



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

GWYS Y CYNGOR

DYDD IAU, 25 MAI 2023

COUNCIL SUMMONS

THURSDAY, 25 MAY 2023,

Fe'ch gwysir I fynychu Cyfarfod Blynyddol y **CYNGOR SIR DINAS A SIR CAERDYDD**, a gynhelir yn Siambr y Cyngor - Neuadd y Ddinas, Park Cathays, Caerdydd Dydd Iau, 25 Mai 2023 at 4.30 pm I drafod y materion a nodir yn yr agenda atodedig.

Davina Fiore
Cyfarwyddwr Llywodraethu a Gwasanaethau
Cyfreithiol

Neuadd y Sir
Caerdydd
CF10 4UW

Dydd Gwener, 19 Mai 2023

GWE-DARLLEDU

Caiff y cyfarfod hwn ei ffilmio i'w ddarlledu'n fyw a/neu yn olynol trwy wefan y Cyngor. Caiff yr holl gyfarfod ei ffilmio, heblaw am eitemau eithriedig neu gyfrinachol, a bydd y ffilm ar gael ar y wefan am 12 mis. Cedwir copi o'r recordiad yn unol â pholisi cadw data'r Cyngor.

Gall aelodau'r wasg a'r cyhoedd hefyd ffilmio neu recordio'r cyfarfod hwn

Os ydych yn ymddangos gerbron y pwyllgor ystyrir eich bod wedi cydsynio i gael eich ffilmio. Trwy fynd i mewn i gorff y Siambr neu'r ystafell gyfarfod rydych hefyd yn cydsynio i gael eich ffilmio ac i ddefnydd posibl o'r delweddau a'r recordiadau sain hynny ar gyfer gwe-ddarlledu, gwybodaeth gyhoeddus, sylw i'r wasg a/neu ddibenion hyfforddi.

Os oes gennych gwestiynau ynghylch gwe-ddarlledu cyfarfodydd, cysylltwch â'r Gwasanaethau Democrataidd ar 02920 872020 neu e-bost [Gwasanethau Democrataidd](#)

- 1 Ymddiheuriadau am Absenoldeb**
Derbyn ymddiheuriadau am absenoldeb.
- 2 Ethol Cadeirydd y Cyngor ar gyfer 2023 - 2024**
Mae'r Cyfansoddiad yn nodi y bydd y Cyngor yn ethol Cadeirydd y Cyngor yn ei Gyfarfod Blynyddol.
- 3 Ethol Dirprwy Gadeirydd y Cyngor ar gyfer 2023 - 2024**
Mae'r Cyfansoddiad yn nodi y bydd y Cyngor yn ethol Is-gadeirydd y Cyngor yn ei Gyfarfod Blynyddol.
- 4 Datgan Buddiannau**
Derbyn datganiadau buddiannau (i'w gwneud yn unol â'r Cod Ymddygiad Aelodau)
- 5 Cofnodion***(Tudalennau 5 - 42)*
Cymeradwyo cofnodion y cyfarfodydd a gynhaliwyd ar 30 Mawrth 2023 a'r Cyfarfod Arbennig a gynhaliwyd ar 27 Ebrill 2023 fel cofnod cywir.
- 6 Ymrwymiad Caerdydd***(Tudalennau 43 - 48)*
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro.
- 7 Cyhoeddiadau'r Arglwydd Faer**
Clywed cyhoeddiadau'r Arglwydd Faer gan gynnwys Cydnabyddiaethau a Gwobrau.
- 8 Cyhoeddiadau'r Arweinydd sy'n ymwneud â Blwyddyn y Cyngor sy'n dod**
- 9 Penodi Aelodau'r Cabinet**
- 10 Sefydlu Pwyllgorau Sefydlog y Cyngor ar gyfer 2023-2024***(Tudalennau 49 - 72)*
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro
- 11 Dyrannu Seddau ac Enwebu a Phenodi Aelodau i Bwyllgorau.***(Tudalennau 73 - 86)*
Nid yw Atodiad B i'r adroddiad hwn i'w gyhoeddi, yn rhinwedd paragraff 12 o Atodlen 12A, Rhan 4 o Ddeddf Llywodraeth Leol 1972.

Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro
- 12 Ethol Cadeiryddion a Dirprwy Gadeiryddion Pwyllgorau***(Tudalennau 87 - 90)*
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro
- 13 Penodi Cynrychiolwyr i Gyrrff Allanol***(Tudalennau 91 - 96)*
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog

Monitro

- 14 Taliadau Cydnabyddiaeth a Lwfansau Aelodau 2023-2024***(Tudalennau 97 - 122)*
Adroddiad y Prif Weithredwr
- 15 Rhaglen o Gyfarfodydd y Cyngor***(Tudalennau 123 - 128)*
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro
- 16 Materion Brys**

Mae'r dudalen hon yn wag yn fwriadol

THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 30 March 2023 to transact the business set out in the Council summons dated Friday, 24 March 2023.

Present: County Councillor Hinchey (Lord Mayor)

County Councillors Ahmed, Ahmed, Dilwar Ali, Ash-Edwards, Boes, Bowen-Thomson, Bradbury, Bridgeman, Brown-Reckless, Burke, Carter, Chowdhury, Cowan, Cunnah, Davies, De'Ath, Derbyshire, Driscoll, Ebrahim, Elsmore, Ferguson-Thorne, Gibson, Goodway, Green, Gunter, Henshaw, Hopkins, Humphreys, Hunt, Jenkins, Jones, K Jones, Owen Jones, Joyce, Kaaba, Lancaster, Latif, Lay, Lent, Lewis, Lister, Littlechild, Livesy, Lloyd Jones, Mackie, McGarry, Melbourne, Merry, Michael, Molik, Moultrie, Naughton, Owen, Palmer, Jackie Parry, Reid-Jones, Robinson, Robson, Sangani, Sattar, Shimmin, Simmons, Stubbs, Taylor, Huw Thomas, Thomson, Lynda Thorne, Waldron, Weaver, Wild, Williams, Wong and Wood

27 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Berman, Carr, Ebrahim and Proctor.

Councillors Brown-Reckless and Latif will be late in attending the meeting.

28 : DECLARATIONS OF INTEREST

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

| Councillor | Item | Nature of Interest |
|------------------------|-------------------------|--|
| Cllr Reid Jones | Item 17 (Q's 3 & 14) | personal & Prejudicial Interest – Director and Trustee, Cartref Care Homes |
| Cllr Jackie Jones | Item 15 | Personal Interest – Trustee of Domestic Abuse Charity |
| Cllr Caro Wild | Item 8 | Personal Interest – Partner works employed by Cardiff Council |
| Cllr Joel Williams | Item 17 (Q's 3 & 14) | Personal & Prejudicial Interest – Director and Chair of Trustees, Cartref Care Homes |
| Cllr Calum Davies | Item 20 | Personal Interest – Non-Executive Director, Cardiff Bus |
| Cllr Peter Littlechild | Item 16 | Personal Interest – 3 rd Sector employee involved with homelessness |
| Cllr Dan Naughton | Item 8 | Personal Interest – Family Member employed by Cardiff Council |

| | | |
|--------------------|---------|---|
| Cllr Jane Henshaw | Item 8 | Personal Interest – Family Members employed by Cardiff Council |
| Cllr Joe Carter | Item 8 | Personal Interest – Family Member employed by Cardiff Council |
| Cllr Chris Lay | Item 20 | Personal Interest – Non-Executive Director, Cardiff Bus (Chair) |
| Cllr Owen Jones | Item 20 | Personal Interest – Non-Executive Director, Cardiff Bus |
| Cllr Joel Williams | Item 8 | Personal Interest – Family Member employed by Council |
| Cllr Garry Hunt | Item 20 | Personal Interest – Non-Executive Director, Cardiff Bus |
| Cllr Rhys Taylor | Item 20 | Personal Interest – Non-Executive Director, Cardiff Bus |
| Cllr Helen Gunter | Item 8 | Personal Interest – Family Member employed by Council |
| Cllr Mark Palmer | Item 8 | Personal Interest – Family Member employed by Council |

29 : MINUTES

The minutes of the Council meeting held on the 9 March 2023 were approved as a correct and signed by the Lord Mayor.

30 : PUBLIC QUESTIONS

There were no public questions.

31 : PETITIONS

The following petitions were received:

| Presented by | No. of Relevant Signatures | Nature of Petition |
|--------------------|----------------------------|---|
| Cllr Sean Driscoll | 52 | Calling on the Council not to turn Matthew Walk field into a 'one cut grassland area' |
| Cllr Jon Shimmin | 170 | Calling on the Council to reconsider the proposed traffic measures at the junction of Ninian, Penylan, Marlborough and Welfield Roads |

32 : LORD MAYOR'S ANNOUNCEMENTS

One of the greatest honours of our capital city is to bestow the Freedom of the City on an outstanding individual or organisation. Last Saturday the 25th March 2023 HMS Cambria was awarded this high acclaim and Members and the public watched history in the making as our proud Royal Navy men and women, full time and reservists marched through the City.

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The Republic of Ireland's Finance Minister Jennifer Carroll MacNeill and Irish Consulate General Denise McQuade were welcomed to the Mansion House and City Hall as part of the St Patrick's Day Celebrations. Members will know that Cardiff Docks was built back in the 1830's with the help of hundreds of Irish people, many of whom settled in the Newtown area of Cardiff – now better known as the area around Tyndall St.

It was lovely to be invited to open the Wales Kendo competition at Western Leisure Centre when Mr Honda, a high-ranking expert in the sport also brought 9 students across from Japan to challenge some of our Welsh and British Kendo clubs.

Our Cardiff & the Vale of Glamorgan primary schools' Showcase event took place at St David's Hall and demonstrates the fantastic singing and musical talent we have here in our schools.

Two more Citizenship Ceremonies have taken place here in City Hall in the last 2 weeks, with over 70 people receiving their British Citizenship certificate.

Various schools have been visited across Cardiff; Tredegarville, Hywel Dda, Thornhill and Pentyrch.

Our Guide Dogs Cymru appeal is going well and a huge thank you to all our runners in last weekend's Cardiff Bay 10k and especially to Cllr Helen Lloyd-Jones who completed the course in a full dog suit. Not only did Helen, Adrian Burke and others raise hundreds of pounds for this worthy cause, but also brought many smiles to runners and spectators.

It was a pleasure to be a guest at the Child of Wales awards last week. Some of the stories of bravery and courage of these young people are an absolute joy and honour to witness and celebrate. Well done to all the winners and also to those nominated.

A grateful thanks to all the Ramadan Iftar events I have attended and spoken at in recent weeks. These events, along with others in the calendar, such as Easter, Passover, Diwali, Mother Language Day etc, all remind us what a wonderful, diverse and multi-cultural city we are all proud to represent.

33 : CARDIFF'S LOCAL WELL-BEING PLAN 2023- 2028

To enable the Cabinet to approve Cardiff's Local Well-being Plan (attached at **Appendix 1**) for consideration by Council on 30 March 2023, noting that publication will be subject to approval by all statutory members of the Cardiff Public Services Board.

RESOLVED:

The Council AGREED to approve the Well-being Plan.

34 : PAY POLICY 2023 - 2024

(The Chief Officers affected by the decision in the report declared an prejudicial interest and left the meeting during discussion of this item)

To ask Cabinet to review the Pay Policy Statement for 2023/24 and recommend to Council for approval in accordance with the requirements of the Localism Act 2011.

Councillor Joel Williams proposed a reference back.

Councillor Robson seconded the reference back.

The Lord Mayor called for a vote on the reference back.

The vote on the reference back was LOST.

The Lord Mayor called for a vote on the recommendations in the report.

The vote was CARRIED.

RESOLVED: The Council AGREED to:

- (i) 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 2023, as accounted for in the Budget set and agreed by Council on 9th March 2023.
- (ii) determine that any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's Revenue Budget will be referred to Council for consideration and decision.
- (iii) approve the attached Pay Policy Statement (2023/24) Appendix 1.

35 : STATEMENT OF ACCOUNTS 2022- 2023

The Statement of Accounts for 2021/22 were presented in order to meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended). This provides that the Statement of Accounts be approved by a relevant committee or by the Council meeting as a corporate body. The report also includes the Annual Governance Statement (AGS) which is required to be approved by Council.

The International Standard on Auditing (ISA) 260 requires the Appointed Auditor to report to those charged with governance, on the key matters arising from the audit examination of the Statement of Accounts for the year ending 31 March 2022. It should be noted that the audited Statement of Accounts of Cardiff and Vale of Glamorgan Pension Fund for the financial year 2021/22 was approved by Council at its meeting in November 2022.

RESOLVED:

Council AGREED to:

1. Approve the audited Statement of Accounts 2021/22 – The Cardiff Council and Cardiff Harbour Authority (Appendix 1).
2. Approve the Annual Governance Statement 2021/22 (Appendix 2)
3. Note the Audit of Accounts Reports (ISA 260) from Audit Wales on the Statement of Accounts of Cardiff Council and Cardiff Harbour Authority for the year ending 31 March 2022 (Appendices 3 and 4).
4. Approve the Cardiff Port Health Authority Annual Return 2021/22 (Appendix 5)
5. Note the final Letters of Representation for Cardiff Council and Cardiff Harbour Authority included within Appendices 3 and 4.
6. Note that the following documents will be signed following the conclusion of the meeting:
 - Statement of Accounts for Cardiff Council – Lord Mayor and Corporate Director Resources
 - Statement of Accounts for Cardiff Harbour Authority – Corporate Director Resources
 - Annual Return of Cardiff Port Health Authority – Lord Mayor and Corporate Director Resources
 - Annual Governance Statement – Leader of the Council and Chief Executive
 - Audit Certificate for the Cardiff Council and Cardiff Harbour Authority – Appointed Auditor, Audit Wales.
 - Letter of Representation for Cardiff Council - Lord Mayor and Chief Executive.
 - Letter of Representation for Cardiff Harbour Authority – Lord Mayor and Chief Executive.

36 : LOCAL RESOLUTION PROTOCOL AND PROCEDURE

To enable Council to consider proposed amendments to the Local Resolution Protocol and Procedure recommended by the Standards and Ethics Committee.

RESOLVED:

Council AGREED to:

1. Approve the recommended amendments to the Local Resolution Protocol, as shown in **Appendix A**; and
2. Note that corresponding amendments will be made to the Local Resolution Hearings Procedure (as shown in **Appendix B**), by the Monitoring Officer, in

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consultation with the Standards and Ethics Committee Chairperson, under the delegated authority granted by the Standards and Ethics Committee.

37 : VALE OF GLAMORGAN COUNCIL PROCUREMENT FUNCTION

To authorise acceptance of an Executive Delegation from Vale of Glamorgan Council to deliver their Procurement Function.

RESOLVED:

Council AGREED to:

1. Accept an Executive Delegation from Vale of Glamorgan Council to carry out their Procurement Functions, subject to the satisfactory conclusion of the Delegation Agreement referred to in 2 below.
2. Delegate authority to the Corporate Director Resources in consultation with the Cabinet Member for Finance, Performance and Modernisation to conclude a Delegation Agreement in a form to the satisfaction of the Council and complete all arrangements to carry out the delegated procurement functions.
3. Subject to the conclusion of the proposed Delegation agreement in 2 above, agree that the day-to-day responsibility for carrying out the delegated procurement functions is to sit with the Operational Manager, Commissioning and Procurement.

38 : LORD MAYOR AND DEPUTY LORD MAYOR ELECT 2023 - 2024

The Lord Mayor invited the Leader of the Council Councillor Huw Thomas to propose the appointment for the Lord Mayor Elect.

The Lord Mayor invited the Leader of the Conservative Group, Councillor Adrian Robson to second the appointment.

It was confirmed that Councillor Bablin Molik was the Lord Mayor Elect for the Municipal Year 2023/24.

The Lord Mayor invited the Deputy Leader of the Liberal Democrat Group, Councillor Joseph Carter to propose the appointment for the Deputy Lord Mayor Elect.

The Lord Mayor invited the Leader of Plaid Cymru, Green Party, Common Ground Councillor Gibson to second the appointment.

The Lord Mayor confirmed that Councillor Jane Henshaw was the Deputy Lord Mayor Elect for the Municipal Year 2023/24.

RESOLVED:

Council AGREED to:

Receive and consider nominations for the positions of The Right Honourable the Lord Mayor and Deputy Lord Mayor elect for the 2023 – 2024 Civic year.

39 : CABINET STATEMENTS

[Leader's Statement](#)

The Leader responded to questions in relation to:

- MIPIM 2023
- Interceltic Business Forum
- #CitiesWithUkraine
- Welsh Refugee Council
- St David's Day Celebration
- Cardiff Parkway

[Finance, Modernisation & Performance Statement](#)

Councillor Chris Weaver responded to questions in relation to;

- BOBi (Chatbot)

[Housing & Communities Statement](#)

Councillor Lynda Thorne responded to questions in relation to:

- Housing Solutions & Prevention Team
- Increased Demand for Homelessness Services

[Investment & Development Statement](#)

Councillor Goodway responded to questions in relation to:

- International Delegations
- Shared Prosperity Fund
- Indoor Arena

[Social Services Statement](#)

Councillor Mackie responded to questions in relation to Adults Services.

- E-bikes for Care Workers
- Social Care Week

Councillor Lister responded to questions in relation to Children's Services.

- Cardiff Youth Justice Services
- Childcare Offer Flying Start

[Tackling Poverty, Equality & Public health Statement](#)

Councillor Sangani responded to questions in relation to Public Health & Equality.

- Stonewall Workplace Equality 2023

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- Bowel Cancer Awareness Month

Councillor Bradbury responded to questions in relation to Tackling Poverty & Supporting Young People.

- Youth Services

[Transport & Strategic Planning Statement](#)

Councillor De'Ath responded to questions in relation to:

- Smart Corridors
- School Bike Fleet Project
- Independent Travel Training
- Real Time Information in Bus Shelters
- Cycle Lanes

[Deputy Leader & Education Statement](#)

Councillor Merry responded questions in relation to:

- Cardiff Virtual School for Looked After Children
- Cardiff Commitment
- Period Poverty

[Climate Change Statement](#)

Councillor Wild responded to questions in relation to:

- Electric Vehicle Charging
- Cardiff and Vale College Apprenticeship Awards 2023
- Recycling Figures
- Off Street Parking

[Culture, Parks & Events Statement](#)

Councillor Burke responded to questions in relation to:

- Verbal update on -
- HRH King Charles III Coronation Celebrations
- Coed Caerdydd

One Cut Mowing Regimes

40 : NOTICE OF MOTION 1

The Lord Mayor noted that a Notice of Motion proposed by Councillor Joel Williams and seconded by Councillor Brown-Reckless had been received for consideration. One Amendment had been received from the Liberal Democrat Group.

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

The Council asks the Cabinet to consider:

Cardiff Council has statutory powers to take enforcement action against developers who breach planning conditions. A small number of both small and large developers

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fail to comply with their conditions of planning and some flagrantly breach their conditions of planning. Cardiff Council is failing to take enforcement action against these persist breaches.

This Motion calls on Cardiff Council, in discharging its statutory responsibilities as Local Planning Authority, to ensure robust action is taken against developers who persistently breach their conditions of planning, including the use of prohibition orders, preventing developers from continuing with their developments until they comply with their conditions of planning.

The Motion was formally seconded by Councillor Brown-Reckless.

An amendment to the motion had been received from the Liberal Democrat Group. The Lord Mayor called upon Councillor Carter to move the amendment as follows:

“The motion further calls on Cardiff Council to bring forward, as part of the Replacement Local Development Plan, proposals to improve the delivery of s106 agreements and proposals for a Community Infrastructure Levy to ensure that developers contribute financially to community facilities and resources.

The Amended Motion would read:

Cardiff Council has statutory powers to take enforcement action against developers who breach planning conditions. A small number of both small and large developers fail to comply with their conditions of planning and some flagrantly breach their conditions of planning. Cardiff Council is failing to take enforcement action against these persist breaches.

This Motion calls on Cardiff Council, in discharging its statutory responsibilities as Local Planning Authority, to ensure robust action is taken against developers who persistently breach their conditions of planning, including the use of prohibition orders, preventing developers from continuing with their developments until they comply with their conditions of planning.

The motion further calls on Cardiff Council to bring forward, as part of the Replacement Local Development Plan, proposals to improve the delivery of s106 agreements and proposals for a Community Infrastructure Levy to ensure that developers contribute financially to community facilities and resources”.

The amendment was formally seconded by Councillor Shimmin.

The Lord Mayor invited debate on the motion and amendment.

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

Councillor Williams responded to the issues raised and confirmed the Amendment was accepted.

The Lord Mayor called for a Vote on the Substantive Motion as amended moved by Councillor Williams and seconded by Councillor Brown-Reckless.

The Vote on the Substantive Motion was LOST.

41 : NOTICE OF MOTION 2

The Lord Mayor noted that a Notice of Motion proposed by Councillor Jackie Jones and seconded by Councillor Stubbs had been received for consideration. Two Amendments had been received from the Liberal Democrat Group and Conservative Group.

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

This Council notes that:

Gender equality is one of the cornerstones of our society. It, alongside other equality duties, ensures all our citizens in Cardiff are well served by the Council.

In order to tackle these inequalities in Cardiff, the programmes, policies and spotlights need refreshing and added emphasis. The race equality taskforce, its conclusions and action plan are such examples. The public sector gender equality duty is another. These all intersect to create a Cardiff we can all be proud of and we want to live in.

The CEDAW (United Nations Convention on the Elimination of all Forms of Discrimination) was signed and ratified under Margaret Thatcher's Conservative government. It provides a list of rights and freedoms for women and girls in the UK, including for women and girls in Cardiff. A culture change is needed for these rights to be fully achieved.

To progress the rights for women and girls the Cardiff Labour Manifesto promised to make Cardiff a city for CEDAW within two years of the election.

CEDAW provides a framework, actions and principles Cardiff Council can take that align and support the goals of the VAWDASV (Wales) Act 2015, the Welsh Government Programme of Government, the Wellbeing of Future Generations Act 2015, the socio-economic duty, Cardiff Child-friendly City, anti-racist city.

Violence against women and girls is pervasive and has been held by the UN Secretary-General to be the most wide-spread human rights violation today. One woman in every three days is killed by her partner or former partner. The ONS figures for Cardiff, the Ask Cardiff Survey 2021 and Welsh Women's Aid research all highlight that women felt much less safe than men in a variety of settings, including walking on the streets, especially after dark, whether in their neighbourhood or in the city centre, that sexual harassment was a major concern and that girls were being targeted by men for exploitation.

To change the culture of sexism and misogyny Cardiff Council needs to take effective actions.

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The Tory caused cost-of-living crises has again highlighted that women are negatively impacted differently to men as their relative economic and social power is less than most males. For example, according to the 2021 ONS figures, despite there being more women than men living in Cardiff (all ages), fewer women are in employment, women are paid less, more women are (unpaid) caregivers and run fewer companies or SMEs. The disparities are growing.

This also intersects with disability, race, age and sexual orientation and identity. For example, the Race Equality Taskforce survey result asked for greater diversity in the public sector. The Locked-Out Report 2021 described how disabled people 'had less access to public services and social support'.

The draft Violence against Women Domestic Abuse and Sexual Violence strategy is due in Cabinet in May.

The Council resolves:

To provide advice and information through the community Hubs and Libraries across Cardiff to help women and girls to access all benefits to which they are entitled, including a booklet of rights.

To create a programme of activities, informed by women and girls, to empower and engage women and girls, including a 'Rights Fest', 'Equalities Champions' and social impactful projects in Cardiff.

To ensure there are more Safe Spaces throughout Cardiff, involving women and girls in their creation.

