for the Local Government Elections in 2022.

e. Delivery of the Member Induction Programme

The Democratic Services Team will co-ordinate the delivery of the Member Induction Programme in accordance with the Elected Member Learning and Development Strategy.

Committee & Member Services

f. Continue to develop the Member Enquiries System(MES)
    To continue to develop the use of the MES to:
    - Improve reporting using the existing facilities.
    - Identify improvements to the MES processes and procedures which will further enhance the effectiveness of the system.
    - Implement new processes and reporting facilities.

g. Implement the Council's Conference system
    The team will identify the requirement for a new conferencing system which will replace the existing system and enhance the capability when holding "meetings in multiple locations".

h. Undertake Surveys
    The team will plan and deliver an exit survey early in 2022.

Scrutiny Services

i. Progress and complete the External Audit Recommendations.
    The completion of the Environmental Health audit will assist Scrutiny services to meet its future requirements of the service. The outcomes include:
    Identify opportunities to:
    - Introduce greater challenge of the quality and level of services provided by the Shared Regulatory Services (SRS)
    - Improve the quality of elected member oversight of 3rd parties including the SRS.
    - Provide structured and targeted member development relating to the roles and responsibilities of the SRS
    - Establish regular review schedule of the scrutiny of SRS

Summary

The Democratic Services Team has had a successful year where the priorities and workloads of the Team have continued to be adversely impacted by the coronavirus pandemic. The Team has continued to develop its services to meet the requirements of new legislation and service needs. Throughout the year the resilience and creativity of the

35

team have exceeded expectations to deliver outcomes that have supported all Elected Members and the governance arrangements of the Authority.

Structure – Democratic Services 2021

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                          ┌──────────────────────┐
                          │ Head Of Democratic   │
                          │      Services         │
                          └──────────┬───────────┘
          ┌──────────────┬───────────┼───────────────┬──────────────┐
  ┌───────┴───────┐ ┌────┴────┐ ┌────┴─────────┐ ┌───┴──────────┐
  │ Member &      │ │Electoral│ │Principal     │ │Principal     │
  │ Committee     │ │Services │ │Scrutiny      │ │Scrutiny      │
  │ Services      │ │         │ │Officer (x5)  │ │Research      │
  │ Manager       │ │         │ │              │ │Officer       │
  └───────┬───────┘ └─────────┘ └──────────────┘ └──────────────┘
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Head Of Democratic Services

Member & Committee Services Manager

Electoral Services

Principal Scrutiny Officer (x5)

Principal Scrutiny Research Officer

Under Member & Committee Services Manager:

- Senior Committee & Member Services Officer (x2)
- Committee & Member Services Officer (x1)
- Member Support Officer (x3)
- Committee Services (Temp) (x1)
- Note Taker (x1) (Vacant)

Roles and Functions

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

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

f. Corporate Support:

- Emergency Management on call on a rota basis.
- Representing Member Services at corporate meetings such as Welsh Language Co-ordinators.

g. Management and development of systems:

- Modern.Gov.
- Multi Location meetings and conference systems.
- Webcasting.

h. Member Development:

- Elected Member Learning and Development Strategy.
- Member Development Programme.
- Arranging /Liaising with Trainers/ Speakers.
- Co-ordinating venues & technology.
- Evaluation of activities and providers
- Member Development material.
- Issue notification of Member briefings, information & signposting.

- **Member Services**

The Member Services Team assists all 75 Elected Member by:

- providing face to face contact with Elected Members.
- allocating a dedicated Member Services Officer to support with enquiries concerning Council Services.
- tracking and monitoring Member Enquiries and chasing responses with agents.
- providing general administrative and secretarial service including handling correspondence and emails; typing, scanning, mail merges etc.
- providing advice on data protection and GDPR.
- maintaining an up-to-date contact list of all 75 Elected Members.
- maintaining an electronic record of Members Surgeries; preparing data for publication on website; and preparing surgery notices.
- arranging room bookings for meetings relating to ward matters; with constituents or outside body representatives.
- arranging Welsh translation in accordance with the statutory requirements of the Welsh Language Standards.
- providing stationery and office supplies; and

- overseeing Members' business offices including offices for Chairs and communal Members areas.
- the first point of access for Members ICT/Telephone; allocation of IT equipment; and early stage troubleshooting support.
- provide signposting to other information and services relating to the role of Councillor.

- **Scrutiny Services**

a) **General**

Within their terms of reference, Scrutinies will:
- review and/or scrutinise decisions made, or actions taken in connection with the discharge of any of the Authority's functions.
- make reports and/or recommendations to the Council and/or the Cabinet.
- consider any matter affecting the area or its inhabitants; and
- exercise the right to 'call-in', for reconsideration, decisions made but not yet implemented by the Cabinet, Cabinet Members and designated senior officers.
- Receive and consider reports from statutory external inspectors or auditors referred to them.
- Act in accordance with the Scrutiny Procedure Rules.

Specific functions - Policy Review and Performance

The Policy Review and Performance Scrutiny will:
(i) assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues.
(ii) conduct research, community and other consultation in the analysis of policy issues and possible options.
(iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
(iv) question relevant people and organisations about their views on issues and proposals affecting the area.
(v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and

(vi) adjudicate on any areas of overlap between the functions of the Scrutinies and allocate any additional areas of responsibility which are not already included within the terms of reference of any particular Scrutiny.

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

b) **Scrutiny**

Scrutinies will:

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

(ii) review and scrutinise the performance of the Authority in relation to its policy objectives, performance targets and/or service areas;

(iii) question Members of the Cabinet and/or employees about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;

(iv) make recommendations to the Cabinet and/or appropriate bodies and/or Council arising from the outcome of the scrutiny process;

(v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the scrutiny and local people about their activities and performance; and

(vi) question and gather evidence from any person (with their consent).

c) **Resources**

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

d) **Annual Report**

Scrutiny must provide a single annual report to the Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

Officer Networks

- <u>Association of Democratic Services Officers (ADSO)</u>

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

- <u>South East Wales Scrutiny Officer Network (SEWSON)</u>

   The ten authorities on the Cardiff Capital Region City Deal footprint (Blaenau Gwent; Bridgend; Caerphilly; Cardiff, Merthyr Tydfil, Monmouthshire, Newport, Rhondda Cynon Taff; Torfaen; and Vale of Glamorgan) agreed to the establishment of SEWSON. The network continues to meet and are planning to progress the delivery of scrutiny across the region following the Local Government Elections.

CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL   **17 March 2022**

COMPOSITE MOTION – SUPPORTING YOUNG PEOPLE IN CARDIFF

This Council notes:

The quality and value of youth workers and youth work supporting young people in Cardiff and congratulates Cardiff's Youth Service on being re-awarded the Bronze Level Youth Work Quality Mark.

That youth workers are valuable role models for young people.

The key role youth work has in supporting young people to realise their full potential and that youth work is a distinct educational process across a variety of settings which could include street based youth workers, youth mentors and centre based youth workers.

That youth centres can be an important part of communities as is the work carried out by our street based youth work teams, youth mentors who operate across the city responding to local need working with some of the most vulnerable young people in the city wherever they are and our EOTAS team who support some of the city's most vulnerable learners.

The hard work and dedication of volunteers who work with young people across Cardiff.

The partners that work with the Council to deliver quality youth work in Cardiff including those benefiting from Youth Innovation Grants and the council's financial support for Menter Caerdydd used to run provision for Welsh speakers around the city.

The needs of young people are not limited to one particular arc of Cardiff and there is need in every ward but that the needs of certain groups of young people and areas are greater particularly with the cut in Universal Credit, increasing cost of living and increasing numbers of children and young people falling into poverty. Youth work can also play an important part in addressing the differential impact of covid on our young people.

The 15 minute neighbourhood concept includes young people, their needs and access to facilities.

The fantastic work of Cardiff Commitment and youth mentors across the city and in all of our schools which has resulted in a fall in the number of young people not in education or training from 8.8% in 2010, well above the Welsh average, to 1.5% at a time of great economic uncertainty.

The work carried out by youth workers around the city over the summer including the youth bus.

The work of the digital youth team in engaging with young people virtually

Cardiff Council welcomes the decision to undertake a review of our youth service provision to ensure we can meet the needs of young people and develop sustainable, long term investment in youth services.

This council believes the review should include:

Widening access as well as ensuring that qualified youth workers continue to cover the whole of Cardiff enabling them to reach young people wherever they are and whenever they are needed.

Ensuring youth workers, police, education, childrens services, youth justice teams, community safety and the 3rd sector continue to work closely together so that the best practice is in place across the whole of Cardiff in matters involving young people. Making sure that young people, no matter where in the city they live, have access to youth facilities and can access youth work-based support when they need it.

How we can share good practice whilst ensuring the quality of youth work practice across all youth support services is effective and listens to the voices of young people, providing youth work training to all organisations working with young people.

Developing a workforce strategy that invests in a diverse and inclusive workforce that is representative of our communities and provides opportunities for young people through corporate apprenticeships and traineeships.

Cardiff Council recognises that as we aim to become a Child Friendly City the Council must continue to engage with young people themselves about the services that impact on them.

To make representations to Welsh Government with regards to placing youth services on a statutory footing

CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **17 MARCH 2022**

LEADER & CABINET STATEMENTS

1. Leader Statement – Councillor Huw Thomas

2. Cabinet Member, Finance Modernisation & Performance - Councillor Weaver

3. Cabinet Member, Housing & Communities - Councillor Thorne

4. Cabinet Member, Clean Streets, Recycling & Environment – Councillor Michael

5. Cabinet Member, Children & Families – Councillor Hinchey

6. Cabinet Member, Social Care, Health & Well-being – Councillor Elsmore

7. Deputy Leader, Education, Employment & Skills – Statement – Councillor Merry

8. Cabinet Member, Strategic Planning & Transport – Councillor Wild

9. Cabinet Member, Investment & Development – Councillor Goodway

10. Cabinet Member, Culture & Leisure – Councillor Bradbury

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CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 17 MARCH 2022

STATEMENT OF THE LEADER

Ukrainian Refugee Crisis

On 8 March 2022, the Welsh Government Ministers for Social Justice and Finance and Local Government met with Council Leaders, including myself, Welsh Local Government Association (WLGA) representatives – including Councillor Elsmore in her role and capacity as a WLGA Spokesperson – and third sector representatives to discuss preparedness in Wales to accept people escaping the Russian invasion and military conflict in Ukraine. Everyone across Welsh local government has been horrified to see the devastation unfolding in Ukraine and there was a unanimous determination to offer all support possible.

The Leader of the WLGA has also written to the Prime Minister about the conflict and has reiterated the call for the UK Government to provide more clarity and act with greater urgency in responding to the Ukrainian refugee crisis. The letter also called for the current restrictive and bureaucratic visa scheme to be scrapped to enable those people trying to escape the war in Ukraine to come to Wales and find a safe place as easily and as quickly as possible.

Welsh local government is ready to do whatever it can to help those fleeing the conflict in Ukraine and is making preparations to ensure that appropriate support can be provided when Ukrainian citizens begin to arrive in Wales. Cardiff also stands ready to receive Ukrainian refugees, but we are waiting on further clarity and, above all, urgent action by the UK Government in this matter. More detail on the routes to the UK and visa process is urgently required so that councils in Wales can make progress on putting in place the necessary arrangements to support Ukrainian refugees arriving in the UK, the majority of whom are women, children and other vulnerable people.

Covid-19 Update

After a record-breaking wave driven by the highly transmissible Omicron variant, Covid-19 cases in Cardiff have decreased significantly since the start of 2022, with the rate of new cases as of 9 March 2022 currently standing at 212.9 per 100,000 over the 7-day period to 5 March 2022. The latest data indicates that the Omicron wave is in recession and that the link between the virus and serious illness, hospitalisation and death has been weakened significantly, due in large part to the success of the mass vaccination programme. Essentially, this means that Cardiff is progressively moving from the pandemic to the endemic phase, in which we will learn to live with the virus.

As such, the Welsh Government has set out a gradual path to normality. Since 28 February 2022, face coverings have been legally required only in retail, public transport and health & social care settings, and the self-isolation requirement has remained in place only for those with symptoms or a positive Covid-19 test. Furthermore, if the current situation remains stable, all remaining public health restrictions in Wales will be removed from 28 March 2022. While the pandemic is not yet over and adherence to all remaining restrictions remains crucially important, the efforts of our staff and public health services and the sacrifices that we have all made over the past two years have brought us to a position where we can look forward to recovery.

Mass Vaccination Programme

The local rollout of the Mass Vaccination Programme has been a tremendous success, saving many lives and protecting over one million people. As of 1 March 2022, Cardiff & Vale University Health Board has administered 1,084,098 vaccination doses, and the pace and scale at which the booster programme has been delivered over the winter months has protected our vulnerable residents and health services during the highly infectious Omicron wave. Health boards in Wales are currently working on the arrangements for offering two doses of the vaccine to all 5 to 11 year olds.

I would like to take this opportunity to express my gratitude to our public health partners for their efforts during what has been an exceptionally challenging year, as well as all those across the city who have supported the mass vaccination effort. As always, we will continue working together to deliver the vaccination programme for as long as it is necessary.

Race Equality Taskforce

The final meeting of the Race Equality Taskforce was held on 24 February 2022 and a report outlining the work of the Taskforce, including the approved proposals from its five sub-groups, was received by the Cabinet on 10 March 2022 and is also being presented to Council on 17 March 2022. The report sets out a comprehensive and practical set of recommendations, which have been developed collaboratively by the Taskforce and I want to express my gratitude to the members of the Taskforce and the many residents and organisations across Cardiff who have been involved in and supported this work. The work of the Taskforce will deliver meaningful opportunities for change in our city, and I hope that the report's recommendations will be supported by councillors. The work of the Taskforce over the past 18 months has positioned Cardiff at the forefront of race equality in local government both in Wales and in the UK. It has created a strong foundation and, whilst progress has already been made to date, our work in response is just beginning. Over the coming months, the Council will focus on progressing actions in response to the Taskforce's recommendations and scoping possible avenues for future work on race equality and anti-racist practice in Cardiff.

Community Jobs Compact

In an important first step following on from the recommendations that have been put forward by the Race Equality Taskforce, I was pleased to sign the Community Jobs Compact on 7 March 2022 on behalf of Cardiff Council, which will help promote job opportunities in the community and support local people in their applications.

The Council is an employer that is committed to building relationships and support for local residents to access job opportunities within the Council. This includes using a fully anonymised job application process as part of recruitment and addressing unconscious bias by requiring appropriate training to be undertaken by interviewers. The Council is also an accredited Living Wage Employer that has committed to paying the real Living Wage since September 2012.

The Compact aims to bring local people and employers together to tackle poverty, unemployment, and under-representation in the workforce. This forms a key part of our commitment to tackle race equality in Cardiff in response to the proposals made by the Race Equality Taskforce and involves the organisation committing to a series of inclusive and fair work practices that will make a real difference in the lives of Cardiff residents. As part of this commitment, the Council will also encourage local businesses across the city to join the Compact and provide more employment opportunities to local people, ensuring that we fully leverage our size and scale to advance racial equality and social justice in Cardiff.

Cardiff Public Services Board

Serving as Chair of the Cardiff Public Services Board (PSB) over the past five years has been a great honour, and I have had the privilege of seeing first-hand the contribution of public service workers in the city. They have worked tirelessly to deliver the services that we all rely on, particularly services for the most vulnerable within our communities, and have helped to change Cardiff for the better. I am particularly proud of our response to the Covid-19 pandemic over the past two years, which exemplifies how far strategic partnership working has come in Cardiff. This level of collaboration has not only enabled the city to continue meeting the challenges of Covid-19, but to start on the road to recovery and renewal.

Over the past five years, the PSB has played a crucial role in making progress in areas which fundamentally require collaboration between major public service providers in the city. I have already mentioned how the PSB mobilised an effective local response to the pandemic, but its impact has been far broader. The PSB has led the development of a city-wide approach to tackling the climate emergency and delivering the actions that will help make Cardiff a carbon neutral city by 2030. It has worked to promote healthy eating and living through the "Move More, Eat Well" strategy and pledged Cardiff's biggest employers to promote active travel measures. It has also worked to support the Child Friendly Cardiff Strategy, helping place children and young people at the centre of the city's response to, and recovery from, the pandemic.

Taken together, the PSB has supported a whole system approach to tackling inequalities in the city, encouraging a healthier and more active population, and creating a more resilient city. With a duty to review our priorities every five years, the Cardiff PSB will now take stock, and begin work to develop a new Well-being Plan, which will set out the city's priorities for the next five years.

Councillor Huw Thomas
Leader of the Council
11 March 2022

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CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 17 MARCH 2022

FINANCE, MODERNISATION & PERFORMANCE STATEMENT

Real Living Wage

I am very proud of the significant progress that we have made in growing the real Living Wage movement in Cardiff over the course of the current Administration. The number of people earning below the real Living Wage in Cardiff has fallen from 42,000 in 2017 to 24,000 in 2021, and we are eager to build on the success of recent years.

After comfortably exceeding our city-wide targets for April 2022, the Living Wage City Steering Group met on 7 March 2022 to agree a new Action Plan and three ambitions new targets. By April 2024, we aim to have 260 accredited real Living Wage employers in Cardiff, 85,000 employees working for real Living Wage employers and 10,500 workers receiving a pay rise to at least the real Living Wage. I am pleased to announce that South Wales Police has recently received accreditation, and work to secure South Wales Fire & Rescue Service's accreditation is progressing, which means that 7 of the 8 organisations that are members of the Cardiff PSB will soon be accredited as real Living Wage employers.

Into Work Advice Service

The remodelled Into Work Advice Service was launched on 1 April 2018, combining income from different funding streams, including the Welsh Government, European Social Fund and the Council's own resources. The service has created a universal offer to those seeking employment help and upskilling within Cardiff. Since April 2018, the service has supported over 194,767 people with employment help and assisted 3,637 people to secure employment, 850 businesses with recruitment and over 11,500 people with Universal Credit claims, helping some of the most vulnerable in the city.

The service can support all jobseekers within Cardiff, regardless of circumstance, whether they are in or out of work, require light touch help or more intensive mentoring. The all-inclusive, one front door approach to employability provision is unique to the Into Work Advice Service and, due to its success, neighbouring local authorities are now modelling their own employability provision on this approach.

Recent additions to the Into Work Advice Service include a number of new projects such as the Onsite Construction Academy and Cardiff Cares Academy. Cardiff Works and Adult Learning have also recently moved under the Into Work Advice Service umbrella, which has increased the provision offered to jobseekers, by offering a complete pathway into employment.

The service has been able to offer a dedicated resource for the most vulnerable young people in the city, who are care experienced or are at risk of homelessness through the Bright Futures, Bright Start and MILES projects. As Corporate Parents to these young people, the Council's team provides one-to-one support, through well-being and confidence building activities, preparing them to go into employment, education or training, and helping them to move towards independent living. Since the launch of these projects, the team has helped over 300 young people, supporting 97 into employment, 54 in education and 88 into training, further highlighting the success and hard work of the Into Work Advice Service over the past four years.

HGV Training Scheme

The new HGV (Heavy Goods Vehicle) training scheme, which helps people to start or re-enter the HGV driver workforce was launched at the end of February 2022 by the Into Work Advice Service. The scheme has been developed by the service to provide learners with the skills and knowledge they need to become a qualified HGV driver. The course includes driver training, practical and theory test, medical and more, as well as the ongoing support of an Into Work mentor throughout the process. The scheme was developed in response to the recent shortage of HGV drivers over recent months, which added to the usual winter pressures on service delivery. It will not only help the sector and people in Cardiff by providing the training and support that they need to become a qualified HGV driver, but will also support council service delivery. The team is working closely with other services across the Council that have HGV roles within their services, such as our waste and recycling teams, to support their recruitment of skilled drivers. Funding has also been secured through the UK Government's Community Renewal Fund to support reskilling in priority sectors.

National Careers Week

The Into Work Advice Service has supported this year's National Careers Week (7-12 March 2022) through a packed series of information events and training sessions spread across the city's Hubs. Into Work Mentors and Adult Learning Trainers have hosted HGV Driver Information Sessions, Employability Support, Digital Skills Training, Get Into Construction, Hospitality Training, Cardiff Cares Academy Sessions, and Cardiff Works Job stands.

NHS Recruitment Support

Following on from the successful partnership working with Cardiff and Vale University Health Board to support refugee doctors into clinical shadowing placements, the Into Work Advice Service will be supporting the NHS with a series of recruitment support events across the city. Staff will be on hand to support customers to apply for current NHS vacancies, with the opportunity to speak directly with recruiting NHS managers.

Website

www.cardiff.gov.uk had 204,000 visitors last month who viewed 687,000 pages of information. There was a spike in visitors to the homepage on 17 February 2022 with residents seeking information on recycling & waste collections and the impact of Storm Eunice. Last month, 68% of website visitors used a mobile device and 15,800 online payments were made via the website totalling £2million. In addition, over 250 pdf files were removed from the website and replaced with accessible content. The website is now achieving an accessibility score of 93, which places it joint third in Wales.

CardiffGov Mobile App

Total downloads for the CardiffGov mobile app at the end of February 2022 totalled 55,881 and the app continues to receive positive feedback from users. Forthcoming updates to the app will allow residents to make reports of graffiti around the city by providing the location and uploading a photograph, as well as improving accessibility for all users. The team is currently reviewing the functionality of push notifications and last minute calendar changes, which were required due to Storm Eunice, as part of future improvements. The team has also been working closely with the UK Government's Central Digital and Data Office to develop improvements following their assessment, which was received in December 2021. The CardiffGov app is the first local authority mobile app to be assessed in line with accessibility standards that came into force in June 2021.

BOBi Chatbot

The total number of chats handled by the BOBi chatbot since it was launched is now over 105,000, with 4,966 conversations taking place in February 2022. BOBi has been expanded to support residents with enquiries in relation to Council Tax, Fines and Elections. There has also been increased use of the chatbot at weekends, particularly on the weekend of 19-20 February 2022 following Storm Eunice. To help direct customers to the relevant information on Storm Eunice, the team added a temporary banner to the chat function to both highlight further content, but also to ensure that the customer experience of using the chatbot wasn't interrupted. Feedback scores following use of the chatbot remain high, with 89% of customers marking their experience as Very Good, Good or OK last month. The team is working on improving the feedback mechanism to request more information from customers to help identify further improvements or services that they wish to see.

Scrutiny Task & Finish Inquiry Report on Home & Agile Working

The final draft report of the Task & Finish Inquiry into Home & Agile Working was considered by the Policy Review and Performance (PRAP) Scrutiny Committee on 8 March 2022. Whilst this report was not able to be received by the Cabinet at its meeting on 10 March 2022, I want to assure the Chair and members of the PRAP Scrutiny Committee that a shift to hybrid working is a key prioritiy for the Council as part of our recovery and renewal programme, and the Committee's findings and recommendations are not only welcomed, but will also help to inform how our hybrid working model is developed and implemented by the Council in 2022/23. I'd like to also thank the Chair and members of PRAP Scrutiny Committee, both for this Task & Finish report and for all their work and service to the Council over the last five years.

Councillor Chris Weaver
Cabinet Member for Finance, Modernisation & Performance
11 March 2022

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CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 17 MARCH 2022

HOUSING & COMMUNITIES STATEMENT

Housing Revenue Account (HRA) Business Plan

The Cabinet approved the Housing Revenue Account (HRA) Business Plan for 2022-23 on 10 March 2022, which sets out the Council's purpose and vision as a social housing landlord. It includes a 30-year financial model and details seven key objectives for the coming financial year. The business plan set outs an ambitious housing development programme of more than 4,000 new homes (of which 2,800 will be council homes) that will be of the highest quality and in a wide range of locations across the city. This programme is currently the largest council housing programme build in Wales and represents an investment of over £850 million.

This development programme is investing heavily in building new accessible, adaptable and affordable homes for older tenants, which will help promote independent living in Cardiff. We are currently delivering 10 new community living buildings and, in doing so, investing in excess of £100 million and delivering around 500 new homes specifically for older tenants to ensure that our population ages well. To ensure that we contribute to our One Planet Cardiff agenda, these new development projects are also leading the way in low-carbon building.

We are also investing over £19 million to make improvements to our existing council housing stock. This will include over-cladding our high-rise blocks and planned upgrades of kitchens, bathrooms and windows. To improve energy efficiency and make our homes warmer, we will also be improving insulation and installing new renewable technology such as solar panels. In addition, to further improve our estates and communities, the Estate Regeneration and Local Action Teams have both been allocated additional funds to expand the work they currently do. This will create better and safer places, where people are proud to live.

The HRA Business Plan is an impressive read, with bold and ambitious targets, and I am looking forward to seeing these objectives being delivered over the coming year.

Cardiff Living Development at Crofts Street

I was very pleased to welcome the new tenants of nine highly energy-efficient, sustainable modular council houses at Crofts Street in the Plasnewydd ward into their new homes last month. These homes are on the cutting edge of modular technology and it has been amazing to witness first-hand just how quickly this scheme has been delivered. I was on-site to watch the first units being craned into position just before Christmas, with a small plot of derelict land being transformed into a row of nine modern houses in a matter of months. The tenants received their keys to the new homes at the end of last month.

The two-bedroom, terraced properties have been developed as part of the Cardiff Living house building partnership between Cardiff Council and Wates Residential. The new homes were built off-site using Modern Methods of Construction (MMC) and were lowered onto their final position on-site at the end of last year, with all the groundworks and external hard and soft landscaping having been completed.

This is the first time that this method of off-site construction has been used by the Council to deliver permanent homes for families living in the city. This approach to using modular building and MMC is one that we must repeat on constrained sites elsewhere within our programme. The method not only enables the units to be built and installed in record time, but also uses the latest technology and construction materials to create net zero carbon buildings that are 90% more energy efficient than standard homes built to current building regulations. The homes have been certified as 'climate positive' and are extremely airtight, which means that they are well insulated and residents will also see huge savings on their energy bills.

Building in this way is also much less disruptive for the residents living around the site, with a smaller workforce on-site and a lot of the building work being undertaken off-site in a factory. It was very pleasing to see the interest in this development from local residents, many of whom came out to watch the new homes being craned into position. We have now come full circle at Crofts Street as, back in the 1940s, there used to be a terrace of nine houses at this location before they were bombed in World War II and had to be demolished.

Homelessness Update

There are currently around 18 people sleeping rough in the city. We are doing everything we can to ensure this number remains low. Our Outreach Team has been working really hard, engaging with rough sleepers and supporting them to access a range of accommodation and the support they need to maintain it.

Sadly, we are seeing a rise in the number of young people with complex support needs requiring assistance. Joint working is currently underway between Children Services, and Adults, Housing & Communities to create a targeted Young Persons Multi-Disciplinary Team, which will help the most vulnerable young people who find themselves homeless and in need of vital support. It is hoped that the service will launch early in the new financial year.

Our new supported accommodation schemes continue to deliver at pace. A new project at Malvern Drive, which will support single homeless people who are ready for permanent independent living is going well. Handover of the project is due in early May, with the first clients moving in in June 2022. In addition, the first phase of Adams Court, another new supported housing scheme for single people, has been completed this month with clients moving into the newly renovated building. Phase two is due to be completed in August 2022.

Our new family homelessness centre at the Gasworks site in Grangetown is progressing well, with the first families due to move in next month. The new centre will provide not only temporary accommodation, but access to a wide range of support services for families.

Developing a Rapid Rehousing Approach to Homelessness

Part of the Welsh Government's vision – one that the Council shares – is that we aim to prevent homelessness in Wales, but where it cannot be prevented, it is rare, brief and unrepeated. To reduce the impact and time spent in temporary accommodation, we are working with our partners to develop a rapid rehousing approach to support individuals and families into settled accommodation. A rapid rehousing pilot has commenced and will inform the wider roll-out of this new approach in summer 2022.

Housing Advice and Support for Veterans

I was really pleased to join the Cabinet Member for Social Care, Health & Well-being on 7 March 2022 on a visit to the Leckwith Droves allotments site in Grangetown. In addition to discussing the Green Headspace project being delivered at the allotments in partnership with the Welsh Veterans Partnership, we also spoke to veterans and their families about the sustainable and affordable homes that are being delivered for Armed Forces leavers, veterans and their families in Cardiff through successful partnership working between the Council, Welsh Veterans Partnership and Housing Associations. The Mill housing development in Canton is the latest new-build site where veterans and their families have recently moved into and they were incredibly complimentary about the difference that this new housing provision has made to their lives, as well as the amazing advice and support that they have received from the Council, especially from our Veterans Team. They were also very pleased and excited about our housing development programme and particularly welcomed the fact that we have secured the Gas Works site in Grangetown. They were looking forward to working with us in drawing up the plans for this site and throughout the development.

Responsive Repairs Unit Update

Our Responsive Repairs Unit is responsible for the repairs and maintenance of the 13,776 properties in our council housing stock. On average, 4,532 repairs are raised monthly and over 93% of our emergency works continue to be completed on time.

Due to the lockdowns and firebreaks during the Covid-19 pandemic, our operatives could not enter tenants' properties for 29 weeks. This, coupled with staff sickness, tenants shielding or not wanting workmen in their property, has created an outstanding backlog of 3,900 routine repairs resulting in delays to works being completed.

To address this, we have ringfenced the backlog, allocated 1,600 overdue repairs to our external contractors and introduced new additional maintenance persons to carry out general repairs. The outcomes of these interventions are then monitored in new Responsive Repairs Taskforce meetings that are held on a weekly basis.

In addition to this, a full service review is underway to improve customer satisfaction. This includes a review of all processes and procedures to streamline and increase the number of first-time fixes. We are also procuring a pool of small contractors to help support us to deal with peaks in demand and will seek to expand the use of maintenance persons if the current scheme is successful. In addition to this, in order to ensure a pipeline of skilled trade persons within the Council over future years, we will be launching a new Repairs Academy. Finally, we will be introducing 'My Repairs' where our tenants will be able to report, view and book repairs online.

The Community & Adult Services Scrutiny Committee was provided a full update on the service on 9 March 20022 and was also advised that, even with the issues identified, the total number of complaints received from tenants equate to less than 1% of all the repairs that are completed.

I am confident that with the above measures in place, the backlog will be removed as quickly as possible.

Overcladding Works at Lydstep Flats

I am pleased – as I know all the residents affected are – that work has now started on the scheme to overclad the three high-rise housing blocks at Lydstep Flats in Llandaff North. Cladding was removed in the aftermath of the Grenfell tragedy as it did not meet current fire safety standards; however, progress to date has been affected by significant cost rises due to Brexit and inflationary pressures in the building industry, as well as the impact of the extensive testing and regulation framework for cladding solutions.

The works are being carried out by ISG Ltd and will see new A1-rated cladding fitted to the three blocks of flats, which will provide the highest level of fire safety. The works will also include the provision of new windows, balcony upgrades including balustrading, surfacing and new balcony doors for the 126 households. In addition, each property will benefit from a new extract ventilation system for the kitchen and bathroom, as well as the fitting of a new flue to the boiler. The works to all three blocks are expected to take around 70 weeks to be completed.

We are working closely with residents and the contractors have employed a dedicated resident liaison officer to ensure that the transition goes as smoothly as possible. As with previous years, we are assisting residents with energy costs until the new insulation has been added. These much-needed improvements will not only bring practical upgrades for residents, but will also improve community unity and pride.

We also intend to replace cladding at Loudoun and Nelson House in Butetown and proposals for these schemes are currently being considered.

'Together for Cardiff' Legacy Funding

To help those affected the most from the rising cost of living, I am pleased to confirm that the Council's Money Advice Team has partnered with Action in Caerau and Ely (ACE) and Alan Peterson OBE to inject £60,000 into a fund to allocate fuel vouchers to those in need across Cardiff. Residents can access these vouchers by contacting the Adviceline or visiting any local Hub.

Rent Rescue Pathway

The Rent Rescue Pathway was launched in April 2021 to offer 'one front door' to residents who were struggling to pay their rent. Clients who contact the Council are provided with rapid help, advice and practical support by Money Advice Team and Housing Options Centre staff working seamlessly together to support tenants to reduce or remove their rent arrears. This scheme recently reached a milestone, with more than 1,000 tenancies saved through the Rent Rescue Pathway allowing these clients to remain within their own homes and preventing them from becoming homelessness.

Refurbishment of Central Hub Children's Library

As we emerge from the Covid-19 pandemic, we are all too aware of the negative impact this has had on our children and young people. We want to encourage more young people into our hubs and libraries. I am therefore pleased to announce that the Children's Library in Central Hub is now open after receiving a complete refurbishment.

The area is now bright, welcoming and includes a state-of-the-art sensory area. To complement our sensory feature, mood lighting has been installed, allowing staff to tailor the lighting according to the needs of children and to enhance event experiences. The makeover includes brand new flexible furniture enabling space to be customised to allow for more interactive children's events and larger group story times. Designer family fun pods also allow for quiet parent/guardian and children time so enhancing reading experiences. This is a truly wonderful refurbishment and will be of great benefit to our young library members.

Winter of Wellbeing in Hubs and Libraries

The Winter of Wellbeing is a multi-strand campaign funded by the Welsh Government that aims to help young people recover from the pandemic and boost their physical, social and emotional wellbeing. Hubs and libraries across Wales have been allocated £500,000 as part of the campaign, targeting families and those aged under 25 with events and activities, both online and in person, helping them connect with their local library and with each other.

Cardiff is leading on the national co-ordination of the project, working with literacy charity and principal partner, The Reading Agency. The campaign aims to rebuild confidence and raise awareness of how reading can promote wellness. Young people from across Wales have been encouraged to nominate books that have helped them during the pandemic and a shortlist of titles has been published to encourage other young people to enjoy them too.

As well as co-ordinating the efforts of staff in local authorities throughout Wales, Cardiff Hubs and Libraries staff have worked hard to create a programme of free local events that draw young people in and show them the variety of activities taking place in their community. These have included working with schools to provide creative writing workshops and visits from inspiring authors and illustrators, as well as family fitness sessions and a mindfulness course aimed at teens. There have also been special 'rhyme time' events for little ones and reading-based outreach to young users of the Huggard Centre experiencing homelessness.

It has been a pleasure to have been able to deliver these events and work alongside other local authorities who are mirroring these efforts across Wales. The campaign runs until the end of March 2022, but hopefully its positive impact on the awareness of our services and on the wellbeing of children and young people in Cardiff will continue.

Councillor Lynda Thorne
Cabinet Member for Housing & Communities
11 March 2022

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CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 17 MARCH 2022

CLEAN STREETS, RECYCLING & ENVIRONMENT STATEMENT

Garden Waste Collections

Garden waste collections in the city are due to restart from Tuesday 15 March 2022. Collections will only accept leaves; grass cuttings; plant and flower cuttings and small twigs and branches, and this garden waste will only be collected if it fits within the usual container provided to households. Residents are asked to not leave excess waste next to their container or in green bags as it will not be collected. Further details and information about garden waste collections can be accessed by downloading the CardiffGov app or by check the Council's website.

Pop-Up Recycling Centres

A Pop-Up Recycling Centre was opened at Ty Glas in Llanishen on Saturday 5 March 2022 and I'm pleased to say that this new service was really successful and well received by local residents. This pilot will support the development of a programme of Pop-Up Recycling Centres being provided across the city to support the recycling of household waste.

Registration Services

The Registration Service remains extremely busy – nationally, the has been an 11% increase in deaths and 3% in births compared to previous years. In Cardiff, the demand for marriages and civil partnerships has increased by 28%, with couples keen to firm up plans and marry as soon as possible over the spring/summer period now that Covid-19 restrictions are being lifted.

The easements contained within the Coronavirus Act 2020, which has allowed deaths to be registered over the phone during the pandemic, will expire with the sunsetting of the Act at midnight on 24 March 2022. After this date, all deaths will have to be registered in person in a face-to-face appointment at the Register Office as they were pre-Covid.

Over the last two years, telephone registration has been very positively received by both our customers and Registration Services staff, with customers registering the death of their loved ones by phone from places such as Leeds, Scotland, Romania and as far away as Canada, rather than having to travel to Cardiff Register Office to do so in person. The Registrars have also been able to work from home and other locations, rather than their usual City Hall office base. This has afforded greater resilience, supported a hybrid working model and ensured business continuity for the service throughout all stages of the pandemic. It is therefore disappointing that the service has to return to a face-to-face service only on 25 March 2022.

However, looking forward positively, there are plans to change primary legislation to allow online and telephone death registrations to be made available permanently to customers should they prefer to register in that way. The primary legislation is just starting its journey through the UK Parliamentary process, and we will know more on its progress and possible implementation later this year.

I am also pleased to confirm that, as of 14 March 2022, Registrars will begin to return to registering births in some of the city's Hubs, starting with Llandaff North Hub on a Monday and Ely Hub on a Wednesday. It is hoped that we will be able to extend this to other Hubs as Covid-19 restrictions are further relaxed over the coming months.

Northern Cemetery

The new Northern Cemetery is now fully operational with funerals taking place at the site on most days. We have received very positive comments from the public and funeral directors in relation to its sympathetic layout and appearance. We are also working with the Believe charity to look at setting out a memorial garden at the new site that remembers those who have died and donated organs to others. Believe will begin fundraising for this project later in the year.

Cathays Cemetery

The Council's Bereavement Services Team has worked collaboratively with the A48 Theatre Company and Living Lines writers' group for a number of years, with annual 'Graveyard Voices' performances being held at Cathays Cemetery where actors play out instances of the lives of some of the cemetery's residents. The group has held a fabulous series of events recently to showcase their 'Stories from the Cemetery at Cathays', with twelve short films from their 'Graveyard Voices' performances being shown at two events at Cathays Cemetery chapels, both of which sold out and were oversubscribed. The films were made during the Covid-19 pandemic and allowed the company to meet and perform within the restrictions in place at the time. Each film is individual and highlights the diverse range of stories of those buried at Cathays Cemetery and further widens the community's knowledge of the heritage of this wonderful site. The films were shortlisted for the Creative Lives People's Choice Awards and can be viewed on the A48 Theatre Company YouTube site.

Cardiff Dogs Home

Demand on the services provided by Cardiff Dogs Home is very high currently, with full kennels and staff being extremely busy. The Dogs Home is now seeing the full effects of the huge numbers of dogs that were bought by people during the Covid-19 pandemic as, sadly, owners are returning to work and finding that they don't have the time they did previously to care for their dogs.

There are currently 55 dogs at Cardiff Dogs Home, with some Dogs Home volunteers being asked to help foster dogs while the kennel space is fully taken up. There is also a waiting list of another 8-10 dogs waiting to come to the Dogs Home. It is difficult to predict how long this is going to last, but the position has been getting worse in recent weeks and could go on for some months.

The veterinary service continues to be very busy and is seeing large numbers of people getting their dogs neutered, vaccinated and flea and worm treated, mainly because there is no capacity for other veterinary practices to take on any new cases. The vet will be moving to work three full days per week at The Rescue Hotel Health Centre at Cardiff Dogs Home in the coming weeks.

The Dogs Home is now inducting between 30-50 people as volunteer dog walkers each week, with demand continuing to grow for both volunteer dog walking and corporate volunteering days with local businesses. To help accommodate this, the Dogs Home has applied for a grant to allow staff to develop the volunteering programme further to include social prescription to benefit people's health and well-being. This will also help staff to provide a volunteering forum and conduct some detailed customer surveys to inform future plans for the service.

Water Safety Talks in Schools

Work to develop a water safety talk/activity session for rollout in Cardiff schools is nearing completion and we are looking to trial this session initially at Willowbrook Primary School. The talk will include a presentation on water safety and a fun practical exercise to ensure that the pupils understand the importance of water safety. The session will also align with National Drowning Prevention Week, which takes place this year on 18-25 June 2022. A lessons learnt and refinement session will then be undertaken and, once completed, officers from the Council's Flood and Coastal Risk Management and Resilience Unit Teams will offer this session to other schools across the city. I want to join with officers from the Flood and Coastal Risk Management Team in thanking Willowbrook Primary School for being involved in the development of these sessions.

Councillor Michael Michael
Cabinet Member for Clean Streets, Recycling & Environment
11 March 2022

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CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 17 MARCH 2022

CHILDREN & FAMILIES STATEMENT

Cardiff Family Advice and Support (CFAS)

The Family Gateway Team is supporting the delivery of the Welsh Government package of support for unpaid carers to promote the value that they bring to the Welsh economy, communities and health & social care system. £275,000 of funding will be passed onto unpaid carers and it is anticipated that we will reach more than 500 unpaid carers with this amount. The guiding principle is to support unpaid carers in coping with the effects of the Covid-19 pandemic, which has had an overwhelming physical and emotional impact and to help them to meet their well-being needs. Funding will be offered to those families open to the Council's Child Health and Disability and Family Help Disability Teams.

New Accommodation for Unaccompanied Asylum-Seeking Children (UASC)

Last month, I had the pleasure of visiting the newly refurbished 6-bed residential provision for Unaccompanied Asylum-Seeking Children (UASC) arriving in Cardiff, which is located in the Cathays ward and is due to open this month. This provision has been commissioned by the Council in order to provide a welcoming centre for UASC aged 16 and 17 years. The centre has been established to ensure the best outcomes for young people and will ensure that the needs of the young people are met in a timely manner. The Council is working in close partnership with the Salvation Army to ensure the best possible support and provision is provided to UASC who arrive in our city seeking asylum, safety, and sanctuary. The centre will accommodate young people of all genders arriving in Cardiff, either through National Transfer Scheme (NTS) or spontaneously, who are children looked after under s76 of the Social Services and Well-being (Wales) Act 2014. It will offer initial wraparound support on arrival, whilst a longer-term placement is being arranged. It will also provide suitable accommodation and a venue for UASC going through the age assessment process, as they will be treated as children until the outcome of the assessments are known. Staffing of the centre will be provided by the Salvation Army, with 24-hour wraparound support for the young people living in the accommodation.

Recruitment Update

I am pleased to inform councillors that social worker vacancies in Children's Services continue to be reduced by the measures implemented by this Administration. The vacancy rate was 19.5% in January 2022, with a further 10 social workers in the recruitment process. This is a significant reduction from 38.7% in June 2021 and is the lowest level of vacancies since September 2017.

Family Drug and Alcohol Court

The pilot of the new Family Drug and Alcohol Court in Cardiff is progressing well. This is an alternative family court for care proceedings, which is designed to provide a more sensitive approach to working with parents who struggle with drug and alcohol misuse. Early indications are that families are engaging and there has been positive feedback from a family's barrister who noted the non-adversarial approach and improved opportunities for families to have a voice.

National Adoption Service and Foster Wales

Both Cabinet and Council are considering a report this month on the national arrangements for the National Adoption Service (NAS) and Foster Wales, including the continuation of Cardiff's role as the Host Authority.

The Welsh Local Government Association (WLGA), alongside the Association of Directors of Social Services Cymru, are the lead bodies for NAS; however, in line with the requirement contained within Welsh Government 'Directions', there has to be a 'Host' Local Authority for the NAS in Wales. A competitive process was undertaken back in 2014 and Cardiff Council was successful in securing the nomination to take on the role of the Host Authority. Cardiff's continued role as the Host Authority has recently been re-confirmed through a Partnership Agreement signed by all 22 Welsh local authorities.

As the Host Authority, we currently employ the NAS Director of Operations and NAS central team of staff, who are based at County Hall, to fulfil a range of national level functions related to the leadership, management and oversight of the NAS. Similar arrangements for pan Wales involvement of senior officers in the governance of Foster Wales have been put in place; however, there are no Regulations or Directions underpinning Foster Wales. The NAS central team and national functions are funded via the WLGA through a small 'top slice' from the local government Revenue Support Grant and any other funding made available for the service from time to time, mainly Welsh Government grant funding. A similar arrangement is in place for Foster Wales. The NAS also has its own governance arrangements, outside of the Council, and a Governance Board, which provides strategic direction and decision making to assure the improvement of adoption services across Wales. As the Cabinet Member with responsibility for Children's Services, I also represent Cardiff Council, as the Host Authority, on the NAS Governance Board.

The WLGA is proposing the establishment of a Joint Committee on behalf of the 22 Welsh Local Authorities, which will enable local authorities to exercise their joint powers for the provision of the national and co-ordinating functions of the NAS and Foster Wales and oversee the agreement upon which Cardiff Council (or any other local authority) provides the hosting arrangement. The Joint Committee will provide the mechanism for all Welsh local authorities to discharge an executive and oversight role for the NAS and Foster Wales, including approval of the annual reports, work programmes and budgets of the NAS and Foster Wales.

A Joint Committee Agreement has been developed, which is currently with all Welsh Local Authorities for approval and signing. Specific clauses of the Joint Committee Agreement also provide the framework for a separate formal 'Hosting Agreement' to be developed and agreed. Work to finalise a detailed 5-year Hosting Agreement is well underway and this is expected to be agreed formally by all 22 councils at the first meeting of the Joint Committee. The Joint Committee Agreement and the formal Hosting Agreement will put the existing arrangements onto a more formal footing and provide greater clarity and certainty for the Council, WLGA and Welsh Local Authorities, as well as for the NAS and Foster Wales.

Councillor Graham Hinchey
Cabinet Member for Children & Families
11 March 2022

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CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 17 MARCH 2022

SOCIAL CARE, HEALTH & WELL-BEING STATEMENT

Refugee Resettlement

We continue to play a significant role in providing support to those welcomed through the Afghan Resettlement Schemes, ensuring access to education, health and mental health services, language learning and, most important, transition into long-term homes across Wales and the wider UK. Cardiff has played a hugely significant role in providing a new, safe and optimistic start for those who risked their own lives in the struggle for democracy, freedom of speech and civil rights, and our accomplishments to date should be a real source of pride for our city.

A delegation from our French twin city of Nantes visited Cardiff on 11th March, led by the Deputy Mayor of Nantes Metropole who has a particular interest in migration policy and responsibility for European, migrant and traveller issues. The visiting delegation will be shown the good practice arrangements implemented in Cardiff for welcoming Afghan refugees over recent months, including meeting with staff and Afghan families.

Veterans Support

This week, the Cabinet Member for Housing & Communities and I visited Leckwith Droves allotments site where the Council is working in partnership with the Welsh Veterans Partnership on its 'Green Headspace' project. This is all about bringing uncultivated allotment land back into use and, at the same time, playing an important part in helping to support the mental health and well-being of veterans. In addition, the project enables veterans and their families to integrate with the local allotment community through the growing of fruit and vegetables.

We also spoke to veterans and their families about the sustainable and affordable new-build homes that are being delivered for Armed Forces leavers, veterans and their families in Cardiff through successful partnership working between the Council, Welsh Veterans Partnership and Housing Associations. One such example is The Mill housing development in Canton where some of those we met had recently moved into. They were incredibly complimentary about the difference their new homes had made to their lives, as well as the support received from the Council, especially the Veterans Team. The Welsh Veterans Partnership believes that Cardiff is leading from the front in Wales through its support for veterans' transition and resettlement within communities in line with the commitments made in the Armed Forces Covenant.

WHO Age-Friendly Cities Network

In a first for Wales, Cardiff's application to join the World Health Organisation (WHO) global network for Age-Friendly Cities and Communities has been successful. Established in 2010, the network aims to connect cities, communities, and organisations worldwide, with a common vision of making communities a great place to grow older. Working collaboratively with key partners including Cardiff and Vale University Health Board, South Wales Fire and Rescue Service, South Wales Police, educational institutions, and the third sector, an Age-Friendly action plan was compiled which includes 'We Will…' ambitions. Ultimately, our aim is to deliver an age friendly vision of Cardiff as a great place to grow older and a place where older people are more empowered, healthy, and happy.

The process of collating Age-Friendly initiatives and services for the submission has flagged up the array of age friendly programmes, targeted activities and health initiatives that aim to make a positive difference to the lives of older people living in Cardiff. I look forward to the opportunities that the membership of the WHO global network present to increase awareness of these programmes, as well as learning from countries and communities across the world as we continue working to create a city where older people live and age well.

Toilet Strategy

An update statement on the Council's Toilet Strategy was submitted recently to Welsh Government and I'm pleased to report the significant progress made. The update details actions taken since the publication of the strategy in December 2019. Although the pandemic has, of course, affected progress in some areas, there are positive key developments. These include the rollout in all Hubs of new accessible signage to tackle discrimination and support those whose illnesses are not visible. Improved and new toilet provision has also been made available, including Changing Places which provide facilities to meet those with more complex needs.

Work has commenced to widen community toilet provision across the city, including the creation of new toilet signposting stickers that include dementia friendly design elements. These are in the process of being rolled out to participating community businesses and organisations within Cardiff. Communications have been circulated within business networks to broaden participation in the community toilet scheme. Officers have also reached out to Interfaith partners to explore the potential of meeting diverse toileting needs, as well as expanding the network of locations where people can access toilet facilities. This will help to ensure that people feel confident to fully enjoy the city.

Cardiff North Dementia Service

By invitation I recently visited the Cardiff North Dementia Service at St Thomas Church Hall on Pantbach Road, Heath. The service provides respite sessions for people and their families, and is not only for those living with Dementia, but also for issues such as social isolation. The service is provided by dedicated, expert staff who take great pride in the care and activities provided.

I am pleased to say that discussions are underway for this service to move to Llandaff North & Gabalfa Hub from next month. The move is intended not only to enhance the service already provided but also will allow integration with Hub services and activities, and access to other facilities, including the Changing Places facility, and the soon to be re-opened on-site café. This will pave the way for partnership working in the provision of hot and nutritious food for Cardiff North Dementia Service clients. Cardiff North Dementia Service will operate from the Hub twice a week, with the opportunity to expand to three days per week if there is sufficient demand.

Meals on Wheels and Telecare

Cardiff Council's Meals on Wheels and Telecare services are working in partnership to help our citizens stay independent in their own home.

The Meals on Wheels service delivers meals 365 days-a-year to vulnerable and older citizens across the city. The drivers deliver a hot nutritious meal and a caring welfare check to over 250 people every day. These checks can include ensuring individuals are wearing their Telecare pendant alarm or calling their friends or family if they don't seem their usual selves.

This extra reassurance for family, loved ones, neighbours and clients is reflected in the responses received to our 2021/22 customer survey, which found that:

- 92% of customers said they feel happier
- 94% of customers agree that they feel more secure knowing someone will check they are okay
- 96% of our customers agreed the service has helped them remain independent in their own home
- 80% of our customers agree they feel less lonely because of seeing our friendly drivers
- 86% of our customers agree they feel healthier
- 66% felt they visited their GP less

The Meals on Wheels service works in partnership with the Telecare Team to provide a combined approach to keeping citizens independent in their own home. Each month the Telecare Team receives more than 20,000 calls to our control centre and our mobile wardens attend to approximately 600 people needing assistance in their homes. Our wardens are highly trained and fully equipped to assist, whether it is getting someone back on their feet after a fall, administering first aid, or waiting for emergency services to arrive.

The Telecare Team is working collaboratively with Vale of Glamorgan Council and is extending its falls response service to the east of the Vale of Glamorgan. The aim is to assist residents to remain independent in their own home, reduce calls to the Welsh Ambulance Service and help to avoid hospital admissions. This is being piloted initially from March to October 2022.

Pen Pal Scheme

Undoubtedly, some of the hardest hit during the pandemic were care home residents, many of whom were unable to see loved ones and family members for extended periods of time due to public health restrictions. In May 2021, a new inter-generational Pen Pal Scheme was launched bringing together residents of three care homes with two schools. Pupils from St Joseph's RC Primary School and Millbank Primary School put pen to paper to write letters to residents at The Forge Care Centre, Heol Don and Ely Court care homes to share experiences, and find out more about their new pen pals. It has been heart-warming to receive extremely positive feedback about the scheme and to learn about the developing relationships between the older and younger individuals.

Capel I Bawb

The former chapel at Cardiff Royal Infirmary (CRI), a Grade II listed building, has been transformed into a vibrant health and well-being facility for residents. With a new name, Capel I Bawb chosen for the facility through a public engagement process, it provides a valuable resource where patients, service users, carers and the local community can be signposted to accessible information and advice, social learning, and recreational activities. It will have a key role in the Health and Well-being Centre @CRI, providing a focus for information, advice and signposting with the aim of empowering people to manage their own health and well-being.

A partnership project sponsored by the Regional Partnership Board with funding from the Integrated Care Fund, Cardiff and Vale University Health Board and Cardiff Council, the chapel is now home to a health and well-being library, council services including self-service book loans, open access PCs, facilitated activities hosted by a Community Liaison Officer, meeting spaces and an Aroma Café. Public access toilets are available within community spaces, including a fully accessible toilet and baby changing facilities.

It houses a comprehensive collection of books, including children's resources and the complete Reading Well (Mental Health, Dementia, and Children's) collections which are clinically selected and designed to deliver positive health outcomes. Visitors can take advantage of the Hubs & Library Service reservation system and access the thousands of library books available across the city on request. Work is also underway to deliver a community events programme at the new facility.

The Welsh Government Minister for Health and Social Services, Eluned Morgan MS, is due to officially open Capel I Bawb on 17th March.

Domestic Violence One Stop Shop

The Domestic Violence One-Stop-Shop is complete, following an internal refurbishment of the second and third floors of Block 14 at Cardiff Royal Infirmary (CRI). The setting provides a safe and welcoming space for women who have experienced domestic violence. The 'one stop shop' approach enables the provision of a service which caters for a wider remit of violence against women services and expands on the domestic abuse and sexual violence service already available. Its location within CRI enhances the holistic experience, with the Sexual Assault Referral Centre and other health provisions on site.

The lower floor has a welcoming reception area and a range of interview rooms designed to put service users at ease. Toilets and shower facilities are provided, as well as a playroom for children visiting the building with parents. A meeting room provides a flexible space for group work and training. The upper floor houses a staff space, with a range of offices, a call handler room, toilets, and kitchen. The scheme was completed in partnership with Cardiff and Vale University Health Board, and with RISE, who deliver the service.

Test, Trace, Protect (TTP) Transition

Members will be aware of the forthcoming removal of Covid-19 restrictions in Wales. The legal duties to self-isolate will be removed at the end of March. However, during the transition period (31 March to 30 June 2022) contact tracing of positive cases will continue, and individuals will be advised too to self-isolate. At the end of June, routine contact tracing will end, and the advice to self-isolate will move to advising individuals to take additional precautions when ill. I would ask all members to assist in the dissemination of this advice, and to encourage everyone into the longer term to take sensible precautions to protect themselves and others. PCR testing will remain (in addition to Lateral Flow Tests) for especially vulnerable people; those with symptoms working in health & social care; care home residents; prisoners; and when managing outbreaks.

PPE Provision

The Council's PPE and Covid-19 supplies have continued to help keep Cardiff citizens safe throughout 2021/22. Since the start of the Covid-19 pandemic. the team at Dominions Way has distributed over 70 million pieces of PPE, including masks, visors, gloves, aprons, sanitisers, and anti-bacterial wipes It is awe inspiring to learn that the team has successfully packed and distributed 71.5 million items of PPE to care homes, domiciliary care providers, schools, council teams, hostels, third sector organisations, and unpaid carers across the city. This includes the provision of 729,000 Lateral Flow Tests to carers, council teams, care homes, domiciliary care providers, and education teams.

I welcome the statement made on 11th February by Welsh Government Minister for Health & Social Services, Eluned Morgan MS, regarding the Welsh Government's PPE strategy for 2022-23, which confirmed the extension of free PPE provision to health and social care organisations until the end of March 2023. It is reassuring to note that the Welsh Government's Programme for Government includes the commitment to provide free PPE for health and social care for as long as is needed to deal with the pandemic. The Council will continue to work collaboratively with the Welsh Government to ensure that carers have the PPE they need to keep themselves and the people they care for safe.

Real Living Wage in Social Care

Cardiff Council is pleased that the real Living Wage is being rolled out within the social care sector in Wales, and the Welsh Government wrote recently to local authority Chief Executives and Directors of Social Services to provide further details. The Welsh Government has provided £43.2m to fund this expansion across Wales, of which £36.5m will be allocated to local authorities, with 2022 being a transitionary year. Welsh Government confirmed that detailed implementation guidance will be published shortly.

Joint Equipment Service

The Joint Equipment Service (JES) was able to support an individual at the end-of-life return home recently at very short notice. On a Friday at midday, hospital staff informed JES that an individual could be discharged home if a specialist profiling bed was made available to support palliative care. The JES Team sprang into action, recalling two operatives from current deliveries, without detriment to other service users. By 2.30pm the bed was installed, and the individual was home surrounded by family. Sadly, the individual passed away within days, but the dedication of the JES Team allowed them to spend their final days surrounded by family in the comfort of home.

Councillor Susan Elsmore
Cabinet Member for Social Care, Health & Well-being
11 March 2022

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 17 MARCH 2022

EDUCATION, EMPLOYMENT & SKILLS STATEMENT

Estyn Inspection Report

The local authority's education services underwent a full inspection by Estyn from 29 November to 3 December 2021. The last full inspection was undertaken in 2011. The inspection covered three areas: Outcomes (standards and progress); Education Services; and Leadership & Management, and also included Youth Services. The inspection report was published by Estyn on 9 February 2022 and can be accessed on the Estyn website at: https://www.estyn.gov.wales/system/files/2022-02/Inspection%20report%20Cardiff%20Council%202022_2.pdf

In summary, the inspection report notes the sustained and incremental improvement in the quality and effectiveness of education services in Cardiff. It acknowledges the *"bold and ambitious vision for all learners"* that is shared by senior leaders in the Council and the high expectations for officers, schools and other providers that are set out by the Leader of the Council, Cabinet Member for Education and Chief Executive. The strong commitment of elected members and officers at all levels to supporting young people and their families was also highly evident. The report also details the strong educational outcomes for Cardiff schools following inspections between 2017 and 2020 and highlights that, at Key Stage 4, outcomes for learners are above expectation for many schools. The report makes four recommendations for improvement:

1. Improve counselling services for children and young people
2. Improve quality of self-evaluation
3. Ensure work of regional consortium focused on Cardiff's priorities
4. Ensure strategic leadership and oversight – development of Welsh-medium education

Estyn has also invited the Council to prepare three case studies on its work in relation to the Cardiff Commitment, support for asylum seekers and transforming youth work for dissemination on Estyn's website, recognising excellent practice.

Estyn Inspections of Schools

Estyn recently completed a monitoring visit of progress at Cardiff West Community High School. Following this visit, the school has been judged to have made sufficient progress and, as a result, Her Majesty's Chief Inspector of Education and Training in Wales is removing the school from any further follow-up activity. This means that there are currently no Cardiff schools in an Estyn category or subject to follow up activity, which is a great achievement and further demonstrates the progress and improvements made by schools and education services in Cardiff under this Administration.

Review of Youth Services

I can confirm that the first phase of the review of Youth Services, which is being undertaken by an independent lead, has now commenced. The review will seek to build on the excellent work undertaken to date by the Youth Service, which was recognised by Estyn in its recent inspection report. Initial feedback arising from the review is expected to be provided to officers by the end of April 2022.

Covid-19 Guidance for Schools

With Covid-19 cases continuing to fall and following changes made to the alert level in Wales and related Covid restrictions by the Welsh Government, all schools in Cardiff have returned to a local decision-making framework of mitigations in line with a move to alert level zero. The Council will continue to monitor case numbers and the impact on schools in Cardiff and will work with individual schools, where cases numbers increase, to ensure that an appropriate level of mitigations are in place. All schools will continue to reinforce social distancing, hand hygiene and good ventilation, but other mitigations, such as staggered starts and finishes, will not be in place.

Qualifications Arrangements 2021-22

On 7 February 2022, Qualifications Wales issued further advance information about the changes or adaptations to assessments for GCSE, AS, A level and vocational qualifications in 2021/22. This followed on from the information that was shared with schools and colleges in November 2021 that explained the changes or 'adaptations' (as termed by Qualifications Wales) to assessments in order to give them enough time to prepare for exams in summer 2022. Changes have been made to GCSE, AS, A level and vocational qualifications to reflect the disruption to teaching and learning time due to the impact of the Covid-19 pandemic.

School Organisation Programme Update

The Council has appointed ISG Construction as the contractor to design and build the Fairwater Campus project. The extensive project, which will possibly be the largest in Wales to date, brings together three schools on one site – Cantonian High School, Riverbank Primary School and Woodlands Secondary School. This is a flagship project for the Council that puts education at the heart of the design and is sector leading on net zero carbon measures. Subject to planning and procurement, work on the new campus is expected to begin in 2023.

The Fitzalan High School project is also progressing well and a topping out ceremony was held on 8 February 2022, which was attended by the Welsh Government Minister for Education and Welsh Language, Jeremy Miles MS. It was great to see how far the building works have progressed, as well as some of the amazing stories of how the build is impacting positively on the local community. One of the Kier Design Managers also used to attend Fitzalan High School.

A ground breaking ceremony was held on 10 March 2022 to mark the start of construction of a new primary school as part of the St Edeyrns development within the Pontprennau & Old St Mellons ward. The Council has worked closely with the developer, Persimmon, to award the building contract to Halsall Construction. The

school will be the new home of St Mellons Church in Wales Primary School, which is currently located in Llanrumney, and is also the first school to be delivered as part of Cardiff's Local Development Plan.

Edible Playgrounds

Cardiff Council is working in partnership with environmental charity, Trees for Cities, and has, so far, delivered 15 'edible playgrounds' to schools across the city with the aim of getting children excited about growing and eating healthy food, whilst providing valuable outdoor learning resources. We have been able to transform school playgrounds into vibrant outdoor fruit and vegetable gardens using bespoke designs where food growing can be accessed across the entire school, encouraging healthier diets and good eating behaviours among our children and young people.

I attended the official launch of the project at Glan-yr-Afon Primary School in Llanrumney on 8 March 2022, together with representatives from Trees for Cities and Grow Cardiff. School staff and pupils also performed a song that was specially composed for the event. I am pleased that funding has been awarded for 2022/23 to continue this programme, which we aim to expand to include up to 40 schools across the city over the next three years. This will also support the delivery of our One Planet Cardiff strategy by promoting a range of air quality, tree planting and holistic greening schemes to address climate change.

Cardiff Commitment

On 4 March 2022, the Cardiff Commitment, in partnership with Invest in Cardiff, Fintech Wales and Debatemate, launched the 12-week debating programme with Cardiff West Community High School, Cantonian High School, Cathays High School, Willows High School, St Teilo's Church in Wales High School, Eastern High, Ysgol Gyfun Gymraeg Glantaf and Fitzalan High School. Over 100 pupils attended the launch and young people will be introduced to the FinTech industry via the debates, which involve schools debating against each other on topics relating to the FinTech industry – anything from Big Data to Artificial Intelligence. FinTech companies in Cardiff such as Admiral Insurance, Grant Thornton and Delio will be supporting the judging of the debates at Week 8 that will culminate in the debate finals in Week 12.

The Cardiff Commitment Team and Into Work Advice Service have appointed a Volunteer Officer to support the development of volunteering placements for young people aged 14-24 years old. The Volunteer Officer will be working with Cardiff Commitment partners to encourage and support them to develop volunteering placements in their organisations. A Social Value Officer has also been appointed to the Cardiff Commitment Team to ensure that opportunities through goods and services contracts, both internal and external to the Council, are developed that support children and young people in the city.

The Cardiff Commitment, in partnership with Fitzalan High School and the Council's HR People Services have supported the funding, recruitment and placements for five young people from Cardiff to take up Kickstart placements at Fitzalan High School in estates, cleaning and ICT. The Cardiff Commitment Post 16 Officer will also be working with the young people to capture their experiences of the programme with a view to developing similar opportunities across other high schools in the city.

The Cardiff Commitment School Business Forums have now been developed in a total of five secondary schools in the city (St Teilo's, Cathays, Cantonian, Willows and Cardiff West), with a further three secondary schools signing up this month to the programme for September 2022 (Whitchurch, Glantaf and Eastern). The Business Forums provide schools with employers reflective of the growth sectors in the region and provide a mechanism for schools to develop partnerships, collaborate and deliver careers and work-related experiences for their pupils, which encourage ambition, deliver skills and provide opportunities that support progression into education, employment and training.

Project Search is nearing its first year of completion, with eight young people experiencing a supported employment pathway in partnership with Cardiff and Vale University Health Board. Recruitment for the September 2022 cohort is currently taking place and, after the success of this year's programme, the cohort size is doubling to offer this experience to a total of sixteen pupils. Employers across the city have also expressed an interest in developing more supported employment pathways for young people with Additional Learning Needs and the Cardiff Commitment will look to develop this over the coming months.

Cardiff Winter of Wellbeing Programme

Our city-wide Winter of Wellbeing programme continues to be delivered to children and young people in Cardiff and has involved 31 community organisations delivering fun, engaging and creative activities for families as part of our community grant and arts programme. Last month, our free Half-Term programme was attended by over 2,000 children and young people. Children, young people and their families can also still visit the Child Friendly Cardiff pop-up shop within St David's Centre, which has seen over 5,000 people visit and take part in a schedule of free activities. Some examples of the great activities that have taken place to date include a Lego workshop run by Arup, which enabled children to design a city centre contributing to a live consultation in the city centre; parents writing and recording a bespoke lullaby; Ukulele lessons, and a baby disco. More information about what's happening as part of the Winter of Wellbeing programme until the end of March 2022 can be found on the Child Friendly Cardiff website at: https://www.childfriendlycardiff.co.uk/winter_of_wellbeing/

Women Connect First

I was delighted to join Councillor Gordon in meeting recently with representatives from local charity, Women Connect First, whose offices are in the Riverside ward. I then went along, on 28 February 2022, to see one of their after school clubs which is held on Monday afternoons at Butetown Pavilion, where local children aged 5 to 12 years have been able to meet in person again after having to hold virtual sessions on Zoom over recent months. It was lovely to meet everyone there and to see the great work going on and the children enjoying arts and crafts activities. The after school club is also being supported by funding received by Women Connect First as part of our Cardiff Winter of Wellbeing programme.

Councillor Sarah Merry
Cabinet Member for Education, Employment & Skills
11 March 2022

CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 17 MARCH 2022

STRATEGIC PLANNING & TRANSPORT STATEMENT

Replacement LDP Update

The 10-week consultation on the Strategic Options (Levels of housing and employment growth and possible ways to deliver this growth) closed on 8 February 2022. There has been a good response to the consultation with over 40 stakeholders responding directly to the consultation and over 400 stakeholders completing the online survey.

Direct engagement is also ongoing with various stakeholder groups to identify issues they consider are important for the new LDP to consider going forward. To date, workshops have been held with Pentyrch, Lisvane and Radyr & Morganstown Community Councils, Cardiff Music Board, Women Connect First, Cardiff Council Employee Networks, Equality and Access Forum, 50 plus Forum and homelessness groups. Additional future workshops are planned. Feedback from the workshops has been very positive with stakeholder groups welcoming the opportunity to engage with the Council in this way and raising some important issues for the new plan to consider going forward.