To deliver a strong VAWDASV strategy and outcomes to increase the safety of all women and girls in Cardiff.

To ensure the Cardiff VAWDASV strategy reflects CEDAW and provides clear ambition and deliverables towards ending all forms of violence against women and girls.

To review our programme of equalities/inclusion training to ensure the principles of CEDAW are highlighted and mainstreamed in and delivered through such training for Council staff and officers, including front-line staff.

To put in place measures that ensure the Council's workforce is measurably more representative and inclusive of the communities we serve. This includes strengthening and celebrating the work of our equalities network.

To ensure the principles of CEDAW are embedded in all decision-making, with equality impact assessments brought to scrutiny committees, thus fulfilling the public sector duty on gender.

To live by example: to continue to place accountability for abuse on those who cause harm, by challenging and changing the culture of sexism and misogyny, through

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activities and interventions that address harmful behaviours and promote the elimination of discrimination against women to people of all genders.

To declare Cardiff a 'City for CEDAW'.

To call on the Cabinet to bring forward a report with concrete timetabled proposals to achieve the issues raised in this motion.

The Motion was formally seconded by Councillor Stubbs.

The first amendment to the motion had been received from the Labour Group. The Lord Mayor called upon Councillor Molik to move the first amendment as follows:

Add section above the final paragraph of the motion:

To call on the Cabinet to bring forward to embed gender-sensitive urban planning in planning policy and urban design as part of the forthcoming Replacement Local Development Plan.

The Amended Motion would read:

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In order to tackle these inequalities in Cardiff, the programmes, policies and spotlights need refreshing and added emphasis. The race equality taskforce, its conclusions and action plan are such examples. The public sector gender equality duty is another. These all intersect to create a Cardiff we can all be proud of and we want to live in.

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CEDAW provides a framework, actions and principles Cardiff Council can take that align and support the goals of the VAWDASV (Wales) Act 2015, the Welsh Government Programme of Government, the Wellbeing of Future Generations Act 2015, the socio-economic duty, Cardiff Child-friendly City, anti-racist city.

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To ensure the principles of CEDAW are embedded in all decision-making, with equality impact assessments brought to scrutiny committees, thus fulfilling the public sector duty on gender.

To live by example: to continue to place accountability for abuse on those who cause harm, by challenging and changing the culture of sexism and misogyny, through activities and interventions that address harmful behaviours and promote the elimination of discrimination against women to people of all genders.

To declare Cardiff a 'City for CEDAW'.

To call on the Cabinet to bring forward to embed gender-sensitive urban planning in planning policy and urban design as part of the forthcoming Replacement Local Development Plan.

To call on the Cabinet to bring forward a report with concrete timetabled proposals to achieve the issues raised in this motion.

The amendment was formally seconded by Councillor Taylor

The second amendment to the motion had been received from the Conservative Group. The Lord Mayor called upon Councillor Cowan to move the second amendment

Delete all and replace with:

This Council notes that:

All our citizens in Cardiff should be well served by the Council.
Violence against anyone is unacceptable.

This Council resolves:

To provide advice and information through the Community Hubs and Libraries across Cardiff to help everyone to access all benefits to which they are entitled, including a booklet of rights.

To ensure that more Safe Spaces throughout Cardiff for anyone feeling intimidated.

To live by example; to continue to place accountability for abuse on those who cause harm, by challenging cultures, through activities and interventions that address harmful behaviours and promote the elimination of discrimination against women and men.

The Amended Motion would read:

This Council notes that:

All our citizens in Cardiff should be well served by the Council.

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Violence against anyone is unacceptable.

This Council resolves:

To provide advice and information through the Community Hubs and Libraries across Cardiff to help everyone to access all benefits to which they are entitled, including a booklet of rights.

To ensure that more Safe Spaces throughout Cardiff for anyone feeling intimidated

The second amendment was formally seconded by Councillor Williams

The Lord Mayor invited debate on the motion and amendments.

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

Councillor Jackie Jones responded to the issues raised and confirmed the First Amendment was accepted. The second Amendment was not accepted.

The Lord Mayor called for a Vote on the second Amendment as moved by Councillor Cowan and seconded by Councillor Williams.

The Vote on the Second Amendment was LOST.

The Lord Mayor called for a vote on the Substantive Motion as amended moved by Councillor Jackie Jones and seconded by Councillor Stubbs.

The Vote on the Substantive Motion was CARRIED.

42 : NOTICE OF MOTION 3

The Lord Mayor noted that a Notice of Motion proposed by Councillor Taylor and seconded by Councillor Carter had been received for consideration. Two Amendments had been received from the Conservative Group and the Labour Group.

The Lord Mayor invited Councillor Taylor to propose the motion as follows.

This council notes that:

- homelessness is devastating, dangerous and isolating.
- the average age of death for people experiencing homelessness is 46 for men and 42 for women.
- people sleeping on the street are almost 17 times more likely to have been victims of violence. More than one in three people sleeping rough have been deliberately hit or kicked or experienced some other form of violence whilst homeless.

- people experiencing homelessness are over nine times more likely to take their own life than the general population.
- LGBTQ+ people are disproportionately affected by youth homelessness. 24% of the youth homelessness population across the UK identified as LGBT.
- Newcastle Council has committed to plans to end homelessness in their local areas, looking at supply, prevention, re-housing, the private rented sector, and welfare support.

This council believes that homelessness isn't inevitable and can be ended, and calls on the administration to establish a Homelessness Task Force tasked with developing a plan to end homelessness in Cardiff that includes:

- Ending the use of hostile architecture in the built environment
- Setting out engagement with South Wales Police to end all use of the Vagrancy Act and related anti-homelessness measures
- Improving temporary accommodation, including for vulnerable groups such as LGB and trans people
- Increasing the overall share of social housing in the city
- Setting out options relating to increasing council tax premiums on empty and second homes to 300% to support housing and homelessness activity.

The Motion was formally seconded by Councillor Carter.

The first amendment to the motion had been received from the Conservative Group. The Lord Mayor called upon Councillor Davies to move the first amendment as follows:

Remove "Setting out engagement with South Wales Police to end all use of the Vagrancy Act and related anti-homelessness measures".

Remove "Setting out options relating to increasing council tax premiums on empty and second homes to 300% to support housing and homelessness activity".

Adding, separate to the bullet point calls, "The Council recognises the important work officers undertake in aiming to reduce homelessness in the city, especially during the coronavirus pandemic."

The Amended Motion would read:

This council notes that:

- homelessness is devastating, dangerous and isolating.
- the average age of death for people experiencing homelessness is 46 for men and 42 for women.
- people sleeping on the street are almost 17 times more likely to have been victims of violence. More than one in three people sleeping rough have been deliberately hit or kicked or experienced some other form of violence whilst homeless.
- people experiencing homelessness are over nine times more likely to take their own life than the general population.

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- LGBTQ+ people are disproportionately affected by youth homelessness. 24% of the youth homelessness population across the UK identified as LGBT.
- Newcastle Council has committed to plans to end homelessness in their local areas, looking at supply, prevention, re-housing, the private rented sector, and welfare support.

This council believes that homelessness isn't inevitable and can be ended, and calls on the administration to establish a Homelessness Task Force tasked with developing a plan to end homelessness in Cardiff that includes:

- Ending the use of hostile architecture in the built environment
- Improving temporary accommodation, including for vulnerable groups such as LGB and trans people
- Increasing the overall share of social housing in the city

The Council recognises the important work officers undertake in aiming to reduce homelessness in the city, especially during the coronavirus pandemic

The first amendment was formally seconded by Councillor Littlechild

The second amendment to the motion had been received from the Labour Group. The Lord Mayor called upon Councillor Thorne to move the amendment as follows:

Insert prior to 'this council notes' - 'Recognising the important distinction between homelessness and rough sleeping'

Bullet point 2 - delete 'homelessness' and replace with 'rough sleeping'

Bullet point 6 - insert at the end 'and notes further that rough sleeping rates in Cardiff are broadly similar to that city, albeit rates in the North East have actually increased over the last 2 years.'

Insert after 'This council believes that homelessness isn't inevitable and can be ended 'but that that requires a fundamental change of approach at UK Government level. This Council therefore condemns the freezes to the Local Housing Allowance introduced by the Coalition Government 2010-15, and continued under the subsequent Conservative Government, which have seen homelessness levels soar above pre-2010 levels.

This Council further calls on the UK Government to raise the Local Housing Allowance back to the Median level of market rents

- The Council welcomes the establishment in 2019 of a Homeless and Vulnerable Person Board, bringing together public sector partners and a range of 3rd sector organisations working on Task and Finish Groups to tackle homelessness, and notes that the Council's Cardiff's Housing Support Programme Strategy 2022-2026 was developed with extensive engagement with external holders on our approach to preventing homelessness and notes the achievements of the Board in reducing the number rough sleepers from

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the peak in December 2018/September 2019 of 87 to 30 by March 2020, the lowest level for six years.

Delete 'and calls on the administration to establish a Homelessness Task Force tasked with developing a plan to end homelessness in Cardiff that includes:'

Insert ' The Council further:

Bullet point 7 - delete 'Ending the use of hostile architecture in the built environment' and replace with 'Welcomes the long-standing Council policy not to use hostile architecture within the Council controlled public-realm, whilst recognising that businesses have a reasonable expectation that entrances to premises are accessible to customers and staff.'

Bullet point 8 - delete 'Setting out engagement with South Wales Police to end all use of the Vagrancy Act and related anti-homelessness measures and replace with 'Welcomes the work of the Street Based Lifestyles Group which includes partner organisations including South Wales Police, which ensures an appropriate balance is set in the approach to supporting communities disproportionately impacted by Street Based Lifestyles whilst taking the complex needs of vulnerable individuals into account'

Bullet point 9 – delete and replace with 'Endorses the administration's work currently underway in improving and expanding temporary accommodation, whilst recognising that there is a nationwide surge in demand for temporary accommodation'

Bullet point 10 – delete and replace with 'Endorses the administration's approach to increasing the overall share of social housing in the city, both through the award winning Council-homes building programme, and the support provided to RSLs in expanding their build programme in the city. The Council believes it is imperative for social housing to be constructed widely in every part of the city, not just in areas of historically high demand'

Bullet point 11 – delete and replace with 'Welcomes the decision to increase council tax premiums on empty and second homes, and requests Cabinet give consideration to the option increasing premiums further in due course% to support housing and homelessness activity.'

The Amended Motion would read:

Recognising the important distinction between homelessness and rough sleeping, this council notes that:

- *homelessness is devastating, dangerous and isolating.*
- *the average age of death for people experiencing rough sleeping is 46 for men and 42 for women.*
- *people sleeping on the street are almost 17 times more likely to have been victims of violence. More than one in three people sleeping rough have been deliberately hit or kicked or experienced some other form of violence whilst homeless.*

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- *people experiencing homelessness are over nine times more likely to take their own life than the general population.*
- *LGBTQ+ people are disproportionately affected by youth homelessness. 24% of the youth homelessness across the UK identified as LGBT.*
- *Newcastle Council has committed to plans to end homelessness in their local areas, looking at supply, prevention, re-housing, the private rented sector, and welfare support, and notes further that rough sleeping rates in Cardiff are broadly similar to that city, albeit rates in the North East have actually increased over the last 2 years.*

This council believes that homelessness isn't inevitable and can be ended, but that that requires a fundamental change of approach at UK Government level. This Council therefore condemns the freezes to the Local Housing Allowance introduced by the Coalition Government 2010-15, and continued under the subsequent Conservative Government, which have seen homelessness levels soar above pre-2010 levels.

This Council further calls on the UK Government to raise the Local Housing Allowance back to the Median level of market rents

- *The Council welcomes the establishment in 2019 of a Homeless and Vulnerable Person Board, bringing together public sector partners and a range of 3rd sector organisations working on Task and Finish Groups to tackle homelessness, and notes that the Council's Cardiff's Housing Support Programme Strategy 2022-2026 was developed with extensive engagement with external holders on our approach to preventing homelessness and notes the achievements of the Board in reducing the number rough sleepers from the peak in December 2018 /September 2019 of 87 to 30 by March 2020, the lowest level for six years.*

The Council further:

- *Welcomes the long-standing Council policy not to use hostile architecture within the Council controlled public-realm, whilst recognising that businesses have a reasonable expectation that entrances to premises are accessible to customers and staff.*
- *Welcomes the work of the Street Based Lifestyles Group which includes partner organisations including South Wales Police, which ensures an appropriate balance is set in the approach to supporting communities disproportionately impacted by Street Based Lifestyles whilst taking the complex needs of vulnerable individuals into account*
- *Endorses the administration's work currently underway in Improving and expanding temporary accommodation, whilst recognising that there is a nationwide surge in demand for temporary accommodation*
- *Endorses the administration's approach to increasing the overall share of social housing in the city, both through the award winning Council-homes building programme, and the support provided to RSLs in expanding their build programme in the city. The Council believes it is imperative for social housing to be constructed widely in every part of the city, not just in areas of historically high demand*
- *Welcomes the decision to increase council tax premiums on empty and second homes, and requests Cabinet give consideration to the option increasing premiums further in due course% to support housing and homelessness activity.*

The second amendment was formally seconded by Councillor Ferguson-Thorne.

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The Lord Mayor invited debate on the motion and amendments.

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

Councillor Taylor responded to the issues raised and confirmed none of the Amendments were accepted.

The Lord Mayor called for a Vote on the first Amendment as moved by Councillor Davies and seconded by Councillor Littlechild.

The Vote on the first amendment was LOST.

The Lord Mayor called for a Vote on the second Amendment as moved by Councillor Thorne and seconded by Councillor Ferguson-Thorne.

The Vote on the second amendment was CARRIED.

The Lord Mayor invited Councillor Thorne as proposer of the second amendment to respond before the vote was taken on the Substantive Motion as amended.

Councillor Thorne responded.

The Lord Mayor called for a vote on the Substantive Motion as amended by Councillor Thorne and seconded by Councillor Ferguson-Thorne.

The Vote on the Substantive Motion was CARRIED.

43 : ORAL QUESTIONS

(Councillor Reid-Jones & Williams left the Chamber during of Questions 3 and 14 in accordance with their personal & prejudicial interests declared)

Councillor Reid-Jones to Councillor Wild

What are the Council's current key priorities in order to reach the Welsh Government's 70% recycling target?

Reply – Cllr Wild

As you'll know, we recently agreed the new recycling strategy for Cardiff, Cleaner and Greener, and the strategy included our priority actions to do with segregated recycling; new rules; we've just heard about earlier on the trade service; more opportunities to recycle at different places, like in Hubs, and expand the kind of things we can all recycle; and increase the opportunities for reuse and repair. That strategy is now into action, change is underway with good results and recycling rates improving.

Supplementary question – Cllr Reid-Jones

I know from the recent Environmental Scrutiny Committee that we are currently running at a 58% recycled rate. Of the extra uplift we need in order to achieve the Welsh Government's target of 70%, I understand only 1.6% is predicted to come from the new shift to segregated recycling. Is it worth all the cost to the Council and inconvenience to our residents of switching to segregated recycling for such an improvement, or shouldn't we first concentrate on improving recycling in our 50,000 flats and HMOs, for which I understand there is still no firm plan?

Reply – Cllr Wild

Those 1.6's, the 2%, all those things and trade waste, are going to add up; the behaviour change is a big thing. It's not entirely fair to say that we're not focusing on flats, there's a lot going on there with glasses, lots of different things. I think the issue, though, is it can't be a one size fits all; most flats are very different, different kind of set-ups, so we can't have a one size fits all. But I agree with you, we've probably got to do more there, we're learning from what they're doing in Bristol, what they're doing in Swansea; because I think there are some big percentages to be made there as well. But thanks for your question on it and continue to talk to you about it.

Councillor Taylor to Councillor Burke

What mechanisms are in place for the Council to engage with grassroots clubs in development of new sporting facilities?

Reply – Cllr Burke

I believe there are approximately 400 sports clubs in Cardiff and the majority of these have direct contact with officers in Parks, Sport and the Harbour Authority through historical relationships and facility bookings. We have a joint venture agreement with Sport, Development and Cardiff Met University and Sport Cardiff Team have dedicated sports offices assisting clubs with their development needs, be it coaching education, equipment, facility, advice, inclusion, grants and governance. The Council also has a strong relationship with national governing bodies for sport who have facility strategies and club facility improvement funds. We liaise with these bodies on behalf of them and the clubs on proposals and plans for new and improved developments in Cardiff. In addition, we've launched our physical activity and sport strategy in 2022 with clubs and places to play being a priority. The governance board that oversees implementation of the strategy involves key partners and is chaired by the Leader of the Council, with oversight from the Cardiff public services board.

Supplementary question – Cllr Taylor

Thank you for the response and clearly that engagement partnership working is really clear. What concerns me is the fallout we've seen in the last week with regards to Maindy Flyers. We've been told, since the beginning of that project, that Maindy Flyers were wholeheartedly on board and that other users of Maindy Velodrome were also on board; so I'm keen to understand what's happened, or what's happened for us now to have a vote from those members against the plans, and what's going to happen now to reconcile that difference and to work with Maindy Flyers to get that right in the Bay, notwithstanding the opposition to demolition in Maindy Park.

Reply – Cllr Burke

For my part, I think some of the issues are within the organisations themselves; so obviously the conversations, and you've cited the Maindy Flyers specifically, were before my tenure as Cabinet Member; and from my understanding, there was a point in time when the board was behind the plans, and I think through conversation with their membership then that position has changed. So for me I think that's a conversation that they need to have internally, and we as a Council are very on board with working with them. I believe as part of the project around Maindy, and again I don't particularly want to go into specifics because we deal with so many different organisations and bodies across this; we're keen to maintain contact and dialogue with organisations and if their position changes and we need to take that information on board, but fundamentally we have overarching strategies and plans that are already in train, and I'd like to hope that we can bring people with us and get them to join our vision, but I appreciate that's not always possible.

Cllr Hunt to Cllr Mackie

I was concerned to learn that Cartref Care homes is to close its care homes in Cardiff, including one on Station Road in my ward. Many of the residents affected have been there for a significant amount of time and are vulnerable. This news will raise considerable distress and alarm for those residents and their families. Could you advise what engagement the Council had with Cartref in the run-up to this announcement, and what the Council can now do to support those affected individuals?

Reply – Cllr Mackie

I was saddened to hear of the proposed closure of the care homes operated by the charity Cartref. They first raised concerns about their financial circumstances at a meeting with the Council officers in December last year. At the time the homes had a considerable number of vacancies. Officers explained that the current demand was for dementia and nursing placements, rather than general residential care, and encouraged Cartref to consider how they could refocus their services to meet that demand. The Council was advised subsequently that Cartref had commissioned a review by external consultants. However, the board of trustees has recently taken the decision to commence a 45-day period of consultation on proposals to close its care homes in Llanishen and in Cyncoed. This was communicated to the Council on the 20th of March. Officers are working with Cartref, the residents and their families to manage the safe closure of the homes. The needs of all residents will be assessed, and support will be provided to help them choose an alternative home that best meets their requirements. Fortunately, there are a number of vacancies across the city, so identifying alternative placements should not be an issue; but it will, of course, be a great disruption to the individuals at the ages they are, having to leave one home to go to another.

Supplementary – Cllr Hunt

I obviously echo those sentiments about the residents. Because Cartref was not only a home for people, it was a place of employment for a large number of local people in the area who had experience and expertise in providing care, and presumably their situation will be a difficult one as well. I wonder if you had any comments that you were able to make as regards them?

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Reply – Cllr Mackie

The Council has received details of the numbers of staff impacted by the closure of the homes and this totals 109, including the account managers, care workers and ancillary staff. It's understood that some of the staff wish to retire, but others will be actively seeking similar employment elsewhere, which is positive as we wouldn't wish to lose all the experience and expertise that they have from the Cardiff social care sector. Officers will link staff with other care providers that are actively recruiting staff, so that they can explore any opportunities available. There may also be opportunities for some staff to move to the same accommodation as the Cartref residents, which would be really good if that happens, as the new homes may require additional staff. In addition, officers have linked in with the Cardiff Nursing and Residential Home Association. Committee members were keen to help support the Cartref manager to identify alternative employment for staff using the communication channels that they have in place with their members. Officers and the care sector will work together to support these much-needed workers into alternative employment.

Cllr Cowan to Cllr Wild

What value does the Cabinet Member place on consultation with residents on changes to waste collections?

Reply – Cllr Wild

When we have significant policy changes we'll undertake statutory consultation, and we'll usually go above these requirements to try and get ideas and involve people, and this was certainly the case for the recent recycling strategy. We undertook loads of consultation with over 3,000 people, we then took further in-depth consultation with those who took part in the first trials to see how it was working for them, and we got loads of good ideas, we got lots of valid concerns, and actually lots of support from people who share our vision for a cleaner, green city. And I think if you look at what value we place, what value I place, you only need to look at the quality and care that went into this work, the in-depth way that Cabinet, this Council, senior management, Scrutiny, pored over the findings in coming to agree this strategy, and how it continues to shape it.

Supplementary – Cllr Cowan

I have received considerable feedback myself from residents from across the city to taking part in the pilot. A number of residents have been very unhappy and indeed upset, that their constructive views they fed in didn't result in any change to the new trial. Residents are also very concerned that the next step will be three-weekly bin bag collections. As the Cabinet Member can you categorically rule this out during this administration?

Reply – Cllr Wild

In terms of three-weekly, I've explained to you a number of times, of course we can't categorically rule it out, and in fact it's in our policy as one of the options that may well be needed, so we've talked about a number of times. I think it's really interesting, we've got a really good democratic system here and you who of course came to Scrutiny had the chance to express a lot of those views from your residents, and I know Scrutiny really valued, because you'd really reached out to see what

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people had to say about it, and changes have been made both, and I'm sure a lot of that is down to some of the work that you did with your residents; we're now looking at smaller sacks for people, we've got a lot of good, practical ideas about how we can keep paper dry and we're working on that with the suppliers; we've had an amazing idea, trying to make sure that we have some tactile labelling on to help people with visual impairments. All of that came from what is a really good democratic process and I hope that you can feed that back to residents so they feel valued in that. And of course there'll be some people with some frustrations and bits they don't like and not all of those things are going to create change, but I'm really pleased with the work that's gone on here; we've got a really good strategy, and as we've already discussed, it's coming back with really good results, with a lot of people saying they're happy with it. In fact Scrutiny Committee this week said fundamentally, they looked at it in detail and thought were on the right track.

Cllr Shimmin to Cllr Merry

Given that Cardiff High School was vastly oversubscribed again, resulting in friendship groups being split up and undue stress to families in this city, why won't this administration build the extension to Cardiff High School that they promised years ago?

Reply – Cllr Merry

The expansion of Cardiff High School is within Cardiff's £284 million Band B 21st Century Schools Programme, which started in April 2019. Due to the scale and number of proposed projects in the Band B programme, the delivery of the schemes is undertaken in batches over the time span of the programme. Proposals for replacing Fitzalan, Cantonian and Willows High School were brought forward as a priority, as mandated by the Welsh Government, based on their building condition. More recently, proposals for Cathays High School have been brought forward which will expand mainstream places by two-and-a-half forms of entry and provide an increased number of specialist places for pupils with Additional Learning Needs, and it should be stressed that the school is operating now 8 FE. This will help ensure that Cardiff has sufficient local places for learners, promoting secondary schools serving each community through the peak intakes and the low intakes that will follow. The proposal specific to Cardiff High School as a Band B project will require the Council to undertake a full statutory consultation in accordance with the requirements of the School Organisational Code. This would be undertaken with all relevant stakeholders who may be affected by proposals including parents and local residents.