The next stage in the preparation of the new plan is consultation on the Preferred Strategy which is planned to take place later in the year and a report will be brought before Council to consider this document prior to this consultation.

'Get Cycle Ready for Spring' Events

Whilst cycling levels continue to increase in the city, barriers remain to the wider uptake of cycling for everyday journeys. Evidence from the *Get Cycle Ready for Spring* promotional events, which have taken place in February and March, indicates that one of these barriers is the lack of access to bicycles in good working order.

Four events took place, of which three were held at community venues in Grangetown, Splott and Canton, with a fourth event being staged in the grounds of Cardiff Castle. The events offered free bike safety checks provided by Dr Bike, free security bike coding provided by South Wales Police and British Transport Police, information on local cycling developments and other cycling activities and bike-based entertainment for children and families.

Hundreds of people attended each event, with most attendees being attracted by the offer of free bike safety checks and security bike coding. Many people who attended also brought along bikes in a good state of repair to have checks and minor adjustments. However, a large proportion had bikes that had clearly not been in use for a long time and required more major refurbishment. In addition, many people did not seem to have access to a bike pump.

A striking feature of the events was the very high proportion of women who attended each event and brought their bikes along for safety checks. The popularity of these events suggests that other communities in Cardiff would also benefit from this type of 'outreach' activity to enable more people to cycle.

City Centre Transport Projects

Central Square
Works on the Central Square transport scheme are progressing well on site and are due for completion in May 2022.

City Centre East
Works on the City Centre East transport scheme have commenced on site, which will include the installation of a permanent bus gate on Station Terrace, a segregated cycleway, as well as bus priority and pedestrian safety improvements and enhancements.

City Centre South
The areas of Callaghan Square, Lower St Mary Street, Bute Street and Bute Terrace are undergoing a WelTAG 1 study to define a long list of options for consideration. Options will include the facilitation of the City Centre-Cardiff Bay tram line through Callaghan Square.

Cycleways
The Cycleways on Newport Road and Tyndall Street are now open and fully operational.

Road and Pavement Resurfacing and Surface Treatment Programme

Detailed assessments are currently ongoing to produce the programmes of resurfacing and surface treatments works to the city's roads and pavements in the new financial year. Although weather dependent, some works are programmed to commence on site as early as the first quarter of the new financial year. In the meantime, ongoing maintenance and small-scale works will continue to be delivered across the city.

LED Street Lighting Update

The residential LED lighting upgrade project is continuing at pace. Approximately 5,000 units have now been installed across the city. The total number of units within the project stands at approximately 23,750 and, once completed, the whole street lighting network will consist of the most up-to-date, energy efficient and environmentally beneficial assets.

Parking & Traffic Enforcement

At the start of the Covid-19 pandemic and during the initial lockdown period, in April and May 2020, the Council saw, on average, a decrease of 100% in the number of Penalty Charge Notices, an 86% decrease in the enforcement of Moving Traffic Offences and a decrease of 98% in car parking income when compared to pre-pandemic levels.

Although there has been significant recovery, the levels have not fully returned to pre-pandemic levels and that situation may continue as people embrace sustainable and active travel options and agile working opportunities. However, the Civil Parking Enforcement Team will continue to enforce where necessary to help improve network management and traffic movement, reduce congestion caused by problem and dangerous parking, and improve safety for road users by addressing banned and unsafe vehicle manoeuvres.

To support the introduction of active and sustainable travel initiatives and to further improve network management, enforcement of parking contraventions within cycle lanes and tracks, illegal use of bus lanes and pavement parking is essential. For example, we have implemented a trial pavement parking ban along City Road and have seen a reduction in the number of vehicles parking on the pavements that were causing an obstruction to pedestrians. We have also introduced a weight restriction through Radyr, managed by the Civil Parking Enforcement Team through camera-based technology, which has seen a reduction in the number of HGVs using the route. Approaches to prevention and public education will also be developed and communicated widely.

Traffic Regulation Orders need to be written up and sealed and new technologies employed to enable the delivery of an effective enforcement strategy. Automatic and attended cameras will be introduced in targeted areas alongside the deployment of staff resources and camera cars to ensure that appropriate coverage is maintained. In addition, this will be supported by road markings, signage and, potentially, kerb edge bollards and enforcement cameras.

We have two manual cameras located in the city centre specifically that help to keep vital routes clear of illegally parked vehicles to ensure that public transport can operate smoothly and taxi ranks are kept free and available for use by taxis only. In addition, the Civil Parking Enforcement Team has expanded the manual camera enforcement outside of schools and now enforce problem parking at 27 schools across the city. Subject to further grant funding, the team is also reviewing the current sites to upgrade the cameras from manual to automatic cameras, where appropriate, which will allow us to expand coverage to more schools across the city. As a result of their successful trial, the initial five School Streets schemes are now permanent solutions.

Councillor Caro Wild
Cabinet Member for Strategic Planning & Transport
11 March 2022

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CARDIFF COUNCIL
CYNGOR CAERDYDD

COUNCIL: 17 MARCH 2022

INVESTMENT & DEVELOPMENT STATEMENT

Cardiff Bay Regeneration

Members will be aware that Cabinet, at its meeting on 10 March 2022, considered a report which provided an update on the work we are doing to continue the regeneration of Cardiff Bay as a leading UK urban visitor destination.

I am sure that the Council will be impressed by the substantial progress that has been made in relation to the range of major projects being taken forward, despite the very difficult circumstances of the past two years. The progress made highlights the strength of the various propositions as well as the strength of the city's economic potential as it recovers post-pandemic. Notably, it shows the confidence of investors in Cardiff, where the public-private approach that has underpinned the city's economic story in recent decades, continues to generate investment helping to create good quality jobs.

Later this year, a number of these projects will start on site. We will see construction begin on the new arena, as well as investment in the new Metro that will bring electrified trains to Cardiff Bay. In June, we expect to see the business case finalised that will lead to the completion of the International Sports Village as a comprehensive and unrivalled leisure destination. Taken together, these projects will help us establish Cardiff Bay as that leading UK urban visitor destination that we all support.

City Centre

The Council continues to ensure that the city centre is one of the best places in the UK to do business, to visit, and to shop. Progress continues with the business case for Metro Central, which will ensure, with the substantial investment in the South Wales Metro, our main station is of the standard that befits the modern urban transport network that is being established. In addition, we continue to develop the business case to provide the link to Cardiff Bay from Central Station as part of our city's Levelling Up Fund bid. On top of this, the former Brains Brewery site development is also progressing, with a major deal recently agreed by the developer that will see a large phase of the development secured and taken forward. This will see the beginning of our work to regenerate the area south of the railway station and build on investments such as Metro Central and our proposed Levelling Up Fund application.

Confidence remains high in the city centre, with the latest data showing footfall higher than pre-pandemic levels. We have seen a net increase in businesses in the city centre – reflecting the continued confidence shown by business. We are more than aware, however, that many town and city centres have yet to recover from the pandemic, and

we must continue to support the city centre as part of our pandemic recovery plans. To that end, we are continuing to invest in the management of the city centre, whilst working closely with the private sector to leverage further investment.

PWC Good Growth for Cities Index

This month, PWC released their Good Growth for Cities Index, a measure of wellbeing which goes beyond GVA and describes what the economy does for people. Measured against their 2017-19 Index, they outlined that Cardiff has seen the biggest increase in performance of any UK city, thanks in part to the city's jobs growth figures. This report outlines the confidence we have in our city's economic strategy and reflects the focus of our administration of delivering jobs for all.

Councillor Russell Goodway
Cabinet Member for Investment & Development
11 March 2022

CULTURE & LEISURE STATEMENT

Culture and Events

As a result of all our efforts to continue to keep Wales safe and the lifting of Welsh Government Covid-19 restrictions, I am delighted that the Council's venues and attractions are, once again, able to open their doors. As I reported to Council in January 2022, our efforts have now turned to working with our clients and promoters to reschedule events and performances to facilitate and encourage the sectors swift and sustainable recovery. The hard work of everyone involved has already resulted in a compelling spring and summer event offer for residents and visitors to enjoy.

I would encourage members to visit our www.visitcardiff.com website to keep abreast of all the upcoming attractions in the city over the coming months. Highlights include the return of the FIM Speedway to the Principality Stadium for its 20th year, the return of the Cardiff Food & Drink Festival to Cardiff Bay, which will be followed closely by the Cardiff Bay Beach. Plans are also well advanced for another series of concerts at Alexandra Head in Cardiff Bay, whilst Cardiff Castle will open its doors to a plethora of music concerts this summer, including Madness, Dermot Kennedy, Gerry Cinnamon, Diana Ross, Rag'n'Bone Man, Bryan Adams, Michael Bublé and Tears for Fears.

St David's Hall has an equally compelling spring and summer season with a rich mix of comedy, dance, rock and pop. The world class acoustics of our national concert hall will also host 20 concerts that will feature some of today's most distinguished soloists, conductors, and orchestras.

I would like to express my deep appreciation to all those involved in rescheduling the many demands made of all our venues and, indeed, the promoters, artists and all those who work in the sector.

We are now firmly focused on longer term opportunities. This month, the Cabinet has provided its in-principle commitment to supporting an expression of interest to being considered as one of the host cities for the 2028 UEFA European Football Championship tournament as part of a joint bid by the England, Scotland, Wales, Northern Ireland and Republic of Ireland Football Associations. Whilst discussions are at a very early stage, the Council will be working closely with colleagues in the five governments and their associated Football Associations to consider and develop the final bid over coming months.

Finally, following the successful transfer of the Norwegian Church in Cardiff Bay from the Council's ownership to a new independent charity, Norwegian Church Cardiff Bay, I'm sure that members would wish to join me in wishing the new operators every success as they work to reopen the iconic venue as a café, arts centre and music venue in April 2022. The building has been a feature of the Cardiff landscape since 1868 and, in the hands of the new charity, I am confident that the venue will go from strength to strength as it showcases the best of Norway and Wales.

BBC Radio 6 Music Festival 2022

Cardiff will host this year's BBC Radio 6 Music Festival, which will take place from Friday 1 to Sunday 3 April 2022. Since its launch in 2002, BBC 6 Music has grown to become the biggest digital station in the UK with 2.6 million listeners and is celebrated for bringing the best ground-breaking music to people in the UK and around the world. The 6 Music Festival forms part of BBC 100 in 2022, which includes special content, events and education initiatives being developed and broadcast to mark 100 years of the BBC this year. The festival will include live performances, DJ sets, In Conversations and more being held at multiple venues in the city, including St David's Hall, The Great Hall and Y Plas at Cardiff University Students' Union, Clwb Ifor Bach and Tramshed. Further information is available at: www.bbc.co.uk/6musicfestival

Events will be held during the day, as well as at night. 6 Music Festival By Day events will take place at Tramshed and By Night events at St David's Hall, The Great Hall and Y Plas. Tramshed will also host 6 Music Late, a club night featuring 6 Music DJs and special guests, which follows the 6 Music By Night live gigs. BBC Radio 6 Music presenters will also be broadcasting from Cardiff over the course of the weekend and bringing live music, interviews, DJ sets and more from the festival to listeners. Other programmes held during the festival will be broadcast on BBC Radio Wales and BBC Radio Cymru. BBC Four and BBC Wales will also revisit some of the best moments from the festival with a special programme, featuring performance highlights, being aired at a later date.

Alongside the 6 Music Festival, Creative Wales and the Welsh Government, supported by Cardiff Council, is working with local venues and music partners to create the 6 Music Festival Fringe, showcasing exactly why Cardiff was named the UK's first 'Music City' in 2021. The Festival Fringe will run from 28 March to 3 April 2022 and feature artists and bands performing at venues across the city. These shows will fully showcase the breadth of talent and diversity of artists in Cardiff, whilst also shining a light on the vital role of grassroots music venues across the city.

The Council has worked with the BBC to help bring the 6 Music Festival to Wales for the first time and we are looking forward to welcoming the festival to Cardiff next month. It will provide a great opportunity for the city to not only enjoy the live music and performances that will be held across the city, but also to promote what the city has to offer in terms of great live music venues and local talent. Cardiff is proud of its vibrant independent music scene and, through our Cardiff Music City strategy, the Council is committed to working with the Cardiff Music Board and partners to finalise plans for a signature international music event/festival within the next 12 months.

Coed Caerdydd

I'm delighted at the progress being made with our Coed Caerdydd project. Following its launch last year and the round of meetings with ward members, I anticipate a total of 16,000 trees being planted across the city at the close of this season's planting window. A key feature of this season's programme has been engagement with volunteers and schools, and officers will be holding a further round of consultation meetings this summer to inform the 2022/23 planting programme. I'm confident that, with the momentum gained to date, the Council can further increase activity in this area, working towards the ambitious canopy target that we have set for Cardiff.

Councillor Peter Bradbury
Cabinet Member for Culture & Leisure
11 March 2022

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CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: 17 MARCH 2022

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

PROGRAMME OF COUNCIL MEETINGS (MAY – AUGUST 2022)

Reason for this report

1. To approve the programme of Full Council meetings for the period May 2022 to August 2022, and

2. To note the provisional programme of Cabinet and Committee meetings for the period May 2022 to August 2022.

Background

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

4. The 2021-22 Programme of meetings was updated on 27th January 2022 to reflect the delayed announcement of the final budget settlement from the Welsh Government and the start of the Pre-Election Period on 18th March 2022.

Issues

Candidate Awareness

5. To provide an opportunity for candidates standing at the Local Government Elections on 5th May 2022 to plan their likely commitments should they be elected as Cardiff Councillor, a provisional programme of Council, Cabinet and Committee meetings from May 2022 to August 2022 has been developed.

Survey of meeting timings

6. The Council is also required to undertake a survey of meeting timings shortly after the new council is elected in accordance with the Statutory Guidance for the Local Government (Wales) Measure 2011. The survey is expected to identify the timings, intervals and locations at which meetings will be held. This is to ensure that as far as is practicable, meetings are convenient to its members and have regard to equality and diversity issues. The survey will also dovetail with the Council's Multi-location Meetings policy.

7.   The results of the survey will be collated by officers into a Programme of Meetings for the remainder of the 2022-23 municipal year which will be presented to Council in July 2022 for approval.

Elected Member Induction

8.   In the early months of the new administration, Elected Members will be undertaking a Member Induction as outlined in the Elected Member Learning and Development Strategy 2019 – 22, approved by Council on 27 November 2021. The induction will require a significant period of learning activity which will benefit from being scheduled around the Programme of Meetings to minimise any disruption or delay in the Council's governance and decision-making arrangements.

9.   If scheduled meetings have no formal business to consider i.e. pre-decision scrutiny these meetings may be used to support the member induction

Provisional Programme

10.   The provisional programme of meetings will enable the Council to support all of the requirements listed in paragraphs 5-9 above.   Once approved the provisional programme of meeting will be published on the Council's Democracy webpages. The provisional Programme of Meetings is at **Appendix A** to be published with the Amendment Sheet on Thursday 17th March 2022.

Formal Meetings Diary

Full Council

11.   It is proposed that Council meetings will take place as follows.

Day	Date	Time	Committee	Venue	Meeting Type	Notes
Thu	26-May-22	16:30	Council (Annual Meeting)	City Hall	Multi-Location Meeting	Webcast
Thu	30-Jun-22	16:30	Council	City Hall		
Thu	21-Jul-22	16:30	Council	City Hall		
Thu	29-Sep-22	16:30	Council	City Hall		
Thu	27-Oct-22	16:30	Council	City Hall		
Thu	24-Nov-22	16:30	Council	City Hall		
Thu	26-Jan-23	16:30	Council	City Hall		
Thu	02-Mar-23	16:30	Council (Budget)	City Hall		
Thu	30-Mar-23	16:30	Council	City Hall		
Thu	25-May-23	16:30	Council (Annual Meeting)	City Hall		

Cabinet

12.   Cabinet meetings are held on a monthly basis with the exception of August. The following are the dates that have been provisionally scheduled by Cabinet for their meetings:

Day	Date	Time	Committee	Venue	Meeting Type	Notes
Thu	23-Jun-22	14:00	Cabinet	CR 4	Multi-Location Meeting	Webcast
Thu	14-Jul-22	14:00	Cabinet	CR 4		Webcast

Where the level of business to be determined from the Cabinet Forward Plan is likely to be more than the amount of business that can be dealt with in one meeting, additional meetings may be arranged and publicised.

Regulatory Committees

13. Licensing, Planning and Public Protection Committees are held on a monthly basis, subject to there being sufficient business. Licensing Sub Committees convened under the Licensing Act 2003, will be held as and when required.

Scrutiny Committees

14. Scrutiny Committees meet on a monthly basis with the exception of August and in an election year, April and May. Changes to Scrutiny Committee meetings will also reflect any changes required to undertake pre-decision Scrutiny as necessary.

Corporate Parenting Advisory Committee

15. This Committee agreed to meet quarterly to meet their Work Plan requirements.

Governance and Audit Committee

16. A total of five meetings of the Governance and Audit Committee per year are planned to be scheduled during the 2022-23 municipal year.

Democratic Services Committee

17. In accordance with the Local Government (Wales) Measure 2011 requirements (Section 15(2)), the Democratic Services Committee has to meet at least once a year.

Standards & Ethics Committee

18. The Standards and Ethics Committee will meet quarterly in order to deliver its work programme.

Constitution Committee

19. It is anticipated that the Constitution Committee will meet twice during the municipal year. However, no dates have been included for this Committee in this provisional Programme of Meetings.

20. Other Committees

Meetings of the Local Authority Governor Panel and Pension Committee have been scheduled as required.

21. Meetings of the Appointments Committee, Appeals Committee, Bilingual Cardiff Member Group, and Pension Panel are only scheduled as and when required.

Legal Implications

22. The Council must have regard to the Welsh Government's statutory guidance (issued under section 6 of the Local Government (Wales) Measure 2011) when considering the times and intervals of its meetings.

23. In summary, the guidance states that:

   • Work and other commitments make setting a programme of meetings that suits all Members difficult;
   • Welsh Government does not wish to prescribe the number/timings of meetings; and
   • it is important that Authorities proactively review their meeting arrangements, by way of example, the guidance states that "What may have been tradition or an arrangement which suited the previous generation of Councillors will not necessarily serve the interests of the new intake."

24. The guidance requires the Council to survey its Members in respect of times and intervals in which meetings of the local authority are held at least once a term and preferably shortly after the new council is elected. A survey of Members was undertaken in May 2017 and the current programme of meetings reflects the results of that survey and agreements made by individual Committees around preferred start times.

Financial Implications

25. The costs associated with delivering the programme of meetings are to be contained within the allocated budget.

RECOMMENDATIONS

26. The Council is recommended to

   (1) approve the provisional programme of Council and Committee meeting dates for May 2022 to August 2022.

   (2) Note the provisional dates of Cabinet meetings during the period May 2022 to August 2022 as shown in **Appendix A;** and

   (3) delegate authority to the Director of Governance and Legal Services in consultation with Committee Chairs to make any necessary alterations to the provisional programme of meetings which may be required.

DAVINA FIORE
Director of Governance and Legal Services and Monitoring Officer
11 March 2022

Appendix A   Provisional Programme of meetings May 2022 to August 2022 (to be published with the Amendment Sheet on Thursday 17th March 2022)

Background papers:
The Local Government Measure 2011 – Statutory Guidance
Programme of Council Meetings report to Council dated 27 May 2021
Elected Member Learning and Development report to Council 27 November 2021

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CYNGOR CAERDYDD
CARDIFF COUNCIL

CARDIFF
CAERDYDD

COUNCIL: **17 MARCH 2022**

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 the rules on political balance, and nominations were received for each committee from the political groups.

3. Following changes in the political composition of the Council, the allocation of seats on Committees has been revised, in accordance with the rules on political balance, in November 2021 Council meeting.

4. 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

5. Current Committee vacancies, in accordance with the approved allocations to political groups, are as follows:

Committee	Vacancy	Group	Nomination Received
Democratic Services Committee	1 vacancy	Labour	
Licensing Committee	1 vacancy	Conservative	
Public Protection Committee	2 vacancies	1 x Independent 1 x Propel	

6. Further nominations to fill existing vacancies received from political groups prior to Full Council on 17 March 2022 will be reported on the amendment sheet.

Legal Implications

7.   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).

8.   The Democratic Services Committee is a statutory committee established under Part 1 of the Local Government (Wales) Measure 2011 ('the 2011 Measure'). Section 12 of the 2011 Measure states that the Democratic Services Committee cannot include more than one member of the Cabinet, who must not be the Leader.

Financial Implications

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

RECOMMENDATION

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

DAVINA FIORE
Director Governance and Legal Services
11 March 2022

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
Council Minutes 21 October 2021
Council Minutes 25 November 2021
Council Minutes 27 January 2022
Council Minutes 3 March 2022

CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **17 March 2022**

REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES

Reason for this Report

1.   To appoint Local Authority School Governors to fill vacancies.

Background

2.   Section 19 of the Education Act 2002 makes provision for the governing bodies of maintained schools to include Local Authority appointed governors, with further detail contained in the Government of Maintained Schools (Wales) Regulations 2005. When Local Authority school governor vacancies arise, either by appointees reaching the end of their term of office or resigning, it is the statutory duty of the Council to fill the vacancies as soon as possible.

3.   The Local Authority Governor Panel was constituted at the Annual Council in May 2015 to advise the Council on appointments and removal of governors to those places allocated to the Local Authority.

Issues

4.   The Local Authority Governor Panel met on the 14 March 2022 to consider new applications to fill current and future vacancies due to arise by 31 March 2022. The recommendations of the panel, in respect of new appointments will be reported on the Amendment Sheet.

Legal Implications

5.   As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to appoint local authority governors to the governing bodies of maintained schools, in accordance with those statutory provisions. Appointments are for a fixed term of 4 years from the date of the appointment and governors may be re-appointed for a further 4 year term.

6.   Appointments to outside bodies are a local choice function, which is reserved under the Council's Constitution to full Council. Accordingly, the appointment of Local Authority governors to governing bodies requires the approval of full Council.

7.   Members will note that this report recommends the appointments of local authority governors, as reported on the Amendment Sheet for a 4 year term.

Financial Implications

8.   There are no financial implications arising from this report.

Recommendation

9.   That, in accordance with the recommendations of the Local Authority Governor Panel, the Council approves the new appointments of Local Authority governors to the school governing bodies as reported on the Amendment Sheet, each for a term of 4 years from the date of the appointment.

Davina Fiore
Director Governance & Legal Services
11 March 2022

The following Background Documents have been taken into account: N/A

LA Governor Vacancies - Recommendations from LA Governor Panel   **Appendix 1**
1 January 2022 to 31 March 2022.

i.   All appointments in the list are recommended by the LA Governor Panel and will have satisfied the required application process.

ii.   All terms of office unless otherwise stated are for 4 years.

Existing LA Governor Vacancies

School Name	Ward	Start of Vacancy	Applications Received
Albany Primary School	Plasnewydd	19/05/2021	Saqib Siddique
Baden Powell Primary School	Splott	21/06/2021	
Cantonian High School x 2 vacancies	Fairwater	05/01/2021 11/11/2021	Claire Bowen
Coed Glas Primary School	Llanishen	01/05/2020	
Fairwater Primary School	Fairwater	13/05/2021	
Herbert Thompson Primary School	Ely	29/09/2021	
Lakeside Primary School x 2 vacancies	Cyncoed	04/05/2021 01/09/2021	
Millbank Primary School	Caerau	11/02/2021	
St David's Catholic College	Penylan	07/03/2018	
Pencaerau Primary School	Caerau	15/10/2021	Emma McLoughlin
St Mary The Virgin C.W Primary School	Butetown	29/09/2021	Vanessa Leyshon
St David's C.W Primary School	Pentwyn	01/12/2021	
The Rainbow Federation	Llanrumney	19/12/2020	
Thornhill Primary School	Llanishen	24/06/2021	
Ton-Yr-Ywen Primary School	Heath	06/12/2021	Cllr Julie Sangani
Ysgol Gymraeg Coed-Y-Gof	Fairwater	29/01/2020	
Ysgol Gymraeg Melin Gruffydd	Whitchurch & Tongwynlais	01/08/2021	
Ysgol Glan Morfa	Splott	12/10/2021	

3

Ysgol Gymraeg Nant Caerau	Caerau	19/11/2020	
Ysgol Gymraeg Pwll Coch	Canton	30/09/2021	
Ysgol Gynradd Gymraeg Pen-y-Groes	Pentwyn	01/05/2021	
Ysgol Pencae	Llandaff	01/05/2021	
Ysgol Y Berllan Deg	Pentwyn	01/05/2021	
Ysgol Y Wern	Llanishen	19/05/2021	Bethan Proctor

Future LA Governor Vacancies

School	Ward	Start of Vacancy	Re-appointment requested	New Application Received
Adamsdown Primary School	Adamsdown	26/03/2021		
Coed Glas Primary School	Llanishen	31/01/2022		
Eastern High	Trowbridge	23/03/2022		
Marlborough Primary	Penylan	26/01/2022		
The Western Learning Campus	Caerau	08/01/2022		
Ysgol Gymraeg Coed-Y-Gof	Fairwater	31/01/2022		

CYNGOR CAERDYDD
CARDIFF COUNCIL

COUNCIL: **17 March 2022**

REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES

Reason for this Report

1. To appoint Local Authority School Governors to fill vacancies.

Background

2. Section 19 of the Education Act 2002 makes provision for the governing bodies of maintained schools to include Local Authority appointed governors, with further detail contained in the Government of Maintained Schools (Wales) Regulations 2005. When Local Authority school governor vacancies arise, either by appointees reaching the end of their term of office or resigning, it is the statutory duty of the Council to fill the vacancies as soon as possible.

3. The Local Authority Governor Panel was constituted at the Annual Council in May 2015 to advise the Council on appointments and removal of governors to those places allocated to the Local Authority.

Issues

4. The Local Authority Governor Panel met on the 14 March 2022 to consider new applications to fill current and future vacancies due to arise by 31 March 2022. The recommendations of the panel, in respect of new appointments will be reported on the Amendment Sheet.

Legal Implications

5. As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to appoint local authority governors to the governing bodies of maintained schools, in accordance with those statutory provisions. Appointments are for a fixed term of 4 years from the date of the appointment and governors may be re-appointed for a further 4 year term.

6.   Appointments to outside bodies are a local choice function, which is reserved under the Council's Constitution to full Council. Accordingly, the appointment of Local Authority governors to governing bodies requires the approval of full Council.

7.   Members will note that this report recommends the appointments of local authority governors, as reported on the Amendment Sheet for a 4 year term.

Financial Implications

8.   There are no financial implications arising from this report.

Recommendation

9.   That, in accordance with the recommendations of the Local Authority Governor Panel, the Council approves the new appointments of Local Authority governors to the school governing bodies as reported on the Amendment Sheet, each for a term of 4 years from the date of the appointment.

Davina Fiore
Director Governance & Legal Services
11 March 2022

The following Background Documents have been taken into account: N/A

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Ysgol Glan Morfa	Splott	12/10/2021	

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Ysgol Pencae	Llandaff	01/05/2021	
Ysgol Y Berllan Deg	Pentwyn	01/05/2021	
Ysgol Y Wern	Llanishen	19/05/2021	Bethan Proctor

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School	Ward	Start of Vacancy	Re-appointment requested	New Application Received
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Ysgol Gymraeg Coed-Y-Gof	Fairwater	31/01/2022		

**CYNGOR CAERDYDD
CARDIFF COUNCIL**

COUNCIL: **17 MARCH 2022**

CABINET PROPOSAL

**NATIONAL ADOPTION SERVICE FOR WALES / FOSTER WALES: JOINT
COMMITTEE AGREEMENT AND HOSTING ARRANGEMENTS BY CARDIFF
COUNCIL**

Reason for this Report

1.   To formally approve Cardiff Council's commitment to the proposed Joint
       Committee for the National Adoption Service and Foster Wales

2.   To agree the continuation of the hosting arrangement by Cardiff Council
       for the national and co-ordinating functions of the National Adoption
       Service for Wales (NAS) through its Central Team.

Background

3.   NAS was created to improve adoption services in Wales by ensuring
       consistent, good quality services are available in all parts of the country.
       For some time, the responsibility for developing national arrangements to
       support the National Fostering Framework (NNF) has been taken forward
       by the Director of Operations for NAS and this will continue for Foster
       Wales (FW) which has emerged from that programme.

4.   The Welsh Local Government Association (WLGA), alongside the
       Association of Directors of Social Services Cymru (ADSS-C), are the
       lead bodies for NAS.

5.   In line with the requirement in the Welsh Government 'Directions' there
       has to be a 'Host' local authority for NAS.   A competitive process was
       undertaken in 2014 and Cardiff Council was successful in securing the
       nomination to take on the hosting role. Cabinet confirmed its acceptance
       of the Nomination in July 2014.

6.   NAS has its own governance arrangements, outside of the Council, and
       a Governance Board. The role of the Governance Board is to provide
       strategic direction and decision making to assure the improvement of
       adoption services across Wales. The full range of the Board's
       responsibilities and functions are laid out in the Directions (Appendix
       One) and Terms of Reference (Appendix Two). NAS is also required to

report in writing to Welsh Ministers twice each year. More recently similar arrangements for pan Wales involvement of senior officers in the governance of Foster Wales have been out in place; there are no Regulations or Directions underpinning Foster Wales.

7. The NAS Director and small team are employed by Cardiff Council and are currently based in an office in County Hall; this comprises of 12 posts (4 part time), recently increased to accommodate the national functions for fostering.

Establishment of a Joint Committee

8. WLGA are proposing the establishment of a Joint Committee on behalf of the 22 Welsh Local Authorities. This will enable local authorities to exercise their joint powers for the provision of the national and co-ordinating functions of the National Adoption Service for Wales (NAS) and Foster Wales (FW). The proposed governance structure is presented diagrammatically and with a narrative in Appendix three.

9. The Joint Committee will provide the mechanism for all Welsh local authorities to discharge an executive and oversight role for NAS and FW. It will approve / receive:

*   The Annual Report of NAS and of Foster Wales;
*   The annual programme of work for the NAS and for Foster Wales;
*   The budget for the office of the Director and national work for NAS and for FW; and
*   The agreement, and any changes to the agreement, for the host authority support of the office of the Director and national work for NAS and FW.

10. The Joint Committee Agreement is included at appendix four; this is currently with all local authorities across Wales for signing. It is proposed that Cardiff Council will sign as a member of the NAS collaborative. In doing so it is also agreeing to the continuation of its role as host local authority.

11. Specific clauses of the Joint Committee Agreement provide the framework for a detailed separate 'hosting agreement'. It sets out the arrangements for the appointment of the Host Council and its role, resourcing, shared liabilities, areas of responsibility, duration, variation / termination and dispute resolution. The Joint Committee will oversee the agreement upon which Cardiff Council (or any other local authority) provides the hosting arrangement.

Hosting the NAS Central Team

12. As noted earlier, Cardiff Council was successful in securing the nomination to take on the hosting role which was confirmed by Cabinet in July 2014.

13. Cardiff Council's role as host authority has recently been reconfirmed through a Partnership Agreement signed by all 22 Welsh local authorities (Appendix five).

14. The Host Authority is represented on the NAS Governance Board politically through the Cabinet Member for Children's Services. There is an option for the Director of Social Services and legal services to attend the Governance Board.

15. The role of the Host Authority includes appointing the NAS Director and central team staff as well as supporting and enabling the national level functions many of which are outlined in the 'Directions'.

16. The central team and national functions for NAS are funded via the WLGA. This includes a small 'top slice' from the local government Revenue Support Grant (RSG) and any other funding made available for the service from time to time, mainly Welsh Government grant aid. A similar arrangement is in place for Foster Wales. The 'top slice' is agreed by the relevant WLGA committee prior to the remainder of the RSG being allocated to local authorities.

17. Since 2015, NAS have managed the Adoption Register for Wales under contract from the Welsh Government.

18. Cardiff Council's hosting of the central team is to enable it to fulfil its functions. The hosting service provided includes the following:

   - Employer of the NAS team
   - Office space;
   - Use of IT systems and databases, including provision of a separate email domain and support to commission a stand-alone websites;
   - Finance / accounting services;
   - Information security;
   - Human Resource advice and support; and
   - Provision of legal advice and support with commissioning and procurement when required.

19. The Director of Operations and central team fulfil a range of functions related to leadership, management and oversight of the National Adoption Service and Foster Wales. They include the following:

   - Promotion of adoption / fostering, including national public relations and marketing and the provision of the 'face and voice' of adoption / fostering in Wales.
   - Stakeholder and relationship management with allied services and organisations in Wales and UK, Ministers and Welsh Government.
   - Providing leadership to set the direction following engagement with partners and stakeholders.
   - Maintaining performance frameworks and reviewing progress.
   - Providing annual and mid-year reports each year.
   - Promotion of best practice and a culture of continuous improvement throughout the NAS.

- Securing appropriate resourcing through new / additional finance.
- Strategic commissioning.

Issues

20. Cardiff Council has supported NAS as host authority since 2014. It was always the intention to secure this arrangement with a detailed hosting agreement. This has taken some time due to the complex and developing nature of the NAS and latterly the inclusion of NFF / FW arrangements.

21. The work to finalise a detailed hosting agreement is well underway, led by senior officers and legal services of the Council. WLGA on behalf of all local authorities and the NAS / FW Director have been involved as necessary. It will also be formally agreed by all Councils at the first meeting of the Joint Committee.

22. The NAS Partnership agreement is reviewed on a 5 year cycle. It is therefore proposed that the hosting agreement with Cardiff Council should also be for a concurrent period of 5 years.

Reason for Recommendations

23. The Joint Committee Agreement and the formal Hosting Agreement will put the existing arrangements onto a more formal footing and provide greater clarity and certainty for the Council, WLGA, Welsh local authorities as well as for NAS and FW. The establishment of a joint Committee will provide an ongoing mechanism for review and re-negotiation should that be required.

Financial Implications

24. The Funding for the National Adoption Service and Fostering Wales is provided from the WLGA via a top slice of the Rate Support Grant plus some direct funding from the Welsh Government via grant mechanisms. The hosting agreement will look to ensure that Cardiff Council as host does not incur any additional cost in relation to hosting the provision of the services but that the charging mechanism is on a cost recovery only basis.

25. The requirements of the new entity are such that it is unclear at this stage what the actual cost of the hosting arrangements will be and the dialogue that is already underway will be concluded by agreeing estimated charges for the first year. It is strongly advised that transparent two way communication between provider and client is maintained throughout the first year so that the actual levels of service are mutually understood and costs are adjusted accordingly.

Legal Implications

26. Pursuant to the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions (2015 No.12) ('The Directions'), Local

authorities in Wales are required to ensure that effective joint arrangements are in place between local authorities in Wales for the delivery of adoption services at a; national level, regional level and local level. This report relates to the arrangements at a national level. It is proposed that the arrangements will be effected through the establishment of a joint committee. An agreement for the establishment of a joint committee for the National Adoption Service ('the Agreement') has been prepared and is set out in appendix 4 to the report . It is not possible in the confines of these legal implications to go through each clause of the Agreement but some key points to note are :-

- The governance arrangements for the joint committee are set out in the Agreement and, amongst other things, provide for each local authority to appoint one voting representative to the joint committee. Decisions are taken by majority vote and each voting member has one vote . The quorum is 60% of the voting members.

- The Agreement provides for :_

    i. a Combined Governance Board (which shall act as an advisory group to the Joint Committee and discharges the role of the Governance Board and Advisory Group, which the Councils are required by the Directions to establish in respect of adoption services),
    ii. a Lead Head of Children's Services Group (in respect of fostering services) and
    iii. a Director of Operations. The Director of Operations has delegated authority from the Joint Committee to, in effect, manage the NAS .
    The functions and membership of each group/role being set out in the agreement.

- The Joint Committee has no separate legal identity and so cannot own property, accept grants or enter into contracts in its own right. Accordingly it is proposed that one authority will act as the 'Host Authority'. The Agreement provides for Cardiff Council to act as the Host authority, through which Host authority the joint committee will discharges its functions. As host authority the Council will also provide the support services required.

- The Agreement contains provision enabling the Council to terminate its appointment as Host by giving notice. Provision has been included for the Host Council to be able to recover its costs incurred on a 'cost recovery basis'. It is proposed that there will be a 'Hosting Agreement', which will set out in more detail the hosting arrangements. The Hosting Agreement has yet to be finalised and accordingly the report recommends that delegated authority be granted to the Corporate Director People & Communities to finalise the Hosting Agreement .

27. The nomination of the proposed member to be appointed to this Joint Committee will need to be addressed in the annual report on the 'Appointment to Committees'

General legal advice

Equality Requirements

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

29. 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.

Well Being of Future Generations (Wales) Act 2015

30. 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.

31. In discharging its duties under the Act, the Council has set and published well being objectives designed to maximise its contribution to achieving the national well being goals. The well being objectives are set out in Cardiff's Corporate Plan 2021-24. 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.

32. 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

33. The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link below:http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en

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

HR Implications

35. There are no HR implications directly related to this report.

Property Implications

36. There are no direct property implications

Cabinet consideration

37. Cabinet has agreed the following recommendations in so far as they apply to Executive functions and recommends the same to Council for approval in so far as the recommendations relate to Council functions

CABINET PROPOSAL

Council is recommended to agree the following, in so far as it applies to its functions

1. To approve the Joint Committee Agreement for the establishment of the Joint Committee for NAS / Foster Wales, in the form set out in appendix 4 to the report.

2. To the continuation of the hosting arrangement by Cardiff Council for the national and co-ordinating functions of the National Adoption Service for Wales (NAS) and Foster Wales through its Central Team

3 To delegate authority to the Corporate Director People & Communities, in consultation with the Cabinet Member for Children & Families, the S151 Officer and Monitoring Officer to negotiate and agree the form of the

agreement ('Hosting Agreement') whereby Cardiff Council will act as host authority for the joint committee

THE CABINET
10 March 2022
The following appendices are attached:

Appendix 1 The 'Directions' which provide the legal basis for NAS The Adoption and Children Act 2002 (Joint Adoption Arrangements (Wales) Directions 2015.
Appendix 2 -NAS Governance Board Terms of Reference
Appendix 3The NAS and Foster Wales Governance Structure
Appendix 4 The Joint Committee Agreement
Appendix 5 NAS Partnership Agreement

The following background papers have been taken into account

1. The Cabinet Report and Decision Register which formed the basis of the original Cabinet decision in 2014.

Children and Young Persons, Wales

Social Care, Wales

Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015

Purpose

The primary purpose of these Directions is to ensure that effective joint arrangements are in place between local authorities in Wales for the delivery of adoption services.

Summary

The Welsh Ministers are exercising the direction – making powers conferred by section 3A Adoption and Children Act 2002 to require local authorities in Wales to enter into specified arrangements with each other in relation to the provision of specified services under section 3(1) Adoption and Children Act 2002. The aim of the arrangements is to ensure consistent delivery of high quality adoption services across Wales. The arrangements are at a national level, regional level and local level.

At national level, the arrangements will be effected through a Governance Board, an Advisory Group and a Director of Operations.

At a regional level, the arrangements will be effected by five regional collaboratives. Each collaborative is a partnership of local authorities working together to ensure that a good quality adoption service is provided in their region. The composition of the regional collaboratives is determined by paragraph 7(2) and is set out at Schedule 1.

Local authorities will continue to carry out some of their adoption functions individually at local level.

Collectively, these joint arrangements for the provision of adoption services are referred to as "the National Adoption Service".

Partnership agreements will set out the extent to which adoption functions are to be exercised by local authorities individually and the extent to which they are to be exercised through local authorities working in partnership through a regional collaborative.

Action

Local authorities should ensure that they are in a position to comply with the requirements of the Directions when they come into force on 13 March 2015.

Enquiries

Enquiries about these directions should be directed to Elizabeth Lockwood, Head of Placements Branch, Delivering Policy for Children and Adults Division, Department for Health and Social Services, Welsh Government. Telephone: 029 20 821695. Email: elizabeth.lockwood@wales.gsi.gov.uk.

The Welsh Ministers in exercise of the powers conferred by section 3A Adoption and Children Act 2002(**1**) ("the Act"), and having consulted the local authorities in Wales, make the following Directions.

Title and coming into force

1. These Directions may be cited as the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 and come into force on 13 March 2015.

The broad aims of the Joint Adoption Arrangements in Wales

2. The broad aims of the joint adoption arrangements are as follows—

(a) the consistent delivery of high quality adoption services throughout Wales;

(b) keeping delay to a minimum in the placement of children for adoption;

(c) ensuring the widest choice possible of placements for adoption for children;

(d) ensuring that high quality and timely training and assessment for prospective adopters is consistently available;

(e) improving the process of matching children with prospective adopters;

(f) the streamlining of adoption processes and ensuring improved liaison between social workers involved in adoption cases;

(g) keeping adoption breakdown to a minimum by the provision of comprehensive adoption support services according to assessed need; and

(h) collaborative working between local authorities, registered adoption societies, NHS Trusts and education services.

Interpretation

3.—(1) In these Directions —

"the Act" *("y Ddeddf")* means the Adoption and Children Act 2002;

"the Advisory Group" *("y Grŵp Cynghori")* means the group with the functions set out in paragraph 11 and the membership set out in paragraph 12;

(**1**) 2002 c.38 inserted by section 170 Social Services and Well-being (Wales) Act 2014.

3

"the Governance Board" *("Bwrdd Llywodraethu")* means the board with the functions set out in paragraph 9 and the membership set out in paragraph 10;

"the Host Authority *("yr Awdurdod Lletyol")* is the local authority designated in accordance with paragraph 8(3);

"the National Adoption Service" *("y Gwasanaeth Mabwysiadu Cenedlaethol")* means the Governance Board, the Advisory Group, the Director of Operations, the Regional Collaboratives and the local authorities exercising the functions specified in these Directions;

"partnership functions" *("swyddogaethau partneriaeth")* has the meaning given in paragraph 7(4)(a)(ii);

"registered adoption society" *("cymdeithas fabwysiadu cofrestredig")* means a voluntary organisation which is an adoption society registered under Part 2 of the Care Standards Act 2000(**1**).

"WLGA" is used to refer tothe Welsh Local Government Association *("Cymdeithas Llywodraeth Leol Cymru")* .

Specified services

4.—(1) The services maintained by local authorities under section 3(1) of the Act which are specified for the purposes of these Directions are services designed to meet the needs, in relation to adoption, of —

(a) children who may be adopted, their parents or guardians;

(b) persons wishing to adopt a child; and

(c) adopted persons, their parents, natural parents and former guardians.

(2) The services maintained by local authorities under section 3(1) of the Act which are specified for the purposes of these Directions include services designed to meet the needs, in relation to adoption support services, of—

(a) children who are siblings of an adoptive child (including a person who is in that relationship by virtue of a marriage or civil partnership or an enduring family relationship) ; and

(b) relatives of adoptive children, adoptive parents and natural parents of an adoptive child, limited to arrangements for contact between an adoptive child and a natural parent or a related person of the adoptive child.

(**1**) 2000 c.14.

(3) In this paragraph "relative", in relation to a child, means a step-parent, grandparent, brother, sister, uncle or aunt (including any person who is in that relationship by virtue of a marriage or civil partnership or an enduring family relationship).

(4) In paragraph 4(2)(b) "related person" means—

    (a) a relative within the meaning of paragraph 4(3); or

    (b) any person with whom the adoptive child has a relationship which appears to the local authority to be beneficial to the welfare of the child having regard to matters referred to in sub-paragraphs (i) to (iii) of section 1(4)(f) of the Act.

Duty under section 3(1) of the Adoption and Children Act 2002

5. The steps taken to implement the arrangements specified in these Directions must be consistent with the local authority's duty to maintain an adoption service in accordance with section 3(1) of the Adoption and Children Act 2002.

Requirement for local authorities to collaborate with each other

6. Each local authority must enter into arrangements to carry out its adoption functions—

    (a) in collaboration with other authorities in a regional collaborative to the extent specified in partnership agreements drawn up in accordance with paragraph 7 of these Directions, and

    (b) in collaboration with all local authorities in Wales to provide management and oversight of those functions as required by paragraphs 8 to 14 of these Directions.

Regional collaboration - partnership between local authorities

7.—(1) Each local authority must enter into a written partnership agreement with the other local authorities in the regional collaborative of which it is a part.

(2) The local authorities with which each local authority must collaborate are set out in Schedule 1.

(3) A partnership agreement must contain details about the matters set out in sub-paragraph (4) and may include additional provisions relevant to local circumstances.

(4) The matters which must be contained in a partnership agreement are as follows—

(a) the functions in relation to the maintenance of both a domestic and inter-country adoption service, including post-adoption services—

  (i) which the local authorities will continue to carry out individually; and

  (ii) which the local authorities will carry out collaboratively as part of the partnership arrangements (referred to as "the partnership functions");

(b) arrangements to establish a management committee to manage and have oversight of the regional collaborative's operations;

(c) arrangements for each local authority to nominate a representative to participate on the management committee with sufficient authority to take decisions so that the partnership arrangements operate effectively;

(d) arrangements for the appointment of a representative from one of the local authorities to represent the regional collaborative on the Advisory Group;

(e) arrangements for the appointment of a representative from one of the local authorities to represent the regional collaborative on the Governance Board;

(f) staffing arrangements to ensure that there are suitable staff in sufficient numbers to carry out the partnership functions;

(g) arrangements to ensure that sufficient and appropriate equipment, services and accommodation are available to carry out the partnership functions;

(h) arrangements for determining the amount of payment or other contribution to be made by the local authorities towards the cost of carrying out the partnership functions;

(i) arrangements for accounting and auditing in respect of expenditure relating to the partnership functions;

(j) arrangements setting out which local authorities within the regional collaborative take responsibility for particular aspects of the operational requirements such as the provision of premises;

(k) arrangements for working with registered adoption societies and to provide for their representation on the management committee of the regional collaborative;

(l) arrangements to ensure that the views and the experience of service users are taken into account in carrying out the partnership functions;

6

(m) arrangements for working with local authority education departments and to provide for their representation on the management committee of the regional collaborative;

(n) arrangements for working with Local Health Boards and National Health Service Trusts and to provide for their representation on the management committee of the regional collaborative;

(o) arrangements to ensure that the individual local authorities share relevant information to enable the regional collaborative to comply with the requirements of of these directions;

(p) a provision that notice by a local authority of intention to withdraw from the agreement will take effect no less than 12 months from the receipt of written notice to both the chairperson of the management committee of the regional collaborative in question and the chairperson of the Governance Board;

(q) arrangements for resolving complaints arising out of the exercise of partnership functions, including how to complain and to whom any complaint should be addressed;

(r) arrangements for determining disputes between local authorities arising out of the exercise of partnership functions;

(s) arrangements for sharing information arising out of the exercise of partnership functions;

(t) arrangements for ensuring that due consideration is given to the need for Welsh language services in planning and delivery of the adoption service through the partnership functions;

(u) provision for review of the partnership agreement 12 months from the date of this agreement and every 2 years thereafter.

Management and oversight of the arrangements at national level

8.—(1) The local authorities must make arrangements for oversight of the regional collaboratives by —

(a) establishing and maintaining a Governance Board ('the Governance Board') with the functions set out in paragraph 9 and membership as set out in paragraph 10;

(b) establishing and maintaining an Advisory Group ('the Advisory Group') with the functions set out in paragraph 11 and membership as set out in paragraph 12 ;

(c) the appointment of a Director of Operations.

(2) The local authorities must formulate terms of reference for the Governance Board and the Advisory Group which are consistent with these Directions and must review them annually.

(3) The local authorities must make arrangements for one of the local authorities to be designated as the Host Authority for the purpose of the management and oversight of arrangements at national level.

(4) The local authorities must make arrangements with respect to the declaration and management of conflicts of interest in the running of the Governance Board and Advisory Group.

The Governance Board

9.—(1) The functions of the Governance Board include the following —

(a) provision of strategic direction in the development and delivery of the National Adoption Service, having regard to any advice from the Advisory Group and the Director of Operations;

(b) approval of the annual work programme prepared by the Director of Operations in accordance with paragraph 13(2)(a);

(c) ensuring that the views of all stakeholders are represented effectively;

(d) monitoring and oversight of —

  (i) the performance of the National Adoption Service against the performance measures in the National Performance Management Framework;

  (ii) the quality of engagement with registered adoption societies and service user representatives within the National Adoption Service both at central and regional levels;

  (iii) the budget and financial management of the Governance Board itself, the Advisory Group and the Director of Operations; and

  (iv) compliance with these Directions;

(e) ensuring due consideration is given to the need for Welsh language services in planning and delivery of adoption services throughout Wales;

(f) providing a copy of the reports required by paragraphs 13(2)(a) and 13(2)(d) to the Welsh Ministers once these have been approved by the Governance Board; and

(g) notifying the Welsh Ministers of any issues regarding the National Adoption Service

which, in its view, need to be drawn to their attention.

Membership of the Governance Board

10.—(1) The local authorities must ensure that the Governance Board is made up of—

    (a) a representative of each of the regional collaboratives appointed in accordance with arrangements made under paragraph 7(4)(e); and

    (b) a chairperson.

(2) The local authorities must invite, and use their best endeavours to ensure that the following become members of the Governance Board, subject to their agreement—

    (a) a WLGA spokesperson for Health and Social Services;

    (b) a WLGA deputy spokesperson for Health and Social Services;

    (c) the mayor or the executive leader (as the case may be), (or a deputy in respect of one of these roles), of the Host Authority;

    (d) the independent chairperson of the Advisory Group; and

    (e) a representative on behalf of the registered adoption societies.

(3) "Mayor" and "executive leader" have the same meaning as in section 11 of the Local Government Act 2000(**1**).

The Advisory Group

11. The functions of the Advisory Group include the following —

    (a) drafting terms of reference for the Advisory Group and submitting them to the Governance Board for approval;

    (b) the provision of professional advice and support to the Governance Board in order to inform the overall strategic direction of the National Adoption Service;

    (c) supporting the effective operation of the National Adoption Service to ensure that it promotes best practice;

    (d) notifying the Welsh Ministers of any issues regarding the National Adoption Service which, in its view, need to be drawn to their attention.

(**1**) 2000 c.22.

Membership of the Advisory Group

12.—(1) The local authorities must ensure that the Advisory Group is made up of—

    (a) a representative of each of the regional collaboratives appointed in accordance with arrangements made under paragraph 7(4)(d) ; and

    (b) an independent chairperson.

(2) The local authorities must invite, and use their best endeavours to ensure that, the following become members of the Advisory Group —

    (a) a representative of the Association of Directors of Social Services Cymru;

    (b) a representative of the Association of Directors of Education in Wales;

    (c) a representative of the WLGA;

    (d) three representatives from registered adoption societies;

    (e) a legal adviser from the Host Authority;

    (f) a Designated Doctor(**1**) appointed by the Public Health Wales National Health Service Trust, with specific responsibilities in relation to safeguarding the welfare of children, and in relation to children looked after by a local auithority pursuant to section 22 Children Act 1989(**2**);

    (g) a medical adviser appointed by an adoption agency pursuant to regulation 8(3) of the Adoption Agencies (Wales) Regulations 2005(**3**);

    (h) a representative of the Child and Adolescent Mental Health Service;

    (i) a service user representative; and

    (j) a representative from a Social Research Centre.

(3) A person is independent for the purpose of subparagraph 1(b) if—

    (a) the person does not perform a role, pursuant to a contract, which includes any management or budgetary responsibility for—

        (i) any matter relating to the maintenance of a service referred to in paragraph 4;

        (ii) any matter relating to the making arrangements for the adoption of children by a registered adoption society;

(**1**) Safeguarding Children: Working Together under the Children Act 2004, Welsh Government Guidance 2006.
(**2**) 1989 civ 41.
(**3**) S.I. 2005/1313.

(iii) the Wales Adoption Register; or

(iv) independent reviews of determinations pursuant to the Independent Review of Determinations (Adoption and Fostering) (Wales) Regulations 2010(**1**);

(v) any aspect of compliance with these Directions except in fulfilment of the role of chairperson of the Advisory Group.

(4) In 12(2)(i), "service user" means—

(a) a person who has adopted a child,

(b) an adopted person,

(c) the natural parent of an adopted child,

(d) a person who has sought approval or is seeking approval as a prospective adopter,

(e) a child for whom an adoptive placement is being sought.

The Director of Operations

13.—(1) The Host Authority must make arrangements for the appointment of a Director of Operations.

(2) The functions of the Director of Operations must include —

(a) production of an annual work programme for the National Adoption Service, and the Advisory Group which must include—

(i) priorities and targets for the coming financial year;

(ii) financial plans and a budget for the coming financial year;

(b) monitoring and analysis of performance data received from the regional collaboratives;

(c) determining the actions to take to address any issues which require improvement;

(d) submission to the Governance Board of a six monthly interim progress report on 31 December and an annual progress report on 30 June each year which must include—

(i) an analysis of the implementation of the annual work programme approved by the Governance Board under paragraph 9(b);

(ii) a financial report, including analysis of expenditure in relation to the budget for the financial year in question for the central elements of the National Adoption Service;

(**1**) S.I. 2010/746.

      (iii) an analysis of reports from the management committees of the regional collaboratives and performance of the regional partnership arrangements against the National Performance Framework;

      (iv) any aspects of the joint adoption arrangements which, in the view of the Director of Operations, need to be improved, with proposals on how this is to be achieved;

      (v) plans to develop the National Adoption Service in accordance with the broad aims stated at paragraph 2;

  (e) promotion of best practice and a culture of continuous improvement throughout the National Adoption Service;

  (f) establishing and maintaining a website for the National Adoption Service;

  (g) the co-ordination of pre-approval training courses for prospective adopters;

  (h) the co-ordination of adoption support services;

  (i) managing the staff who are required to assist in carrying out the functions of the Director of Operations.

(3) The Director of Operations must promptly notify the chairperson of the Governance Board, the chairperson of the Advisory Group and the Welsh Ministers of any matter he or she considers necessary in order to ensure the development and delivery of adoption services in accordance with the broad aims in paragraph 2.

Funding

14. The local authorities must enter into arrangements to ensure that—

  (a) the Governance Board, the Advisory Group and the Director of Operations have sufficient resources to perform their functions and to facilitate achievement of the broad aims in paragraph 2; and

  (b) there are adequate financial and accounting procedures.

Regional collaboratives – reporting

15.—(1) The local authorities in a regional collaborative must provide information about the exercise of their partnership functions to the Director of Operations, the Advisory Group and to the Governance Board when requested.

(2) In addition each regional collaborative must provide the following to the Director of Operations—

(a) an annual work programme for the regional collaborative, to be submitted by 31 March each year;

(b) a quarterly report at the end of each of the first three quarters of the financial year setting out the performance of the partnership arrangements against the National Performance Framework;

(c) an annual report to be submitted by 31 May each year, to include—

 (i) the performance of the regional collaborative against the performance measures in the National Performance Management Framework;

 (ii) information regarding the resolution of complaints and determination of disputes at local and regional level and any impact on the provision of adoption services;

 (iii) an analysis of the implementation of the annual work programme;

 (iv) plans to address any under-performance; and

 (v) plans to develop the adoption service within the region in accordance with the broad aims stated at paragraph 2.

Regional arrangements – matching

16.—(1) Where a local authority is seeking an adoptive placement for a child and —

(a) three months have elapsed since the date on which the local authority was authorised to place the child for adoption; and

(b) the local authority has not made a decision to match the child with prospective adopters,

the local authority must provide the child's details to the Wales Adoption Register established by the Welsh Ministers.

(2) In 16(1)(a), 'authorised to place the child for adoption' means either —

 (i) authorised to place for adoption pursuant to parental consent under section 19 of the Adoption and Children Act 2002; or

 (ii) authorised to place for adoption pursuant to a placement order made pursuant to section 21(1) of the Adoption and Children Act 2002.

(3) Where a local authority has approved a person as a prospective adopter and —

(a) three months have elapsed since the date of approval; and

(b) the local authority has not made a decision to match the prospective adopter with a child for adoption,

the local authority must provide details of the prospective adopter to the Wales Adoption Register established by the Welsh Ministers.

Signed by Professor Mark Drakeford, Minister for Health and Social Services, on behalf of the Welsh Ministers

Dated

Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015

The regional collaboratives for the purpose of the National Adoption Service in Wales are to be comprised of the following local authorities—

1. North Wales: Conwy and Wrexham County Borough Councils, Gwynedd, Denbighshire Flintshire and Anglesey County Councils;

2. South East Wales: Blaenau Gwent, Caerphilly, Monmouth, Newport and Torfaen County Borough Councils and Monmouthshire County Council;

3. Mid and West Wales: Ceredigion, Carmarthenshire, Pembrokeshire and Powys County Councils;

4. Western Bay: Bridgend and Neath Port Talbot County Borough Councils and Swansea County Council; and

5. Vale, Valleys and Cardiff: Cardiff City and County Council, Vale of Glamorgan, Merthyr Tydfil and Rhondda-Cynon-Taff County Borough Councils.

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National Adoption Service
Terms of Reference
Combined Governance Board Meetings

1   Introduction and role

The purpose of combining the former Advisory Group and Governance Board of the National Adoption Service (NAS) is to streamline governance and improve accountability. It is intended that the functions of these previous two meetings will now be fulfilled through this combined meeting. Regional management boards and sub / working groups form other elements of the overall governance of NAS.

The overall role of the Combined Governance Board is to provide strategic direction and decisions to facilitate the delivery and improvement of adoption services in Wales through the National Adoption Service arrangements.

This is based on the professional and best practice advice from its membership who are key leaders, experts and service providers in the fields of adoption and children's social care services. In summary the purpose of the Combined Meeting is to ensure:

> **Leadership**
> **Partnership**
> **Compliance**
> **Accountability**
> **Intelligent data use**
> **Engagement with all stakeholders**
> **Performance and service improvement**
> **Best practice and continuous improvement**
> **Professional advice to Ministers, Welsh Government and key partners**

The National Adoption Service (NAS) is a key provision within the modernising Social Services and Well-being (Wales) Act 2014. This amended section 3A of the Adoption and Children Act 2002, thus changing the statutory basis for adoption services in Wales.

A statutory instrument, the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 [The Directions], provide the detail. They direct how local government adoption services should be delivered through the NAS arrangements, including significant elements at regional and national level and setting out in detail how these arrangements should work alongside encouraging the engagement of other partners and stakeholders.

The work to create NAS was undertaken through collective endeavour involving local government through the Welsh Local Government Association (WLGA), the Association of Directors of Social Services Cymru (ADSS-C), the Welsh Government,

the Voluntary Adoption Agencies (VAAs) plus other stakeholders and partners. The Welsh Local Government Association (WLGA) is the accountable body for the Service as a whole because of its representative and leadership role for local government in Wales.

Fundamentally NAS is a local government led collaborative enterprise which also collaborates with other stakeholders and partners. This includes the VAA's that operate in Wales and service users who have a significant role within the governance arrangements. It is the intention to continue to facilitate these arrangements through the terms of reference for the combined meetings of the Governance Board and the Advisory Group.

The terms of reference for the former Advisory Group and Governance Board remain in existence although it is not envisaged that these will meet in the future unless exceptional circumstances determine that an extra-ordinary meeting of either is required.

2   Functions and responsibilities of the Combined Governance Board

When meeting together the Board and the Group combine the roles as specified by their individual terms of reference. The Combined Governance Board requires them specifically to exercise the following combined responsibilities:

1. To provide political and professional leadership and advice to inform the overall strategic direction of the NAS in Wales.

2. To hold the Regional Collaboratives (and their staff), the Director of Operations and central team, the VAA's and other services accountable for the delivery and performance of their services within the NAS arrangements.

3. To approve as prepared by the Director of Operations / Central Team.
    - An annual programme of work for the NAS.
    - A half year and full year progress report for the Welsh Local Government Association (WLGA – Full Council), the Minster for Health and Social Service and the Welsh Government.
    - The budget and financial management arrangements of services and the office of the Director of Operations.

4. To monitor and have oversight of:
    - The performance of the NAS to ensure its successful delivery and improvements in the adoption process to lead to positive outcomes for children and adults affected by adoption.
    - The quality of engagement with the Voluntary Adoption Agencies (VAAs) and service user representatives at central and regional levels.
    - Compliance with the Powers of Direction.
    - Compliance with the Conflict of Interest Protocol.

5. To consider and make recommendations for the future direction of the NAS using:
   - Information and data, including from the National Performance System in relation to the services as a whole, each Regional Collaborative, the VAA's and other services.
   - Professional and best practice advice from the sector.
   - The views of children, young people and adults who use services.
   - Other evidence including reports from the Director of Operations.

6. To ensure arrangements are in place for the flow of information, including receipt of minutes and papers, between the Governance Board and:
   - Regional Management Committees.
   - Local government members and officers across wales.
   - Equivalent bodies in VAA's and other services.

7. To encourage and enable the statutory and voluntary sectors to work in partnership to deliver the best outcomes for children and adults affected by adoption.

8. To ensure that the views of all stakeholders, including those who use adoption services, are represented effectively both at national and regional levels.

9. To ensure the NAS is working within Welsh Government guidance and strategies for children particularly looked after and adopted children.

10. To ensure that due consideration is given to the need for Welsh Language services in planning and delivery of adoption services throughout Wales.

11. To support the delivery of adoption services through the NAS arrangements to ensure it reflects the best possible practice and is based on a culture of continuous improvement.

12. To notify Welsh Ministers of any issues regarding the National Adoption Service which it considers need to be drawn to their attention.

3   Working style

The Board will conduct its work in the following way:

- Partners will work in a collaborative way, with strong support, constructive challenge, shared learning and accountability.
- Meetings will be arranged as constructive spaces to tackle issues collectively.
- Accountability will be tested against commitments by each partner in the shared service plan.

- The meeting will aim for consensus agreements where possible but revert to voting, in line with section eight below, if necessary.
- The agenda and communications between members of the meeting will be conducted in a professional but cordial manner with minimal formality.
- The meeting will endeavour to ensure that the sometimes complex stakeholder relationships which members need to refer to will be recognised.

4   Membership

Membership will comprise:

- WLGA Spokesperson for Health and Social Services.
- WLGA Deputy Spokesperson for Health and Social Services (Chair of the Governance Board and Combined Governance Board).
- Independent Chair of the NAS Advisory Group (Chair of the Advisory Group and Co-Chair of the Combined Governance Board Meeting).
- Leader (or nominated executive representative) of Host Local Authority.
- Elected member representative for each of the 5 Regional Adoption Collaboratives (from which the Vice Chair will be drawn).
- Director / Head of Service from each of the Regional Collaboratives.
- Senior officer representative of the host local authority (usually the Director of Social Services).
- Representative of the 5 VAAs in Wales.
- Officer representative from the WLGA.
- Representative from the Association of Directors for Social Services Cymru (ADSSC).
- Representative of Association of Directors of Education in Wales (ADEW).
- A Designated Doctor for Safeguarding/Looked After Children.
- A current RAC Adoption Panel Medical Advisor.
- Child and Adolescent Mental Health Services (CAMHS) representative.
- Representative of a Social Research Centre (currently Cardiff University, CASCADE).
- Representative of Children's Commissioner for Wales.
- Citizen or service user.
- Legal services representative (from the Central Team host authority) as & when required.
- Other members or observers as required – CAFCASS Cymru and possibly Social Care Wales.
- Director of Operations, National Adoption Service and secretariat.

5   Frequency of meetings

Meetings will be held four times a year.

6   Chairing arrangements

In order to reflect that the Combined Governance Board brings together the functions of the Advisory Group and Governance Board there will shared chairing between the Chair or Vice-Chair of the Governance Board (fulfilling local government's leadership role) and the Independent Chair and Vice-Chair of the Advisory Group (fulfilling the independent chairing of advisory discussions).

Although this may vary at some meetings, it is likely that the WLGA Deputy Spokesperson for Health and Social Services will lead the chairing of the meeting with the Independent Chair of the Advisory Group co-chairing including facilitating the discussion on agenda items within the meeting.

They will jointly be responsible for agreeing meeting agenda with the Director of Operations and ensuring that the meetings are conducted within the terms of reference.

7   Specific responsibilities of members

Members of the Governance Board and Advisory Group are drawn from organisations across the adoption sector that provide or have an interest in Welsh adoption services. They bring a range of different qualities and experiences to the meetings and have different roles and responsibilities within it including:

- To formally agree (or otherwise) to decisions by the Board on behalf of a specific organisation or a body of membership.
- To advise the Board about the implications of a decision or a course of action on behalf of their organisation or body of membership.
- To take decisions back to their services, management / trustee boards (or equivalent) for implementation.
- To advise the Board on the basis of their relevant professional role or responsibility.
- To advise the Board on the basis of their personal knowledge and experience.

These are equally important and valuable. Different issues and decisions will require a different balance of input from members, and members will be asked to be clear about the basis of their contribution and to contribute in different ways to discussions and decisions.

There are also different responsibilities which will need to be exercised for sharing information and communications depending on the role that members have, and these are described further in section 11 below.

8   Quoracy and decision-making

To constitute a **quorate** meeting the following minimum is required:

- 60% of the regional collaboratives represented by either a member or officer (or a nominee).

- The Independent Chair of the Advisory Group or their nominee.
- One VAA representative.
- One other member of the Governance Board.
- The Chair or Vice Chair of the Governance Board.

It is expected that agency representatives (including in particular regional collaboratives and VAA's) will ensure that they can always attend the Combined Governance Board or substitute an equivalent level representative.

The Directions determine that the Governance Board advised by the Advisory Group sets strategy and policy for NAS and ensures the effective deployment of resources to deliver them. To facilitate the continuation of this the decision-making arrangements for the Combined Governance Board are the same as for the Governance Board as follow:

- In making decisions, the Combined Governance Board will seek to find a consensus among its members.
- In the event of a division of opinion, decisions will be taken by a majority vote of members of the Governance Board, following advice from the Advisory Group.
- If there is no majority, the Chair of the Governance Board and the Combined Governance Board will have the final say having taken advice from the Independent Chair of the Advisory Group.

  In the event of either of the above the minutes will note significant differing views.
- In the unlikely event that a decision on a specific issue cannot be reached in the meeting, this will be deferred to a separate discussion between the Chair and Independent Chair of the Advisory Group to agree action needed to reach resolution and a decision on that issue.

9   Standing items

In arranging the agenda for each Combined Governance Board, the Chair of the Governance Board, the Independent Chair of the Advisory Group and Director of Operations will ensure that the following elements are always considered for inclusion:

- Any significant legal, policy or practice matters the Board needs to be made aware of.
- Progress against the NAS plan with opportunity to interrogate specific elements.
- Developing future plans, mid-year and annual reports.
- Regions / VAA performance and progress, including receipt of management board minutes as appropriate, with opportunity to explore aspects in detail.
- Service user feedback
- Issues that may need to be reported to Welsh Government Ministers or officials.
- Financial overview and any exceptions.
- Findings from relevant research or other upcoming issues of note / relevance
- Update on the effectiveness and impact of stakeholder and service user engagement.