Supplementary – Cllr Shimmin

The demand is there for Cardiff High School right now and the Cathays High School redevelopment is years off and facing further delays, so why not build the Cardiff High extension now, which will relieve the pressure quicker than the Cardiff High School redevelopment as well as providing capacity for the future?

Reply – Cllr Merry

Firstly, if I refer you back to my reply, the priority of the schemes was partly decided by the condition of buildings, and I have to say that the condition that the previous administration left Willows High School, Cantonian High School and Fitzalan High School, was absolutely disgraceful. Now, in terms of Cathays High School, that has been able to actually already be expanded to eight forms of entry, which makes the

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delivery of the new school all the more imperative; but if we had prioritised Cardiff High, there could not have been an expansion in those places until the building works were completed, and builds are not easy and simple. And just to underline the need for Cathays High School is, there is currently, as I understand it, following the first round of offers, no other high school places available for the north of the city. Oversubscription within the catchment area is not unique to Cardiff High School, and I really wish that the Liberal Democrats had an education policy based on more than which children could get into Cardiff High.

Cllr Hunt to Cllr Merry

Residents have been informed that demolition contractors will be on site at HMRC, Ty Glas Road from last Monday, and are undertaking remedial works preparing the site for demolition. Could you explain the measures that will be taken to ensure the safe removal of the main ex-HMRC buildings?

Reply – Cllr Merry

I can confirm that site set up at Ty Glas commenced on Monday of this week, 27th of March; however, demolition work will not proceed until planning conditions have been fully discharged.

Documents have been submitted to the Council's Planning Service and are currently being reviewed by statutory consultees. This process is expected to be completed on Wednesday, the 12th of April; and subject to pre-commencement conditions being discharged, the project will then begin and is expected to take 12 months to be completed. The demolition will be undertaken in accordance with an agreed methodology which has been reviewed by the Planning Service and shared regulatory services as part of the discharge of conditions.

Relevant notification will also be submitted to the Health and Safety Executive in line with legislative requirements. Traffic movements for the site will be minimised as much as possible and align with new weight restrictions to Ty Glas. Noise will be restricted to agreed hours of work and will be monitored throughout the duration of the project.

Cllr Robson to Cllr De'ath

What action will the Council undertake to ensure that railway stations on the Coryton Line are not at risk of closure?

Reply – Cllr De'ath

First, let me assure you there are no plans to close any of the stations you have mentioned. I know you've raised things with me like better signage and that kind of thing, and we can certainly talk to Transport for Wales about that. But wouldn't you agree with me, that the issue with these particular stations, that the problem they have, is there's only two trains an hour, and that makes it less attractive to use, especially for short journeys, you have to wait up to half an hour for a 20-minute train ride? So we're working strategically with TfW to try and find the funding to take that up to four and extend Coryton down to Radyr, and I think that's the solution to secure a long-term viable future for those stations.

Supplementary – Cllr Robson

I would agree that four trains an hour would make sense on a line like that, and in essence, it would be a proper Metro rather the heavy rail it is. I'd love to see that and

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the Coryton loop finished. In the short term, and I appreciate it is, I do understand that Transport for Wales have a lot of responsibility on this; but you may have seen a report that the numbers at Whitchurch Station particularly are down to, I think it's 26 passengers a day. It's come down during the pandemic and it hasn't gone back up to roughly three times that which it was before the pandemic. So therefore I think the Council on all stations on the line could perhaps do a bit of publicity; as you say, better signage, where it's the Council's responsibility to do that, to encourage people back onto that line and to really tie in with our green agenda, that we want to push people out of cars and onto that line, particularly. It's a great little suburb serving a great line, and it will likely serve the new Velindre Hospital assuming that's built, with the Coryton station.

Reply – Cllr De'ath

I absolutely agree Adrian, we're having conversations with TfW to see what we can do to make it more visible and try and get people back on; it's a difficult situation, we appreciate.

Cllr Carter to Cllr De'ath

How do the proposed Cardiff Bus fare increases align with the Cabinet's commitment to introduce £1 standard fares?

Reply – Cllr De'ath

We're very much still committed to £1 bus fares, but Cardiff Bus, they're caught between a rock and a hard place; we've got record inflation, a driver shortage, passenger numbers still haven't returned to anywhere near where they were before the pandemic, and they're doing their best to protect services. So it's a difficult decision that they've made, their fares haven't risen at all since 2019, they're doing their best to get through a very, very difficult economic period, and I certainly empathy and support their choices.

Supplementary – Cllr Carter

Cardiff Bus are in a very difficult position as far as the law and their financial situation, I think we all recognise that. But my supplementary question is, we knew all that when that commitment was made just last year, that you would introduce these £1 pound fares; so with all this in mind and the crisis that Cardiff Bus faces, how do you envisage delivering that promise?

Reply – Cllr De'ath

It is indeed a good question, Cllr Carter, it's something we're absolutely committed to and I will be outlining in the very near future how we will be making it a reality.

Cllr Robinson to Cllr Burke

I'd like to thank Cllr Burke for her recent visit to Grangemoor Park in Grangetown to see for herself the potential of the recently reopened park. Will the Cabinet Member commit to specifically consulting the young people of Grangetown on the improvements they would like to see to the space in line with their brilliant new plan 'A Grangetown to Grow Up in'? And how much is the Council willing to invest in the park to ensure that we can all be proud of this vital green space?

Reply – Cllr Burke

I'm happy to commit to consulting with young people in Grangetown to support their aspirations of making it a great place to grow up in. As you'll be aware, I've arranged a meeting with all local ward members to discuss the scope of the consultation exercise and I'm confident that we can make progress. The consultation exercise will be important in generating ideas from the local community that can inform the potential improvements to Grangemoor Park which would then need to be prioritised and costed. Recycling and Neighbourhood Services who manage the former landfill site would then assist in providing or accessing funding for the agreed plans to improve the park.

Cllr Davies to Cllr Thorne

What action is the Council taking to clean up the defacement of its properties?

Reply – Cllr Thorne

Our Graffiti Service was originally set up to remove any graffiti on Council homes and Council estates. This was expanded to include any Council-owned properties. Any graffiti that is obscene, racist or threatening is removed within 48 hours and all other graffiti is removed within 10 working days of the time it's reported.

Supplementary – Cllr Davies

Thank you for talking about threatening graffiti there because I'm afraid to inform you that the scourge of Yes Cymru stickers has reached Radyr and Morganstown. I understand that the Council is not responsible for moving the politically divisive graffiti from private property, but it is very often local authority-owned street signs. Now given the need to make our city look nice and welcoming, the last thing the Council should be doing is leaving the seditious messaging which advocates the destruction of the British nation up on signage blighting our public spaces, never mind allowing this vandalism of public property to go unpunished. I would get rid of them myself but I am a little on the short side for a lot of the signs. Maybe Cllr De'Ath could give me a hand. So I would like to know what this unionist party that is running the Council is going to do about it.

Reply – Cllr Thorne

I just would like to ask have you reported this issue to the graffiti team, because if it's not been reported, then clearly then they can't be aware of all the graffiti on every sign, road sign or building across the city, so if you'd like to e-mail me with the details I will try and get it sorted.

Cllr Taylor to Cllr Ce'Ath

What discussions has the Cabinet Member had with Welsh Government about the resilience of bus services in Cardiff?

Reply – Cllr De'Ath

I have had a variety of discussions with Welsh government on bus service resilience in the early months of becoming Cabinet Member for Transport. Discussions were around franchising and our response to the Welsh Government's white paper. But in more recent months obviously there's BES and its continuation, expressing our concerns, as has the Leader. In terms of officers, officers speak with Welsh Government and Cardiff Bus on a weekly basis.

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Supplementary – Cllr Taylor

Disappointed that Adventure Travel have decided to withdraw the C8 service that runs through the Gabalfa ward. As local members we had no notification of the application, we had no opportunity to input, we found about the service being withdrawn on Twitter; and what's more frustrating is that, if it turns out that the Council supported the withdrawal of that service, but there was no opportunity for us as members to input something, there's a question about the process and whether or not you have influence over that process. But the substantive supplementary is whether or not you join colleagues, Labour leaders in Swansea and RCT, in calling on Welsh Government to maintain BES in the medium term until a long-term replacement is found, so we can save those community bus services that are currently under threat.

Reply – Cllr De'Ath

It's a really difficult situation because it's hard for us to get a coherent picture of what's happening all over the city, particularly as they reduce the time notice period companies have to give before they withdraw services. We're doing our best and I have said we're going to try and update members as much as we can the changes that affect their ward. We're not always going to be able to do that, but I appreciate your concerns. The letter you refer to has been signed, I think, by all councils, including Swansea, on behalf of all councils, so that's something we already strongly support in spirit and in the letter.

Cllr Green to Cllr Wild

A pioneering partnership between Exmouth Leisure Centre and the start-up "Deep Green" uses heat capture from data centres to heat its swimming pool. This will cut both energy bills and reliance on carbon-intensive fossil fuel boilers. Given the challenges posed by the current energy crisis, will the Cabinet Member for Climate Change commit to working with GLL to explore similar opportunities in Cardiff?

Reply – Cllr Wild

I read about this really smart idea and especially smart because of the heat exchange idea where the data centres could be cooled at the same time as the pool is heated. Along with Cllr Burke, we've made sure officers are aware and exploring whether this is something that can be considered. In the meantime, we have also initiated, with funding through a financial resilience mechanism, to put solar PV panels on the rooftops of all of our leisure centres and this is an improvement that will help reduce costs over time and improve the carbon footprint of our leisure centres.

Supplementary – Cllr Green

So, in addition to heat in energy intensive facilities like swimming pools, it does seem like there might be some potential for this technology to provide heating, for example, to blocks of flats and a wide range of other facilities. And of course, this isn't just exciting in itself, but it also has significant potential in achieving our One Planet Cardiff climate goals. So will the Cabinet Member also commit to working with Deep Green and colleagues across housing and other cabinet portfolios to explore how to harness this technology, to lower bills for the local authority and householders, by helping us achieve our ambitious climate goals?

Reply – Cllr Wild

I will, I think it's a good idea. There's a number of different organisations speaking to us about a lot of these kind of things, and I'll definitely speak to colleagues about it and my colleague Cllr Thorne, who's just also told me the correct pronunciation of photovoltaics, so I know that she'll be ready to work on this as well, and our housing team, in fact I know they are already are, as you'll know, across our Council housing stock. But thank you for bringing it to our attention and we will be taking those things forward.

Cllr Robson to Cllr Huw Thomas

Following WLGA's comments that cuts to bus services could be "devastating" for groups relying on public transport, what action can the Council take to ensure that bus services in Cardiff are protected and enhanced as part of the administration's Stronger, Fairer, Greener strategy?

Reply – Cllr Huw Thomas

The Council has actually been intensely engaged with Welsh Government over the last three years on funding for the bus industry. I had conversations with the Minister, Ken Skates, very early on in the pandemic, because I could see what implications this would have for bus travel over the long term. In part, on the back of those conversations, the Bus Emergency Scheme came into being and throughout that period dialogues been very effective between Cardiff Bus, between myself and Cllr Lay, for example, and at the official level between the company and the Council, and indeed with other operators about the challenges they are facing, and so we were actually able to lobby quite intensively ahead of the announcement of the extension of the BES funding for next three months. Now that's not as long as we would have liked, and so those engagements are continuing, and those comments from the WLGA is one public example of that effort continuing. As Cllr De'Ath has said a minute ago, it is an emerging picture as to what the final funding position will be. Where there is an opportunity the Council will, of course, step into the breach; but I think it's really important for us all to recognise in this Chamber, that within the current funding framework the Council is simply not going to be able to step into the breach to continue the level services that are currently being supported by the Bus Emergency Scheme.

Supplementary – Cllr Robson

I appreciate the honest assessment of where we are with this, and my question was about enhancing bus services, but it actually looks as though, unfortunately, we're going to be facing a reduction if some settlement of some sort can't be agreed. I think my question, Lord Mayor, is that the Leader keeps the Council informed proactively, not that he wouldn't, but in real detail, because it affects every single ward in the city, on this, and the Cabinet Member keeps us informed as well.

Reply – Cllr Huw Thomas

That's absolutely fair enough, and I hope the Cllr will appreciate that we've always sort to do so and use the usual channel arrangements and privy Council arrangements to particularly brief opposition leaders on particularly pertinent points and will continue to do so. Like I said, the dialogue is ongoing with Welsh Government. I think there is an opportunity for the extension of the BES scheme;

what form and the extent of that we remain to see. So it is a live issue and a live concern.

Cllr Cowan to Cllr Burke

Will the Cabinet Member provide a breakdown in spend over the past 12 months in each Cardiff park?

Reply – Cllr Burke

Currently, the Council manages 527 individually named parks and green spaces in the city and for this reason, and from a revenue perspective, cost centres are held in and spending is recorded on a functional basis. There are eight functions that include grounds maintenance, arboriculture, plant production and playgrounds. Separate cost centres are held for Bute Park and Flat Holm Island to record expenditure and income, and this is a condition of Heritage Lottery Fund grants. Capital expenditure is mainly recorded at scheme level which relates to a site; however, some projects can span over a number of different funding streams. If there's a specific ask that you're looking to get to, I'd be happy to sit down and get to the bottom of it, but with such a broad question I can't provide the answer that you're looking for.

Cllr Hopkins to Cllr Burke

Do the future plans involving the Roath Park dam include measures to improve water quality in Roath Park Lake and to what extent does the project involve collaboration with Natural Resources Wales and Welsh Water?

Reply – Cllr Burke

The proposals to be considered by the Council are not directly aimed at improving water quality within the lake, but are based on compliance with the Reservoirs Act 1975 and ensuring that a one in 10,000-year flood event can pass safely. NRW and Welsh Water are stakeholders of the project and NRW are a tier 2 category stakeholder along with other regulatory bodies, so it's important to note that in addition to their advisory and support role, they also have enforcement powers under the Reservoir Act 1975. Welsh Water themselves fall under the tier 3 stakeholder category as utilities provider. Any measures that can be taken to secure improvements in water quality which may be required will be considered as the project progresses and in liaison with relevant stakeholders.

Supplementary – Cllr Hopkins

You will know that we've raised concerns about water quality and algal blooms in the lake on numerous occasions in the past. At a recent community meeting in Cyncoed involving Natural Resources Wales, NRW were clear that the water quality is adversely affected by misconnections and ingress of grey water, including sewage from domestic and other premises, into the Llanishen Brook and Nant Fawr stream, that of course feed into the lake. So could you give an assurance that improving water quality in collaboration with NRW in particular, will be an integral part of the future work on the dam, otherwise this could be an opportunity that would be lost?

Reply – Cllr Burke

I don't know if I can give that assurance for this specific scheme; I think it would fit into the wider work that Welsh Water are looking to do. Certainly I've spoken to

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Welsh Water recently about the need to have a look at the quality of water in the city obviously because it's something that my residents feel very passionately about. So just to be clear, specifically for this project, I think it would be a by-product of work that would be done in the wider system.

Cllr Gunter on behalf of Cllr Dilwar Ali to Cllr De'Ath

During recent site visits to Llandaff North, Cllr Ali showed the Cabinet Member several areas of worn road and pavement. Could he please update on whether any repair work is planned on Station Road, as Cllr Ali feels this area is a priority?

Reply – Cllr De'Ath

It was great to visit Llandaff North with Dilwar and look at his gullies. I know he's been doing some great work with Cllr Burke around highways; they were out with the drainage team during the recent floods minimising flood risks, helping people during the recent frost; so really impressive, diligent local members. I have some good news for Cllr Ali, we have two nights of work scheduled in for Station Road in the first week of May.

Cllr Gunter on behalf of Cllr Dilwar Ali to Cllr Thorne

Can the Cabinet Member update us on whether contractors have been appointed for the BISF Homes Hard to Heat scheme in Llandaff North and Rumney?

Reply – Cllr Thorne

As you'll be aware, the Cabinet agreed last week to take forward a scheme to install external wall insulation to the remaining British Iron and Steel Federation homes in Cardiff. These properties have steel frames and non-traditional construction that make them hard to heat, leading to higher energy costs and increased fuel poverty for residents. We've been seeking funding for this scheme for some considerable time and a draft approval from Welsh Government was finally received in January this year. The funding will allow for the improvements to be made to both Council and private properties in the Llandaff North and Rumney areas. Of course, we now need to go through a proper procurement process. We plan to use our framework arrangements to ensure that work can be achieved as quickly as possible. It's anticipated that tenders will be issued in May and that the contractors will be appointed in June with work expected to commence shortly after that. I'm sure you'll agree with me that this is a very welcome news that will not only improve energy efficiency of 252 homes, but will also address fuel poverty and improve the appearances of the estates considerably.

Cllr Gunter to Cllr Merry

I was pleased to see St Mary the Virgin Primary School were one of the schools taking part in the Lego tournament at the Principality Stadium. Can you tell me what benefits events like this bring to schools in Cardiff?

Reply – Cllr Merry

The Lego tournament offered Cardiff schools a chance to participate in an authentic learning experience to develop science, technology, engineering and maths (STEM) subjects within the curriculum. It allowed learners to develop their coding and engineering skills to solve the challenges. They also develop team-working skills, communication skills and the ability to problem solve and innovate. These are

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skills central to realising the purposes of the new curriculum for Wales, whilst empowering our pupils to become successful members of society. It enabled interaction with city partners from industry who were able to share their knowledge and experience with the children to broaden minds in providing sites to the skills needed in workplaces of the future. It also successfully promoted the values of the Cardiff Commitment programme. And I'm going to add another one here; it was fun and they really enjoyed themselves. In fact, one of the pupils said it was the best day ever. Quite a few of them had never been in the rugby stadium so you can imagine standing there with the pitch in the background. Although I have to say when Gareth Anscombe appeared to present a prize most of them didn't know who he was, and they said, hands up if you know who it is, and they sat there, no-one knew. But we were very grateful to all of them and actually it was an amazing day.

Cllr Hopkins on behalf of Cllr Molik to Cllr Mackie

With an ageing population, is it right for care homes to close in Cardiff?

Reply – Cllr Mackie

I just want to make it clear that the Council doesn't run any care homes in Cardiff. However, I wouldn't want to see any care homes close, particularly with all the related distress that causes for residents and staff. The Council's Ageing Well strategy sets out our approach to supporting older people in Cardiff. We aim to support people to remain independent for as long as possible. Where care is needed, this can normally be provided in the individual's own home. It is very clear in both our strategy and in our recent market stability report, that further demand for residential care will be for nursing care or care for those with significant levels of dementia. Care homes that offer general residential care are being encouraged to adapt their services to meet the high-level care requirements. The Council would expect the owners and managers of private care homes to adapt their model accordingly to meet current and future demands if they are to be sustainable, and Council officers will be happy to advise and support any such change.

Supplementary – Cllr Hopkins on behalf of Cllr Molik

Can I thank Cllr Mackie for that answer and for the very detailed response you gave to Cllr Hunt's question which was related to this earlier. Cllr Molik would nevertheless like to ask whether the homes on Lake Road East and Station Road can be utilised in the integrated locality-based health and care system as stated in the Wellbeing Plan earlier.

Reply – Cllr Mackie

It would be lovely if we could do that. Unfortunately they are private homes and, as far as I'm aware, the directors and trustees want the building sold, that is my understanding.

Cllr Moultrie to Cllr Merry

With the Period Dignity in Schools and Communities Grant being provided to local authorities by the Welsh Government to enable schools to provide free period products to those who need them, how is the Council working with schools to ensure that free period products are available to students when needed?

Reply – Cllr Merry

The Education Service has been working with all Cardiff maintained schools since 2018-19 to provide a range of period products in line with the Welsh Government's Period Dignity Grant. In recent years this has included 100% eco-friendly products, including reusable options in secondary schools such as period pants, reusable pads and menstrual cups. Period dignity guidance has been created for schools, learners, parents, carers and governors, to encourage schools to provide these free products in the most dignified way possible, and I hope those of you who are school governors have taken the chance to read the guidance sent out recently. In addition to providing period products, the Education Service has provided schools with dispensers for toilets and grants to purchase spare clothing. Secondary schools are also offered education workshops on providing period dignity workshops for learners, and further work is being carried out to map where period products can be accessed outside of school and a period dignity accreditation scheme is also being developed; and while it goes slightly beyond the question, I'd like to thank Cllr Thorne for the work done in our hubs, for example, the recent surgery, there were posts behind the door explaining how you could easily get products from the library, and that is just as important is within schools too.

44 : URGENT BUSINESS

There was no Urgent Business.

45 : LOCAL PENSION BOARD TERMS OF REFERENCE - AMENDMENTS

To approve amendments to the Local Pension Board (LPB) Terms of Reference, in particular to clarify that current Board members are eligible for re-appointment irrespective of whether they have previously been Board members.

RESOLVED:

The Council AGREED to approve the revised Local Pension Board Terms of Reference, as set out in **Appendix 1**; and authorise the Monitoring Officer to update the Constitution accordingly.

46 : APPOINTMENT OF INDEPENDENT NON-EXECUTIVE DIRECTORS -
CARDIFF BUS

To consider the appointment of two Independent Non-Executive Directors of Cardiff Bus.

RESOLVED:

Council AGREED to:

1. note the delegated authority granted previously by Council to the Director of Governance & Legal Services and Monitoring Officer to seek nominations from political groups for the establishment of a politically balanced Member Appointment Panel to undertake interviews for the two positions; and

2. approve the appointment of the Independent Non-Executive Director of Cardiff Bus, as named in the Amendment Sheet provided at the meeting, for a term of 3 years, subject to the receipt of satisfactory references.

47 : COMMITTEE MEMBERSHIP

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

RESOLVED:

The Council AGREED to receive a nomination and appoint to the vacancy on the Committee, in accordance with the Party Group wishes as set out in Table A and on the Amendment Sheet.

48 : APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES

To appoint Local Authority Governors to fill vacancies.

RESOLVED:

The Council AGREED that in accordance with the recommendations of the Local Authority Governor Panel, the Council approved the new appointments of Local Authority governors to the school governing bodies as set out in Appendix 1, each for a term of 4 years from the date of the appointment.

49 : WRITTEN QUESTIONS

The [Written Questions and Responses](#) received were published and in accordance with Council Procedure Rule 17(f) are published as a record in the minutes of the meeting.

THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 27 April 2023 to transact the business set out in the Council summons dated Friday, 21 April 2023.

Present: County Councillor Hinchey (Lord Mayor)

County Councillors Ahmed, Ahmed, Dilwar Ali, Ash-Edwards, Berman, Boes, Bradbury, Bridgeman, Brown-Reckless, Burke, Chowdhury, Cowan, Cunnah, Davies, De'Ath, Derbyshire, Driscoll, Ebrahim, Elsmore, Ferguson-Thorne, Gibson, Goodway, Green, Gunter, Henshaw, Hopkins, Humphreys, Hunt, Jenkins, Jones, Owen Jones, Joyce, Kaaba, Latif, Lay, Lewis, Lister, Littlechild, Livesy, Lloyd Jones, McEvoy, McGarry, Merry, Michael, Molik, Moultrie, Naughton, Owen, Palmer, Jackie Parry, Proctor, Reid-Jones, Robinson, Robson, Sangani, Sattar, Simmons, Singh, Stubbs, Taylor, Huw Thomas, Lynda Thorne, Waldron, Weaver, Wild, Williams, Wong and Wood

50 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Carr, Carter, Keith Jones, Lancaster, Lent, Mackie, Melbourne, Shimmin, and Thomson.

Councillors Lloyd-Jones and Jenkins will be late in attending the meeting.