10   Information sharing and implementing agreed actions

In addition to contributing to the meetings themselves members will have specific responsibility for communicating key decisions and views of the Combined Governance Board and, for certain things, ensuring implementation through the NAS regions and partner services.

All members have a responsibility to share the agreed minutes and public statements of the Board, and to ensure that views are not misrepresented or taken out of context by others. In addition, particularly for those members who have a responsibility to formally agree (or otherwise) to decisions of the Board on behalf of a specific organisation or a body of membership, or advise the Board about the implications of a decision or a course of action on behalf of their organisation or body of membership, it is important that they have a clear and understood approach to sharing information and implementing actions from the Board with their respective agencies. These are not always straightforward. Therefore, the revised 'Partnership Agreement for NAS, which will replace the existing 'Functional Model' will suggest how this should work.

A specific protocol is in place to enable the flow of information between the regional member representative attending the Governance Board and other local authority members. This will also be reviewed within or as a consequence of the work on the revised Partnership Agreement.

11   Conflict of interest Register

The arrangements previously in place for both meetings will be put into operation for this meeting. All members will be expected to maintain their records on a conflict of interest register circulated for each meetings, and to point out to the Chair if an issue arises which might include an additional conflict of interest to that registered.

12   Other linked meetings, sub groups and working groups

Detailed work to facilitate NAS achieving its aims will be undertaken outside of Governance Board meetings. At time of writing these include the below but will also form part of the work on the revised Partnership Agreement:

- Marketing and Recruitment Task Group;
- Adoption Support Sub Group;
- Common Policies and Best Practice in Adoption Group (led by AFA Cymru);
- Performance Sub Group;
- New Adoption Register for Wales Steering Group;
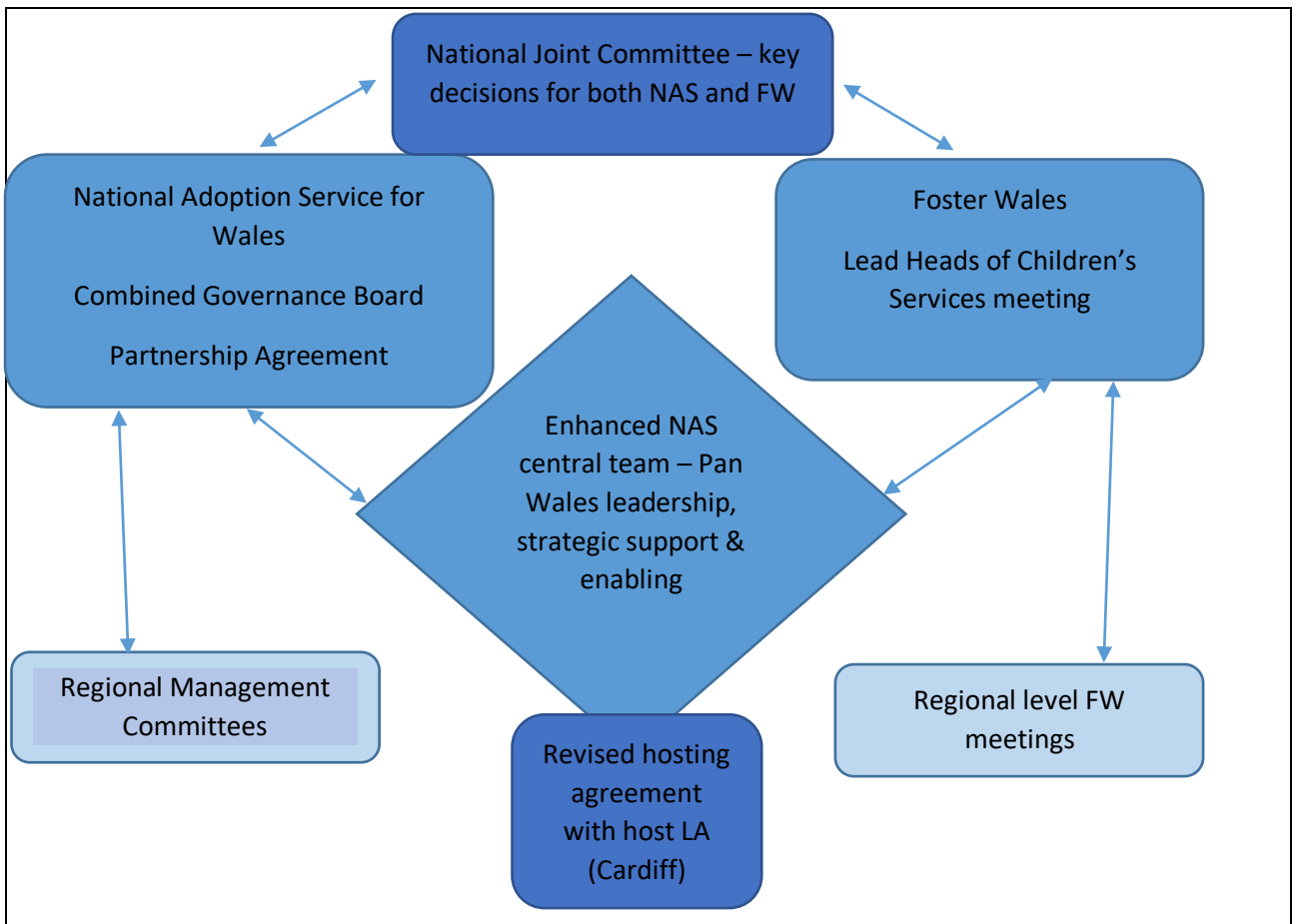- Life Journey Work Steering Group.

The ADSS lead Director, HoS and Regional Managers from the lead local authorities and the central team will also meet regularly as the Local Authority Business Group.

All the above will be kept under review and may be disbanded or amended as business needs dictate including once the full implications of the NAS review of arrangements are known.

In providing a central team for NAS, Cardiff Council applied and was selected as the 'host' local authority to employ NAS central team staff and to support and facilitate national functions on behalf of Welsh local government as a whole. To underpin this role, a written agreement between all authorities and recognising the role of the lead authority is required, setting out shared responsibilities and liabilities.

This agreement will be developed and overseen through WLGA political forums (WLGA Full Council and Executive Board) or an Executive Group of members as appropriate. Final agreement on the annual budget for NAS, the annual work programme and annual report will also be sought through these mechanisms, based on recommendations from the NAS Combined Governance Board.

Appendix Three – NAS and Foster Wales structure and Governance

National Joint Committee – key decisions for both NAS and FW

National Adoption Service for Wales

Combined Governance Board

Partnership Agreement

Foster Wales

Lead Heads of Children's Services meeting

Enhanced NAS central team – Pan Wales leadership, strategic support & enabling

Regional Management Committees

Revised hosting agreement with host LA (Cardiff)

Regional level FW meetings

WLGA Joint Committee (all 22 LA's) over-sees NAS & Foster Wales:

The Joint Committee will, on behalf of the 22 Welsh Local Authorities, exercise their powers with reference to the provision of the collaborative arrangements for the National Adoption Service for Wales (NAS) and for Foster Wales (FW). It will be underpinned by a legal agreement (Joint Committee Agreement) and be comprised of Council Members. Its role will be to oversee the work of NAS and Foster Wales and specifically approve / receive the below:

- The Annual Reports of NAS and of Foster Wales;
- The annual programmes of work for the NAS and for Foster Wales;
- The budget/s for the office of the Director and the national work of NAS and for Foster Wales; and
- The agreement, and any changes required, for the host LA support of the office of the Director to enable it to facilitate the work of NAS and FW.

For NAS only it will also oversee how the authorities work together to exercise their powers and comply with the National Assembly Directions.

NAS - National level - Combined Governance Board (CGB)	**Foster Wales - National level - Lead Heads of Children's Services meeting**
Provides strategic direction and decision making to facilitate the delivery and improvement of adoption services in Wales	Provides strategic direction and decision making in relation to the agreed national and regional functions of Foster Wales on

through the National Adoption Service arrangements in line the Senedd Directions and its Terms of Reference.	behalf of Welsh local authorities in line with its Terms of Reference.
NAS – regional / LA level - Regional Management Boards & VAA's Boards Each region is made up of specified local authority areas, set out in the Directions and overseen by Regional Management Boards (RMB's). Primary role is to coordinate adoption activities at the regional level and to implement decisions and strategies from the national Governance Board; may also have roles determined by their legal agreement. Plus VAA equivalent.	**Foster Wales - regional / LA level - Regional HoS meeting** These are now in place and may be a specific FW meeting or included in the agenda of pre-existing Heads of Service (HoS) or HoS & Director of Social Services regional meetings.

DATED   **2022**

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(1) BLAENAU GWENT COUNTY BOROUGH COUNCIL

(2) BRIDGEND COUNTY BOROUGH COUNCIL

(3) CAERPHILLY COUNTY BOROUGH COUNCIL

(4) THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF

(5) CARMARTHENSHIRE COUNTY COUNCIL

(6) CEREDIGION COUNTY COUNCIL

(7) CONWY COUNTY BOROUGH COUNCIL

(8) DENBIGHSHIRE COUNTY COUNCIL

(9) FLINTSHIRE COUNTY COUNCIL

(10) GWYNEDD COUNTY COUNCIL

(11) ISLE OF ANGLESEY COUNTY COUNCIL

(12) MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

(13) MONMOUTHSHIRE COUNTY COUNCIL

(14) NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

(15) NEWPORT CITY COUNCIL

(16) PEMBROKESHIRE COUNTY COUNCIL

(17) POWYS COUNTY COUNCIL

(18) RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

(19) THE COUNCIL OF THE CITY AND COUNTY OF SWANSEA

(20) TORFAEN COUNTY BOROUGH COUNCIL

(21) VALE OF GLAMORGAN COUNCIL

(22) WREXHAM COUNTY BOROUGH COUNCIL

and

(23) THE WELSH LOCAL GOVERNMENT ASSOCIATION

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AGREEMENT FOR THE ESTABLISHMENT OF A JOINT COMMITTEE FOR THE NATIONAL ADOPTION SERVICE

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Geldards
law firm

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CONTENTS

THIS AGREEMENT IS MADE ON 2022

BETWEEN:

(1) Blaenau Gwent County Borough Council of Municipal Offices, Civic Centre Ebbw Vale NP23 6XB ("Council")

(2) Bridgend County Borough Council of Civic Offices, Angel Street, Bridgend CF31 4WB ("Council")

(3) Caerphilly County Borough Council of Ty Penallta, Tredomen Park, Ystrad Mynach Hengoed CF82 7PG ("Council")

(4) The County Council of the City and County of Cardiff of County Hall, Atlantic Wharf, Cardiff CF10 4UW ("Council")

(5) Carmarthenshire County Council of County Hall, Carmarthen, Carmarthenshire SA31 1JP ("Council")

(6) Ceredigion County Council of Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, Ceredigion SA46 OPA ("Council")

(7) Conwy County Borough Council of Bodlondeb, Bangor Road, Conwy LL32 8DU ("Council")

(8) Denbighshire County Council of County Hall, Wynnstay Road, Ruthin LL15 1YN ("Council")

(9) Flintshire County Council of County Hall, Mold CH7 6NB ("Council")

(10) Gwynedd Council of Council Offices, Shirehall Street, Caernarfon LL55 1SH ("Council")

(11) Isle of Anglesey County Council of Council Offices, Llangefni, LL77 7TW ("Council")

(12) Merthyr Tydfil County Borough Council of Civic Centre, Merthyr Tydfil CF47 8AN ("Council")

(13) Monmouthshire County Council of PO Box 106, Caldicot NP26 9AN ("Council")

(14) Neath Port Talbot County Borough Council of Port Talbot Civic Centre, Port Talbot SA13 1PJ ("Council")

(15) Newport City Council of Civic Centre, Godfrey Road, Newport NP20 4UR ("Council")

(16) Pembrokeshire County Council of County Hall, Haverfordwest, Pembrokeshire SA61 1TP ("Council")

(17) Powys County Council of Powys County Hall, Spa Road East, Llandrindod Wells, Powys LD1 5LG ("Council")

(18) Rhondda Cynon Taf County Borough Council of The Pavilions, Cambrian Park, Clydach Vale, Tonypandy CF40 2XX ("Council")

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(19)   The Council of the City and County of Swansea of Civic Centre, Oystermouth Road, Swansea SA1 3SN ("Council")

(20)   Torfaen County Borough Council of the Civic Centre, Pontypool, Torfaen NP4 6YB ("Council")

(21)   Vale of Glamorgan Council of Civic Offices, Holton Road, Barry, Vale of Glamorgan CF63 4RU ("Council")

(22)   Wrexham County Borough Council of The Guildhall, Wrexham LL11 1AY ("Council")

(collectively referred to as "the Councils" for the purposes of this Agreement) and

(23)   Welsh Local Government Association of One Canal Parade, Dumballs Road, Cardiff CF10 5BF("WLGA"); and

WHEREAS:

A   The parties to this Agreement have agreed to enter into this Agreement in order to provide a framework for the Councils to give effect to the obligations and arrangements for the Specified Functions set out by the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 ("the Directions") made by the Welsh Ministers in exercise of their powers under section 3A of the Adoption and Children Act 2002 and to document and regulate their respective rights and obligations to each other in that regard. The Agreement also provides a framework for the parties to give effect to the co-ordination of identified foster service functions across Wales.

B   The Councils have agreed to establish and to participate in a joint committee to facilitate the delivery of the Specified and Agreed Functions with a view to their economical, efficient and effective discharge.

C   This Agreement sets out the arrangements in relation to the manner in which the Councils will work together and use the Joint Committee to deliver the Specified and Agreed Functions.

D   The Councils have agreed that the Director of Operations shall be responsible for the day to day management of the delivery of the Specified and Agreed Functions.

E   The Councils have entered into this Agreement in reliance on the powers of Welsh local authorities under:

         (i)   sections 101, 102, 112 and 113 of the Local Government Act 1972 and sections 19 and 20 of the Local Government Act 2000 and the regulations made under these Acts to make arrangements to discharge functions jointly and to employ staff and place them at the disposal of other local authorities;

         (ii)   the powers in section 9 of the Local Government (Wales) Measure 2009 to collaborate;

         (iii)   the incidental powers in section 111 of the Local Government Act 1972, and

(iv)   all other powers them so enabling.

F   The Councils have each taken decisions compliant with the requirements of their respective constitutions to participate in the Joint Committee and enter into this Agreement.

G   The Parties to the Agreement have agreed to comply with the requirements of this Agreement to enable the Director of Operations to fulfil their legal obligations.

IT IS AGREED AS FOLLOWS:

1.   Interpretation

1.1   The following definitions and rules of interpretation apply in this Agreement:

Term here	Definition here
"Agreed Functions	the functions relating to fostering to be discharged by the Joint Committee pursuant to this Agreement being set out at Schedule 5 and any other functions which from time to time the Councils arrange for the Joint Committee or one or other of the Councils to discharge pursuant to the Powers
"Assets"	any tangible assets or property acquired, leased, licensed, loaned or purchased as required by the Host Council or another Council for the administration of this Agreement;
"Business Day"	any day other than a Saturday or Sunday or a public or bank holiday in Wales;
Combined Governance Board	the group established in accordance with clause 4 to comply with the requirements of the Directions;
"Commencement Date"	the date of this Agreement or such later date as the Councils, by resolution of each them, agree;
"Conflict of Interest Protocol"	The protocol agreed by the Combined Governance Board as required by the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions

	2015 for identifying and avoiding conflicts of interests;
"Constitution of the Joint Committee"	the constitution set out at Schedule 1 to this Agreement;
"Council"	each of Blaenau Gwent County Borough Council, Bridgend County Borough Council, Caerphilly County Borough Council, the County Council of the City and County of Cardiff, Carmarthenshire County Council, Ceredigion County Council, Conwy County Borough Council, Denbighshire County Council, Flintshire County Council, Gwynedd Council, Isle of Anglesey County Council, Merthyr Tydfil County Borough Council, Monmouthshire County Council, Neath Port Talbot County Borough Council, Newport City Council, Pembrokeshire County Council, Powys County Council, Rhondda Cynon Taf County Borough Council, City and County of Swansea Council, Torfaen County Borough Council, Vale of Glamorgan Council, Wrexham County Borough Council and "Councils" shall be construed accordingly;
Data Protection Legislation	all applicable data protection and privacy legislation in force from time to time in the UK including the UK GDPR; the Data Protection Act 2018 (DPA 2018) (and regulations made thereunder) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended;
"Director of Operations"	the person employed by the Host Council in compliance with the Directions with day to day responsibility for leadership, co-ordination of the service as a whole as well as delivery of national functions
"Directions"	The Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015;

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"Exempt Information"	any information or class of information relating to this Agreement which may fall within an exemption to disclosure under FOI Legislation;
"Financial Memorandum"	the approach to financial and accounting matters agreed by the Councils as set out at Schedule 4 to this Agreement;
"FOI Legislation"	the Freedom of Information Act 2000 and subordinate legislation made under this and the Environmental Information Regulations 2004;
Foster Wales	The collaborative endeavour agreed by local government to deliver and improve certain fostering functions through national and regional leadership and enabling.
"Governance Board"	the board which the Councils are required by the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 to establish to provide national oversight of regional collaboration on adoption services;. Since 2019 this function is managed through the Combined Governance Board
"Host" and "Host Council"	the Council appointed as Host Council in accordance with clause 7 of this Agreement;
"IP Material"	the Intellectual Property in the Material;
"Information Request	a request for information under FOI Legislation;
"Intellectual Property Rights"	patents, rights to inventions, copyright and related rights, trade-marks, trade names and domain names, rights in get-up, rights in goodwill or to sue for passing off, rights in designs, rights in computer software, database rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all

	applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world;
"Joint Committee"	a committee of elected members from the Councils which will be responsible for ensuring and overseeing the delivery of the Specified and Agreed Functions in Accordance with the Directions and with a view to securing their more economical, efficient and effective discharge;
"Material"	all data, text, graphics, images and other materials or documents created, used or supplied by a Council in connection with this Agreement unless before the first use or supply the Council notifies the other Councils that the data or text supplied is not to be covered by this definition;
"National Adoption Service"	The adoption services and functions delivered collectively by the Joint Committee, the Regional Collaboratives, the Councils and partners;
"Personal Data"	Personal data as defined in the Data Protection Legislation;
"Powers"	The powers of Welsh local authorities under:

sections 101, 102, 112 and 113 of the Local Government Act 1972 and sections 19 and 20 of the Local Government Act 2000 and the regulations made under these Acts to make arrangements to discharge functions jointly and to employ staff and place them at the disposal of other local authorities;

the powers in section 9 of the Local Government (Wales) Measure 2009 to collaborate; |

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the incidental powers in section 111 of the Local Government Act 1972,

the powers in section 1 of the Local Authorities (Goods and Services) Act 1970 and section 25 of the Local Government (Wales) Act 1994 to provide services;

all other powers them so enabling;

"Proportionate Basis"	in accordance with the relevant proportion for each Council by reference to their respective percentage contribution as set out in the Financial Memorandum
"Regional Collaboratives"	the groupings of the Councils as set out in Schedule to the Directions for the purpose of collaboration on adoption services;
"Secondment Agreement"	an agreement made between the Councils for the secondment of staff from one Council to the Host Council or another Council relating to arrangements for the discharge of the Specified and Agreed Functions pursuant to this Agreement;
"Section 151 Officer"	the officer designated by a local authority as the person responsible for the proper administration of its financial affairs as required by section 151 of the Local Government Act 1972;
"Hosting Agreement"	an agreement made between the Councils pursuant to this Agreement relating to arrangements for the provision of specified support by the Host Council to assist the Joint Committee to discharge the Specified and Agreed Functions delegated to it pursuant to this Agreement;
"Services"	the Services to be provided on behalf of the Councils pursuant to the discharge of the Specified and Agreed Functions being set out at Schedule 5
"Specified Functions"	the functions relating to adoption to be discharged by the Joint

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<td>Committee pursuant to this Agreement being set out at Schedule 5 and any other functions which from time to time the Councils arrange for the Joint Committee or one or other of the Councils to discharge pursuant to the Powers;</td>
</tr>
<tr>
<td>**"Staff Transfer Agreement"**</td>
<td>an agreement made between the Councils for the transfer of staff from one Council to the Host Council or another Council relating to arrangements for the discharge of the Specified and Agreed Functions pursuant to this Agreement;</td>
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</table>

1.2 References to any statute or statutory provision shall, unless the context otherwise requires, be construed in accordance with the Interpretation Act 1978.

1.3 The headings are inserted for convenience only and shall not affect the construction of this Agreement.

1.4 Words importing one gender include all other genders and words importing the singular include the plural and vice versa.

1.5 A reference in this Agreement to any clause, paragraph or schedule is, except where it is expressly stated to the contrary, a reference to a clause or paragraph of or schedule to this Agreement.

1.6 Any reference to this Agreement or to any other document unless otherwise specified shall include any variation, amendment or supplements to such document expressly permitted by this Agreement or otherwise agreed in writing between the relevant parties.

1.7 Words preceding "include", "includes", "including" and "included" shall be construed without limitation by the words which follow those words unless inconsistent with the context, and the rule of interpretation known as "eiusdem generis" shall not apply.

1.8 The schedules form part of this Agreement and will have the same force and effect as if expressly set out in the body of this Agreement and references to this Agreement includes the Schedules.

1.9 References to "the parties" shall be to the parties to this Agreement.

2. Aims of Joint Discharge of Functions

2.1 The aims of the joint discharge of the Specified Functions relating to adoption services under the provisions of this Agreement are:

(a) The consistent delivery of high quality adoption services throughout Wales.

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(b)   Keeping delay to a minimum in the placement of children for adoption.

(c)   Ensuring the widest choice possible of placements for adoption of children.

(d)   Ensuring that high quality and timely training and assessment for prospective adopters is consistently available.

(e)   Improving the process of matching children with prospective adopters.

(f)   The streamlining of adoption processes and improved liaison between social workers involved in adoption cases.

(g)   Keeping adoption breakdown to a minimum by the provision of adoption support services according to assessed need.

(h)   Collaborative working between local authorities, registered adoption societies, NHS local health boards and NHS Trusts and education services.

2.2   The aims of the joint discharge of the Agreed Functions relating to fostering are:

(a)   To support the strategic oversight of Foster Wales.

(b)   To consider the implications at local and regional level arising from the transition to Foster Wales.

(c)   To consider the development needs of services at local, regional, and national level.

(d)   To seek and support solutions to overcome barriers and challenges.

(e)   To continue to develop and maintain collaboration across local authority fostering.

(f)   To consider reports presented, agree actions, make decisions, and monitor progress.

(g)   To consider performance reports and monitor KPIs as identified and agreed.

(h)   To make recommendations for future areas of work programme development.

2.3   The Director of Operations and a central team of staff to support the Director of Operations are employed by the Host Council to fulfil a range of functions related to leadership, management and oversight of the National Adoption Service. The functions of the Director of Operations and central team include:

(a)   Providing leadership to set the direction for the National Adoption Service including strategic planning by agreeing priorities, targets and resourcing following engagement with partners and stakeholders as well as support to operational planning.

(b)   Reviewing progress including analysis of performance data and service information from the regions and Registered Adoption Agencies (otherwise known as Voluntary Adoption Agencies (VAA's)'s.

(c)   Providing annual and mid-year reports each year for agreement by the Combined Governance Board, endorsed by the Joint Committee and submission to Welsh Ministers as well as to WLGA and the Association of Directors of Social Services Cymru where required.

(d)   Providing specific functions nationally to support and enable National Adoption Service operations (currently as below).

(e)   Establishing and maintaining a website for the National Adoption Service for Wales.

(f)   Management of the Adoption Register for Wales (under contract from Welsh Government).

(g)   Commissioning and contracting national contracts to support service delivery functions and support.

(h)   Maintaining arrangements for service user engagement across Wales.

(i)   Leadership, matrix management oversight, advice and support to regions and VAA's.

(j)   Promotion of best practice and a culture of continuous improvement throughout the National Adoption Service.

(j)   Securing appropriate resourcing through new / additional finance or re-profiling of existing as well as managing the central team allocation, grants and investment.

(k)   Strategic commissioning as necessary for the discharge of functions.

(l)   Maintaining arrangements for national governance and allied sub / task & finish groups to engage stakeholders in carrying out the actions / work agreed by the Combined Governance Board.

(m)   Promotion of adoption, including national PR and marketing and the provision of the 'face and voice' of adoption in Wales.

(n)   Stakeholder and relationship management including with allied services and organisations in Wales and UK, Ministers and Welsh Government.

(o)   Strategic support and enabling functions, as agreed, for the National Fostering Framework / Foster Wales.

2.4   In addition Schedule 7 sets out a Scheme of Functions delegated to the Director of Operations to facilitate the achievement of the objectives of this Agreement.

3.   Establishment of a Joint Committee

3.1   In exercise of their powers under sections 101(5) and 102 of the Local Government Act 1972, sections 19 and 20 of the Local Government Act

2000 and all other enabling powers the Councils hereby create a joint committee to be known as the National Adoption Joint Committee with effect from the Commencement Date.

3.2   The Joint Committee shall take decisions relating to the use of the National Adoption Service budget which shall be provided as a topslice from the Revenue Support Grant via the Welsh Local Government Association for the discharge of the Specified Functions, a similar topslice from the Revenue Support Grant via the Welsh Local Government Association for the discharge of the Agreed Functions, to meet the costs of the Host Council and the Joint Committee relating to this Agreement and shall have regard to reports and advice from the Combined Governance Board, Lead Heads of Children's Service's Meeting and Director of Operations.

3.3   The Joint Committee shall ensure the Scheme of Delegation set out in Schedule 7 is kept under review in accordance with paragraphs 5.2 and 5.3 of Schedule 7.

3.4   The Joint Committee shall operate and conduct its business in accordance with the terms of this Agreement including the Constitution set out at Schedule 1.

3.5   The Joint Committee shall review the terms of reference of the Joint Committee towards the end of each council term and shall make recommendations to the Councils and the WLGA for their consideration as to any amendments that the Joint Committee are required to discharge the Specified and Agreed Functions in accordance with the Directions.

3.6   This Agreement is without prejudice to each Council's other powers and responsibilities for its area.

4.   Establishment of Combined Governance Board and other advisory groups

4.1   The Councils have established the Combined Governance Board. The Combined Governance Board shall act as an advisory group to the Joint Committee and shall discharge the role of the Governance Board and Advisory Group which the Councils are required by the Directions to establish for the purpose of providing national oversight of regional collaboration arrangements over adoption services.

4.2   The terms of reference of the Combined Governance Board shall be as set out in Schedule 2.

4.3   In respect of fostering services, the Councils have established the Lead Head of Children's Services Group as an advisory group to the Joint Committee. The Lead Head of Children's Services Group shall advise the Joint Committee on issues relating to Foster Wales. The terms of reference for the Lead Head of Children's Services Group shall be as set out in Schedule 6.

4.4   The Joint Committee may establish other advisory groups to advise the Joint Committee.

5. Arrangements for the Discharge of Functions

5.1   The Councils agree to use their Powers to enter into these arrangements under which the Joint Committee shall discharge on their behalf the Specified and Agreed Functions.

5.2   The Joint Committee shall discharge the Specified and Agreed Functions through the Host Council which shall, subject to and within the limitations and constraints of the resources allocated and paid to it pursuant to this Agreement, deliver the Services to support the delivery of the Specified and Agreed Functions . The Councils agree and acknowledge that the responsibility for discharging the Specified and Agreed Functions will none the less remain with the Joint Committee and notes the limitation of the Host Council's liability in that regard.

5.3   The Joint Committee may agree to bring additional functions and services within the scope of this Agreement but the Joint Committee may not agree to do so unless it has first received approval from all the Councils to discharge the additional functions and deliver the additional services. The provisions of this Agreement shall apply to any such additional functions and services.

5.4   The Councils here by agree the Financial Memorandum. The Councils shall have the discretion to agree variations to the Financial Memorandum at any time without varying the rest of this Agreement. For the avoidance of any doubt variation of the Financial Memorandum is subject to unanimous agreement of the Councils and is not a matter for decision by the Joint Committee.

        Each of the Councils shall contribute to the costs of the discharge of the Specified and Agreed Functions pursuant to this Agreement in accordance with the terms of the body of this Agreement and the Financial Memorandum. Subject to the overarching terms set out in this Agreement, particulars of the arrangement may be further detailed, (including for example the mechanics of payment), in any Hosting Agreement, Secondment Agreement or Staff Transfer Agreement that may be entered into by the Councils.

5.5   The Councils intend to enter into a Hosting Agreement with the County Council of the City and County of Cardiff for the delivery of services (subject to all Councils being satisfied as to the terms and conditions proposed) pursuant to the discharge of the Specified and Agreed Functions. The Councils may enter into further Hosting Agreements to record the detailed requirements of further individual arrangements made in connection with the discharge of the Specified and Agreed Functions pursuant to this Agreement.

5.6   The Councils may also enter into a Secondment Agreement to record the arrangements for the secondment of staff for further individual arrangements made in connection with the discharge of the Specified and Agreed Functions pursuant to this Agreement.

5.7   The Councils may also agree to enter into a Staff Transfer Agreement to record the arrangements for the transfer of staff for further individual

arrangements made in connection with the discharge of the Specified and Agreed Functions pursuant to this Agreement.

6. Governance

6.1 The Councils each undertake to ensure that they make any changes to their own constitutions as are necessary to facilitate the operation of this Agreement. Each Council shall notify the other Councils and WLGA in writing within twenty-eight days of the date of this agreement either that it has made (or is in the process of making) the necessary changes to its constitution or that no changes are considered necessary.

7. Appointment of Host Council

7.1 Subject to the provisions of clauses 7.2 and 7.3 the Councils agree that the Council of the City and County of Cardiff should be the Host Council for the purposes of this Agreement.

7.2 The Council of the City and County of Cardiff and any other Council which is appointed as Host Council may terminate its appointment as Host Council by giving not less than twelve months' written notice or such other period of notice as is agreed by all the Councils to the other Councils of its intention to terminate its appointment. Such twelve months' written notice shall end at the end of a financial year.

7.3 The Joint Committee may terminate the appointment of City and County of Cardiff Council or any other Council as the Host Council by giving at not less than twelve months' written notice or such other period of notice as is agreed by all the Councils to the Host Council of the Joint Committee's intention to terminate the appointment of the Host Council. Such twelve months' written notice shall end at the end of a financial year.

7.4 If the appointment of a Council as the Host Council is terminated in accordance with clause 7.2 or clause 7.3 the Joint Committee may appoint one of the Councils as Host Council such appointment to be effective from the commencement of the financial year following the expiry of notice of termination under clause 7.2 or 7.3.

7.5 If the appointment of a Council as the Host Council is terminated in accordance with clause 7.2 or clause 7.3 any outstanding payment due to that Council from the Joint Committee for costs incurred in the role of the Host Council and any costs it incurs upon or as a consequence of Termination shall be paid in accordance with the terms of this Agreement, including the Financial Memorandum.

7.6 Any dispute over the appointment or the termination of the appointment of a Council as the Host Council shall be dealt with in accordance with the dispute resolution procedure in clause 23 of this Agreement.

8. Responsibilities of the Host Council

8.1 (i) Subject to and within the limitations of the funding allocated and received by the Host Council, the Host Council shall provide Assets, staff and other resources as are necessary to discharge the Specified and Agreed Functions pursuant to this Agreement.

(ii) Subject to the overarching terms and principles set out in in this Agreement, in particular clause 13, the detailed provisions as to the payment of the costs of the Host Council in providing such Assets, staff and other resources shall be in accordance with a Hosting Agreement between the Councils, and the Host Council and shall be facilitated by the Welsh Local Government Association. Any such Hosting Agreement must be in a form to the satisfaction of the Host Council.

8.2   The Host Council shall employ the Director of Operations and the staff required for undertaking the national functions.

8.3   The Host Council has agreed and arranged for the Director of Operations to have the day-to-day responsibility for the management and delivery of the Services.

8.4   In carrying out its role the Host Council shall have regard to :

(a)   all applicable Laws and Regulations.

(b)   best practice.

(c)   the aims, principles and objectives of this Agreement and any applicable policies agreed by the Councils.

(d)   any relevant guidance issued or specified by the Care and Social Services Inspectorate Wales and any other relevant regulator.

(e)   the Councils duties under the Welsh Language (Wales) Measure 2011.

And shall facilitate the proper discharge of the Specified and Agreed Functions of the Councils and discretionary provision of in-scope elements of the Services.

8.4.2   The Host Council shall ensure that its health and safety policy statements together with related policies and procedures are made available to the Joint Committee on request.

8.4.3   The Host Council shall comply with any investigation by any statutory ombudsman or tribunal relating to the discharge of the Specified or Agreed Functions.

9.   Expenses of Joint Committee Members

9.1   Each Council shall be responsible for meeting any expenses to which any Joint Committee Member or officer appointed by it as its representative is entitled as a result of their attendance at duly authorised meetings.

10.   Monitoring Officer

10.1   The Councils agree that at the date of the Agreement the Monitoring Officer of Cardiff Council shall act as Monitoring Officer for the Joint Committee. The appointment of Cardiff Council's Monitoring Officer as Monitoring Officer to the Joint Committee shall cease at the earlier of (i) such date as Cardiff Council ceases to act as Host Council or (ii) the Councils unanimously decide to appoint the Monitoring Officer of a different Council as Monitoring Officer to the Joint Committee pursuant to clause 10.2.

10.2　The Councils may decide that the Monitoring Officer of a different Council shall be designated as Monitoring Officer for the Joint Committee. This shall require a unanimous decision from the Councils. Following such a decision the Host Council shall notify the officer who is currently acting as Monitoring Officer and the officer who has been designated as Monitoring Officer for the future.

10.3　The Councils acknowledge and agree that the Monitoring Officer will need to be provided with such resources as the Monitoring Officer considers sufficient to allow her to perform her duties and that this will be a cost of the Joint Committee.

10.4　For such time as the Host Council and the Monitoring Officer to the Joint Committee is being performed by the same Council then the Monitoring Officer's cost will be added to the Host Council's costs and the provisions of clause 13 of this Agreement shall apply.

11.　Reviews

11.1　The Joint Committee shall review the discharge of the Specified and Agreed Functions at least annually alongside the Combined Governance Board reviewing service progress and performance quarterly and reporting to the Joint Committee on the results of its review.

11.2　The Director of Operations shall submit a quarterly report to the Combined Governance Board and an annual report to the Joint Committee, setting out details of:

(a)　The performance of the Specified and Agreed Functions.

(b)　Income and expenditure and compliance with the Financial Memorandum.

11.3　The Councils and the Regional Collaboratives shall carry out a review of their discharge of the regional Specified Functions for adoption and provide the following to the Director of Operations

(a)　An annual work programme by 31 March each year

(b)　Quarterly performance reporting

(c)　An annual report by 31 May each containing the items detailed in the Directions.

11.4　The Director of Operations will use this information as the basis for reporting to the Joint Committee for adoption services.

12.　Audit

12.1　The discharge of the Specified and Agreed Functions on behalf of the Councils and the finances relating to the discharge of the Specified or Agreed Functions shall be subject to an annual external audit by the central team of the National Adoption Service which shall be commissioned by the Host Council in accordance with the Host Council's audit processes.

13.   Costs of Discharge of Functions

13.1   The Host Council agrees that any of the Services it provides for the discharge of the Specified and Agreed Functions shall be on a cost recovery basis. For the avoidance of any doubt such costs shall be deemed to include all costs incurred howsoever arising, including , without limitation to the generality of the foregoing;
(i) costs of any additional employees required in order to carry out the Host Council role/provide capacity to carry out such role and all associated recruitment costs,
(ii) all employee related costs including on costs,pension strain, termination costs and any employee related claims,
(iii)   fees and charges incurred (including external fees or charges for any third party services, goods or works procured) and
(iv) expenses, legal costs, claims, damages, insurance premiums and the like that the Host Council reasonably incurs in carrying out its role.

13.2   The Councils shall each year apply the central National Adoption Services budget to fund the payment of the costs of the Host Council. Any shortfall in such funding shall be paid by the Councils within 30 days of demand by the Host Council and as follows. Each Council's contribution shall be calculated by reference to their respective percentage contribution as set out in the Financial Memorandum.

13.3   To aid transparency and accountability the Host Council shall:

(i) Provide the Joint committee, at its first meeting, with a report outlining its estimated costs for acting as Host Council for the financial year 2022/2023. For the avoidance of any doubt the estimated costs submitted will be for noting purposes only and the Council's will be obliged to meet the Hosts Council's actual costs as set out in this Agreement.
(iii) For each subsequent financial year ('Subsequent Financial Year') the Host Council shall, prior to the Subsequent Financial Year in question, present to the Joint committee a report as to its estimate costs for acting as Host Council for the Subsequent Financial Year.
(iii) If, in any year, the Joint Committee does not find acceptable the estimated costs for the Subsequent Financial year then the Joint Committee may terminate the appointment of the then Host Council and the provision of clause 7.3 shall be deemed to apply save that the termination date of the appointment of the then Host Council shall be the 31st March, in the financial year proceeding the Subsequent Financial Year or such latter date as all the Councils may agree.
(iv) As part of its financial reporting to the Joint Committee the Host Council shall from time to time present to the Joint Committee reports of the actual costs incurred in carrying out the Host Council role.

13.4   The Host Council in determining the level of resources it requires to carry out its role under the Agreement shall (i) act responsibly and prudently (ii) use its reasonable endeavours to put in place and maintain in place sufficient assets staff and other resource to undertake its role and (iii) wherever reasonably practicable report to the Joint Committee and/or Director of Operations for information if in any financial year its costs are likely to materially exceed the estimated costs that have previously been submitted to the Joint Committee.

14. **Costs of the Joint Committee**

14. The Councils shall apply the central National Adoption Services budget to fund any costs of the Joint Committee, including the Host Councils costs. Any shortfall in such funding shall be paid by the Councils. Each Council's contribution shall be calculated by reference to their respective percentage contribution as set out in the Financial Memorandum. The Welsh Local Government Association shall be responsible for the administration of the payment of costs involved in the administration of the Joint Committee.

15. **Liabilities Under This Agreement**

15.1 The Host Council shall indemnify and keep indemnified each of the other Councils to this Agreement against any losses, claims, expenses, actions, demands, costs and liability suffered by that Council to the extent arising from any wilful default or wilful breach by the Host Council of its obligations under this Agreement or its statutory duties (and "wilful" in this context shall, for the avoidance of doubt, not include matters which are outside the reasonable control of the Host Council or matters arising from any negligent act or omission in relation to such obligations).

15.2 No claim shall be made against the Host Council by the other Councils or any of them to recover any loss or damage which may be incurred by reason of or arising out of the carrying out by the Host Council of its obligations under this Agreement unless and to the extent such loss or damage arises from a wilful default or wilful breach by the Host Council under clause 15.1.

15.3 Each of the other Councils (acting severally) shall indemnify and keep indemnified the Host Council against all losses, claims, expenses, actions, demands, costs and liabilities which the Host Council may incur by reason of or arising out of the carrying out by the Host Council of its obligations under this Agreement for that Council or arising from any wilful default or wilful breach by a Council of its obligations under this Agreement (and wilful in this context shall, for the avoidance of doubt, not include matters which are outside the reasonable control of that Council or matters arising from any negligent act or omission in relation to such obligations) unless and to the extent that the same result from any wilful breach by the Host Council of any such obligations.

15.4 The amount to be paid to the Host Council by any of the other Councils under clause 15.3 shall be borne by each of the Councils to the extent of its responsibility, however in the event that the responsibility is a shared one between the Councils (so that it is not reasonably practicable to ascertain the exact responsibility between the Councils) then the amount to be paid shall be divided between the Councils on a Proportionate Basis.

15.5 In the event of a claim under this clause 15 in which it is not reasonably practicable to determine the extent of responsibility as between the Councils then the amount shall be divided amongst the Councils on a Proportionate Basis.

15.6 A Council which receives a claim for losses, expenses, actions, demands, costs and liabilities related to the discharge of the Specified and Agreed

Functions shall notify and provide details of such claim as soon as is reasonably practicable to the other Councils.

15.7   Failure to give notice in accordance with clause 15.6 shall not relieve a party of its obligations to indemnify another under this clause 15.

15.8   Each Council shall not be obliged to indemnify the other Councils to the extent that the insurances maintained by the other Councils at the relevant time provide an indemnity against the loss giving rise to a claim and to the extent that another Council recovers under a policy of insurance save that the Council responsible for liabilities suffered by another Council shall be responsible for (i) the deductible under any such policy of insurance (ii) any amount over the maximum amount insured under such policy of insurance and (iii) any resultant increase in future year premiums (for a maximum of 10 years) incurred by the Council who claims on its insurance.

15.9   The indemnities given under this Agreement are in addition to any Hosting Agreement between the Host Council and any of the other Councils.

16.   Duration of this Agreement

16.1   This Agreement shall come into force on the Commencement Date and shall continue from year to year or until terminated in accordance with the provisions of this Agreement.

17.   Variation of This Agreement

17.1   Any of the Councils may request a variation to this Agreement by making such a written request to the officer acting as Monitoring Officer to the Joint Committee.

17.2   The officer acting as Monitoring Officer to the Joint Committee shall circulate the request to each of the Councils within ten Business Days of receipt of the request for consideration and approval by the Councils.

17.3   If each of the Councils approve such variation, then the officer acting as Monitoring Officer to the Joint Committee shall arrange for the preparation of an appropriate Deed of Variation to this Agreement to be prepared for execution by the Councils and such change shall only take effect upon completion of that Deed and the costs associated with the preparation of such Deed of Variation shall be shared equally between the Councils. Such Deed of Variation may be executed in parts by each Council that is then a party to this Agreement.

17.4   If one of the Councils does not approve such variation, then the variation to this Agreement shall not occur.

18.   Withdrawal from the Joint Committee on Notice

18.1   Any Council may withdraw from the Joint Committee in accordance with the following procedure:

18.2   Any Council which wishes to withdraw from the Joint Committee shall give not less than twelve months' written notice terminating at the end of a financial year to the other Councils and the officer acting as Monitoring

Officer to the Joint Committee shall consult the other Councils giving due consideration to:

(a)   Any loss of funding arising from such withdrawal and including any non-payment, clawback or repayment of such funding;

(b)   Any other loss, liability, damage, claim or expense,

which would be incurred by the Councils upon which notice has been served by reason of such withdrawal from the Joint Committee.

18.3   Any Council wishing to withdraw from the Joint Committee undertakes as a condition of such withdrawal to make, prior to withdrawal such reasonable payment or payments which fairly reflect the actual losses caused by or anticipated as a result of the withdrawal as shall be determined by the other Councils pursuant to clauses above and no notice under this clause 18 shall take effect unless and until such payment has been agreed or referred to the Dispute Resolution procedure under Clause 22.

18.4   Subject to the provisions of clause 15 or unless agreed otherwise by the parties, each Council reserves the right to recover from any party to this Agreement the costs of any claims, costs, expenses, losses or liabilities of any nature or which have been caused by any act or omission of that party and which are discovered after the party's withdrawal from this Agreement.

18.5   Any Council that withdraws from the Joint Committee shall be responsible for ensuring that it is able to comply with its legal obligations in respect of the discharge of the Specified and Agreed Functions. Any Council that withdraws from the Joint Committee shall include in its notice to the other Councils confirmation that it shall comply with its legal obligations in respect of the discharge of the Specified and Agreed Functions

19.   Termination of this Agreement for Cause

19.1   Without prejudice to any other rights or remedies, this Agreement may be terminated in relation to any other Council ("Defaulter") by the other Councils ("Non-Defaulting Councils") acting unanimously in giving sixty-five Business Days written notice to the Defaulter where the Defaulter materially breaches any of the provisions of this Agreement or in the case of a breach capable of remedy fails to remedy the same within thirty Business Days (or such other period as agreed by the Non-Defaulting Councils) of being notified of each breach in writing by the Non-Defaulting Councils and being required to remedy the same.

19.2   If this Agreement is terminated each Council shall be responsible for ensuring that it is able to comply with its legal obligations in respect of the discharge of the Specified and Agreed Functions.

20.   Termination of the Agreement by Agreement

20.1   The Councils agree that this Agreement may be determined upon terms agreed by all the Councils.

20.2   Upon termination of this Agreement the parties agree that the Joint Committee shall cease to exist and any arrangement for the discharge of

Specified and Agreed Functions which has been made pursuant to this Agreement shall cease on the expiry of the notice period specified in the relevant Hosting Agreement and the Specified and Agreed Functions shall be returned to the Councils which were responsible for them prior to this Agreement.

20.3   If this Agreement is terminated each Council shall be responsible for ensuring that it is able to comply with its legal obligations in respect of the discharge of the Specified and Agreed Functions.

21.   Termination – Consequential Matters

21.1   In the event of termination of this Agreement under Clause 20 as the case may be, any party shall supply to any other party when requested any information which the other party requires for the continuing discharge of the Specified and Agreed Functions; and

21.2   Any Intellectual Property Rights created under this Agreement shall be owned by the then parties in equal proportions; and

21.3   Each of the parties shall undertake to make such reasonable payment or payments which fairly reflect the obligations of that Council pursuant to this Agreement.

21.4   In the event of termination of this Agreement all Assets held by any of the Councils for the purposes of this Agreement shall be dealt with in accordance with the Financial Memorandum.

21.5   The Host Council shall: -
21.5.1 be reimbursed by the Councils for all costs it incurs upon or as a consequence of Termination with each Council's contribution to such costs being calculated by reference to their respective percentage contribution as set out in the Financial Memorandum and
21.5.2. transfer any relevant information it holds to the Council to which the relevant information relates.

21.6   It shall be the duty of the Councils to try to minimise any losses arising from the termination of this Agreement.

21.7   Each Council is responsible for its own compliance with the Directions and any other relevant law that applies to the Specified and Agreed Functions and shall take any action necessary to ensure that it is able to comply with its legal obligations following termination of this Agreement.

22.   Dispute Resolution

22.1   The Councils undertake and agree to pursue a positive approach towards dispute resolution which seeks in the context of this joint working arrangement to identify a solution at the lowest operational level that is appropriate to the subject of the dispute, and which avoids legal proceedings and maintains a strong working relationship between the parties.

22.2   Any dispute arising in relation to any aspect of this Agreement shall be resolved in accordance with this clause 22.

22.3 All disputes, claims or differences between the Councils arising out of or in connection with this Agreement or its subject matter or formation, including any question regarding its existence, validity or termination, (a "Dispute") shall be referred to the Director of Operations who shall produce and implement a plan for resolving the dispute.

22.4 If the plan of the Director of Operations does not resolve the dispute it may at the written request of any Council involved in the dispute, be referred by each Council to its chief executive.

22.4 If the Councils' chief executives do not agree a resolution of the Dispute within one month of the date of service of any such request, the Councils may agree a process to attempt to settle the Dispute by mediation or arbitration.

23. Notices

Form of Notice

23.1 Any demand, notice or other communication given in connection with or required by this Agreement shall be made in writing and shall be delivered to or sent by pre-paid first class post to the recipient at the address stated in Schedule 3 (or such other address as may be notified in writing from time to time) or sent by facsimile transmission to the recipient to the facsimile number stated in Schedule 3 or sent electronically to the e-mail address stated in Schedule 3.

Service

23.2 Any such demand, notice or communication shall be deemed to have been duly served:

    (a) If delivered by hand, when left at the proper address for service.

    (b) If given or made by pre-paid first-class post two Business Days after being posted;

    (c) If sent by facsimile at the time of transmission provided that a confirmatory copy is on the same day that the facsimile is transmitted sent by pre-paid first class post in the manner provided for in clause 23.1 Provided That in each case that if the time of such deemed service is either after 4.00pm on a Business Day or on a day other than a Business Day service shall be deemed to occur at 10.00am on the next following Business Day; or

    (d) If sent by e-mail, when it has been sent to the e-mail address stated in Schedule 4 and receipt of such e-mail has been acknowledged.

24. Information and Confidentiality

24.1 Without prejudice to clauses 25 and 26 the parties shall keep confidential all matters relating to this Agreement or the Intellectual Property Rights of the parties and shall use all reasonable endeavours to prevent their employees and agents from making any disclosure to any person of any matter relating to the Agreement or Intellectual Property Rights of the parties.

24.2   Clause 24.1 shall not apply to:

(a)   Any disclosure of information that is reasonably required by persons engaged in the performance of their obligations under this Agreement.

(b)   Any matter which a party can demonstrate is already generally available and in the public domain otherwise than as a result of a breach of this clause.

(c)   Any disclosure which is required by any law (including any order or a court of competent jurisdiction) any Parliamentary obligation or the rules of any stock exchange or governmental or regulatory authority having the force or law.

(d)   Any disclosure of information which is already lawfully in the possession of the disclosing party prior to its disclosure by the disclosing party.

(e)   Any disclosure which is required or recommended by the rules of any governmental or regulatory authority including any guidance from time to time as to openness and disclosure of information by public bodies.

(f)   Any disclosure which is necessary to be disclosed to provide relevant information to any insurance broker in connection with obtaining any insurance required by this Agreement.

(g)   Any disclosure by a party to a department, office or agency of the Government.

(h)   Any disclosure for the purpose of the examination and certification of a party's accounts.

Where disclosure is permitted under clauses 24.2(a), 24.2(f), 24.2(g), or 24.2(h) the recipient of the information shall be placed under the same obligation of confidentiality as that contained in this Agreement by the disclosing Council.

25.   Data Protection

25.1   In relation to the subject matter of this agreement each party undertakes at all times to comply with the Data Protection Legislation. This clause 25 is in addition to and does not relieve remove or replace a party's obligations under the Data Protection Legislation.

25.2   Each Council:

(a)   Shall process Personal Data belonging to any other Council only on the instructions of that Council (subject to compliance with applicable law);

(b)   Shall only undertake processing of Personal Data reasonably required in connection with this Agreement.

(c)   Shall ensure that it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction

of or damage to Personal Data appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss destruction or damage and the nature of the data to be protected having regard to the state of technological development and the cost of implementing any measures (those measures may include where appropriate pseudonymising and encrypting Personal Data ensuring confidentiality integrity availability and resilience of its systems and services ensuring (subject to the terms of any third party arrangements that may be in place) that availability of and access to Personal Data can be restored in a timely manner after an incident and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);

(d)   Shall ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential.

(e)   Shall not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the other Councils has been obtained and the following conditions are fulfilled.

(i)   The Council transferring the Personal Data has provided appropriate safeguards in relation to the transfer.

(ii)   The data subject has enforceable rights and effective legal remedies.

(iii)   The Council transferring the Personal Data complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred

(f)   Shall assist the other Councils in responding to any request from a data subject and in ensuring compliance with their obligations under the Data Protection Legislation with respect to security breach notifications impact assessments and consultations with supervisory bodies.

(g)   Shall use its reasonable endeavours to procure that all relevant sub-contractors and third parties comply with this clause 25.

25.3   The Councils shall not disclose Personal Data to any third parties other than:

(a)   To employees and sub-contractors and third parties to whom such disclosure is reasonably necessary in order for the Councils to discharge the Councils' obligations in relation to this Agreement; or

(b)   To the extent required under a court order or to comply with any applicable laws

provided that any disclosure to any sub-contractor or any third parties under clause 25.3 shall be made subject to written terms substantially the same as, and no less stringent than, the terms contained in this clause 25 and that the Councils shall give notice in writing to all other Councils of any disclosure of Personal Data belonging to them which they or a sub-contractor or third parties are required to make under clause 25 immediately they are aware of such a requirement.

25.4 Any Council may, at reasonable intervals, request a written description of the technical and organisational methods employed by any other Council and the relevant sub-contractors Within five Business Days of such a request, the Council requested to do so shall supply written particulars of all such measures as it is maintaining detailed to a reasonable level such that the requesting Council can determine whether or not, in connection with the Personal Data, it is compliant with the Data Protection Legislation. Each Council shall use its reasonable endeavours to ensure that the sub-contractors and any third parties also comply with such request from any other Council.

25.5 All Councils shall ensure that any Personal Data they obtain and provide to any other Council has been lawfully obtained and complies with the Data Protection Legislation and that the use thereof in accordance with this Agreement shall not breach any of the provisions of the Data Protection Legislation.

25.6 Each Council shall provide the other Councils as soon as reasonably practicable, with such information in relation to Personal Data and their processing as the other Councils may reasonably request in writing and the party asked to provide the relevant data may reasonably be able to provide in order for the other Council to comply with its obligations under this clause and the Data Protection Legislation.

25.7 Each Council shall take reasonable precautions (having regard to the nature of their respective obligations under this Agreement) to preserve the integrity of any Personal Data.

25.8 The Councils shall continually review any existing information sharing protocols being used in relation to this Agreement to ensure they remain relevant and to identify which Personal Data needs to be processed and on what basis to ensure compliance with this clause 25.

25.9 Each Council shall maintain complete and accurate records to demonstrate its compliance with this clause 25.

26. Freedom of Information

26.1 The parties recognise that the Councils are public authorities as defined by FOI Legislation and therefore recognise that information relating to this Agreement may be the subject of an Information Request.

26.2 The Councils shall assist each other in complying with their obligations under FOI Legislation, including but not limited to assistance without charge in gathering information to respond to an Information Request.

26.3 Any Council shall be entitled to disclose any information relating to this Agreement and the Specified and Agreed Functions in response to an Information Request save that in respect of any Information Request which is in whole or part a request for Exempt Information.

26.4 The Council which receives the Information Request shall circulate the Information Request and shall discuss it with the other Councils and the Director of Operations.

26.5   The Council which receives the Information Request shall in good faith consider any representations raised by other Councils when deciding whether to disclose Exempt Information and

26.6   The Council which receives the Information Request shall not disclose any Exempt Information beyond the disclosure required by FOI Legislation without the consent of the Council or Councils to which it relates.

26.7   The parties to this Agreement acknowledge and agree that any decision made by a Council which receives an Information Request as to whether to disclose information relating to this Agreement pursuant to FOI Legislation is solely the decision of that Council. A Council will not be liable to any party to this Agreement for any loss, damage, harm or detrimental effect arising from or in connection with the disclosure of information in response to an Information Request.

27.   Intellectual Property

27.1   Each Council will retain all Intellectual Property in its Material.

27.2   Each Council will grant all of the other Councils a non-exclusive, perpetual, non-transferable and royalty free licence to use, modify, amend and develop its IP Material for the discharge of the Councils' obligations in relation to this Agreement whether or not the Council granting the licence remains a party to this Agreement.

27.3   Without prejudice to clause 27.1, if more than one Council owns or has a legal or beneficial right or interest in any aspect of the IP Material for any reason (including without limitation that no one Council can demonstrate that it independently supplied or created the relevant IP Material without the help of one or more of the other Councils), each of the Councils who contributed to the relevant IP Material will grant to all other Councils to this Agreement a non-exclusive, perpetual, non-transferable and royalty free licence to use and exploit such IP Material as if all the other Councils were the sole owner under the Copyright Design and Patents Act 1988 or any other relevant statute or rule of law.

27.4   Any entity or person who is at the date of this Agreement a party to this Agreement and who has licensed any Intellectual Property under this Agreement shall have a non-exclusive, perpetual right to continue to use the licensed Intellectual Property.

27. 5   Each Council warrants that it has or will have the necessary rights to grant the licences set out in clause 27.2 and 27.3 in respect of the IP Material to be licensed.

27.6   Each Council agrees to execute such further documents and take such actions or do such things as may be reasonably requested by any other Councils (and at the expense of the Council or Councils making the request) to give full effect to the terms of this Agreement.

28. Language

28.1 The Joint Committee shall arrange for the Specified and Agreed Functions to be discharged in such a way that each of the Councils comply with their duties under the Welsh Language (Wales) Measure 2011

29. Severability

29.1 If at any time any clause or part of a clause or schedule or appendix or part of a schedule or appendix to this Agreement is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid or unenforceable in any respect:

(a) That shall not affect or impair the legality, validity or enforceability of any other provision of this Agreement.

(b) The parties shall in good faith amend this Agreement to reflect as nearly as possible the spirit and intention behind that illegal, invalid or unenforceable provision to the extent that such spirit and intention is consistent with the laws of that jurisdiction and so that the amended Agreement complies with the laws of that jurisdiction.

30. Relationship of Parties

30.1 Each of the parties is an independent organisation and nothing contained in this Agreement shall be construed to imply that there is any relationship between the parties of partnership or principal/agent or of employer/employee. No party shall have any right or authority to act on behalf of another party nor to bind another party by contract or otherwise except to the extent expressly permitted by the terms of this Agreement.

31. Third Party Rights

31.1 The parties to this Agreement do not intend that any of its terms will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it.

32. Entire Agreement

32.1 This Agreement and all documents referred to in this Agreement set forth the entire agreement between the parties with respect to the subject matter covered by them and supersede and replace all prior communications, representations (other than fraudulent representations), warranties, stipulations, undertakings and agreements whether oral or written between the parties. Each party acknowledges that it does not enter into this Agreement in reliance on any warranty, representation or undertaking other than those contained in this Agreement and that its only remedies are for breach of this Agreement, provided that this shall not exclude any liability which either party would otherwise have to the other in respect of any statements made fraudulently by or on behalf of it prior to the date of this Agreement.

33. Law of Agreement or Jurisdiction

33.1 This Agreement shall be governed by the laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

34.   Discretion of the Councils

34.1   The discretion of any Council shall not be fettered or otherwise affected by the terms of this Agreement.

THE COMMON SEAL OF

[   ] Council

was affixed in the presence of

SIGNED BY

Duly authorised for and

on behalf of Welsh Local Government Association

in the presence of

Schedule 1 Constitution of the Joint Committee

1 All 22 Councils shall appoint one representative as voting members of the Joint Committee.

2 The Joint Committee shall appoint one of its voting members as chair and one of its voting members as vice chair.

3 Unless they have already been appointed by their Council as its representative the Councils shall appoint the following persons (subject to the agreement of such persons) as non-voting members of the Joint Committee:

  3.1 A WLGA spokesperson for health and social services.

  3.2 A WLGA deputy spokesperson for health and social services.

  3.3 The executive leader or a deputy in respect of one of those roles of the Host Council.

  3.4 The Co-chairs of the Combined Governance Board.

4 The relevant Councils may nominate one or more substitute members from, subject to notification being given to the officer acting as Monitoring Officer to the Joint Committee before the start of the meeting. The member appointed as a substitute shall have full voting rights where the member for whom they are substituting does not attend.

5 Each voting member of the Joint Committee shall comply with the Code of Conduct of their Council when acting as a Member of the Joint Committee.

6 The Host Council or, as the case may be the relevant councils may remove any voting member or substitute voting members of the Joint Committee and appoint a different representative of the Host Council or, as the case may be, the same council as the member or substitute being replaced by giving written notice to the officer who is acting as Monitoring Officer to the Joint Committee.

7 Each voting member of the Joint Committee shall have one vote.

8 Each member of the Joint Committee shall serve upon the Joint Committee for as long as he or she is appointed to the Joint Committee by the relevant Councils, but a member shall cease to be a member of the Joint Committee if he or she ceases to be a member of the Council of which he or she was a member when he or she was appointed to the Joint Committee or if the Councils remove him or her as a member of the Joint Committee.

9 Any casual vacancies howsoever arising shall be filled by the Councils by notice in writing sent to the officer who is acting as Monitoring Officer to the Joint Committee.

10 Unless otherwise agreed by the Councils, meetings of the Joint Committee shall be held at the offices of the WLGA, Host Council or virtually.

11 The Joint Committee shall meet at least once annually.

12   The officer who is acting as Monitoring Officer to the Joint Committee shall call additional meetings at the direction of the chair by providing at least three clear days' notice to members of the Joint Committee, unless the meeting is called at shorter notice. The officer who is acting as Monitoring Officer to the Joint Committee must call a meeting of the Joint Committee if all the voting members of the Joint Committee request it or the Head of Paid Service of each Council requests it.

13   Meetings shall be notified to members of the Joint Committee by the officer who is acting as Monitoring Officer to the Joint Committee.

14   The officer who is acting as Monitoring Officer to the Joint Committee shall send electronically to all members and relevant officers of each Council the agenda for each meeting of the Joint Committee no later than three clear days before the date of the relevant meeting unless the meeting is convened at shorter notice

15   The officer who is acting as Monitoring Officer to the Joint Committee shall arrange for written minutes to be taken of each meeting of the Joint Committee and shall present them to the Joint Committee at its next meeting for approval as a correct record. The Officer who is acting as Monitoring Officer to the Joint Committee shall circulate the minutes to the Councils prior to the next meeting of the Joint Committee. If the Joint Committee confirms that the minutes contain an accurate record of the previous meeting, those minutes shall be signed by the chair or vice-Chair.

16   A meeting of the Joint Committee shall require a quorum of 60% of the voting members. If there is a quorum of members present but neither the chair nor the vice-chair is present, the members present shall designate one member to preside as chair for that meeting.

17   Subject to the provisions of any enactment all questions coming or arising before the Joint Committee shall be decided by a majority of the members of the Joint Committee immediately present and voting thereon. In the case of an equality of votes the chair shall have a casting vote. Subject to paragraph 18 below all voting shall be by a show of hands.

18   Any member of the Joint Committee may request the Joint Committee to record the votes of individual members of the Joint Committee on a matter for decision.

19   The order of business shall be indicated in the agenda for the meeting.

20   Any member of the Councils who is not a member of the Joint Committee is entitled to attend the Joint Committee but he or she shall not be entitled to vote, shall not take part in the consideration or discussion of any business, save by leave of the chair and comments will be recorded only on the direction of the chair.

21   A meeting of a principal council shall be open to the public except to the extent that they are excluded (whether during the whole or part of the proceedings).The public may be excluded from a meeting of the Joint Committee during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item, confidential information as defined in section 100A(3) of the Local Government Act 1972 or exempt

information as defined in section 100I of the Local Government Act 1972 would be disclosed to them. In view of the sensitivity of the matters for which the Joint Committee is responsible it is to be expected that most business to be transacted at meetings of the Joint Committee will include confidential or exempt information but the Joint Committee will consider this in respect of every item of business to be considered at a meeting of the Joint Committee.

22   Unless members of the public are excluded from a meeting of the Joint Committee in accordance with paragraph 21 above meetings of the Joint Committee will be open to the public.

23   Members of the public wishing to address the Joint Committee (or a sub-committee of the Joint Committee) on reports contained within the agenda for the meeting may at the discretion of the Chair be given the opportunity to do so.

24   Each Council may call in any decision of the Joint Committee in accordance with the overview and scrutiny provisions of that Council's constitution. If any decision of the Joint Committee is subject to call in by a Council, the Joint Committee shall take no action to implement that decision unless the call in process upholds the decision.

25.   The Joint Committee may delegate a function to an officer. At the commencement of this agreement, the Jojnt Committee has delegated functions to the Director of Operations as outlined in Schedule 5

Schedule 2 Terms of Reference of the NAS Combined Governance Board

Functions and responsibilities of the Combined Governance Board

1   The Combined Governance Board shall have the following responsibilities:

  1.1   To provide political and professional leadership and advice to inform the overall strategic direction of the National Adoption Service in Wales.

  1.2   To hold the Regional Collaboratives (and their staff), the Director of Operations and central team, the VAA's and other services accountable for the delivery and performance of their services within the National Adoption Service arrangements.

  1.3   To approve for submission to the Joint Committee as prepared by the Director of Operations / central team.

  - An annual programme of work for the National Adoption Service.

  - A half year and full year progress report for the Welsh Local Government Association (WLGA – Full Council), the Minster for Health and Social Service and the Welsh Government.

  - The budget and financial management arrangements of services and the office of the Director of Operations.

  1.4   To monitor and have oversight of:

  - The performance of the National Adoption Service to ensure its successful delivery and improvements in the adoption process to lead to positive outcomes for children and adults affected by adoption.

  - The quality of engagement with the Voluntary Adoption Agencies (VAAs) and service user representatives at central and regional levels.

  - Compliance with The Directions

  - Compliance with the Conflict-of-Interest Protocol

  1.5 To consider and make recommendations for the future direction of the National Adoption Service using:

  - Information and data, including from the National Performance System in relation to the services as a whole, each Regional Collaborative, the VAA's and other services.

  - Professional and best practice advice from the sector.

  - The views of children, young people and adults who use services.

  - Other evidence including reports from the Director of Operations.

1.6   To ensure arrangements are in place for the flow of information, including receipt of minutes and papers, between the Combined Governance Board and:

- The Joint Committee.

- Regional Management Committees.

- Local government members and officers across Wales.

- Equivalent bodies in VAA's and other services.

1.7   To encourage and enable the statutory and voluntary sectors to work in partnership to deliver the best outcomes for children and adults affected by adoption.

1.8   To ensure that the views of all stakeholders, including those who use adoption services, are represented effectively both at national and regional levels.

1.9   To ensure the National Adoption Service is working within Welsh Government guidance and strategies for children particularly looked after and adopted children.

1.10   To ensure that due consideration is given to the need for Welsh Language services in planning and delivery of adoption services throughout Wales.

1.11   To support the delivery of adoption services through the National Adoption Service arrangements to ensure it reflects the best possible practice and is based on a culture of continuous improvement.

1.12   To notify Joint Committee and Welsh Ministers of any issues regarding the National Adoption Service which it considers need to be drawn to their attention.

2   Membership of the Combined Governance Board will comprise of:

- WLGA Spokesperson for Health and Social Services or their representative.

- WLGA Deputy Spokesperson for Health and Social Services

- Independent Chair of the National Adoption Service Advisory Group (Chair of the Advisory Group and Co-Chair of the Combined Governance Board Meeting).

- Leader (or nominated executive representative) of Host Council.

- Elected member representative for each of the 5 Regional Adoption Collaboratives (from which the Vice Chair will be drawn).

- Director / Head of Service from each of the Regional Collaboratives.

- Senior officer representative of the Host Council.

- Representative of the 5 VAAs in Wales.

- Officer representative from the WLGA.

- Representative from the Association of Directors for Social Services Cymru (ADSSC).

- Representative of Association of Directors of Education in Wales (ADEW).

- A Designated doctor for Safeguarding/Looked After Children.

- A current RAC Adoption Panel Medical Advisor.

- Child and Adolescent Mental Health Services (CAMHS) representative.

- Representative of a Social Research Centre (currently Cardiff University, CASCADE).

- Representative of Children's Commissioner for Wales.

- Representative of CAFCASS Cymru

- Citizen or service user.

- Legal services representative from the Host Council.

- Director of Operations, National Adoption Service and secretariat.