51 : DECLARATIONS OF INTEREST

The following Declarations of Interest were received in accordance with the Members' Code of Conduct.

| Councillor | Item | Nature of Interest |
|---------------------|--------|---|
| Cllr Chris Lay | Item 3 | Personal Interest – Non-Executive Director, Cardiff Bus (Chair) |
| Cllr Garry Jones | Item 3 | Personal Interest - Non-Executive Director, Cardiff Bus |
| Cllr Owen Jones | Item 3 | Personal Interest - Non-Executive Director, Cardiff Bus |
| Cllr Rhys Taylor | Item 3 | Personal Interest - Non-Executive Director, Cardiff Bus |
| Cllr Calum Davies | Item 3 | Personal Interest - Non-Executive Director, Cardiff Bus |
| Cllr Andrea Gibson | Item 3 | Personal Interest – Family Member holds Private Hire Taxi Licence |
| Cllr Stephen Cunnah | Item 3 | Personal Interest – Employed by Sustrans Cymru |

52 : NOTICE OF MOTION

The Lord Mayor noted that a Notice of Motion, which had been submitted in accordance with Council Meeting Procedure Rule 4 (b) (iv) proposed by Councillor Williams and seconded by Councillor Robson had been received for consideration.

Two Amendments had been received from the Liberal Democrat Group and the Labour Group.

The Lord Mayor invited Councillor Williams to propose the motion:

This Council notes the damaging impact of a congestion charge on Cardiff's economy, including its residents, business and tourist industry.

This Council calls upon Cardiff's Labour Cabinet to rule out a congestion charge in Cardiff.

The Lord Mayor invited Councillor Berman to move the first amendment.

In paragraph 1, delete all after "This Council notes the" and replace with:

"plans put forward by the Cabinet to agree in principle to introduce a Road User Charging scheme which will have implications for how the city's economy will operate in future, including for residents, businesses and the tourist industry, and further notes that plans for a congestion charge were not explicit in the ruling party's manifesto for the 2022 local elections."

Insert the following new paragraph between the existing paragraphs 1 and 2:

"This Council regrets that the Cabinet is choosing to make such an in-principal decision ahead of undertaking any consultation with residents and businesses in the city."

In final paragraph, delete all after "This Council calls upon Cardiff's Labour Cabinet to" and insert:

"ensure any proposals for introducing a congestion charge are subject to a positive outcome in a referendum of the city's residents before they are considered for introduction.

The amended motion would read:

This Council notes the plans put forward by the Cabinet to agree in principle to introduce a Road User Charging scheme which will have implications for how the city's economy will operate in future, including for residents, businesses and the tourist industry, and further notes that plans for a congestion charge were not explicit in the ruling party's manifesto for the 2022 local elections.

This Council regrets that the Cabinet is choosing to make such an in-principal decision ahead of undertaking any consultation with residents and businesses in the city.

This Council calls upon Cardiff's Labour Cabinet to ensure any proposals for introducing a congestion charge are subject to a positive outcome in a referendum of the city's residents before they are considered for introduction.

The first amendment was formally seconded by Councillor Wood.

The Lord Mayor invited Councillor De'Ath to move the second amendment.

This Council notes the damaging impact that congestion has on Cardiff's economy, its residents, businesses, and tourist industry.

This council also recognises the following:

- That traffic congestion cost the Cardiff economy £109 million in 2019, with drivers losing 143 hours stuck in traffic during peak times in 2018. Current daily traffic in Cardiff overall is back to pre-Covid (2019) levels
- Health data shows that air pollution affects us all and is associated with impacts on lung development in children, heart disease, stroke, cancer, exacerbation of asthma and increased mortality, among other ill-health effects.
- Currently, road transport is responsible for 40% of CO₂e emissions in Cardiff, having risen from 35.6% in 2015.
- That the modern, reliable and regular public transport system we want for the city cannot be delivered at the current level of funding, not least as a result of 13 years of public sector austerity.
- That Road User Payment schemes have become commonplace across cities in the UK, with no indication that these cities have suffered economically as a result.
- Further, that these Road User Payment schemes vary in type and scale, and that Cardiff Council is initiating a consultation around what type of scheme could work in Cardiff

The council further notes key information provided by the cabinet:

- That all proceeds from any payment would be ring-fenced for investment into transport improvements
- That widespread improvements in public transport services will be implemented before any charge takes effect
- That a range of discounts and exemptions would be considered as part of considering any payment levels

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- That most schemes already in place include discounts for residents
- That any charging policy will likely take 3-5 years to come into effect

This Council resolves to:

- endorse the steps taken by the Cabinet to initiate a discussion with residents and businesses in Cardiff and the City Region to ensure that a full and thorough public engagement exercise is carried out with a wide range of stakeholders and members of the public around what form a Road User Payment system for the city could take.
- call upon the Cabinet to continue to take decisions that are in the best interests of the people of Cardiff, including children and future generations, ensuring the widest possible engagement in formulating any potential scheme
- further call on Cabinet to bring the matter back to Council for further discussion and debate at appropriate points in the process

The second amendment was formally seconded by Councillor Moultrie.

The Lord Mayor invited debate on the motions and the amendments.

The Lord Mayor invited Councillor Williams to respond to the debate.

The Lord Mayor called for a vote on the first amendment. The vote was LOST.

The Lord Mayor called for a vote on the second amendment. The vote was CARRIED.

Councillor De'Ath responded before the vote was taken on the Substantive Motion as amended.

The Lord Mayor called for a vote on the Substantive Motion as amended.

The vote on the Substantive Motion was CARRIED.

ANNUAL COUNCIL**25 MAY 2023**

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

CARDIFF UNDERTAKING**Reason for this Report**

1. To enable Members to consider a recommended amendment to the Cardiff Undertaking; and to invite Members to publicly affirm their commitment to the revised Cardiff Undertaking.

Background

2. The Council's ethical code is comprised of the Members Code of Conduct and the Cardiff Undertaking, both of which are incorporated within the Council's Constitution (Part 5).
3. The statutory framework for the conduct of Members is set under Part 3 of the Local Government Act 2000. Under powers granted in the Act, the National Assembly for Wales has made an order specifying principles governing the conduct of Members ('the Principles of Conduct' SI 2001/2276); and issued a model code regarding the conduct expected of Members, reflecting the Principles of Conduct.
4. The model statutory code has been adopted by Cardiff Council (with permitted local variations to clarify duties in relation to Members' use of social media, and use of Council IT equipment for political group meetings), and is enshrined, as the Members' Code of Conduct, within the Council's Constitution and available on the Council's website. Members must comply with the duties set out in the Members' Code of Conduct. Sanctions may be imposed on any Member found to be in breach of the Code.
5. The Cardiff Undertaking was adopted by the Council in 2004, on the recommendations of a Corporate Governance Commission (a team of public and private sector leaders appointed by the Council to review the Council's corporate governance arrangements at that time). It provides an opportunity for Members to publicly commit to using their term of office to work for the Council, the City and its citizens, and to commit to the standards of conduct expected by the Council, and has been amended from time to time.

6. The Cardiff Undertaking was last amended, with the approval of Council, in November 2020, to include reference to complying with the Protocol on the Role of Members in Safeguarding Vulnerable Children and Adults, refer to principles of stewardship and leadership in line with recommendations from Internal Audit, and other minor drafting improvements.
7. In accordance with the recommendations of the Standards and Ethics Committee, Elected Members have been asked, since 2008, to reaffirm their commitment to the Cardiff Undertaking at each Annual Council meeting.
8. Accordingly, the Constitution, Article 2.4 provides that:

Each Councillor will, 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.

[This is reflected in the Council Meeting Procedure Rules, Rule 2(b)(vi).]

Issues

9. The Standards and Ethics Committee discussed the purpose of the Cardiff Undertaking, in response to discussions about this issue, at its meeting on 14th February 2023 and sought the views of Group Leaders at its meeting with them on 9th May 2023.
10. The Committee noted that the Undertaking is similar to the statutory principles of conduct governing Members' conduct (referred to in paragraph 3 above) and that a breach of the commitments set out in the Cardiff Undertaking may well constitute a breach of the Members' Code of Conduct, which may be investigated and determined under the statutory arrangements for dealing with a breach of the Code of Conduct. However, the Cardiff Undertaking is not enforceable in its own right.
11. Nevertheless, the Group Leaders agreed that the Undertaking provided an opportunity for Cardiff members to publicly reaffirm their commitment to high standards of conduct and should be retained and reviewed to ensure it is kept up to date and fit for purpose. The Standards and Ethics Committee was happy to support this view and agreed to schedule a review of the Undertaking within its Work Programme.
12. It was noted, however, that one minor amendment is required to be made to paragraph 4 of the Undertaking to reflect the fact that Councillors may also have legal duties to other bodies, for example, to outside bodies to which they may be appointed by the Council. The recommended amendment is shown below:
 4. *Give priority to the interests of the Council, Cardiff and of the people of Cardiff, when acting as a Cardiff Councillor, subject to any other overriding legal duties.*
13. A revised copy of the Cardiff Undertaking, incorporating the recommended amendment, is attached as **Appendix A**.

14. Under the Council Meeting Procedure Rules, Rule 2(b)(vi), all Members are asked to publicly affirm their commitment to the Cardiff Undertaking at Annual Council each year.

Legal Implications

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

Financial Implications

16. There are no direct financial implications arising from this report.

Recommendations

Council is recommended to:

1. Approve the revised Cardiff Undertaking set out in **Appendix A**; and
2. Invite all Members to publicly affirm their commitment to complying with the revised Cardiff Undertaking (**Appendix A**).

DAVINA FIORE
DIRECTOR OF GOVERNANCE AND LEGAL SERVICES AND MONITORING OFFICER
19 May 2023

APPENDICES

Appendix A Cardiff Undertaking, revised

Background papers

[Standards and Ethics Committee report, 'Cardiff Undertaking', 14th February 2023](#)

[Standards and Ethics Committee report, 'Group Leaders' Reports to Standards and Ethics Committee; and Potential Changes to the Members' Code of Conduct \(Mandatory Training\) and the Cardiff Undertaking, 9th May 2023](#)

Mae'r dudalen hon yn wag yn fwriadol

YMRWYMIAD CAERDYDD I GYNGHORWYR THE CARDIFF UNDERTAKING FOR COUNCILLORS



Dylid ystyried yr ymrwymiad hwn ochr yn ochr â'r Cod Ymarfer I Aelodau ac mae'n ffurfio rhan o'r cod moesegol y mae pob Aelod o Ddinas a Sir Caerdydd yn rhwym wrtho.

This undertaking should be considered in conjunction with the Members' Code of Conduct and forms part of the ethical code which binds all members of the City & County of Cardiff.

Fel Cynghorydd a etholwyd I Gyngor Sir Dinas a Sir Caerdydd, ac yn unol ag egwyddorion bywyd chyhoeddus:-

As a Councillor elected to the County Council of the City and County of Cardiff, and in accordance with the principles of public life:-

YMRWYMAF I: I UNDERTAKE TO:-

Hyrwyddo cydraddoldeb a pharch I eraill Promotion of equality and respect for others

- | | |
|--|--|
| 1. Cynrychioli Caerdydd a holl bobl Caerdydd yn gyfartal a heb wahaniaethu, dangos parch ac ystyriaeth tuag at eraill a pheidio â defnyddio ymddygiad bwlio. | 1. Represent Cardiff and all the people of Cardiff equally and without discrimination, show respect and consideration for others and not use bullying behaviour. |
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Gwrthrychedd a phriodoldeb Objectivity and propriety

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| 2. Ystyried yr holl faterion ac achosion a gyflwynwyd I mi yn ôl eu rhinweddau eu hunain. | 2. Consider all issues and cases brought to me on their merits. |
| 3. Cydbwysu buddiannau fy Ward gyda buddiannau'r Cyngor a phobl Caerdydd yn ei chyfanrwydd. | 3. Balance the interests of my Ward with the interests of the Council and the people of Cardiff as a whole. |

Ystyried eraill a stiwardiaeth Selflessness and stewardship

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| 4. Rhoi blaenoriaeth i fuddiannau'r Cyngor, Caerdydd a phobl Caerdydd, wrth weithredu fel Cynghorydd Caerdydd, yn amodol ar unrhyw ddyletswyddau cyfreithiol o'r pwys mwyaf. | 4. Give priority to the interests of the Council, Cardiff and of the people of Cardiff, when acting as a Cardiff Councillor, subject to any other overriding legal duties |
| 5. Sicrhau bod adnoddau'r Cyngor yn cael eu defnyddio'n gyfreithlon ac yn ddarbodus, wrth gyflawni fy nyletswyddau a'm cyfrifoldebau. | 5. Ensure that the Council's resources are used both lawfully and prudently, when discharging my duties and responsibilities. |
| 6. Diogelu a hyrwyddo cyfleoedd bywyd plant sy'n derbyn gofal gan y Cyngor a chyflawni fy nghyfrifoldebau'n ddiwyd fel Rhiant Corfforaethol y plant hynny, gan weithredu bob amser yn unol â'r Protocol ar Rôl Aelodau Etholedig wrth ddiogelu Plant ac Oedolion Agored i Niwed. | 6. Safeguard and promote the life chances of children looked after by the Council and diligently discharge my responsibilities as Corporate parent of those children, acting always in accordance with the Protocol on the Role of Elected Members in Safeguarding Vulnerable Children and Adults. |

Cywirdeb Integrity

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|---|---|
| 7. Gweithredu'n unol â'r safonau uchaf o ran cywirdeb wrth gyflawni fy nyletswyddau amrywiol fel Cynghorydd | 7. Act according to the highest standards of probity in carrying out my various duties as a Councillor. |
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Dyletswydd I gydymffurfio â'r gyfraith Duty to uphold the law

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|---|---|
| 8. Cydymffurfio â'r Cod Ymddygiad I Aelodau a'i barchu, ac ystyried y cyngor a'r canllawiau a gyhoeddir gan y Pwyllgor Safonau a Moeseg yn briodol. | 8. Adhere to and respect the Members' Code of Conduct and have proper regard to the advice and guidance issued by the Standards & Ethics Committee. |
| 9. Parchu darpariaethau unrhyw Brotocolau Datrys Lleol a gynigiwyd gan y Pwyllgor Safonau a Moeseg ac a fabwysiadwyd gan y Cyngor, a chydymffurfio â nhw. | 9. Adhere to and respect the provisions of any Local Resolution Protocol proposed by the Standards & Ethics Committee and adopted by Council |

Atebolrwydd a gonestrwydd Accountability and openness

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|---|--|
| 10. Peidio â datgelu gwybodaeth a roddir I mi yn gyfrinachol. | 10. Not to disclose information given to me in confidence |
| 11. Cefnogi a hyrwyddo ymddygiad y Cyngor I sicrhau bod ei fusnes yn cael ei gynnal mewn ffordd onest a chllir. | 11. Support and promote the conduct of the Council's business being carried out in an open and transparent manner. |

Arweinyddiaeth Leadership

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| 12. Hyrwyddo a chefnogi'r ymrwymadau hyn drwy arweinyddiaeth a thrwy esiampl a gweithredu mewn ffordd sy'n sicrhau neu'n diogelu hyder y cyhoedd. | 12. Promote and support these commitments by leadership and by example and act in a way that secures or preserves public confidence. |
|---|--|

Er mwyn fy ngalluogi i gyflawni fy nyletswyddau, rwy'n ymrwymo ymhellach i ddilyn hyfforddiant priodol, i gynnwys yr holl hyfforddiant y nodwyd ei fod yn orfodol yn y Rhaglen Datblygu Aelodau, neu gyfwerth, i'm harfogi i gyflawni fy nyletswyddau fel Cynghorydd.

In order to enable me to carry out my duties I further undertake that I will commit to appropriate training, to include all training which has been identified as mandatory in the Member Development Programme, or equivalent, to equip me to carry out my duties as a Councillor.

Enw/Name:

Dyddiad/
Date:

Llofnod/Signed:



REPORT OF DIRECTOR OF GOVERNANCE & LEGAL SERVICES & MONITORING OFFICER

ESTABLISHMENT OF STANDING COMMITTEES OF THE COUNCIL 2023-2024

Reason for this Report

1. To approve the establishment of Standing Committees of Council for the Municipal year 2023 – 2024, their size and terms of reference.

Background

2. The Constitution provides that, at its Annual meeting, the Council will decide on any amendment to the standing committees of the Council, including amendments to their size and terms of reference (Council Meeting Procedure Rules, Rule 2(b)(xi)).

Issues

Proposed Committees

3. The Council is recommended to establish the Standing Committees shown in Table A with the indicated number of seats.

TABLE A – Establishment of Committees and Size

| <u>REGULATORY AND OTHER COMMITTEES</u> | |
|--|---|
| <u>Committees</u> | <u>Seats</u> |
| Appointments Committee <i>(convened as and when required)</i> | To comprise 5 Members from those appointed to serve in accordance with the rule on political balance |
| Constitution Committee | 12 Members |
| Corporate Parenting Advisory Committee | 9 Members (Includes Deputy Leader and/ or Cabinet Member for Education and Cabinet Member for Children's Services up to a maximum of 3 Cabinet members) <i>(Must not be Members of the Children & Young People Scrutiny Committee (or equivalent))</i> |

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|--|---|
| Council Appeals Committee | 9 Members |
| Democratic Services Committee | 12 Members <i>(Cannot include more than 1 Member of the Cabinet (who must not be the Council Leader) or Assistant to the Cabinet)</i> |
| Disciplinary & Grievance Appeals Committee <i>(Convened as and when required)</i> | To comprise not less than 3 and not more than 5 Members from those appointed to serve in accordance with the rule on political balance. |
| Employment Conditions Committee | 8 Members |
| Family Absence Appeals Panel <i>(Called as and when required)</i> | 3 Members <i>(To be Members of the Democratic Services Committee but not include the Chair of Council)</i> |
| Governance and Audit Committee | 12 Members comprised of: <ul style="list-style-type: none"> • 8 Elected Members and • 4 Independent Members <i>(Cannot include more than 1 Member of the Cabinet (who must not be the Council Leader) or Assistant to the Cabinet)</i> |
| Licensing Committee | 12 Members |
| Planning | 12 Members <i>(Should not include more than one Elected Member from a multi Member Ward)</i> |
| Public Protection | 12 Members |
| Standards & Ethics Committee | 9 Members to be comprised of: <ul style="list-style-type: none"> • 3 Elected Members*, • 5 Independent Members and • 1 Community Council Member) *Not subject to Political proportionality requirements, but recommended to be cross party |
| Pensions Committee | 5 Members |

| <u>SCRUTINY COMMITTEES</u> | |
|---------------------------------------|---|
| Children and Young People | 9 Members plus 4 co-opted Members including: <ul style="list-style-type: none"> • one Church in Wales Representative; • one Roman Catholic Representative and; • two Parent Governor Representatives. |
| Community and Adult Services | 9 Members |
| Economy and Culture | 9 Members |
| Environmental | 9 Members |
| Policy Review & Performance | 9. Members |
| <u>OTHER GROUPS AND PANELS</u> | |
| Bilingual Cardiff Member Group | 9 Members (At least one member from each political Group) |
| Health & Safety Advisory Group | 5 Members (Appropriate Cabinet Member and up to 4 other Members) |
| Local Authority Governor Panel | 7 Members (Appropriate Cabinet Member and up to 6 other Members) |
| Investment Advisory Panel | 3 Members (To be Members of the Pension Committee) |
| Works Council | 5 Members (To be Members of Employment Condition Committee) |

4. The sizes of the Council's standing committees are as set out in the Constitution Article 6.1 (Scrutiny Committees); and Article 8.1 (Regulatory and Other Committees).

Terms of Reference

5. The proposed terms of reference for each of the Standing Committees and Panels are set out in **Appendix A**.

Governance and Audit Committee

6. At its meeting on 24th January 2023, the Governance and Audit Committee reviewed its Terms of Reference in light of updated CIPFA and Welsh Government guidance, and agreed updated Terms of Reference (included within the Audit Charter) for approval by Council. The updates recommended include:

- (i) A short introductory paragraph, setting out the nature of the Committee and to whom it reports, in accordance with CIPFA guidance.

- (ii) An updated Statement of Purpose, incorporating the updated best practice CIPFA wording, as well as a point of clarification on the separate demarcation between Governance and Audit and Scrutiny Committees, in accordance with Welsh Government statutory guidance.
- (iii) Expanded details on the Committee's Treasury Management responsibilities and remit based on the CIPFA guidance. Details are also provided on Council Treasury Management delegations and responsibilities.
- (iv) Further minor changes in wording in accordance with CIPFA guidance.

7. The updated Terms of Reference are included within **Appendix A** for Council approval.

Legal Implications

8. The arrangements made by the Council for discharging its functions may include the establishment of one or more ordinary committees. The size of its committees and their terms of reference are to be determined by Council (pursuant to the Local Government Act 1972, sections 101 and 102).

9. There are specific legislative provisions governing the following committees:

Standards and Ethics Committee

10. Councils in Wales are required to establish a Standards Committee to discharge the functions conferred under Part 3 of the Local Government Act 2000 governing Member conduct issues.

11. Standards Committees must consist of not less than five and not more than nine members, and independent members must comprise at least half of all members. The Committee must include at least one 'Community Committee member' (i.e. a member of a community council within the authority's area) as the Standards Committee discharges functions in relation to Community Councils. Regulations specifically prohibit anyone other than a member of the Council, an independent member or a 'Community Committee' Member from being a member of the Committee. The Leader is prohibited from being a member of the Standards Committee, and no more than one member of the Cabinet may be a member of the Committee. The political balance requirements of the Local Government and Housing Act 1989 do not apply.

12. The Council's Constitution (Article 9) provides that the Standards & Ethics Committee will be composed of 9 members comprising 5 'independent' members, 3 Cardiff County Councillors and 1 Community Councillor.

Democratic Services Committee

13. The Local Government (Wales) Measure 2011 requires Councils to establish a Democratic Services Committee to discharge the functions conferred under Part 1, Chapter 2 of the Measure. The legislation states that the Democratic Services Committee must comprise solely of members of the Council and cannot include more than one member of the Cabinet (who must not be the Leader) or Assistant to the Cabinet. Cabinet Job-Sharers appointed to share the same office together count as one Cabinet member for these purposes.

Governance and Audit Committee

14. Under the Local Government (Wales) Measure 2011 ('the 2011 Measure'), as amended by Part 6 of the Local Government and Elections (Wales) Act 2021 ('the 2021 Act'), Councils are required to establish a Governance and Audit Committee to discharge the functions conferred under Part 6, Chapter 2 of the Measure (as amended). The statutory functions of the Governance and Audit Committee are reflected in the terms of reference set out in **Appendix A**.
15. The 2021 Act requires that one third of the Committee must be lay members. The current composition of the Governance and Audit Committee, as approved at Annual Council in May 2022, includes four non - councillor 'Independent Members' and 8 Councillors. The proportion of Independent Members is one third of the Committee members, which complies with the new legislative requirements.
16. The Committee can include no more than one Cabinet member (who may not be the Leader) or Assistant to the Cabinet. Cabinet Job-Sharers appointed to share the same office together count as one Cabinet member for these purposes. The Governance and Audit Committee is subject to the political balance rules. Statutory Guidance recommends that all Members of the Committee should display independence of thinking and unbiased attitudes, and must recognise and understand the value of the audit function.

Planning Committee

17. The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 (made under s.39 of the Planning Wales Act 2015), stipulate the following legal requirements:
 - (a) A planning committee must contain no fewer than 11 members and no more than 21 members, but no more than 50% of the authority members (rounded up to the nearest whole number); and
 - (b) Where wards have more than one elected Member, only one Member may sit on the planning committee, in order to allow other ward Members to perform the representative role for local community interests. However, this rule is not applicable to authorities comprised solely of multiple Member wards, such as Cardiff.