3   The Joint Committee may invite other persons to attend meetings of the Combined Governance Board as observers.

4   The terms of reference of the Combined Governance Board shall be reviewed by the Joint Committee at least once a year which may make amendments to the terms of reference.

Schedule 3 Notice Provisions

Welsh Local Government Association
One Canal Parade,
Dumballs Road
CARDIFF
CF10 5BF

Blaenau Gwent County Borough Council
Municipal Offices
Civic Centre
Ebbw Vale
NP23 6XB

Bridgend County Borough Council
Civic Offices
Angel Street
Bridgend
CF31 4WB

Caerphilly County Borough Council
Ty Penalta
Tredomen Park
Ystrad Mynach Hengoed
CF82 7PG

The County Council of the City and County of Cardiff
County Hall
Cardiff
CF10 4UW

Carmarthenshire County Council
County Hall
Carmarthen
Carmarthenshire
SA31 1JP

Ceredigion County Council
Neuadd Cyngor
Ceredigion
Penmorfa
Aberaeron
Ceredigion
SA46 OPA

Conwy County Borough Council
Bodlondeb
Bangor Road
Conwy
LL32 8DU

Denbighshire County Council
County Hall
Wynnstay Road
Ruthin
LL15 1YN

Flintshire County Council
County Hall
Mold
CH7 6NB

Gwynedd Council
Council Offices
Shirehall Street
Caernarfon
LL55 1SH

Isle of Anglesey County Council
Council Offices
Llangefni
LL77 7TW

Merthyr Tydfil County Borough Council
Civic Centre
Merthyr Tydfil
CF47 8AN

Monmouthshire County Council
PO Box 106
Caldicot
NP26 9AN

Neath Port Talbot County Borough Council
Port Talbot Civic Centre
Port Talbot
SA13 1PJ

Newport City Council
Civic Centre
Godfrey Road
Newport
NP20 4UR

Pembrokeshire County Council
County Hall
Haverfordwest
Pembrokeshire
SA61 1TP

Powys County Council
Powys County Hall
Spa Road East
Llandrindod Wells
Powys
LD1 5LG

Rhondda Cynon Taf County Borough Council
The Pavilions
Cambrian Park
Clydach Vale
Tonypandy
CF40 2XX

The Council of the City and County of Swansea
Civic Centre
Oystermouth Road
Swansea
SA1 3SN

Torfaen County Borough Council
Civic Centre
Pontypool
Torfaen
NP4 6YB

Vale of Glamorgan Council
Civic Offices
Holton Road
Barry
Vale of Glamorgan
CF63 4RU

Wrexham County Borough Council
The Guildhall
Wrexham
LL11 1AY

[The Councils to provide details of fax numbers and e-mail addresses.]

Schedule 4 Financial Memorandum

1   The core budget for the office of the Director of Operations and national functions of the National Adoption Service is provided by a 'top slice' of the Revenue Support Grant and made available to the NAS via the Welsh Local Government Association. This arrangement was agreed by the Co-ordinating Committee of the WLGA in March 2014 as part of its agreement to the proposals to establish NAS.

2   The Councils shall ensure that:

2.1   The Joint Committee, the Combined Governance Board and the Director of Operations make appropriate use of the National Adoption Services budget to perform their functions and to facilitate achievement of the aims in clause 2 of this Agreement.

2.2   There are adequate financial and accounting procedures for the purposes of this Agreement.

3   The Host Council will provide the financial administrative accounting system and appropriate associated support for the discharge of the Specified and Agreed Functions on behalf of the Councils. Subject to the statutory role of each Council's Section 151 Officer in relation to their Council, the Host Council shall provide for the purposes of this Agreement the services of its Section 151 Officer to the Joint Committee.

4   The Director of Operations shall submit annual monitoring and accounting reports to the Joint Committee which shall include explanations for any variances against the profiled budget.

5   The Joint Committee shall review the expenditure and forecast to ensure that the allocated budget is being correctly adhered to.

6   The Joint Committee shall be presented with a report on the proposed use of the budget for the discharge of the Specified and Agreed Functions for approval on behalf of the Councils for the following financial year.

7   The Host Council shall apply its Financial Regulations and Contract Procedure Rules to the discharge of the Specified and Agreed Functions on behalf of the Councils pursuant to this Agreement.

8   Proportionate Basis for costs and liabilities of the Councils arising under the Agreement:

        The Proportionate Basis for which each Council shall be liable for costs arising under the Agreement (to the extent that the same exceed the 'top slice' of the Revenue Support Grant made available to the Joint Committee) shall be calculated by reference to the proportion that the population of each Council's area makes of the total population of Wales. Any indemnity to be funded by all Councils shall be calculated on the same basis.

Schedule 5 Specified and Agreed Functions and Services

1 Service Vision

1.1 The Councils wish to use the joint discharge of the Specified Functions to improve the performance of the Councils and partners in meeting the needs of those children who require permanence through adoption by bringing together the best practice from each authority and partner into an integrated adoption service and similarly for an agreed range of fostering functions.

1.2 The Councils agree that the joint discharge of the Specified and Agreed Functions should be underpinned by the guiding principles that looked after children and prospective adopters alike are advantaged by the joint discharge of functions and that the joint discharge of functions is demonstrably more efficient and flexible in delivering the Services.

2 Aims, Principles and Objectives of the joint discharge of the Specified Functions for adoption services

2.1 Enabling the Councils to comply with their obligations under the Directions.

2.2 Delivering a comprehensive adoption service at a national level.

2.3 Exercising oversight of Councils' compliance with legislation, regulations, minimum standards, local procedures and the performance management framework set by the Welsh Government and accountable to the Senedd / Welsh Parliament in line with the Directions.

2.4 Ensuring that services are carried out in a timely and efficient way and based upon the assessed needs of those persons requiring the service.

2.5 Ensuring that persons seeking approval as adoptive parents are welcomed without prejudice and delay and that their applications are considered on their individual merit.

2.6 Developing a recruitment strategy which ensures a range of adoptive placements are available nationally or through external agencies to ensure timely placements for all children where the placement plan is adoption.

2.7 Providing a child focused placement service to ensure that children are appropriately matched with adopters who can meet their needs throughout their childhood.

2.8 Providing a range of pre and post adoption support and intermediary services in conjunction with statutory and voluntary sector providers.

2.9 Establishing effective working links with key stakeholders.

2.10 Maintaining effective working links with local authority children's services departments to ensure that agency functions in relation to children requiring adoptive placements are maintained.

2.11 Utilising and building upon examples of good practice and promote consistency, excellence and continuous improvement.

2.12 Complying with the requirements of external audit and inspection.

2.13 Ensuring that customer feedback and the views of service users are obtained and considered in the development of services.

3 **Aims, Principles and Objectives of the joint discharge of the Agreed Functions for fostering services through Foster Wales**

3.1 National leadership to ensure consistency of approach on a regional and local authority basis

3.2 Commission / monitoring of the programme management contract with Association for fostering and adoption Cymru (AFA Cymru) / creation of a post for this function plus oversight / support of programme manager's work

3.3 Maintaining a performance framework and supporting performance reporting at national and regional level to inform improvement

3.4 Production of annual report and any other reporting required

3.5 Administration of agreed Foster Wales national Governance arrangements and support to Regional Development Manager meetings, practice forums and task & finish groups

3.6 Promotion of best practice and culture of continuous improvement currently as below:

- o Oversight and ongoing development of the Foster Wales brand

- o Production of national Policy and Procedures handbook incl. for recruitment

- o Core Offer of support

- o Fees and Allowances

- o Learning and Development framework

3.7 Commissioning and contract monitoring of contracts required for FW work – incl. website, brand repository, national marketing manager, launch & campaigns.

3.8 Administration of FW finance and grants and accountancy support. Securing resourcing through new / additional finance where possible.

4 **The Specified and Agreed Functions**

4.1 The Specified and Agreed Functions are:

The functions of the Director of Operations and central team including the following:

- Providing leadership to set the direction for NAS and Foster Wales including strategic planning by agreeing priorities, targets and resourcing following engagement with partners and stakeholders as well as support to operational planning.

- Reviewing progress including analysis of performance data and service information from the regions and VAA's.

- Providing annual and mid-year reports each year for agreement by the Combined Governance Board, Joint Committee and submission to Welsh Ministers as well as to WLGA and ADSS-C where required.

- Providing specific functions nationally to support and enable NAS operations (currently as below)

    - Establishing and maintaining a website for the National Adoption Service for Wales

    - Management of the Adoption Register for Wales (under contract from Welsh Government)

    - Commissioning and contracting national contracts to support service delivery functions and support

    - Maintaining arrangements for service user engagement across Wales

    - Leadership, matrix management oversight, advice and support to regions and VAA's.

    - Promotion of best practice and a culture of continuous improvement throughout the NAS.

    - Securing appropriate resourcing through new / additional finance or re-profiling of existing as well as managing the central team allocation, grants and investment.

    - Strategic commissioning as necessary for the discharge of functions

    - Maintaining arrangements for national governance and allied sub / task & finish groups to engage stakeholders in carrying out the actions / work agreed by the Combined Governance Board

    - Promotion of adoption, including national PR and marketing and the provision of the 'face and voice' of adoption in Wales.

    - Stakeholder and relationship management including with allied services and organisations in Wales and UK, Ministers and Welsh Government.

- Providing specific functions nationally to support and enable Foster Wales operations (currently as below)

    - Establishing and maintaining a national website for Foster Wales

- Commissioning and contracting national contracts to support service delivery functions and support

- Leadership, matrix management oversight, advice and support to regions and LA's

- Promotion of best practice and a culture of continuous improvement

- Managing the central team allocation, grants and investment, enabling negotiations with funding bodies to secure ongoing resourcing.

- Maintaining arrangements for national governance and allied sub / task & finish groups to engage stakeholders in carrying out the actions / work agreed by the Lead Heads of Children's Services Group

- Promotion of Foster Wales, including national PR and marketing.

- Stakeholder and relationship management including with allied services and organisations in Wales and UK, Ministers and Welsh Government.

5   The Services

5.1   The services to be provided by the host local authority to facilitate the discharge of the Joint Committee's function shall be detailed in a separate agreement but will be provided subject to and on the overarching terms and conditions set out in this Agreement . Such Host services may include:

(i)Office accommodation and allied facilities services

(ii) Employment of staff, associated human resource functions and advising on workforce planning / issues

(iii) Use of its IT systems and databases, including provision of a separate email domain/s and stand-alone websites as needed

(iv) Finance / accounting services, supporting management of core budget and grant aid including facilitating the transfer of funds to relevant local government or partners agencies of NAS and Foster Wales.

(v) Information security advice and support, ensuring compliance with changing legislation

(vi) Facilitation of procurement and contracting requirements to deliver functions

(vii) Legal advice as required incl. for contracts.

(viii) Engagement of Officers and Members in governance arrangements as required by the Directions

5.2 The Host Authority may make arrangements with third parties for the discharge of the Services and recharge such costs to the Joint

Committee. The Host Authority shall first discuss such matters with the Director of Operations.

Schedule 6 Terms of Reference for the Lead Head of Children's Services Group

1   Objectives and Scope

    1.1   The main objectives of this group are:

    (a)   To support the strategic oversight of Foster Wales

    (b)   To consider the implications at local and regional level arising from the transition to Foster Wales

    (c)   To consider the development needs of services at local, regional, and national level

    (d)   To seek and support solutions to overcome barriers and challenges

    (e)   To continue to develop and maintain collaboration across local authority fostering

    (f)   To consider reports presented, agree actions, make decisions, and monitor progress

    (g)   To consider performance reports and monitor KPIs as identified and agreed

    (h)   To make recommendations for future areas of work programme development

2   Membership

    2.1   Core membership will include:

    (a)   6 x Regional designated Lead Head of Children's Services

    (b)   Director of the National Adoption Service

    (c)   6 x Regional Development Managers

    (d)   A Director of Social Services

    (e)   Programme Manager

    (f)   An officer of the Welsh Local Government Association

    2.2   Arrangements will be put in place to ensure good links between this meeting and members including briefing the WLGA spokesperson for health and Social Care or their nominated Deputy with responsibility for children's services.

3   Frequency of meetings

    3.1   Meetings will be held at an agreed frequency no less than quarterly (currently monthly), dates and times will be scheduled and provided with advanced notice.

4   Accountability and communication

4.1   The group is accountable to the Joint Committee, which holds responsibility for overall oversight of the National Adoption Service and Foster Wales.

4.2   Regional representatives are responsible for ensuring that effective communication channels are in place. This should include mechanisms for the sharing of information, decisions, and outcomes from this group to relevant forums and individuals within their own region.

Schedule 7 Scheme of Functions Delegated to the Director of Operations

Part One
SCHEME OVERVIEW
1. Purpose

1.1. The National Adoption Service for Wales (NAS) operates in a multi-agency partnership context. This is a complex arrangement best described as a local government led collaborative with a range of different interfaces including the voluntary sector. In order that the NAS national / central team staff can carry out its functions effectively under the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015, it is essential that employees at all levels of the organisation are clear that they have the delegated authority to make decisions. It is also important that employees are clear where they do not have the authority to make decisions.

1.2. The Scheme of Delegation is the framework creating the authority to make a decision or discharge a function. Delegation also means that those to whom responsibility has been given are prepared to be accountable for the decisions they have been asked to make and the functions they discharge. Effective and transparent decision making also requires that those making a decision must be confident about the scope of their authority.

1.3. The aim of the Scheme of Delegation is to set out who has the authority to make decisions within the national / central team of the National Adoption Service for Wales. It is a companion document to the National Adoption Service in Wales Partnership Agreement and the Agreement for the Establishment of a Joint Committee for the National Adoption Service.

1.4. This Scheme of Delegation sets out who can carry out the functions. It does not explain how they are to be carried out. The NAS has adopted the procedures of the Host Council (Cardiff Council) which set out the rules for this. The Host Council is also the employer of NAS staff. As a result, NAS Officers must be familiar with the Host Council's:

- Financial Procedure Rules (Part 4.6 of the Constitution)
- Contract Standing Orders and any Procurement guidelines issued by the Host Council
- Human Resources guidance and procedures

1.5. All powers within the Scheme of Delegation are to be exercised within approved budgets and all staffing and recruitment delegations take effect subject to approved HR guidelines.

1.6. At the commencement of this Agreement the full arrangements for Foster Wales are being developed but it is anticipated that its relationship to the Joint Committee will be the same as for NAS albeit that governance is managed through the Lead Heads of Children's Services (LHOCS) meeting and that delegated authority will operate in the same way. The Terms of Reference of the Lead Heads of Children's Services meeting are in Schedule 6 of this Joint Committee Agreement.

2. Arrangement of the Scheme of Delegation

2.1. . The Scheme of Delegation is arranged in three parts.
   a) Scheme Overview
   b) The Joint Committee and Combined Governance Board
   c) The Director of Operations

3. The Joint Committee, Combined Governance Board and Regional Collaboratives

3.1. The complex nature of the arrangements has a number of key bodies either delivering the Adoption Services or setting overall strategy. They interact in a way that influences the approach to delegation.

3.2. The Joint Committee will, on behalf of the 22 Welsh Local Authorities, exercise their powers with reference to the provision of the collaborative arrangements for the National Adoption Service for Wales (NAS) and for Foster Wales (FW). It will be underpinned by a legal agreement (Joint Committee Agreement) and be comprised of Council Members. Its role will be to oversee the work of NAS and Foster Wales and specifically approve / receive the below:

- The Annual Reports of NAS and of Foster Wales;
- The annual programmes of work for the NAS and for Foster Wales;
- The budget/s for the office of the Director and the national work of NAS and for Foster Wales; and
- The agreement, and any changes required, for the Host Council support of the office of the Director to enable it to facilitate the work of NAS and FW.

3.3. For NAS (only) it will also oversee how the authorities work together to exercise their powers and comply with the National Assembly Directions (now Senedd Wales).

3.4. The Joint Committee has primary responsibility for the delegation framework as it may delegate a function to an officer.

3.5. The terms of reference for the Combined Governance Board are contained in schedule 2 of the Agreement for the Establishment of a Joint Committee for the National Adoption Services. The schedule indicates the Board must approve as prepared by the Director of Operations / central team the following:

- An annual programme of work for the National Adoption Service.

- A half year and full year progress report for the Welsh Local Government Association (WLGA – Full Council), the Minster for Health and Social Service and the Welsh Government.

- The budget and financial management arrangements of services and the office of the Director of Operations.

3.6. The terms of reference also hold the following accountable for the delivery and performance of their services within the NAS arrangements:

- Regional Collaboratives (and their staff),
- the Director of Operations and central team,
- the Voluntary Adoption Agencies and other services

3.7. In order to support the work of the Combined Governance Board the Director of Operations will prepare the items listed in section 3.3 using the support of the Host Council where appropriate.

3.8. As the lead executive of the NAS, the Director of Operations has delegated authority from the Joint Committee to manage the organisation. The Director of Operations is also responsible for delegating other decision-making responsibilities to officers within NAS.

3.9. The Joint Committee delegates to the Combined Governance Board or Director of Operations all matters which it does not reserve to itself for decision.

3.10. The Director of Operations shall provide regular reports to the Combined Governance Board and Joint Committee on the discharge of the Specified Functions.

3.11. The delegation of functions and responsibilities both from the Joint Committee and the Director of Operations requires those using delegated authority to carry out those functions in a way that will not prevent the effective discharge of any functions or bring the NAS into disrepute or in any other way have an adverse effect on the NAS.

3.12. The scheme of delegation can be removed by the Joint Committee if it takes a formal decision to do so. In these circumstances the Joint Committee would assume those responsibilities that it had previously delegated or delegate these responsibilities to the Combined Governance Board. The Director of Operations can also remove delegations they have granted to their team and in doing so would assume the previously delegated responsibilities or transfer these to another member of their team.

3.13. Each region is made up of a number of specified local authorities. These are regional collaboratives overseen by Regional Management Boards. For the NAS to work effectively Partnership Agreement states there should be robust links between RMBs, the Combined Governance Board and the central team (led by the Director of Operations). The RMBs are required to produce an annual report submitted to the Director of Operations by 31st May each year. Other aspects of regional working include the Regional Joint Committees, Regional Operation Groups and a lead authority for each region.

3.14 There is no legislation underpinning Foster Wales. Existing regional meetings link to the national Lead Heads of Children's Services meeting which in turn reports to the Joint Committee.

4. Principles of Delegation

4.1. The scheme of delegation has a number of principles that underpin the approach adopted so that the transfer of responsibility for a task or function from the Joint Committee, Board Meeting or Director of Operations does not change the overall accountability.

- The Joint Committee, Combined Governance Board LHOC's meeting and the Director of Operations remain accountable for all their functions, even those they have delegated. In order to be assured that the responsibilities that they have delegated are being discharged properly they require information about the exercise of those functions. Appropriate management oversight must be exercised to ensure there is sharing of delegated decisions.

- In order to make sound decisions, the authority to take decisions must be supported by appropriate skills and knowledge. Those exercising delegated decision-making powers must be made aware of the decisions that have been delegated to them, the limits of their authority and have access to relevant advice if appropriate.

- A record of delegated decisions will be kept and shared with the Joint Committee and the Combined Governance Board. The frequency of the information to be received will be determined by the Joint Committee and Board but should not be less than quarterly. Where a decision has been formally delegated to the Director of Operations by the Joint Committee or the Combined Governance Board, the decision to delegate will be recorded in the Committee or Board minutes. The decision and its outcome will then be contained in a separate section within the Director of Operations' Quarterly Report to the following

Combined Governance Board. An equivalent process will be developed for Foster Wales

- If the post holder for a delegated decision is absent the line manager will be expected to make the decision. Should the decision be urgent, and a matter delegated to the Director of Operations the Chair of the Combined Governance Board will be able to make the decision in consultation with the Board and, in the case of the absence of the Director of Operations, the relevant staff reporting to the Director of Operations.

- Where a delegated decision is viewed by the postholder as requiring further discussion due to the sensitivity of the issue they should consider approaching the Director of Operations for advice. In the case of the Director of Operations this would involve the Chair of the Joint Committee or the Combined Governance Board as appropriate.

5. Variation, ownership and review of the scheme

5.1. The constitution of the Joint Committee includes authority to delegate a function to an officer (Schedule 1, paragraph 25). Variations to the Scheme of delegation will be approved by the Joint Committee and any deviation from it must be approved by the Joint Committee, with such deviations being reported to the next meeting.

5.2. For administrative purposes, the Director of Operations, on behalf of the Joint Committee, is the manager of the Scheme of Delegation and will keep the scheme under review in consultation with the Joint Committee Monitoring Officer who will be required to comment on the proposals. Any suggested amendments will be subject to consultation with the Combined Governance Board. Any proposed changes will be submitted to the Joint Committee unless authority to amend the scheme is delegated to the Combined Governance Board. If delegation occurs any changes to the Scheme of Delegation will be reported to the next Joint Committee.

5.3. However, the Scheme will be updated as often as is necessary to ensure it remains current, following review and consultation in accordance with paragraph 5.2.

Part Two
The Joint Committee, the Combined Governance Board, Regional Collaboratives, Lead Heads of Children's Services meeting and Director of Operations

a. The Joint Committee

1. The Agreement for the Establishment of a Joint Committee for the National Adoption Service indicates Welsh Councils have agreed to establish and participate in a joint committee to facilitate the delivery of the Specified and Agreed Functions with a view to their economical, efficient and effective discharge.

2. The Joint Committee is specifically responsible for:

a. The overall scheme of delegation.

b. establishing and delivering the NAS and Foster Wales strategic aims and objectives consistent with its overall strategic direction and within the agreed Welsh Government policy.

c. strategic direction and decisions as submitted by the Combined Governance Board and LHOC's meeting.

d. ensuring that the responsible minister is kept informed of any changes which are likely to impact on NAS strategic direction or the delivery of the

obligations set out in the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015.

b. The Combined Governance Board

3. The terms of reference of the Combined Governance Board (the Board) indicates the overall role is to provide strategic direction and decisions for submission to the Joint Committee to facilitate the delivery and improvement of adoption services on Wales through the National Adoption Service (NAS) arrangements.

4. The Board also holds the Regional Collaboratives and the Director of Operations and central team accountable for delivery and performance of their services within the NAS arrangements.

5. The Board is responsible for ensuring the Director of Operations has adequate resources to discharge the Specified Functions and deliver an effective NAS. In coming to a decision whether to recommend this to the Joint committee the Board will rely on the advice of the Director of Operations.

c. Regional Collaboratives

6. The Regional Collaboratives must provide an annual report to the Director of Operations by 31st May covering
    a. The performance of the regional collaborative against the performance measures in the National Performance Management Framework
    b. An analysis of the implementation of the annual work programme and plans to address any under-performance
    c. Plans to develop the adoption service within the region in accordance with the national business priorities
    d. Information regarding the resolution of complaints and determination of disputes at local and regional level and any impact on the provision of adoption services

7. The Scheme of Delegation recognises that the Director of Operations will need to act on behalf of the Combined Governance Board and the Joint Committee when working with the Regional Collaboratives.

8. The Scheme of Delegation recognises that the Director of Operations is not only a member of the Combined Governance Board but is also the principal professional advisor on delivery and improvement of adoption services in Wales through the National Adoption Service arrangements. This will include providing advice to the Joint Committee and Combined Governance Board on the Regional Collaborative arrangements including reporting on the position to the Board based on the reports that Regional Collaboratives must provide to the Director of Operations by 31st May of each year

d. The Director of Operations

7. The scheme of delegation will operate to enable the Director of Operations to carry out the following Specified and Agreed Functions:
    a. Providing leadership to set the direction for NAS including strategic planning by agreeing priorities, targets and resourcing following engagement with partners and stakeholders as well as support to operational planning.

    b. Reviewing progress including analysis of performance data and service information from the regions and VAA's.

    c. Providing annual and mid-year reports each year for agreement by the Combined Governance Board, Joint Committee, and submission to

Welsh Ministers as well as to WLGA and ADSS-C where required; and

d. Providing specific functions nationally to support and enable NAS operations including those outlined in the table below.

MATTERS DELEGATED BY THE JOINT COMMITTEE TO THE DIRECTOR OF OPERATIONS. *(The delivery of these delegated functions will be overseen on a day-to-day basis by the Combined Governance Board for NAS and the Lead Heads of Services meeting for Foster Wales)*

Strategic Direction and Business Planning
The Director of Operations is responsible for:
- Overseeing the development of the annual programme of work and budget for the National Adoption Service (incl. Foster Wales). This will include a medium term (3 year) financial plan accompanied by the assumptions on which longer term planning is based

- A half year and full year progress report for the Welsh Ministers and the Welsh Government with required oversight of the Combined Governance Board and the Joint Committee.

Financial Management, Commissioning, Propriety and Value for Money
The Director of Operations is responsible for:
- Ensuring the NAS stays within its overall budget
- Ensuring the NAS operates within the financial regulations of the Host Council
- Signing agreements or other documents on behalf of the Joint Committee and/or the Combined Governance Board
- Securing appropriate resourcing through new/additional finance or reprofiling of existing as well as managing the central team allocation, grants and investment
- Ensuring the NAS complies with any requirements to publish information as required by legislation and the Welsh Government
- Approving the level of delegation for non-pay expenditure within the overall delegation scheme as approved by the Joint Committee and/or the Combined Governance Board
- Approving those posts as having the responsibility of Budget Holder
- Authorising contracts up to £1m, and in excess of £1m in conjunction with the Combined Governance Board
- Taking overall responsibility for the control of the NAS's fixed assets
- Ensures the Host Council's agreed systems of control are applied within the NAS to protect against fraud and losses including data losses
- Strategic Commissioning as necessary for the discharge of functions
- Ensuring all staff are aware that the NAS operates within the Host Council's:
  - Financial Regulations and procedures.
  - Contract Standing Orders and any Procurement guidelines issued by the Host; and
  - Human Resources guidance and procedures

Risk Management and Assurance

The Director of Operations is responsible for:
- Ensuring the risks to the Annual Plan are identified, assessed, managed and escalated where necessary in accordance with the Host Council's risk management policy
- Monitoring, controlling and assuring the Joint Committee and Combined Governance Board of the business and regulatory risks for which they are responsible

Information and Information Governance

The Director of Operations is responsible for:
- Understanding and addressing the risks to the information assets under their control or delegated to them by the Joint Committee and/or Combined Governance Board
- Providing assurance to the Host Council's SIRO on the security and use of information assets
- Ensuring data is managed in accordance with the requirements of the Data Protection Act 1998
- Approving the release of information about the provision of National Adoption Services
- Establishing and maintaining a website for the National Adoption Service for Wales
- Promotion of adoption, including PR and marketing and the provision of the 'face and voice' of adoption in Wales
- Management of the Adoption Register for Wales (under contract from the Welsh Government
- Maintaining arrangements for service user engagement across Wales

Dispute Resolution

The Director of Operations is responsible for:
- Producing and implementing a plan to resolve any dispute that arises in relation to any aspect of the Agreement for the Establishment of a Joint Committee for the National Adoption Service

Regional Arrangements and Regional Collaboratives
- Advising the Joint Committee and/or the Combined Governance Board on the working arrangements for the Regional Collaboratives
- Leadership, matrix management oversight, advice and support to regions and VAA's
- Maintaining arrangements for national governance and allied sub/task & finish groups to engage stakeholders in carrying out the actions/work agreed by the Combined Governance Board

Achieving More Together / Cyflawni Mwy Gyda'n Gilydd

NATIONAL ADOPTION SERVICE IN

WALES

PARTNERSHIP AGREEMENT

FINAL

(V1: September 2020; to be reviewed 2025)

CONTENTS

THIS AGREEMENT IS MADE ON [XXXX] 2020 hereon referred to as the 'commencement date'

BETWEEN:

(1) Each of the 22 Local Authorities listed in Schedule 1 of this Agreement,

(2) Each of the 5 Regional Lead Local Authority Officers in representing the broader membership of the regional collaborative/s and in particular in relation to sections 5, 6, 7, 8 and 9 as these apply to their roles,

(3) Director of Operations – National Adoption Service (NAS) in representing NAS as a whole and in particular sections 3, 4, 5, 6, 7, 8, 9, 10 as these apply the role,

(4) Welsh Local Government Association (WLGA)

each is a "Partner" and together, the "Partners".

1   Interpretation

1.1   In this Agreement unless the context otherwise requires:

1.1.1   References to a statute or statutory provision shall be construed as a reference to the same as from time to time amended, consolidated, modified, extended, re-enacted or replaced. Any reference to a statutory provision shall include any subordinate legislation made from time to time under that provision;

1.1.2   The headings are for convenience only and shall not affect the interpretation of any provision of this Agreement;

1.1.3   Any phrase introduced by the words "including", "includes", "in particular" or "for example" or similar shall be construed as illustrative and shall not limit the generality of the related general words;

1.1.4   "Writing" or "written" includes e-mail (provided that an error-free transmission report is received by the sender and no notification of malfunction or failure of transmission is received by the sender); and

1.1.5   Definitions of all acronyms are contained within the Directions document referred to below and embedded in this Agreement and will therefore not be repeated here

2   Introduction

2.1   A Partnership Agreement (hereon referred to as the 'Agreement') is a non-legal contract between partners in a partnership which sets out the terms, roles, responsibilities and conditions of the relationships between the partners. It describes the powers and duties of each partner and how the parties will work together to exercise their powers and comply with the National Assembly Directions for the National Adoption Service for Wales (NAS), 'The Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 (hereon referred to as 'Directions').

https://gov.wales/adoption-and-children-act-2002-joint-adoption-arrangements-wales-directions-2015-no12

https://llyw.cymru/cyfarwyddydau-deddf-mabwysiadu-phlant-2002-cyd-drefniadau-mabwysiadu-cymru-2015-rhif-12

2.2   This Agreement is between the local government partners in the National Adoption Service (NAS). It builds on and updates the original work undertaken in setting up the NAS via a document entitled 'Proposals for Achieving a National Adoption in Wales and Development of the Functional Model', dated 15/04/13. It is important to recognise that this agreement sits within a wider collaborative service arrangement that includes others including, importantly, the Voluntary Adoption Agencies that operate in Wales, Health and Education.

2.3   NAS was created to improve adoption services in Wales by ensuring consistent, good quality services are available in all parts of the country. This is underpinned by National Assembly Directions as noted above.

2.4   This Agreement lays out how 'business gets done' in delivering the optimal model and vision for NAS in terms of what it was set up to do i.e. *'creating a modern, responsive and forward thinking adoption service for Wales'* which fulfils the Directions and in turn will deliver the following business priorities:

- Increasing the number and range of adoptive homes available so that all children with an adoption plan are placed in a timely way;
- Ensuring prospective and approved adopters receive good quality, timely assessment and support;
- Implementing the National Adoption Service Framework for Adoption Support to provide improved access to advice, information and services for those that need and want support;
- Achieving overall improvements in the performance of adoption services across Wales.

2.5   The Agreement seeks to reflect both the significant amount of work, commitment and progress NAS has made over the last few years, as well as

signifying a 'gear change' to support NAS achieving its optimal model by incorporating a commissioning approach.

3 Term

3.1 The Agreement shall commence on the Commencement Date and continue in full force and effect for the Initial Term unless otherwise agreed by the Partners.

3.2 All obligations arising from the 2015 Directions shall continue on the Commencement Date and the obligations of the Partners in respect of NAS shall be governed by this Agreement.

3.3 At the end of the Initial Term, this Agreement may be extended by the Parties for further five year periods (each, a Renewal Term) subject to the 'Directions' remaining in force. The Directions require local authorities in Wales to remain part of this arrangement; change to this will be subject to further Welsh Government legislation. Proposals to change the regional collaborations must be actioned in accordance with section 7 (p) of the Directions i.e. by notifying in writing the Chair of the regional management committee and the Chair of the NAS Governance Board. The NAS Director of Operations should be included in that correspondence.

4 The Partnership Context

4.1 NAS operates in a complex multi-agency partnership context with a range of different interfaces between the national/regional and local, political and professional, statutory and voluntary and the voices/experiences of people accessing and using adoption services in Wales.

4.2 The work to create and develop NAS to its current better understood and more confident position, has been achieved through collective endeavour involving local government through the Welsh Local Government Association (WLGA), the Association of Directors of Social Services Cymru (ADSS-C), local councils in Wales, the Welsh Government, the Voluntary Adoption Agencies (VAAs) in Wales and other stakeholders and partners. The Welsh Local Government Association (WLGA) provides the funding and contracts with the host local authority for NAS national functions on behalf of all local authorities. Together with ADSS-C, they are the lead bodies for NAS because of their respective representative and leadership roles for local government and social care in Wales respectively.

4.3 Fundamentally, NAS is a local government led collaborative which works closely and in collaboration within a wider partnership of a range of key stakeholders. This includes the Voluntary Adoption Agencies (VAA's) that operate in Wales and importantly the voice of service users, who have a significant role in influencing the governance arrangements – see structure chart below. The intention of this Agreement is to provide further clarity and understanding of the local government elements of these arrangements

within the wider partnership and in moving NAS to its next phase of development.