These legal requirements are reflected in the Planning Committee Procedure Rules, Rule 1.1A.

17. The recommended size of Cardiff's Planning Committee is 12 members, which complies with the legal requirements in relation to the size of the committee (paragraph 16(a) above). As noted above, the legal requirements in relation to multi-member wards (paragraph 16(b) above) do not apply to Cardiff Council, as Cardiff is currently comprised solely of multiple member wards.

Scrutiny Committees

18. The Local Government Act 2000 requires authorities to set up overview and scrutiny committees. The legislative provisions for overview and scrutiny committees for Wales have been amended and supplemented by the Local Government (Wales)

Measure 2011 and Regulations made thereunder. In addition, other legislation imposes requirements regarding scrutiny of particular issues, for example, crime and disorder matters (the Police and Justice Act 2006); and Public Services Board functions (the Wellbeing of Future Generations (Wales) Act 2015). Subject to compliance with the relevant statutory provisions, the size of its scrutiny committees is a matter for each Council to determine.

Corporate Parenting Advisory Committee

19. Full Council approved the establishment of a Corporate Parenting Advisory Committee in July 2014.
20. An Advisory Committee may be established to advise and make recommendations to the Cabinet and or the Council on any matter relating to the discharge of its functions which fall within the Committee's approved terms of reference (s.102(4) of the Local Government Act 1972).
21. An Advisory Committee may consist of any persons the Authority chooses, whether Elected Members or not (but not including employees of the Authority, or others who are disqualified from being an elected Member of the Authority, eg. those declared bankrupt). The political balance requirements apply in relation to Elected Member appointments (s.15 and Schedule 1, paragraph 1(b) of the Local Government and Housing Act 1989).
22. The establishment of an Advisory Committee, agreeing its terms of reference and membership, and making appointments to the Committee are all matters which must be approved by full Council.

Financial Implications

23. The costs associated with Members, in accordance with the Members' Schedule of Remuneration, are to be contained within the allocated budget.

RECOMMENDATIONS

24. The Council is recommended to approve, for the 2023-2024 Municipal Year:
 - a. the establishment and size of the Council Committees set out in paragraph 3 (Table A); and
 - b. the terms of reference of each Committee, as set out in **Appendix A** of this report.

DAVINA FIORE

Director of Governance & Legal Services and Monitoring Officer

19 May 2023

Appendix A – Committee Terms of Reference

Background Papers:

[Annual Council Report, 'Establishment of Standing Committees of Council for 2022-2023',](#)

[26 May 2022](#)

[Governance and Audit Committee report, 'Draft Internal Audit Charter and Draft Audit Plan 2023/24', 24th January 2023](#)

PART 3 – RESPONSIBILITY FOR FUNCTIONS

APPENDIX 2 – TERMS OF REFERENCE FOR COMMITTEES

| Committee | Terms of Reference |
|---|---|
| Appointments (convened as and when required) | <p>To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders)(Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and any other relevant Council policies and procedures.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |
| Constitution | <p>To review the Council’s Constitution, and to recommend to Council and/or Cabinet 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:-</p> <p>(a) Drafting improvements to enhance clarity and remove minor anomalies.</p> <p>(b) Updating to reflect legislative changes and matters of record.</p> <p>(c) Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).</p> |
| Corporate Parenting Advisory Committee | <p>1. The Corporate Parenting Advisory Committee is responsible for advising the Council and for advocating on the collective behalf of all care leavers and children looked after by Cardiff Council, to ensure that they receive the best possible care and support.</p> <p>2. To achieve the best outcomes for children looked after and care leavers the Corporate Parenting Advisory Committee will:</p> <p>Actively Promote:</p> <p>a. and operate collective responsibility between the Council, Social Services, Health, Education and other statutory agencies to achieve good parenting for all children in the care of Cardiff Council and to ensure that they are appropriately safeguarded to achieve the best possible chances in life.</p> <p>b. real and sustained improvements by ensuring that mechanisms in place take full account of:</p> |

| Committee | Terms of Reference |
|-----------|---|
| | <ul style="list-style-type: none"> • the importance of promoting and respecting the child or young person’s dignity. • the characteristics, culture and beliefs of the child or young person. • the importance of promoting the upbringing of the child by the child’s family, in so far as doing so is consistent with promoting the child’s well-being. • Where the child is under the age of 16, the views, wishes and feelings of those with parental responsibility for the child, in so far as doing so is consistent with well-being of the child and is reasonably practicable. <p>Identify key priorities by:</p> <ul style="list-style-type: none"> c. engaging with relevant children looked after forums, as determined by the young people, to drive the committee’s priorities. d. ensuring that the committee agenda focuses on what children looked after identify as relevant for their growth and development. <p>Co-ordinate and collaborate to:</p> <ul style="list-style-type: none"> e. seek to ensure that coordinated services are delivered across all statutory and voluntary sector organisations. f. engage and develop a shared dialogue with the Children and Young People’s Scrutiny Committee to avoid agenda duplication, whilst working together to exploit detailed analysis of key performance data. g. engage with, and embrace future Welsh Government plans and expectations to extend corporate parenting responsibilities across Public Services. <p>Monitor Outcomes and Performance to:</p> <ul style="list-style-type: none"> h. ensure that performance monitoring systems are in place, and to regularly review performance data to ensure that good outcomes for children looked after and care leavers are being delivered consistently. i. review the quality and effectiveness of: <ul style="list-style-type: none"> • Children Looked After Services • Education Services • Health Services <p>3. To provide an Annual Report to the Council’s Children and Young People’s Scrutiny Committee, Cabinet, and full Council.</p> |

| Committee | Terms of Reference |
|-----------------|--|
| | <p>4. To ensure the corporate parenting strategy is implemented effectively, reviewed and revised as necessary, to meet the needs of children looked after and care leavers.</p> <p>5. To recommend the appointment of co-opted members to the Committee for approval by Council.</p> <p>6. To make recommendations to Cabinet and Council in respect of any matters within the remit of the Committee.</p> <p>7. Each member of the Corporate Parenting Advisory Committee will undertake relevant training, to enable them to properly discharge their duties.</p> |
| Council Appeals | <p>To hear and determine appeals (other than those appeals which are within the terms of reference of any other Committee) from determinations and decisions of the Authority where there is a statutory requirement for there to be an appeal to Members of the Council or where such appeal is allowed for in any policy or procedure approved by the Council.</p> <p>On hearing an appeal the Committee shall be empowered, on behalf and in the name of the Council, to make such order as it considers appropriate, within the range of decisions permissible at law.</p> <p>The Committee, when sitting to hear an appeal, shall not include any Members of the Cabinet, or Members of any Committee principally concerned with the service by which the decision or determination has been made, or Members who have been concerned in any previous consideration of the matter, which has given rise to or from which the appeal arises.</p> <p>At each sitting of the Committee to hear an appeal, the Committee shall, firstly, ensure that the appeal has been properly made and, secondly, that the appellant has been afforded the opportunity of being represented at the hearing of his/her appeal by such friend, lawyer or other representative as he/she may choose.</p> <p>In hearing an appeal the Committee shall conform to the rules of natural justice.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |

| Committee | Terms of Reference |
|--|---|
| Democratic Services | <p>(a) To carry out the local authority's function of designating the Head of Democratic Services.</p> <p>(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.</p> <p>(c) To make reports, at least annually, to the full Council in relation to these matters.</p> |
| Disciplinary & Grievance Appeals (convened as and when required) | <p>To hear and determine:</p> <p>(a) all appeals by employees of the Council who may have a right to appeal to Councillors in accordance with disciplinary and grievance procedures approved by the Council;</p> <p>(b) all other appeals from disciplinary actions which may be referred to it, whether by the Council or a Committee;</p> <p>(c) grievances by and against the Chief Executive in accordance with grievance procedures approved by the Council; and, with a differently constituted membership, appeals following decisions on such grievances; and</p> <p>(d) in exceptional circumstances, where the Chief Executive cannot address matters because of an associated grievance, disciplinary proceedings against a Corporate Director, Director, Assistant Director or a Chief Officer; and, with a differently constituted membership, appeals following decisions in such disciplinary proceedings</p> <p>On hearing each case the Committee shall be empowered, on behalf and in the name of the Council, to make such order as it considers appropriate, except where retirement or redundancy is contemplated, when consultation with the Cabinet will take place prior to determination of the matter.</p> <p>The Committee, when sitting to hear an individual case, shall comprise not less than three nor more than five members. From the members appointed to serve on the Committee, those who are to sit to hear any particular matter shall be chosen by rota following consultation with the Group Whips, subject to the exclusion of any member who:</p> <p>(i) is a member of the Cabinet or of a Committee principally concerned with the service in which the employee concerned is employed; or</p> <p>(ii) has been concerned in any previous consideration of the matter which has given rise to the disciplinary action, grievance, or decision from which an appeal arises.</p> |

| Committee | Terms of Reference |
|------------------------------|--|
| | <p>At each sitting of the Committee to hear a disciplinary matter or appeal, the Committee shall, firstly, ensure that the matter of complaint has been clearly put to the employee and, secondly, that the employee has been afforded the opportunity of being represented at the hearing by such friend, trade union officer, lawyer or other representative as he/she may choose.</p> <p>In any hearing the Committee shall conform to the rules of natural justice.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |
| Employment Conditions | <p>(a) to consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers;</p> <p>(b) to decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), except for Operational Managers deemed to be classed as Deputy Chief Officers, whose applications may be determined under Chief Executive officer delegation within the remuneration framework for Operational Managers, together with any other category of employee specified in Regulation from time to time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.</p> <p>(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |
| Family Absence Appeals Panel | <p>To be the Appeals Panel required pursuant to Regulation 36(1) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 and any amendment thereof; and to discharge all functions of the Panel pursuant to those Regulations.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |

| Committee | Terms of Reference |
|--------------------|--|
| Governance & Audit | <p>Governance The Governance and Audit Committee is one of the Council's Governance Committees. It discharges the following duties in accordance with its statement of purpose, and reports to full Council.</p> <p>Statement of Purpose The committee's purpose is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements, and the performance assessment of the Council. Its role in ensuring there is sufficient assurance over governance, risk and control gives greater confidence to all those charged with governance that those arrangements are effective. The committee has oversight of both internal and external audit, together with the financial and governance reports, helping to ensure there are adequate arrangements in place for both internal challenge and public accountability.</p> <p>The committee is to seek assurance that the budgetary control systems (as an internal control) of the council are operating effectively. The scrutiny of spend falls within the remit of the Council's Scrutiny Committees</p> <p>Governance, Performance, Risk & Control</p> <ul style="list-style-type: none"> • To review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the Code of Corporate Governance. • To review the Council's draft annual Self-Assessment Report and make any appropriate recommendations for changes. • To review the Council's draft response to the Panel Performance Assessment Report, and make any appropriate recommendations for changes. • To review the Council's draft response to any Auditor General recommendations arising from a 'special inspection' in respect of the Council's performance requirements, and to make any appropriate recommendations for changes. • To review and assess the authority's ability to handle complaints effectively, and make any associated reports and recommendations. • To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements. • To consider reports on the effectiveness of financial management arrangements, including compliance with |

| Committee | Terms of Reference |
|-----------|---|
| | <p>CIPFA's Financial Management Code.</p> <ul style="list-style-type: none"> • To monitor the effective development and operation of risk management in the Council. • To monitor progress in addressing risk-related issues reported to the Committee. • To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions. • To review the assessment of fraud risks and potential harm to the Council from fraud and corruption. • To monitor the Counter-fraud strategy, actions and resources. • To review the governance and assurance arrangements for significant partnerships or collaborations. <p>Financial and Governance Reporting</p> <p>Governance Reporting</p> <ul style="list-style-type: none"> • To review the Annual Governance Statement (AGS) prior to approval and consider whether it properly reflects the risk environment and supporting assurances, including the Audit Manager's internal audit's annual opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and internal control. • To consider whether the annual evaluation for the AGS fairly concludes that governance arrangements are fit for purpose, supporting the achievement of the authority's objectives. <p>Financial Reporting</p> <ul style="list-style-type: none"> • To monitor the arrangements and preparations for financial reporting to ensure that statutory requirements and professional standards can be met. • To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council. • To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts. • To seek assurances on the arrangements for the management of the authority's financial affairs. <p>Treasury Management</p> |

| Committee | Terms of Reference |
|-----------|---|
| | <ul style="list-style-type: none"> • To seek assurances that the Council has complied with the Treasury Management Strategy and Practices by demonstrating effective control of the associated risks and pursuing optimum performance consistent with those risks. • To review the treasury management policy and procedures to be satisfied that controls are satisfactory. • To review the treasury risk profile and adequacy of treasury risk management processes. • To review assurances on treasury management (for example, an internal audit report, external audit or other review). • To develop awareness and understanding of treasury matters, and to receive regular reports on activities, issues and trends to support the committee's understanding of treasury management activities. <i>(The committee is not responsible for the regular monitoring of treasury management policies and practices, which are the responsibility of the Cabinet, under the Council's Scheme of 14 Page Delegations (Section 2, paragraph 10), the approved Treasury Management Policy Statement and the Third Clause of Treasury Management, as set out therein).</i> <p>Arrangements for audit and assurance</p> <ul style="list-style-type: none"> • To consider the Council's framework of assurance and ensure that it adequately addresses the risk and priorities of the Council. <p>External Audit</p> <ul style="list-style-type: none"> • To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance. • To consider specific reports as agreed with the external auditors. • To comment on the scope and depth of external audit work and to ensure it gives value for money. • To consider commissioning additional work from internal and external audit. • To advise and make recommendations on the effectiveness of relationships between external and internal audit and other inspector agencies or relevant bodies. • To provide auditors with free and unfettered access to the Governance and Audit Committee Chair and the opportunity for a private meeting with the Committee. |

| Committee | Terms of Reference |
|-----------|---|
| | <p>Internal Audit</p> <ul style="list-style-type: none"> • To approve the Internal Audit Charter. • To review proposals in relation to the appointment of external providers of internal audit services and to make recommendations. • To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurances and any work required to place reliance upon those other sources. • To approve significant interim changes to the risk based internal audit plan and resource requirements. • To make appropriate enquiries of both management and the Audit Manager to determine if there are any inappropriate scope or resource limitations. • To consider any impairments to independence or objectivity of the Audit Manager arising from additional roles or responsibilities outside of internal auditing and to approve and periodically review safeguards to limit such impairments. • To consider reports from the Audit Manager on Internal Audit's performance during the year <ul style="list-style-type: none"> ▪ including the performance of external providers of internal audit services. These will include: <ul style="list-style-type: none"> ▪ Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work ▪ Regular reports on the results of the Quality Assurance and Improvement Programme (QAIP) ▪ Reports on instances where the internal audit function does not conform to the PSIAS and Local Government Application Note (LGAN) considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement. • To consider the Audit Manager's annual report: <ul style="list-style-type: none"> ▪ The statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement (these will indicate the reliability of the conclusions of Internal audit) ▪ The opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control together with a summary of the work supporting the opinion (these will assist the Committee in reviewing the Annual Governance Statement). |

| Committee | Terms of Reference |
|-----------|---|
| | <ul style="list-style-type: none"> • To consider summaries of specific internal audit reports as requested. • To receive reports outlining the action taken where the Audit Manager has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions. • To contribute to the Quality Assurance and Improvement Programme and in particular the external quality assessment of internal audit that takes place at least once every five years. • To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations. • To provide free and unfettered access to the Governance and Audit Committee Chair for the Audit Manager, including the opportunity for a private meeting with the Committee. <p>Accountability Arrangements</p> <ul style="list-style-type: none"> • To report to Council on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of the governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions. • To report to Council on an annual basis and to publish an annual report on the Committee's work, its performance in relation to its Terms of Reference, and its effectiveness in meeting its purpose including a conclusion on compliance with the CIPFA Position Statement. • To raise the profile of probity generally within the Council and to report on matters of concern to the individual Cabinet Member, relevant Scrutiny Committee, Cabinet or to Council as necessary and appropriate. • To work in synergy with the five Scrutiny Committees of the Council and liaise with other Council Committees as and when appropriate to avoid duplication in work programmes. <p>Training and Development</p> <ul style="list-style-type: none"> • To attend relevant training sessions in accordance with the Member Development Programme including specialist training tailored for Members of the Governance and Audit Committee. |

| Committee | Terms of Reference |
|--------------------------------|---|
| Licensing | <p>To be the Council's Licensing Committee as required by the Licensing Act 2003 and Gambling Act 2005 and any re-enactment or modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under those Acts or otherwise required by law to be discharged by the statutory Licensing Committee.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |
| Local Authority Governor Panel | <p>For School Governing Bodies constituted in accordance with The Government of Maintained Schools (Wales) Regulations 2005:</p> <p>(a) To advise the Council on appointments (and removal) of governors to be made by the Local Authority;</p> <p>(b) To consider and make decisions relating to the recruitment, training and vetting of potential governors and any other matters that may be referred to the Panel by the Cabinet or the Constitution Committee; and</p> <p>(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |
| Pensions | <p>To discharge the functions of the authority as Administering Authority of the Cardiff & Vale of Glamorgan Pension Fund ('the Fund') as described in the Local Government Pension Scheme (LGPS) Regulations made under the Superannuation Act 1972 (sections 7,12 or 24) and Section 18(3A) of the Local Government and Housing Act 1989; and</p> <p>To discharge the following specific strategic functions with regards to the Fund, taking account of advice from the Corporate Director Resources and the Fund's professional advisers:-</p> <p>a) Determining the Fund's aims and objectives, strategies, statutory compliance statements, policies and procedures for the overall management of the Fund, including in relation to the following areas:</p> <p>i) Governance – approving the Governance Policy and Compliance Statement for the Fund;</p> <p>ii) Funding Strategy – approving the Fund's Funding Strategy Statement including ongoing monitoring and management of the liabilities, giving due consideration to the results and impact of the triennial actuarial valuation and interim reports;</p> <p>iii) Investment strategy - approving the Fund's investment strategy, Statement of Investment Principles and Myners Compliance Statement including setting investment targets and ensuring these are aligned with the Fund's specific liability profile and risk appetite;</p> |

| Committee | Terms of Reference |
|-----------|---|
| | <ul style="list-style-type: none"> iv) Communications Strategy – approving the Fund's Communication Strategy; v) Discretions – determining how the various administering authority discretions are operated for the Fund; and vi) Internal Dispute Resolution Procedure – determining how the Scheme Member disputes are administered. <p>b) Monitoring the implementation of these policies and strategies as outlined in a) above on an ongoing basis.</p> <p>c) Considering the Fund's financial statements as part of the approval process and agreeing the Fund's Annual Report. Receive internal and external audit reports on the same.</p> <p>d) Receiving ongoing reports from the Corporate Director Resources in relation to the delegated operational functions.</p> <p>e) To provide independent assurance to members of the Fund of the adequacy of the risk management and associated control environment, responsible for the Fund's financial and non-financial performance.</p> <p>f) To adhere to the principles set out in the Pensions Regulator Code of Practice and undertake its duties in compliance with the obligations imposed on it.</p> <p>g) To receive regular training to enable Committee Members to make effective decisions and be fully aware of their statutory and fiduciary responsibilities and their stewardship role.</p> <p>h) Consider any pension compliance matters raised by the Fund's Local Pension Board.</p> <p>i) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |
| Planning | <p>(a) Those functions listed in Section A of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 and any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations.</p> <p>(b) Those functions listed in paragraphs 3 and 4 of Section I of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 and any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations.</p> |

| Committee | Terms of Reference |
|-------------------------------|---|
| | <p>(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |
| <p>Public Protection</p> | <p>(a) Those functions listed in Sections B and C, and paragraph 10 of Section I, of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities)(Wales) Regulations 2007 (the Regulations), any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations, except to the extent that such matters fall to the Licensing Committee by virtue of Section 7 of the Licensing Act 2003, the Gambling Act 2005 or any other legislative provision;</p> <p>(b) In relation to those functions acting as Appeal Committee where appropriate;</p> <p>(c) The discharge of any function relating to the control of pollution;</p> <p>(d) The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area;</p> <p>(e) Any function relating to contaminated land;</p> <p>(f) The service of an abatement notice in respect of a statutory nuisance; and</p> <p>(g) Any function under a local Act of a licensing or regulatory nature.</p> <p>Without prejudice to the functions lawfully exercised by the Shared Regulatory Services Joint Committee, pursuant to the Shared Regulatory Service Collaboration Agreement dated 10th April 2015.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |
| <p>Standards & Ethics</p> | <p>(a) To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern.</p> <p>(b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.</p> <p>(c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application.</p> |

| Committee | Terms of Reference |
|-------------------------|---|
| | <p>(d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.</p> <p>(e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.</p> <p>(f) To grant or refuse requests for dispensations in respect of Members' interests under the Members Code of Conduct in accordance with the relevant statutory provisions.</p> <p>(g) To undertake those functions in relation to community councils situated in the area of the Council and members of those community councils which are required by law</p> <p>(h) To recommend to Council and the Cabinet any additional guidance on issues of probity.</p> <p>(i) To hear and determine any complaints of misconduct by Members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.</p> <p>(j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.</p> <p>(k) To monitor compliance by political group leaders with their duties in relation to Member conduct (under section 52A(1) of the Local Government Act 2000), and to advise, train or arrange training for political group leaders in relation to those duties.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p> |
| SCRUTINY | |
| Children & Young People | <p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of children and young people, including :</p> <ul style="list-style-type: none"> • School Improvement • Schools Organisation • School Support Services • Education Welfare & Inclusion |

| Committee | Terms of Reference |
|----------------------------|---|
| | <ul style="list-style-type: none"> • Early Years Development • Special Educational needs • Governor Services • Children’s Social Services • Youth Services and Justice • Children’s Play Services <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, Welsh Government Sponsored Public Bodies, joint local government services and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p> |
| Community & Adult Services | <p>To scrutinise, measure and actively promote improvement in the Council’s performance in the provision of services and compliance with Council policies, aims and objectives in the area of community and adult services, including:</p> <ul style="list-style-type: none"> • Public and Private Housing • Disabled Facilities Grants • Community Safety • Neighbourhood Renewal and Communities First • Advice & Benefits • Consumer Protection • Older Persons Strategy • Adult Social Care • Community Care Services • Mental Health & Physical Impairment • Commissioning Strategy • Health Partnership <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p> <p>To be the Council’s Crime and Disorder Committee as required by the Police and Justice Act 2006 and any re-enactment or</p> |

| Committee | Terms of Reference |
|-------------------|--|
| | modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under that Act. |
| Economy & Culture | <p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of economic regeneration.</p> <ul style="list-style-type: none"> • Cardiff City Region City Deal • Inward Investment and the marketing of Cardiff • Economic Strategy & Employment • European Funding & Investment • Small to Medium Enterprise Support • Cardiff Harbour Authority • Lifelong Learning • Leisure Centres • Sports Development • Parks & Green Spaces • Libraries, Arts & Culture • Civic Buildings • Events & Tourism • Strategic Projects • Innovation & Technology Centres • Local Training & Enterprise <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance or service delivery in this area.</p> |
| Environmental | <p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of environmental sustainability, including:</p> <ul style="list-style-type: none"> • Strategic Planning Policy • Sustainability Policy • Environmental Health Policy • Public Protection Policy • Licensing Policy • Waste Management • Strategic Waste Projects • Street Cleansing • Cycling and Walking |

| Committee | Terms of Reference |
|-----------------------------|---|
| | <ul style="list-style-type: none"> • Streetscape • Strategic Transportation Partnership • Transport Policy and Development • Intelligent Transport Solutions • Public Transport • Parking Management <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p> |
| Policy Review & Performance | <p>To scrutinise, monitor and review the overall operation of the Cardiff Programme for Improvement and the effectiveness of the general implementation of the Council's policies, aims and objectives, including:</p> <ul style="list-style-type: none"> • Council Business Management and Constitutional Issues • Cardiff Council Corporate Plan • Strategic Policy Development • Strategic Programmes • Community Planning & vision Forum • Voluntary Sector Relations • Citizen Engagement & Consultation • Corporate Communications • Contact Centre Services and Service Access • International Policy • Cardiff Local Development Plan • Equalities • Finance and Corporate Grants • Organisational Development • Cardiff Efficiencies Programme • E-Government • Information and Communication Technology • Council Property • Commissioning and Procurement • Carbon Management • Legal Services • Public Services Board <p>To scrutinise, monitor and review the effectiveness of the Council's systems of financial control and administration and use of human resources.</p> |

| Committee | Terms of Reference |
|-----------|--|
| | <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p> |

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

ALLOCATION OF SEATS AND APPOINTMENTS TO COMMITTEES

Appendix B to this report is not for publication by virtue of paragraph 12 of Schedule 12A, Part 4 of the Local Government Act 1972

Reason for this Report

1. The Council is requested to determine the allocation of seats on Committees to political groups in accordance with the Political Balance Rules; and to receive nominations and make appointments of Members to serve on each of the standing Committees in accordance with Party Group wishes.
2. To receive the recommendation of the Governance and Audit Committee and approve the appointment of the recommended candidate as an Independent Member to the Governance and Audit Committee.

Background

3. The previous report (Agenda Item 10) outlined matters relating to the establishment of Committees, together with their size and terms of reference.
4. The Council Meeting Procedure Rules in the Constitution provide that at the Annual meeting, the Council will decide on the allocation of seats on committees to political groups in accordance with legislation.
5. The Local Government and Housing Act 1989 requires the Council to allocate Committee seats to political groups in proportion to the size of the groups on the Council as far as is reasonably practicable.
6. Having determined the allocation of seats to political groups, the Annual Council meeting is required to receive nominations of Members to serve on each of the established Committees and make such appointments.
7. The Standards and Ethics Committee is exempt from the political balance requirements (under Regulation 12 "*Allocation of seats to Political Groups*" of the Standards Committees (Wales) Regulations 2001).

Issues

Political Balance

8. The current composition of the Council is as set out in Table A:

TABLE A

| Political Groups | Number of Councillors | Political Balance |
|-------------------------|-----------------------|-------------------|
| Labour | 55 | 69.62% |
| Conservative | 11 | 13.92% |
| Liberal Democrat | 10 | 12.66% |
| Plaid Cymru/Green Party | 2 | 3.47% |
| Non-Grouped (Propel) | 1 | 1.27% |
| Total | 79 | 100.00% |

Allocation of Seats

9. The total number of seats on the Committees recommended under Agenda item 10, which are subject to the political balance requirements is 144, as detailed in **Appendix A**. Based on the current composition of the Council (shown in Table A), the proportional allocation of seats on those Committees is as set out in Table B:

TABLE B – Allocation of Seats in accordance with Political Balance

| Political Groups | Number of Committee seats |
|---------------------------|---------------------------|
| Labour | 100 |
| Conservative | 20 |
| Liberal Democrats | 18 |
| Plaid Cymru / Green Party | 4 |
| Non-Grouped (Propel) | 2 |
| Totals | 144 |

Nominations and Appointments to Committees

10. Based on the Committee structure and size set out in the previous report (Agenda Item 10), the total number of seats to be filled is 144.
11. It is normal practice for the Groups to make known their nominations at the Annual Council meeting, but where this is not achieved the Director of Governance and Legal Services and Monitoring Officer may exercise her delegated authority (reference LD17) to make appointments to fill committee seats in accordance with the wishes of the political groups and then report the appointments and any subsequent changes to the next Council meeting for information. Alternatively, appointments may be made at the next meeting of Full Council.

12. It is the duty of the Council to make appointments as soon as practicable on or after the annual meeting, and to give effect to the stated wishes of party groups regarding who is to be appointed to the seats allocated to each particular group.

Appointment of Independent Member of Governance and Audit Committee.

13. As a result of the planned resignation of Hugh Thomas as an independent member of the Governance and Audit Committee on 31 March 2023, the Committee established an appointments panel to recruit an Independent Member to serve on the committee in his place.
14. A recruitment exercise was undertaken and the notification of vacancy was published in a local newspaper and on the Council's website. The Council website also provided additional information about the role and the requirements of being an independent member of the committee.
15. The recruitment exercise concluded on the 13 March 2023 with the Appointment Panel interviewing all shortlisted candidates. The Governance and Audit Committee held on 21 March 2023 considered the recommendation of the Appointments Panel and agreed that the recommendation for appointment should be submitted to Council for approval. Suitable references have been received and an extract of the CV of the recommended candidate is attached at **Appendix B** (Exempt from publication) for information.

Legal Implications

Political balance

16. Sections 15 to 17 of the Local Government and Housing Act 1989 ("the 1989 Act") and the Local Government (Committees and Political Groups) Regulations 1990 ("the 1990 Regulations") lay down requirements designed to ensure that there is political balance on Committees. The rules apply to all ordinary committees, advisory committees, scrutiny committees, the Democratic Services Committee, Governance and Audit Committee and joint committees where the Council appoints three or more seats. The rules do not apply to the Standards and Ethics Committee or the Licensing Committee. However, by custom and practice, the Council has elected to apply the political proportionality rules to the Licensing Committee; and has appointed one Member from each of the three largest political groups to the Standards and Ethics Committee to ensure political balance
17. At its Annual Meeting, the Council is required to review the political make up of its Committees, and determine the allocation of seats to political groups in accordance with the principles set out in Section 15 of 1989 Act, those principles being:
 - (a) not all seats on a Committee should be allocated to the same political group;
 - (b) the majority group on the Council should form the majority on the Committee;
 - (c) subject to (a) and (b), that the proportion of seats allocated to each political group on the total of all Committees should be the same as the proportion of Council Members who belong to that group; and
 - (d) subject to (a)–(c), that the proportion of seats allocated to each political group on each Committee should be the same as the proportion of Council Members who belong to that group.

18. The 1990 Regulations (Regulation 8) say that a political group may be constituted by two or more Members who give notice of their wish to be treated as a political group. Where not all Members of an authority belong to a political group, then any seats remaining unallocated after the proportional allocation of seats to the political groups, are allocated to those Members not belonging to a political group (Regulation 16 of the Local Government (Committees and Political Groups) Regulations 1990, 'the 1990 Regulations').
19. Where a local authority has determined the allocation of seats on a Committee to the political groups, it is under a duty to give effect to the wishes of those groups with regard to the identities of the persons who are to represent that group on the Committee (pursuant to Section 16 of the 1989 Act). Regulation 14 of the Local Government (Committees and Political Groups) Regulations 1990 ('the 1990 Regulations') requires political groups to be notified of their allocation on a committee in order that they may nominate individuals to serve on that committee. Regulation 15 contains a residual power for the Council to make appointments if the political groups fail to do so. However, apart from this provision, the Council has no discretion in the matter - its function is simply to make appointments, which give effect to the wishes of the political groups.
20. The wishes of a political group are to be taken as those expressed to the Proper Officer (a) orally or in writing by the leader or representative of the group; or (b) in a written statement signed by a majority of the members of the group. In the event that different wishes of a political group are notified, the wishes notified in accordance with point (b) shall prevail (Regulation 13).

Appointments to Committees

21. The Annual Council meeting is required to 'receive nominations of members to serve on each of the standing committees and make such appointments' (Council Meeting Procedure Rules, Rule 2(b)(xiii). Under its approved Scheme of Delegations (Section 4E, delegation reference LD17), Council has also delegated authority to the Monitoring Officer 'To appoint councillors or non-councillor members to committee seats allocated 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.' This report recommends that Council makes appointments to its committees in accordance with the groups' nominations submitted to this Council meeting; and instructs the Monitoring Officer to make appointments to any remaining vacancies in accordance with the wishes of the relevant political groups, and to report all appointments made to the next Council meeting.

Standards and Ethics Committee

22. Standards Committees in Wales must consist of not less than five and not more than nine members, and independent members must comprise at least half of all members. The Committee must include at least one 'Community Committee member' (i.e. a member of a community council within the authority's area) as the Standards Committee discharges functions in relation to Community Councils. Regulations specifically prohibit anyone other than a member of the Council, an independent member or a 'Community Committee' Member from being a member

of the Committee. The Leader is prohibited from being a member of the Standards Committee, and no more than one member of the Cabinet may be a member of the Committee. The political balance requirements of the 1989 Act do not apply.

23. The Council's Constitution (Article 9) provides that the Standards & Ethics Committee will be composed of 9 members comprising 5 'independent' members, 3 Cardiff County Councillors and 1 Community Councillor.
24. The terms of office of the five independent members and the Community Council member have not expired and so no further appointments to these positions are presently required.
25. Appointments are required for the 3 Cardiff Councillor members on the Committee. The term of office for a Councillor sitting on the Standards Committee can be no longer than the period until the next ordinary Local Government Elections; but a Councillor may be re-appointed for one further consecutive term.

Democratic Services Committee

26. The Local Government (Wales) Measure 2011 (section 12), as amended by the Local Government and Elections (Wales) Act 2021, states that the Democratic Services Committee must comprise solely of members of the Council and cannot include more than one member of the Cabinet (who must not be the Leader) or Assistant to the Cabinet. Cabinet Job-Sharers appointed to share the same office together count as one Cabinet member for these purposes. The political balance rules apply to the Democratic Services Committee.

Governance and Audit Committee

27. The Local Government (Wales) Measure 2011 (section 82), as amended by the Local Government and Elections (Wales) Act 2021, requires that one third of the Committee members must be lay members. The current and recommended composition of the Governance and Audit Committee includes four non - councillor 'Independent Members' seats and 8 Councillors. This proportion of Independent Members is one third of the Committee members, which complies with the legislative requirements.
28. The Committee can include no more than one Cabinet member (who may not be the Leader) or Assistant to the Cabinet. Cabinet Job-Sharers appointed to share the same office together count as one Cabinet member for these purposes. The Governance and Audit Committee is subject to the political balance rules.
29. An Independent (lay) member must not be a current Member or officer of any local authority, or the spouse or partner of a Member or officer, or have been a Member or officer of a local authority within the last 12 months. Draft Statutory Guidance recommends that all Members of the Committee should display independence of thinking and unbiased attitudes, and must recognise and understand the value of the audit function. Councils should follow a public recruitment exercise, similar to that used to appoint members of standards committees, to recruit their independent members. It is recommended that an independent member should not be appointed for more than two full terms of a local authority.

Planning Committee

30. The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 (made under s.39 of the Planning Wales Act 2015), provide that where wards have more than one elected Member, only one Member may sit on the planning committee, to allow other ward Members to perform the representative role for local community interests. However, this rule is not applicable to authorities comprised solely of multiple Member wards, such as Cardiff.

Financial Implications

31. There are no direct financial implications arising from this report. Remuneration payments are to be made in accordance with the rates applicable through the Members' Schedule of Remuneration, and contained within the allocated budget.

RECOMMENDATIONS

The Council is recommended to:

- a. approve the allocation of seats on Committees for the municipal year 2022/23 as set out in **Appendix A**;
- b. receive nominations from Party Groups in respect of the seats allocated to each Group.
- c. appoint Members to each Committee in accordance with the nominations received from Party Groups as detailed on the amendment sheet; and
- d. request the Monitoring Officer to make appointments in respect of any remaining vacancies in accordance with any further nominations or changes received from the relevant political groups following this meeting, and to report to the next Council meeting the details of all appointments to committees for information; and
- e. To approve the recommendation of the Governance and Audit Committee and appoint the recommended candidate, **Mr Chris Burns**, as an Independent Member of the Governance and Audit Committee for an initial 5 year term of office, with the possibility of reappointment for one further 5 year term.

DAVINA FIORE

Director of Governance and Legal Services and Monitoring Officer

19 May 2023

Appendix A - Allocation of Committee Seats Municipal Year 2022/23

Appendix B - Candidate Profile – Extract of CV – Exempt from publication

Background Documents:

[Appointment of an Independent Member to the Governance and Audit Committee report to Governance and Audit Committee dated 21 March 2023](#)

Welsh Government, Local Government: Guidance for Principal Councils (Consultation Draft): [Local Government Guidance for Principle Council Consultation document - \(Final version\)](#)

Mae'r dudalen hon yn wag yn fwriadol

Political Balance - 25 May 2023

| | Number of Seats | Labour | | Cons | | Lib Dem | | Plaid Cymru/Green Party Common | | **Non Grouped | | Totals |
|-----------------------------|-----------------|----------------|-------|----------------|-------|----------------|-------|--------------------------------|------|----------------|------|--------|
| | | N ^o | % | N ^o | % | N ^o | % | N ^o | % | N ^o | % | |
| Total Number of Seats | 144 | 100 | 69.44 | 20 | 13.89 | 18 | 12.50 | 4 | 2.78 | 2 | 1.39 | 144 |
| Councillors | 79 | 55 | 69.62 | 11 | 13.92 | 10 | 12.66 | 2 | 2.53 | 1 | 1.27 | 79 |
| Variation as a Percentage % | | | -0.18 | | -0.04 | | -0.16 | | 0.25 | | 0.12 | |
| Variation as seats | 1.44 | | -0.25 | | -0.05 | | -0.23 | | 0.35 | | 0.18 | |

| Ordinary Committees | Number of Seats | Labour | | Cons | | Lib Dem | | Plaid Cymru/Green Party Common | | **Non Grouped | | Totals |
|--|-----------------|----------------|-------|----------------|-------|----------------|-------|--------------------------------|------|----------------|-------|--------|
| | | N ^o | % | N ^o | % | N ^o | % | N ^o | % | N ^o | % | |
| Constitution Committee | 12 | 8 | 66.67 | 1 | 8.33 | 2 | 16.67 | 1 | 8.33 | 0 | 0.00 | 12 |
| Corporate Parenting Advisory Committee | 9 | 6 | 66.67 | 1 | 11.11 | 2 | 22.22 | 0 | 0.00 | 0 | 0.00 | 9 |
| Council Appeals | 9 | 7 | 77.78 | 1 | 11.11 | 1 | 11.11 | 0 | 0.00 | 0 | 0.00 | 9 |
| Democratic Services Committee | 12 | 8 | 66.67 | 2 | 16.67 | 1 | 8.33 | 0 | 0.00 | 1 | 0.08 | 12 |
| Employment Conditions | 8 | 6 | 75.00 | 1 | 12.50 | 1 | 12.50 | 0 | 0.00 | 0 | 0.00 | 8 |
| Governance & Audit Committee | 8 | 6 | 75.00 | 1 | 12.50 | 1 | 12.50 | 0 | 0.00 | 0 | 0.00 | 8 |
| Licensing | 12 | 8 | 66.67 | 2 | 16.67 | 1 | 8.33 | 1 | 8.33 | 0 | 0.00 | 12 |
| Public Protection | 12 | 8 | 66.67 | 2 | 16.67 | 1 | 8.33 | 1 | 8.33 | 0 | 0.00 | 12 |
| Pension Committee | 5 | 3 | 60.00 | 1 | 20.00 | 1 | 20.00 | 0 | 0.00 | 0 | 0.00 | 5 |
| Planning | 12 | 8 | 66.67 | 2 | 16.67 | 2 | 16.67 | 0 | 0.00 | 0 | 0.00 | 12 |
| Totals | 99 | 68 | 68.69 | 14 | 14.14 | 13 | 13.13 | 3 | 3.03 | 1 | 1.01 | 99 |
| Councillors | 79 | 55 | 69.62 | 11 | 13.92 | 10 | 12.66 | 2 | 2.53 | 1 | 1.27 | 79 |
| Variation as a Percentage % | | | -0.93 | | 0.22 | | 0.47 | | 0.50 | | -0.26 | |
| Variation as seats | 0.99 | | -0.92 | | 0.22 | | 0.47 | | 0.49 | | -0.25 | |

| Scrutiny Committees | | | | | | | | | | | | | |
|-----------------------------|---------|-----------------|----------------|-------|----------------|-------|----------------|-------|--------------------------------|-------|----------------|------|--------|
| Allocation of Chairs | | 5 | 3 | 1 | 1 | 0 | 0 | 5 | | | | | |
| Scrutiny Committees | Chair | Number of Seats | Labour | | Cons | | Lib Dem | | Plaid Cymru/Green Party Common | | **Non Grouped | | Totals |
| | | | N ^o | % | N ^o | % | N ^o | % | N ^o | % | N ^o | % | |
| Children & Young People | Lab | 9 | 6 | 66.67 | 2 | 22.22 | 1 | 11.11 | 0 | 0.00 | 0 | 0.00 | 9 |
| Community & Adult | Lib Dem | 9 | 7 | 77.78 | 1 | 11.11 | 1 | 11.11 | 0 | 0.00 | 0 | 0.00 | 9 |
| Economic & Culture | Lab | 9 | 6 | 66.67 | 1 | 11.11 | 1 | 11.11 | 0 | 0.00 | 1 | 0.11 | 9 |
| Environment | Lab | 9 | 6 | 66.67 | 1 | 11.11 | 1 | 11.11 | 1 | 11.11 | 0 | 0.00 | 9 |
| Policy Review & Performance | Con | 9 | 7 | 77.78 | 1 | 11.11 | 1 | 11.11 | 0 | 0.00 | 0 | 0.00 | 9 |
| Totals | | 45 | 32 | 71.11 | 6 | 13.33 | 5 | 11.11 | 1 | 2.22 | 1 | 0.02 | 45 |
| Councillors | | 79 | 55 | 69.62 | 11 | 13.92 | 10 | 12.66 | 2 | 2.53 | 1 | 1.27 | 79 |
| Variation as a Percentage % | | | 1.49 | | -0.59 | | -1.55 | | -0.31 | | -1.24 | | |
| Variation as seats | 0.45 | | 0.67 | | -0.27 | | -0.70 | | -0.14 | | -0.56 | | |

Mae'r dudalen hon yn wag yn fwriadol

Yn rhinwedd paragraff (au) 12, 21 Rhan (nau) 4 a 5 o Atodlen 12A
o Ddeddf Llywodraeth Leol 1972.

Mae'r ddogfen yn gyfyngedig

Mae'r dudalen hon yn wag yn fwriadol



REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES & MONITORING OFFICER

ELECTION OF CHAIRS AND DEPUTY CHAIRS OF COMMITTEES

Reason for Report

1. The purpose of this report is to facilitate the election of Chairs and Deputy Chairs for each of the committees established by Annual Council.

Background

2. Agenda Items 10 and 11 outlined matters relating to the establishment of Committees, together with their composition and allocation of seats and appointments made in accordance with the statutory rules on political balance.

Issues

3. The Constitution provides that the Annual Council meeting will elect a Chair and a Deputy Chair for each of the Committees. In order to take those decisions, political groups will need to ensure that formal notice has been given to the Proper Officer (and noted under Agenda item 12) of the group's nomination of any Member who is to be nominated for election as Chair or Deputy Chair of a Committee.
4. Part 6 of The Local Government (Wales) Measure 2011 requires the politically proportional allocation of Scrutiny Chairs for Councils comprised of several political groups. The proportional allocation of Scrutiny Committee Chairs calculated in accordance with the principles set out in section 70 of the Local Government (Wales) Measure 2011, and discussed with the political groups, is shown in the Table A below:

TABLE A - Allocation of the five Chairs of Scrutiny in accordance with Political Balance

| | | |
|--------------------------------|---|--|
| Labour Group allocation | 55 seats of 79 = 69.62% of the 5 Chairs' seats available = $0.6962 \times 5 =$ 3.48 seats. | 3 Seats The legislation requires the figures for Executive Groups are rounded down. |
|--------------------------------|---|--|

| | | |
|--|--|------------------------|
| Opposition Groups are then entitled to the remaining 2 seats; each Opposition Group being entitled to their proportional share of the total Opposition Group seats rounded to the nearest whole number (including zero). | | |
| Conservative Group allocation | 11 out of 24 total opposition seats = 45.83% of 2 seats = 0.4583 x 2 = 0.92 seats | 1 Seat (rounded up) |
| Lib Dem Group allocation | 10 out of 24 = 41.67% of 2 seats = 0.4167 x 2 = 0.83 seats | 1 Seat (rounded up) |
| Plaid Cymru, Common Ground, Green Party Group allocation | 2 out of 24 = 8.33% of 2 seats = 0.0833 x 2 = 0.17 seats | 0 Seats (rounded down) |

5. Once the Council has determined the allocation of Scrutiny Chairs to each political group, the law provides that the appointment of Scrutiny Chairs is to be made by the relevant group. Subject to Council approval of the proportional allocation of Scrutiny Chairs, political groups are requested to provide notice of their proposed appointments to the Proper Officer to enable Annual Council to note the appointments.
6. Nominations for the following Chairs and Deputy Chairs need to be notified to the Proper Officer: -

TABLE B - Chairs and Deputy Chairs

| | <u>Chair</u> | <u>Deputy Chair</u> |
|--|---------------|---------------------|
| <u>Regulatory and Other Committees and Groups</u> | | |
| Corporate Parenting Advisory Committee | Deputy Leader | N/A |
| Constitution Committee | | N/A |
| Council Appeals Committee | | N/A |
| Democratic Services Committee | | N/A |
| Employment Conditions Committee | | N/A |
| Licensing Committee | | |
| Local Authority Governor Panel | | N/A |
| Public Protection Committee | | |
| Planning Committee | | |
| Pension Committee | | N/A |

| | | |
|---------------------------------|--|-----|
| Bilingual Cardiff Working Group | | N/A |
|---------------------------------|--|-----|

***Note that the law provides that the Chairs of the Governance and Audit Committee and the Standards & Ethics Committee are appointed by their respective Committees. This report does not, therefore, address those Committees.)*

| | <u>Chair</u> | <u>Deputy Chair</u> |
|-----------------------------------|--------------|---------------------|
| <u>Scrutiny Committees</u> | | |
| Children & Young People Scrutiny | | N/A |
| Community & Adult Services | | N/A |
| Economy and Culture | | N/A |
| Environmental | | N/A |
| Policy Review & Performance | | N/A |

7. Details of the nominations received will be provided on the amendment sheet at the Annual Council meeting.

Legal Implications

8. The Council Meeting Procedure Rules provide that, at the Annual Council meeting, the Council will elect a Chair and a Deputy Chair for each of the committees (Rule 2(b) (xv)). This report seeks nominations for the positions of Chair and Deputy Chair for each of the listed committees (and notes that nominees must have been validly nominated to the relevant committee under the separate Agenda item 11 on nominations to committees).

There are specific legislative provisions in respect of the Chairs of the following statutory committees:

Democratic Services Committee

9. The person appointed to Chair the Democratic Services Committee must not be a Member of the Executive Group i.e. the Chair cannot be a member of any political group included in the Cabinet (pursuant to sections 12 and 14 of the Local Government (Wales) Measure 2011).

Governance and Audit Committee

10. The Chair of the Governance & Audit Committee must be elected by the Committee and must be a lay (independent) member. The Committee has elected an independent (lay) member as Chair of this Committee, who remains in office. This report does not address that Committee.

Standards and Ethics Committee

11. The Standards Committees (Wales) Regulations 2001 provide that the Standards Committee Chair and Vice-Chair must be Independent Members of the Committee

elected by the Committee (Regulation 22). The Committee has elected its Chair and Vice-Chair, who remain in office. This report does not address that Committee.