The diagram below shows NAS in a format that resembles a traditional organisation. This reflects how it would wish to operate whilst acknowledging that it is in fact a collaborative which comprises of a number of sub-collaboratives at regional level.
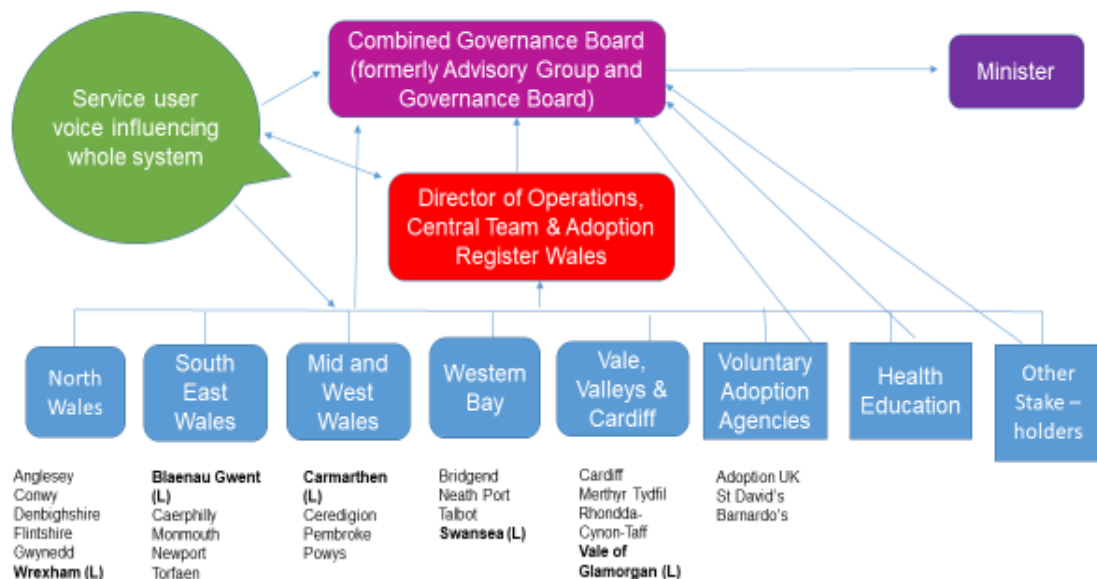
5 Working Styles and Behaviours

5.1 In continuing to build a single culture across adoption services which provides 'the glue' for the complex multiple range of stakeholders that make up NAS, it's important to agree working styles and behaviours which all partners sign up to and adopt. The following styles and behaviours have been agreed by the Combined Governance Board (GB) which includes all partners and it is anticipated that Regional Management Boards (RMB's), managers / staff working in the adoption functions that remain at Local Authority level, staff in VAA's and other partners agencies do likewise. All have agreed to adopt the following styles and behaviours in delivering a high quality national adoption service and will underpin how all stakeholders undertake their role:

- **Leadership** – within the organisation represented and in NAS meetings
- **Partnership** – evidencing a commitment to collaborative working in recognition that this delivers improved outcomes for children and families
- **Compliance** – with the systems and processes in place which are there to ensure consistency and safety of approach
- **Accountability** – so that everyone understands the location of their role and its unique contribution to the wider system of adoption services

- **Intelligent data use** – maximum benefit is drawn from the data collected to both highlight and share good practice but also to surface areas for service and practice improvement
- **Engagement with all stakeholders** – a commitment to the fundamental principle that NAS is built on the basis of high levels of engagement and co-operation between all stakeholders as well as with adopters, adoptees and others that receive services
- **Performance and service improvement** – through commitment to continuous performance monitoring, areas for service improvement which is quickly identified and acted upon
- **Best practice and continuous improvement** – identification and sharing of best practice is the best route to continuous service improvement
- **Professional advice to Ministers, Welsh Government and key partners** – identification and formulation of sound advice.

5.2 In order to achieve these behaviours the following working styles are necessary:

- Partners are required to work in a **collaborative way**, with strong support, constructive challenge, shared learning and accountability.
- All communications and meetings are arranged as **constructive spaces** to tackle issues collectively.
- Accountability is tested against **commitments by each partner** in the delivery against strategic commitments set out in the Annual Plan.
- Business meetings aim for **consensus agreements** based on collective responsibility, but revert to majority view if necessary.
- Agenda and **communications** between members of meetings will be **conducted in a professional but cordial manner** with minimal formality.
- Meetings will endeavour to ensure that the sometimes **complex stakeholder relationships**, which members need to refer to, **will be recognised.**

6 The role of commissioning in the NAS context

6.1 Central to NAS's ongoing maturity as an organisation is the development of its commissioning skills and capacity specifically in relation to the business priorities identified in 2.4. All partners and stakeholders have a role to play.

6.2 NAS Central Team will increasingly lead this through its work, initially by linking new funding or investment e.g. Welsh Government investment or grants as appropriate, through the creation of a commissioning fund to progress the aims and priorities of NAS. This is based on data and the quantative / qualitative intelligence collected and analysed through the central team of NAS to enable NAS to commission directly, or influence

commissioning decisions more strategically both within NAS and with partners such as the Welsh VAA's, to deliver its priorities.

6.3 **NAS Central Team**: based on the best available intelligence around needs and resources will recommend to the Governance Board commissioning priority areas to be included in the NAS business plan/s which aims to achieve agreed optimal adoption service models. On agreement, they will lead a commissioning project through to delivery, including allocating resources, purchasing services and monitoring impact alongside its substantive role in scrutinising delivery and development. This will include agreeing specific responsibilities with each region and VAA.

6.4 **Governance Board:** will scrutinise and challenge the intelligence put before them before signing off commissioning priorities. The Board will then oversee the implementation of the priorities ensuring they are delivering improved outcomes for children, young people and their families accessing adoption services directly or indirectly.

6.5 **Regional Management Boards:** will agree as part of their regional plan their business priorities, drawing on the nationally agreed priorities, as well as how the resources needed will be provided. This is likely to include accessing the national commissioning resources as well as requiring a financial commitment of each local authority and / or the regional budget. RMB's will oversee planning by the regional service, in partnership with the central team, to undertake pan Wales or regional projects ensuring they can provide the agreed level of input, including regional finance, to projects / service development. RMB's will report on delivery / outcomes to the NAS Governance Board, through central team, as well as influence the content and priorities of the national plan / commissioning fund.

6.6 The strategic commissioning function of the central team of NAS in respect of adoption services will support regions and partners to:

- Identify service gaps and development needs through analysis of information and feedback;
- Assist with strategic outcomes focussed planning and decommissioning;
- Support consistency of practice and ensure service user voices and experiences shape commissioning decisions.
- Develop bespoke contract service specifications for tender;
- Manage and monitoring of framework performance to assess impact of commissioning decisions

| 6.7 | These functions may be amended by the Governance Board, following consultation with partners, during the term of the Agreement in order to meet the changing needs and requirements of the service needs and its Partners. |

7 Roles and Responsibilities of Partners

7.1 Welsh Local Government Association (WLGA) and Association of Directors of Social Services Cymru (ADSS-C)

7.1.1 The WLGA, alongside the ADSS-C, are the lead body for NAS and provides the funding for its national functions. On behalf of all 22 LA's, WLGA will hold a contract with Cardiff Council for the hosting of the central team and the provision of the support services that enables it to operate. This is likely to be through a Joint Committee within its own governance arrangements.

7.1.2 ADSS-C provides professional and strategic leadership of social care services in Wales, representing the collective view of all twenty-two local authorities' social services departments across Wales. ADSS-C led the creation of the original functional model for NAS and shares leadership for NAS. The ADSS-C Lead Director for Children has an active role in supporting the co-ordination of the social care leadership across regions and local authorities.

7.2 Host Authority

7.2.1 In line with the requirement in the 'Directions' for there to be a 'Host' local authority for the national level functions of the NAS, Cardiff Council was chosen, through a competitive process, to be the Host Authority. The Host Authority is represented on the NAS Governance Board politically through the Cabinet Member for Children's Services and by the lead senior officer, the Director of Social Services.

7.2.2 The role of the Host Authority includes appointing the Director and central team staff as well as supporting and enabling the national level functions of NAS many of which are outlined in the 'Directions' including receiving the NAS core budget, which is a 'top slice' from the Revenue Support Grant, and any other finance such as grant aid for NAS. Since 2015 the NAS, through the central team and supported by Cardiff Council, have managed the Adoption Register for Wales under contract from the Welsh Government.

7.2.3 Cardiff Council's hosting of the central team includes the following:
- Office space
- Use of its IT systems and databases, including provision of a separate email domain and support to commission a stand-alone website
- Finance / accounting services
- Information security, ensuring it's compliance with changing legislation
- Advising on workforce planning and supporting human resource issues
- Support with legal/procurement services as and when required

7.2.4   Cardiff Council agrees to use all reasonable endeavours to maintain the availability of the Host Services that it provides to NAS within the contract with WLGA referred to in paragraph 7.1.1.

7.2.5   Any significant changes to the provision of the Host Services shall be agreed between the Host Authority, WLGA and ultimately the NAS Governance Board.

7.3   Combined Governance Board (GB)

7.3.1   The former Advisory Group and Governance Board are now combined to create a single Governance Board, hereon referred to as the 'Board'. The GB is the decision making body for NAS as outlined in the 'Directions'. The overall role of the Board is to provide strategic direction and decisions to facilitate the delivery and improvement of adoption services across Wales through the National Adoption Service arrangements. The full range of the Boards responsibilities are laid out in the Terms of Reference and the 'Directions'.

FINAL V3 NAS
Combined Governanc

Its primary strategic responsibilities are:
- To provide political and professional leadership and advice to inform the overall strategic direction of the NAS and adoption services in Wales
- To hold the Regional Collaborative/s (and their services), the Director of Operations and central team, the VAA's and other services accountable for the delivery and performance of their services within the NAS arrangements.
- To approve, as prepared by the Director of Operations / Central Team:
  - ✓ An annual programme of work for the NAS.
  - ✓ A half year and full year progress report for the Minster for Health and Social Services and the Welsh Government.
  - ✓ The budget and financial management arrangements of services and the office of the Director of Operations.
- To support the delivery of adoption services through the NAS arrangements to ensure it reflects the best possible practice and is based on a culture of continuous improvement.
- To notify Welsh Ministers of any issues regarding the National Adoption Service which it considers need to be drawn to their attention

7.4   Regional Management Boards (RMB's)

7.4.1   Each region is made up of a number of specified local authority areas which form the 'regional collaborative' overseen by Regional Management Boards (RMB's). Their primary role is to coordinate adoption activities best delivered at the regional level and to implement decisions and strategies from the GB; they may also have other roles determined by the legal agreement for their

collaborative. RMB's oversee service performance, delivery and development across the regional collaborative. There should be robust links between RMB's, the NAS Governance Board and the Central Team.

Sample RMC ToR for
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7.4.2 Under the Directions RMB's are required to produce an annual report to be submitted to the Director of Operations by 31st May each year, to include:
- The performance of the regional collaborative against the performance measures in the National Performance Management Framework
- An analysis of the implementation of the annual work programme and plans to address any under-performance
- Plans to develop the adoption service within the region in accordance with the national business priorities
- Information regarding the resolution of complaints and determination of disputes at local and regional level and any impact on the provision of adoption services

7.4.3 Members of RMB's are drawn from across the adoption sector and bring a range of different qualities and experiences to regional strategy and delivery.

They have specific roles and responsibilities including:
- To take forward, from their representatives on the GB, decisions requiring implementation at regional level
- To feedback up to the GB any issues requiring consideration at a national level
- To formally agree (or otherwise) to decisions by the RMB on behalf of a specific organisation or a body of membership and take decisions back to their organisations and services, management / trustee boards (or equivalent) for implementation.
- To advise the RMB about the implications of a decision or a course of action on behalf of their organisation or body of membership.
- To advise the RMB on the basis of their relevant professional role or responsibility, personal knowledge and experience.

7.4.4 The work of each collaborative and RMB has developed in different ways to suit local arrangements. However, at minimum to strengthen governance from political and professional perspectives, the following should also be in place consistently across Wales:

7.4.4.1. **Regional Joint Committees** made up of cabinet leads across a region who meet twice a year to agree plans and resource recommendations via the RMB's. This should include the member that sits on the NAS Governance Board. They support Members being kept fully informed and involved in the strategy, delivery and resourcing of NAS both at regional and national levels. In the event of a situation where a regional Joint Committee cannot be established, an equally robust arrangement to bring the Cabinet Member's with portfolio responsibility for children's social care together across the region, should be put in place to focus on the regional adoption service. Any

such arrangement should be agreed with the Co-Chairs of the Combined Governance Board and the Director of NAS.

7.4.4.2. **Regional Operation Groups** which bring key managers from each local authority together to oversee processes, systems and practice issues across the Region to improve consistency and service delivery in their local authorities. The RMB may refer matters for consideration by the ROG and consider reports/ issues of concern highlighted by them.

7.5 Regional Lead Authority

7.5.1 Each region has a Lead Authority which co-ordinates the work of adoption within that region. Broadly, each host Authority will fulfil the following functions:

- Provide leadership in respect of adoption matters at regional and local authority levels to complement and support that provided nationally.
- Provide and develop the range of operational activities necessary for the adoption functions outlined in their partnership agreement e.g. assessment and approval of adopters, matching and placement of children, adoption support to a range of people and intermediary advice / services.
- Ensure appropriate staffing, equipment, services and accommodation etc. are available to carry out the range of agreed adoption functions
- Making appropriate arrangements to finance, audit and scrutinise the regional service.
- Establish the RMB in line with regulations including that the views and experience of service users are taken into account in carrying out the regional functions.
- Ensure appropriate and robust links to each Local Authority Children's Services Department within the Region are in place to support their delivery of the adoption functions they retain for children so that a seamless services in line with best practice for children and adoptive families is delivered.
- Ensure compliance with legislation, regulations and the performance management framework and strategy set by the Governance Board.
- Report on a regular basis to the Director of Operations and in turn to the Governance Board.
- Provide appropriate senior manager and political representation on the Governance Board.

7.6 Role of Directors of Social Services (DSS)

7.6.1 To provide strategic leadership to the implementation of the optimal model for adoption services in their Local Authority area including actively engaging with RMB's in overseeing this.

7.6.2 Advocating on behalf of NAS in different partnership decision making bodies which have a bearing and influence on adoption services

7.6.3 Ensuring the engagement and oversight of lead politicians in the work of the adoption collaborative including its inclusion in appropriate arrangements e.g. corporate parenting, strategic planning, scrutiny and reporting,

7.7 Role of Lead Local Authority Heads of Children Services

7.7.1 This role, usually undertaken by the Head of Service / Assistant Director, holds the following responsibilities and expectations:
- Providing strategic and senior level operational leadership for the development and delivery of service in line with national plans including holding the local authorities of the collaborative to account
- To represent the service and regional management board within the formal Governance arrangements including the lead Local Authority meeting and other ad hoc meetings as required
- To contribute to and/or provide advice on national developments and work streams particularly on those areas which have a direct bearing on the wider elements of children's service business.
- To champion the adoption agenda and the work of the regional adoption collaborative in any partnership decision making bodies and other relevant work linked to and having an influence on adoption services.

7.8 Role of Regional Managers (RAM's)

7.8.1 RAM's have a central role to play in overseeing the strategy and delivery of NAS at all levels i.e. national/regional and local. Their core responsibilities are to:
- Act as operational lead for the regional service ensuring high quality adoption services are being delivered and the optimal model achieved.
- Create a regional development plan that meets national and regional priorities that is updated and delivered as required.
- Oversee regional performance analysis and reporting, linking it back into regional service delivery and national analysis.
- Maintain strong links with the Director of Operations and central team, contributing to national work and working with other RAM's to shape and deliver national priorities across Wales.
- Maintain relationships with LA's in the collaborative, the Heads of Service and all other stakeholders in support of regional service planning and delivery arrangements.

7.9 Role of NAS Central Team

7.9.1 The Director of Operations and central team are appointed by the host authority to fulfil a range of functions related to leadership, management and oversight of the National Adoption Service. Some of these are outlined in the 'Directions' and others have been added as NAS has developed. They include the following:

- Providing leadership to set the direction for NAS including strategic planning by agreeing priorities, targets and resourcing following engagement with partners and stakeholders as well as support to operational planning;
- Reviewing progress including analysis of performance data and service information from the regions and VAA's;
- Providing annual and mid-year reports each year for agreement by the Combined Governance Board and submission to Welsh Ministers as well as to WLGA and ADSS-C where required;
- Providing specific functions to support and enable NAS operations (currently as below)
  - ✓ Establishing and maintaining a website for the National Adoption Service for Wales
  - ✓ Management of the Adoption Register for Wales (under contract from Welsh Government)
  - ✓ Commissioning and contracting national contracts to support service delivery functions and support
  - ✓ Maintaining arrangements for service user engagement across Wales
  - ✓ Leadership, matrix management oversight, advice and support to regions and VAA's
- Promotion of best practice and a culture of continuous improvement throughout the NAS;
- Securing appropriate resourcing through new / additional finance or re-profiling of existing as well as managing the central team allocation, grants and investment;
- Strategic commissioning as outlines in section 6 above
- Maintaining arrangements for national governance and allied sub / task & finish groups to engage stakeholders in carrying out the actions / work agreed by the Combined Governance Board
- Promotion of adoption, including national PR and marketing and the provision of the 'face and voice' of adoption in Wales.
- Stakeholder and relationship management including with allied services and organisations in Wales and UK, Ministers and Welsh Government.

7.10 Meeting structures and arrangements

7.10.1 In addition to the Combined Governance Board there are a small number of Working groups and Task and Finish groups that partners to this agreement, and representatives of the wider partnership of NAS, deploy time and

commitment to in order to carry out NAS business. These will vary over time but include:

- Recruitment and marketing
- Performance
- Adoption Support
- Policy and practice
- Adoption Register for Wales
- Life Journey Work Framework

7.10.2   In addition to this the co-ordination of the social care leadership across regions and local authorities is managed through the arrangements below. From time to time either meeting may be attended by other stakeholders from within the wider NAS partnership e.g. VAA's.

7.10.2.1   The **Local Authority Business Meeting** which is chaired by the ASDSS-C Lead Director and attended by lead authority Heads of Children Services /Assistant Directors, Central Team and Regional Adoption Managers. This meeting facilitates the strategic, developmental and resource planning of the NAS, with a particular focus on the local government elements including encouraging best practice and learning, analysis of performance, supporting the involvement of the VAA sector and local authority specific issues.

7.10.2.2   The **Regional Adoption Managers Meeting** attended by the Central Team and Regional Adoption Managers. This meeting supports consistent operational delivery by a focus on implementation of agreed NAS work programmes, tasks allocated by the Local Authority Business Meeting, shared learning and cross regional co-operation.

8   Information sharing, confidentiality and implementing agreed actions

8.1   Partners acknowledge and agree that the effective operation of NAS will require the sharing of information, including on occasions confidential and information of commercial sensitivity.

8.2   Each Partner will work within the policies of its organisation in respect of this, for regional services as set out in their partnership agreement and for the central team those of the Host local authority. Each partner undertakes that it shall not at any time disclose confidential information, both service and individual, to any person concerning any other Partner, except as permitted. Each Partner may disclose any other Partners confidential information to its employees, officers, representatives or advisers who need to know such information for the purposes of exercising that Partners rights or carrying out its obligations under or in connection with this Agreement. Each Partner shall ensure that its employees, officers, representatives or advisers to whom

it discloses any other Partners confidential information comply their respective confidentiality requirements.

8.3 In addition to contributing to NAS work partners will have specific responsibilities for communicating key decisions and the views of the Combined Governance Board and RMB's / Trustees to ensure implementation through regions, services and local areas where required as well as inform NAS decisions and strategy.

8.4 All partners have a responsibility to share the agreed minutes and public statements of the Combined Governance Board and RMB's / Trustees where appropriate to support implementation and service provision as well as to ensure that views are not misrepresented or taken out of context by others.

8.5 In addition, partners should have an understood approach to sharing information and implementing actions from the Board with their respective agencies included in their partnership agreement.

9 Disputes and Complaint Resolution

9.1 In the spirit of both the Directions and this Partnership Agreement it's intended that any disputes/complaints within NAS should be communicated and resolved at the earliest possible stage. Adhering to the 'Working Styles and Behaviours', as laid out in section three of this Agreement, will support such an approach.

9.2 Oversight of any service related disputes/complaints is the responsibility of the regional collaborative. Regulation 7 of the Directions requires that regional collaboratives must include in their partnership agreement:

- Arrangements for resolving complaints arising out of the exercise of partnership functions, including how to complain and to whom any complaint should be addressed;
- Arrangements for determining disputes between local authorities arising out of the exercise of partnership functions

9.3 Under the 'Directions' RMB's are required within their annual report to the Director of Operations to provide information regarding the resolution of complaints and determination of disputes at local and regional level and any impact on the provision of adoption services.

9.4 Complaints and representations in respect of the Central Team will be managed within the processes of the host local authority.

10 Length of Partnership Agreement

10.1 This Partnership Agreement will be reviewed within 5 years of its implementation i.e. 2025 which provides sufficient time for the new arrangements to become fully functional and identify any longer term

changes that may then be required. An earlier review may be agreed by the WLGA and ADSS-C, in consultation with the Co-chairs of the Combined Governance Board and the NAS Director, should a compelling need arise.

11 Signatories to the Partnership Agreement

Signed on behalf of **Welsh Local Government Association** (WLGA) by:
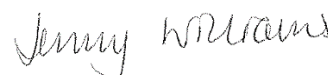
Authorised Signatory

Signed by the **NAS Director of Operations**:

Suzanne Griffiths

Authorised Signatory

North Wales Regional Collaborative:

Signed on behalf of the **Conwy County Borough Council** by**: Jenny Williams Strategic Director – Social Care and Education**

Jenny Williams

Authorised Signatory

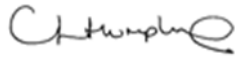Signed on behalf of the **Denbighshire County Council** by**:** Nicola Stubbins

N - R. Stubbins

Authorised Signatory

Signed on behalf of the **Flintshire County Council** by**:** Neil Ayling

Authorised Signatory

Signed on behalf of the **Gwynedd Council** by**:** Morwena Edwards

M Edwards
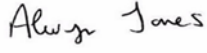
Authorised Signatory

Signed on behalf of the **Isle of Anglesey County Council** by**:** Fôn Roberts Director of Social Services 16.12.2020

Authorised Signatory

Signed on behalf of the **Wrexham County Borough Council** by**:** Alwyn Jones

Authorised Signatory
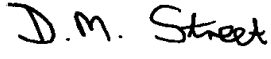
South East Wales Regional Collaborative:

Signed on behalf of the **Blaenau Gwent Borough Council** by**:** Damien McCann, Corporate Director of Social Services

Authorised Signatory

Signed on behalf of the **Caerphilly County Borough Council** by**:** Dave Street

Authorised Signatory

Signed on behalf of the **Monmouthshire County Council** by**:** Julie Boothroyd

Authorised Signatory

Signed on behalf of the **Newport City Council** by**:** Chris Humphrey 20.01.2021

Authorised Signatory

Signed on behalf of the **Torfaen County Borough Council** by**:** Keith Rutherford

Authorised Signatory

Mid and West Wales Regional Collaborative:

Signed on behalf of the **Carmarthenshire County Council** by**:**

Authorised Signatory

Signed on behalf of the **Ceredigion County Council** by**:** Sian Howys

Authorised Signatory

Signed on behalf of the **Powys County Council** by**:** Alison Bulman
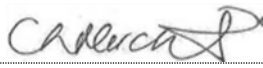
Authorised Signatory

Signed on behalf of the **Pembrokeshire County Borough Council** by**:** Jonathan Griffiths

Authorised Signatory

Western Bay Regional Collaborative:

Signed on behalf of the **Bridgend County Borough Council** by**:** Claire Marchant

Authorised Signatory

Signed on behalf of the **Neath Port Talbot County Borough Council** by**:** Andrew Jarrett
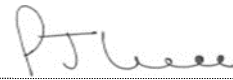
Authorised Signatory

Signed on behalf of the **City and County of Swansea** by**:** Dave Howes
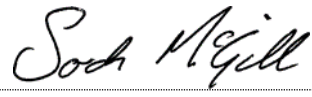
Authorised Signatory

Vale, Valleys and Cardiff Regional Collaborative:

Signed on behalf of the **Rhondda Cynon Taf County Borough Council** by**:** Paul Mee

Authorised Signatory

Signed on behalf of the **The City of Cardiff Council** by**:** Sarah McGill, Corporate Director People & Communities
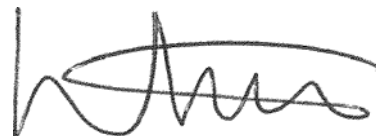
Authorised Signatory

Signed on behalf of the **Merthyr Tydfil County Borough Council** by**:** Lisa Curtis-Jones

Authorised Signatory

Signed on behalf of the **Vale of Glamorgan Council** by**:** Lance Carver

Authorised Signatory

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CARDIFF
CAERDYDD

Councillor Graham Hinchey
Cabinet Member for Children & Families
County Hall
Atlantic Wharf
CARDIFF
CF10 4UW

Dear Graham,

CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE – NATIONAL ADOPTION SERVICE HOSTING ARRANGEMENTS, YJS UPDATE AND Q3 PERFORMANCE – 1 MARCH 2022

Please accept my thanks for attending the Children & Young People Scrutiny Committee to present the National Adoption Service (NAS) Hosting Arrangements Proposal, the Youth Justice Service bi-monthly update and Quarter 3 Children's Services performance. Please also pass on our thanks to Sarah McGill, Graham Robb, Deborah Driffield and Angharad Thomas. The comments, observations and recommendations below were captured during the Committee's discussion at the Way Forward.

We commend the NAS report to Cabinet for consideration.

In relation to specific issues, Members would like to comment on the following:

National Adoption Service Hosting Arrangements

Members asked a question on the role and responsibilities for Cardiff as the host authority, particularly whether there were any worries regarding costs. Members noted that a cost recovery model was in place and that an annual review will be undertaken as part of the joint committee's responsibilities. You suggested that you could return in six months (September 2022) to update the Committee on the new arrangements, and we would welcome that update and will add to our work programme accordingly.

Youth Justice Service Update

Members welcomed the bi-monthly YJS update from yourself, Graham Robb and officers and would again commend you all in progress to date and the continued involvement of this Committee in your work. We look forward to receiving details of the output from the latest HMIP inspection in due course.

Members asked you a number of questions in relation to first-time entrants into the system; CSE/CE; diversity and proportionality of those in the YJS; reoffending rates; safeguarding; sharing of information; the role of partners (particularly Education) within and outside of the Council; early thematic issues; and the Service restructure.

Through the responses, we heard lots of examples of work currently being undertaken across the Service at both a strategic and operational level, such as a partnership operational subgroup on child sexual exploitation and criminal exploitation; the work of the Bureau; the work with Education looking at diversity and proportionality, and another piece of proportionality/diversionary work looking at girls in the system; work being done at Board level in relation to improving the evidence base, benchmarking and diversity of the Board; and mapping work being undertaken within the SAFE Model.

Angharad talked around some of the prevention work that is in its infancy with schools in partnership with probation and Cardiff City Football Club, particularly in primary to secondary transition. The Committee supports this work and looks forward to hearing more about it in due course.

We came to the conclusion that much of the issues we raised would also be addressed by HMIP during its inspection, and therefore, we will look forward to receiving an update following the inspection at the next meeting of this Committee (June/July 2022), and not request any further information at this time.

We will continue to champion Youth Justice Services being everyone's business and working with you all on this in the future.

Quarter 3 Performance

Members asked a range of questions around the pressures on the service, including the recruitment and retention of social workers; risks of returning to business-as-usual work, such as face-to-face meetings; and potentially losing some of the working efficiencies gained during the pandemic.

Members were pleased to hear about the new OM who will be responsible for overseeing team building, contract monitoring, quality assurance etc, and also the continued developments more widely in relation to systems reviews. Members have

requested to be informed of the new target for retaining social workers going forward into 2022/23; and would welcome the workforce data Deborah suggested at the meeting to be reported back.

Members raised the issue of long-term agency staff and the implications of this. Members have requested information on why some staff remain on long-term agency contracts, rather than working directly for the Council. An overview on how many long-term agency staff work for the Council, and their reasons for doing this would be welcomed.

Following the consideration of KPI YOS2, Members asked for data in relation to the number of children and young people reoffending after 12 and 24 months, and Deborah stated that she would supply that data.

Members asked questions around qualitative as well as quantitative indicators and ensuring that the Service is able to monitor the impact of decisions made for individual children & young people – those "so what" questions, and journey travelled by individual young people. We have previously requested this information, and would therefore welcome data and information on these issues.

To recap, the Committee **is requesting:**

1. An agreement to return to the Committee in six months (September 2022) to update the Committee on the new NAS arrangements.

2. The next YJS Update to this Committee (in June/July 2022) include outputs from the HMIP inspection.

3. The new target for social work vacancies (KPI Staff1) for 2022/23.

4. Wider workforce data to be reported back to the Committee when it next meets.

5. An overview on how many long-term agency staff work for the Council, and their reasons for doing so be provided

6. Linked to KPI YOS2, data in relation to the number of children and young people reoffending after 12 and 24 months.

7. Data and information in relation to qualitative indicators – what these are, and how the Service monitors the impact of decisions made for individual children & young people – those "so what" questions, and journey travelled by individual young people.

There are no formal recommendations arising from this letter

Once again, on behalf of the Committee, please pass my sincere thanks to all who attended Children & Young People Scrutiny Committee. I look forward to a response.

Yours sincerely,

COUNCILLOR LEE BRIDGEMAN
Chairperson – Children and Young People Scrutiny Committee

CC: CYPSC Members
        Graham Robb, Independent Chair, Youth Justice Board
        Sarah McGill, Corporate Director, People and Communities
        Deborah Driffield, Director of Children's Services
        Angharad Thomas, OM, Youth Justice Service
        Liz Williams/Debra Willis, PA to the Corporate Director
        Alison Taylor, Cabinet Support Office
        Kim Thorpe, PA to the Director of Children's Services
        Tim Gordon & Jeremy Rhys, Media and Comms
        Cllr Adrian Robson – Group Leader
        Cllr Rhys Taylor – Group Leader
        Cllr Keith Parry – Group Leader
        David Hugh Thomas – Chair Governance & Audit Committee

Decision No.	Minute No.	Decision	Reason	Consultation Undertaken	Dates			Responsibility for implemen-tation after date shown
					Decision Made	Publication	Deadline for call-in	
CAB/21-22/56	Min No 87	**UEFA European Football Championships Final Tournament 2028 (UEFA EURO 2028) Expression Of Interest** ***The appendix to this report is not for publication under Schedule 12A Part 4 paragraph 14 and Part 5 paragraph of the Local Government Act 1972*** **RESOLVED:** that Cabinet support the submission of the expression of interest for Cardiff to become one of the Host Cities to host the UEFA European Football Championship Final Tournament in 2028 subject to confirmation of in principle financial support being confirmed by all bid partners.	To support the submission of an expression of interest with the long-term objective to further develop and secure a successful bid outcome to facilitate the staging of the UEFA European Football Championship Final Tournament in 2028 which will: • Deliver significant economic benefits for Cardiff and the City Region • Signal the Capital's post Covid Recovery and provide an anchor event for		The Chief Executive has certified that this decision is urgent and therefore the call-in procedure should not apply. The Chair of the Economy & Culture Scrutiny Committee has been consulted in this matter and has agreed that this report should be certified as urgent. The decision is urgent because of the UEFA Submission of interest deadline of the 23 March 2022. As detailed in this report, to submit the expression of interest an extensive costing exercise had to be undertaken. Given the complexity, this work, and the associated in principle funding commitments from stakeholders and funding partners will be finalised shortly ahead of the submission deadline. Failure to submit the expression of interest by the deadline would render UK & I non-compliant. Given that Cardiff is being presented with a third opportunity to secure host city status for the UEFA European Championship 2028, failure to act promptly would seriously prejudice the			Neil Hanratty – Director of Economic Development

Decision No.	Minute No.	Decision	Reason	Consultation Undertaken	Dates			Responsibility for implemen-tation after date shown
					Decision Made	Publication	Deadline for call-in	
			the development of a new 10-year event strategy • Complement Cardiff's sporting event portfolio • Provide an international media platform that promotes the reputation of Cardiff and Wales. • Support the development and sustainability of the cultural, creative event and tourism sectors. • Showcase our heritage, venues, parkland and waterfront • Support and promote the		city's opportunity to secure the event and the associated economic investment.				

CARDIFF COUNCIL
REGISTER OF CABINET DECISIONS: 10 MARCH 2022

Decision No.	Minute No.	Decision	Reason	Consultation Undertaken	Dates			Responsibility for implemen-tation after date shown
					Decision Made	**Publication**	**Deadline for call-in**	
			health and wellbeing agenda by expanding the opportunity to participate in sport and physical activity and seeking to significantly increase the number of people wanting to play, coach, or volunteer within Welsh Football.					

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Decision No.	Decision Maker	Decision	Reasons	Consultation Undertaken	Dates			Responsibility for Implementation after date shown
					Decision Made	Publication	Deadline for call-in	
SMT/21-22/69	Melanie Godfrey – Director of Education & Lifelong Learning	**Education Sufficiency Projects - Temporary Accommodation for Eastern High** **Approved:** that the contract for the provision of temporary accommodation for Eastern High School be awarded to Portacabin Ltd	It is to enable the project to meet the required completion date.		7.03.2022	10.03.2022	The Chief Executive and Chair of Children & Young People's Scrutiny Committee have agreed that this decision should be taken on an urgent basis and is therefore not subject to call-in.	Melanie Godfrey – Director of Education & Lifelong Learning

Prepared by Cabinet Support Office:	**10 March 2022**
Submitted to Chief Executive for signature:	**10 March 2022**

Approved for Publication: …Paul Orders…… …… ……………………………...   **Date:** …10/03/2022…………………
                                                  Chief Executive

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