Scrutiny Chairs

12. As noted in the body of the report, Part 6 of the Local Government (Wales) Measure 2011('the 2011 Measure') requires the politically proportional allocation of Scrutiny Committee Chairs. The proportional allocation of Scrutiny Committee Chairs must be calculated in accordance with section 70 of the 2011 Measure and the associated statutory guidance (as shown in paragraph 4, Table A in the body of the report); and approved by Council. Once the Council has determined the allocation of Scrutiny Chairs to each political group, the appointment of Scrutiny Chairs is to be made by the relevant group.

Financial Implications

13. The costs associated with Chairs and Deputy Chairs, in accordance with the Members' Schedule of Remuneration, are to be contained within the allocated budget.

RECOMMENDATIONS

14. The Council is recommended to:
 - (1) receive nominations and elect the Chairs and Deputy Chairs (as appropriate) to the Regulatory and Other Committees and Groups shown in paragraph 6 – Table B, and or any other such Committees that may be established;
 - (2) approve the proportional allocation of Scrutiny Chairs as set out in paragraph 4, Table A of the report; and
 - (3) subject to approval of recommendation (2), note the proposed appointments of the Scrutiny Chairs to be made by Party Groups pursuant to Part 6 of The Local Government (Wales) Measure 2011.

DAVINA FIORE

Director Governance & Legal Services and Monitoring Officer

19 May 2023

Background Documents: None

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

APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES**Reasons for the Report**

1. To receive nominations and make appointments of Members to outside bodies which are required for 2023/24 municipal year.

Background

2. The Constitution provides that the Annual Council meeting will receive nominations and make appointments, as necessary, to serve as representatives of the Council on outside bodies.

Issues

3. The Council is asked to receive nominations and agree appointments of Members to serve on bodies which are required, as listed on the Amendment Sheet.
4. Nominations for appointments to Outside Bodies are submitted by the Party Group Whips and a schedule detailing nominations will be circulated as part of the Amendment Sheet at the Annual Council meeting.

Legal Implications

5. The appointment of individuals to serve on outside bodies is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007. In the approved Scheme of Delegations the Council has determined that responsibility for such appointments shall rest with Full Council, unless delegated or provided otherwise. Responsibility for appointments to the outside bodies listed in **Appendix A** rests with Full Council.
6. Guidance for Members appointed to outside bodies has been published by the WLGA explaining the roles and duties of Members in relation to both the outside body and the Council, including advice on managing potential conflicts of interest. The WLGA Guidance is accessible here: ([Appointments to Outside Bodies: The Councillor's Role - WLGA](#)) Further advice is available from Legal Services.

Financial Implications

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

RECOMMENDATION

8. The Council is requested to receive nominations and approve appointments to outside bodies as listed on **Appendix A**

DAVINA FIORE

Director of Governance & Legal Services and Monitoring Officer

19 May 2023

Appendix A: Annual Nominations and Appointments to vacancies on Outside Bodies
2023/24

Item 13 – Appendix A

| Name of Organisation | No of Representatives | Appointed Representative |
|--|--|--|
| Artes Mundi | 1 Member (Relevant Cabinet Member) | <i>Cllr Peter Wong</i> |
| Association for Public Service Excellence | 1 Member (relevant Cabinet Member) | <i>Cllr Michael Michael</i> |
| Butetown Artists | 1 Member | <i>Cllr Saeed Ebrahim</i> |
| Cambrian Educational Foundation for Deaf Children | 1 Member | <i>Cllr Ash Lister</i> |
| Cardiff & Vale College Corporation | 1 Member (Relevant Cabinet Member) | <i>Cllr Sarah Merry</i> |
| Cardiff & Vale Regional Partnership Board | 3 Members | <i>Cllr Ash Lister Cllr Norma Mackie Cllr Lynda Thorne</i> |
| Cardiff & Vale University Health Board Stakeholder Reference Group | 1 Member | <i>Cllr Julie Sangani</i> |
| Cardiff Airport Consultative Committee | 2 Members (Relevant Cabinet Member + 1 nominated substitute) | <i>Cllr Dan De’Ath Cllr Russell Goodway</i> |
| Cardiff Bay Advisory Committee | 2 Members (Relevant Cabinet Member + 1 nominated observer) | <i>Cllr Jennifer Burke Cllr Margaret Lewis</i> |
| Cardiff Bus | 5 Members | <i>Cllr Chris Lay Cllr Calum Davies Cllr Rhys Taylor Cllr Owen Jones Cllr Garry Hunt</i> |
| Cardiff Business Improvement Board | 1 Member | <i>Cllr Michael Michael</i> |
| Cardiff Local Nature Partnership | 1 Member | <i>Cllr Bob Derbyshire</i> |
| Cardiff Mind | 1 Member | <i>Cllr Jess Moultrie</i> |
| Cardiff Museum Development Trust | 1 Member (Relevant Cabinet Member) | <i>Cllr Jennifer Burke</i> |
| Cardiff University Court | 3 Members (including Chair of Council) | <i>Lord Mayor Cllr Dan De’Ath Cllr Norma Mackie</i> |
| Care & Repair Cardiff | 1 Member (Relevant Cabinet Member) | <i>Cllr Ash Lister Cllr Norma Mackie (Job Share)</i> |
| Central South Consortium Joint Education Services Committee | 1 Member (Relevant Cabinet Member) | <i>Cllr Sarah Merry</i> |
| Chapter (Cardiff) Limited | 1 Member | <i>Cllr Stephen Cunnah</i> |

| Name of Organisation | No of Representatives | Appointed Representative |
|--|---|--|
| Consortium of Local Authorities in Wales | 1 Member (Relevant Cabinet Member) | <i>Cllr Russell Goodway</i> |
| Grassroots (Cardiff) Ltd | 1 Member | <i>Cllr Irene Humphreys</i> |
| Joint Council for Wales | 2 Members (1 Relevant Cabinet Member) | <i>Cllr Chris Weaver Cllr Huw Thomas</i> |
| Living Levels Partnership Board (RSPB) | 1 Member (Relevant Cabinet Member) | <i>Cllr Jennifer Burke</i> |
| Local Access Forum | 1 Member | <i>Cllr Bob Derbyshire</i> |
| Local Government Association | 4 Members (including Leader) | <i>Cllr Huw Thomas Cllr Sarah Merry Cllr Adrian Robson Cllr Rodney Berman</i> |
| Millennium Stadium Charitable Trust | 1 Member | <i>Cllr Peter Bradbury</i> |
| Millennium Stadium PLC | 1 Member | <i>Cllr Huw Thomas</i> |
| Mayors for Peace UK and Ireland Chapter Network (Part of NFLA) | 1 Member | <i>Cllr Sue Lent</i> |
| Nuclear Free Local Authorities (NFLA) | 1 Member | <i>Cllr Sue Lent</i> |
| National Adoption Service / Foster Wales Joint Committee | 1 Member (Leader or relevant Cabinet Member) | <i>Cllr Ash Lister Cllr Norma Mackie (Job Share)</i> |
| National Adoption Service Combined Governance Board | 1 Member (NAS Host Authority Rep – Leader or relevant Cabinet Member) | <i>Cllr Ash Lister Cllr Norma Mackie (Job Share)</i> |
| PATROL – Parking and Traffic Regulations Outside London | National Group 1 Member Wales Group 1 Member | <i>Cllr Dan De’Ath</i> |
| Severn Estuary Partnership | 1 Member (Relevant Cabinet Member) | <i>Cllr Caro Wild</i> |
| South Wales Fire & Rescue Authority | 5 Members (3 Lab, 1 Con & 1 Lib Dem) | <i>Cllr Dilwar Ali Cllr Kate Carr Cllr Siân-Elin Melbourne Cllr Dan Naughton Cllr Bethan Proctor</i> |
| South Wales Merchant Navy Welfare Board | 1 Members | <i>Cllr Julie Sangani</i> |
| South Wales Police & Crime Panel | 2 Members | <i>Cllr Bernie-Bowen Thomson Cllr Peter Littlechild</i> |
| Standing Advisory Council for Religious Education (SACRE) | 5 Members (Relevant Cabinet Member) | <i>Cllr Sarah Merry Cllr Ali Ahmed Cllr Calum Davies Cllr Jane Henshaw</i> |

| Name of Organisation | No of Representatives | Appointed Representative |
|---|--|---|
| | | <i>Cllr Robert Hopkins</i> |
| Vale, Valleys & Regional Adoption Collaborative Joint Committee | 1 Member | <i>Cllr Ash Lister Cllr Norma Mackie (Job Share)</i> |
| Wales Council for Deaf People | 1 Member | <i>Cllr Lynda Thorne</i> |
| Wales Council for the Blind | 1 Member | <i>Cllr Graham Hinchey</i> |
| Welsh Books Council | 1 Member | <i>Cllr Jane Henshaw</i> |
| Welsh Local Government Association (WLGA) | 8 Members | <i>Cllr Huw Thomas Cllr Peter Bradbury Cllr Russell Goodway Cllr Ash Lister Cllr Norma Mackie Cllr Lynda Thorne Cllr Chris Weaver</i> |
| Welsh Local Government Executive Board | 1 Member | <i>Cllr Huw Thomas</i> |
| Willie Seager Memorial Homes Trust | 2 Members (Nominative trustees from the Council – Term of Office – 4 years) | <i>Cllr Helen Lloyd Jones 1 vacancy Georgina has retired</i> |

Mae'r dudalen hon yn wag yn fwriadol

ANNUAL COUNCIL:**25 MAY 2023**

REPORT OF THE CHIEF EXECUTIVE

Members' Schedule of Remuneration 2023 – 2024**Reason for this Report**

1. To set out the determinations of the Independent Remuneration Panel for Wales (IRPW) ('the Panel') with regard to the levels of Members' remuneration and allowances that are payable for the municipal year 2023/2024 and other associated matters, and for Council to agree those matters which are reserved for local determination by the Council.

Background

2. The IRPW is a statutory body established by the Welsh Government in 2008 to recommend the levels of salaries, allowances and expenses payable to Councillors and Co-opted Members. The Local Government (Wales) Measure 2011 gave the Panel additional powers to prescribe the levels of Member remuneration and allowances. The Panel also received further powers following the introduction of the Local Government (Democracy) (Wales) Act 2013.
3. The Independent Remuneration Panel for Wales Annual Report, published in February 2023, detailed its determinations on the payment of remuneration and allowances in 2023 – 2024 to Elected Members and Co-opted Members by principal councils from 1st April 2023.

Issues

4. The Panel's Annual Report for 2023 is attached at **Appendix A**.

Determinations of the PanelBasic Salary

5. The Panel has determined for the financial year 1 April 2023 to 31 March 2024, to retain a link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with three fifths of the all Wales 2021 Annual Survey of Hours and Earnings (ASHE) which were the latest figures available at drafting. This will increase the basic salary from £16,800 to £17,600 which represents a 4.76% increase.

Senior Salaries

6. All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. The framework was revised last year after a review of differentials and market comparators. The ASHE 2021 increase applies to the role element of Band 1 and Band 2 salaries – leader, deputy leader and executive members. Band 3 and Band 4 salary holders will receive a small increase to the role element of their pay and the role element of Band 5 pay will remain frozen.
7. The annual Senior Salaries payable in 2023 - 2024 as prescribed by the Panel and applicable to the Council are as follows:

| Bands of Responsibility | Role(s) | Senior Salaries determined by the Panel for 2023/24 (inclusive of Basic Salary) |
|--------------------------------|--|--|
| Band 1 | Leader | £66,000 |
| | Deputy Leader | £46,200 |
| Band 2 | Cabinet Members | £39,600 |
| Band 3 | Committee Chairs (if remunerated) | £26,400 |
| Band 4 | Leader of largest Opposition Group | £26,400 |
| Band 5 | Leader(s) of other political group(s) ' <i>a political group other than controlling/ largest opposition group (if any) which comprises not less than ten per cent of the members of the Council</i> ' (if remunerated) | £21,340 |

Allocation of Senior Salary Positions

8. The Panel has determined that there is no change to the maximum number of the Council's membership that is eligible to receive a Senior Salary in 2023/24. In Cardiff (Population Group A), the maximum number of Senior Salary positions is **19**, excluding Civic Salary positions.
9. At the Annual Meeting of Council on 26 May 2022 the following 21 posts were allocated a senior salary:

| Bands of Responsibility | Role(s) | No. of Senior Salary Positions |
|--------------------------------|---|---------------------------------------|
| Band 1 | Leader | 1 |
| | Deputy Leader | 1 |
| Band 2 | Other Cabinet Members including job sharing roles | 10 |

| Bands of Responsibility | Role(s) | No. of Senior Salary Positions |
|--------------------------------|---|---------------------------------------|
| Band 3 | Scrutiny Chairs | 5 |
| | Planning Committee Chair | 1 |
| | Licensing / Public Protection Committees Chair | 1 |
| Band 4 | Leader of the largest opposition group (Conservative Group) | 1 |
| Band 5 | Leader of the Liberal Democrat Group | 1 |
| Total | | 21 |

Job Sharing Arrangements

10. The Local Government and Elections (Wales) Act 2021 established new arrangements for job sharing for executive leaders and executive members. The Act makes provision:

- a. requiring local authorities to include in their executive arrangements provision for enabling two or more councillors to share an office on an executive, including the office of executive leader
- b. changing the maximum number of members of an executive when members of the executive share an office and
- c. about voting and quorum where members of an executive share office.

11. The Leader of Cardiff Council has confirmed that Cabinet structure for 2023-24 will remain unchanged and will include the following job-sharing roles.

a. **Social Services Portfolio (Job Sharing)**

- Cabinet Member for Social Services (Children's Services)
- Cabinet Member for Social Services (Adult Services)

b. **Tackling Poverty, Equality & Public Health (Job Sharing)**

- Cabinet Member for Tackling Poverty, Equalities and Public Health (Equalities and Public Health)
- Cabinet Member for Tackling Poverty, Equalities and Public Health (Tackling Poverty & Supporting Young People)

12. The two shared portfolios will be divided into equal areas of responsibility and the whole portfolio will be covered by the one of the job sharers in the absence of the other. This will enable each of the job sharers to receive an equal share of the available remuneration as outlined below:

- a. Band 2 Salary of £39,600 minus the Basic Salary of £17,600 = £22,000
- b. £22,000 divided equally for two job sharers = £11,000

- c. Plus the Basic Salary of £17,600 for each Job Sharer = £28,600 for each Cabinet Member Job sharer.

13. This increases the number of Cabinet Member senior salaries from 10 to 12 and the total number of senior salary holders from 19 to 21.
14. The IRPW has been consulted on these proposals and has confirmed that they meet the requirements of paragraph 3.29 of its Annual Report 2022-2023 for job sharing.

Civic Salaries

15. The IRPW has determined that where paid, a Civic Head must be paid a Band 3 salary of £26,400 and, where paid, a Deputy Civic Head must be paid a Band 5 salary of £21,340 with effect from 1 April 2023.

Payments to Co-opted Members of Principal Councils

16. All other Determinations set out in the 2022 to 2023 Annual Report of the Panel remain valid and are continued be applied. These include:

- a. Payments to Co-opted Members of Principal Councils

The Panel prescribed a £210 daily rate for ordinary co-opted members (with voting rights) to recognise the important role that co-opted members undertake. Chairs of Standards and Ethics Committee and the Governance and Audit Committee are prescribed a daily rate of £268.

Payment must be made for travel and preparation time; committee and other types of meetings as well as other activities, including training.

- b. Contribution towards Costs of Care and Personal Assistance (CPA)

To enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority, the Panel believes that additional costs of care required to carry out approved duties should not deter any individual from becoming and remaining a member of an authority or limit their ability to carry out the role. The Panel reviewed the maximum monthly payment in 2021 in recognition that this had not changed for several years. Information indicated that monthly costs and claims vary considerably. These can depend on the number of dependants, their ages and other factors. Therefore the monthly cap was replaced with the following arrangements:

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred. These hourly rates have been defined by the [Living Wage Foundation](#)

Claims must be for the additional costs incurred by members to enable them to carry out official business or approved duties. The authority must ensure

that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider. The Panel has clarified that care costs cannot be paid to someone who is a part of a member's household.

Members' Schedule of Remuneration 2023-2024

17. The IRPW issued a revised Schedule of Remuneration proforma which was approved by Council on 27 May 2021. It recommended its use by all local authorities in order to promote best practice and assist with consistency in the production of such schedules within Wales. Specific sections within the document can be amended in order to suit each Authority's own particular circumstances; however, it should be noted that use of the proforma is not mandatory.
18. In accordance with the IRPW Regulations, the Council must make arrangements for the publication of the Schedule within the authority area and the Schedule must be sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.
19. The Draft Members' Schedule of Remuneration 2023 – 2024, **Appendix B** to this report, will be published on the amendment sheet. This will be updated to reflect any changes resulting from appointments made at this meeting.

Legal Implications

20. The legal framework is set by Part 8 of the Local Government (Wales) Measure 2011 ("the Measure"), under which the Independent Remuneration Panel for Wales ("the Panel") is given functions relating to payments to Councillors and Councillors' pensions (s.142 of the Measure). The Panel is required to publish an annual report on the exercise of its functions with respect to each financial year (s.143 of the Measure); and the Council must comply with the requirements imposed on it by the Panel's Annual Report (s.153 of the Measure).
21. As set out in the body of the report, the Council is required to produce and maintain an annual Schedule of Remuneration (*the Schedule*), which must be published and sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.
22. All Members entitled to receive payment have a personal interest in this report which should be declared. However, paragraph 12.2 (b)(iv) of the Code of Conduct states that you will not be regarded as having a prejudicial interest in any business of the Council relating to remuneration or an allowance or payment or pension made in accordance with the Local Government (Wales) Measure 2011 or the Local Government and Housing Act 1989. This means all Members may debate and vote on the recommendations in this report.

Financial Implications

23. The overall financial allocation for Members' Remuneration in 2023-24 is £2.041 million, the costs are to be contained within the budget allocated.

RECOMMENDATIONS

The Council is recommended to:

- a. note the determinations of the Independent Remuneration Panel for Wales (IRPW) in its Annual Report published in February 2023 attached as **Appendix A**.
- b. delegate authority to the Monitoring Officer to finalise the draft Members' Schedule of Remuneration (Appendix B) to reflect the appointments made at the Annual Council; and
- c. delegate authority to the Monitoring Officer to update the Members' Schedule of Remuneration in the Constitution and to make any necessary amendments to the 2023-2024 Schedule from time to time during the municipal year in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the Independent Remuneration Panel for Wales.

PAUL ORDERS Chief Executive 19 May 2023

The following Appendices are attached to this report:

Appendix A Independent Remuneration Panel for Wales Annual Report February 2023
Appendix B Draft Members' Schedule of Remuneration 2023 – 2024 (to be published on the amendment sheet)

Background Papers:

Independent Remuneration Panel for Wales Annual Report (February 2023)

- English: [Independent Remuneration Panel for Wales: annual report 2023 to 2024 \[HTML\] | GOV.WALES](#)
- Cymraeg: [Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol: adroddiad blynyddol 2023 i 2024 \[HTML\] | LLYW.CYMRU](#)

[2021 Annual Survey of Hours and Earnings \(ASHE\)](#) published by the Office of National Statistics

Independent Remuneration Panel for Wales Annual Report (February 2022)

- English: [Independent Remuneration Panel for Wales: annual report 2022 to 2023 \[HTML\] | GOV.WALES](#)
- Cymraeg: [Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol: adroddiad blynyddol 2022 i 2023 \[HTML\] | LLYW.CYMRU](#)



Independent Remuneration Panel for Wales

Annual Report

February 2023

Annual Report 2023 to 2024

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| 2. Role and Responsibilities of the Panel | 4 |
| 3. Deliberations and Determinations | 6 |
| 4. Consultation and Summary of Determinations | 15 |

Section 1: Introduction

This is the Final Annual Report of the Independent Remuneration Panel for Wales, setting the Decisions and Determinations on pay, expenses and benefits for elected members of principal councils, community and town councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2023.

This is my first Report as Chair of the Panel, having been appointed in June 2022. I would like to take this opportunity to thank John Bader, the outgoing Chair, for his service over many years and who led the Panel through two significant pieces of work last year – the [Independent 10 Year Review of the Panel](#) and restoring the link between elected members salaries and average earnings in Wales. I also thank Joe Stockley for his service and I am pleased to announce the appointment of Bev Smith in June this year. Saz Willey, Vice Chair, and Ruth Glazzard continued to lead the work of the Panel during this period of change and I thank them for the support they have given both Bev and I, as new members. Ruth Glazzard stood down from the Panel at the end of 2022, when she took up a new Public Appointment. The Public Bodies Unit is currently recruiting for a new Panel member.

This year the Panel has continued to focus on and take forward the recommendations from the [Ten-Year Review](#). There are four key strands to this work – review the way we work, set out a three year strategy for the Panel, improve how we communicate and engage with stakeholders and build a robust evidence base to inform decisions.

We have embarked on the recommended Effectiveness Review of the way we work and have started developing our longer-term strategy with Panel Development Days in August and February. We have agreed that our mission is to deliver a fair and accountable reward framework for Wales, to support communities to have their voices heard within our local democratic bodies. We will use our expertise and professionalism to build trusting, sustainable partnerships to inform our work and deliver the changes Wales needs.

We aim to improve the way we communicate and engage both with our immediate stakeholders and the general public. As a first step we now publish a summary of our monthly meetings on our [website](#), but recognise there is much more to do. We aim to improve the accessibility and ease of use of our website and develop it into a more useful resource tool for people. We intend it to be an easy-to-use store of information on our Determinations, and, building on our current [Frequently Asked Questions](#) page, develop our Guidance on how all decisions should be applied.

Whilst we are an independent body, we will continue to work collaboratively with key stakeholders engaged in promoting participation in local democracy. The Welsh Government published research exploring the barriers to standing for elected office and the changing role of the councillor and held a series of events across Wales to highlight and discuss the findings.

We took an active part in these events, hosting seminars on remuneration and the changing role of local councillors. We welcomed the opportunity to share knowledge, experience, and best practice across a range of subjects and particularly the focus

on developing a shared understanding of how we can take collective action to increase diversity in local democracy.

The Panel has decided that this year will be a year of consolidation. Major changes were put in place last year, and a significant uplift in salary levels was agreed. We wish to allow time for last year's Determinations to bed in and to allow the Panel to continue its development of a research and evidence base to inform future decisions and move to a longer term planning cycle. This report reflects that decision.

During the past few years, we have been considering the structure of our reports and how we can make them more accessible to all. We have concluded that much of the information published replicates previous years, often without significant change. For this report we decided to focus on the changes made as a result of the proposals. We have therefore decided that the majority of the content set out in previous reports will be removed from the report and placed on the Panel's website. We will make arrangements for those who are unable to access the website.

This change has significantly reduced the size of the report and made it more manageable to navigate. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

We included an online survey in this year's Draft Annual Report for the first time and would like to thank everyone who took the time to complete this, or send in written responses to our consultation questions and comments on the Draft report.

Panel Membership

Frances Duffy, Chair
Saz Willey, Vice Chair
Bev Smith

Detailed information about the members can be found on the website: [Panel website](#)

Section 2: Role and responsibilities of the Panel

Role of the Panel

The Panel is responsible for setting the levels and arrangements for the remuneration of members of the following organisations.

- Principal councils – county and county borough councils
- Community and town councils
- National Park Authorities
- Fire and Rescue Authorities
- Corporate Joint Committees

The Panel is an independent body and is able to make decisions about:

- The salary structure within which members are remunerated
- The type and nature of allowances to be paid to members
- Whether payments are mandatory or allow a level of local flexibility
- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes. There is no requirement set by the Panel for principal councils to vote on the Determinations. The Panel also sets out Guidance on how its Determinations should be applied, and all councils must have due regard to this Guidance. The current guidance is set out in the [2022 to 2023 Annual Report, Annex 2 "The Regulations"](#). This guidance is still applicable.

The Panel is also consultee for proposed changes to the pay of principal council Chief Executives.

Principles

The work of the Panel is underpinned by a set of principles which guides its approach, methodology and decision making. They are:

- **Upholding trust and confidence** – Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service.
- **Simplicity** – The Framework is clear and understandable.
- **Remuneration** – The Framework provides for payment to members of authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in the post.
- **Diversity** – Democracy is strengthened when the membership of authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve.

- **Accountability** - Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest.
- **Fairness** - The Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.
- **Quality** - The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement.
- **Transparency** - Transparency of members' remuneration is in the public interest.

Section 3: Summary of Deliberations and Determinations

Methodology

Each year the Panel engages with members of the bodies for which it sets remuneration levels, officers within those organisations and clerks. The Panel also engages with relevant membership bodies including Welsh Local Government Association, One Voice Wales and the Society for Local Council Clerks. It does this through a range of meetings which, at the moment, remain mostly online. The Panel has continued with these discussions. They provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. They have also provided an opportunity for discussion about emerging situations which the Panel has considered in its decision making.

The draft report was published widely and members of the public encouraged to and have provided valuable feedback and we welcome this. This year, the Panel had the opportunity to engage with a wider group of stakeholders at the three Welsh Government “Diversity in Democracy” events and workshops.

The Panel also considers feedback from the publishing of the Annual Report in the previous year. The changes made in last year’s Report, in particular the uplift in the basic salary, seem to have been well received by stakeholders. The issues raised with the Panel have all been centred around the detail of the Determinations, asking for guidance on how they should be applied or asking for points of clarification where the text of the Report was unclear.

The Panel has therefore agreed to review the format and structure of the main Report and make better use of the Panel website to provide information and guidance.

The Panel has a duty to set payments that are fair and that encourage and enable democratic participation. It must also take account of affordability and acceptability.

In making its determinations the Panel considered a range of benchmarks, including past, current and projected indices and actual figures and the known and forecast extent and impact of multiple economic and social factors. These included post Brexit and COVID work environments and the cost of living, energy and climate crises.

Consultation on the draft Annual Report

The Panel produced and issued a draft report on 6 October 2022 for an eight-week consultation, which closed on 1 December 2022.

In addition, as part of the consultation process, stakeholders were invited to answer five questions using an online survey or by return email. A total of 89 responses were received online, whilst 44 were submitted by email to the IRP Mailbox. The

Panel would like to thank everyone who contributed to the consultation. A summary of the responses is included in section 4.

Overall, the responses supported the Panel's determinations and so no changes have been made in the final Determinations. In some areas the wording of the Determinations has been strengthened to clarify areas of uncertainty raised through the consultation, primarily a restatement of the ability for members, on an individual basis, to opt out of part or all of their remuneration.

In addition, the consultation responses, highlighted a few areas that the Panel will consider in their forward work programme for this year. The forward work programme will be published on the Panel's website at the end of March.

Following consideration of the views received in response to its consultation the Panel now makes its final determinations.

Panel's Determinations for 2023 to 2024

Basic salary for elected members of principal councils: Determination 1

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week. The Panel regularly reviews this time commitment and no changes are proposed for 2023 to 2024.

Last year the Panel reset the basic salary to align with the [2020 Annual Survey of Hours and Earnings \(ASHE\)](#) published by the Office of National Statistics. This reduced the imbalance that had arisen between the basic salary of members of principal councils and the average salaries of their constituents. The change took effect from the May 2022 local elections. The rationale for this significant step can be found in last year's Annual Report and a detailed explanatory paper setting out the historical context and analysis is available on the Panel's website.

Building on this decision the Panel has determined that for the financial year 1 April 2023 to 31 March 2024 it is right to retain a link between the basic salary of councillors and the average salaries of their constituents. **The basic salary will be aligned with three fifths of the all Wales 2021 ASHE, the latest figure available at drafting. This will be £17,600. This will represent a 4.76% increase in the basic salary.**

Salaries paid to Senior, Civic and Presiding members of principal councils: Determination 2

The limit on the number of senior salaries payable ("the cap") will remain in place. At the 2022 local elections boundary reviews changed the number of members for some councils. The Panel adjusted the senior salary cap for these councils in its 2022 to 2023 Annual Report. As there are no further changes for 2023 to 2024, the

maximum number of senior salaries payable within each council remains as set out in the 2022 to 2023 [Report](#).

All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. The framework was revised last year after a review of differentials and market comparators. No changes to banding are proposed this year. Early next year the Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed.

The [ASHE 2021](#) increase applies to the role element of Band 1 and Band 2 salaries – leader, deputy leader and executive members.

To complete the last year’s realignment of the framework, Band 3 and Band 4 salary holders will receive a small increase to the role element of their pay and the role element of Band 5 pay will remain frozen. The increase in basic salary will apply.

The salary of a leader of the largest (Group A) council will therefore be £66,000. All other payments have been decided in reference to this and are set out in Table 1.

Table 1 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils

| Description | Remuneration | | |
|---|----------------|----------------|----------------|
| Elected members of principal councils | | | |
| Basic salary (payable to all elected members) | £17,600 | | |
| Senior salaries (inclusive of basic salary) | Group A | Group B | Group C |
| Band 1: | | | |
| Leader | £66,000 | £59,400 | £56,100 |
| Deputy Leader | £46,200 | £41,580 | £39,270 |
| Band 2: | | | |
| Executive members | £39,600 | £35,640 | £33,660 |
| Band 3: | | | |
| Committee Chairs (if remunerated): Civic Head Presiding Officer | £26,400 | | |
| Band 4: | | | |
| Leader of largest Opposition Group | £26,400 | | |
| Band 5: | | | |
| Leader of Other Political Groups Deputy Civic Head | £21,340 | | |
| Deputy Presiding Member – no role payment | £17,600 | | |

Group A: Cardiff, Rhondda Cynon Taf, Swansea

Group B: Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham

Group C: Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Travel and subsistence;
- Care and personal assistance;
- Sickness absence;
- Corporate Joint Committees,
- Assistants to the Executive,
- Additional salaries and Job sharing arrangements and
- Co-opted members

Salaries for Joint Overview and Scrutiny Committees: Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

There are no other changes.

Contribution to costs and expenses of members of Community and Town Councils: Determination 4

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. However, an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so. Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.

Reimbursement for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Reimbursement for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Guidance on taxation

It is not within the remit or authority of the Panel to provide specific advice on matters of taxation. Advice can be provided by One Voice Wales and guidance is available on the HMRC website.

The £156 should fall under the statutory provisions of section 316A ITEPA: [Income Tax \(Earnings and Pensions\) Act 2003 \(legislation.gov.uk\)](#) and the current amount that can be paid without attracting a tax liability is £6 per week: [Expenses and benefits: homeworking: Homeworking expenses and benefits that are exempt from tax - GOV.UK \(www.gov.uk\)](#).

The level of payments is set out in Table 2.

Table 2 – Payments to Community and Town Councils

| Type of payment | Requirement |
|--------------------------------------|---|
| Group 1 | Electorate over 14,000 |
| Extra Costs Payment | Mandatory for all Members |
| Senior Role | Mandatory £500 for 1 member; optional for up to 7 |
| Mayor or Chair | Optional - Up to a maximum of £1,500 |
| Deputy Mayor or Deputy Chair | Optional - Up to a maximum of £500 |
| Attendance Allowance | Optional |
| Financial Loss | Optional |
| Travel and Subsistence | Optional |
| Costs of Care or Personal Assistance | Mandatory |
| Group 2 | Electorate 10,000 to 13,999 |
| Extra Costs Payment | Mandatory for all members |
| Senior Role | Mandatory for 1 member; optional up to 5 |
| Mayor or Chair | Optional - Up to a maximum of £1,500 |
| Deputy Mayor or Deputy Chair | Optional - Up to a maximum of £500 |
| Attendance Allowance | Optional |
| Financial Loss | Optional |
| Travel and Subsistence | Optional |
| Cost of Care or Personal Assistance | Mandatory |
| Group 3 | Electorate 5,000 to 9,999 |
| Extra Costs Payment | Mandatory for all members |
| Senior Role | Optional up to 3 members |
| Mayor or Chair | Optional - Up to a maximum of £1,500 |
| Deputy Mayor or Deputy Chair | Optional - Up to a maximum of £500 |
| Attendance Allowance | Optional |
| Financial Loss | Optional |
| Travel and Subsistence | Optional |
| Cost of Care or Personal Assistance | Mandatory |
| Group 4 | Electorate 1,000 to 4,999 |
| Extra Costs Payment | Mandatory for all members |
| Senior Role | Optional up to 3 members |
| Mayor or Chair | Optional - Up to a maximum of £1,500 |
| Deputy Mayor or Deputy Chair | Optional - Up to a maximum of £500 |
| Attendance Allowance | Optional |
| Financial Loss | Optional |
| Travel and Subsistence | Optional |
| Cost of Care or Personal Assistance | Mandatory |

| Type of payment | Requirement |
|-------------------------------------|--------------------------------------|
| Group 5 | Electorate less than 1,000 |
| Extra Costs Payment | Mandatory for all members |
| Senior Role | Optional up to 3 members |
| Mayor or Chair | Optional - Up to a maximum of £1,500 |
| Deputy Mayor or Deputy Chair | Optional - Up to a maximum of £500 |
| Attendance Allowance | Optional |
| Financial Loss | Optional |
| Travel and Subsistence | Optional |
| Cost of Care or Personal Assistance | Mandatory |

| Group number | Size of Electorate |
|--------------|------------------------|
| Group 1 | Electorate over 14,000 |
| Group 2 | 10,000 to 13,999 |
| Group 3 | 5,000 to 9,999 |
| Group 4 | 1,000 to 4,999 |
| Group 5 | Under 1,000 |

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of travel and subsistence costs;
- Compensation for financial loss:
- Attendance allowance and
- Co-opted members

Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5

The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park.

National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

Table 3 – Payments to National Parks Authorities and Fire and Rescue Authorities

| National Parks Authorities | |
|--------------------------------------|---------|
| Basic salary for ordinary member | £4,964 |
| Chair | £13,764 |
| Deputy Chair (where appointed) | £8,704 |
| Committee Chair or other senior post | £8,704 |
| Fire and Rescue Authorities | |
| Basic salary for ordinary member | £2,482 |
| Chair | £11,282 |
| Deputy Chair (where appointed) | £6,222 |
| Committee Chair or other senior post | £6,222 |

All other Determinations for 2022 to 2023 will still stand and should be applied in 2023 to 2024, including those covering;

- Contributions towards costs of care and personal assistance;
- Reimbursement of travel and subsistence costs;

- Compensation for financial loss;
- Co-opted members and
- Restrictions on receiving double remuneration where a member holds more than one post.

Section 4: Consultation: Summary of Responses

The Panel produced and issued a draft report on 6 October 2022 for an eight-week consultation, which closed on 1 December 2022.

The website link and pdf version of the draft report was sent to:

- One Voice Wales
- Welsh Local Government Association
- Society for Local Council Clerks
- Principal councils
- Fire and Rescue Authorities
- National Park Authorities and
- Community and Town Councils.

Determination 1: Basic Salary increase

Not all councils commented. Three highlighted whether it was correct that members be given an increase during the current cost of living crisis. However, these accepted that personal circumstances of members need to be considered and therefore it should be a personal matter for members to determine themselves whether or not they accept the pay rise or make the choice to opt-out. The Panel considered this feedback, and, whilst mindful of the overall impact on council budgets, agreed that the increase in basic salary was an important factor in encouraging and supporting a diverse group of people to stand for election.

Determination 2: Senior Salaries

There were two key issues raised by stakeholders; firstly whether the level of remuneration adequately recognises the increasing responsibilities of principal council members and secondly whether the current maximum number of senior salaries ought to be reviewed. The Panel noted these points and will consider whether this area should be a focus of the future workplan.

Determination 3: Salaries for Joint Overview and Scrutiny Committees

No representations were received in relation to the salaries for Joint Overview and Scrutiny Committees.

Determination 4: Payments towards costs and expenses of members of Community and Town Councils

Over half of the responses highlighted a concern that the payments were mandatory and that their council did not wish to increase their precept to meet these costs. The fact that the Report did not restate that members can choose to decline their entitlement to payments was not helpful. However, other responses supported the payments.

Ten per cent of the responses received raised concerns about the costs of administration and fifteen responses raised questions about the correct treatment for tax purposes. One clerk also asked if the payments that members receive could be

published globally, similar to how the contribution to costs of care and personal assistance is publicised.

Other comments mentioned the need to encourage “green” travel and one queried the need for payments to be made for senior positions.

The Panel considered these responses and agreed to reiterate the policy on individual opt outs in the Final Report and to provide a link to helpful HMRC websites.

The Panel will continue to work with stakeholders to improve support and advice to Community and Town Councils.

Determination 5: Payments to National Parks Authorities and Fire and Rescue Authorities

No representations were made in relation to payments to members of National Parks Authorities and Fire and Rescue Authorities.

In addition, as part of the consultation process, stakeholders were invited to answer five questions via an online survey or by return email. A total of 89 responses were received online, whilst 48 were submitted by email to the IRP Mailbox.

Question 1

The Panel has continued to use the Annual Survey of Hours and Earnings (ASHE) published by the Office for National Statistics as the benchmark for setting the basic salary of elected members of principal councils. There is a corresponding proportionate increase proposed for the members of National Park and Fire and Rescue Authorities. The Panel has continued to refer to the last published ASHE which was 2021. Do you agree that the basic salary element should be referenced to the [ASHE 2021](#) data.

Responses

90% of those who answered this question agreed that the Panel should reference the basic salary element to the ASHE 2021 data. 3% did not agree whilst 7% had no opinion on this question

Question 2

The Panel has made changes to the payment of costs and expenses of members of community and town councils. Do you agree with the addition of the “consumables” element?

Responses

72% agreed to the addition of the ‘consumables’ element, whilst 25% did not agree to this additional payment.

The most common theme in the answers given to question two was whether this payment was now mandatory or if the payment was optional and that Councillors had the choice to forgo. The same question was asked of the £156 payment.

Question 3

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?

Responses

97% of those who responded to this question agreed.

The majority of the answers highlighted the additional work that elected members now undertook in their role.

Community and town councils welcomed this as it would recognise the amount of work that the sector does.

Question 4

We have significantly reduced the size of the report this year to concentrate on key decisions made and intend to make more use of the website to provide easy to use guidance to users. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

How would you like to access information and guidance from the Panel? (choose all that apply)

Responses

| | |
|--|----|
| Summary report with links to detailed guidance | 84 |
| Easy to use guidance notes | 71 |
| Frequently asked questions | 49 |
| Website | 54 |
| Social media | 16 |
| Information events | 25 |
| Other | 14 |

If other, please specify:

The proposed summary report, detailed guidance notes and frequently asked questions were welcomed. Other answers included seminars, online meetings and an information event.

Have you experienced any challenges accessing or understanding our guidance and information through our website? Please let us know how we can make it easier for you?

A simplified report and separate guidance document will help stakeholders find the information they require.

No stakeholders experienced any challenges accessing or understanding the guidance and information through the website

Question 5

The Panel intend to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.

Have you any comments that would help the Panel shape this engagement?

For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.

Responses

The most popular answers given to this question were:

- online polls
- Virtual meetings
- Face to face meetings

There was a mixture of support for both online and in-person events. Some responses proposed that the Panel held regional engagement events so that several Councils could attend at the same time. Other comments received suggested these events would help to discuss any issues with the Panel in depth and for the Panel to receive a broader viewpoint and more comprehensive feedback on any proposals.

One Voice Wales offered support to the Panel in arranging any events in the Community and Town Council sector.

Summary of Determinations:

Determination 1:

The basic level of salary for elected members of principal councils will set at £17,600.

Determination 2:

The salary of a leader of the largest (Group A) council will be £66,000. All other payments have been decided in reference to this and are set out in Table 1.

Determination 3:

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

Determination 4:

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

Determination 5:

The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased by 4.76%. All payments are set out in Table 3.

Determination 6:

All other Determinations set out in the 2022 to 2023 [Annual Report](#) of the Panel remain valid and should be applied.

Independent Remuneration Panel for Wales
Room N.03
First Floor
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Telephone: 0300 0253038
E-mail irpmailbox@gov.wales

The Report and other information about the Panel and its work are available on our website at:

[Independent Remuneration Panel for Wales](#)



**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ANNUAL COUNCIL:

25 MAY 2023

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

PROGRAMME OF COUNCIL MEETINGS 2023-24

Reason for this report

- To approve the programme of Full Council meetings for the 2023-24 municipal year.

Background

- 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)).

Issues

- Appendix A** (to be published on the Amendment Sheet) is the proposed programme of Full Council and Committee meetings for the period May 2023 to May 2024 and the programme of Cabinet meetings for the same period.
- 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.

Formal Meetings Diary

Full Council

- It is proposed that Council meetings will take place as follows:

| Day | Date | Timings | | Committee | Planned Venue | Meeting Type |
|-----|-----------|---------|---------|--------------------------|---------------|--------------|
| | | Start | Est End | | | |
| Thu | 25-May-23 | 16:30 | 20:50 | Council (Annual Meeting) | City Hall | MLM |
| Thu | 29-Jun-23 | 16:30 | 20:50 | Council | City Hall | MLM |
| Thu | 20-Jul-23 | 16:30 | 20:50 | Council | City Hall | MLM |
| Thu | 28-Sep-23 | 16:30 | 20:50 | Council | County Hall | MLM |
| Thu | 26-Oct-23 | 16:30 | 20:50 | Council | County Hall | MLM |
| Thu | 30-Nov-23 | 16:30 | 20:50 | Council | County Hall | MLM |
| Thu | 25-Jan-24 | 16:30 | 20:50 | Council | County Hall | MLM |
| Thu | 07-Mar-24 | 16:30 | 20:50 | Council (Budget) | County Hall | MLM |
| Thu | 28-Mar-24 | 16:30 | 20:50 | Council | TBC | MLM |
| Thu | 23-May-24 | 16:30 | 20:50 | Council (Annual Meeting) | TBC | MLM |

Cabinet

6. Cabinet meetings are held on a monthly basis with the exception of April and August. The following are the dates that have been provisionally scheduled by Cabinet for their meetings:

| Day | Date | Timings | | Committee | Planned Venue | Meeting Type |
|-----|-----------|---------|---------|------------------|---------------|--------------|
| | | Start | Est End | | | |
| Thu | 22-Jun-23 | 14:00 | 16:00 | Cabinet | CR 4 | MLM |
| Thu | 13-Jul-23 | 14:00 | 16:00 | Cabinet | CR 4 | MLM |
| Thu | 21-Sep-23 | 14:00 | 16:00 | Cabinet | CR 4 | MLM |
| Thu | 19-Oct-23 | 14:00 | 16:00 | Cabinet | CR 4 | MLM |
| Thu | 23-Nov-23 | 14:00 | 16:00 | Cabinet | CR 4 | MLM |
| Thu | 14-Dec-23 | 14:00 | 16:00 | Cabinet | CR 4 | MLM |
| Thu | 18-Jan-24 | 14:00 | 16:00 | Cabinet | CR 4 | MLM |
| Thu | 29-Feb-24 | 14:00 | 16:00 | Cabinet (Budget) | CR 4 | MLM |
| Thu | 21-Mar-24 | 14:00 | 16:00 | Cabinet | CR 4 | MLM |
| Thu | 16-May-24 | 14:00 | 16:00 | Cabinet | CR 4 | MLM |

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.

Programme of meetings for Standing Committees

7. The Programme of Meetings 2023-24 has been drafted to balance the following considerations:
- Meeting the preferences of the “meetings survey” undertaken by Members following the Local Government Elections in 2022
 - Addressing some of the lessons learnt and concerns of Chairs and Committee members regarding the 2022-23 calendar of meetings including:
 - improving the routine of meetings to ease availability issues particularly for those attending scrutiny committees
 - avoiding school, bank and other holidays wherever possible
 - minimising the number of occurrences of having more than one public meeting on the same afternoon to prevent clashes if meetings over-run.
 - only being able to hold one meeting at a time using the conferencing system
 - the capacity and impact on Democratic Services of supporting multiple meetings on a single a day.
8. Consultation on the proposed programme of meetings has been undertaken with Group Leaders, Group whips and Committee Chairpersons with any concerns being addressed within the necessary constraints.
9. To address some of these concerns work is ongoing to procure a second conferencing system and to recruit additional staff to Democratic Services. This will minimise the likely impact of scheduling issues and improve the ability to meet the requirements of committee members. It is unlikely that these improvements will be fully implemented before December 2023.

Regulatory Committees

10. 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

11. Scrutiny Committees meet on a monthly basis with the exception of August and in an election year, April and May. Changes to dates of Scrutiny Committee meetings will also reflect any changes required to undertake pre-decision Scrutiny as necessary.
12. The Policy Review and Performance Scrutiny Committee has been provisionally scheduled until December 2023 when it is anticipated that the implementation of the improvements identified in paragraph 8 above will enable a more suitable schedule of meetings for its committee meetings to be identified.
13. Timings of budget meetings of the Scrutiny Committees in February are subject to change depending on the number of budget considerations within the remit of each of the committees.

Corporate Parenting Advisory Committee

14. This Committee has agreed to meet quarterly to meet their Work Plan requirements.

Governance and Audit Committee

15. A total of five meetings of the Governance and Audit Committee per year are planned to be scheduled during the 2023-24 municipal year.

Democratic Services Committee

16. 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

17. The Standards and Ethics Committee will meet quarterly in order to deliver its work programme.

Constitution Committee

18. It is anticipated that the Constitution Committee will meet twice during the municipal year.

19. Other Committees

Meetings of the Local Authority Governor Panel and Pension Committee have been scheduled as required.

Ad-Hoc Meetings

20. Meetings of the Appointments Committee, Appeals Committee, Bilingual Cardiff Member Group, and Pension Panel are only scheduled as and when required.

Legal Implications

21. 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. The Welsh Government has issued draft revised statutory guidance, amended to reflect the new legislative provisions introduced by the Local Government and Elections (Wales) Act 2021 amongst other issues, which has not yet been finally issued.
22. In summary, the draft 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;
 - It is recommended that meetings should be held of a length and at times, intervals and locations which are convenient to its members, having regard to equality and diversity issues; 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 cohort of Councillors will not necessarily serve the interests of the current one."
23. 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 following the local government elections in May 2022 and the current programme of meetings reflects the results of that survey and agreements made by individual Committees around preferred start times. Further surveys should be carried out, at a frequency decided by the Council, in order to accommodate any changes in circumstances which may occur over the term.

Financial Implications

24. The costs associated with delivering the programme of meetings are to be contained within the allocated budget.

RECOMMENDATIONS

25. The Council is recommended to
- (1) approve the programme of Council meeting dates for for the 2023-24 municipal year as set out in paragraph 5 of this report.
 - (2) Note the provisional dates of Cabinet meetings dates for for the 2023-24 municipal year as set out in paragraph 6 of this report.

- (3) Approve the provisional programme of meetings for the 2023-24 municipal year as in **Appendix A** (to be published on the Amendment Sheet);
- (4) delegate authority to the Director of Governance and Legal Services, in consultation with the Leader and the respective 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

19 May 2023

Appendix A Programme of Meetings 2023-24 (to be published on the Amendment Sheet)

Background papers:

Welsh Government, Local Government: Guidance for Principal Councils (Consultation Draft): [Local Government Guidance for Principle Council Consultation document - \(Final version\)](#)

Mae'r dudalen hon yn wag yn fwriadol